

A green silhouette of a young child standing and holding a thin stem with two leaves. The child is facing right, and the plant is positioned above their head.

# Crown Hill Cooperative Preschool

## **Parent Handbook (Policies, Rules & Procedures)**

*Crown Hill Cooperative Preschool  
Our Redeemer's Lutheran Church  
2400 NW 85th Street Seattle, WA 98117*

*Church 206.783.7900*

*Teacher Janice (Home) 206.784.4535*

Welcome!

This *Parent Handbook* contains important information for you to know and refer to while you and your child are enrolled in the Crown Hill Cooperative Preschool. It includes the following sections:

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# SECTION 1: Summary

**Our Philosophy and Purpose:** Crown Hill Explorers Cooperative Preschool ("the Co-op" or "the Cooperative") is part of the North Seattle College (NSC) Parent Education Program and is affiliated with the NSC Parent Advisory Council (PAC). The Co-op requires active participation by parent and child in a preschool setting. This environment provides an opportunity for parents to obtain information and practice skills in at least three major areas: child development and family life; teaching young children; and organization development and leadership. Basic program values include: respect for individual differences and differences in parenting styles, freedom to explore options and practice skills, respect for the knowledge and skills which individuals bring to the program, strengthening families by forming supportive networks, and belief that parents are children's primary teachers.

**Who We Are:** The preschool consists of three age groups – Toddlers, Pre-3s, and 3s – serving children who are at least 12 months and no more than 47 months old by August 31 of the upcoming school year. The children and their parents are members of the cooperative. Toddlers must be at least 12 months and no more than 23 months by August 31st. Pre 3s must be at least 24 months and no more than 35 months by August 31st, but not yet 36 months. 3s must be at least 36 months and no more than 47 months by August 31st. Age exceptions may be granted pending Teacher approval. See [Admission: Membership Requirements](#) for more information.

**Where We Meet:** The Co-op meets at Our Redeemer's Lutheran Church, 2400 NW 85th Street, Seattle, in an outside play yard and also maintains a daylight basement classroom space.

## When We Meet:

- OTTERS (Toddlers): Wednesday 9:00 a.m. – 11:00 a.m.
- ORCAS (Pre-3s): Tuesday & Thursday 9:00 a.m. – 11:00 a.m.
- EAGLES (3s): Tuesday, Wednesday, Thursday 11:15 a.m. – 1:45 p.m.

## What it Costs:

Registration Fee (one time and nonrefundable): \$40.00\* per family, per class

## Co-op Tuition:

- Otters (Toddlers) \$1,115 per year (paid in ten installments of \$105 plus a one-time materials fee of \$65)
- Orcas (Pre-3s) \$1,655 per year (paid in ten installments of \$155 plus a one-time materials fee of \$105)
- Eagles (3s) \$2,535 per year (paid in ten installments of \$241 plus a one-time materials fee of \$125)

NSC Tuition: \$56.38 per quarter\*

(\*Subject to change.)

*Scholarships are available through the Co-op and North Seattle College Cooperative Preschools Parent Advisory Council (PAC).*

**What Happens at Preschool:** Toddlers meet once a week for two (2) hours and Pre-3s meet twice a week for two (2) hours. 3s meet three times a week for two and a half (2.5) hours. A typical day at preschool begins with outdoor time in an enclosed yard where activities are set up. Play during this time is open-ended and child-led. The children then wash their hands and have a snack or lunch. After this is exploration time with adult-guided activities such as art, sensory dough, and fine-motor activities. Approximately half of the parents support the Teacher by supervising the children at play, facilitating play, and ensuring the children's safety. The day ends with circle time where the children and parents sing songs and listen to stories led by the Teacher.

**The Parents' Role:** A parent accompanies their child(ren) to one assigned class day per week. Parents' responsibilities as members of the Co-op include working in one of the play areas every week and attending a monthly business/Parent Education meeting. Members are also responsible for actively participating in the management and operation of the Co-op, which includes participating in one quarterly class project and one annual all-school project, as well as performing a job/position per child enrolled (e.g., Secretary, Scheduler, Treasurer, Fundraiser, Photographer). The Parent Education discussion topics cover child development, parenting styles, discipline, health and safety, and self-esteem. Parents play an active role in determining the topics presented and in contributing to the discussions.

**Our Teachers:** There are two Co-op teachers. The Preschool Teacher is responsible for coordinating and leading the children's curriculum and activities, and the Parent Educator is responsible for coordinating and presenting the parents' curriculum.

