

## Introduction

Welcome to the Madison Park Co-operative Preschool (MPCP)!

The Co-op is a fun and rewarding school experience to share with your child. One of our goals is to enable children to have a positive first experience in a school setting where they can feel successful as they begin to master social and academic readiness skills. In addition, we hope the parents gain useful parenting information and guidance techniques.

Parent involvement is critical to the success and day-to-day operation of the Co-op, because MPCP is managed and operated by the parents. Specifically, an adult from each family is expected to:

- Attend all class meetings and any all-school meetings
- Participate in curriculum planning and child development discussions
- Complete a parent job or serve as an officer on the Board
- Participate in the classroom as a classroom assistant (attend classes on scheduled workdays, assist with daily classroom cleanup, and supply a snack, as scheduled)
- Participate in Co-op fundraising. The Co-op does not require families to raise a specified amount of money. Rather, our fundraising goal is simply the participation of 100% of our member families.

This handbook is a resource for Co-op families and alternate caregivers (if applicable). It provides general information about the Co-op, parent responsibilities, and MPCP's policies and procedures. If you have any comments or corrections regarding this handbook please contact the Secretary.

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# **GENERAL INFORMATION**

## **The “Co-operative Preschool” Defined**

A co-operative preschool is a community of parents, children, and teachers who work together to provide a rich learning environment. Each family shares in the planning and operation of the school. Parents play an important part in the experience for the children. Under the guidance of preschool teachers, parents participate in the daily program on a rotating basis. In addition to working with the children, parents are also active in the day-to-day planning and running of the school. Attendance at evening class meetings and fundraising events and general membership meetings are examples of a parent's involvement in the school. MPCP is an affiliate with Seattle Central Community College. MPCP provides family education to help parents strive to be the best parents they can be.

## **Philosophy**

MPCP is a parent/child study laboratory affiliated with the Washington Community College Parent Education Program at Seattle Central Community College. As an affiliate, MPCP is required to provide a safe, age-appropriate, and supportive atmosphere where parents, alternate caregivers and children learn together. MPCP Parents must attend evening parent education meetings in order to remain in good standing and to satisfy the educational requirements established by SCCC where applicable.

MPCP enables children to have a fun school experience while gaining confidence as they build social and academic readiness skills. At the same time, MPCP provides a setting where parents can observe child behavior, discuss parenting concerns and practice new guidance techniques. Parents manage the preschool and assist in the daily operation of the classroom, making the educational process a co-operative effort.

MPCP believes that successful learning develops positive self-esteem. This requires making choices, gathering information from experience and evaluating outcomes. A safe physical environment is structured to challenge fine and gross motor skills, encourage the development of self-help skills, and facilitate experimentation.

MPCP strives to be sensitive to the cultural and individual needs of each member family and the creative, social, emotional, intellectual and physical needs of each individual child. MPCP believes children benefit from a diverse social setting and therefore promotes a multicultural environment that teaches respect and understanding of various backgrounds.

MPCP offers an atmosphere of trust and openness allowing children to learn to express emotions and use materials in acceptable and creative ways. Behavior is managed by carefully arranging the schedule and the environment as well as through active listening, modeling, and verbal problem-solving. Inappropriate behavior is discouraged through redirection and guidance.

## **Affiliation with Seattle Central Community College**

Madison Park Co-operative Preschool began in 1970 as a small baby-sitting co-operative. Recognizing the need for current parenting information and early childhood education, we became one of several parent-operated preschools affiliated with the Parent Education Program at Seattle Central Community College (SCCC).

Our affiliation with SCCC provides many benefits:

- SCCC provides MPCP with an experienced parent education instructor (parent educator) who observes her classes, attends the class meetings for her sections, consults with teachers, advises the Board, facilitates discussions, and advises parents.
- Parents and alternate caregivers in our Co-op enrolled in the classes with a parent educator provided by SCCC are eligible to enroll as students at SCCC. This entitles them to the use of school facilities and discounts. The course is called Parent/Child Study Laboratory and it is a non-graded, tuition-free course. Credit and other benefits may be obtained in some circumstances for students enrolled in sections without a parent educator provided by SCCC.
- MPCP follows general guidelines for parent participation at preschools that have been established by the College and State Board on Community College Education.

- *SCCC* provides us with current information on parenting conferences and publications, as well as connections to other family support organizations and professionals.
- For tax purposes, our affiliation with *SCCC* allows *MPCP* to be considered a non-profit organization.
- We send a representative to the Parent Advisory Council (PAC) meetings at *SCCC* to benefit from learning about practices at other coops.
- Our teacher liability and student medical insurance coverage for enrolled parents and children is provided under a group insurance policy held by *SCCC*.

## **Curriculum**

The *MPCP* curriculum is in part based on "Developmentally Appropriate Practice in Early Childhood Programs", written by the National Association for the Education of Young Children (NAEYC). These practices are based on what is known about how children develop and learn. A copy of this book is in our school library for parents to use as a resource.

The emphasis of our program is the social development of the child and learning through play. Of primary importance is the building of the child's positive self-image, self-esteem and self-confidence. We strive to create a warm and accepting atmosphere for children to explore their world through art, music, stories and play. All classes have enrichment funds which are used to incorporate special learning experiences.

The teachers, with input from the parents and the parent educator, develop the curriculum, which may vary by class according to the needs of the children and the perceptions of the teachers and parents. Class sessions differ by age group but are generally structured with periods of choice time, circle time, snack and gross motor play.

**Choice time** functions along the "open classroom" concept, where children have the freedom to explore multiple activities that are offered simultaneously and change from day to day. As an example, activities might include art projects, painting,

puzzles, puppets, building blocks, and dramatic play. An emphasis is placed on social interaction, language development and self-expression.

Free choice gives children the time to explore, discover and create. Children are also learning to problem solve, become independent learners and collaborate with classmates. Important social skills are practiced during free choice. Children have an ample time to practice turn taking, respecting other children's turns, and keeping their hands to themselves. Free choice also helps develop cognitive abilities such as, identifying, classifying, sequencing, observing, discriminating, predicting, drawing conclusions, comparing, and determining cause and effect relationships. Art materials are set out to give children an opportunity to create. The emphasis of the art projects is the process of creating rather than the end product looking a certain way. The stairs, chairs, pull and push toys, and the loft are areas where children can work on developing their physical skills. Self confidence and independence is fostered when the child has an opportunity to choose what activity they want to do, how long they will stay engaged, where they do it and with whom they work.

**Circle time** is led by the teacher and incorporates story time, music, musical instruments, and movement. As the children get older they are more able to focus and participate during this group time. The parents' job is to role model what they would like the children to do.

Age appropriate indoor play structures afford the opportunity for **gross motor play**. For the Two's and 3's/4's classes, periodic field trips and outside play are included when weather permits.

Ethnic holidays and traditions are incorporated and diverse cultural experiences are highlighted. Parents are encouraged to bring their skills, talents, and experiences into the classroom and function as "assistant teachers" in the classroom interacting with the children and facilitating their independent and cooperative play.

