



CHILDREN'S CO-OP  
preschool



# Parent Handbook

Affiliated with Whatcom Community College

*August 2023*

# **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 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 parenting education meeting provides perspective on what has been learned and offers more ideas that can be taken back into the classroom and home.

Children's Co-Op Preschool (CCP) benefits both parents and children. 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 2.5 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!

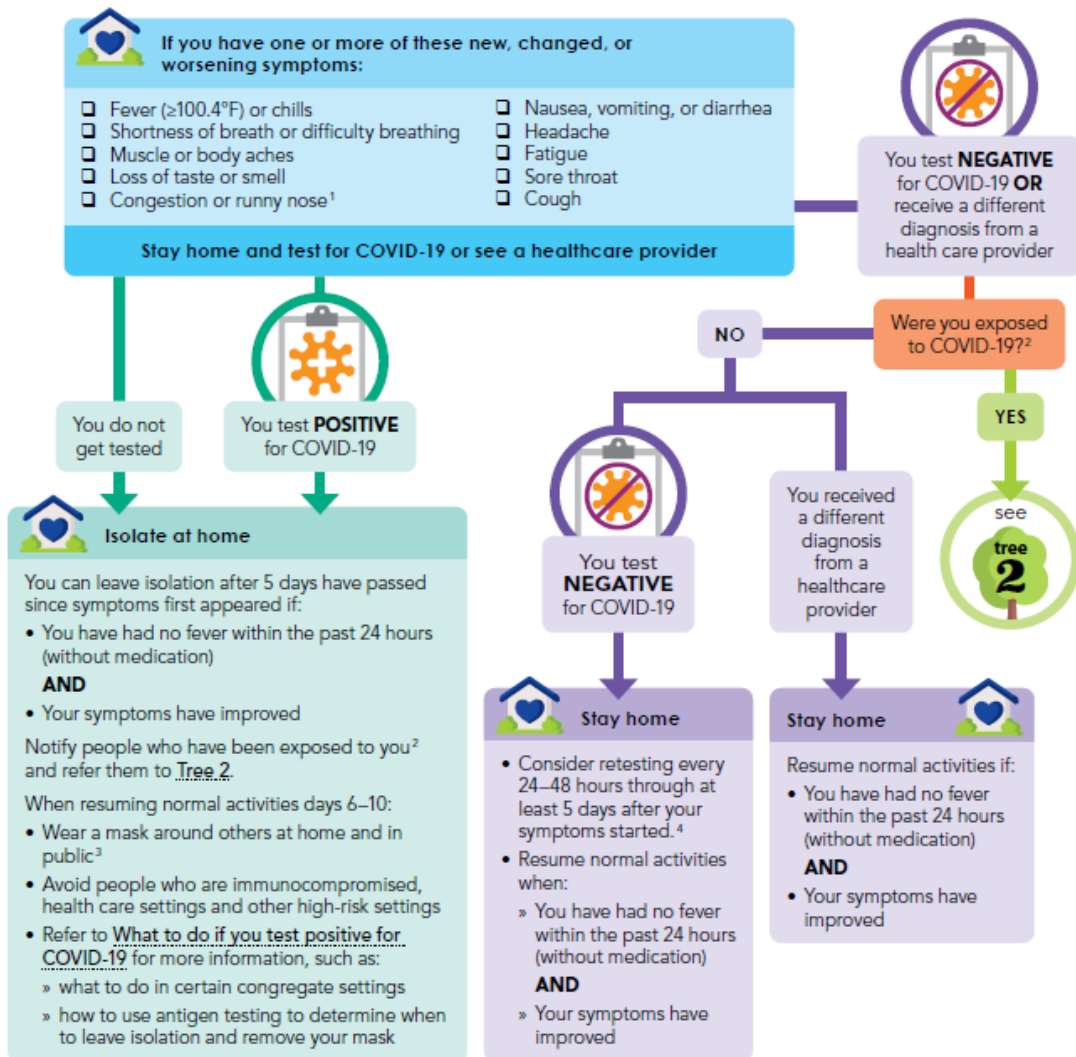
## **COVID-19 Policy**

CCP will follow the guidelines of the Dept. of Health and OPEP (Organization of Parenting Education Partnerships). Please refer to the following flowchart for what to do if symptomatic or exposed:

# What to do if you have COVID-19 symptoms



This decision tree is for the general public and non-health care settings, such as schools and child cares.



