



**Parent Handbook
2026-2027**

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Mission Statement

We are a friendly, diverse, and welcoming community of children, parents, caregivers, and instructors.

Through cooperative partnership we foster a safe, supportive, and nurturing play-based learning environment.

We enrich the parent-child relationship through parent education and family involvement.

General Policies

Visitors

- Parents who have scheduled an observation or tour may bring their child.
- Parents may bring the enrolled child's sibling on an emergency, one-time-only basis, after posting on band or emailing ahead to clear the visit with the instructor.
- Other adults may attend with the enrolled parent (such as grandparents, aunts, uncles, etc.) with instructor's prior approval.
- All adult visitors must wear nametags while they are at school.

Excursions

Excursions are an extension of our curriculum and a way for us to introduce the child to the community. Simple trips like a 'behind the scenes' grocery store trip are very educational and interesting for preschoolers. Please make every effort to have your child attend excursions.

- Parents are responsible to bring and supervise their child on the excursion, unless the parent has made other arrangements.
- When invited, siblings are welcome to attend excursions. It is not always possible to include siblings in small spaces, e.g. fire stations and pet shops.
- The parent permission slip must be signed by a legal guardian to authorize the child's participation for every excursion.

Parental Leave and Newborns

Parental leave of up to four weeks shall be granted upon the birth or adoption of a child. During this time parents are relieved of classroom duties. Committee responsibilities are still required. If accommodations or more time is required, contact the director and instructor. Tuition is still due during parental leave.

Sibling Policy

- Siblings are not permitted to attend Preschool. An exception is made for infants up to six months old, so long as they are enrolled in the Co-op and carried in a front pack or sling at all times, as required by our insurance carrier. Extenuating circumstances must be communicated to the instructor(s) 24 hours prior to the potential need.
- CSPA requires the infant to be on the class list and a copy of the infant's immunization form, emergency contact, medical release form, and signed infant agreement to be on file. Infants in the classroom may incur a small charge to cover insurance expenses.
- Infants in car seats, strollers or other devices are not permitted in the classroom during class hours.
- No more than two infants in front-packs may be enrolled in any one class session at a given time and normal classroom ratios must be maintained. Parents of infants may be required to change their participation day to balance infant enrollment in class. If you plan to bring your infant to class, please contact your Class Coordinator first to make sure all necessary paperwork is on file.
- During pick up & drop off, non-enrolled students should be under your direct supervision.

School Closures

CSPA follows the Northshore School District procedure for closures due to bad weather or for other unusual circumstances (such as power outages due to windstorms). The Northshore website (<http://www.nsd.org>) contains the most up-to-date information and is updated as conditions change.

- If public schools open late, morning classes will be canceled. Days which have been canceled due to weather conditions and/or unexpected facility conditions are not made up except when any one class has missed more than two consecutive class sessions.
- The director will make the final decision regarding whether to hold a preschool class or not. The director will post on band and contact the class coordinators to notify CSPA families; please do not call the school. If road conditions are poor, each member must use good judgment about attending. If a member decides to not attend, they must communicate that choice on their class band page.
- If it's the member's participation day and they do not feel comfortable attending due to weather conditions; it is the responsibility of the member to communicate their decision on band that they will not be able to work and to find a substitute.

Instructor Illness

In the event that your child's instructor is ill or has a family medical emergency, your class may be cancelled. Days which have been canceled due to instructor illness or family medical emergencies are not made up except when any one class has missed more than two consecutive class sessions, in which Zoom may be an option.

Transportation (Driving Rules)

Members are responsible for the transportation of their own children to and from school and excursions. The Risk Management Manual advises use of the following rules for the safety of each member and child:

- Cars must be in safe, working condition, and parents must have liability insurance (\$400,000 per person / \$300,000 per accident is recommended) and a valid driver's license.
- All occupants of a car shall wear seat restraints appropriate to the age and size of the individual.
- At no time may a child be left unattended in a car.
- Cars must be backed into the parking spots at school to ensure maximum vision of the parking lot upon leaving.

Member Responsibilities

Weekly Attendance

Members are expected to participate in their child's preschool class for a minimum of one day per week per enrolled child.

- Exceptions may be made regarding children who are experiencing separation issues and in the case of multiple children enrolled in the same class.
- If a parent is not able to cover their participation day or find a substitute to replace them, we ask that they keep their child home with them.

Substitutes

You are required to arrange for a substitute if you are unable to attend class on your assigned day (except for the Toddler class).

