**CONTRACT OF MEMBERSHIP RESPONSIBILITY**

**Any parent who has joined the Gig Harbor Cooperative Preschool is asked to accept the following responsibilities of active participation. I agree to:**

1. Participate in the classroom as a working parent under direction of the teacher. Arrive 15 minutes early to help with classroom set up as well as remain after class to help clean up.
2. Be responsible for arranging for a trained substitute in case of absence. If I cannot participate on my scheduled day, it is my responsibility to arrange for a trained substitute as specified in the Standing Rules.
3. Read and abide by the Policies and By-Laws of the Gig Harbor Cooperative Preschool, available on the website at <http://www.ghcp.org/policies--by-laws.html>. A copy of the GHCP Policies and By-Laws will also be provided to each member at orientation.
4. Attend parent orientation and parent training. I (or whomever will be working in the classroom on my behalf) must be trained before my child may attend class.
5. Attend monthly education offerings to earn eight parent education credits by the end of the school year. Five credits must be earned by the date of in-house registration to be eligible to register for the next school year.
6. Serve as a committee member, chairperson, or officer when positions require filling.
7. Pay tuition and fees on time. Tuition is due on the 1st of each month. A late fee of $10 will be collected for payments received after the 10th of the month. If tuition is 45 days past due, the child will not be allowed to attend class unless special arrangements are made.
8. Participate in at least one monthly deep cleaning and the end-of-year clean up.
9. Provide a nutritious snack on a rotating basis.
10. Complete and return all required forms and fees prior to first day of school.
11. Observe the guidelines in the Risk Management Manual ([http://www.ghcp.org/risk-management-manual.html](http://www.ghcp.org/risk-management-manual.html%20)) and Parent Training Manual (<http://www.ghcp.org/parent-training-manual.html>).

Failure to comply with any of the above responsibilities may necessitate the Executive Board to consider dismissal.

I HAVE READ THE ABOVE RESPONSIBILITIES AND FULLY UNDERSTAND WHAT WILL BE REQUIRED OF ME AS A CO-OP MEMBER.

# CHILD'S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASS: \_\_\_\_\_\_\_\_\_\_\_\_

# PARENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_