

ROSE CITY NEIGHBORHOOD PRESCHOOL HANDBOOK

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REQUIREMENTS

This Parent Handbook explains the policies and expectations regarding membership in the Rose City Neighborhood Preschool. All new and returning families must read this handbook prior to attending the orientation meeting each August.

Members shall carefully read this handbook, the accompanying Constitution and Bylaws, and all appropriate literature provided by the preschool board and teachers.

Failure to comply with any of the parents' obligations set forth in this handbook or the Constitution and Bylaws shall be grounds for terminating enrollment.

REVISIONS

In August 2011, this handbook was rewritten to include the RCNP rules and regulations, which were previously maintained in a separate document. The rules and regulations were issued in August 1994 and amended as follows: March 1995, February 1996, July 1998, July 2002, June 2003, July 2004, May 2005, March 2006, September 2007. Subsequent revisions occurred in June 2013, May 2016, September 2016, April/May 2017, April/May 2018, August 2019.

Any and all changes to this document need to be consistent with the rest of RCNP documentation. RCNP policy changes originate with Bylaws and then transfer to RCNP Handbook, Classroom Help Guide, Contract, and Application. This document shall be updated on an as needed basis to reflect current RCNP policy.

Changes to this document must be voted in by an affirmative vote of 2/3 majority of votes cast by those members present at a scheduled general membership meeting, with one vote per each family membership.

-OR-

Changes to this document can be made by a 2/3 vote of the Board.

Grammatical, spelling, or formatting changes to this document do not need to follow the previously stated process, but may be made by approved Board members with final approval by the President(s).

CONSTITUTION AND BYLAWS

A copy of the Constitution and Bylaws can be downloaded from our website [HERE](#) or you may request a copy.

THE COOPERATIVE EXPERIENCE

Our preschool is a cooperative. As a cooperative, parents come to school regularly, not to visit, but to participate and observe. By doing this, parents learn about their child and other children, see their child and their temperament in a truer perspective, and observe other adults and their methods of working

with preschoolers. Rose City Neighborhood Preschool (RCNP) is a place where children and parents learn together.

The teacher will direct you in your responsibilities. You will learn much from the teacher's modeling of how to interact with children. As you become more comfortable with helping children in the classroom, you will give other children at RCNP the experience of interacting with someone other than their own family. Participating in the classroom helps you to become aware of different learning styles, and in so doing, to know your own child better. You will see that not all children of any given age approach new material in the same way, and you can make allowances and adjustments to give children room to learn in their own way.

The children's classroom experience relies on parent involvement, not only through parent helping but also through parents' commitment to completing jobs, supporting fundraising efforts, and participating in general meetings. A rich sense of community grows through supporting the school in these ways, as well as through participating in special family celebrations throughout the year. As part of RCNP, you are involved in much more than a preschool – you are helping to grow a community.

MISSION STATEMENT

At RCNP, our mission statement is *Enriching young minds through play and exploration.*

EDUCATIONAL VALUES

RCNP's philosophy is that children learn best through play. Children learn social and emotional skills, build knowledge and develop cognitive abilities through play. Our philosophy is guided by our values:

- Young children are intelligent, capable, creative and have important ideas.
- Learning happens when children notice, wonder, question, collaborate and listen.
- Children play a central role in the development of their own learning.
- Children learn by making mistakes.
- Differences are valued.
- Children, families and educators work together to form a rich environment of learning.
- Learning through play is fun!

DISCIPLINE PHILOSOPHY

When young children play together, conflicts naturally arise. The teacher and helpers use a problem-solving approach to help children resolve their conflicts. Conflicts are recognized as curriculum opportunities with the potential growth for the individuals and the group.

We encourage an atmosphere of mutual respect. We work to use effective communication and guide children in their development of good communication skills. We encourage and model dialogue and careful, respectful listening.

We try to approach the problem from the perspective of the children, basing our guidance on an understanding of child development. We help children process their feelings, such as anger, frustration, or sadness, by being compassionate and by identifying and reflecting on their feelings. It is through the sharing of emotions that we build connections with each other. We strive to have children feel encouraged, connected and loved as they solve their problems.

In practice this means:

- We guide and support children through problem solving steps when conflicts arise
- We do not use time out
- If a child is not able to be safe to themselves or in the classroom, we ask parents to pick their child up from school.
- We talk to parents when their child has experienced significant conflict so that the parents and the teacher can both support the child.

INTERVENTION POLICY

RCNP strives to be a caring learning community where the needs of each individual and the classroom community are valued. Each child comes to preschool with their own temperament, development, skills and experiences. Often preschool is the first time children have been in a school setting. Sometimes a child may need extra support to learn the skills to meet the demands of the classroom. If this is the case, the parent(s) and teacher will work collaboratively to support the child by providing tools and modifying the environment where possible. This policy outlines how the family and teacher will work together and when the parents will be requested to contact Multnomah Early Childhood Program (MECP) for an evaluation.