## Staff and Parent Educators

The Co-op has both teachers and parent educators on its staff:

- **Connie Brown (Head Teacher)** - Connie is excited to be back in the great Northwest and back into the cooperative preschool community. Prior to MPCP, she spent three years in New Mexico where she taught an inclusion special education preschool class for Rio Rancho Public Schools. Prior to New Mexico, Connie and her family called the Seattle area home. She was involved in cooperative preschool programs for 15 years both as a children's teacher and parent educator for programs affiliated with Bellevue College and Green River Community College. Connie has a BA degree in human development, and a minor in early childhood development. She currently holds a New Mexico Early Childhood teaching license.

Connie has three grown children and one granddaughter, all who live in the Seattle area. She loves to explore new restaurants and take in all that Washington has to offer.

Connie is truly committed to cooperative preschools. She values the special kind of family that is actively involved in their child's earliest educational experiences. She believes this dedication from parents and families will ensure a child's overall success and delights in watching each one grow and blossom.

The Co-op receives the support of four parent educators. The parent educators advise our parents, and teachers, and present the parent education program. They also attend classes and parent meetings, and are accessible by phone for conferring with Co-op members on many aspects of family life.

- **Linda Barber (Parent Educator)** - Linda is a parent educator for four classes at the Capitol Hill Co-op and two classes at Madison Park. Previously, she spent 13 years at the University of Washington involved with 135 families in an intervention project called "Raising Healthy Children." She has also taught in the public schools and is a founder of the Community Day School Association, a non-profit before and after school and summer day

care program located in several elementary schools in Seattle. Additionally, Linda is the parent of two grown children and has three grand children. She has been a parent educator at MPCP for seven years.

- **Barbara Brodsky (Parent Educator) MSW LICSW** - Barbara joins us after spending her last twenty years as a Parent Educator at Magnolia Cooperative Preschool, at which she will continue to teach four classes. She also has a private practice in Maple Leaf where she specializes in seeing couples, individuals and parents of young children. A real believer in the co-op model, Barbara's four children each attended co-ops; from Capital Hill to Laurelhurst and even was a parent at Madison Park with her two youngest sons (twins!) Her philosophy is that "being someone's mother or father" is the most important job one could have, and that communication, appreciation and humor helps when things get hard. (Winter in Seattle...or maybe this last Spring and Summer...?) Barbara believes that each child and each family is unique and has always tried to help young parents grow and develop into learning what works best for *them* and helping them see their strengths. She particularly appreciates helping them do that within the cooperative communities that each preschool defines. Barbara is anticipating a great year at Madison Park and is looking forward to meeting you all.
- **Melissa Benaroya (Parent Educator)** - Melissa is a licensed clinical social worker with an emphasis in children and family services. She is the co-founder of Mommy Matters Seattle, a workshop series for mothers of toddlers and preschoolers seeking support from peers and professional advice. Melissa is also the founder of Green Lake Moms, a 1700+ member web group dedicated to sharing resources, offering support, and making connections for local area moms. Additionally, Melissa provides consulting services to organizations interested in reaching out to the young mother demographic. Melissa has a Masters degree in Social Work, is a Credentialed School Counselor and is trained in Positive Discipline. She is also a Certified Gottman Educator offering the Bringing Baby Home Program for families with young children and workshops on Emotion Coaching. Melissa practices as a parenting consultant to groups and individuals by blending her clinical training with her knowledge of child development and discipline. Melissa lives in Seattle with her husband Russell and two

children, Maya (7) and Shane (5). Melissa keeps her sanity with an active lifestyle of running and Crossfit.

- **Sarina Behar Natkin (Parent Educator), MSW, LICSW**, is a parent educator and consultant in the Seattle area. She began her career in social services over 15 years ago working in the field of domestic violence. After having her first child, she became passionate about assisting parents in creating healthy families from the start. Sarina holds a Bachelors of Science in Psychology and completed her Masters degree in Social Work at the University of Washington. She is a Licensed Independent Clinical Social Worker, as well as a Certified Gottman Educator and Positive Discipline Parent Educator. Sarina teaches Bringing Baby Home and Positive Discipline courses, and regularly speaks to schools and groups on a variety of parenting topics. In addition, Sarina provides individual support and consultation to parents and families from pregnancy to through early adolescence. Sarina is a Seattle native and resides in the city with her husband and two daughters.

Finally, it is important to note that our Co-op is managed and run by parents. Parents assist teachers in class, help with curriculum planning, and complete a parent job and/or serve as an officer on the Co-op Board.

## Class Schedule

| Class   | Day                  | Time                     |
|---------|----------------------|--------------------------|
| Tots A  | Friday               | 9:00 a.m. to 10:30 a.m.  |
| Tots B  | Friday               | 10:45 a.m. to 12:15 p.m. |
| Tots C  | Monday and Wednesday | 3:30 p.m. to 5:00 p.m.   |
| Twos A  | Monday and Wednesday | 9:00 a.m. to 11:15 a.m.  |
| Twos B  | Tuesday and Thursday | 9:15 a.m. to 11:30 a.m.  |
| Twos C  | Monday and Wednesday | 11:30 a.m. to 1:30 p.m.  |
| 3's/4's | Tuesday and Thursday | 1:15 p.m. to 3:45 p.m.   |

## School Calendar

The Co-op's calendar generally coincides with the Seattle Public School schedule.

| Date              | Event   |
|-------------------|---|
| September 7       | All-school orientation meeting  |
| September 12      | First day of school for students  |
| October 27-29     | WAEYC Teacher conference - Class representatives to determine if class will be held |
| November 11       | Veteran's Day holiday   |
| November 24-25    | Thanksgiving holiday  |
| Dec 19- Jan 2     | Winter break  |
| January 16        | Martin Luther King holiday  |
| February 20       | Presidents' Day holiday   |
| February 20-24    | Mid-winter break  |
| April 16-April 20 | Spring break  |
| May 28            | Memorial Day holiday  |
| June 8            | Last day of School  |

# **PARENT RESPONSIBILITIES**

## Summary of Parent Responsibilities

Parent involvement is critical to the success and day-to-day operation of the Co-op. Prior to the beginning of the school year, all parents sign a copy of the Co-op's Parent Agreement (See page 46) and follow the Member in Good Standing Policy (see page 43). The Parent Agreement summarizes the Co-op's expectations regarding parent responsibilities and is your contract with MPCP. Below is a summary of parent and/or alternate caregiver responsibilities. For more information on the alternate caregiver policy see page 30 of this handbook.

### Parent Co-op Responsibilities At-A-Glance

- Pay tuition promptly whether or not your child is able to attend.
- Provide written notification of withdrawal to the Registrar when withdrawing from the Co-op before the end of the school year (see page 40 for details.)
- Participate in the co-op evaluation (survey) process twice a year.
- Participate in the classroom as a scheduled classroom assistant:
  - Attend classes on your scheduled workdays,
  - Assist with classroom cleanup as scheduled.
  - Prepare and supply a snack as scheduled.
- Attend class meetings and any all-school meetings.
- Participate in Co-op fundraising.
- Be current on Co-op policies and procedures.
- Complete parent job and/or serve as a board member.
- Support any additional activities sponsored by the Co-op.