<sup>1</sup> If the person is under the age of two and ONLY has this symptom, testing and isolation are not required. If the child's symptoms worsen or persist beyond 5 days, contact a health care provider.

<sup>2</sup> Exposed to COVID-19: someone who was within 6 feet of a COVID-19 case for more than 15 minutes within a 24-hour period during the case's contagious period. The definition of a close contact may vary in some situations.

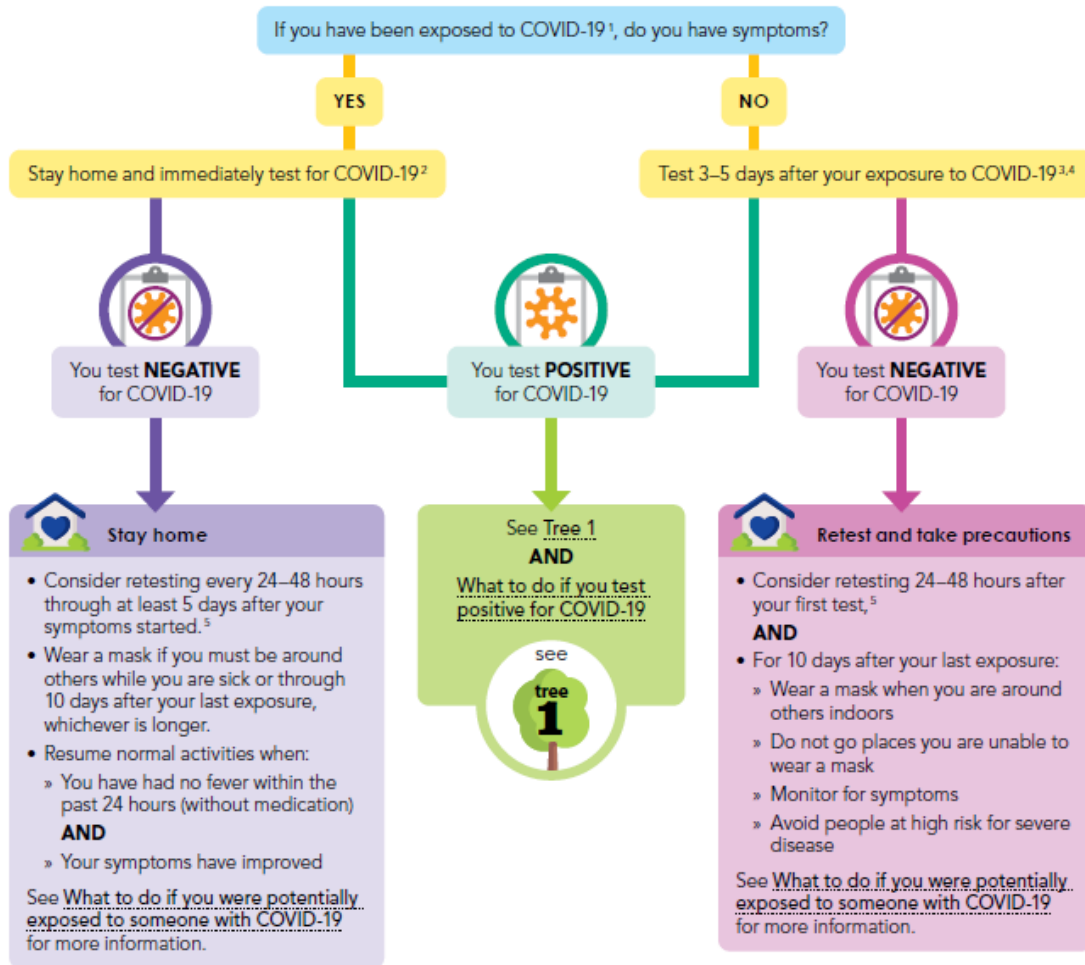
<sup>3</sup> If you cannot wear a well-fitting mask, you should complete a full 10-day isolation at home.

