



PARENT INFORMATION HANDBOOK

And BYLAWS

2013-2014

"Our mission at KCP is to provide a safe, nurturing, and stimulating learning community for both parents and children that promotes growth and development in all aspects of life."

"The Old Schoolhouse"
Kola Kole Park
11128 NE Maine Ave.
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Non-Discrimination Policy

Kingston Cooperative Preschool shall not discriminate against members or prospective members or their children on the basis of race, color, or national or ethnic origin. This non-discrimination policy covers all facets of the Cooperative's operation, including its admission policy, scholarship program, extracurricular activities, or any other activity. The Cooperative cannot maintain separate facilities or partition existing facilities into separate sections on the basis of race, color, or national or ethnic origin.

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A LITTLE BIT OF HISTORY ABOUT OUR SCHOOL . . .

KOLA KOLE

‘A Place for Coming Together’

*reproduced with the permission of Harold F. Osborne and the Kingston Community News,
February 1997*

In 1951 North Kitsap School District 400 opened the David Wolfle School, 2 1/2 miles north of Kingston, and classes came to a halt at the landmark 1909 school in mid-town Kingston. The district promptly ceded the handsome school and its grounds to the Kitsap County Parks Department, specifying the premises must forever be used "for community purposes."

By that action the county, and Kingston, acquired a 3-acre park. The county commissioners apparently were pleased to accept the property -- but not pleased enough to appropriate any funds for immediate maintenance and operation for the still-nameless area. It was years later before the park was named. Then commissioners, after an unproductive contest to find a name, had a happy inspiration -- they asked Martha George, former Suquamish Tribal Chairman, to choose one.

Martha George had been the friendly owner of the Georges' Corner store, was renowned as a story teller and as a maker of cedar baskets, and was warmly respected throughout North Kitsap. She suggested the Salish words "Kola Kole," meaning "Place for Coming Together." Her words gave the park an auspicious and prophetic identity.

Certainly, the school and its play field were already a focal point of village life. As a new park entity they became centers of new "community purposes," with Kingston organizations and individuals contributing needed time, money and ideas to carry them out. The county provided only sporadic and minimal support for the park during the first 30 years of its existence.

The first significant change was moving the public library from the school lunchroom building, where motivated citizens had established it up in 1945, to the east classroom on the first floor of the main school building. Local people did the moving. The library remained there until 1988. Another new tenant arrived in 1952, when the Kingston VFW Post took over the east classroom on the second floor for its meeting hall. Members laid carpet, and covered all eight windows and the walls with oak veneer paneling. As a final touch the ceiling was reshaped to give a "cathedral" effect. The post met there for several years.

The County Parks Department in one of its rare actions, on its own initiative in the 1960s, painted the lettuce-green and cream exterior a bright "barn red." Community reaction was negative, but the red remained until new painting was needed. In 1984, the county polled readers of the town's fledgling newsletter, and got overwhelming approval for a return to the distinctive original colors.

By far the most important new occupant of the stately old school was the Kingston Cooperative Preschool, which in 1965 began its long service to the area's toddlers in the west first floor classroom. Organized by a handful of motivated parents, the organization still serves about 50 children each day, still depending on parents for volunteers and financial support.

When the Co-op moved in, the organizers had to start from "scratch." There was no furniture suitable for toddlers and preschoolers, and the rows of desks and chairs, large enough for eighth grade pupils, had to be removed and carried to the west classroom upstairs for storage.

A more pressing problem was the lack of an indoor toilet. The children, like the librarian across the hall, had to go outside -- first to the plank sided chemical privy structure, and after 1970 to the concrete flush toilet building near the school's rear door built by the Parks Department to meet growing playfield use. One of the costly interior improvements made by the Co-op was bringing in water and connecting pipes for a small toilet room under the stairs. Room walls were painted in bright colors from the very first. Carpeting was laid on part of the old floor, and vinyl tile elsewhere. The huge original wood burning stove was replaced by an oil-fired space heater. A ceiling fan, electric food warmers, and new lighting fixtures followed.

When the library moved to the present Community Center, the Co-op expanded to use the east classroom.

This too was carpeted, the ceiling covered with acoustic tile, and fluorescent lights and an electric heater were installed. A larger toilet room was partitioned off, plumbed and supplied with fixtures.

These and other improvements probably cost the Co-op more than the total of everything spent by the Parks Department on early maintenance for the school. Indeed, it might be said that in everything but the legal sense, the building has [been home] to the Co-op for the past [47] years.

In November 1981, disaster was averted when a minor and short-lived fire blazed up in the oil stove. The building was not damaged, and all children were safely evacuated, but the school and library were promptly closed by the County Fire Marshal until improvements could be made to modernize heating facilities and the 1922-era electrical wiring could be replaced. It was feared the building might have to remain closed.

The Kingston Community Action Council called an emergency meeting, which attracted what was believed to be the largest public gathering in the town's history. Those present went on record unequivocally favoring preservation and reopening of the building. A county commissioner and the director of the Parks Department attended, but could offer no tax money for rehabilitation work.

Kingston folk would not take that as an answer, and at the same meeting a crash local fundraising campaign was organized. Citizens present subscribed several hundred dollars and soon the Kitsap Regional Library provided other funds. Merchants provided materials and appliances and the Construction Trades Apprentice School supplied labor. The restoration included construction of short interior escape stairs through a window in the west Co-op room. The overwhelming demonstration of public support made it possible to reopen the school and library by January 1982. On Fire Marshal's orders the upper floor remained closed to public use due to a lack of fire doors protecting the stairway.

The school's facilities were used by adults, in addition to the preschool -- for PTA meetings, box suppers, fund-raising events, debates, recitals and literary events, as well as meetings of the school board and other organizations. The school was perennially Kingston's polling place. Amateur dramatic performances occasionally were offered in an upstairs classroom "theater." These activities continued for some years after the transfer of ownership, indicating clearly the importance of the building as a "place for coming together."

County budgets still didn't provide funding for Kola Kola. Kingston folk with no municipal government -- no "City Hall" to appeal to, and no organized political strength to impress County Commissioners -- usually found their needs at the bottom of official "Must Do" lists.

Finally, in 1977, the Parks Department made use of temporary federally-paid CETA trainees to "refurbish" the lower floor, repair one interior wall, and set new footings for the fire escapes. The wood fire escapes had been hardly used since 1951, but the County did not consider removing them for several more years.

The Co-op, Friends of the Library, and the Community Club all contributed to funding for this short-lived project. More significantly, in the early '80s, citizens turned out more than once as volunteers for Work Days, and contributed labor and lumber to rebuild the porches and steps and make other repairs to the park's centerpiece, the handsome old school.

The school and its grounds are listed on the Kitsap County Historical Society's Register of Historic Sites. In 1980 the Kitsap County Retired Teachers Association gave the school a "Bi-Centennial Pioneer Award" for its 71 years of continuous service to the community.

This chronology of official neglect and local support, dealing principally with the two-story building, is not the whole story of Kola Kola Park though. Development and use of the outside portions, including the ball field and much else, make up a different story altogether!

Welcome to Kingston Cooperative Preschool From Our Teacher, “Miss Debbie”

August 2013

This fall marks a milestone for me and for our school. I am celebrating my 20th Anniversary at Kingston Co-Op Preschool as well as my 25th Anniversary as a Parent Educator at Olympic College! (I spent five years at Discover Co-Op in Keyport which sadly closed soon after I left.) One of the indicators for a quality Early Childhood Education program is low staff turn-over. I think we have that part covered! (Our Assistant Teacher has also been with us for an extended time, and many of our board members tend to continue in their positions for multiple years.) It’s that kind of dedication and commitment to our KCP community that makes this such a great place for families. Over the years, I’ve witnessed births, first steps, lost teeth, proms and graduations. It’s thrilling to watch these young people and their accomplishments! We’re excited you are joining this supportive, committed community.

Our Parent Education curriculum this year will be based on the new book “The Secrets of Happy Families”, by Bruce Feiler. He states that young children are “in the golden years of childhood- from the first step to the first kiss; from potty training to the prom-when we...have our best hope of cultivating a family identity”. He also states “study after study confirms that the number one predictor of life satisfaction comes from spending time with people you care about and who also care about you. Simply put, happiness is other people, and the other people we hang around with most are our family”. We are hoping you will meet other families in our school community who extend your circle of people who care about you and your children.

Welcome!

Debbie Manos

School: 360-297-3220

Welcome to Kingston Cooperative Preschool From Our Assistant Teacher, “Miss Fabienne”

August 2013

Ready, Set, Learn! I can't wait to start another year with the families and children of KCP, exploring new ideas and concepts, as well as making many new friends along the way!

