

**CAMAS WASHOUGAL CO-OP PRESCHOOL
PARENT HANDBOOK
2017-2018**

Camas-Washougal



Parent Co-op
Preschool

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Welcome!

Welcome to the Camas-Washougal Parent Co-op Preschool! In this handbook, we hope you will find information and helpful hints that will enable both your child and you to have a great preschool year. We encourage you to read this handbook, familiarize yourself with your school, and keep it as a handy reference during the school year.

After thoroughly reading the handbook, use the link provided via email to electronically acknowledge that you have read and understood the information and guidelines. If you would rather, you can print the acknowledgement form (a link to the form will be provided in the email) and return the form to the Registrar. **Please electronically acknowledge or return the completed form before or on the first day of school.** If you would like a paper copy of this handbook, please contact an Executive Board Member and we would be happy to provide you with a copy.

Our hope is that by providing you with this information, we can all have a successful year—one that you and your child will remember fondly as the time you went to school together!

The Co-op Philosophy

This cooperative preschool is run by an Executive Board, consisting of co-op parents, and by a Parent Board, which is made up of **all** co-op parents. The entire administration and maintenance of the school, including such responsibilities as hiring Teachers, making classroom purchases, recruiting new students, paying bills, fundraising, planning field trips, and cleaning and repairing facilities and equipment, are all done by parents. The Teachers are the only paid employees. Because of this, we are able to keep tuition and registration fees low while maintaining the highest teaching standards. The privilege of having our children attend school here is made possible in some part by the tuition we pay, but to a much greater degree by the hard work contributed by the parents. The combined efforts of our fantastic educators and each family, all of whom play a very important role in the success of our school, enable the preschool to come together and maintain our excellent and long-standing reputation in the community.

Our goal is to provide a positive introductory learning experience for two-, three-, and four-year-old children as a preparation for elementary education. This is accomplished through a cooperative effort between Teachers and parents. We offer a flexible program, which includes free time to play with age-appropriate toys, arts and crafts, sharing time, music experiences, cooking and eating, nature observation, reading and story time, and field trips.

We help children learn the importance of being a good listener, how to get along with peers and adults, how to be self-organized, and all of the important skills needed for kindergarten. We teach a pre-kindergarten curriculum to classes for four-year-olds. It is theme-based and teaches skills such as writing, cutting, gluing, and following directions, as well as counting and the recognition of letters, numbers, patterns, and shapes.

Nondiscrimination Policy

All classes affiliated with the Camas-Washougal Parent Co-op Preschool adhere to the following nondiscrimination policy: We admit students of any religion, race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the school. There is no discrimination on the basis of religion, race, color, or national or ethnic origin in the administration of educational or admissions policies.

Privacy Policy

It is the policy of the preschool that class lists and the Teachers' contact information will not be distributed to anyone outside of the preschool. In addition, these lists are not to be used as mailing lists for personal or business reasons. Please respect the privacy of the Teachers and other parents and do not give out names, addresses, phone numbers, or other personal information. When you dispose of these lists, please be sure to dispose of them properly (shredding or burning); do NOT simply recycle them.

In most cases, the preschool does not allow any business information or solicitations to be distributed through the children's folders at school. If space is available, advertisements for parents' home-based businesses or for businesses that make donations or offer discounts to the preschool may be placed in children's folders at school, in the newsletter, or on the bulletin board, with the permission of the Executive Board.

It is the policy of the preschool that forms containing personal information that you have submitted to us (including WSP forms, contact info, etc.) will be destroyed at the end of the school year. If you have any questions about this, please contact the Registrar.

What to Expect By Class Level

4s Class - This class will prepare your child socially and emotionally for Kindergarten. Through co-operation during open classroom play, small group time, and large motor play outside and in the gym, your child will learn useful language skills needed for appropriate communication with peers and adults. He or she will practice problem-solving skills to work out situations.

The curriculum also incorporates early academics through literature, social studies, music, and science. Small group time offers children an opportunity to work on their listening skills, sharpen their ability to follow directions, and develop fine motor skills. The curriculum includes focus on the alphabet (both letter recognition and sounds) and provides opportunities to work with numbers in a meaningful way. Activities are age-appropriate and hands-on for active and fun learning. We realize that all children learn at different levels. We appreciate each child as an individual and will include all children in every aspect of our curriculum without undue pressure.

3s Class - This class introduces many children to their first school experience and will prepare them for the 4s class the following year. It offers children a chance to develop self-expression, strengthen fine motor and gross motor skills, and to learn to work within a classroom routine. Children are taught social skills that provide them with tools for problem solving and cooperating with friends.

