

**Crystal  
Springs**



**Cooperative  
Preschool**

**Parent Handbook  
2022-2023**



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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.

## Statement of Philosophy

All programs affiliated with SCC are based on the cognitive learning theories and personality/emotional development theories of Jean Piaget, Erik Erikson and L.S. Vygotsky.

Briefly, Piaget has shown the fundamental connection between action and learning, and the extent to which true learning is dependent on the activity of the learner. In other words, ***'If it hasn't been in the hand, it can't be in the brain.'*** Children need opportunities to investigate, explore, manipulate, and invent *constantly*.

Erikson has outlined the three basic tasks in personality development to be the growth of a sense of trust outweighing mistrust, autonomy outweighing doubt, and initiative outweighing guilt. For our purposes, then, ***'Good learning has to do with atmospheres of hope rather than fear; feelings of adventure rather than sameness, and newness rather than custom.'***

Vygotsky reinforces the knowledge that children first learn by doing. It is only after their conceptual structures are developed that language can be used as a logical and analytical tool. Put more simply, Vygotsky provides evidence that ***'children learn 90% of what they do, 50% of what they see, and only 10% of what they hear.'***

These theories are used as guidelines for interpreting the behavior of children. Children's behavior, expressed interests, and perceived needs are then considered in planning specific activities and play opportunities for small groups, individual children, and the whole class. These activities are always based on developmentally appropriate, child-centered, concrete ideas. Abstract themes (such as astrology) and concepts (such as cardinal numbers) are avoided in our curriculum because children's comprehension of them is limited.

## **Crystal Springs Cooperative Preschool: A History**

Dr. Katherine Whiteside Taylor initiated the first parent education/cooperative preschool program in Washington in 1938 in conjunction with the Seattle Public Schools. In 1964, the funds were withdrawn from the public schools and applied toward community colleges. At that same time, the legislature granted a community college tuition waiver for parents enrolled in cooperative preschools/parent education programs. CSPA is one of seven cooperative preschools in the Shoreline Community College system.

CSPA began in 1974 when preschool instructor Pat Downing and six children and their parents began gathering at the old North Creek library. The following year, CSPA moved to the basement of nearby North Creek Country Church. In 1979, the school moved to a trailer on the property of the Community of Christ Church in Bothell.

In the fall of 1984, the most famous CSPA member, Patty Murray (yes, the U.S. Senator), joined the school as an instructor and director. During Patty's two years at CSPA, the growing school moved from the trailer into its present-day permanent location inside the church facility. (Although there is no affiliation with Community of Christ and its religious teachings, CSPA has continued to share space with the church to present day through a generous agreement.) Frustrated by the threat of funding cuts for cooperative preschools and parent education programs, Patty began lobbying in Olympia while still teaching at CSPA. Her success at saving the government funding launched a career in local, state and national elected office.

In 1986, Gretchen Brookes replaced Patty and guided the school for 12 prosperous years, greatly expanding enrollment and enhancing the curriculum. In 1997, Gretchen announced that she would like to retire. She hired Christy Generous, a former CSPA parent and a speech pathologist, to assist in the younger classes. In May of 1999, Christy assumed the directorship and the school enjoyed years of strong enrollment and curriculum.

In 2000, Judy Derpack, a co-op instructor at Finn Hill in Kenmore, was hired to share teaching responsibilities with Christy. In 2003, Shui Li-Green, a CSPA parent and former schoolinstructor, was hired as an assistant instructor. In the fall of 2004, Christy left CSPA to work full-time in the public-school system. Judy took over as director and instructor, and Shui continued on as an assistant instructor until 2007. Kelly Johnson-Rosser joined Crystal Springs as the Toddler and Two-Day Instructor in 2007 and Dorothy Anderson, a CSPA parent, was hired as the assistant instructor to the older classes. An exciting development occurred in 2008 when long waitlists allowed for a new Multi-Age class to be created. For the first time, Crystal Springs Cooperative Preschool offered five classes to its families.

In 2009, while Judy continued to teach the Toddler, Three-Day and PreK classes, Dorothy became the head instructor for the Two-Day and Multi-Age classes. After the departure of Kelly at the end of 2009, Dorothy began instructing the Toddler class. After eleven years at Crystal Springs, Judy announced her retirement and left at the close of the 2010-2011 school year.

In 2011, the CSPA bookkeeper, Becky Thomas was selected to fill the role of Program Director. Dorothy became the Three-Day, Multi-Age and PreK Instructor. Molly Nelson was hired as a new instructor, taking charge of the Two-Day and Toddler classes.

The 2012-2013 school year brought many changes to Crystal Springs, including a combined Toddler/Two-Day class. Dorothy stepped up to fulfill the role of Program Director and instructor for all classes. Beth Neils, bookkeeper for other Shoreline Community College co-ops, was hired as the new bookkeeper. To start the 2013 school year, Kerri Curtin, parent and EMT-B, was hired to become an Instructional Assistant for the Three-Day and PreK classes as well as a

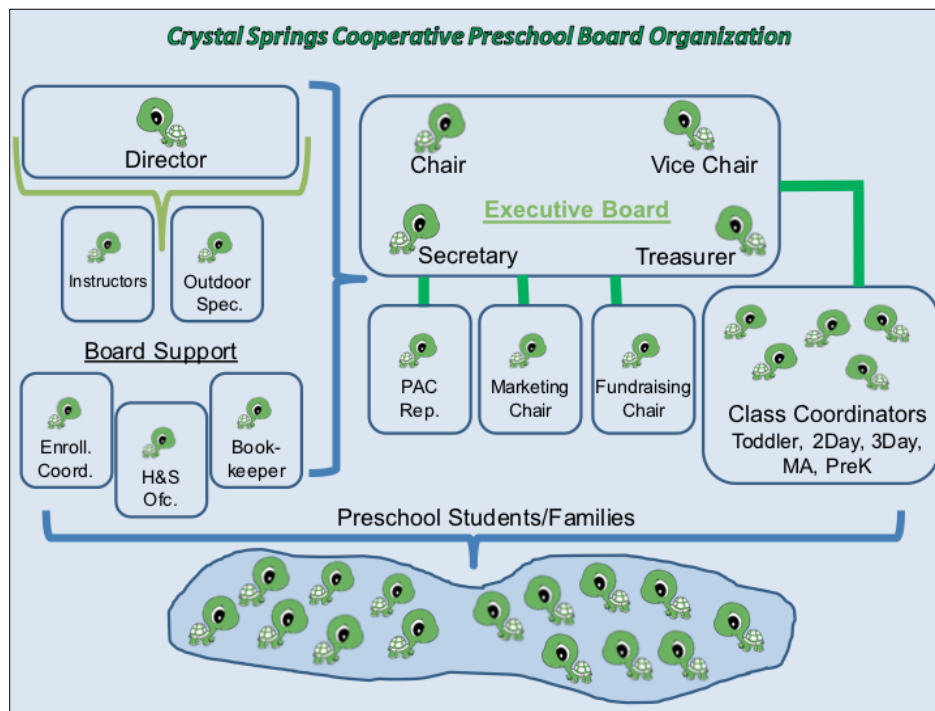
Co-director with Dorothy. Kelly Rosser rejoined the instructional team as the Toddler Instructor. The following year, the Toddler and Two-Day classes were split to allow for more wonderful families; Misty Brewder, a parent and former educator, became the new Toddler class instructor.

Due to the high need, Kerri Booth, alumna as both parent and board member, was hired as Enrollment Coordinator and Web Manager in 2014. In June 2015, the first "Summer Camp" was taught by Dorothy and assisted by Kerri Curtin. It was a huge success! In January 2016, after Misty's departure to become a full-time instructor in the Mukilteo SD, Jeannette Green, parent and music educator, was hired to teach the Toddler class and split 2Day teaching duties with Dorothy. Summer 2017 marked the return of Summer Camp with Jeannette as Instructor and Kerri Curtin as her Instructional Assistant.

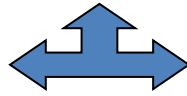
For the 2018-19 school year, Dorothy taught 2Day, 3Day and PreK; Jeannette taught Toddler and Multi-Age. These teaching assignments remain today. Kerri Curtin's resignation at the end of June facilitated changes to the CSPA staff.

At the start of the 2019-20 year, Dorothy led the preschool as program director. Karen Gunderson, parent and board member alumna, became CSPA's first Outdoor Curriculum Specialist who provided outdoor instruction for all five classes and supported Dorothy and Jeannette in carrying out the preschool's mission and philosophy of collaboration and learning through play and exploration.

In March of 2020, the COVID-19 Pandemic brought about unprecedented changes to our community and school; however, our amazing cooperative community of parents and staff along with our Shoreline sister preschools rallied together to provide virtual support via parent education and circle times to close out the 2019-2020 school year. In the fall of 2020, our preschool rallied yet again to provide hybrid instruction via in-person outdoor preschool through small class "pods", Zoom circle times, virtual excursions, and parent education for all our classes. As we head into our 2021-22 year, we are thrilled to reintroduce indoor preschool to our families and to continue to provide hybrid options via in-person and virtual instruction opportunities to keep our families, staff, and community connected and safe.



