

Parent Handbook 2023-2024



Welcome to NOD!

Dear Parents,

We are so pleased that you have chosen North Orchard Delong Cooperative Preschool for your child. Co-op parents are special because they are very involved with their children's education. Thank you for making such a commitment!

We have prepared this handbook for you in the hopes that most of your questions can be answered here. Parent Orientation can be a bit overwhelming if it is your first exposure to cooperative preschools. This handbook is a collection of our Standing Rules and Operating Procedures, current contact information, and other guidelines. It should answer a lot of your questions but you should always feel free to ask us any questions that you might have.

As a co-op parent you help to own and operate the school. Active parent involvement is the way we keep our tuition low for a quality preschool. Please think about the various ways you can lend your talents to our co-op.

Thank you,
NOD Cooperative Board

Contents

School, Teacher, & Bates Coordinator Information	3
2021-2022 Current Board Members	3
Goals	4
The Role of a Parent in a Cooperative Preschool	5
Parent Education Credits	5
Executive Board	6
Board Descriptions	6
Co-Presidents	6
Secretary	6
Class Representatives	6
Publicity	6
Auction Co-Chairs	7
Parent Education	7
Membership	7
Treasurer	7
Fundraising	7
Health & Safety	8
Newsletter	8
Who to Contact	8-9
Parent Responsibilities and Positions	10
Committees	10
Job List	11
Monthly Cleaning	12
Tuition Information	12
Scholarships	12-13
Fundraising	13
Auction	13
Wreath Sales	13
Trike-a-Thon	13
Health & Safety	14
Arrival & Departure	14
Parking Lot Safety Regulations	15
Communication Guidelines and Etiquette	15
Guidelines for Working with Children in the Classroom	16
Discipline Policy	17-18
Snack Suggestions	19
Additional Standing Rules and Operating Procedures	20-21
Calendar	22

School, Teacher, & Bates Coordinator Information

Name: **North Orchard Delong Co-Operative Preschool**

Website: <http://northorchardcoop.com/>

Address:

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Tacoma, WA 98407

Phone: (253) 620-4004 (voicemail only)

Mailing Address:

PO Box 6842

Tacoma, WA 98417

Tyclee Lochridge (Teacher)

253-329-3944

Tycleeloehr@gmail.com

Diana Stone (Bates Coordinator)

253-680-7507

dstone@batestech.edu

2021-2022 North Orchard Delong Board Members

Co-President:	Greg Michaels
Co-President:	Kyra Haddix
Treasurer:	Chris Eberhardt northorchardtreasurer@gmail.com
Secretary:	Ruth Ward
Auction Co-Chair:	Danielle McCarthy & Kristen Sturgeon
Fundraising:	Catie Dabney
Membership:	Sidney Nelson
Parent Ed:	Kelly Sycz
Publicity	Catie Dabney
Newsletter:	Kevin Hyde
Health & Safety:	Danielle McCarthy
2-3 Class Rep:	Jennifer Sheridan
3-5 Class Rep:	Lindsay Medema

Goals

What Children Learn In Our Program

1. Children learn who they are and what they can do.
 - They learn that who they are is good.
 - They learn that what they can do is good.
2. Children learn to communicate more effectively.
3. Children learn to find satisfaction alone and with other children and adults.
4. Children have the opportunity to experience joy and beauty in many things: literature, art, and music.
5. Children become more aware of the world in which they live.
6. Children handle their bodies with greater skill and learn basic good health habits.
7. Children assume greater responsibility for themselves and their belongings.
8. Children begin to understand mathematical relationships.
9. Children learn to recognize their emotions; to enjoy the good ones and channel less constructive emotions.
10. Children experience lasting friendships.

The Goals of Our Early Childhood Curriculum

- Help children become enthusiastic learners.
- Encourage children to be active and creative explorers.
- Help children become independent.
- Encourage the Love of Self—and the Love of Others.

Play is a child's opportunity to learn. At North Orchard Delong Cooperative Preschool, children play, have fun and discover the world around them in a safe and stimulating environment. What you will observe in the classroom at North Orchard Delong is that children are encouraged to express themselves creatively through play, art, music, and language mediums. What you will NOT see is children sitting in groups doing worksheets, using flashcards, or sitting in groups for extended periods for direct instruction. Children are exposed, through play, to the rudimentary elements necessary to build a firm foundation for math, science, reading, and writing.

Development of social skills is inherent in the program since the children spend time daily interacting with each other and the teacher. As children play and learn, they are also guided in ways that show respect for the needs of others in the classroom.

The teacher and teacher's assistants (working parents) promote learning by asking questions that encourage children to think, inquire, discuss, and reflect. The teacher is responsible for developing and maintaining a stimulating, challenging environment.

