



# Madison Park Cooperative Preschool

## 2016-2017 Handbook

<http://www.madisonparkcoop.com>

1900 43rd Avenue East  
Seattle, WA 98112



We would like to thank the Department of Parks and Recreation for providing a location for Madison Park Cooperative Preschool.

## Introduction

Welcome to the Madison Park Cooperative Preschool!

Madison Park Cooperative Preschool (“MPCP”) 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 MPCP, because MPCP is managed and operated by the parents. Specifically, an adult from each family is expected to:

- Attend all parent 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 MPCP 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 MPCP fundraising. MPCP 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.

MPCP admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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

## TABLE OF CONTENTS

<b>GENERAL INFORMATION</b>	5
The “Co-operative Preschool” Defined	5
Philosophy	5
Affiliation with Seattle Central College	6
Curriculum	6
Staff and Parent Educators	8
Class Schedule and School Calendar	10
<b>PARENT RESPONSIBILITIES</b>	11
Summary of Parent Responsibilities	11
Meetings	11
Parent Jobs	12
Board of Directors Jobs	17
Fundraising	19
Safety and Health Issues	20
Scheduled Workdays	20
Classroom Assistant Guidelines	21
Snack Suggestions	22
Clothing Guidelines	23
Classroom Clean-up Guidelines	23
<b>POLICIES AND PROCEDURES</b>	25
Admissions Procedure	26
Tuition and Fee Schedule	27
Payment Schedule Options	28
Refund Policy	28
Payment Procedure	29
Payment Calendar	29
Non-Tuition Payments	29
In Class Extra Curricular Fee	30
Fiscal Calendar	30
Scholarships	30
Expense Reimbursement Policy	30
Drop-Off Policy	30
Drop-Off Policy for Families of Twins	31
Classroom Jobs for Families of Twins	31
Alternate Caregiver Policy	31
Leave of Absence/Maternity Policy	32
Visitors to MPCP	32
Infant Policy	32
Snow Policy	32
Teacher Sick Day Procedures	33

Safety Procedures	33
Food Allergy Guidelines	34
Building Security and Safety	34
Illness Guidelines	35
Resolving Behavior Issues	36
Frequent Aggression Policy	37
Non-typical Behavior Policy	37
Grievance Procedures	39
Withdrawing from MPCP	39
Teacher Staffing	40
Teacher's Child in Class Policy	40
Election Procedures	41
Good Standing Policy	41
Cell Phone Policy	42
<b>PARENT AGREEMENT</b>	<b>43</b>
2016/2017 Parent Agreement	43/44

## **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 parent 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 College (“SCC”). 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 SCC. 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 SCC 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 College**

MPCP began in 1970 as a small baby-sitting Co-operative. Recognizing the need for current parenting information and early childhood education, MPCP became one of several parent-operated preschools affiliated with the Parent Education Program at SCC.

Our affiliation with SCC provides many benefits:

- SCC provides MPCP with an experienced parent education instructor (Parent Educator) who observes classes, attends class meetings, consults with Teachers, advises the MPCP Board, facilitates discussions, and advises parents.
- Parents and alternate caregivers enrolled in MPCP classes with a parent educator provided by SCC are eligible to enroll as students at SCC. 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 SCC.
- MPCP follows general guidelines for parent participation at preschools that have been established by SCC and the State Board on Community College Education.
- SCC provides MPCP 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 SCC allows MPCP to be considered a non-profit organization.
- We send a representative to the Parent Advisory Council (PAC) meetings at SCC to benefit from learning about practices at other Co-ops.
- Our Teacher liability and student medical insurance coverage for enrolled parents and children is provided under a group insurance policy held by SCC.

## 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. 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 MPCP curriculum emphasizes 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 Head Teacher, with input from the parents and the Parent Educators, 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 (if applicable) 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 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**. 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 Co-operative play.

## **Staff and Parent Educators**

MPCP has both Teachers and parent educators on its staff:

- **Shannon Gardner (Head Teacher)** – Shannon is the Head Teacher at MPCP. She graduated from the University of Maine with a B.S. in Elementary Education with a concentration in psychology. She then moved to Seattle where she worked at a large, NAEYC accredited child care center for nearly 18 years. While at the center, she worked with all the age groups, infants thru Pre-K, spending the majority of her time working with the two year olds. She held various positions while there as well, including assistant and lead Teacher, program supervisor, and assistant director. Prior to her position as Head Teacher, she was a full-time nanny for a family whose youngest child was a student at MPCP for two years, attending with Shannon. She is a veteran at MPCP as a caregiver and a Teacher! She has a real passion for building relationships with families and working as a team to nurture children and help them develop a love of learning. Shannon lives in Bothell where traveling, knitting, reading, playing games, and spending time with friends are among her favorite things.

MPCP receives the support of several 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/email for conferring with MPCP members on many aspects of family life.

- **Linda Barber (Parent Educator)** – Linda has been a parent educator at MPCP for eleven years and is hired through Seattle Community College. She currently has five classes at MPCP and two at Capitol Hill Co-op. Previously, she spent twelve years at the University of Washington involved with 135 families in an intervention project entitled “Raising Healthy Children.” She has also taught in the public schools and is a co-founder of the Community Day School Association, a non-profit before and after school and summer

day care program located in elementary schools in Seattle. Her background includes Bachelor's and Master's degrees in education with a concentration in family counseling. Additionally, Linda is the parent of two grown children and has three grandchildren.

