



**Madison Park
Cooperative
Preschool**

2022-2023 Handbook

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, sexual orientation, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship or 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 (secretary@madisonparkcoop.com).

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GENERAL INFORMATION

Note for 2022-2023: This handbook contains our long-term policies. Because COVID-19 is a dynamic situation, we have put the most timely guidelines in a separate risk management document, which will be sent to all families before the start of the school year. As guidelines change, the document will be updated and available on the MPCP website. If you have any questions about our COVID policies, please reach out to your Class Representative or our Risk Manager (risk@madisonparkcoop.com).

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 of North Seattle College ("NSC"). 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 NSC. 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 NSC, 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.

Key Relationships

Seattle Parks and Recreation

MPCP began in 1970 as a small babysitting co-op in the basement of the Madison Park Bathhouse. We moved to the main floor after parent-led remodeling efforts. We've been fortunate to call the Bathhouse home for over 50 years.

Seattle Parks and Recreation (SPR) generously allows us to pay reduced rent on the Bathhouse in exchange for the benefits that we provide to the broader Seattle community. We greatly value this long-standing partnership with SPR, and honor it by giving a community focus to our programming and giving efforts.

One way we do this is through our scholarship program (pg.38). In addition to providing direct scholarships to families in need, including those in underserved communities, we also contribute to external scholarship funds at other co-ops through our affiliation with North Seattle College (NSC).

Another way we reach the broader Seattle community is through charity drives, recognizing the meaningful social and educational benefits to our families and the community. Our students routinely take part in the giving process, bringing used clothes, food and other items to the Bathhouse. We typically have a few drives each year, usually in conjunction with public Bathhouse events, and participation is completely optional.

North Seattle College

MPCP became one of several parent-operated preschools affiliated with the Parent Education program under the Seattle Colleges (SC) system in 1986, recognizing the need for current parenting information and early childhood education. We were affiliated with Seattle Central College until the program became centralized under NSC in 2021.

Our affiliation with NSC provides many benefits:

- NSC provides MPCP with experienced parent education instructors (Parent Educators) who observe classes, attend class meetings, consult with teachers, advise the MPCP Board, facilitate discussions, and advise parents.

- Parents and alternate caregivers enrolled in MPCP classes with a Parent Educator provided by NSC are eligible to enroll as students at NSC. This entitles them to the use of NSC 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 NSC.
- MPCP follows general guidelines for parent participation at preschools that have been established by NSC and the State Board on Community College Education.
- NSC provides MPCP with current information on parenting conferences and publications, as well as connections to other family support organizations and professionals.
- We send representatives to the Parent Advisory Council (PAC) meetings at NSC 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 NSC.

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 Parent Educators, 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 are 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 and caregivers 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 Educators

For the 2022-2023 year, MPCP has a teacher, an assistant teacher, and two Parent Educators on its staff:

Shannon Gardner (School Director) – Shannon is the School Director at MPCP and our lead teacher since 2013. 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.

Sally Olson (Parent Educator) – Sally Olson is a faculty member in the Department of Parent Education at North Seattle College, and the Parent Educator for our Tots and Twos classes. Since 2000, Sally has been working as a Parent Education Instructor, through the Seattle Colleges network and at King Street Co-op Preschool. She has taught the Roots of Empathy curriculum in the Seattle Public Schools and led children’s therapy groups for Divorce Lifeline. Sally received her Master’s of Social Work degree from the University of Michigan in 1987, where the focus of her clinical training was child psychotherapy and parent consultation. She spent the first 12 years of her career as a child and adult psychotherapist in Michigan and Seattle. In addition, Sally served as a Child Mental Health Consultant for Head Start and ECEAP preschools. Sally believes in the preventive work of parent education and in the powerful impact of early learning programs on children, parents and communities. Sally and her husband are the parents of two grown daughters. Outside of work, she enjoys being with family, walking her dog, reading, watching movies, practicing pilates and biking.

Beth Goss (Parent Educator) – Beth Goss did her graduate work in Elementary Education and is a full-time tenured faculty member at North Seattle College (NSC), where she teaches parent education and child development classes to families raising children from birth to 5 years. She is a Certified Gottman Educator and Training Specialist for the Bringing Baby Home program. In addition, she is a Washington State STARS Trainer for preschool teachers and a Certified Childbirth Educator. Before she started working with the coop preschool program at NSC in 2002, she was a preschool teacher, a childcare administrator, and a teacher trainer.

The Parent Educators advise our parents and teachers, and present the parent education program. The Parent Educators also attend classes and parent meetings and are accessible by phone and email for conferring with MPCP members on many aspects of family life.

Finally, it is important to note that MPCP is managed and run by parents. Parents and caregivers 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	Monday and Wednesday	9:00 a.m. - 11:00 a.m.
Twos/Young Threes (2/3s)	Tuesday and Thursday	9:00a.m. - 11:30 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 1	School move in day
September 8	All-school orientation meeting — MANDATORY
September 12	First day of school for students
End of September/Beginning of October	Welcome picnic
October 31	Halloween photo booth
November 11	Veteran's Day holiday— No School
November 21-25	Thanksgiving holiday — No School
December TBD	Holiday Event
Dec 19-Jan 1	Winter break — No School
January 16	Martin Luther King Day — No School
February TBD	Registration for 2022-2023 School Year
February 20-24	Mid-winter break (including President's Day holiday) — No School
March 11	All-School Fundraising Event
March 20,23,24	Picture days

April 10-14	Spring break — No School
Last week of April	All-school meeting - MANDATORY
May 29	Memorial Day holiday — No School
June 9	Last day of school
June 10	School move out day
June 11	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. Please contact the Human Resources Advocate if accommodation is needed for any of the below 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 mechanisms of MPCP. Parents or caregivers are expected to attend either monthly parent meetings, called class meetings, or in-class parent ed. The monthly meetings may be combined based on enrollment. These regular parent 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.