## SECTION 2: Required Information

All Co-op members must submit the following forms and fees prior to the first class:

- Non-refundable registration fee by check payable to Crown Hill Explorers Preschool (usually paid during In-house or Open Registration)
- Tuition for the month of September, may be paid electronically via Jovial or by check to: Crown Hill Explorers Preschool
- Online forms read and signed in Jovial by the first day of class:
  - *Parent Contract*
  - *Health Guidelines*
  - *Video, Print and Digital Image Release*
- Forms printed, completed, and submitted by the first day of class:
  - *Adult Emergency Contact Form*
  - *Emergency Medical Information and Consent*
  - *Child's Certificate of Immunization Status*
  - *All About Me*
  - *NSC Risk Management Form* (read and signed by each adult working in class)
  - *Emergency Comfort Kit* (Orcas and Eagles students only)
  - *Medical Emergency Response Plan* (completed only if your child has a severe allergy)
- Quarterly tuition for NSC is paid online through the college.

## SECTION 3: Policies and Procedures

### A. Purpose

The Cooperative is organized to provide a learning environment for both parents and children in several areas:

#### *Parent-Child Education*

- Parents work with and observe their own and other children in a group situation;
- Parents participate through small-group instruction and discussion to communicate common experiences and receive instruction from college faculty on topics pertinent to raising a toddler; and
- Parents increase their understanding of their children and their family relationships.

#### *Skill Development*

- Parents gain leadership and management skills through their active participation in the operation of a self-supporting cooperative;
- Parents develop skills that are useful for working successfully in other community groups; and
- The Cooperative promotes parents' ability to affect their children's intellectual, emotional, physical and social skills development.

### B. Membership

Any parent or participating person who enrolls in the NSC Parent Education Program and is willing to accept the responsibilities of active participation in the Cooperative is eligible for membership. Each member must fulfill the requirements for participation in the Cooperative as set forth in Article IV below.

**Admission Requirements:** Unless otherwise determined by the membership, children attending the preschool shall be between 12 months and 47 months by August 31, before the commencement of the school year. In order to be operative, the Cooperative must satisfy the minimum membership requirements set forth by NSC. Each class is limited to enrolling two sets of families of multiples. The All-School Board may vote, with Teacher(s) approval, to change the maximum number of students allowed per class. Age exceptions may be made pending approval of Preschool Teacher and Parent Educator in order to accommodate variations in class enrollment.

The Cooperative shall not discriminate against members, prospective members or their children on the basis of race, religion, sex, national origin, physical or emotional handicaps. This policy includes, but is not limited to, all facets of the Cooperative's operations, including its policies, requirements for membership, scholarship fund and all preschool-related activities. The Cooperative will not maintain separate facilities, nor partition existing facilities

into separate sections on the basis of race, religion, sex, national origin, physical or emotional handicaps.

The Cooperative is organized and shall be operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the 1974 Internal Revenue Code. Consistent with the requirements of this section, the Cooperative shall not carry on any activities precluded by the Internal Revenue Code for an organization exempt from taxation under said section.

**Priority of acceptance:** Priority will be given to currently-enrolled parents and/or children from a Crown Hill Cooperative Preschool class in accordance with the NSC registration process and recommendations of the Parent Advisory Council for the current year. Currently-enrolled families must be in good financial standing with the preschool in order to register for the following year.

#### During "Transfer Registration" Period

- All other North Seattle Co-op Pre-3s groups for 3s, all other North Seattle Co-op Toddler groups for Pre-3s, and all other North Seattle Co-op Infant groups for Toddlers.

#### During "Open Registration" Period

- Parents granted membership based on a lottery conducted by NSC; and

#### After "Open Registration" Period (ongoing)

- Parents who initiate contact with the Registrar and are granted membership immediately or after joining the Waiting List (see below).

**Waiting List:** Once a class reaches full enrollment, a waiting list shall be established and maintained by the Registrar for the parents of eligible children who are interested in attending the Cooperative. Prior to Registration for the next year, the Waiting List will be cleared and families on the list notified.

**Facility Tour:** A physical tour of the Co-op Preschool site is encouraged for all prospective new members. This tour will be conducted by [Class Parent Coordinators](#).

## C. Participating Parents

**Parent Contract:** Each participating parent shall sign the *Parent Contract*, which is considered binding. Failure to assume the duties as enumerated therein may result in membership review by the Board.

**Contact Information:** Each participating parent agrees to provide contact information - a phone number and email address that they have access to and are committed to monitoring regularly for class and school business.

**Immunization:** Parents must complete and submit a *Washington State Certificate of*

*Immunization Status* form for their child, as required by state law. The form shall be on file at preschool by the first day of class. The *Certificate of Exemption form* must be filled out if you choose to delay or exempt a child from one or more required immunizations.