Throughout every step of the procedure, strict confidentiality will be maintained. Notes from each meeting will be taken and distributed to each person present.

Process:

1. The teacher will have a conversation (by phone or in person) with the parents to gather more information about the child.
2. The teacher will meet in person with the parent(s) of the child. Additionally, the teacher from the other class will attend to take notes. Together, the child's teacher and parent(s) will decide upon developmentally appropriate goals and a support plan to meet the goals. This plan may include a parent spending additional time in the classroom to help support their child. The teacher or parent(s) may propose that the other RCNP teacher come in and observe the child in the classroom. Before the close of the meeting, a future meeting will be scheduled to look at the progress towards the goals. The teacher will make the board president or vice-president aware of the plan.
3. The support plan will be implemented and each day the teacher will keep notes on the child and their progress.

4. The teacher and parent(s) will meet a second time, as scheduled. The teacher from the other class will attend to take notes. The teacher and parent(s) will evaluate the child's progress towards the goals and determine if the supports need to be modified. Before the close of the meeting, a future meeting will be scheduled to look at the progress toward the goals.
5. The teacher and parent(s) will meet a third time. They will evaluate the child's progress toward the goals. Since a cooperative preschool is a unique environment with one consistent teacher, the teacher will decide if RCNP has the resources to support the child. If not, the teacher will ask the parent(s) to request that MECP conduct an evaluation to see if the child qualifies for additional support through MECP. Together the teacher and parent(s) will fill out the evaluation request. If the parent declines to request an evaluation, they will be asked to withdraw from RCNP without penalty.
6. When the parents receive the MECP assessment the teacher and parent(s) will meet to review it. If the child does not qualify for additional support from MECP and the teacher and parent(s) will make a plan on how best to support the child while also supporting the whole RCNP community. This could mean asking the family to withdraw without penalty recognizing that a co-op may not be the best model for the child.

CONFLICT RESOLUTION POLICY

RCNP values the right of members and staff to be treated respectfully and fairly. If disrespectful behavior or language is displayed in the preschool and/or with other members/staff, the conflict resolution system described below will be implemented. The school reserves the right to discontinue a family's enrollment due to extreme or repeated disruption on the part of the parent.

If any adult member/staff of RCNP has a concern, conflict, complaint or problem with any other adult member/staff of the preschool, they will follow the steps of conflict resolution described below. All individuals involved in a conflict will maintain strict confidentiality. Discussing the conflict with anyone other than those directly involved, the Teacher, the President/Co-Presidents, or members of the Resolution Team is not appropriate.

Any contacts made to or by the President/Co-Presidents (Vice President), members of the Resolution Team, and/or the Teacher will be carefully documented. The chairperson will keep all such documents in a confidential file. Each documenter will keep a confidential copy of his/her records until the end of the school year, when they will be turned over to the President, who will keep all such documents in a confidential file. Duplicate documents will be destroyed.

1. One-to-one Communication

Adult members of RCNP are expected to contact an individual with whom they have a conflict directly, respectfully, and in a timely manner. The parties involved should use the Conflict Resolution Guidelines (see below).

2. Calling the Resolution Team

If attempts to resolve the conflict one-to-one fail or if attempts to resolve the conflict one-to-one is not feasible, either party may contact the President/Co-President (or Vice President where there is a potential conflict of interest with the President) and the situation may be referred to the

Resolution Team for mediation. The Resolution Team consists of three people drawn from the members of the Board of Directors. Each party of the conflict may nominate one Resolution Team member from the Board. The third member of the Resolution Team will be the President/Co-President (Vice President) who will act as chairperson. The Team follows the Conflict Resolution Guidelines.

3. Calling in a PCPO Mediator

If the conflict is still unresolved after involvement by the Resolution Team, the Board of Directors will decide whether to call in a PCPO Mediator and continue the process with their support.

4. Discontinuing Membership

The Board reserves the right to discontinue a staff or family's membership at RCNP in accordance with the procedures listed in the RCNP By-Laws.

Conflict Resolution Guidelines:

1. Listen actively to each other (paraphrase what was said; acknowledge and clarify your understanding of the other person's feelings and perceptions)
2. Ask each other to express wants and needs (paraphrase and clarify)
3. Jointly brainstorm many possible solutions to meet needs (accept all solutions as possibilities; do not evaluate at this point)
4. Evaluate possible solutions together and select one
5. Make an action plan together
6. Implement the action plan
7. Check back with each other or Chairperson checks with each party in a week or as necessary to establish satisfaction with the resolution
8. If necessary, modify action plan.

DIVERSITY

Respect for diversity is at the core of our educational philosophy at Rose City Neighborhood Preschool. We believe that all members of our cooperative, parents and children alike, bring unique and valuable learning opportunities to the classroom community. One of these important learning opportunities is respect for self and others. Children who are allowed to be critical of differences – whether in appearance, beliefs or abilities, for example – do not develop the relationship skills needed in our diverse world. Critical behaviors are learned. We believe that parents have a responsibility to help children embrace differences, learning to accept and respect themselves and others.

