

# Deerfield Cooperative Preschool Parent Handbook



2018-2019

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## **WHAT IS A COOPERATIVE PRESCHOOL?**

A cooperative preschool is a group of parents cooperating in the administrative duties of the school's 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 Deerfield and surrounding communities and raise our profile.
- Achieve and maintain full enrollment.
- Be fiscally responsible.
- Have fun!

## **NON-PARTICIPATING MEMBERS**

Non-participating members are those who do not participate in school related activities with the exception of the annual gingerbread fundraiser, and will pay a higher rate to compensate for all extra activities. Parents are expected to sign up for supplies and/or food for any social school events and encouraged to participate in the classroom if they wish. All parents, regardless of Participating or Non-Participating status, will need to actively help with the Horse Show Fundraiser. Assistance with other fundraisers is

encouraged. All children placed in the preschool by the school district will be classified as non-participating and pay the higher rate. *Please note* non-participating members will be limited to four (4) 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.

### **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. All participating members are required to actively participate in the Horse Show Fundraiser taking place in May/June *and* volunteer for at least one of the following committees: Live & Silent Auction beginning no later than September and ending in November or the Drag-N-Fly 5K race beginning in February and wrapping up in May. Involvement in additional community involvement activities include a biennial yard sale in October, The Fun Pass in November, Old Home Day, craft fairs, holiday strolls, etc.

### **PARTICIPATING PARENT SUMMARY of EXPECTATIONS**

- 1-5 days of volunteering (POD) in classroom per month depending upon your enrollment status (Please see bylaws for specific breakdown of expected POD days). - If you are unable for any reason to volunteer on your scheduled POD Day, it is your responsibility to find a replacement. First, we encourage swapping first so please ask the membership if another family will swap days. Second, offer to pay another parent or substitute from the Sub List on the parent roster \$40 to cover on your day. (This will be in addition to their already scheduled day(s)). Unless otherwise discussed, you will be responsible for providing drink or snack on that day.
- Attend Parent meetings held every 4-6 weeks during evening hours (August through May - no meeting in December) - missing no more than 2 scheduled meetings.
- Responsible for executing the tasks associated with a single ‘Parent Job’ throughout the school year. Parent job assignments are made by the board after taking requests from the membership under consideration. The board reserves the right to assign parents to any position.
- Actively participate in Horse Show Fundraiser taking place in May/June to include sign up for shifts on the day of the event, shop for the event, provide supplies for the event, act as “runner” for missing items during the event, or bake items to be sold the day of the event.
- In addition to the Horse Show, volunteer on one of the following committees: Live & Silent Auction beginning no later than September or Drag-N-Fly 5K

from February through May.

- Clean the classroom thoroughly on assigned month once during school year.
- Help out with other misc. community involvement events: Old Home Day, Craft Fair, Holiday Stroll, Fun Pass, biennial yard sale, etc.

*For all parents, participating and non-participating*

- Actively participate in Horse Show Fundraiser taking place in May/June to include working shifts on the day of the event, shop for the event, provide supplies for the event, act as “runner” for missing items during the event, or bake items to be sold the day of the event.
- Be involved in holiday and other themed parties to include signing up bringing supplies and/or food.

### **MEMBERSHIP MEETING GUIDELINES**

Participating Members are required to attend membership meetings during the school year, missing no more than 2 scheduled meetings. Membership meetings will be held every 4-6 weeks from August through November and January through May.

Non-Participating members are required to attend the August Membership Meeting and are encouraged to attend subsequent meetings.

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 three meetings are missed, the participating member will have the option to A. attend a Board meeting as a make-up for the third missed parent meeting or B. to pay the non-participating rate for that month. Once a participating member has 4 or more parent meeting absences, they will be billed at the non-participating rate for the month of the fourth absence and any subsequent months that membership meetings are missed. Members may submit a letter to the board to waive missed meetings.

