

**Chapel Hill Cooperative Preschool  
Participation Policy and Agreement  
(Revised June 2006)**

We welcome you to the Preschool and request that you carefully read the following information.

**Number of Hours**

As part of the cooperative, each family **must agree to spend six hours each month** participating in the operation of the Preschool, regardless of whether your child is attending on a half time, three-quarter time, full-time basis, or shared slots. Whenever possible please perform jobs during school hours, such as Parent Aide and Staff-up.

**Banking Credit Hours**

Families may work over six hours in one month and “bank” the extra hours for future use. The Participation Chairperson will keep a record of all credits accrued to date (as well as debits if hours are not fulfilled). When a family wishes to “withdraw” banked credit hours, they may indicate this by signing the Request Calendar for the upcoming month in the space marked “Credit Hours Taken”.

You are encouraged to earn extra credit ahead of time if you will be unable to work a particular month due to, for example, exams, vacation, or family commitment.

**Job Categories**

When feasible, it is preferable for all families to work at least part of their hours with the children during the school day. We believe that maximum parent involvement in our program is a great benefit for the parents, the children, and the Preschool. However we recognize that some families are unable to participate during school hours some or all of the time. There are many jobs scheduled over the weekends or that are flexible as to how they need to be done. Because of the high demand for the weekend jobs of: 1) making playdough, 2) washing sheets, and 3) washing toys, we ask that each family request *only one of these jobs every month*. We will also provide credit for any “special projects” that you arrange with the Director. Here is a summary of jobs (see job description and credits earned on pages 3-6):

**Weekday Jobs** (Perform during Preschool hours)

- (1) Parent aide, (2) staff meeting substitute (called “Staff-Up”), (3) put away cots, (4) garbage, (5) stock bathrooms, (6) bleach solution.

**Weekend Jobs**

- (1) Saturday workday, (2) making playdough, (3) wash sheets, (4) wash toys, (5) and kitchen clean up (includes cleaning refrigerator).

**Flexible Jobs** (completion date arranged with Director) (1) copying, (2) rake playground, (3) milk shopping, (4) library books, (5) purchasing supplies, (6) special

projects (use your imagination), (7) classroom cleaning, (8) “See-Saw” books, (9) recycling plastics and regular cardboard (10) wash garbage cans .

### **Miscellaneous Jobs**

(1) Fund-raising activities, (2) board position.

### **Payment in Lieu of Participation**

In the event a family is only able to work during a particular month for three hours of their six-hours monthly commitment, a payment of \$30.00 can be make in lieu of the non-worked three hours of participation to cover the cost of a substitute. Families are still required to work three hours even if they choose to pay \$30.00 instead of working the other three of their monthly commitment.

### **Job Assignment Procedure**

The Participation Chairperson schedules jobs for all families at the Preschool on a monthly calendar. A “Request Calendar” for the upcoming month is posted on the bulletin board at the beginning of the month by the Participation Chairperson, and remains posted for 7-14 days of the month. It is the responsibility of each family to fill in their desired job(s) on the Request calendar. When performing a job, which does not appear on the Request Calendar (per special arrangement with the Director, contact the Participation Chair directly to ensure that you receive proper credit, or note the job on the master calendar posted in the office.

Some jobs work best if done by the same family over an extended time. When the Request Calendar is posted, the names of families who are doing these jobs will be typed in. If you would like to assume any of these assigned jobs when they turn over, please notify the Participation Chair.

### **Participation Notebook**

Notebook containing detailed direction for individual jobs will be kept in the Yellow Room and office.

### **PARENTS’ RESPONSIBILITIES:**

**Find Replacements:** If you are not able to perform your job (e.g., due to illness or vacation) once the monthly calendar has been distributed, it is your responsibility to find a replacement (by either switching with another parent, contacting a parent from the calendar or arranging for a paid substitute). Please indicate any changes on the master calendar posted in the Preschool office and notify the Director. If an emergency occurs that prevents you from performing your assigned job, contact the Director.

### **Failure to Work Required Hours**

If a family fails to meet their participation commitments, the following will occur:

1. The family is fined \$30 per three hours of committed time not worked. The fine must be paid by the 10<sup>th</sup> day of the following month.
2. If the family fails to meet participation commitments for two months or fails to pay fines as required, the parent will be requested to appear before the Board to explain their failure.
3. The Board will decide on a course of action by majority vote. The Board can decide to expel the family from the school for failure to meet participation requirements; such dismissals will become effective thirty days after the Board actions.

