



FAMILY RESPONSIBILITIES

Keisho Center requires each family to contribute to the success of our programs by working at least one shift of each Family Responsibility per school year (three shifts total September-June). This helps us keep our costs down and allows us to provide a wider variety of services (e.g., the library).

The Family Responsibilities include:

- Library Monitor
- Common Room Monitor
- Hall Monitor

Keisho Center uses SignUpGenius to coordinate families' shifts. If a family does not have a current SignUpGenius account, they will need to register.

Families with more than one student at Keisho may be asked to sign up more often. If a family wishes, they may work more than the required three shifts per year.

If all shifts are not filled by November 1, Keisho will assign shifts starting with the families who have not yet signed up. If a family wishes to change their date, please arrange with another family to switch shifts by using the "swap" feature in SignUpGenius.

If a family is not successful in finding another family to swap shifts, they should delete their name from the slot and sign up for another slot. Then send an email to the Family Responsibilities Coordinator notifying Keisho that they were not able to find a replacement for that slot. Please send the notification at least by the Wednesday prior to the shift so Keisho has enough time to find another family to cover that shift.