

EDMONDS Co-OP



PRESCHOOL

We like you just the way you are!

**Membership Handbook
2017-2018**

Alderwood Early Childhood Center
2000 200th Place SW, Lynnwood, WA 98036

425.431.1814
www.edmondscooppreschool.org

We admit students of any race, color, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered policies.

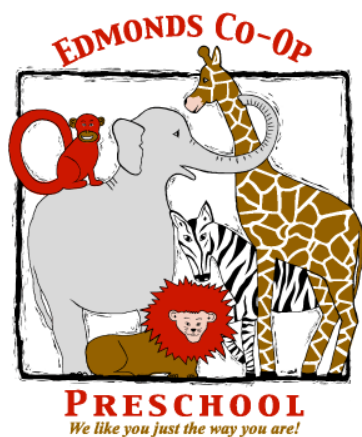
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EDMONDS COOPERATIVE
PRESCHOOL
MEMBERSHIP HANDBOOK
2017-2018 SCHOOL YEAR

Welcome!

Welcome to the Edmonds Cooperative Preschool! We look forward to a wonderful year full of learning, growth, and friendship. Please take time to read this Membership Handbook as it will answer many of the questions you may have concerning our policies and procedures.

What is a Cooperative Preschool?

Cooperative Preschools (co-ops) have over 75 years of history in Washington State. Each co-op has non-profit status. They are an affordable alternative to private preschools. A co-op offers a unique learning environment for children and adult family members. What sets the co-op apart from other schools is the parent involvement. Scheduling adult family members to work in the classroom allows for more child-directed learning, opportunities to interact with each child, and increased supervision. Parents learn how to support the children as they engage in guided play, exploration, and self-discovery.

Members of the co-op join together in the spirit of mutual helpfulness, contribution, and participation. The Membership Handbook is prepared to help members understand their role in the operation of the co-op. The Membership Handbook is designed to work with standing rules, policies, procedures, and bylaws. Each member is required to sign the co-op's Membership Participation Agreement, which is considered binding for all members. Prior to working in the classroom, each adult must complete the required general risk management training that is specific for their co-op. Co-op members are also required to enroll for FLED credits with Edmonds Community College (EdCC), Family Life Education Department (FLED).

Although this is a Membership Handbook, and the term "Member" is used throughout the co-op's literature, the term refers to any adult who is responsible for the enrolled child and participates according to the terms laid out in the Member Participation Agreement. The term "Member" is used to represent any adult registered with EdCC.

Nondiscrimination

The Edmonds Co-op admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our schools. We do not discriminate on the basis of race, color, or national and ethnic origin in administration of our educational

policies, admissions policies, scholarship and loan programs, and athletic and other school-administered policies.

Preschool Classes

2's Class (must be 2 by August 31)

- Limited to 17 children *
- Meets Monday and Wednesday mornings, 9:15am to 11:15am
- Ratio: 1 adult for every 2 children

3's Class (must be 3 by August 31)

- Limited to 18 children *
- Meets Tuesday, Thursday & Friday mornings, 9:15am to 11:30am
- Ratio: 1 adult for every 3 children

4's/Pre-K Class (must be 4 by August 31)

- Limited to 18 children *
- Meets Monday, Tuesday, Wednesday, & Thursday afternoons, 12:00pm to 2:30pm
- Ratio: 1 adult for every 5 children

* For enrollment purposes only, twins may be counted as one enrolled child. Proper ratios must be maintained for all children in attendance without regard to twin/sibling status.

Preschool Calendar

- 1) The Preschool Calendar runs from mid-September through mid-June and operates in conjunction with Edmonds School District 15 in regard to school holidays and inclement weather procedures.
- 2) We will have class on Edmonds School District 15 “non-student” or “Professional Development” days. Members should be aware that siblings are not allowed in class and appropriate arrangements are the responsibility of the scheduled Member. Members with older children are advised not to have Friday as their workday. If necessary, an appropriate substitute may be used. Please follow the substitute policy outlined in this Membership Handbook.
- 3) Changes to the Preschool Calendar or Schedule may be made by the Preschool Board in order to reflect the needs of the Preschool.

Tuition

- 1) Expenses of the Preschool, including field trips for enrolled students, will be paid for out of the tuition fee.
- 2) Tuition and registration fees are recommended by the Preschool Board, voted on by the Membership, and are stated herein.

- 3) There is a non-refundable and non-transferable registration fee of \$50 per student. The fee is paid regardless of when a child is registered.
- 4) Tuition rates are as follows:
 - a. 2's class: \$100.00 per month
 - b. 3's class: \$125.00 per month
 - c. 4's/Pre-K class: \$160.00 per month
- 5) Sibling Discount -

For families with two or more children enrolled in the Preschool in the same year, a 25% discount will be given on the lower of the two tuition rates, so long as the funds are available in reserve to cover the cost of these discounts. At the end of each school year, the Board will determine if sufficient funds are available in the reserve account to cover sibling discounts for the following school year. If it is determined that sufficient reserves are available, then the discount will be offered. If not, the discount will be suspended until reserve funds are sufficient to cover the cost of the discount.
- 6) Tuition shall be paid in full for each month, regardless of a child's absence, illness, personal vacations, holidays, or inclement weather. In the case of an extended illness or absence, contact the Teacher and Treasurer to make arrangements.
- 7) Tuition is collected on a monthly basis, except for September and June (first and last months), which are due at Orientation. Tuition may be paid at Member meetings or put in the locked gray tuition box on the wall behind the classroom door.
- 8) Tuition is due the 5th day of the month. Members are required to contact the Treasurer to make arrangements if tuition cannot be paid on time.
 - a. Nonpayment of tuition by the 5th will result in a \$15 late fee (unless waived by the Treasurer). You will receive one email, one note in Child's cubby, and one letter regarding nonpayment of tuition.
 - b. If you have not contacted the Treasurer by the 10th to make payment arrangements:
 - i. Child cannot attend school.
 - ii. Ongoing late or nonpayment of tuition may result in a review of your membership by the Executive Board in conjunction with Class Coordinator, Teacher, and a Parent Instructor.
- 9) Although the Co-op has no requirement for active participation in fundraising, throughout the year, funds may be collected for those wishing to voluntarily participate in the purchase of specific items (i.e. yearbooks, tee-shirts, Scholastic book orders, etc.). In the event that the amount of funds collected for these voluntary purchases exceeds the actual cost to cover the items purchased, the excess funds will be applied to the general operating funds of the Co-op.

Financial Assistance

- 1) Short-term Financial Assistance is available to members who are experiencing a financial hardship. In order to qualify for Financial Assistance members must have fulfilled the terms of their Membership Agreement.
- 2) Members who experience financial hardship may initially apply for up to 50% tuition reduction for a three-month period. At the end of the term, if financial hardship persists, then the Member may apply for additional assistance. The same terms and conditions apply for each application.

- 3) To apply for Financial Assistance, contact the Treasurer to receive an application. All requests are confidential. All applications are reviewed (following confidentiality regulations) by the Executive Board who will follow procedures listed within this document and approve or decline the application. This committee will determine the amount and length of assistance based on reserve funds available. The committee will report to the board, at the next meeting, the total dollar amount and length of assistance granted. In order for the application to be considered, the member must fulfill all other responsibilities as set forth in the Member Guide and Member Participation Agreement.

MEMBERSHIP ADVANTAGES & EXPECTATIONS

College Affiliation

The co-op is affiliated with the Family Life Education Department (FLED) at Edmonds Community College (EdCC). EdCC provides on-site College Instructors who provide a wealth of knowledge and expertise in early childhood development, parenting education, and leadership.

Edmonds Community College Enrollment

The FLED assigns College Instructors who observe and facilitate adult learning at each co-op. The parenting education component for the co-op includes learning about the expectations for Members' weekly classroom work assignments; participation in required meetings, discussions and assignments; and reading membership and course materials. The learning outcomes for co-op Members include:

- Supervise in the classroom
- Practice and identify positive interactions
- Discuss parenting strategies
- Discuss developmentally appropriate behaviors
- Recognize individual differences
- Describe play and learning

The cost for one adult enrolled for FLED credit is factored into the monthly co-op fees; then that cost for credits is paid by the co-op. An additional fee may be required, if additional adult family members, and/or a relative (e.g., grandparent) work in the classroom. Each adult must be enrolled with the college.

College Student Identification Number and EdPass

As a student of EdCC, co-op Members are assigned a student identification number. They are eligible to get a student identification card called an EdPass and a college email account. Members enrolled for FLED credits will be able to get their EdPass after their college enrollment paperwork has been processed and they have been issued a student identification number. The student identification number is available through the college Instructor assigned to the co-op. To get an EdPass, members need to go to the EdPass Card Services office located on the EdCC campus in Lynnwood. Additional information about the EdPass is available on the college web page.