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 has 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.

These meetings may be held virtually by conference call or videoconference. Participation in conference call or videoconference will be equivalent to in-person attendance.

Parent Jobs

Because parents run MPCP, each member family is asked to select and complete a parent job during the year or serve as an officer on the MPCP Board. Member families are required to hold one job per each class they have a child enrolled, unless they serve on the Board of Directors, in which case a member family need only hold one parent job. Siblings in two different classes consequently require the family to hold two parent jobs, whereas siblings in the same class require only one parent job.

All jobs are subject to change and your flexibility is appreciated. Not all the jobs listed below will be offered each year, and individual job responsibilities will be adapted as circumstances change.

If we are unable to fill all the necessary jobs to ensure the school is able to run, we will ask parents to take on additional tasks. Support will always be available for parents to ensure they can fulfill their roles.

MPCP's Vice President of Parent Outreach assigns jobs and provides member families with detailed information regarding jobs selected.

Board of Directors Job Descriptions

**All directors are expected to attend monthly board meetings. For the 2022-2023 school year, board meetings will be held on the first Tuesday of the month, from 7-9pm. Any MPCP member is welcome to attend, upon request.*

PRESIDENT (1 person) — The President presides over the Board of Directors (BOD) and supervises and manages the BOD. Specific job tasks include: managing the school's tax-exempt status and relationship with Seattle Parks department, including any lease amendments; working with VPs and other Board members to ensure jobs are being completed; writing introduction letters for the Handbook; managing relationship with NSC, including renewing NSC affiliation each year; helping with Class Representative training; attending NSC 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; overseeing the All-School Meeting Setup Team. Oversees Class Representatives and liaises between Class Reps and the BOD. Attends the NSC's Parent Advisory Council (PAC) Risk Manager and Leadership Conference for Board members held in the fall of each year.

VICE PRESIDENT OF TEACHER SUPPORT (1 person) — Responsibilities include recruiting, managing, and helping develop and support teachers and Parent Educators. Plans, executes, and reports on spring and fall school surveys.

VICE PRESIDENT OF PARENT OUTREACH (1 person) — Updates and sends out the jobs survey to families in the August before the start of the school year, and uses responses to assign jobs for each family in co-op. Organizes and keeps a list of families' jobs for the entire co-op. Updates Jovial with jobs. Assists the School Director and other BOD members with making sure their respective families are reporting to and performing their jobs as necessary. Assists the President with recruiting future BOD for the following year. Helps to update job descriptions.

VICE PRESIDENT OF MARKETING (1 person) — Creates 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 school-hosted events such as fundraisers, donation drives, speaker series, and holiday events. Liaises closely with Community Outreach Chair to communicate MPCP's community outreach activities. Implements other marketing tasks as needed, such as new school signage, school t-shirts and website maintenance (in coordination with Webmaster). Supports preschool fairs and other PAC-led marketing efforts. The VP of Marketing should have an understanding of Wordpress and oversee the Marketing Team (Marketing Assistant, Merchandise Manager and Webmaster) and the Spring Preschool Fairs' Team.

TREASURER (1 person) — Responsible for recording, tracking, and reporting MPCP's finances. The Treasurer oversees and trains the Assistant Treasurer. The Treasurer supervises collection of tuition and all other money generated by MPCP, handles the disbursement of all co-op monies, and files quarterly/annual/employment taxes accordingly. Works closely with MPCP's accountant and manages online tuition payments. Prepares an annual budget for the upcoming year and has all books prepared for annual review. Provides the monthly financial report to the BOD via email at least one week before the meeting. The Treasurer also oversees the Fundraising Chair and liaises between the Fundraising Chair and the BOD. Attends NSC's Parent Advisory Council (PAC) Leadership Conference for Board members held in the fall of each year, and any other Treasurer-specific training provided by NSC. Sits on the Executive Committee.

SECRETARY (1 person) — The Secretary is 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: attending and keeping complete minutes of the BOD meetings; distributing the minutes via email at least one week 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. Attends NSC's Parent Advisory Council (PAC) Leadership Conference for Board members held in the fall of each year. Sits on the Executive Committee.

REGISTRAR (1 person) — The Registrar is responsible for oversight and execution of MPCP's registration processes and maintenance of school and class rosters. Responsibilities include: Obtaining, maintaining and utilizing a strong working knowledge of our registration platform, Jovial, through online training and reference manual provided by Jovial. Oversight of registration for all new and returning families during open enrollment and filling of class openings throughout the school year; attending BOD meetings; attending annual NSC trainings; updating BOD/Staff members when new families join the school (specifically Teacher, Class Rep, Parent Outreach, Treasurer, Parent Ed, Risk Manager); notifying 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); coordinating with BOD members and Staff to facilitate enrollment events (open house, school tours, open registration); communicating with prospective families and extending offers of placement into classes; working with Assistant Registrar to facilitate activities related to registration. The Registrar may or may not sit on the Executive Committee (EC), at the discretion of the EC.

LEAD PARENT ADVISORY COUNCIL (PAC) REPRESENTATIVE (1 person) — The Lead PAC Rep oversees our PAC Rep team at NSC, and coordinates the sharing of information between PAC and the Board. Along with any other Reps, they represent our school on the Council, serving as a liaison, encouraging collaboration between member co-ops, and facilitating the exchange of ideas and best practices under the guidance of NSC. PAC Reps either serve on the PAC Board, with an Executive Committee-type role, or on a subcommittee (scholarship, registration, communications, education, etc.). Attends NSC's Leadership Conference for Board members held in the fall of each year, which will be the first PAC meeting of the 2022-2023 school year. For 2021-2022, PAC meetings were held the second Monday of each month, from 7-9pm. The 2022-2023 may follow a similar schedule, but has not been confirmed.

