

CACTUS WREN COOPERATIVE PRESCHOOL
Adult Participation Contract

1. I agree to be bound by the rules and policies of Cactus Wren Cooperative Preschool.
2. I understand the required duties of the adult members of the Cactus Wren Cooperative Preschool to include:
 - A. Mandatory attendance at two General Membership Meetings.
 - B. Being responsible for my committee assignments after receiving a written job description (if applicable).
 - C. Participation in fundraising events.
 - D. To work the equivalent of six hours per year in maintenance, cleaning, upkeep, building projects, fundraising events, committee duties or board membership. This requirement is in addition to any Classroom Volunteer workdays.
 - E. To read the Orientation Manual.
3. I agree to pay my monthly tuition by the first of each month, understanding it's my responsibility to notify the Treasurer of any special circumstances, and an additional \$25 will be assessed for late payment received after the seventh of each month. I agree to pay tuition in full each month and understand that prepayments may only be made in full monthly increments.
4. I understand that if tuition is not received by the fifteenth of each month, the matter will be turned over to the Executive Board for a decision regarding removal of my child from the preschool.
5. I will agree to abide by all the health standards of the preschool.
6. If I choose to volunteer in my child's classroom, I will first provide verification of a TB skin test or a chest x-ray dated less than one year prior to the child's entry into Cactus Wren Cooperative Preschool. I will be fingerprinted and will apply for an Arizona DPS Fingerprint Clearance Card, and provide Cactus Wren Cooperative Preschool with verification of fingerprinting and a copy of my DPS Fingerprint Card when I receive it. I will also provide an Immunization Verification testifying to the best of my knowledge that my immunizations against measles, mumps, diphtheria, rubella and pertussis are current.
7. When I volunteer in the classroom, I agree to arrive 15 minutes before class starts to help the teacher set up, and to stay up to 30 minutes after class to help clean up. I agree to complete all tasks assigned to me on the Classroom Volunteer Checklist, and understand that it is my responsibility to have the teacher sign my checklist at the end of the class, and my responsibility to enter the hours I have volunteered in the binder in order to receive my \$10 tuition rebate.
8. Withdrawal from Cactus Wren
 - A. Before withdrawing my child from Cactus Wren Cooperative Preschool, I will give at least two weeks notice to the Vice-President.
 - B. I understand that during the said notice period, tuition is in fact due and payable.
 - C. I understand that during the said notice period, the Treasurer will notify me of the status of my account.
 - D. I agree that the monies paid, to include May's tuition are NOT refundable except under the conditions listed in the Orientation Manual. All tuition owed is to be paid.
9. I will complete a teacher evaluation form during the year.
10. Release for class list:

I give my permission for my name and email address and my child's name, address, birthday and telephone number to be printed on a class list and given to all Cactus Wren Members. If you **DO NOT** want your name or your child's information listed on a class list then initial here _____.

11. Release for photographs:

I give my permission for photographs for myself, my child and my family members present at Cactus Wren Cooperative Preschool classes, events or outings to be used on the school website, on Cactus Wren brochures or publicity materials and in publications (such as the Sierra Vista Herald). If you DO NOT want your or your child's photographs used in this way, then initial here _____.

Signature: _____ Date: _____