

# Duvall Cooperative Preschool

Where Children and Parents  
Learn and Grow Together!



# Duvall Cooperative Preschool

[www.dcpreschool.org](http://www.dcpreschool.org)

Parent Handbook  
2011 - 2012

***Our Mission at the Duvall Cooperative Preschool***  
*We are a welcoming community of parents, teachers and children acquiring early childhood and parenting skills in a nurturing, play-based environment.*

## Our Philosophy

Play is the young child's way of learning. Children learn by doing, watching, and feeling. For Preschool children, *the process of learning is much more important than the product*. Good equipment that is carefully supervised and a well-planned program stimulate this learning process. With help and encouragement, children grow in their abilities and skills. Each success brings the satisfaction and accomplishment necessary for them to feel good about themselves.

DCP offers a unique opportunity for children to know and work with adults other than their parents, as well as for the adults to know and understand other children. Children feel and learn from the camaraderie that develops from people working together, sharing responsibilities and experiences. As you and your child share together in these opportunities, there comes a sense of belonging. From this sense of belonging comes the real joy of working together toward a common goal: that of becoming a more competent parent with a happy and secure child.



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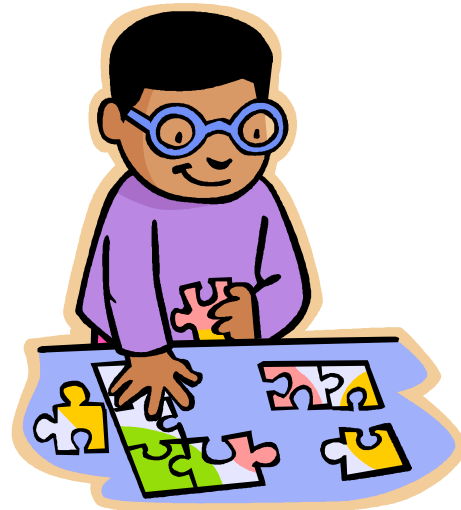
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# Welcome to Preschool!

Welcome to Duvall Cooperative Preschool (DCP)! We hope that you and your child/ren have a great year with us!

DCP is a cooperative Parent Education Program, a non-profit organization whose primary goal is to supply you with useful parenting information, while at the same time providing a creative and nurturing environment in which your child can grow and learn.

At DCP, our children learn from their environment, each other, their teachers, and other adults. With parents and teachers working together, and parents helping and learning from one another, all of our children will benefit.

The success and value of any parent cooperative preschool depends on the conscientious effort of each parent. DCP is a wonderful educational project for both parent and child, requiring dedication and commitment of time, talent, and energy of each individual member. The benefits for you and your child will more than compensate for the day-to-day work involved in keeping the preschool functioning.

Quarterly parent education classes are designed to help you increase your understanding and enjoyment of your child's development. Your weekly involvement in the Preschool classroom allows you to share new friends and experiences with your child.

We are looking forward to an exciting year, and we hope that you and your child will enjoy and benefit from this program.



# Logistics and Basic Information

**Mailing address** - Duvall Cooperative Preschool, P.O. Box 1311, Duvall WA 98019  
**Physical address**-Duvall Community Center, 26512 NE Stella Street; Duvall, WA  
**E-mail** - [dcpreschool@gmail.com](mailto:dcpreschool@gmail.com) **Facebook page:** Duvall Cooperative Preschool  
**Registrar phone**-425 533-6617 **Website** - [www.dcpreschool.org](http://www.dcpreschool.org)

## Our Classes

**Family Class:** Tuesdays 11:15-1:15pm  
 For children from birth to age 4 by August 31<sup>st</sup>  
 Parents stay every week and participate in "parent education" course in-class.

**Threes:** Tuesdays and Fridays, 9:00 - 11:30 pm  
 For children who are 2 1/2 years old by August 31<sup>st</sup>  
 Parents work one day\* and drop their child off on the other day

**PreK:** Mondays, Wednesdays, Thursdays 9:30-12:00pm  
 For children who four years old by August 31<sup>st</sup>  
 Parents work one day\* and drop off their child on the other two days

\*Parents with multiple children enrolled in a class may be asked to work more than one day per week. It is important that we maintain a safe adult-to-child ratio for each class



## Parent Education Classes

Parent Ed classes are held one evening a quarter at the preschool. There are also optional events to attend, some with children and others are adult only classes/events.