**General Health:** Each parent is responsible to have their child in good health when attending preschool and must notify the Health & Safety officer if the child contracts a contagious disease.

## D. Fees and Finances

In order to cover the expenses involved in running a Cooperative Preschool, Member parents pay Co-op tuition and fees, pay NSC tuition, complete fundraising, serve as assistant teachers in the classroom, and fulfill Class or All-School job(s). All of these payments (tuitions, fundraising, classroom roles, and Member jobs) are completed on a per-child basis.

### Fees and Tuition

**Membership Registration Fee:** The Cooperative preschool registration fee shall be set for the following year prior to the annual membership registration period (held in the spring), according to the financial conditions of the Cooperative. Payment of the registration fee is required at the time of registration and is non-refundable. The registration fee covers accident and liability insurance and a portion of the equipment fund.

**Cooperative Tuition Fee:** Cooperative preschool tuition fees are subject to change on approval of the Board. During the period of enrollment, full Cooperative tuition must be paid for each payment period whether or not the child attends school on every class day in such period, and whether or not preschool is canceled for any reason, including weather-related reasons.

**Payment of Cooperative Tuition:** Tuition payments are made to the Treasurer pursuant to a payment schedule determined by the Board. Upon acceptance, cooperative preschool members will be required to submit September Cooperative Tuition that will be NOT be refundable after June 30<sup>th</sup>. *Members must submit September Tuition payment by Spring Orientation or forfeit their assigned class space(s).* Cooperative members who enroll after a tuition payment period has begun will be charged tuition for the period on a prorated basis, based on the number of classes remaining in the period at the time of enrollment.

**Nonpayment of Cooperative Tuition:** If a member's Cooperative Tuition is overdue by 20 days and payment arrangements have not been made with the All-School Treasurer, the member will be asked to not attend class until tuition is current or forfeit their membership in the Cooperative. See [Dismissals section](#). Families may apply for [Tuition Assistance](#) if facing hardship.

**Refunds of Cooperative Tuition:** There will be no refund of tuition for classes held in June, except in cases of dismissal. Other tuition refunds will be made on a prorated basis, provided that two (2) weeks' notice of a member's withdrawal has been given to the All-School Registrar, and provided that the Registrar is able to fill the opening. If the opening

cannot be filled, the withdrawing parent(s)'s paid tuition for the month of withdrawal will not be refunded.

**Cooperative Tuition for Multiple Siblings:** Parents enrolling more than one child in the Cooperative will pay a Registration fee per family, per class and full Cooperative Tuition for each child. Parents of multiple siblings will hold one job for each child enrolled. However, at the discretion of the All-School Board, a single Board position may fulfill the parent's job requirement for multiple children (e.g. twins) enrolled in a single class.

**NSC Tuition:** Participating parents and caregivers shall enroll in class(s) with NSC and pay quarterly tuition (a total of 3 payments during the September-June school year) for their enrollment in NSC's Parent Education Program. Attending parents and caregivers (who attend more than 2 times per quarter) shall enroll with NSC for 3-credit courses. This includes Nannies (*For more information about Nannies, see [Nanny Policy](#)*). *If a child requires an attendant in class in addition to their primary caregiver, such as an ABA therapist, that attendant does not pay NSC tuition.* Parents, after their partner has signed up for a 3- credit course, who plan to attend class more than 2 times per quarter, will register for 1- credit courses. Additionally, parents and caregivers of multiple children in the school and/or in a given class shall register for one 3-credit course per child. Families of multiples are required to register both parents in 3-credit courses in order to ensure sufficient enrollment per class with the minimum requested by NSC being twenty (20) members. For information about NSC PAC Scholarships, visit [North Seattle Cooperative Preschools' Scholarship Information](#) page.

## Tuition Assistance

**Scholarships for Cooperative Tuition:** As a supplement to the PAC Scholarship Fund, the Cooperative may establish and maintain a separate scholarship fund. The fund shall be built through fundraising and interest and administered by the Board. The fund's purpose shall be to finance partial tuition for a member in need. Written requests for scholarship awards should be referred one (1) month in advance to the All-School Treasurer who will bring the requests anonymously before the Board for approval.

**Awards of Cooperative Tuition Scholarships:** Cooperative tuition scholarships are available through the PAC Scholarship Fund for members who choose to apply. Applications for scholarships are on a quarterly basis. PAC will award up to 50% of tuition to approved members quarterly. Upon award of PAC scholarship, members are then eligible for in-house scholarships. In-house scholarships are awarded up to 50% of the amount that PAC has awarded. Acceptance is based on members' active participation and availability of funds. Exceptions can be made upon review by the All-Site Board.

