

Deerfield Cooperative Preschool



Parent
Handbook
2008-2009

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WHAT IS A COOPERATIVE PRESCHOOL?

A cooperative preschool is a group of parents cooperating in the administrative duties of the schools operation and in the learning process of their child.

Success of the cooperative preschool depends upon the cooperation of the entire membership (parents, guardians, teachers, etc.). The tuition is lower than private preschools because it covers only the teacher's salaries and the cost of expendable supplies. It takes the effort of *all* the members to handle the many aspects of operating a cooperative preschool. Examples of these diversified tasks are planning, registration, licensing, finances, insurance, record keeping, publicity, field trips, class parties, fundraising (*provides additional income for the school and/or the funds to purchase major equipment, which the school might need or benefit from*) and maintenance. Maintenance includes cleanup and repairs in conjunction with Deerfield Business Center from which DCP rents its facilities.

Mission

The mission of this preschool is to provide age appropriate curriculum, meeting the needs of the whole child. Create an environment where children and families love and value learning. To succeed through parent mutual respect, collaboration and cooperation.

Goals

- Provide our children with the best possible preschool experience.
- Give our teachers the support they need to be able to focus their attention and energy on the children.
- Give the families the support they need to build and maintain strong, loving relationships.
- Develop our parenting skills.
- Build community within the preschool and foster an increased sense of ownership among the parents.
- Improve our image within the Deerfield community and raise our profile.
- Achieve and maintain full enrollment.
- Be fiscally responsible.
- Have fun!

PARTICIPATING MEMBERS

Participating members are those who participate in every activity related to the school; parent of the day, fundraisers, serves on a committee(s) (*formed as needed*), has a parent job, attends membership meetings, and attends school cleanup/setup days.

NON-PARTICIPATING MEMBERS

Non-participating members are those who do not participate in school related activities, except the membership meetings, and will pay a higher rate to compensate for all extra activities. All children placed in the preschool by the school district will be classified as non-participating and pay the higher rate. Assistance with fundraisers is encouraged. Parents are encouraged to participate in the classroom if they wish. *Please note* non-participating members will be limited to three (3) full time equivalent students. Example – a student who attends 2 days/week and a student who attends 3 days/week will equal one full time student.

MEMBERSHIP MEETING GUIDELINES

Members (both participating and non-participating) are required to attend no less than 7 of the 9 membership meetings per school year. Membership meetings will be held in August, September, October, November, January, February, March, April, and May.

Members coming late or leaving early (due to schedule demands) will be required to obtain, read and sign a copy of the meeting minutes in order to be counted as ‘attended’. If more than two meetings are missed, the participating member will be billed at the non-participating rate for the month of the third absence and any subsequent months that membership meetings are missed. Should a non-participating member miss more than two meetings, the executive board may determine whether or not a withdrawal is necessary on the grounds of unsatisfactory participation on the part of the non-participating member.

ENROLLMENT

The open enrollment guidelines are as follows: All children enrolled must be at least 2years, 10 months prior or on the first day of school; enrollments are accepted until December 31st. The maximum age is set at 6 years, and not yet enrolled in kindergarten. Children are required to be potty trained.

Enrollment for the current year is closed as of January 1st. The one exception to this would be a child that moves into the area and has been enrolled elsewhere, would be considered if enrollment cap for the year has not been met. There is a two week trial periods for any child enrolled under these exceptions, continuation of enrollment is based on teacher discretion.

REGISTRATION AND TUITION

New Children/Alumni: First month tuition and a non-refundable registration fee (\$40), is payable for each child entering preschool. This fee covers registration, starting costs and insurance.

The amount of tuition shall be set by the executive board and approved by the membership prior to the annual open house.

Returning Members same child: A \$50.00 deposit is due at February registration which is put toward the first month tuition and is due by June 15th.

Returning Members new child: A \$50.00 deposit is due at February registration which is put toward the first month tuition and is due by June 15th, and non-refundable registration fee (\$40) is due at the same time for each new child entering preschool.

PAYMENT POLICY

The first tuition payment will be due on or before June 15th. Withdrawal before the beginning of the school year will result in the forfeiture of the August payment, however if the spot is filled before the start of the school year the August payment will be reimbursed. Tuition may be paid by check or money order to the black treasurer's mailbox at DCP or given directly to the treasurer. Members making cash payments must hand payment directly to the treasurer or teacher, otherwise DCP is NOT responsible for cash payments.

Tuition payment guideline – Tuition is due on the 15th of each month. If not paid by the 1st of the month a \$5 late fee will be charged. No payment within 30 days of due date, a payment plan must be established with the treasurer and reviewed by the board. No payment within 60 days – student will be removed from the schedule until financial arrangements are made and approved by the board. If no payment or arrangements have been made by this time the account will be sent to collections, all fee's incurred by DCP for sending the account to collections will be the responsibility of the delinquent member.

HOURS

Morning Program is open from 8:00am to 1:00pm Monday - Friday. The preschool program time runs from 9:00am to 11:30am. The hours, before and after the program, are designed to accommodate families' schedules. Utilize the school hours as needed, but please do not shorten your children's preschool program hours between 9:00am to 11:30am.

Afternoon Program is open from 1:30pm to 4pm Tuesday and Thursday.

Pickup time is no later than 1pm or 4pm, if you are running late, late fees will be applied:

- 0-5 minutes late = 5 dollars
- 6-10 minutes late = 10 dollars

- 10 minutes or later extra POD for that month or next month this is for both participating and non-participating

If you are late more than three times, there will be an extra POD for each time a member is late going forward (three strike rule).

SCHOOL CALENDAR

The preschool year will follow that of the Deerfield School District, observing all vacations, holidays and snow cancellation days. **The only exception will be DCS teacher workshops; DCP will be open on those days. A delayed opening because of weather conditions will result in the cancellation of the entire day program.** The first day of school will be the Tuesday following Labor Day.

ARRIVAL AND DEPARTURE

Morning Program: For your child's safety, during drop off between 8:00 a.m.-9:00 a.m., we require that you or other authorized adult bring your child into the classroom each morning, sign your child in, and be sure the teacher knows of your child's arrival. If running late, it is requested that you do not interrupt circle time, please drop off your child after circle time at 9:30 a.m. Between 8:40am and 8:50am & 12:40pm and 12:55pm., a parent of the day will be available downstairs to watch siblings in the waiting car, while you accompany your child to the classroom for drop-off and at pickup. Please have important pick-up time and pick-up adult information available.

If you are going to be away from your place of employment or home for the day, please be sure to leave an emergency contact number in case you are needed for a medical emergency.

