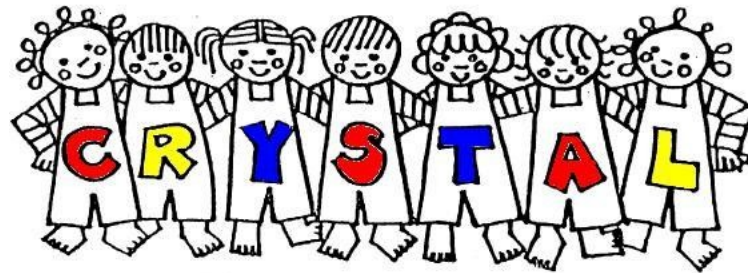


CRYSTAL LAKE COOPERATIVE PRESCHOOL



Cooperative Preschool

Parent Handbook

2010-2011

CrystalLakeCoop.com

Welcome To Crystal Lake Cooperative Preschool!

We hope that being part of a cooperative preschool will be as rewarding for you as it is for your child. Cooperative preschools are great - especially with lots of parental participation and input. That's what cooperative preschools are all about. We are a group of concerned parents, working together to create a fun and safe place for our children to learn and play. It is where strong minds, bodies, and good self-esteem are built. It is also a good opportunity for you to spend quality time with your child while watching their social and emotional growth. We encourage you to take an active part in this very important part of your child's development. Please bring your suggestions, talents, and input, and help us make our school a wonderful experience for all.

Once again, welcome. We look forward to working with you and your child.

PARENT HELPER RULES AND JOBS

1. PLEASE BE ON TIME ON THE DAYS YOU ASSIST! You will need to be at the school 30 minutes before the session starts. During this time you will help the teacher get ready for the session by setting up the equipment, or by helping get ready for art projects. It is important that these things be done before the class starts so that all attention can be given to the children upon their arrival.
2. Parents are expected to remain after the session to help clean up and put away equipment on the day of assisting.
3. It is the responsibility of the parent scheduled to work to provide a healthy snack for snack time. Examples of suitable treats would be vegetable sticks, crackers and cheese, fruit, popcorn or healthful cookies.
4. The table must be cleaned with bleach water and paper towels before and after snack.
5. Help wash hands before snack.
6. Floor must be swept and chairs brushed off after snack.
7. Clean up paints and straighten shelves before you leave.
8. It is the responsibility of the parent scheduled to work to find a substitute parent helper if you cannot work on the day you are scheduled. Either switch with another parent or hire one of the substitute parents. A list of substitutes will be made available in September.
9. Use positive reinforcement when discipline is required. It is important to help the child develop a good self image. Use positive re-direction rather than negative direction.
10. Let children take the initiative as much as possible. Try not to do things for them. We stress independence. However, feel free to suggest or redirect if you sense trouble.
11. Whenever possible, sit or kneel. It keeps you closer to the children's level.
12. When in the circle, help keep children quiet by sitting behind them or putting them on your lap. If a child leaves the circle, please go get them and gently bring them back. If the child gets obstinate, just let them go, but remind them they must be quiet. Always whisper words calmly when it's circle time.

13. Feel free to share at an appropriate circle time any knowledge you have acquired on the topic of the day.
14. Children are expected to use indoor voices, but please recognize and accept constructive noise.
15. When you assist, please be aware that your child may need some time to adjust to the attention and care that you will be providing other children. They may not be use to sharing you with others. While this can be stressful, children do make this adjustment and you will find your time in the classroom a valuable experience shared between you and your child.
16. Please do not stand around and talk with the other parents. The assistant's job is to be an aid to the children.
17. Please refrain from bring siblings on your helper day.
18. Our cooperative school cannot operate without you. Thank you for doing your share so willingly and well!

OUTSIDE PLAY

1. Children must stay within the confines of the school playground.
2. No fence climbing is allowed.
3. Please be aware of all our children and any strangers.
4. Do not let children go with anyone that is not listed as an authorized escort person on the enrollment form. If there is any doubt, ask the teacher. Also, always tell the teacher if you see a child leaving with a parent. Encourage children to tell the teacher good-bye so that she can keep track.
6. Children may not leave the playground if they see their escort person, they must wait for the person to come and get them.
7. Always keep an eye on the children - they are FAST!

DISCIPLINE POLICY

Discipline is not just adults monitoring children's behavior and correcting them when they are wrong. Discipline is also how adults behave towards children, how children behave toward adults, and how children relate to each other. It is the good and bad of everything that happens at Preschool, and it can all be made into a learning experience.