This is my 9th year as the Assistant Teacher here at KCP and I love my job! I spent 8 years at our wonderful school as a parent with my daughters, and after my daughter Isabella headed off to first grade I was invited back to be the Assistant Teacher.

I am also really excited to be back as a KCP parent with my youngest daughter Cooper attending the Owls class. I also have two daughters in high school this year and my oldest daughter has left the nest and is living on her own for the first time!

I am hoping to finish up my ECE degree within the next year. It has been a long road with a few detours along the way. You might not know it now but those credits from being enrolled at Olympic College as a parent in a cooperative preschool can come in very handy!

I'm honored to be a part of your children's first steps into the world of “school”.

See you all soon!
Miss Fabienne

Olympic College -- How we fit in

Parents often ask why our preschool is affiliated with Olympic College. Inherent in that question is the need to know what are the requirements and expectations that go along with that affiliation.

Parent co-operative preschools throughout the state, similar to ours, affiliate with their local community and technical college for continuity, assistance with running a small business, parenting information and support for a quality early childhood experience for their children. Communities benefit from a system of local early childhood programs that share a common philosophy in family support and developmentally appropriate practices for your children.

Olympic College shares our mission to provide education and support to parents who want to be involved with their child's education and further their own parenting skills. The following benefits are a result of this affiliation:

1. **Parent Information/Support** - The college provides each co-op preschool with a parent educator (Miss Debbie fills this role). This person works with the co-op in four ways:
 - a) resource/support for the board
 - b) resource/support for the teacher(s)
 - c) delivery/facilitation of monthly parent discussion/information nights
 - d) resource/support for parents
2. **Co-ops Have Access to Statewide Liability and Accident Insurance** - The facilities where co-ops meet require this insurance and affiliation with Olympic College provides good coverage at low rates. Communities/parents are assured that their children are in safe environments where adults are trained in good safety and health practices.
3. **Teacher Training** - Co-op teachers meet periodically for early childhood training, support and sharing. Turn-over of teachers in OC co-operative preschools is low in comparison with general early childhood programs in our community and the support they receive from OC is what they say makes the difference.
4. **Leadership/Board Training** - OC offers semi-annual opportunities for co-op board members to come together for sharing and leadership training.

The following requirements have to be met for a co-op to affiliate with OC:

1. Each family enrolled in Kingston Co-op Preschool pays a small percentage of state tuition to the community college on a quarterly basis in conjunction with the OC registration process. The state has set this at 15 percent of regular tuition.
2. Co-ops must agree to work towards compliance of standards outlined in our Risk Management Manual for safety and insurance purposes.
3. Co-ops commit to an adult education component for parents at monthly parent education classes and require parent participation in the classroom.
4. Co-ops commit to fair hiring practices for early childhood teachers and comply with equal opportunity policies, developmentally appropriate practices and anti-bias curriculum.
5. Co-ops commit to embrace the concept of family diversity and family support, working with the college coordinator to assist families with special needs.

Each year, the Board of Directors of the Kingston Cooperative Preschool is asked to sign a contract with Olympic College, continuing our long-standing relationship. The benefits to our school and to our children are too great to consider termination of this agreement.

Our Philosophy

Research in the area of early childhood education indicates that young children learn best through play. In the process of exploring and manipulating materials in their environment, they gain an understanding of their world. Programs that provide a wide variety of experiences appealing to all of their senses, appropriate to their age and developmental level, are the most valuable. Young children are natural learners. Their curiosity and desire to make sense of their world lead to spontaneous, self-directed learning.

It is for these reasons that a large part of our school day is devoted to free play. We plan experiences to involve the child's senses of sight, hearing, taste, touch and smell. The more fully a child explores, senses, and interacts with real objects, the more meaningful and long-lasting this learning will be. Our school is committed to developing the whole child - physically, emotionally, socially and intellectually - by allowing space in which each child can explore the environment, interact with peers and adults, and have the opportunity to experiment with materials not readily available at home.

We believe that each parent and child is unique and deserves to be treated with kindness and respect. We realize that the co-op is each one of us individually and all of us collectively. May we learn together, support each other, and may our family lives be enriched from the experience.

Objectives for Children

The following set of objectives guides us in best preparing our children for the future. These goals reflect the basic philosophy of Kingston Co-Op Preschool. Our program strives:

To value each child as a unique individual with a distinctive learning style and personality.

To enhance the self-esteem, self-worth, and self-confidence of each child. When our children feel good about themselves, they are ready to tackle future academic challenges.

To promote the cognitive development through self-motivated and self-paced learning experiences that involve interaction with a rich and varied learning environment. Excessive pressure to learn letters, numbers, or reading has not been shown to produce a long-term advantage for children and can cause unnecessary stress.

To encourage the development of divergent thinking skills. The child puts art materials together in his own way, rather than in a way suggested by the participating adult or by a model made by an adult.

To promote communication skills through talking with many interesting adults and children, learning to negotiate a "turn" with a wanted toy, and fostering a love of books and stories.

To develop competence and independence, which includes the ability to carry out a task with a minimum of adult intervention. We encourage our children to do as much as possible themselves, keeping in mind reasonable developmental expectations.

To develop social skills by providing children with an abundance of opportunities for social interaction. It is through interactions with others that children grow intellectually, socially and personally.

To become aware of and to develop a respect for people different from themselves.

Curriculum Goals

We strive to provide a curriculum that will give the children the opportunity to:

- Develop self-esteem; to enhance the sense that the child is lovable and capable.
- Become aware of and develop a respect for a diversity of people.
- Work cooperatively with other children and adults.
- Resolve conflicts in a nonviolent way.
- Become independent decision-makers.
- Solve problems using divergent thinking.
- Express and value their own feelings and the feelings of others.
- Develop altruistic, caring behavior toward others.
- View mistakes as opportunities to grow.
- Enjoy learning and view learning as a lifelong process.
- Develop pre-academic skills at their own unique pace.

Objectives for Parents

- To develop realistic age level expectations from knowledge of typical childhood behavior and growth.
- To clarify child rearing values and attitudes and to explore methods of positive child guidance.
- To learn about the physical needs of family members, including nutrition, safety, first aid, childhood illnesses, exercise and stress management.
- To experience and understand the role of parent involvement in maintaining quality learning environments for children.
- To develop skills and practice in teaching young children in the following areas: Art, science, concept development, language, music, motor skills, and cooperative play.
- To share support, consultation and resource information concerning childrearing and family life.
- To develop skills in group organization and leadership.
- To develop and/or increase confidence in managing the demanding role of parents in a changing society.
- To strengthen family communication and positive family growth.

Guidelines for Adults Working With Young Children in the Preschool Classroom

1. Cultivate a calm attitude when talking to or working with children. A quiet manner helps prevent excitement and over-stimulation.
2. Rules are simple and basic. A child is free to explore as long as he/she:
 - a. does not hurt himself/herself.
 - b. does not hurt others.
 - c. does not hurt equipment or the environment.
3. When giving directions, be sure that the child understands. As you talk with children, get to their level both in your choice of words and by bending down.
4. Children are not forced to participate. Some children need an opportunity to observe before they are willing to try a new activity or participate in a group experience.
5. Suggest the next specific act when a child dawdles. “Where is your towel?” when a child continues washing too long.
6. Give the child a choice of action when feasible. Ask, “Where would you like to put your train, here or there?” This gives the child a personal interest in the situation and develops his initiative and independence.
7. Offer the child a choice only when you can accept his negative reply. Don’t say, “Do you want to wash your hands for snack?” when it is time to do so.
8. Let children learn by experience. Encourage them to help themselves and offer assistance only when it is necessary to avoid a feeling of failure or discouragement. Perhaps you could do it faster and better, but by doing it themselves, children are learning.
9. Encourage the child whenever possible, especially after a disappointment or infraction of the rule. “We’ll try again tomorrow” gives hope. “That was hard work, but you certainly kept trying” recognizes effort, regardless of the product.
10. Children may need help in learning how to use items like paint, paste and water. When possible, however, let them experience it in their own way. Avoid making models or samples for the children to copy. Judgments of the final product aren’t necessary.
11. Say “do” instead of “don’t.” “Please eat over you plate, Molly,” instead of “Quit spilling your food all over the floor.” (Try to use manner words, i.e. please, thank you, you’re welcome, etc, so children learn to use these words too).
12. Give the children fair warning before interrupting their activities.
13. When children are in social conflict, let them work it through, if they can. Remember that sharing is a foreign concept for small children.
14. Disapprove of the act, not the child.
15. Most importantly, relax and enjoy yourself.

