

Roseville Community Preschool

Parent Responsibility Statement

Listed below are your responsibilities for the upcoming school year.

- 1) **Parent Handbook/Bylaws:** Every parent should read and understand the Parent Handbook/Bylaws.
- 2) **Orientation:** A mandatory parent orientation is usually held the week before school starts. Mid-year enrollees may be required to attend orientation at a time and date to be determined. Both parents are required to attend. A fine will be assessed for missed Orientation.
- 3) **Classroom Participation:** In every class parents are required to work one day per week. You will be scheduled for the same day each week whether you are in a 2-day class or 3-day class. Parents with more than one child enrolled may be required to work more than one day per week. Your class Vice President will make up a schedule doing his/her best to meet your requests. Substitution procedures will be discussed at Orientation. Only enrolled students may attend class. Please find childcare for siblings. Classroom participation is limited to parents, step-parents and grandparents. A fine will be assessed for failure to show up or find a sub on your scheduled work day.
- 4) **Parent Meetings:** Parent meetings are held once per month, usually the second Wednesday of every month (see school calendar for details). They are held from 7-10 p.m. in the Garden Room at the Fair Grounds or at the preschool. **Attendance by participating parent is required at all parent meetings.** One excused absence is allowed per school year. There will be a fine for any missed meeting.
- 5) **Work Days:** We have four work days during the school year (see school calendar for details). They begin at 8:00 a.m. and end at 5:00 p.m. Summer work day hours may vary. Each family is required to attend one scheduled work day per year. Children are not allowed at the school during work day. A fine will be assessed for failure to attend work day.
- 6) **Housekeeping:** Each weekend during the school year, two or three families are assigned to clean the school. Housekeeping may be completed between 3 p.m. on Friday and 3 p.m. on Saturday, unless otherwise advised. Each family will be required to work one housekeeping date per year. Children are not allowed at the school during housekeeping, so please find care for them on your scheduled date. A fine will be assessed for failure to complete housekeeping duties or find a sub.
- 7) **Fundraising:** Each family is required to participate in the benefit auction fundraiser. Each family is responsible for acquiring an auction item or items worth \$100 or more. This can be a donation from an outside source, a service or item you personally donate or an item you purchase. Each family is also required to participate in the preparation of the auction which may also include working the day of the event. More information on the fundraiser will be sent to you. A fine will be assessed for failure to complete fundraising obligations.

I _____, have read the Parent Responsibility Statement. I acknowledge my participation commitment and understand that my participation is required in order to enroll my child. I understand all of my physical and financial responsibilities.

Date: _____

Signature: _____