- **Melissa Benaroya (Parent Educator)** - Melissa Benaroya MSW, LICSW, and Certified Gottman Educator 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 2000+ 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, parent education to the families at the Madison Park Cooperative Preschool, and training programs for the PEPS organization. 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. Her book, The Childproof Parent, was released in December 2011. Melissa lives in Seattle with her husband Russell and two children, Maya and Shane. Melissa keeps her sanity with an active lifestyle of running and Crossfit.

Finally, it is important to note that MPCP 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 MPCP Board, as volunteers.

## Class Schedule

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

## School Calendar

MPCP's calendar generally coincides with the Seattle Public School schedule.

Date	Event
September 8	All-school orientation meeting
September 12	First day of school for students
November 11	Veteran's Day holiday
November 2-5	NAEYC Teacher Conference
November 24-25	Thanksgiving holiday
Dec 19-Jan 2	Winter break
January 16	Martin Luther King holiday
February 20	Presidents' Day holiday
February 21-24	Mid-Winter break
April 10-14	Spring break
May 29	Memorial Day holiday
June 2	Last day of school
June 3 - 5	School move out day
TBD	MPCP End of the Year Picnic

## **PARENT RESPONSIBILITIES**

### **Summary of Parent Responsibilities**

Parent involvement is critical to the success and day-to-day operation of MPCP. Prior to the beginning of the school year, all parents sign a copy of MPCP's Parent Agreement and follow the Member in Good Standing Policy. The Parent Agreement summarizes MPCP's expectations regarding parent responsibilities and is your contract with MPCP. Below is a summary of parent and/or alternate caregiver responsibilities.

#### **Parent 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 MPCP before the end of the school year.
- 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 all parent meetings
  - Attend monthly meetings with the other parents in your child's class
  - Attend all-school meetings.
- Participate in MPCP fundraising.
- Be current on MPCP policies and procedures.
- Complete parent job and/or serve as a MPCP Board member.
- Support any additional activities sponsored by MPCP.

#### **Regular Class Meetings and All-School Meetings**

Regular parent meetings and all-school meetings are the primary communication mechanism of MPCP. Parents should make every effort to attend their own class meeting. Each class (Tots A, Tots B, Tots C, Twos A, Twos B, and 3/4s) will have monthly parent meetings, called class meetings, which will take place in the evening at a volunteer parent house. These regular parent class meetings are vital for a smooth running classroom, informing 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

In addition, there will be two all-School meetings (Fall and Spring) which may include risk management training, classroom training, MPCP 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. In the months when there is an all-school meeting, class meetings will not be held.

**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 the meeting of another class during the same month.
- Volunteer to help MPCP with move-in/out, registration day, auction, etc.
- Volunteer for all or part of another MPCP class or all-school job that is not yet been filled, in addition to the job you are assigned as part of your regular MPCP responsibilities.

Regular 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 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 regular meeting or all-School meeting are responsible for obtaining all pertinent information from the Class Representative.

Members with multiple children enrolled in MPCP are required to attend only one of the regular class 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.

## **Parent Jobs**

Because parents run MPCP, each member family 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 in-class jobs, whereas siblings in the same class require only one family job. MPCP's Vice President of Parent Outreach assigns jobs and provides member families with detailed information regarding jobs selected.

- **ALL-SCHOOL MEETING SET-UP ASSISTANT (2 people)** This position reports to the President. The President will notify the assistants of dates and times for the Fall All-School Meeting in September, Co-op Open House in February, and the Spring All School Meeting in April. Responsibilities include setting up chairs for each event, obtaining (expenses reimbursable) and setting up light refreshments (coffee, bottled water, cookies), and cleaning up the room after the meeting.
- **MADISON PARK COMMUNITY COUNCIL REPRESENTATIVE AND COMMUNITY OUTREACH COORDINATOR (1 person)** This position reports to the President and coordinates with the Auction/Fundraising Chair. Attends MPCC meetings and ensures that the interests of our school are represented and heard. Updates MPCP Board with information pertaining to the interests of our school. Committee member may not be board member of MPCP to avoid conflicts of interest. Coordinates with the Auction/Fundraising chair to organize MPCP fundraising efforts if the Co-op chooses to do something in addition to the auction. Co-op Teachers should be contacted to see if there is a developmentally appropriate and meaningful way that some or all of the students could be involved in the selected outreach efforts.
- **ASSISTANT VICE PRESIDENT - MARKETING AND EVENTS (1 person)** This position reports to the Vice President of Marketing. Works with Vice President of Marketing to create MPCP program awareness through coordination of public advertising via community bulletin boards, newspapers and magazines. Works closely with the Registrars to advertise class openings and publicizes in-house events such as all-school meetings, lectures, etc. Attends board meetings in Vice President of Marketing's absence and assists with other marketing tasks as needed. The Halloween Booth Committee, the T-Shirt Coordinator and the coordination of registration events will report to this role.
- **T-SHIRT COORDINATOR (1 person)** This position reports to the Assistant Vice President of Marketing. Designs and produces classroom-theme t-shirts in the Fall. Produces a supply of MPCP logo T-shirts for distribution during the school year and at Registration day in the Spring. Graphic design background desirable. Organizes sales and distribution of t-shirts to each class.
- **HALLOWEEN BOOTH & SPRING PRESCHOOL FAIRS COMMITTEE CHAIR (2-3 people)** this position reports to the Assistant Vice President of Marketing. Organizes and operates the MPCP photo booth for Halloween trick-or-treating in Madison Park. Works with Madison Park merchants and works at the booth as necessary. Also responsible for coordinating MPCP presence at Spring preschool fairs (generally two or three).

