

Castro Valley Parent Nursery School DECLARATION OF RESPONSIBILITIES

Castro Valley Parent Nursery School will provide a wonderful educational experience for you and your child. However, to keep our school running like the well-oiled machine that it is, all families must fulfill their obligations. The following is a list of responsibilities of each member family. Failure to meet obligations may result in probation, forfeit of your \$150 security deposit, and/or termination from the school (poor standing).

1. Weekly Daytime Parent Participation: Each member family is required to work one day per week. Kitchen duty includes providing a nutritional snack for 32 people. If individuals cannot work a weekly workday it is understood they will find a substitute, paid substitute or by swapping workdays. When field trips, or school events, fall on a set workday parents of that set workday are expected to “work” for a set time during that field trip. Time allotted to “work” during the field trip or school special event is dependent upon the specific event. Parents are expected to arrive on time for their workday, 8:45 AM and 12:15 PM, failure to do so may result in a \$15 fine per incident. Multiple infractions may result in being placed on probation. Failure to complete this obligation may result in the forfeit of your \$150 security deposit and may place your family in poor standing.

2. Adult Education Mandatory Evening Meeting Hours: Attendance at adult education evening meetings are mandatory. These mandatory meetings are held on the first Wednesday of each month from 7:00 - 9:30 PM. Board meetings are held the third week of every month. These meetings are not mandatory, however attendance is encouraged as important decisions and topics pertaining to the preschool are discussed. During the course of the year CVPNS host family events, such as a Science or Music night. Evening family events are held at various locations. Please note that children can attend evening family events, they can’t attend any other parent meetings as we do not provide childcare. Families can miss one mandatory meeting annually without consequence. The second missed meeting will place a family on probation (see graphic organizer for Missed Mandatory Meeting on subsequent page). At the end of each quarter you may be placed on probation if you have failed to attend a mandatory meeting, your workday, or school obligations (see graphic organizer of Missed Mandatory Meetings on subsequent page). If you end the year on probation, or fail to meet any other preschool obligation, you will forfeit your \$150 security deposit, you may be asked leave the school, and your family will be placed in poor standing. Families in poor standing are not eligible for re-enrollment in the future.

3. Committee Job/Board positions: A committee job or board position is mandatory for the general operation of the school and its programs. Failure to complete this obligation and school cleaning per year, will result in the forfeit of your \$150 security deposit and may place your family in poor standing.

4. Maintenance and Cleaning Hours: Four hours each per year of both maintenance and cleaning is required per family. These hours are necessary for the general upkeep of the school and equipment. Failure to complete the four hour minimum obligation will result in the forfeit of your \$150 security deposit and may place your family in poor standing.

5. Snacks: Each family, in collaboration with their workday group (e.g., Monday AM, Monday PM, Tuesday AM, Tuesday PM), is responsible for providing a snack to one evening meeting. This includes setup and cleanup for your workdays assigned snack meeting.

6. Fundraising/Community Outreach: Each family is responsible for a set number of mandatory fundraising credits, to be determined by that year’s Fundraising Chair. Failure to complete this obligation will result in the forfeit of your \$150 security deposit and may place your family in poor standing.

7. Resignation: Two weeks advance written notice is required, along with a resignation form. Parent participation requirements must be fulfilled during those last two weeks and job binder must be returned. Failure to complete these obligations will result in the forfeit of your \$150 security deposit and place your family in poor standing. Families resigning within the last six weeks of school must find a substitute for their remaining workdays, and fulfill any end of year duties. Failure to do so may result in a loss of your security deposit.

8. Membership Obligation: One member must be responsible for making sure all CVPNS school obligations are fulfilled, this also includes dropping-off and picking-up children on time. Please indicate below the person we should contact if any questions or concerns regarding CVPNS obligations or school issues should arise.

These responsibilities are the minimum we can ask of our membership and still maintain the quality of our school and its programs. Cooperation is what makes Castro Valley Parent Nursery School such a special place. Please sign below and return with your other forms.

Signature _____ Date _____

Name _____ Phone _____ Child’s Name _____

Castro Valley Parent Nursery School Declaration of Professional Norms

1. Confidentiality – what is said in the group stays in the group.
2. If parents need to be advised about their child's behavior, it is the Director(s) responsibility, not other parents in the program, to talk to the parents. Many times what may be viewed as negative behavior is part of a child's natural development and learning process. Therefore not every incident that takes place during the course of the day is always reported to parents.
3. Know the safety rules and keep consistent boundaries for the children in the program; be aware of what they are doing.
4. Arrive on time prepared to work. Stay focused on the children, the area you are supervising and please complete activities listed on your "work card". Failure to arrive on time can lead to fines.
5. Please complete the hours you have committed to in this program and the job you signed up for. It is never fun reminding parents of their preschool responsibilities.
6. Lead by example, i.e. sit in a circle with children, model appropriate behavior.
7. Team Work: Communicate your needs to fellow workers and the Director(s).
8. Be courteous to all members of CVPNS. Treat everyone with equal respect. Reflect on your words before you speak. Would you listen to someone if they spoke to you in a negative manner? Think of ways to modify your words so you can be honest, thoughtful, tactful and sensitive to others feelings.
9. Do not talk about children when they are present at home or school. We do a disservice to children when we talk about them in their hearing. The Director/Instructor will be happy to discuss a child's needs with you in private. Each child is an individual with the privilege and right to develop in his or her own fashion and at his or her own pace provided they do not infringe upon the development of others. Behavior of a child may be restricted, modified, or rejected, but at no time should this negatively affect an attitude of understanding and acceptance for the child. Remember that these children have only been on this earth for three to five years. The preschool is an exciting place and emotions can run high. Sometimes children cannot control themselves and their inability may manifest itself in inappropriate behaviors. Most aggressive behaviors represent a lack of communication skills.
10. When you have a challenge with a person, go to that person in private and talk with them (in contrast to talking to others not directly related to the situation). Always consult your AM/PM Representative.
11. No gossiping about preschool members inside or outside of school. Gossip is defined in Webster's New World Dictionary as idle talk or rumor. Rule of thumb: If our communication would not serve to create harmony in the preschool, it would likely be classified as idle talk, if you have a problem with someone, be brave and courageous enough to talk privately with him or her. Consult your AM/PM Representative as needed. Do not go to other parents.
12. When individuals approach you with a problem regarding your behavior, be humble enough to listen to them, striving to understand the situation from their perspective. Most relationship problems are a matter of miscommunication and are not intentional. Listening with an open heart opens the door for understanding and healing. Avoid becoming defensive. Let the person know that you have heard them by repeating what they have said. Then ask them to listen to your perspective. Open dialogue may clear the problem. If your dialogue does not clarify your differences, respectfully agree to disagree. It is possible to respect each other even if your view is different.
13. Be tolerant and strive to learn to love diversity. There are numerous ways of seeing and understanding a situation, inside and outside of the preschool. Be quick to listen and strive to understand.

Please sign below and return with your other forms.

Signature: _____ Date: _____

Name: _____ Child's Name: _____