Children need affection, order, security and developmentally appropriate boundaries. The degree to which each child needs guidance may vary. We will be kind in our guidance, but firm with regards to the needs of each child and the group.

A goal of any discipline policy is self-control. Self discipline and self concept are integrally linked. Children do, however, need guidelines to help them reach this end. These rules incorporate safety, consideration and respect for themselves and others, and common sense in regard for property.

We limit these rules to as few as possible, but are consistent in their enforcement. We use positive reinforcement. Working out a problem is stressed. Children are shown correct behaviors by example - via praise of good behavior. The goal for this manner of discipline is for the child to apply the boundaries and examples presented to many situations.

Physical force, intimidation or threats will not be used. At most, a firm hand will lead the child aside to separate him/her from the rest of the group, then a one-on-one talk about the reason for the rule will occur. This encourages self-discipline and helps children realize they are in control of their own actions.

COMMUNICATION

Before any organization can fulfill its objectives, the members of the group must communicate. If questions or problems arise, contact your officers and get the questions answered or problem solved before it gets out of hand. We have a Parent Information bulletin board inside where items are posted. You will receive a newsletter to inform you of Preschool activities. We also have Parent Board Liaison who act as a liaison to help you with any problems you may have. Please feel free to utilize their services. A comment box is available for written comments, suggestions or complaints. These items will be read and discussed at monthly Executive Board meetings.

All parents are encouraged to attend and participate in the monthly Parent Meetings. Please check the monthly volunteer schedule for dates.

Minutes from Parent Meetings will be distributed to each family following each meeting.

Monthly newsletters and schedules will be distributed to each family at the end of each month.

Any issues which directly involve the academic or social growth of your child may be addressed to the teacher at an agreed upon time.

All other issues such as, tuition, volunteering, schedule, or complaints should be directed to an Executive Board member or can be put in writing and submitted in the comment box.

Policy Regarding Child Abuse and Neglect

It is the policy of the Crystal Lake Coop Preschool to prohibit abuse and/or neglect in any form; verbal, emotional, social, physical, et. al. Only positive forms of redirection and guidance are used at the Preschool.

Conduct such as hitting, punching, slapping, and other inappropriate touches will result in immediate dismissal and reporting for possible prosecution. Likewise, verbal threats that denigrate, shame, or target a child for ridicule are abusive and will result in immediate termination/dismissal and summary report to the authorities.

As licensed child care providers, we are required to report alleged abuse and/or neglect whenever we have reasonable suspicion of such occurrences. In addition to on-site directors, all staff is required to report alleged abuse verbally and in writing to the site-director immediately. The staff member must also make contact with protective services.

The State of Michigan's Child Protection Law requires an immediate verbal report of suspected abuse and/or neglect and a written report submitted within Seventy-Two (72) hours of witnessing such occurrences.

The Crystal Lake Coop Preschool instructor, teacher assistant, substitutes, and all directors are required by law to comply with the provisions of the ***Child Protection Law***;

To Whom:

1. All staff and volunteers will read and confirm that they have read the provisions of the ***Child Protection Law***.
2. All staff and volunteers will sign and date the form acknowledging that they have read the ***Child Protection Law*** and are aware that child abuse is against the law.
3. All staff and volunteers will read and sign the policy annually.

HEALTH AND SAFETY

CLCP shall have a complete first-aid kit and OSHA blood borne pathogens kit on hand.

Blood borne Pathogens Emergency Procedures:

Infection control approaches are based on the concept of standard precaution treating all blood and body fluids as if they were potentially infectious. Use standardized precautions at all times.

Emergencies: Always use gloves, goggles and other barriers.

Clean Up: Always use gloves, absorbents to cover spills, soap & water and disinfecting solution on site.

Disposal: Bag all materials, gloves, etc. dispose of properly.

Cleaning and Sanitizing Schedule:

All surfaces are cleaned with a sanitizing solution prior to snacks & meals. Garbage is to be stored in a covered, lined container and removed daily.

Hand Washing Methods:

All hands, including staff are washed with warm water and soap – and dried with paper towel prior to all meals and snacks.

Parents are requested to notify the teacher if their child has a communicable disease. All other parents will be notified by the teacher. A child may return to the group after an illness when recommended by a physician.

