



Parent Handbook

Affiliated with Whatcom Community
College

Revised Edition 2017

Welcome to Children's Co-Op Preschool

Our cooperative preschool works on the theory that positive parenting develops and expands self-esteem in children. To help achieve this, we provide a lab school to give parents an opportunity to learn more about children's emotional, social, physical, and intellectual development through observation and interaction in the classroom. A monthly parent education meeting provides perspective on what has been learned and offers more ideas that can be taken back into the classroom.

Children's Co-Op Preschool (CCP) benefits both parent and child. While parents have a resource from which to seek advice about child rearing, the children have a chance to experiment with all kinds of materials and equipment while learning to share with other children. Additionally, they learn to trust and accept guidance from other adults.

Any parent or guardian of a child between the ages of 2 and 5 who is willing to accept the duties and responsibilities of active participation in CCP is eligible. Students are accepted on a non-discriminatory basis.

At Children's Co-Op Preschool, we all pitch in and make our school the best it can be.

Parent Duties and Responsibilities

Each parent agrees to the following:

- 1. Parents are expected to attend Parent Meetings as members of the CCP co-op community and as part of earning Whatcom Community College credit.** These are mandatory meetings that at least one parent from each family must attend. Please notify your child's teacher in advance if you cannot attend a meeting due to an extenuating circumstance. Attending parents will benefit from valuable parent education topics and build community and support with other parents in our group. Please plan ahead for evening babysitters if needed or make arrangements to share childcare with another family.
- 2. Work at school one, two, or three days per month as enrollment dictates.** It is important that you arrive 15 minutes early for your workday and plan to stay 15 minutes late to help clean the classroom as instructed by the teacher and as indicated in the parent helper job cards in the classrooms.
- 3. Make arrangements to cover your absences from classroom work days.** This is the responsibility of the parent, not the scheduler (see Illness/Substitute section).
- 4. Perform a specific job** throughout the year as described on the job list.
- 5. Stay current with all information distributed throughout the year** at parent meetings, via all school emails and in-class handouts.
- 6. Participate in the "School Clean Up"**, date/time determined by teachers.
- 7. Participate in fundraising efforts**, including donating items to the Garage Sale and working a shift to help set up or sell at the event.

Illness/Substitute

A child should be kept at home at the first sign of a communicable illness or fever. Communicable illness should be reported to the teacher. The illnesses include, but are not limited to, head lice, chicken pox, measles, strep throat, meningitis, colds that produce congested cough and/or and colored nasal discharge, and fever within 24 hours of class day.

Discretion about sending children to school who have less severe colds is left to the parent and the teacher. Keep in mind the child's ability to participate in planned activities and his disposition while "under the weather". Parents of children who get sick or symptomatic while at school will be contacted.

A complete immunization record for each child must be on file at school.

If either you or your child is unable to go to school, or is sick, on the day you are to work, these guidelines should be followed:

1. Call the members of your class and see if one of them can trade days with you.
2. If you cannot locate a substitute, call the scheduler for assistance.
3. If no one can cover for you, the class may be advised to stay home. We need both classroom parent volunteers at school to meet state guidelines for adult/child ratios.

Special Medical Needs/Allergies

Children with special allergies or medical needs should be identified. Please notify the teacher immediately.

Schedule

Multi Age 2.5-4 year old

2:00-4:00 Monday and Wednesday

Multi Age 3.5-5 year old

12:30-4:00 Tuesday, Thursday and 1:30-4:00 Friday

Preschool 3 year old

8:45 am – 11:45 am Tuesday and Thursday

Pre-K 4 year old

8:45 am – 12:30 pm Monday, Wednesday, Friday

CCP follows the Bellingham School District Calendar regarding breaks, holidays and snow closures. Additional activities and miscellaneous group meetings will be announced at the Parent Meetings and in the monthly newsletter, be advised that the school start and finish days for the Co-Op are different than those for public schools, due to additional clean-up and prep days.

