

John Knox Co-op Preschool (JKCP)

PARENT MAINTENANCE FORM

Class: 3AM 4AM Pre-K

Child's Full Name: _____ Phone # _____ Email: _____

Mother: _____ Father: _____

Occupation: _____ Occupation: _____

Can make copies at work for JKCP _____

JKCP bylaws require six (6) hours maintenance help per family. These are hours spent "in addition" to hours worked at the three *mandatory functions* (Fall Festival, Parent Orientation, Christmas Workshop), as well as, in the classroom on scheduled workdays.

- Please check any or all of the duties that interest you.
- Number your first five preferences (1,2,3,4,5).
- All efforts will be made by the Maintenance Chairperson to assign you your selections.
- If selecting any of the Fall Festival duties for maintenance hours, please remember that *every* family is required to work a shift *during* the Fall Festival as well. Thank you for your commitment to our children's preschool.

1.	Father ()	Mother ()	Ways and Means Support Committee
2.	Father ()	Mother ()	Christmas Workshop Chair (gift/craft project)
3.	Father ()	Mother ()	Cutting for craft projects
4.	Father ()	Mother ()	General cleaning / windows
5.	Father ()	Mother ()	General electricity
6.	Father ()	Mother ()	Fall Festival Set-Up night before event (6-9pm) no children
7.	Father ()	Mother ()	Fall Festival Set-Up morning of event (10am-1pm) no children
8.	Father ()	Mother ()	Fall Festival Clean-Up (8-9:30pm) no children
9.	Father ()	Mother ()	Laundry (aprons & dish towels)
10.	Father ()	Mother ()	Lawn maintenance (weed, feed, seed, & mow)
11.	Father ()	Mother ()	Maintain dolls/dress-up clothes
12.	Father ()	Mother ()	Maintain gravel area
13.	Father ()	Mother ()	Making play dough
14.	Father ()	Mother ()	Pack Up (June) no children
15.	Father ()	Mother ()	Parent Orientation Set-Up Team (morning of event)

16.	Father ()	Mother ()	Parent Orientation Clean-Up Team (right after event)
17.	Father ()	Mother ()	Tree trimming (two trees in play yard to be completed over winter break)
18.	Father ()	Mother ()	Unpacking (school opening in August) no children
19.	Father ()	Mother ()	See's Candy Order Coordinator
20.	Father ()	Mother ()	Esript Coordinator
21.	Father ()	Mother ()	Bookfair Coordinator

Discounts you may have _____ Music or other Talents _____

Supplies you can donate (sales samples, etc.) _____

Equipment available to use (pick-ups, etc.) _____

If a parent fails to fulfill their 6 hours of maintenance, **a fine of \$50.00 per person** will be incurred (max \$100 per family)

I have read the above and agree to help with the Maintenance of the school.

Signature _____ **Date** _____