The Role of a Parent in a Cooperative Preschool

1. Work in the classroom as scheduled, usually three or four times a month. **It is your responsibility to find a replacement if you are unable to work.** This is usually handled by trading working days with another parent.
3. Pay fees as required by the Preschool.
4. Complete all forms as required by the Preschool.
5. Earn 8 Parent Ed credits. (See below for more details.)
6. Attend a Parent Training session for working in the classroom.
7. Assist on a committee, and have a classroom job, and/or serve as an Executive Board Member.
8. Help host a Parent Ed Function, participate in one monthly cleaning during the year, and assist with the year-end cleaning.
9. Support fundraising activities. We have many bills to pay (teacher's salary, taxes, insurance, supplies, etc.). Fundraising also helps keep the tuition low.
10. Enjoy watching your child grow and learn.
11. Please enjoy 6 weeks off of working in the classroom after the arrival of a baby.

Parent Education Credits

As part of being enrolled in a Bates Technical College-affiliated preschool, you are enrolled as a student at Bates in child development. When you assist in the classroom, this is your "lab" experience; the Parent Education opportunities provided are your classroom experience. Parents are required to earn a minimum of 8 Parent Education credits during the year.

Listed below are ways credits can be earned.

- Orientation (required) **
- Parent Training (required) **
- Parent Education meetings at North Orchard Delong or at other co-op preschools
- Community Parent Education events
- Parent Share sessions while the children are in class (quarterly)
- Auction
- Board meetings
- Attend the Parenting Seminars at Bates South Campus
- Share a book report (or write any kind of article) in the newsletter
- Read electronic Parent Ed handouts disseminated by the Bates Instructor and answer the accompanying questions
- Assist the teacher in preparing for a class project

Keep in mind that if your spouse/companion joins you at these events you can earn **two Parent Ed credits.

Executive Board

Our cooperative preschool is a non-profit, autonomous small business that makes its own decisions regarding business, policy, finances, and teacher hiring. Each year the membership elects a board to assume the roles of leadership. The preschool teacher and Bates Child Studies Instructor are also board members who serve in an advisory role without a vote. The board meets monthly (meetings are open to the entire membership), recommends action to the preschool membership on policy or financial matters, serves as a problem-solving resource for the preschool, and is responsible for handling preschool matters during the summer.

Board Descriptions

All board members are required to attend monthly board meetings and attend training workshops at Bates Technical College.

Co-Presidents

Oversee and organize the board meetings and Orientation; work with the treasurer on the renewal of teacher contracts; support and communicate with the preschool members and staff; preside over all Executive Board meetings and Parent Education meetings; oversee the operation of the school; keep families informed of school policies and activities; prepare the school handbook and write monthly newsletter articles (or can delegate as needed); negotiate the teacher's contract; attend three Bates workshops throughout the school year. Participate on scholarship committee as needed.

Secretary

The Secretary takes minutes at each board meeting, makes copies, hands them out to each board member at the next meeting, and posts them on the bulletin board. Takes pictures of board members and makes a bulletin board in the hallway with their pictures and names. In addition, the person secures the proper files for audit at the end of each year, and keeps the storage of these files organized.

Class Representatives

This person is the voice of their class at the board meetings. Responsible for writing the schedule for working parents every month; trains new parents to work in the class if they have enrolled later in the year; starts the phone tree if information needs to get to each family in the class; notifies parents of teacher and board requests.

Publicity

The Publicity Chairperson's job is to get our name out there! Organizes marketing for the summer months; uses tools such as fliers, ads, and the internet and website to inform the public about our school; edits website with updated information monthly; in charge of getting new North Orchard Delong t-shirts, brochures and business cards made when needed; is in charge of organizing and registering the school in the Junior Daffodil Parade in the spring. MUST have knowledge in WordPress.

Auction Co-Chairs

This co-position organizes our biggest fundraiser of the school year. The Co-Chairs oversee the Auction Committee and delegates duties. With the help of a committee, Auction Co-Chairs finds and reserves the venue for the auction, gather procurements from businesses and the community, oversee and organize all printing of tickets, invitations, and auction catalog, choose and implement low cost centerpieces, and manage the event and holds monthly auction meetings.

Parent Education

This position will keep track of each member's Parent Education credits, making sure all families have acquired 8 credits a year. Maintains Parent Education sign-in sheets and attendance charts to record credits, including committee involvement. Ensures each family is signed up for a job and committee, or a board position. Promotes the Bates Resource Center and Parent Ed opportunities at Bates Technical College among the parent membership. Advertises family fun events, parent training opportunities, enrichment workshops that might be happening in the community. Helps develop and maintain parent education library and resources at the preschool.