The curriculum connects children to the world they are beginning to explore with age-appropriate and hands-on projects. They are introduced to letter recognition, phonics, and number sense through games, stories, and songs. Activities offer a range of skills to meet students' individual needs in a fun and supportive environment.

2s Class - The 2s class is designed to allow your child the opportunity to develop through play and a variety of hands-on experiences. We recognize each child as a unique individual who will progress at their own pace; however, by the end of the year, our greatest accomplishment will be language development and socialization in a classroom setting. We'll accomplish this by playing with boys and girls of the same age and development. Children learn to share, take turns, play with age-appropriate toys, sing songs, develop self-expression, learn new skills, and interact with adults other than their parents.

Class Start and Stop Times

Preschool begins at **9:00 a.m.** for morning classes and at **12:30 p.m.** for afternoon classes. You may sign your child in no earlier than 5 minutes before class starts; that is, at **8:55 a.m.** and **12:25 p.m.** Please do not arrive any earlier, as our Teachers are using that time to prepare for classes.

We require that you walk your child into the school and sign him/her in on the sign-in sheet. All parents must stay at school until the Helping Parent arrives or someone volunteers to take their place. Be sure you know who the Helping Parent for the day is before leaving. **Please observe the correct parking areas and do not leave other children in your car while you come into the school.**

BE ON TIME! Give your child the benefit of the entire class time and be respectful of our Teachers and the other students who are on time and ready for class to start. Often the Teachers are waiting for everyone to arrive before starting a project.

Preschool ends at **11:30 a.m.** for morning classes and at **3:00 p.m.** for afternoon classes. Again, **BE ON TIME!** It can be scary for a preschooler if mom or dad isn't there when all of the other parents are. If you are delayed for any reason, please call the school at 360-834-6244 to let the Teacher know.

If you are chronically late for drop off and/or pick up, consequences will be implemented (please see Consequences, page 9).

Inclement Weather Days

Our school conforms to the Camas School District weather delays and closures. Please tune in to your local TV and radio stations for delay and closure information. If the Camas School District closes for the day, CW Co-op will close for the day. If Camas School District is delayed, only our **morning** classes are cancelled; afternoon classes will be held as scheduled. The Registrar will send an e-mail if classes have been cancelled, and notification of cancelled classes will be posted on our Facebook Page. If you call the Preschool at 360-834-6244, the voicemail message will advise of any class cancellations. You may also sign up for Remind alerts to receive text messages: go to <https://www.remind.com/join/cwpa> - OR- text the message @cwpa to the number **81010**. Please also consider subscribing online to the Camas School District's Flash Alert service at <http://www.flashalert.net/news.html?id=21> to receive emergency alerts.

Sometimes the weather changes after you drop your child off at school. The Teachers may have to make a decision to end class early to ensure everyone's safety. Be sure that your Teacher knows how to reach you. Notify the Registrar if your contact information changes.

As you know, the weather here in the Northwest may change at any time. Please make sure that your child comes to school each day in comfortable, weather-appropriate clothes and shoes with a jacket or sweatshirt for time outside. Write your child's name in everything, including his/her bag or backpack.

School Holidays

Our school conforms to the Camas School District school holidays. Note that this **does not include In-Service days**, on which preschool **will** be in session unless noted. Please refer regularly to the School Year Calendar that was provided to you.

Helping Parent Requirements

Every family in the preschool is obligated to help in the classroom. This duty is performed by an adult of your choice (mom, dad, grandparent/relative, babysitter, neighbor, etc.). Every adult who works in the classroom or helps on field trips must fill out and return a "Washington State Patrol – Crimes Against Children" form or an Oregon Criminal Background (with background check fee) form, or provide a background check in the state of their residence, to the Registrar before helping in class. The WSP and OCB forms were mailed to you over the summer, and extra copies are also available at the school and on our website. After we check to see that your name does not come up on the WSP or Oregon Background Check reports, our Teachers are then provided with current information about who is allowed to work with our children.

If, for any reason, you choose not to fill out a Background Check form, no questions will be asked. However, you will not be allowed to work with the students until you have submitted one. The fee for the Oregon Background Check for the 2016-2017 school year is \$10. If the State of Oregon fee increases, we will advise before we initiate the background check.

Helping Parents need to arrive **20 minutes** before class starts (8:40 a.m. and 12:10 p.m.). Only on this day (and only if you are 20 minutes early) are you allowed to park in the lower parking lot. If you are chronically late as Helping Parent, consequences will be implemented (please see Consequences, page 9). Arrive ready to help the Teacher. Bring a healthy snack for the entire class, ready to serve with no extra preparation. Some guidelines for healthy snacks are given in a later section (Healthy Snacks, page 5). You are encouraged to use water as the beverage for snack time.

Helping Parents help the Teacher get ready for class, help throughout the class at the Teacher's direction, and stay after class to clean up and prepare the classroom for the next class.

