



**Madison Park
Cooperative
Preschool**

2019-2020 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 child development discussions.
- Complete a parent job or serve as an officer on the MPCP Board.
- Participate in the classroom as a classroom assistant, i.e., 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.

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GENERAL INFORMATION

The Cooperative Preschool Defined

A cooperative 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.

Mission and Philosophy

Mission

MPCP is a cooperative preschool emphasizing play-based learning, parent and caregiver education, and building community within our schoolhouse and beyond.

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 cooperative 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 cooperative. 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. 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.
- MPCP is registered with the IRS as Seattle Community College Cooperative Preschool and is a subordinate of SCC. Our FEIN Tax ID Number is 91-0889472.
- 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 (NAEYC). These practices are based on what is known about how children develop and learn. A copy of this book is in our school library for parents to use as a resource.

The 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 that are used to incorporate special learning experiences.

The School Director, with input from the parents and the Parent Educator, develops 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 a 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 cooperative play.

Staff and Parent Educator

MPCP has both teachers and a Parent Educator on its staff:

Shannon Gardner (School Director) – Shannon is the School Director at MPCP and our lead teacher. 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 childcare center for nearly 18 years. While at the center, she worked with all age groups, infants through Pre-K, spending the majority of her time working with the two year olds. She held various positions while there, including assistant and lead teacher, program supervisor, and assistant director. Prior to her position as the School Director, she was a full-time nanny for a family whose youngest child was a student at MPCP for two years and attended with that child. She is a veteran at MPCP as a caregiver and a teacher! She has a deep 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 a Parent Educator. The Parent Educator advises our parents, and teachers, and presents the parent education program. The Parent Educator also attends classes and parent meetings and is 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 thirteen years and is hired through Seattle Central College. She currently supports all six classes at MPCP. 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 Launch (formally known as 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.

Finally, it is important to note that MPCP is managed and run by parents. Parents assist teachers in class 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. - 10:30 a.m.
Tots B	Friday	11:00 a.m. - 12:30 p.m.
Tots C	Monday and Wednesday	4:00 p.m. - 5:30 p.m.
Twos A	Monday and Wednesday	9:00 a.m. - 11:00 a.m.
Twos B	Tuesday and Thursday	9:15 a.m. - 11:15 a.m.
3/4s	Tuesday and Thursday	1:15 p.m. - 3:45 p.m.
	Wednesday	1:15 p.m. - 3:30 p.m.
3/4s (with Monday)	Monday	1:15 p.m. - 3:30 p.m.

School Calendar

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

Date	Event
September 3	School move in day
September 5	All-school orientation meeting — MANDATORY
September 9	First day of school for students
October 31	Halloween booth
November 11	Veteran's Day holiday— No School
November 27-29	Thanksgiving holiday — No School
Dec 23-Jan 3	Winter break — No School
January 20	Martin Luther King Day — No School
February TBD	Registration for 2020-2021 School Year
February 17-21	Mid-winter break (including President's Day holiday) — No School
March TBD	Polar Bear Plunge fundraiser
March 23, 26, 27	Picture days
April 13-17	Spring break — No School
May 25	Memorial Day holiday — No School
June 5	Last day of school
June 6	School move out day
TBD	MPCP end of 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 review 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 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. These regular parent class meetings ensure a smooth running classroom, informed parents, and a cooperative 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 getting to know one another, and benefitting from sharing stories and exchanging ideas.

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, open house day, fundraising, 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.

Board of Directors Job Descriptions

PRESIDENT (1-2 people) — The President presides over the Board of Directors (BOD) and has the responsibility of supervision and management of the BOD. The President oversees the following jobs: All-School Meeting Setup (two times per year), Move In/Move Out

Committee, Madison Park Community Council Representative, Fundraising Chair and Committees. Specific job tasks include: managing the relationship with Seattle Parks department, including any lease amendments and tax exemption; working with VPs and other Board members to ensure jobs are being completed; writing introduction letters for the handbook; managing relationship with SCC, including renewing affiliation each year; helping with Class Rep training; attending SCC 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 or 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 person) — Responsibilities include recruiting, managing, and helping develop teachers and Parent Educator, 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 person) — Assigns jobs for each family in co-op. Organizes and keeps list of job descriptions for the entire co-op. Assists School Director and other BOD members with making sure their respective families are reporting to and performing their jobs as necessary. Assists President(s) 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, magazines, social media and the MPCP website. 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 of Marketing, Webmaster, T-Shirt Coordinator, and Halloween Booth Chair and Committee all report to the VP of Marketing.

TREASURER (1 person) —Responsible for recording, tracking, and reporting the cooperative's finances. The Treasurer supervises collection of tuition and all other money generated by MPCP. Handle the disbursement of all co-op monies. File quarterly/annual/employment taxes accordingly. Works closely with MPCP's accountant and manages online tuition payments with PaySimple. Prepare an annual budget for upcoming year and have all books prepared for annual review.