Membership

Our Membership Chairperson is the backbone of our school. This person is usually the first person a new or potential member talks to. Monitors the phone messages and contacts those who are interested in our preschool. Sends out registration packets, maintains a current class roster for all families in Jovial. As registration begins, forwards the deposits to the Treasurer. The Membership Chair is also responsible for filing and maintaining the required membership records for audit and providing quarterly membership reports to Bates; provides daily sign-in sheets; sets up parent files, adding new parent files throughout the year; coordinates and runs paperwork in the park; attends, advertises and coordinates snacks for Open House in the spring.

Treasurer

The Treasurer has a vital role in the co-op. Responsible for the teacher payroll*, taxes, insurance payments to Bates, collecting tuition from members, and making sure everyone is up to date. The Treasurer collects and accurately records school income, pays bills and prepares and distributes a monthly financial statement, is a signer on all financial accounts, establishes a yearly budget, reviews and reconciles monthly bank statements, and prepare quarterly reports to the IRS* and Labor and Industry. Participates on scholarship committee as needed. Utilizes QuickBooks, ADP and Jovial to assist with preschool bookkeeping and billing.

*Hired bookkeeper assists with these duties

Fundraising

This position handles all non-auction fundraising. The Fundraising Chair gathers ideas for fundraising and presents them to the board. Once a decision has been made, responsible for communicating the goals and functions of the fundraiser to our families. This person is also in charge of our Trike-a-thon, winter wreath sale and leads the fundraising committee in their duties. Works with the Auction Co-Chairs for Community Service events as needed (i.e. community clean up for Disneyland tickets, etc).

Health & Safety

This person is in charge of obtaining all immunization records from all enrolled students and making sure they are current. If there is a communicable disease that arises at school, the Health and Safety Chair advises all members. Information should be communicated in parent boxes, in the monthly newsletter, and on the bulletin board. Goes through a safety checklist for the classroom and makes sure we are meeting all safety standards. Updates emergency kits in the fall.

Newsletter

The Newsletter Chairperson solicits newsletter articles from board members, teacher, Bates instructor and others, then compiles into a monthly newsletter by the first day of the month. Distributes newsletter via email, printing a copy to be posted at the preschool.

Who to Contact

Please refer to the following chart for reaching the right person with questions or concerns.

Appropriate Contact	Topic
Teacher	About your child, other children at school Daily school program Field Trip suggestions
President	About general functioning or administration of the school To get any message to all families To use the school's name in the community
Class Representatives	If you have questions about the work schedule If you are unable to attend a scheduled meeting If you want to bring anything to the attention of the Board
Secretary	If you are unable to make a scheduled meeting Obtain further information on business of the school noted in the minutes
Treasurer	If you need an extension on paying tuition Questions about what payments mean For reimbursements Questions about Jovial

Membership	If you have a friend who wants to join If you need a leave of absence If you wish to terminate For scholarship information
Appropriate Contact	Topic
Parent Education	If you cannot make a parent meeting Ideas or questions about committees, jobs or board positions Arranging for make-up of a parent meeting
Health & Safety	If your child contracts a contagious disease If your child has been exposed to a contagious disease to see if he should be kept home during an isolation period
Fundraising	Ideas for fundraising Works with the Auction Co-Chairs for Community Service events as needed
Publicity	If you know of an organization or meeting in the community where we should have a representative Ideas on how to better market our school to the public.
Newsletter	Ideas or announcements to share with all parents Notice of parenting meetings or classes, committee meeting and reports
Fellow NOD Parent	Personal issues or conflicts*

*If you do have personal conflicts with another parent, speak with that parent FIRST. If the problem isn't resolved, please follow this path to reach a solution: Your Class Rep > President > Teacher > Bates Director

* See Communication Guidelines and Etiquette, p. 15

Board Elections

New board members for the upcoming academic year will be voted in by existing board members annually in April.

Parent Responsibilities and Positions

As co-op members, **all families are required** to serve on a committee, and perform one or more jobs from the following list, OR serve on the Executive Board, at a minimum. Please review the lists below and be prepared to choose something that suits you. The Parent Ed Chair will ensure that every family is signed up. Thank you!

Committees

Committees meet monthly, or as needed, to brainstorm ideas and organize events to make the school fun and enjoyable outside of the classroom.

Auction Committee 9 positions

Headed by the Auction Chair, this committee plans our biggest fundraising event of the year, held in the Spring. Every family has a duty to help with this event (see Auction p. 13) but the Auction Committee plans the theme, secures the venue, caterer, bundles baskets of donated items and more to make this event fun and successful.