RISK MANAGEMENT CHAIR (1 person) — This position reports to the President, and liaises closely with Parent Educators to ensure MPCP is compliant with NSC rules and regulations. Distributes, collects and maintains immunization records, earthquake preparedness forms and emergency cards. Educates parents about co-op health and safety rules. Responsible for school-wide novel coronavirus response. 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. Ensures that first aid kit is up to date (this is kept in the classroom). Oversees the Cleaning Coordinator. Attends NSC's Parent Advisory Council (PAC) Leadership Conference for Board members, held in the fall of each year.

COMMUNITY OUTREACH CHAIR (1 person) — This position oversees the Public Benefit Coordinator and Community Liaison. Responsible for producing the Public Benefit Plan by November, and the Public Benefit Report by March. This position plans and coordinates MPCP community events throughout the year, to fulfill Public Benefit requirements, including MPCP Speaker Event(s) and MPCP donation collection drives. Coordinates and communicates with the Seattle Parks and Recreation (the primary liaison), Public Benefit Coordinator and Vice President of Marketing to advertise community events. A strong commitment to the co-op, organized nature and attention to detail are important for success in this role.

SCHOOL EVENTS COORDINATOR (1 person) — The School Events Coordinator is responsible for creating a sense of community and fostering morale throughout the school. The Coordinator chairs the Events Advisory Committee, and provides regular updates to the BOD on the all-school events the Committee organizes during the school year. These events include but are not limited to the fall welcome picnic, Halloween booth, the December holiday party, and the year-end picnic. The Coordinator works closely with the Community Outreach Chair on all events that are open to the public (and that MPCP can count toward its public benefit); the President and Risk manager to ensure permit and insurance requirements are met for each event; and the marketing director to promote the events within the school and the broader Seattle community, as appropriate. The coordinator also communicates the date and time of events to MPCP families, and updates handover notes for the next year's committee. Must be available to attend the events.

BOARD ADVISOR (1 person) — An individual with several 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.

Parent Job Descriptions

ALL-SCHOOL MEETING SETUP TEAM (2 people) — This position reports to the President. The President will notify the Setup Team 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. For the 2022-2023 school year, the fall all-school meeting will be held on Thursday, September 8, 2022; the spring all-school meeting will be held in late April 2023 (pending guest speaker confirmation); the February 2023 open house dates are TBD. 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.

ASSISTANT CLASS REPRESENTATIVE (1 person per class; 6 total) — This position reports to the Class Representatives. Responsibilities include: creating a sense of community and fostering morale with the families in their respective class, creating and communicating snack and cleaning schedules for the school year; sending out email reminders for the coming week's jobs; scheduling monthly parent meetings, 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 and play dates. In Class Representative's absence, facilitates class meeting. Responsible for class placemat (MPCP will reimburse expenses for placemats).

ASSISTANT RISK MANAGER (1 person) — This role reports to the Risk Management Chair and works with them to ensure MPCP is compliant with NSC rules and regulations, and helps coordinate the school's Covid response. This position also works with the School Director, Risk Management Chair and President to set and manage the MPCP's cleaning protocols to ensure MPCP is meeting all requirements set by NSC regarding cleaning and sanitation. This includes toy cleaning, end of class cleaning procedures, managing the professional cleaning service, and carpet cleaning. Works with Class Representatives to communicate cleaning requirements for in-class jobs. Works with Risk Manager to collect and document immunization forms.

ASSISTANT REGISTRAR (1 person) — The Assistant Registrar reports to the Registrar and works with the Registrar to support the registration system and all registration-related tasks throughout the year. 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. They are also responsible for organizing and running the school's open houses under the guidance of the Registrar and VP of Marketing. They assist with other tasks as determined by the Registrar. This person should be comfortable with spreadsheets, communication, data management, have a willingness to train in our registration system, Jovial, and any other tools managed by the Registrar.

ASSISTANT TREASURER (1 person) — This position reports to the Treasurer and works with the Treasurer to learn all treasurer-related tasks throughout the year. Responsible for tuition deposits. Knowledge of QuickBooks and Microsoft Excel will be helpful for this position. Monitors and maintains payment compliance using Jovial (MPCP's dedicated registration software). Attends board meetings in Treasurer's absence. Assists the Treasurer with other tasks as needed.

CLASS REPRESENTATIVES (1 person per class; 6 total) — Class Reps serve as liaison between the BOD, the class and educators. They report to the President. Reps attend training before the start of the school year, monthly class meetings, and all-school meetings. They host the first monthly class meeting and ensure class is current with all required forms and paperwork prior to the first day of class by processing the Admission Packet for their class members in Jovial and ensuring the Teacher is aware of any pertinent student/caregiver information. They will also process this form for any new class members joining later in the year. The Class Reps create agendas and facilitate monthly class meetings. They work with the Assistant Class Reps to assign in-class job and snack schedules. The Class Rep manages class standing and brings any issues to the attention of the President. Facilitates (with Assistant Class Reps) in-class fundraising and collections on behalf of Treasurer and Fundraising Committee. Class Reps are welcome to also serve as directors, but not required.

COMMUNITY LIAISON (1 person) — This position reports to the Community Outreach Chair. The focus of this role is to build relationships with community partners to create long-term relationships with the goal of providing public benefit to other populations.