When picking up your child, be sure that the teacher knows that he/she is leaving and sign your child out of the program for the day (this procedure is for your child's protection). Please notify the teacher if someone other than yourself is going to pick up your child. We will release children to authorized persons only and we will ask authorized persons, other than parents, for a photo ID when picking up a child. Departure time is from 11:30am - 1:00pm.

Alert! No child is allowed in the cubby/coat section after their parent has signed them in for the day, without permission from the parent of the day or the teacher. For safety reasons it is important that the children learn to stay in the classroom until it is time to go to the playground or leave with an adult. When you sign your child out at pickup it becomes your responsibility for your child's whereabouts. The door will remain open during drop off and pick up to prevent pinched fingers. The door will be closed at the start of circle time (9:00 a.m.), and will remain closed until 12:30 p.m..

ILLNESS

Call the school by 9:00 a.m. if your child is sick and unable to attend. If he/she has a communicable disease, please notify the school. The school will notify the parents when a child has been exposed to a communicable disease.

Our school is not equipped to handle sick children. Please do not send your child to school with a temperature of 100 degrees or higher, or if he/ she has had more than one episode of vomiting or diarrhea the previous night. If your child exhibits symptoms, which may prohibit their participation in the day's activities, please keep them home. We will notify you if your child becomes sick during the day. Our expectation is that you will come and pick up your child.

MEDICATIONS ADMINISTERED

The school's Medication Policy states: Our teachers are permitted by state law to administer prescription medications to your child provided the medication is brought to the school in the original prescription bottle. A medication permission form is then filled out. Over the counter medications can be administered if they are in the original container and a permission slip from the doctor is brought in.

ACCIDENT REPORTS

If an injury occurs at school, a form will be filled out for parents to read and sign. State law requires this procedure so that you can have full information regarding the incident.

EMERGENCY ACTION PLAN

There is a written plan posted by the phone and on the two exit doors detailing the procedures for managing injuries and emergencies. Each staff member and participating parent must be familiar with this plan. Parents are expected to attend CPR and basic first aid classes at the preschool or be certified independently.

OUTDOOR PLAY (Morning Program)

We will attempt to provide your child with outdoor activity time everyday. Please assume your child will be walking to the park and provide appropriate outdoor clothing. There will be no outdoor activities in extreme weather conditions. If a parent feels that their child should not be outside for any reason, it will be the responsibility of the parent to pick up said child at the end of the preschool session or the child will be expected to go outside. Remember we are a co-op; the weather is assessed by the teacher, teacher's assistant and the two parents of the day.

FOOD

The parents of the day are responsible for the food and drink provided to the children in the preschool class. Please be sure to look at the food allergy list posted on the bulletin board before your scheduled snack day. **(Morning Program)** If your child will be staying past 11:30 a.m. please pack a lunch. We encourage the children to eat their sandwiches and fruit first, please restrict the amount of sweets in their lunches.

ARTICLES FROM HOME

It is strongly suggested that an extra pair of slippers or shoes be left at school during the winter season for indoor use when boots are worn to and from school. An extra set of clothing (pants, shirt, socks, underwear, and shoes) are required to be left at school in your child's cubby, in case your child needs to be changed. If the extra change of clothes

goes home please send in replacements on the next school day. Children's clothing should be marked clearly with their name on ALL clothing articles going to school including boots and coats.

Children should leave special toys and treasures at home to avoid problems with sharing and leaving them at school.

LOST AND FOUND

A lost and found basket/cubby will be located by the door as you enter the classroom, please check it monthly. If items are not claimed within a few months, we will give them to a charitable organization. We encourage the children to be responsible for their own belongings and we encourage you to support us in this effort.

BIRTHDAYS

Unless otherwise requested, we celebrate each child's birthday as close to the date of birth as possible. For birthdays that fall in the summer months, the child's birthday will be celebrated at the half year. For example, if your child's birthday is July 12th, it will be celebrated at the half-year mark on January 12th so they celebrate being 4 ½. Parents often bring in special treats to celebrate; please inform the teacher of your intentions. Remember, be creative and nutritious!!

FIELD TRIPS

DCP will take field trips during the school year. These trips are rewarding for the children as well as the teacher and parents. Field trips are organized by the field trip planner, in conjunction with the teacher. We encourage parents to volunteer to transport and chaperone children. Parents must submit a field trip permission slip for their child for each field trip. When accompanying your child please make arrangements for your other children. **Please check with teacher and/or the field trip coordinator whether or not siblings are invited. Please refer to the policy and procedure section at the back of this handbook for more specific details regarding the field trip protocol.**

In compliance with state laws, children six years of age and under must be properly secured in a child safety seat. Please make sure your child's name is on the seat.

PARENT / SCHOOL COMMUNICATION

Since we are a small, family oriented program, we try to maintain personal contact with you on a daily basis. Please approach staff at any time with questions and concerns. However, please be aware that the teacher is dedicated to working with the children and may not be available to have one-on-one conversations regarding your child during school hours. Please schedule such meetings with the teacher during a.m. drop-off or p.m. pick-up time frames. If a concern needs to be addressed, please advise a parent of the day who can relay the message to the teacher at the appropriate time. Please check the bulletin board, as all-important information will be posted here. Parent conferences will

be offered in the spring and you will be informed of your child's overall progress and development. **Special conferences can be scheduled any time staff or parents feel there is a need.**

Parent participation and observation is encouraged. Parents may visit the program any time during the hours of operation. In this manner parents can gain a deeper understanding of their child and the program. We encourage parents who have special talents, skills, or experiences to come and share them with the children.

BULLETIN BOARD

There will be a bulletin board with important information on it as you enter the classroom.

The board will contain the following:

- Class list
- School calendar
- Parent of the day schedule
- Weekly lesson plans
- Notices and signups for upcoming field trips and events
 - Fundraising information
 - Materials requested for the classroom
 - A list of food allergies (Please be sure to check list before your scheduled snack day)
 - Current phone chain, utilized as necessary

DCP BOARD POSITIONS

Chair – *see bylaws for position profile*

Vice Chair – “

Treasurer – *see bylaws for position profile*

Secretary – “

JOBS OVERSEEN BY THE BOARD

- **FUNDRAISER /LEAD**

In charge of coordinating events and working on fundraising ideas to raise money necessary for the school program.

- **FUNDRAISER /COORDINATOR**

Works in conjunction with the Fundraising Lead. Will assist FL on large fundraising initiative, and may lead smaller ones independently.

- **FUNDRAISER-ELECT**

Works in conjunction with the Fundraising Lead. This person would shadow the fundraiser lead for one year, then take on fundraising lead for the following year.

