

San Jose Parents Participating Nursery School
2009-2010 Membership Contract
2, 3, and 4-Day Class

License# 430700551

As a participating parent in the 2, 3, and/or 4-Day class, I agree to conduct myself in a manner consistent with the goals of SJPPNS and fulfill the following commitments:

1. I will pay tuition and fees as stipulated below.

- Annual tuition is divided into ten (10) equal installments. For 2 and 3-Day classes the first installment is due *on or before May 1, 2009* or upon enrollment to the school and is non-refundable. For the 4-Day class the first two installments are due *on or before May 1, 2009* or upon enrollment to the school and are non-refundable. Any family enrolling in 4-Day after October will pay one non-refundable installment upon enrollment. The remaining installments will be paid monthly on the first of each month, commencing in September or first month of school entrance and ending in May, or as one lump sum payment in September with a specified discount. A \$10 late fee per child is added after the 10th of the month. For 2, 3, and 4-day, tuition is refundable on a pro-rated basis. For 4-Day, a family who leaves the school on or after October 1st will be refunded one enrollment installment.

<u>Monthly Payment</u>	<u>*Single Payment</u>	<u>*Fees & Dues Total</u>
2 Day \$110	\$1,045	\$225
3 Day \$145	\$1,378	\$245
4 Day \$175	\$1,663	\$365

**Single payment includes the 5% discount*

Breakdown of fees and dues include the following:

\$10 - NAEYC, SCVC (Santa Clara Valley Council) Dues & Peninsula Consultant Service, CCPNS and PCPI (Parent Co-op Preschools International).

\$35 – Insurance fee.

\$80 - Music Together (\$40 to be paid at Orientation & second payment of \$40 to be paid in January 2010).

\$100 – Gymnastics – *4Day class only.*

School Supply Fee:

2Day: \$100

3Day: \$120

4Day: \$140

These costs for fees/dues are due at Orientation. All fees and dues are non-refundable.

** Fees/Tuition subject to change for 2009-2010*

2. I will submit the completed membership packet and medical forms *on or before* May 1, 2009.

- If additional immunization doses or TB tests are required during the summer, I will provide updated records before Orientation. All immunizations must be complete before entering school.

3. I will work one day per week in my child's class.

- I will arrive promptly 15 minutes before class and attend conference with the Director for 30 minutes after class.
- I will arrange for a substitute in advance if I will be absent. I will repay the person who works for me with a workday or some other agreed upon repayment.
- I will work **on-call workdays to cover emergency absences** in addition to my regular workdays.
- I will only bring my enrolled child to school while the class is in progress.

4. I will attend the following meetings:

- **Orientation** held on a weeknight in late summer. I will notify the Coordinator in advance if an emergency prevents attendance. Failure to do so may result in your child being dropped from class.
- **One evening meeting a month**, expecting that it may not end before 10pm. (General meetings are held in November, February and April. Session meetings are held in September, October, January, March and May). No children except nursing babies are allowed. If both parents attend a meeting, it only counts as one attended meeting.
- **Missed Meetings** – Members are required to notify the Director or Coordinator if a situation prevents attendance at any required meeting. Failure to do so within three (3) days before or after a missed meeting may result in the member having the choice of attending the *next* Board meeting or the *next* Saturday maintenance workday. Members missing three meetings will be brought up for membership review.

5. I will perform these duties essential to the functioning of the school:

- **Committee Job** – I will serve on a committee or hold a board position and attend related meetings. [An Executive Board position is a committee job].
- **Maintenance Workdays** – I will work two Saturday maintenance workdays per school year, attending from 8:00am to 12:00pm. These are held on the first Saturday of each month and involve school clean-up and special facilities projects. If I cannot attend my scheduled workday, I will find a substitute and notify the Facilities Coordinator of the substitution. If I cannot find a substitute, I will attend the next Saturday workday, and schedule an additional one as make up. [Members holding an Executive Board position are exempt from Maintenance Workdays]. If a member family withdraws from the school after Orientation but prior to November 15th, they will be liable for completion of one Maintenance Workday. A fine of \$50 will be imposed if the one maintenance workday is not fulfilled prior to the last date of the two week resignation period and the family will be placed on Bad Standing if the one workday is not made up. If a member family withdraws after November 15th, both maintenance workdays must be completed or a fine of \$50 for each unfulfilled workday will be imposed and the family will be placed on Bad Standing if the

two workdays are not made up. Members cannot “buy out” of the Saturday maintenance workdays.

- **Fundraising** – I will work a 2-3 hour fundraiser shift (one shift per family). If a member withdraws after January 1st, and the work shift has not been completed, the member shall be fined \$50. Members cannot “buy out” of the fundraiser shift.

6. Other Responsibilities

- **Resignation** – I will give a 2-week advance written notice to the Membership Chairperson. I will meet membership obligations and pay tuition through this 2-week period prior to the resignation date.
- **Return Property** – I will return my school key by the last day of the school year, or upon resignation from the school. Failure to do so will result in a \$10 fine.

Participating Parent’s Signature(s) _____

Child’s Name _____ **Class** _____

Date _____