

TRINITY PRESBYTERIAN PRESCHOOL

FAMILY PREFERENCES

We will make every effort to accommodate requests. In the event a conflict arises, it is your responsibility to arrange a swap with another Trinity parent. Your requested preference days will not be considered unless all paperwork is complete and turned in by August 1.

CHILD(REN)'S LAST NAME: _____

CLASS: ___ AM TWOs ___ PM TWOs ___ TTH3s ___ TTH3s FLEX ___ MWF3s ___ MWF Pre-K ___ PM Pre-K

CO-OP PLAN (Threes & Pre-K only): ___ 1-Day ___ 2-Day

CO-OP WORK DAYS

Any adult family member may co-op. Adults co-oping two or more times per year are required to comply with the Adult Co-Op Medical Requirements (see form for details).

Primary Co-Op Adult Name: _____ Relation to child(ren): _____

Co-Op Adult Name: _____ Relation to child(ren): _____

Co-Op Adult Name: _____ Relation to child(ren): _____

Please note: Every attempt is made to honor the 1-day or 2-day co-op preference per month for our Threes and Pre-K families. According to the actual number of school days per month, families may be scheduled for more, or fewer days per month, but never more than nine or eighteen total days during the school year.

- ☐ TWOS I prefer to work on: ___ Tuesday ___ Thursday ___ Either
☐ TTH3s / TTH3s Flex I prefer to work on: ___ Tuesday ___ Thursday ___ Flex Day ___ Any Flex Families may be scheduled to co-op on their Flex day in addition to Tues. and/or Thurs.
☐ MWF3s & MWF Pre-K I can work on any of these days: ___ Monday ___ Wednesday ___ Friday I CANNOT work on this day: ___ Monday ___ Wednesday ___ Friday
☐ PM Pre-K I can work on any of these days: ___ Tuesday ___ Wednesday ___ Thursday ___ Friday I CANNOT work on this day: ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

IF PREGNANT, please indicate your due date: _____. We offer a six week Maternity Leave.1 ___ I do not need a leave; I have family members who will co-op for me.

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1 MATERNITY LEAVE Mothers may take six calendar weeks maternity leave from co-oping (holiday weeks are included in the leave time). Co-oping parents may bring young infants in front or back packs, car seats, etc., until they are mobile.

MAINTENANCE DAYS & SPECIAL PROJECTS

Parents, teachers, and children love our colorful, busy campus. We take pride in presenting a safe, clean, healthy environment for our children. The special care and attention that our parents provide on these monthly workdays allow us to attend to special projects and provide an extra level of cleaning, fixing and safety checks in our environment. To ensure that the school is in tip-top shape, we schedule each parent one maintenance day per year. We are grateful for the time and effort of our family community!

We understand the busy lives of our families sometimes warrant the need for flexibility. To this end, we're offering a few different options as a means of fulfilling this need. **Please review the options below and indicate a preference for each parent:**

Parent / Guardian Name: _____ Preference : A B C

Email: _____

Parent / Guardian Name: _____ Preference: A B C

Email: _____

A Maintenance Day

YES. I will be available to work a Maintenance Day, and I understand upon completion of my work day, my \$100 Maintenance Fee will be refunded.

I would like to commit to working the **early Maintenance Day, Saturday August 22, 8:00am – 11:00am** *Schedule will be filled on a first come, first served basis.*

B Special Projects

I would like to be considered for a Special Project. *I understand that I will still be assigned a work day and if a special project comes up that suits my interests, I will be reassigned.* These can range from tech support, modest repairs (carpentry, plumbing, painting, etc.) or project participation and can be done on a flexible schedule. **My talents and interests are:**

C I prefer to donate my Maintenance Fee toward the cost of hired personnel.

We count on our attendees. If you do not feel you will be able to commit, please let us know now so we can plan appropriately.

OTHER

I would like to be added to the sub list and would be willing to work extra days to help out. I understand I will be paid \$100 for each day I sub.

Name: _____

Name: _____