



Parent Handbook

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WELCOME FAMILIES!!!

We would like to take a moment to welcome you to the Darcy Read Family. Our cooperative preschool provides a unique environment of educators, alumni and parents who all work together to develop our policies and curriculum to ensure that all children, parents and extended family members feel welcomed, accepted and heard. We hope that the cooperative preschool experience offers you the opportunity to gain a strong understanding of the growth and development of your child while observing and participating in the classroom and parent meetings. Your involvement will make it so that you are not just an observer in your child's education but an active participant who understands and enjoys the process.

Since Darcy Read Memorial Cooperative Preschool is a nonprofit organization we are administered and maintained by a voluntary board elected from and by the school's membership. A cooperative preschool means that YOU, the parents and families are involved and have a say in how things are done. We encourage members to contribute on all levels; in the classroom and out with decision making, policy setting and classroom projects. We welcome new and old members to join our current board of directors and board meetings are always open to the entire membership but not required.

Please take the time to read through this Parent Handbook. We hope that you find the information helpful. This handbook is designed to introduce you to the preschool's operations, procedures and involvement expectations. If at any time throughout the school year you have any questions or concerns please do not hesitate to contact a member of the board or a teacher. Open and clear communication between our members is the best way to ensure that everyone receives their desired coop experience. Our hope is that you and your family will develop an extended family with friendships that will last a lifetime as many of us already have.

Whether you are a new or returning member, Welcome to the Darcy Read Family!

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Forms to be Completed

Please complete: (prior to orientation)

★ Registration Form

★ Registration Fee (nonrefundable): 2-4 classes \$100

Make checks payable to: DRMCP

Mail to P.O. Box 13167, Des Moines, WA 98198

Please complete and return: (will be collected during orientation)

- ☐ Background Check
- ☐ Participation Agreement/Parent Responsibilities
- ☐ Emergency & Medical information Form
- ☐ Allergy Information
- ☐ Pick-up Permission Form
- ☐ Photograph Release & Video Release Form
- ☐ Signed Safety Orientation
- ☐ Personal Information Release Form for school directory
- ☐ Immunization Form
- ☐ Alumni Survey Form

Tuition Rate: (Child must be the age of the registered class by September 1 of current year. First month tuition due at orientation)

2's Class \$100 two day program Tuesday, Wednesday 9:30am-11:30am or \$75 for one day

3's Class \$125 two day program Thursday, Friday 9:30am-11:45am

4's Class \$150 three day program Tuesday-Thursday 12:30pm-3:00pm

**If more than one child is enrolled, one child (the higher price tuition) receives a 10% discount on that class. Please inquire if you have more than one child enrolled.

Additional Fees: (will be collected during orientation)

☐ Volunteer Postdated (May 1) check for \$100*

☐ Clean up Postdated (May 1) check for \$75*

☐ Supply List Prices vary depending on store you buy from but should not cost more than \$20

*Check will only be cashed if hours are not fulfilled. When hours are fulfilled checks will be shredded or given back only by request.

The forms can be found online, www.darcyreadpreschool.org. Print, fill out, sign, and return to membership coordinator.

