

## Clarkston Co-op Preschool Membership Agreement Form

As a Co-op Preschool Member, I understand and agree to the following:

1. Members will assist the teacher and teacher's assistant in the Preschool sessions according to the monthly schedule (days are divided equally among the members), and secure a substitute from the class when unable to work on a scheduled work day.
2. One parent is to attend fall Orientation and the regularly scheduled General Membership and Cottage meetings. This is in accordance with the by-laws and will be enforced.
3. Tuition is due on the first of each month. Tuition is considered past due after the 5<sup>th</sup> of the month, at which time a \$5.00 per week fine will be assessed. Failure to comply may result in fines and/or expulsion from the Co-op.
4. Monthly checks are to be made payable to Clarkston Co-op Preschool. Place payments in the white mailbox outside the classroom or mail it to the Assistant Treasurer
5. Parents and children must conform to the medical requirements set forth by the State Health Department and/or other licensing bodies by which we are governed. All physical exams and immunization records are to be current and the necessary paperwork complete. Your \$50.00 registration fee and all forms must be submitted to the Preschool before your child will be admitted into the classroom.
6. Any member who finds it necessary to withdraw from Clarkston Co-op Preschool should give at least one (1) months notice to the Teacher, Treasurer and Membership Chairman.
7. Working parents are to provide a nutritious snack or beverage on their scheduled working day. This is done according to the schedule and divided equally among the members. In some cases, the teacher may request a specific snack/beverage that will coincide with her lesson plans. Please check the monthly schedule.
8. Participation in the Preschool by means of a job is required by all members. Sign up is held on a first-come-first-served basis. All members will also be called upon to assist with fundraisers, if possible. We are a non-profit organization and depend on fundraisers for our continued success.
9. Working parents will arrive **15 minutes** prior to the start of class for daily preparation and stay after class approximately 15-20 minutes to fulfill cleaning duties.
10. Participation in one housekeeping time is required. If unable to fulfill this obligation, a \$75 fee will be paid to a substitute.

I HAVE READ AND UNDERSTAND THE ABOVE REQUIREMENTS AND ACCEPT FULL RESPONSIBILITY AS A MEMBER OF CLARKSTON CO-OP PRESCHOOL.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_