**Shoreline Community College  
Parent Education Program  
Washington State Legislature**

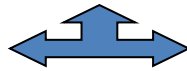


**State Board for  
Community and  
Technical Colleges  
(SCBTC)**

**Organization of  
Parent Education  
Programs  
(OPEP)**



**Shoreline Community College  
IAS/SS Division**



**SCC Parent  
Education  
Program**

**Parent Advisory  
Council  
(PAC)**



**Affiliated Co-op Preschools  
Crystal Springs\*Inglemoor\*Bothell Family Coop  
North City\*Shoreline\*Shorenorth\*Woodinville**



## General Policies

### Visitors

1. Parents who have scheduled an observation or tour may bring their child.
2. Parents may bring the enrolled child's sibling on an emergency, one-time-only basis, after calling ahead to clear the visit with the instructor.
3. Other adults may attend with the enrolled parent (such as grandparents, aunts, uncles, etc.) with instructor's prior approval.
4. 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.

1. Parents are responsible to bring and supervise their child on the excursion, unless the parent has made other arrangements.
2. 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.

### 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 your class coordinator or the instructor. Tuition is still due during parental leave.

### Sibling Policy

1. 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.
2. 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.
3. Infants in car seats, strollers or other devices are not permitted in the classroom during class hours.
4. 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.
5. During pick up & drop off, non-enrolled students should be under your direct supervision.

## School Closures

The preschool will follow the Northshore School District procedure for closures due to bad weather or for other unusual circumstances (such as power outages due to windstorms). 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, in which Zoom may be an option.

The Northshore website ( <http://www.nsd.org>) contains the most up-to-date information and is updated as conditions change.

Most radio stations and television stations will broadcast information regarding operation of Northshore Schools during inclement weather. Since conditions vary from one school district to another, it is VERY important that you listen for mention of NORTSHORE SCHOOL DISTRICT #417. These stations provide school information on a continuing basis from about 6:00 a.m. if weather conditions deteriorate.

If Northshore is not mentioned, it means that their schools are open. HOWEVER, the director will make the final decision regarding whether to hold a preschool class. The director will contact the class coordinators to notify CSPA families. Please do not call the schools or radio stations. 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 with the class coordinator and instructor.

**If it is 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 to director/instructor that they will not be able to work.**

## 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)

Parents 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:

1. 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.
2. All occupants of a car shall wear seat restraints appropriate to the age and size of individual.
3. At no time may a child be left unattended in a car.
4. Cars must be backed into the parking spots at school to ensure maximum vision of the parking lot upon leaving.

## Parent Responsibilities

### Weekly Attendance

Parents 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 and watch the OPEP safety video. You may ask another adult from your child's class who works on a different day and 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 and Instructor of confirmed sub/trade. When a sub is found via email, please reply-all so others know the sub slot is filled.

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.

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.

### Guidelines for Finding Substitutes

If you know you will be unable to work on a certain date due to vacation, etc., plan ahead and work with your class coordinator, if necessary, to find a substitute.

E-mail is an acceptable means for finding a substitute for planned absences if there is a long lead time. However, in emergency/last minute situations, use the phone to obtain your substitute.

### Teaching

Following the instructors' lead, the success of our preschool depends on the active participation of all adults who attend. It is the expectation that you will 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. Participating parents need to know how many children are in attendance each day and do head counts at transition times to ensure all children are present and accounted for. It is expected that each

parent 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, the member may instead choose to “opt-out” at a cost of \$500. 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.

### **Shoreline Community College**

#### CLASS ATTENDANCE

As you enroll in our school you also become enrolled as a student of Parent Education at Shoreline Community College. Your weekly class participation and monthly parent education night attendance is considered your class and lab time. Toddler and Two-Day parents earn two credits each quarter. Multi-Age parents earn two credits each quarter. Three-Day and Pre-K parents earn three credits each quarter.

SCC is no longer mailing grades to students at the end of a quarter. Parents (students) may access their grades using a touch-tone phone using the following procedure:

- Dial 206-542-3236
- Be prepared to enter their student ID # (not SS#) and PIN, and their birth date (mm/dd/yy). The director can tell students their student ID # if they don't know it.
- Enter the code for the quarter for which they would like information. For current class codes, please contact the preschool director or your instructor.

#### MONTHLY PARENT EDUCATION NIGHTS

Attendance at Parent Education Nights is required by Shoreline Community College (SCC) as part of the CSPA program and is agreed to by each member in their acceptance of the Membership Responsibility Agreement. In accordance with this policy, attendance results in a pass or fail grade from SCC and is recorded on your official transcript.

At least one parent of each enrolled child is required to attend Parent Education Night. There are usually six Parent Education Nights each school year, this includes an all-sister co-op PAC event at SCC. Toddler families are required to attend at least three of the six events. All other families are expected to attend all six events. The CSPS monthly Parent Education Night Speaker schedule will be posted at the school.

**MISSING A PARENT EDUCATION NIGHT**

Parent Education Night absences are divided into two categories – Excused and Unexcused. Excused absences are pre-approved, specific, related to family issues, and require no make-up work. Unexcused absences require a follow-up activity by the absentee in order to fulfill CSPS requirements.

One unexcused absence from a Parent Education Night is permitted per year. Additional absences must be fulfilled by performing a qualifying parent education activity outside normal preschool hours in order for you to earn passing credit from the CSPS instructor and Shoreline Community College. See your class Instructor when unsure if make-up qualifies.

**Excused Absences:**

Excused Absences are considered legitimate if they are both cleared prior to the absence AND fall under the guidelines of CSPS Excused Absences.

<b>Type of Absence</b>	<b>CSPS Excused Absences</b>	<b>Requirements</b>	<b>Requires Work in Lieu of Absence?</b>	<b>Type of Work in Lieu Required (qualifying parent education activity):</b>
<b>Excused</b>	<ul style="list-style-type: none"> <li>• Parental Leave (4 weeks after birth/adoption)</li> <li>• Attending another educational presentation/opportunity</li> <li>• Attending a PTA or PTO meeting at another child's elementary school</li> <li>• Attending family counseling</li> <li>• Death</li> </ul>	Must be cleared with the Director prior to the absence.	No	Not Applicable

Unexcused Absences:

Unexcused Absences may occur by choice or circumstance and require work-in-lieu in order to fulfill CSPA requirements. Each member is allowed ONE Unexcused Absence per year. Each subsequent Unexcused Absence requires fulfillment of another qualifying parent-education activity **within 30 days** of the missed Parent Seminar.

Type of Absence	Examples	Requirements	Requires Word in Lieu of Absence?	Type of Work Required (qualifying parent education activity):
<b>Unexcused</b>	<ul style="list-style-type: none"> <li>• Illness</li> <li>• Childcare conflict</li> <li>• Lack of interest</li> <li>• Other scheduling conflict</li> </ul>	First Absence	No	Not Applicable
<b>Unexcused</b>	<ul style="list-style-type: none"> <li>• Illness</li> <li>• Childcare conflict</li> <li>• Lack of interest</li> <li>• Other scheduling conflict</li> </ul>	Second (or more) Absence	Yes	<ul style="list-style-type: none"> <li>• Summarize a parenting article, parenting book, parenting video, or write an article.</li> <li>• Attend a seminar at another Shoreline Parent Co-Op Preschool.</li> <li>• Research and submit a resource list of books or websites related to parent education</li> </ul>

Additional Information:

Attending a Seminar at another Shoreline Co-op Preschool

- A current list of seminar dates/topics is posted on the bulletin board.
- You must contact the preschool’s director to schedule your visit.
- Shoreline’s co-op preschools include:
  - Bothell Family Cooperative Preschool 425-486-3466
  - Inglemoor Cooperative Preschool 425-821-2378
  - North City Co-Op Preschool 1-855-GO2-NCCP
  - Shoreline Cooperative Preschool 206-451-0104
  - Shorenorth Cooperative Preschool 206-440-1411
  - Woodinville Family Preschool 425-481-9707

Resource Lists of Books or Websites:

- Children’s books, parent support books, or websites on one of the following topics may be appropriate: grief, nutrition, car seat safety, discipline, literacy, sleep issues,

disabilities, divorce, rainy day activities, dental health, abuse, et al. If you have an idea for another topic, discuss it with your instructor.

### **Cleaning of the School**

The preschool assumes responsibility for the weekly cleaning of the school. This occurs on the weekend and is accounted for in the budget.

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). Please refer to room clean up charts posted in each room for detailed instructions. Please 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.* **Each class appreciates arriving to clean classrooms and restrooms at the beginning of the day.**

In addition, all families are required to participate in annual school set-up and end-of-year clean-up days.

Please note any supplies low in inventory on the supply list. It is located on the refrigerator in the kitchen. If you have any safety concerns, questions or other problems, please contact the director.

### **Activity Ideas (Pre-K and Multi-Age Classes only)**

Each parent in the Pre-K and Multi-Age classes is responsible for preparing and leading the activity on a periodic basis. These should be process-oriented, child-oriented, and “hands-on,” connected to the Letter of the Week or the theme for the month. Listed below are some ideas. Additional ideas may be found in the parent education library found in the Rainbow room. COOKING PROJECT (can be a “Snackivity”, working with the snack provider)

1. IMAGINATIVE PLAY (provide a few props, act out story)
2. GAMES (what's missing, sorting, concentration)
3. SCIENCE (hands on things to touch, taste, experiment with)
4. ARTS (focus on PROCESS vs. PRODUCT)
5. PRE-READING and PRE-MATH activities (number recognition, counting letter recognition, sound association)

Please check with the instructor for supplies available at preschool. Many supplies are available for you to incorporate into your activities. No reimbursement will be made for materials not typically kept in the preschool inventory.