Rose City Neighborhood Preschool membership requires tolerance for diversity and demonstrating that tolerance in the classroom and during other preschool events.

ENROLLMENT

There are two classes at Rose City Neighborhood Preschool.

- The Star class shall consist of a number of students as determined by the Board on an annual basis, with each child having their third birthday on or before September 1st of the school year.

- The Rainbow class shall consist of a number of students as determined by the board on an annual basis, with each child having their fourth birthday on or before September 1st of the school year.
- Children with birthdays after September 1st of the school year in which they wish to enroll may be accepted under the following criteria:
 - If a class is not full as of May 15th, the Membership Chair will advertise and make known that RCNP will accept applications for any child with a birthday on or before September 30th of the school year.
 - If a class is not full by August 1st, the Executive Board will meet to make a decision on age requirements for that year

REGISTRATION

Applications will begin to be accepted on September 1st of the year prior to enrollment. There is a non-refundable fee due with your application. As applications are received, students are placed on a list according to the order in which they apply. Registration for returning students and siblings of RCNP alumni begins approximately the first working day of February. Registration for new students begins approximately the first working day of March.

The RCNP Open House is held in February. Parents of prospective students and returning alumni are required to attend to be eligible for fall enrollment.

Acceptance into RCNP is based on the following criteria:

- Alumni status
- Date of application received
- Attendance at the open house in February
- Classroom balance

TUITION

The Board shall determine the monthly tuition amounts annually for each class and shall notify members by way of the Contract & Registration form and at orientation meetings. The supply fee and May tuition deposit are due with the contract and registration. These payments are non-refundable. Monthly tuition payments will begin in September. Monthly tuition is due on the 5th of each month for and will be invoiced accordingly. A total of nine tuition payments will be collected.

Monthly tuition is due by the 5th of the month. Families may contact the Treasurer to make special arrangements. The amount of tuition is consistent for each calendar month regardless of how many days the child is in attendance, or how many holidays or special days occur in the month. Tuition is to be paid by check or via electronic invoice. If cash must be used, contact the Treasurer to make payment in person. Tuition checks should be deposited into the tuition box located inside the classroom. The box is locked until the Treasurer (or another representative) is ready to collect the checks. Checks should be

made payable to Rose City Neighborhood Preschool or RCNP. You may use your bank's online banking service to send a check to the school by mail. RCNP does not accept credit card payments for tuition.

Families are encouraged to direct all questions regarding payments and payment arrangements to the Treasurer.

FAMILIES WITH MULTIPLE CHILDREN AT RCNP

Families with two or more children enrolled at RCNP are expected to:

- Fulfill the fundraising requirements for each child. If a family has two children enrolled, they must sell two times the minimum requirement amount, or pay two times the buyout price.
- Sign up and complete one community event shift per year
- Sign up and complete one monthly clean-up shift per year
- Sign up and complete one classroom breakdown (Stars) or classroom set up (Rainbows)

SUPPLY FEE

The Board shall determine the amount of the supply fee on an annual basis and shall notify members on the Contract & Registration form. This amount is due with the signed Contract in March and is nonrefundable.

FINANCIAL ASSISTANCE

It is RCNP's desire to provide partial and temporary tuition support to enrolled families in the event of job loss, illness, or other extenuating circumstances. RCNP has established a modest financial aid fund that can be allocated to cover a portion of monthly tuition based on a family's temporary need for financial assistance. For more specific information and/or to apply for financial assistance, you may contact the Treasurer.

FUNDRAISING

Fundraising is an integral part of our co-op system. Each family (regardless of the number of children enrolled concurrently) is required to participate in our fundraisers throughout the year, as well as the activities involved in running a smooth fundraiser. There are generally three major fundraisers a year. In the past, some examples of these events have been a Fun Run, a Basement Sale, a Coffee Sale, a Benefit Event (online and silent auction), and/or a Restaurant Night. The board will communicate the expectations for each fundraiser and provide all of the tools necessary for a successful event. The Ways and Means chairperson and President can answer any questions you may have during the year.

On occasion, the preschool will hold additional fundraisers. It is understood that all families will participate as needed.

EARLY WITHDRAWAL

If unexpected withdrawal is necessary, there is to be a written four-week advance notice to the President(s). Payment must be made on all financial requirements that fall within those four weeks, which may include tuition balances,, Lunch Bunch charges, and fundraising obligations. RCNP will invoice each family accordingly.

Application/Registration and supply fees are nonrefundable. Tuition payments are also non-refundable, except in the case of prepayment of multiple months. Families withdrawing any time after Fall Orientation in late August may be held responsible for some portion of the fundraising obligations of their enrollment spot until such time as RCNP is able to fill the vacancy created by their withdrawal. It is possible that a withdrawal may occur too late in the school year for the vacancy to be reasonably filled. The President and Treasurer may prorate any outstanding fundraising obligations on a case-by-case basis.