COMMUNITY OUTREACH COMMITTEE (2 people) — This position reports to the Public Benefit Coordinator. Responsible for organizing, facilitating, and spreading awareness of community events, including the Speaker Event(s), and donation collection drives, etc. Committee members will divide responsibilities for events. The School Director 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.

DEIA COMMITTEE (3 people) —The DEIA Committee reports to the President for the school year 2022-2023, and will work closely with the Community Outreach Chair and School Director, as well as PAC Reps. The committee will be made up of 3 members. The committee will review current diversity, equity, inclusion, and accessibility (DEIA) policies and best practices, and draft a DEIA plan to be presented to the board. The committee will update the President monthly, and propose direction and actions. The Committee will research and survey how best to implement anti-bias training, education, and policies throughout the MPCP program and organization. The plan should include (but is not limited to): defining MPCP's DEIA objectives; plans to increase MPCP's accessibility; community outreach and scholarship program goals; and budget recommendations for implementation. This plan will evolve over the year 2022–23, and will be made available to families. The committee will also draft the job description for the committee for the following year.

EVENTS COMMITTEE (4 people) — This position reports to the School Events Coordinator. Plans and executes all-school events. These events include, but are not limited to: fall welcome picnic, Halloween photo booth for trick-or-treating in Madison

Park, December holiday party, end-of-school-year picnic (historically, the Sunday afternoon following the last day of school). Committee members are expected to take the lead on, or take a role in, organizing entertainment and kids' activities; purchasing food, beverages, and other supplies (expenses reimbursable); the set-up, running of, and clean-up of these events; and to attend all committee meetings. Members of this committee may also be recruited to assist with the annual fundraising event as needed. Updates handover notes for the next year's committee. Must be available to attend the events.

FUNDRAISING CHAIR (1 person) — This position reports to the Treasurer and works closely with the School Events Coordinator. This person chairs the annual large event and presents a proposal to the Treasurer, School Events Coordinator and President including date and location options, financial goals (in concert with the Treasurer), theme of event, time plan, number of volunteers, types of donations needed, etc. This position oversees the Fundraising Committee and directs all aspects of the events, including setup, public relations, corporate contributions and recordkeeping. Liaises with Class reps and Assistant Class Reps to manage in-class fundraising and collections. Updates Board on progress and needs before and after the event. Documents event for future event planning.

FUNDRAISING COMMITTEE (4 people) — The committee reports to the Fundraising Chair, and helps plan and facilitate the main fundraising event of the year, and other fundraising activities throughout the school year. They are responsible for obtaining fundraising participation from families, and helping families know what is required of them and how best to take part. They may lead local fundraising events, i.e., Madison Park Small Business Saturday shopping event, etc., as coordinated with the Fundraising Chair.

HANDY PERSON (1 person) — Reports to the School Director. Involves doing simple, fix-it type projects around the school as needed. This position is responsible for setting up the loft in the fall and disassembling the loft in the spring. They are also responsible for the playhouse refresh; they repaint, repair and refresh the playhouse during the school year at a time mutually agreeable to the School Director and position holder.

HUMAN RESOURCE ADVOCATE (1 person) — This position reports to the President. This is a 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, teachers and Parent Educators of the school at large to provide a neutral place to express concerns or needs for the school. Supports Class Representatives with parent grievances and serves on the Grievance Committee.

LAUNDRY COMMITTEE (2-4 people) — Reports to the School Director. Launder towels, smocks, and other items as necessary. Typical schedule is washing one time per week for half of the school year; job is split so families wash either the first or second half of the year.

MERCHANDISE COORDINATOR (1 person) — This position reports to the VP of Marketing. Designs and produces classroom-theme apparel, e.g., t-shirts, sweatshirts etc., to be ready for families to order by October 1st. Produces a supply of MPCP branded merchandise, such as bubbles and stickers, for distribution during the school year and at the End-of-School-Year Picnic. Works with the VP of Marketing to design and produce MPCP signs and pamphlets for distribution throughout the school year. Graphic design background desirable.

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 (for the 2022-2023 school year, move-in will be Thursday, September 1, 2022), and the Saturday after the school year ends (for the 2022-2023 school year, move-out will be Saturday, June 10, 2023), and to move out classroom materials and furniture for the summer. Chair must be available on each of these days.

MOVE-IN & MOVE-OUT COMMITTEE (3-5 people) — This position reports to the Move-In & Move-Out Committee Chair. Conducts the move-in before the school year begins (for the 2022-2023 school year, move-in will be Thursday, September 1, 2022), and works on the Saturday after the school year ends to move out classroom materials and furniture for the summer (for the 2022-2023 school year, move-out will be Saturday, June 10, 2023). Time commitment is one 4-6-hour shift before the school year begins and one 3-4 hour shift after the last day of school. Committee members must be available on each of these days.

PACKING & UNPACKING TEAM (2-3 people) — This position reports to the School Director. Works with the School Director to assist with unpacking school materials and supplies in the days following the move-in to the school each fall, and assists to pack the items on the day prior to the move-out in the summer. Time commitment is one 4-6-hour shift on ONE of the packing/unpacking days. For the 2022-2023 school year, unpacking will take place on Friday, September 2, 2022; Tuesday, September 6, 2022; and Wednesday, September 7, 2022. Packing will occur on Friday, June 9, 2023. Team members must be available on each of these days.

PAC REPRESENTATIVE (1-3) people — The PAC Reps report to the Lead PAC Rep, and are MPCP's representatives to NSC's Parent Advisory Council (PAC), serving as a liaison, encouraging collaboration between member co-ops, and facilitating the exchange of

ideas and best practices under the guidance of NSC. All PAC Reps either serve on the PAC Board, with an Executive Committee-type role, or on a subcommittee (scholarship, registration, communications, education, etc). Attends NSC's Leadership Conference held in the fall of each year, which will be the first PAC meeting of the 2022-2023 school year. For the remainder of the year, PAC meetings will be the second Monday of each month, from 7-9pm.