# **Ethical Responsibilities**

## **Ethical Responsibilities to Staff**

Parents and other participants in the co-op are expected to respect each staff member and the experience they bring to the preschool. You are expected to follow the lead and recommendations of the instructors as it pertains to curriculum, child behaviors and development, and parent involvement in the classrooms. You are required to bring any questions or concerns about these items directly to the instructor, after class time, by scheduling an appointment or via email. It is expected that sensitive matters are not discussed in front of other families and especially not in front of the children. The staff members have been hired for their co-op vision and their commitment to early childhood education. We encourage each family to engage your instructor and other staff in the mutual goal of each child's growth.

## **Ethical Responsibilities to Families**

Parents in the co-op are expected to respect the dignity of each family and its culture, language, customs, and beliefs. You are required to respect families' childrearing values and their right to make decisions for their children. You are required to maintain confidentiality and respect a families' right to privacy by not discussing problems or concerns with other families. All concerns should be brought directly to the instructor and/ or Director.

## **Ethical Responsibilities to Children**

We are committed to support children's development, respect individual differences, help children learn to live and work cooperatively, and promote health, self-awareness, competence, self-worth, and resiliency.

Parents in the co-op environment are expected to familiarize themselves with the knowledge base of early childhood care and education and to keep current through Parent Education sessions offered on Parent Participation Days and attending Parent Seminars monthly. Parents are expected to recognize and respect the uniqueness and potential of every child. CSPA Director(s) & Instructor(s) are committed to keeping our children safe and are mandatory reporters for concerns regarding suspected abuse or neglect. When there is reasonable cause to believe that a child has suffered abuse or neglect, or may be at risk of abuse or neglect, the report must be made at the first opportunity but in no case longer than 48 hours. "Reasonable cause" means a person witnesses or receives a credible written or oral report alleging abuse, including sexual contact or neglect of a child.

Above all, we shall not harm children. We shall participate in practices that are respectful and loving.



## **Parent Accountability**

Parent accountability applies to all responsibilities outlined in the CSPA Handbook under the Parent Responsibilities section (pg. 9). Please refer to this section for descriptions of these requirements and expectations.

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

- 1) First step will be a face-to-face conversation with the respective instructor, board member, or committee leads and will be documented.
- 2) Second step will be email communication.
- 3) Third step will be 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 CSPA, we take the approach of capturing everyday moments truthfully and reflecting them back to the children in ways that celebrate great decisions, judgment, and wisdom. There are times when not energizing the negative behavior is the most effective way to help children navigate their behavior and emotions. Children sometimes engage in a behavior to gain attention of other children or adults who are near them. Giving your negative energy to this behavior sometimes reinforces the very behavior you are trying to eliminate. By resetting your energy, you will model to the children and adults around you how to navigate positive healthy boundaries, expectations, and inner wealth. Below are strategies that we at CSPA use to navigate and support the growth of the children that attend our school.

### Discipline Strategies we use at CSPA

Positive Reinforcement: Children need to be seen, heard, and noticed. In every situation there are pros and cons to behavior. Here at CSPA we want children and adults to be acknowledged for their greatness. There are situations that will need to be addressed and we can do this with positive words, actions, and affirmations. Finding what is going right is key. If you see something positive happening or words of appreciation are being said, acknowledge what you are seeing, hearing, and noticing. Examples: “Bobby, I heard you talking so kindly to your friend while you were playing, that shows that you really care about your friend.” “Sarah and Kim, I noticed that you came into the room ready to play and decided to work together to play your game, that shows me the greatness of cooperation.” “Dan, I see that you really wanted to play with the cars today and even though it was hard waiting your turn you stayed calm and used your words letting your friends know that you would like a turn, that shows me that you are the greatness of patience and are learning how to communicate your needs.” You are seeing the greatness that is happening and letting the children know.

When you see behavior that is not kind or feel that someone could get hurt, you can notice what is happening and navigate it in a positive way. Examples: “Steve and Frank, I see that you both are wanting that truck and are frustrated with each other. Can we all take a moment to reset, breathe, and count to 10? Thank you for resetting this shows me that you are ready to work together to figure out how we can share the truck.”

Resetting: We use the word “Reset” at school. Reset can be done anytime with any child. Our goal is to help the children learn that they can calm their bodies down at any moment to help them navigate their emotions and situations. Self-regulation is a very important part of their development and knowing that they have the ability on their own to stop, breath, count, etc. to help them think more clearly and work out their frustrations is a GREATNESS that we all have within us. There are moments that a child or an adult will need to maybe have a moment to themselves and must leave a situation. We honor this and have created the “reset area” and “calm down corner”. When suggesting a reset, the child may not want to do it or might have a hard time figuring out what to do in the moment to reset their bodies, so a suggestion of these areas is a great way to help them. In reset areas we have created “calm down kits” so that you as the adult can help the children, or the children can independently find something that will help them reset on their own. This is not considered a time out area. This is an area where a child can navigate their emotions without feeling like they are in trouble or if they are just needing a

little extra help resetting. As soon as the child or children have reset, we as adults need to acknowledge the greatness in the reset. Examples: “George, I saw that you were having a hard time sharing and started to throw the car, but when I said reset, you stopped and reset your body and didn’t throw the car, that shows me that you are the greatness of knowing how to calm down so that you can make good and safe choices. Now that you are not frustrated, what are you going to do with the car? Is it going to go on the track?” “Grace, I am noticing that you are getting angry and when I said reset you didn’t want to, is this a good time for your body to possibly need to find a reset area or calm down corner? I can go with you and help if you would like, because I am a good helper and I know that you are the greatness of trying to figure out what your body needs.” Then after the child uses the resources given in the reset area, again acknowledge what you saw, “Grace, I noticed that you found a reset area and used the breathing cards, that shows me that you are the greatness of love for yourself and thank you for letting me help you, I appreciate you.”

Apologies: It is not usually a good idea to force an apology when a child has hurt another child physically or emotionally. The first thing that most adults do is say, “You need to apologize to your friend.” If you make a child apologize before you or they understand the why and what was going on, then the apology is not authentic, and children learn they can just say “sorry” and not really get to the empathy part of what we want them to learn. Remember that there are developmental stages that children need to go through, so expecting a 2-year-old to understand is different than helping a 5-year-old understand the empathy/sorry phase. We as adults need to acknowledge what we saw or what was told to us. Example: “Bob, I heard that you were angry at Tom and said that he couldn’t be your friend anymore and I noticed that Tom is really sad, do you think that we can tell Tom why you were angry.” Get both children together. “I know that I need a reset (take a deep breath modeling the reset), say” I know that you are good friends and like to play with each other. I noticed that Bob you were angry, and Tom I noticed that you were sad. What can we do to help each other? Bob, can you tell Tom what made you angry, Tom can you tell Bob how you felt when he said you are not friends anymore.” Through your time and acknowledgment of what you heard and noticed, Bob and Tom are learning about communication, cooperation and empathy for the other person and expressing how they are feeling. With children, you will be the one modeling what the empathetic response looks like. Initially they may not “get it”, but in time most children develop the ability to consider the feelings of others and to be able to express their own feelings in a healthy and appropriate way. Our goal is to help them navigate their emotions and ultimately the ability to think first and avoid hurtful behaviors in the future.

Spanking: Spanking or any other physical punishment, including grabbing a child to get their attention to reprimand, is NEVER permitted at CSPS.

Yelling and/or Raised Voices: Shouting, or using shameful condescending tones, is NEVER permitted at CSPS.

## **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. Have confidence in your ability. It takes a village, and we are here for each other.

Here are a few guidelines to follow while at the preschool:

1. It is the responsibility of each person in the classroom and/or outside to parent/teach the child in front of them. Your responsibility is to each child in the class, in addition to your own child. Our preschool operates best when parents are willing to intervene in a situation they believe warrants their attention and a reset, regardless of whose child is involved. At circle time or any large group activities, parents need to provide a physical presence to help the instructor, other parents and to help children reset if needed.
2. Children cannot be permitted to hurt themselves or anyone else at school. We must be vigilant to signals that a situation may escalate to the point that a child may be hurt. Often these situations happen very quickly. Each person has the responsibility to help a child reset their bodies and help walk them through the process of calming their body and their emotions.
3. Each person at the preschool has the responsibility to look at what is going right in the situation and offer choices to each child that is appropriate for the situation. The goal is to help the children take care of their needs and learn to reset and work through their emotions. Always use the same respectful tone and manner you would want used with your own child. Shameful and condescending tones have no place at the preschool. Kind words go a long way.
4. Give directions children can understand. Get down at the child's level and keep it simple. Long explanations are often lost, especially when emotions are high and the child may need to take a longer reset depending on how they are feeling.
5. Be aware of development stages. We need to meet the children where they are not with what their age is.
6. Do not compare the children with each other in the class and/or with older or younger siblings. They are individuals with their own greatness.
7. Be flexible and patient. Children like it when they are seen, heard, and noticed. Remember to breathe and focus on what is going right versus what is going wrong.
8. Transition is hard. It is the responsibility of each person in the classroom and/or outside area to create a positive transition time for children. Give children an appropriate time frame and direction when trying to transition from room to room, play to circle time etc.

