

# **APPS PARENT OBLIGATIONS AND AGREEMENT FOR THE YEAR 2010-2011 2-Day, 3-Day, & 4-Day Classes**

## **Basic Services**

APPS provides a developmental parent participatory preschool program for children from 2 years 9 months to 5 years 6 months. The 2-Day class meets Tuesday and Thursday from 9:00 AM - 11:30 AM. The 3-Day class meets Monday, Wednesday and Friday from 9:00 AM - 11:30 AM. The 4-Day class meets Monday, Tuesday, Wednesday, and Friday from 12:30 PM - 3:00 PM. Since APPS is a participating preschool, its' smooth functioning depends on the participation of all families. The following are the **minimum** levels of participation required to remain in good standing.

## **1. Tuition and Fees**

Preschool tuition per month is as follows:

- 2-Day: \$135.00
- 3-Day: \$167.00
- 4-Day: \$200.00

## **Payable as Follows**

Tuition for the months of September 2010 and May 2011 is due on or before September 1st, 2010 and is late on September 30th. There after tuition will be due the first of each month and considered late on the 16th of each month. A \$10.00 late fee will be added to tuition paid on the 16th of the month or later.

## **Other Fees**

An application fee of \$35.00 per family must be paid when you submit an application. This fee holds your place either in a class or on a waiting list, depending on the circumstances. This fee is non-refundable.

An enrollment fee of \$80.00 per family must be paid when you receive an acceptance letter. If the enrollment fee is not received by the late due date, you may forfeit your place in the school. For families notified of acceptance between February 1st and May 1st for the following school year, the fee is due May 1st and late May 30th. For families enrolling after May 1st, the fee must be paid within 30 days of acceptance or before the beginning of school, whichever comes first.

The enrollment fee is refundable only if a family drops prior to July 15. For families enrolling after September 1, the enrollment fee is due upon acceptance of the application and is not refundable if the child begins school.

## **2. Handbook**

The school handbook is available in the members section of the APPS website at [www.appsonline.org](http://www.appsonline.org). It is the responsibility of all members to read and understand the Handbook. Members without email addresses will be given a handbook before the September General Meeting. See the board Secretary if you do not receive one. The folder should be returned at the May General Meeting in usable condition.

### **3. Health Forms**

All working parents must have a current TB test on file. The child's TB test will be given at the discretion of the physician. The working parent's TB test must be a mantoux (under the skin) test not a tine test. (For returning parents, a TB test must be administered every 4 years; for new parents, a TB test is considered current if it is administered no more than 6 months prior to the first day of school.) Any person who has tested positive or who has a history of a positive reaction to a TB test must have further testing done. A chest X-ray should be repeated every four years to insure that there is no active infectious TB. Anyone falling into this category of a positive TB test should be checked annually by their physician and be proven symptom free. Said person must present to the school a statement signed by a physician indicating that the person has had a negative chest X-ray, and/or is free of communicable tuberculosis.

All working parents must have the "Health Screen for Almaden Parents' Pre-school- Classroom Volunteers" form on file.

### **4. Participation Day**

Either parent must work one day a week with his/her child and others of similar age under the guidance of the teacher. On this day, no siblings will be permitted. Parents must be available to work on their scheduled emergency day. If there is any medical or physical problem that would limit a parent's full participation on his/her workday, the President must receive a statement signed by a physician indicating the activities the parent is unable to fulfill. Disclosure of any physical or medical limitation will not prevent your participation in our co-op program.

Substitutes may be obtained no more than 12 times a year or 4 times consecutively. Substitutes may bring siblings enrolled in the 2, 3, and 4 day class.

The Director, Assistant Director, and President retain the discretionary authority to dismiss a volunteer from working in the classroom pending an evaluation by a physician. The Director, Assistant Director, and President may request that a physician sign a document certifying that the volunteer is in good general health, free from communicable disease, and is physically, mentally, and occupationally capable of working with and assisting children. During the time the volunteer is unable to fulfill their shift, the volunteer is responsible for finding a substitute.

### **5. Conference**

Each working parent (or sub) must attend a 30 minute conference at the close of the participation day. During this time, we will discuss observations or problems of the session. A parent education topic may also be discussed.

### **6. General Meetings**

At least one parent must attend a meeting held the first Thursday of each month from 7:30-10 p.m. as required by our Articles of Incorporation. These meetings deal with school business and adult education. The parent is expected to be present for the entire meeting. Parents are allowed one free miss. One additional miss may be made up in either of the following ways at the discretion of the President:

- Attend the next Board meeting following the General meeting missed.

OR

- Make up the missed 2 hours as assigned by the President.

If a family misses a third meeting, they will be fined \$40.00 for that meeting. If a family misses a fourth meeting, the Board will vote on whether the family should be excused from the program.

## **7. Work Hours**

A **minimum** of 18 hours per year (or 2 per month) is required by either or both parents. Parents of two children enrolled will complete a minimum of 28 hours per year. One of your 18 hours must be worked at one of our annual fundraising events as approved by the Ways and Means Chairperson.

## **8. Work Party**

Each member is required to work at one scheduled inside/outside "work party," which is separate from their 18 hours of committee work. Each member will work one four-hour shift on that weekend. This does not replace your outside maintenance weekend described in #9.