PUBLIC BENEFIT COORDINATOR (1 person) — This position reports to the Community Outreach Chair, and works closely with Class Reps and oversees the Community Outreach Committee. The position works with the Community Outreach Chair to produce the Public Benefit Plan due by November and the Public Benefit Report due by March. This position strives to facilitate our preschool's commitment to public benefit, and helps the Community Outreach Chair lead and organize outreach events aligned with our public benefit goals, including Speaker Event(s) and donation collection drives. The Public Benefit Coordinator facilitates public benefit events, for example extending invitations to the wider community to attend guest speaker events, sourcing locations for guest speakers, and liaising with the VP of Marketing and Community Outreach Committee to create, communicate, and distribute materials to advertise public benefit events.

RESOURCES MANAGER (1 person) — This position reports to the School Director and the President. This role will post advertisements (on websites such as NextDoor) for items the School Director wants sold, and facilitate the pickup and payment for any sold items; money raised will go to the scholarship fund. This role facilitates the purchase of Board-approved items identified by the School Director for the classroom. They also manage miscellaneous resource concerns, for example the return of items that do not meet the school's needs.

MARKETING ASSISTANT (1 person) — This position reports to the VP of Marketing and assists them in a variety of tasks. They maintain all social media channels for MPCP and are responsible for posting regularly to these channels. The primary social channel owned by MPCP is Facebook; however, posting to NextDoor, Madrona Moms and other relevant "social" networks is needed. This position must ensure that all social media channels are compliant with MPCP privacy policies, be aware of internet safety guidelines, protect personally identifiable information and ensure that photography of children is approved before usage. Social media should be used to foster community, share the benefits of MPCP, and attract new families interested in enrollment.

SPRING PRESCHOOL FAIRS' TEAM (2 people) — This position reports to the VP of Marketing. They are responsible for coordinating MPCP presence at spring preschool fairs (generally two or three). They liaise with the PAC Representative and President to

agree which fairs to attend and plan how to take part. This role is responsible for ensuring MPCP is represented at the fair(s).

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 Substitute Teacher 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. Ideally this person has experience leading preschool classes.

WEBMASTER (1 person) — This position reports to the VP of Marketing. This person maintains and enhances the MPCP website. Ideally, the Webmaster has some technical proficiency (understands WordPress, Google Drive, and general understanding of website domain maintenance, including email usernames). The webmaster needs to create and maintain an open line of communication with the VP of Marketing and BOD regarding relevant website postings. Relevant postings may include: class openings, school-hosted events and community outreach projects (peaker series, for example), as well as password-protected site for MPCP families, enrollment and open house information, class schedules,, and MPCP documents such as the Parent Handbook, volunteer job descriptions and assignments. Awareness of internet safety (such as secure sharing and management of passwords) and protection of personally identifiable information is important.

Fundraising

MPCP is recognized by the IRS as a 501(c)(3) organization.

As a nonprofit, MPCP strives to keep tuition and fees affordable for all. We therefore rely on fundraising to cover about 15 percent of our budget needs, as well as to provide critical scholarship assistance to families in need.

We have one annual fundraiser in the spring of each school year. Rather than setting minimum contribution levels, our most important goal is 100 percent participation from members, at a level that fits each family's budget and ability to raise funds.

Contributions are deductible to the extent allowed by law (Tax ID: 91-0889472).

Corporate Gifts: Matching Donations and Volunteer Hours

Some employers offer to match employees' contributions to a nonprofit or provide donations based on the number of hours employees volunteer for an organization. Please check with your employer on the application process and any eligibility requirements.

For assistance with corporate matching programs, including guidance on volunteer work hours (in-class caregiver time, all-school job, etc.), please email the President at president@madisonparkcoop.com

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, Assistant Class Reps 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

- Label finished artwork and put it in the drying rack on the class shelf

Large Motor Area

- Move mats, boat, etc. to the edges of the classroom

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
- Put full bags in appropriate bins at the curb

POLICIES AND PROCEDURES

Admissions Procedure

Current families should enroll here: <https://www.jovial.org/mpcp/family/signin>, and new families should enroll here: <https://www.jovial.org/mpcp/register>.

Through these links, families will fill out a registration form, sign a Parent Agreement, pay a tuition deposit for the first and last month of the next school year, as well as a nonrefundable registration fee of \$100. Families have 72 hours from emailed notice of Placement to pay the tuition deposit and registration fee in order to secure their place in class.

Once placed in a class, the family is also required to complete the Admission Packet before attending their first day of classes. The Admission Packet is processed by their Class Representative and the Risk Manager.

Other payment arrangements may be made by contacting the Treasurer (treasurer@madisonparkcoop.com).

Please reference our [Registration Flowchart](#).

Priority Registration

Priority registration starts in early February, at which time admission is offered to students currently enrolled in MPCP and their siblings. These families are notified by email and asked to secure their spot for the coming year by completing the next years' registration form via their Jovial family portal. Only members in good standing are eligible to enroll at this time.

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

- A child who is currently enrolled in the 3/4s class who is continuing in 3/4s for a second year.
- 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 currently enrolled at another NSC affiliated co-op preschool and is in good standing.
- A child who is new to MPCP and has no sibling currently enrolled, but whose sibling attended MPCP in the past, i.e., alumni.
- A child whose family has never been enrolled at MPCP.

Alumni & Transfer Registration

Alumni family registration follows priority registration and is offered in February for returning families who have taken a break from MPCP but have previously completed at least one year at MPCP in good standing. Families will log in via the Jovial Family Portal to complete their registration form. Failure to log in first may result in families losing their priority status.