SECRETARY (1-2 people) — 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 updating and creating and distributing (in early August) the Welcome Email, which includes key forms, contact information, and the Parent Handbook. Other responsibilities include: keeping complete minutes of the BOD meetings; distribute the

minutes via email before the meeting; presenting amended minutes for approval at the BOD meetings; 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 keeping 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 updating BOD members when new families join the school (particularly Secretary, Class Reps, Treasurer, and VP of Parent Outreach); utilize, maintain, and enhance registration systems to build and maintain rosters (as needed); notify VP of 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 teachers 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 Registrar to facilitate activities related to registration.

PAC REPRESENTATIVE (1 person) — The PAC Rep is MPCP's representative to Seattle Central College's Parent Advisory Council (PAC), serving as a liaison between MPCP and the PAC, encouraging collaboration between member co-ops, and facilitating the exchange of ideas and best practices under the guidance of SCC. Specific duties include attending monthly board meetings of both PAC (weekday mid-morning) and MPCP, participating as needed in team-driven projects and events, and holding a council position.

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 School Director. 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. They chair the annual large event and present a proposal to the Board including date and location options, financial goals, theme of event, time plan, number of volunteers, types of donations needed, etc. This position works with the Class Fundraising Champions and directs all aspects of the events, including setup, public relations, corporate contributions and

recordkeeping. 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.

CLASS REPRESENTATIVES (1 person per class; 6 total) — 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 the Class Rep Assistant to assign in-class job and snack schedules. Manage class standing.

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.

SOCIAL JUSTICE CHAIR (1 person) — This position reports to the President and Community Outreach Coordinator and works closely with Class Reps and the Community Outreach Committee. This position strives to facilitate our preschool's commitment to social justice. By social justice we mean advocating to change policies and structures on behalf of the common good and those with relatively less power and privilege. Helps lead and organize outreach events aligned with our social justice goals (e.g., YWCA Thanksgiving baskets, toy and kid clothing drive/donations to Westside Baby, etc.)

Parent Job Descriptions

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 SETUP ASSISTANT (2 people) — This position reports to the President. The President will notify the Setup 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 and setting up light refreshments (e.g., coffee, bottled water, cookies; expenses reimbursable), and cleaning up the room after the meeting.

MADISON PARK COMMUNITY COUNCIL REPRESENTATIVE (1 person) — This position reports to the President and coordinates with the Fundraising Chair. Attends Madison Park Community Council meetings and ensures that the interests of our school are represented and heard. Updates BOD with information pertaining to the interests of our school. Committee member may not be a board member of MPCP to avoid conflicts of interest. Coordinates with the Fundraising Chair to organize MPCP fundraising efforts. 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 MPCC efforts.

COMMUNITY OUTREACH COORDINATOR (1 person) — This position reports to the President and VP of Marketing. This position chairs the Community Outreach Committee and works closely with the Madison Park Community Council Representative. Helps the MPCP Board plan and coordinate MPCP community events throughout the year (e.g., Halloween, Madison Park playdates, beach cleanups, etc.). Coordinates and communicates with the Parks and Recreation Liaison and Vice President of Marketing to advertise community events.

COMMUNITY OUTREACH COMMITTEE (6 people, or as needed) — This position reports to the Community Outreach Coordinator. Responsible for organizing and facilitating community events (other than Halloween Booth) like the Madison Park playdates, food, clothing and/or toy collection drives, etc. Committee members will divide responsibilities for events. 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.

CLASS FUNDRAISING CHAMPION (1 person per class; 6 total) — The Class Fundraising Champion supports the Fundraising Chair and all associated efforts. They are responsible for obtaining fundraising participation from their class by discussing events and executing tasks via parent meetings. They may lead local fundraising events (i.e., Polar Bear Plunge, Madison Park Small Business Saturday shopping event, etc.), as coordinated with the Fundraising Chair.

ASSISTANT VICE PRESIDENT – MARKETING AND EVENTS (1 person) — This position reports to the VP of Marketing. Works with VP of Marketing to 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 board meetings in VP 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.

SOCIAL MEDIA MANAGER (1 person) — This position reports to the VP of Marketing. This person maintains all social media channels for MPCP and is responsible for posting regularly to these channels as well as creating ways for the MPCP to follow, post and share on MPCP social channels. Social channels include Facebook and should be expanded to include Instagram. This person should explore and maintain paid media opportunities to promote registration on channels such as Instagram and propose, with the VP of Marketing, a plan of record for yearly social media spend, manage that spend and monitor results. This position must ensure that all social media channels are compliant with MPCP privacy policies, aware of internet safety guidelines, protective of personally identifiable information and ensure that photography of children is approved before usage. Social media usage should be used to foster community, share the benefits of MPCP and to attract new families interested in enrollment.

WEBMASTER (1 person) — This position reports to the VP of Marketing. Maintains and enhances MPCP website. The Webmaster should create an open line of communication with the VP of Marketing and BOD 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.

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 the end of year picnic. 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 VP 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 Chairs' efforts to organize and operate the MPCP photo booth for Halloween trick-or-treating in Madison Park. Works with Madison Park merchants to obtain decorations and supplies for the booth. Mans the booth during trick-or-treating and takes photos of trick-or-treaters. In the spring, committee members will coordinate

with the Chairs 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 setup and cleanup, organizing entertainments and kids' activities, purchasing food and beverages, providing supplies, etc. (expenses reimbursable).