Preferred Verbal Guidance

Do Say

Sit down when you slide.

Dig in the sand.

Sit in the swing.

Use both hands when you climb.

Climb down the ladder.

Throw the stick over the fence.

Keep the puzzle on the table.

Turn the pages carefully.

Talk in a quiet voice.

Be sure the ladder is safe.

Wipe the brush on the can.

Put an apron on.

Time to go inside.

Wash your hands.

Sit on your chair.

Don't Say

Don't stand when you slide.

Don't throw the sand.

Don't stand in the swing.

You'll fall if you don't watch out.

Don't jump off the box.

Don't play with the stick, you might hurt someone.

Don't dump the puzzle pieces on the floor.

Don't tear the book.

Don't shout.

Be careful, you might fall.

Don't drip paint on the floor.

Don't you want to put an apron on?

Shall we go inside?

Don't you want to wash your hands?

Don't rock your chair.

Multi-Faceted Curriculum Development

Our curriculum incorporates facets from many popular preschool philosophies. We will provide continuous opportunities for the children to explore concepts such as colors, shapes, letters and literacy, numbers and math, and science. Each day will include activities to develop fine and gross motor skills, language and vocabulary, and wonder about the natural world. We will involve the children in creative art experiences, block building, and dramatic play.

We will borrow the best parts from many different early education approaches such as:

Developmentally Appropriate Practices: (Supported by the National Association for the Education of Young Children). This approach makes use of activities that are appropriate to the child's age and to their individual stage of development. There will be a combination of structured and unstructured activities, heavily relying on learning through play and taking advantage of "teachable moments". The emphasis is placed on preparing the child to be successful in kindergarten, from being ready to learn to read to knowing how to wait for a turn. Children are free to choose among several activities and can play alone or in small groups, while the whole group comes together for periodic circle times.

Play-Based Learning: The room is divided into different centers, or sections, such as a reading nook, dramatic play, and block building. Teachers will encourage kids to play, facilitating social skills along the way. It may seem as though they're 'just playing' but they are learning valuable skills, including important social skills and cooperation with others, as well as early reading and math skills.

Child-Centered: This approach endorses the right for children to choose, make connections, and communicate. It allows freedom for the children to experience, think, explore, question, and search for answers. It allows for creativity without the restrictions that things like worksheets offer.

Emergent (or Project Approach): Topics of study are built on the interests of the children in the class and their families. Also included are topics that fascinate most children, such as puddles and dinosaurs. The teachers attempt to begin the topic of study by finding out what the children already know and then seeking out what they want to know next.

Montessori: Montessori assumes that 'children learn by doing'. Learning should occur in an inquiring and nurturing atmosphere. Teachers are guides for children's learning. This approach fosters personal responsibility by encouraging children to take care of their own personal needs and belongings. Children's activities are referred to as their "work". Many of our manipulative materials were designed by Maria Montessori and are offered in a Montessori fashion.

Reggio Emilia: This approach was cited by Newsweek as the "best preschool in the world". The tenet is that the child is full of possibility and potential with the ability to gain knowledge through interaction with others. A great emphasis is placed on representing learning through art, including drawings, paintings, sculptures, music and drama. Projects are collaborations of small or large groups of children. Projects vary in duration from a few weeks to the entire year. Creativity and artistic representation of concepts is emphasized. New and inspiring materials are presented in the classroom in attractive ways as 'provocation' for the children's explorations.

Waldorf: Creative learning in a home-like environment is emphasized using natural materials. Media is heavily discouraged. There are lots of opportunities for dramatic, imitative, and creative play such as play-acting, story readings, singing and cooking. The belief is that it is imperative to develop the whole child, including the spirit, the soul, and the body, not just the mind. One principle is creating a dependable routine with the daily and weekly schedule following a consistent rhythm. Creative play, imitation, teamwork, and togetherness are the best tools to help children learn. Children learn to concentrate, to be interested in the world around them, and to love learning.

Class Information & Schedules

The Chickadees Class

1-2 years of age

Fridays 10:00 – 11:30

The yellow class

Class size limited to 10

Class Schedule

10:00 - 10:40 am	Discovery Time
10:40 - 10:50 am	Story Group
10:50 - 11:05 am	Snack
11:05 - 11:20 am	Outdoor Play (<i>weather permitting</i>) or <i>Large Motor Activities</i>
11:20 - 11:30 am	Music and Movement
11:30 am	Closing Circle

Specific Goals

- ✓ Form relationships with adults other than parents/guardian.
- ✓ Interact with a variety of materials.
- ✓ Begin to include other children in play.
- ✓ Match colors and shapes.
- ✓ Cooperate in short circle times.
- ✓ Locate basic body parts.
- ✓ Expand verbal skills by interacting with adults, listening to stories, and singing.

The Owls and Woodpeckers Classes

Owls (2-3 years of age)

Owls - The orange class

Mondays and Wednesdays

Class size limited to 12

Woodpeckers (3-4 years of age)

Woodpeckers – The red class

Tuesdays and Thursdays

Class size limited to 15

Class Schedule

9:30 - 10:20 am	Discovery Time
10:20 - 10:30 am	Clean-Up
10:30 - 10:45 am	Story Group
10:45 - 11:00 am	Snack
11:00 - 11:15 am	Outdoor Play (<i>weather permitting</i>) or <i>Large Motor Activities</i>
11:15 - 11:30 am	Music and Movement
11:30 am	Closing Circle

Specific Goals

- ✓ Separate positively from parent/guardian.
- ✓ Begin to share and include peers in play.
- ✓ Help in clean-up and other self-help activities.
- ✓ Communicate in complete sentences.
- ✓ Begin to use drawing utensils and scissors.
- ✓ Match and identify colors and shapes.
- ✓ Locate & name basic body parts.
- ✓ Respond to questions accurately.

The Eagles Class

4-5 years of age

Monday, Tuesday, Wednesday, & Thursday 12:30-3:00

The Green Class

Class size limited to 17

Class Schedule

12:30 - 12:40 p.m.	Arrival
12:40 - 1:00 p.m.	Opening Circle
1:00 - 2:00 p.m.	Discovery Time
2:00 - 2:15 p.m.	Story Group
2:15 - 2:30 p.m.	Snack
2:30 - 2:45 p.m.	Outdoor Play (weather permitting) or Large Motor Activities
2:45 - 3:00 p.m.	Music and Movement
3:00 p.m.	Closing Circle

Specific Goals

- ✓ Recognize and write name.
- ✓ Share and take turns with peers.
- ✓ Resolve conflicts with peers with minimum of help.
- ✓ Be exposed to the alphabet (upper and lower case) and the numbers 1-20.
- ✓ Cooperate in large & small group circle time activities.
- ✓ Follow directions.
- ✓ Name colors and shapes.
- ✓ Identify rhyming words and opposites.

Potential Topics of Study for all Classes (2013-2014):

- Wheels
- Water
- Mud and Puddles
- Shadows and Light
- Machines
- Tubes and Pipes
- Gardening
- Space
- Balls and Ramps
- Spiders
- Constructions
- Wind, Rain, and Weather
- Rainbows
- People around the World
- Nature

PARENT PARTICIPATION IN THE CLASSROOM

A cooperation of efforts among all the members is what keeps our school running smoothly.

- *Working parents must arrive 15 minutes before class time and park (backed in) in spaces closest to the playground.*
- *Parents may also need to stay up to 15 minutes after class to finish clean up duties. This also gives parents an opportunity to participate in “closing circle” in order to watch his/her child at sharing.*
- *Working parent substitutes must be at least 18 years of age and must be listed with the preschool (Registration Form C) and meet the criteria set forth on pages 15-21 of this handbook.*

SNACK PARENT

Set Up

1. Prepare new bleach/water solution (am class only)
2. Prepare snack upon arrival (chop, pour into serving bowls, assemble, etc.) and unload dishwasher.
3. Clean table tops with appropriate colored sponge and bleach/water solution in spray bottle.
4. Set out place mats and plates.
5. Pour beverage into small pitchers.
6. Put one pitcher on each table.
7. Child helpers will put out cups and napkins.
8. Distribute snacks on serving plates or bowls with serving spoons or tongs.