### **Parent Meetings**

There will be one or two evening meeting scheduled during the school year which all board members, staff and parents are required to attend. One is usually held in September at which time information is shared about the school. Childcare is available with a fee.

### **Annual Workday**

In the spring we have a required All Parent Workday, which you can choose from the following alternatives:

- 1) Participate-one parent from each family.
- 2) Make arrangements to do a job before or after the Workday.
- 3) Arrange to pay a fee of \$100 two weeks before the Workday so that we can hire substitutes.
- 4) Pay a fine of a \$150 for non-participation.

We need everyone's help to get the school cleaned and repaired on that day and encourage you to choose option #1 if at all possible.

### **Job Descriptions and Credit Earned**

**Parent Aide (P.A.)** (3 hours): Work at the school during the day in the morning, i.e. 8:45-11:45 am. Responsibilities include preparing, delivering, and cleaning up breakfast; supervising purple room activities and setting up the nap room. A schedule of morning work is posted in the kitchen on the freezer. It is important to arrive on time. This is one of the most important jobs for the school.

### **Substitutes for Staff Meetings (S.U. – referred to as “Staff-up”)** (1.5 hours):

Supervise napping or non-napping children (as assigned by Director when you arrive). 1:00-2:30 pm Monday at the Preschool. The staff depends on you being on time.

**Saturday Workday Chairperson** (6 hours): Organize and carry out workday the third Saturday of each month. Gather all supplies and work with the SWD Committee. Do repairs and maintenance of the Preschool and playground. Meet with the Director before each workday to discuss plans.

**Saturday Workday Committee** (3 hours): Responsibilities include repairing and maintaining the Preschool equipment and playground under supervision of the Saturday Workday Chairperson. The third Saturday of each month from 9:00am-12:00 noon is the schedule unless other arrangements are made by the Chair. Children may not accompany parents for this job. No special skills are required.

**Wash Toys** (3 hours): Take home toys on Friday (see Participation Notebook for schedule of which toys to be washed). Wash toys in soap and water then bleach. The bleach solution is 1&1/2 Tablespoons of bleach to one gallon of water. Return toys on Monday. Toys are to be sorted and returned to the room from which they were taken from. Toys must be dry and ready to be played with.

**Wash Sheets** (3 hours): Wash cot sheets and blankets over the weekend. Please use ¼ cup bleach per wash load. Pick up the sheets the last day of the school week after 2:30 and return Monday before 9:00 a.m. (See instruction sheet in the Participation Notebook.)

**Sewing** (Keep track of hours and inform Participation Chair). Talk to Director about specific projects.

**Milk Shopping** (6 hours): Purchase milk from designated store and deliver to school at least twice a week (see instruction sheet in the Participation Notebook). This job works best if done by the same family over an extended period.

**Garbage** (6 hours): Take garbage from the trash cans on the hill to the dumpster in the parking lot. Job must be done every day.

**Recycling** (3 hours): Take plastic jugs and glass (stored in the kitchen) 2 to 3 times a week to recycling center. Friday recycling is picked up at curbside early morning.

**Recycling cardboard** (3 hours): Take cardboard weekly to recycling center. Cardboard can be collected by the fence and the building outside the lower playground.

**Buying Miscellaneous Supplies** (3 hours): Check list of supplies needed that is posted in the office every week. Shop for these supplies and make the most economical purchases. This job works best if done by the same family for an extended period of time. Reimbursement forms are in the office. Complete the form attaching receipts and turn into the Director. The bookkeeper will either deduct the total from the next month's tuition or reimburse by check.

**Copying** (3 hours): Run off copies of miscellaneous items for the school and return to Director's office by date requested (it is important to complete assignment on time). Preference will be given to the families who have access to a copy machine at no charge. We have an account at CCSA, our code is 44.

**Bleach Solution and Cleaning Solution** (3 hours): This job must be done once a week. Fill spray bottles in bathroom, kitchen and every classroom with a mixture of 1 & 1/2 Tablespoons to a gallon of water. Empty the solution in the bottle out; fill bottles 1/2 to 3/4 full with fresh solution. Bleach is stored in the bathroom closet. Replenish cleaning solution as needed in the spray bottles located beside the bleach spray bottles. Bleach, cleaning solution/glass and hard surface cleaner and spray bottles are stored in the 2 toilet bathroom closets (combination 38-0-30).