Snow

Preschool will NOT be held when Bellingham Schools are canceled OR have a delayed start due to inclement weather. Make up days will be held if more than two days are missed per class. Call 676-6400 for recorded message or go to bellingshamschools.org for more information.

KGMI Radio (790 AM) KAFE Radio (104.3 FM) KOMO Radio (1000AM)
KOMO-TV (Channel 4) KING-TV (Channel 5) KIRO-TV (Channel 7)

Tuition and Fees

1. A non-refundable Registration Fee of \$55 per child will be collected at the time of registration.
2. A non-refundable Supply Fee of \$90 per child will be collected May 1st before preschool begins.
3. Each member will pay tuition on the **FIRST DAY OF THE MONTH**, there will be a late fee charged if it is received after the 5th. **Tuition not paid by the fifth of the month will have a \$15.00 late charge added. This fee is strictly enforced. A \$10.00 fee will be charged for any returned checks.**
4. **MEMBERS WITH MORE THAN ONE CHILD ATTENDING CCP:** WCC fees and included in our tuition payments. Since WCC fees are only charged once per family, WCC fees will be deducted from each additional child's CCP tuition payment.
5. Tuition must be paid regardless of the child's absence due to illness, bad weather, holidays or vacations.

Tuition is a yearly amount that is broken down into 9 payments.

Multi-Age 2.5-4 yo	\$1,170 yearly / \$130.00 per payment
Multi-Age 3.5-5 yo	\$1,395 yearly / \$155.00 per payment
Preschool	\$1,260 yearly / \$140.00 per payment
Pre-K	\$1,890 yearly / \$210.00 per payment

Make checks payable to "CCP" and please note **your child's class and child's first/last name** in the memo area of your check.

Tuition Refund Policy

If families decide to withdraw their child prior to the end of the school year, they must give written notice to their Class Registrar between the first of the month and the final tuition due date for that month (final tuition due date is the 5th of each month unless otherwise noted on the yearly schedule). The family is welcome to continue attending until the end of the month that they have paid for. If notice to withdraw is given after the final tuition date for a particular month, families must still submit tuition for that month and the notice will be applied to the following month, as described above. **IN NO CASE WILL THE REGISTRATION FEE OR SUPPLY FEE BE REFUNDED.**

Suggestions for Lunch

Parents are encouraged to pack nutritious lunches containing a serving of protein and a fruit or vegetable, and to avoid sending sweets.

NOTE: Water is available (and preferred). Please send a water bottle or an empty cup. Also include appropriate silverware.

<u>Fruit</u>	<u>Vegetables</u>	<u>Meat, Cheese, Eggs, Grains</u>
Apples	Artichokes	Bread Sticks
Apricots	Avocado	Cashew butter*
Bananas	Baby corn	Cheese
Berries	Cabbage	Corn chips
Cherries	Carrots	Crackers
Cranberries	Celery	Deviled Eggs
Dried Fruits	Cucumber	Fruit Breads
Grapes	Lettuce	Hard Boiled Eggs
Grapefruit	Olives	Lunch Meats
Kiwi	Radishes	Nuts
Oranges		Peanut Butter*
Peaches		Pizza
Pineapple		Popcorn
Plums		Pretzels
Prunes		Sandwich
Raisins		Shrimp
Tangerines		
Tomatoes		

PLEASE NO CANDY OR SODA POP

***NUTS AND NUT BUTTER MAY BE RESTRICTED IF ANY CHILD IN THE CLASS HAS NUT ALLERGIES.**

Ensuring our School's Environmental Quality

The children's Co-Op Preschool is committed to providing a healthy and nurturing environment for our children to learn and grow. To that end, parents play an important role in creating a healthy environment at school through our work in the classroom, our parent jobs and participation in school events.

