



FAMILY RESPONSIBILITIES

Keisho Center requires each family to sign up for Family Responsibilities each school year. This helps us keep our costs down and allows us to provide a wider variety of services. It also gives you the chance to learn more about our program. Thank you for your cooperation!

There are five Family Responsibilities shifts available each week:

- Common Room Monitor
- Hall Monitor #1
- Hall Monitor #2
- Library Monitor #1
- Library Monitor #2

All shifts are from 8:50 AM - 12:30 PM.

Expectations

- Each family is required to work at least three shifts of any Family Responsibility per school year.
- Any family member, including grandparents, may complete your Family Responsibilities.
- Speaking Japanese is not required.

Safety

- All Keisho Center participants over age two must use a mask at all times both inside and outside at Norwood School.

SignUpGenius

Keisho Center uses SignUpGenius to coordinate families' shifts. You do not need to have a SignUpGenius account to sign up.

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



If all shifts are not filled by November 1st, Keisho will assign shifts starting with the families who have not yet signed up.

Changing Your Shift

We realize that your schedule may change over the course of the year.

If you make any changes throughout the school year, such as swapping shifts with another family, please contact the General Manager (Sean Kinnard) at gm@keisho.org and the Family Responsibilities Coordinator (Akiko Ueda-Zecca) at volunteers@keisho.org to inform them of the change.

If you wish to change your shift after signing up, follow these steps:

1) Find a new shift that fits your schedule. If the shift is open, sign up for it. Return to your original shift, click the X under your name, and confirm on the next screen that you want to remove yourself. Inform gm@keisho.org and volunteers@keisho.org of the change.

2) If all shifts are taken:

- Contact another family to switch shifts. Each family's contact info is in the Directory located in the secure [Keisho Center Family Account](#).
- If you successfully find a family to swap with you, go to your original shift, click the X under your name, and confirm on the next screen that you want to remove yourself. The other family should do the same for their shift.
- Each family sign up for the other shift.
- Inform gm@keisho.org and volunteers@keisho.org of the change.

If you are not successful in finding another family to swap shifts, as soon as possible contact gm@keisho.org and volunteers@keisho.org. Sean and Akiko will work with you to find a replacement for your shift. The deadline to change your shift is Wednesday at 6 PM prior to the shift.