



## Adult Participation and Photographic Consent

1. I agree to be bound by the rules and policies of Cactus Wren Cooperative Preschool.
2. I understand the required duties of the adult members of the Cactus Wren Cooperative Preschool to include.
  - A. Mandatory attendance at two General Membership Meetings. One in August and one in March or April.
  - B. Being responsible for my committee assignments after receiving a written job description (if applicable).
  - C. To read the Orientation Manual.
  - D. Participate as a volunteer in the classroom, volunteer at school events, donate supplies or utilize the Co-Op Fee as my contribution to the school.
3. I agree to pay my monthly tuition by the first of each month, understanding it's my responsibility to notify the Treasurer of any special circumstances, and an additional \$20 will be assessed for late payment received after the seventh of each month. I agree to pay tuition in full each month and understand the prepayments may only be made in full monthly increments.
4. I understand that if tuition is not received by the fifteenth of each month, the matter will be turned over to the Executive Board for a decision regarding removal of my child from the preschool.
5. I will agree to abide by all the health standards of the preschool.
6. I understand that there are 2 ways to be a classroom volunteer:
  1. Informal Volunteer: Someone who comes into the classroom for a short time during the school hours to help the students with hands-on learning activities, read a book to them or generally be an extra set of helping hands to the teacher and the aide. This type of volunteering can be counted towards your co-op contribution and should be documented on a "co-op contribution ticket". Note: You WILL NOT be left alone with the students in this capacity unless you meet the requirements of an Official Volunteer.
  2. Official volunteer: A volunteer who comes into the classroom to substitute for a contracted staff member (usually a teacher's aide). This person is required to fulfill all the duties as described on the Orientation Manual(Please refer to page 7 for the complete Job Description). An Official Volunteer will need to provide Cactus Wren with the following:
    - A copy of a current Arizona DPS Fingerprint Card
    - A negative skin TB test within the past 12 months
    - Proof of a current TDaP vaccination

An Official Volunteer is responsible for documenting their time on the "substitute board" and that will be reimbursed in the form of a tuition credit which amounts to \$52.00 per day on the next month's tuition. Official Volunteers will coordinate with the classroom teacher or Director to understand their role in the classroom if clarification is needed.

7. Withdrawal from Cactus Wren:

Before withdrawing my child from Cactus Wren Cooperative Preschool, I will give at least two weeks' notice to the Director and my child's teacher.

I understand that during the said notice period, tuition is in fact due and payable.

I understand that during the said notice period, the Treasurer will notify me of the status of my account. I agree that monies paid, to include May's tuition, are NOT refundable except under the conditions listed in the Orientation manual. All tuition owed is to be paid.

8. I will complete a teacher evaluation form during the year.

**General Photographic Consent**

**YES, I GIVE** my permission for photographs of myself, my child, and my family members present at Cactus Wren Cooperative Preschool, events or outings to be used on the school website, on the school Facebook page, on Cactus Wren brochures or publicity materials and in publications (such as the Sierra Vista Herald). **Please initial here** \_\_\_\_\_.

**NO, I DO NOT** give my permission for photographs of myself, my child, and my family members present at Cactus Wren Cooperative Preschool, events or outings to be used on the school website, on the school Facebook page, on Cactus Wren brochures or publicity materials and in publications (such as the Sierra Vista Herald). **Please initial here** \_\_\_\_\_.

**Brightwheel Photographic Release**

**Yes** I give permission for my child's photo to be taken in Brightwheel for the express purpose of sharing with you, the guardian, the educational activities my child is participating in. This can include group photos where my child is with other children enrolled in the school. This means your child's photo can appear on the classroom Brightwheel feed. **Please initial here** \_\_\_\_\_.

**No**, I do not give permission for my child to be in group photos in Brightwheel or any photos of my child's face to appear in photos with other children. If they are in the background, their face will be covered to obscure their identity. This means your child's photo will only be seen on your Brightwheel feed. **Please initial here** \_\_\_\_\_.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_