Fundraising Committee 4 positions

The Fundraising Committee is responsible for communicating fundraising opportunities and event information to members and community to gather support and participation.

- Trike-A-Thon (Sept)
- Wreath Sale (Oct-Nov)
- Other Fundraisers as needed or wanted
- Community Service Fundraisers
 - Community Cleanup for Disneyland tickets for auction
 - Beach Cleanup for Metro Parks Pass

Special Events Committees: TBD

- Trunk or Treat (Oct 27) 3 positions--
- Winterfest (Jan 27) 3 positions--
- Church Thank You (Spring) 3 positions-
- End of Year Picnic (May 23) 3 positions -
- Other Activities as needed Added as needed

Inventory Committee 2 positions - N/A this year

The Inventory Committee will document all the preschool's assets and inventory, such as large toys and equipment, including photographs. The inventory list will be updated annually, with guidance from the Teacher and Treasurer.

Garden Committee 6 positions

The Garden Committee will be responsible for the maintenance and improvement of our outdoor space including the play area, gardens, and storage shed.

COVID Health and Safety Committee: 5 Positions

The Covid Health and Safety Committee will be responsible for the following:

- Develop a letter or communication to convey measures to prevent spread of disease 1. to school, and 2. to the church.
- Develop a process to communicate with families and staff who have come into contact with a case
- Monthly, and at each change of phase, review all relevant/new local state, and national information for COVID, especially focusing on OPEP for Co-op schools, OSPI (Office for Superintendent of Public Instruction) and CDC guidelines
- Develop a protocol for communicating immediately with the Health Department in the event of a confirmed case, that includes a description of how the school is responding to the case. (This plan could look like: Notify Bates Childhood Instructor, Plan for Online School, Plan to clean and sanitize everything again, Plan for when members can return to class, at least 10 days after 1st symptom and symptom free for 3 days. –require a negative Covid test before return for any person with signs of suspected or confirmed COVID 19 case.)

Job List

Costco/Supply Runner

Obtain school and cleaning supplies as requested by the teacher. Give receipts to the treasurer for reimbursement.

Sanitation Supply Organizer

Each week check the sanitation supplies and communicate to the Costco/Supply Runner what needs to be purchased and replenished.

Towel / Rag Washer

Takes home classroom towels and cleaning rags to wash weekly. Initial sign in bathroom to ensure cleanliness of towels and cleaning rags.

Play Clothes Washer

Takes home PlayClothes on Friday, wash, and return Mondays.

Scholastic Book Order

Responsible for the Scholastic book orders. Duties include:

Ordering book order booklets once a month, promote and distribute the book order forms, collect book orders, call in book orders and distribute book orders.

Assistant to Treasurer - preferably family in 2/3 or 3/4 so they can continue following year

The Treasurer's assistant, coordinating with the Treasurer, helps with any duties such as collecting and depositing tuition, collecting teacher timesheets, reconciling bank statements, helping with fundraiser events, or whatever Treasurer's tasks the Assistant feels comfortable taking on and learning. Can include using Quickbooks and Jovial; can be as involved as the Assistant wants. Could also be a Board position, which would include attending monthly board meetings.

Lending Library/Food Pantry Organizer & Solicitor

Access to auction closet, monthly fill a list of things to supply the closet, then every 2 weeks or as needed resupply. Email out to classes and solicit/assign donations of food, or funds to purchase food for the pantry.

Outside Toy and Shed Organizer/Sanitizer

On a Monthly basis organize outside toys and sanitizer

Teacher Closet Organizer

Primarily working to clean up the auction items stored in the large storage closet. Organize and clean the

supplies in the classroom area and other supply closet throughout the year as needed, especially after events and the auction. Likely one main clean up at beginning of year, another midway, and one at the end of the year.

Recycling Program Helper:

Coordinate with Teacher about a Makers area where students will be reusing old items outside for art or other projects. Ideas for new ways to recycle in the classroom are encouraged. Curbside recycling will be collected from the classroom weekly if classes return indoors.

DIYer/Toy Fixer

The DIYer will help with small maintenance/repair/construction tasks around the school, such as fixing the door to the lending library/food pantry. Fix broken equipment/toys on the playground.

Maintenance, Equipment, Landscaping, Composting

Maintain playground and necessary equipment for tending the playground. Will likely work in coordination with the Garden Committee. Possible maintaining of compost bin if in use this year.

Social Relations-Church Liaison

Liaises with the Church to keep them posted on our children and their activities and skills learned. They are an interested congregation! Encouraged to attend the monthly meeting of the church where programs are discussed.

PlayDoh Maker

Makes batches of playdoh and individually bag for kids each month or more often as needed.