The EdPass can also serve as a bus pass for Community Transit buses. As a registered EdCC student, you can ride Community Transit for a reduced rate by purchasing a bus sticker for your EdPass. Many businesses and organizations also offer discounts to college students when they provide official college identification, which is the EdPass.

Expectations of Members

As a part of your enrollment with the Co-op each Member is expected to:

- Fulfill all responsibilities as set forth in the Membership Handbook and Member Participation Agreement.
- Attend and participate in the classroom one day per week per class, or find a qualified substitute (see substitute policy), arriving ON TIME prepared to actively engage with the children.
- Attend monthly Member meeting, the 4th Tuesday of the month from 7:00-9:00 p.m. Attendance at both the business and Member education portions of the meeting is required.
- Clean the classroom during one weekend per school year and participate in, either, the end of year or mid-year group cleaning as assigned by class. Board members are excluded from cleanings.
- Hold a supplemental Member job, which generally requires approximately six hours of commitment. Some jobs require more time and/or commitment.
- Provide nutritious snacks for the children on a rotating basis in the 2's and 3's classes. Children (and working Members) bring a lunch from home in the 4's/Pre-K class.
- Pay monthly tuition ON TIME (by the 5th day of the month).

Non-Compliance with Membership Participation Agreement

All Members who meet the expectations as listed above will have active enrollment, voting privileges, and are eligible for Financial Assistance, nomination for Board position, and to pre-register/register returning Children and siblings for the following year.

For Members experiencing personal hardship, exceptions may apply. Please contact your Teacher, Class Coordinator, or Board Chairperson.

Work Day Responsibilities

- 1) Ratios - The following adult-to-child ratios must be maintained in order for class to be held:
 - a. 2's: 1 adult for every 2 children
 - b. 3's: 1 adult for every 3 children
 - c. 4's/Pre-K: 1 adult for every 5 children
- 2) In order for the above ratios to be met, each Member must work in the classroom one day per week per enrolled child. If two or more siblings are enrolled in the same class, the Member may work only once per week provided the ratios are maintained. If the ratio cannot be met, then these Members may be asked to work two or more days.
- 3) To ensure classroom activities begin on time, Members and children arrive early enough to wash hands and be at their assigned workstation by the start of class. If you are running late, please contact the classroom at least 5 minutes before the start of class.

Attendance to Member Meetings

- 1) Each family is required to attend monthly Member meetings, both the business and parent education portions. Roll is taken and attendance is mandatory at both portions. If unable to attend, the enrolled Member may send another family member to the meeting as a substitute. The substitute is required to sign the attendance sheets. The Member is responsible for the information presented at both parts of the Member meeting. A substitute may only represent one family.
- 2) Meetings are held on the 4th Tuesday of each month, and run from 7:00-9:00 p.m. in the school gymnasium. If a conflict arises, Members will be notified of any changes to the time, date or location of the meeting in advance.
- 3) At the meetings, Preschool business is discussed, information is disseminated, and votes are made. Topical instruction on a class-by-class basis is also provided through the Parent Instructors.
- 4) Meetings are not appropriate for children. Non-mobile infants are welcome as long as they are in front packs, infant seats, or held and do not disrupt the meeting.
- 5) If a family is enrolled in multiple classes, Members should participate in the parent education of each class on a rotating basis. Please contact the Teacher and Class Coordinator of the session you missed to obtain information distributed.
- 6) If unable to attend or send a substitute, Members should contact their Class Coordinator and Parent Instructor prior to the meeting to give advance notice of their absence. Members are responsible for information given at the meeting, including the reading of minutes and obtaining any handouts from Parent Instructor. Missed meetings will result in the following actions:

First missed meeting: Member will be graced one missed meeting, but is still responsible for the information covered.

Second missed meeting:

Business Portion:

Requires a make-up within 30 days using either of the following:

- Attend a board meeting (2nd Tuesday of the month, 7:00-9:00 pm); OR
- Work with your Class Coordinator for alternative make-up options (e.g., extra weekend cleaning, help with all school event, etc.)

Parent Education Portion:

Requires communication with Parent Educator for make-up options (e.g., complete alternate assignment, read parenting article, book, seminar, or video.)

If, after 30 days, you haven't made up the missed meeting or made the necessary arrangements for an alternative, your membership will be reviewed by the Executive Board in conjunction with Class Coordinator, Teacher, and a Parent Instructor.

Cleaning

- 1) Each family (except those serving on the Board) is required to clean the classroom once during the year, and again either mid-year or at year-end. The cleaning sessions will run in accordance with the schedule provided at the beginning of the school year by the Cleaning Coordinator for each class. Sign-ups for specific cleaning days and times will be provided to Members in a timely manner and be

monitored by the Cleaning Coordinator(s). Families with multiple children may be asked to clean twice if enrollment is such that additional cleanings are necessary.

- 2) Cleaning sessions are typically three hours and must be completed on the weekend. The classroom is available for cleaning **Friday 11:30am-6pm and Sunday 11am-3pm. There will be no cleanings on Saturdays.** A key will be made available. For your own safety, we recommend cleaning during daylight hours. No children are allowed in the classroom during your cleaning.
- 3) The 4's/Pre-K class is responsible for a mid-year classroom and gym cleaning. This cleaning will occur during the winter quarter; with the date set at a later time. This will be a two-hour commitment on a weeknight.
- 4) A cleaning deposit of \$50 is collected from all 2's and 3's Members at the May Member meeting to ensure the completion of year-end cleaning duties. If a Member completes their year-end cleaning duties, the money will be fully refunded. If not, the deposit will be kept and used to cover additional cleaning costs. Year-end cleaning takes place over two full days after the Preschool year is over and each Member cleans for a two-hour period.
- 5) As long as enrollment will allow it, families in multiple classes are only responsible for one group cleaning (either mid-year or end-of-year) and may choose which to attend.

Member Job

- Each family is required to perform an assigned job or serve on the Board for the entire year. Member jobs will be assigned at the beginning of the year by the Vice-Chair and are assigned based on a lottery system.
- Member jobs are evaluated and revised annually.
- Families with two or more children in the school may hold one job as long as enrollment is sufficient to fill all jobs.

Snack/Lunch

- 1) Each Member in the 2's class and 3's class is required to provide a nutritious snack for the entire class in accordance with the allergy list and snack guidelines included in the Membership Handbook.
- 2) The Teacher will provide the monthly snack schedule at the beginning of each month and snack duties will be evenly divided among all Members.
- 3) Each Member of a 4's/Pre-K Child will be required to send a nutritious lunch to school with the Child each day, unless otherwise notified (i.e., field trip). Lunch will be eaten during class time.

****No nuts are allowed in the classroom. Other allergy situations may affect specific classes and will be discussed as appropriate.**

Mutual Respect

The Co-op is committed to every person's right to enjoy this experience safely and with dignity. All Members, Staff and Instructors are committed to expecting civil behavior from all. We require each Member to support this commitment.

Mandated Report of Possible Child Abuse or Neglect

College Instructors and children's teachers are mandated by Washington State law to report child abuse and neglect to the police or Child Protective Services should there be reasonable cause to believe abuse or neglect has occurred.

Privacy and Confidentiality

- 1) Each Member shall respect the privacy of other members and the confidential nature of any verbal or written information received regarding students, families, staff, and the Co-op organization. All such information shall remain confidential during membership and after Co-op membership ends. Rosters provided for class Members should only be used for Preschool business.
- 2) Information that is private and confidential include: names, addresses, phone numbers, health, legal, financial, business activities, religious or political affiliation, family relationships, etc.
- 3) If communication in front of others is unavoidable, Members shall not disclose names, but may use codes or initials, as necessary, to refer to those under discussion.
- 4) Privacy and confidentiality policies must be followed in all situations, including Board meetings. Confidential matters should be discussed with appropriate personnel on a need-to-know basis.
- 5) Members aware of any information that concerns a Child's safety or well-being should bring the matter directly to the Teacher and not discuss such information openly with other Members of the Co-op.
- 6) Using Co-op information or meetings for religious, political, or commercial purposes is inappropriate. Our purpose as a co-op is solely educational and any action that infringes, impedes, distracts, or detracts from the goal shall be considered a violation of this Member Guide.
- 7) Solicitation for sale, services, etc. may not be done in the classroom or through the use of classroom rosters. Such information may not be distributed in cubbies or by email.
- 8) Members are free to communicate with other members outside of school through email, text messages, Facebook, or other forms of social media. Such communication is considered personal and does not reflect the interests, ideas, or positions of the Co-op. Any events arranged through personal communication are not affiliated with the Co-op.

