

# Parent Participation Requirements and Contract

*Effective Dates: September 2011 – June 2012*

## Parent Participation Requirements:

1. **Work Days and Classroom Seminars:** Work a minimum of one day per week in the classroom. On your work day you may be asked to arrive 10 minutes early and to stay briefly after class to help set up and clean-up the day's activities. Approximately twice a month you will stay up to 45 minutes after class for parent education seminars with your teacher.
2. **Monthly Meetings:** You are required to attend one evening meeting each month. Either or both parents may attend. These are generally scheduled on the first Wednesday of the month from 6:45 to 9:00 p.m. No children please.
3. **Snacks:** Bring a healthy snack approximately once a month for all of the children. Snack guidelines are included in the Parent Handbook.
4. **Fundraisers:** Fundraise or write a check for a minimum of \$200 per year. Balances will be calculated by semester (\$100 each) and payments for unmet balances will be due in January and May. Each family is also expected to participate in at least one fundraising event during the year to help us acquire the additional funds needed to support our program.
5. **Support jobs:** Perform a support job for the year. A list of these is in the handbook. You will be asked to indicate your preferences before the start of school. Assignments will be posted at Orientation and you will be provided with specific instructions for your job.
6. **Yard Day:** Participate in two of our three scheduled yard days. They are held on Saturdays from 9-12 a.m. to provide necessary route maintenance and upgrades to the facilities. For safety reason, alternate arrangements for children should be planned. Limited childcare is available.
7. **Child Watch:** (Preschool Classes Only) Supervise children of parent workers after class, less than once a month, during seminar times. This will be on a day your child is regularly scheduled to attend.
8. **Health Requirements:** Participants must comply with State health standards with respect to physical examinations, immunizations and TB tests. All medical and general entrance forms must be completed before your child attends school.
9. **Fingerprinting:** (All Adults Working with Children in the Classroom) Comply with the fingerprint requirements mandated by Santa Cruz City Schools (see our website) and submit confirmation of having done so to SCPENS before your first day in the classroom. Fees for that procedure are the responsibility of the parent.
10. **Fees:** Parent Fees (tuition) are to be paid on the first school day of each month. Your first and last month's tuition is due upon enrollment. A \$10.00 late fee will be assessed for late payments. Families in good standing, who have paid for their first and last months tuition, and have a financial need, may apply for assistance through our Scholarship Fund.

I/We, have read the *Parent Participation Requirements* and agree to fulfill these responsibilities as part of our membership at SCPENS. I understand that I may be assigned a make-up assignment if I miss a Parent Meeting or Yard Day and that if I repeatedly fail to meet the requirements, I may be asked to leave the program.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_