Families currently in good standing at other NSC Co-ops are also eligible for priority enrollment at this stage.

Open Registration

Open enrollment for all other families is held in late February or early March (date determined annually). A registration form can be accessed through a link on our website (<https://madisonparkcoop.com/enroll/>). Class placement will be confirmed by email from the Registrar within a week of registration.

Any remaining openings are filled on a first-come, first-served basis. To apply after the initial enrollment period or to make changes to a child's schedule, families may contact the Registrar (registrar@madisonparkcoop.com).

Once classes are filled, remaining applicants are placed on a waiting list from which vacancies are filled throughout the year.

Wait Lists

The Registrar compiles and maintains waitlists for all classes at the school. Waitlist position is assigned on a first-come, first-served basis. To join the waitlist, families must complete a registration form (current families through the Family Portal, new families via the enroll page on our website). Placement is assigned on a first-come, first-served basis and families are contacted by email as places become available. The \$100 registration fee and tuition deposits are due when placement in class is offered.

Enrollment Age Requirements

To be admitted to MPCP, students must be: 1 year old for the Tots class; 2 years old for the Twos classes; 2.5 years old and no older than 3.5 years old for the Twos/Young Threes (2/3s) class; 3 years old or 4 years old for the 3/4 class; and for the 3/4 class, including the fourth day, the child should be 4 years old or admitted by the School Director's discretion. In each case, these age guidelines are as of September 1 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

required 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 1 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 2022-2023 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 NSC. This fee is non-refundable.
- **Enrichment Fee:** All students will be assessed a one-time fee per child to pay for extracurricular activities. These activities may include yoga sessions, music sessions, class field trips, or other activities chosen by the class or School Director. 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 any of the activities 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	Twos & 2/3s	3/4s plus Monday	4s Monday only
Full Year	\$25	\$75	\$125 \$150	\$25
After 2/1	\$10	\$40	\$60 \$75	\$10

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

Annual Tuition by Class					
Tots A&B	Tots C	Twos	2/3s	3/4s plus Monday	4s Monday only
\$990	\$1,485	\$2,070	\$2,340	\$2,880 \$3,915	\$1,035

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 remains the same, regardless of enrollment date.
- 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 February 1st, per the table above.

Remote Learning Policy

If the Board of Directors or other official governing body determines school should be held remotely, classes will be offered via videoconference. While there is no substitute for the child-directed free play encouraged at MPCP, there is an underlying curriculum and in-class experiences designed to support that playtime. The remote programming will follow the established curriculum by class and both parent resources and directed engagement will support the planned learning while classes are delivered electronically. Because the level of programming and preparation is similar whether class is held in-person or by videoconference, annual tuition will remain the same regardless of the method of learning delivery. In-person classes will resume as soon as possible, as determined by the Board of Directors, in concert with any other official governing body.

Refund Policy

The Registration and Enrichment Fees are non-refundable. For the 2022-2023 school year, the refund deadline is August 1st. Therefore, prior to August 1st, first and last months' tuition is

refundable. After August 1st, one month's tuition is non-refundable should you elect to withdraw from MPCP. Remaining tuition is refundable on a pro-rated basis. Members are obligated to pay tuition through the month following the month in which they give written notice of withdrawal to the MPCP Registrar. For example, if notice of withdrawal is given in October, tuition is payable through November.

In the case that a class is undersubscribed, that class may be 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. After the initial tuition deposit enrollment upon enrollment, families may choose to pay the full remaining tuition amount on October 1 or pay monthly on the first of each month from October through April. Payments may be made by eCheck or by credit card through our online portal Jovial (www.jovial.org/mpcp/family/signin).

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.

Jovial offers an autopay function. Families can log in at any time and update their payment preferences in advance of the first tuition payment due in October; select "Make E-Payment," and "Set up Autopay" from the pull down menu of the preferred payment method. Families will receive 3 days notice of the impending transaction and payment is taken on the due date.

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 mailing them to MPCP at our mailing address:

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

If you are having financial difficulty paying your child’s tuition, contact the Treasurer (treasurer@madisonparkcoop.com) as there are **SCHOLARSHIP OPTIONS AVAILABLE!** All inquiries are confidential. Please email.

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	Monthly Tuition	2022-2023 Annual Tuition for 9-month school year	Registration Fee	Enrichment Fee (Paid with Oct 1 st payment)	Reg. Fee + First + Last	Full Payment at 10/1 (7 Months, not incl. enrichment fee)	Monthly Payment at 10/1 – single month + enrichment fee	Total Tuition & Fees 2022-2023
Tots A&B <i>Friday</i>	\$110	\$990	\$100	\$25	\$320	\$770	\$135	\$1,115
Tots C <i>Mon & Wed</i>	\$165	\$1,485	\$100	\$25	\$430	\$1,155	\$190	\$1,610
Twos <i>Mon & Wed</i>	\$230	\$2,070	\$100	\$75	\$560	\$1,610	\$305	\$2,245
2/3s <i>Tues & Thurs</i>	\$260	\$2,340	\$100	\$75	\$620	\$1,820	\$335	\$2,515
3/4s <i>Tues, Wed & Thurs</i>	\$320	\$2,880	\$100	\$125	\$740	\$2,240	\$445	\$3,105
3/4s + Mon <i>Mon, Tue, Wed & Thurs</i>	\$435	\$3,915	\$100	\$150	\$970	\$3,045	\$585	\$4,165

4s Mon	\$115	\$1,035	\$100	\$25	\$330	\$805	\$140	\$1,160
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Non-Tuition Payments

In addition to tuition payments, there may be some optional payments. These include contributions toward thank you and holiday gifts for teachers and Parent Educators. Also, MPCP budgets for each family to participate in fundraising each year. A family may choose to make a fundraising contribution in lieu of collecting fundraising dollars.

