

# Synopsis of HPNS Contract Requirements

(see your signed contract for details – item # given below)

Or

***What Do I Need to Get All My HPNS “Ducks in a Row”?***

Revised March 6, 2006

## Before Starting:

- \_\_\_\_\_ Each parent participating in the classroom must have an up-to-date...
  - \_\_\_\_\_ TB test on record with HPNS. (#6)
  - \_\_\_\_\_ Fingerprints taken, done by Hayward Unified School District. (#7)
- \_\_\_\_\_ Immunizations: Present current copy of each child’s immunization records. (#8)
- \_\_\_\_\_ Emergency Kit for **Each** Child: Pack one and turn it in to HPNS for the year. (#9)

## On-Going:

- \_\_\_\_\_ Weekly Work Day: Work one day a week in the classroom for three hours. Must begin 15 minutes before class (setup), and end 15 minutes after class (debrief). This includes covering your shift with a substitute when you are unable to make it. (#1, 4)
- \_\_\_\_\_ Thursday night meetings: Attend and be on time - weekly. (#2)
- \_\_\_\_\_ Study Trip days - transportation: Handle on your own – responsibly. (#13)
- \_\_\_\_\_ Tuition & Fees: Pay HPNS Tuition and Hayward Adult School fees on time. (#10)
- \_\_\_\_\_ Committee Duties: Fulfill classroom committee obligations and/or Board Member commitments in a timely manner. (#14)

## Annual Requirements:

- \_\_\_\_\_ Opening & Closing Work Hours: Participating families spend three hours in September and three in June for the Set-Up/Wrap-Up of classroom environment.
- \_\_\_\_\_ Friday Morning Cleanup: - Do one 2-3 hour session at HPNS. See Sign-Up. (#11)
- \_\_\_\_\_ Fund Raising duties: Do as voted in by body. (in past - Spring Festival’s raffle). (#12)
- \_\_\_\_\_ Maintenance Hours: each family must complete eight (8) hours of maintenance duty, any time within the two school maintenance days per year: one day in fall, and one in spring, each on a Saturday.
- \_\_\_\_\_ Thursday Evening Meeting Snack: Bring once a year for parent meeting. (See Parent Ed. Board Member for Sign-Up).

## Leaving:

- \_\_\_\_\_ Return All School Materials Before the end of May: ... all materials – anything borrowed from classroom, the parent handbook, committee binders, etc.
- \_\_\_\_\_ If leaving mid-year: A two weeks notice, written, of intention to leave is required. All above requirements must be met before deposit can be returned. (#5)