- **HALLOWEEN BOOTH & SPRING PRESCHOOL FAIRS COMMITTEE (3 people)** This position reports to the Halloween Booth Committee Chair and the Vice President of Marketing. Supports the Committee Chair's efforts to organize and operate the MPCP photo booth for Halloween trick-or-treating in Madison Park. In the Spring, committee members will coordinate with the chair to ensure MPCP presence at Spring preschool fairs (generally two or three).
- **END-OF-SCHOOL-YEAR PICNIC CHAIR (1 person)** This position reports to the Vice President of Parent Outreach. Attends board meetings in Vice President's absence. Assists the Vice President in planning the all-school picnic at the end of the school year (historically, an afternoon following last day of school). Chairs the end-of-school-year picnic committee. Assists the Vice President with other tasks as needed.
- **END OF SCHOOL YEAR PICNIC COMMITTEE (5 people, or as needed)** This position reports to the Vice President of Parent Outreach and the Picnic Chair. Plans and organizes the end-of-school-year picnic. Tasks include set-up and clean-up, organizing entertainments and kids' activities, purchasing food and beverages, providing supplies, etc. (expenses reimbursable).
- **ASSISTANT TEACHER SUPPORT - EVALUATION COORDINATOR (2 people)** This position reports to the Vice President of Teacher Support. Assists VP of Teacher Support as requested. Duties may include assisting with survey, compiling findings and preparing report for Board. Assists the VP of Teacher Support to communicate the survey results to the Teachers and the parent educators. Reports the results to the board in May's Board Meeting.
- **ASSISTANT REGISTRAR - (1 person)** The "Assistant Registrar" reports to the Registrar and works with the Registrar to learn the Registration System and all Registration related tasks throughout the year to prepare for becoming Registrar, on the Board of Directors, the following year. Primary job function is to assist with recruiting new and returning families by reviewing/responding to incoming email messages and monitoring/designing registration-related website content. Assists with other tasks as determined by the Registrar. This person should be comfortable with spreadsheets, communication, data management, and any other tools managed by the Registrar.
- **ASSISTANT REGISTRAR - EVENTS (1 person)** This Assistant Registrar reports to the Registrar. Helps coordinate and run the Preschool Fair, Open House and Registration Day in late winter. Other tasks as determined by the Registrar.
- **ASSISTANT REGISTRAR - TECHNOLOGY (1 person)** This Assistant Registrar reports to the Registrar and is responsible for the management of our online Registration System

(currently in Google Spreadsheets). Knowledge of Google Spreadsheets, writing queries, and/or background in programming is ideal. Multi-year commitment preferred.

- **ASSISTANT TREASURER – APPRENTICE (1 person)** This position reports to the Treasurer. Responsible for tuition deposits. Knowledge of QuickBooks and Microsoft Excel will be helpful for this position. Attends board meetings in Treasurer's absence. Assists the Treasurer with other tasks as needed.
- **ASSISTANT CLASS REPRESENTATIVE (6 people; or as needed per class)** This position reports to the Class Representatives. Examples of responsibilities include: creating and communicating snack and clean-schedules for the school year; sending out email reminder for the coming week's jobs; scheduling monthly parent meetings and taking minutes at parent meetings. In Class Representative's absence, attends MPCP board meetings or facilitates class meeting. Assists the Class Representatives with other tasks as needed.
- **CLASS PHOTOGRAPHER (6 people; or as needed per class)** This position reports to the respective Class Representative. Takes candid photographs of each child throughout the year(acknowledging photo consent forms), during class activities and at special events (e.g. field trips). Responsible for class place mat (ask Class Representative for instruction) and contributing photos for newsletters. MPCP will reimburse expenses for placemats.
- **FIELD TRIP COORDINATOR (3 people –Twos, 2/3 and 3 / 4 class)** This position reports to the Class Representative. Assists Teacher with planning and coordinating field trips and special classes for the Twos and 3/4's class. Calls field trip locations and instructors to schedule trips and classes. Works with class representatives to arrange travel plans.
- **CLASS SUNSHINE CHAIR (1 person per class, 6 people total).** The Sunshine Chair is responsible for creating a sense of community and fostering morale with the families in their respective class. Generally, the Sunshine Chair is tasked with 1) collecting money from the class to purchase gifts for families with new babies, Teachers, or others; 2) planning and coordinating play dates, or other activities. This role should coordinate efforts with Class Representative for smooth communication.
- **ALL-SCHOOL SUNSHINE CHAIR (1 person)** Reports to the President. The All-School Sunshine Chair is responsible for creating a sense of community and fostering morale throughout the school. Coordinates three all-school playdates at the park each year at the chair's discretion. The Chair will also work to facilitate contact between the Class Sunshine Chairs so that they might share ideas and strategies together.
- **SUPPLIES COMMITTEE (2 people)** This position reports to the Teacher. Ensures the school never runs out of supplies for its day-to-day operations (toilet paper, paper

towels, cleaning solution etc.). (Costco membership typically used.) This person should assist Head Teacher with the Amazon Wish List and make sure it is distributed to each Class Representative to inform the classes. The Amazon Wish List is a way for the Head Teacher to provide a list of needs throughout the school year outside what is purchased within the supply budget.

