



Member Handbook 2024-2025

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Co-op Basics

Children and Parents should wear play clothes.

Some of our activities can be messy and clothes need to be comfortable for running and jumping. We can have more fun and be engaged in the activities if we are not worried about getting dirty.

Being on time helps the whole day run smoother.

Plan to get here when class starts so your child does not miss out. Remember it may take 15 minutes just to get into the car. Please plan to arrive 5 minutes before the start of your class.

Help your child have a successful day.

If you are dropping off, please stay with your child until he/she is settled in, or make a plan with the facilitator to ensure your child is comfortable before you leave. Parents are expected to stay with children until school begins, or until “stay parents” arrive. Remember there must be two adults in the classroom at all times. Parents are responsible for their students before and after class.

Parents participate with children during co-op time.

Stay at the children’s eye level and engage in activities with the children. Our involvement enriches the experience for the children. Follow the child’s lead, and try not to “take over” the play. Allow them to make their art projects - it's okay if it's different.

Stay home and take care of yourself or your child when you or he/she is not feeling well.

We try not to share germs! Communicate as early as possible if you will miss class. In case of low numbers, class will be canceled if only 3 or fewer children can attend (an optional play day run by parents can be held in this case). Class might be canceled if fewer than two adult stay parents can attend.

Co-op is for parents too.

Co-op is a place to meet other parents so you can “compare notes” on parenting issues and learn more. Co-op is here for parents & children to learn alongside each other. We encourage parents to ask questions & dialogue about concerns & parenting topics.

We cooperate and share the work.

Daily tasks are assigned to “work parents” on a rotating basis. Every parent also has a yearly job that helps keep the Co-op running smoothly. If you will be absent on your “work day,” please use the BAND app to find another parent who can swap work days with you. If you miss $\frac{1}{4}$ of your quarterly work days, you will be asked to complete a project that helps the co-op as a make-up activity.

Check the “information center” each day.

This is where you sign in, pick up your mail, and find out about daily jobs and upcoming events.

Parents attend a Seminar/Business Meeting each month.

It is best if you can attend these without your child/children. Our seminars and business meetings are full of information you need to know. We take time to get to know each other while we learn together and plan co-op activities. If you need help arranging child care, please tell one of the board members. These are mandatory meetings. One absence is forgiven, and additional absence make-ups are up to the facilitators’ discretion.

Have fun and enjoy the world from a child’s point of view.

The early years go by quickly. Treasure the moments when we can learn and grow together, embracing our children’s experiences of growth & development together as a gradual release towards independence.

Learning at Co-op

Our Philosophy

Our program believes that young children are developing in many important ways. They are learning social skills, developing their muscles and physical capabilities, beginning to understand their emotions, increasing their intellectual understanding of the world around them, and experimenting creatively with ideas, materials, and ways of doing things. We aim to provide a prepared environment that allows each child opportunities to develop to his/her full potential. Parents play a key role in this process. They are the first and most important teachers of their children.

Learning is at its best when:

- People feel safe in their environment. They are comfortable, receive support from others, and are free to learn new things.
- People feel good about themselves. Everyone is valued for their unique talents and abilities and is allowed to grow at his/her own pace.
- People are self-motivated and follow their interests. They are allowed to choose their activities and efforts are made to expand their knowledge through their area of interest.

Our Foundation

A large amount of co-op's foundation is based on learning through play, with a lot of the day set aside for play. The core of our program is our environment, schedule, and the people in the classroom. These provide our base to build upon. Maintaining a stimulating, safe, and organized environment is one key to our success. A predictable routine provides a sense of security and ensures that things run smoothly. The interactions and cooperation between those in the classroom determine to a large degree how much we can gain during our time together.

Building on our Foundation

We add to our program, field trips, cooking projects, science experiments, themes, and special activities. These all provide additional opportunities for growth and learning. We can tailor these to the interest of the group to ensure a high level of interest and discovery. Parents are invited to share their interests and ideas for activities. The more involved parents become, the richer our program becomes.

Play is Learning

Whatever activity a child is engaged in is a learning experience. Taking a step back and observing is a good way to see how an activity is providing an opportunity for developing social skills, developing control of the body, learning and practicing concepts, discovering feelings, and developing the imagination. Taking time to observe our children at play will reveal that an amazing amount of learning is taking place in a way that allows for the individual learning styles of each child.

Parents in the Classroom

Parent participation in the classroom is the foundation of our program. This is what sets us apart from other programs and provides the opportunity to give each child individual attention of the highest quality. Each parent has the opportunity to share information about their child on an ongoing basis so that together we can support each child in his/her learning.