ASSISTANT TEACHER SUPPORT – EVALUATION COORDINATOR (1 person) — 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 the Board. Assists the VP of Teacher Support to communicate the survey results to the teachers and the Parent Educator. 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 (2 year commitment preferable.) Primary job responsibilities are to assist with recruiting new and returning families by reviewing/responding to incoming email messages, maintaining and updating the alumni email distribution list 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 TREASURER – APPRENTICE (1 person) — This position reports to the Treasurer and works with the Treasurer to learn all treasurer-related tasks throughout the year to prepare for becoming Treasurer, on the Board of Directors, the following year (2 year commitment preferable.) 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 (1 person per class; 6 total) — 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 Representative with other tasks as needed.

CLASS PHOTOGRAPHER (1 person per class; 6 total) — 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 placemat (ask Class Representative for instruction). MPCP will reimburse expenses for placemats.

FIELD TRIP COORDINATOR (3 people; 1 each for Twos and 3/4s classes) — This position reports to the Class Representative. Assists teacher with planning and coordinating field trips and special classes for the Twos and 3/4s 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 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: collecting money from the class to purchase gifts for families with new babies, teachers, or others and planning and coordinating activities outside the classroom, such as parents' night out, a playdate at the aquarium, or other activities. Could be helpful to coordinate with Class Representative to add the Sunshine Chair report to each class meeting agenda.

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 School Director. Ensures the school never runs out of supplies for its day-to-day operations (e.g., toilet paper, paper towels, cleaning solution, etc.). (Costco membership typically used.) This person should assist the School Director 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 School Director to provide a list of needs throughout the school year outside what is purchased within the supply budget. (expenses reimbursable)

MOVE-IN & MOVE-OUT COMMITTEE CHAIR (1 person) — This position reports to the School Director. Works with School Director and President, as needed, to plan, organize and conduct the move-in before the school year begins (late August or early September) and works on the Saturday after the school year ends to move out classroom materials and furniture for the summer.

MOVE-IN & MOVE-OUT COMMITTEE (8 people) — This position reports to the Move-In/Move-Out Committee Chair. Conducts the move-in before the school year begins (late August or early September) and works on the Saturday after the school year ends to move out 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 (3 people) — This position reports to the President. Works with the School Director 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 Teacher meets with the School Director at the beginning of the school year to become familiar with the schedule and materials. If and when the School Director 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 canceled for the day. Requires current Red Cross CPR/First Aid Certification.

CPR TRAINING COORDINATOR (1 person) — This person reports to the Parent Educator. Organizes 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.

CLASSROOM DRAMATIC PLAY AID (2 people) — As part of the dramatic play area in the classroom, we have interchangeable themes that get changed out every two months. Examples include: pizza shop, doctor's office, vet clinic, etc. Supplies and toys necessary for themes are provided. Theme changes include taking down old theme supplies, and decorating for a new theme, including organizing and gathering toys, decorations, signs, and labels to create an inviting and exciting learning environment. Job includes working with School Director on scheduling time to set up/take down themes and working with a partner to (either) divide the workload or collaborate.

LAUNDRY COMMITTEE (2 people) — Reports to the School Director. Clean towels, smocks, and other items as necessary (typical schedule is washing one time per week for half of the

school year; job is split amongst two families so one family washes the first half and one family washes the second half).

HANDY PERSON (1 person) — Reports to the School Director. Involves doing simple, fix-it type projects around the school as needed. Also responsible for setting up the loft in the fall and disassembling the loft in the spring.

HUMAN RESOURCE ADVOCATE (1 person) — Pivotal point of communication for MPCP. Works closely with Class Representatives, Registrar and Treasurer to facilitate the communication and compliance of school expectations and requirements. Also works with all members and teachers and Parent Educator of the school at large to provide a neutral place to express concerns or needs for the school. Will support Class Representatives with parent grievances and serve on the Grievance Committee.

PLAYHOUSE REFRESH (1 person) — Reports to the School Director. This position will repaint, repair and refresh the playhouse during the 2019-2020 school year at a time mutually agreeable to the School Director and position holder.

PARKS AND RECREATION LIAISON (1 person) — This position reports to the President. This position is responsible for all interaction with Seattle Parks and Recreation, including communicating community events for advertisement. Helps the MPCP President and Board plan and coordinate interaction with the Seattle Parks Department including permits, Bathhouse lease and transfer of keys for move-in/move-out, tracking public benefit hours and reporting (due August 1, annually), and any special projects. A strong commitment to the co-op, organized nature and attention to detail are important for success in this role.

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 BOD 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 Class Fundraising Champions 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 Class Fundraising Champions, 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.