## Regular Class Meetings and All-School Meetings

Regular class meetings and all-school meetings are the primary communication mechanism of MPCP. Parents should make every effort to attend their own class meeting. Each member family is allowed only one class meeting absence for the year. If you cannot make a meeting, please let your class representative know before the meeting date. If you miss more than one meeting, your class representative can work with you to create a plan for "making up" your absence by contributing to another MPCP activity, committee, or initiative. Some examples of what you could do to make up your absence include:

- Attend a talk on parenting and share your notes and knowledge with your class
- Volunteer to help MPCP on move-out day
- Volunteer for another MPCP class or all-school job that is not yet filled, in addition to the job you are assigned as part of your regular MPCP responsibilities

Class meeting and all-school meeting attendance is also required to be eligible for registration for membership the following year, see the *Member in Good Standing Policy* on page 43 regarding repeated absences.

A member must notify his or her class representative in advance of the regular meeting or All-School meeting if he or she will be unable to attend. Members who have missed a parent meeting or All-School meeting are responsible for obtaining all pertinent information from the class representative.

Members with multiple children in the preschool are required to attend only one of the regular parent meetings. They must, however, notify the class representative in advance of the meeting of their planned absence and are responsible for the material covered in the meeting. Members with children in different classes should attend both initial parent meetings in the Fall and as necessary based on class needs.

The regular parent class meetings ensure a smooth running classroom, informed parents, and a co-operative education process. The meetings may include but are not limited to:

- A teacher-led discussion of class topics, activities, and field trips.
- A parent educator-led discussion of parenting issues and developmental issues.
- A class representative-led discussion of general co-op business, fundraising activities, and general class activities.
- Parents get to know one another, and benefit from sharing stories and exchanging information.
- The two All-School meetings (Fall & Spring) include risk management training, classroom training, board elections, an outside parent education speaker, and notification and voting for changes to the running of MPCP. These are vital to all school communication and voting on school business.

## Parent Jobs

Since parents run the Co-op, each member is asked to select and complete a parent job during the year or serve as an officer on the MPCP Board. Member families are required to hold one job per each class in which they have a child enrolled. Siblings in two different classes consequently require the family to hold two jobs, whereas siblings in the same class require only one family job. The Co-op's VP of Parent Outreach assigns jobs and provides members with detailed information regarding jobs selected.

1. All School Meeting Set Up Assistant (2 people)
2. Madison Park Community Council Representative (1 person)
3. Community Outreach Coordinator (1 person)
4. Community Outreach Committee (2 people)
5. School Historian (1 person)
6. Assistant Vice President - Marketing (1 person)
7. Web Master (1 person)
8. T-Shirt Coordinator (1 person)
9. Newsletter Committee Chair (1 person)
10. Newsletter Committee (2 people)
11. Halloween Booth Committee Chair (1 Person)

12. Halloween Booth Committee (3 people)
13. End-Of-School-Year Picnic Chair (1 person)
14. End of School Year Picnic Committee (5+ people)
15. Manager Registration Systems (1 person)
16. Assistant Registrar-General (1 person)
17. Assistant Registrar-Open House Coordinator (1 person)
18. Assistant Registrar-Phones (1 person)
19. Assistant Secretary (1 person)
20. Assistant Treasurer - Deposits (1 person)
21. Assistant Treasurer - Auction/Fundraising/Community Outreach (1 person)
22. Assistant Parent Advisory Council Representative (1 person)
23. Assistant Class Representative (7 people; or as needed per class)
24. Class Photographer (7 people - one for each class)
25. Field Trip Coordinator (4 people - one for each Twos class and 3's/4's)
26. Class Project Coordinator (7 people - one person per class)
27. Green Captain (1 person)
28. Waste Management Coordinator (1 person)
29. Toy Cleaning Committee (7 people, rotating duties)
30. Supplies Committee (2 people - split the year)
31. Library and Bulletin Board Manager (1 person)
32. Move-in & Move-out Committee (8 people)
33. Substitute Teacher (1 person)
34. CPR Training Coordinator (1 person)
35. Building Sign Manager (1 person)
36. Assistant Teacher Support (1 Person)
37. Assistant to Parent Outreach (1 Person)
38. Creative Director (1 Person)
39. Fundraising Chair (1 person)
40. Fundraising Assistant (1 person)

## **Fundraising**

Tuition and Fees cover only regular budgeted Co-op costs. Each year MPCP families hold a fundraising event or activity to generate funds for additional expenditures such as scholarships, curriculum enrichment (i.e., music, dance, field trips), classroom equipment, and special supplies and improvements. Co-op families are not required to generate a minimum amount of proceeds. Rather, our emphasis is on participation from all 100% of our member families. In lieu of participation in the fundraiser, a family may make a tax-deductible donation to MPCP. Every other year a dinner auction is held. The 2011/2012 school year is Non auction year. During non-auction years, an alternative fundraiser is organized.

### **Dinner Auction**

The dinner auction is organized by the Auction Chair with the assistance of the Auction Committee. Each Co-op family is expected to procure an item for the auction and attend the event. The dinner auction is the major fundraising activity for the Co-op and is important for building our sense of community as well as for raising funds. 2011-2012 is a non auction year and no auction will occur this year.

### **Alternative Fundraiser**

The alternative fundraising activity held during non-auction years is selected by the Fundraising Committee under the direction of the Fundraising Chair. The event is subject to the approval of the Board of Directors. The event may be a sale of holiday wreaths and poinsettias, a rummage sale, a raffle, or another fundraiser agreed upon and organized by the Fundraising Committee. 2011-2012 is an alternative fundraiser year.

## **Safety and Health Issues**

- Check your child each morning for signs of illness. Send your child to school only if he or she is well enough to play outdoors. Please see Illness Guidelines on page 35.

- Insurance covers only those children enrolled in the Co-op. There is an exception for infants. Please see *Infant in the Classroom Policy* on page 31.
- Have a safe car with doors that lock, a valid driver's license and adequate insurance when transporting your child and other children to and from school. Seat belts are required along with child safety seats for children under eight.

## **Scheduled Workdays**

A parent or alternate care giver from each family is required to participate in the classroom as a scheduled classroom assistant during assigned class time. (A nanny, grandparent or other surrogate may serve in this capacity if neither parent is available during class time. Please see alternate caregiver policy on page 30.) Each member is allowed only three unexcused absences for the year. An unexcused absence is defined as missing a workday without finding a substitute or determining with the teacher, class scheduler, or class representative that a sufficient class ratio can be maintained even with your absence. Tot's workdays are when a parent is scheduled for snack and/or clean up. Contact the class representative whenever your absence is unavoidable. Please see *Member in Good Standing Policy* page 43 regarding repeated absences.

At the beginning of the year, classes assign work schedules. The number of days per week you participate in the classroom as a scheduled working parent depends on the class in which you are enrolled. Your presence in the classroom is important and your absence or tardiness may cause undue burden on other parents. Please be prompt when arriving and departing from class. In addition, class may be canceled if the adult-to-child ratio is too low. Stay with your child at preschool until enough scheduled working parents have arrived and the adult-to-child ratio is met. Please see drop-off policy on page 30 for a further explanation of this ratio.

## **Classroom Assistant Guidelines**

A classroom assistant has three main duties:

- Attend classes on your scheduled workdays or arrange for another parent to substitute when you are unable to work.

