



Together we create a better world

Hayward Parent Nursery School  
PO BOX 21152  
Castro Valley, CA 94546  
(510) 538-COOP  
<http://hpnschool.weebly.com>

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## Synopsis of Contract Requirements for Hayward Parent Nursery School

**Before Starting:** Each parent or family member participating in the classroom must have an up-to-date...

\_\_\_\_\_ TB test on record with HPNS

\_\_\_\_\_ Fingerprints

\_\_\_\_\_ Application forms & non-refundable application fee of \$125 (\$100 goes toward fingerprints & \$25 processing fee)

\_\_\_\_\_ Security Deposit of \$200 (will be returned when exiting the program upon completion of all requirements)

\_\_\_\_\_ Immunizations: Present current copy of each enrolled child's immunization records.

\_\_\_\_\_ Emergency kit for EACH child: Turn in to HPNS for the year.

**On-Going:**

\_\_\_\_\_ Weekly Work Day: Work one day a week in the classroom for 3 hours. Must begin 15 minutes before class (setup) and end 15 minutes after class (debrief). This includes covering your shift with a substitute when you are unable to make it.

\_\_\_\_\_ Parent Education Meetings: Attend the evening parent education meetings **weekly** and be on time.

\_\_\_\_\_ Study Trip Days: Transportation: Handle your own- responsibly.

\_\_\_\_\_ Tuition: Pay monthly HPNS Tuition on time.

\_\_\_\_\_ Committee Duties: Fulfill classroom committee obligations and/or Board Member commitments in a timely manner.

**Annual Requirements:**

\_\_\_\_\_ Opening & Closing Work Hours: Participating families spend 3 hours in September and 3 hours in June for the Set-Up/ Wrap-Up of classroom environment.

\_\_\_\_\_ Friday Cleanup: Do one to two 3-hour sessions of sanitizing the classroom at HPNS. See sign-up.

\_\_\_\_\_ Fundraising duties: Participate in **the major fundraiser** as voted in by the body each year. Usually includes working on an additional committee, working the day of the event, and fundraising money.

\_\_\_\_\_ Maintenance Hours: each family must complete 8 hours of maintenance duty, any time within the two school maintenance days per year: one day in the fall, and one in the spring, each on a Saturday.

\_\_\_\_\_ Evening Meeting Snack: bring snack once a year for the parent meeting. See sign up.

**Leaving:**

\_\_\_\_\_ Return All School Materials **Before the end of May:** any materials borrowed from classroom, the parent handbook, committee binders, etc.

\_\_\_\_\_ If leaving mid-year: A two weeks written notice, of intention to leave it required. All above requirements (most items will be pro-rated) must be met before deposit can be returned.

Should you find yourself in a position where you have fallen behind on your commitments, all you need to do is write up a plan of action as to how you intend to solve the problem and submit it to the director(s) and/or board. We hope to make this program successful for all of our families.