If you are unable to work in the classroom, you may hire a substitute Helping Parent to take your place. These are other parents from your class who have agreed to substitute. The cost is \$20. You are responsible for arranging for a substitute (do not call the Classroom Coordinator) and for paying that parent directly. You may also trade helping days with another parent. We ask that you mark any changes on the Helping Parent calendar posted outside the classroom so the Teachers know whom to expect that day.

Please note that there must be a Helping Parent, or there will be **no class** that day. WE WILL NOT MAKE UP CLASSES THAT ARE CANCELLED BECAUSE THERE IS NO HELPING PARENT. All parents must stay at school until the Helping Parent arrives or someone volunteers to take their place.

Please do not wear inappropriate or revealing clothing when you are helping in the classroom. The attire of our Helping Parents contributes directly to the impression we make upon visitors to the school and thereby to our reputation in the community.

Cell phone use is permitted in class for photo-taking purposes. Please do not email, text, or access social media sites during class time. Making or receiving calls during class is only allowed in an emergency situation.

Remember that the day you are the Helping Parent is a very special day for your child. Because we want your focus to be on your child and his/her class, we do not allow siblings in class. When you are scheduled to be the Helping Parent, please make any childcare arrangements for other children well in advance.

Potty Training Policy

2s Classroom:

- Children in the 2s classroom are **NOT** required to be potty trained. If your child is in diapers, please bring diapers, wipes, and a change of clothing in their backpack each class.
- Helping Parents are responsible for changing diapers during class time. For every child's safety and well-being during any diaper changes, the Helping Parent will leave the bathroom door propped open, use gloves, and dispose of diapers in a plastic bag. These procedures are posted above the changing table.
- If your child is transitioning from diapers to underwear, we recommend using Pull-ups during class. Teachers and Helping Parents will make every effort to encourage your child and offer potty breaks, but accidents happen. We ask that you pack additional clothing and a Pull-up in your child's backpack and let your teacher know if your child is in this transition period.
- If you have any specific concerns or requests, please speak with your teacher directly.

3s Classroom:

- Children in the 3s classes should be potty trained or transitioning by the beginning of school.
- If your child is transitioning and wearing Pull-ups, please notify your teacher.
- Children in these classes will be escorted to the bathroom with an adult but need to be independent when it comes to cleaning themselves.
- Three accidents in one month requiring Pull-up or clothing changes may result in the child needing to stay home from school for two weeks to work on potty training before returning to school. Tuition will not be reimbursed for time spent potty training at home.

4s Classroom:

- Children in the 4s classes are required to be potty trained and should be completely independent when visiting the bathroom.
- After the first month of school, children will be visiting the bathroom on their own and should be independent in cleaning themselves; pulling up and down their pants, tights, and/or skirts; fastening zippers, snaps, and buttons; and working with belts. Please dress your child appropriately to make it easier for them.

Field Trips

All of the field trips (except walking field trips) are listed on the School Year Calendar. Please note the day your child is scheduled to go. Your child may not be going on his/her regularly scheduled day of school. Any adult who has filled out a state Background Check form and passed may go on the bus. Siblings are welcome to attend but may not ride on the bus.

Memory Books

Memory Books will be available for purchase by the parents of each student at the end of the year. There will be a separate book for each class. We need your help in order to make this a success! Your classroom Memory Book Photographer is not responsible for being at every function for your child's class. They are responsible for obtaining pictures, however. Please take note of your Class Photographer on your class roster, and be sure to send any pictures you take of field trips and class performances. Pay particular attention to the Teacher's calendar. Note any special days (i.e. Teddy Bear Picnic) on which you are the Helping Parent, and be sure to bring your camera. In order for this project to be truly special at the end of the year, we need everyone's enthusiastic support!

Allergies, Medical Conditions, and Medication

You are responsible for completing an Allergy/Medical Conditions Form and notifying the Teacher via email prior to starting school if your child has a medical condition that may affect the teaching of the class or an allergy. Information about food allergies shall be posted in the classroom as a guideline for the Teacher and Helping Parent. All parents at the preschool will be required to learn the preschool's allergy protocol (see below). The parent(s) of a child with a medical condition or allergy are required to be available by cell phone at all times during the time the child is at school in case of an emergency. If there is a medical emergency, 9-1-1 will be called.

