



**Information Survey for All Enrolled Families**

Child's Name \_\_\_\_\_

Names of Parents or Guardians:

Name 1: \_\_\_\_\_ Name 2: \_\_\_\_\_

E-mail 1: \_\_\_\_\_ E-mail 2: \_\_\_\_\_

**PART 1: PARENT PARTICIPATION - SCHEDULING**

Please complete this form for each child enrolled at CPI.

The following information is used to make next year's Parent Participation schedules. We will do all we can to accommodate your schedules and needs. However, it is your responsibility to find a suitable substitute if you are unable to co-op on your scheduled day. Guidelines for switching days with other parents and emergency parent aides are detailed in the Parent handbook, which is available on our website under the "Documents" tab.

Siblings and other children may not accompany you on your co-op days.

Note: While CPI generally follows Fairfax County Public Schools schedule, CPI may not close on all Teacher Work Days.

Primary Class in which your child is enrolled: \_\_\_\_\_  
(Class                      Teacher                      Days                      AM or PM)

Names of sibling(s) also enrolled at CPI: \_\_\_\_\_

Class(es) in which sibling(s) are enrolled: \_\_\_\_\_

I would like to work in my child's class room on the following days (e.g. birthdays, special holidays).

\_\_\_\_\_  
\_\_\_\_\_

I am pregnant, and my due date is: \_\_\_\_\_

Please provide any additional comments or information regarding availability for co-oping that CPI should know:

\_\_\_\_\_  
\_\_\_\_\_

*(continue on next page)*



Child's Name: \_\_\_\_\_ Parents Names: \_\_\_\_\_

**PART 2: PAID PARENT HELPER - SCHEDULING**

CPI needs volunteers for our Paid Parent Helper List. This list will be used by parents seeking substitutes as an emergency parent helper, only after the parents on the child's class list have been called. The parent seeking a substitute will be responsible for paying a fee of \$35 directly to the Paid Parent Helper. Parents who fail to arrange for a substitute are subject to fines (see your Parent Handbook available on our website under the "Documents" tab for details). Because of the state licensing requirements regulating the number of children allowed in our facility, children not regularly in attendance on the day on which you substitute may not accompany you. Please only sign up for days on which your child attends CPI or on days in which you can make arrangements for other children. Emergency snacks will be provided by the school and are not the responsibility of the Paid Parent Helper. In addition, please be aware that you may be substituting in a class other than your child's class. It is very important that this list be available to all parents. Please consider signing up. You may need a Paid Parent Helper one day!

Will you be a Paid Parent Helper?

- Yes, please send me more information.
- No

Days / Time available: \_\_\_\_\_

**PART 3: SUBSTITUTE TEACHER - SCHEDULING**

Please consider becoming a substitute teacher at CPI. There are times when our teachers need a day off for their families. Therefore, a list of reliable parents who are available to come in and take over a class for a day is needed. It is also appreciated if you are able to respond on short notice. Becoming a substitute teacher makes you an employee of CPI, and you must submit to a background check as per state licensing regulations. Payment for substitutes is as follows:

- \$45 per session if you are filling in for a teacher.
- \$35 per session of filling in for a Teacher Aide.

Substitutes must still fulfill their committee responsibilities.

Will you be a Substitute Teacher?

- Yes, please send me more information.
- No

*(Continued on the next page)*



Child's Name: \_\_\_\_\_ Parents Names: \_\_\_\_\_

**PART 4: MAINTENANCE SKILLS**

Would you like to fulfill your maintenance obligation by taking care of the school grounds over the summer?

- Yes, please send me more information.
- No

Do you have access to a pick-up truck or other large vehicle to help transport large, bulky items?

- Yes
- No

Do you have experience with any of the following (choose all that apply):

- |                                         |                                                     |                                                                   |
|-----------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Basic plumbing | <input type="checkbox"/> Lawn Mowing                | <input type="checkbox"/> Gardening/Landscaping (Weeding planting) |
| <input type="checkbox"/> Carpentry      | <input type="checkbox"/> HVAC Maintenance           | <input type="checkbox"/> Other (specify)                          |
| <input type="checkbox"/> Painting       | <input type="checkbox"/> Basic Electric Maintenance |                                                                   |



Child's Name:

Parents Names:

---

**PART 5: FUNDRAISING**

Do you or your spouse work somewhere that may be willing to donate an item or vent for our auction? Please provide contact details if the Fundraising Chair may contact your employer on behalf of CPI (we will reference your name).

---

Do you or your spouse own a home-based business (e.g., Pamper Chef, Avon, Scentsy, Discovery Toys, Creative Memories, etc.)?

---

Are you or your spouse crafty? What is your specialty? Would you be willing to donate one of your crafts for our Auction?

---

**When completed, please mail this entire form to:**

**Information Survey  
Centreville Preschool  
PO Box 253  
Centreville VA 20122**