- Assist with classroom cleanup, as scheduled at the beginning of the year. For cleanup guidelines, see page 22.
- Prepare and supply a snack, as scheduled at the beginning of the year. For snack suggestions, see page 21.

As a Classroom Assistant, one of your jobs at the Co-op is to help children know what they can and cannot do. This means humor and faith in children's growth is essential. Following are some guidelines for working at the Co-op.

#### Talking to the Children:

- Use a low, quiet voice and enunciate clearly.
- Use language that children can understand and help them learn the meaning of words by showing them how. (For example, saying, "Pull the lever" makes little sense if the child doesn't understand the words.)
- Answer questions and talk to children when the occasion calls for it, but avoid talking to them all the time.
- Suggest what a child is to do, rather than what the child is not to do. Look for what the child is doing right instead of looking for problems.
- Before giving a direction, obtain the child's attention.

#### Body Language and Positioning in the Classroom:

- Sit down whenever possible to get down to the children's eye level.
- Stay in your assigned area if children are there. If there are no children in your area move to where the children are. Return to your station if children go there.
- Be patient. Children need time to develop and improve gradually.

#### Behavior Management Issues

- Praise the type of behavior you wish continued. Success is the best reinforcement possible.
- Avoid conflicts and forcing issues as much as possible. A little ingenuity often makes a situation go smoothly. Children need to establish patterns of happy performance rather than ones of negative refusals.
- For safety, monitor all children, especially those using our active equipment.

- Co-op parents function as teachers whose role is to guide, not punish. Remember that Co-op rules exist to enable a child's fullest use of the program, rather than to be rigidly enforced.

### General

- Try to spend time with each child at the co-op.
- When children are working or playing well, do not interfere - just observe and perhaps add to or provide resources when appropriate.
- Try not to chat with other adults too much - Preschool is your child's special time.
- Allow children to learn by experiment. Help children only when necessary to avoid failure and discouragement. Encourage children to explore themselves.
- Accept and appreciate each child as he or she is, remembering that each child is different.
- Avoid talking about a child in his or her presence.
- Be relaxed, enjoy the children and let it show when you are having fun!

### Snack Suggestions

Children have a daily snack at the Co-op, which is provided by parents on a rotating basis. Here are guidelines in planning and preparing the snack you bring.

Please do:

- Emphasize natural and nutritious foods.
- Keep it simple.
- Try to minimize waste.
- If possible, plan a snack for older children that will provide them with experiences such as spreading, pouring, mixing or peeling.
- Remember seasonal themes and holidays.
- Feel free to ask each other about snacks.

Please avoid:

- Peanuts or foods containing peanuts or peanut oil.

- Sugar in foods (i.e., cookies, doughnuts, candy, Popsicles, frozen fruit bars, etc.).
- Saccharin (i.e., diet Jell-O, etc.) and preservatives.
- Group-sized amounts of dip, to avoid the possibility of spreading germs.
- Items posted on a list of allergies or food-related restrictions for children in your class.

Ideas for suitable snacks:

- Sliced fresh fruit (i.e., blueberries, strawberries, bananas, melon, etc.).
- Biscuits or muffins, enriched with whole-wheat flour, bran or wheat germ.
- Bagels, crackers, rye krisps and pretzels.
- Raisins
- Cheese (any kind is good, either to eat with fingers or spread on crackers, apples wedges or vegetables).

If you happen to forget that it was your day to bring snacks, an "emergency" snack is kept in the classroom closet. (Grocery and bakery stores are also nearby.) If you use the emergency snack, please replenish it.

## **Clothing Guidelines**

A preschool is a place where children learn through play. They dig in dirt, conjure up crazy concoctions, paint precious pictures, glue glamorous glitter and splash water. In other words, your child will get dirty every day and should dress accordingly. Shoes with flexible soles for climbing and running are the safest and best for large motor development.

## **Classroom Clean-Up Guidelines**

### **General**

- Put away all toys and materials.
- Wipe tables, railings, and door knobs with anti-bacterial cleaner.

**House Area**

- Tidy inside the house.
- Return all toys that were taken out of the house.
- Put away blocks, blankets and dolls.

**Art Area**

- Return paper, markers and scissors to the art cupboard.
- Label finished artwork and put it in the drying rack on the class shelf.

**Painting Area**

- Wash brushes.
- Put lids on paint cans and put paints away in art cupboard..

**Large Motor Area**

- Put mats, climber, boat, etc. in the large motor closet.

**Kitchen Area**

- Wash any plates, pans, cups or toys placed in the sink or on the counters.
- Wipe counters.
- Check supplies and contact the teacher if items should be replenished.

**Eating Area**

- Sweep under the table.
- Wipe table surface with anti-bacterial cleaner.

**Bathroom**

- Wipe counter, cupboard, door and door handle with anti-bacterial cleaner.
- Clean toilet and surrounding area with anti-bacterial cleaner.
- Ensure the little potty is empty and clean.
- Check supplies and contact the teacher if items should be replenished.

**Garbage**

- Place garbage bags from kitchen and bathroom outside the door, in the garbage can

# **POLICIES AND PROCEDURES**

## Admissions Procedure

Early Enrollment occurs in February, at which time admission is offered to students currently enrolled in the Co-op and their siblings. These families are contacted and asked to secure their spot for the coming year with a completed Registration Form, Parent Agreement and a nonrefundable registration fee of \$85. Additionally, first and last months' tuition will be due at this time. Only members in good standing are eligible to enroll at this time.

Open enrollment for all other families is held around the 1<sup>st</sup> week of March (date to be determined). At open enrollment, families in attendance may sign up themselves and one other family as well. After registration any remaining openings are filled on a first-come first serve basis. To apply, applicants may obtain the requisite forms (Registration Form and Parent Agreement) in one of three ways: from the Madison Park Bathhouse, from the MPCP website ([www.madisonparkcoop.org](http://www.madisonparkcoop.org)), or by calling the Co-op. These forms must be completed and returned with a non-refundable registration fee of \$85.

After the enrollment process is complete, a confirmation letter is sent to all registered families. Once classes are filled, remaining applicants are placed on a waiting list from which vacancies are filled throughout the year.

All students must be 1 (for Tot's) or 2 (for Two's) or 3 (for 3's/4's) on August 31<sup>st</sup> of the upcoming school year to be admitted into preschool. To be eligible for an age exception in all classes, the child must have a September birthday. Age exceptions will be considered after July 1<sup>st</sup> and only if there are no prospective students of the correct age on the waitlist. Once an exception is made the child will have a 2 week evaluation period. After the evaluation period the family may be offered a spot in the class deemed age-appropriate by the teachers & the board. If the family chooses to withdraw rather than accept a spot the registration will be refunded.

## Tuition and Fee Schedule

There are two components to the cost of the Co-op: the Enrollment Fee and Tuition. Listed below are the tuition and enrollment fees for the 2011-2012 school year.

