



# Co-oping Parent Obligations

## Welcome to Spring-Mar Cooperative Preschool!

As a co-oping parent (also known as parent helper, or co-oper) at Spring-Mar, you are able to enjoy the wonder of a child's earliest education and experience all THEY experience in the classroom. In order to have a healthy, safe and productive year, each co-oping parent must fulfill the following requirements:

- 1) Complete all necessary Background Check and Adult Health forms as listed on the student's paperwork checklist and submit a \$10 check for each co-oping parent by May 17<sup>th</sup>, 2019. You cannot be added to the co-op schedule until these forms have been returned.
- 2) View the "Suspected Child Abuse and Neglect Video" at the beginning of the child's tenure at Spring-Mar, complete the accompanying form, and return it by Back to School Night on September 5, 2019. (You will be given access to this video over the summer when you receive your login to the members only portion of our website.)
- 3) View the "Spring-Mar Co-oping Video" each year, complete the accompanying form, and return it by Back to School Night on September 5, 2019. (You will be given access to this video over the summer when you receive your login to the members only portion of our website.)
- 4) Attend Back to School Night on September 5, 2019.
- 5) All Co-opers must complete four (4) hours of parent education training over the course of the school year per Virginia licensing requirements. Viewing the videos (#2 and #3 above) counts as ½ hour (for each video) and the Back to School Night orientation counts for another 1.5 hours. Additional ways to get parent education hours include: shadowing a returning member on a co-op day, reading books or articles, taking a parenting seminar/webinar/class, taking a CPR class, etc.
- 6) As a co-oping parent, you are responsible for performing all duties required of the co-oping parent that day. Please note the following penalties that may be assessed if obligations are not met:
  - a. **Co-oping Parent No-Show:** For failure to show or find a substitute on an assigned co-oping day or chaperoned field trip, a \$50 fee for use of on-call family if activated prior to 9am and a \$100 fee for use of on-call family if activated after 9am on day of co-oping.
  - b. **Co-oping Parent Late Arrival:** \$15 for a co-oper arriving less than 30 minutes before the scheduled start time of the class on his/her co-oping day.
  - c. **Clean-Up:** \$10 for failure to complete clean-up duties as specified for your class when working as a co-oper.
  - d. **On-Call Co-oping Parent No-Show:** \$100 fee for failure to show or find a substitute on an assigned on-call day.

By signing below, you acknowledge what is expected of you as a Co-oping Parent at Spring-Mar. Please contact Tracy Rossi or Debbie Carver at [membership.springmar@gmail.com](mailto:membership.springmar@gmail.com) with any questions or concerns.

**Please complete a separate form for each co-oper.**

Co-oper's Name (print): \_\_\_\_\_

Co-oper's Signature: \_\_\_\_\_

Co-oper's Email Address: \_\_\_\_\_

Co-oper's Phone Number: \_\_\_\_\_