

**PERRY HALL CHILDREN'S CENTER, INC.**  
**STANDING RULES**

Revised March 2015

1. Parents and/or legal guardians are considered members of Perry Hall Children's Center, Inc.
2. To be eligible for membership, a parent or legal guardian of the child is expected to participate as a cooperative parent volunteering in the classroom 1 to 2 times per month by acting as a teacher's aide, performing an assigned job (as defined in the job descriptions), attending parent meetings and actively participating in all fundraisers.
3. 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.
4. Three (3) mandatory parent meetings shall be held per school year. It is recommended that these meetings happen in August, October and March, or in months deemed necessary by the Executive Board.
5. Attendance shall be taken by the Associate Treasurer at each Parent meeting.
6. Each member shall be scheduled to work and to substitute once or twice per calendar month. Members with multiple children in the same class are required to work regular shifts per child.
7. Classroom helpers must report to the school on their scheduled day no later than 8:45 A.M. for the morning session and 12:15 P.M. for the afternoon session, in order to prepare the rooms for that day's activities.
8. Nutritional snacks and drinks shall be provided by classroom helpers on the day they work.
9. Classroom helpers will be scheduled to work as closely as possible to their child's birthday. For birthday parties, a snack such as cupcakes may be provided. Summer birthdays will be scheduled throughout the school year.
10. All class rosters should be finalized as of September 1<sup>st</sup>.
11. Registration fees are non-refundable.
12. Tuition payments are due on July 1<sup>st</sup> and December 1<sup>st</sup> of the enrollment year. If the tuition payment is not received on-time notification will be given to the responsible party of delinquency. Late payment fees could be incurred and membership could be forfeited.
13. If tuition is not received by the tenth day of the month in which it is due, it must be brought directly to the Treasurer, Director, and/or teacher before the child will be allowed to attend class.
14. Upon receiving a fine notification, that fine is due within the next two weeks. Fines levied after April 1<sup>st</sup> are due upon receipt.
15. Field trips may be scheduled at the discretion of the Director or teachers. Field trips which cost the parents money shall be voted on by the members in advance when possible.
16. Transportation cost and group-rated field trips will be divided equally among class and family members attending the trip.
17. A minimum of one-half of the profits from all fundraisers will be retained in the treasury for general expenses of the school.
18. Whenever someone other than the parent or guardian is picking up the child, the parent must send a note to the teacher stating who will pick up the child.
19. The Center pays rent to Saint Michael's Lutheran Church. The amount of rent is set at the discretion of the church.