We are all students in the program. In the classroom, we have a chance to observe children in a group setting. We can see their differences and similarities. We learn what to expect from children at different developmental stages. We learn to guide children in a positive way toward socially acceptable behavior.

We learn and grow together as parents. Parent Seminars give us a chance to talk with each other and learn about many aspects of parenting and child development.

Business Meetings give us a chance to learn about working together. We all contribute to making our Co-op run smoothly. We are challenged to accept different viewpoints and work toward solutions that work for everyone.

"The quality of a program is determined by the quality of the adult/child interactions."

We are all teachers in the children's program, as well. As teachers, we are all responsible for providing a safe, caring atmosphere for our child which is the foundation needed for learning to begin. This is much more than merely supervising the children's play. Your role includes:

Building Relationships with each child. Learning about their interests, their personalities, and honoring their uniqueness.

Communicating in a positive, caring way with clear, simple directions that enable each child to be successful and self-sufficient. ***Please communicate with other parents outside of class time. The large-motor room and hallways are a good place for small talk with other adults.

Asking open-ended questions that will stimulate the child's thinking so they can figure things out on their own.

Modeling behavior we want our children to exhibit. This includes using good manners, taking care of our equipment and classroom, and treating everyone kindly (even those who are breaking the rules).

Using Positive Discipline to teach children appropriate ways of behaving so everyone can enjoy our classroom together and using *conflict* resolution to help the children resolve problems.

Modeling Responsibility by completing daily jobs. Call either the facilitator or another parent if you are unable to attend. ****Also, it is the parent's responsibility to monitor their own children until class starts.

Encouraging each child to do as much as possible on their own. This is no simple task. Each parent is challenged to bring the best of themselves to the classroom, to increase their capacity for patience and understanding, and to learn and grow along with the children.

Co-op is an exciting challenge of growth and learning for
the whole family.

Discipline Policy

Our main objective is to provide a safe and positive learning climate for all our families. This includes both children and adults.

Philosophy

This plan is based on the belief that all children and adults can behave appropriately in our classroom when given the right tools. For children, co-op is often the first time they interact with peers and adults in a group setting. They will need support learning to navigate this environment. For parents, this means utilizing our most positive communication and discipline techniques, learning new ways to communicate and solve problems, and leaving behind negative communication and discipline techniques that are not appropriate in the classroom.

Class Rules

“Be Kind, Be Safe, Take Care of Co-Op Stuff”

1. Treat everyone with respect, kindness, and consideration.
2. Keep our classroom safe.
3. Work together to keep our shared spaces and supplies in good condition.

Reinforce & Acknowledge Desired Behavior

Focus on positive behaviors. What you focus on will expand. Try to notice and praise examples of appropriate behavior and even small improvements in social skills: “Wow, great job making space for our friend to sit!” Give encouragement and express your confidence in their ability to do well. Acknowledge a good job with a pat on the back, a hug, or a smile. Let children overhear you describing their good behavior to others and let parents know about their child’s “wins.”

Ideas for Addressing Inappropriate Behavior that Is Not Harmful to Others

- Verbalize and model the desired behavior: “These blocks are for building” (not throwing/kicking/etc)
- Offer choices: offer two acceptable options to replace the inappropriate one. Use “first, then” statements: “First we _____, then we can _____.”
- Remind them of classroom rules and state the desired behavior as a fact. “Be Kind” and “Be Safe” will cover most situations: “We are safe at co-op: Walk in the classroom so no one gets hurt.” Break directions down into simple steps.

When Someone Hurts another Person with their Words or Actions

1 . Try to Talk It Out

Acknowledge the feelings of both people involved and help them talk about what happened. Talk about what they will do next time to “be kind” and “be safe.” Let them know that if they hurt someone again, they will need to be away from everyone else.

2 . Create Space to De-Escalate and Preserve A Peaceful Environment for other Students

If a child continues a hurtful behavior, direct them to an activity away from the child they are in conflict with. “We need to give Billy space. Do you want to help me build a puzzle while you wait for a turn?” When you think they are ready, repeat the “be kind” rule and help them return to the other child to try and repair what happened. Involve other adults to ensure proper supervision ratios.

