



Parent Involvement Contract

Parent Cooperative

Mutanafisun Academy is a non-profit pre-school thru 7th grade school, developed and operated by its parents. Mutanafisun Academy has always been a Parent Cooperative in the sense that it was conceived by parents and has continued to be run by parents. We take pride in the fact that 98% of our staff are our parents as well. This year we intend to expand our Parent Coop by reeling in the lost assets of the rest of our Parent community. By doing this we will InshaAllah have a richer community where more of the schools needs are met, and where the parents play a larger role in the schools affairs, working in a wide variety of positions throughout the school, providing all the necessary services, support, and tasks it takes to run a school. 100% family involvement allows our school to rely on the vast resources that exist within our Parent base. Parent involvement, both inside and outside the classroom, allows us to keep our tuition exceptionally low; and provides a necessary link for high student achievement. Together with the teachers and staff we can all leave a lasting impression on our children that school is only the beginning of a lifetime of learning in obedience to Allah.

Responsibility of Parents

1. Pay tuition fully and promptly each month
2. Show up on time to work your assigned day in the classroom at least once monthly or "buy out" of responsibility for \$50 (the fundraising committee is exempt from this obligation)
3. Attend all required meetings (Parent Orientation date September 5 and monthly Parent meetings the second Wednesday of every other month).
4. Support all Mutanafisun Academy's fundraising activities
5. Each family fulfill the duties of your co-op job/committee or officer position (at least one-see below)
6. Read and understand the Parent enrollment agreement and Parent Handbook
7. Fill out a monthly "Report of Progress" to parent coordinator and "Suggestion form".

Job Listing/Description

Each family must commit to one job to be fulfilled during the school year.

PARENT COORDINATOR: Overseas all parents and keeps track of the progress and needs.

BOOK CLUB COORDINATOR: Provide Scholastic Book Club order forms for the members. Responsible for collecting the orders and payments, placing the order, and distributing the orders upon arrival.

BABY-SITTING COORDINATOR: Responsible for arranging childcare for the children of staff attending meetings. Person should feel comfortable asking for volunteers. The baby-sitter(s) can be paid or volunteer.

TECHNICAL SUPPORT: Responsible for setting up and maintaining the computers inside of the classrooms or in a lab for use by the teachers and the students. Must have knowledge of computers and some troubleshooting. Arranges for any repairs and keeps administration aware of any needs.

PLAY EQUIPMENT COORDINATOR:

Works with gym teacher and classroom teachers to organize and purchase equipment for indoor and outdoor gross motor play. Communicates needs to the administration and the parents to get needs met.

CHILDREN'S CARNIVAL COORDINATOR: Organizes schools' Children's Carnival held in May. Meets with parents to plan festival, heads committee to plan activities, schedules parents to set up, run, and clean up the activities.

CLEAN UP COORDINATOR: Responsible for setting up and scheduling people for mid-year and year-end cleanup. Assists teacher and parents in knowing where to put away materials.

PARENT LIASON CLERK: Responsible for telephoning parents and notifying them of information passed on by the teacher, parent coordinator, or board member (i.e. parent meetings, field trips, special events). Responsible for setting up phone tree. (Attends 2 meetings in spring to handle registration. i.e. look over forms and assign to classes and helps with mailing to enrollees).

FIELD TRIP COORDINATOR: Work with the teacher to coordinate and organize field trips for their group. Make necessary arrangements for the trip including collecting funds, distributing and collecting consent forms, assigning drivers, carpools, extra parents, maps, photocopy driver's license, etc. Make sure all working parents will be there and that ALL parents know about the trip.

SALAT MONITOR: Monitor the students during tuhr and asr salats in the brother's mussalla daily.

JUMU'AH MONITOR: Monitor the students during the jumu'ah prayers. Sisters and brothers needed.

STUDENT ACTIVITY PLANNER: Organize student events such as poetry readings, Cultural day, science fairs. Organize student achievement recognition (bulletin boards, announcements, family awareness/involvement activities, awards, food feasts' etc...) Coordinate with local Islamic schools to organize field day and other joint activities and events

SUBSTITUTE "ON-CALL"TEACHER: At certain times of the month you are "on call". If a teacher is absent for a day, you will be called in to substitute

ESL/ASL TUTORS: Provide one on one support inside and outside the classroom for students needing extra support in English and/or Arabic 3 times a week.

ASSESSMENT COORDINATOR: Research leading assessment and organize school wide placement and assessment twice a year and provide testing scores to teachers and

administration. Based on outcome work with teacher to develop program for student achievement and teacher accountability

LIBRARIAN: Responsible for borrowing books from and returning books to the Library. Books will be chosen to coordinate with the curriculum or as instructed by the teacher. Also organize school library and bookshelves.

PAINTER/MAINTENANCE: Arrange to paint walls, repair facilities and/or equipment as needed. Carpentry, plumbing, other building trades knowledge is handy. May be needed in August too; ask Teacher.

PARENT MEETING SNACK COORDINATOR/SECRETARY: Take minutes at parent meetings, publish and maintain minutes, arrange for parent meeting snacks.

PLAYDOUGH MAKER: Make play dough twice a month. Ask teacher for colors needed to match curriculum.

SAFETY COORDINATOR: Responsible for attending safety classes at the college. Ensure monthly fire drills are performed. Check toys and equipment for needed repairs. Arrange for repairs and coordinate with teacher.

CLASSROOM CLUTTER BUSTER: Work with teacher to organize materials in classrooms. *Three people.*

FUNDRAISING COMMITTEE: Chair or work on a committee of five parents to organize and execute all fundraising activities. This includes selecting fund-raisers, receiving approval from the board, presenting to the general membership, making all arrangements, collecting proceeds and keeping the board informed of your progress and needs. Two dinners and selling items.

OFFICE ASSISTANT: Answer phone (some phone calls) and check messages, filing, data entry, light typing, collecting and recording daily attendance for staff and students, weekly staff memos, agendas, parent memos. Twice per month. *Three people.*

BUILDING SEARCH: Works on a committee Researches real-estate in the greater Boston area, finds a real-state agent to work with and researches the following; land (plots), buildings, leases, old schools, greater Boston school department for closed schools and lease opportunities. *Three people.*

YOUR CHOICE: Take your skill, talent or passion and make it your job here. We appreciate all support.

Choose at least 3 jobs

1st Choice _____

2nd Choice _____

3rd Choice _____

I have read the above obligations and understand that I am obligated to these duties as part of joining the Mutanafisun Academy community.

_____/_____/_____
Print Child(ren)'s Name

Parent Signature

Date

Parent Signature

Date

Staff Signature

Date