CLASSROOM EXPECTATIONS

Before Class

- 1) All Members and Children must arrive early enough to prepare for class (see #3 below) and be ready to enter class at the start time.
- 2) Please park in the upper lot (immediately on your right when entering from 199th Pl SW). If no space is available, you may park in available locations around the campus or on the street. NEVER LEAVE A CHILD UNATTENDED IN A VEHICLE. Please note: it is illegal to use handicap parking spots for drop off unless you have the appropriate car tag.
- 3) Members are to walk Children in to the school and help them prepare for class, including hanging coats and backpacks, signing in, using the restroom and washing hands.
- 4) All Children and working Members will wash hands with soap and running water before entering the classroom.
- 5) Members must record their presence in the “sign-in notebook” for their class, which is located on the sign-in table.
- 6) Members and Children are required to wear their nametag at all times.
- 7) Children (and Members) should dress appropriately. Clothing and shoes should be safe, comfortable, able to get dirty, and weather-appropriate (i.e., jackets on cold days). No hats in class.
- 8) A full change of clothes and diapering supplies (if necessary) should be sent with each Child and kept in the Child’s backpack. Make sure that all items sent – including coats, hats and backpacks – are clearly labeled with the Child’s name.
- 9) If the Teacher is absent from the classroom, two Members must be present for children to enter or remain in the classroom. Ratios must be maintained.
- 10) Two adult Members/Teachers must be present at all times with Children on school property. No one, including a Teacher, is to be left alone with a Child or Children (unless it is the Child the Member is enrolled with).

During Class

- 1) Talking in the classroom should be primarily directed at the Children. Conversations between adults not related to the class should be conducted before or after class.
- 2) Smoking, taking of medication, and drinking heated beverages are not permitted while in the classroom or around the Children. We encourage water bottles in class.
- 3) Gum chewing is not permitted while in the classroom.
- 4) When at school, appropriate language should be used at all times.
- 5) No weapons of any kind, including toys, may be brought to school.
- 6) Children are not allowed to bring food, beverages, gum, candy, pacifiers, bottles, toys or other personal possessions to class. All personal items should remain in the Child’s backpack. “Lovies” (i.e., comfort items except those specifically excluded above) are welcome in the classroom upon approval by the Teacher.

- 7) Cell phones should be set to vibrate and put away while working in the classroom. Only emergency calls should be taken or made and this should be done outside of the classroom. Class ratios must be maintained.
- 8) Shoes must be worn at all times in school except when playing dress up.
- 9) Members should work in assigned areas during choice time and follow in-class guidelines and Teacher directed activities, if applicable. Descriptions of the areas will be provided during Orientation and will also be posted in the classroom. In addition to the duties in their area, Members are responsible for cleaning and storing all supplies used in their area.
- 10) Items that are broken or in need of repair should be shown to the Teacher and placed in a designated area out the Children's reach.
- 11) Member assigned to the manipulatives area will be required to assist the Snack Person with snack preparation and cleanup. Snack duties are posted in the classroom.
- 12) Member assigned to the dough/clay table will be required to take attendance using the sign-in notebook and post the number of children in attendance on the small board near the hallway door.
- 13) Members are required to supervise Children at snack time. This includes having a Member at each snack table that is able to sit at the level of the Children and assist them when necessary.
- 14) All Members (except those assigned to snack and puzzle duties) should come to the carpet for circle time and participate fully. This will encourage Children to do the same. Please refrain from adult conversation during circle time, as it is a distraction (see #1 above).
- 15) Bike helmets are required for all children riding wheeled vehicles (except cozy coups) at Preschool. Helmets are owned and provided by the Co-op, but may be brought from home if preferred. All personal helmets brought to school must be clearly labeled.
- 16) During recess, including time spent in the gymnasium or outdoors, Members must spread themselves around the play area to ensure the safety of the Children. Whenever possible, there should be two Members supervising the climbing apparatus in the gym.
- 17) Members and Children are required to wash hands thoroughly before entering the classroom, before handling food, after using the bathroom, after wiping a nose, or after administering first aid.

After Class

- 1) Members must pick up their Child on time and sign their Child out upon departure. The classroom closes to everyone 15 minutes after the end of class. Members wishing to stay or have conversations with other Members beyond the time allotted may do so outside of the classroom.
- 2) Children may only be picked up by the Member or other authorized persons. A release form must be completed for each person authorized to pick up a child. Release forms will be provided by the Class Coordinator at Orientation. If someone other than the Parent/Guardian will be picking up the child, please note the name in the sign in book and tell the Teacher.
- 3) Please check Child's cubby regularly for artwork, newsletters and other Preschool information.

Bathroom Procedures

- 1) There must be 2 Members, 1 in the bathroom and 1 in the doorway, when a Child needs to use the bathroom or have a diaper changed. The only exception would be if you were accompanying your own Child to the bathroom.
- 2) Diapers must be changed in the designated diaper-changing station provided in the bathrooms.
- 3) Diapers must be double bagged and disposed of only in the marked container.

Field Trips

- 1) Field trips are limited to 3's and Pre-K classes.
- 2) Field trips are planned by the Teacher and/or Field Trip Coordinator in conjunction with the curriculum and are appropriate for the age of the Children.
- 3) A field trip permission form must be filled out at the beginning of the school year and kept on file for each Child.
- 4) Children not enrolled with the Preschool (i.e., siblings, friends) may not participate without prior approval from the Teacher. As during class time, ratios must be maintained.
- 5) Transportation to and from Preschool field trips are not provided, arranged, or endorsed by the Co-op Preschool and are solely the responsibility of each Member.

Visitors

- 1) Adult visitors (i.e., grandparents) are welcome at Preschool. A visitor is a guest attending in addition to the working Member. Visitors will have no responsibility for the Children. Visitors will never be alone with a Child or group.
- 2) Visitors are expected to comply with all classroom rules and standards contained in this Membership Handbook.
- 3) Visitors are required to sign in on attendance sheet and wear a nametag during class time.
- 4) Always get permission from the Teacher prior to attendance by any guest (adult or child).

Buddy System

- 1) At the beginning of the school year, each Member of the 2's class will choose another Member to "buddy up" with for the duration of the year. If no preference is designated, a buddy Member will be assigned.
- 2) The role of the Buddy is as follows:
 - Work opposite days from Buddy (i.e., in the 2's class Buddy "A" works Mondays and Buddy "B" works Wednesdays).
 - Get to know Buddy Child and/or Children.
 - Provide additional supervision, comfort and support for Buddy Child and/or Children, especially during transition times.

- Stay with your Buddy Child and/or Children until they are picked up by an authorized pick-up person (2's class).
- 3) In addition to using the Buddy System in the 2's class, buddy Members will be assigned for new families entering the 3's and 4's/Pre-K classes to help with the transition into the Co-op.

If Unable to Attend Workday

It is the duty of each Member to provide a qualified substitute when unable to complete workday requirements – even in the event of an illness or vacation.

To find a substitute, please follow these steps:

- 1) Contact your Buddy or other Members in your class to find a substitute.
- 2) Email Teacher and Parent Coordinator.
- 3) If no response by email, call the classroom at (425) 431-1814 to notify the Teacher of your absence and who your substitute will be. Make sure your Buddy(s) know of your absence as well.
- 4) If you cannot find a substitute after contacting the other Members of your class, notify your Class Coordinator. Your Class Coordinator will work with you to arrange an appropriate make up for your missed obligation.
- 5) If you are unable to work and unable to replace yourself with a substitute, DO NOT send your child to school. Your Buddy(s) are permitted to attend.
- 6) If we are unable to maintain necessary ratios, class will be cancelled.

Substitutes

- 1) It is recommended that substitutes be other Members already enrolled and familiar with the Children and classroom environment.
- 2) A substitute for a Member must comply with all classroom rules and standards outlined in the Membership Handbook.
- 3) The substitute is responsible for working in the Member's assigned area, being an active participant, and performing all duties the Member would be responsible for. Please note: each learning area has specific expectations and responsibilities associated with it. A detailed explanation of each area can be found on the Learning Area Lanyard available by the back door.
- 4) A non-Member may be used as a substitute on a one/ two time basis; the third time the same substitute works in the classroom, they must complete risk management training and may be required to register with EdCC.

District Children

- 1) The class size limits include one space in the 2's class and two spaces in each the 3's and Pre-K classes reserved for Edmonds School District students with Individual Education Plans (IEP) referred to as "District Children". Edmonds School District contracts with the Co-op and pays tuition regardless of when the spaces are filled.

- 2) Parents/Guardians of District Children have the choice to work in the classroom. If they choose not to work in the classroom, a District assigned Para-Educator will fulfill their work day requirement.
- 3) Parents/Guardians of District Children have the choice to hold a Co-op job or not.
- 4) Parents/Guardians of District Children have the choice to attend monthly Member Meetings. The Member Meetings include Co-op business, individual classroom updates and a parent education portion.
- 5) Edmonds School District and the Co-op pay District Children T-shirt fees, year book fees, one class picture, one (1) Original Art Works piece (limited to certain items), and field trip fees for child and Para-Educator or Parent/Guardian.
- 6) Buddy Parent for District Children is responsible to ready Child and their belongings for Teacher to take to the bus at appropriate time.