Class Procedures

1. Dress your child appropriately. Play clothes and tennis shoes are ideal. Slippery shoes make it difficult to use the climber. Wearing their Sunday best can also inhibit children in their play; if they know they can't get "dirty" they will be reluctant to fully participate. It's much easier on everyone if you send children in play clothes (and adults should dress this way too)
2. Arrive on time. All of us will lose out if the adults are late. Please be considerate and be on time.
3. Pick up your child on time. Be considerate of your child. There is nothing more frightening to a child than to be the last one left at preschool with no parent in sight.
4. Participate in circle time when you are scheduled to be in the classroom. Set a good example, sit quietly during this time and give the teacher your attention. Children look up to you, and they enjoy it when you join in and sing the silly songs.
5. Use the child's name when you address him/her (name tags will help). Please pay attention to the children when they talk to you and respond to their questions; children will soon quit asking questions of adults who appear too busy.
6. Label all art projects with a name and date. Always capitalize the first letter of the name and use lowercase for the rest. This is an important example for the children as they learn the proper way to write their name.
7. Label your child's coat with his/her name.
8. If you cannot work on your scheduled day, be sure to notify your class representative ASAP.
9. Encourage children to try new things in the classroom, but don't force them. Most will try new things on their own in time, with patience and positive encouragement. Be sincere in your praises and don't criticize their efforts. Instead of saying "What is it?" ask them to tell you about their picture/project. Children will open up and share their creations given the chance.
10. Discipline is rarely necessary, but in the event that it is we will use a form of time out. This helps to give the child time to get him/herself back under control. At circle time, take cues from the teacher on handling disruptive behavior. You may be asked to sit next to a child or have a child sit in your lap. Use positive statements to direct the child from unsafe behavior. Give him/her something positive to do for every "no." When in doubt refer to this as a guide: a child cannot be allowed to hurt others, a child cannot be allowed to hurt him/herself and a child may not destroy preschool equipment or property.
11. Arrange in advance, if you need to talk to the teacher outside of class time. Most of the time we can find a few minutes during class or right after class to discuss your concerns. You may call the teacher at home if necessary but call before 8:00 p.m. if possible.
12. Most of all enjoy this time with your preschooler. This is a special time for both you and your child. Sit back and listen to what the children say and you will be amazed at what you hear. When the year is over we will all have grown through our experiences together.

Areas of the Classroom

1. Table Toys, Library, Rice/Water Table, Floor Toys, Home Center (separate areas in classroom)

Supervise areas, interact with the children and encourage them in their activities.

2. Art Easel-

Supervise easel painting. Put bib on each child using paint. Wipe bib when finished. Write the child's name and date on each painting. Hang painting to dry. Wash brushes as needed and put supplies away.

3. Science Project or Art Process and Product

Help set up project, if necessary. Assist the children with project. Write child's name and date on each project. Clean up the table when self-directed time is over. Put all dry projects in the children's boxes.

4. Snack

Prepare snack on your assigned day. Remind children to clear their own table settings, and bring their placemats & cups to the counter. Clean up after snack and do dishes.

Sample Preschool Schedule

9:30 9:40 Arrival. Help supervise as the children arrive, play with table toys and look at books

9:40 9:50 Circle time. Join the teacher and encourage children to come to circle time.

9:50 10:30 Self-directed time and art/science project time.

10:30 10:50 Snack. When snack time is almost finished, assist in the setup of big muscle equipment if needed, or help clean up snack.

10:50 11:10 Big muscle and sensory time. Help supervise use of the equipment, big muscle, rice table, and the water tables.

11:15 11:25 Closing circle. Join in after the room is clean.

11:25 11:45 Goodbye time.

Parent/Caregiver Responsibilities in the Classroom

Class representatives will distribute a monthly calendar listing which parents are assigned to work, whose special week it is, snack assignments and other special events (e.g. field trips, parents meetings, etc.)

Classroom parents will be assigned a specific task on their day in the classroom. In the 3's & 4's classes the tasks are as follows:

1. Snack
2. Door Monitor
3. Clean Paint Area
4. Clean Floors
5. Prepare furniture for next class (3's parents)
6. Clean Home Center

In the 2's class parents are assigned a specific area they are to monitor and in which they interact with the children. They are as follows:

1. Library/Snack/Vacuum (after class)
2. Paint Center/Sensory or water table
3. Art Center/Sensory or water table/Sweeper
4. Table Toys/Large muscle equipment
5. Home Center/ Table Activity/Door Monitor
6. Floor Toys/ Large muscle equipment

Parents are responsible for cleaning up their assigned area before they leave class. Specific responsibilities of each area will be reviewed in the first few classes. Please ask the teacher or your parent coordinator any questions.

Remember: Talk with the children! Show an interest in their work and play! Have fun!!!