<sup>4</sup> See [Self-Testing Guidance for the Public](#) for additional information about using repeat testing if you test negative. If you tested negative with a molecular laboratory test (e.g., PCR), you do not need to repeat testing.

# What to do if you have been exposed to COVID-19



This decision tree is for the general public and non-health care settings, such as schools and child cares.



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<sup>1</sup> Exposed to COVID-19: someone who was within 6 feet of a COVID-19 case for more than 15 minutes within a 24-hour period during the case's contagious period. The definition of a close contact may vary in some situations.

<sup>2</sup> If you tested positive in the past 90 days and have symptoms of COVID-19, use an antigen test (not a PCR test).

<sup>3</sup> If you have tested positive in the past 30 days and recovered and do not have symptoms, testing again for COVID-19 is not recommended. You should, however, wear a well-fitting and high-quality mask around others, not go places you cannot wear a mask, monitor for symptoms, and avoid people at high risk for severe disease for 10 days after your last exposure.

<sup>4</sup> If you tested positive in the past 30–90 days, use an antigen test (not a PCR test).

<sup>5</sup> See Self-Testing Guidance for the Public for additional information about using repeat testing if you test negative. If you tested negative with a molecular laboratory test (e.g., PCR), you do not need to repeat testing.

Masking daily is optional and up to each family. Families will be supported in their choice to mask or not. Handwashing and ventilation will be emphasized in the classroom.

## **Parent Duties and Responsibilities**

Each parent agrees to the following:

- 1. Parents are expected to attend Parenting Education Meetings as members of the CCP Community and as part of earning Whatcom Community College credit.** Attending parents will benefit from valuable parenting education topics and build community and support with other parents in our group. If you are unable to attend, please reach out to our parenting educator, Allie Bishop, so we can find alternative ways for you to receive support and parenting education training.
- 2. Perform a specific job** throughout the year as described on the job list. Parents will receive job training at orientation in the fall.
- 3. Stay current with all information distributed throughout the year** at parenting education meetings, via all school emails and in-class handouts.
- 4. Participate in fundraising efforts.** We will need your full and robust participation in our fundraising effort to make sure our school can run smoothly.
- 5. Parent Work Days** Parents are expected to volunteer in the classroom 1-2 times per month depending on the size of the class.

## Cohorts/Schedule

<p><b>Multi Age 3 Day</b></p> <ul style="list-style-type: none"><li>• Mondays, Wednesdays, and Fridays 8:30 AM – 12:30 PM</li><li>• Tuition: \$370/month (10 payments per year)</li></ul>	<p><b>Multi Age 2 Day</b></p> <p>Tuesdays and Thursdays 8:30-11:30 AM</p> <ul style="list-style-type: none"><li>• Tuition: \$230/month (10 payments per year)</li></ul>
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CCP follows the Bellingham School District Calendar regarding breaks, holidays and snow closures. Additional activities and miscellaneous group meetings will be announced at the Parenting Education Meetings and via email. Please be advised that the school start and finish days for the Co-Op are different from those for public schools, due to additional clean-up and prep days.

## Weather Policy For Canceled Classes

When **each class** (Multi Age 3 Day & Multi Age 2 Day) has missed **over two days** due to the below weather conditions, make-up days will then be rescheduled in the Spring. Teachers, along with the President, make this decision and the President will notify families by email about the cancellation of class. Teachers will also post an alert on the Bloomz app in the morning.

**Snow:** When the Bellingham School District declares a closure due to inclement weather conditions and snow, we cancel as well. We will also cancel classes on days when the Bellingham School District has a late arrival.

## **Bellingham School District Closure Information**

**You can get closure information the following ways:**

**Phone:** 360-676-6400 for a record message

**Website:** [bellingshamschools.org](http://bellingshamschools.org)

**News Outlets:**

**RADIO:** KGMI (790 AM) , KAFE (104.3FM), KOMO (1000AM)

**TV:** KOMO (Channel 4), KING (Channel 5), KIRO (Channel 7)

## **Special Medical Needs/Allergies**

Please notify the teacher immediately if your child has severe allergies or medical needs.