## **9. Outside Maintenance**

All families are expected to work one weekend during the year to care for the yard. No hours will be given for this weekend. Either the outside maintenance or work party obligation must be completed by the end of January.

## **10. Ways and Means**

The mandatory fundraisers, voted on by the general membership, must be supported by the parents. Proceeds will be split between financial assistance, improvements to the school, the building fund, and Positive Discipline Coaches as specified by the board of directors. There are two mandatory fundraisers. (1) Each family is required to purchase SCRIP (grocery/department store gift certificates) and/or enroll into the e-scrip program. The certificates are purchased by the school at a discount and sold to the membership for face value. Each member will purchase \$250.00 per month (or a total of \$2,250 for the school year). A "buyout" of \$100 is available for those who do not wish to purchase scrip. The buyout is due by December 1<sup>st</sup>. These amounts will be prorated for those members joining during the school year. (2) The second mandatory fundraiser requires that each family provide a minimum \$50 VALUE donation (in either new goods, services or procurement of an item(s)) suitable for use for a silent auction and/or raffle to be held by the school. Items will be due by November 1.

## **11. Notification**

It is the members' responsibility to notify the President in advance of any difficulties meeting any obligations.

## **12. Right of Licensing Agency - Department of Social Services**

The State of California General Licensing Requirements Section 101195 States: The Department or licensing agency shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent.

The licensee shall make provisions for the private interview of any child(ren), or any staff member; and for the examination of all records relating to the operating of the facility.

The Department or licensing agency shall have the authority to observe the physical condition of the child(ren) including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional examine the child(ren).

### **13. Penalties**

The following penalties will apply to those members not fulfilling the minimum levels of participation as outlined in this agreement:

- General Meetings as outlined in #6 above: \$40.00 (\*Miss 4 Meetings: Board vote on whether member should be asked to leave the program.)
- Work Party as outlined in #8 above: \$80.00
- Work Hours as outlined in #7 above: \$20/hour not completed
- Outside Maintenance as outlined in #9 above: \$80.00
- Ways and Means as outlined in #10 above: \$20/month the SCRIP obligation is not met. \$75.00 if the \$50 VALUE donation is not met.

These penalties will be assessed for non-participation. They are not intended as a "buyout option" in lieu of participation. In addition to a fine, non-participating members may also be placed on our "bad standing" list and will not be allowed to return to APPS.

### **14. Resignation**

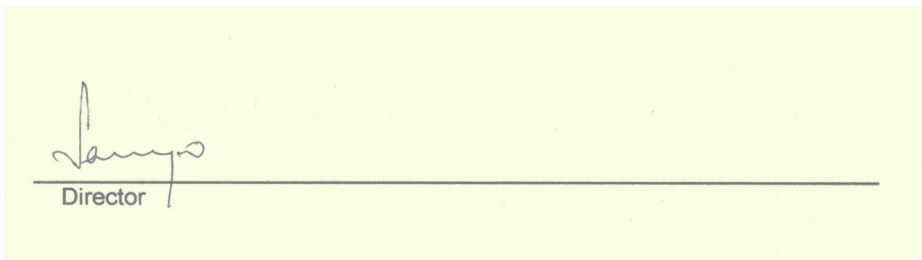
Notice of the intent to resign must be given in writing and verbally to the Membership Chairperson and the Assistant Treasurer two weeks prior to resigning. NO resignations will be accepted the last six weeks of school. Tuition must be paid in advance through the date of resignation. All other obligations must be met through the resignation date.

### **15. Termination of Agreement**

This agreement is terminated when all conditions under the resignation section of this agreement are met. Parents may withdraw the child(ren) for any reason.

I agree, as a participating parent of Almaden Parents' Preschool, to fulfill these obligations prior to the close of the school year 2010-2011. I understand and agree to the above terms and have received/read the facilities policy and procedures including the names and qualifications of the staff.

\_\_\_\_\_  
Parent Signature Date



**\*\*Please return just this page with the rest of your forms. Keep the rest of the agreement for your reference. It will be also be available on the school website at appsonline.org.**

Name(s) of child/children enrolled:

\_\_\_\_\_

**Additional Required Signatures:**

**Photo Release:** I hereby consent that the photographs, slides, videotapes, or films in which my child (named above) appears may be used by APPS, for APPS publicity/public relations purposes. I understand that such items shall be the property of APPS.

Yes \_\_\_\_\_ No \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_

**Contact Information:** Class Rosters are kept "on-line" which contain confidential information such as, but not limited to, name(s), address, phone number, email, and date of birth. By signing below you acknowledge and accept posting of this information which is for internal use only.

Signature of parent/guardian \_\_\_\_\_

Please contact Membership immediately if you do not want your information on-line.

**Allergies: APPS is a nut-free school.** Please sign here acknowledging your understanding that all food brought into the school must be nut-free. This includes, but is not limited to, snacks brought in for the parents and student lunches:

Signature of parent/guardian \_\_\_\_\_

Since we provide a student snack and do cooking projects with the students, please check and sign here if your child has food-related allergies. We will be in contact with you for additional information.

No, my child does not have food-related allergies \_\_\_\_\_ Yes, my child has food-related allergies \_\_\_\_\_

Signature of parent guardian \_\_\_\_\_