CCSC QUARTERLY WORKDAY

CCSC was founded as a parent cooperative, and as such, parent involvement is core to the success of the Center. In addition to cooping in the classroom, parent help is essential to keep the Center running smoothly and to ensure that it is a fun, clean, safe place for children. Thus, in the spirit of a cooperative, quarterly workday jobs are a requirement for all families enrolled at CCSC. Each family is required to complete four hours of work (or a pre-approved activity) per quarter.

Each quarter, CCSC classrooms create a list of workday jobs to be done either on a family’s own time or at a scheduled time. Additionally, workdays are often organized for specific classrooms and periodically CCSC’s administrative team will schedule an all-center workday or fund development event where you can earn workday credit. There are also many maintenance jobs that need to be done around the Center. We also welcome individual participation as many parents fulfill their requirement by doing a variety of “odd jobs” around the CCSC.

Examples of workday jobs include: helping at a workday event, wiping down/cleaning your child’s classroom every week, cleaning your child’s kitchen each week, helping with classroom photos (i.e.: printing, sending, saving, taking), taking classroom laundry home once a week, oiling benches, cleaning the library, painting projects in the school, repairing furniture, building furniture, inspecting playground equipment, helping with computer projects, writing the newsletter for your classroom each month, and leading an activity with the children.

TO FIND A WORKDAY JOB

• Ask your classroom teachers what you can do for them.
• Ask the executive director if there is something you can do to support the Center.
• Do you have skills that could help your classroom out?

HOW TO GET YOUR WORKDAY CREDIT

1. Once you complete a workday job, you must fill out a workday voucher (available in administrative lobby; see attached sample.)
2. Please make sure you get a teacher/staff signature to verify completion.
3. Return your workday voucher to the business manager in the office so she can record the hours on your monthly tuition statement (it is your responsibility to get this information to her).

If more than one quarter’s credit is earned during a quarter, the excess is carried forward to the next quarter.

Any questions or disputes about the credit you have earned for workday participation should be taken up with the staff member involved with the job. The business manager is only the record keeper with regard to workday jobs.

Note: Families choosing to buy out of workday will be charged at a rate of $20 per hour at the end of each quarter.

Summer: July–September    Fall: October–December
Winter: January–March      Spring: April–June

An example of a Workday Credit Voucher is attached. Please remember: it is your responsibility to submit a voucher to receive credit for your work.
<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workday Credit for Quarter &amp; Year (e.g. Spring 2011)</td>
<td>Date Completed</td>
</tr>
<tr>
<td>Project/Task Completed (e.g. Room Coordinator, recycling, etc.)</td>
<td>Number of Hours Completed</td>
</tr>
<tr>
<td>CCSC Staff Printed Name</td>
<td>CCSC Staff Signature</td>
</tr>
</tbody>
</table>

*It is the parents’ responsibility to fill out the Workday Credit Voucher. Have it signed by a teacher (or Program Coordinator/Executive Director), and put it in the CCSC tuition box located by the Administrative Office by the end of the current quarter.*

*Vouchers turned in more than 30 days after the quarter ends will not be accepted.*