- **MOVE-IN & MOVE-OUT COMMITTEE (8 people)** This position reports to the President. Works with Teacher & President to conduct move-in and unpack and set up of the classroom before the school year begins (late August or early September) and works on the Saturday after the school year ends to organize and pack up toys, classroom materials and furniture for the summer. Time commitment is one 4-hour shift before the school year begins and one 4-hour shift after the last day of school.
- **PACKING & UNPACKING COMMITTEE (2 people)** This position reports to the President. Works with the Teacher and President to assist with unpacking school materials and supplies on the day following the move back to the school each fall and assists to pack the items on the day prior to the move in the Spring. Time commitment is one 4-hour shift on each of these days.
- **SUBSTITUTE TEACHER (1 person)** This position reports to the VP of Teacher Support. The Substitute Teachers meet with the teacher at the beginning of the school year to become familiar with the schedule and materials. If and when the Teacher is taking a sick day, the VP of Teacher Support calls the class Substitute and the Class Representatives to let them know that class will still be held. The Substitute lets the class in the building, sets up the classroom for the day, leads circle time, tidies up and locks the building after the class has left. If the substitute cannot fulfill these duties, then class is cancelled for the day. Requires current Red Cross CPR/First Aid Certification
- **CPR TRAINING COORDINATOR (1 person)** This person reports to the Parent Educator. Organizes a CPR training for all interested Co-op families during the early fall. This requires contacting families in early September to gauge interest, finding a date that works with most families and scheduling a certified CPR trainer. The training takes place at the beginning of the school year to ensure each class has the required number of CPR certified adults in the classroom at all times including in the event of Teacher absence. Also, assists Risk Management Chair (board position) in keeping the First Aid Kit up to date (this is kept in the classroom). Risk Manager works closely with this position.
- **LAUNDRY COMMITTEE (2 people)** Reports to the Teacher. Clean towels, smocks, and other items as necessary.
- **TECHNOLOGY OUTSOURCING (1 person)** This position reports to the Vice President of Marketing. Maintains and enhances MPCP Website. The Webmaster should create open line of communication with the Vice President of Marketing and Board members

regarding relevant website postings. Relevant postings may include: Board Slate, Newsletters, Letters from Board Executives, Class Schedules, food allergies/dietary restrictions by classroom, other Health/Safety issues and Frequently Asked Questions, classroom photographs and links, and MPCP documents such as Parent Handbook and volunteer job descriptions and assignments. The Webmaster should highlight Community Outreach projects and fund raising activities. Awareness of Internet safety and protection of personally identifiable information is important.

## **BOARD OF DIRECTORS – JOB DESCRIPTIONS**

- **PRESIDENT (1 person)** — The President presides over the Board of Directors (BOD) and has the responsibility of supervision and management of the BOD. Oversees the following jobs: All-School Meeting Set Up (3 times per year), Move-In/Move-Out Committee, Madison Park Community Council Representative, Auction/Fundraising Chair and Committees, and School Historian. Specific job tasks include: Managing relationship with Seattle Parks department and Montlake Community Center, including any lease amendments and tax exemption; Working with VP's and other board members to ensure jobs are being completed; Writing articles for newsletters (2 per year); Writing introduction letters for various publications to members – handbook, auction catalog (if auction year), newsletter (2 per year); Managing relationship with SCCC, including renewing affiliation each year; Helping with class rep training; Attending SCCC board training; Communicating with membership; Setting the agenda and running all BOD meetings (once/month, except July and December); Managing any classroom issues including grievances, problems; Securing speaker for all-school meeting; organizing, attending and speaking at Orientation meeting in September, Open House in February and All-School meeting in April.
- **VICE PRESIDENT OF TEACHER SUPPORT (1-3 People)** – Responsibilities include recruiting, managing, and helping develop teachers and parent educators, along with their contracts. Planning, executing, and reporting on spring and fall school surveys. Also responsible for a subset of parent roles, including parents assigned to surveys, toy cleaning, and laundry.
- **VICE PRESIDENT OF PARENT OUTREACH (1-3 People)** – Assigns jobs for each family in Co-Op. Organizes and keeps list of job descriptions for the entire Co-Op. Assists head teacher and other BOD members with making sure their respective families are reporting to and performing their jobs as necessary. Assists President with recruiting future BOD for following year. Oversees End of School Year Picnic Committee.
- **VICE PRESIDENT OF MARKETING (1 Person)** – Create MPCP program awareness through coordination of public advertising via community bulletin boards, newspapers and magazines. Works closely with the Registrar to advertise class openings and publicizes in-house events such as all-school meetings, lectures, etc. Attends BOD meetings and implements other marketing tasks as needed. The Assistant to VP Marketing,

Webmaster, T-Shirt Coordinator, Newsletter Chair and Committee, and Halloween Booth Chair and Committee all report to the VP of Marketing.