## Our Typical Daily Schedule

*Please note: this schedule will vary between classes*

25 minutes	Arrival Activities
20 minutes	Circle time and Movement
45 minutes	Learning Centers: Art, Literacy, Science Blocks, Sensory, Dramatic Play
5 minutes	Clean up and bathroom break
15 minutes	Snack time
25 minutes	Outside Play
5 minutes	Back inside
10 minutes	Sharing Circle and Goodbye

# What to Expect

## Arrival and Sign-In

Please make every effort to arrive on time. Parents will not be able to drop off their children until at least one working parent is available to supervise children. When you and your child/ren arrive, please help them to place all their belongings in their cubby. Each class has a sign-in notebook where children must be signed in and out of every day. If someone else is dropping off or picking up your child, please make sure they are aware of sign-in/out. Anyone besides the enrolled parent must have approval to pick up your child. Children and working parents must all wear name tags while in the classroom. Once children are signed in please assist them in washing their hands with warm soapy water before getting them settled in to an activity.

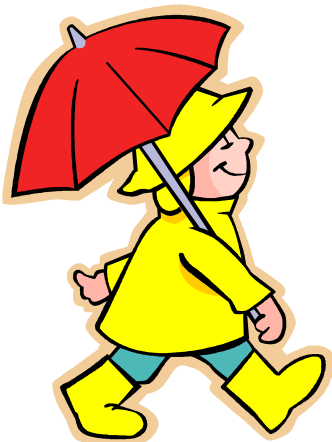


## What to bring to school

It is important for children and working adults to dress for the weather since we try to go outside every day. All clothing items should be labeled with your child's name. Keep in mind preschool is a place to experience messy activities so wear comfortable, washable clothing that you don't mind getting dirty. Your child will require their own, fitted helmet to protect them while they are using the ride-on toys during outside time. Families will assemble accident kits with an extra set of clothes to leave at school. These are brought in during the first week of school and stay on-site along with a comfort kit which is provided for an unlikely emergency situation.

## What to leave at home

Please leave personal items at home unless you are asked to bring in a particular item by the teacher for sharing circle. If needed, students can bring a comfort item to school with them during the early part of the school year to help with the transition. Children need to have their hands and mouths free to be able to explore and fully participate in class.



## What to take home after class

Children must be signed out in the class notebook at the end of class. Please check your child's cubby for artwork or handouts from your parent leader or teacher. Helmets need to be taken home each day. If your child required a change of clothes, please take the soiled clothing home with you and bring back a clean outfit on the next school day. Health department regulations require that you take your child's soiled diapers home with you as well. These cannot be left in the trashcans at school.

## **Infants in the classroom**

Infants under 12 weeks of age may be carried in a front pack by a working parent during a sibling's class. Infants must be registered with our insurance. After a child reaches 12 weeks of age, other arrangements will need to be made for care. One option would be to find another parent with a different work day and arrange a child-care swap.

## **Non-registered children and siblings in the classroom**

Our insurance only allows for the enrolled students and the registered child to attend school. Siblings should leave after the initial sign-in period (the first 10 minutes of class). At the end of the school day, adults with siblings should wait until the last 5 minutes to pick up their child. The exception would be for a planned "special event" or family night when a special insurance policy has been arranged.

## **When to stay home**

It is extremely important that children not come to school unless they are free from illness. Please notify the Parent Leader and teacher of any contagious disease right away. Following are some guidelines that will help you decide whether to keep your child at home. A child with any of these symptoms may infect other children. If *all* parents keep sick children at home, everybody's children will stay healthier. To summarize our illness policy: A child must be fever free and symptom free for 24 hours before returning to school.

**DO NOT SEND YOUR CHILD** if s/he has any of the following symptoms:

- Fever - (temp. of 100° F or higher) by itself or accompanied by a sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea - watery stools (BM, poop) in a 24 hour period;
- Vomiting - within the past 24 hours;
- Rash - body rash, especially with fever or itching;
- Sore throat - with fever and swollen glands;
- Eye discharge - thick mucus or pus draining from the eye, or pink eye; or
- Not Feeling Good - unusually tired, pale, lack of appetite, confused or irritable.

If a child comes to school with any of the above symptoms or develops them while at school, we will call you or your emergency contact and ask that your child be picked up. Our school adheres to the Riverview School District health policies and announcements.



### **Sick child on your work day**

If your child is sick on your workday, please inform both the teacher and the parent leader right away and then do your best to find a replacement. We realize it is difficult if your child gets sick the day of or the night before Preschool. However, we would rather have you miss your workday than risk your child exposing other children and parents.

