

# **Castro Valley Parent Nursery School DECLARATION OF RESPONSIBILITIES - COVID-19**

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 of the **school-based learning stream during covid-19 special operations**. Failure to meet obligations may result in probation, forfeit of your \$150 security deposit, and/or termination from the school (poor standing).

**1. Rotating Weekly Daytime Parent Participation:** Each member family is required to follow the Healthy On-Campus Interactions Protocol. Each member family is required to work one week per rotation. The rotation length is determined by the number of children enrolled in the school-based learning stream. If individuals cannot work their workweek, it is understood they will find a substitute, paid substitute or by swapping workweeks with another school-based family. When field trips, or school events, fall on a parents workweek, they 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, 8:15 AM, 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 virtual meetings are held on the first and third Wednesday of each month from 8:00-9:30 PM. Families can miss one mandatory Parent Ed: Curriculum and one Parent Ed: Business each semester without consequence. The fifth missed event will place a family on probation. At the end of each semester you may be placed on probation if you have failed to attend a mandatory meeting, your workweek, or complete school obligations. 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 to 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. Board meetings are also held monthly for 3 hours in the evenings, and are mandatory for Board members only. General membership virtual attendance is encouraged, as important decisions pertaining to the preschool are made.

**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 will forfeit your \$150 security deposit and may place your family in poor standing.

**4. Maintenance and Cleaning Hours:** Four hours of maintenance per year is required. Additionally, full school cleaning/ sanitizing is required in rotation with the other school-based families for the year (given 7 families, there will be 5 rotations). If completing the weekend housekeeping is a hardship for your family, you have the option to hire the school-designated housekeeper for a fee of \$120. These maintenance and housekeeping hours are necessary for the general upkeep of the school and equipment. Failure to complete the obligation will forfeit your \$150 security deposit and may place your family in poor standing.

**5. Resignation:** Two weeks advance written notice is required, along with a resignation form submitted to the Membership Chair. Parent participation requirements must be fulfilled during those last two weeks and job binder must be returned. Failure to complete these obligations will forfeit 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.

**6. Membership Obligation:** One member of the family 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Student(s)'s Name(s) \_\_\_\_\_