

**Chapel Hill Cooperative Preschool**  
**Infant and Toddler Site**  
**Parent Participation Policy and Procedures**

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

**Number of Hours**

As a part of the Cooperative Preschool agreement, each family must complete six hours each month of participation in Preschool operations. These 6 hours are for every family regardless of the number of children attending; the number of days per week they attend; whether your child(ren) attend three-quarter time or full-time basis; or attendance is half month, such as June enrollment and December holidays.

**Banking Credit Hours**

Families may work more than six hours in one month and "bank" the extra hours for future use. The Participation Chairperson will keep a record of all credit hours accrued to date. If you want to withdraw previously banked hours for use in a particular month you must indicate this on the calendar under "Credit Hours Taken". Banked hours may be used for any of the 6 required hours each month.

**Payment in Lieu of Partial Participation**

In the event a family is only able to work during a particular month for three hours of their six hours monthly requirement, a payment of \$30.00 can be made in lieu of the non-worked three hours of participation hours. **Families are still required to work 3 hours even if they choose to pay \$30.00 instead of working the other three of their monthly participation requirement.**

**Failure to Work Required Hours**

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

1. The family is fined \$10.00 for each hour of time not worked. The fine will be added to the billing statement from the school and must be paid by the 10<sup>th</sup> of the following month.
2. If the family fails to meet participation commitments for two months or fails to pay fines as required, 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 30 days after the Board action.
3. Fines accrued from lack of participation not previously paid will be deducted from the security deposit.

**The Participation Calendar**

The Participation Chairperson is responsible for posting the participation calendar with a listing of available jobs at the end of each month for the following month. It is the responsibility of the family to fill in their CHILD'S LAST NAME on the calendar for jobs selected. Special projects and jobs can be arranged for participation credit but must be pre-approved by the director. When performing a job not listed on the standard calendar, you must write your name, the job completed and time for the job on the calendar by the end of the month for credit. If you are unable to perform your job, it is your responsibility to find a replacement or notify the Director within a reasonable time. It is the responsibility of the family(ies) to post all changes on the calendar. The Participation Chairperson will provide each family with a summary of banked hours, and hours worked each month. Questions or problems should be discussed immediately.

**Required Parent Workday**

Once every year, a four (4) hour Saturday workday is planned. Every family is required to attend. If you are unable to attend this day, the Participation Chairperson and Director should be notified and special jobs can be arranged to make up this time. Families will pay \$150 for non-participation.

## Special Family Situations

If a hardship occurs such as birth, death, illness, family situation, etc. which results in your inability to fulfill your participation agreement, please notify the director to discuss your situation.

## Job Descriptions and Credit Hours

A listing of calendar jobs and associated credit hours follows. The Participation Chairperson will automatically give the associated credit for jobs as assigned on the monthly calendar. If the number of hours actually worked differs from the standard credit hours listed below for certain jobs, the number of hours will be indicated on the calendar for credit by your child's teacher and/or director.

**Weekday Jobs** – Jobs that are performed at the school during the day.

1. Parent-Aide (P.A.) (3.0 hours) - Hours are 9:00 a.m. – 12.:00 a.m. Responsibilities include preparing breakfast and lunch, delivering and cleaning up breakfast; preparing and storing lunch (warm dishes in the oven, cool dishes in the refrigerator); washing and putting away lunch prep dishes. Breakfast dishes are washed and placed in dishwasher.
2. Washing Dishes (1.5 hours) - Hours are any time after 12:45 noon. Wash dishes and perform general kitchen clean up after lunch. The dishwasher may be used for lunch clean up.
3. Toys (1.5) – Cleaning Toys can be: clean toys at school in the kitchen or at home. First wash toys with soap and water. Then clean with a solution of ¼ cup bleach to one gallon of water. **Rinse well and dry.** If taking toys home, they should be returned the following day. Only take buckets of toys from your child's room and return the toys to that room.

**Monthly Jobs** – Jobs that are performed during school hours. Responsibilities span the entire month during which the family is signed up.

1. Garbage Removal (6.0 hours) – At the end of every day, take bags of garbage from entryway (outside building) and put in the dumpster in the church parking lot. It is preferable for a Full-Day family to complete this job. ¾ Day is acceptable with the understanding that the removal is done at 5:00 and after.
2. Wash Trash Cans (3.0) – Hose down all trashcans in the school twice a month. There are 7-8 cans in the staff room, bathrooms, office, kitchen, and classrooms.