If a family is unable to attend the membership meeting a different family may act as a delegate and sign in for the missing member. The delegate will be marked as absent from the meeting since his/her presence is replacing the missing member. The delegate also assumes the responsibility for updating the missing member with information from the meeting. This may be done with the meeting minutes. If a family misses a meeting and does not send a delegate the family may send a letter to the board to request that the missed meeting(s) be waived.

### **FUNDRAISING**

- All families are required to participate in the Horse Show fundraiser. If unable

to help on the day of the event, inquire as to how you can be involved to make the fundraiser a success.

- Participating members are required to select an additional fundraiser to sit on the committee (5k or Auction)
  - Committee Chair's are responsible for ensuring the participation of members. Each Chair will receive a list of committee members at the end of the September meeting after Participating Parents select a committee.
  - Committee members are not required to attend every committee meeting. Committee members may be assigned jobs by the committee Chair as necessary. Completion of the assigned job will be considered participation in the committee.
  - Failure to participate in one's selected committee will result in a penalty of paying the non-participating rate for the month of the fundraising event *and* the month after the event.

### **PARTICIPATING PARENT JOBS**

As part of the cooperative preschool certain functions are the responsibility of the members. These jobs are divided among the participating parents and overseen by the Board, Teacher/Director and the Assistant Teacher. The primary functions required from year to year are described below; however, the Board may make adjustments based on particular needs or interests of the school or the membership. Failure to participate in one's parent job will result in the penalty of paying the non-participating rate for the month in which the member has not participated.

#### **5K Co-CHAIRS - Two Needed**

In charge of the organization and execution of the event. Through supervising a committee to assist in the events duties of getting a parade permit, event insurance, getting donations & financial sponsors, organizing raffle baskets, volunteers, etc. Communicate with the board & title sponsor the process, changes & developments concerning the event. Co-Chairs should split duties so that one is responsible for leading the committee to secure donations, sponsorships, and set up raffle baskets. The other Co-Chair should be responsible for securing the race related needs for the event to take place as detailed above. Ideally one co-chair should be a returning parent for the following year to ensure continuity with the committee.

#### **AUCTION Co-CHAIRS - Two Needed**

Oversee team working on collection of donations for the Harvest Moon Auction. Secure the hall, MC, arrange food. Organize catalog and submission to printer. Coordinate parent volunteers for "night of" or "do ahead" jobs. Oversee setup, smooth running and breakdown of the Auction night and appropriate submission of invoices for prompt payment. Co-Chairs should split duties so that one is responsible for leading the committee to secure donations, sponsorships, and organization of items into the program and the other Co-Chair should ensure details of the event and meeting agenda go smoothly as detailed above. Ideally one co-chair should be a returning parent for the following year to ensure continuity with the committee.

**YARD SALE CHAIR (every other year)**

Communicate to membership the date and acceptable products. Schedule available options for drops offs beginning in September. Send any necessary email correspondence. Organize volunteer committee for set up/breakdown/coverage, designate leftover donation of goods. Request payment from treasurer to DCS to register for event.

**SOCIAL PLANNER (2)**

Coordinates and plans social events for member families including location, theme, creating sign up lists for materials needed, etc. Post upcoming events both at school and to all members via email. Sends email reminders of upcoming events. Events include but are not limited to Halloween Party and Winter Holiday Party. Other ideas include Easter Egg Hunt, Mom's night Out, Family Sledding Parties, Vacation Meet-Ups etc.

**WEB GURU**

Help develop and maintain the DCP web-site and ensure it is kept up to date. Upload POD calendar, board/parent meeting minutes, weekly newsletters, and update all fundraising activities on a timely basis. The Web Guru should have some experience with placing facebook ads as these are to be utilized for advertising all fundraiser and school activities (including registration, open house, etc...). The Web Guru should also utilize advertisement opportunity within the Facebook Community page.

**CLEAN UP COORDINATOR**

Schedules monthly cleanup teams. Sending monthly reminders to teams and monitoring cleaning supply inventory. This means checking inventory *before* each cleaning to ensure all materials are on hand and allow time for Supply Coordinator to purchase if necessary.