- **TREASURER (1 Person)** – Responsible for recording, tracking, and reporting the cooperatives finances. The treasurer supervises collection of tuition and all other money generated by MPCP. Handle the disbursement of all coop monies. File quarterly/annual/employment taxes accordingly. Prepare an annual budget for upcoming year and have all books prepared for annual review.
- **SECRETARY (1 Person)** – The Secretary is responsible for being the caretaker of records for the MPCP, specifically the BOD meetings and correspondence. The Secretary is also responsible for creating and distributing (in early August) the Welcome Packet, which includes key forms, contact information, and the Parent Handbook. Other responsibilities include: Keeping complete minutes of the BOD meeting; Distributing the minutes via email before the meeting; Presenting amended minutes for approval at the BOD meeting; Maintaining an up to date list of Board Officers; Printing and managing BOD sign-in at meetings; Organizing BOD hosting/snack/drink schedule; Managing correspondence for the group and keep records; Supporting the President by tallying votes.
- **REGISTRAR (1 Person)** – The Registrar is responsible for oversight and execution of the school registration processes and maintenance of school and class rosters. Responsibilities include: Oversight of registration for all new and returning families during open enrollment and filling of class openings throughout the school year; Providing monthly reports to BOD regarding enrollment numbers and update BOD members when new families join the school (particularly Secretary, class reps, Treasurer, and VP Parent Outreach); Utilize, maintain, and enhance registration systems to build and maintain rosters (as needed); Notify VP Marketing of need for prospective family lead generation to fill open spaces in classes and to promote enrollment events (primarily Open House and Open Registration); Coordinate with Teacher and various BOD Members to facilitate enrollment events (Open House, School Tours, Open Registration); Communicate with prospective families and extend offers of placement into classes; Work with Assistant Registrars to facilitate activities related to registration.
- **PAC REPRESENTATIVE (1 Person)** The PAC Representative is MPCP's representative to Seattle Central Community College's Parent Advisory Council (PAC). The PAC Rep serves as a liaison between MPCP and the PAC, which allows collaboration between member Co-Ops and the college. Specific duties include attendance at the monthly PAC meetings as well as the MPCP BOD meetings. The PAC Rep is also responsible for overseeing the Waste Management Coordinator and the Green Capitan.
- **RISK MANAGEMENT (1 Person)** – This position reports to the Parent Educator. Distributes, collects and maintains immunization records, earthquake preparedness forms and emergency cards. Educates parents about co-op health and safety rules. Maintains first aid kit and earthquake provisions bin. Sets up emergency procedures for fire and earthquake situations. Coordinates quarterly fire and earthquake drills with teacher. Makes safety checks at school. Prepares a list of allergies and special dietary restrictions for every class. Maintains spreadsheet with details of Health/Safety/Risk

Management forms for each family/child. Assures that First Aid Kit is up to date (this is kept in the classroom).

- **FUNDRAISING CHAIR (1 Person)** – This position reports to the President. **On Large Event years:** Chair the annual Large Event. Present proposal to Board including date and location options, financial goals, theme of event, time plan, number of volunteers, types of donations needed, etc. Assign volunteers and direct all aspects of the event, including set-up, PR, auction, corporate contributions and record keeping. Attend BOD meetings to update board on progress and needs before the Event and the month following to give a review/results report. Document event for future event planning. **Non-auction years:** Chair and support MPCP fundraising efforts. Oversee community outreach committee.
- **FUNDRAISING COMMITTEE (1-6 People as needed)** – This committee supports the Fundraising Chair and all efforts associated. The committee is likely to support the functions event set-up, tear-down, PR, record keeping, updates, communication. Any effort necessary as requested by the Fundraising Chair.
- **CLASS REPRESENTATIVES (1 Person Per Class (7))** – Class Reps serve as liaison between the BOD, the class and educators. Reps attend training, monthly BOD meetings, monthly class meetings, and all-school meetings. Host first monthly class meeting. Ensure class is current with all required forms and paperwork prior to first class. Create agendas and facilitate monthly class meetings. Work with Class Rep Assistant to assign in-class job and treat schedule. Manage class standing. Organize class contribution to bi-annual newsletter.
- **BOARD ADVISOR (1 Person)** – An individual with many years of Co-Op experience, the Board Advisor is responsible for providing advice and a sense of continuity to the President and BOD, rooted in their knowledge of previous years.
- **BOARD ADVISOR ASSISTANT (1 Person)** – Reports to the Board Advisor. Preferably someone with many years of Co-Op experience. Responsible for attending BOD meetings when the Board Advisor is unavailable, and is available to the President and Board Advisor for consultation.

## Fundraising

Tuition and Fees cover only regular budgeted MPCP costs. Each year MPCP families hold a fundraising event or activity to generate funds for additional expenditures such as scholarships, classroom equipment, and special supplies and improvements. MPCP families are not required to generate a minimum amount of proceeds. Rather, MPCP emphasizes participation from all of our member families. In lieu of participation in the fundraiser, a family may make a tax-deductible donation to MPCP. The Board is responsible for determining the fundraising need each year and the appropriate event and responsibilities will be communicated.

### **Alternative Fundraiser**

The alternative fundraising activity is determined and selected by the Fundraising Committee under the direction of the Fundraising Chair. The event is subject to the approval of the MPCP Board. The event is to be agreed upon and organized by the Fundraising Committee, approved by the Board.

### **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 MPCP. There is an exception for infants. Please see Infant in the Classroom Policy.
- 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 caregiver may serve in this capacity if neither parent is available during class time.) 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 Head Teacher, Class Scheduler, Assistant Class Representative 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 or Scheduler whenever your absence is unavoidable. Please see [Member in Good Standing Policy](#) regarding repeated absences.

At the beginning of the year, classes assign in-class 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 the [Drop-Off Policy](#) 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.
- Prepare and supply a snack, as scheduled at the beginning of the year.

As a Classroom Assistant, one of your jobs at MPCP 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 MPCP.

*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 given an assigned area by the Teacher. If there are no children in your area move to where the children are. Return to your station if children go there, if given an assigned area by the Teacher.
- 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.

- MPCP parents function as Teachers whose role is to guide, not punish. Remember that MPCP 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 MPCP.
- 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 may have a daily snack at MPCP, 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 tree nuts or any foods containing peanuts, tree nuts or any nut oils. **We are a peanut/tree nut-free environment!**
- 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 crisps, 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.
- Vacuum all areas used (usually the carpet and area around sensory table)

### **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.

### **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.

#### **Eating Area**

- Sweep under the table.
- Wipe tables using a 3-step process

#### **Bathroom**

- Wipe counter, cupboard, door and door handle with the 3-step process
- Clean toilet and surrounding area with anti-bacterial cleaner.
- Ensure the little potty is empty and clean.

#### **Garbage**

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

# **POLICIES AND PROCEDURES**

## **Admissions Procedure**

### **Current Family Registration**

Current Family Registration occurs in late January, at which time admission is offered to students currently enrolled in MPCP 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.