- **Enrollment Fee:** \$85 paid at the time of registration/enrollment. This includes a registration fee, a contribution to the Parent Advisory Council (PAC) Scholarship Fund, and administrative fees to Seattle Central Community College (SCCC). This fee is non-refundable.
- **Tuition:** Annual tuition cost varies by class as shown in the table below. Should you withdraw from Co-op prior to July 1, first and last months' tuition will be refunded. After July 1, one month's tuition is non-refundable.

| Annual Tuition by Class |        |               |         |
|-------------------------|--------|---------------|---------|
| Tots A & B              | Tots C | Twos A,B, & C | 3's/4's |
| \$630                   | \$945  | \$1,170       | \$1,305 |

## Payment Schedule Options

There are three Tuition payment options:

1. *10% Discount (Annual Payment):* Pay all tuition by September 7 and receive a 10% discount on tuition.
2. *5% Discount (Semi-annual Payment):* Pay tuition in two installments, the first by September 7 and the second by January 1, and receive a 5% discount on tuition.
3. *No Discount (Monthly Payment):* Pay tuition monthly, by the first of each month, with no discount. Families selecting this option will be required to pay first AND last months' tuition by September 7.

The payment discounts (10% and 5%) do not apply to the Enrollment Fee. The annual and semi-annual payment options significantly ease the administrative

burden on our volunteer organization. Therefore, discounts are given as an incentive for selecting these payment options.

## **Refund Policy**

The Enrollment Fee is non-refundable. Prior to July 1, first and last months' tuition is refundable. After July 1, one month's tuition is non-refundable should you elect to withdraw from Co-op. Remaining tuition is refundable on a pro-rated basis. Members are obligated to pay tuition through the month following the month in which they give written notice of withdrawal to the Co-op Registrar. For example, if notice of withdrawal is given in October, tuition is payable through November. The guidelines for tuition refund in case of withdrawal apply equally regardless of the payment option selected.

In the case that a class is undersubscribed, that class may be cancelled for the year. Families who had enrolled in that class will have the option of being placed on the waitlist of another class, or receiving a refund of any tuition already paid. Families will be asked to choose one of the above options within 10 days of notification of their class being cancelled.

## **Payment Procedure**

We encourage families to take advantage of the early payment options noted in the Payment Calendar on the following page. Should you choose either of these options, please make your payment on or before the initial All-School meeting. If you choose to make monthly payments, checks are due by the 1<sup>st</sup> of the month with the first one due on October 1.

Tuition checks should be made payable to "Madison Park Co-op Preschool" or "MPCP." On each check include:

- Your child's first and last names
- The month and class for which tuition is being paid
- Explanation of other fees/contributions

Tuition checks may be submitted by:

- Placing them in the treasurer's folder at school

- Mailing them to the Co-op at: 1900 43<sup>rd</sup> Avenue E Seattle, WA ,  
Attn: Treasurer

If you are having financial difficulty paying your child's tuition, contact the Treasurer or Assistant Treasurer.

## Payment Calendar

Please note that you may not receive tuition invoices from the Co-op. It is your responsibility to keep track of your payments and to make them in a timely manner. Please refer to the payment calendar below to help you determine the amount and timing of your tuition payments.

| Tots A and Tots B     |            |       |                         |       |         |       |
|-----------------------|------------|-------|-------------------------|-------|---------|-------|
| Payment Options       | First/Last | Sept  | Oct-Dec                 | Jan   | Feb-Apr | Total |
| Annual (10% disc)     | \$140      | \$427 | --                      | --    | ==      | \$567 |
| Semi-Annual (5% disc) | \$140      | \$160 | --                      | \$299 | --      | \$599 |
| Monthly               | \$140      | --    | \$70/month for 7 months |       |         | \$630 |

| Tots C                |            |       |                          |       |         |       |
|-----------------------|------------|-------|--------------------------|-------|---------|-------|
| Payment Options       | First/Last | Sept  | Oct-Dec                  | Jan   | Feb-Apr | Total |
| Annual (10% disc)     | \$210      | \$641 | --                       | --    | ==      | \$851 |
| Semi-Annual (5% disc) | \$210      | \$239 | --                       | \$449 | --      | \$898 |
| Monthly               | \$210      | --    | \$105/month for 7 months |       |         | \$945 |

| Twos A, Twos B, and Twos C |            |       |                          |       |         |         |
|----------------------------|------------|-------|--------------------------|-------|---------|---------|
| Payment Options            | First/Last | Sept  | Oct-Dec                  | Jan   | Feb-Apr | Total   |
| Annual (10% disc)          | \$260      | \$793 | --                       | --    | ==      | \$1,053 |
| Semi-Annual (5% disc)      | \$260      | \$296 | --                       | \$556 | --      | \$1,112 |
| Monthly                    | \$260      | --    | \$130/month for 7 months |       |         | \$1,170 |

| 3's/4's               |            |       |                          |       |         |        |
|-----------------------|------------|-------|--------------------------|-------|---------|--------|
| Payment Options       | First/Last | Sept  | Oct-Dec                  | Jan   | Feb-Apr | Total  |
| Annual (10% disc)     | \$290      | \$885 | --                       | --    | ==      | \$1175 |
| Semi-Annual (5% disc) | \$290      | \$330 | --                       | \$620 | --      | \$1240 |
| Monthly               | \$290      | --    | \$145/month for 7 months |       |         | \$1305 |

## **Non-Tuition Payments**

In addition to tuition payments, there may be some optional payments. These include contributions toward holiday gifts for the teacher(s) of approximately \$15 - \$20 per gift per family. Also MPCP budgets for each family to participate in fundraising each year. A family may choose to make a fundraising contribution in lieu of collecting fundraising dollars.

## **Fiscal Calendar**

The fiscal year of MPCP is twelve months long beginning on July 1 and ending on June 30. The Treasurer prepares a budget for the ensuing fiscal year which must be approved by the Board of Directors during their May meeting.

## **Scholarships**

Scholarships are available through a combination of Parent Advisory Council (PAC) and MPCP funds. Application forms can be obtained from the Treasurer and need to be submitted at the beginning of the school year. Contact the Treasurer or your parent educator for additional information. The scholarship process is confidential.

## **Expense Reimbursement Policy**

Occasionally parents incur expenses that are reimbursed by the Co-op. Expenses must be submitted by the 15<sup>th</sup> of the month following the month in which they were incurred. For example, expenses incurred in June must be submitted by the 15<sup>th</sup> of July. Expense reimbursement requests must be submitted on Expense Report forms with receipts attached. They should be submitted in the Treasurer folder at school. Expense Report forms can be found in the hanging file folder at school, on the website, or by contacting the Treasurer.

## **Drop Off Policy**

All children in a Tots class must be accompanied by a parent or alternate caregiver. Children in the Twos and 3's/4's Classes may be dropped-off every other class, provided that a minimum child to adult ratio of 3:1 is met at all times, not counting the teacher.

## **Drop off Policy for Families with Twins**

Efforts will be made to allow drop-off for both twin children. However, this must be coordinated with the class representative, and a full understanding of the special circumstances agreed to by the families of that class during the first class meeting and carried throughout the school year.

For families with twins in the Twos classes, an effort will be made to allow drop off once a week. Families with twins in the 3's/4's class must be in the classroom  $1\frac{1}{2}$  times more than a family with one child in the same class. In other words, a family with twins in 3's/4's would be in class three days for every two days attended by a family with one child in the class.

## **Classroom Jobs for Families with Twins**

Families with twins must pay tuition and registration fees for both children, but will be assigned both parent jobs and in-class jobs as a family rather than per child, making their classroom assistance responsibility equal to all single-child families.

