



## **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 and be up-to-date on vaccinations based on the CDC immunization schedule. In addition, participating parents must provide proof of a negative Tb test each year by the end of the first month. 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. The cost for CPT training is \$25, which covers the costs of a trainer and supplies.

#### **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. Outside opportunities may be submitted for potential approval for credit to the Parent Education Chairs if a parent participates in an educational program outside of the ICPC and GOCP opportunities.

#### **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 or cleaning shifts will be determined by the board throughout the school year.

### **Fundraising**

Each GOCP family is required to participate in all passive fundraising activities. Additional participation is expected in all fundraisers in the form of promotion and distribution of information, at minimum. The fundraising chair will provide all GOCP members with detailed information at Back to School Night. An opt-out option may be available for some activities.

### **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. Details will be shared when available.

### **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. Meetings may be virtual or in-person at the school or another location.

### **Family involvement is imperative for the operation of a cooperative preschool.**

As a result, failure to complete the listed requirements will result in the following consequences:

First occurrence-\$50 fine

Second occurrence-\$50 fine

Third occurrence-termination of enrollment at GOCP

Extenuating circumstances will be considered by the board. Pre-approval for missing an event may be requested from the board and/or an appeal may be made to the board following an activity in the event of an emergency. The board may choose to implement an alternate activity in the case of a pre-approval or appeal situation.

I understand the participation requirements for families of students enrolled at Geist Orchard Cooperative Preschool and that failure to meet these requirements will result in fines and/or termination of enrollment.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Child's name: \_\_\_\_\_

Child's name: \_\_\_\_\_