During this priority registration period, current students can re-enroll if they meet the age requirements. In addition, current MPCP Board members in good standing who are willing to recommit to the MPCP Board for the upcoming school year can re-enroll in the classes of their choice. All families who participate in priority registration have seven days upon confirmation of enrollment to complete the Parent Agreement, pay first and last months' tuition, and the registration fee to be guaranteed their spots.

Currently enrolled age exception students that are in good standing and were enrolled prior to November 1<sup>st</sup> may participate in priority enrollment and sign up for the next age level of classes with Teacher consent. However, current age exceptions in the Twos classes can only register for the 2/Young 3 class and will not be able to enroll in the 3/4 class when a 2/Young 3 class is offered.

### **Alumni Registration**

Alumni family registration follows current family registration and is offered in February for returning (alum) families who have taken a break from MPCP but have previously completed at least one year at MPCP in good standing.

### **Open Registration**

Open Enrollment for all other families is held in early March (date to be determined). At Open Enrollment, families in attendance may register themselves and one other family as well. A completed registration form, tuition deposit check, and signed Parent Agreement form are required. The form and agreement may be obtained on our website ([www.madisonparkcoop.com](http://www.madisonparkcoop.com)), and extra copies will be available at registration.

After the Open Enrollment event, any remaining openings are filled on a first-come, first-served basis. To apply, applicants may request an online enrollment link by emailing [registrar@madisonparkcoop.com](mailto:registrar@madisonparkcoop.com), or by mailing the requisite forms (Registration Form and Parent Agreement) from the MPCP website ([www.madisonparkcoop.com](http://www.madisonparkcoop.com)).

After each enrollment process is complete, and paperwork and tuition deposit has been received, a confirmation letter or email 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.

To be admitted to MPCP, students must be: (a) for all Tots classes, one year old; (b) for the 2A and 2B classes, two years old; and (c) for the 3/4 class, three years old or four years old, in each case, as of August 31<sup>st</sup> of the upcoming school year. For the 2/Young 3 class, students must be 2 or 3 on August 31<sup>st</sup> of the upcoming school year, but must not turn 4 before February 1<sup>st</sup> of the upcoming school year when 2 Young 3 Class offered.

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 wait list. 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 Head Teacher and the MPCP Board. If the family chooses to withdraw rather than accept a spot the registration will be refunded.

**Currently enrolled students in MPCP who are age exemptions qualify for an age exemption for the following school year and may participate in priority enrollment provided that they are in good standing.**

## Tuition and Fee Schedule

There are two components to the cost of MPCP: the Enrollment Fee and Tuition. Listed below are the tuition and enrollment fees for the 2016-2017 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 SCC. This fee is non-refundable.
- *Tuition:* Annual tuition cost varies by class as shown in the table below. Should you withdraw from MPCP prior to July 1<sup>st</sup>, first and last months' tuition will be refunded. After July 1<sup>st</sup>, one month's tuition is non-refundable.

Annual Tuition by Class			
Tots A & B	Tots C	Twos A & B	3's/4's
\$792.00	\$1,138.50	\$1,386.00	\$2,029.50

## Payment Schedule Options

## Refund Policy

The Enrollment Fee is non-refundable. Prior to July 1st, first and last months' tuition is refundable. After July 1st, one month's tuition is non-refundable should you elect to withdraw from MPCP. 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 MPCP Registrar. For example, if notice of withdrawal is given in October, tuition is payable through November.

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**

MPCP requests that all families complete the Madison Park Cooperative Preschool Payment Form. The Payment Form will be emailed to you prior to your first day of school and allows for check payments to be collected on the first of each month. Families may also choose to pay the full year tuition using the Payment Form.

Payment may also be made by credit card at [www.madisonparkcoop.com](http://www.madisonparkcoop.com) under the Payments Tab. Please note that there is a convenience fee on credit card transactions.

Payments are due by the 1st of the month with the first payment due on October 1. Any tuition not received by the 15th of the month of which it is due will be charged a late fee at the rate of \$15 per week. For this reason, we encourage all families to complete the emailed Payment Form prior to the first day of school.

If necessary, checks can be made payable to **"Madison Park Cooperative 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 MPCP at: **1900 43<sup>rd</sup> Avenue E Seattle, WA, 98112 Attn: Treasurer.**

If you are having financial difficulty paying your child's tuition, contact the Treasurer or Assistant Treasurer as there are SCHOLARSHIP OPTIONS AVAILABLE! All inquiries confidential. [treasurer@madisonparkcoop.com](mailto:treasurer@madisonparkcoop.com)

## Payment Calendar

Please note that you may not receive tuition invoices from MPCP. 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.

Class	2016-2017 Annual Tuition	Registration Fee (\$85) + First + Last	Monthly Payment due by 1st of every month (Oct-April)	Full Payment after Registration + First + Last	Enrichment Fee	Total
<b>Tots A</b>	\$792.00	\$261.00	\$88.00	\$616.00		<b>\$877.00</b>
<b>Tots B</b>	\$792.00	\$261.00	\$88.00	\$616.00		<b>\$877.00</b>
<b>Tots C</b>	\$1,138.50	\$338.00	\$126.50	\$885.50		<b>\$1,223.50</b>
<b>Twos A</b>	\$1,386.00	\$393.00	\$154.00	\$1,078.00	\$75.00	<b>\$1,546.00</b>
<b>Twos B</b>	\$1,386.00	\$393.00	\$154.00	\$1,078.00	\$75.00	<b>\$1,546.00</b>
<b>3's/4's</b>	\$2,029.50	\$536.00	\$225.50	\$1,578.50	\$75.00	<b>\$2,189.50</b>

## Other Non-Tuition Payments

In addition to tuition payments, there may be some optional payments. These include contributions toward thank you/holiday gifts for the Teacher(s) and Parent Educators. 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.