## Examples of Discipline in the Classroom/Outside

- Promote Problem Solving: “Let’s put this train away while you figure your problem out.”
- Stress Cause & Effect: “What would happen if you....”
- Value Feelings: “How did you feel when they did that to you?”
- Model Prosocial Behavior: Speak to others with respect, use a quiet manner, and cultivate a calm attitude when talking or working with others.
- Label and Identify Desired Behavior: “You shared that pan with your friend. That was such a nice thing for you to do! You really filled their bucket!”
- Give alternatives to aggressive behavior: “You need to use your words. I can’t let you hit.”
- Re-direct: “Hey, Lindsey, I heard we are having grapes for snack. That sounds good to me! Do you want to join me?”
- Diffuse Power Struggles: If a child engages in a power struggle with you or another child, it is often best to remove them to a private area to calm down. You could say, “I can see you are very upset; let’s move to the big room and try to calm down.”
- Fair Warning: Give kids fair warning. Keep an eye on the clock. If kids are very involved in a collaborative activity, let them know if clean-up time is approaching. “Wow, you guys are really working hard here. We have five more minutes to play before we clean-up for circle time.”
- Encourage Relaxation: Help kids develop a calming strategy when things get dicey. “I can see that you are very angry. Take a deep breath, smell your soup. Sometimes that can help you feel better.”
- Encourage Appropriate Assertiveness: “You need to tell your friend not to do that. Tell them, ‘Stop that!’ or ‘No thank you’”
- Consider Both Sides of Conflicts: “I see we are having big feelings here. Vihaan looks sad and Eddy looks angry. How will we come up with a solution to work together?” Forced apologies are discouraged. You could say to the child(ren). “I know you are the greatness of cooperation and kindness. I’m excited to see what you will come up with so we all have fun. Let me know if you need help finding a solution”

We are the greatness of learning new things and enjoying the journey of parenthood. As Howard Glasser says in the Nurtured Heart Approach, “Inner wealth is a growing, progressing belief in oneself that is developed and expanded through repeated direct experiences of success. Inner wealth is an unfolding discovery of who one really is as a person, who is meaningful, valued, and has great things to contribute. Every time a child is on track – even in small ways – we have the opportunity to build inner wealth by acknowledging the truth of the greatness we see in those moments of success.”

## Conflict Resolution

Because this program is a cooperative venture between the preschool and the college, it is important to have a process whereby all parties concerned may resolve possible conflicts. This procedure is helpful in resolving not only major but also minor conflicts such as misunderstandings among individuals. Using this method promotes honest and open communication through proper channels and avoids including individuals who are not directly involved.

The students, board, preschool staff, parent educators, director, SCC coordinator, and the Dean of the Social Sciences Division (or designated assistant) are all expected to follow these approved conflict resolution procedures regarding the operation of the established program. No procedure is provided for philosophical differences with the established program. In this case the griever is expected to transfer to a program of compatible orientation. The following is the step-by-step process should a conflict arise.

1. The griever shall contact the person with whom there is a conflict and arrange a private conference. Together, these two persons shall write one summary of the conference, sign it, and each retain a copy.
2. The griever will, if not satisfied with the results of the conference, follow the progression outlined on the next page as far as needed in attempting to resolve the issue. At each step, all parties to this point must be present and minutes shall be kept and signed by all participants. Copies shall be held by all parties in strict confidentiality.
3. Should the conflict require ultimate resolution at a cooperative preschool membership meeting, the details of the conflict will no longer be confidential. The membership will be fully informed in order to arrive at a decision.

### Definition of Terms

Student – a parent who is simultaneously enrolled as a member of a parent cooperative preschool and a college parent education class; conflicts may arise in regard to the student's co-op membership requirements or activities as a college student.

Parent/Class Coordinator – the student who is elected as the class representative to the preschool Board; known as the class coordinator or parent coordinator.

Board--Elected members of the current year's participating families, who are tasked with supporting the Director, Instructors and other staff while maintaining fiscal responsibilities that ensure the longevity of the cooperative preschool.

Director – a professional who is hired by the cooperative preschool as an administrator of a cooperative program. Normally this individual is also a parent education college faculty member; conflicts may arise regarding either role.

Parent Educator--a professional hired by the college to teach parent education courses at the affiliated parent cooperative site. Conflicts may also be resolved through college grievance procedures applicable to any faculty position. As a college faculty member, the parent educator has faculty union representation.

Preschool Staff—a professional, such as an Outdoor Curriculum Specialist, hired by the preschool to support the preschool program at the affiliated parent cooperative site. This individual is responsible to the Director of the program and the Board.

SCC Coordinator—a professional hired by Shoreline Community College to administer and oversee the parent education program in the cooperative preschool sites. This person is responsible to the Dean of the Social Sciences Division, the Vice-President of Academic Affairs, and the SCC President.

## CONFLICT RESOLUTION

Griever	After initial grievance conference with	Seeks final resolution by arranging joint conference with	When needed, seeks final resolution by arranging group conference with	When needed, ultimate resolution is determined by all parties to this point meeting with
Student Student Student Student	Student Board Director Parent Educator	Parent/Class Coordinator Director Board Chair Director	Director or Parent Educator SCC Coordinator SCC Coordinator SCC Coordinator	Board Membership* Membership* Dean of Social Sciences
Board Board Board Board Board	Student (co-op) Student (college) Director SCC Coordinator Parent Educator	Director Parent Educator SCC Coordinator Director Director	SCC Coordinator Director N/A Dean of Social Sciences SCC Coordinator	Membership* SCC Coordinator Membership* VP for Academic Affairs Dean of Social Sciences
Preschool Staff Preschool Staff Preschool Staff Preschool Staff	Student Board Director Parent Educator	Director Director Board Chair Director	Board Chair Board Chair Board Board Chair	Board Board Membership* SCC Coordinator
Parent Educator Parent Educator Parent Educator Parent Educator	Director Student (co-op) Student (college) Board	Board Chair Director SCC Coordinator Director	Board Board Chair Dean of Social Sciences SCC Coordinator	Membership* Board VP for Academic Affairs Membership*
Director Director Director Director Director	Student (co-op) Student (college) Board Dean of Social Sciences Parent Educator	Board SCC Coordinator SCC Coordinator SCC Coordinator SCC Coordinator	SCC Coordinator Dean of Social Sciences Dean of Social Sciences VP of Academic Affairs Dean of Social Sciences	Membership* VP for Academic Affairs Membership* SCC President VP of Academic Affairs
SCC Coordinator SCC Coordinator SCC Coordinator	Board Director Parent Educator	Director Board Dean of Social Sciences	Dean of Social Sciences N/A VP of Academic Affairs	Membership* Membership* SCC President

\*Resolved according to preschool by-laws



## Atypical Classroom Behavior

When a child's classroom behavior is outside the range typical for the age, the CSPA professional staff – the Director and instructor(s) – will follow a protocol designed to determine if continued CSPA membership is in the best interest of not only the child, but the co-op preschool as well. Atypical behavior can be described as, but not limited to, a child consistently not socially, emotionally, or physically capable of participating in class activities and/or the child poses a serious threat to the health, safety or welfare of themselves or others. If the concerns cannot be resolved in a mutually beneficial way, the family will need to find placement elsewhere. During any point in this process, the CSPA staff reserves the right with cause to request that the Board terminate class membership.

The following procedure will be used:

1. The instructor(s) and Director will meet to clarify observations and identify target issues.
2. CSPA 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 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 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 a completed via exchange of information form so that CSPA staff has permission to discuss classroom observations and behavior as well as intervention services with any professional who is managing the treatment plan. The purpose of these discussions will be to monitor progress and determine if 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, time frame can 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, family is still responsible for any remaining tuition and late fee balances.)

## Guidelines for Communication with Director, Instructors, and the Board

Director, Instructors, and Board members are dedicated to communicating with parents. Instructors want to know if a student is experiencing difficulty at home or at school. Communication is important, but at the same time, be mindful of the time and place. In respecting family time for our Director, Instructors and Board members, the following communication guidelines are suggested:

- Most communication from the Membership should go to the Class Coordinator first. If they need to, they will pass the information on to the next appropriate Board Member or Staff Member. Please contact your instructor if you are still unsure.
- Brief child-related current issues that may affect the school day, can be communicated quickly as you drop off or pick up your child. For a more detailed conversation with your instructor, please email the instructor to set up a meeting time.
- Board or co-op-related issues can be discussed with the appropriate Board member, Instructors or the Director on the phone or via email after class times. After hours, please try to e-mail or keep phone conversations to a minimum.
- If you don't get a response on the same day, it doesn't mean you're being ignored. Our primary focus is on the health, safety, and education of the children during classroom hours. Board members, Instructors and Director are trying to balance the care of their families with co-op work. All board members, Instructors and Director have a 48-hour reply policy.
- Think about your goal in communicating with Board members or Instructors or Director. If the goal is merely to share a piece of information or give someone some lead time to think about an issue you'd like to discuss, an e-mail is probably appropriate. If the goal, however, is to have two-way communication and meaningful dialogue, e-mail is not appropriate. E-mails leave a lot of room for misunderstanding. The telephone and/or a face-to-face meeting is a better option. Issues can often be resolved much faster and more effectively if people can hear each other's tone of voice and can respond immediately to questions or misinterpretations.

