

*This needs to be signed by each family.*

**Parent Responsibility Contract**  
**Hinesburg Nursery School**

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 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 during cleanup days held several times during the school year.
5. **Field Trips** - Parent volunteers are needed to chaperone and drive the class on field trips.
6. **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 **picked up by noon**. 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.
7. **Illness** – If your child is sick, do not bring them to school.
8. **Parent 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.
9. **Management** - Parents are responsible for managing the preschool business as well as the facility. Some parents are elected onto the Board of Directors (BOD). BOD attend a monthly meeting. Each member spends at least 4 hours per month on HNS business. BOD benefits are stated in section II D.

**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.**

\_\_\_\_\_ (Date)

*This signature page and content is a Step Ahead Recognition System (STARS) requirement. Do not remove.*

\*Subject to covid guidelines