8900 GEORGIA AVENUE, SILVER SPRING, MARYLAND • (301) 650-0086 •WWW. SPRINGKNOLLS.ORG

**2024 – 2025 Member Family Enrollment Agreement**

By enrolling your child at Spring Knolls, you are joining a cooperative. A cooperative early learning center is only as strong as its member families. As a member, you are responsible for partnering with the school and other families in the educational goals, teaching, administrations, fundraising, and business of the school. Below is a summary of these responsibilities. Full descriptions can be found in the School Handbook.

**1. COOPERS**

• Any parent listed as a co-oper MUST attend mandatory co-op training sessions held during the school year.

• Co-opers actively assist in the classroom on assigned co-op days; if they are unable to be in their classroom on their assigned days, they must reschedule their day before the sign up closes and notify the director immediately (see handbook for details). Missing your scheduled co-op day without prior notice or approval will result in a $60 fee.

• Only parents of students may co-op in the classroom.

• Parents are responsible for creating a positive climate for learning, communicating, and working cooperatively with staff and other parents.

• Co-opers must be fingerprinted and have a medical examination for childcare prior to beginning co-oping.

**3. ADMINISTRATION**

• **Parent Meetings**: There are two annual meetings held during the school year. The first is in early September and a parent from every family must attend. The second is held in spring and a parent from every family must attend. A fee of $100 will be assessed for failure to attend the Parent Meetings, except in the case of a medical emergency.

• **Committees:** Each family must serve on one of the administrative committees. These committees include: facilities, admissions, personnel, marketing, events, strategic planning, fundraising, grants and social media/web master.. You must be an active part of your committee.

• **Volunteering:** The committees in charge of various events will put out a call for volunteers over the course of the school year. As a member, you agree that your family will provide at least **five hours** of service to the school each school year. Failure to meet this five-hour commitment will result in a $500 fee.

• **Board**: Families are encouraged to serve on the Board of Directors. The Board consists of a president (or co-presidents), treasurer, secretary, and the chair(s) of each committee. The Board meets once a month in the evening during the school year.

**4. CLEANING**

• Big Cleans: Each family is required to participate in ONE of the three more extensive “big cleans.” These are done in August and June each school year and are a more thorough cleaning that may involve aspects such as organizing classrooms and sprucing up the outside play areas. There is no opt-out for the big clean. Failure to attend a big clean will incur a $125 penalty fee.

**5. FINANCIAL**

• Each family will make a Registration Deposit equal to one month’s tuition cost to secure a classroom slot. This deposit is non-refundable.

• Each family is expected to make timely monthly tuition payments. Please be aware that tuition rates are determined in the spring of the previous year, and may increase. Tuition has increased by approximately 3-5% per year in previous years.

• Failure to remain current with tuition payments/fees may result in dismissal from spring Knolls.

• Additional Required Fees:

o Activity/Paper Fee: $165 per child

o Application Fee: $65 per child

o Re-enrollment Fee: $30 per child

o Diapering Fee: $45 per child

***Important: Both parents must sign the agreement***

Signature(Parent1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature(Parent 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_