3 . Focus on Safety During Extreme Behaviors

Focus on preventing the child from hurting him/herself or others and immediately involve the Facilitator. Calmly tell the child, “It is my job to keep everyone safe. I won’t let you hurt anyone.” You may need to block the child from hurting others by creating a barrier with your hand, arm, or full body. If you need to move a child to prevent harm, do so. Let the Facilitator know as many details as possible about what led up to the event and what steps you took. The Facilitator will determine whether the child needs to go home early, or just needs time to calm down with the support of their parent or the Facilitator.

Repeated Misbehavior

The Facilitator will work with the child's parent to develop a plan to consistently implement with that child. This plan may include a parent staying all days or a child leaving class early in the case of unsafe choices. Other parents will be informed about any details to the plan as necessary.

In certain situations, an individual behavior plan may need to be put in place, especially in cases where the student is distracting from the learning environment or creating an unsafe classroom atmosphere.

- The plan must be agreed upon between the parent and facilitator and be approved by the board before the student is allowed to return to class
- The plan will be implemented for a four-week period and then re-evaluated at that time

- If a family does not adhere to the agreed-upon plan or the behavior has not improved after four weeks, the student will be unenrolled from the program.

Communication

Let the Facilitator know any information that would be useful in working with your child. Please let her know of any situation you are uncomfortable with or that you think warrants additional strategies. Bring concerns about other parents and children to the Facilitators rather than to other Co-op parents. We need to be respectful and understanding of each other's situations. If you feel your concerns haven't been heard, reach out to the co-op chairperson.

Conflicts are Opportunities for Learning

Bringing together parents and children in a classroom setting means bringing together different ideas, needs, personalities, and values. We also bring different skills and talents to share. This combination is guaranteed to produce conflicts; conflicts in which we all have an intense emotional stake. After all, we are dealing with the people most precious to us, our children. To turn these conflicts into learning situations with solutions that work for everyone, we must all work together. The benefits of growth and learning for all of us will be tremendous.

Safety in the Co-op Classroom

The safety of the children at Preschool is important to us all. Our goal is to have a fun, enriching, and safe environment – where parents feel confident that all possible measures will be used to ensure cooperative Preschool will be a wonderful experience for them and their children

We are aware that often other family members or caregivers work in the classroom. It is important, for the safety of all our children, that adults who are new to the Co-op environment familiarize themselves with the safety basics before going into the classroom. Please click here to download our Risk Management Safety List which should be read before working in the classroom. Our current Risk Management Manual from OPEP (Organization for Parenting Education Programs) can be downloaded here: [Risk Management Manual](#)

Arrival & Departure

- When you arrive at school, the adult in charge and at least one other working parent must be present before you leave your child.
- When you arrive you must sign in. When you leave, you must sign out.
- When you are leaving, you need to notify the teacher and escort the children out.
- At least 2 adults must remain at school until all the children have left. One of these may be the teacher.
- You will need to complete a child release form to authorize anyone outside the Preschool to take your child from school. Picture ID may be required. Under no circumstances will your child be released without prior notification.

First Aid

- All teachers and several parents on site hold a valid First Aid / CPR Card.
- Be sure to know the location of the first aid kit and emergency supplies.
- If an accident or an injury occurs at the Preschool:
 - Alert a teacher
 - Don't move anything
 - Be prepared to fill out an accident/injury report that day.
 - In case of a medical emergency, ensure that you know where the phone is, and dial 911.

- Should a child be transported to a doctor or a hospital, an adult from the Preschool will accompany the child and will stay with them until a parent or designated adult arrives. The parent or the emergency contact must be notified as soon as possible. Emergency contact information for each child is kept in red bags in the 2 main classrooms (Sunshine and Rainbow Rooms).

General Guidelines for Play and Work at Preschool

- Teach children and enforce rules about areas that are off-limits for children. Children are not allowed to go upstairs or outside without an adult.
- Keep floors free of spills, toys, paper, or other tripping, or slipping hazards.
- No hot beverages in the children's classroom.
- If you discover a safety hazard, please remove it from use, and report to the teacher.
- Walk indoors. Running is not allowed. When using building blocks or other building materials, remember that the structure should go no higher than the shoulder of the shortest child playing in the area.
- Teachers evaluate the safe limits of the number of children in each work/play area. Parents enforce this by establishing waiting lists or encouraging children to play in another area.
- Remember that children need particularly close supervision when using tools or equipment for cooking, carpentry, gardening, etc.