Filing Cabinet Organizer

Sort and organize the back hallway filing cabinet, and determine which paperwork can be shredded/recycled and which must be kept.

Monthly Cleaning -

We will have a monthly cleaning held at the classroom. Each family attending in person must sign up for one night to help deep clean the classroom. There will be a cleaning sign-up sheet posted in the classroom.

A \$75 charge will be assessed if your family's cleaning date is missed.

Tuition Information

Tuition is due the 1st of each month. Please pay online through Jovial. Another option is to place a check or money order (NO cash please) in the white tuition box located on the wall next to the art room. Each family will receive a monthly email reminder with a link to the Jovial Family Portal, where you can access your billing details and make payments online.

A late fee of \$15.00 will be charged for payments received after the 10th day of the month. Arrangements can be made with the treasurer if a family is having difficulty paying tuition.

If tuition is 30 days late and arrangements have not been made with the Treasurer, then the Board reserves the right to prohibit the family from attending North Orchard Delong Co-op until payments are started.

Verbal and/or written notification to the Membership Chairperson is required 30 days in advance of withdrawal from North Orchard Delong Co-op. Your family will continue to be charged tuition until your family notifies the Membership Chairperson. If the child withdraws before the 30 day window, the 1 month deposit paid at the beginning of the year will be forfeited.

Please contact the Treasurer if you have any questions or concerns regarding tuition. (See Additional Standing Rules and Operating Procedures for more information on **Fees**, p. 13)

2-3 Class T, TH 9:30a-11:00a	3 Day Mixed Age 3-5 M/W/F 9:30-12	
\$75/month	\$95/month	
<u>Bates Fee:</u> 1st quarter \$34 2nd quarter \$34 3rd quarter \$34 (\$102 Yearly)	<u>Bates Fee:</u> 1st quarter \$51 2nd quarter \$51 3rd quarter \$51 (\$153 Yearly)	

Scholarships

- Please contact the Membership Chair, Treasurer, or the President for Scholarship Request Forms. All applicant information is kept strictly CONFIDENTIAL.
- North Orchard Delong’s Scholarship committee (Treasurer, President, and Bates Instructor) reviews all requests for grants. A member of the committee will notify you of the amount of the scholarship granted or the reason for denial. Your request will be kept confidential, reviewed only by the Scholarship Committee.
- Scholarship recipients are responsible for paying the North Orchard-Delong Cooperative Preschool registration fee per child and the Bates fee (one Bates fee per family).
- Scholarship recipients are responsible for fulfilling all duties and rules as outlined by the registration contract, school procedural documents, and school standing rules.
- Failure to meet these obligations or other preschool requirements will cause any grant award to be revoked and membership reviewed or denied.
- Scholarships are granted based on availability of funds.
- The following chart, using current year poverty guidelines, is used to determine scholarship amount:

Percentage Above Poverty Level*:	Up to 150%	150%-175%	175%-200%
School Portion of Tuition	75%	50%	25%
Family Portion of Tuition	25%	50%	75%

*Refer to current year poverty guidelines.

All schools in the Parent Child Preschool Council (all co-ops affiliated with Bates) admit students of any race, color, national and ethnic origin, handicapping condition, to all rights, privileges, programs, and activities of the

school. Schools do not discriminate on the basis of race, color, national and ethnic origin in admission or its educational policies, admissions policies, scholarships and other school-administered programs.

Fundraising

To keep tuition costs low and provide some financial security for the future of the school, we must raise funds every year. Your help in fundraising is a vital part of your role in the co-op. The fundraising events can be a lot of fun, and the best part is that your children directly benefit from your efforts!

Wreath Sales

We sell quality wreaths, garlands and swags made from various fir and cedar foliage. It isn't hard to find people who want to purchase these seasonal decorations and it's a nice change from the normal "catalogue fundraiser." We start selling in October, to ensure that our order is placed in time to be able to distribute orders to families before we break over Thanksgiving.

Other Fundraisers

Organize other fundraisers as needed. Restaurant or retail fundraisers: a restaurant or retail location donates a portion of their sales for a day or a few days. These are popular and easy to organize.

Annual Auction

Parent participation is required for the annual auction. See below for ways you can get involved.

- **Required:** Purchase/sell 2+auction tickets for your family.
- **Required:** Procure one or more items for the auction. Exact amount determined by the auction committee depending on what is needed that year. Donation and buyout amounts will be determined by the Auction Committee. If the determined donation amount is not procured by the deadline, the buyout option will be charged via Jovial.
- **Required:** Sign up for at least one day-of auction job.
- **Optional:** Join the Auction Committee.
- **Optional:** Many more ways you can help – talk with the Auction Chair!