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 caregiver 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 School Director, Class Representative or Assistant Class Representative that a sufficient class ratio can be maintained even with your absence. The Tots class workdays are when a parent is scheduled for snack and/or clean up. Contact the Class Representative or School Director 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. Confirm by checking in with a teacher before drop-off to make sure 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:

1. Attend classes on your scheduled workdays or arrange for another parent to substitute when you are unable to work.
2. Assist with classroom cleanup, as scheduled at the beginning of the year.
3. 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 a 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 a teacher.
- Be patient. Children need time to develop and improve gradually.

Behavior Management Issues:

- Praise the type of behavior you wish to see 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 the 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 experimenting. 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 (e.g., cookies, doughnuts, candy, popsicles, frozen fruit bars, etc.)
- Saccharin (e.g., 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 (e.g., 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 Cleanup Guidelines

General

- Put away all toys and materials
- Wipe tables, railings, and doorknobs 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 our three-step process

Bathroom

- Wipe counter, cupboard and door handle with our three-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

Priority Registration

Priority registration occurs in late January, at which time admission is offered to students currently enrolled in MPCP and their siblings. These families are contacted by email and asked to secure their spot for the coming year with a completed Registration Form, Parent Agreement, and a nonrefundable registration fee of \$100. Additionally, first and last months' tuition will be due at this time. Only members in good standing are eligible to enroll at this time.

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 may participate in priority registration and sign up for the next age level of classes with School Director consent.

Alumni Registration

Alumni family registration follows priority 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 determined annually). 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).

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, or by mailing the requisite forms (Registration Form and Parent Agreement) from the MPCP website (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.

Wait Lists

The Registrar will compile and maintain waitlists for all classes at the school. Waitlists should include the child's name and birth date, the parents' names, addresses (street and email), phone number, and date added. Waitlist position is assigned on a first-come, first-served basis.

Registration priority will be given to families in the following order:

- A child whose parent is a current MPCP Board member in good standing and who is willing to recommit to the MPCP Board for the upcoming school year.
- A child who is currently enrolled and who is re-enrolling for the following school year.
- A child who is new to MPCP but has a sibling currently enrolled.
- A child who is new to MPCP and has no sibling currently enrolled, but whose sibling attended MPCP in the past (aka. Alumni).
- A child whose family has never been enrolled at MPCP.

Enrollment Age Requirements

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; (c) for the 3/4 class, three years old or four years old; and (d) for the 3/4 class, including the fourth day, child should be four years old or admitted by the School Director's discretion. In each case, these age guidelines are as of August 31 of the upcoming school year.

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 and only if there are no prospective students of the correct age on the waitlist. Once an exception is made the child will have a two-week evaluation period. After the evaluation period the family may be offered a spot in the class deemed age-appropriate by the School Director and the MPCP Board. If the family chooses to withdraw rather than accept a spot the registration will be refunded.

Currently enrolled age exception students that are in good standing and were enrolled prior to November 11 may participate in priority registration for the following school year and sign up for the next age level of classes with School Director consent.

Tuition and Fee Schedule

There are three components to the cost of MPCP: the Registration Fee, Enrichment Fee and Tuition. Listed below are the tuition fees for the 2019-2020 school year:

- **Registration Fee:** \$100 paid at the time of registration/enrollment. This includes a registration fee to MPCP, a contribution to the Parent Advisory Council (PAC) Scholarship Fund, and administrative fees to SCC. This fee is non-refundable.
- **Enrichment Fee:** All students will be assessed a one-time 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 paid with your October 1st payment. If your child enrolls after February 1, the fee is decreased. See the table below for fees per class. The enrichment fee 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.

Enrichment Fee by Class				
	Tots A & B	Tots C	Twos A & B	3's & 4's/Inc. Monday
Full Year	\$25	\$25	\$75	\$125
After 2/1	\$10	\$10	\$40	\$60

- **Tuition:** Annual tuition cost varies by class as shown in the table below.

Annual Tuition by Class			
Tots A & B	Tots C	Twos A & B	3/4s / with Monday
\$855	\$1,305	\$1,800	\$2,340 / \$3,330

Mid-Year Enrollment / Tuition and Fees

Families enrolling after the school year has begun may see a reduction in tuition and fees, per the following:

- The \$100 registration fee does not decrease.
- Tuition fees for any full months enrolled remains the same.
- If a student enrolls in the first half of any given month, they will pay full tuition for that month. If a student enrolls after the 15th of a month, they will pay 1/2 of the stated tuition for that month.
- Enrichment fees decrease for enrollment after 2/1, per the table above.

Refund Policy

The Registration and Enrichment Fees are non-refundable. Prior to July 1, first and last months' tuition is refundable. After July 1, one month's tuition is non-refundable should you elect to withdraw from 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 canceled 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 canceled.