- **SOCIAL PLANNER**

Coordinates social events for member families. Post upcoming events both at school and to all members via email. Sends email reminders of upcoming events.

- **GRANT/DONATION SOLICITATION**

Works to secure funds/donated items from local businesses and stores

- **COMMUNITY OUTREACH**

Responsible for public relations, use of preschool space by outside organizations, getting DCP involved and represented at community functions.

- **WEB GURU**

Help develop and maintain the DCP web-site and ensure it is kept up to date.

- **PARENT/MEMBER MEETING COORDINATOR**

Responsible for coordinating refreshments, securing child care coverage, sending reminder emails out prior to meeting date to all members, as well as coordinating set-up /clean up for meetings each month.

- **CLEAN UP COORDINATOR**

Responsible for setting up, scheduling monthly cleanup teams, monitoring cleaning supply inventory

- **MEMBER ENRICHMENT COORDINATOR**

Works to schedule creative workshops/speakers/topics for discussion for portion of monthly parent/member meetings.

- **BOARD ADVISOR / BOARD ASSISTANT**

Acts as sounding board for board members. Works with board members to resolve conflicts that may arise helps board develop alternative solutions when a deadlock occurs. *Assists all board members as needed.* May work independently on specific tasks, or work with the board as part of the team to coordinate events, develop/place ads, etc. It is encouraged that this person attend board meetings

- **MODERATOR**

Moderate all Parent/Member meetings. Keeping group on time target and on task/topic at hand.

- **SUNSHINE CLUB COORDINATOR**

Coordinates all sunshine club functions, which may include, member family life changing events such as births/adoptions/weddings/serious illness/immediate family deaths. Responsible for sending notes/cards, purchasing/presenting gifts on behalf of DCP as appropriate

JOBS OVERSEEN BY TEACHER

- **BOOK ORDER COORDINATOR**

Provide book order forms, responsible for collecting orders/payments as well as distributing orders

- **PLAY DOUGH MAKER**

Make play dough as requested by teacher

- **PURCHASE/SUPPLY COORDINATOR**

Purchase classroom supplies as needed and requested by teacher and/or executive board. Submit receipts to treasurer for reimbursement.

- **TRASH/RECYCLING**

Remove all trash from the preschool as necessary

Set up recycling station and remove all recyclable as necessary

- **FIELD TRIP PLANNER**

Responsible for planning all aspects of field trips including locations, prices, transportation, times and event details in coordination with Teacher's program plans, and would also be responsible for securing parent permission/sign-off.

- **FEELY BAG**

Provides item for weekly feely bag based on suggested theme from teacher

- **CUBBY CHECKER/CLEANER**

Sorts through cubbies weekly sending home unnecessary items notifying parent of needed items

- **NAME/CUBBY/COAT HOOK TAGS**

Create nametags to coordinate with each month's theme in coordination with teacher's program plans

- **HISTORIAN**

Responsible for documentation and photography of school, children, events and functions

- **SCHEDULER**

Responsible for creating /emailing to parent/members and posting at school the "Parent of the Day" schedule each month.

- **TUESDAY/THURSDAY AFTERNOON CLEANER (TWO PEOPLE)**

To clean DCP after the afternoon program as done on Monday/Wednesday/Friday.

JOB OVERSEEN BY TEACHER'S ASSISTANT

- **BIRTHDAYS**

On or before child's birthday make a special crown to be presented at circle time

- **LAUNDRY**

Responsible for taking home dirty laundry once a week, washing and returning it the next week

- **TOY SANITIZER**

Take home specific toys each week for sanitizing

- **LIBRARIAN**

Responsible for keeping the preschool books in good condition and making necessary repairs. Straighten and organize books monthly or as needed. As new books are acquired, add books to established inventory list, label books with appropriate label. Assist teacher with borrowing books from public library.

- **CLUTTER BUSTER**

Work with teacher's assistant to keep classroom & office materials organized. Straighten as needed

- **IMAGINATION STATION**

Helps maintain and rotate items at Imagination Station in coordination with monthly themes as determined by Teacher/Teacher's Assistant

CONCERNS AND GRIEVANCES

Concerns and grievances pertaining to a member to member issue/concern should first be discussed with involved member(s) directly. If no resolution is reached, member(s) should bring the issue/concern to the attention of any board member.

Concerns and grievances pertaining to the administration or preschool program should be brought to the attention of any board member.

If a member concern results in a special committee being formed to address the issue, that member will sit on the formed committee.

Any member not adhering to DCP's guidelines will be asked to attend a meeting with the board members and also may include a non bias moderator. This meeting will be to discuss the concerns at hand.

BYLAWS

Deerfield Cooperative Preschool

Constitution and Bylaws

Article I

Name and Address

SECTION I: NAME

The name of this organization is the Deerfield Cooperative Preschool (also referred to as DCP).

SECTION II: ADDRESS

The physical address of the DCP is 7 Church Street Suite F, Deerfield, New Hampshire 03037.

Article II

Mission

The mission of this preschool is to provide age appropriate curriculum, meeting the needs of the whole child. To create an environment where children and families love and value learning. To succeed through parent mutual respect, collaboration and cooperation.

Article III

Membership

SECTION I: JOINING

By the act of joining this preschool cooperative, each member is bound by the following by-laws.

SECTION II: WHO MAY ENTER

A. DCP is a non-profit, inclusive group which seeks to embrace the diversity found in our community and welcomes all families regardless of their race, religion, sexual orientation, philosophy, educational background, or economic status.

B. Membership in DCP shall be open to a parent or other person, responsible for the general care and welfare of a child or children from the ages 2 years 10 months to 6.

C. To be eligible for the DCP multi-age program, a child must be 2 years 10months in age and potty trained.

SECTION III: HANDLING OF APPLICATIONS

A. Returning members may register for the upcoming school year at the February membership meeting. A waiting list for potential new members will be maintained throughout the school year. A potential new member will be placed on the waiting list upon verbal request to the Director. Registrations for new members will be accepted beginning after the February membership meeting should any openings remain after returning members have completed their registration process. Spots will be offered to those on the waiting list on a first-come, first-serve basis based upon when the request was received by the Director. Preference will be given to returning members until the annual open house. If forms/fees have not been received prior to the start of the open house, a first-come basis will be applied. As parents register at the open house they will be given their child's enrollment status. The registration fee is non-refundable. Qualified applicants will be entered on a waiting list if the enrollment is full and notified if and when a space becomes available.

B. A registration form, including medical information, must be completed for each child. The medical forms will be kept on file at the preschool. Parents are responsible for providing information to the preschool about their child's allergies.