## **Alternate Caregiver Policy**

The Co-op accepts alternate caregivers (e.g. nannies, grandparents or other surrogates) into the classroom in place of parents, with the understanding that these caregivers have the same responsibilities as parents. (For example, providing snacks and cleaning up.) The alternate caregiver must be aware that when

participating in the classroom, interaction with all children is expected. The alternate caregiver should review the Teacher Assistant Guidelines, clean-up procedures, and all health and safety requirements.

The Co-op requires that the caregiver and the parents attend the September all-school orientation meeting. We also recommend that alternate caregivers attend parent meetings. (Parents are required to attend parent meetings and relay information to their caregivers if they are not able to attend.) In turn, alternate caregivers are responsible for relaying class information to parents.

### **Member Leave of Absence/Maternity Policy**

Any parent may take an unencumbered six-week leave of absence for childbirth or two-week family medical emergency for all classes. The parent planning a leave of absence must notify her/his class scheduler as soon as possible. If the adult/child ratio is met with the absence of the parent or caregiver taking leave, the child may attend class. The scheduler will arrange for classroom work substitutes if necessary. Attendance at the parent meetings is required and tuition shall be paid according to the regular schedule.

### **Visitors to MPCP**

Visiting children (i.e. siblings, friends, prospective students) must be approved by the teacher, preferably 24 hours before the visitation, and the parent/caregiver must be present in the classroom on the day of the child's visit.

### **Infant in the Classroom Policy**

There are two infant slots available in each class. Upon notification and approval by the teacher and class rep, a parent or alternate caregiver may bring an infant to class for up to six weeks. The parent or alternate caregiver must carry the infant in a front-pack at all times. For insurance reasons, infants in bucket seats are not

acceptable. The infant must also be included on the class list and they must be signed in when attending class.

Parents may use the maternity leave and infant policy together. For example, a parent or caregiver may use the maternity leave policy the first six weeks of the baby's birth and then may subsequently use the infant-in-classroom policy for the next six weeks if an infant slot is available.

## **Snow Policy**

The Co-op generally operates on the same schedule as that of the Seattle Public Schools (SPS.) If Seattle Public Schools are canceled, then so is the Co-op. Even if local conditions permit safe travel to school, insurance constraints require that Co-op nevertheless be closed if SPS are closed. If Seattle Public Schools are running one or two hours late, but the kindergarten and preschools are canceled, then the Co-op is canceled. If there is a discrepancy between the SPS kindergarten and preschool schedules, the Co-op's classes will operate according to the SPS preschool schedule.

If all Seattle Public Schools are running two hours late, all Co-op morning classes will be canceled. Afternoon classes will meet on time. If all Seattle Public Schools are running one hour late, all Co-op classes will run on time (although there is no pressure on families to arrive in a timely manner).

KING, KIRO and KOMO television stations as well as KIRO radio broadcast school schedules. If you have any questions, call your teacher. The Co-op's ultimate goal is the safety of you and your child.

## **Teacher Sick Day Procedures**

In the case of a teacher being sick, the teacher will contact the VP of Teacher Support who will then proceed to call a substitute teacher. If no substitute is available, then the class rep will be notified in order to contact the class to see if a parent will be present in class that day who is CPR certified. At the same time the parent educator will also be called to see if they will be attending class as they are CPR certified. If no

parent or teacher who is CPR certified is able to attend class that day then class will be cancelled. The class rep will then send an e-mail and/or voicemail to all parents notifying of the class cancellation.

## **Safety Procedures**

The Safety tour will occur the first week of school in class and each parent will sign a form upon completion. This form is kept in an emergency box. Teachers and class reps review safety procedures at the beginning of the school year.

It is important for all parents to know the following safety items:

- Location of: the first aid kit, emergency numbers, children's medical information, posted allergy information, and latex gloves.
- Rules for equipment use.
- Medication procedures.

Additionally, all MPCP teachers are required to have a current infant/child CPR certificate. If the teacher is absent, only a certified CPR parent can substitute for the teacher.

MPCP employees may not administer regular medication. Please schedule any administration of medications before or after class. All students with allergies or asthma must have a treatment protocol form on file in emergency file and appropriate medications kept at school with first aid kit. Parents must train class members to administer drugs.

## **Food Allergy Guidelines**

Maintaining a healthy and safe environment for our students, staff and community is very important. Because food allergies can be life threatening, it is imperative to make your Class Rep, Teachers and other families in your class aware of the symptoms and the treatment protocol as designated by your medical care provider. Prior to the first day of school, it is your responsibility to notify your Class Rep, Teachers and class families identifying all of your child's food allergies. Your Class

Rep and Teachers will work very closely with you and the rest of the class to make sure that there is a plan in place to keep your child safe from harm.

Whenever a child with a life threatening food allergy leaves home, there is some degree of risk regardless of the efforts to control their environment. We cannot guarantee that a child with a life threatening food allergy will never come in contact with the offending substance. We can and will, however, implement an appropriate course of action to help ensure their safety.

MPCP is a peanut and tree-nut free school, regardless of whether or not any children currently enrolled in the Preschool have been diagnosed with nut allergies.

## **Building Security and Safety**

The Co-op has two types of building security procedures: preventative and lost child procedures:

### **Preventative Procedures**

These security procedures are followed every day:

- The teacher greets each child and parent at the front door
- The parent signs the child and themselves in
- A nametag is put on the child and parent.

The front door remains locked at all times, and the bathroom door remains closed (with the outside top dead bolt locked) if the bathroom is empty.

### **Lost Child Procedures**

Should a child become lost, follow these procedures:

- Search the school
- Call 911
  - Use the child's emergency card to describe the child
  - Try to give a description of what the child was wearing and tell the operator about the nametag
  - Begin to call local businesses to request their help
- Three parents search outside

- Search Madison Street
- Search the park and beach
- Settle classroom
  - Announce story time and gather all children in one place
  - As class settles, more parents can search outside in cars.

### **Fire and Earthquake Procedures**

Fire and earthquake procedures are communicated during the first school meeting, and drills are conducted during the year.

An earthquake kit is located in the diaper changing room.

### **Illness Guidelines**

Because preschool brings children into close contact with each other, communicable disease spreads easily among them. To prevent the spread of contagious disease, children with communicable disease must be kept home.

Keep your child home if any of the following symptoms are present:

| <b>Illness Symptoms</b> |   |
|-------------------------|---|
| Cold                    | A cold less than three days old. Common cold symptoms include sore throat, runny nose, sneezing and coughing. |
| Sore Throat             | Red throat, swollen glands  |
| Runny Nose              | Runny nose with colored discharge (non-allergy related)   |
| Vomiting                | Vomiting within 24 hours before school  |
| Diarrhea                | Diarrhea within 24 hours before school  |
| Fever                   | Fever over 99.8 within 24 hours before school   |
| Rash                    | Unexplained rash or skin eruptions  |
| Eyes                    | Persistent pink or red eye(s)   |
| Cough                   | Nagging cough or sore throat  |

If your child has any of these symptoms, but especially if they have a fever, vomiting or diarrhea, please keep them home. If you are in doubt as to whether or

not your child is well enough to attend school, it is advisable to keep them home that day. Adults who are ill should also use judgment before attending co-op.

