



Wilmington Montessori School

Parent Cooperative Program (Co-op)

At Wilmington Montessori School, parent involvement is an integral part of a child's school experience. The Parent Cooperative Program, or Co-op, provides parents with many opportunities for meaningful participation in the day-to-day as well as long-range operation of the school. Active involvement in Co-op is an excellent way to get to know the school and other families. **Every moment spent participating in Co-op makes our school stronger and helps provide an enriched experience for all of our children!**

What is the value of Co-op?

In addition to promoting community, an active Co-op program helps maintain tuition levels. Including parents as resources for necessary classroom, event, program, committee, and maintenance projects impacts budget demands in a very real way. More importantly, our children benefit from the support of a parent population rich in cultural diversity as well as varied interests and skills.

What is the Co-op commitment for our family?

Each family is responsible for Co-op hours based on the *number of days* their child is enrolled during the school year. Although we encourage all parents to become actively involved with the school, we do understand that some families are unable to make a time commitment to the Co-op program. After careful consideration, if you feel unable to commit to the Co-op hours, we invite you to pay the Co-op fee. The number of Co-op hours or the Co-op fee due each family are assigned according to this formula:

If your child attends	Co-op Hours Due
5 days/week	50 hours/year
5 half days	40 hours/year
3 full days	40 hours/year
3 half days	30 hours/year

Incomplete Co-op hours will be billed at the end of the school year at the rate of \$17/hour.

If there is more than one child in your family attending *Wilmington Montessori School*, the *maximum* Co-op time requirement is 50 hours per school year.

If you elect to pay the Co-op fee, please include it with your tuition. Fees are as follows: \$1,200 in lieu of a 40 or 50 hour commitment, \$600 in lieu of a 30 hour commitment. If you prefer to participate in the Co-op Program, please review and complete the attached *Co-op Participation* form and *Skills/Interest inventory*. Please don't hesitate to make a note of skills or interests not listed.

Some Information about the Parent Co-op System at WMS

How do I find out about Co-op jobs?

Opportunities for Co-op work are posted on the *Parent* page of the WMS website (www.wmsde.org) and on the Co-op bulletin boards outside the Family Relations office and at the top of the Aspen Wing hallway. You may also hear about Co-op jobs through the Wednesday Weekly, from your child's teacher or your homeroom parent. If you are interested in working on a specific task or event, please make note of that on your form or contact familyrelations@wmsde.org. Additionally, feel free to stop by and talk with the Director of Advancement with any ideas that you may have.

Co-op hours may be fulfilled by any member of your family who helps with a project. For example, if you build shelves for a classroom and a grandfather paints them for you, you may claim the grandfather's time as well as your own when you report your Co-op hours. Co-op hours are not transferable *between* families and may not be carried over from school year to school year.

How do I report completed Co-op hours?

Reporting forms are located next to the Co-op bulletin boards, or may be downloaded from the website. Collection pockets are located next to the Co-op boards and many classrooms have hallway pockets for completed forms, as well. Reports may also be submitted electronically to family_relations@wmsde.org. Please help us maintain an accurate Co-op database by reporting your completed hours in a timely manner. **In order to keep accurate records on our database, all Co-op reports must be submitted under ONE consistent family name. Your Co-op reports will be entered under that ONE name.**

Keeping Track

Completed Co-op reports are entered onto our database on a regular basis. It is very helpful when parents keep track of their hours also. In January, reports will be sent by the Family Relations Director to each family to advise them of all Co-op hours reported by mid-year. Hours not completed by June will be billed at the rate of \$17/hour.

Special Request

Although we have a cleaning service at the school, we appreciate parents' assistance with the more thorough cleaning and disinfecting of classroom materials that goes beyond routine maintenance. Your child's teacher or class homeroom parent may ask you to sign up for this very important work, providing a healthier environment for our children. The school is typically open on Saturdays from 9 am-1 pm so that parents may help with this and other classroom related tasks.

We are looking forward to working with you in the coming year! Please feel free to send an email to Familyrelations@wmsde.org or to your child's homeroom parent if you have any questions about Co-op or parent involvement in the school.



Wilmington
Montessori School

Co-op Skills/Interest Inventory
2010-11 School Year

Parent's Name _____ Profession/Occupation _____ email _____

Parent's Name _____ Profession/Occupation _____ email _____

Special Skills/Interests

- | | |
|--|---|
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Retail (School Store/Spirit Wear) |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Web Site Maintenance |
| <input type="checkbox"/> Publication Design | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Mailings (stuffing, sealing) | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Event set-up/take-down | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Admissions/Open Houses
(Hosts, Guides) | <input type="checkbox"/> Social Networking (Facebook,
Twitter, LinkedIn) |

School/Office Support

Substitute Nurse (must have current DE RN or LPN license), Substitute Teacher
Please list times available:

Nurse Substitute Teacher

M _____ T _____ W _____ Th _____ F _____

Do you have a truck that might occasionally be used to move items for the school?
() Yes () No



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Co-op Participation Agreement

Parent's Name

Parent's Name

Child's Name

Child's Name

Child's Name

Child's Name

Please check one of the following options:

_____ We wish to participate in the Co-op program and pledge to complete _____ hours of Co-op work (to determine number of hours, please refer to the schedule enclosed in your packet). We have read the attached Co-op information and understand the Co-op responsibilities required of each family.

_____ We know that incomplete hours will be billed at the end of the school year at the rate of \$17.00 per hour.

_____ **We have completed the Skills/Interest Inventory and will return it to WMS no later than the first day of school.**

NOTE: In order to keep accurate records on our database, all Co-op reports must be submitted under ONE consistent family name. Your Co-op reports will be entered under the name

_____.

-or-

_____ We prefer to pay the Co-op fee of _____ this year. (To determine this fee, please refer to the schedule enclosed in your packet). This fee is due with the tuition payment.

Signatures

Parent or Guardian

Parent or Guardian

Date

If the completed Skills/Interest Inventory and Co-op Agreement are not completed and returned, we will assume that you prefer to pay the Co-op fee and will adjust your tuition accordingly.