

**CENTER FOR YOUNG CHILDREN  
UNIVERSITY OF MARYLAND  
FAMILY SERVICE REQUIREMENT POLICY**

**POLICY**

Each family enrolled at the Center for Young Children (CYC) commits to providing time and/or services in an amount deemed appropriate for the academic year as agreed to by the CYC Director and the PTA President.

**PURPOSE**

In order for the children and families of the CYC to have a well-rounded and enriched experience while attending the school, it is important that a variety of activities be planned and presented by the classroom teachers, CYC administration and PTA. In order for these events to occur and to be successful, it is necessary for parents/families of the children attending the school to participate in the planning, execution and follow-up of activities. Annually, the CYC Director and the PTA President will determine an appropriate and reasonable level of service requirement that will be expected of each family enrolled at the CYC. This requirement will be clearly stated in the enrollment contract and *Parent Handbook*. While families are encouraged to serve beyond the stated limit, no family will be permitted to participate at a level less than that limit unless expressly authorized by the Director. If by late May of each academic year a family has not accrued the requisite number of service points, a fee will be assessed equal to the rate identified in the enrollment contract.

**PROCEDURES**

1. Included in the annual contract, signed by the enrolled child's parent(s)/guardian(s), is a statement as to that family's service requirement for the upcoming academic year. The service requirement is on a per family enrolled basis.
2. Service contributions are measured using a point system. At the beginning of the academic year, a list of service activities along with their equivalent service points is provided to each family. As new opportunities arise, the administration will determine the appropriate number of service points to assign to the activity. The PTA, CYC administration and teachers will provide updates regarding upcoming events or special needs throughout the year.
3. A service logbook is maintained in each classroom. It is the responsibility of the parent(s)/guardian(s) to record the service activities in this book in a timely manner.
4. Failure to fulfill this service requirement will result in a fee to be assessed based on the family's outstanding service requirement. This fee is identified in the annual contract, along with the rate to be assessed. The rate will be reevaluated for each academic year.

The logbook is reviewed by the Assistant Director periodically throughout the year. Each time, a notice is sent to the parents/families informing them of the number of service points that they still need to log prior to the end of the academic year.

5. In late May, the Assistant Director will review the logbook for the last time for the academic year. Any family with incomplete service points will be assessed a fee according to the scale stipulated in the contract. This fee will be billed separately.