Climbing Areas

- Parents will be posted at strategic places to ensure the safe use of equipment. This takes particular vigilance on the part of the parents. Your job will be to stay close enough to react quickly, to teach the children to negotiate the equipment successfully, and to follow the climbing rules:
 - Keep both hands free – No toys or blankets.
 - Slide feet first.
 - Wear suitable shoes, or bare feet – no socks.
 - Climb in safe clothing – No long dress-up clothes.
 - Be respectful to other climbers – No pushing, shaking, etc.
- When a child is struggling to follow the rules, give one warning then remove the child from the climber, and redirect to another area with words like 'you may try again when you can use the climber safely.'

- Do not leave your work area unattended. If you need to leave, get a teacher or other parent to replace you.
- Limit the number of children in this area to an amount which you feel comfortable supervising, or the number that has been set by the teacher (whichever is the smallest number).
- If you see something that is unsafe or causing a problem, call a teacher.

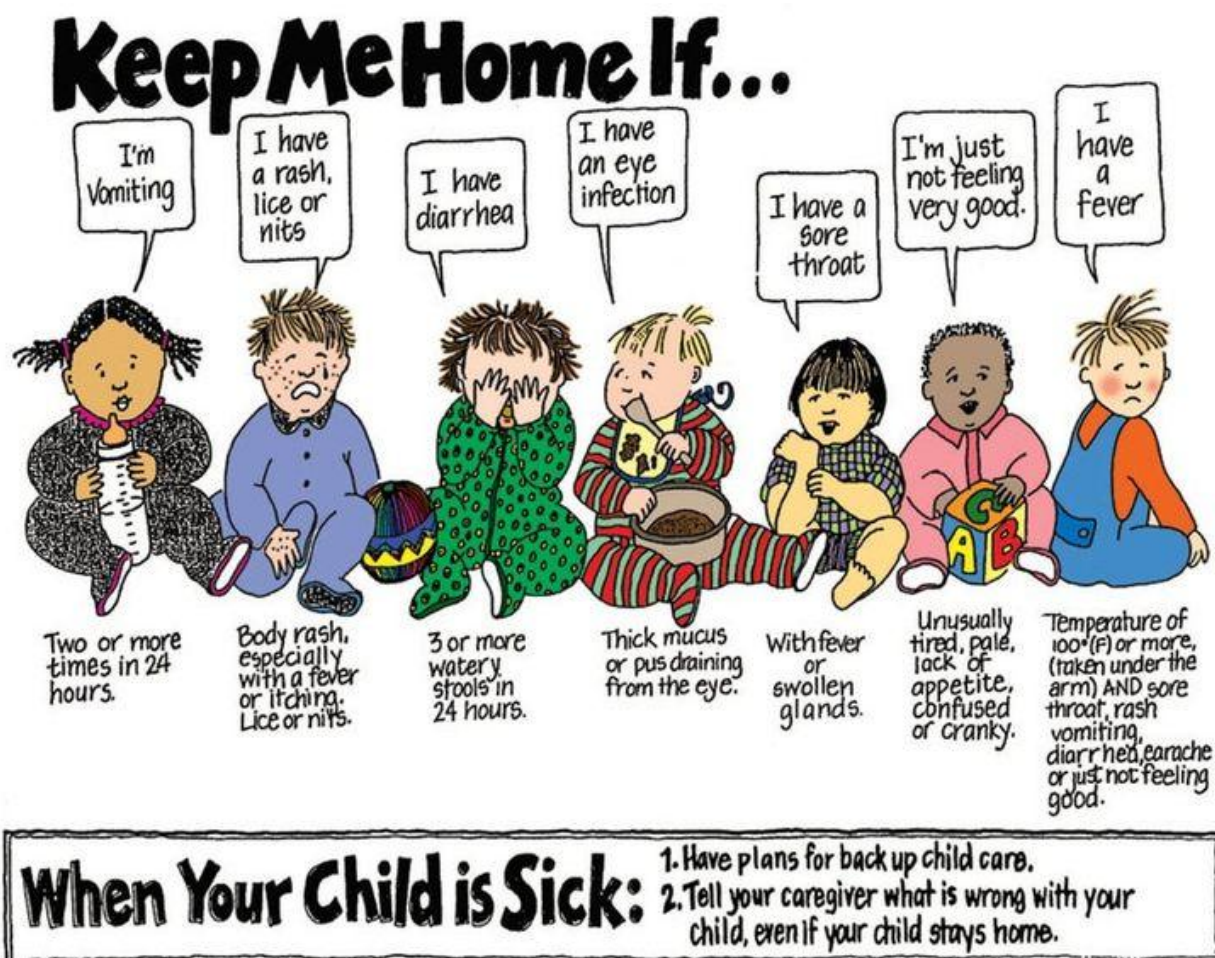
Toileting & Diaper Changing

- Use a paper table liner and/or bleach solution on the changing table. Change diapers on the changing table only.
- Clean the table before and after use.
- Parents and children to wash hands after diapering or using the toilet.
- If a child needs assistance in the bathroom, a parent must let the teacher know that they will be accompanying that child. Two adults should be present or in the hallway.