Clean Up

1. Load dishwasher with all dishes and utensils (excluding children’s pitchers). PM classes should start dishwashing cycle after loading and adding soap. Children’s dishes should take precedence over serving dishes due to sanitation, serving dishes can be washed by hand to save room in the dishwasher.
2. Sponge tables with bleach/water solution.
3. Wipe chairs with soapy water.
4. Sweep floors, hallway and bathroom.
5. Empty trash in classroom, bathroom and music room.
6. Vacuum classroom. Vacuum hall, music room, and bathroom as needed.
7. Mop bathroom daily (pm class) and mop classroom and hallway as necessary.
8. Clean bathroom. Replace soap and paper towels as necessary.
9. Review and initial clean-up checklist

PAINT PARENT

Setup

1. Put out paint and brushes.
2. Suggest to each child that he or she wear a paint smock.
3. Label projects with child’s name and date (please double check name spellings).
4. Hang paintings and/or elevate completed projects to hall shelves to dry.
5. Assist with and participate in group time/teacher-directed activities.
6. Assist and supervise during outdoor activities.

Cleanup

1. Wipe up paint and/or glue spills.
2. Remove old and place new newspapers on easel.
3. Wash paintbrushes and paint cup lids. Wash paint containers when necessary (if colors are mixed or near empty).
4. Put away paints and various art supplies into art supply basket.
5. Clean paint smocks.
6. **Assist snack parent with clean-up duties after outdoor activities when needed.**

SNACK GUIDELINES

Due to the increased awareness of food-borne illnesses and the importance of proper hygiene and safety, the following guidelines have been established for everyone's well-being and peace of mind.

FOOD PREPARATION

- ✓ Tables must be wiped with appropriate colored sponges and bleach and water solution (1 tablespoon bleach to 1 gallon water).
- ✓ Parents must wash hands with warm, soapy water and wear gloves when handling food.
- ✓ All fruits and vegetables must be washed thoroughly and cut at school.
- ✓ All juice and beverages should come in original containers or be mixed at home. Preschool will provide bottled water.
- ✓ All crackers, muffins, cheeses, etc. should be in unopened original containers.
- ✓ If you are baking goods at home for a special occasion, please be sure all bowls, utensils, pans, counters and storage containers are thoroughly washed in hot, soapy water. Please do not let your children taste test batters.
- ✓ Please be sure preparation areas are free of toys, sewing supplies, etc.

SNACK SERVICE

- ✓ Toddler groups (2 yrs. and younger) will be provided with individual servings. Please avoid the following: popcorn, nuts and nut products, hot dogs, hard candies, whole grapes, celery, carrots or apples cut into chunks.
- ✓ Preschool groups (2 ½ yrs. and older) will be served family style. Spoons or tongs will be provided for children for self-service. Please avoid the following: popcorn, nuts and nut products, whole grapes, hot dogs.
- ✓ Served, but uneaten food will be thrown away. Un-served food must be taken home by snack parent.
- ✓ Dishes must be washed in hot, soapy water. They must be rinsed in bleach/water solution (1 tablespoon bleach to 1 gallon cold water in a light blue tub). They must be rinsed a second time in plain warm water and left to air-dry in the dish rack. Dishes may also be washed in a dishwasher room permitting - children's dishes should take precedence over serving dishes due to sanitation guidelines.

HEALTHY SNACKS

- ✓ Snack parent must be aware of food allergies listed on wood cabinet.
- ✓ Snack parent should bring enough food for the students, teachers, and working parents in the classroom, plus a few extras.
- ✓ Fruits, breads, vegetables, crackers and cheeses are healthy choices. Please avoid high sugar foods (candies, doughnuts, fruit roll-ups, fruit snacks, cakes, cookies and cupcakes) unless you are celebrating a birthday and have prior agreement from the teacher.

CREATIVE SNACK IDEAS

Raisins * Fruit kabobs * Dry cereal * Bananas * Carrot sticks * Vegetables and dip * Muffins * Pretzels
Crackers and cheese * Applesauce * Green salad * Bread sticks * Individual pizzas * Cottage cheese with fruit
Broccoli * Tortillas * English muffins * Hard-boiled eggs * Pasta * Smoothies * Bean dip & crackers



Absolutely none of the following due to choking and allergy risks:

Popcorn * Nuts, Nut Butters, Nut Products * Hard Candy * Whole Grapes * Hot Dogs

PRESCHOOL ORIENTATION

GENERAL INFORMATION

SUPERVISION

1. There should be a minimum of two adults (teacher plus one parent) with the children at all times, including drop-off and pick-up.
2. Children should notify an adult when going to the restroom and may close the door for privacy. When adults accompany any child other than their own to the bathroom, the door(s) to the group must remain open.
3. Upon arrival and departure please park backed-in and escort your child to and from the preschool classrooms. **Children may not be dropped off in the parking lot or at the foot of the stairs.**
4. Children will be excused one at a time to their parents or other previously authorized adults. If you wish to have your child excused to an alternative adult, please complete a child release form and advise the teacher. Please make sure the alternate adult is aware of preschool policies & procedures.
5. Please wait for your child in the hallway at the close of preschool. The door will be opened and children will be dismissed individually.
6. Siblings and other family members may visit for a short period of time (approximately 15 minutes). Parents will be expected to supervise child and avoid distracting the class.

BEHAVIOR

The preschool strives to provide an environment that is positive, stimulating and challenging to our children. There are enough toys, space and activities to provide frequent changes during play. There are few demands on children other than basic human kindness. We try to meet children at their own paces and levels of development. In conflict situations, we try to encourage children to talk to each other and to provide alternative ways to express anger and frustration, without denying feelings. At times, it may be necessary to remove a child from a situation for a short period of time.

SHARING

Your child will be provided an opportunity for sharing when you participate in the classroom as snack, paint, or helper parent, or when your child is "Person of the Week" (see below). On that day, your child is encouraged to bring **ONE** object, photo, idea or song to show the other children. Please avoid weapons or weapon-like toys. Until sharing time, please keep items in the "sharing basket." A brown paper bag, clearly marked with the child's name, is an excellent tool for concealment and adds an extra dimension of surprise, as is a backpack or shopping bag. There will be **NO** sharing time on field trip days.

PERSON OF THE WEEK (Chickadees Class excluded)

Every second week a different child will be honored as "Person of the Week." The POTW is chosen alphabetically by first name. The child will have a bulletin board assigned for this time to display several items and/or pictures. Activities, items, people and pets that are important to the child may be brought for sharing during Circle Time **any and all** days during his or her two weeks. In addition, the POTW begins snack time by ringing the school bell. The teacher will send home a letter in your folder at least one week before your child's POTW week.



DISCIPLINE POLICY

We believe the best way to handle problems is to prevent their happening in the first place. Therefore, the physical environments and the programs for our preschool are set up so that as few problems will take place as possible. The rooms and toys are arranged so children can handle things mostly by themselves. Children are not expected to perform beyond their abilities; activities are age appropriate. In addition, because the ratio of adults to children is more than adequate, there is a great deal of interaction between them and consequently less inappropriate demand for attention and opportunities for problems to develop.

There are three situations in which more direct guidance may be needed:

- a) when a child is in danger of hurting himself/herself;
- b) when he/she is about to hurt others;
- c) when he/she is hurting equipment or the environment.

In these cases, children are redirected in positive terms so they understand not only what they cannot do but also what they can do instead. These limits are reinforced by a firm voice and, if necessary, physical restraint. In extreme cases, if a child does not respond to these methods, he/she is removed from the situation and given some time alone with an adult nearby to help if necessary.

No adult will administer physical punishment to any child, including his/her own, on the school premises or during any school function, at any time. Doing so may be considered as committing a first offense (See Bylaws ARTICLE I, Section 4).

Some Situations You Might Encounter and How to Deal with Them

When a child is hitting, biting, or injuring another person:

Immediately step in, stop the behavior, and find out if the injured person is okay. Ask the injured person to tell the injurer how that behavior made him/her feel. Help the injurer care for the injured person (by getting a tissue for tears or patting on the back). Discuss the fact that it is our school rule that everyone stay safe.

When a child is name-calling or using inappropriate language:

Immediately remind the child that those words are inappropriate because they hurt other people. Don't act shocked or give too much negative attention to inappropriate language; just remind the child that those words aren't allowed in school.

When a child is distracting during circle time by talking out of turn or moving around the room:

Invite the child to sit with you. Let the child know what he/she can do (sit or stand and listen, or the child can go with you in the music room until ready to listen quietly).

When a child is throwing, running, or otherwise being too boisterous in the classroom:

Remind the child of our safety rule if he/she is throwing or running. Remind the child that we use "inside voices" if he or she is being too loud. You may have to hold the child and look into his or her eyes for this message to be heard, and it may take more than one reminder.

When children are wrestling or there is unwanted touching:

Again, remind children of our safety rule. Tell them, "Keep your hands on your own bodies, please."

When a child runs away from a parent/teacher in the building or outside:

Be adamant and clear that it is unsafe to be where a parent or teacher can't see them.