We all help contribute to the school's environmental quality through;

- Using non-toxic soaps and cleaning supplies
- Serving organic snacks in the toddler class
- Providing non-toxic art supplies and toys
- Carrying out daily classroom cleanings and periodic deep cleans to reduce toxic residue from dust
- Using a Reduce/Reuse/Recycle approach to resource use
- Assuring good ventilation in the classrooms by cracking windows, even in winter, especially after spraying the eating tables with bleach water as mandated by the state, as inhaling bleach is hazardous to children's health.

Limiting children's exposure to environmental toxins is important for their health and development. In recent years, scientists have documented an important correlation between illness and exposure to environmental contaminants. Studies point to synthetic chemicals and heavy metals in everyday consumer products we buy for our homes, offices and schools as possible causes of serious health concerns including birth defects, reproductive, developmental and behavioral disorders, and cancers. Children are reaching puberty earlier; more children are being diagnosed with autism, asthma, and learning disabilities. Many scientists believe the increased chemical exposure plays a key role in the rise of these ailments.

While we cannot avoid all chemical exposure, we do have control over the food and products we use in our homes and schools. It is with this in mind that Children's Co-Op Preschool has moved to create an even healthier place for our kids.

The Role of the Teacher

The teachers in the Children's Co-Op Preschool are hired and paid by the preschool. The teacher's primary responsibility is to set up a sound educational program for young children. In doing this, he or she works to establish routines and activities that will be most effective in promoting social, physical, intellectual, emotional, and creative growth for each child. The teacher works with parents individually to assure each child's success at preschool.

The teacher constantly evaluates and interacts with the children in the preschool to see what materials they are ready to learn from, and determines which activities will challenge them next. The schedule provided is very important to the security of the preschool child. The teacher knows that young children learn best through first hand experiences and creative play; therefore, the environment is set up to promote these types of activities. The teacher always keeps in mind the need for fostering creativity, encouraging development of inner controls, and promoting problem solving.

The teacher plans the curriculum and the parents, as assistant teacher helpers, help carry it out by working in assigned areas with the children. The teacher may change the curriculum when another activity appears to better suit the children. The teacher has the responsibility to explain any part of the program so everyone will understand the "whys" of an activity.

The Role of the Facilitator

The facilitators of the Children's Co-Op Preschool have been hired by Whatcom Community College and are responsible for parent education. The facilitator conducts monthly parent meetings and seminars which are designed to meet the needs of the group through lectures, discussions, or guest speakers.

The facilitator is available for individual conferences at the request of the parent and also welcomes emails. Families can trust that their communications with the facilitator are always confidential. He or she is aware of resources available to families in the community and is willing to help locate assistance if needed in a specific area. The facilitator also meets with other teachers at Whatcom Community College to exchange information about preschool and current early childhood research. The facilitator is also the faculty adviser to the Preschool Board, Preschool members and parent meetings. The facilitator is a person who firmly believes in the strength of the family and in the purpose of a cooperative preschool.

Who to Call if your Question is:

<u>Teachers</u>	About your child or other children in school; children's daily schedule/school program; if your child contracts or has been exposed to a contagious disease; if you will miss a meeting; if you have a talent, occupation, hobby or collection you would like to share; if you have ideas for field trips.
<u>President</u>	About the general function or administration of the school; to get a message to all families; to use the school's name in the community; if you have an item to discuss at the parent meeting; if you have an issue you would like to bring to the attention of the board.
<u>Vice President</u>	If you are unable to reach the President; if you are unsure of what your school job entails or for general function inquiries.
<u>Secretary</u>	If you have information regarding meetings or organizations in the community where we should have a representative.
<u>Treasurer</u>	If your tuition may be a little later than the regular due date; if you have questions or concerns about CCP finances.
<u>Class Scheduler</u>	If you are trading work days with someone; if you need suggestions for a substitute for your work day; if you missed signing up and need to do so.
<u>Parent Educators/Facilitators</u>	If you have ideas/suggestions for parent meeting topics or parenting questions or concerns.
<u>Registrars</u>	If you wish to terminate membership; if you have a friend who wants to join the co-op; if any of your contact information changes.