- Spouses, grandparents, or friends may be used, with the instructor's prior approval.
- Long-term substitutes must be consistent and trained in the day-to-day activities of the class that they are participating in.
- If another adult from your child's class who works on a different day can subs for you, you must pay \$20.00 to your substitute or trade participation days.
 - It is up to the members who made the agreement to collect the \$20.00 or arrange for the make-up trade.
- Please notify the class coordinator through the band page of the confirmed sub/trade.
 - You should notify the instructor or class coordinator if you are unable to find a substitute, and we ask that you keep your child at home with you, to help ease the parent/child ratio created by your absence.

The Executive Board may suggest the option of assessing monetary penalties to the general Board if a member is consistently not finding substitutes or is a no-show on assigned participation days. If you do not show up for your participation day, the Board reserves the right

to charge a \$40 fine, as it is a violation of the Membership Responsibility Agreement. If there is a pattern of a member not finding substitutes (defined as two or more occurrences), the Board, at its own discretion, may fine the member.

Tardiness

We understand that sometimes there are circumstances that are out of your control that may lead to you being late, when this happens on occasion, it can be accommodated. However, being late is highly disruptive to the class and as such is highly discouraged.

- If you will be late, please notify the class via BAND post or message.
- Due to the door being locked at the start of class, any late arrivals may not be let in until the next transition period.

The Executive Board may suggest the option of assessing monetary penalties to the general Board if a member is consistently tardy, especially on their assigned participation days. If you are frequently late (defined as two or more occurrences), the Board reserves the right to fine the member, as it is a violation of the Membership Responsibility Agreement.

Teaching

Following the instructors' lead, the success of our preschool depends on the active participation of all adults who attend.

- Members are expected to embrace the instructor's curriculum and maximize each child's opportunity for learning by encouraging participation in planned activities, mediating conflicts, and promoting a safe, positive learning environment.
- Members will take on responsibilities with regards to discipline of all children at the preschool. Please see the Discipline section of this handbook.

Committee Responsibility

It is the responsibility of the member to serve on one standing committee in the co-op or serve on the Board.

- Members should expect to spend at least 4 hours per month depending on the committee or board position. Some committees require less time and others require more.
- If you are absent, for any reason, and have a weekly committee job, it is expected that you arrange for a sub to cover your job and inform the Instructors and Vice Chair of the change.
- As an alternative to serving on a committee, a member may "opt-out" at a cost of \$500.
 - Fees must be paid prior to the start of school, unless authorized by the director.
 - There are only a limited number of opt-out slots each year and those are granted on a first-come, first-served basis.

Fundraising Commitment

It is mandatory that all members participate in and support any fundraising efforts as determined by the Fundraising committee. A per-family financial goal is determined by the Board at the beginning of each year. Fundraising dollars are used to support the preschool, including, but not limited to, facility needs, curriculum support, supplies, extra activities (e.g., field trips) and any other items needed to improve the school.

Parent Education

Parent Education Nights

Attendance at a Parent Education Nights is mandatory CSPS program and is agreed to by each member in their acceptance of the Membership Responsibility Agreement.

- At least one parent of each enrolled child is required to attend.
- There are a minimum of two Parent Education Nights done virtually on Zoom.
- The CSPS Parent Education Night schedule will be sent via email and posted on BAND.
- If a member misses parent education night, they will be required to assist with activities at school events.

Cleaning of the School

The Mid-Week Cleaning team assumes responsibility for the weekly cleaning of the school. However, each day that you are at school, you will be expected to perform routine cleaning as needed (e.g., tidying, sweeping, vacuuming, and cleaning under snack tables).

- Refer to room clean up charts posted in each room for detailed instructions.
- Make an effort to refill soap & paper towel dispensers and clean up puddles and other messes that you notice. If you see a need, fill it.
- Note any supplies low in inventory on the supply list located on the front of the refrigerator in the kitchen.

Ethical Responsibilities

Ethical Responsibilities to Staff

Parents and other co-op members are expected to treat all staff members with respect and value the experience and expertise they bring to the preschool community. Families are expected to follow the guidance and recommendations of instructors regarding curriculum, child development and behavior, and parent participation in the classroom.

Questions or concerns related to these areas should be addressed directly with the instructor outside of class time, either by scheduling a meeting or communicating via email. Sensitive matters should not be discussed in front of other families or children.

Our staff members are chosen for their dedication to the co-op's mission and their commitment to early childhood education. We encourage all families to partner with instructors and staff in supporting each child's growth and development.

Ethical Responsibilities to Families

Members participating in the co-op are expected to honor and respect the dignity of every family, including their culture, language, customs, beliefs, and parenting practices.