Siblings

- Only children enrolled in the program are covered by insurance. Extra siblings attending on special occasions must be accompanied by an adult/parent.
- Facilitators need to be made aware if any non-enrolled siblings will be attending co-op (class or special events).

Sick Policy



To protect the health of all children and parents at Co-op, any parent with a child suffering from any of the following symptoms shall assume responsibility to keep that child home and will stay home himself/herself. Symptoms include (1) persistent cough or sneezing, (2) inflamed eyes, (3) colored or thick nasal discharge, (4) red or inflamed sore throat, (5) earache, (6) skin rash, (7) head lice or nits, (8) fever (100.3), vomiting, or diarrhea in the past 24 hours, (9) unusual fatigue, irritability, or lack of appetite, (10) medication which interferes with participation in activities, and (11) been on an antibiotic for less than 48 hours. If a child develops any of these symptoms (or any other symptoms not listed here but deemed by the Facilitator to be harmful to the health of other participants in the Co-op) at Co-op, the child shall be isolated to prevent contact with other participants, and a parent shall be called to pick the child up. A parent must notify the Co-op if a child contracts a communicable disease so that other parents may be informed. After an illness, a child may return to the Co-op when that child is well

enough to participate in all activities and is not a threat to the health of other participants.

Executive Board Job Descriptions

Chairperson

The Chairperson facilitates the Board Meetings and Parent Business Meetings and can call special meetings of the Board of Directors. An agenda is developed with input from the Facilitators, other Board members, and any other member who has business for the group at large. The Chairperson also understands the overall workings of the Co-op and works with the Board and the rest of the Co-op members to see that all important tasks are completed. This person also acts as an advocate for the Facilitator. This person has the authority to sign preschool checks and receive bank statements. This person checks in monthly with each board member individually (in person or by phone).

Accounting Treasurer

The Treasurer attends a training session for Treasurers in addition to the June Officer training. All details of the Co-op's money is taken care of by the Treasurer including collecting tuition, depositing checks, paying bills, filing reports, etc. Jovial money processing. This person will also email monthly & quarterly auto-payment reminders to Co-op members. This person will work alongside the Payroll Treasurer to maintain monthly & annual expenditure reports. The monthly reports will be accurately completed no later than each scheduled monthly executive Board meeting so that it can be printed & presented to the Board. This person has the authority to sign preschool checks and receive bank statements. This person reviews, signs, and submits Jean Payne Scholarships to CCS.

Payroll Treasurer

The second treasurer will run monthly payroll for the teachers, keep track of sick days, missed days, vacation days, and snow days, and work with our payroll business on any questions or discrepancies with the state. Every fall, the nonprofit fees must be filed with the city and state. This treasurer will work with the chairperson to ensure this is done. Also, the treasurer will help the chairperson to draft teacher agreements yearly with the co-op manager. This person will work alongside the Accounting Treasurer to maintain monthly & annual expenditure reports. The monthly reports will be accurately

completed no later than each scheduled monthly executive Board meeting so that they can be printed & presented to the Board. This person has the authority to sign preschool checks and receive bank statements.

Parent Enrollment Coordinator

This is usually the first contact a new member has with our Co-op. Calls from parents interested in Co-op are forwarded to the Parent Coordinator from the Community College Parent Education office. The Parent Coordinator's phone number is on our flyers and brochures to call for more information. The Parent Coordinator answers questions & communications via co-op email, text, and phone, plus gives an overview of the program and encourages potential members to visit the Co-op. When a new family visits, the Parent Coordinator introduces them to the other parents and children, shows them around the Co-op, and is available to answer any additional questions they may have. When a new family joins, the Parent Coordinator helps them with the registration process, orients them to the program, invites them to join BAND, and gives new members the Co-op information packet. The Parent Enrollment Coordinator is trained to process enrollment applications and membership packets on Jovial (our preschool management software), unenroll families who leave during the school year, and deactivate classes in BAND. In the absence (planned or unplanned) of the Chairperson, the Parent Enrollment Coordinator is to absorb the Chairperson's duties as outlined in the Bylaws.

