



## PARENT RESPONSIBILITY CONTRACT

Membership in this parent cooperative provides the chance for parents to work together, assist in the program and maintain the financial health of the school. As members, parents are responsible for:

1. **Registration and Tuition** – You are responsible for a registration fee. Tuition is paid monthly and due prior to the first day of each month.
2. **Meetings** – Please plan to attend 3-4 mandatory parent meetings. Board members will present the status of the school at each meeting, request parent feedback regarding various issues, and ask parents to vote on varied topics including the school budget.
3. **Fundraising** – Fundraising is crucial to the financial health of our school. All families are required to participate in fundraising throughout the year.
4. **Cleaning & Maintenance** – Parents are responsible for maintaining the school. Cleanup days are held several times during the school year, and participation in at least one cleanup day is mandatory.
5. **Parent Jobs** – Each family must sign up for a job during the first parent meeting of the year. Parent jobs are divided into categories based on the expected time commitment, frequency, and duration of a job.
6. **Field Trips** – Parent volunteers are needed to chaperone and drive the class on field trips.
7. **Drop Off and Pick Up** – School is open from 8:15 a.m. to 12 noon. Children may be **dropped off no earlier than 8:15 am** and **must be picked up by noon**. Children in the Discovery Program should be picked up by 2:15 pm. When you are on the premises – in the school or on the playground – you are responsible for your child. You must sign in and out.
8. **Illness** – If your child is sick, do not bring them to school. More specifically, they must be fever and diarrhea free for a full 24 hours without use of medications before returning to school. Additionally, children should not come to school if they have a constant and/or yellow/green runny nose, constant cough, or general malaise that would prevent them from enthusiastically joining in activities.
9. **Classroom Involvement** – Parents are invited and welcome in the school at any time. Teachers invite you to share a special skill or volunteer to help in the classroom.
10. **Management** – Parents are responsible for managing the preschool business as well as the facility. Parents may be elected onto the Board of Directors (BOD). BOD attend a monthly meeting.

**I understand that the above responsibilities are required as part of a membership in the Hinesburg Nursery School parent cooperative and I agree to participate. If I am unable to fulfill my obligations I understand that my membership may be forfeited.**

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This signature page and content is a Step Ahead Recognition System (STARS) requirement.*