Families have the right to make decisions for their own children, and those decisions should be respected by others in the community.

To support a respectful and trusting environment, families are expected to maintain confidentiality and protect one another's privacy by not discussing concerns or personal matters with other families. Any questions, concerns, or issues should be addressed directly with the instructor and/or Director.

Ethical Responsibilities to Children

We are committed to supporting children's growth, well-being, and individuality while fostering cooperation, confidence, and resilience. Parents are expected to stay engaged in early childhood education through co-op learning opportunities and to respect the unique potential of every child.

CSPS staff are dedicated to maintaining a safe environment and are mandated reporters of suspected child abuse or neglect.

Above all, all interactions and practices should be caring, respectful, and centered on the well-being of children.

Member Accountability

Member accountability applies to all responsibilities outlined in the CSPS Handbook under the Member Responsibilities section.

Participation will be reviewed and, in the event that these responsibilities have not been met, the following steps will be initiated:

1. A face-to-face conversation with the respective instructor, board member, or committee leads and will be documented.
2. Email communication

3. A face-to-face meeting with the Director, and any necessary parties, such as board members, to determine a resolution.

Based on each individual situation, the Director may pursue an alternate solution. Non-response or no communication will result in action designated by the Director.

Guidance for Discipline in the Classroom

At CSPS, discipline is approached through positive guidance and supportive interactions that help children develop good judgment, emotional regulation, and healthy boundaries. Staff focus on encouraging positive behaviors, while avoiding unnecessary attention to negative behaviors that may be attention-seeking. Through calm, respectful responses and consistent expectations, adults model constructive ways for children to navigate emotions, relationships, and behavior.

Discipline Guidelines

Please keep in mind that the instructor(s) are always available to help should a situation become a problem in the classroom and/or outside. Do not hesitate to call on the instructor(s) for guidance. Due to the large physical space within our preschool, the instructor(s) may not be aware of the situation that needs attention

- All adults share responsibility for supporting every child by guiding behavior, ensuring safety, and encouraging emotional regulation.
- The focus is on helping children reset when needed, stay safe, and learn to manage emotions through calm, respectful, and positive interactions.
- Adults are expected to notice and reinforce positive behavior, offer simple and understandable directions, and respond in developmentally appropriate ways without comparison, shame, or condescension.
- Children should be met where they are developmentally, not just by age, and adults should be patient, flexible, and mindful of emotional states—especially during transitions, which require clear guidance and support.
- The approach emphasizes calm, respectful communication, staying aware of early signs of escalation, and stepping in quickly to prevent harm while helping children regain control and return to positive engagement.

Discipline Strategies we use at CSPS

Positive Reinforcement

Children thrive when they feel seen, heard, and valued.

- Focus is on recognizing and encouraging positive behavior through kind words, affirmations, and acknowledgment of children's strengths.

- Staff are encouraged to notice and describe positive actions—such as kindness, cooperation, patience, and communication—to help children understand and build on their “greatness.”
- When challenging behavior occurs, adults should respond calmly and positively by acknowledging feelings, guiding children to reset, and helping them work together toward solutions in a safe and respectful way.

Resetting

“Reset” is used to help children learn self-regulation and manage emotions in healthy ways.

- Children are encouraged to pause, breathe, count, and calm their bodies so they can think clearly and make safe choices.
- The school provides “reset areas” and “calm down corners” with calming tools and activities to support children when they need extra help regulating emotions.
 - These spaces are not punishments or time-outs, but supportive environments where children can safely process feelings.
- Adults guide children through resets with encouragement and positive language, then acknowledge and praise the child’s efforts and growth once they have calmed down and used coping strategies successfully.

Apologies

Forced apologies are discouraged because they are often not meaningful or authentic.

- Instead of immediately telling a child to say “sorry,” adults are encouraged to help children understand the emotions and reasons behind the behavior.
- Acknowledging what happened, guiding children to express their feelings, and helping them listen to one another, adults teach communication, empathy, cooperation, and emotional awareness.
- Expectations should match children’s developmental stages, with adults modeling empathetic responses and healthy problem-solving.
- The overall goal is to help children learn to manage emotions, understand others’ feelings, and make kinder choices in the future.

NEVER permitted at CSPA

- Spanking or any other physical punishment, including grabbing a child to get their attention to reprimand
- Yelling and/or Raised Voices, or using shameful condescending tones

Conflict Resolution

Members, board members, preschool staff, parent educators, and the director are all expected to follow the approved conflict resolution procedures related to the operation of the established program. These procedures do not apply to disagreements based on differing educational

philosophies or program orientation. In such cases, the individual raising the concern is expected to transfer to a program that better aligns with their preferences. The following outlines the step-by-step process to follow if a conflict arises.