**BOARD LIAISON (T/Th & M/W/F)**

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 strongly encouraged that this person attends board meetings. (A great opportunity to gain Board experience for future board member roll).

**FISH TANK**

Clean the fish tank and replace filter once a month. Change seasonal decor as necessary.

**MAINTENANCE TECHNICIAN**

Assist DCP with any light duty and general maintenance items. Personal inventory of tools and equipment helpful. Responsible for carpet cleaning



(rental covered in budget). 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.

**BOOK ORDER COORDINATOR**

Provide book order forms, responsible for collecting orders/payments as well as distributing orders. Submit orders online according to due dates.

**PURCHASE/SUPPLY COORDINATOR**

Purchase classroom supplies as needed and requested by teacher and/or executive board. Submit receipts to treasurer for reimbursement. A BJ's or Sam's club card is helpful for this position.

**CUBBY CHECKER/CLEANER**

Sorts through cubbies twice a month (approximately 30 minutes each time) sending home unnecessary items notifying parent of needed items.

**SIGN-IN NAME /COAT HOOK TAGS**

Create nametags to coordinate with each month's theme in coordination with teacher's program plans. Change background on bulletin board.

**HISTORIAN**

Compiles photos (from classroom camera and photos passed on from DCP families) and information for end of year scrapbook/yearbook. Documentation and photography of school, children, events and functions.

**IMAGINATION STATION (2)**

Helps maintain and rotate items at Imagination Station in coordination with monthly themes as determined by Teacher/Teacher's Assistant. Expect to spend about 4 hours per month in the planning, building, or setting up stage. Creativity in brainstorming ideas as well as craftiness are helpful in this role.

**LAUNDRY**

Take home dirty laundry at least once per week, washing and returning it the next available date. Return laundry to designated locations rather than hand off to teacher.

**PLAY DOUGH MAKER**

Make play dough as requested by the teacher's assistant (bi-weekly).

**TRASH/RECYCLING**

Remove all trash from the preschool as necessary (at least weekly). Set up recycling station and remove all recyclables as necessary.

**GRANT/DONATION SOLICITATION - (Optional)**

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

### **MONTHLY CLEANING GUIDELINES**

Every month, a team of parents are assigned to deep clean the Preschool. Each month will consist of standard cleaning duties as listed on the Standard Monthly Cleaning Check-Off List listed at the end of this handbook. 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).

Program would consist of 11 once a month cleaning sessions

1. August – Pre-school year start – general –Done before the “Meet and Greet”
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 –Done before DCP’s Open House
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

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. Members of the board are exempt from the monthly cleaning.

Families are expected to sign in and out on the day they clean. Failure to complete one’s assigned monthly cleaning will result in paying the non-participating rate for the following month. In the event that a family is scheduled for, and skips, their monthly cleaning over the summer, their first tuition payment in the new school year will reflect the non-participating rate.

Families may sign out a key from the Head Teacher or Chair to clean on the weekend. Lost keys will result in a \$5 charge.

## **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

### **ENROLLMENT**

*The open enrollment guidelines are as follows:* All children enrolled must be at least 2 years, 10 months (exceptions may be granted as outlined in the by-laws for a one month trial period) prior to or on the first day of school; enrollments are accepted until December 31<sup>st</sup>. 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 1<sup>st</sup>.* The one exception to this would be a child that moves into the area and has been enrolled elsewhere. This child would be considered if the enrollment cap for the year has not been met. There is a two week trial period for any child enrolled under these exceptions, and 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. New members should plan to pay an additional \$20 as to complete state required background check and fingerprinting.

The amount of tuition shall be set by the executive board and approved by the membership through the budgeting process prior to the start of enrollment for the upcoming year, which usually begins during the third week in February.

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

***Returning Members--new child:*** A \$50.00 deposit is due at February registration and is put toward the first month's tuition which is due by June 15<sup>th</sup>. A non-refundable registration fee is due at the same time for each new child entering preschool. If a member has more than one child enrolled at the same time, the registration fee for the second child may be reduced from the usual \$40.