Non-Enrolled Sibling Policy

- 1) Siblings, who are not enrolled, are not permitted to attend Preschool. An exception is made for Infants up to and including about six months old as long as they are enrolled in the Co-op and carried in a front pack or sling at all times, as required by the Co-op’s insurance carrier.
- 2) Edmonds Co-op Preschool requires the Infant to be on the class list and a copy of the Infant’s immunization form, emergency contact, medical release form, and signed Infant agreement to be on file. These materials can be found in the Preschool’s maternity packet. Infants in the classroom may incur a small charge to cover insurance expenses.
- 3) Infants in car seats, strollers or other devices are not permitted in the classroom during class hours.
- 4) No more than two Infants in front-packs may attend class at one time and normal classroom ratios must be maintained. If you plan to bring your Infant to class, please contact your Class Coordinator first to make sure all necessary paperwork is on file.
- 5) During pick up and drop off, non-enrolled children should be in your direct control. If it becomes necessary to enter the classroom, keep the visit as brief as possible with the sibling holding your hand or otherwise under your physical control (in your arms).

Inclement Weather

The Preschool follows Edmonds School District 15 concerning inclement weather.

Check the Radio, TV, or www.schoolreport.org for the report on Edmonds School District 15:

<i>If for Edmonds School District 15:</i>	<i>You will know that:</i>	<i>You will know that:</i>
A delay of any kind:	AM Class is cancelled	PM Class will decide
School is cancelled:	AM Class is cancelled	PM Class is cancelled

If closure occurs after classes have begun, all Members will be notified by telephone and be required, if possible, to pick Children up immediately. Missed days will not be made up unless scheduled by the Teacher and the Preschool Board.

Please Note:

If you are nervous at all, have any questions on what to do or will not drive on the current road conditions, please call your Class Coordinator. If no one is coming, we will want to cancel the day anyway.

Holidays, Birthdays and Celebrations

Diversity, culture, traditions, celebrations, history and geography can be shared with children to expand their view of the world's people. Books, stories, clothing, art, instruments, music, and items from many cultures can be used throughout the classroom and rotated as props during the school year.

Holidays

Recognizing a holiday or celebration is one way to expand children's experiences with diverse cultures. Holidays and celebrations must be developmentally appropriate and reflect the families who are participating in the program. Always be respectful of all families' beliefs and traditions. Avoid stereotypes or making assumptions. Communicate with families to assure selected holidays and celebrations are not offensive or exclude any child or family. It is important to not trivialize holidays by losing the meaning of the holiday, or focusing on the commercialization of holidays. Stay sensitive to the deeper meaning of holidays for many families.

Teachers need to work with families to plan and present activities that are developmentally appropriate and inclusive of all children. Families in our communities come from a variety of backgrounds, cultures, religious beliefs, and traditions. To help children learn from each other, co-ops can encourage families to share their own traditions with their child's class throughout the year. Families may share cultural traditions, holidays, foods, languages, literature, and music. Teachers need to notify families in advance (e.g., "Kenny's auntie is coming to show us how they celebrate Chinese New Year.")

Many holidays, including national holidays, have strong religious components to them. It is extremely important to use words like "some people..." when talking with children about beliefs and practices of religious groups. It is best to defer to a child's family and let them discuss religion in the home. Be aware that some families might not want their children exposed to other religions. It should be optional for children to participate in celebrations or cultural rituals, especially if a tradition or ritual is not one that is practiced in their home. It may be more appropriate for children to observe and hear about those traditions which their own families do not practice or believe.

Birthdays

Birthday celebrations need to be kept simple with a routine that is the same for each child. Children's birthdays may be celebrated with a simple crown, Happy Birthday song, and pretending to blow out pretend candles on a flannel board cake in the 3's and 4's/Pre-K classes. Birthday parties, cupcakes and goodie-bags must be private events and will not be allowed at preschool.

Preschool Attire

Members

Adults who are supervising and interacting with children are expected to be dressed appropriately. Adults are to follow the same guidelines as Children which include no gum or hats.

Members will attend class wearing appropriate clothing that allows for comfort while engaging in all activities with the children. Members will need to be able to get on the floor or ground, at times needing to sit at a child's level for long periods of time. Adults must also be prepared for all outdoor weather conditions. Be aware that clothing may become soiled, stained or bleached when in contact with children's learning materials (e.g., paint, glue, ink, etc.) or classroom cleaning products.

Shoes should be suitable for walking on varying surfaces (e.g., sand, woodchips, dirt, concrete, etc.) and be appropriate for seasonal weather conditions. Shoes should provide support for walking quickly, occasional running and lifting children, equipment or furniture that may weigh up to 50 pounds. Adults are discouraged from wearing flip-flop sandals and shoes or boots with high heels are not allowed in our indoor gym areas.

Clothing may not depict slogans or pictures that are not appropriate for children or could be offensive to adults, including but not limited to cigarettes, drugs, alcohol, profanity, sex or images that might frighten a child (e.g., skulls, monsters). Undergarments (e.g., panties, briefs, boxers, bras) should not be visible when standing, sitting, or bending. There should be no skin showing between shirt bottoms and pant/skirt tops.

Children

Children need to be dressed in clothing and footwear that will allow them to engage in all opportunities for play and learning. Children will be learning to use toilets and wash hands with minimal assistance from adults. Children need to wear pants, footwear, and jackets that they can learn to fasten/zip themselves. Short sleeves are preferred since water, paint, and glue are frequently involved in planned activities. Generally, paint and colors used in dough and sensory materials will be washable; however, they cannot be guaranteed to be stain-free.

Children need footwear, outdoor-wear and play-clothes that allow for running, dancing, jumping, climbing and occasional puddle splashing. Avoid footwear and clothing that may cause tripping, slipping or entanglement -- No flip flops.

Each child needs to arrive with a complete change of clothes in a bag/backpack. Teachers will provide information about bringing helmets if the class has the opportunity to use outdoor riding equipment. Children should not arrive to class dressed in character costumes or "dress-up" outfits. Teachers will provide "dress-up" clothing and props appropriate for dramatic play themes. Please discuss any concerns that may arise regarding your child's attire with the Teacher.

Guidance Policy

Purpose: Ensure the safety and well-being of each Child; provide the maximum amount of freedom for Children; support Children in learning to practice self-control; provide Members with a consistent plan for guiding Children.

Responsibilities of Teacher: Holds primary responsibility for providing a safe environment and consistent expectations for behavior; teaching and enforcing class rules to Children and adults; supporting adults as they develop guidance skills.

Responsibilities of Members: Agree to use the guidance techniques presented to the membership, and provide guidance that is gentle and non-punitive.

Basic Expectations for Children:

Respect and honor self and others	Child may not hurt him/herself or others
Respect property	Child may not destroy property or materials
Respect the play of others	Child may not disrupt the play of others

Providing Guidance: Provide guidance in a manner that is kind, calm, firm, and non-punitive without lecturing or scolding. Never hesitate to ask for assistance or offer to help if it becomes challenging for adults to remain calm.

Positive Re-direction:

- 1) State what the Child can do, the rule, or the expectation (keep it brief and clear).
- 2) Remind the Child of what is acceptable.
- 3) Warn the Child and provide a chance to do-over.
- 4) Redirect the Child: distraction for younger Children & alternate activity for older Children.
- 5) "Time-together" - adult spends one-on-one time as needed.
- 6) Alert Teacher - The teacher will determine if it is necessary for the Child to take a break and calm down. The teacher will determine who should be with the child to help calm down, take a break, and plan to re-enter the activities. This should not be punitive.

Addressing On-Going Behavior Concerns:

- 1) Teacher will consult with Parent Instructor to review the pattern of behavior and develop a prevention plan and a responsive plan.
- 2) Teacher and/or Parent Instructor will arrange for observations of the child on different days.
- 3) Teacher and/or Parent Instructor will set up a conference with the Child's Parent(s). Together a plan for managing behavior will be outlined (e.g., shadowing child, shortened day, and a pre-planned response).

- 4) When necessary, class members will be advised as to the plan for managing challenging behaviors.
- 5) Teacher and Parent Instructor will evaluate progress at 2 and 4 weeks to determine outcomes and goals.

Snack Guidelines

Children

- 1) Children will wash hands in warm running water with liquid soap and dried on individual paper towels, before food preparation and eating.
- 2) Practice skills: pour drinks; pass napkins, cups, and other non-food items; request, decline or offer food. Determine if children have skills to use tongs or spoons to serve themselves.
- 3) Participate in cooking projects by measuring, scooping, mixing. Learn about a variety of foods and tools.
- 4) Children must be seated at tables while eating and adults must be seated and supervising children. Encourage a calm, unrushed pace, and remind children to chew slowly and not talk with food in their mouth.
- 5) Children should not share or exchange food. Do not require children to finish amount taken.
- 6) Encourage Children to try new foods.