Payment Procedure

MPCP requests that all families select and approve payment preferences when completing the Madison Park Cooperative Preschool Registration Form. Families may choose to pay the full remaining tuition amount on October 1 or to schedule recurring billing on the first of each month from October through April. Payments may be made by eCheck or by credit card. Please note that there is a convenience fee on credit card transactions. Payments are due by the first 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 online payment information 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 our mailing address:

Madison Park Cooperative Preschool
4111 E Madison St, #141
Seattle, WA 98112

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 are confidential. Please email 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	2019-2020 Annual Tuition for 9 month school year	Initial Registration Payment: \$100 Registration Fee + First + Last Month Tuition (Sept & May)	Monthly Tuition due by first of month (Oct-April)	Enrichment Fee (Paid with Oct 1st payment)	Full Total Due after Registration + First + Last	Total
Tots A <i>Friday</i>	\$855	\$290	\$95	\$25	\$690	\$980
Tots B <i>Friday</i>	\$855	\$290	\$95	\$25	\$690	\$980
Tots C <i>Mon & Wed</i>	\$1,305	\$390	\$145	\$25	\$1,040	\$1,430
Twos A <i>Mon & Wed</i>	\$1,800	\$500	\$200	\$75	\$1,475	\$1,975
Twos B <i>Tues & Thurs</i>	\$1,800	\$500	\$200	\$75	\$1,475	\$1,975
3/4s <i>Tues, Wed & Thurs</i>	\$2,340	\$620	\$260	\$125	\$1,945	\$2,565
3/4s + Mon <i>Mon, Tue, Wed & Thurs</i>	\$3,330	\$840	\$370	\$125	\$2,715	\$3,555

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 Educator. Also, MPCP budgets for each family to participate in fundraising each year. A family may choose to make a fundraising contribution in lieu of collecting fundraising dollars.

Fiscal Calendar

The fiscal year of MPCP is twelve months long beginning on July 1 and ending on June 30. The Treasurer prepares a budget for the ensuing fiscal year that 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 Parent Educator for additional information. The scholarship process is confidential. Please email treasurer@madisonparkcoop.com.

Expense Reimbursement Policy

Occasionally parents incur expenses that are reimbursed by MPCP. Expenses must be submitted by the 15th of the month following the month in which they were incurred. For example, expenses incurred in June must be submitted by July 15. 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 at treasurer@madisonparkcoop.com.

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 teachers, 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 School Director and Class Representative.

Children in 3/4s 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 teachers, is met at all times while also maintaining responsibility of in-class job. Children in 3/4s, including the fourth day, will have their caregivers rotate working in the classroom on the fourth day, maintaining ratios.

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, as well as 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. Another family will need to agree to be responsible for the twins when they are dropped

off. Families with twins in the 3/4s class must be in the classroom at least 1.5 times more than a family with one child in the same class. In other words, a family with twins in 3/4s 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, enrichment fees, 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, e.g., 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, cleanup 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 as soon as possible. It is the parent's responsibility to 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 School Director, 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 School Director 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 School Director. MPCP's ultimate goal is the safety of you and your child.

School Director Sick Day Procedures

In the case of the School Director being sick, the School Director 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, who is CPR certified, will be present in class that day. 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 canceled. 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 member and alternate caregiver who attends class is required to sign this form. This form is kept in an emergency box. The Risk Manager reviews 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 School Director is absent, only a certified CPR parent can substitute for the School Director.

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 School Director, 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 School Director, and the class families identifying all of your child's food allergies. Your Class Representative and the School Director 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 a 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:

Illness Symptoms	
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 School Director 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
- Mycoplasma 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 School Director 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 School Director 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 Policy

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:

Discussion with the School Director. As a classroom assistant, discuss any repeated aggressive behaviors with the School Director (do not discuss with other parents). The School Director and Parent Educator will then closely monitor the situation.

Documentation. If the situation continues, the School Director will document any acts of aggression. The School Director 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 School Director, Parent Educator, and parent will discuss the third step prior to the next parent meeting. Parent will decide whether or not issue will be in the next parent meeting agenda.

Parent Meeting Agenda. With the parent's permission and input, the School Director 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.

Shadowing. If the School Director 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.

Parent/Teacher/Parent Educator Conference. If after 2-5 weeks of shadowing, the School Director 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 School Director.

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 Educator and the School Director) 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 School Director 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 at this meeting.
3. The classroom plan from step 2 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 the Human Resource Advocate, one additional 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 one-third of MPCP requesting an all-school hearing and vote on the issue. Attendance by two-thirds 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 School Director through our survey process. The President and Vice President of Teacher Support then complete an annual performance review with the School Director 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 of Teacher Support.

In the event of a teacher vacancy, a Faculty Committee consisting of the Vice President of 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 School Director'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 Twos class, the student needs 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 School Director, scheduling additional observations and creating a plan to address the issues.
2. The plan will be followed for four weeks of class sessions. With Class Representative input, the School Director, 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-op's financial situation and will be evaluated each year. The School Director 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 workdays for Twos and 3/4s 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:

The Registrar, Class Representative, Human Resource Advocate or another 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 (open house, 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, the VP of Parent Outreach will discuss if MPCP is the right fit for the family.
- 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.
- 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.

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

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 canceled. 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: 2019-2020 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!

<ul style="list-style-type: none"> <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 School Director 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. 	<ul style="list-style-type: none"> <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.