1. The individual raising the concern should contact the instructor of the class in which the issue has occurred and discuss the matter with the other person involved. This will be done privately.
2. If the individual raising the concern is not satisfied with the outcome of the initial conference, they should contact the director to arrange a private meeting involving the instructor, the director, and the other person involved.
3. If the conflict ultimately requires resolution at a cooperative preschool membership meeting, confidentiality can no longer be maintained. The membership will be fully informed of the details in order to make a decision.

Conflict Resolution Chart

Griever	Initial grievance conference with	Seeks final resolution by arranging joint conference with	When needed, ultimate resolution is determined by all parties to this point meeting with
Member	Instructor & other person involved	Director	Board
Board	Director	Director	Membership*
Preschool Staff	Student	Director	Board
Parent Educator	Director	Board Chair	Membership*
Director	Student	Board	Membership*

*Resolved according to preschool by-laws

Atypical Classroom Behavior

If a child's behavior is significantly outside age-appropriate expectations, CSPA staff will assess whether continued enrollment is in the best interest of the child and the preschool community. Concerns may involve difficulties participating in class activities or behavior that threatens the safety or well-being of the child or others. If a mutually beneficial solution cannot be reached, the family may be asked to seek another placement, and CSPA staff may request that the Board terminate enrollment if necessary.

The following procedure will be used:

1. The instructor(s) and Director will meet to clarify observations and identify target issues.
2. CSPS staff will meet with the child's parents to discuss observations and concerns and will develop an intervention plan to modify or replace targeted issues in class and, if necessary, outside of class. Depending on the severity of the atypical behavior, procedure may go directly to Step 4 at this meeting. The child's class will be notified of the intervention plan at the discretion of the staff
3. The classroom plan from step 2 will be monitored for two weeks of classes. The CSPA staff and parents will confer during and at the end of the two 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 assessment of psychological, neurological, psychiatric, speech and language development, social and emotional development; and fine and gross motor development /sensory processing skills (occupational or physical therapist). The need for family counseling or parent coaching may also be identified. (Complete early childhood assessments can be done through local school districts or through Children's Hospital.)
 - a. Documentation of an appointment or waitlist for an appointment to begin this assessment process will be required within ten days of the meeting where the parent was directed to seek assessment. Documentation will be a completed exchange of information form, giving CSPA staff permission to discuss classroom observations and behavior with appropriate practitioners.
 - b. Documentation of treatment plans developed by the specialist(s) will be required. Treatment plan goals need to include development of group skills. Documentation of a treatment plan will be completed via exchange of information form so that CSPA staff have 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 the co-op classroom is the best placement for the child. It is strongly recommended that the treatment begin as soon as possible and no longer than three weeks after the initial assessment appointment.
 - c. During the assessment and treatment periods 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, the CSPA staff will continue to monitor progress and cooperate with treatment plan practitioners to report as needed.

5. The overall process generally takes 2 – 6 weeks; however, timeframes may vary based on individual circumstances. Class membership will be terminated at the professional discretion of the staff at any point in this process if the best interests of the preschool and/or the child are not being served. (Upon termination, the family is still responsible for any remaining tuition, late fee balances, and fundraising fees.)

Health and Safety Policies

Arrival and Departure

- The adult responsible for their transportation must sign children in and out of the preschool.
- Children will only be permitted to leave with adults that have been authorized on the registration paperwork, with a note from a parent, a completed authorization to pick up form, or direct contact with a parent (via phone, email, or BAND).
- Children must remain in the building or fenced playground area until they are signed out and accompanied by an authorized adult.

Handwashing Policy

All children are required to wash their hands upon entering the school, before snack (if possible), after bathroom use and after handling animals. Hand sanitizer may be used in conjunction with traditional soap and water for snack time and basic personal hygiene.

Bringing Outside Drink

When bringing in a child's personal drinking container it must be placed in the child's bag or backpack out of view and out of reach.

Mouthed Toys

Soiled and mouthed toys should be placed in the designated container in the bathroom area across from the Teddy Bear Room. Additional containers are located in the Bug Room and Cat Room for convenience. Toys are disinfected before they are returned to the cabinets.