Working 2's & 3's Members

- 1) Take turns bringing snacks with nutritional value for children. Avoid sweet and salty snacks.
- 2) Avoid known allergy foods - when possible provide foods all children can enjoy. A few foods, like peanuts, can cause life threatening reactions and cannot be allowed at preschool.
- 3) Water is the only beverage served in preschool.
- 4) Hot beverages are never allowed in the classroom.
- 5) Wash hands before preparing food, with warm running water, liquid soap and dried with individual paper towels. Prepare and serve food wearing food prep gloves.
- 6) Wash, rinse, then sanitize food preparation surfaces and serving tables immediately before and after food preparation.
- 7) Prevent contamination and spoilage. Foods should arrive in original sealed packaging and be assembled at school. Fruits and vegetables should be washed thoroughly, peeled as needed.
- 8) Prevent choking by preparing food in portions and sizes appropriate for the ages of the children being served. For two year olds, food must be soft and small. See list of foods to avoid on next page.
- 9) When providing individual servings, portions should be served in or on disposable, food-safe, paper products OR dishes and placemats that can be washed and sanitized. Food should not be served on the table surface.
- 10) Teach children to use serving utensils. Supervise carefully as children learn to pass serving dishes and use serving utensils. Remove any food or utensil that becomes contaminated when a child tastes from a serving utensil or drops them on the floor.
- 11) Reserve some food in the preparation area for additional helpings.

- 12) Wash dishes in hot soapy water, rinse thoroughly, and sanitized with a disinfecting rinse or spray, dry with paper towels and put away right away. Never leave food safe items in sink or use art drying rack.
- 13) Recyclable and compostable paper products are preferred. Never reuse disposable plates, bowls, trays, baskets, etc.

Teachers must provide directions for snack preparation & supervision

- 1) Post guidelines for food preparation in the food preparation area and review during orientations.
- 2) Post directions for daily mixing of sanitizing solutions.
- 3) Post emergency steps for choking.
- 4) Eliminate items that often cause choking with young children.
- 5) Identify known food allergies. Post and distribute guidelines for addressing known food allergies.
- 6) Limit the number of children assisting with food preparation.
- 7) Be clear about the beginning and end of snack time.
- 8) Be clear about the number of children to be seated at each table.
- 9) Avoid treats and food used as rewards.
- 10) Determine if LUNCH will be an option for afternoon classes and set basic lunch guidelines for the Pre-K class.

No Nuts!!

All Co-op classes must be NUT FREE classrooms. Peanuts and tree nuts are known to cause life threatening allergic reactions. A nut exposure can also include skin contact to nuts or nut oils used in lotions.

Reduce the Possibility of Choking

- 1) Young children participating in group snack time are learning social skills. Children's silly or immature behavior may increase the risk of choking.
- 2) Adult supervision is critical to reduce the risk of choking. Adults need to be seated with children.
- 3) Choking is most often caused by food, toys, bits of latex balloons and other small objects that can easily lodge in a child's small airway. Anything that could get stuck in a child's throat can be a danger.
- 4) Be sure to serve children food cut into small, manageable portions or slices.
- 5) Don't give a child under age 4 any hard, smooth foods that can partially or completely block the windpipe.
- 6) Younger preschoolers and toddlers are more likely to choke on the peel of fruits.
- 7) Frozen berries may increase risk of choking; IMPORTANT to partially thaw berries or other frozen fruit that is served in bite sized portions.
- 8) Eliminate foods that often cause choking:

No popcorn

No candy

No grapes

Never serve cheese in cubes - slices and pulled string cheese are OK

Never serve raw fruits or vegetables in chunks - thin slices are OK

No nuts of any kind - No nut butters

No marshmallows

No hot dogs & sausages

Illness, Injury, or Emergencies

The Preschool follows the Snohomish County Health District guidelines for communicable diseases. Children with a known or suspected communicable disease are not permitted to attend school and Members should notify the Class Coordinator and Teacher. **If your child has any of these symptoms, please keep him/her home, or make appropriate childcare arrangements:**

- APPEARANCE, BEHAVIOR - unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a Child from school.
- EYES - thick mucus or pus draining from the eye or pink eye.
- FEVER- temperature of 100 degrees Fahrenheit or higher in the past 24 hours.
- GREENISH NOSE DISCHARGE AND/OR CHRONIC COUGH - should be seen by a health care provider. These conditions may be contagious and require treatment.
- SORE THROAT - especially with fever or swollen glands in the neck.
- DIARRHEA - Three or more water stools in a 24-hour period especially if the Child acts or looks ill.
- VOMITING - vomiting two or more times within the past 24 hours.
- RASH - body rash, especially with fever or itching. Diaper rashes, heat rashes and allergic reaction are not contagious.
- EAR INFECTIONS WITHOUT FEVER - do not need to be excluded, but the Child needs to get medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- LICE, SCABIES - Children may not return to school until they have been treated and are free of lice and nits (eggs). Children with scabies can be admitted after treatment.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL.

Bringing a Child to school with any of the above symptoms puts other children and staff at risk of getting sick. If all Members keep their sick Children at home, we will have stronger, healthier, and happier Children. While we regret any inconvenience this may cause, in the long run this means fewer lost workdays and less illness for adults, too.

In the event a Child becomes ill or seriously injured at school, the Member will be notified immediately. If the Member cannot be reached, the alternate person listed on the Emergency Information sheet will be contacted. In the event that neither can be reached, the Child's physician will be contacted. If not available, the Child will be taken to the nearest hospital or doctor.

In the above situation, the Member will be responsible for any and all medical costs, including doctor's fees, hospital and ambulatory expenses and other related services.

If anyone (Member, Child, or Visitor) is injured at school, an incident report must be completed whether or not the injured person requires medical attention. Witnesses to accidents should report them to the Risk Management Board Member using the Incident/ Accident Report Form. Incident/ Accident Report Forms are available in the classroom. A copy of the completed form is given to the injured party, one copy is kept in the classroom and one copy goes to FLED at EdCC.

- 1) An incident is defined as any occurrence of non-medical injury or accident at the school, even if basic first aid is required.
- 2) An accident is defined as any occurrence of accident or injury requiring medical attention by a doctor or other licensed professional.

The classroom is equipped with a First Aid kit. Every Member should know its location. Teachers and Parent Instructors are Cardiopulmonary Resuscitation (CPR) certified. In the event of a Teacher's absence from class a Member with CPR training must be present in order for class to be held. If no CPR trained person is available, class will be cancelled.

Each class should expect periodic earthquake and fire drills. An emergency building evacuation plan is posted near all classroom exits. The classroom is equipped with an emergency evacuation pack. Additional emergency supplies of food and water are located in the classroom.

General Safety Procedures and Practices - Risk Management

Adults working in the classroom are required to view the current Organization of Parenting Education Programs (OPEP) video for risk management. Available on YouTube "OPEP Safety Orientation 2017". Each participant must agree to the following "**General Safety Procedures and Practices**" prior to working with Children. Additional information regarding risk management is available to members in the current RISK MANAGEMENT MANUAL. Contact the Teacher or College Instructor for available copies.

- 1) At least 2 adults must be supervising children at all times.
- 2) Classes maintain the appropriate adult to child ratio:
 - 1:5 adult to child ratio for 3 - 5 year olds
 - 1:3 adult to child ratio for 19 months - 3 years
 - 1:2 adult to child ratio for birth - 18 months
- 3) Children are never left unattended in cars.
- 4) Children are always escorted by an adult to and from the classroom! PLEASE HOLD HANDS.
- 5) Always sign-in and check-in with the Teacher or Attendance Monitor.
- 6) Adults and Children must wash hands when arriving for class, before eating, after toileting and diapering, and when returning from outdoor play. Use running water, soap and disposable towels.