***Sibling Discount:*** A 20% discount will be applied for tuition of a second child enrolled at the same time as a sibling. If the siblings attend different numbers of days during the week, the discount shall be applied to the child attending the fewer number of days. This discount applies to tuition, POD tuition, and enrolled extended day. It does not apply to drop-in extended day. Any family utilizing this discount may be subject to additional parent jobs at the discretion of the Board, but no extra fundraising duties will be expected.

## **LATE ENROLLMENT**

If a student is enrolled once school has started, \$40 registration and 1<sup>st</sup> month tuition is due upon first day of attendance. Future tuition payment will follow regular tuition payment guidelines.

## **EARLY WITHDRAWAL**

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. The registration fee and first month tuition is non-refundable.

## **PAYMENT POLICY**

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

## **TUITION PAYMENT GUIDELINES**

Tuition is due on the 15<sup>th</sup> of each month for the following month (e.g. by September 15<sup>th</sup> for October). If tuition is not paid by the 1<sup>st</sup> of the month, a \$25 late fee will be charged. If the full payment is not made within 30 days of due date, a payment plan must be established with the Treasurer. If the full payment is not made within 60 days, the student will be removed from the school until financial arrangements are made and approved by the Board. **At 90 days**, if the full payment has not been made or no alternative arrangements have been made by a payment plan agreed upon by both the Board and the member, DCP reserves the right to defer the account to collections. All fees incurred by DCP for sending the account to collections will be the responsibility of the delinquent member. If a member reaches 60 days late on a payment, the account must be kept current moving forward. If future payments reach 30 days late, the student may be removed from the classroom until the tuition payment has been received.

## **HOURS OF OPERATION**

***Morning Program*** is open from 8:00 am to 1:00 pm Monday - Friday. The preschool program time runs from 9:00 am to 11:30 am. 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 and 11:30am.

- Pickup time is no later than 1:00 pm. This means exiting the classroom by 1:00 pm, not arriving. If you are running late, late fees will be applied according to the following: For every 5 minutes late, you will be charged a \$5 fee.

- If you are late more than three times, there will be an extra POD for each subsequent late pick-ups (three strike rule).

***Extended Day Program*** is open from 1:00 pm to 5:00 pm depending on needs of

families and number of children enrolled. Please check with Teacher to determine if Extended Day is available each day. Please see extended day program for more information

- Pickup time is no later than 5:00 pm. This means exiting the classroom by 5:00 pm, not arriving. If you are running late, late fees will be applied according to the following: For every 5 minutes late, you will be charged a \$5 fee.
- If you are late more than three times, there will be an extra POD during the morning program for each subsequent late pick-ups (three strike rule).

## **SCHOOL CALENDAR**

The preschool year will follow that of the Deerfield School District and the Deerfield Community School (DCS) observing all vacations, holidays and \*\*snow cancellation days. **The only exception will be DCS teacher workshops; DCP will be open on those days. DCP will follow DCS's weather related closures, dismissals and delays. Special Circumstances:** In the event of a storm or emergency that will cause travel difficulty for parents of extended day students and teachers, parents, chair and teachers will discuss closing school early. If the weather calls for a storm, please ensure the teachers can reach you that day in case there is an early release. The first day of school will be the Tuesday following Labor Day.

## **INCLEMENT WEATHER DELAYS AND EARLY RELEASE**

As previously mentioned above, school will be cancelled if DCS schools have announced school closure. In the event of a two hour delay at DCS, DCP will open at 10 am with circle time beginning promptly at 10:30 am . In the event of an early dismissal, DCP will close at the same time as DCS. Should you have an older child who attends DCS, please pick up your child at DCP first.

*Please note: DCP is not responsible for contacting parents as a result of inclement weather. DCS will announce their decisions on WMUR. Please watch the television or visit [www.wmur.com](http://www.wmur.com) for a complete list of closures and to sign up for text or email alerts.*

## **ARRIVAL AND DEPARTURE**

**Morning Program:** For your child's safety, during drop off between 8:00 am- 9:00 am we require that you or another 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 you are running late, it is requested that you do not interrupt circle time. Please drop off your child after circle time at 9:30 am.

