

MENLO-ATHERTON COOPERATIVE NURSERY SCHOOL

PARENTS' ROLES AND RESPONSIBILITIES

WORKDAYS

- Assist teacher and children in the classroom one day each week per child (assignment varies weekly and may involve bringing snacks for the students and parents, or an activity for the students).
- Work as an emergency parent per the needs and requirements of the teacher.

EVENING ADULT EDUCATION

- Enroll in and attend the Menlo-Atherton Adult Education classes. Adult education can be fulfilled by either (or both parents) attending any of three types of meetings:
 1. Class meetings facilitated by your teacher (or another teacher if desired), scheduled as follows:
 - Friday class – Tuesdays, 7-10 pm, once per month
 - Tu/Th class – Tuesdays, 7-10 pm, once per month
 - MWF class – Wednesdays, 7:30-9:30 pm, once or twice per month
 - M-Th class – Mondays, 7:30-9:30 pm, once or twice per month
 2. Monthly general meetings, often the last Monday of the month
 3. Monthly board meetings, often the first Monday of the month
- The specific amount of adult education that is required per month follows:
 - Friday class – 5 hours
 - T/Th class – 5 hours
 - MWF class – 6 hours
 - M-Th class – 6 hours
 - Double parents – 7 hours (a double parent is one who has two or more children enrolled simultaneously in two different classes)
 - Veteran parents – 4 hours (A veteran is one who has attended an adult education co-op for 3 or more years)
 - Double veteran parents – 5 hours

COMMITTEES

- Serve on a committee for the year to help operate the school.
- Sign up for a committee at the first general meeting in September on a first come, first selected basis.

FUNDRAISING

- REQUIRED
 1. Participate in the eScrip program.
 2. Participate in our annual auction including donating at least one item and attending the event (to be held on Saturday, November 8, 2008).
- OPTIONAL – Chevy's Night
- These items may vary at the discretion of the Board.

MAINTENANCE DAY

- Participate in one 3 hour maintenance day per school year to help clean and organize the school and grounds.

ANNUAL OPEN HOUSE

- Provide refreshments and contribute 1 hour of your time during the annual open house.

OVER

TRADITIONS

- If you like, take part in some of our traditions:
- Participate in Trading Places week in March
- Bring refreshments for class meetings
- Make or purchase holiday and end of year class gifts to teachers
- Participate in community outreach projects
- Take care of our guinea pig during vacations
- Bring along the family to our annual open house
- Provide meals for families with newborns, illness, etc.
- In the event of unforeseen circumstances, the Board may request additional support from co-op members.

ENROLLMENT REQUIREMENTS

MEDICAL IMMUNIZATION FORMS

- Provide a current health form and medical immunization form signed by his or her doctor. **No child is allowed to start the school without these forms.**
- Obtain a current TB test for all new parents who will regularly work at the nursery school. Update this test every 4 years. A negative TB test is required for all parents who plan to work at the school more than 3 times during the course of the year. All teacher-approved caregivers or relatives who will be attending school more than 3 times during the course of the school year need a negative TB test as well. Please note, only the chest x-ray or intra-dermal methods of TB tests are acceptable. A TB tine test is not acceptable.
- If these requirements are not met, neither parent, caregiver, relative nor child may attend class.

TUITION – For the 2008-2009 School Year

- Pay your child's tuition on time on a quarterly basis

| | <u>Nursery School Fee</u> | <u>Adult School Fee</u> |
|---------------|---------------------------|-------------------------|
| Friday class: | \$145 | \$10 |
| T/Th: | \$290 | \$20 |
| MWF: | \$435 | \$30 |
| M-Th: | \$585 | \$40 |