### **Allergy Symptoms**

If your child has any food or chronic allergy symptoms or asthma, please let the teacher and Parent Leader know.

### **Working parent substitutes or Vacations**

If you are scheduled to be a working parent and you are unable to attend school for any reason, it is your responsibility to secure a substitute by switching work days with another enrolled parent. Please communicate any changes to both the teacher and the parent leader. If you choose to miss class due to vacation, you are responsible to arrange for workday substitutes. You must continue to pay tuition to hold your class spot. If you miss more than one workday without finding a substitute, you may be assigned additional workdays, cleaning duty or other assignment designed to compensate the co-op.



### **Maternity/Paternity leave**

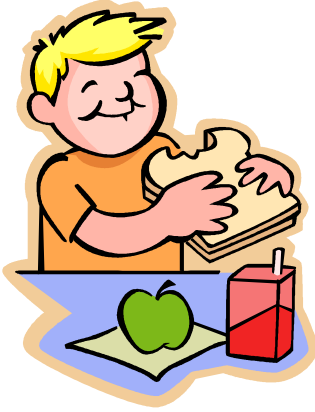
You may take a family leave of up to six weeks in the case of a birth or adoption. Your enrolled child may continue to attend school on a drop-off basis dependent on enrollment. In the case of low enrollment, members on maternity leave will have to help arrange for a suitable substitute so that safe parent child ratios may be maintained. (Standing Rules Article VII, Section B) After returning, you may bring your newborn to Preschool in a front pack until they are 12 weeks of age.

### **Emergency Closures for Inclement Weather**

When the Riverview School District (RSD) closes for a full day due to weather conditions, DCP cancels its classes for the whole day. When RSD is delayed one hour or more, the morning classes (9:00am and 9:30am) Preschool classes will be canceled. Parent Leaders of afternoon classes will consult with the teachers and parents to determine if it is appropriate to hold class. Listen to local radio stations or visit <http://www.schoolreport.org/> early in the morning for any anticipated school delays or closures. An opportunity to make up cancelled classes will be offered before the end of that quarter.

## Birthday Celebrations

At DCP it is our goal to celebrate with your child on or around their birthday. We celebrate by singing Happy Birthday to your child and providing a special hat to wear but do not have special treats in class. We hope that the celebration will continue outside of the classroom!



## Snack Time

Because snack time is the perfect opportunity to work on group skills, manners and fine motor activities like pouring, scooping and passing, the Art parent is expected to provide a non-choking, safe and healthy snack for the whole class on a rotating basis each class time. Only water will be offered to drink as juices etc. can make a big mess in class. There will always be 2 food choices and children are encouraged to at least try the snack being offered to them. There will be a list of allergies and snack ideas posted in the kitchen for the Art parent.

## Discipline Policy

Adults are expected to closely observe children, model socially acceptable behavior and to use preventative measures such as diversion or substitution to engage and refocus children in a positive direction. Adults are to help guide children to make wise choices and manage their own conflicts.

The discipline policy was created to help give consistent and easy to follow steps for handling negative behavior that puts a child at harm to himself or his/her peers physically, mentally, and emotionally. The parent in the assigned work station is responsible for carrying out the following steps when the negative behavior occurs in their station, with the help of the teacher. Please notify the teacher after you have completed the first step and together you can work through the following steps if needed.

1. A verbal warning is given and the child is redirected
2. Child is removed from the situation
3. Child is moved to a quiet area
4. Child is sent home

# How the School is Operated

## The Board of Trustees

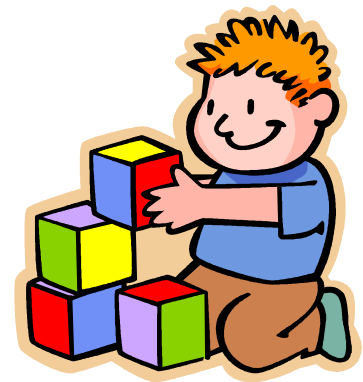
DCP is an organization run by a Board of Trustees. The current Board consists of five executive Board members and a Parent Leader from each class. Each volunteer position is voted on at the end of each year by the members of the cooperative, except the positions of Registrar and Treasurer are Board Appointed positions. The Board manages the daily operations of DCP, and establishes policies and procedures.

The Board meets once a month at the school. Students are welcome to attend meetings of the Board. The Board of Trustees is here to serve you, and welcomes your input. Your representative on the Board is your Parent Leader.

