



# Standing Rules

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 3 times per month by acting as a Classroom Helper, performing an assigned job (as defined in the job descriptions), attending parent meetings and actively participating in all fundraisers.
3. Each member shall be scheduled to work and to substitute 1-3 times per calendar month. Members with multiple children in the same class are required to work regular shifts per child.
4. 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. Fines may be assessed for arriving after assigned start time.
5. Nutritional snacks and drinks shall be provided by classroom helpers on the day they work. 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.
6. 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 or products, assisting with set-up/clean-up of events, running stations, and sitting on committees.
7. Attendance is mandatory at all parent meetings throughout the school year. The first meeting is a parent orientation that will take place prior to the beginning of the school year. Up to two (2) additional parent meetings may be held per school year as deemed necessary by the Executive Board.
8. Registration fees are non-refundable.
9. Tuition payments are due on July 1st and October 1st 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.
10. Upon receiving a fine notification, that fine is due within the next two weeks. Fines levied after April 1st are due upon receipt.
11. Field trips will be scheduled at the discretion of the Director or Teacher. Field trips may have a cost which is the members responsibility. Transportation cost and group-rated field trips will be divided equally among class and family members attending the trip.
12. 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.

13. The Center pays rent to Saint Michael's Lutheran Church. The amount of rent is set through a signed agreement of both Perry Hall Children's Center and the church.