

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

- 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 or Thursdays, 7:30 – 9:30 pm, once per month
 - Tu/Th class – Tuesdays, 7:30 – 9:30 pm, once per month
 - MWF class – Wednesdays, 7:30-9:30 pm, per month
 - M-Th class – Mondays, 7:30-9:30 pm, once per month
 2. Monthly general meetings, often the last Monday of the month
 3. Monthly board meetings, often the first Monday of the month. If you are not a board member, you are always welcome to attend board meetings, but only one will count towards your night hours.
- The specific amount of adult education that is required is as follows: Pending Membership approval (already approved by the board):

For all members:

- Each family will be required to attend a total of 15 two-hour meetings per year. (The mandatory orientation for new parents does not count.)
- All members will be required to attend at least six of their child's class meetings.
- When both spouses attend meetings, members will get credit for 1.5 meetings.
- The auction, which is an essential part of our fundraising, will remain mandatory. If both parents attend the auction, the family will earn 2 meeting credits for the evening.
- Non-board members may attend one board meeting per year toward meeting requirement total. Board potlucks/celebrations do not count.
- Veteran status will no longer exist.
- The seven two-hour general meetings each year (including SPICE) will count towards meeting totals.
- Attending as many class and general meetings as possible should be the goal of members.

For double parents:

- Double parents will be required to attend 20 meetings per year, including at least six class meetings from each child's class.

For board members:

- Board members will be permitted to count the seven board meetings toward total meeting requirements, not including board potlucks.
- Like all members, board members must attend at least six class meetings.

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.

OVER

FUNDRAISING

- REQUIRED
 1. Participate in the eScrip program or buy out for \$100. Must be enrolled by 9/30 or submit buyout.
 2. Participate in our annual auction including donating at least one item and attending the event (to be held on Saturday, October 29, 2011).
- OPTIONAL – Chevy’s Night
- These items may vary at the discretion of the Board.

MAINTENANCE DAY

- Participate in one 2 ½ 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 (to be held on Saturday, April 28, 2012 from 10:00 am to noon).

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, Quantiferon (blood test) 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 2011-2012 School Year

- Pay your child’s tuition on time. (fall, winter, spring.)

Nursery School Fee

Friday class:	\$330
T/Th:	\$585
MWF:	\$840
M-Th:	\$1095

***Tuition will be considered overdue if not received by the treasurer by the 7th day following the due date. A \$50 a week late fee will be assessed on overdue tuition.**