DCP is a non-profit corporation within the State of Washington under IRS rules. The Board of Trustees handles all management. DCP is eligible to receive charitable contributions from companies that offer matching programs to their employees (e.g. Microsoft, Boeing, etc.).

## The Teachers

The teacher serves as an instructor for the parents and as a teacher for the children. We have discovered that it is most effective for the Preschool teacher and the parent instructor to be the same person. Our teachers are professional people with experience and education in working with both young children and adults.



## Member Responsibilities

### Member responsibilities

Students have a variety of responsibilities that ensure the smooth and enjoyable operation of the Preschool. This section outlines your educational, workday, cleaning, committee, and financial responsibilities. Here are the commitments expected of each member:

1. Attend Parent Orientation
2. Assist in the classroom on your scheduled work day.
3. Assume your responsibilities within your assigned Learning Center.
4. Provide a safe and healthy snack for your class on your assigned week.
5. Attend Parent Ed meetings.
6. Serve on either the Board or a Committee
7. Participate in quarterly deep cleanings.

## Parent education

Parent education classes are held once a quarter in the evening. These classes include discussion of the developmental stages of preschoolers, and they often provide an opportunity to brainstorm solutions for current parenting issues. Some Parent Ed classes will be held as all-school meetings and some held with just your class. Occasionally an outside parent education expert may be brought in to speak at these meetings.

If you miss more than one parent class, you will need to discuss it with your teacher so you can agree on an acceptable make-up activity. (See Article IV:Section B of the Standing Rules for specifics) These make up activities are due two weeks after the missed parent education.

## Cleaning

With several classes of Preschoolers going through our Preschool each week, it is imperative that we keep our school clean and healthy. Each member must perform at least one quarterly deep cleaning on a rotating schedule per school year. The Safety and Maintenance committee will provide information and schedule the cleanings.



## Work Day

Each member shall be responsible for their scheduled work day, assist in the supervision of the preschool group under the direction of the teacher. You will be responsible to participate in a Learning Center role, which will rotate every 2 weeks. Each Learning Center has learning goals and specific tasks assigned to it so that every parent is a participant in the classroom. In case a parent is unable to attend on their work day, it is their responsibility to find another enrolled parent to switch work days. After the second unexcused absence on a work day, the member will be asked to work additional days, participate in a cleaning task or another activity beneficial to the cooperative. Parents with multiple children in a class may be asked to work additional days depending upon class size and adult to child ratios.

## **Committee Information**

DCP Parents (except Board members) are required to serve on one of the three standing committees:

### **Marketing & Communications Committee is responsible for:**

- All communications that are generated by the Board of Trustees, Committees, Teachers, and Parents.
- All marketing that is required to support DCP Events, Fund Raisers, and other events associated with the school and local community.
- Specific responsibilities and designations include:
  - Monthly or Quarterly DCP Electronic Newsletter to All Members
  - Webmaster of [www.dcpreschool.org](http://www.dcpreschool.org) and Facebook page
  - Paid advertising campaigns
  - PR and community outreach
  - Creation and maintenance of creative collateral and branded assets

### **Facilities & Maintenance Committee is responsible for:**

- Managing relationship with cleaning service providers
- Scheduling and coordinating “deep cleanings” of the facilities
- Ensuring DCP is compliant with State Health & Safety Regulations
- Inventory of DCP Assets for curriculum and insurance purposes
- Purchasing of capital materials, curriculum materials, and other items deemed necessary by the Board of Trustees

### **Fund Raising & Events Committee is responsible for:**

- Achieving revenue / fund-raising targets set by the Board of Trustees
- Managing on-site and remote events (set-up, coordination, tear-down) for fund-raising and/or marketing purposes
- Assistance with Annual Meetings and Assemblies of the Membership

Each committee is important to the operation and success of the Preschool. The committees are assembled at registration and apportioned to best meet the needs of the Preschool. Consequently, if you change classes after registration you may be required to change committees. Some committees have regularly scheduled responsibilities, while others operate on a periodic basis. Committees may be changed at the discretion of the Board.

## Financial Responsibilities

DCP students have the following financial responsibilities to the Preschool:



- A non-refundable registration fee of \$130.
- Monthly tuition paid by the 5<sup>th</sup> of each month school is in session, except for September tuition which is collected at Parent Orientation.
- Fundraising participation costs. Fund-raising activities vary and may be held throughout the year. Our goal is \$100 per family.
- Costs for optional items such as school pictures, special events, field trips or class gifts,

## Scholarships

A fifty percent discount off monthly fees scholarship is available. You can write a request addressed to the board stating your reasons to your Teacher. Applications need to be submitted before the last board meeting of each quarter for the upcoming quarter.