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

We offer both full and partial scholarships to families in need, with the goal that the costs of attending are not a barrier to becoming part of our school community. We are particularly mindful of the challenges faced by those in underserved communities, and promote a diverse and inclusive school body in our scholarship policies. Partial scholarships are also available through NSC’s Parent Advisory Council (PAC).

MPCP and PAC scholarship application forms can be obtained from our Treasurer (Treasurer@madisonparkcoop.com), and can be submitted upon registration for the upcoming school year, or any time a family is in need. The scholarship process is confidential.

Expense Reimbursement Policy

Occasionally parents incur expenses that are reimbursed by MPCP. Requests for reimbursements must be submitted to the Treasurer 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. If the request is sent by email, please include a description of the expense, the date of purchase, and a copy of the detailed receipt, to the following email address: treasurer@madisonparkcoop.com.

Alternatively, reimbursement requests can be turned in by hand. Expense Report forms can be found in the hanging file folder at school or by contacting the Treasurer at

treasurer@madisonparkcoop.com. Please attach any receipts to the form, and leave in the Treasurer folder at school.

Immunization Forms

The Risk Manager will collect **all** immunization records (electronic or paper), and will check them off in Jovial, acknowledging the records have been received. The actual immunization record will *not* be stored on Jovial. Instead the records will be stored in a secure location at the bathhouse and returned to the parent(s) at the end of the school year. Electronic records can be emailed to: risk@madisonparkcoop.com. Paper records can be mailed to:

Risk Manager at MPCP
4111 E. Madison St., Ste. #141
Seattle, WA 98112

Please include a self-addressed and stamped envelope with your paper records so they can be returned to you in June.

Drop-Off Policy

All children in the Tots class must be accompanied by a parent or alternate caregiver at all times.

Children in Twos and 2/3s 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 and 2/3s 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 their in-class job. Children in PreK (4s) will have their caregivers rotate working in the classroom on the fourth day, maintaining appropriate 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. 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.

We ask all MPCP families to maintain consistency in the caregivers that enter the school building to limit COVID exposure risk for our students, teachers and families. Please request permission from the School Director at least 24 hours in advance if there is someone outside your home family unit, which may include an alternate caregiver, entering the school building to provide care for your child.

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 their Class Representative as soon as possible. It is the parent's responsibility to arrange for both classroom work substitutes and all-school alternate(s) to ensure coverage of all job responsibilities while on leave. Attendance at the parent meetings is required and tuition shall be paid according to the regular schedule.

Visitors to MPCP

During COVID, visitations may be restricted; please review our COVID policy guide (sent separately and updated regularly on your Class Shutterfly site) for more details about the current MPCP guidelines, or ask your Class Representative.

Visiting children, i.e., siblings, friends, or prospective students, must be approved by the School Director, preferably 24 hours before the visit, 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), but may also use our own discretion. 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, in any of the above circumstances, Seattle Public Schools is offering classes remotely, e.g., by videoconference, MPCP will also offer remote classes.

If all Seattle Public Schools 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, contact the School Director. MPCP's ultimate goal is the safety of you and your child.

School Director Sick Day Procedures

If the School Director is 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 CPR-certified parent 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 CPR-certified 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 at all times. Families can gain admittance to class by knocking on the door. Only a teacher, Parent Educator or Class Representative is authorized to approve entry to the classroom of an unknown visitor.

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

**There may be additional COVID-related symptoms or questions listed on the daily COVID screening for students and adults in the classroom.*

Because preschool brings children into close contact with each other, communicable disease spreads easily among them. Keep your child home if any of the following symptoms are present, and not attributable to another condition.

Illness Symptoms	
Sore throat	Sore throat or red throat, swollen glands within 3 days of school
Runny nose	Runny nose with colored discharge (non-allergy related) within 3 days of school
Vomiting, Diarrhea. Nausea	Within 3 days of school
Fever	Fever of 100.4 °F or higher within 3 days of school
Rash	Unexplained rash or skin eruptions
Eyes	Persistent pink or red eye(s)
Cough	Any cough within 3 days (if not due to allergies or asthma)
Shortness of breath or difficulty breathing	Shortness of breath or difficulty breathing within 3 days of school
Unusual fatigue	Unusual fatigue within 3 days of school
New loss of taste or smell	New loss of taste or smell within 3 days of school
Muscle or body aches	Muscle or body aches within 3 days of school
Chills	Chills within 3 days of school

If your child has any of these symptoms, the child must be kept home and will not be admitted to school. 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 will also not be permitted to attend co-op.

If 30% of the school is out sick, the School Director will determine if school should be canceled.
If 30% of a class is out sick, the School Director will determine if that class should be canceled.

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 or 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
- COVID-19
- 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. Close contact with COVID-19, with or without symptoms, requires notifying the School Director immediately.

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 (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 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 aggrieved 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 NSC.

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 members 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 teacher(s) 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

A teacher's child will be allowed in the classroom as a registered student. The student will be considered an additional child in the classroom and will not take the place of another student. The student will need to have a designated adult who will be responsible for supporting them in class – hand washing, diaper changing and support during transitions – so the teacher can remain focused on their job of leading the class. In a 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 teacher may withdraw his/her child from co-op at any time without tuition penalty.

Elections Procedure

Elections to the MPCP Board occur at the annual spring all-school general meeting. The Executive Committee of the MPCP Board prepares a list of nominees for the following school year's MPCP Board positions and posts it at least two weeks before the spring general meeting.

Elections are determined by a majority of those present, in-person or online, 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 the Tots class 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, VP of Parent Outreach 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 are valuable.