Health & Safety

Our school is committed to following the safety procedures as outlined in our Risk Management Manual (copy available to read in the classroom). Included are:

1. All adults working in class must complete an orientation and parent training session in the classroom.
2. A child may start school only when all necessary preschool forms are turned in.
3. Only children enrolled in the program are allowed in the classroom on a regular basis. Enrolled children are covered under a medical policy.

Arrival & Departure

1. When you arrive at school, the teacher and at least one working parent must be present before you leave.

2. When you leave you need to notify the teacher and escort your child out. The children are the responsibility of the parents after dismissal. At least two adults must remain at school until all children have left.
3. Children are not to be left unattended in or out of the classroom.
4. No child shall be left unattended in the car. Please keep the traffic lanes clear.
5. We work as a team to provide a safe/healthy environment. If at any time you discover a safety hazard at school, please remove it from use and report it to the teacher.
6. Please keep your child home if he/she is not feeling well. Children and adults with a known or suspected communicable disease are not permitted to attend class.

Children and adults with any of the following symptoms will not be permitted at school:

- Fever of 100°F (under arm) or higher
- Vomiting on 2 or more occasions within the past 24 hours
- Sore throat
- Earache
- Diarrhea – 3 or more watery stools within a 24 hour period or 1 bloody stool
- Rash, especially with fever or itching
- Eye discharge or pinkeye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment.
- Fatigue that prevents participation in regular activities, sick appearance, not feeling well.
- Open or oozing sores, unless properly covered, or 24 hours on antibiotic treatment.
- Lice and scabies - children and staff may return to school after treatment.

7. Any child who becomes ill must be isolated (not necessarily in another room) from the other children and the parent or emergency person notified.
8. Please notify our Health & Safety chairperson if your child contracts a communicable disease. It is important that we notify all parents within 24 hours to prevent the spread of such things as Covid, chicken pox, lice, influenza, etc. Health & Safety information is posted on the bulletin board outside the classroom. If you or your child has symptoms of covid or has had a confirmed exposure, please follow the DOH Covid flowchart.

Parking Lot Safety Regulations

1. Enter and leave the parking lot with extreme caution. Be on the lookout for wandering children.
2. Hold your child's hand when going to and coming from the car. Do not let the child run ahead of you. He/she may run behind a car that is starting to back out.
3. Do not stand in the parking lot conversing with other adults unless your child is seated safely inside your car.
4. Never leave other children in your car (running or not) while dropping off your preschooler to the classroom. If your child is sleeping or you would just rather they wait in the car, one option would be to ask another parent in the parking lot to watch them while you escort your preschooler inside.
5. Park in the designated church parking spaces before parking on the street.

Communication Guidelines & Etiquette

Social Media Communication

Use good judgement when posting anything related to NOD on social media. The Co-op follows HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act) guidelines. It is important to respect the privacy and confidentiality of our school, students, alumni, and employees. A private NOD Facebook group (*NOD Co-op Preschool Private Group*) has been created in order to share information and pictures from school with the NOD community. If you have concerns regarding the misuse of social media, go to your class representative.

Email Communication

When sending emails:

- Use a meaningful subject line
- Keep emails clear and concise, not overly long
- Keep the message professional, and avoid overuse of punctuation!!! or ALL CAPS.

Remember that written text cannot reflect tone or body language, and it is easy for meaning to be misconstrued. Email is the wrong place for emotional outbursts or communication of a personal nature. These issues are best addressed in person or over the phone.

Gossip

Co-op gossip creates a negative atmosphere, lowers self-confidence and professionalism, and can hurt the school by spreading negative word-of-mouth. It is important to use discretion when discussing NOD business or members, and resolve conflicts respectfully, in order to foster a caring and safe atmosphere in our school and community.