SECTION IV: DEFINITION OF MEMBERS

A. Participating members are those who participate in every activity related to the school; parent-of-the-day, fundraisers, serves on a standing committee(s), has a parent job, attends membership meetings (7 out of the 9 membership meetings), and attends school clean-up/set-up days. Reference Parent Handbook for detailed requirements.

B. Non-participating members are those who do not participate in school related activities, except for the 7 out of the 9 membership meetings, assistance with fundraisers is encouraged. They will pay a higher rate of tuition. All children placed in the preschool by the school district will be classified as non-participating and pay the higher rate. Parents are encouraged to participate in the classroom if they wish. Reference Parent Handbook for detailed requirements.

SECTION V: CLASSROOM SIZE

Full enrollment shall be 24 for the multi-age session. Non-participating members will be limited to three families or 15 slots per week. Teacher/child ratio will be determined by state regulations. Current state regulations for a multi-age preschool require a minimum of 1 teacher to 8 children.

SECTION VI: DURATION OF MEMBERSHIP

A. Members shall enroll for not less than one full school year or for the balance of the current year. The school year will normally be September through June. Members may increase the number of attending days per week if space is available, families may not decrease the number of attending days.

B. The executive board and teacher may review the membership list at any time to determine whether or not any withdrawals are necessary on the grounds of unsatisfactory participation on the part of the parent.

C. If a member must withdraw due to extenuating circumstances, he/she must notify the vice chair in writing and this request will be reviewed by the board, if approved the withdrawal shall take effect a minimum of two weeks after the written request has been received.

ARTICLE IV TUITION

SECTION I: REGISTRATION

A non-refundable registration fee is payable for each child entering preschool. This fee covers registration, starting costs and insurance.

SECTION II: TUITION

A. The amount of tuition shall be set by the executive board and approved by the membership prior to the annual open house.

B. Non-participating members shall pay a higher tuition per month. This amount shall be set by the executive board and approved by the membership. The higher fee is to compensate for their non-participating status in school-related activities, except for the 7 out of the 9 membership meetings.

SECTION III: PAYMENT OF TUITION

A. Tuition payment will be due on or before the 15th of each month. Withdrawal before the beginning of school will result of forfeiture the August payment unless the spot is filled by the start of the school year. Tuition may be paid to the black treasurer's mailbox at DCP or given directly to the treasurer.

B. If a check is returned to DCP for any reason, the check will be re-deposited. The member will be required to submit payment to the treasurer for the service fee charged to DCP for the transaction. If a second check is returned for any reason, the check shall be returned to the member. Payment of that month's tuition, plus applicable bank fees, shall be made with cash, bank check or money order.

C. If a tuition payment must be delayed due to financial difficulties, the member should contact the treasurer to arrange a payment plan.

ARTICLE V

MEMBERSHIP MEETINGS

SECTION I: MEMBERSHIP MEETINGS

A. Membership meetings shall be held in August, September, October, November, January, February, March, April, and May. The meeting day and time will be determined by the majority of the membership at the August membership meeting. Any changes in the date of the membership meeting schedule will be announced ten days in advance and posted on the door and sent out via e-mail.

B. Participating members and non-participating members must attend no less than 7 of the 9 membership meetings per school year. If more than two meetings are missed, the participating member will be billed at the non-participating rate for the month of the third absence and any subsequent months that membership meetings are missed. If more than two meetings are missed by the non-participating member, they will need to pickup a POD for the following month and the executive board may determine whether or not a withdrawal is necessary on the grounds of unsatisfactory participation on the part of the non-participating member.

C. A special meeting may be called by majority vote of the Board, or 25% of the members. It shall be the duty of the secretary to call such meetings to take place within 30 days after such demand.

SECTION II: VOTING AT MEMBERSHIP MEETINGS

A. A quorum, set at 7, is required to conduct business at membership meetings. Members present at the membership meetings will vote and the majority rules. In the event of a tie, the Chair will cast the deciding vote. Each child enrolled at DCP may be represented by one vote only. Executive board members, without children enrolled, are not eligible to vote at the membership meetings.

B. The membership reserves the right to challenge a decision made by the executive board. If a disagreement arises, the following protocol should be used as a guideline toward a resolution. All votes will be cast in writing.

Protocol:

- 1.) Review Protocol.
- 2.) Board explanation of situation including, but not limited to:
 - a.) Board position on the issue.
 - b.) Justification of the position.
- 3.) Discussion period with membership and board:
 - a.) Questions and answers.
 - b.) Identify alternative courses of action.
- 4.) Membership determines by vote to proceed with the following step:
 - a.) Conduct vote to determine if 2/3 of the majority wants to uphold or challenge the decision.
 - b.) Vote.

If the outcome of 4b is to override the initial decision, a subsequent vote will be held to determine the new course of action.

SECTION III: AGENDA

The agenda will be created by the board and the director, written by the secretary, and approved by the presiding chair and director. At each parent meeting the mission/guidelines will be read and "Team Building" will be included in parent meetings.

SECTION IV: ANNUAL MEETING OF THE MEMBERSHIP

The May membership meeting shall be designated as the annual meeting of the membership, the purpose of which is to introduce the new executive board and to adopt or rescind resolutions to the bylaws.

**ARTICLE VI
FINANCES****SECTION I: Operation Finances**

A. The executive board is limited to transactions under \$500.00. The only exception will be during the start up year (2004/05) for bulk supply purchases and equipment.

B. The director and treasurer shall be empowered to sign checks.

C. A budget for the following preschool year shall be adopted at the May membership meeting. It may be reviewed and amended at the August membership meeting and approved by a 2/3 vote.

D. The preschool teacher will be allotted a fixed sum of money per month to spend on supplies. Receipts from the previous month's purchases will be turned in to the treasurer by the first week of the month. Within one week of receipt, the treasurer will reimburse the teacher for the supplies that are purchased within the allotted fixed sum.

E. The preschool teacher and the purchaser are responsible for purchasing all supplies for the preschool. The preschool pays for the supplies. Expenses need to be submitted on a preschool expense request form provided by the treasurer.

F. DCP rents the preschool from the Deerfield Business Center. The preschool parents are responsible for all expenses in conjunction with the operation of the school.

G. Any funds, as determined by the executive board, not immediately needed to transact preschool business, may be deposited in a savings account or invested in a bank certificate of deposit.

H. Any remaining funds will be carried forward to the new school year.

**ARTICLE VII
EXECUTIVE BOARD****SECTION I: OFFICERS**

The officers of the preschool shall be chair, vice chair, treasurer, secretary and chair elect. The membership has the option to change the structure of the executive board to include co-chairs if they so wish. The majority of the membership must be in agreement in order to execute the option. The elected chair person must be a participating member with child enrolled. The teacher will serve in an advisory role at the executive board meetings.