Child's Name

Class

Date

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

MPCP BYLAWS

MADISON PARK COOPERATIVE PRESCHOOL BYLAWS

September 1, 2001

ARTICLE I. GENERAL

- 1.1 Purpose. Madison Park Cooperative Preschool ("MPCP") is organized to provide developmentally appropriate learning activities for children and to help parents/guardians attain a better understanding of child growth and development principles as well as parenting skills through preschool as a parent/child study laboratory.
- 1.2 Seattle Central College. MPCP is a recognized affiliate of the Seattle Central College ("SCC") Parent Education Program and follows guidelines outlined in the affiliation agreement and Parent Education Program Constitution. (Note: the following designations in the Constitution are referred to by alternate terms in the MPCP Bylaws. Planning Committee is Board of Directors; Chairman, is President; Parent Coordinator, is Parent Educator.)
- 1.3 Tax Exempt Status. MPCP has qualified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is obligated to meet certain requirements to maintain this status. MPCP is registered with the Secretary of State of the State of Washington as a non-profit corporation and complies with all applicable laws, rules and regulations applying to this status.

MADISON PARK COOPERATIVE PRESCHOOL BYLAWS

September 1, 2001

ARTICLE II. MEMBERS

- 2.1 Eligibility. Any family with a child age 1 year by September 1 is eligible for membership. A family is considered one member. At its discretion, upon recommendation of the Board Advisors, the Board of Directors may direct the Registrar to select a class for a child on a basis other than age. Membership begins July 1 for the preschool year commencing in September provided all financial and registration requirements have been met. Membership is not restricted according to race, sex, religion, or national origin. MPCP desires a diverse membership and engages in a systematic outreach for recruitment.
- 2.2 Duties. All members will sign and abide by the MPCP Parent Agreement in effect for the then current school year. The Parent Agreement outlines the obligations of membership including, but not limited to, paying tuition, working in the preschool classroom, holding class job and attending class meetings and general membership business meetings. Non-compliance with the Parent Agreement is grounds for termination of membership.
- 2.3 Rights and Privileges. Each member shall be entitled to receive notice of meetings of members at least fourteen (14) days prior to such meeting and to exercise his/her right vote on matters put to the vote at such meetings. Notice of a meeting of members must include a description of all matters to be voted upon by the members.
- 2.4 General Meetings. There shall be two General Meeting of members. One shall be held in the fall and one in the spring of each school year.
- 2.5 Special General Meeting of Members. The President, the Board of Directors, the SCC Parent Educator, or members representing thirty (30%) of the then current number of members may call a Special General Meeting of Members.
- 2.6 Quorum. The attendance of thirty percent (30%) of the members shall constitute the quorum at a meeting of members.
- 2.7 Voting. Each member shall be entitled to one vote on each matter submitted to a vote at a meeting of members at which quorum is present shall be necessary for the adoption of any matter voted by the members.

MADISON PARK COOPERATIVE PRESCHOOL BYLAWS

September 1, 2001

ARTICLE III. DIRECTORS

- 3.1 Number and Terms of Directors. The business and property of MPCP shall be managed by a Board of Directors consisting of no less than five and no more than twenty-one directors. The number of directors may be increased or decreased from time to time by an amendment to these bylaws, but a decrease shall not have the effect of shortening the term of any incumbent director. The following officers shall constitute the Board of Directors and shall serve as a director during the term of their respective offices: President, Vice-President(s), Secretary, Treasurer, Registrar, Parent Advisory Council Representative, and each Class Representative. Any person who resigns or is removed from the Board of Directors also shall be deemed to resign or be removed from their office and vice versa.
- 3.2 Executive Committee and other Committees. The Board of Directors may from time to time delegate some of its management functions to committees. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the board of directors, or any individual director of any responsibility imposed upon it or him/her by law.
- 3.3 Vacancies. Any vacancy occurring on the Board of Directors and any directorship to be filled by reason of an increase in the number of directors may be filled by appointing a new person to the appropriate office by the affirmative vote of the majority of the remaining board of directors even though less than a quorum is present. Such appointee(s) shall serve during the unexpired term of his/her predecessor in office.
- 3.4 Meeting of Board of Directors. The Board shall hold regular monthly meetings at a place and time to be determined. When the President deems it necessary, or when one third (1/3) of the number of directors so request, the Secretary shall call special meetings of the Board. All members are entitled to observe regular meetings of the Board.
- 3.5 Notice. Regular Board Meetings shall be held every month pursuant to a schedule agreed to by the Board of Directors at the first Board meeting following their election. No other written notice shall be given of regular Board Meetings. Special Board Meetings may be called at twenty-four (24) hours notice; written notice is not required.