Diapering

- Use the nursery for all diaper changes.
- It is the parent's responsibility to supply diapers; however, there are emergency diapers available, as well as all diapering supplies, including gloves.
- Soiled diapers must be bagged, removed from the premises, and **immediately put in the exterior garbage can.**
- Please disinfect the surface of the changing area and wash your hands before returning to classroom duties.

- The nursery door is to remain open during diaper changes
- Soiled pull ups at potty time follow the same disposal procedures.

First Aid Kits

- There are three first aid kits. One is located across from the kitchen, one is on the left shelf of the Teddy Bear Room closet, and the other is in the shed.
- Ice packs are in the freezer.
- Some OTC meds are available for parents' use at school.

Communicable Diseases

CSPS will adhere to CDC guidelines regarding communicable diseases. Children may not be in school with any of the following signs of illness:

- Fresh cloudy or green nasal discharge, flushing, listlessness.
- A communicable disease (COVID, chicken pox, pink eye, impetigo, strep throat, flu, etc.).
 - If your child is exposed to or contracts chicken pox, notify the Director immediately so that a decision can be made regarding attendance.
 - According to the Center for Disease Control, the incubation period is between 14-16 days. The disease is transmitted through respiratory secretions and through contact with lesions.
- A fever during the previous 24 hours.
- The child has been on antibiotics for less than 48 hours (unless treatment is for ear infection or sinus infection, with no other symptoms-it is 24 hours).
- Active diarrhea or vomiting during the last 24 hours.
- Head lice without any form of treatment.

If another parent or the instructor notes any of the above signs of illness, the child will need to be sent home. Notify your class coordinator and director. An email will be sent out about communicable diseases other than colds or flu to alert the affected classes, as needed. Class and/or school cancellation may be decided by instructor(s) and/ or director at their discretion depending upon the severity of the situation.

Immunizations

- Immunizations must be turned in to complete registration and kept up to date for all children. Each form will be reviewed for compliance with state requirements, and a follow up may be requested.
- As per state law, non-compliant students will be excluded from classes.
- In the event of an outbreak of a vaccine preventable disease, all children with an exemption form on file for that particular disease will be unable to attend classes until the outbreak is over.

Personal Safety/Open Door Policy Guidelines

- The doors to all rooms in the preschool, including bathrooms, are to remain open at all times.
- There are stalls available in the two main bathrooms for privacy.
 - The bathroom closest to the Cat Room has a lock for the adults' privacy.
- No children are to be in any of the bathrooms with the main door closed.
- At the end of class, at least two adults (including the instructor) must remain at the co-op until all children have been picked up.

Indoor Safety

- CHILDREN SHOULD WALK AND NOT RUN INDOORS.
- Safety hazards should immediately be reported to the instructor or the director(s) (e.g., broken toys, equipment, health hazards, etc.).

Outside Supervision

We usually go outside to play even when the weather is cold, or wet, so dress yourself and your child for the weather!

- Be prepared to head outside quickly on your participation day.
- All outside working members should station themselves around the play area in their scheduled zones.
- Communicate with other members if a child needs to come in briefly and move around if there is an area of concentrated activity.
- Caregivers are NOT allowed to be on their phones unless briefly for taking pictures.
- Riding toys must stay on the big wheel track, (except for designated diggers) and must be ridden on in a safe manner according to the directions of the class instructor.
- Children may climb trees, within reason (no more than 1x their height). They may not climb fences at all.
- Children may not point or run with sticks or throw stones. We have a “no weapons at school” policy.
- Test slides for heat on sunny days. Please see the class instructor for rules of slide usage.
- Remind children that surfaces are slippery when it is wet outside.
- Be sure Zone 3 watches the back door and has the head count.

Fire Evacuation Procedure

1. Blow whistle to alert all rooms. Building maps and whistles are located in each classroom.
2. Call Fire Dept. 911
3. Evacuate using the nearest exit.
4. Close doors.

5. If it is a small fire, try to extinguish it.
6. Everyone checks the bathrooms for students en route.
7. Once outside, EVERYONE is to meet on the bike track.
8. The instructor will grab the sign in sheet, take roll and notify families, if needed.

Earthquake Procedure

1. Blow whistle to alert all rooms. Building maps and whistles are located in each classroom.
2. The instructor will check bathrooms and guide students to the safest spot.
3. Instruct children to DUCK, COVER, and HOLD ON to table legs until shaking stops.
4. Evacuate via the nearest exit.
5. Once outside, EVERYONE is to meet on the bike track. The instructor will take roll and call families to dismiss.
6. The instructor will call 911 if needed.
7. Emergency Evacuation packets, supplies, and drinking water are stored in the outside shed.