Allergy Protocol:

- Peanut or tree nut products, and products that may contain peanuts or tree nuts, are not allowed in any snacks brought into the Preschool.
- All snacks and baked goods brought into the preschool with more than one ingredient must be accompanied by an ingredient list (original store packaging or recipe if homemade).
- Snacks brought into the school should not contain any of the items listed on your class' allergy list.
- Teachers will double check the snack brought by the helping parent against the class allergy list. If the snack contains an ingredient(s) found on the class allergy list, the snack will not be served to the class and a safe back-up snack will be provided.
- If the child has a serious or life-threatening allergy, the parent of the child with the allergy shall also double check the ingredient list for the snack at the start of each class.
- To adhere to the school's allergy policy, for the safety of our students and to avoid additional mess, food or drink will not be allowed in the gym and/or outside playground.








If your child requires daily/occasional medication, it is preferred that you arrange for administration times outside of regular school hours. However, if this is not possible, in order for your child to receive medication at school, the *Authorization for Medication/Treatment at School* form must be completed by the licensed health provider and the parent/legal guardian prior to administration of any medication (prescribed or over-the-counter) or treatment at school. The form is available in both classrooms. All medications must be brought to the school by the parent/guardian in the original pharmacy bottle. Do not send medication with your child.

Healthy Snacks

The following is a list of suggestions for healthy snacks. As parents, we want to teach healthy eating habits to our children, especially with childhood obesity and diabetes on the rise. Think of bringing a simple combination from two food groups. To cut down on waste, please bring smaller portions. There is not a lot of time to prep your snack. Please bring all items ready to serve (e.g., pre-popped popcorn).

If your child is allergic to any kind of food, you will have notified the school on previously-completed forms. A list of allergies will be maintained in the classroom and on the Helping Parent calendar as a reminder to all parents. All Helping Parents should keep abreast of the children's allergies in their class so that they can prepare snacks accordingly. Parents of children with allergies should work with Teachers to check snacks prior to class and keep a spare snack in the child's backpack. Nuts, nut products, and items manufactured in a facility that processes nuts are not allowed. All snacks containing more than one ingredient need to be accompanied by an ingredient list.

Snack Examples:

-  Cheese cubes or sticks with crackers (avoid processed cheese and crackers)
-  1/2 wheat bagel and cream cheese
-  Whole grain crackers
-  Lower fat pre-popped popcorn
-  Fresh fruit: bananas, grapes, apples, kiwi fruit, pears, pineapple, mangoes, oranges, strawberries, blueberries, melon cubes, etc.
-  Vegetables: celery, carrots, red peppers, snap peas, etc., with low-fat dip
-  Dried fruit: raisins, apricots, unsweetened pineapple, apples, plums, or mangoes

Beverages: Water is the preferred beverage for snack time. The pitchers from the classrooms can be filled at the kitchen faucet. Please don't feel obligated to buy a special drink.

2s Classes: There are two Helping Parents for each class in the 2s classes. The name listed first on the calendar will bring a grain, dairy, and/or protein item for snack time. The name listed second will bring a fruit and/or vegetable item for snack time.

Birthdays: In keeping with our belief in healthy snacks, please do not bring large cupcakes to school for your child's birthday celebration. Consider smaller cupcakes, muffins, or oatmeal cookies instead.

Parent Board Meetings

One of the great things about belonging to a co-op preschool is you truly have a voice in your child's education! Every parent in our school is automatically a member of the Parent Board.

Each family is required to attend **at least two** of the five Parent Board meetings during the school year in addition to the mandatory Orientation meeting before school begins. Meetings are held in October, November, January, February, and April. Please refer to the School Year Calendar for scheduled dates. These are held at 7:00 p.m. in the gym. We provide childcare for up to 32 children at these meetings. Sign-up sheets will be posted on the hall bulletin board one week before each meeting. Siblings may attend childcare so long as their parent has signed a release (available at childcare drop-off). At these meetings, we discuss many aspects of our school, including fundraisers, field trips, and financial information. We also vote on issues that are important to the management of the preschool. If you haven't attended one meeting before registration, you will not be allowed to register during Returning Parent Registration for the next school year.

Parent Jobs

All families are required to hold a school job, in addition to performing their Helping Parent duties in the classroom. The jobs are assumed on a per-child basis (e.g., if you have two children in the preschool, you have two jobs). Because our preschool is a cooperative school, each job is important for the efficient running of our organization. If you do not do your job, everyone will be affected. If you find that you have a conflict or problem with your job, please contact the Vice President.

Fundraisers

In an effort to keep fundraising to a minimum, we have scheduled two fundraisers this year. These will be Payback Book Sales and Pie Sales. While fundraising is only a small percentage of the preschool's overall budget, it is vital to C-W Coop's financial health. Everyone's participation will allow us to accomplish this goal and keep our budget on track!