Guidance Techniques at the Preschool

The atmosphere around the preschool should be a relaxed and friendly one. Here are some guidelines for contributing to this atmosphere:

- **BE FRIENDLY AND APPEAR INTERESTED** when working with the children.
- **CULTIVATE A CALM ATTITUDE** when talking or working with children. A quiet manner helps prevent excitement and overstimulation. Try to avoid moving rapidly from place to place (unless attending to an emergency situation).
- **IT IS GENERALLY SETTLING TO THE CHILDREN TO HAVE THE ADULTS SETTLED.** Sit down on the floor, a low chair or other spot near the children's activity. Feel free to help a child on your lap if the child wishes it.
- **DO NOT BE TOO UPSET BY A CHILD MISBEHAVING.** Approach the child easily in a friendly manner and suggest another activity or area. In general, you may ignore much undesirable behavior unless a child is endangering himself, other children or property. Comments like "We cannot let you do that" or "That will hurt someone" are better than sharp reprimands like "Stop that!"
- **IN GIVING DIRECTIONS, BE SURE THAT THE CHILD UNDERSTANDS.** Get to the child's level when you give a directive; both in your choice of words and physically (kneel down). Use manual guidance to aid verbal suggestions (take the child by the hand and say, "Would you please sit down here" not "Sit down!").
- **BE MATTER OF FACT.** Take compliance for granted: "We all do this."
- **GIVE THE CHILD A CHOICE OF ACTION WHEN FEASIBLE.** "Would you like to sit on my lap at circle or on the floor?" Do not offer a child a choice when there is no choice. Say, "It's time to go home now" rather than "Do you want to go home?"
- **LET THE CHILDREN PLAN THEIR OWN OCCUPATION.** It is not necessary to play directly with them or provide entertainment. If they are playing with something that needs little supervision, sit in the background.
- **A CHILD IS NOT FORCED TO PARTICIPATE.** Some children need a "looking on" period before they are willing to try a new activity.

- **SUGGEST WHAT TO DO ONLY WHEN A CHILD ASKS.**
- **SUGGEST THE NEXT SPECIFIC ACT WHEN A CHILD DAWDLES.** “Where is your towel?” when a child continues washing too long.
- **USE A POSITIVE, PLEASANT APPROACH** when dealing with children. Say, “Please drink your juice, Jill”, instead of “Stop jiggling your glass.”
- **LET THE CHILDREN LEARN BY EXPERIENCE** and encourage them to do for themselves as much as possible, such as zipping their coats (I start, you zip.”), cleaning up their spilled juice, putting away play equipment or materials when they are through. Perhaps you could do it for them faster and better, but through doing it themselves, the children are learning.
- **PRAISE THE TYPE OF BEHAVIOR YOU WISH CONTINUED.** It is better to emphasize the good things and let the bad drop out of sight.
- **BE CONSISTENT.** Praise or disapproval should be consistently given for a definite type of behavior.
- **LET CHILDREN WORK THROUGH SOCIAL CONFLICTS IF THEY CAN.** Step in when it is necessary to avoid injury or to suggest a socially approved solution. Don’t correct a situation you don’t actually see.
- **DON’T INTERRUPT ANYTHING THE CHILD IS DOING WITHOUT GIVING FAIR WARNING.** Prepare the child in advance, “It is five minutes to clean up time.”
- **KEEP IN MIND THAT THE ART PROCESS IS IMPORTANT, NOT THE ART PRODUCT.** What the child makes is not as important as the actual doing. Comments about how nice a color is or what an interesting pattern the child has made are more appropriate than questions like, “What are you making?” **AVOID MAKING MODELS FOR THE CHILDREN.**
- **Remember** – These suggestions may not work all the time or every time; some will be useful at one stage of development but not at another. If it doesn’t work now, don’t discard it, **TRY IT AGAIN LATER.**
- **LEARN TO RELY ON YOUR OWN GOOD SENSE and JUDGEMENT;** trust yourself to do the right thing for both you and the children. This is meant to be a joyful learning experience.
- Above all: **RELAX!!!**

Snacks

Let’s set a great example for the children by bringing nutritional and healthy snacks to preschool. The following list is meant as a guide. Use your imagination in food presentation and have fun! Parents, please be aware that some of our kids have food allergies, some severely enough that medical intervention is necessary. Because of the different allergies some of these foods may not be an option for your class. Tree nuts include, but are not limited to, walnut, almond, hazelnut, cashew, pistachio, and Brazil nuts (great info on <http://www.foodallergy.org/allergens/treenutallergy>). Each class will determine their specific needs and will post the Allergy Information in the kitchen area.