## In Class Extra Curricular Fee

All families enrolled in all Twos and the 3's/4's classes will be assessed a one-time \$75 fee per child to pay for all in-class extracurricular activities. These activities may include yoga sessions, music sessions, class field trips, or other activities chosen by the class. This fee is due by October 1st. It is non-refundable even if your child did not participate in the activity (ies) or your child withdraws from MPCP during the school year. Families may apply to have this fee covered under the scholarship fund if needed. Events planned outside school hours may be subject to an additional fee.

## **Fiscal Calendar**

The fiscal year of MPCP is twelve months long beginning on July 1st and ending on June 30th. The Treasurer prepares a budget for the ensuing fiscal year which must be approved by the MPCP Board during its 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 can be submitted at the beginning of the school year or anytime a family is in need. Contact the Treasurer or your Parent Educator for additional information. **The scholarship process is confidential.**  
[treasurer@madisonparkcoop.com](mailto:treasurer@madisonparkcoop.com)

## **Expense Reimbursement Policy**

Occasionally parents incur expenses that are reimbursed by MPCP. 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 Tots classes must be accompanied by a parent or alternate caregiver at all times.

Children in Twos classes may be dropped off once a week provided that a minimum child to adult ratio of 2:1, not counting the Teacher, is met at all times while also maintaining responsibility of in-class job. All Twos parents or alternate caregivers will return to class at

outside time unless special arrangements are made with the Teacher and class representative.

Children in Three/Fours may be dropped off twice a week, provided a parent or alternate caregiver stays once a week and a child to adult ratio of 3:1, not counting the Teacher, is met at all times while also maintaining responsibility of in-class job.

### **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 provided that another family has agreed to be responsible for them. Families with twins in the 3's/4's class must be in the classroom at least 1½ times more than a family with one child in the same class. In other words, a family with twins in 3's/4's may 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**

MPCP 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.

MPCP 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 Representative or Class Scheduler as soon as possible. If the adult/child ratio is met with the absence of the parent or caregiver taking leave and another parent has agreed to be responsible for the child, the child may attend class. The Class 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, or prospective students) must be approved by the Head 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 Head Teacher and the Class Representative, a parent or alternate caregiver may bring an infant to class for up to a total of six consecutive weeks during the first six months following the child's birth. 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. While using the infant slot, the parent or caregiver must be able to fulfill all classroom duties and participate in 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**

MPCP generally operates on the same schedule as that of the Seattle Public Schools (SPS.) If Seattle Public Schools are canceled, then so is MPCP. Even if local conditions permit safe travel to school, insurance constraints require that MPCP 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 MPCP is canceled. If there is a discrepancy between the SPS kindergarten and preschool schedules, MPCP's classes will operate according to the SPS preschool schedule.

If all SPS are running two hours late, all MPCP morning classes will be canceled. Afternoon classes will meet on time. If all Seattle Public Schools are running one hour late, all MPCP 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 the Head Teacher. MPCP's ultimate goal is the safety of you and your child.

## **Head Teacher Sick Day Procedures**

In the case of the Head Teacher being sick, the Head Teacher will contact the Vice President of Teacher Support who will then proceed to call a substitute Teacher. If no substitute is available, then the Class Representative 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 Representative 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. Each family is required to sign this form. This form is kept in an emergency box. The Head Teacher and the Class Representatives 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 Head Teacher is absent, only a certified CPR parent can substitute for the Head 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 the emergency file and appropriate medications kept at

school with the first aid kit. It is the Parents' responsibility to make sure your child's needs are known.

## **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 Representative, the Head Teacher, 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 Representative, the Head Teacher, and the class families identifying all of your child's food allergies. Your Class Representative and the Head Teacher 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 MPCP have been diagnosed with nut allergies.**

## **Building Security and Safety**

MPCP has two types of building security procedures: preventative and lost child procedures:

### **Preventative Procedures**

These security procedures are followed every day:

- The Teacher typically greets each child and parent at the front door.
- The parent or caregiver must sign the child and themselves in and out at all times. It is imperative to know the number of people in the building at all times for emergency purposes.
- A nametag is put on the child and parent (usually the first few weeks of class).

For safety purposes, doors to MPCP will be locked 15 minutes after the class start time. Families arriving after that time can gain admittance to class by knocking on the door. Only the Teacher or Class Representative is authorized to approve entry to the classroom.

### **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 if he/she is wearing one.
  - 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

### **Fire and Earthquake Procedures**

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

An earthquake kit is located in the closet by the front door.

### **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 the Head 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 MPCP 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 Head Teacher, and the 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 Head Teacher, and the 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 MPCP.

## **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 Head Teacher.* As a classroom assistant, discuss any repeated aggressive behaviors with the Head Teacher (do not discuss with other parents). The Head Teacher and Parent Educator will then closely monitor the situation.
2. *Documentation.* If the situation continues, the Head Teacher will document any acts of aggression. The Head Teacher will discuss with the parent about the observations as well as inquire about any changes at home. The Parent Educator will also do observations. The Head 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 Head 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 Head 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 Head 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 Head Teacher.