CLASS TIMES

- The Star class is scheduled Tuesday and Thursday mornings from 9:00 AM to 11:30 AM unless otherwise stated.
- The Rainbow class is scheduled Monday, Wednesday, and Friday mornings from 9:00 AM to 11:30 AM unless otherwise stated.

SCHEDULED ABSENCES

If your child is going to be absent for more than two consecutive days, please notify the teacher.

ILLNESS

Please give other children the protection you want for your child. Keep your child home if discomforts such as rash, fever (greater than 100° taken orally), vomiting, strep throat, or a cough that is deep, barking, or congested are present, or if your child has required medication (such as Tylenol) in the last 24 hours. Also, if your children are overly tired due to illness or schedule disruption, please keep them home where they are happier. Children must be free of symptoms for at least 24 hours before returning to school.

The teacher may refuse to admit a child if the teacher determines that the child is too sick to be in school. If a child becomes ill during the morning, the teacher may remove the child from the rest of the class and notify the parents to come and pick the child up before dismissal time. Parents should list adequate emergency numbers on the RCNP Medical/Health Information sheet to expedite this process.

If a child is absent with a communicable disease (such as chicken pox, strep throat, or conjunctivitis), the parent should let the school community know by either sending an email directly to all parents in the class or school or by letting the teacher or President(s) know. That person can then send out a notice that will keep the child with the infection anonymous.

- Chickenpox is a common and very contagious disease, frequently occurring in young children. It is spread through direct contact with the chickenpox rash or by infected respiratory secretions.

Generally, the rash starts two to three weeks after exposure (commonly 13-17 days). It can spread from one person to another from five days (usually one or two) before the rash begins to six days after it starts. A child with chickenpox needs to remain home from school until six or seven days after the rash first begins and all blisters are crusted over.

- If you detect head lice on your child, home treatment must be begun and child must be free of live lice before returning to school. Nits can be present, however, parents must monitor their child daily for lice as long as nits are present.

DROP-OFF AND PICK-UP SAFETY

For the safety of our students and their siblings, children must be kept within eyesight at all times during drop-off and pick-up. Children are not allowed to open the outside door to the building.

EARLY DROP-OFF POLICY

Due to insurance liability, students may not be dropped off before class begins at 9:00am. Exceptions to this are:

- A parent helper's own student
- A child (or children) a classroom helper is responsible due to a childcare swap or carpool arrangements.

LATE PICK-UP POLICY

Please be on time to arrive and depart with your child. If you are late on multiple occasions, the teacher or board member may schedule an appointment to discuss this problem and find possible solutions.

SCHOOL CLOSURES

School will be closed on all holidays and special days as indicated in the current Portland Public Schools (PPS) calendar, unless otherwise noted on the RCNP calendar. Other unforeseen circumstances that close PPS, could apply to RCNP at the board's discretion.

Weather cancellations by PPS also pertain to our preschool. If PPS starts late due to inclement weather, then there is NO preschool. If PPS has a scheduled late opening, then RCNP will operate on regular hours.

CRISIS CLOSURE

In times of crisis, RCNP will follow PPS and State of Oregon recommendations on closures. We will also be required to follow any restrictions of our building and the Everybody Collective. If school is closed

during a month after the 5th of the month (when tuition is due) then tuition will not be reimbursed to families. Tuition will not be collected for any subsequent months that school is closed. If school is opened before the 6th of any month, full tuition will be collected for that month. If school is opened after the 5th, but before the 20th, half of the tuition rate will be charged to families. If school is opened after the 20th of the month, tuition will not be charged even if class resumes during that month.

If the closure of school forces the cancellation of any fundraisers within 30 days, member families will still be responsible for “buying out” the suggested minimums associated with those events. For any other fundraisers canceled within the year, the collection of funds will be subject to the Board’s discretion.

Should a closure of RCNP extend for more than 90 days in the school year, supply fee reimbursements will be prorated at the close of the school year. May tuition will not be refundable.

POLICY TO EXTEND THE SCHOOL YEAR

In the case that more than three (3) Rainbow classes or two (2) Star classes have been canceled due to weather, safety, or other unforeseen circumstances, the Board will decide the best measures to take. The Board may vote whether or not to add school days to the RCNP calendar.

DRESS

Dress your child in comfortable clothing. Remember that clothes can (and most probably will) get messy. The classroom tends to be warm, but the basement tends to be cool. Be sure to label all coats with your child’s name for identification.

TOILETING POLICY

RCNP encourages children to be potty trained when they start school. However, many three-year-olds are not fully trained, and RCNP does not wish to put undue pressure on parents or children. Parents should be aware that if there is a consistent bowel movement occurrence, they will be asked to carry a cell phone and come to the classroom to change the child.