Guidelines for Working with Children in the Classroom

- 1. Cultivate a calm attitude when talking or working with children.** A quiet manner helps prevent excitement and over-stimulation.
- 2. Rules are simple and basic.** Children are free to explore as long as they:
 - a. Take care of themselves.
 - b. Take care of their friends.
 - c. Take care of our classroom.
- 3. When giving directions, be sure that the child understands.** When you talk to children, get to their level both in your choice of words and by bending down.
- 4. A child is not forced to participate.** Some children need a “looking on” period before they are willing to try a new activity or participate in a group experience.
- 5. Suggest the next specific act when a child dawdles.** Ask: “Where is your towel?” when a child continues washing too long.
- 6. Give the child a choice of action when feasible.** Ask: “Where would you like to put up your train, here or there?” This gives the child a personal interest in the situation and develops initiative and independence.
- 7. Offer the child a choice only when you can accept a negative reply.** Don’t say, “Do you want to go to the toilet?” when it is time to go!
- 8. Let the child learn by experience.** Encourage him to help himself; offer assistance only when it is necessary to avoid a feeling of discouragement. Perhaps you could do it faster and better for him, but through doing it himself, the child is learning.
- 9. Encourage the child whenever possible, especially after a disappointment or infraction of the rule.** Saying: “We’ll try again tomorrow” gives hope. Saying: “That was hard work, but you certainly kept trying” recognizes effort, regardless of the outcome.
- 10. Children may need help in learning how to use items such as paste, paint, and water.** When possible, let them experience it in their own way. Avoid making models or samples for the children to copy. Judgments of the final product aren’t necessary.
- 11. Use DOs Instead of DON’Ts.** Say: “Do drink your water, Mark,” instead of “Don’t jiggle your glass.”
- 12. Give children fair warning before interrupting their activity.**
- 13. When children are in social conflict, let them work it through if they can.** Remember that sharing is a concept foreign to twos and just emerging in three- and four-year-olds. Step in when it is necessary to avoid injury or to suggest a possible solution.
- 14. Disapprove of the act and not the child.**
- 15. Avoid discussing children in their presence.**
- 16. Most important—relax and enjoy yourself!**

Discipline Policy

Introduction

Although discipline is primarily associated with punishment, it is not fundamentally a negative concept or action. At North Orchard Delong Cooperative Preschool (NOD), disciplinary actions are utilized to train by instruction, in accordance with an established and consistent set of rules, to maintain order and develop skills.

The purpose of the discipline policy is to help children regulate and work through their emotions and in a positive way. The goal of this and all interactions with children while at NOD is to provide a happy, healthy experience for children and the parent helpers.

If an issue arises that may require discipline, Teacher will first talk with the child and attempt to diffuse the issue and work through the associated emotions. If Teacher isn't able to help the child resolve the issue within roughly 10-15 minutes, the parent will be called. The parent must come help the child manage the situation but that does not necessarily entail leaving for the day.

Policy

This policy and restraint reporting language has been adapted from the "Washington State Minimum Licensing Requirements for Child Day Care Centers" and the Puget Sound Educational Learning Service District procedure on restraint of children. Preschool staff is defined as Teacher and parent helpers.

1. Preschool staff shall guide the child's behavior based on an understanding of the individual child's needs and stage of development. Staff shall promote the child's developmentally appropriate social behavior, self-control, and respect for the rights of others.
2. Preschool staff shall ensure behavior management techniques and discipline practices are fair, reasonable, consistent, and related to the child's behavior. Staff shall not administer cruel, unusual, hazardous, frightening, or humiliating discipline.
3. Preschool staff shall be responsible for implementing the discipline policy at NOD.
4. Preschool staff shall prohibit and prevent, by any person on the premises:
 - a. Any form of corporal punishment. This is defined as any means of an adult inflicting physical pain or causing bodily harm including (but not limited to) biting, hitting, jerking, kicking, shaking, slapping, spanking, or striking a child.
 - b. The use of a physical restraint method injurious to the child. Note that physical restraint may be needed in emergency situations; see detailed information below.
 - c. The use of a mechanical restraint for disciplinary purposes such as a locked time-out room or closet.
 - d. The withholding of food as punishment.
5. There are several ways to manage a situation besides/before using physical restraint. Some situations may call for physical restraint to protect the safety of the child or others nearby. In emergency situations, preschool staff may use limited physical restraint when protecting the child or other persons on the premises from physical injury, obtaining possession of a weapon or dangerous object, or protecting property from serious damage.
6. Preschool staff shall document any incident involving the use of physical restraint.

Physical Restraint Guidance and Reporting Procedure

Restraint will only be used as a last resort to prevent serious injury to persons, serious property damage, or to obtain possession of a dangerous object. A child will not be restrained longer than it takes to achieve the safety goal. Preschool staff will not use restraint as a punishment or to force a child to comply.

Isolated Incident

When an isolated incident of physical restraint occurs to maintain safety, follow this procedure:

1. Inform Bates Coordinator immediately.
2. Document the incident completely and write in an objective manner.
3. Notify parents/guardians in person or by a phone call. Restraint of a child is serious and requires a verbal conversation with the child's parent/guardian.
4. Document the conversation with the child's parent/guardian. Include the date and time, notes about the conversation, and your signature.
5. Keep documentation in the child's confidential file. All restraint documentation must also be kept for three years after the child exits preschool.