## **Non-Typical Classroom Behavior Policy**

When a child’s classroom behavior is outside the range typical for his/her age, MPCP professional staff (the Parent Educators and the Head Teacher) will follow a protocol designed to determine if continued MPCP membership is in the best interest of not only the child but MPCP 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 MPCP staff reserves the

right with cause to request that the MPCP Board terminate class membership. The following procedure will be used:

1. The Head 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. MPCP 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. MPCP 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 SPS'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 MPCP 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 MPCP 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 MPCP 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 MPCP 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 MPCP and/or the child are not being served, class membership will be terminated at the professional discretion of MPCP staff, with MPCP 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 MPCP Board is informed of the dispute and will appoint a Grievance Committee to investigate it.

The Grievance Committee consists of one officer of the MPCP Board, one member of the class involved in the dispute, one individual from MPCP and the Parent Educator from SCC.

The Grievance Committee evaluates the dispute and makes a recommendation to the MPCP Board regarding its settlement. The decision of the MPCP 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 MPCP Board's decision by presenting to the MPCP 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 MPCP**

In the event that your family is unable to complete the school year with MPCP, 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 emailed or mailed (specifically the email time stamp or 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 Head Teacher through our survey process. The President and Vice President Teacher Support then complete an annual performance review with the Head Teacher using the member evaluations as input. The MPCP Board may renew or not renew the Teacher contract(s) 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 MPCP 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**

The Head 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 Representative of their concerns. The Class Representative will work with the Vice President of Teacher Support and Parent Educator to formulate a plan to address the issues. This will involve talking with the Head 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 Representative input, the Head Teacher, Vice President 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 Co-op.

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

## **Elections Procedure**

Elections to the MPCP Board occur at the annual spring all school general meeting. The Executive Committee of the MPCP Board prepares a list of nominees for the following school year's MPCP 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 MPCP only needs to attend meetings for one child.
3. Has fulfilled responsibilities pertaining to scheduled work days for 2/3/4 classes, cleaning and snack responsibilities for Tots classes and assigned parent jobs (as outlined in the parent agreement and handbook).

As a cooperative preschool, MPCP relies on the active participation and contribution of all its members. Recognizing, however, that family and work schedules may make meeting some MPCP commitments a challenge, MPCP has established a model that provides members with alternate ways to meet commitments when possible. MPCP's emphasis is to work with members to make-up missed commitments and allow them the opportunity to regain good standing status.

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

1. The Registrar, Class Representative, or other appropriate MPCP Board member will:

- Speak with the member.

- Develop a plan to return member to good standing status. Members will be given the opportunity to return to good standing by fulfilling additional Co-op responsibilities. Examples include volunteering for MPCP events (registration day, auction, move-in/out, etc.), classroom cleaning, fundraising, or other tasks as outlined by the MPCP Board.

- If member is unable to agree to or complete this plan, an appropriate MPCP Board member will discuss if MPCP is the right fit for the family.

2. The Registrar and the Executive Committee will determine which members continue to be not in good standing despite the above measures. Only members who are in good standing or have agreed on a plan to return to good standing will be eligible for pre-registration for the following year.

3. If there is no improvement, names will be brought to the MPCP Board for review, at which point the executive committee may choose to vote on the dismissal of the member.

4. A member who has been dismissed cannot participate in registration for one year.

5. A member who has already pre-registered then later within the same school year fails to meet her/his responsibilities will be asked to develop a plan to return to good standing as outlined above. If the member does not complete this plan within the agreed upon timeframe, their registration for the following year may be cancelled. The member may be provided with an opportunity to enroll during the current phase of registration upon completing the plan or with approved exception from the MPCP Board.

## **Cell Phone Policy**

During class, parents and caregivers are advised to limit their use of phones to emergencies and to taking pictures. If a parent or caregiver must make a phone call, he or she should leave the classroom for the duration of the call. If a parent wishes to take a photo, please be discreet not to distract the children or the other parents. During class meetings, parents should only use their phones for emergencies. All other uses (texting, emailing, etc.) are strongly discouraged. Meetings are a great opportunity and large part of the Co-op model. Your attention and participation is valuable.

# PARENT AGREEMENT

## Madison Park Cooperative Preschool: Parent Agreement

Madison Park Cooperative Preschool (“MPCP”) functions most effectively when it receives full participation and support from all of its members – MPCP is only as good as every parent makes it! Following is a summary of MPCP’s requirements regarding parent and/or alternate caregiver participation and responsibilities. Please understand that your participation in MPCP 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 Cooperative Preschool!

<input type="checkbox"/> Attend the September all-school orientation meeting and the April all-school meeting. <input type="checkbox"/> Read the handbook and other distributed materials. <input type="checkbox"/> Attend regular parent meetings. <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 Head Teacher or Class Representative whenever your absence is unavoidable. <input type="checkbox"/> Be prompt when arriving at and departing from classes and meetings. <input type="checkbox"/> Follow the illness guidelines in MPCP’s handbook and send your child to school only if well enough to play outdoors. <input type="checkbox"/> Make other arrangements for siblings, as insurance covers only those children enrolled at MPCP. Exceptions are allowed for infants. Please adhere to the MPCP Infant Policy if applicable.	<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. <input type="checkbox"/> Complete one parent job or serve as an officer on the MPCP Board. <input type="checkbox"/> Participate in MPCP’s annual fundraising activities. <input type="checkbox"/> Participate in the Co-op evaluation (survey) process. <input type="checkbox"/> Adhere to the MPCP Alternate Caregiver Policy if applicable. <input type="checkbox"/> Pay monthly tuition promptly whether or not your child is able to attend classes. <input type="checkbox"/> Mail or email written notification of withdrawal to the Registrar if withdrawing from MPCP. (Members are obligated to pay the following month’s tuition after giving notice of withdrawal.)
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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 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 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, etc.)