Parents of children who are not fully toilet trained should provide the following each day the class meets:

- An extra set of clothing, including underwear and socks
- Wipes and plastic bags

RCNP shall strive to have the teacher attend to all toileting needs. However, this is often impractical, especially during circle time and during basement play time. The teacher will ask a classroom helper to take a child to the bathroom or help them change their clothing when this is most appropriate. The teacher will send the child with a parent of the same sex if possible.

Parents should remind their children that the teacher and classroom helpers are at school to help them with toileting needs if needed. They should also remind their children that they will be asked to wash their hands after they have used the bathroom.

BIRTHDAYS

Birthday celebrations are part of our school program. One of your classroom help days will be on or near your child's birthday. If your child has a summer birthday, you may request an alternate day to celebrate your child's birthday during the school year. We will celebrate it close to their half-birthday unless you request another date. You may provide a special snack for that day. As with all snacks, the birthday snack should not be overly sweet. Suggestions include whole-grain muffins, yogurt, or other treats your child doesn't normally get and considers special. Please be considerate of children's feelings and distribute any birthday party invitations/thank you cards outside of class time.

CLASSROOM CONTENT AND MANAGEMENT

The teacher is in charge of what happens in the classroom.

The curriculum is at the discretion of the teacher.

Please inform the teacher of any events that might affect your child's behavior, such as visitors, medications, or death in the family.

A problem between parent and child, including a child other than the parent's own, should be discussed privately with the teacher.

MECP IN THE CLASSROOM

As young children grow they may need additional support. In this case, RCNP works closely with families and the Multnomah Early Childhood Program (MECP) to ensure children and families are getting the support they need. Service providers may be present in the preschool classroom at various times to observe and support students.

CLASSROOM HELP GUIDELINES & REQUIREMENTS

Each enrolled child shall have one caregiver take a turn as scheduled classroom helper several times during the school year. Generally, classroom help obligations are nine times per year for Star families and twelve times per year for Rainbow families. You will be assigned a balance of helper 1 and helper 2 days scheduled about three weeks apart. However, sometimes there are unavoidable circumstances which cause classroom help days to be scheduled closer together or further apart. Please contact your Class Representative if you are concerned about the number of classroom help days you have been assigned or on which days they occur.

Two classroom helpers are required per class each day. classroom helpers are expected to arrive no less than 30 minutes before school begins (by 8:30 am.) Your timely presence is essential to help the teacher get things ready for the day. In the event that one or both classroom helpers are not present when class

is scheduled to begin, NO parents may leave the classroom and class may not begin until the scheduled parent helpers arrive or another volunteer to replace the missing classroom helper(s). When it is your turn to classroom help, the teacher and children are depending on you. If you are habitually late, the situation will go before the Executive Board for a discussion of next steps to resolve the problem.

Just as there are many different kinds of families, there are many ways for families to fulfill the classroom help responsibilities in the classroom. Some families choose to alternate which parent helps in the classroom. Some families include grandparents, nannies, or other caretakers to meet classroom help requirements. Our school is enriched by including these other caregivers to meet classroom help requirements. Regardless of how families fulfill their classroom help duties, the primary parental figures are expected to maintain good communication with the teacher and contribute to the RCNP community through fulfillment of all other responsibilities of member families at RCNP. Anyone who will help in the classroom on a regular basis should attend Fall Orientation.

RCNP strives to be inclusive of all caregivers who wish to classroom help. If a classroom helper is not able to perform any of the following essential duties, please let the teacher know at least one week ahead of time so that proper accommodations can be made, if possible. The essential duties of the classroom helper include:

- Cleaning
- Sitting on small chairs or the floor
- Walking up and down stairs
- Carrying or restraining children in an emergency situation
- Being alert for the duration of class time

You will be assigned to be Helper 1 and bring a carbohydrate and protein for snack or Helper 2 and bring a fruit and vegetable for snack. When you arrive, you will receive a sheet listing your duties for the day. Plan to stay an additional 30 minutes after class dismissal to clean the classroom. Your child may stay with you. Please wait until class is over before beginning cleanup duties.

For insurance and liability purposes, siblings are not allowed to accompany a classroom helper, with the exception of a non-mobile infant who is content to be worn in a sling or other carrier for the duration of the school day. The younger child should not interfere with the classroom helper's ability to perform his/her duties. If the teacher finds that the infant is a distraction, the parent may be asked to refrain from bringing the child in the future. For more information on classroom help duties, please reference the Classroom Help Guide.

CLASSROOM HELP SCHEDULING

The original classroom help calendar will be made available before the beginning of the school year and covers the entire year. Each family will receive a copy of the calendar electronically. A paper copy is then posted on the bulletin board outside the classroom. Any changes made after the calendar is final must be made on the paper copy, which is what the teacher uses to determine who the classroom helpers are each day.