- 7) Teacher must be notified before dismissing a child from class. Children may only be released to their parents or previously authorized adults. Child "release" information is kept on file at the co-op.
- 8) To prevent scalding, HOT BEVERAGES WILL NOT BE ALLOWED IN CLASSROOM.
- 9) Adult participants share responsibility for maintaining clear and safe traffic patterns in the preschool classroom.
- 10) To prevent choking, small "swallowable" toys or parts are never available to children under 36 months.
- 11) Children should walk indoors; running is NOT allowed.
- 12) Children must be seated at tables when eating.
- 13) Eliminate food that can often cause choking with young children.
- 14) Field trip drivers must carry liability insurance on the vehicle in use, use a safe vehicle with working seat belts, and hold a valid driver's license. If a child's parent is not participating on the field trip, the driver must carry emergency information on each child being transported and signed permission to transport the child. (See Volunteer Driver for more information)
- 15) Adult participants are responsible for learning and using:
 - Skills for supervising children in each area of the classroom and outdoors
 - Safest way to set up activities and equipment
 - Procedures and rules for safe equipment use in each area of preschool
 - Limits for using kitchen appliances or other tools
- 16) Adult participants are responsible for knowing the location of:
 - Posted emergency evacuation plan
 - Nearest phone
 - Fire extinguisher
 - First aid kit
 - Protective gloves
 - Incident/Accident report forms
 - Emergency phone numbers
 - Family contact phone numbers
 - Children's medical information
 - Posted allergy information
- 17) Adult participants will monitor and implement a safe storage system:
 - Only adults obtain supplies from storage areas
 - Poisons (cleaners, bleach, etc.) are stored in secured cupboard or container
 - Large equipment must be anchored or stored flat
 - Bins, boxes or drawers are used to store items off the floor
 - Power equipment is stored properly
 - Scissors and sharp tools are stored safely
 - Food supplies are stored in clean, dry, pest-free area

- 18) Appropriate mats will be used under and around all indoor climbing equipment.
- 19) Building, grounds and facilities shall be inspected quarterly for safety hazards.
- 20) Activity areas will be inspected monthly for toys and furniture needing to be repaired.
- 21) Adults must report any safety concerns to the teacher and the people responsible for risk management, maintenance, and repairs.
- 22) Hazardous broken toys, equipment, or furniture will be removed promptly and repair or disposal arranged. Alert class teacher to any hazard.
- 23) Quarterly inspection reports will be presented to the Co-op Board. Copies of the classroom safety checklist will be provided for the College Instructor and the FLED.
- 24) If a co-op moves or re-arranges a classroom, the safety inspection must happen before children return to the classroom.
- 25) Each class will conduct monthly evacuation/fire drills.
- 26) Each class will conduct earthquake drills twice yearly.
- 27) Any child not enrolled in the co-op should not be attending the co-op's regular program. (Exceptions: open house, family nights, and occasional visitors)
- 28) Concurrent childcare/nursery for siblings cannot be provided by the cooperative because it is not insured with this program's accident or liability policy.

Classroom Assignment Responsibilities

During "Free Choice" time, the working Members are assigned to one area of responsibility. The assignments rotate so each Member will work (and learn) in each area of the classroom. At all times, Members' primary responsibility is supporting each Child's choices. Safety and interaction with the Children are required at each area of the classroom. Child-directed play is fundamental; the adult role is that of support, encouragement, security, and reminder of rules and expectations. Conflict resolution, redirection instructions, and other helpful tips are posted around the classroom. Please direct questions to the Teacher.

Blocks: Block play is located on and around the circle time rug. Toys are kept on the shelves, behind the curtains, next to the loft. Children should have access to the toys in this area when the curtains have been removed. Concepts of sharing, turn taking, and imaginative play are encouraged in this area at a developmentally appropriate level. Please be sure Children are keeping block towers lower than the shortest participant's shoulders, treat others and property with respect, and assist with clean up before moving on. During clean up time, encourage Children to return items to the marked bins or shelves and then you should hang curtain to "close" the area.

Loft: The loft is the two-story play structure located in the corner between blocks and art. Themes are generally rotated by the Teachers and may include dress up, fire station, veterinarian, and more. Please be sure to supervise Children up and down the stairs. Dress up shoes should be removed before climbing the stairs; Member may hand them to the Child once they have reached the top. Toys on the upper level should be handed or carried down the stairs, never dropped or thrown. Imaginative play, role-play, and cooperative play are encouraged in this area. During clean up time, this area should be picked up, and set back up for the next class, in a way that encourages play. The curtain should be hung and the gym mat should be blocking the stairs when this area is closed.

Art and Easel: The art area contains two rectangular, blue tables, and the easel area. The art activity is chosen and prepared by the Teacher or assigned helpers. Check with the Teacher to find out the day's activity. Paper for the easel can be found on top of the refrigerator. Aprons are available for use hanging on the blue cabinet to the right of the easels. Aprons are optional, but available for use. For other supplies, ask the Teacher. Be sure Children's names are on easel art (spelled correctly); class and date information may also be helpful. Encourage Children to participate and remember their final product should be their own creation. Be sure Children are cleaned up before leaving the art area including their clothing and hands. Dry artwork can be placed in the Child's cubby; wet work should be placed on the drying racks located near the windows. Clean paper should be available for easel art and table space should be cleaned and organized for the next project. During clean up time, supplies should be put away or placed in sink to be washed, lids should be placed on paint, and brushes should be washed out. On Fridays, paint containers should be placed to soak in a bin.

Round Table/Snack: This is the round table located closest to the sink. The Teacher will have a project or activity for this area. Please check with the Teacher for details. Additional supplies, if needed, will be located on the sink counter or on the cabinet separating this area from art (snack preparation counter). Aprons may be used and are optional; they are kept to the right of the easels, hanging on the cabinet. During free choice time; assisting the Children, keeping the area inviting, and ensuring Children are cleaned up before leaving the area are your responsibility. During clean up time, this area should be cleaned and supplies washed and put away.

****When the class goes to the gym or to play outside, you stay in the classroom to finish cleaning up and set up snack. *Clean the tables using the soap and water spray bottles located above the sink. Bleach should never be sprayed near Children and should only be used by the Teacher.***

Sensory Tables: There are two sensory tables in our classroom. The table near the windows in the puzzle/book area remains filled with sand throughout the school year. The Member responsible for the Books/Puzzles/Writing Table area is in charge of this sensory table. The grey sensory table next to the snack preparation counter holds a variety of sensory materials and the Teachers rotate the contents often. Contents should be kept inside the table and Children should be directed to clean up any mess that falls out. Children may bring toys from other areas of the classroom as long as it will not damage either the toy or the contents of the table. All Members in the surrounding area are in charge of this sensory table. At clean up, the lids should be placed on the sensory tables.

Books/Puzzles/Writing Table: This area is located in the corner with a rectangular table. Puzzles and manipulatives are kept in the cabinets under the window. Games are kept on the shelves next to the writing desk. Books should be kept in the book holder in the back. The Member assigned to the area, the Teacher, or the Children can choose activities. Activities may be cleaned up and changed during free choice time. The writing table area is always set up and provides an additional activity in this area. During clean up time, encourage Children to help cleaning up including putting activities back together and returning them to their proper shelf. Please be sure to tidy up the writing desk as well.

*****During outside time, you stay and help vacuum and clean the room. A list of responsibilities is posted above the sink. When Children return to class you should greet them at the gate and count them to ensure all Children have returned. Please close the door at the beginning of closing circle.**

Dough: This table is located near the large green storage cabinets. Dough is provided by the Teacher. Children should be encouraged to share, make shapes or designs, and use tools according to their development. Playdough should be kept at the table. During clean up time, Children should help with cleaning up. Playdough and toys should be returned to the white shelves in the Books/Puzzles area. Playdough Member is responsible for checking attendance sheet to ensure Members and Children are appropriately signed in. This should be done within 30 minutes of the class starting. Attendance numbers should be posted on the board located on the cabinet near the hallway door. The attendance book should be placed in the rolling emergency case once attendance is complete. Whenever class leaves the classroom (e.g., gym, drills, emergency, etc.), bring the rolling emergency case located by the exterior door with the attendance book.

ENROLLMENT, POLICIES AND ELIGIBILITY

Enrollment

Re-enrollment: In order to ensure placement for the next school year a Member must:

- 1) Fulfill all responsibilities as set forth in the Membership Handbook and Member Participation Agreement.
- 2) Fill out the required registration paperwork.
- 3) Pay a registration fee of \$50.00 to the Registrar by the date determined by the Board.

Priority for Enrollment: Priority for enrollment is as followings:

- 1) Children currently enrolled
- 2) Siblings of currently enrolled Children
- 3) Open registration

Open registration for new Members (begins mid-February): New Members will enroll online and will be enrolled on a first come basis until classes are full. A waiting list will be maintained year round for all classes. **The online enrollment will begin on a date and time to be determined** (usually between February-March). Each online application will be given priority in accordance with the official time the application is submitted.

Acceptance of open spots: Once submittal of online applications is complete, the Registrar will notify applicants (in order of priority based on time stamped on application) of any available positions. After receiving notification of an open position, the applicant will have three (3) days to verbally reserve the open spot and four (4) additional days to pay the required registration fee (see below for instructions). If the open spot is not reserved within the time frame given, the spot will be given to the next person on the list.

To reserve an open spot: After email and/or phone notification by the Registrar, an applicant must accept the open position by:

- 1) Verbally accepting the position within three (3) days. Acceptance can be done over the phone and/or by email.
- 2) Fill out the required registration paperwork.
- 3) Pay the required \$50.00 registration fee within four (4) days of verbal acceptance.