SECTION II: ELECTION OF OFFICERS

Nomination for the officers to the executive board should be made in writing to the chair or vice chair prior to the April membership meeting. A list of nominees will be posted on the bulletin board for review until the April membership meeting. Nominations may be made at the April membership meeting with a 2/3 approval vote of the membership present. In the event that no nominations are made for an open position, and the position remains unfilled, the board shall have the right to appoint members to fill open positions over the summer months. The executive board shall be elected by majority vote of the membership present at the April membership meeting for the term of one year, but not more than three successive terms in that position. Incoming and outgoing officers will work together through the May membership meeting in order to ensure a smooth transition.

SECTION III: TERM OF EXECUTIVE BOARD/VACANCIES

The term of the executive board officers shall be from July 31st thru June 30th, any new incoming board members training will be May through June. If for any reason there is a vacancy in the executive board, there shall be nominations and election at the next monthly membership meeting.

SECTION IV: MEETINGS OF THE EXECUTIVE BOARD OFFICERS

A. The meetings of the executive board will be held once a month. Day, time and place will be determined and posted by the current executive board. Meetings of the executive board are open to all members. Members are able to participate, but are not eligible to vote at the executive board meetings.

B. At the end of an executive board meeting, the board may vote to hold a closed session in order to discuss personnel issues. This must be approved by a majority vote of the officers present at the meeting. This portion of the meeting will be for executive board officers only and the minutes will be sealed.

C. A quorum for the executive board meetings shall be 2/3 of the board membership.

SECTION V: INDEMNIFICATION OF OFFICERS

DCP shall indemnify and hold harmless each officer of DCP from and against any and all claims and liabilities to which they be or become subject by reason of acting as an officer of DCP, or by reason of alleged acts or omission as an officer as aforesaid, and shall reimburse each officer of DCP for all legal and other expenses reasonably incurred in connection with defending against such claims or liabilities, provided, however, that no officer shall be indemnified against or reimbursed for any expenses due to negligence or willful misconduct. The foregoing rights of officers shall not be exclusive of other rights to which they may be entitled lawfully.

SECTION VI: OFFICERS DUTIES**A. CHAIR DUTIES**

1. Serve as the primary channel of communication with the executive board officers, members and teacher/director.
2. Ensure that each member shall understand and carry out the purpose of the preschool and the obligations of membership.
3. Ensure that all members have copies of the constitution, by-laws and parent handbook and that they are adhered to.
4. Schedule general and executive board meetings.
5. Approve agenda for board and membership meetings.
6. Preside over all meetings.
7. Responsible for canceling school for any reason.
8. Act as the preschool's community representative.
9. Prepare the annual teacher's contracts to be discussed, reviewed, and finalized (using surveys collected by the vice chair as a tool) by the executive board members by the end of April.
10. Work with the vice chair to be sure that all paperwork is in accordance with state standards.
11. Make self available to membership.
12. Check mailbox weekly and distribute mail as necessary.
13. Write for any grants or possible income that may be presented to the school.
14. Designate and distribute fairly responsibilities to the executive board officers.
15. Advise membership at March membership meeting to review and submit revision to the current bylaws for consideration at the May membership meeting.
16. Designate executive board member to review expense and deposit records with the treasurer on a monthly basis.
17. Maintain prudent documentation of incidences with members, teachers and others.
18. Act as a liaison to the Deerfield Business Center with regards to use the building and any maintenance that may occur.
19. Work with executive board members on hiring committee if teacher position becomes vacant.

B. CHAIR ELECT DUTIES

1. Work with the presiding chair with all issues related to the preschool in preparation for the chair position the following year.

C. VICE CHAIR DUTIES

1. Assist the chair as needed.
2. In absence of the chair, act in his/her stead.
3. Act as an advisor to half the standing committees.
4. Handle publicity for DCP with assistance from the Community Outreach Coordinator.
5. Act as a liaison to the Deerfield Parks and Recreation Department.
6. Work with the chair to organize annual open house and registration.
7. Accept applications and establish enrollment for the upcoming school year.
8. Notify all members of the first membership meeting in August by mail or telephone.
10. Orient new members.
11. Responsible for all records being on hand before the school term begins.
12. Notify officers and teachers of any new members and any other changes in enrollment.
13. Help prepare ads for local newspapers, web, Deerfield Community School communication and Deerfield Communicator to advertise annual open house, preschool openings, and teacher's vacancies.
14. Complete monthly testing of emergency equipment (exit lights, emergency lighting) in classroom, meeting room, main hallway and rear exit. Record results on log posted in classroom.
15. Responsible to produce, distribute, and collect surveys relating to the performance of the teacher by the February executive board meeting.
16. Work with executive board members on hiring committee if teacher position becomes vacant.

D. TREASURER DUTIES

1. Prepare an annual budget and proposed tuition with the assistance of the executive board. The budget should include a forecast and explanation of fundraising needs. This budget is to be presented to the membership at the May membership meeting.
2. Monitor the spending/budget throughout the year and keep the executive board informed at all times.
3. Keep accurate records of all transactions.
4. Pay the salary and fixed expenses necessary to maintain the efficient operations of the preschool.
5. Receive all money due to the school for tuition, fundraising, gifts and other sums.
6. File all state and federal forms regarding: Tax, employment, non-profit, Social Security, withholding, quarterly estimated taxes and any matching funds.
7. Prepare, file and deliver to the secretary of state, a report of conditions on or before November 1st of each year. This report must be submitted at the annual report to its annual May membership meeting.
8. Prepare a monthly report to be given at the regular membership meetings.
9. Oversee the purchase of any supplies needed to further the preschool program.
10. Check annually with insurance agent and file any necessary forms to ensure adequate coverage.
11. Make monthly tax deposits.
12. Work with Executive Board members on hiring committee if teacher position becomes vacant.
13. Review expenses and deposit records with the chair or designated executive board member on a monthly basis.
14. Review work with professional Tax Consultant quarterly.
15. Checks over \$100.00 made out to cash to the treasurer need to be co-signed by the chair.
16. Expenses submitted to the treasurer for reimbursement will be paid no more than two weeks after receiving a receipt.

17. Coordinate an audit or review at the end of each fiscal year by a Tax Consultant. A full report of the audit shall be submitted at the August membership meeting. The report shall include a statement of the amount of business transacted with members, nonmembers, the balance sheet and the income and expenses of the preschool.