MADISON PARK COOPERATIVE PRESCHOOL BYLAWS

September 1, 2001

- 3.6 Quorum. A majority of the number of filled director positions shall constitute a quorum for the transaction of business at Meetings of the Board of Directors.
- 3.7 Voting. Each director shall possess one vote. All voting at Board meetings shall be in person; voting by proxy shall not be allowed. Board members may participate in a meeting by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- 3.8 Removal. Any director may be removed from office for cause by a two-third majority of the remaining directors at any regular or special meeting of the Board at which a quorum is present, and of which notice of intended removal is given. Fourteen days' notice of the proposed removal of a director must be given in writing to such director and to the remaining directors prior to the date of the meeting at which such removal is to be voted upon. Unexcused absence from three consecutive meetings of the Board of Directors shall constitute cause for removal of a director.
- 3.9 Board Responsibilities. The Board of Directors shall perform those duties and obligations necessary or appropriate to the discharge of its obligations under applicable law. Such duties and obligations shall include, but not be limited to, the following:
- (a) Plan budget and manage financial operations,
 - (b) Initiate and review an annual program evaluation,
 - (c) Appoint and oversee standing and temporary committees,
 - (d) Propose procedures and policies for operation of preschool,
 - (e) Approve all contracts,
 - (f) Respond to membership requests,
 - (g) Oversee SCC affiliation agreement,
 - (h) Implement risk management procedures, and
 - (i) Communicate Board business to membership

MADISON PARK COOPERATIVE PRESCHOOL BYLAWS

September 1, 2001

ARTICLE IV. OFFICERS AND THEIR DUTIES

- 4.1 President. The President shall supervise all activities of MPCP, execute all instruments on its behalf, preside at all meetings of the Board of Directors and at meetings of Members, call special meetings of the Board as shall be deemed necessary, and perform such other duties usually inherent in the office of President.
- 4.2 Vice-President. There shall be one or more Vice-Presidents. In the absence of the President, a Vice-President shall serve as the Chairperson at Board Meetings and at meetings of Members. If the President and Vice-President(s) are all unavailable, then the President shall appoint a director to preside. If the President failed to make such an appointment, then those directors present at the meeting shall elect one among themselves as the Chairperson for that meeting. The Vice-President(s) shall also perform such other duties as the President may direct.
- 4.3 Secretary. The Secretary shall keep all records of MPCP, including, but not limited to, attendance records of class meeting and minutes of the Board Meetings and Meetings of Members. The Secretary shall give written notice of the time and place of meetings of members and serve agenda of the meeting as provided by these Bylaws. The Secretary shall also perform such other duties as the President by direct.
- 4.4 Treasurer. The Treasurer shall oversee collection and deposit of all monies belonging to MPCP; pay all obligations incurred by MPCP as authorized by the Board of Directors, maintain bank accounts in banks designated by the Board of Directors, and render periodic financial reports. The Treasurer shall also perform such other duties as the President may direct.
- 4.5 Registrar. The Registrar shall oversee the community outreach to recruit new families for membership and coordinate the enrollment process. The Registrar shall process applications and assemble and maintain class lists.
- 4.6 Parent Advisory Council Representative. The Parent Advisory Council Representative ("PAC Rep") is the MPCP parent liaison to the SCCC Parent Education Program and other Coops affiliated with SCCC. The PAC Rep shall attend the monthly PAC meetings, participate in PAC activities and report pertinent information to the Board of Directors.

MADISON PARK COOPERATIVE PRESCHOOL BYLAWS

September 1, 2001

- 4.7 Class Representatives. Each class of MPCP shall have one Class Representative. The Class Representatives shall provide leadership for the class and voice for class members. The Class Representative shall oversee that individual class members fulfill their MPCP responsibilities, oversee class business and organize and facilitate the monthly class meetings. The Class Representative shall help the class form into a cohesive, supportive group. Upon the expiration of their term in office, each Class Representative shall continue their classroom related duties until the last day of school.
- 4.8 Other Officers. The Board may create other offices and select other officers as is deemed necessary.
- 4.9 Tenure of Officers. All officers serve a one-year term unless removed pursuant to Section 3.8. The term of all officers other than the Treasurer and the Class Representatives shall commence upon their election in the spring General Meeting of Members. The term of the Treasurer shall commence upon July 1 following the spring General Meeting of Members. The term of the Class Representative shall commence upon May 1 following the spring General Meeting of Members.

ARTICLE V. BOARD ADVISORS

There shall be Advisors to the Board of Directors. Each teacher is MPCP and the SCCC Parent Educators shall serve as Board Advisors. Any Board member may nominate additional individuals or representatives of entities having particular expertise to serve as Board Advisors. Board Advisors, other than the teachers and the SCCC Parent Educators, are appointed by a majority vote of the Board of Directors. A Board Advisor need not be a Member of MPCP.

ARTICLE VI. INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS

MPCP shall indemnify its directors, officers, employees, advisors and agents to the greatest extent permitted by law. MPCP shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of MPCP against any liability asserted against such person and incurred by such person in any such capacity or arising out of any status as such, whether or not MPCP would have the power to indemnify such person against such liability under the provisions of this Article.

MADISON PARK COOPERATIVE PRESCHOOL BYLAWS

September 1, 2001

ARTICLE VII. AMENDMENTS

These Bylaws may be amended by a majority vote of both the Board of those directors present at any meeting of the Board of Directors and members present at a meeting of the Members. Any member can propose an amendment to the Board or Members. When amendment is to be approved by the Board of Directors, prior written notice of discussion of the proposed amendment(s) must be given to all directors and any vote on the bylaw amendment(s) shall be deferred to a subsequent meeting of the Board of Directors, of which written notice of the intention to put the amendment(s) to the vote must be given.