If for any reason you can't classroom help on your assigned day, you are responsible for arranging for a replacement and noting it on the paper calendar outside the classroom. If the change is unanticipated in advance, please check the list for families designated to classroom help on short notice. You may also wish to contact the teacher in this instance.

Criminal History Verification

To ensure the safety of our children in the classroom, RCNP requires that criminal history verifications be performed for all classroom helpers who spend more than four hours per year in the classroom or assisting on field trips. These verifications are completed by the Oregon Department of Education. The forms are due for processing before the first day of school.

MARIJUANA AND ALCOHOL POLICY

All RCNP-sponsored events are both marijuana and alcohol-free. Marijuana use is not legal in public spaces in Oregon and thus is prohibited at RCNP events. All RCNP sponsored events are also alcohol-free, unless otherwise stated. The RCNP liability insurance carrier enforces strict requirements regarding serving alcohol at school events, and you will be notified in the event alcohol will be served. Please direct any questions regarding this policy to RCNP President(s).

CHILD ABUSE

The teacher is required by law to report any suspected cases of child abuse or neglect to the proper authorities.

SAFE SANCTUARY

In accordance with our building agreement with the Everybody Collective we promise to create an environment of safe sanctuary for children, youth, and vulnerable adults and those who work with them.

HEALTH AND SAFETY

Every child shall have a completed RCNP Family/Medical Information form and a State of Oregon Certificate of Immunization Status form on file with the preschool by the first day of school. Immunization status will be reviewed during the school year and may need to be updated, according to state law.

FOOD ALLERGIES AND DIETARY RESTRICTIONS

For the year 22-23, RCNP will be a peanut and cashew free school

It is the responsibility of the teachers and classroom helpers to be aware of life-threatening food allergies of any children in the class. "Life-threatening allergy" is defined as a sudden, severe whole-body reaction to a substance, through ingestion, inhalation, or by skin contact, which can result in death. This reaction is also called anaphylaxis or anaphylactic reaction. The teacher posts a list of life-threatening food allergies for each class in the classroom at the beginning of the school year. Please check this list and do not bring items containing these foods for snack. In addition, depending on the severity/sensitivity of the food allergy, families may be asked not to bring these items in their personal lunches as well as to RCNP events (such as Spring Fling or summer picnics).

It is the responsibility of parents whose children have life-threatening food allergies to let them be known to the teacher. For the safety of the child we ask that the parent provide a note from the child's doctor explaining what to look for in the event that the child has been exposed and how to treat appropriately. In addition, it is the responsibility of the parents to provide any medications (such as an epinephrine pen) that may be needed to treat the child.

In addition to life-threatening food allergies, some children may need/want to avoid certain foods due to mild/moderate food allergies/sensitivities and/or alternative diets. If you want your child to avoid eating certain foods please let the teacher know and this will be posted in the classroom to remind classroom helpers. Parents are welcome to bring a nonperishable alternative snack to be kept in their child's cubby, for days when the offered snack does not align with their dietary restrictions. Families are not required to avoid bringing foods unless there is a life-threatening food allergy, however we do encourage families to bring snacks that everyone can eat when possible.

BUILDING SAFETY

An adult shall accompany every child to and from the classroom. All parents are asked to see that no child leaves the classroom without a parent or another authorized person.

The lower half of the classroom door is to be closed at all times. The teacher will open the door in the morning when ready for the children to come in, then again at the end of class when ready for the children to be picked up. If your child arrives late, please make sure that the door is closed behind you.

If you need to get into the building during school hours, please make prior arrangements with the teacher or plan to take care of your business during drop-off and pick-up times. If you absolutely need to

get into the building, please ring the buzzer behind the RCNP sign and a classroom helper will come to let you in. Please do not ring the church office buzzer or bother the church office personnel.

LOCKOUT/LOCK-IN PROCEDURES

Lockout: Lockout occurs when police have notified us that someone who is potentially dangerous is outside our building.

- The outside doors remain locked to ALL visitors, including parents, until we are given the all-clear by the police.
- We move to the basement or youth room and continue class as normally as possible.
- Take attendance.
- The teacher will start the phone tree and send a group text to inform parents as the situation allows.

Lock-in: Lock-in occurs if we notice someone dangerous in the building.

Classroom procedure

- Lock all classroom doors.
- Move children next to the cubbies. Seat them on the floor.
- Call 911.
- Call church office to have them ring the bell.
- Turn off lights and close all shades.
- Take attendance.
- Keep children as quiet as possible.
- The teacher will start the phone tree and send a group text to inform parents as the situation allows.
- Wait for all clear notice, which is initiated by the police.

Basement procedure

- Move children to the youth room.
- Lock all doors.
- Call 911.
- Call the church office to ring the bell.
- Take attendance.
- Keep children as quiet as possible.
- The teacher will start the phone tree and send a group text to inform parents as the situation allows.
- Wait for all clear notice, which is initiated by the police.