IMPORTANT NOTE: Absolutely NO NUTS of any kind is allowed in the preschool. This includes peanut butter and peanut butter products. Please read labels to make sure the products you choose contain no nuts.

SNACK IDEAS

<u>Acceptable Snacks</u>	<u>Unacceptable Snacks</u>	<u>Acceptable Beverages</u>
Raw vegetables (for 3s/4s) Fresh fruits Dried fruits Muffins Crackers Bagels Popcorn (for 3s/4s) Cheese/Cheese Sticks Yogurt Fruit or vegetable breads (banana, zucchini, etc.) Applesauce, no sugar Pretzels Raisins Cheerios (plain only) Kix Cereal Fruit Leather	NUTS Cupcakes Brownies Candies Doughnuts Cookies Meat Soda pops	Water 100% Fruit juices Milk (Skim, 1%, or 2%) Sugar Free Lemonade Cider

When to keep your Child from School

If the child...

- has a fever or has had one in the past 24 hours.
- has or has had any vomiting or diarrhea in the past 24 hours.
- has a cold which interferes with his full participation in school activities, including going outdoors.
The child should stay home a minimum of 3 days after the onset of a cold.
- has a heavy nasal discharge.
- has a constant cough.
- is fussy, cranky or generally not himself – this is often the first symptom of oncoming illness.
is overly tired.
- is taking medication which affects his full participation in school.
- has symptoms of a communicable disease.(These include but not limited to chickenpox,common cold, head lice, measles, pink eye, ringworm, scabies, Scarlet fever, mumps, impetigo, etc.)

Whom to Call

Teacher

- Questions about school activities or curriculum
- Questions or concerns about classroom behavior
- Questions or concerns about guidance and redirection used at school
- Questions about “what to do” in the classroom

Chairperson/CoChair

- Questions about the “business” of the preschool and membership
- Question and concerns regarding volunteer job duties & volunteer hours
- Suggestions or agenda items for parent education/board meetings

Classroom Coordinator

- Questions and concerns about the participation schedule
- Questions about your “role” in the classroom
- Questions about school events, activities, and important dates

Secretary

- Questions about the minutes of business meetings
- Special thank you’s or recognitions

Treasurer

- Questions about fees and scholarships
- Questions about the annual budget or financial records

Membership

- Update contact information
- Concerns regarding leave of absences
- Enrollment/withdrawal process

Please see the Darcy Read School Directory for names and contact information.

General Safety Procedures and Practices

Each class member must agree to the following general procedures and practices prior to working with children in the preschool. Each parent working in the classroom will be asked to sign a Safety Orientation Compliance sheet. (This is to be reviewed, signed and turned in at the Parent Orientation Meeting.)

Safety Awareness:

- Coop members know location of the first aid kit.
- Coop members know location of emergency numbers.
- Coop members know location of children's medical information.
- Coop members know location of posted allergy information.
- Coop members know location and use of latex gloves.
- Coop members know correct procedure for diapering/child restroom usage.
- Coop members know policy regarding medication: never administer any medication.
- Coop members know the rules for equipment use.
- Coop members have had instruction on supervising large motor equipment.
- Coop members will carefully monitor all children, especially those who are using active equipment.
- Coop members know proper washing and disinfection of plates, cups, and utensils.
- Coop members monitor and implement a safe storage system.
 - Cleaners, bleach, etc. are stored in locked or outofreach cupboards.
 - Only adults obtain supplies from storage areas.
 - Large equipment anchored or stored flat.
 - Bins, boxes or drawers used to store items off floor.
 - Slides, balance beams, etc., stored flat.
 - Tools, scissors stay at tables where they are in use.
 - Power equipment is used and stored safely.
 - Food supplies are stored in clean, dry, pestfree area.
 - Chairs are stacked only 4 high
- Coop members and staff provide a safe learning environment by using nonpunitive discipline strategies.