### Who to Call Scenarios

When you have questions, it is sometimes hard to know who in the co-op has the answers. The following list of situations and people to call should help you know where to turn.

SITUATION	WHO TO CALL
If you cannot volunteer as a participating parent on your assigned day	Call/email another parent in your class to substitute or exchange dates
If you have questions regarding classroom routines or discipline	Class Coordinator and/or Instructor
If you have questions about your committee job	Committee Lead (if applicable) or Vice Chair ( <a href="mailto:vicechaircsps@gmail.com">vicechaircsps@gmail.com</a> )

When your child is sick with a communicable disease or condition (i.e., chicken pox, head lice, etc.)	Class Coordinator and Director
Questions regarding tuition, scholarship, or reimbursement for a committee purchase	Treasurer ( <a href="mailto:treasurercpsps@gmail.com">treasurercpsps@gmail.com</a> )
Questions regarding participating parent schedules or general co-op questions	Class Coordinator
If you need to make changes to your child's emergency information	Enrollment Coordinator ( <a href="mailto:cspsturtles@gmail.com">cspsturtles@gmail.com</a> ) and Director
Change or address or phone number	Enrollment Coordinator ( <a href="mailto:cspsturtle@gmail.com">cspsturtle@gmail.com</a> )
If you have an issue with a child/parent in your class	Class Coordinator and/or Instructor
If you have questions about school closure/delays	Class Coordinator and/or Instructor
If you have questions or need information about fundraising events/campaigns/contributions	Fundraising Chair ( <a href="mailto:fundraisingchaircpsps@gmail.com">fundraisingchaircpsps@gmail.com</a> )
If you need to bring a sibling on a participation day or plan to bring a family member to class to visit	Instructor

## 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 or email). 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, 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 Food and Drink

When bringing in a child's personal drinking container or a snack, it must be placed in the child's bag or backpack out of view and out of reach. Due to potential cross-contamination and the general flow of class time, the items are to remain concealed in the cubby for the duration of the child's stay inside at preschool.

### Mouthed Toys

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

### Diapering

Please 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. **NO DIAPERS ARE ALLOWED IN ANY INDOOR GARBAGE CANS.** Please disinfect the surface of the changing area. Please wash your hands before returning to classroom duties. The nursery door is to remain open during diaper changes, especially when it is not your child. 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:

1. Fresh cloudy or green nasal discharge, flushing, listlessness.
2. A communicable disease (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.

3. A fever during the previous 24 hours.
4. 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).
5. Active diarrhea or vomiting during the last 24 hours.
6. 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, however, 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**

The children are enthusiastic about going outside, so be prepared to head outside quickly on your participation day. All outside working parents should station themselves around the play area in their scheduled zones. Communicate with other parents if a child needs to come in briefly and move around if there is an area of concentrated activity. Parents must be vigilant to properly supervise the children.

1. 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.
2. Children may climb trees, within reason (no more than 1x their height). Use your best judgment. They may not climb fences at all.
3. Children may not point or run with sticks or throw stones. We have a "no weapons at school" policy.

4. Test slides for heat on sunny days. Please see the class instructor for rules of slide usage.
5. Remind children that surfaces are slippery when it is wet outside.
6. Be sure Zone 3 watches the back door and has the head count.
7. Be sure Zone 1 does a “sweep” at the end and is the last one to walk through the door at the end of outside play time.

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

### **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.
6. Everyone checks the bathrooms for students en route.
7. Once outside, EVERYONE is to meet on the bike track.
8. 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. 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 to nearest exit.
5. Once outside, EVERYONE is to meet on the bike track. Instructor will take roll and call families to dismiss.
6. Instructor will call 911 if needed.
7. Emergency Evacuation packets, supplies, and drinking water are stored in outside shed (general 72 Hour kit and Comfort Kits).

### **Lockdown Procedure**

1. Notify instructor of Intruder.
2. 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 Rainbow room, checking bathrooms and hallways. Bring the red emergency bucket into the Rainbow room (located in the Bug room on the shelving above the dress up clothes).
4. Once inside, close the doors if directed.
5. If class is outside, adults will direct students to Rainbow room.
6. Main door will be locked, if appropriate.
7. Instructor will take roll.

8. Everyone should stay clear of doors and stay in Rainbow room until an 'all clear' signal has been given by instructor. The situation will be assessed for dismissal or resuming normal activities.

**\*In the event of a building evacuation, please force the window open and put the grey emergency box and the red 72 kit backpack through the window (located in the Bug room on the bottom shelf behind the curtain).**

Our address is:

Crystal Springs Co-operative Preschool  
Community of Christ Church  
20012 Filbert Drive  
Bothell, WA 98012  
425.481.1177



## Allergy, Anaphylactic & Dietary Concern Policy

Crystal Springs Cooperative Preschool (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 also encourage all the children to try new things, so without a health concern or a restriction, please **don’t** bring in a separate snack for your child.*

❖ **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 his or her child has any allergies or is anaphylactic or potentially anaphylactic. This 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). Also, 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. A list of all children with allergies is posted outside the kitchen specifying what they are allergic to and what class they attend. All adult members will be informed of the location of posted allergy information during their Health and Safety tours at the beginning of the year.
- 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.

\*Tree nut items that are prohibited include, but are not limited to: coconut and coconut food products, peanuts, almonds, Brazil nuts, cashews, chestnuts, hazelnuts (filberts), hickory nuts, macadamia nuts, pecans, pine nuts (pignoli nuts, pinyon nuts), pistachios, walnuts.

### **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 gray file box with the red cross stored in the Bug Room, unless otherwise agreed upon with a parent.
- 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.**
- Please 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 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.**

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

- Some children may have certain food intolerances. Some families may have cultural, religious or other reasons not related to allergies to restrict certain foods from their children’s diets. Please make the class coordinator and instructor aware of such preferences/restrictions at the start of attendance and understand that the snack person is not required to bring snack based on such restrictions.

- ***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.**

**Take Steps To Prevent  
FOOD ALLERGY REACTIONS**

The best way to prevent food allergy reactions is to avoid accidental contact with your food allergens. Even traces can cause a severe allergic reaction, known as **anaphylaxis** (anna-fih-LACK-sis).



**READ FOOD LABELS**  
every time you buy a product.



**WASH YOUR HANDS**  
with soap and water before handling food.



**PREPARE AND SERVE**  
allergy-safe food with separate, clean utensils and surfaces.



**ASK ABOUT INGREDIENTS**  
in food prepared by someone else.



**KIDS WITH FOOD ALLERGIES**  
A Division of the Asthma and Allergy Foundation of America



**Asthma and Allergy Foundation of America**

[kidswithfoodallergies.org](http://kidswithfoodallergies.org)

## **Symptoms of Anaphylaxis:**

An allergic reaction to food can affect the skin, the gastrointestinal tract, the respiratory tract, and, in the most serious cases, the cardiovascular system. Reactions can range from mild to severe, including the potentially life-threatening condition known as **anaphylaxis**. In the U.S., food allergy symptoms send someone to the emergency room every three minutes.

Symptoms typically appear within minutes to several hours after eating the food to which you are allergic.

### **Mild symptoms may include one or more of the following:**

- Hives (reddish, swollen, itchy areas on the skin)
- Eczema (a persistent dry, itchy rash)
- Redness of the skin or around the eyes
- Itchy mouth or ear canal
- Nausea or vomiting
- Diarrhea
- Stomach pain
- Nasal congestion or a runny nose
- Sneezing
- Slight, dry cough
- Odd taste in the mouth
- Uterine contractions

### **Severe symptoms may include one or more of the following:**

- Obstructive swelling of the lips, tongue, and/or throat
- Trouble swallowing
- Shortness of breath or wheezing
- Turning blue
- Drop in blood pressure (feeling faint, confused, weak, passing out)
- Loss of consciousness
- Chest pain
- A weak or “thread” pulse
- Sense of “impending doom”

Severe symptoms, alone or in combination with milder symptoms, may be signs of anaphylaxis and require immediate treatment.

## How a Child Might Describe a Reaction:

Children have unique ways of describing their experiences and perceptions, and allergic reactions are no exception. Precious time is lost when adults do not immediately recognize that a reaction is occurring or don't understand what a child is telling them.

Some children, especially very young ones, put their hands in their mouths or pull or scratch at their tongues in response to a reaction. Also, children's voices may change (e.g., become hoarse or squeaky), and they may slur their words.

The following are examples of the words a child might use to describe a reaction:

- "This food is too spicy."
- "My tongue is hot [or burning]."
- "It feels like something's poking my tongue."
- "My tongue [or mouth] is tingling [or burning]."
- "My tongue [or mouth] itches."
- "It [my tongue] feels like there is hair on it."
- "My mouth feels funny."
- "There's a frog in my throat."
- "There's something stuck in my throat."
- "My tongue feels full [or heavy]."
- "My lips feel tight."
- "It feels like there are bugs in there." (to describe itchy ears)
- "It [my throat] feels thick."
- "It feels like a bump is on the back of my tongue [throat]."

If you suspect that your child is having an allergic reaction, follow your doctor's instructions and treat the reaction quickly.

# Snack Guidelines

## Preparing Snacks

Parents will use good hand-washing practice at home when preparing the snack on their duty day. They 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

As an extra safety precaution, the snack parent may choose to send out an email to the class with the list of foods to be served the following day.