## **Snack/Food Allergy Policy**

We may have students in class who have severe, life-threatening allergies to peanuts, tree nuts, eggs and dairy. Contact with these foods will result in anaphylaxis that will necessitate life-saving measures and for the staff to call 911.

How can you help?

1. Food brought to school may **NEVER contain peanuts or tree nuts (cashew, almond, walnut, pistachio, hazelnut, etc) or nut butters.**
2. Please do not feed your children any nuts or nut butters prior to arriving at school.
3. Please wash hands and faces thoroughly upon arrival.
4. Be sure to thoroughly clean cutting/serving tools and all dishes that may have potentially been in contact with the food items.
5. Please check with a staff member if you are uncertain if a food is safe.

## **Lunch/Snack**

Parents are encouraged to pack and send a simple nutritious snack. Snacks must be able to be opened, handled, and eaten entirely independently by kids themselves, and must be small enough to fit into their backpack. Please send a full water bottle clearly labeled with your child's name. Ideas for snacks are fruits/vegetables (cut-up apples, peeled orange slices, blueberries, strawberries, dried fruits) and small crackers/bread.

## **Cleaning and Disinfecting Procedures**

All participants will wash hands with soap and water or sanitize hands with a 60%+ alcohol-based hand sanitizer at the beginning and end of class. Any common touch surfaces will be washed with soap and water, dried, and then

disinfected with a bleach solution (1000 ppm or 4 tsp bleach/1 quart of water) and left to air dry. Bleach solutions will be mixed daily and will be clearly labeled and kept out of reach of children.

## **Tuition and Fees**

1. A non-refundable Registration and Supply Fee of \$200 per child will be collected at the time of registration.
2. 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 fee may be charged if payment is declined.**
3. **MEMBERS WITH MORE THAN ONE CHILD ATTENDING CCP:** WCC fees are 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.
4. 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 10 payments.

<b>Multi Age 3 day</b>	<b>\$3,700 yearly / \$370.00 per payment</b>
<b>Multi Age 2 day</b>	<b>\$2,300 yearly / \$230.00 per payment</b>

We will be using **Jovial** to collect tuition. You will be automatically billed on the first of each month, through the Family Access Portal. We will not be accepting paper checks this year, but there is an option to submit a check online. You may also pay more than your specified amount at any time.

## **Withdrawal Policy**

In the event of a student withdrawal from CCP during the school year, the family is to submit written notice to the class registrar between the first and tenth\* of the



month. If notice to withdraw is given after the tenth\* of the month, families are expected to submit tuition for that month. IN NO CASE WILL THE REGISTRATION FEE OR SUPPLY FEE BE REFUNDED.

\* This date may change subject to calendar conflicts and are outlined at the start of each school year.

## **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 which are designed to meet the needs of the group through lectures, discussions, or guest speakers.

The facilitator, Allie Bishop, is available for individual conferences at the request of the parent and also welcomes e-mails, [abishop@whatcom.edu](mailto:abishop@whatcom.edu). 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 Contact with Questions/Concerns

<b><u>Teachers</u></b>	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 have a talent, occupation, hobby or collection you would like to share; if you have ideas for field trips.
<b><u>President</u></b>	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.
<b><u>Vice President</u></b>	If you are unable to reach the President; if you are unsure of what your school job entails or for general function inquiries.

<p style="text-align: center;"><b><u>Secretary</u></b></p>	<p>If you have information regarding meetings or organizations in the community where we should have a representative.</p>
<p style="text-align: center;"><b><u>Treasurer</u></b></p>	<p>If your tuition may be a little later than the regular due date; if you have questions or concerns about CCP finances.</p>
<p style="text-align: center;"><b><u>Tuition Treasurer</u></b></p>	<p>If your tuition is incorrect in Jovial; if your tuition is going to be late; if you would like to pay for your tuition in advance.</p>
<p style="text-align: center;"><b><u>Parenting Educators/Facilitators</u></b></p>	<p>If you have ideas/suggestions for parent meeting topics or parenting questions or concerns; If you will need to miss a parenting education meeting</p>
<p style="text-align: center;"><b><u>Registrars</u></b></p>	<p>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.</p>