Payback Book Pre-sales begin during the summer. The following options are ways you can do your part in helping each child earn \$40.00 for this fundraiser:

- Sell 4 books. These are similar to Entertainment Books, but they support local businesses. The selling price is \$20.00 per book, and the preschool keeps \$10.00 from every book sold.
- Payback Book Buyout: If you choose not to participate in selling Payback Books, please contribute \$40.00 to the preschool. This will ensure that we make our goal and stay on budget!
- Combination of both: You may choose to purchase/sell less than 4 books. If you participate in selling less than 4 books, please contribute the remaining amount to ensure we reach our goal of earning \$40 per student.

The Pie Sale is our second fundraiser of the year. Pie orders will start on September 19th and will be due on October 7th. The frozen pies, cobblers, and fruits will be available for pickup during a two-hour window (TBD) on Wednesday, October 26th.

The Executive Board

The administrative duties of the school are carried out by the nine-person Executive Board, which consists of a President, Vice-President, Treasurer, Secretary, Registrar, Fundraising Officer, Maintenance Officer, Supply Officer, and the Teacher Representative. The President is elected by the Parent Board in January of the previous year. All other positions, except the Teacher Representative, are chosen by majority vote of the current Executive Board. Excluding the Teacher Representative, all persons on the Executive Board are required to have at least one child attending the preschool. When a position on the Executive Board becomes available, an announcement is made at the Parent Board meeting and via email, and a notice is posted on the bulletin board with a job description, job requirements, and a sign-up sheet. Several members of the Executive Board then conduct interviews and make recommendations. A vote is then taken by the Executive Board.

The Executive Board meets once a month year-round to make important decisions about the preschool, determine a budget, and to discuss fundraisers, maintenance, and other pertinent issues. In addition, each member carries out a number of specific duties as part of the job. These unpaid positions are compensated with waived tuition for one child and pre-registration. If you have any questions about the job functions of the Executive Board, or if you are interested in volunteering more of your time to the preschool, please contact the President.

Absences

If your child is ill or unable to attend class for any reason, please call the preschool at 360-834-6244 and leave a voice message for your Teacher. We suggest entering this number into your mobile phone for easy access.

If your child has an appointment that will require him/her to arrive late or leave early, please notify your Teacher in writing beforehand, if possible.

If your child will miss class due to vacation or another engagement, please notify your Teacher in writing about the dates your child will be gone and when your child will return to class.

Illnesses

Your child's health is a parental responsibility. Check with your child's doctor to be sure that his/her immunizations are up-to-date. **A signed copy of your child's immunization record must be on file with the Registrar before the start of school, or your child will not be allowed to attend class.**

Because illness spreads quickly at preschool, please keep children home who display any of these symptoms:

- ⊗ Cough
- ⊗ Inflamed eyes
- ⊗ Sore throat
- ⊗ Earache
- ⊗ Skin rash
- ⊗ Unusual fatigue or irritability
- ⊗ Fever
- ⊗ Diarrhea or vomiting

If symptoms are severe or prolonged, consult with your doctor. Notify your Teacher as soon as possible if your child develops a highly communicable disease (e.g., chickenpox, fifth disease, impetigo, or lice) so that other parents can be made aware.

In the event that a doctor-diagnosed case of an infectious disease is reported to the Executive Board, the Co-op will work with Clark County Public Health to plan an appropriate course of action for the specific situation.

Parking Rules

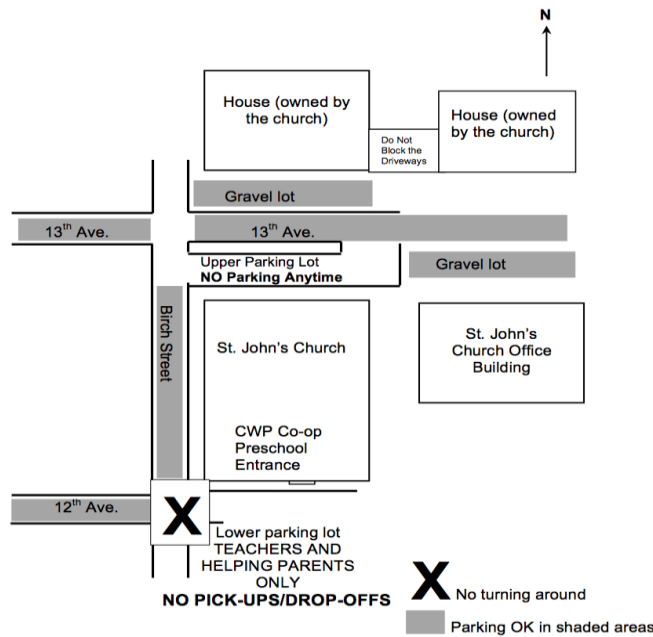
For the safety and protection of our students, we have adopted the following parking rules (see illustration below):

1. There is **no parking** in the lower lot of the school unless you are a Teacher, Helping Parent, or have a handicapped parking permit.
2. There is **no parking** in the upper church parking lot at any time. This lot is reserved for church use only.
3. There are **no U-turns** permitted at the corner of 12th Ave. and Birch St. or near school grounds.
4. **Do not cross traffic** to park on the wrong side of the road; please park on the correct side of the road with the direction of traffic at all times.