SAFETY AND HEALTH POLICIES

A. Adult Safety Responsibilities

- ✓ Adults must escort children into the classrooms, sign them in, and be certain the teacher and at least one working adult are present before leaving. When leaving, adults must sign children out, escort them out, and must notify the teacher or working adult of the departure if other than at the end of class. The Cooperative cannot be responsible for children on the Cooperative grounds who are not escorted in.
- ✓ Activities in the kitchen and with tools must be strictly supervised. When children use hazardous tools or equipment they must be supervised by an adult (e.g., food preparation tools, carpentry tools). Furniture must be arranged for traffic flow around activities and for safe escape in case of fire.
- ✓ Hot liquids such as coffee and tea are not allowed in the class room or music room when children are present.
- ✓ All materials used by children should be evaluated for age appropriateness and degree of risk.
- ✓ All cleaning supplies and other hazardous materials must be kept in locked cupboards out of reach of children.
- ✓ Floors are to be kept free of spills, toys, paper, and other tripping hazards.
- ✓ Any adult discovering a safety hazard (e.g., broken toys, equipment, health hazard, etc.) shall report the problem to the teacher. Remedial action shall be taken as soon as possible.

Kingston Cooperative Preschool prohibits the use of tobacco products in the school buildings, on school grounds or in parking lots at any school activity or function on school property. The ban on the use of tobacco products applies to parents, teachers and the general public and is in effect when school is in session.

B. Limits for the Children's Safety

- Each work or play area is to be evaluated as to the safe limits of occupation for intended use and only the appropriate number of children will be allowed in each area.
- Building blocks should be stacked no higher than the shortest child in the play area to prevent injury to the head.
- Running indoors is not safe. Allow walking only to prevent trips, falls, and collisions.
- All tools and materials must be put away after use so others will not trip or have to work in a messy place.
- Only items designed for playing catch may be thrown. Children must be taught to be sure their friends are expecting to play catch before throwing an object.
- **No child shall be left alone with only one adult at any time.**

C. Disease Control

- Children need to have a current immunization record or if you have decided not to give your child one or more vaccines, you must sign an exemption form. A child who is not immunized against a disease is not protected against it. He/she can be required to stay home from school during an outbreak of a vaccine-preventable disease. This will help protect him/her and others from being infected.
- **Children with a known or suspected communicable disease are not permitted to attend school (such as: green or yellow mucous, 24 hours free from fever, vomiting, diarrhea, unusual rash, flu, pink eye, etc). It is suggested that these same guidelines are followed when bringing siblings into the preschool at drop-off and pick-up times.**
- If your child has received any medications within 24 hours of drop-off, please let a teacher know in case of an emergency.
- Parents will notify the teacher if a child has a contagious condition such as chicken pox, strep throat, rotavirus, or lice. Affected classes will then be notified.
- Any child who is or becomes ill must be removed from the classroom to a separate area and the parent notified to come and take the child home. The child will be welcome back to school only when deemed non-contagious by the child's doctor, health department or teacher.
- Clean paper towels and tissues will always be available.
- Children must wash their hands when they arrive at school, after toileting, before eating, and after blowing his/her nose. Soap and running water shall be used. Other sanitary methods approved by the state health department will be practiced. It is suggested that siblings coming into the classroom also wash their hands and follow health and safety protocol.
- Precautions must be taken to avoid insects and rodents. Remember to do this in a way that is safe for children. Insect and rodent problems are eliminated by professionals in a manner consistent with the safety of children.
- Rooms must be kept clear of clutter and cleaned each session.
- Floors must be swept daily.
- General cleaning of rooms and toys must be done at least once a month.
- Toys and other objects that have been in a child's mouth must be placed in the "mouth bucket," then cleaned with a bleach solution and air dried.
- Parents should follow classroom and dish washing sanitation guidelines as posted from the Health Dept. via the Risk Mgr.

D. Food Preparation and Clean Up

- Cleanliness is essential. Dishes are to be washed with hot soapy water and rinsed in bleach water or washed in the dishwasher. Use clean towels, sponges, and dishcloths for dish washing.
- Food will be clean and carefully prepared with the use of gloves.
- Food is kept hot or cold as needed.
- Children and adults must wash hands before preparing and eating food.
- Sinks, counters and tables should be cleaned with a disinfecting agent before and after snack preparation, preferably a bleach/water solution.
- Garbage/waste paper must be emptied daily and all food not consumed must be removed from the school.
- Any edible items left in the school, including items intended for craft projects, will be stored in such a manner as to avoid attracting insects and rodents.

E. Safety and Health Inspections

- Activity areas must be checked monthly for toys and furniture needing repair.
- The building, grounds, and facilities shall be inspected quarterly and safety hazards reported to the person responsible for maintenance and repair (risk manager, handyman, etc.).
- The checklist included in the risk management manual shall be used to record quarterly inspections and kept on file for a period of seven years. Each quarter an inspection report shall be submitted to the president of the cooperative board. A report must be filed yearly with the sponsoring institution.

F. First Aid and Emergency Procedures

FIRST AID

- The preschool teacher must hold a valid cpr/first aid card. If the substitute does not hold a cpr/first aid card, an instructor/coordinator may be present with a current card or a parent who can work that day may hold a current card. The person holding the card must be present during the entire preschool session.
- A current first aid kit will be kept in the preschool.
- Established first aid procedures are to be used in case of a medical emergency.
- In case of accident or illness, attempts will be made to contact the parents before any kind of action is taken beyond necessary first aid except as necessary in a life threatening situation.
- No medication will be given at school, unless under doctor's orders and in the original, clearly marked containers. In the case of a child ingesting a potentially dangerous substance, the poison control center will be contacted.

MEDICAL EMERGENCY PROCEDURES

- An emergency medical response unit will be called in cases where an employee or participant needs immediate emergency medical attention. The telephone number shall be posted at all phones.
- An adult from the preschool will accompany the ill or injured person to the doctor or hospital when emergency medical treatment is required and shall stay until a parent or designated adult relief arrives. The teacher will contact the parent of any ill or injured child as soon as possible.

ADDITIONAL POSTINGS

- Posters listing emergency numbers, procedures, and location of the first aid kit will be strategically located beside the phone.
- The location of first aid kits must be prominently marked with Red Cross posters or signs to facilitate the retrieval of the first aid kit in an emergency situation and to remind building occupants of the necessity of maintaining a safe work environment.

FIRE ESCAPE PROCEDURE

- The snack parent and the teacher will guide the children to the fire escape exits.
- The teacher will push open the door and lead the children outside assisted by the snack parent.
- The class will go directly to the baseball field.
- The parent parent will call 9-1-1 from a safe location, and join the class at the baseball field.
- Assistant Teacher will do a sweep to be certain no one is in the bathroom, music room or upstairs, and then join the class at the baseball field.

EARTHQUAKE PROCEDURE

- The teacher will instruct the children to “drop, cover and hold.”
- Parent helpers will assist the teacher making sure all children remain calm and protected.
- After the event, the children will be escorted to the baseball field to await parents’ arrival. Attempts will be made to locate parent/guardian or other emergency contact by phone. Out-of-state contact will be notified, if possible.
- Snack and parent helpers will retrieve the earthquake kit tote when it is deemed safe to do so.
- In the event the children will be kept for an extended period of time or overnight and the building is deemed unsuitable, a tent will be erected on the baseball field and a notice will be posted on the front of the preschool building.
- Classes will resume when the building is deemed safe.

PROCEDURES FOR INTRUDER ON CAMPUS SUSPECTED OF DELINQUENT BEHAVIOR OR CARRYING A CONCEALED WEAPON

The campus intruder is defined as a non-student or relative with a no-contact order who loiters or creates disturbances on school property. RCW 9A.52.070, Criminal Trespass, defines the penalty for the intruder. Dangerous and/or concealed weapons are forbidden on school premises unless by law enforcement officers.

1. If possible, call 911 immediately.
2. If possible, prevent the person(s) under suspicion from entering the school building.
3. Ordinarily, do not ask the person(s) if s/he is carrying a weapon. Do not attempt to disarm the person(s).
4. Greet the intruder in a polite and non-threatening manner.
5. Identify yourself as a school official.
6. Ask the intruder for identification
7. Inquire as to the purpose of his/her presence
8. If it is determined that the intruder has no rightful reason to be on campus, challenge his/her presence:
 - a.) Advise the intruder of the trespass laws.
 - b.) Ask the intruder to quietly leave the campus.
 - c.) If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement.
 - d.) If the intruder gives no indication of voluntarily leaving the premises, call or signal for a working parent or other staff member to call 911 and begin the procedure for a lockdown procedure.

