**Parent Responsibility Contract**

*As a family enrolled in North Hill Cooperative Preschool, you are responsible for the following items. If you need help fulfilling the duties, please discuss this with your teacher, class rep or president. As you read the items below, please initial on the line provided. A copy for your records/handbook will be returned to you.*

\_\_\_\_\_ All parents or designated caregivers who are to work as teaching assistants must complete Parent Training (9/12/16 at 10:30am or 6:30pm) before they will be allowed to work in the classroom.

\_\_\_\_\_ One parent or designated caregiver must sign up for an individual classroom job (or on the Executive Board).

\_\_\_\_\_ One parent or designated caregiver must serve as a working member on a Special Events committee.

\_\_\_\_\_ At least one parent must participate in a monthly school clean-up time once during the school year. NHCP will collect a $75 refundable deposit from each family via check. If the school clean-up obligation is met, the check will be returned, uncashed. If it is not met, the family will forfeit the deposit and the check will be cashed.

\_\_\_\_\_ All registration forms, including up-to-date immunization records, are due before the child enters the classroom.

\_\_\_\_\_ Tuition is due at the first of every month. May tuition is collected at orientation. There is a $10 late fee if tuition is received after the 15th of each month. Additional regulations are found in the school’s Standing Rules.

\_\_\_\_\_ Each family is expected to participate in fundraisers (selling of gift cards, holiday wreaths, Trike-a-Thon, auction, etc.) as outlined in Section E of the NHCP Standing Rules.

\_\_\_\_\_ An adult family member or caregiver must participate in the classroom as a teaching assistant on a rotating basis, as designated by the Class Rep. It is your responsibility to find a substitute if you are unable to work on your assigned day.

\_\_\_\_\_ Parents must earn (at least) one Bates Parent Education Credit for every month enrolled.

\_\_\_\_\_ The parent designated as “snack parent” on any day is required to provide a nutritious snack and make all reasonable and prudent efforts to ensure the snack is free of any ingredients known to cause an allergic reaction in any student in the class. **NHCP is a nut-free school. No peanuts or peanut products are allowed in the school or at any special event.**

\_\_\_\_\_ Provide documentation, signed by a physician, describing the circumstances for and exact dosage of any medication that may be required during school hours.

\_\_\_\_\_ An adult family member or caregiver must attend Class Information Nights.

\_\_\_\_\_ Keep your child home for 24 hours after (s)he runs a fever, vomits, or experiences diarrhea. Parents are expected to exercise prudence, common sense and courtesy in this regard. Parents are also expected to notify the teacher in the event the child is diagnosed with any significant communicable disease such as chicken pox or measles.

*With my signature below, I certify that I have read and understand my parent responsibilities while my child is enrolled in NHCP.*

*I also acknowledge that if we fail to meet these requirements, we may be dropped from the program until we are in compliance.*

Parent/Guardian Date Parent/Guardian Date