

PERRY HALL CHILDREN'S CENTER, INC.
RESPONSIBILITIES OF CO-OP PARENTS

1. Work as a teacher's aide at least once a month, not more than twice a month. Arrive to PHCC on your scheduled work day no later than 15 minutes before class is to begin, so that you can assist the teacher in preparing the lessons for the day. The day you are scheduled to work you are asked to bring the snack or the drink for the class (enough for the children, the teacher, and two classroom helpers). All snacks should be nutritious and the drink should be store bought; bottled water, milk (1% or 2%), or 100% juice free of added sugar. After class is dismissed, parent helpers remain to clean-up, vacuum carpets, and mop floors.
2. When you are scheduled as a substitute, you are asked to keep that day open in case one of the scheduled helpers cannot work on that day due to an emergency. If you are unable to work as the substitute, you, as the substitute, are responsible for finding someone to work. Please remember, if you cannot work the day you are scheduled to work, it is your responsibility to find another parent to switch days with you. If you use a substitute (in the case of an emergency only), you must pay back the person (if they wish) who works in your place by working that persons' next turn.
3. In addition to being a teacher's aide, you are asked to perform a regular job which aides our teachers in their duties and helps our school to run smoothly. (See job descriptions).
4. As a parent in a Co-Op School, you are involved in the administration of the school. Mandatory parent meetings are held three times throughout the year. General business pertaining to the school is discussed at these meetings and parents or guardians are required to attend. PHCC requests that children do NOT attend parent meetings.
5. All parents are required to participate in two (2) housekeeping days during the school year; a mid-year cleaning in January and an end-of year cleaning in May. (Cleaning will take approximately one hour total.)
6. Parents may be asked to drive on local field trips.
7. Fundraisers are held to cover operating expenses and keep tuition costs down. All members must actively participate in all fundraisers throughout the year. Active participation includes, but is not limited to: procuring donations (monetary and product), selling tickets, assisting with set-up/clean-up, running stations, and sitting on committees.

Revised March 2015