**Flexible Monthly Jobs** – Jobs that can be performed at varied times or at the request of the Director.

1. Purchase Supplies (3.0 hours) – Every week, check the list of needed supplies in the school office. Shop for supplies and make **economical** purchases. Keep receipts and submit reimbursement form.
2. Make Playdough (3.0 hours) – Make the playdough recipe twice a month and divide between two classrooms. **Playdough Recipe:** 4 cups flour, 2 cups salt, 6 Tablespoons oil, 3 Tablespoons Cream of Tartar, 4 cups water, food coloring. Combine all ingredients and cook over low heat, stirring constantly until dough pulls away from pan. Knead until smooth.
3. Library Books or purchase books (3.0 hours) – Check out and return age-appropriate books at the public library at least 2 times during the month. You can use your own card or the school's library card. **Alternative:** Or purchase two books from the Director's Booklist. Turn into the Director so credit is given and purchased books are removed from the list. Alternative *is not* a reimbursable purchase.
4. Kitchen Clean-up (3.0 hours) – This is a **deep clean** for the kitchen. Remove items and drawers from all shelves, wipe, and put items in order. Clean inside and outside of refrigerator. Wipe countertops, sweep and mop floor.
5. Playground Maintenance (3.0 hours) – Rake playground, remove debris, sweep off pavement, pick up toys, and check safety of equipment. Organize outside closet. Job can be done twice a month for a total of 6 hours.
6. Cleaning Classrooms (3.0 hours) – Clean classrooms over the weekend. Check with teachers/site director for key and instructions. Cleaning includes: organizing closet, remove toys from shelves and wipe down, clean trashcans, and/or additional miscellaneous items.

**Weekend Jobs** - Jobs that are performed either at the school or at home on the weekend.

1. Saturday Workday (3.0 hours) – One Saturday morning a month the Saturday Workday Chairperson schedules a workday at the school. Participants may do various jobs as assigned by the Chairperson. Jobs vary with school need but may include cleaning, repairing equipment, painting projects, etc. Children are not allowed. (This is not the required parent-teacher Saturday workday.)
2. Laundry (3.0 hours) – Wash mat sheets, blankets, school clothes, bibs/towels. Use ½ cup bleach per wash load. Pick up laundry on Friday afternoon after 2:30 p.m. and return neatly folded by Monday at 8:00 a.m. Sign up for your child’s classroom only unless previously approved by director.
3. Baking Baked Goods (1.5 hours) – Bake muffins or quick bread for breakfast or snack time. No nuts allowed; raisins are ok. Bread must arrive by 9 am Monday. This *is not* a reimbursable purchase.

**Special Jobs** – Occasional jobs in the school. Job and hours must be written on the calendar for credit.

1. Fundraising activities
2. Sewing
3. Special projects as arranged with the Director or Participation chairperson
4. Planned classroom activities. With your child’s teacher you can plan an activity around a special skill, family tradition or interest to share with the class. The Director will determine amount of credit.

**Permanent Jobs** – Jobs that we have found work better if the same person performs over time for consistency. When a permanent job becomes vacant, the job is posted on the preschool bulletin board and interested families may approach the participation chairperson for further information.

1. Shopping – Purchase milk or supplies from designated store and deliver to the school once a week. See the Director for shopping instructions.
  - a) Sam’s Club or Costco for program supplies (3.0 hours per month)
2. Food Certificates (6.0 hours per month) – Order, purchase and distribute food certificates to people who have ordered them. Collect payment prior to distribution of certificates. Maintain accurate records of orders and payment.
3. Recycling (3.0 hours) – Take items for recycling to the center on a weekly basis. Take blue bin to the curb on Monday afternoons or evenings.
4. Participation Chairperson - ITSITE (6.0 hours per month) – Post monthly participation calendar on bulletin board. Record all family participation hours in record book. Calculate quarterly summaries of hours and submit reports to families and the school. Report fines levied to the school for billing.
5. Saturday Workday Chairperson – ITSITE (6.0 hours per month) – After consulting with Director, the chairperson plans, gathers supplies and coordinates the Saturday workday held each month. The chair also works at the Saturday workday and keeps a record of workday participants.
6. Fundraising Chairperson – School-Wide (6.0 hours per month) – Provide leadership in raising money for the Preschool with the goal of meeting the income line for fundraising in the current operating budget.

**Board Positions** – These elected offices on the board count toward parent participation hours. Must attend monthly Board meetings and fulfill responsibilities outline in the Bylaws of the school.

1. Chairperson of the Board (6.0 hours) – Chair meetings, recommends items to discuss. Consult with director on general management of the school.
2. Vice-Chairperson of the Board (6.0 hours) – Oversee elections (collect nominations, make ballots, collect, count and post results). Chair social functions.
3. Treasurer (6.0 hours) – Assist with the development of the annual budget. Be knowledgeable of the fiduciary oversight requirements.

- 4. *Secretary* (6.0 hours) – Take minutes at meetings, type, copy, and distribute within 1 week after board meeting. Handle all miscellaneous correspondence.

.....  
(Cut, sign, and return this portion to director)

**Chapel Hill Cooperative Preschool  
Participation Agreement**  
Updated September 22, 2010

Our family understands that the Preschool is a cooperative and cannot function without our help. We have carefully read through the Participation Policy and Procedures. We agree to participate as outlined in the policy. We understand that our family will be required to pay fines and may be expelled from the school for failure to fulfill our obligations as outlined in the Participation Policy and Agreement.

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Child's Name: \_\_\_\_\_  
Date \_\_\_\_\_

**Please describe any special talents or skills (such as repair work, fundraising, bookkeeping, computer skills) you may have which may be of benefit to the school:**