Fire Exit

To exit through front door of the classroom:

- Exit through the classroom's front door.
- Turn left, then right, and go down the stairs to the outside exit.
- When outside, turn right on Alameda.
- Proceed to 59th and turn right again. Proceed south as far as necessary.

- Take attendance.
- The teacher will start the phone tree and send a group text to inform parents of the situation.

To exit through nursery (if front door is blocked):

- Exit preschool room through backdoor into the nursery.
- Exit the nursery through the back (south) door.
- Immediately exit to the left out the back door of the church.
- Walk down the sidewalks to Alameda.
- Turn right on Alameda.
- Proceed to 59th and turn right again. Proceed south as far as necessary.
- Take attendance.
- The teacher will start the phone tree and send a group text to inform parents of the situation.

Third exit possibility if the front part of the building is too dangerous:

- Exit the preschool room through the back door into the nursery.
- Exit the nursery through the back (south) door.
- Turn right past the sink.
- Turn left past the choir room.
- Turn right, walk down the ramp, and exit the building on 58th.
- Proceed south as far as necessary.
- Take attendance.
- The teacher will start the phone tree and send a group text to inform parents of the situation.

COMMUNICATION

Please check your family folder each day. You will find messages, newsletters, and important announcements in your family folder. If a grandparent or guardian does drop-off and pick-up, please instruct that person to bring your mail home to you.

Be sure to check the preschool bulletin boards. Notices concerning general membership meetings, board meetings, field trips, and special events are regularly posted. Meeting notes from board meetings and general meetings will be posted on the RCNP website.

LUNCH BUNCH

Overview

Lunch Bunch is an optional session open to each class at RCNP. The Lunch Bunch session runs from 11:30 AM to 1:00 PM. The teacher and *one classroom helper* supervise the children during Lunch Bunch.

Goals

1. Provide an opportunity for social interaction with a smaller group of students.
2. Provide an opportunity for relaxed, unstructured interaction with the teacher and classroom helper.
3. Provide an extended school day experience to help students transition to a longer Kindergarten day.

Description

Lunch Bunch includes an additional large motor session, followed by a relaxed lunch and additional choice time in the classroom. Teachers may bring out special toy sets or projects that are not suitable to the larger class group.

Procedures

Parents sign up to help with Lunch Bunch on the online program. If there is no Lunch Bunch helper signed up, there will be no Lunch Bunch that day. You are expected to help at Lunch Bunch one time for about every 6- 8 times your child attends. **Lunch Bunch is not open to siblings.** A parent may bring a young infant who is content to be in a car seat or worn in a carrier for long periods. It is preferred that the Lunch Bunch helper has helped in the current year classroom at least one time prior to their Lunch Bunch shift. If the Lunch Bunch helper has not helped in the classroom, it is required that they have a conversation with the teacher before helping at Lunch Bunch.

For the Star class, there are eight slots for Lunch Bunch from September through December. Beginning in January, the enrollment will change to 11 slots for each Lunch Bunch session. The lower enrollment number is to better support the Stars who attend in the fall and to help meet the goals of the program. Students in the Star class tend to need more assistance from the teacher and/or classroom helpers at the beginning of the year.

For the Rainbow class, there are 11 slots for Lunch Bunch. In March and April this increases to spots available for the whole class.

There is a six student minimum for Rainbow Lunch Bunch all year. If there are not six students signed up for Lunch Bunch it will be canceled.

Beginning in January, there is a five student minimum for Star Lunch Bunch. If there are not 5 students signed up, Lunch Bunch will be canceled.

Parents sign up to help with Lunch Bunch on the online program. If there is no Lunch Bunch helper signed up, there will be no Lunch Bunch that day. You are expected to help at Lunch Bunch one time for about every **6- 8** times your child attends. Lunch Bunch is not open to siblings. A parent may bring a young infant who is content to be in a car seat or worn in a carrier for long periods. It is preferred that the Lunch Bunch helper has helped in the current year classroom at least one time prior to their Lunch Bunch shift. If the Lunch Bunch helper has not helped in the classroom, it is required that they have a conversation with the teacher before helping at Lunch Bunch.

Lunch Bunch will not be scheduled on days when there is a substitute or when class is being held off-campus.

Cost

Lunch Bunch is an additional \$12.00 per session. On the days you help at Lunch Bunch, you are not charged for your child's attendance. RCNP strives to make Lunch Bunch accessible to all students, and

scholarship money may be available. Interested families should contact the Treasurer for more information.

MONTHLY CLEAN-UP

At the end of each month during the school year, a thorough classroom clean-up is done. This clean-up session lasts for two hours. You will be able to sign-up for your family's clean-up shift following Fall Orientation.

The teacher will supply the signed up parents with a list of jobs to complete.

Each family is expected to participate in one clean-up during the course of the school year. Please do not bring children to your shift. If you cannot fulfill your shift you will be given another job to help the school.