General Practices

- Children are never left without adult supervision.
- Children are never left unattended in cars.
- Children are always escorted to and from the classroom. Children cannot be left in the preschool unless the teacher and two working adults are present.
- The teacher is notified before removal of any child from the classroom. Only adults with prior authorization on file can remove a child from the coop.

- Any child not enrolled in the coop cannot attend the coop's regular program. (Exceptions: open house, family nights, special event activities.)
- To prevent choking, small "swallowable" toys or parts are not available to children under 36 months.
- Two adult take children to the restroom, or for diaper changes, if parent isn't present.
- To prevent choking, foods such as nuts, hard candy, and chunk sized raw veggies are to be avoided.
- **DRMCP is a tree nut free school. Tree nuts include almonds, Brazil nuts, cashews, chestnuts, filberts/hazelnuts, macadamia nuts, pecans, pistachios, and walnuts.**
- Children must be seated when eating.
- To prevent scalding, hot beverages are not allowed in the preschool.
- **Parking is not allowed on the curb in front of the church; use parking lot or overflow lot across 223rd Street.**
- Mats are used under and around all climbing equipment.
- Coop members know and follow instructions on supervision of indoor and outdoor large muscle equipment (climbers, rocking boats, slides).
- Alcoholic beverages and smoking are not allowed at preschoolrelated events.

In addition to the above safety practices, the cooperative preschool also conducts quarterly safety checks, fire and earthquake drills, and follows the field trip guidelines.

SPECIAL WEEK INFORMATION - 3'S & 4'S CLASS

Each child in the 3's and 4's class gets a "special week" in which they get to celebrate themselves. During his/her special week the child chooses a song first during circle time, decorates and wears a crown, brings in a special snack on his/her snack day, brings a show and tell item(s) each day of class and generally receives the royal treatment from the teacher.

Special Week begins in October and is usually scheduled to fall on the parent's assigned snack day. Class representative assign Special Weeks. If you know in advance you will be out of town or a particular week won't work for you, please let your class representative know as early as possible.

Here is a brief outline to help you prepare for your child's Special Week:

Day 1 (3's and 4's)

1. Bring 10-20 pictures of your child, family and friends to post in the classroom. Most children make a simple poster of their favorite pictures of themselves and their family. (This does not need to be elaborate – we stress simplicity.)
2. Bring a book for the teacher to read to class (not too long of a book).
3. Bring a show and tell item and/or person.
4. Children will take Cinnamon or Brownie Bear home with a journal in which to write the events of life with the bear. Return the bear the following Tuesday with the journal. The teacher will read the journal to the class if the child wants.

Day 2 (3's and 4's)

1. Bring a book for the teacher to read to class (not too long of a book).
2. Bring a show and tell item and/or person.

Day 3 (4's)

1. Bring a book for the teacher to read to class (not too long of a book).
2. Bring a show and tell item and/or person.

Your Special Day Snack:

Bring anything that you and your child agree upon for snack. This is your child's chance to bring in something special. (No candy, please!) The teacher will help your child make and decorate a crown to wear and a special song will be sung during snack time. **Remember to Bring Your Camera!**

SPECIAL DAY INFORMATION - 2'S CLASS

Each child in the 2's class gets a "special day" in which they get to celebrate themselves. During her/his special day, a special crown is made and worn, and parents bring in a special treat for his/her snack day.

Special Day begins in October. The 2's teacher assigns the special day, and will inform you by the monthly event calendar. If you know in advance you will be out of town or a particular week won't work for you, please let your 2's teacher know as early as possible.

Here is a brief outline to help you prepare for your child's Special Day.

SPECIAL TREAT:

- Bring a special treat for your child's Special Day. Enough should be brought for the entire class, and please be mindful of any dietary or allergic ingredients. (No candy, please!)
- The special treat will be eaten along with the other snacks that the designated snack parent has brought in. If you wish, you can coordinate with the snack parent of that day.