### **Communicable Disease**

If your child has been exposed to any of the communicable diseases listed below, you must notify your teacher as soon as possible by phone and by email. An anonymous notice of exposure to the communicable disease will be posted on the inside of the co-op door. Specific diagnoses that require Public Health notice are as follows:

- bacterial meningitis
- chicken pox
- conjunctivitis (pink eye)
- Fifth Disease
- hand, foot and mouth disease
- head lice
- impetigo
- mononucleosis
- methicillin-resistant staphylococcus aureus
- mycoplasmal pneumonia
- pinworms
- Reye Syndrome- following chicken pox or flu
- Strep throat

Consult your doctor regarding length of contagiousness before returning to the co-op classroom or other co-op functions if symptoms are still present.

### **Resolving Behavioral Issues**

It is important that parents in the Co-op feel that their children are in a safe and nurturing learning environment. If you identify a behavioral issue with regard to a particular child, you should talk to the teacher and parent educator to determine if there is a simple remedy. Be prepared to be part of the remedy.

If necessary, you may also involve the class representative, who will help the teacher and parent educator determine a satisfactory course of action. If an agreement cannot be reached, then an all-class meeting should be held to resolve the issue. Once an agreement is made, all parties are bound by it.

Ultimately, it is the responsibility of each parent to ensure that his or her own child is behaving in a safe manner. Any parent who fails to may have to withdraw their child from the Co-op.

## **Frequent Aggressive Behavior**

We recognize that there are times when young children may attempt to use physical strength and/or intimidation to meet their needs. Any child who continues to resort to aggressive measures in order to meet their needs will be responded to with the following steps:

1. Discussion with the Teacher. As a classroom assistant, discuss any repeated aggressive behaviors with the teacher - (do not discuss with other parents). The Teacher and Parent Educator will then closely monitor the situation.
2. Documentation. If the situation continues, the Teacher will document any acts of aggression. The Teacher will discuss with the parent about the observations as well as inquire about any changes at home. Parent Educator will also do observations. Teacher, Parent Educator and parent will discuss the 3<sup>rd</sup> step prior to the next parent meeting. Parent will decide whether or not issue will be in the next parent meeting agenda.
3. Parent Meeting Agenda. With the parent's permission and input, the Teacher will discuss the situation during a class parent meeting. The discussion will include strategies to more effectively deal with the situation. These discussions are not focused on "who" is doing the behavior but on how to most effectively handle it.
4. Shadowing. If the Teacher determines that progress is not satisfactory, then the parent of the child displaying aggression will be required to be present in the class to provide the extra coverage necessary to allow for an adult "shadow" to be present at all times. That parent will act as a "shadow," following the child as closely as possible, intervening BEFORE any more aggression occurs.
5. Parent/Teacher/Parent Educator Conference. If after 2-5 weeks of shadowing, the teacher feels a need for further attention to the matter,

there will be a conference scheduled with the parents of the child, the Parent Educator and the Teacher.

## **Non-typical Classroom Behavior Policy**

When a child's classroom behavior is outside the range typical for his/her age, the Co-op professional staff (the parent educators and the teacher) will follow a protocol designed to determine if continued Co-op membership is in the best interest of not only the child but the Co-op as well. If the concerns cannot be resolved in a mutually beneficial way, the family will need to find placement elsewhere. During any point in this process the Co-op staff reserves the right with cause to request that the Board terminate class membership. The following procedure will be used:

1. The teacher and parent educator(s) will meet to clarify observations and identify target issues. A plan for monitoring and documentation will be established at this time.
2. Co-op staff will meet with parent(s) to discuss observations and concerns and will develop an intervention plan to modify or replace targeted issues. [Depending on the severity of the atypical behavior, procedure may go directly to Step 4.0 at this meeting.]
3. The classroom plan from step 2.0 will be monitored for four weeks of class sessions. The Co-op staff and parent(s) will confer during and at the end of the four weeks. Staff will determine if targeted behavior is improving with the interventions and if continued monitoring is needed and how this will occur.
4. If behavior is severe and/or unsafe, the parent will be directed to seek outside assessment and possible treatment. Consultation with specialists may include psychological, neurological, psychiatric assessments, testing for speech and language development, social and emotional development and physical and occupational development. The need for family counseling or parent coaching may also be identified. (Complete early childhood assessments can be done through the Seattle Public School's Student Services office or through Children's Hospital as well as other private vendors including Boyer Clinic.)
  - a. Documentation of an appointment to begin this assessment process will be required within 14 days of the meeting where parent was directed to seek assessment. Documentation will be a completed

- exchange of information form giving Co-op staff permission to discuss classroom observations and behavior with appropriate practitioners.
- b. Documentation of treatment plans will be required. Treatment plan goals need to include development of group skills. Documentation of a treatment plan will be a completed exchange of information form so that Co-op staff has permission to discuss classroom observations and behavior as well as intervention services with any professional who is managing the treatment plan. The purpose of these discussions will be to monitor progress and determine if the Co-op classroom is the best placement for the child. (It is strongly recommended that treatment begin as soon as possible and no longer than six weeks after initial assessment appointment.)
  - c. During the assessment and treatment period the child may continue to attend class and a parent may be required to attend and shadow the child each day.
  - d. During the treatment period the Co-op Staff will continue to monitor for progress and cooperate with treatment plan practitioners to report as needed.
5. At any point in this process, if the best interests of the Co-op and/or the child are not being served, class membership will be terminated at the professional discretion of the Staff, with Board approval.

## **Grievance Procedures**

As a Co-op, we value a harmonious and respectful environment. However disputes may occasionally arise. Members are expected to resolve problems before they become disruptive to the school.

Parties involved in a dispute should attempt to clearly identify the problem and resolve the issue as soon as possible. Begin by attempting to discuss concern directly with all parties. If this is unsuccessful, the grievance procedures will be followed.

Grievances between MPCP participants about a Co-op matter are handled as follows. First, the aggravated party contacts their class representative and explains the problem. The Class Representative may act as the mediator between the parties, but must immediately inform all parties and the President of the

problem. At the request of any party to the grievance, the Board of Directors is informed of the dispute and will appoint a Grievance Committee to investigate it.

The Grievance Committee consists of one officer of the Board, one member of the class involved in the dispute, one individual from MPCP and the parent educator from Seattle Central Community College.

The Grievance Committee evaluates the dispute and makes a recommendation to the Board of Directors regarding its settlement. The decision of the Board is final and binding, and must comply with any employment contracts in force at the time.

Any party to a grievance may appeal the Board's decision by presenting to the Board a petition signed by 1/3 of MPCP requesting an all-school hearing and vote on the issue. Attendance by 2/3 of the voting members of MPCP is required at such a meeting to validate the vote.

## **Withdrawing from the Co-op**

In the event that your family is unable to complete the school year with the Co-op, it is important that you:

- Mail or email written notification of withdrawal to the Registrar. The date of your withdrawal is determined by the date the withdrawal notice is mailed (specifically the postmark date on the envelope).
- Contact the Treasurer to verify that your tuition is current. (Members are obligated to pay one month's tuition beyond their date of withdrawal.) If you prepaid your tuition, remaining tuition is refundable on a pro-rated basis.
- Pick-up all of your child's art projects and belongings from school.

