



A play-based kindergarten readiness program for 2 to 5 year olds
41671 Ten Mile Road Novi, MI 48375 ♥ (248) 349-3223 ♥ www.novipreschool.com

Participation Agreement

CHILD'S NAME: _____ CLASS: _____

WE THE PARENTS OF THE ABOVE NAMED CHILD HEREBY AGREE TO:

1. Comply with screening by the Department of Social Services and Michigan State Police **prior to the start of class** for any adult who will work in the classroom.
2. Accept and fully perform our assigned Co-op job or serve on the Board.
3. Attend the mandatory General Membership meetings (2-3) held during the school year.
4. Participate in 2 mandatory cleanups. (1 during the year and 1 at the end of the year)
5. Meet yearly fundraiser requirements:
 - a. Sell 20 tubs of cookie dough or popcorn PER child, or
 - b. Pay the designated "do not want to participate" buyout fee (approx. \$100-\$110)If your child is enrolled as of October 1, you are responsible for participating in the fundraiser, or for paying the buyout, regardless of when you leave the school.
6. Work in the classroom on scheduled parent working day (1-2 times per month), or arrange for another parent/caretaker to substitute. We understand another adult family member may work in the class after completion of screening as described above.
7. Arrive on time (15 minutes prior to start) on your assigned classroom workday or arrange for another parent to substitute.
8. Provide a NUTRITIONAL, nut free snack when you are scheduled as the snack parent.
9. Stay after the end of class on your classroom workday until all students have been dismissed, cleanup has been completed and approved by the teacher.
10. Read the "Constitution and Bylaws of the Novi Cooperative Preschool" in the Membership Handbook (blue folder). This handbook contains most of the information you will need to know about the preschool and its operation.
11. Supply all required health forms **BEFORE** your child starts school.

I/We have read this page and agree to comply with the Constitution and Bylaws of the Novi Cooperative Preschool, Inc. I/We will participate to the best of my/our ability in the functioning of this Cooperative Preschool.

Parent/Guardian Signature(s)

Date

Parent/Guardian Signature(s)

Date



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As you may know, parental involvement is key part of the co-op philosophy. In addition to assisting in the classroom, each family is assigned a job. EVERY job is important to making our school run! When we each do our small part, as a group, we make the co-op work. Our school depends on you!

The list below briefly describes our available jobs for the upcoming year. Please review the list and think about your interests, time and/or physical constraints. **Please rank the top 4 jobs that appeal to you (mark 1-4, with 1 being the most appealing), as well as 1-2 jobs that don't (mark these with an X).** Please note that while we cannot guarantee you will get the job you want, we will do our best to give you in a job you will enjoy.

NAME _____

- _____ **ART CHAIR** Make play dough twice per month. Clean paint pots and easels monthly.
- _____ **PUBLICITY ASSISTANT** Assist the 2nd Vice President with publicity efforts, organize and run the Fall Family event, assist with disbursement of shirts and Scrip cards, assist with organizing social events
- _____ **EVENT COORDINATOR** Assist the Publicity Assistant in planning the Fall Family Event and other publicity events. Organize refreshments for meetings, set room for 2-3 general meetings, and clean up afterwards.
- _____ **FUNDRAISER** Assist 1st Vice President in organizing & running all fundraisers. Solicit prizes from local businesses for our school fundraisers.
- _____ **ASSISTANT TREASURER** Assist Treasurer with collection and logging tuition and other revenues.
- _____ **BOOK CHAIR** Distribute book order forms, collect orders & money and distribute books when shipment arrives. (Minimum expectation is to ensure this happens 4 times during the school year)
- _____ **HOUSEKEEPER (need 4)** Perform classroom cleaning chores monthly.
- _____ **ICE CREAM SOCIAL CO-CHAIR** Organize & run ice cream social, obtain entertainment, set-up and cleanup.
- _____ **LAUNDRESS** Clean and maintain the laundry in the preschool bi-weekly.
- _____ **NEWSLETTER EDITOR** Gather information from teachers/board, type & email monthly newsletter.
- _____ **CLASSROOM & PLAYGROUND MAINTENANCE** Perform repairs of small classroom equipment, toys & books. Arrange floor cleaning. Check vacuum cleaner bag 1-2 times per month and changes as needed. Clean playground of trash/litter twice a week. Ensure proper working of playground equipment and arrange for repairs as needed.
- _____ **SCHEDULER (1/class)** Schedule parent workdays on a monthly basis and distribute calendar style schedule to parents in each class.
- _____ **SUBSTITUTE TEACHER** Teach class when necessary. Assist teacher with projects. CPR, First Aid, & OSHA training are required, which is paid for by Novi Co-op.
- _____ **SUPPLIES BUYER** Purchase and maintain stock of required classroom items (cups, soap, etc.)
- _____ **WEB MASTER** Maintain and update school website as needed. Check e-mail regularly and pass information along to the appropriate Board Member.
- _____ **BOARD POSITION** Serve on the Board of Directors to help in the administration and execution of school policies. These are elected positions and require the attendance at monthly board meetings. Board positions include: President, 1st VP – Fundraising, 2nd VP – Publicity, Membership Registrar, Membership Services Chair, Secretary, Treasurer, and Health Chair.