Before Snack Time begins, your child will be sung to by the whole class, and will blow out a candle on a cake. **Remember to bring your camera to take pictures of this special moment!!!**

Standing Rules

1. The participating child must be age appropriate for the group enrolled in by September 1. Exceptions may be made at the discretion of the board.
2. Attendance:
Two's Class: Tuesday, Wednesday 9:30 am – 11:30 am
Three's Class: Thursday, Friday 9:30 am – 11:45 am
Four's Class: Tuesday, Wednesday, Thursday 12:30 pm – 3:00 pm
3. Arrival to preschool must be no earlier than 5 minutes before class begins. Please bring your child into the classroom. Parents who are not scheduled to work must stay in the classroom until there are 2 working parents in the classroom with the teacher. Parents are expected to pick up children on time after school. Parents will be allowed a 10minute grace period after class ends. After 10 minutes, parents will be charged \$1.00 per minute they are late. This fee is payable immediately upon the parent's arrival at school. The fee will be waived in the case of emergency. It is the parents' responsibility to notify the school if they will be late picking up their child.
4. The optimal number of students is 18 in each group. Exceptions may be made at the discretion of the board upon written request from the family.

Enrollments Fees

5. Regular tuition installment and fees are as follows:
 - 2's class: 1 day/week \$675.00 or \$75.00/month in 9 equal payments
 - 2's class: 2 days/week \$900.00 or \$100/month in 9 equal payments
 - 3's class: 2 days/week \$1125.00 or \$125/month in 9 equal payments
 - 4's class: 3 days/week \$1350.00 or \$150/month in 9 equal payment
6. Each enrollment requires a non-refundable registration fee of \$100.00 (\$50.00 due with registration \$50.00 due at orientation). Children cannot attend classes until this fee is paid.
7. There is a 5% discount for paying the entire year's tuition in advance.
 - 2's class: 1 day/week \$641.25
 - 2's class: 2 days/week \$855.00
 - 3's class: \$1068.75
 - 4's class: \$1282.50

If you have a second child attending, there is a 10% discount off the highest full tuition. With a third and fourth child attending there is a 20% discount off the highest tuition. (Third and fourth children must be from the same immediate family.)

8. Nonparticipating members are charged 1.5 times the regular monthly tuition.
 - 2's class: 1 day/week \$112.50/month;
 - 2's class: 2 days/week \$150/month
 - 3's class: \$187.50/month
 - 4's class: \$225/month

Two non participating members per class are allowed, on a first come, first serve basis. This will be decided by lottery if necessary. Requests for more than two may be considered at the discretion of the Board. Complete and return the Non-participation Request Form to the tuition lockbox for consideration. Until approved, you must continue to attend classes with your child.

9. The first month's tuition is due at the orientation meeting with eight equal payments to follow. Or, you may choose to pay the full year tuition up front.
10. If paying with credit or debit card via Square there will be an additional 3% fee.
11. All tuition payments are due on the 1st of every month. After the 10th a \$25.00 late fee will be assessed.
12. A payment reminder will be given (via email unless otherwise notified) to individuals who have not paid by the 10th. Failure to pay by the 1st of the following month may result in termination of participation in preschool classes until the balance is paid. Two or more late payments during the same school year may, at the discretion of the Board, be grounds for termination of coop membership.
13. All cases will be considered on an individual basis. Financial concerns regarding the ability to pay tuition should be discussed with the Treasurer, Chairperson or class representative in advance. Payment schedules can be arranged at the discretion of the Board.
14. We provide an opportunity to apply for scholarships. Please speak to the Treasurer about this possibility if tuition proves a hardship for your family.
15. PLEASE DO NOT DISCUSS FINANCIAL CONCERNS WITH THE TEACHER.
16. In the case of any NSF checks, the member will be assessed the amount which the bank charges the preschool's account.

17. Prorated payments will be considered for a child not starting the first week of the first month of enrollment. The prorated fee will be \$9.00 per class day attended for the month the family enrolls to be followed by full tuition payments for all subsequent months. Full tuition is due for each month, regardless of attendance. (Tuition secures your spot in the preschool.) Special cases will be considered on an individual basis at the discretion of the Board.