COMMUNITY EVENTS HELP REQUIREMENT

Throughout the year there are fun and enriching community events. For these events to be successful the help of all members is required. Each family will be asked to help with one of the designated events each year. This will be posted on the calendar for each class in the fall.

The events include:

- Fun Run
- Harvest Festival
- Open House
- Coffee Sale distribution
- Spring Benefit
- Spring Fling
- Additional events as decided by the Board

If for any reason one adult from the family cannot help on your assigned day, you are responsible for arranging for a replacement and noting it on the paper calendar outside the classroom. Every family is also required to work a shift at the basement sale which will be handled separately via sign up. Please see the Fundraising section for those details. In the case that a family has multiple children enrolled at the school concurrently, the family will be required to complete *one* special event shift and *one* basement sale shift (on a *per family* basis rather than *per child*).

ANNUAL CLASSROOM SET-UP AND BREAKDOWN

- Star families are expected to clean and close the classroom at the end of the school year, at the teacher's discretion.
- Rainbow families are expected to unpack and set-up the classroom at the beginning of the school year, at the teacher's discretion.

GENERAL MEMBERSHIP MEETINGS AND ORIENTATIONS

One parent per family is required to attend each general membership meeting as well as both Spring and Fall Orientations. Parents are encouraged to offer suggestions and take an active part in general membership meetings. The Secretary will keep a record of attendance at all general membership meetings. If you will not be attending, please contact the Secretary or President(s).

Childcare may be available during the general meetings at a charge of \$8 per child. Childcare is available on a first-come, first-served basis. Prompt pick-up of children is necessary. Parents will phone or e-mail the Secretary by the Saturday prior to the Tuesday meeting if childcare is needed. If you reserve space for your child(ren), you remain responsible for appropriate payment regardless of attendance.

BOARD MEETINGS

Board meetings are held monthly throughout the school year at a location decided by the Board each year. Times and locations for these meetings will be listed on the preschool calendar. All parents are encouraged to attend board meetings. If you plan to attend, please contact the host for the meeting prior to the meeting date.

FAMILY JOB ASSIGNMENTS AND BOARD POSITIONS

Each family is required to hold a job position. Board positions are filled in the spring for the following school year, in accordance with our Constitution and Bylaws. If committees are required during the school year, parents may be asked to volunteer for service.

BOARD NOMINATION PROCESS

RCNP Board Committee will be formed by the President, Vice President, or another Executive Board Member who is not returning to school and/or the board the following year. The committee will be made up of 2- 3 board members who are not returning to school and/or to the board the following year. The committee asks current board members and returning families for volunteers to serve on the board. Using the family survey from incoming families they will continue to fill positions until the board is complete. The committee will work closely with the Vice President who leads the process of assigning family jobs. Positions are given first depending on what is best for the school and family.

FINANCES AND SUPPLIES

All expenditures must be made with the approval of the Treasurer before purchases are made.

Budget Variance Policy

If any member expects to go over budget for his/her job, they must email the details to the Treasurer in advance. In the case of an overage, the Finance Committee will meet to go over the expenditure to decide if the item should be reimbursed. The Finance Committee is authorized to reimburse up to \$100 per item, but no more than \$300 per fiscal year. If the item(s) are over this dollar amount, the overage request will go to the Board for a vote. It is critical to communicate any extra expenditures so that the Board can budget properly.

COMMUNITY EVENTS

Harvest Festival

Harvest Festival takes place in the fall (late October or November) and is an opportunity for the whole RCNP community to come together. Families usually enjoy a potluck meal, and entertainment may be provided depending on what the board decides on an annual basis.

Spring Fling

Spring Fling is another opportunity to get the RCNP community together to enjoy a potluck meal (usually dinner or breakfast). This event generally occurs just before spring break, and may include a performance by children or a special guest.

Expectations for special events

Following each event, all parents are expected to help with clean-up (i.e., putting away tables, chairs, decorations, etc.), unless families have been assigned to a specific clean-up shift to cover the Special Events help requirement.

FIELD TRIPS

Families will be asked to complete a Field Trip Permission form before the start of the school year which will be kept on file. When signed, this will give permission for all field trips which take place during the school year.

On all field trips or other preschool activities where car transportation is required, each child needs to ride in a child safety or booster seat. Parents must provide and install the appropriate seat. If my child is under the age of four and/or weighs less than 40 pounds, I understand that it is my responsibility to provide a car seat; if my child is four or older, weighs over 40 pounds, and is under 4'9" tall, I understand that it is my responsibility to provide a booster seat.

If parents choose to transport RCNP children other than their own on a field trip, a Parent Driver Information form must be completed and signed in advance of the field trip. The Parent Driver Information Form does not need to be filled out by parents who only transport their own child/ren on a field trip.

For insurance and liability purposes, siblings and unregistered children may not attend field trips except for non mobile-infants worn in a carrier. If you choose to bring your non-mobile infant, you may not drive children other than your own

If weather permits, children are encouraged to wear RCNP t-shirts on field trip days.

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