Secretary

Taking notes at all meetings is the main responsibility of the Secretary. Notes are typed, and distributed to every co-op family within a week of a meeting. He/she also maintains a notebook of all meeting minutes and correspondence, writes thank-you notes, and helps with Co-op mailings as needed. This person also keeps a record of attendance for all Parent Education meetings & seminars. The secretary helps to prepare the documents for the orientation meeting and assists the Parent Enrollment Coordinator as needed to maintain records. This person will also process membership packets & immunization forms in Jovial, plus export class rosters for hands-on processing. This person has the authority to sign preschool checks and receive bank statements.

PAC (Parent Advisory Council) Representative

The person holding this Position attends three quarterly meetings along with representatives from other Co-ops. Their responsibilities include awarding Jean-Payne scholarships, contributing to the all-co-op newsletter, and relaying information from the PAC meetings. The PAC rep will coordinate quarterly tuition forms from the college and work with the Accounting Treasurer to ensure that all members have paid.

Publicity/Website

The person will be responsible for maintaining the website regularly (bi-monthly) including maintaining the calendar of events, as well as creating flyers, business cards, email notifications, etc. to advertise our co-op around the area. They will also handle any social media (Facebook, Twitter, Instagram, etc.) and make photos available to families via Shutterfly. This person will input all Co-op-wide event dates & times into the BAND app calendar, set with reminders.

Building & Safety Manager

This individual is responsible for maintaining communication with stakeholders at Emmanuel Lutheran Church (Landlord). Prior to special events, this person will reserve the spaces needed to avoid conflict with the church's programs and coordinate the yearly schedule with the church. This person will also contact the appropriate people regarding building and outdoor maintenance and safety issues. This person also works with parent volunteers to ensure the required monthly and quarterly safety checks are completed, and that the Co-op inventory list is maintained for insurance purposes. This person is responsible to maintain the safety handbook and submit necessary reports to the college, Landlord, or insurance when requested. The building and safety officer will also monitor cleaning supplies and equipment, coordinate monthly cleaning days, ensure the playground bark is maintained, and generally be a point of contact when safety concerns need to be mitigated.

Special Events Coordinator

This person facilitates the planning of parties and field trips, with the assistance of a committee of parent volunteers. This person maintains a list of contacts for possible field trips and schedules a monthly field trip. The special events coordinator seeks to foster connection between our co-op families and assists the facilitators in planning for the parent education meetings as needed. This person is listed on the co-op bank account so that they can have purchasing power to maintain & stock the supply room (parent room) plus expenses deemed necessary for special events— making sure to return all receipts to the Treasurer within 30 days.

Fundraising Coordinator

Organizes the wreath and flower fundraisers. May plan additional fundraising opportunities to support the needs of the CO-OP. Puts together a yearly appreciation dinner for board members and class coordinators.

Yearly Parent Job List

As a primarily volunteer-run school, parent involvement is crucial to the success of our co-op. A parent from each family volunteers for at least one yearly parent job for the duration of the school year. Job descriptions are listed below (38 total).

Inventory (1 person)

Bi-annually update & maintain a detailed inventory list for insurance purposes.

Photographer & Portfolio (1 per class)

Takes pictures throughout the school year, including field trips, special occasions, and occasionally day-to-day activities. Post photos regularly on Facebook, BAND album, and/or share with parents. Helps organize an end-of-the-year slide show. Helps facilitators collect and organize student work throughout the year. Assists teachers in preparing student portfolios for families to take home at the end of the year.

Art Center Organizer & Paint Easel Maintenance (1 person)

Cuts paper for easel. Cleans easel area bi-monthly. Changes out paint colors to coordinate with classroom theme/season/holiday. Informs facilitator if easel paper needs to be purchased. Restocks art shelf throughout the month when supplies get low. Checks art supplies periodically and throws out supplies that no longer work. Once a month uses the theme planning sheet to change out an art experience for the classroom and changes out the loose pieces art tray.

Playdough Supplies (1 person)

Uses the theme planning sheet to make playdough monthly and to rotate out playdough supplies or put together a playdough tray that coordinates with the seasons/themes/holidays. Makes playdough monthly. Colors should change to coordinate with seasons/themes/holidays. Wash playdough toys monthly.

Sensory & Train Table Maintenance (1 person)

Uses the theme planning sheet to change out either the sensory table or the train table to coordinate with the classroom theme. Washes toys monthly before putting them away if needed.