Termination

1. A member may be asked to withdraw his/her child if that child exhibits behavior that interferes with the safety and welfare of the group. Before such action is taken, all efforts will be made to help the child and the family control such behavior.
2. Members should provide 30 days written notice prior to terminating with the preschool in order to settle all fees and charges. However, all cases of termination will be considered on an individual basis. Members who terminate owing past due fees and charges shall not be allowed to register other children or reregister the same child in the preschool until all balances are paid.
3. Failure to comply with membership obligations may be considered grounds for termination.

Member Obligations

A cooperative preschool is a unique educational program that is operated by a group of parents who take an active interest in their children's first educational experience. Parents help the teacher in the classroom, are given opportunities for education in child development and parenting skills, and are involved in policy and decision-making. We need each and every member of the coop to actively participate in the operation of our preschool. YOU are what makes our cooperative preschool thrive!!!

1. Parents are REQUIRED to attend monthly parent meetings. Parenting meetings are an integral part of the cooperative experience and are meant as learning and sharing times with other parents with the similar concerns, interests, and problems. Parent meetings are held in the preschool on the third Tuesday of each month at 6:00 pm. Childcare is available by advance sign up.
2. Parents must participate as working parents in the classroom. If a parent is unable to attend class on their specified working day, it is the responsibility of that parent to find a substitute to work for them that day. Parents or caregivers with more than 1 child in a class will be expected to work 2 days.
3. All parents are required to participate financially in preschool fundraisers or to make a monetary donation. Financial donation is NOT a substitution for fulfilling volunteer hours.
4. Participation in preschool activities is required for the efficient functioning of our preschool. Each family is REQUIRED to give 14 volunteer hours per academic year. Hours may be fulfilled by:
 - Board member – 12 hours
 - Parent Meeting attendance – 1 hour per meeting
 - Parent Volunteer Jobs – 4 hours or more (You will sign up for a job during the first parent meeting.
 - Special projects such as classroom maintenance, set up/tear down, wash towels/toys, etc. determined on a project by project basis.

Any member wishing to initiate an amendment may do so by presenting it to the chairperson. A rule may then be amended by the majority vote of the membership. Other operational rules may be amended at the discretion of the board of directors. Questions and suggestions are welcome. Please feel free to direct any questions, suggestions or concerns about your child or about the preschool to your teacher, chairperson or class representative.

Parent Participation Agreement

1. Parents/caregivers are required to attend monthly parent meetings.
2. Children and working parents/caregivers are expected to arrive and leave on time.
 - 2's class Tuesday & Wednesday 9:30am 11:30a
 - 3's class: Thursday & Friday 9:30am 11:45am
 - 4's class: Tuesday, Wednesday & Thursday 12:30pm 3:00pm
3. Tuition is due every first of the month. After the 10th of the month, a late fee of \$25 will be assessed unless prior payment arrangements has been agreed upon with the treasurer.
4. All registered families are required to fulfill four hour clean up time. This is to ensure our classrooms is safe and items used most by the children are sanitized. If hours are not fulfilled a postdated check for \$75 written in the beginning of the year will be deposited at the end of the school year.
5. All registered families are encouraged to participate financially in the preschool fundraisers or make a monetary donation to the school.
6. All registered families are required to give 14 hours per academic year. About nine hours dedicated to parent education classes/meetings counts towards this requirement at a rate of 1 hour per sessions (9 hours). This leaves 5 hours to contribute to other projects and events the school puts together. If hours are not fulfilled a postdated check for \$100 written in the beginning of the year will be deposited at the end of the school year.
7. Parents/caregivers must notify their classroom representatives and/or teacher ASAP if you are unable to work the scheduled classroom workday and arrange a substitute. Class directory is available and is also located the classroom.
8. Abide to the best of your abilities, the procedures, practices, and obligations that was established in order to follow the guidelines of a cooperative structure.

Print Name

Signature

Date

Print Name

Signature

Date