If you are going to be away from your place of employment or home for the day, please be sure to leave an alternate contact number in case the school needs to reach you.

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 11:30 am - 1:00 pm.

**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 am), and will remain closed.

### **ILLNESS**

Call the school by 9:00 am 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. Your child should not return to school until he/she is fever free for 24 hours. 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.

If you are POD on a day where a child appears to be sick, please respect the child/families privacy and do not discuss with other parents at pick-up.

### **MEDICATIONS ADMINISTERED**

The schools 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.

### **OUTDOOR PLAY (Morning Program)**

We will attempt to provide your child with outdoor activity time every day. 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 or if the temperature is below 15F degrees with the wind chill. 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. Children need to be able to get dressed independently; many parents find mittens to be easiest for small hands.

### **FOOD**

The parents of the day are responsible for the snack 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. Per state regulations, please be sure that your snack includes two foods from two different food groups and that there is a serving size of each for each child and adult who will be present that day. Milk or juice is permitted; however, all juice must be 100% juice. If your child will be staying past 11:30 am please pack a lunch. We encourage the children to eat their sandwiches and fruit first, please restrict the amount of sweets in their lunches. *\*\*DCP may be nut free at any time depending upon student allergies\*\**

Per state regulations, open containers of beverages must be labeled with the date. Juice is to be discarded after 1 week, milk is to be discarded after 48 hours.

### **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) is required to be left at school in your child's cubby, in case your child needs to change. 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. A favorite book or stuffed toy (to be left in their cubby until rest) is appropriate for rest period but please, no electronic toys, cell phones or video games.*

### **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, they will be donated 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 by labeling all items.

### **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. We keep all celebrations child focused. You may request to be Parent of Day on the day of celebration or bring a book to be donated to DCP in honor of your child's birthday. If you wish to bring in food to celebrate, you must request approval with the teacher in advance. This helps the teacher ensure children with food sensitivities/allergies have the ability to bring in an alternative and also prevents the frequency of treats coming in from home from becoming excessive.

### **FIELD TRIP PROCEDURES**

DCP field trips will be planned throughout the school year. The teaching staff select the field trip destinations based on related themes. 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.

**Notice:** Plans for upcoming field trips will be posted at the school and included in the weekly newsletter. Parent/members must submit a field trip permission slip and 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) or 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.**

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.

**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 head teacher 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. Please place your order in the Fall; limited supplies may be available throughout the school year.*

**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 teachers 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. **Please check with the teacher whether or not siblings are invited.**

**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 choose to attend must comply with the above listed guidelines to ensure a safe and rewarding trip for all.

## **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 am drop-off or pm 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. 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.

Most information will be shared via e-mail and conveyed during parent meetings. If an e-mail address is not available, updates will be printed and put in your child's folder. Copies of the member list, school calendar, Parent of the Day schedule and weekly lesson plans will also be posted in the classroom. Updates throughout the year regarding upcoming events will be posted in the classroom as well. (I.e. fundraising information, field trips and school social events)

### **DCP BOARD POSITIONS**

Chair- *see bylaws for position profile*

Chair Elect- *see bylaws for position profile*

Vice Chair- *see bylaws for position profile*

Treasurer- *see bylaws for position profile*

Secretary- *see bylaws for position profile*

### **CONCERNS AND GRIEVANCES**

Concerns and grievances pertaining to a member to member issue/concern should first be discussed with the 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. Concerns and/or grievances pertaining to the preschool program should be brought to the attention of the teacher.

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-biased moderator. This meeting will be to discuss the concerns at hand.

If a member concern results in a special committee being formed to address the issue, that member will sit on the formed committee. When a concern and/or grievance cannot be resolved by the chair, vice chair and/or the Teacher/Director, a resolution will be sought from the Executive Board. The entire membership will be asked to assist if necessary. In special circumstances, the Executive Board may need to look externally for additional assistance or counseling services. Greg Boisvert, School Counselor at Deerfield Community School, has offered assistance in times of school crises to DCP.