Changes out table monthly to coordinate with classroom theme. This may include buying supplies and being reimbursed as needed.

Dramatic Play Organizer (2 people)

Uses the theme planning sheet to gather items related to theme/seasons throughout the year and sets up monthly dramatic play space. Rotates clothes/toys.

Book Orders & Librarian (1 person)

Helps to organize seasonal/thematic books in both rooms for display and/or checkout for families. Distributes order forms, places orders, and delivers books once a quarter.

Events Coordinators (4 people)

Helps plan, gather supplies, & set up for Parent Education Potlucks, Family Night, Holiday Party, and Graduation. Assist Field Trip coordinator as needed.

Field Trip Coordinator (1 person)

Coordinate 1 Field trip per month, 9 per school year.

Health and Safety (2 people)

Fills out safety checklist each quarter and sees that any problems are fixed. Reports necessary repairs to Building & Safety Manager. Monthly: Makes sure fire drills are done once a month, & checks that first aid kits are up to date and stocked monthly.

Cleaning & Maintenance (2 people)

Helps Building & Safety Manager organize and oversee monthly & quarterly cleaning nights. Works with facilitators & classroom coordinators to ensure that toys and surfaces are being cleaned on a regular basis.

Laundry (1 person)

Weekly washes towels and rags, etc. at home.

Class Coordinator (1 per class)

Background checked, CPR certified, you are the liaison between parents and teacher for that class: Weekly posts calendar themes and letter of the week in BAND app, assign daily parent jobs, organize parties if desired. Work closely with the facilitator and substitute teach class if Teacher is absent.

Playground/Garden (2 people)

Assist facilitators with year-round growing/garden projects and organizing quarterly playground clean-up projects. (Works alongside Cleaning & Maintenance persons to coordinate the planning of these clean-ups). Incorporates additional outdoor learning and gross motor activities throughout the year by working with facilitators and adding to or adjusting the outdoor

play environment. The outdoor space should be evaluated and changed quarterly or with the seasons.

Bulletin Board Person (2 people)

Rotates bulletin boards seasonally or by themes, as well as changes out student work and student photos throughout the year. (May share items with parent jobs: photographer, & portfolio)

Family Engagement (1 per class)

Organizes and invites families to occasional park and coffee playdates. Designs and maintains a space both on BAND & within the school (bulletin board) where families can connect and share with each other by sharing ideas, monthly family challenges, family events in the community that people might be interested in, etc. Provides opportunities to share feedback with the CO-OP board and facilitators. Coordinates meal trains or gift basket collections to support families during transitional times, such as the birth of a baby or a loss.

Parent Room Upkeep (1 person)

Tidies and vacuums the parent room twice a month. Checks and restocks Parent Room snacks and beverage supplies when needed. Communicates with the supply person if snacks or beverages need to be purchased.

Newsletter (1 person)

Works with the facilitators and parent jobs (photographer, class coordinators, family engagement coordinators, maintenance, events coordinators & field trip coordinator) to create and distribute a monthly CO-OP newsletter with upcoming events, reminders, and other necessary information. Create and update a CO-OP information board monthly also sharing newsletter information.

Rainbow Room Center Rotations (3 people)

Uses the center planning sheet to assist facilitators in rotating and putting away learning centers and bins once a month based on calendar themes. This may include washing toys or prepping activities prior to the rotation.

Supply List Person (1 person)

Watches all Parent Room supplies (crackers/dixie cups/shaving cream, etc). Helps facilitators order/purchase supplies monthly & as needed.

Fee Schedule

Please click [here](#) to view our current fees.

Enrollment & Unenrollment

- A. Each parent is required to register with the Co-op and Community Colleges of Spokane. Please ensure that all required forms have been completed and that payment is complete so that you may start attending class with your child.
- B. Please let the teacher know if you will be absent for more than 1 week.
- C. If a member wishes to withdraw from co-op a withdrawal form will be filled out promptly [HERE](#) preferably within two weeks' notice of drop date.
- D. Auto pay is an option in jovial that is convenient for members and our treasurers. If a member selects automatic payments, it is the member's responsibility to turn off auto pay before a payment is drafted.
- E. If you

Special Considerations

If you are bringing someone else's child as a tagalong, each family must fill out a registration and pay the \$50.00 registration fee. At least one parent needs to be enrolled in the college for each child. The actual attendance requirements can be met by one parent for both children.

The Jean Payne Scholarship Fund

We have many questions each year about the Jean Payne Scholarship Fund, how it is administered, who is eligible, and how any applicant may apply. Applications need to be kept confidential.