PARENT AGREEMENT

Madison Park Cooperative Preschool: 2022-2023-2022 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(s) Signature and alternate caregiver signature if applicable, e.g., grandparent, nanny, etc.

MPCP BYLAWS

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 Mission. MPCP is a cooperative preschool emphasizing play-based learning, parent and caregiver education, and building community within our schoolhouse and beyond.
- 1.3 North Seattle College. MPCP is a recognized affiliate of the North Seattle College (“NSC”) Parent Education Program and follows program guidelines as required by NSC.
- 1.4 Tax and Corporate Status. MPCP is 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 shall comply with all applicable laws, rules and regulations applying to this status.

ARTICLE II. MEMBERS

- 2.1 Eligibility. Any family with a child aged one 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, sexual orientation, 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

a class job, and attending class meetings and membership 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 14 and no more than 50 days prior to such meeting and to exercise his/her right to 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 Meetings of members annually. 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, the NSC Parent Educator, or members representing 30 percent of the then current number of members may call a Special General Meeting of Members.
- 2.6 Quorum. The attendance, in person or conference telephone, videoconference or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time, of 25 percent 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. If a meeting is determined by the group to be held remotely, members may participate in a meeting by means of conference telephone, videoconference or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time. Votes may be cast during the meeting or immediately following the meeting where the opportunity for discussion is provided.

ARTICLE III. DIRECTORS

- 3.1 Number and Qualifications of Directors. The business and property of MPCP shall be managed by a Board of Directors ("Board") consisting of no less than five and no more than 21 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 and shall each serve as a director during the term of their respective offices: President(s), Vice President(s), Secretary, Treasurer, Registrar, Community Outreach Chair, School Events Coordinator, Risk Manager, and Lead Parent Advisory Council

Representative. Any person who resigns or is removed from the Board also shall be deemed to resign or be removed from their office and vice versa.

- 3.2 Executive Committee and other Committees. The Board may from time to time delegate some of its management functions to committees. The designation and appointment of any such committee and the delegation of authority to it shall not relieve the Board or any individual director of any responsibility imposed by law. The standing Executive Committee, whose membership may be increased but not decreased, is composed of the President(s), Secretary and Treasurer.
- 3.3 Vacancies. Any vacancy occurring on the Board 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 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 Board Meetings. 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 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 upon 24 hours' notice; written notice is not required.
- 3.6 Quorum. A majority of the directors then in office shall constitute a quorum for the transaction of business at Meetings of the Board.
- 3.7 Voting. Each director shall have 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, videoconference 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 shall constitute cause for removal of a director.

3.9 Board Responsibilities. The Board 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 NSC affiliation agreement,
- (h) Implement risk management procedures,
- (i) Communicate Board business to membership, and
- (j) Review MPCP annual IRS Form 990 filing.

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 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. This position may be equally shared by two people.
- 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. If not otherwise represented, it is the responsibility of one Vice President to provide representation on behalf of the Class Representatives.
- 4.2.1 Class Representative. 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.
- 4.3 Secretary. The Secretary shall keep all records of MPCP, including, but not limited to, attendance records of class meetings 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 the agenda of the meeting as provided by these Bylaws. The Secretary shall also perform such other duties as the President may 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, maintain bank accounts in banks designated by the Board, create an annual budget, 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 Representatives. The Parent Advisory Council Representatives (“PAC Reps”) are the MPCP parent liaisons to the NSC Parent Education Program and other Coops affiliated with NSC. The PAC Reps shall attend PAC Board and committee meetings as required or recommended by NSC, and participate in PAC activities. The Board shall designate one PAC Rep as the Lead Parent Advisory Council Representative (“Lead PAC Rep”). The Lead PAC Rep shall serve as the liaison between PAC, the PAC Reps, and the Board, and shall provide updates on PAC activities to the Board.
- 4.7 Risk Manager. The Risk Manager ensures MPCP is compliant with NSC rules and regulations, including health and safety issues not limited to immunization, emergency and earthquake preparedness, allergies, etc. This role also oversees the Cleaning Coordinator.
- 4.8 School Events Coordinator. The School Events Coordinator is responsible for creating a sense of community and fostering morale throughout the school. The School Events Coordinator provides updates to the Board on the activities of the all-school events committee chairs.
- 4.9 Other Officers. The Board may create other offices and select other officers as is deemed necessary.
- 4.10 Tenure of Officers. All officers serve a one-year term unless removed pursuant to Section 3.8. The term of all officers shall commence at 12:01 a.m. on the first Monday following the last day of class during each school year.

ARTICLE V. BOARD ADVISORS

There shall be Advisors to the Board. Each teacher in MPCP and the NSC Parent Educators shall serve as a Board Advisor. 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 NSC Parent Educators, are appointed by a majority vote of the Board. 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.

ARTICLE VII. AMENDMENTS

These Bylaws may be amended by a majority vote of either those directors present at any meeting of the Board or those 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, 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 which written notice of the intention to put the amendment(s) to the vote must be given.

ARTICLE VIII. STAFF REVIEWS

The Board or Committee designated by the Board shall conduct staff reviews annually using a process adopted by the Board.

CERTIFICATION

The MPCP Bylaws were amended as above and as described below at a meeting of the Board on April 5, 2022, to take effect upon adoption.

Secretary: Alice Pascualy
(signature on file)

Date: April 5, 2022

Edits are intended to:

- clarify the timing of the transition between old and new boards;
- clarify the procedure for amending the Bylaws;
- reduce the quorum requirement for membership meetings to 25 percent of members;
- allow flexibility to the Board to determine appropriate procedures for staff reviews; and
- fix minor clerical issues.