**Make Playdough** (3 hours): Make playdough for the yellow and blue classrooms. Make 2 *batches* of the following recipe, and bring to school on Monday:

4 cups flour  
4 cups salt  
6 tablespoons oil  
3 tablespoon Cream of Tartar  
4 cups water

Cook over a stove using low heat, stirring constantly, until dough pulls away from pan, Add food coloring for color.

**Stock Bathrooms** (3 hours): Keep bathrooms stocked with supplies. Check at least 3 times a week (see instruction sheet in Participation notebook).

**Rake Playground** (3 hours): Keep playground raked and free of debris (this can be done after school hours as playground areas are not locked). Do twice a month.

**Wash Trash Cans** (3 hours): Wash trashcans with soap and water. Sanitize with a bleach solution. The can washing facility is located outside, at the side of the building, on the slope above the playground. There are nine trashcans in the following locations:

4 upstairs: 1 in office, 1 outside Red Room, 2 in Large Activity Room  
1 in Blue room  
1 in Yellow room  
1 in Purple room  
1 in kitchen  
1 from each bathroom  
2 outside, 1 on each playground

Collect trashcans and carry them to the can wash facility. Scrub brush and bleach can be found in the bathroom closet. The combination for the closet is: Right 38 three x, Left 00 two x, Right 30 x.

**Wash Dress-Up Clothes** (3 hours) Bi-monthly in both green and self-contained classroom, wash dress-up clothes (and mend as needed).

**Library Books** (3 hours): Check out and return age-appropriate books at Public Library for the self-contained classroom. Talk to the teachers for requests. Do twice a month. This job works best if done by the same person for an extended period of time.

**Put Away Cots** (6 hours): Stack all cots and put in storage closet. This must be done every day. On Fridays, strip sheets and place in dirty-sheet receptacle. Stack in reverse order, with highest number on the bottom and #1 on the top.

**“See-Saw” Books** (6 hours): Distribute Book Club catalogues and order forms. Receive order forms with payments and send to book Clubs. Distribute orders when they arrive at school.

**General Kitchen Clean up** (including refrigerator) (3 hours per Clean-up): Clean kitchen and refrigerator. Instructions: take floor mats outside and hose them; wipe shelves and put pots, pans, bowls, etc. in order; clean kitchen sink; wipe tops and steel shelves and put food back in order; wash plastic drawers where utensils are stored. Be sure to dry them completely before putting the utensils back; wipe water heater and top of exhaust fan unit. This job can be done over the weekend or weekday after 1:00 pm. (Get key to the Preschool from the Director)

**Classroom Cleanup** (3 hours): Do general cleaning in the classrooms. Wipe down shelves, cubbies, and anything that seems dirty. Get a key from the Director.

**Food Certificate Program Chairperson** (6 hours): Order, purchase, and distribute food certificates to people who have ordered them. Collect payment prior to distribution of certificates. Maintain records of orders and payments.

**Participation Chairperson** (6 hours): Have on record the participation agreements from all families. Schedule working hours for parents each month and notify them. Notify the Director when hours are not met. Post on the first of the month the sign up calendar for participation.

**Other:** Arrange for “special projects” with the Director. Keep track of hours and inform Participation Chair of the number of hours worked to receive credit.

**Board Positions:** (6 hours) Attend monthly Board meeting and fulfill responsibilities of the position as described in job description. You will be making a commitment to serve a two-year term. The Board composition is as follows 3-5 parents, 3-5 community representatives, church representative from the Community Church and Church of Reconciliation.

**Possible Board Positions Include:**

**Chairperson** (6 hours) Chair Board meetings, recommend items to discuss for Board and Staff, advise with Director on general problems of the Center.

**Vice-chairperson** (6 hours): Oversee all elections; make ballots, collect, count, and post results, Chair all social functions (except fundraising events).

**Treasurer** (6 hours): Meet with Bookkeeper and present to Board monthly Profit/Loss statements. Assist Director with the annual budget. Arrange for an annual review of the Preschool finances.

**Secretary** (6 hours): Take notes at Preschool meetings. Get minutes typed, copied, and distributed to all members, within one week after board meeting. Handle miscellaneous correspondence.