



CO-OPING AGREEMENT

A cooperative nursery school gives parents the unique opportunity to be part of their child's first school experience. As the name implies, in a cooperative everyone's active participation is important to making it work. The children are happiest when they, their parents, and teachers work together openly and "cooperatively." Suburban Nursery School has functioned in this manner for the last fifty-plus years, through the combined efforts of our teachers and the parents.

Please find below an outline of your responsibilities as a co-oping parent.

1. Co-oping: Each parent is expected to "co-op" at Suburban. On a scheduled day, the child's parent or guardian assists the teacher and performs all necessary tasks as indicated by the teacher. The parent must arrive on time; failure to do so unfairly shifts the burden of work to other parents.

2. Parent Meetings: At least one parent from each family is required to attend all parent meetings. There is an orientation meeting at the beginning of the year for all families, and one or two meetings throughout the year for each class. At year's end, we have another meeting to elect the new Board. Teachers may, at their discretion, cancel or add more meetings if they determine there is a need. Your attendance and participation at these meetings is valuable and necessary; failure to attend the annual, school-wide meetings (in September and April) without an excused absence from the president could result in a fine.

3. Committee or Board Service: Each parent is required to work on one of the committees, which help run the school (membership, housekeeping and maintenance, communication, hospitality/social, art, science, and fundraising) or serve on the Board. Parents are welcome to attend Board meetings, which are held monthly.

4. Open Communication: We stress the need for open, frank, and fair communication among parents, the Board, and the teachers. Should you have any questions, concerns, or suggestions, please share them with the teachers, with a Board member, or with your class representative. You will be listened to. Constructive suggestions are always appreciated.

5. Set Up/Pack Up/Clean Up Nights: One parent is required to attend and participate in set-up and pack-up at the beginning and end of the school year respectively. One parent is also required to participate in two evening clean-ups, or to pay the necessary cleaning fee at the beginning of the school year to opt out. Building services cleans the floors and bathrooms on a daily basis, however the cleaning nights provide the deep, extensive cleaning of the furniture and toys in our classrooms.

Clean up nights are scheduled in advance, for Thursday nights at 7:30 p.m. Set up and Pack-up will occur during a weekday morning. You will be given these dates as far in advance as possible (usually at the beginning of the school year). If it is not possible for you to attend your assigned date, please make arrangements to switch with another parent in advance. If you fail to attend or make a switch for set-up, pack-up or any of the clean-up nights, you unfairly increase the burden on the other parents and you will be fined \$100 for each missed event. Families with multiple children in the school may be required to attend additional clean-up nights and/or perform some extra service.

6. Background Check: Maryland State Department of Education's Office of Child Care (OCC) requires fingerprinting for any co-oping parent who may be left alone with any child/children other than their own. Each parent must have a Criminal Background Check (CBC) on file with the OCC. This background check is processed through the MD State and FBI databases. There will be a one-time fee, which covers one CBC for the primary co-oping parent. If the second parent plans to co-op, s/he will be charged for this additional background check.

I have read Suburban Nursery School's Co-oping Agreement and understand what is required of me. I hereby agree to meet my co-oping responsibilities.

Family Name: _____ Date: _____

Parent signature: _____