DISCOVERY PARENT-CHILD PRESCHOOL
Parent Contract

As parent(s) in a parent participation preschool, I/we accept the following responsibilities and obligations to do my/our share in making the school run efficiently and equitably. I/we agree:

_____ (initials)
1. To abide by the information provided in the Parent's Handbook, which is based on the bylaws of the school. The Discovery Parent Handbook can be found at www.discoverypreschool.org under the member's section.

_____ (initials)
2. To actively participate in Discovery's primary mode of communication by regularly checking e-mail correspondence (Google Groups) and familiarizing ourselves with the information on the Members' website.

_____ (initials)
3. To fulfill all health requirements for both child and working parent(s) prior to attendance at school.

_____ (initials)
4. To perform assigned duties as a member of a committee or as a member of the Executive Board.

_____ (initials)
5. To work in the classroom as scheduled and arrive 15 minutes prior to the start of class. If unable to work, it is my responsibility to arrange for a substitute. Due to safety considerations, siblings are not allowed to accompany the working parent.

_____ (initials)
6. To pay a one-time $100 enrollment deposit per child enrolled at Discovery Parent-Child Preschool will be due at the first General Meeting/Back-to-School Potluck in September. This deposit will roll over each year that my child is enrolled at Discovery. Once my child moves on from Discovery, my deposit will be returned given that all my committee and work day commitments are fulfilled and my family is in good standing with the school. In the event that my family should leave Discovery without providing a 30-day notice, the deposit will be used to pay for fees that may accrue due to missed work day shifts or school maintenance obligations. Failure to promptly pay for the enrollment deposit could be grounds for dismissal from the school.

_____ (initials)
7. To pay tuition on the FIRST (1st) of the month. Tuition is considered late after the 10th of the month (regardless of the day of the week the 10th falls on). A fee will be assessed for late tuition payments. If we decide to leave the school, the unused portion of our tuition/fees will be reimbursed if we provide a 30-day written notice and fulfill our other obligations to the school. Failure to pay for tuition in a timely fashion could result in a service project or be grounds for dismissal from the school.

_____ (initials)
8. To attend monthly General Meetings and all other required scheduled meetings. General Meetings are typically held in the evening on the 2nd Wednesday of each month. Out of respect for the speakers, no children (with the exception of newborns) are allowed at these meetings.

_____ (initials)
9. To participate in the upkeep of the school by attending: *
    a. One Weekend Indoor Care session per child, per year (approx. 3 hours)
    b. One Outdoor Work Party session per child, per year (approx. 3 hours)
    c. End-of-Year Clean Up (2-3 hours)

* For safety and efficiency, children are not allowed at any of the above sessions.

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_____ (initials)

10. To satisfactorily complete any Service Projects (approx. 3 hours) that may be assessed due to non-participation. Non-participation may include, *but is not limited to* the following:
    a. Missing scheduled meetings, Weekend Indoor Cleaning, or End-of-Year clean up.
        - Each family is allowed to miss one (1) non-mandatory general meeting without being assigned a service project.
        - Mandatory general meetings include the Back to School Potluck in September and the Safety Meeting in October.
    b. Not fulfilling the obligations of my Committee/Executive Board assignment.
    c. As a working parent, arriving late more than twice during the year.
    d. Paying tuition or other fees late.

    Service projects must be completed by the assigned due date. All outstanding service projects must be completed before the June Board Meeting or members will lose their enrollment spot.

_____ (initials)

11. Members who fail to fulfill this contract <u>*or*</u> who miss three (3) General Meetings <u>*or*</u> who receive a total of five (5) service projects will be dismissed from the school. A family joining after January 1st may miss one (1) General Meeting and will be dismissed from the school upon missing a second meeting.

I agree, as a participating parent of Discovery Parent-Child Preschool, to fulfill the obligations outlined above prior to the close of the school year 2019-2020. I understand and agree to the above terms and conditions.

SIGNED _____ **DATE** _____

CHILD'S NAME _____ **CLASS** _____

Please return this contract along with the following Signature Page to the Membership Chairperson. You can reference the contract at any time on the school website at: www.discoverypreschool.org