Repeated Incident

When a child displays consistent or ongoing behaviors that endanger themselves or others (e.g. climbing the fence or running out a door) a written Behavior Support Plan must be developed in coordination with the child's parent/guardian and with the involvement of the Bates Coordinator. The plan must include the following:

- The specific behavior that results in a safety issue.
- The agreed upon response by preschool staff to achieve classroom and personal safety.
- The manner in which the child's parent/guardian will be kept informed of the effectiveness of the plan.

Note that Behavior Action Plans will be shared with all associated preschool staff (including parent helpers). While a Behavior Action Plan is in place, Teacher will involve each day's parent helpers in its administration to provide consistency.

Additional Standing Rules and Operating Procedures

North Orchard Delong Cooperative Preschool

Class hours will be as follows:

2-3s Class will meet Tuesdays and Thursdays 9:30-11:30 am

3-Day 3-5 Mixed Age Class will meet Mondays, Wednesdays, Fridays 9:30am-12 noon

Class hours and class size may be changed upon the recommendation of the teacher and approval of the Executive Board.

Standard class size will be as follows:

2-3s Class will have 12 students (maximum)

Mixed Age 3-5 Class will have 15 students (maximum)

Class ages must be reached by students by September 30th of the academic year (children must be 2 by 9/30 for the 2/3 class, 3 by 9/30 for the 3-5 Mixed Age class). Exceptions to be voted on by the board.

Fees will be as follows:

- Each student will pay a non-refundable \$50 registration fee. The registration fee will be prorated after February 1st.
- Each family will submit a \$75 check at the beginning of the school year to be held, uncashed, unless the family misses their scheduled classroom cleaning date. For more info, see Monthly Cleaning on page 12.
- Each family will pay an annual program fee to Bates Technical College based on the class in which they are enrolled.
- The Bates fee will be adjusted per quarter for families entering during the school year.
- The Bates fee will be added to the cost of tuition each quarter.
- Families paying the full tuition for the year at the beginning of the school year will be required to pay the Bates fee at that time.
- Families with two or more enrolled children pay one Bates fee per family for the class enrolled for the most days.
- Tuition is non-refundable. It is due on the 1st of the month for which you are attending. (September tuition is due on first day of school, October tuition is due October 1st, etc.) Tuition will be paid for 9 months with the first and last month (deposit) being paid before the first day of the school year. Bates fees are added to these tuition rates as follows:
 - 2-3s Class (2 days a week) \$75 per month; Bates fees \$34 per quarter x3= \$102/ year.
 - Mixed Age 3-5 Class (3 days a week) \$120 per month Bates fees \$51 per quarter x3= \$153/ year.
 - If two students from the same family are simultaneously enrolled, the second student shall pay 75% tuition. The tuition for 3 or more children from the same family will be considered by the Executive Board.
- A fine of \$15 will automatically be due and payable for tuition delinquent after the 10th of the month. At the discretion of the Executive Board, membership may be terminated and the student withdrawn from the school if fees and fines are not paid within one month of their due date. In cases of hardship, exceptions may be made at the discretion of the Executive Board. Payment two months past due may be cause for legal action.
- Private Student Status (i.e., **Non-Working Status**): At the discretion of the Executive Board, each class may have one private student. A private student is one whose parent or guardian cannot regularly work in the classroom on his/her assigned days because of extenuating circumstances. The tuition for the private student will be one-and-one-half the regular tuition. The parents or guardians of private students remain responsible for fulfilling all other school membership requirements.

Enrollment: Class enrollment lists are filled as follows:

In-House (for two weeks: re-enrolling existing students and their younger siblings entering the 2's class);

Preferred (for one week: entering 2's students from the Bates Technical College Parent-Toddler Class, school waiting list, siblings of re-enrolling students entering the 3/4's class and afternoon class, siblings of previous students);

General Public (until class maximums are met).

Fundraising is necessary to maintain our low tuition. To remain in good standing, members must contract in good faith to actively participate in fundraising activities or make a minimum financial contribution of \$200 per

year. If, by January 1st, a family has not participated in any fundraising activities, a \$100 “fundraiser fee” will be assessed by the Executive Board.

Visitors must have permission to visit the classroom from the teacher.

For liability reasons, non-enrolled children will not be permitted to attend school when class is in session.

Infant siblings will be allowed under the following guidelines:

- Infant siblings must be under the age of 6 months.
- Be registered in the preschool as a sibling in the classroom. Since the parent is already a member of the preschool, there would not be an additional Bates fee charged.
- Be in a “front pack” type carrier at all times.
- Must be included in the adult/child ratio for the preschool class.
 - Birth to 18 months-1 adult to 2 children
 - 19 to 36 months-1 adult to 3 children
 - 3 to 5 years-1 adult to 5 children
- The Executive Board reserves the right to review the decision if the presence of siblings is interfering with the class routine.