Snack is to **STAY IN KITCHEN** until all necessary parents have signed off the 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. For intolerances and other dietary restrictions, the snack preparer shall place a note on the tray indicating the child's name and the item not to be served to them and do their best to verbally communicate the restriction to a participating parent in the child's snack room.

\*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 preset 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. Tongs and other utensils are used for serving food. Kitchen utensils are to be washed in soapy water and rinsed in a bleach solution. Detailed cleaning procedures are posted in the kitchen. Dishcloths are disposed of in the dirty linen basket in the kitchen at the end of each class session to be washed before reusing.

## Snack Suggestions

At our school, the whole process of preparing and serving snack is a part of the learning experience. Children can learn measuring, cutting, sorting and nutrition. It is not necessary to fill everyone up, but rather to try new things and to have fun as well. The following suggestions and ideas may help.

1. Bring enough for all the children in your class.
2. Do not bring foods with empty calories and non-nutritious foods (including artificial fruit snacks, candy, and chocolate).
3. Serve water; let the children pour it themselves.
4. In the older two classes, allow the children to help prepare the snack and set up the trays in the kitchen. They can cut apples and other fruits, bake muffins and pretzels, spread cheese, and make pizzas. (See cookbooks in the parent education library for further ideas.)
5. Children can prepare snacks at the snack tables too. We have small knives for spreading, or they can peel fruit, etc.

6. It is the snack person's job to deliver the snack trays to the snack rooms and communicate the dietary restrictions for the day (except for Prek and MA).
7. The snack person should set up the trays with a water pitcher, cups, napkins, plates and snack. Each room should also be given two white snack bins and a cloth. All garbage and compost/yard waste should be separated and returned to the kitchen for proper disposal after snack is over. Please dispose of compost/yard waste outside in the large yard waste container.
8. The unused dishes from the prior class are to be put away and the newly used dishes washed (see instructions posted in the kitchen). The washed dishes may be left in the dish drainer to dry. It works well to have two parents wash dishes, tidy the kitchen and sweep the floor while one parent sweeps/vacuums the snack room floors right after snack.

### **Optional Snack Ideas**

What to do for snack is one of the most commonly asked questions during the first few weeks of school. Keeping in mind the age of the children, here are some simple snack ideas to get you started:

- Fruit kabobs or mixed fruits
- Cheese cubes and crackers
- Crackers and spreads: cream cheese, etc.
- Veggies and dip
- Muffins, pretzels, scones, biscuits, popcorn
- English muffin pizzas
- Freshly squeezed orange juice
- Tacos, nachos
- Applesauce (make in class)
- Ethnic foods at Chinese New Year, etc.
- Red produce on Valentine's Day

### **Birthday Policy**

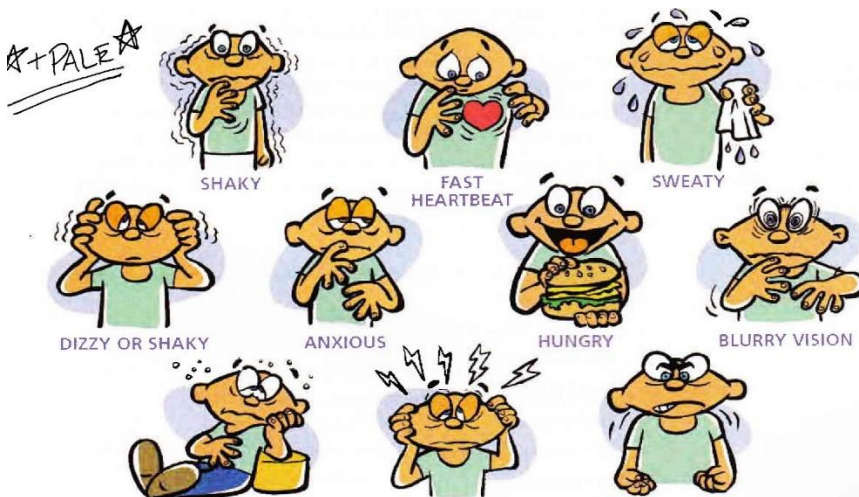
Do not bring sugary food for birthdays. Consider pencils, stickers, or age-appropriate trinkets to place in the children's cubbies, if desired. Please mail birthday invitations to children's homes rather than putting them in children's cubbies. Uninvited children may see these and feel left out.

## 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. This 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). Also, 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.**
- **We adhere to the current Risk Management Manual**

### Hypoglycemia



- IF LOW BLOOD SUGAR IS LEFT UNTREATED, YOU MAY PASS OUT OR NEED MEDICAL HELP
- Causes: Too little food or skipping meal; too much insulin or diabetes pills; more active than usual.
- Onset: Often sudden
- Some Symptoms: Weak or Tired, Headache, Nervous or Upset, Pale



## What Can You Do?

- Check your blood sugar right away. If you can't check it, treat anyway.
- Treat by eating 3-4 glucose tablets or 3-5 hard candies you can chew quickly (such as peppermints), or drinking 4oz of fruit juice, or half a can of regular soda (8-12g carbs for Ella)
- Check your blood sugar again after 15 minutes. If it is still low, treat again. If symptoms don't stop, call your doctor.

## Asthma

### Know Your ASTHMA ZONES



#### Breathing is GOOD

**SIGNS:** No cough, wheeze, chest tightness or shortness of breath during day or night. Can work, play, sleep.

**ACTION:** Take your long-term control medicine daily. You may need quick-relief medicine before you exercise.



#### Breathing is GETTING WORSE

**SIGNS:** Cough, wheeze, chest tightness or shortness of breath during day or night. Can do some activities.

**ACTION:** Take your green zone medicine daily and add your quick-relief medicine. If you do not return to the green zone after one hour of treatment, refer to your asthma action plan and call your doctor. Using a rescue inhaler more often is a sign of worsening asthma.



#### Breathing is DIFFICULT

**SIGNS:** You have *any* of these symptoms: Breathing is hard and fast. Nose opens wide. Ribs show. Can't talk well. Can't do normal activities. Medicine is not helping.

**ACTION:** *CALL YOUR DOCTOR NOW.* Go to the hospital or call an ambulance if you are still in the red zone after taking medicines as instructed by your doctor.



Asthma and Allergy  
Foundation of America  
[aafa.org](http://aafa.org)

## 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.

Please submit payment online via your invoice, 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 an invoice, 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

In addition to the regular preschool tuition, the state of Washington has imposed an added college tuition fee which goes to Shoreline Community College. This quarterly fee is paid for each family by the preschool. Tuition for a second child enrolled in the same class is reduced by the college tuition fee.

\*Please review your monthly invoice and direct any questions or concerns about the amounts to the treasurer at [treasurercsp@gmail.com](mailto:treasurercsp@gmail.com).

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

### 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 in the hallway and submitting it in the Director's mail folder located in the school office. 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. The applications are kept strictly confidential. Members receiving scholarships must pay 50% of required tuition for 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.

### Reimbursement of Preschool Expenses

Items purchased by preschool members, in accordance with their committee assignment and following preschool approval guidelines (including the committee's chair), shall be reimbursed by the treasurer. Items purchased by members not in accordance with their preschool committee assignment **MUST** be pre-approved by the preschool Director.

A reimbursement expense form (located next to the tuition payment drop box in the school hallway) must be completed and submitted within 30 days of the expense with a receipt in order

to receive reimbursement or it will be considered a donation to the preschool. Checks for reimbursement will be issued a minimum of once per month. If you have not received your reimbursement within one month of submittal, please inquire via email to the treasurer at [treasurercps@gmail.com](mailto:treasurercps@gmail.com). Expense slips without a receipt will be denied. If you have multiple receipts, it is preferred that they be combined on one expense slip.

### **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. Please make sure that you remain within your committee budget limits as designated within your job description. Preapproval from the Director for any large purchases beyond your budget limits is required.
2. After purchasing, be sure to keep all receipts.
3. Obtain a reimbursement form from the folders located next to the tuition payment drop box in the main hallway.
4. Fill out the reimbursement form and attach receipts.
5. Be sure to make a copy of the completed form for your records.
6. If applicable, submit your request to your Committee Lead. The Committee Lead will then review the purchase, approve it, and then place it in the Director's folder for final approval. If you do not have a Committee Lead, please place the reimbursement form directly into the Director's folder located in the school office.
7. Upon final approval, the reimbursement form will be forwarded to the Treasurer for payment.

For budgetary purposes, it is important that we are aware of any expenses incurred relating to your preschool job. 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. Per the Fiscal Responsibility Handbook from the college, 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.

### **Withdrawal**

Withdraw 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. You must complete and submit the Membership Withdrawal Form by going to the member's page and clicking the link (<https://form.jotform.com/cspsturtles/csp-s-withdrawal-form>).

2. You must 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. You will be responsible for paying the amount of \$50.00 per quarter that my family attended CSPA (Sept-Nov., Dec-Feb., March-May)

If you do not provide notice two weeks prior to the next calendar month, you will be responsible for tuition for the next calendar month.

Tuition obligations will continue until notice and the form are received and acknowledged by the director.