If you violate the parking rules, consequences will be implemented (please see Consequences, next section).

You may park on either side of Birch St., 12th Ave., 13th Ave., and in the gravel lots next to 13th Ave. Please do not block driveways or mailboxes, and always be courteous and respectful of our neighbors as you are coming and going to and from school.

It is up to you to follow these rules at all times in order to ensure the safety of our students.



Consequences

Keeping the preschool running smoothly is a collaborative effort. To be consistent and fair to all preschool families, we have established the following consequences, which may be implemented for regular tardiness as Helping Parent, parking violations, or chronically late drop off and/or pick up.

- After the first offense, a note will be sent home in your child's folder and you will receive an email from an Executive Board Member.
- After the second offense, you will receive a call from an Executive Board Member.
- After the third offense, you will be required to pay a fine as determined by the Policy & Procedures Manual.
- If needed, additional consequences will be determined by the Executive Board on a case-by-case basis.

Safety Procedures

To ensure the safety of our students and staff during class time, the outside door will be locked 15 minutes after classes begin. The door will be unlocked 10 minutes prior to class ending. If you have an emergency or need early admittance, please call the preschool at 360-834-6244. You can also use the doorbell to the right of the entrance at adult eye level. It rings in the 4s classroom, and the assistant will come and open the door for you. **The only entrance to the preschool is through the door by the lower parking lot. Do not enter through the church.**

Please walk your child into and out of the school each day following our Pick Up procedures (see the following section). To avoid accidents with vehicles or other persons, please do not let your child(ren) run ahead of you. For safety reasons, we do not allow U-turns near the school, and only the Teachers, Helping Parents, and people with handicapped parking permits are allowed to park in the lower lot.

We also ask that you do not leave siblings or other children in your car and/or leave your car running while you drop off or pick up your child.

For the safety of our children, Helping Parents, and staff members, we must prevent a one-on-one situation with a child. When changing a child's diaper, the adult bathroom door should be propped open using the doorstop. When taking potty-trained children to the children's bathroom, every effort should be made to take more than one child at a time when possible.

Helping Parents are, by law, mandatory reporters of suspected child abuse or neglect. If you see something that leads you to suspect that a child is being abused or neglected, then you should fill out an incident report form (see next paragraph) and/or discuss the situation with the President. If the President is unreachable, the Vice President should be contacted. If the President and Vice President are both unavailable, contact another Executive Board Member. The reporting should take place within 24 hours of the incident. You also have the option of contacting Child Protective Services (CPS) directly. Contact information for CPS is also available in the Child Abuse and Neglect binder in the 4s classroom.

Incident report forms can be found in labeled file folders in the hanging folder bins at the check-in station of each classroom, as well as the Child Abuse and Neglect binder next to the phone in the 4s classroom. You can submit an incident report form anonymously by placing the report in the Comment Box mounted in the hallway. If desired, the form can be placed in an envelope and addressed to a specific Teacher or Executive Board Member and placed in the Comment Box.

If a child is in immediate danger, or if it would place a child in danger to release them at the end of class, the Teacher, Assistant Teacher, or Helping Parent should call 9-1-1.

Pick Up Procedures

Please be sure to share these procedures with every person (grandparents, friends, etc.) who will be picking up your child(ren). Anyone picking up children at the school will be expected to follow these procedures.

Picking up children from the outdoor playground:

1. Enter through the front doors of the school building (not the gate to the playground).
2. Go directly to your child's classroom, sign him/her out, and pick up your child's folder and any items from his/her assigned hook.
3. Go through the gym and enter the playground to pick up your child.
4. Have your child say good-bye to his/her Teacher, then check out with the Assistant Teacher before you exit the playground through the gate to the lower parking lot.

The doors leading from the gym to the playground are closed and locked during outdoor recess to ensure that children do not leave the playground unsupervised. Please do not prop this door open. If you must reenter the building (such as to use the bathroom), please use the front doors.

Picking up children from the indoor gym:

1. Enter through the front doors of the school building.

2. Go directly to your child's classroom, sign him/her out, and pick up your child's folder and any items from his/her assigned hook.
3. Go into the gym through the doors directly across from the 2s/3s classroom.
4. Have your child say good-bye to his/her Teacher, then check out with the Assistant Teacher before you exit through the farthest south doors of the gym. Then exit through the main doors of the preschool.

These procedures ensure one point of entry and one point of exit, as is the procedure for Camas elementary schools. The checkout system assures Teachers that your child has left with the appropriate person.

