



8900 GEORGIA AVENUE, SILVER SPRING, MARYLAND • (301) 650-0086 • SPRINGKNOLLS.ORG

## 2019 – 2020 Member Family Enrollment Agreement

By enrolling your child at Spring Knolls, you are joining a cooperative. A cooperative pre-school is only as strong as its member families. As a member, you are responsible for partnering with the school and other families in the educational goals, teaching, administrations, fundraising, and business of the school. Below is a summary of these responsibilities. Full descriptions can be found in the School Handbook.

### 1. TEACHING (for co-oping families)

- Any parent listed as a co-oper MUST attend the two mandatory co-op training sessions held during the school year. Otherwise, you will not be allowed to co-op.
- Co-operators actively assist in the classroom on assigned co-op days; co-operators arrange for substitutes (see Handbook for details) if they are unable to be in their classroom on their assigned days.
- Only parents of students may co-op in the classroom.
- Parents are responsible for creating a positive climate for learning, communicating, and working cooperatively with staff and other parents.
- Co-operators must be fingerprinted prior to beginning co-oping.

### 2. SNACK

All families, regardless of co-oping status, are responsible for providing one week's snack for their child's classroom approximately 3 times per year.

### 3. ADMINISTRATION

- **Parent Meetings:** There are three annual meetings held during the school year. The first is in early September and a parent from every family must attend. This meeting consists of an all-parent meeting and is followed by a mandatory co-oper training. The second is held in January, and it is a second mandatory co-oper training. Non co-operators need not attend the January meeting. The third is held in May and a parent from every family must attend. A fee of \$100 will be assessed for failure to attend the Parent Meetings, except in the case of a medical emergency. In those instances, co-operators must attend a make-up meeting with your teacher in order to continue co-oping.
- **Committees and Volunteering:** Each family must serve on one of the administrative committees. These committees include: facilities, membership, personnel, marketing, parent outreach, fundraising, strategic planning and communications. You must be an active part of your committee. In addition, the committees in charge of various events will put out a call for volunteers over the course of the school year. As a member, you agree that your family will provide at least 10 hours of service to the school each school year. Failure to meet this 10 hour commitment will result in a \$500 fee.

- **Board:** Families are encouraged to serve on the Board of Directors. The Board consists of a president (or co-presidents), treasurer, the chair(s) of each committee, and two at-large members. The Board meets once a month in the evening during the school year.

#### 4. FUNDRAISING

- Each family has a responsibility to volunteer, in some capacity, to help with at least one of the fundraisers over the year.
- In the spring we have our annual auction and night out. Families are encouraged to donate and/or solicit auction items. The action has been a Spring Knolls tradition for many years and is a great way to get to know other families.

#### 5. CLEANING

- Small Cleans: Each family is responsible for TWO “small cleans” (performed weekly) over the course of the year – one in the fall and one in the spring. The cleanings are done from 9 a.m. to noon on Saturdays and include only the classrooms and office. At least three families are assigned to clean each week. If a family chooses, they may opt-out of the small cleans by paying a fee at the beginning of the year. If you miss your scheduled clean it will result in a penalty of \$125 per missed clean.
- Big Cleans: Additionally, each family is required to participate in ONE of the three more extensive “big cleans.” These are done in September, January and June each school year and are a more thorough cleaning, that may involve aspects such as organizing classrooms and sprucing up the outside play areas. Approximately 15 families participate in each big clean. There is no opt-out for the big clean.

#### 6. FINANCIAL

- Each family will make a Registration Deposit equal to one month’s tuition cost to secure a classroom slot. This deposit is non-refundable.
- Each family is expected to make timely monthly tuition payments. Please be aware that tuition rates are determined in the spring for the previous year, and may increase. Tuition has increased by approximately 3% per year in previous years.
- Failure to remain current with tuition payments/fees may result in dismissal from spring Knolls.
- Additional Required Fees:
  - Activity/Paper Fee: \$150 per child.

Important: Both parents/guardians must read and sign.

Signature (Parent 1) \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_

Signature (Parent 2) \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_