

**CRYSTAL SPRINGS CO-OP PRESCHOOL  
2021-2022 MEMBERSHIP RESPONSIBILITY AGREEMENT**

*I understand that my responsibilities to Crystal Springs Co-operative Preschool (CSPS) are as follows:*

1. I agree to review and follow the guidelines set forth in the current year handbook prior to the first day of class. I agree to review any edits approved by the membership at the October Parent Education Night.
2. Follow the **Ethical Responsibilities** and **Discipline Guidelines** in the handbook.
3. Attend and participate in the classroom one day per week (referred to as my **participation day**) and/or via virtual circle times. If an in-person day needs to be missed for any reason, it is my responsibility to find a substitute who can trade a participation day or take payment of \$20.00 (does not apply to Toddler class).
4. Attend monthly **Parent Education Nights** (usually the 3<sup>rd</sup> Thursday evening of the month) from 7 p.m. to 9:00 p.m. I understand that I will be required to make up all missed seminars in accordance with the Parent Education Night requirements in the CSPS Handbook (Toddler Class requirement is attendance at 3 of the seminars).
5. Commit to attending **Orientation**, and at least a one-hour job at both the **September Set-Up** and the **End-of-Year School Cleaning**. Participate in **daily** organizing and tidying of preschool classrooms on my scheduled participation day.
6. Serve on one standing **committee/preschool job** (committees may have one or more people) in CSPS or serve on the Board. I will expect to spend an average of four hours per month depending on the standing committee on which I serve. Some committees require less time and others require more. As an alternative to serving on a committee, I can opt-out for an annual fee of \$500. (CSPS is a 501(c) (3) non-profit organization). The availability of this option may vary by number of families enrolled in the program.
7. **Provide snack and labeled water bottle for my child daily** (snack must comply with school and class-specific safe snack procedure). **Prepare an activity** on a rotating basis (for Pre-K and Multi-Age).
8. Participate in and support any **Fundraising Efforts**. Commit to working 1-2 hours per year to support fundraising efforts. Commit to mandatory fundraising amount of \$150.00 by the end of the 2021-2022 school year (\$175.00 for double co-op families).
9. Follow the parent accountability requirements outlined in the handbook acknowledging that the failure to do so may result in a solution at the discretion of the **Executive Board** and Director.
10. Have a **valid driver's license** and carry **liability insurance** on any vehicle used for transporting preschool children.
11. **Pay tuition** the 1st of each month October-May (September's tuition is due by the end of the existing school year to hold a spot for the following school year). **I accept full responsibility for making tuition payments in accordance with the by-laws. A \$5.00 late fee will be applied if tuition is paid after the 10th of the month. If delinquent after 30 days, the student may be withdrawn. Tuition must be paid online or by check or money order and must have the student's last name and class noted. – NO CASH –**
12. Provide two weeks' notice of intent to **withdraw** by completing a Membership Withdrawal Form on the member's page of the preschool's website or at: <https://form.jotform.com/cspsturtles/csp-s-withdrawal-form> and obtaining the approval of the Director as validation. If I do not provide a two-week notice of withdrawal, I will be held responsible for paying the next month's tuition. If no notice is given, tuition fees will continue to accrue monthly.

**I agree to read and abide by the CSPS Handbook and by-laws. I understand that failure to comply with the above stated responsibilities may result in action taken according to the Conflict Resolution Procedure outlined in the Handbook.**

Parent Signature:  Printed Name:  Child's Class(s):  Child's Name(s):	Today's Date: ____/____/____
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