PROCEDURE FOR INTRUDER ON CAMPUS REQUIRING A LOCKDOWN SITUATION

1. Bring any and all students in the vicinity into the classroom.
2. Move students away from windows. Gather students on the floor in a safe corner of the room. Encourage everyone to be as quiet as possible. Take roll.
3. Lock all doors and close the windows and blinds.
4. Turn out lights, TV, radios.
5. Staff member calls 911. Say, “We have an intruder at Kingston Cooperative Preschool at Kola Kole Park at 11128 NE Maine St. are in a lockdown situation.”
 - No working parent or staff member may leave the room.
 - Absolutely prohibit any student from leaving the classroom/school.
 - Remain calm and reassure students that safety is the first concern and everyone’s obligation.
 - Do not permit the use of any telephone. Cell phones must be silenced.
6. Each working parent and staff member will document what happened during the lockdown situation.

G. Record Keeping

- An acknowledgment of a receipt and understanding of all Kingston Cooperative Preschool Handbook and Bylaws must be signed at the beginning of each school year by each enrolled parent to insure all guidelines are understood and followed.
- Registration information including immunizations, allergies, permission for emergency medical attention and contacts are obtained and kept in the school on file for seven years.
- Membership lists and class sign-in sheets are kept on file permanently.
- Written permission slips for field trips must be kept on file for seven years.
- All injuries, and incidents which have resulted in injury, shall be documented on a copy of the incident report form included in the Risk Management manual. The completed form must be kept on file permanently.

H. Transportation

TO AND FROM SCHOOL

- The Cooperative does not operate carpools for the purpose of transportation to and from Cooperative classes and activities. Any carpool formed for this purpose is the sole responsibility of the participants, and the implementation of appropriate measures to safeguard and insure the financial protection of all participants is the responsibility of the participants. However, it is recommended that safety and financial responsibility measures outlined in this manual for the protection of the Cooperative, its employees, and enrollees during field trips be considered as prudent measures to be taken by any responsibly operated carpool.
- Please back your vehicle into a parking spot to help avoid any accidents that could occur when leaving the parking lot.
- It is suggested that children of any age not be left in any unattended vehicle in the preschool parking lot. If you must do so, please ask another adult to monitor your vehicle while you're picking up or dropping off your preschool child.

FIELD TRIPS

- To ensure that insurance programs which are in force on behalf of the Cooperative, as well as the driver's personal insurance, are not voided in case of an accident the following rules require strict adherence:
 - a. Parents are responsible for driving their own children on field trip days or arranging their own child's transportation (carpool) to and from.
 - b. Drivers must have a valid driver's license and carry liability insurance on any vehicle used for transporting children on field trips.
 - c. Drivers must not be using medication that could affect driving capabilities nor be under the influence of any drug or alcohol.
 - d. The teacher is to be left free to circulate among all the children, giving individual attention where necessary.
 - e. All occupants shall wear seat belts or other approved safety restraints. All children up to 4'9" or 80 pounds and 8 years of age must ride in a car seat or child restraint.
 - f. Children shall never be left in the vehicle without adult supervision.
 - g. It is recommended that each field trip driver have at least one teacher's and one other parent's phone numbers in the car.
 - h. Parents and a representative from the sponsoring institution must be notified in advance of each trip.
 - i. Written permission must be received from each parent prior to any field trips. This may be one form for the entire year or individual notices for each trip.
 - j. Car doors must be locked when traveling.
 - k. Speed limits must be observed in carpools.
 - l. All members are to adhere to school rules, including the Disciplinary Policy.
 - m. There will be no sharing on a field trip day.

KINGSTON COOPERATIVE PRESCHOOL

BY-LAWS

2013-2014

The five purposes of the organization shall be the following:

1. To maintain and conduct a play-learn experience that is enriching for children.
2. To give the parents of the children enrolled an opportunity to participate and to observe children in an objective manner.
3. To offer to the parents an opportunity to learn more about children and to improve their methods of helping them grow.
4. To work together, giving to and drawing support from the community.
5. To encourage a lifelong commitment to our involvement in our children's education.

ARTICLE I

Membership

Section 1. Eligibility - Any one parent or guardian of a child between the ages of 12 months and 6 years of age who subscribes to the five purposes of the organization and who abides by those purposes and these bylaws, and has paid registration fees and has followed registration and orientation procedures. The breakdown of the age requirements for each class is as follows, with the child meeting the minimum age by August 31 (guided by the NKSD age policy): Chickadees - 12 months, Owls - 2 years of age, Woodpeckers - 3 years and no longer in diapers (pull-ups or training pants are acceptable.), Eagles - 4 years of age. The parent or guardian must be willing to accept the duties and requirements of active participation in the group for **each** child enrolled. **Any age exceptions for any class must be submitted in writing to the VP/Registrar for review/approval by the board of directors prior to the start date for the child enrolling.**

Section 2. Maximum Enrollment - Membership shall be set at a maximum number determined by the preschool board and the teachers, prior to beginning of registration in the spring. Maximum students for each class are as follows: Chickadees - 10; Owls -12; Woodpeckers -15; and Eagles -17.

Section 3. Requirements and Duties - Members in all classes must attend one approximately 2 hour parent education class per month to discuss principles of child guidance, cooperative group techniques, and other business. This includes the parent orientation in September and the all-school meeting in March. If a Parent Education Class, orientation, or all-school meeting is missed, the member must contact the instructor for a make-up assignment.

Missed parent education classes must be made up before the next class. **Failure to attend parent education classes or perform an acceptable make up duty could be considered reason for termination of membership (see Article II for additional parental responsibilities).**

Section 4. Termination of Membership - No one shall be denied membership nor have their membership terminated because of sex, race, color, creed, or religion. Membership in the preschool may be terminated for any behavior which is detrimental to the best interests of the preschool, its members and/or staff, such as those highlighted throughout these bylaws. **Examples of behavior which qualify as an offense include but are not limited to: failure to attend parent education classes; failure to work in the classroom on a scheduled date (without seeking substitution); allowing a non-registered child to attend the class on a scheduled work day; failure to participate in the only mandatory fundraiser, the annual auction; failure to fulfill volunteer hours; and/or failure to pay fees in a timely manner.** First offense will result in a telephone call and/or email from a designated board member, a second offense will result in a letter from the Board of Directors, and a third offense will result in a meeting with a board member and may lead to termination of membership. Termination of membership shall require a majority affirmative vote of the Board of Directors. In the event that such action is taken, the Board of Directors shall notify the member in writing, the reasons for the action. All offenses will be documented for reference.

Section 5. Child Security – If it comes to the attention of the board of directors that a member has been convicted of any criminal offense against a child, the Kingston Cooperative Preschool will not allow that parent to participate in any child related activity. Kingston Co-op Preschool reserves the right to further investigate any such offense, and any investigation would be done with the member’s approval. Any action taken toward the member does not jeopardize the child’s membership or parental obligation. If the member loses the right to participate in any child related activity, the member must secure a substitute in his or her place, including child drop-off and pick-up. The member is still required to attend Parent Education classes.

ARTICLE II Parental Responsibilities

Section 1. Registration - All pre-registration materials must be completed in full in order for the child to participate in the classroom.

Section 2. Classroom - Participation by a parent or adult guardian is required at preschool a minimum of one to three times a month, as required, and on excursions or other than assigned work days when needed. **Failure to participate could be considered reason for termination of membership.** In the case of an unavoidable absence, a member must arrange for their own substitute within the membership of the co-op class, notify their class representative of the change and make corrections on the work schedule on the classroom bulletin board. Failure to fulfill classroom participation/obligations will result in a membership offense. Non-parent substitutes must be listed with the preschool at the time of student registration and be aware of and meet the working parent guidelines.

Section 3. Fundraising – Unless you paid the \$300 “buy-out” fee at the start of the school year, each member is required to participate in the yearly fundraising event. For the annual auction, each member must contribute or solicit a minimum of three (3) donated items or services, or pay \$150.00 prior to the deadline, for **each child enrolled**. Each family is required to have a designated job for the auction. Arrangements for such responsibilities will be coordinated with the fundraising chairperson(s) at least two weeks prior to the auction. **Failure to participate will automatically be considered reason for termination of membership.**

Section 4. Volunteer Hours - Each member is required to serve on the board or fulfill a minimum of 10 volunteer hours (5 of which are for a fundraising activity) during the school year. Board members are responsible for the coordination of volunteers for various preschool jobs that need done. Parents are responsible for signing up for jobs and tracking their own volunteer hours and submitting them monthly to their class rep to receive credit. Members will submit a \$200 post-dated check for June 1, 2014 as a good faith commitment to complete volunteer hour requirement. Once volunteer hours are completed, members’ checks will be returned to them less money for any hours not completed at a rate of \$20 per hour.