Registration fees should be paid by check and written out to "Edmonds Co-Op Preschool." The check should be handed to the Registrar at a mutual date, time, and location or be sent directly to the school address (while school is in session) at: Edmonds Co-Op Preschool, Alderwood Early Childhood Learning Center, 2000 200th Place SW, Lynnwood, WA 98036. For address of summer registration fees, please contact the Registrar.

Exceptions to the eligibility and enrollment rules can be made with Teacher and Board approval.

Terminating Enrollment

Two weeks written notice must be given to terminate enrollment in the Co-op. Copies of the notice must be given to the Class Coordinator, Treasurer, Registrar, and Teacher. Tuition must be paid up through the end of the two-week period. Failure to provide notice will result in forfeit of the last month's tuition paid at Orientation.

Eligibility for Membership

Prior to the start of the school year:

- 1) Each registered Member must complete EdCC enrollment and Risk Management training.
- 2) The "Member Participation Agreement" must be read, signed and turned in prior to the Child attending school. This document is considered binding.
- 3) Prior to attending class, the following paperwork MUST be on file in the classroom: emergency contact information, current medical release, and a current, valid immunization record (or statement of exemption).
- 4) The Teacher must be notified of any allergies, dietary or physical restrictions the Child may have. Dietary and allergy information will be posted in the classroom for snack preparation purposes.
- 5) Registration paperwork and \$50 registration fee must be received and completed by Registrar. First and last month's tuition must be paid (collected at Orientation).

Leave Policy

A leave is defined as an absence of two or more consecutive workdays. The following policies should be followed in any situation requiring leave. The Board must approve a leave requiring more than three weeks of absence (maternity leave is automatically eight weeks). You may attend a Board meeting or work with your Class Coordinator for alternative make-up options. All leave requests will be presented anonymously and the confidentiality policy will be maintained. **Your Child will be allowed to attend class if procedures are followed and ratios can be met.**

Maternity Leave

A Member who gives birth or adopts a new baby is given eight weeks of maternity leave from the date of birth or adoption or may be taken consecutively later in the school year. Maternity leave means that the Member on leave does not have to work or participate in the classroom and does not have to provide a substitute for the eight-week period. However, they must meet all other Co-op responsibilities as laid out in the Member Participation Agreement, including attending Member meetings. If a Member cannot work in the classroom after the eight-week period then they are required to find a substitute. It is the Member's responsibility to contact the Class Coordinator for a maternity form, if the infant will be attending class.

Emergency Leave

In case an emergency leave is required, please notify the Class Coordinator or Teacher as soon as possible. The Class Coordinator will assist with finding a substitute for your workday. The Class Coordinator and Teacher will determine how best to handle other missed responsibilities (e.g., Member meetings, Member jobs, etc.).

Medical Leave

For planned medical procedures, including surgery, you should notify your Class Coordinator and Teacher as soon as possible. The Class Coordinator can assist you in finding a substitute for your scheduled work days. Your efforts and advance notice will be appreciated. You are still responsible for fulfilling membership meeting attendance and your job responsibilities while on medical leave. Upon your return to the classroom, please notify the Class Coordinator and Teacher of any restrictions.

Age Exception Policy

Enrollment age requirements: Classes shall be divided into age groups that allow selection of developmentally appropriate activities, using the same cutoff as the Edmonds School District. In order to register for the 2's class, the Child must be 2 years old by August 31st, 3 by August 31st for the 3's class, and 4 by August 31st for the 4's/Pre-K class.

Exceptions to the enrollment age requirements will be made as follows:

The family of a Child that does not meet the age requirement cutoff date for their age appropriate class may petition for enrollment. The Child shall have a birthdate no later than 45 days past the cutoff date. A letter explaining reasons for your petition shall be submitted to the Board. The letter may be mailed, emailed or delivered to the Chairperson. The petition will be reviewed by the Executive Board, Teachers, and Parent Instructor. If approved, an 8 week trial period will be granted. After the trial period, the Executive Board, Teachers, and Parent Instructor will give final approval on the placement.

Preschool and Teacher Evaluations

- 1) Each year the Preschool Board will provide all Members with a written form for the purpose of evaluating the Teacher, Preschool, Parent Instructor, and Member involvement. This individual evaluation form is anonymous and confidential and will be kept on file for one year by the Chairperson. The Class Coordinator summarizes all evaluations and provides this summary to the Chairperson. The Chairperson will keep all class summaries on file for three years.
- 2) Once the evaluations have been completed, the Teacher and Members will be presented with the overall results at the next Member meeting. The Board is presented with a summary of the summaries by the Chairperson. Teachers and Instructors are given the summary pages of the Preschool environment as well as the summary of their own evaluations.
- 3) Default to college procedures.

ROLES AND RESPONSIBILITIES:
TEACHERS, PARENT INSTRUCTORS, AND THE BOARD

Teacher

- a) Plans, prepares and executes daily activities for the Children.
- b) Assigns daily work station and snack duties to Members.
- c) Provides Members with a monthly calendar outlining upcoming activities and themes for each class.
- d) Speaks at orientation at the beginning of the year and assists in the orientation of new Members.
- e) Advises Member of the Child's classroom behavior.
- f) Remains available for conferences with Members, if requested.
- g) Regularly evaluates the activities and lesson plans used in the classroom and makes improvements when necessary.
- h) Works with Parent Instructors.
- i) Makes an effort to continue education and expand knowledge in Early Childhood Education and attend EdCC Teacher meetings.
- j) Acts as an advisor to the Preschool Board and attends all Board and Member meetings.
- k) Meets First-Aid and emergency training requirements as set forth by EdCC Risk Management Manual.
- l) Works with Risk Management Coordinator to maintain adequate emergency supplies.

Family Life Education Instructor (Parent Instructor)

- a) Serves as a resource for the Members and as an advisor to the Preschool Board.
- b) Provides Member instruction at Member meetings.
- c) Attends all Preschool Board and Member meetings as well as one Preschool class per week.
- d) Confers with Teacher on a regular basis.
- e) Helps Members on an individual basis with questions concerning their Child.

The Board

What is the purpose of the Board?

The Board of Directors of Edmonds Co-op is overseen by the FLED at Edmonds Community College. Their purpose is to manage the business aspects of the Co-op, maintain the Bylaws and uphold the policies regarding the membership as stated in the Membership Handbook.

Who is on the Board?

The Executive Board is comprised of the Chairperson, Vice Chairperson, Secretary and Treasurer. The Directors include Risk Management, Preschool Sales (as needed), Registrar, 2's Coordinator, 3's Coordinator and 4's/Pre-K Coordinator. Our three Parent Instructors and Teachers are non-voting members of the Board.

The total number of voting Members may not be less than three (3) or more than eleven (11). When necessary, Members may hold more than one position, but carry only one vote. There may be more than 11 Board Members, such as the Purchasing Agent, those extra may attend meetings and offer opinions but do not carry a vote. For their services, they would also be excused from classroom cleaning, as would any Board Member.

What are the responsibilities of the Board?

Board Members are responsible for the performance of the job for which they were elected. Upon officially assuming their job position, they should be presented with a binder from their outgoing counterpart, which outlines their specific duties. It is up to them to make themselves familiar with the enclosed information, and keep it updated as needed.

They are required to attend one regularly scheduled Board meeting each month, as well as the monthly Member meeting. Due to special circumstances, extra Board meetings may be called. At least 24 hours' notice must be given. Board meetings are also held in June and August, not in July. Board meetings are open to all Members.

Board Members must communicate with the Chairperson if they are unable to attend a Board meeting. They are then responsible to forward any information for their report on to someone else on the Board that will represent them during the meeting.

The college hosts a mandatory Leadership meeting in June. Some positions, such as Chairperson, Treasurer, Risk Manager are also required to attend additional meetings with the FLED staff.

Board Members are held to the same rules regarding Member meeting attendance and classroom obligations as described in the Membership Handbook, except due to their service, they are exempt from classroom cleanings. Board Members are not required to hold any other job.

The Board shall review the Membership Handbook annually in the spring and update it as necessary for the following school year. At the Board's discretion, the Board may establish a Membership Handbook Review Committee to over the review and updates. The Membership Handbook Review Committee should be led by a Board Member. The committee participants can be any active Member. Comments and suggestions for revisions can be submitted at any time by placing a note in the comment/suggestion/tuition box or by emailing a current Board Member. Copies will be distributed to the membership in their orientation folders. The Bylaws are standardized by EdCC as written and should not need to be changed unless instructed to do so.

The Board shall appoint a committee of one or more persons each spring to audit the bookkeepers' records and verify that complete and accurate financial records are being kept.

Board Members should be mindful that they are officers of the Preschool and abide by the rules, conducting themselves in an appropriate manner, thereby leading through example.