E. SECRETARY DUTIES

1. Keep accurate minutes of all membership meetings. The minutes of each meeting are to be emailed and placed in the parent binder within a week of the membership meeting.
2. Keep a notebook of all minutes.
3. Have possession of a copy of the constitution and bylaws of DCP and make these and all minutes available at membership meetings.
4. Conduct all the preschool's correspondence as delegated by the chair, including the writing of thank you notes for gifts received by the school, etc.
5. Assist the teacher and vice chair to see that the file of emergency information is kept up to date.
6. Working with the Vice Chair, help prepare ads for local news papers, web, Deerfield Community School communication and Deerfield Communicator to advertise annual open house, preschool openings, and teacher vacancies.
7. Keeps a list of all the members with current addresses, phone numbers and email addresses. Coordinates a phone list for members.
8. Work with executive board members on hiring committee if teacher(s) position becomes vacant.
9. Work with director on application for state license.

ARTICLE VIII **TEACHER/DIRECTOR**

SECTION I: TEACHER/DIRECTOR DUTIES

1. Plan the daily program of the preschool and work with the participating parents to carry out this program.
2. Post weekly curriculum on school bulletin board.
3. Coordinate calendar with the scheduler for distribution to parents.
4. Attend membership meetings.
5. Serve in an advisory role at the executive board meetings, as needed.
6. Report to the chair with any inquiries, problems, etc.
7. Attend and participate in DCP activities. If not able to attend notify board members.
8. Participate in any outside meetings concerning children as needed.
9. Work with secretary on application for state license.
10. Participate in a monthly kindergarten visitation.
11. Supervise all parents working for you as "Parent of the Day".
12. File and report all accident and incident reports.
13. Oversee the following jobs and others that may be added; book orders, play dough maker, librarian, birthdays, bulletin board, laundry, purchaser/supply coordinator, teacher room clutter buster, trash/recycling, field trip planner, toy sanitizer, feely bag, cubby cleaner, imagination station , and scheduler.
14. Act in a supervisory role from 7:30am – 2pm for all students and their parents.
15. Hold parent conferences once a year or as needed.
16. Supervise all caregivers and children during arrival and departure times.
17. Keep an accurate waiting list when necessary.

SECTION II: PARENTS AS EMPLOYEES

If a job exists, a parent may apply for a teacher's position. This parent would still be required to fulfill the duties of a participating parent with the exception of being parent-of-the-day. This individual would not be able to vote at the executive board meetings. This individual may not vote on issues relating to the teacher's

position (salary, or hourly pay, contract, leave, etc.) this individual would also be required to maintain the confidentiality and professionalism of the teacher when acting in a membership capacity.

SECTION III: INDEMNIFICATION OF THE TEACHER

DCP shall indemnify and hold harmless each teacher of DCP from and against all claims and liabilities to which they be or become subject by reason of acting as teacher of DCP, or by reason of alleged acts or omissions as teacher as aforesaid, and shall reimburse each teacher of DCP for all legal and other expenses reasonably incurred in connection with defending against such claims or liabilities, provided, however, that no teacher shall be indemnified against or reimbursed for any expenses incurred due to negligence or willful misconduct. The foregoing rights of the teacher shall not be exclusive of other rights to which they may be entitled lawfully.

ARTICLE IX GENERAL RULES

SECTION I: SCHOOL CALENDAR

The multi-age cooperative preschool shall be held Monday through Friday, from 8 a.m. to 1 pm- September through June and 1:30pm – 4pm Tuesday and Thursday – September through June.

The preschool year will follow that of the Deerfield School District, observing all vacations, holidays and snow cancellation days. The only exception being DCS teacher workshops, DCP will be open on those days. A delayed opening because of weather conditions will result in cancellation of the entire day program. .

SECTION II: PARENT-OF-THE-DAY DUTY/SUBSTITUTE

A. Participating parents will serve their assigned duty days or must arrange for a substitute. Parents shall notify the teacher of any change as well as change the posted monthly work schedule. Paid substitutes may be arranged in accordance with a policy outlined in the *Member/Parent Handbook*.

B. Parents may be granted a six week new baby leave or eight week leave if mother had a cesarean, during which time their child may attend preschool without a substitute worker. After the leave a substitute worker is required to attend with the child. Exceptions can be made on a case to case basis voted on by the board.

SECTION III: CONTAGIOUS DISEASE POLICY

Parents shall keep their child home during the contagious stage of a disease. Parents shall notify the teacher, who shall post a notice if a child has been exposed to a contagious disease. It will be the teacher's prerogative to send a child home if he/she determines a child is too sick to be in school.

SECTION IV: CONCERNS/GRIEVANCE PROCEDURES

Concerns and/or grievances pertaining to the administration of the preschool should be brought to the attention of the chair or vice chair. Concerns and/or grievances pertaining to the preschool program should be brought to the attention of the teacher. When a concern and/or grievance cannot be resolved by the chair, vice chair and/or the teacher, a resolution will be sought from the executive board. The entire membership will be requested to assist if necessary.

SECTION V: DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYMENT POLICY

DCP prohibits discrimination based on one's race, color, sex, national origin, religion, mental or physical disability and age. This rule applies to students, teachers and members. DCP is also required to ensure that its employees and applicants for employment are accorded Equal Employment Opportunity. Title VII of the Civil Rights Act of 1964 makes it unlawful to discriminate in all practices, conditions and terms of employments because of race, color, sex, national origin or religion.

SECTION VI: SEXUAL HARASSMENT POLICY

Sexual harassment of any member, teacher or student at DCP by any member, teacher or student at DCP is not permissible and may be cause for dismissal.

SECTION VII: SEXUAL ABUSE/ASSAULT POLICY

Sexual abuse or assault of any member, teacher or student at DCP by any member, teacher or student at DCP is prohibited. Investigation of this crime will be turned over to the proper authorities and the suspected adult will not be permitted on DCP grounds unless acquitted.

SECTION VIII: CONFLICT OF INTEREST POLICY:

Any possible conflict of interest on the part of any member of the executive board, individual member or employee of the Deerfield Cooperative Preschool, shall be disclosed in writing to the executive board and made a matter of record. The minutes of the executive board meeting involving such conflict shall reflect that a disclosure was made, the abstention from voting and the actual vote itself.

SECTION IX: PROVISION FOR DISSOLUTION:

Upon the dissolution of Deerfield Cooperative Preschool, assets shall be distributed for one or more exempt purposes within the meaning of RSA 292, 293-A and Section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such actions will be taken by the governing board at the time of dissolution.

SECTION X: MEMBER MODIFICATION/DISPENSATION OF THE BY-LAWS

If an individual member feels he/she has reasonable cause to request a modification of or dispensation from a section of the by-laws, the request must be made in writing to the chair. The request should identify the by-law under consideration and justification of the modification or dispensation. Upon receipt in writing, the request shall be considered at the next executive board meeting and may be presented to the membership for further consideration if necessary.