In addition, the deep cleaning committee will be made up of each of the classes two times per year (half the class at a time) and will clean the preschool for one hour prior to a regularly scheduled parent meeting. The class representatives will be responsible for the coordination of volunteers for deep cleaning. (**No hours** will be given for deep cleaning participation).

Section 5. Tuition - Each member is required to pay the non-refundable registration fee upon registration and the non-refundable supply fee at orientation or before attending class. In addition tuition must be paid by the first day of each month in the form of check or money order (cash will not be accepted), or by credit card via PayPal through the KCP website (www.kingstoncooppreschool.com) for a processing fee of \$5.00. A \$25.00 late fee will be charged after the fifth of the month if the tuition is not paid, unless arrangements have been made with the treasurer(s). Tuition must be paid even if the child does not attend and has not officially dropped out of the preschool. **Outstanding money owed to the preschool beyond 30 days could be considered reason for termination of membership.** Perpetual late payments may also be cause of disciplinary action. NSF checks will be subjected to a \$45.00 bank fee. A 10% discount on tuition will be granted to younger siblings of children already enrolled in the cooperative. A 5% discount on tuition is granted if entire year’s tuition is paid at orientation. (All discounts are successive, not additive.) Any member may apply for a scholarship to be awarded on a first-come-first-served basis at the board’s discretion, as funding is available. To be considered for a scholarship, member must be active in fulfilling all preschool obligations and have no outstanding fees or tuition. All membership requirements will continue throughout the scholarship period. Failure to meet parent requirements will be grounds for termination of scholarship. The Board of Directors will review new and existing scholarships monthly.

For the 2013-2014 school year, the preschool is offering a double tuition option to one family for each class on a first-come basis. The family will pay double tuition each month in exchange for not being required to sign up for any classroom working days. Special circumstances may be presented in writing to the board of directors for review/approval.

Section 6. Notice of Leaving - A member must give **2 weeks** written notice to the VP/Registrar before withdrawing from the preschool. Only the tuition for May or any other prepaid unused full month's tuition will be refunded to members who are in good standing, having fulfilled all parental obligations up to the date of withdrawal. Written notice must be given to receive refund. May's tuition (last month's) may be used towards the last month of preschool attended by the child so that no refund needs issued.

ARTICLE III

Meetings of the Preschool Membership

Section 1. Annual Meeting and Election - The annual meeting of the preschool for the purposes of the election of members of the Board of Directors and action on other business shall be held in March of each year, unless otherwise designated by the Board of Directors in its newsletters prior to the March meeting. At this time, the Board of Directors will be elected to serve the following school year. Prior to running for a position on the board, one must be currently enrolled in the Kingston Cooperative Preschool. This meeting is required for at least one parent and there will be no childcare provided. Failure to attend could result in a membership offense.

Section 2. Other All-Preschool Meetings

Orientation Nights - During the week prior to the beginning of school, orientation nights will be held to welcome families to the school, introduce the Board of Directors, review responsibilities of membership, pay first and last months' tuitions, register for the fall quarter of Olympic College, and turn in all required paperwork. **All forms and fees must be submitted prior to your child attending class. Orientation is required for at least one parent or guardian and there will be no childcare provided. In the event you miss orientation, you must contact the Registrar or President to make other arrangements prior to your child starting class.**

Section 3. Procedure at Meetings

- (a) At all meetings of the preschool, the president, or in his/her absence, the vice president, shall act as chairperson.
- (b) When not consistent with these bylaws or other procedures adopted by resolution of the Board of Directors, Robert's Rules of Parliamentary Procedure, as amended, shall govern all meetings of the preschool and those of the Board of Directors.
- (c) When the majority of the Board of Directors is present, or the main presiding officers plus a minimum of 10 other members, this shall constitute a quorum for general meetings. At board meetings, a quorum will be equivalent to the majority of the board.
- (d) Voting: Unless otherwise stated in these bylaws, a majority of the votes cast when a quorum is present shall prevail.

ARTICLE IV

Board of Directors

Section 1. Organization of the Board of Directors

- (a) The affairs of the Kingston Cooperative Preschool shall be managed by a Board of Directors who will be the principal officers. Each member of the board will be entitled to vote in the board's proceedings. The Board of Directors will be made up of the following officers: president, vice president, treasurer(s), secretary, fundraising chairperson(s), risk manager, and each class representative. The executive board will consist of the president, vice president, treasurer(s) and secretary.
- (b) **Meetings** - Beginning in May, the Board of Directors shall hold monthly meetings to transact school business and to discuss newsletter items and upcoming events. The meeting shall be open to anyone wishing to attend. Only members of the board have an official vote. The teachers and parent educator are asked to attend board meetings as advisors.

- (c) A teacher who is also a parent at the preschool may be permitted to hold a board position if the board position is not deemed a conflict of interest per the other board members' decision and is elected by a majority vote of the preschool members as with all board positions. The teacher will not be permitted to make motions or vote on matters pertaining to teacher agreements or salary.
- (d) The board shall determine a projected rate for the non-refundable registration fees, supply fees, and tuition for each class prior to registration for the upcoming year. Fees and tuition may be changed prior to the start of the school year based on projected budget income and expenses at the board of directors' discretion. In such case, all registered members will be notified in writing of any changes.
- (e) The board is authorized and empowered to pay reasonable compensation for contracted services rendered.
- (f) **Board Tuition Exemptions** - The members of the Board of Directors will be entitled to an exemption of 15% of one child's tuition for services rendered for the school year per board position. Board members have the option to not take the 15% exemption, but must let the AR Treasurer know before tuition is due for the next month, and will be responsible for paying full tuition for that month. This exemption is contingent upon attending and/or participating in monthly board meetings and fulfilling the obligations listed in Section 2. If a meeting will be missed, a written report must be submitted prior to the meeting to another board member. Failure to participate or missing subsequent meetings may result in removal from the board by a majority vote of the board of directors (see next paragraph "g").
- (g) **Removal from Office** - Any board member may be removed from office by voluntary resignation or by majority vote of the Board of Directors with the exception of that member of the board, or by a two-thirds vote of the voting members present at the regular or special all-school meeting of the preschool at which a quorum is present, provided that the board member subject to such probable action shall be notified in writing at least ten (10) days in advance of such action. Such notice shall state the cause for removal.
- (h) **Vacancies** - The Board of Directors shall appoint a replacement on the board for the remainder of any unexpired term. Upon vacancy of a board position, the membership will be notified and recommendations will be taken. The board will then appoint a replacement based on these recommendations for the remainder of the unexpired term.
- (i) **Teacher Substitutions** - Substitutions for the teacher may be made by board members in the following order: 1) class rep., 2) president, 3) vice-president, or any other qualified member as approved by the teacher. All substitutes must have a current adult/child first aid and CPR card.

Section 2. Duties - Each board member shall perform the duties normally inherent in his/her office. Failure to perform these assigned tasks may result in removal from the position.

(a) **PRESIDENT**

1. Obtain an adult/child CPR and first aid card before the first day of school.
2. Preside over regularly-scheduled board meetings and all-school meetings.
3. Approve messages before they go out to the parents.
4. Act as a liaison between parents and the teacher.
5. Substitute in case of illness or necessary absences of teacher, if the class representative cannot do so, or help find a suitable substitute.
6. Support the program and work closely with the parents.
7. Assume responsibility for carrying out policies of the preschool.
8. Act as liaison between the preschool and Olympic College. Attend meetings at Olympic College.
9. Manage and renew lease agreement with Kitsap County & liaison with Kitsap County Parks and Rec.
10. Maintain and update president's notebook and files.
11. Be responsible for posting volunteer opportunities on the parent bulletin board when necessary.

(b) **VICE PRESIDENT / REGISTRAR**

1. Obtain an adult/child CPR and first aid card before the first day of school.
2. Act as substitute in absence of president at parent meetings, board meetings and other occasions as needed.
3. Be in charge of registration and all enrollment forms (their distribution) and notify class representatives of new students. Notify the board of additions or deletions to roster. Set up new parent communication folders in bin.

4. Work closely with the president in all areas as necessary.
5. Substitute for teacher in case of absence of teacher, class representative and president.
6. Obtain and file immunization and other forms on current students.
7. Update and distribute class roster to the board as needed.
8. Maintain and update registrar's notebook.
9. Attend monthly board meetings.
10. Head up the planning of enrollment/recruitment events (i.e. Ice Cream Social, Open Houses, etc)
11. Be responsible for posting volunteer opportunities on the parent bulletin board when necessary.