CLCP has been inspected by the Tri-County Health Department, and approved by their sanitarian in its present location. The State Fire Marshall Representative has inspected and approved the present location of the school for safety. Fire extinguishers are easily available for use in the school. Fire extinguishers are inspected annually. Evacuation plans and emergency procedures are posted in each room. In case of severe emergency, 911 will be called and parents notified immediately.

Parents will be notified immediately if their child becomes ill at school. It is expected that the child will be picked up immediately if the following symptoms occur:

1. Diarrhea: This means more than one abnormally loose stool
2. Difficult or rapid breathing
3. Yellowish skin or eyes
4. Pinkeye: Tears, redness of eyelid lining, irritation followed by swelling
5. Severe Itching
6. Unusual spots or rashes
7. Sore throat or trouble swallowing
8. Vomiting
9. Fever over 100 degrees

Children may return to the school after symptoms are gone and/or the physician indicates, in writing that the child is not contagious. Children may not return to the school until they have been without a fever for 24 hours.

Medication will be dispensed at school only if a Medication Liability Release form has been completed. Medication will not be given if it is not in the original container with the original label.

All children are encouraged to sleep during rest time. For those that don't sleep, the child may engage in a quiet or restful activity.

Full tuition is expected even for days when your child misses school for any reason. However, before and after care is still billed based on your child's attendance.

Crystal Lake Co-op Preschool Morning Schedule

8:30 - 9:00 **Set-up:** Assist parents arrive to help set-up classrooms and prepare materials for the day.

9:00 - 9:15 **Greeting Time:** Songs, finger plays, introduce the day's activities. Assist parents greet late arrivals, help them with their coats, escort them to the greeting time area.

9:15 - 10:00 **Discovery Time:** Children move about freely choosing activities from learning centers - math/science, small muscle, large muscle, art, dramatic play and language centers. Assist parents help with art project, read to children in library area, encourage them to try activities, assist with toileting and hand washing.

10:00 - 10:15 **Clean Up:** Assist parents help children finish their clean up and reset activities. Escort children to circle time area.

10:15 **Assist Parent and Child of the Day Prepare for Snack**

10:15 - 10:30 **Teacher reads with children.**

10:30 – 10:50 **Handwashing and Snack Time:** Assist parent helps children wash hands, serve second helpings of snack and juice and encourage table manner. Assist parent clears tables after snack.

10:50-11:00 **Show and tell:** Child of the Day shares their Show and Tell item.

11:00 - 11:15 **Small Group Time:** Assist parents will lead a small group activity. The activity will often be a story or a game. During winter this time may be used to assist the children in dressing for outdoors.

11:15 - 11:30 **Outdoor Time:** Outdoor activities will take place on the playground if weather permits. If the playground area is muddy, we may go for a walk. In case of bad weather, small group time may be extended, or the teacher will lead a music activity. Assist parents help supervise children outside or begin clean-up if possible.

11:30 **Class dismissed.** Assist parents help clean up.

"Child of the Day" is the child of the Assist Parent.

Please note: Your first assist days will seem very hectic and tiring. Once everyone (adults and children) are into the routine, the day will flow more smoothly. Weekly lesson plans will be posted on the bulletin board. Reading them is encouraged before being assist parent, as well as to know what your child is doing in school. Remember that the daily schedule and the lesson plans are guides. We will be flexible and alter these when necessary.

Crystal Lake Co-op Preschool MWF “After-Care” Schedule

12:00 - 12:30 **Prepare for / Lunch Time:** Hand washing before lunch. Lunch must be provided by parent.

12:30 - 1:00 **Prepare for Rest Time:** Clean-up, use restroom, story time.

1:00 - 2:00 **Rest Time:** Children will be placed around the room on rest pads. Lights will be turned off with soft music in the background.

2:00 - 2:30 **Free Choice:** Child will be able to pick activities of their choice.

2:30 - 3:00 **Art, Games or Music:** Teacher leads songs, games or art project.

3:00 - 3:30 **Outdoor Time:** Outdoor activities will take place on the playground if weather permits. If the playground area is muddy, we may go for a walk. In case of bad weather, we will extend art, games, music or free choice.

3:30 - 4:00 **Prepare for Departure:** Clean-up, packing children’s belongings.

Please note: Your first assist days will seem very hectic and tiring. Once everyone (adults and children) are into the routine, the day will flow more smoothly.

Weekly lesson plans will be posted on the bulletin board. Reading them is encouraged before being assist parent, as well as to know what your child is doing in school. Remember that the daily schedule and the lesson plans are guides. We will be flexible and alter these when necessary.