

# Hayward Parent Nursery School - Membership Contract

**By signing this contract, I agree to the following as a member of the Hayward Parent Nursery School.**

## **Before Starting:**

- \_\_\_\_\_ Each parent or family member participating in the classroom must have an up-to-date...
- \_\_\_\_\_ TB test on record with HPNS
- \_\_\_\_\_ Fingerprints taken, done by Hayward Unified School District
- \_\_\_\_\_ Immunizations: Present current copy of each enrolled child's immunization records.
- \_\_\_\_\_ Emergency kit for EACH child: Turn in to HPNS for the year.

## **On-Going:**

- \_\_\_\_\_ Weekly Work Day: Work one day a week in the classroom for 3 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.
- \_\_\_\_\_ Parent Education Meetings: Attend the evening parent education meetings weekly and be on time.
- \_\_\_\_\_ Study Trip Days: Transportation: Handle your own- responsibly.
- \_\_\_\_\_ Tuition and Fees: Pay monthly HPNS Tuition and quarterly Hayward Adult School fees on time.
- \_\_\_\_\_ Committee Duties: Fulfill classroom committee obligations and/or Board Member commitments in a timely manner.
- \_\_\_\_\_ Abide by the decisions of the majority membership regarding matters concerning the welfare and safety of HPNS and its members.

## **Annual Requirements:**

- \_\_\_\_\_ Opening & Closing Work Hours: Participating families spend 3 hours in September and 3 hours in June for the Set-Up/ Wrap-Up of classroom environment.
- \_\_\_\_\_ Friday Cleanup: Do one to two 3 -hour sessions of sanitizing the classroom at HPNS. See sign-up.
- \_\_\_\_\_ Fundraising duties: Participate in the major fundraiser as voted in by the body each year. Usually includes working on an additional committee, working the day of the event, and fundraising money.
- \_\_\_\_\_ Maintenance Hours: each family must complete 8 hours of maintenance duty, any time within the two school maintenance days per year: one day in the fall, and one in the spring, each on a Saturday.
- \_\_\_\_\_ Evening Meeting Snack: bring snack once a year for the parent meeting. See 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 it required. All above requirements (most items will be pro-rated) must be met before deposit can be returned.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**The goal of this program is to partner with you in order to provide an active and enthusiastic environment, which embraces creative ideas and solutions as well as offering the latest child rearing practices and parenting techniques. We hope our partnership will provide the general FUN needed, as you remain involved in your child's early education. You are your child's first teacher!**