

Oakhaven Montessori School Family Responsibilities

Initial_____ Date_____

RETURN THIS COPY & KEEP A COPY OR PHOTO FOR YOUR RECORDS

- ___1. Know the contents of the handbook and follow the policies and procedures.
- ___2. Daily review of the Daily Notes, info on the sign in counter plus Oakhaven emails: weekly plan, and health & misc. notices.
- ___3. Attend one Back to school Night: one parent/caretaker per family.
- ___4. Family of the month: Sign up for one topic per child enrolled:
 - ___Bring 6 - 12 factual books on the subject.
 - ___Provide seasonal, relevant items & help decorate the classroom.
 - ___Do a presentation on your topic with a follow up activity.Or ___organize a relevant field trip including coordinating drivers.
- ___5. Parent Participation Volunteer Hours: Ten Hours (per enrolled child) helping in the classroom, office, or grounds. Plan on 5 hours in the fall, 5 in the spring. Keep track in the parent hours log.
- ___6. Three afternoons of pool duty during the swim season. Any uncompleted hours are added to your parent hours. Keep track in the parent hours log.
- ___7. Unfulfilled parent or pool hours will be billed at \$25 p/h at the school year end to pay others to do it.
- ___8. **Want to help, too busy and have cash? Buy out program: help us pay someone else to do it: \$300 minimum. More gratefully accepted: -)**
- ___9. Remember your child's Special Snack Days. Your pool duty and tea party/craft days are also your child's snack days. If you forget, send in snacks for the snack bin.
- ___10. Classroom Observations: minimum of one hour per parent for each enrolled child. Do half an hour before the fall conference and the other half before the spring conference. Note observations in the parent hour log.
- ___11. Attend parent-teacher conferences: one each in fall, winter & spring.
- ___12. Bring and pick up your child on time. Arrival by 9:00 am is paramount for setting the tone for the day.
- ___13. Promptly fulfill your financial obligation to the school.
- ___14. Promote the school in the community.