## Other Policies and Procedures

### Multiples (Twins, Triplets, etc.)

- Tuition – Full tuition will be paid for the first child. Each subsequent child in the same class is reduced by the college fee for that 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 tour times, when registration is complete and of waitlist options. Priority registration is given in the following order:

1. Currently enrolled families
2. CSPS 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.

### Cell Phone Usage

Use good judgment. Put phone on vibrate; only use in an emergency. Cell phone use on a participation day during class time is not allowed. If you need to take/make an important call, notify the instructor and have a float cover your area. Move to the hallway out of the play area.

### Social Media

While we acknowledge the prevalence of social media, it is not to be a line of communication for preschool *business*. Facebook and other social media need to remain simply social.

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 denied permission on the photo permission list provided. 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.

- Check your child's cubby. 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.
- Check your Parent folders. Your parent folder in your child's cubby and/or your parent ed folder are places to keep up to date or find out what you've missed!

- Check your email. Email is the **primary means of communication** used by instructors, class coordinators, and Board members. Make sure you check your email on a regular basis to stay informed. To be as inclusive as possible, please confer with your class coordinator to establish the best means of communication for your family. Please note that personal email addresses are to be used for preschool purposes only.
- Check out the bulletin boards. As you enter the school, there is a bulletin board on the left wall that includes all-school information, including important upcoming events, dates to know, and parent education information. In addition, there are bulletin boards on both sides of the classroom hallway. On the left side you will find your class bulletin board which includes copies of your class roster, class schedule, etc. On the right side are the all-school boards where you will find a copy of board meeting minutes, financial statements, reimbursement expense slips, the tuition box, and much more.
- Check the Website. <http://www.crystalspringspreschool.org/> The Website includes a wealth of information, including the parent handbook, class schedules, all-school calendar, curriculum topics, and more.
- Attend Class Meetings and Parent Education Nights. These usually take place on the third Thursday of the month, from 7 p.m. - 9 p.m. The class meetings are always informative, and the parent education night programs include great speakers and announcements for the entire school.

# **CRYSTAL SPRINGS PRESCHOOL BYLAWS**

A Non-profit Corporation

## **ARTICLE I. NAME**

The name of this corporation shall be Crystal Springs Preschool.

## **ARTICLE II. PURPOSE**

Crystal Springs Preschool is organized exclusively for and in furtherance of educational purposes. It is to provide the kind of learning experiences that will help parents to better understand their children and their family relationships help them develop additional skills in working effectively with other community groups, and provide an environment which promotes the development of the whole child socially, emotionally, physically, and intellectually.

## **ARTICLE III. MEMBERSHIP**

1. Participating members shall be parents and/or primary caregivers enrolled in Parent Education at Shoreline Community College with children who are enrolled in the Preschool. Parent and/or primary caregiver will subsequently be referred to as parent. Any parent of a child not yet going to kindergarten who is willing to accept the duties and responsibilities of active participation in this group will be eligible.
2. The enrolled adult or participating individual is the only adult permitted at school. With instructor's prior approval, substitutions may be made to accommodate illness, vacation, and other schedule changes. Permission will be denied if the substitution will be disruptive to any child at preschool or if any concern about safety exists. An extended family member may be approved by the instructor to be a visitor upon request.
3. During open registration, priority of acceptance will be given in the following order to members who have paid registration:
  - a. Continuing families
  - b. Alumni families
  - c. Waitlisted families that are neither currently enrolled nor alumni
4. A waiting list for each class will be maintained by the enrollment coordinator. Names will not be forwarded from one school year to the next. The exception is preschool alumni who will be offered the opportunity to reserve a place in a future class.
5. Each class is limited to two sets of multiple children, i.e., twins, unless otherwise approved by the Executive Board.

## **ARTICLE IV. MEMBER RESPONSIBILITIES**

1. Each participating parent is required to:
  - a. Participate in this Preschool one day per week per child enrolled under the direction of the parent education instructor. If two children are enrolled in the same class, the parent will be required to work one day in the Two-Day class and may be asked to work two days in the Three-Day and Pre-K classes, depending on enrollment numbers. Toddler parents attend each day with their child.
  - b. Be responsible for his/her assigned participation days. This includes arranging for a substitute in the case of an unavoidable absence and following through with a trade or the \$20 sub fee (whichever is agreed upon by both parties at the time of the sub).
  - c. Each member (or their spouse) is required to attend the monthly Parent Education Night seminar. Parent Education Nights are usually held the third Thursday of the month from 7 p.m. to 9:00 p.m. unless otherwise scheduled. One parent seminar per year may be missed for an excused reason, except for Toddler families (refer to page 11, 12). Examples of excused absences may include other school-related functions, PTA or PTO meetings, or other parent education seminars. If a member misses two meetings without instructor's prior approval, they may be asked to resign in accordance with the Membership Responsibility Agreement (see [Appendix A](#)).
  - d. Serve on one standing committee in the corporation or serve on the Board.
  - e. Perform routine, daily cleaning as needed on the day that you are at school. Each member is required to participate in set-up, orientation and end-of-year cleanup.
  - f. Provide snacks for children on a rotating basis. Provide a children's activity on a rotating basis (Pre-K and Multi-age only).
  - g. Fulfill all stipulations of the Membership Responsibility Agreement, which includes supporting any fundraisers set for the year.
  - h. Notify the class coordinator of any changes or preferences for class coordinator communication, including *not* receiving information.
2. A leave of absence due to illness or exceptions to any rules will be left to the discretion of the Executive Board.

## **ARTICLE V. TUITION, FEES & FINANCES**

1. The Preschool's fiscal year will begin July 1st and end June 30th of the following year.
2. Expenses must be approved by the preschool Director or Chair. If the Director needs to make an expenditure of funds, then the Chair of the corporation must approve it.
3. The Treasurer and two other designated Executive Board members of the corporation are the only persons empowered to sign checks. Exceptions can be made by the Executive Board to support fund-raising activities. No person is authorized to sign a



check payable to themselves or to cash.

4. Tuition shall be determined by the Board and shall be payable on the first day of each month and shall be paid no later than the tenth of each month. A late fee of \$5.00 will be assessed on the next invoice for all tuition received after the tenth of the month. All tuition fees are non-refundable. Tuition may be paid online, through your invoice, at the school or mailed to the preschool. If a family is on an approved scholarship, the \$5.00 late fee is waived.
5. A non-refundable registration fee shall be required for each family and is payable at the time of registration. The Board sets the registration fee.
6. Members must notify the instructor and complete the online form two weeks prior to withdrawing from preschool. The Director must receive and approve the withdraw request for it to be complete. Members are responsible for tuition for the month of termination, and any subsequent tuition if the withdraw process is incomplete.
7. Board members will be allowed compensation for childcare expenses at a rate of \$20.00 per person, per month on a first-come, first-served basis until the budget allocation for childcare expense, set by the executive budget committee for the standing year, has been met. Board members will have 30 days to request this reimbursement each month.
8. Members who are delinquent in their tuition payment more than 30 days may be withdrawn from the preschool.
9. Members who enroll more than one child in the same class pay full tuition for the first child. Tuition for the subsequent children in the same class is reduced by the college fee for that class.
10. The Board will submit the proposed budget for membership approval.
11. A membership vote is required on all expenditures exceeding \$500 with the exclusion of operating expenses, maintenance and repairs of existing equipment, and expenses directly related to the fund-raiser.
12. Expenditures that may not occur annually will not be included in the annual budget. Rather, a supplemental budget will be submitted for member approval. Monies from the Preschool savings account may be used to cover these expenses.
13. A \$10,000 certificate of deposit (C.D.) will be maintained for contingencies such as major copy or equipment repair, instructor illness, or other financial emergencies.

## **ARTICLE VI. TRANSPORTATION**

Preschool members are responsible for transporting their children to and from Preschool and excursions. The preschool accepts no responsibility for transporting children to or from the Preschool or any other Preschool event.

## **ARTICLE VII. PERSONAL INJURIES**

In case of an accident or injury at preschool, the parent shall be notified immediately. In the event the parent cannot be reached the person listed on the enrollment sheet as the emergency contact shall be notified. In the event of a serious injury, an aid car will be called immediately.

## **ARTICLE VIII. OFFICERS & ELECTIONS**

1. The officers of this corporation shall be Chairperson, Vice-Chairperson, Secretary, Treasurer, Class Coordinators, PAC Representative, Fundraising Chair and a Marketing Chair. These officers shall constitute the Board. The Executive Board shall consist of the Chairperson, the Vice-Chairperson, the Secretary and the Treasurer. The Director and the Parent Education Instructors serve in an advisory capacity to the Board and the Executive Board.
2. Election of officers will be held each year no later than March.
  - a. Nominations will be opened no later than February.
  - b. After nominations are closed, a tentative slate shall be posted for one week to allow time for open positions to be filled and adjustments to be made.
  - c. Written ballots will be distributed in the event more than one individual accepts a nomination for the same position. Officers shall be elected by a simple majority vote.
  - d. The term of office shall be one year, beginning June 1st and ending May 30<sup>th</sup>.
  - e. When vacancies in office occur, the Board shall fill the vacancy by appointment. The appointment will then be voted on by the Preschool membership at the next scheduled Parent Seminar Night by a majority vote.
  - f. Every effort will be made to ensure each nominee has equitable opportunities to serve.

## **ARTICLE IX. DUTIES OF OFFICERS**

All Board officers will carry out the duties outlined in each individual's job description on file at the Preschool. The Board will determine the duties of each officer.

