



# Winneconne Co-Op Nursery School

## Member Family Rules, Responsibilities, and Conduct Requirements

1. Individuals who will be working as parent helpers in the classroom are required to agree to a background check.
2. Parents must submit their child's immunization records and meet immunization requirements. These records must be received no later than 30 days after the child's first day of school.
3. Children attending the nursery school must be potty trained.
4. Parents must provide a list of individuals authorized to pick up their child from school. Individuals on this list must agree to accept this responsibility.
5. Parents must provide the name of the person responsible for picking up their child from school at the time of drop off. Children will not be released to unauthorized individuals.
6. Parents are required to provide emergency contact information for the times the child is in school.
7. Parents are required to behave in a respectable manner towards the children, teacher, board members and other member families.
8. Families are required to work clean-up weekends throughout the school year. Thorough cleanings are needed to keep the school healthy and as germ-free as possible. If a family is unable to clean on their assigned weekend, it is their responsibility to switch weekends with another family and record the change on the master cleaning schedule at school. If a family does not clean on their assigned weekend, a \$50 fee will be assessed.
9. Families are required to participate in fundraising efforts throughout the school year. If a family does not wish to participate or cannot meet the per-family fundraising requirements, they will be required to make an equitable monetary contribution. Per family requirements are based upon budgeted income and expenses for the school year. Monetary contributions are due at the time tuition is due.
10. Individual concerns regarding policies and procedures shall be addressed at monthly board meetings or directly with a board member. The teacher is solely responsible for teaching and classroom activities.
11. Families are required to contribute snacks for the children in class. As snacks run out, the teacher will inform the parents when additional snacks are needed. Refer to the enclosed acceptable snack list for ideas.
12. Parents must make their tuition payments on time. Parents who make payments after the 5 day grace period will be assessed a \$25 late fee. In cases of hardship, contact the treasurer to make other arrangements.

I have read these policies and agree to abide by them:

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(Signature)

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(Date)