Election of the Board

The Board is elected annually for a one-year term. Nominations for all Board positions are sought in March, for a vote in April. A Nominating Committee is convened, consisting of two or more graduating or non-continuing Members. Current Board members will post a list of Board positions on the cabinet door in the classroom. Any Member that has fulfilled all responsibilities as set forth in the Membership Handbook and Member Participation Agreement may nominate themselves or another compliant Member (with prior approval from that Member) for a position by adding their name to the list. More than one person may run for each position. A description of the Board positions is contained on pages 32-33 of this Handbook.

A vote of the Membership is taken during the April Member meeting. Nominations may be made from the floor prior to the general vote. Elections will be made by secret ballot unless the position is uncontested. Any position left vacant after the April election will remain open for nomination until a vote at the Member meeting fills the vacancy. If there is a vacant Board position during the summer months, the outgoing Board member for that job may continue to serve until school reconvenes in the fall. If the position is still open in August, a notice shall be given to all Members with their job lottery information.

During the final month of school, the outgoing Board serves as advisors to the incoming Board. The new Board officially takes office following the May Board meeting. The term of office for Directors runs from June to May. However, the outgoing Board may be required to finalize duties through the end of the school year.

Content of Board Meetings

The main direction of the Board meetings should follow the Program Calendar, with items carried over from the previous meetings' agenda, and include reports from the Directors. The Chairperson should create the agenda and send it to the board members for review and comments at least three (3) days prior to the meeting. If a Board member has an item they wish to include on the agenda, they should let the Chairperson know at that time. During Board meetings, only the items listed on the agenda are to be discussed. Extra topics may be tabled and added to the agenda for the next meeting.

Board Members have access to many sensitive issues; therefore, it is of extreme importance that confidentiality and discretion are maintained.

Items that are taken to vote follow Parliamentary procedure. After adequate discussion, the Chairperson will concisely state the issue and call for a motion from the floor. A member will then repeat the statement as a motion, another member will second it, and a general vote of those in favor will be taken. In the case of a tie vote, the Chairperson will vote to break the tie. The motion will then carry or be rejected.

Board meetings with a non-financial decision to be voted on must have a quorum of 50% of the voting Members present. If the quorum is not met, the absent members may be polled if the decision must be made prior to the next scheduled Board meeting.

Missed Board Meetings

Any voting Board Member missing more than two regularly scheduled meetings will participate in the year end cleaning as outlined in the Cleaning section of the Membership Handbook.

Handling of Expenses

Expenses of the Preschool will be paid for out of the tuition fees. Only persons authorized by the Co-op Board are allowed to make purchases on behalf of the Co-op. Any purchases by unauthorized persons may or may not be reimbursed at the discretion of the Treasurer and the Board. In order to ensure reimbursement, any purchase of more than \$200.00 must be approved by the Co-op officers prior to purchasing. Purchases being made for the Preschool with anticipation of reimbursement must be cleared with the Treasurer first to verify available funds. Receipts must be submitted to receive reimbursement.

All payments made by the Co-op must be signed by two authorized signers. The Treasurer and two (2) Board Members will be empowered to sign checks. Two signatures are required on all checks.

In the event of a large expense that was not included in the annual budget, the expense may be taken from the Co-op's reserves if funds are available. Purchases from Co-op reserves in excess of \$200.00 require a vote and approval of the Board.

If, after the school year begins, the Co-op Board determines that the financial status of the Co-op is significantly different from what was expected when the budget was prepared, then the Board may reallocate monies assigned to various budget items to cover expenses, provided this move is approved by a quorum of 2/3 of the voting Board membership.

The proposed budget for the next year will be determined by the Treasurer and Chairperson and presented to the Board for approval at the June Board meeting. The budget will then be presented for review by the Membership and voted on by the Membership during the September Member meeting.

Termination of Board Membership

Upon resignation, a Board Member must give a two-week notice. The vacancy may then be filled by appointment by the Board. The new Member would then continue to fulfill the obligations of the position until the end of the current term. They could choose to continue with their previous Member job, or have the Vice Chairperson find a replacement for that Member job. They could then run for another term if they were still interested and eligible.

Edmonds Co-Op Preschool Board Position Descriptions

Chairperson

Prepare agendas according to Program Calendar and lead the monthly Board and Member meetings. Work with Treasurer to develop the budget. Prepare and present Teacher Agreements. Appoint committees. Mediate issues between Parents, Board, Teachers, and College. Attend budget-training meeting with EdCC Treasurer's Assistant. Attend quarterly meetings at EdCC. Receive summaries of evaluations, keep evaluation files

current, and give a synopsis of the summaries at the Board and Member meetings. Conduct Teacher reviews based on evaluations and ensure Teacher Agreements are signed and filed with EdCC.

Vice Chairperson

Supervise the Co-op job lottery and assign Member jobs. In the absence of the Chairperson, preside over Board and Member meetings. Oversee volunteer staffing at all-school events.

Secretary

Take minutes at Board and Member meetings; distribute them to Board Members and post in the classroom. Execute Preschool correspondence that is initiated by the Board. Maintain current copies of all key Preschool documentation such as Bylaws and Membership Handbook. Communicate with Members regarding attendance and missed meetings.

Treasurer

Collect and track monthly tuition, write and distribute Teacher paychecks monthly, prepare bank deposits for all Co-op income, and distribute and collect financial assistance application forms. Collect receipts and write checks for all expenses. Track expenditures relative to budget and keep Board informed and accountable. Present financial reports to Board and Member body on a monthly basis. Help Chairperson make the budget for the following year. Make regular trips to EdCC to drop off/pick up financial documents including; deposits, pay stubs, monthly expense tracking government documents, etc. Attend additional Treasurer training and budget training meeting with EdCC Treasurers' Assistant. Maintain Co-op's non-profit status with the state of Washington.

Registrar

Obtain registration materials from EdCC. Distribute and collect registration forms and registration fees from families interested in attending the following fall. Keep the Board informed about enrollment numbers. Maintain waiting lists and act as contact for families interested in enrolling. Maintain the lists of children registered for each class and distribute copies of them to Class Coordinators and Board Members before school starts. Handle occasional registrations throughout the year.

Risk Manager

Attend a Risk Management meeting at EdCC. Coordinate and maintain safety in the classroom. Make sure fire/earthquake drills are performed. Maintain safety equipment (extinguishers and comfort kits). Collect accident/incident reports and forward them to EdCC. Complete quarterly safety checks of the classroom. Send health information letters home to warn families of possible contagious disease exposure.

2's, 3's and 4's/Pre-K Class Coordinator (one per class)

The Class Coordinator is one of the first contacts for new Members (after the Registrar). They assist Members in learning about the program, enroll them and are available for Members' questions, concerns and suggestions. The Class Coordinator needs to be genuinely enthusiastic about the program, interested in the families and their concerns, and willing to be a liaison between all who are involved in their class.

Duties include: Liaison between Teacher, Member, Parent Instructor and Board Members. Prepare orientation packets. Hold class orientation meeting at school (with the Teacher), collect and file required forms and tuition. Set up "Buddy Member" lists and class work schedule. Maintain current class roster. Take attendance at monthly Member meetings and follow up on absentees to ensure they take care of make-up requirements. Compile evaluation results following the February Member meeting and provide a summary to the Chairperson at least one week prior to the March Board meeting.

WHO DO I CONTACT?	
1. Questions about your Child or another Child in the classroom	Teacher
2. Questions about Preschool curriculum or activities	Teacher
3. Parenting concerns or questions about the parent education curriculum	Parent Instructor
4. Questions regarding the classroom routines, registration, work schedule, job assignments, or conflicts with other Members	Class Coordinator
5. Questions about tuition or other fees	Treasurer
6. If you have business to discuss with the Preschool Board	Chairperson or Vice Chairperson
7. If you need financial assistance or have to pay tuition late	Treasurer
8. Questions about Maternity leave, long-term work-day substitutions, and bringing Infants to class	Class Coordinator
9. Questions about health or safety issues	Risk Management



WE LIKE YOU

just the way you are

Membership Participation Agreement

I, _____ (print legal name, please), understand that the following participation time is required of me to remain a member of the Edmonds Co-op Preschool during the school year. I will participate as outlined below.

1. Arrive on time and be ready to work on my assigned day at preschool or arrange that my position be covered by an acceptable substitute.
2. Attend one evening parent meeting per month (both general informational portion and parent education portion).
3. Perform my assigned preschool job or board member function.
4. Participate in cleaning the classroom and bringing snack as scheduled.
5. Pay tuition, which is due monthly in advance, no later than the 5th of the month. If later than the 5th, I understand I will also need to pay an additional \$15.00 late fee, in accordance with the Parent Guide policies.
6. I have read and will abide by the Edmonds Cooperative Preschool Parent Guide.

I understand that any non-compliance, on my part, with this parent participation agreement will result in a review by the Edmonds Co-op Preschool Board, and that I may face consequences outlined in the Edmonds Co-op Preschool By-laws and the Parent Guide.

Signature _____ Date _____