



2018/2019 Work Trade Application

Would you like to barter work (goods or services) in exchange for discounted tuition at The Mayapple School? Here's how it works:

1. Parents tell The Mayapple School about their skills and availability by filling out the work trade application.
2. Preliminary approval of the Work Trade Application by The Mayapple School Board allows parents and The Mayapple School to discuss abilities and needs and finalize a proposal to perform a task or provide a good or service. The proposal can include a timeline if applicable and price estimates.
3. If both parties agree on a proposal, parents perform the work and record it.
4. The Mayapple School deducts the value of the work performed from the family's next monthly tuition bill.

Bartering is generally reserved for families with economic need, or for exact services that The Mayapple School would otherwise pay for. Please also note that The Mayapple School has a very limited ability to fund Work Trade at rates higher than what full-time employees at The Mayapple School are paid, except for in cases where outside help would otherwise be purchased at a higher rate (such as for accounting services).

Part I: Basic Information

Preschooler's full name(s):	Have you sent in a scholarship or regular enrollment application for your child? (yes/no)
Names of parents or others who wish to perform the work trade:	Contact information of parents or others who wish to perform the work trade:
Amount yearly income of both parents/guardians according to 2017 tax returns: _____ (Check here if you wish to withhold this information. We will assume your family does not have economic need.)	Have you participated in a barter agreement with The Mayapple School in the past? (yes/no) If so, have you fulfilled your responsibilities? (yes/no)

Part II: Projected Mayapple Needs for the 2018/2019 School Year

Currently, we project that The Mayapple School will be able to offer bartering for the following items, should the right individuals be available. Please place a check mark next to those items that interest you, and that you feel you are qualified to do.

_____ **Making furniture** – The Mayapple School is looking to add specific pieces of furniture to its new classroom in Blacksburg, which is larger than our current location in Newport yet has less closet space.

_____ **Deep cleaning the classroom** – Needed about three times per year, this person should be able to find availability on a non-school day during daylight hours. This person should be an efficient and experienced cleaner; it is expected that this task be performed without children in tow.

_____ **Vacuuming the classroom and cleaning the bathrooms after school**– Bathrooms will need to be cleaned daily, and all rugs in the classroom vacuumed. Cleaning supplies will be provided. Multiple people can split this task to cover M – F.

_____ **Picking up trash on the grounds** – Every couple of weeks, this person will scout the parking lot and surrounding area for trash.

_____ **Providing book keeping or accounting services** – Please inquire about this opportunity only if you have the relevant training and experience.

_____ **Acting as a Visitor's Guide** – Provide tours for prospective families at 9 am on prescheduled days about 1x per month. Act as a point of contact for these visitors, including any follow up as well as initial contact.

_____ **Planning fundraising events** – Do you have an idea for a fundraiser? Fundraisers should seek funds outside of the Mayapple community and not conflict with our program's mission. In-need families can request a partial amount of funds raised by events that they staff and organize.

_____ **Attending outreach events** – We sometimes need help at preschool and summer camp fairs, especially if they are held while school is in session.

_____ **Packing materials or moving furniture for our mid-year move**-- We will also need someone to drive the moving truck! These individuals must be in town over the holidays, able to lift heavy items (with help is ok) , and have respect for Mayapple belongings.

_____ **Building items and landscaping for the outdoor classroom** – We will be creating a play area from scratch, and will likely need a lot of help in this area! The outdoor classroom design is TBD, but potential items to build include a music wall and sandbox, while landscaping will include mulching and eradicating briars.

_____ **Babysitting children of staff members off site** – Teachers need care for their children during parent teacher conference days or professional development days.

_____ **Substituting in the classroom as a fully licensed staff member**—Substitutes will need to provide all paperwork requested (and there is a lot!) to be considered a staff member through our licensure process, and have good availability and willingness to step in for teachers for planned absences or for when they are sick. Substitutes should have no more than two children total (including children already enrolled) that they will need to bring with them while subbing, and all children must be two years of age or older. In addition to occasional work, we will also need one or two substitutes to cover lunch time once per week so that full time staff can have a staff meeting.

_____ Teaching additional subject-based classes in the classroom as a fully licensed staff member –

Parents choosing this option should be prepared to provide all paperwork requested (the same as substitutes) so that they can be considered a staff member through our licensure process and free up a regular full-time staff member for another task while the subject-based lesson is being taught. A regular commitment of 2x per month for the entire school year is required, as is a commitment to planning lessons with children’s current projects in mind. If choosing this option, you will be asked to provide a sample lesson for preschoolers before a long-term agreement is reached. Right now we have a need for a piano teacher for kinderforesters. For those wishing to teach another type of class, priority may be given to those willing to take on additional work trade tasks as well, especially substituting. Subject-based class teachers should have no more than two children total (including children already enrolled) that they will need to bring with them while teaching, and all children must be two years of age or older. Volunteering in the classroom as a non-staff member while all teachers also remain with the students is not an activity that is eligible for tuition reduction at this time.

_____ Miscellaneous Tasks - Check here if you want to be offered tasks that come up throughout the year (previous examples: installing a fence, doing inventory of materials, running a donations drive for paper products.)

Part III: Pursuing an Agreement

Each of the above tasks is important and needs to be done right. With this application, please include a CV, resume, or letter stating your experience and ability to perform your suggested tasks.

You may also include a proposal for the work you would like to perform and how you would specifically like to arrange it. You are encouraged to talk with Mayapple staff members before enclosing a proposal. A blank form has been included for your convenience, though you may also use another form of your own choosing. Multiple types of work may require multiple proposals.

By signing below, you understand that completion of this application in no way guarantees approval, and that should a Work Trade Agreement be reached, it may be contingent on a number of factors, including your own capability and timeliness. Upon agreement, you may be asked to verify the information in this application at any time; you must reapply for Work Trade each school year; previous or current agreements in no way guarantee future agreements; should your application be found to be erroneous, any Work Trade agreements may be redrawn or rescinded; and change in student schedule may redraw or rescind this agreement. The information in this application will be kept confidential outside of Mayapple School employees and board members.

Name (print):	Name (print):
Name (sign):	Name (sign):
Date:	Date:



Name of Person(s) completing the Work Trade:

Name of student to receive credits towards their tuition:

Explanation of goods or services:

Dates work will be performed or goods will be delivered:

Amount of tuition reduction (estimate):

I fully intend to provide the above goods or services. I understand that if I do not provide services or goods on or by the date above, The Mayapple School may purchase the services elsewhere and this agreement is forfeit. I understand that if I have an agreement for ongoing services but the services are not of the quality expected, as determined by The Mayapple School, I will forfeit the opportunity to provide future services.

Sign: _____

Date: _____