SECTION XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Revised will be the Parliamentary Authority in governing any meetings in all cases to which it is applicable.

SECTION XII: AMENDMENTS TO THE BY-LAWS

The by-laws may be amended at the May membership meeting by a majority affirmative vote of the voting members. Any proposed amendments or revisions must be presented in writing, to the chair, by the April membership meeting and majority consent, by the voting members, must be obtained for the consideration. The written proposed amendments must include the following information:

- By-law to amend, add or delete.
- Resolution – new by-law stated.
- Justification – reason for the change in bylaws.

SECTION XII: AMENDMENT OF CERTIFICATION

Amendments to the certificate of organization may be proposed by a 2/3 vote of the executive board or by petition of 10 percent of the association's members. Notice of the meeting to consider the proposed amendment shall be sent by the secretary at least 30 days prior to such meeting to each member at his last know address or email address, accompanied by the full text of the proposal and by that part of the certificate to be amended. Such amendment may be adopted by 2/3 members voting.

Written July 2004 / Final Official Version October 29, 2004 / Final Official updates- May 23, 2007

POLICY AND PROCEDURE

POLICY AND PROCEEDURE – SECTION 1

PARENT OF THE DAY GUIDELINES

PARENT OF THE DAY GUIDELINES

Parent of the day can be a rewarding and fun experience for you and your child. The following are a few general guidelines for you:

- Work in the classroom as needed based on child / teacher ratio and each child's enrollment.
- Please make arrangements for your other children on your scheduled day. Should you for some reason due to last minute emergency/schedule changes need to bring your other children you will be charged the tuition rate for the day for each additional child. You must notify the teacher if you find yourself in need of bringing other children as we are a state regulated school and must comply with safety and maximum class size rules, the teacher must grant approval.
- Arrive at school by 8:00 a.m. Tardiness makes it difficult for the teacher and the other parent of the day.
- Stay until all closing duties are done.
 - Notify the teacher and mark the posted schedule with changes if you need to change days with another parent. You are responsible for finding a substitute (or trading days) if you can not serve as parent of the day on your scheduled day. If you are unable to find a substitute, please notify the Chair, Vice Chair and/or the teacher.

The following fees will apply if:

1. Late first time = Verbal warning. Second time/any time after = \$10 fee will be charged, payable that day.
2. If it becomes the responsibility of DCP to find and pay an outside substitute, you will be charged a fee of \$40.00 to cover the expense of hiring someone.
3. No show/no notice – first time = A fee of \$25.00 will be charged in addition to #2. Second offense = pay nonparticipating rate for one month.

Provide snack or drink for the entire class. If you bring juice please be sure that it is labeled 100% juice. Check food allergy list prior to your snack day. Please communicate with other parent of the day for snack and drink duties.

PARENT OF THE DAY TASKS (Morning Program)

- At the start of circle time, close door. Watch that door remains closed throughout program time (9 a.m. – 11:30 a.m.).
- Watch for siblings during 8:40am – 8:50am and 12:40pm – 12:55pm
- Put out paper, paint and paint brushes
- If there is a media play station fill with water or other materials as instructed by teacher and cover for later use
- Assist teacher with any prep work that needs to be done
- Check with teacher about specific responsibilities for the day
- Assist with all activities during class time
- Set up for snack by washing tables and setting out cups and napkins
- Accompany class to park or other play area – *required*
- Begin final cleanup – after 1:00 p.m., once some children have been picked up and teacher feels ratio of children to teacher is manageable.
 - Pack up supplies and toys and place them in appropriate spots
 - Wash paint brushes and refill paint cups
 - Wash tables and chairs
 - Clean both bathrooms by thoroughly cleaning the sink and toilet, sweeping and washing the floor
 - Sweeping and washing the linoleum floor
 - Vacuum carpet including stairwell

PARENT RESPONSIBILITIES TO DCP

- Pay tuition fully and promptly each month
- Show up on time to work on assigned days
- Provide snack or drink on assigned days
- Both participating and non-participating members must attend the membership meetings
- Support fundraising activities
- Fulfill the duties of your co-op job, committee or officers position
- Read and understand the DCP handbook and Bylaws
- Support and aid in any efforts designed to evaluate your child's abilities and needs
- All Parents included in classroom activities must participate in a classroom training session before entering classroom to work

POLICY AND PROCEEDURE – SECTION 2

PLAYGROUND GUIDELINES

Playground Policy and Procedure

Preparing to leave school for playground (this decision is made by two teachers and two parents):

- All children are to try to go to the bathroom before leaving for the playground.
- One adult must remain near the bathrooms during this time. Another adult must stay on carpet area and help children with shoes and coats
- When children are ready for the playground, they gather and sit in the block area
- Playground helper chooses his/her partner first and teacher picks the rest of the partners. All children line up at the door with partner when called
- When all children have used the bathroom, bathrooms are checked to be sure they are empty, lights are to be turned off and all adults gather at the door for a final count
- Teacher counts attendance slip for daily total, a second adult counts to double-check total count
- Teacher, P.O.D. (s), and children count heads together out loud.

Walking to Playground:

- Teacher leads, all children paired with partner, walk behind teacher quietly down the stairs, and out to parking area/road edge
- Teacher stops waiting for all children and P.O.D.(s) to exit building and catch up to group
- Teacher, P.O.D. (s) and children do traffic check, (look to the left, and look to the right, all clear...)
- Lead by the teacher group proceeds across the road and walks in a controlled fashion along the edge of the town hall parking lot until group reaches the roped entrance of the playground area, children are then free to play on wood-chipped playground area

Playground play time:

- Teacher and P.O.D(s) continually monitor the children, ensuring safe play. Adults rotate around wood-chipped play area checking to be sure all children are playing safely and are sharing areas with other children
- During playtime, teacher and P.O.D.(s) do several head-counts to be sure all children are accounted for
- At end of playground time period teacher alerts the children that playtime is coming to an end and that it is now time to line up
- Children are instructed to find their assigned partner and line up
- Teacher, P.O.D. and children do a group head count

Return process:

- Teacher leads group back to school in reverse fashion of above listed process of *Walking to Playground*
- Once back inside the school, the children take off and take care of outside play clothing (coats/boots/hats, etc.)
- Children gather at the circle time rug for a story and teacher and or P.O.D. does one more final head count to ensure all children are accounted for

POLICY AND PROCEDURE – SECTION 3

FIELD TRIP PROCEDURE

Field Trip Policy and procedure

DCP field trips will be planned throughout the school year. The field trip coordinator and the teaching staff select the field trip destinations. As with all things related to the preschool your child's safety is the number one priority. Therefore the following field trip policy and procedures have been developed and are strictly followed.