Lockdown Procedure

1. Notify the instructor of Intruder.
2. The instructor will announce lock-down with a closed fist and a "Give me five". They will call 911 if appropriate.
3. All adults will gather students in the Rainbow room, checking bathrooms and hallways.
4. Bring the red emergency bucket into the Rainbow room (located in the Bug room on the shelving behind the green curtain).
5. Once inside, close the doors if directed.
6. If class is outside, adults will direct students to the Rainbow room.
7. The main door will be locked, if appropriate.
8. The instructor will take roll.
9. Everyone should stay clear of doors and stay in the Rainbow room until an 'all clear' signal has been given by the instructor. The situation will be assessed for dismissal or resuming normal activities.
10. In the event of a building evacuation, please force open the left side window in the Bug room and put through the grey emergency box and the red 72 kit backpack (located in the Bug room on the bottom shelf behind the curtain).

Allergy, Anaphylactic & Dietary Concern Policy

CSPS recognizes the potentially serious consequences for children with food allergies. These allergies may include a condition known as anaphylaxis; a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances (e.g. bee stings).

CSPS does not purport to be, nor can it be deemed to be, free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. For example, the church community itself does not have a “no-nut policy”, so it is likely that church members may bring nuts into the school environment from time to time. As such, we cannot claim to be “Allergen Free”. We can however attempt to create an “Allergen Safe” area where we make all reasonable efforts to reduce the risk to children with life threatening allergies, in accordance with this policy.

While the key responsibility lies with the anaphylactic individual and his or her family, in the case of a young anaphylactic child, creating an environment that reduces the risk requires the cooperation and understanding of all members of the school including staff, children and parents.

Therefore, **NO PEANUT OR TREE NUT PRODUCTS* ARE ALLOWED AT THE PRESCHOOL AT ANY TIME, INCLUDING PARENT ONLY EVENTS.**

Please carefully monitor the foods you bring in to make sure that nuts are not a part of the ingredients list or recipe. Any food found containing nuts in the ingredient list/recipe would be promptly removed from the facility.

Finally, it is imperative that all CSPS members follow the clean-up and sanitation procedures before, during, and after snack or other food events. Instructions are posted in the snack rooms and kitchen.

*Due to all the following situations, it is important to not allow children to “share” snack items with their neighbor.

- We adhere to the current Risk Management Manual

Identification of Children at Risk (for Snack)

- It is the responsibility of the parent to inform the school that their child has any allergies, is anaphylactic, or potentially anaphylactic.
 - Must be listed on the registration form, and they must verbally notify the Instructor.
 - Prior to the first day of school, the parent must have an “Allergy Action Plan” on file along with a recent photo and any medication needed (e.g., Epi-pen, Benadryl).
 - A signed authorization by a physician or other persons allowed to write prescriptions, along with instructions to administer such medications, must be included.
- All staff shall be aware of these children and their allergies.
- The class affected will be alerted of the child’s allergies at the first class meeting at Orientation or at the time of enrollment thereafter. Each class is informed of the school’s allergy emergency procedures, either by the Director, Instructor, Class Coordinator or the

parent. Members are also directed to read the handbook, paying special attention to the snack policies and procedures.

Treatment of Children at Risk

- Instructors are trained in the administration of emergency care, including the use of an Epi-pen. A copy of all “Allergy Action Plans” will be posted on the class bulletin boards as well as filed with the child’s allergy medication. Emergency medications are located in the child’s backpack in their designated cubby.
- All parents (not just those with children who have allergies) must provide written permission for the instructors to provide emergency care. This is part of the registration form. This information is kept on file.

Child with Life-Threatening Allergies

- If a child has a life-threatening allergy to a food other than peanut or tree nuts, this food, too shall be banned from that class.
- Avoid any foods marked as “May contain (allergen)” or “Made in a facility that also processes (allergen/s)” or similar contamination warnings. Avoid purchasing baked goods from bakeries (even grocery store bakeries) and purchasing foods from “bulk bins” (foods that are scooped from a bin and poured into a container at the store) as cross-contamination is likely.
- The parent of a child with life-threatening food and/or non-food allergies shall work with the Instructor and the Director to inform and educate parents and children of the class in which the child is enrolled about that child’s allergy and potential reactions. This may include providing parents with informative literature about the specific allergy, a list of safe snack ideas and sending out reminders to members assigned to snack about any food allergies.
- It is the responsibility of the parent of the child with a food allergy to check all snacks within the classroom snack bin each day and to check the food at All-School or other group functions.
- The allergy parent must then sign off on the snack sheet indicating that they have thoroughly checked all snacks. The snack provider for the day and instructor must check that the sign off has been done prior to snack being brought to the snack room.

