



Family Requirements

Classroom Participation

As a co-op parent, your main responsibility will be classroom participation. Most parents will be scheduled approximately twice a month. Parents will have input about dates they would like to be scheduled. Snack and/or drink for the day is provided by the participating parent. Parent participation is one of the great rewards of belonging to a co-op as it allows parents to participate first-hand in the preschool education of their children.

Job Assignments

As a member of a co-op preschool, you will be assigned a job necessary to the operation of the school. You will be given the opportunity to express your preference from the list of available jobs. Assignments are based on your interest, skills, and time availability. Examples of jobs include class representative, treasurer, and president.

Health Requirements

Each child must have a physical exam form completed by a physician prior to the first day of school. In addition, participating parents must provide proof of a negative Tb test each year. The school will provide information about how to obtain a Tb skin test.

Attendance is required by a member of each family at the following:

CPT Training (for new families)

All new families are required to attend a six-hour orientation as mandated by the Indianapolis Council of Preschool Cooperatives (ICPC). The orientation will describe the co-op philosophy and will help you understand your role as a teacher's assistant. Various training dates and childcare arrangements are available. Each family member planning to help three or more times during the school year is required to attend.

Back to School Night

An evening program is scheduled prior to the start of each school year. This meeting enables families to meet with the teachers, tour the classrooms, learn classroom procedures, get a preview of the upcoming school year, and meet new preschool families. We ask that children do not attend this function. There is opportunity for children to meet their teachers at another scheduled time.

Parent Education Program

Several informational meetings are scheduled featuring guest speakers. Members are expected to earn three credits during the school year. The Parent Education Chairs will provide members with specific dates, times, and locations. For new members, 2 credits are earned by attending the new-parent (CPT) orientation.

Classroom Cleaning Sessions

Member families must have a representative help with classroom tear down and cleaning in the spring. The need for additional mandatory cleaning sessions will be determined by the board throughout the school year.

Fundraising

Each GOCP family is required to participate in all fundraising activities. The fundraising chair will provide all GOCP members with detailed information at Back to School Night.

Classroom Move

All families are required to help with the classroom move to and from the lower church level to accommodate the church's need for full use of the house as accommodations their guest. The move to

the lower church level will occur on the afternoon of December 15th. The move back to the school will occur approximately six weeks later.

St. George Festival

Each family is asked to complete one volunteer shift during the St. George Festival hosted by the church. This is an opportunity to make the community aware of our school and continue the positive relationship we have with our host church.

Parent Meetings

Parents are expected to attend a minimum of four monthly parent meetings during school months. One of these meetings **must be the April meeting**, so that all families can participate in board elections and budget approval. These meetings determine how the school functions and parent input is important. We ask that children do not attend these meetings. **Failure to attend the required number of meetings will result in a fine equal to one month's tuition for the family's enrolled student(s) (\$155 for Twig, \$115 for Sprout).**

I understand the participation requirements for families of students enrolled at Geist Orchard Cooperative Preschool.

Parent/Guardian Signature: _____ Date: _____

Name of Parent/Guardian: _____

Child's name: _____

Child's name: _____