What is the Scholarship Fund?

It is a fund supported and administered under the supervision of the Community Colleges of Spokane Parent Education/Cooperative Preschool Programs Parent Advisory Council (PAC). The moneys are held in a free account with the CCS Foundation, a registered, non-profit organization. It was established to assist families who would not otherwise be able to continue to afford a cooperative preschool

experience. It covers 25-50% of the monthly child fee that is charged by the cooperative preschool the family attends.

Who is eligible?

Any family who meets the college and preschool requirements for membership is eligible within the limits of the PAC rules and regulations. Financial eligibility is based on the Reduced Lunch Program income guidelines as established each year by the USDA.

How does a family apply?

A family applying for the scholarship must complete a "Jean Payne Scholarship Application Form" which is a two-page form. Forms are available from the treasurer in each preschool. If a treasurer does not have forms she/he can ask the co-op facilitator for more forms or get some from the Parent Education Office in Spokane. A form must be completed for each quarter that a family applies for a scholarship. The forms must be filled out completely. It is especially important to provide complete income information including proof of income (one month's paystubs) Also, their CCS Registration form and payment must be attached. These need to be in our office by the due date! (If the CCS registration form was turned in to the co-op, please note on the application.)

When does a family apply?

Scholarships are awarded three times a year quarterly. The deadline for applications is as early in the quarter as possible. Facilitators, members of the Parent Advisory Council, and treasurers of each preschool are advised of these deadlines and are responsible for communicating them to the preschools. Deadlines are also listed on the application form. An applicant must apply each quarter as scholarships are designed to cover a short-term need. Applications for the year are not acceptable and will not be considered. However, if the need continues, scholarships may be granted for consecutive quarters. A new application needs to be completed for each quarter.

Then what happens to the Scholarship?

The PAC meets quarterly to act on the applications. SCHOLARSHIPS SUBMITTED AFTER THAT DEADLINE WOULD NOT BE CONSIDERED. The PAC awards scholarships subject to the rules and regulations of the Parent Advisory Council. The Parent Education Office then notifies the scholarship recipient of the amount of the scholarship and the CCS Foundation sends a check to the preschool treasurer.

Who actually receives the money?

The check is sent directly from the CCS Foundation to the preschool treasurer in the amount granted to the recipient for the entire quarter.

How much does the scholarship pay?

The scholarship pays 25-50% of the monthly child fee as is charged by the individual co-op. A family applies for funds for all their children currently enrolled in the co-op.

What if someone needs a full scholarship?

You may suggest Head Start or ECEAP. These programs are supported by federal or state funds and offer free services for eligible families. The Parent Advisory Council makes NO exceptions to the partial scholarship rule. Individual preschools may choose to offer additional financial assistance to families regardless of receiving a Jean Payne Scholarship.

How about a family who does not pay their share of the child fee?

This is a preschool group problem, as are all delinquent fees. The Parent Advisory Council expects the co-op to ensure that a family continues in good standing with the preschool as a basis for awarding a scholarship.

What if a scholarship recipient quits preschool before the scholarship expires?

The treasurer of the preschool must return the unused portion of the scholarship to the scholarship fund. Funds are not transferable to another family.

How may my group or I contribute to the Jean Payne Scholarship Fund?

We gladly accept donations through the Community Colleges of Spokane Foundation. This is an educational, non-profit organization. The CCS Foundation holds the funds but the PAC administers them. Again, checks should be made out and mailed as listed above.

Standing Rules

Please click [here](#) to see our Standing Rules.

Glossary

Teacher - Hired educator as main instructor for both children and parents

Work-day - Classroom day that a parent is assigned and required to assist the teacher during class activities

Parent Job - Volunteer, annually-served, self-elected parent assisting in a daily/monthly/quarterly functioning at the co-op

Board Member - Volunteer, co-op elected parent serving in an additional role to their Parent Job.

Executive Board Meeting - Monthly co-op meeting. Board members are required to attend. Parents may join if desired.

Business Meeting - Monthly emailed report of expenditures, budget, and general co-op business sent to all co-op members.

Parent Education Seminar - Monthly seminar hosted by co-op teachers, or hired professionals, speaking on various parenting topics. One parent from each family is required to attend.

JPS - Jean Payne Scholarship

CCS - Community Colleges of Spokane

OPEP - Organization for Parenting Education Programs

BAND - digital communication platform application used for the entire school plus individual classrooms