## **Teacher Staffing**

MPCP seeks to employ (an) experienced teacher(s) whose personal philosophy of and background in early childhood education is compatible with the philosophy of MPCP. Members will have a chance to provide feedback on the teachers through our survey process. The President and Vice President Teacher Support then

complete an annual performance review with the teacher(s) using the member evaluations as input. The MPCP board may renew or not renew the teacher contracts based on the recommendation of the President and Vice President.

In the event of a teacher vacancy, a Faculty Committee consisting of the Vice President Teacher Support and participants from MPCP who anticipate returning to the preschool for the following school year are appointed to advertise, interview, and screen applicants, and present a recommendation to the Board for approval. The President and the Treasurer process an appropriate contract with the teacher(s). MPCP is an equal opportunity employer.

### **Teacher's Child in Class Policy**

A teacher's child will be allowed in the classroom as a registered student. The student will be considered an additional child in the classroom and will not take the place of another student. The student will need to have a designated adult who will be responsible for supporting them in class - hand washing, diaper changing and support during transitions - so the teacher can remain focused on their job of leading the class. In a two's class, the student would need to have a responsible adult for each class day.

In the event a parent and/or parent educator do not feel the situation is working the following procedure should be followed:

1. The parent should notify the class rep of their concerns. The class rep will work with the VP of Teacher Support and Parent Educator to formulate a plan to address the issues. This will involve talking with the teacher, scheduling additional observations and creating a plan to address the issues.
2. The plan will be followed for 4 weeks of class sessions. With class rep input, the teacher, VP of Teacher Support and Parent Educator will meet at the end of four weeks and determine if there is improvement.
3. If the situation does not get better, the child will need to be withdrawn from coop.

It is MPCP's intention to cover the student's tuition 100% - however this number will be based on the coops financial situation and will be evaluated each year. A teacher may withdraw his/her child from coop at any time without tuition penalty.

## **Elections Procedure**

Elections to the Board of Directors of MPCP occur at the annual spring all school general meeting. The Executive Committee of the Board of Directors prepares a list of nominees for the following school year's Board positions and posts it at least two weeks before the spring general meeting.

Elections are determined by a majority of those present, provided a quorum is met. The Secretary presides over the voting process and tallies the votes.

## **Member in Good Standing Policy**

Good standing means a member:

1. Is current in payment of tuition and fees.
2. Has attended required class meetings and all-school meetings. A member family is allowed one absence each school year. A member who has two children in co-op only has to attend meetings for one child.
3. Has fulfilled responsibilities pertaining to scheduled work days for Two's and 3's/4's classes, cleaning and snack responsibilities for Tots classes and assigned parent jobs (as outlined in the parent agreement and handbook).

A member is assumed to be in good standing unless otherwise reported to the board by the registrar or other member holding a position to which a member's participation is accountable. Additionally, the class representatives will submit their parent-education and all school meeting sign-in sheets to the registrars for review of attendance.

In the event a member fails to meet her/his responsibilities, the following protocol will be followed:

1. The registrar or appropriate board member will:
  - Speak with the member.
  - Outline the necessary steps to return to member in good standing status. Members might be assigned additional co-op responsibilities such as clean-up, end-of-year responsibilities and other necessary jobs as outlined by either the registrar or board.
  - Discuss if the Co-op is the right fit for the family.

2. The registrars and the executive committee will determine which members continue to be not "in good standing" despite the above measures. The registrars will then notify those members by February 1st if they are not eligible for pre-registration for the following year.
3. If there is no improvement, names will be brought to the executive committee for review, at which point the executive committee may choose to vote on dismissal of the member.
4. A member who has been dismissed cannot participate in registration for one year.

# PARENT AGREEMENT

**Madison Park Co-op Preschool: Parent Agreement**

MPCP functions most effectively when it receives full participation and support from all of its members- the Co-op is only as good as every parent makes it! Following is a summary of the Co-op's requirements regarding parent and/or alternate caregiver participation and responsibilities. Please understand that your participation in the Co-op affects your eligibility for membership this year and in successive years. Please check each box to indicate that you accept these responsibilities. Thank you and welcome to the Madison Park Co-op!

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Attend the September all-school orientation meeting and the April all-school meeting.</li><li><input type="checkbox"/> Read the handbook and other distributed materials.</li><li><input type="checkbox"/> Attend regular parent meetings.</li><li><input type="checkbox"/> Participate in the classroom as a scheduled "Teacher Assistant." (Attend classes on your scheduled workdays, assist with classroom cleanup and prepare and supply snack as scheduled.) Arrange for a substitute when you are unable to work. Contact the teacher or class rep whenever your absence is unavoidable.</li><li><input type="checkbox"/> Be prompt when arriving at and departing from classes and meetings.</li><li><input type="checkbox"/> Follow the illness guidelines in MPCP's handbook and send your child to school only if well enough to play outdoors.</li><li><input type="checkbox"/> Make other arrangements for siblings, as insurance covers only those children enrolled at the Co-op. Exceptions are allowed for infants. Please adhere to the MPCP Infant Policy if applicable.</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Have a safe car with doors that lock, a valid driver's license and adequate insurance when transporting your child and other children to and from school. Seat belts are required along with child safety seats for children under eight. Vehicle owners and field trip drivers must sign the Voluntary Driver Vehicle Notice Form.</li><li><input type="checkbox"/> Complete one parent job or serve as an officer on the MPCP Board.</li><li><input type="checkbox"/> Participate in MPCP's annual fundraising activities.</li><li><input type="checkbox"/> Participate in the co-op evaluation (survey) process.</li><li><input type="checkbox"/> Adhere to the MPCP Alternate Caregiver Policy if applicable.</li><li><input type="checkbox"/> Pay monthly tuition promptly whether or not your child is able to attend classes.</li><li><input type="checkbox"/> Mail or email written notification of withdrawal to the Registrar if withdrawing from the Co-op. (Members are obligated to pay the following month's tuition after giving notice of withdrawal.)</li></ul> |
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**ALL OF THE ABOVE ITEMS ARE MEMBERSHIP REQUIREMENTS.**

If you are unable to satisfy the above requirements, MPCP asks that you make your spot available to another family. By signing this agreement, you agree to adhere to the following duties and responsibilities in order to remain a member in good standing.

As a student and parent participant of the Madison Park Co-op Preschool ("MPCP"), I understand that it is my responsibility to alert the necessary school officials should my child have any allergies, food restrictions or medical conditions. I understand that the MPCP will attempt to take

precautions necessary to prevent the exposure of foods or conditions that may be harmful to my child or to other children participants at MPCP, but that MPCP is not responsible for and does not guarantee that my child will not be exposed to certain foods or conditions that may trigger my child's allergies or medical conditions. I, therefore, release and hold harmless MPCP, all of its officers, directors and agents from any and all liability for any loss, damage, injury or expense related to allergies or preexisting medical conditions that I or my child may suffer as a result of our exposure to foods or conditions at MPCP. I understand that this agreement cannot be modified except in writing by MPCP, and that no oral modification or interpretation shall be valid.

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Child's Name

Class

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Parent Signature (and alternate caregiver signature if applicable, e.g. grandparent, nanny...)