## **ARTICLE X. PRESCHOOL DIRECTOR/INSTRUCTORS**

1. The Executive Board shall conduct interviews for the hire of the preschool Director and the Instructor(s), in conjunction with SCC, and present the preferred applicant to the Board for final approval. The existing Board will do yearly contract reviews.
2. The Preschool Director and Instructors must be approved by the Shoreline Community College.
3. The Preschool Director's and Instructor's duties are those as outlined in the yearly contract between the Preschool and the Preschool Director.

## **ARTICLE XI. BYLAWS**

The Bylaws of Crystal Springs Preschool shall be reviewed and amended as necessary by the Board.

The Bylaws as amended will be presented to the general membership at the October Parent Seminar for approval. A vote by simple majority of the members present will be considered binding.

## **ARTICLE XII. ASSETS**

Upon dissolution of Crystal Springs Preschool, the Board shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all the assets exclusively for the purposes of the corporation in such manner, or to such organizations organized and operated exclusively for educational purposes and qualifying as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the County in which the principal offices of the corporation are then located, to an organization or organizations determined by the court, which is organized for educational purposes, which is exempt under Section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE XIII. RESOLUTION FOR A RACIALLY AND RELIGIOUS NON-DISCRIMINATORY POLICY**

Crystal Springs Preschool admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool and Shoreline Community College. It does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The Preschool does not promote any religion or cultural observance, but reserves the right to honor, celebrate and recognize such observances in an educational context.

## **ARTICLE XIV. INDEMNIFICATION OF OFFICERS**

No Board member ("officer") of this corporation shall be liable to the corporation or its members for monetary damages for conduct as an officer of this corporation provided that such liability does not arise as a result of acts or omissions that involve intentional misconduct by an officer or a knowing violation of the law by an officer, or for any transaction from which the officer will personally receive a benefit in money, property, or services to which the officer is not legally entitled.

The corporation shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, including all appeals, by reason of the fact that he or she is or was a director or officer of the corporation, against expenses (including attorney's fees), judgments, decrees, fines, penalties and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding if he or she acted in good faith in a manner he or she reasonably believed to be in and not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, had no

reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in and not opposed to the best interests of the corporation and with respect to any criminal action or proceeding, had reasonable cause to believe his or her conduct was unlawful.

Such indemnification shall apply not only to the Board members and officers of this corporation, but to their respective heirs, administrators, successors, and assigns.

#### **ARTICLE XV. GRIEVANCE PROCEDURE**

All grievances should be presented in accordance with the Conflict Resolution procedure outlined in the handbook.

#### **ARTICLE XVI. MEMBERSHIP COMPLIANCE**

Preschool members are required to comply with the standing rules and policies (as per the Membership Responsibility Agreement) of this corporation.

Every effort will be made to resolve problems in a cooperative manner. In the event that no solution can be reached, a determination will be made in accordance with the Conflict Resolution procedure.

This Corporation has the authority to terminate membership or to deny registration to any member failing to comply with the Membership Responsibility Agreement.

#### **ARTICLE XVII. PRESCHOOL COMPLIANCE**

**Due to our affiliation with Shoreline Community College, we follow the regulations, rules and policies of the college and the OPEP Risk Management Manual they provide.**

#### **ARTICLE XVIII. BOARD MEETINGS**

1. Board meetings are determined at the retreat, and are usually the 1<sup>st</sup> week of each month, unless otherwise scheduled, as deemed necessary by the Chairperson, Director and Instructor(s).
2. Board meetings are open to all Preschool members; however, items that need to be added to the agenda must be submitted to the Chairperson a minimum of one week in advance of the meeting.
3. Sensitive agenda items may be discussed in a closed meeting at the discretion of the **Executive Board**.
4. A quorum must be present for the Board to conduct business. A quorum is defined as 50%-plus-one of all voting members.
5. A simple majority is required to pass all items brought before the Board. The Chairperson remains a non-voting member except in cases where a tie-breaking vote is required.

6. Meeting minutes are sent out by the secretary for edit suggestions, then Final Minutes are sent out to each Board member and are posted at the preschool.
7. Approved Motions are tracked monthly and sent out to Board Members and posted separately at the preschool.
8. The Final Minutes are binding unless an amendment is voted on and approved by the Board.

## APPENDIX A

### CRYSTAL SPRINGS CO-OP PRESCHOOL 2021-2022 MEMBERSHIP RESPONSIBILITY AGREEMENT

*I understand that my responsibilities to Crystal Springs Co-operative Preschool (CSPS) are as follows:*

1. I agree to review and follow the guidelines set forth in the current year handbook prior to the first day of class. I agree to review any edits approved by the membership at the October Parent Education Night.
2. Follow the **Ethical Responsibilities** and **Discipline Guidelines** in the handbook.
3. Attend and participate in the classroom one day per week (referred to as my **participation day**) and/or via virtual circle times. If an in-person day needs to be missed for any reason, it is my responsibility to find a substitute who can trade a participation day or take payment of \$20.00 (does not apply to Toddler class).
4. Attend monthly **Parent Education Nights** (usually the 3<sup>rd</sup> Thursday evening of the month) from 7 p.m. to 9:00 p.m. I understand that I will be required to make up all missed seminars in accordance with the Parent Education Night requirements in the CSPS Handbook (Toddler Class requirement is attendance at 3 of the seminars).
5. Commit to attending **Orientation**, and at least a one-hour job at both the **September Set-Up** and the **End-of-Year School Cleaning**. Participate in **daily** organizing and tidying of preschool classrooms on my scheduled participation day.
6. Serve on one standing **committee/preschool job** (committees may have one or more people) in CSPS or serve on the Board. I will expect to spend an average of four hours per month depending on the standing committee on which I serve. Some committees require less time and others require more. As an alternative to serving on a committee, I can opt-out for an annual fee of \$500. (CSPS is a 501(c) (3) non-profit organization). The availability of this option may vary by number of families enrolled in the program.
7. **Provide snack and labeled water bottle for my child daily** (snack must comply with school and class-specific safe snack procedure). **Prepare an activity** on a rotating basis (for Pre-K and Multi-Age).
8. Participate in and support any **Fundraising Efforts**. Commit to working 1-2 hours per year to support fundraising efforts. Commit to mandatory fundraising amount of \$150.00 by the end of the 2021-2022 school year (\$175.00 for double co-op families). If I need to withdraw and have not completed my mandatory fundraising amount, I will be held responsible for paying the amount of \$50.00 per quarter that my family attended CSPS (Sept.-Nov., Dec.-Feb., March-May). This will be paid before withdrawal is approved by the Director.
9. Follow the parent accountability requirements outlined in the handbook acknowledging that the failure to do so may result in a solution at the discretion of the **Executive Board** and Director.
10. Have a **valid driver's license** and carry **liability insurance** on any vehicle used for transporting preschool children.
11. **Pay tuition** the 1st of each month October-May (September's tuition is due by the end of the existing school year to hold a spot for the following school year). **I accept full responsibility for making tuition payments in accordance with the by-laws. A \$5.00 late fee will be applied if tuition is paid after the 10th of the month. If delinquent after 30 days, the student may be withdrawn. Tuition must be paid online (ACH preferred) or by check or money order and must have the student's last name and class noted. – NO CASH –**
12. Provide two weeks' notice of intent to **withdraw** by completing a Membership Withdrawal Form on the member's page of the preschool's website or at: <https://form.jotform.com/cspsturtles/cspsturtles-withdrawal-form> and obtaining the approval of the Director as validation. If I do not provide a two-

week notice of withdrawal, I will be held responsible for paying the next month's tuition. If no notice is given, tuition fees will continue to accrue monthly.

**I agree to read and abide by the CSPA Handbook and by-laws. I understand that failure to comply with the above stated responsibilities may result in action taken according to the Conflict Resolution Procedure outlined in the Handbook.**

Parent Signature: X  Printed Name:  Child's Class(s):	Today's Date: ____/____/____
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## APPENDIX B

### PANDEMIC CONTAGION PLAN

In the event of an outbreak of any pandemic flu or virus, CSPS has created a pandemic contagion plan:

- All children, parents, and instructors will be asked to wash hands with soap and water for 20 seconds or as long as it takes to sing the ABC song as they arrive at school, before snack, and any time they sneeze or cough into their hands. Parents will be encouraged to wash their hands each time they help a child to blow their nose. Intermittent use of hand sanitizer may also be used.
- Kitchen tables and counters will be sanitized before snacks are served. Bathroom areas will be sanitized after each class and the changing table and toilet seat will be sanitized after all diaper changes and toilet use.
- Emergency contact information will be kept current so parents can be contacted quickly in order to pick up their sick child. Parents are expected to give any new contact information to their class coordinators promptly.
- Regular, rigorous cleaning of toys will continue.
- Children who become sick at school will be moved to the church pew and supervised until they are picked up.
- Children diagnosed with any flu (the doctor generally does a swab test) will be asked to stay home 3-5 days.
- An instructor substitute plan is in place in the event of instructor sickness.
- Educational materials to encourage hand hygiene and respiratory etiquette will be displayed and distributed.
- CSPS will follow local and CDC recommendations regarding school closure, which may change as the flu season progresses. Instructors or the director at their discretion depending upon the severity of the situation may decide class and/or school cancellation. Regular updates will be provided as needed.