Non-Life-Threatening Allergies & Intolerances, Personal Dietary Preferences and Health-Related Snack Restrictions

- Inform class coordinator if a child has certain food intolerances, has cultural, religious or other reasons not related to allergies to restrict certain foods from their children’s diets.
- It is the responsibility of the parent of the child with restrictions to check the food at All-School or other group functions.

Snack Guidelines

Preparing Snacks

- Parents will check all ingredients lists and ensure they are NOT bringing: Peanut or tree nut products
- Any food product with any life-threatening allergy ingredient(s)
- Any food product that the class has agreed to prohibit from snack
- Snack is to STAY IN DESIGNATED SNACK CONTAINER until all necessary parents have signed off all snack items for the day.
 - Any items that contain or may contain a life-threatening allergen, are to be kept in the kitchen for the remainder of the class period.

*Reminder: It is the responsibility of the parent of the child with a food allergy or other restriction to check the snack each day.

Snack Procedures

- Tables are to be disinfected with bleach solution before and after snack time.
- No food items are to be present on the table until all dietary restrictions have been communicated and made clear to the participating parents in each snack room.
- All children should wash their hands with soap under running water (or use hand sanitizer) before eating.
- Dishcloths are disposed of in the dirty linen basket in the kitchen at the end of each class session to be washed before reusing.
- All garbage waste should be returned to the kitchen for proper disposal after the snack time is over.
- Dispose of waste in the large garbage can in the kitchen.

Birthday Policy

- Mail birthday invitations to children's homes rather than putting them in children's cubbies/post on BAND, **unless** the whole class is invited.
- Check with the teacher before providing any treats or gift bags.

Medical Conditions Policy

There may be a child that has a medical condition that requires specific attention and/or precautions that need to be adhered to. A special plan may be in place and that will be communicated to the class to ensure the safety of the child and the confidence of the participating parents.

- It is the responsibility of the parent to inform the school that his or her child has any medical conditions, especially potentially life-threatening ones.
- Must be listed on the registration form, and they must verbally notify the Instructor.
- Prior to the first day of school, the parent must have an "Medical Action Plan" on file along with a recent photo and any medication needed (e.g., Epi-pen, Benadryl).

- A signed authorization by a physician or other persons allowed to write prescriptions, along with instructions to administer such medications, must be included.

If the medical condition requires special attention/dietary restriction at snack time, the child's name and condition will be added to the allergy sign-off sheet posted outside the kitchen.

- It is the responsibility of the parent of the child with restrictions to check the snack each day and to check the food at All-School or other group functions.
- Snack must be signed off on the snack sheet and clearly communicated with the snack provider and the staff.

Finances

Registration

The registration fee is non-refundable.

Tuition

- Tuition is due the first working day of the month and no later than the tenth of the month. After the tenth of the month, a late fee of \$5 will be charged.
- Members who are delinquent in their tuition payment more than 30 days will be withdrawn from the preschool unless a payment plan has been discussed with the Director and approved by the board.
- Please submit payment online via Jovial, by check or by money order. NO CASH IS ACCEPTED. Label your check with your child's name and class.
 - A \$25 fee will be charged on returned checks due to insufficient funds.
 - After three returned checks due to insufficient funds, families will be required to submit a money order or pay through their invoice.
- If not paying through Jovial, tuition may be deposited in the lockbox located in the hallway marked "tuition" or may be mailed to the following address:

Crystal Springs Co-operative Preschool
 Community of Christ Church
 20012 Filbert Drive
 Bothell, WA 98012

*Please review your monthly invoice and direct any questions or concerns about the amounts to the treasurer at treasurer@crystalspringspreschool.org.

Our tax identification number is 23-7447901. CSPS is labeled a 501(c)3.

Membership Fees

In addition to tuition, there will be membership dues every quarter (3 quarters per school year). Please submit payment online via Jovial, by check or by money order.

Scholarship Fund

- A member may apply for a scholarship on a month-to-month basis (must re-apply each month) by filling out the application form available on Jovial and submitting it to the Director. The applications are kept strictly confidential.
- Applications must be submitted by the 20th day of the month prior to the month the request is being made.
- A member shall be eligible to receive a scholarship up to three times per school year per child. The scholarship may be extended upon the discretion of the Executive Board.
- Members receiving scholarships must pay 50% of required tuition for a specific class and may be asked to perform additional duties such as cleaning the preschool.
- In addition, scholarship recipients will not be subject to a late fee during any month in which they are receiving a scholarship.

