

Duval Cooperative Preschool

Where Children and Parents
Learn and Grow Together!



Duval Cooperative Preschool

www.dcpreschool.org

Parent Handbook
2017-2018

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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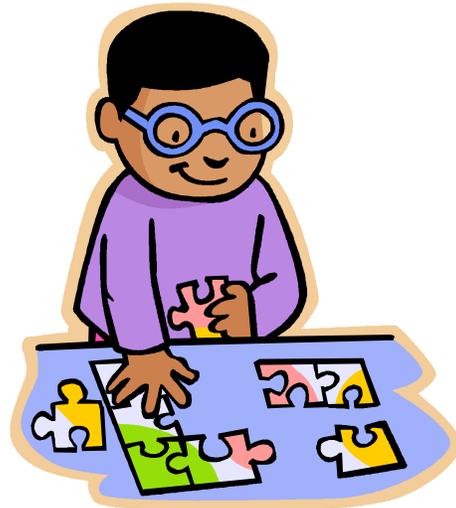
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Welcome to Preschool!

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.

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 **Facebook page:** Duvall Cooperative Preschool
Registrar phone-425 780-2516 **Website** - www.dcpreschool.org

Our Classes

Family Class: Fridays 9:30-11:30

For children from birth to age 4 by August 31st
 Parents stay every week and participate in all class activities

Two's: Monday and Wednesdays, 9:30- 11:30

For children who are 2 years old by August 31
 Parents work one day* and drop their child off on the other day.



Threes: Tuesdays and Thursdays, 9:30 - 12:00

For children who are 3 years old by August 31st
 Parents work one day* and drop their child off on the other day

Pre-K: Tuesdays, Wednesdays, Thursdays 12:30-3:00pm

For children who four years old by August 31st
 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. Work days may also be more or less dependent on class enrollment sizes.

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.

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!

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.

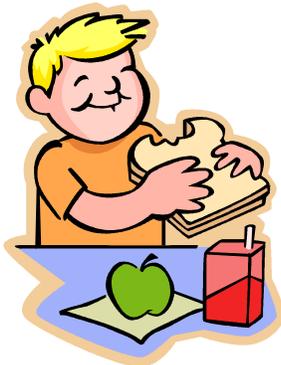


Maternity/Paternity leave

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.



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.

Allergy Symptoms

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

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 to provide a verbal warning and redirect the child, however if issues persist or the parent feels he/she needs more guidance, they are to talk with the teacher right away. From there, the teacher will continue to work with the child using the following steps as guidelines.

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

As a parent in the classroom and school you are a vital part of the learning experience for all of the children. At any time please contact the teacher and your parent lead if there are any concerns about in the classroom behaviors of your child or others. From there, the teacher and parent leader will work with you through questions and issues at hand and will escalate the issue to the board as needed. Our goal at DCP is open communication and ability to work through situations providing support to the child and family.

How the School is Operated

The Board of Trustees

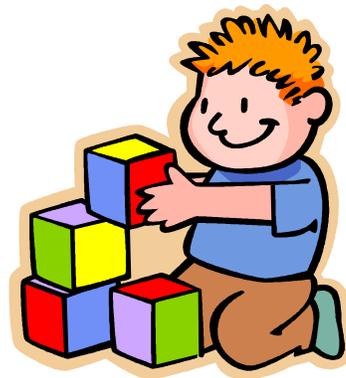
DCP is an organization run by a Board of Trustees. The current Board consists of six executive Board members and a Parent Leader from each class. Each volunteer position is voted on at the end of each year by the members of the cooperative, except the positions of Registrar and Treasurer are Board Appointed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

The Board meets once a month at the school. Parents 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

Parents 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. Serve on either the Board or a Committee.
6. Participate in All School Fundraisers.
7. Participate in weekly cleanings.
8. Participate in quarterly deep cleanings.

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 weekend clean and at least one quarterly deep cleaning on a rotating schedule per school year. The Cleaning Committee/ Lead will provide information and schedule the cleanings. Board members are exempt from weekly cleanings but are required to participate in at least one bi-annual deep clean.



If you are unable to perform your weekly clean, you must notify the Cleaning Committee at least 48 hours prior to the weekend and pay a \$200.00 cleaning fee as we still must make sure the School is taken care of on a weekly basis.

If you are unable to perform and participate in one of the two required annual cleanings, you must notify the Cleaning Committee at least 48 hour prior to the scheduled day of cleaning and pay a \$75.00 cleaning fee.

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 based on the schedule and enrollment for your class. 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 following committees. Committee signups are held at Orientation Night. As a new student enrolls in the school after Orientation, parents will be able to sign up for all committees that are in need of support.

- **Cleaning Committee - 2 Members**
 - Organize, communicate and facilitate both annual and weekend cleanings for the entire school.
- **Fundraising Committee - 4+ Members**
 - Organizes, communicates and facilitates all fundraising events
 - Works directly with the board for each fundraiser
 - Communicates with all parents to ensure all items are staffed, created, etc.
- **Special Events Committee - 2 Members**
 - Organizes, plans and coordinates, in conjunction with the teacher and board, preschool social functions during the year, such as family pumpkin carving night, Trunk or Treat, Box City Dad's Night, End of Year Festivities
- **Maintenance Committee - 3+ Members**
 - Maintains and improves the school's equipment, playground and outdoor areas.
- **Safety Committee - 4 Members**
 - Ensures and reviews all items of the school are being maintained and adhered too.
 - 1 member per class
- **Cut & Snip Committee - 4 Members**
 - Assist teachers with prepping materials for class
 - 1 member per class

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. 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 \$145.00.
- Monthly tuition paid by the 5th of each month school is in session. All tuition paid to the school is non-refundable.
- Fundraising activities vary and may be held throughout the year. Our goal is for each family to raise at least \$250.00 through the year by participating in various events through the year.
- Costs for optional items such as school pictures, special events, field trips or class gifts,



Fundraising

Fundraising is an integral part of the Co-op experience and how the school is able to operate each year. Below is quick explanation of all fundraising events planned for the upcoming school year - please note some may be added depending on financial needs and parent involvement.

Holiday Craft Fair & Spring Carnival - Participation Required

- These two events are required for all members to participate in. There are numerous ways to support both of these events through committee support, supply donations, setup and clean up support and working the event.
- Holiday Craft Fair - held the first Saturday of December, the school decked out in Holiday cheer and is opened up to the community where multiple crafts and activities are organized for children to make holiday presents for family. We will also have a large gift basket raffle, Holiday Photos, and refreshments for sale.
- Spring Carnival - held the last Saturday of April is carnival based event open to the community that follows a major theme for decorations, games and activities. We will have indoor and outdoor games and activities and refreshments that are all for sale and we hold another gift basket raffle.

Miscellaneous Events - Participation encouraged but not required

- Walk-a-Thon & Read-a-Thon - these are two other small events that we encourage all families to participate in. Both will have sheets sent home for raising money based on how many laps or books your child completes during the event. These are great events for the kids to participate in!
- Family Movie Night - every few months we will open the school to DCP & Community families to a fun filled night of dinner, popcorn and a movie for \$5 admission. Stay tuned!

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.

Scholarships & Tuition Deadlines

A fifty percent discount off monthly fees scholarship is available. You can write a request addressed to the treasurer and teacher and they will bring your request to the board. If you wish, all requests brought to the board will be kept anonymous.

Tuition Late Fee's

- 15 Days Late - a \$25.00 late fee will be added to the total due.
- 30 Days Late - a certified letter will be sent to the family, the board will be notified and will work with the family to bring all past due payments current.
- 60 Days Late - Suspension from enrollment.

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.

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.