DCP is eligible to receive charitable contributions from companies that offer matching programs to their employees (e.g. Microsoft, Boeing, etc.). If you make a cash donation to DCP and you work at such a company, please contact the Treasurer to ensure that your charitable contribution is matched.

## Health and Safety Guidelines

### Risk management training

All enrolled adults are required to participate in risk management training. This mandatory training will be provided during parent orientation in the fall. The Risk Management Manual is available on our website as well as printed copies at the school.

### Incident and Accident Reports

An incident or accident report should be filled out any time a child or adult is injured or receives first aid at school. Please ask your teacher to assist you in locating and completing these forms.



### **First Aid Supplies**

First aid supplies are located in the red backpack by the front entrance and also in the kitchen area. Please notify a member of the Maintenance and Safety committee if supplies need to be restocked.

### **CPR and First Aid Training**

We highly encourage all co-op parents and caregivers to become certified in First Aid and CPR. If you do have current First Aid and CPR cards, please provide us with a photocopy and notify your teacher and class leader. DCP maintains a list of currently certified members.

### **Fire and Earthquake Drills**

Our teachers will plan fire and earthquake drills for the school every quarter. Please follow drill procedures and emergency evacuation routes posted at school.

## **Resources**

### **Duvall Cooperative Preschool Board Roster 2011-2012**

Please refer to your class teacher for the Board roster

# Parent Roles in the Learning Centers

## Sensory/Science Center

- Encourage sharing
- Try to keep play-doh off the floor
- Throwing is for outside not inside
- Asking questions about their creations
- Exploring cause and effect
- Help children to explore materials.
- Guide in questioning and building upon known knowledge.
- Model positive social interaction.
- Use the phrase with the sensory tub, "the rice stays IN the tub" stating what is expected rather than "No, don't ...."

### Responsibilities

- When you arrive at school, take play-doh out of the fridge to warm-up.
- After centers, stay downstairs while students are toileting, to assist Art parent in cleaning tables and prepare for snack.
- Stay in after snack to clean-up, vacuum, and take out trash.
- Encourage children to take care of materials and books.
- Assist students in toileting/hand washing and walking down the ramp to snack.
- During snack, assist the Reading/Writing parent in setting up the outside play area.
- Help walk students down to play area.
- Assist and supervise children during outside time.
- Stay out to clean-up play area and lock the basement.

## Art Center

- Check with teacher upon arrival to find out the project
- Stay in the general area, assist children only as needed
- Don't forget to write names on the project
- Child-produced artwork is the goal!

### Responsibilities

- After centers, stay downstairs while students are toileting, clean tables and sanitize.
- Set out snack mats, snacks, and water pitchers.
- Stay in after snack to wipe down mats, tables, and take out trash.
- When projects are dry, put them in child's cubby.

## Dramatic Play

- Help model positive social interaction
- Imaginative play
- Get them going in a direction but slowly back out
- Some children might be embarrassed to be themselves if they feel watched by an adult

### Responsibilities

- When you arrive at school, be sure the circle time rug is unrolled.
- Close up the rolling cabinet at the end of clean-up time.
- Assist students in toileting/hand washing and walking down the ramp to snack.
- During snack, prepare kids coats and helmets for outside time.
- Assist and supervise children during outside time.

## Blocks

- Counting skills, grouping, sorting
- Imaginative play
- Shapes, sizes, directions (in, out, over, under)
- Build blocks no higher than student shoulder height

### Responsibilities

- When you arrive at school, check that bathrooms are stocked with supplies, potty seat is up, stools are by the sinks, and supplies are by the changing table.
- Close up rolling cabinet at the end of clean-up time.
- Lead children in transition to bathrooms for toileting/hand-washing.
- During snack time, wipe down bathrooms with bleach solution, put away cleaned potty seat, and replenish supplies if needed.
- Assist and supervise children during outside time.

## Early Literacy (Library)

- Check area for "theme" related activities.
- Encourage children to put away materials as they finish with them.
- Assist children, as needed, in putting together puzzles, manipulatives, reading stories, etc.

### Responsibilities

- Close up the rolling cabinet at the end of clean-up time.
- Assist students in toileting/hand washing and walking down the ramp to snack.
- During snack, assist get the key for the basement and work with the Science parent in setting up the outside parent area.
- Help walk students down to play area.
- Assist and supervise children during outside time.
- Stay out to clean-up play area and lock the basement.