

TO: CFC Parents
FROM: Marsha Rhyne and Wanda Martinson, Rotation Coordinators
RE: 2008-2009 Parent Rotation Duty

When you enrolled your child(ren) at CFC, you committed to perform a vital duty for our school—Rotation Duty. There are a number of different ways to fulfill this commitment. This letter is an endeavor to give you some information and to explain the options available to you.

Each family is required to perform rotation duty approximately 5 hours per month during the school year. The actual number of hours you will work depends on the number of families at CFC and the number of workers required each month. You need to pick up the August calendar at Parent In-service on August 11 (or August 12 for middle school families). Thereafter, you will receive the Rotation Calendar in your purple folder. Please look at it carefully and be sure you know when you are scheduled to work. Some rotation assignments are half-day assignments. If you are scheduled for one of those, you will be on the calendar twice that month. Keep your calendar each month until after you have worked, in case you become unavailable on your scheduled day and need to trade with another family. **You** are responsible for making arrangements with another parent to cover your rotation assignment (trade with them). You may not trade with anyone who has more children to put in the nursery than you have. We are required to maintain 1 nursery worker for each 4 children, and we schedule rotation workers accordingly. After you trade assigned dates (if necessary), please e-mail Wanda Martinson at wasmon@aol.com. It is not the responsibility of the rotation coordinators to locate another parent to fulfill your assignment.

After you have read this information, please complete the “Rotation Request Form” and the “Child Protection Policy” and return them to Marsha Rhyne by **Monday, July 28**. You may either fax the completed forms to CFC at 693-2434, e-mail your forms to marsharhyne@comcast.net or mail them to her at 8919 Wesley Place Drive, Knoxville, TN 37922.

ROTATION DUTY OPTIONS

Rotation Swap

This option allows parents to (1) pay an extra \$25 per month in lieu of working rotation or (2) work extra days each month for a \$25 tuition reduction for each *extra day* worked. Please note: “extra day” means “each 5 hours of rotation work in addition to the 5 hours you are required to work” already. Families who choose either of these options must commit for the entire school year. Indicate your interest on the Rotation Request Form. A Rotation Swap will only be implemented if there is a balance of families who want to pay and families who want to work extra days.

Request Specific Rotation Assignments

There are a few rotation assignments that are outside of regular school hours. If you wish, you may specifically request these assignments. These slots are filled on a first-come, first-served basis. If you ask (and are needed) to work during teacher in-service days, you will receive credit for 2 months of rotation duty for each day of in-service you work. The morning greeter works one month on then one month off.

Request a Day Off and Request a Campus

If you wish, you may request a specific day of the week that you would prefer not to be scheduled to work. You may also designate, if you wish, which campus you prefer for your rotation. Every effort will be made to honor your request.

CFC Parent Rotation Request Form for 2008-2009

Parent Names _____

Section A—To be completed by families who need childcare for their child(ren) age 4 and under while performing their rotation duty. No childcare is provided for children age 5 and over who do not attend CFC. If you do not complete this section, a space will not be available for your child in the nursery.

THE ONLY NURSERY FOR YOUR CHILDREN IS LOCATED AT WTCC.

NAME

BIRTHDATE

Section B (optional)--Rotation Swap Program

Check the appropriate space if you want to participate in this program.

_____ I would like to pay an extra \$25/month in lieu of working rotation for the 2008-2009 school year.

_____ I would like to work extra days each month, in addition to my required monthly duty, for a tuition reduction of \$25/extra full shift worked.

Section C (optional)--Request a Specific Assignment

Check any that apply.

_____ I am available to work teacher in-service in October (10/27).

_____ I am available to work teacher in-service in February (2/16).

_____ I am available to be a morning greeter.

Section D (optional)--Request a Day Off

Check the one day that you prefer **NOT** to be scheduled.

_____ Monday _____ Wednesday _____ Thursday

Section E (optional)--Request a Campus

Check the campus where you would prefer to work.

_____ WTCC (West Towne Christian Church) _____ FCON (First Church of the Nazarene)