### **EXPULSION POLICY:**

Should the Board feel that a child must be removed from the classroom due to challenging behaviors the following steps shall be taken:

1. Verbal communication by the teaching staff about the presence of the issue with the parent or guardian of the child.
2. Parent/Teacher Conference to discuss the challenging behaviors in more depth.
3. Parent/Board Conference with at a minimum of three present Board Members.
4. Make a plan with the parent or guardian to address the challenging behavior.

This plan will be documented in writing in the child's file by the Lead Teacher and will be communicated to the Board.

- a. Ensure that all staff are aware of their role when it comes to implementing the plan for the challenging behavior should it arise.
  - b. Plans will include but are not limited to the actions staff will take when the challenging behaviors arise, interventions available to utilize (including outside resources/services/programs), and what to do to minimize disruption of the classroom and impact on the learning experience of the other children.
    - i. Time frame for plans will vary based on the severity of the challenging behaviors but will be defined on an individual basis on each plan.
    - ii. Should the challenging behavior present a serious safety risk to others within the program, the Board may suspend the child's attendance until the plan of action is agreed upon with the child's family.
5. Should interventions included in the plan fail to resolve the challenging behaviors to the point of the child remaining in the classroom, the issue will come back to the Board. At this point, the Board will vote on whether a new plan is necessary with different interventions or whether the child should be expelled from the school.

### **PARTICIPATING PARENTS**

There is a rotating schedule for snack. Participating Parents may be called upon to help with the needs of Extended Day for example; prepping, cleaning, field trips, etc.

Those members not currently enrolled in the DCP Preschool Program are welcome to attend all Membership Meetings. Extended Day Member will be able to vote on issues pertaining to the Extended Day Program.

## **THE EXTENDED DAY PROGRAM**

### **EXTENDED DAY ENROLLMENT**

Enrollment may take place at any time during the year. There is a maximum of 8 students per adult each day. There are Participating and Non-Participating rates.

The Extended Day Program is open from 1:00 pm to 5:00 pm Monday thru Friday for Full Day. If space allows, Partial Day (1pm - 3 pm) and drop-ins may be available.

Pickup time is no later than 5:00 pm. If you are running late, late fees will be applied according to the following: For every 5 minutes late, you will be charged a \$5 fee.

### **ARRIVAL AND DEPARTURE - EXTENDED DAY**

Drop your child off by 1:30 pm. If you are going to be away from your place of

employment or home for the day, please be sure to leave an alternate contact number in case the school needs to reach you.

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 open. Please be aware that Rest Time occurs approximately 1:45 pm-2:15 pm. Sign-out may be at the school or playground depending on the weather and season. When you sign your child out at pick-up, it becomes your responsibility for your child's whereabouts.

### **ILLNESS - EXTENDED DAY**

Call the school by 1:00 pm 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.

### **OUTDOOR PLAY - EXTENDED DAY**

We will attempt to provide your child with outdoor activity time every day. 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 or if the temperature is below 15F degrees with the wind chill. 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 by 3:30 pm or the child will be expected to go outside. Children need to be able to get dressed independently; many parents find mittens to be easiest for small hands.

### **ARTICLES FROM HOME- EXTENDED DAY**

For rest time we suggest that your child has a beach towel or nap mat to lie on along with a blanket. Some children also find it comforting to have a stuffed animal. All rest time items must remain in cubbies except during rest time. Please remember to bring these items home to be freshened up from time to time. *Please, no electronic toys, video games or cell phones.*

### **FIELD TRIPS- EXTENDED DAY**

On occasion, the Extended Day Program may take a walking excursion to local places

of interest. Parent must sign a field trip permission slip for their child for each field trip. If permission is not given, parents will be responsible to pick up their child that day prior to the field trip.