As a Co-op Preschool, we encourage the relationships that are fostered between families. Pick-up has become a popular time to socialize. Please be aware that once your child is checked out with the Assistant Teacher, the safety of your child(ren) is your responsibility. We ask that you check out with the Assistant Teacher in a quick and efficient manner so our teachers have the ability to take their lunch and prep before the next class.

Tuition

The balance of your first trimester's tuition is due at Orientation prior to the start of school. Tuition must be paid to the Treasurer every trimester. Payment must be made **on or before** the due date. You should receive a sheet detailing your tuition amounts and due dates for the current school year with the pre-orientation paperwork mailed in July. There are lockboxes in both classrooms for your convenience. Any special financial arrangements need to be addressed on an individual basis with the Treasurer and approved by the President.

There are no late fees. However, **if payment is not received by the due date, the child(ren) will not be able to attend class** until payment is received.

Tuition will not be reduced in the event of a child's absence from school due to illness or other reasons. See the next section for information about tuition reimbursement if your child is withdrawing from the preschool.

Families having two children enrolled at the same time will get 10% off the lower of the two tuitions. Families having three or more children will get 10% off each additional child's tuition after the first full tuition. In this case, the discount will apply to the lowest tuition amounts.

If you have any questions regarding tuition payment or other financial needs, please contact the Treasurer.

Withdrawal from the Preschool

If, for some reason, you need to withdraw from the preschool before the end of the year, please notify the Registrar as soon as possible in writing with the date of your child's intended last day of class and the reason for withdrawal. You may email the Registrar at registrar@cwcoop.org, submit a letter in the "Registrar" folder at school, or mail a letter to the Registrar: P.O. Box 796, Camas, WA, 98607.

For withdrawals prior to Returning Parent Registration, we must receive written notification at least two weeks before the withdrawal date. If the withdrawal date is prior to Returning Parent Registration and the proper two-week notification is given, any prepaid tuition, less the two-week notification period, will be refunded. No tuition refunds will be given for withdrawal notices received after Returning Parent Registration.

Please also notify your Teacher of your plans to withdraw your child from the preschool.

Discipline Policy

The Teachers will use the best form of discipline for the child's age, maturity, and frequency of behavior. In most cases and with most children, the following 4 steps are used quietly throughout the year to solve normal behavioral problems that most preschool-aged children encounter while learning to socialize with their peers.

- 1. Give choices. Choices encourage children to feel responsible for their own behavior.**

- The child or children involved will be given choices. They must choose one. Example: “You may choose to remain in the block area and keep your hands from knocking over your friend’s buildings, or you may choose another area to play instead.” Once the choice is made, the child must follow the rules.

2. Re-direction. Re-direction helps children learn how to accomplish what they want in acceptable ways.

- A child who is having problems in one area of the classroom will be re-directed to another area or activity by a Teacher. The Teacher will help get them situated and feeling comfortable before leaving him on his own to play with his peers. Example: “I see you want to knock some blocks over. Let’s come over here away from your friends and build a tower that you can knock down.”

3. Natural Consequences. These help children learn the consequences of their choices.

- The Teacher will enforce the natural consequences of a child’s choice. Example: “I see you still choose to knock over your friend’s buildings. You are done in the block area and may choose to play somewhere else. You may try the blocks again later.”

4. Give appropriate words and/or actions to solve a problem.

- a. The children involved will be asked to explain what is wrong.
- b. The Teacher will give each child appropriate words to work out the situation. Example: Child 1 will be given words to ask Child 2 for the toy they are arguing over, such as, “May I please use that block when you are done with it?” Child 2 will be given the words “I will give it to you when I am finished playing with it.”
- c. If a child is either physically hurt or has had his/her feelings hurt, the Teacher will ask/help them to tell the other child how it made them feel when that child hurt him/her.

***Parent’s Role -- Promote a supportive atmosphere.**

1. If your child is being affected by another child’s behavior, please speak directly to your child’s Teacher first. Arrange a time to talk about your concerns by phone or in person.
2. If you have followed step one and don’t feel that your concerns are being addressed, speak to another Teacher, the Executive Board President, or another Executive Board member.
3. Please respect the privacy of all children and adults. Never talk about someone else’s child or about another parent to other parents. This is especially important when you are the Helping Parent.
4. On days when you are the Helping Parent, please allow the Teacher to be the one to inform parents of any disciplinary matters that have transpired.

More challenging behavior will be addressed with individual parents by the Teacher using the Discipline/Behavior Policy below. The Teacher(s) and parent(s) will work together to form a plan to help the child learn appropriate behavior.

