

## BHCP CO-OP RESPONSIBILITIES

Safe and successful preschool days require parents to take responsibility for their scheduled co-op days. Parents act as teaching assistants to the teachers and have a very important role in the classroom. Co-op responsibilities include:

**1) KNOW YOUR CO-OP DAYS.** The schedule covers half the year at a time and will be sent to you one or two weeks in advance. It also will be posted on bulletin boards throughout the school. If you do not receive your schedule, call the Vice Chair of the Business Operations Council (BOC). Do not assume you are not due for a co-op day at the beginning of a new schedule, even if you just co-oped. Everyone will co-op roughly the same number of days; however, in order to accommodate availability requests, those co-op days may not be evenly spaced throughout the year. (Yellow class parents will also be assigned to work on the playground from 9-10 a.m. on Fridays for an additional measure of safety). It is crucial that you show up on your assigned day. **If there is no co-op parent, class will be cancelled due to the adult-child ratio falling to an unacceptable level.**

**2) BE ON TIME.** Co-op parents should arrive at least 15 minutes before the start of class to help set up and remain 15 minutes after class is over to assist with clean-up. **Parents and caregivers are not to leave the playground/classroom until the co-op parent has arrived.** If the co-opping parent does not arrive, parents first will be asked to volunteer to “fill-in” for the missing co-op parent; if no one can volunteer then class will be cancelled.

**3) DO NOT CARPOOL OR BRING SIBLINGS ON CO-OP DAYS.** Several children in tow make co-op tasks difficult. You will, of course, bring your own child with you early and will need to monitor him or her while you are setting up or cleaning up.

**4) ARRIVE WITH READY-TO-SERVE SNACKS.** Snacks must be in ready-to-serve state, requiring only a trip to the kitchen for trays, baskets and pitchers.

**5) FIND A REPLACEMENT IF UNABLE TO WORK ON YOUR CO-OP DAY.** If your scheduled date is not convenient, it is your responsibility to trade with another parent in your class. This is the case even for last minute changes. Please note the changes on posted schedules to inform the teachers.

If you cannot find a replacement after calling everyone in your class, call the Vice Chair of the BOC, who will call everyone on the substitute list. Call as soon as possible so that an alternative can be worked out or a decision made to cancel class. If unable to reach the Vice Chair of BOC, contact the Chair of BOC, the Director, or a teacher, in that order.

If no one can be located to substitute, class **will be cancelled**. It is your responsibility to call everyone in your class to tell them class has been cancelled. It is possible that, faced with the scenario of a cancelled class, someone in your class may be able to rearrange his or her schedule to co-op after all, or two parents may be able to share the co-op that day. Give them that option.

Note: If someone calls you for a last minute swap of co-op duty, it is smart to help out if at all possible. Nothing generates as much good will and you will undoubtedly need the favor returned one day.

**HAVE FUN AND ENJOY!**