Expense Reimbursement Procedure

You have 30 days from the date of purchase to request your reimbursement. The procedure for receiving reimbursement for school-related purchases is as follows:

1. Remain within your committee budget limits as designated within your job description. Pre Approval from the Director for any large purchases beyond your budget limits is required.
2. Obtain form on Jovial and fill out the reimbursement form and attach receipts.
3. Be sure to make a copy of the completed form for your records.
4. Place the reimbursement form into the Director's folder located in the school office.
5. Once approved, the reimbursement form will be forwarded to the Treasurer for payment.

If you have not received your reimbursement within one month of submission, please inquire via email to the Treasurer at treasurer@crystalspringspreschool.org.

For budgetary purposes, even if you consider your purchase as a "donation" to the school, it is important that you inform us. Please fill out a reimbursement form and attach your receipts. Then mark it as a "Donation" and place it in the Director's folder.

Fundraising and Other Events

- For risk-management purposes, the preschool currently has a NO CASH policy.
- An exception can be made for a circumstance where cash is the only reasonable option (ex: garage sale).
- Checks and credit card use are the preferred methods for financial transactions.

- Company matching for fundraising will be accepted as a donation to the school and will not go towards the family's fundraising goal.

Withdrawal

Withdrawing from the school can only be made by the completion of an online Membership Withdrawal Form.

Notice to withdraw from the school can only be made by the acknowledgement of the Director and must meet the following requirements:

1. Complete and submit the Membership Withdrawal Form on Jovial.
2. Give notice 2 weeks prior to the final expected attendance date. Notices received and validated by the Director within two weeks prior to the end of the calendar month will satisfy tuition obligations within the same month.
3. If two weeks' notice is not provided prior to the next calendar month, you will be responsible for tuition for the next calendar month.
4. Paying the balance of the family fundraising goal is required.

Tuition obligations will continue until notice has been given, and the form is both received and acknowledged by the Director.

Other Policies and Procedures

Multiples (Twins, Triplets, etc.)

- Tuition – Full tuition will be paid for the first child. Tuition is reduced for each subsequent child in the same class.
- Participation Days– Parents will be required to participate one day in the Two-Day class and may be asked to participate two days in the Three-Day and Pre-K classes, depending on enrollment numbers. Toddler parents attend each day with their child.
- Membership – Each class is limited to two sets of multiple children, unless otherwise approved by the Executive Board.

Enrollment

The Board has final discretion on enrollment numbers, decided upon prior to the next year's enrollment start date. The Enrollment Coordinator will notify families of four times, when registration is complete, and of waitlist options.

Priority registration is given in the following order:

1. Currently enrolled families
2. CSPA alumni
3. Waitlisted families that are neither currently enrolled nor alumni

Note that current and alumni families must be up to date on all payments and fees before registration will be accepted.

Background Checks

Any adult that is regularly at school as the working caregiver must pass a background check prior to working at the school.

- If multiple caregivers are regularly fulfilling workday requirements for one family, they will all require a background check

Cell Phone Usage

- Put your phone on vibrate and only use it in an emergency.
- Cell phone use on a participation day during class time is allowed for taking pictures.
- Phone usage takes attention away from the children and is therefore a safety hazard.
- If you need to take/make an important call, notify the instructor, have a float cover your area and move to the hallway out of the play area.
- The instructor reserves the right to require any caregiver to put their phone into their child's cubby if they see you not adhering to the usage rules.

Social Media

While we acknowledge the prevalence of social media, it is not to be a line of communication for preschool business. When sharing pictures, you must adhere and respect the privacy requests from each family. Private groups still have the potential for photos to be shared by individuals. Do not tag, post or share pictures of children (even in the background) if they have not given photo permissions. Please be mindful of your potential preschool representation as well.

How to Stay Informed

The most important way to feel a part of our preschool is to be informed! There are many ways to do this.

- Your child's cubby will include not only their work that is ready to be taken home, but it may also include informational flyers or other class news.
- Email is one manner of communication used by instructors, class coordinators, and Board members.
- BAND is a key means of communication and will give the most updated information. You can find the all school calendar, parent education, snack information, fundraising events and more.
- The Website (www.crystalspringpreschool.org) includes a wealth of information, including the parent handbook, class schedules, all-school calendar, curriculum topics, and more.
- All School Zoom and Parent Education Nights usually take place monthly. Once dates and times are set we will update the school calendar on BAND.