## **PARENT OF THE DAY (POD) GUIDELINES**

### **POD SCHEDULING**

- Parents can expect to be assigned up to as many POD days as their children attend per week and frequency of PODs will depend upon enrollment:
  - Monday-Friday: Up to 5 PODs a month
  - Monday/Wednesday/Friday: Up to 3 PODs a month
  - Tuesday/Thursday: Up to 2 PODs a month
- Parents will only be scheduled on days in which their child(ren) attend unless otherwise specified by the parent to the POD Scheduler *and* the Executive Board. If a parent requests to POD on a day his/her child does not attend, the child may accompany the parent so long as the number of students in the class do not exceed 16. Should the number exceed 16 with the addition of the child in question, it is the parent's responsibility to have his/her CPR certification on file with the school. This ensures compliance with state regulations.
- The POD Scheduler will request "preferred days" from Participating Parents either via email or at the sign in area depending on his/her preference.
- Preferred days are never guaranteed and parents will be required to do or cover their assigned POD should they be assigned a day for which they did not specify as preferred.
- In the event that a parent cannot do their POD, they are encouraged to swap with other members, should a swap be unattainable, the parent will be required to hire a substitute. Please see the Substitute Policy in this document for details.

### **PARENT OF THE DAY EXPECTATIONS**

*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:*

- POD is expected to be at the school and signed in no later than 8 am.
- Work in the classroom as needed based on child / teacher ratio and each child's enrollment and assist with all activities during class time.
- 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.
- Provide snack or drink for the entire class based on the POD calendar. If you bring snack, please bring a healthy snack from two different food groups. If

you bring juice, please be sure that it is labeled 100% juice. Check food allergy list prior to your snack day.

- Notify the teacher and mark the posted POD schedule with changes if you need to change days with another parent. You are responsible for finding a substitute (or trading days) if you cannot 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.
- POD's are responsible for clean-up at the end of the day. POD's are to follow the list of cleaning expectations posted on the refrigerator.
- POD's should not be alone with children at any time in order to be compliant with licensing standards.

### **SUBSTITUTE POLICY**

- Parents are responsible for covering their POD's. Parents are encouraged to swap day with other parents, however in the event that a swap cannot be made the parent must hire a substitute. Substitutes will be paid \$40 by the scheduled parent. The scheduled parent will be required to provide the drink or snack unless otherwise discussed with the substitute.
- Substitute PODs **must** have the same background checks and livescan fingerprinting required of the other PODs. If a substitute has been arranged but does not have the appropriate background check, this will be considered a missed POD and the member will be subject to the fees listed below.
- 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.
- 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.

### **PARENT OF THE DAY TASKS (Morning Program)**

#### **8:00 am Arrival**

Arrive at school by 8:00 am Tardiness makes it difficult for the teacher and the other parent of the day.

Late first time = Verbal warning.

Second time/any time after = \$10 fee will be charged, payable that day.

#### **Morning Free Play**

*Child Interaction* is number one. There is a list posted on the refrigerator of “other/housekeeping” things to do in morning. Check with teacher about specific responsibilities for the day

#### **Bell Ring 9:00 am**

**CLEAN UP---HELP THE CHILDREN CLEAN UP BUT DO NOT DO IT FOR THEM!!!**



### **Circle Time**

At the start of circle time, close door if not closed already. One parent will accompany teacher to circle time and one parent will set up the main activities for lessons. If you sit at circle, assist any children who may need help sitting or listening. Follow along and participate so children will follow along. If you do not come to circle, change activities according to daily plans (posted on office door and are gone over each morning prior to circle putting out paper, paint, brushes, other activities on specific tables, etc). If there is a sensory table 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.

### **Project Time**

Assigned areas according to daily planner (REMEMBER it is the *process* of learning that is important, NOT the final *product!!*- Be sure all artwork is labeled with child's name. Please do NOT write child's name on front of work. They may write it on the front or you may write it on the back in pencil) Use name check list to be sure names are spelled correctly and also to make sure each child is invited to your area.

Remind children of the rules of each area especially the appropriate number at each area. If all children have finished the activity at your area, you may join the kids in the book area and read to/with the children.