(c) SECRETARY / TEACHER SUPPORT

1. Attend monthly board meetings.
2. Keep brief minutes of business transacted at board meetings. Submit a copy to the President and/or board members a minimum of one week prior to the next meeting.
3. Post board meeting minutes one week prior to the next meeting on the parent bulletin board in school lobby.
4. Take care of necessary correspondence and typing.
5. Send out baby cards, sympathy notes; get well wishes and/or anything else that helps the parents feel welcome and important to the group.
6. Maintain files of all correspondence as received by the preschool.
7. Provide teachers support with administrative tasks and supply ordering, preparing items for class art projects, making copies, and other duties as assigned.
8. Maintain and update secretary's notebook.
9. Be responsible for posting volunteer opportunities on the parent bulletin board when necessary.

(d) TREASURER(s) – (2 Positions – Accounts Payable & Accounts Receivable)

1. Keep accurate records of expenditures and income.
2. Maintain a complete set of books.
3. Collect fees and deposit within month received
4. Provide monthly receipts for tuition
5. Pay all bills of the group.
6. Collect mail and distribute.
7. Prepare quarterly tax forms.
8. Attend O.C. meetings.
9. Deliver teacher's paycheck by the last class day of each pay period.
10. Keep current tuition scholarship applications on the school bulletin board and collect turned in applications for the board meetings for denial/approval.
11. Maintain and update treasurer's notebook/files.
12. Attend monthly board meetings.

(e) FUNDRAISING CHAIRPERSONS – (2 Positions)

1. Work with the board and volunteers to coordinate all annual fundraising events.
2. Primary fundraising responsibility includes the coordination of the Annual Silent Auction.
3. Maintain and update fundraising notebook.
4. Attend monthly board meetings.
5. Be responsible for posting volunteer opportunities on the parent bulletin board when necessary.

(f) RISK MANAGER

1. Handle all risk management duties as per the risk management manual and attend all risk managers' meetings at O.C., reporting back to the board and membership (including maintenance of emergency kit, safety checks, and all drill logs).
2. Prepare Special Event forms for all non-curriculum related events to the President 2 weeks prior to the event for OC approval.
3. Handle all miscellaneous duties requested by the board.
4. Maintain and update risk manager's notebook.
5. Attend monthly board meetings.
6. Be responsible for posting volunteer opportunities on the parent bulletin board when necessary.

(g) CLASS REPRESENTATIVES

1. Substitute for the teacher if necessary (must be CPR and first aid certified).
2. Schedule and distribute monthly parent work schedules. **Schedule should be posted one week prior to upcoming month.**

3. Introduce and orient new members to their class (this includes participation in parent orientation at the beginning of the year, as well as ongoing orientation of new parents who join in the middle of the year); ensure that they've received and understand his/her orientation packet from the Registrar, explain to them their responsibilities and help them learn the routine.
4. Place appropriate, completed forms from the parent orientation packet and fees into the folder of the Registrar.
5. Notify the Registrar when someone drops.
6. Attend monthly board meetings as liaison between class and the board.
7. Maintain constant communication with all parents in your class and report input (negative or positive) concerning preschool to the board.
8. Record work days of each parent to ensure equal participation and provide a final draft of the original work schedule to the teacher at the end of the month.
9. Perform monthly fire drill for your class and record date on risk management form.
10. Notify the secretary if a greeting card needs to be sent (new baby, illness, etc.).
11. Ensure all current, personal information for all your parents is updated in our records and that the registrar is kept up to date on said information.
12. Be responsible for posting volunteer opportunities on the parent bulletin board when necessary.

ARTICLE V

Finances

Section 1. Banking

- (a) The treasurer(s), president and vice president are empowered to sign checks. Every check requires two signatures, and the second can be any board member.
- (b) Recurring expenses may be paid by electronic checks (online banking) if payees are approved by two-thirds of board members. (Recurring expenses include, but are not limited to, telephone, garbage, teacher payroll, payroll taxes)
- (c) Individual accident insurance is carried on a group policy through the preschool. The rate is included in the registration fee.
- (d) Preschool members who make a purchase for the preschool, must submit an original receipt with a reimbursement form to the AP Treasurer within 2 weeks of purchase date in order to receive a reimbursement check.

Section 2. Miscellaneous

- (a) State worker's compensation shall be paid for the teacher.
- (b) The teacher's salary and tuition is based on a four-week month.

ARTICLE VI

Attendance

Section 1. Illness - Children with contagious illness (including colds) shall NOT attend preschool. See Safety and Health Policies in the Parent Handbook, Section C - Disease Control.

Section 2. School Closures - Vacations and holidays of the North Kitsap School District will be observed. Half days and in-service days of the NKSD will NOT be observed. There will be no school during inclement weather if North Kitsap School District is closed or the teacher(s) and/or President deem it necessary to close the school. If North Kitsap is running on a late schedule, our morning classes will be canceled. Afternoon classes will be held or canceled at the teacher's discretion. **A complete school year schedule may be found in your orientation packet or posted at the school.**

Section 3. Insurance Coverage - Due to the insurance policy coverage, children not enrolled in the school may not attend any class. Non-mobile infants may attend class with his or her working parent when necessary. The infant must be included in insurance class size ratios and signed in and out on such day he or she is present. A registration waiver form must be submitted prior to the infant's attendance in any class.

ARTICLE VII

Safety Rules

See also Safety and Health Policies in Parent Handbook

1. No running is allowed in the preschool.
2. Kingston Cooperative Preschool prohibits the use of tobacco products in the school buildings, on school grounds or in parking lots at any school activity or function on school property. The ban on the use of tobacco products applies to parents, teachers and the general public and is in effect when school is in session.
3. All children will be secured properly during field trip transportation. Car doors will be locked.
4. All safety and health regulations mandated by Olympic College will be observed.
5. The fire door is to be left unlocked during school hours.
6. The fire extinguishers are to be maintained by the Parks Department.
7. Children will be escorted into and from preschool by the parent or other approved adult. No child will be sent home with anyone other than the parent unless the teacher has been notified beforehand.
8. Parents/Guardians must back into preschool parking spots when dropping off or picking up a child.
9. Parents/Guardians should not leave other children unattended in their vehicle when coming into the preschool for any reason.

ARTICLE VIII

Amendments

Section 1. Any of these policies or procedures may be changed by a majority vote of the Board.

Section 2. Yearly Review - The board, or a committee appointed by the board, should review these policies and procedures at least once a year and suggest changes if necessary.

ARTICLE IX

Teachers' Responsibilities

Section 1. Education - Olympic College requires Introduction to Early Childhood Education classes and continued updates. In addition, the teacher will attend all Olympic College in-service training. Teachers are required to submit copies of all received certifications to be filed at the preschool.

Section 2. Evaluation - The teacher will be evaluated by parents each spring.

Section 3. Termination -The teacher may be voted out by a 2/3 majority of the membership if discussed openly at a parents' meeting and voted by secret ballot. The teacher's contract will be voted on at the April/May board meeting.

Section 4. Other Terms –

- a. The teacher, along with the AP Treasurer and/or Secretary/Teacher Support, is responsible for obtaining classroom supplies.
- b. The teacher will have the assistance of a parent, classroom helper, and snack parent as determined by class enrollment.
- c. The teacher will sign and abide by an annual contract and perform all other responsibilities as noted therein.
- d. The teacher is requested to attend board meetings as an advisor.
- e. A Teacher who has a child enrolled in the preschool may be exempt from tuition per the board of directors' discretion. The teacher is responsible for all other parental obligations (see Article II). The teacher as a parent may be permitted to hold a voting board position by election of the preschool members, but will not be permitted to make motions or vote on matters pertaining to teacher agreements or salary.
- f. Be responsible for posting volunteer opportunities on the parent bulletin board when necessary.

ARTICLE X
Dissolution of KCP

In any event where it is necessary to dissolve the preschool as the said business stated in these pages, all assets are to be liquidated. Any financial assets remaining are to be distributed among Kingston, WA non-profit organizations as discussed and voted on by the board of directors at the time of dissolution. All legal and tax laws must be followed in accordance with non-profit dissolution policies.

ARTICLE XI
Non-Discrimination Policy

The cooperative shall not discriminate against members or prospective members or their children on the basis of race, color, or national or ethnic origin. This non-discrimination policy covers all facets of the cooperative's operation, including its admission policy, scholarship program, extracurricular activities, or any other activity. The cooperative cannot maintain separate facilities or partition existing facilities into separate sections on the basis of race, color, or national or ethnic origin.