Notice: Plans for upcoming field trips will be posted at the school and included in the weekly newsletter. Parent/members must sign the sign-up sheet giving permission for your child to attend the field trip at least by the field trip deadline (generally 1 week prior), your child will not be able to attend.

Transportation: Transportation to/from the field trip destinations will be via carpooling. You may choose to participate in the field trip and drive your own children as well as offer to transport other children, or sign approval for your child to ride with another parent/member that has chosen to participate. If you chose to have your child(s) ride with someone else, you must provide an age appropriate child safety car seat/booster seat. **Both choices** require that you sign approval for your child to travel to the field trip, **this is in addition to the above mention sign-up.**

Departure/Return: Departure(s) will be from the school. Gather/leave times will be posted prior to the field trip date. All participating in the field trip are to meet at the school. This allows for accurate head count and controlled carpooling. The field trip coordinator will put together the carpooling list and head count and will check off prior to departure/upon arrival/prior to return trip/upon return. These are important safety checks designed to ensure all the children enjoy a safe and rewarding field trip experience.

Chaperone/group leads: the number of children/parent/members attending a given field trip will determine the number of chaperones/group leads. Large groups may be divided into smaller groups and a lead will be assigned. That chaperone/lead will be responsible for tracking and monitoring "their" group for the duration of the field trip.

Dress to impress: Enrolled children should wear their DCP tee shirt to the field trips. This not only gives the group a unified look; it helps the chaperone/leads keep track of the children in large/congested areas. *As a side note, family members may purchase DCP tee shirts (adult/children/infant) to wear on the field trips if desired. Order forms are available at the school. Please allow a minimum of two weeks for shirt orders.*

Snack/lunch: Generally, snack will be provided once field trip destination is reached. Depending on length of field trip the children may eat lunch at the field trip destination or for shorter trips, they will eat their lunch at the school upon return.

Fees: In the event that a fee is required for a field trip it is general policy that DCP will cover the cost for the teacher staff and parent of the day. All enrolled children, parent/members and other family members may be welcome to attend, but must cover any fees that are charged.

Rules are rules: As mentioned above, all parent/members and other family members are welcome to attend the field trips, however it is important to note that all who chose to attend must comply with the above listed guidelines to ensure a safe and rewarding trip for all.

POLICY AND PROCEDURE – SECTION 4

CLEANING PROCEDURE

Monthly Cleaning Guidelines:

Program would consist of 11 once a month cleaning sessions

1. August – Pre-school year start – general
2. September – Standard + Wash/scrub sensory table and lunch bin
3. October – Standard + Wash/scrub all chairs and tables
4. November – Standard + Clean/pack away fall display/toys
5. December – Mid-year cleaning – general
6. January – Standard + Wash Lego table and toys
7. February – Standard + Wash wood blocks/toys
8. March – Standard + Wash paint/project area
9. April – Standard + Wash/scrub sensory table and lunch bin
10. May – Standard + Wash/scrub all chairs and tables
11. June – Special list from teacher – end of year pack up

Each month consist of standard cleaning duties as listed on check off list. In addition, each month would have a special focus. For example, August/December/June would have items listed that would be done on these specific months. These items may require more families be assigned to those months, or that outside services would be arranged (i.e.: carpet cleaning).

The ***Cleaning Coordinator*** would be responsible for ensuring all necessary cleaning supplies and tools are at the school prior to the cleaning date. Any needs, (supplies/equipment) should be forwarded to the *Purchase/Supply Coordinator* in adequate time for them to be secured before date needed. The cleaning coordinator would also be responsible for creating and posting the cleaning schedule, as well as communicating with the families through a phone call or email to remind families of approaching assigned dates.

It is the responsibility of the assigned family to find a replacement should they have a schedule conflict or a sudden illness/situation that would prevent them from meeting their assigned cleaning responsibilities. Please notify the *Cleaning Coordinator* of any changes to schedule.

STANDARD MONTHLY CLEANING CHECK-OFF LIST:**Starting at the top!**

- Dust all beams
- Dust ceiling fans
- Check light bulbs, replace if needed
- Wash all windows, and wipe down the window sills

All Around!

- Wash baseboards
- Wash floor under coat hook area
- Wash/sanitize all:
 - doorknobs
 - coat hooks
 - light switches
 - fan switches
 - fire extinguishers
- Clean out and wash out all cubbies
- Empty and wash all trash containers + replace liner (*place tied trash bags by back door for trash/recycle helper to take next available day*)

Bathrooms – from grime to shine!

- Check for cobwebs/dust down
- Spot check walls for marks – clean as needed
- Wash all baseboards/floors/doors-both sides
- Wash all bathroom fixtures(sink/cabinet/toilet), inside and out
- Wash lighting fixtures/clean mirrors

Kitchen

- Clean out refrigerator – trash food that looks questionable
- Wash inside and out of refrigerator
- Wash inside and out of microwave
- Organize cupboards in kitchen area
- Wash all surface areas:
 - sink countertop
 - prep table top
 - microwave table top
 - wash dish strainer

Teacher's room

- Check for cobwebs/dust down
- Check lights – dust/clean/replace bulbs if needed
- Wash down light switches/door knobs
- Dust computer area
- Vacuum floor
- Special clean assignment as needed/assigned by teacher

Entry hall way and stairwell

- Vacuum
- Spot check/wash walls as needed
- Wash upstairs entry door – both sides

Back hallway/stairwell

- Sweep stair well
- Spot check/wash marks as needed
- Clear of any clutter

What's the recommended approach?

Dust = Use dust wand/cloth

Sweep = sweep with broom/clean up piles with dust pan

Wash = using warm/hot water with Pinesol with sponge – *throw away after days cleaning session*

Wash/sanitize = wash-down with Clorox wipe clothes or use Clorox spray with paper towel

Vacuum = use provided vacuum cleaner

Cleaning supply/equipment inventory:

Upright vacuum

Cordless handheld vacuum for stairs/tight areas

Broom/dust pan

Scrub brush

Scrub brush replacement brush

Mop

Mop sponge refills (2)

Mop pail

Dust mop

Dust mop replacement pads

Spray bottles (2)

Pinesol - 2 bottles

Windex – 2 bottles

Clorox – 2 bottles

Clorox wipes – 2 dispensers

Mr. Clean Magic erasers – 2 packs

Sponges – 2 packs (minimum of 8 on hand)

Trash bags – 2 boxes

Paper towels – one case

Lightbulbs –

NOTES