Redirect disruptive behavior (before it starts if you can)

After Project Time, the teacher will gather the children for a book, feely bag, or other appropriate activity at the circle rug.

### **Transition to Snack**

Wash snack tables (the four tables on tile area) Prepare Snack on large plates or in large bowls with serving spoons (one for each table) Pour drink into 5oz. cups. Do not set prepared food and drink on table until all of the kids are sitting and ready. Snack Helper will help pass out napkins/coffee filters.

### **Snack**

SIT with the children!! Engage in conversation (talk about daily activities, weather, weekend fun, etc.) Remind children to stay in seats until their friends are finished. Help children take appropriate serving sizes. (We serve one cup juice/milk then refill with water) When children are excused from snack, they join together at music.

### **Music (If you DID NOT join at circle in the AM)**

Participate and encourage children to participate in the music and movement activities. Using name check list, send children to bathroom, two at a time. As children return, be sure they are wearing proper outdoor footwear. Help them change into shoes if necessary.

### **Music (If you DID join at circle in the AM)**

Clean up from snack-- Pick up any food leftover from snack. Wash tables and chairs if necessary. Sweep floor under tables. Wash dishes and leave in strainer to dry. Also, stay near the bathrooms and assist children if needed. (Remind them to flush toilet and wash hands. Some children also need help buttoning and/or pulling up pants or tights.)

### **Transition to Outside**

Parents should be near door/cubby area. Help children with coats and outside clothing. ENCOURAGE INDEPENDENCE!!

### **Walking to Playground**

QUIET IN HALL!!!

Teacher or assistant teacher will pair children with a partner. Children will hold hands the whole way (except on stairs if it is too hard for some). We walk to end of driveway. STOP. Look to the left, Look to the right. Teacher is usually at the beginning of the line. One parent at the VERY end of the line (behind ALL children or walking with line ender), and one parent in the middle of the line.

### **Playground**

One parent at swings and one at large slide/monkey bars/corkscrew. Parents should still be looking at WHOLE playground and **counting** number of children frequently. I try to float around the playground to all areas.

### **Transition to Lunch**

We all join back on the rug. Teacher or assistant starts reading a story as children hang up their coats and get settled. Parents can assist children in finding their hooks and making sure all things are hung up (this is an especially huge job in the winter months!) One parent can help with hand washing while the other brings the lunch boxes to the tile area and helps children find seat. Children wait for all of their friends to sit before they open their lunch boxes!

### **Lunch**

Please bring a lunch and SIT with the children. Engage in conversation (talk about daily activities, weather, weekend fun, etc.) Remind children to stay in seats until their friends are finished. Help children open packages as necessary. Encourage healthy eating BEFORE treats!!

### **After Lunch**

CHILDREN pack up with assistance from adults if needed!! Dismissed one at a time to free play areas.

*IT IS ALWAYS IMPORTANT TO KEEP ADULT CONVERSATION TO A MINIMUM.*

### **Final Clean Up**

Begin final cleanup at 1:00 pm and stay until all closing duties are complete.. Follow

the cleaning direction on the refrigerator that includes washing tables and chairs, cleaning both bathrooms by thoroughly cleaning the sink and toilet, sweeping and washing the floor, refilling soap dispensers, sweeping and washing the linoleum floor, vacuuming carpet including stairwell

## **PLAYGROUND POLICY AND PROCEDURE**

**Preparing to leave school for playground** (Procedure may vary depending on the number of children.)

- 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 slips for daily total, second adult counts to double-check total count.
- Teacher, POD'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 POD's to exit building and catch up to group. Teacher, POD's and children do traffic check, (look to the left, and look to the right, safe to cross...).

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 entrance of the playground area. Children are then free to play on wood-chipped playground area.

### **Playground play time:**

Teacher and POD'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 POD's do several head-counts to be sure all children are accounted for.

- At the 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, POD 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 POD. does one more final head count to ensure all children are accounted for.

*Revised March 2018*