ARTICLE VIII. REVIEW COMMITTEE AMENDMENT

5.1 Process and Guidelines. Reviews must happen during the administration under which the feedback was collected. Reviews should be given once/year, with the following exceptions:

(a) When a new staff member has come on board, in which case a review should be conducted after the first two to three months.

(b) When a staff member is given a review requiring follow-up (guided by the action plan)

Reviews should be given within one month of feedback being collected. Hard copies of any source documents (i.e. survey results) should be provided to the person being reviewed. Reviews should be given in writing, signed by the person conducting the review as well as the reviewer, stating that a review was given, hard copies of the surveys were seen, and that both parties agreed to the action plan. A scanned copy of the signed review should be sent to any other party who is involved in the employment of the person reviewed (i.e. SCCC).

8.2 Proposed Review Document. The following sections are proposed for the new review document.

Name:

Date:

Name of the Reviewer(s):

Section 1: GENERAL FEEDBACK

A 3 – 5 sentence summary or bulleted list of general feedback

MADISON PARK COOPERATIVE PRESCHOOL BYLAWS

September 1, 2001

Section 2: OVERALL RATING

Overall rating this year: (quantitative)

Difference versus previous year(s):

Versus other staff average: (anonymous, averaged)

Section 3: AREAS OF SUCCESS

(qualitative feedback on positive areas – 4-5 bullet points of sentences)

Section 4: AREAS FOR IMPROVEMENT

(qualitative feedback on areas for improvement)

Section 5: ACTION PLAN

Including dated milestones

(This section should be completed, in writing, during the review.)

Section 6:

Both parties have reviewed this information in person, and agreed to the action steps listed.

Reviewee signature and date:

Reviewer signature and date:

CERTIFICATION

These Bylaws were amended as above on 5 day of September 2001 at a General Meeting of Members.

President	Martha Moran Draves (signature on file)	Date September 5, 2001
Secretary	Roberta Lareniere (signature on file)	Date October 10, 2001

MADISON PARK COOPERATIVE PRESCHOOL BYLAWS

September 1, 2001

Ammendment VIII is a Review Committee Amendment to the MPCP Bylaws is made and effective the 9 day of March 2011 at a General Meeting of Members.

GOOD STANDING LAPSE NOTICE

Dear [NAMES OF OUT-OF-COMPLIANCE GUARDIANS],

As a cooperative, parent-led preschool, we depend and rely on the participation of all of our Co-op families, both in and out of the classroom, to help our school run smoothly. We are truly grateful for every one of our families, and the many ways they contribute to our preschool and the community. Thank you for all of your efforts this school year.

As VP of Parent Outreach, it is part of my job to check in with families who are having trouble fulfilling their contribution to Madison Park Cooperative Preschool. I know your class representative, [CLASS REP NAME], has had a chance to meet with you at least twice to try to bring this to your attention and see if we can help resolve it. Now is my opportunity to see what I can do to help. We want your family to remain a part of our community!

From speaking with your class rep, I understand the challenge your family has is [CHOOSE ONE missing two of your monthly parent meetings [if this is the reason, include the paragraph below] OR not fulfilling your annual job requirements OR not fulfilling your classroom (in class on assigned day/clean-up/snack) obligations OR frequently being late picking your child up after class OR bringing visiting children to class without teacher approval OR being overdue with your child's tuition payment] [NOTE: If the issue is tuition payment, confirm the Treasurer has also had a conversation prior to this letter being sent]. Unfortunately, this means your family is no longer meeting the agreement signed when you started Co-op. (You can find details regarding these requirements in the MPCP Handbook.)

[If this letter is being sent due to missing parent meetings, include this paragraph; otherwise, this paragraph may be deleted.] This matters because the Co-op is a unique organization based on our relationship with Seattle Community College. When each of us, as parents, registered with the Co-op, we became students of Seattle Community College and, as such, have student responsibilities in the same way we would were we attending college classes on campus. Specifically, one of these obligations is to participate in the parent education sessions delivered by our Parent Educator and included in our monthly class meetings. This is a requirement for each of us as students and as a part of our agreement with SCC.

I am here to help resolve this! It's a parent-run organization, so we have a lot of flexibility to meet families where they are and help make this work for yours. There are many ways to regain what our Handbook calls "Good Standing" status (you can read more about it there), including attending parent meetings with another class if your assigned night creates a schedule conflict, revisiting your job assignments, etc. The Handbook we all signed does, however, require that families are in good standing in order to register for the following year, so we'd like to get a plan in place to ensure you are well on your way before registration in late winter.

Your next step is to contact myself, your Class Representative, or any other Board member to help create a path forward. If we haven't heard from you within the week, I will reach out again

to support working together to help the Co-op work for you. Your family's membership and participation are valuable and I am confident we can find a way to enable your family to remain at the Co-op.

Respectfully,

Vice President, Parent Outreach
Madison Park Co-operative Preschool

GOOD STANDING FLOWCHART