Discipline/Behavior Policy

- 1) If, after an appropriate length of time (to be decided by the Teacher, dependent upon the child’s age and maturity), a child is not responding to normal behavioral guidelines, the Teacher will do the following:
 - a) Discuss the situation with the parent(s) privately.
 - b) Implement a plan of action with input from the parent(s).
 - c) Begin documenting behavior and how it was addressed.
 - d) Email President with pertinent information and plan of action.
 - e) File an Incident Report if, at any time, the child harms themselves or another person.
 - i) The harmed child will be consoled, and/or treated, and given words to express their feelings to the child who harmed them.
 - ii) The harmed child’s parent(s) will be notified of the incident at pick-up, if feasible, or as soon as possible thereafter.
 - f) If the plan of action does not work within an appropriate length of time, or if an Incident Report is filed, then step 2 will be taken.
- 2) A conference will be scheduled with the child’s Teacher, a second Teacher, and the parent(s). Together, they will do the following:
 - a) Review the harmful behavior taking place.
 - b) Discuss other issues that may be affecting the child.
 - c) Develop a written three-week plan of behavior modification for the classroom and the home.
 - d) Review additional resources, such as reading materials.

- e) Come to an understanding that the goal of the three-week plan is to modify the child's behavior for continued success after the three-week timeframe and throughout their enrollment in the preschool.
- 3) Following the conference and based on the agreed upon three-week behavior modification plan, these actions will be taken:
- a) The student's Teacher will inform the President of the meeting and the terms of the three-week plan of behavior modification.
 - b) The student's Teacher and the parent(s) will document behavior at school and at home, and record how it was addressed, in order to track how parent and Teacher response to the child affects the child's behavior.
- 4) The child's behavior will determine further action, as follows:
- a) The child's behavior improves.
 - i) The child and parents receive feedback from the Teacher.
 - ii) Supported by his/her Teacher and parent(s), the child continues to adhere to the behavior standards of the classroom.
 - b) The same behavior or a different harmful behavior occurs within the three-week period.
 - i) Teachers and parent(s) will repeat step 2 of the Discipline/Behavior Policy and meet to reassess the current plan, changing it for greater impact if necessary.
 - ii) If the behavior is one that warrants another Incident Report, step 5 will be taken immediately.
 - c) The same harmful behavior occurs *after* the three-week timeframe.
 - i) Parent(s) will be notified of the behavior.
 - ii) Step 5 will be taken.
- 5) A special meeting will be called to determine removal of the student from the preschool.
- a) The meeting will include the student's Teacher, a second Teacher, the child's parent(s), and one Executive Board member (usually the President).
 - b) Removal from the preschool will occur if no satisfactory solution can be determined. The removal may be either:
 - i) Temporary – The amount of time away and conditions for return will be determined by the Executive Board and the two Teachers involved in earlier discussions.
 - ii) Permanent – As approved by the Executive Board and the two Teachers involved in earlier discussions. The student will not be allowed to return for the remainder of the year.
 - c) Families of children removed from the school, either temporarily or permanently, per the Bylaws, are not eligible for tuition reimbursement.

Concluding Remarks & Contact Information

We hope that any questions you might have about this preschool or our procedures have been addressed in this handbook. If you have further questions, concerns, or comments, please feel free to contact the President or any Executive Board member at any time. Our contact information is as follows:

Executive Board

		Phone #	Email
Julie Taylor	President	503-888-1210	president@cwcoop.org
Bridgette Smith	Vice President	971-645-8192	vp@cwcoop.org
Lindsay Palisca	Treasurer	503-481-2801	treasurer@cwcoop.org
Mindy O'Neil	Registrar	360-921-0058	registrar@cwcoop.org
Lori Lackland	Secretary	443-722-4717	secretary@cwcoop.org
Katy Daane	Fundraising Officer	503-750-6274	fundraising@cwcoop.org
Keith Myers	Maintenance Officer	520-834-5599	maintenance@cwcoop.org
Hillary Axford	Supplies Officer	360-601-6217	supplies@cwcoop.org

Staff

Elaine Walker	4s Teacher	360-834-4091	mrs.walker@cwcoop.org
Jessica Maloney	3s Teacher	360-210-4739	mrs.maloney@cwcoop.org
Marcia Delanty	2s/3s Teacher and Assistant	503-789-2523	mrs.delanty@cwcoop.org
Mindy Meyer	Assistant	360-600-8686	mrs.meyer@cwcoop.org
Krysti Araque	Assistant	360-606-4952	mrs.araque@cwcoop.org

Co-op Info

Preschool Phone Number:	360-834-6244
Preschool Mailing Address:	P.O. Box 796 Camas, WA 98607
Preschool Street Address: (Not for correspondence)	St. John's Presbyterian Church 1206 N.E. Birch St. Camas, WA 98607