Payment arrangements can be made with the All-School Treasurer for those needing financial assistance until scholarships are awarded. Payment arrangements will be based on the known amounts families must pay (25% of the quarterly tuition). After consultation with the All- School Treasurer, the amount due may be spread out into multiple payments or one lump sum.

## Financials

**Conflict of Interest/Compensation:** No Officer or Member of the Cooperative shall have any personal financial interest, direct or indirect, in any activity undertaken by the Cooperative. No Officer or committee Member shall receive compensation for their service, but may receive reimbursement for approved expenditures incurred on behalf of the Cooperative.

**Checks Written to/by the Cooperative:** All checks written to the Cooperative shall be made out to: Crown Hill Explorers Preschool. All checks issued on behalf of the Cooperative shall be co-signed by the All-School Treasurer and another Board member of the Cooperative. The Teacher's monthly supply fund will be made available as stipulated in the Teacher's contract.

**Carryover Reserve Fund:** A carryover reserve fund to start the next year will remain in the Treasury at the end of the year. The reserve fund should equal at least two month's expenses, including rent, salaries, taxes, telephone, etc.

**Insurance:** The Cooperative shall carry insurance according to NSC policy. Insurance is provided by NSC and stipulates that every caregiver working in the classroom must be enrolled with the college.

**Fiscal Year:** The Cooperative's fiscal year shall run from July 1 to June 30.

## E. Weekly Preschool Sessions

**School Calendar and Class Cancellations:** The school year shall follow that of the Seattle Public Schools, and the regular school holidays shall be observed. The 3s school sessions are held three times a week for two and a half (2.5) hours each. The Pre-3 school sessions are held twice a week for two (2) hours each. The Toddler school sessions are held once a week for two (2) hours. When the Seattle Public Schools are closed or running late (either 1 or 2 hours) due to weather conditions, preschool classes shall be cancelled. Evening Parent Education classes may meet; a decision to cancel the class will be made jointly by the Teacher or Parent Educator and the Board. Any parent or Board meetings cancelled due to weather conditions shall be rescheduled, with make-up meeting times established by the Parent Educator and the Board.

### Schedule:

**Toddler Classes (Otters):** For part of each class session, one-half of the parents are assigned a specific responsibility as teacher's aides to guide the children's activities while the other half of the parents attend parent education. For the remainder of the session, all parents are required to help the children in various play activities as directed by the Teacher.

**Pre-3 Classes (Orcas):** Half of the parents participate on the first school day of the week, and the other half participate on the second school day of the week. The working parents are assigned a specific responsibility as Teacher's aides in order to guide the children's activities. For the remainder of the session, parents are to help the children in various play areas as directed by the Preschool Teacher. If a parent has two or more children enrolled in the class, the parent will be required to work only one day, unless due to enrollment or many sets of multiples, the Class Executive Committee and Parent

Educator deem two work days to be necessary. A primary objective of the Pre-3 age group is to help attain the goal of child-parent separation. Toward the same end, parents will be encouraged to leave their child at preschool on their non-work day; the Teacher and Parent Educator will work with the parent to design a plan for separation.

**3s Class (Eagles):** One third of the parents participate on each school day. The working parents are assigned a specific responsibility as Teacher's aides in order to guide the children's' activities; parents are to help the children in various play areas as directed by the Preschool Teacher. If a parent has two or more children enrolled in the class, the parent will be required to work one day per child to maintain safe ratio standards. The Class Executive Committee and Parent Educator may deem one work day to be acceptable, depending on enrollment. A primary objective of the 3s age group is to help attain the goal of child-parent separation. Toward the same end, parents will be encouraged to leave their child at preschool on their non-work day; the Teacher and Parent Educator will work with the parent to design a plan for separation.

**Attendance:** Members are responsible for informing the Cooperative if they are unable to attend the preschool session. It is the Class Executive Committee's responsibility, in conjunction with the All-School Board, to determine if a member's absences are interfering with the Cooperative's operation. If so, the Class Executive Committee may recommend that the Board, in the best interest of the Cooperative, dismiss that member according to the Policies and Procedures.

## F. Emergency Substitute (E-Sub): Pre-3s and 3s

In order for Co-op to function properly, parents must attend their assigned work day and provide Emergency Substitution for parents in true emergencies. Members are required to be an Emergency Substitute (E-Sub) on an assigned, non-work day, in case a parent who is supposed to work that day has a sudden illness or emergency. The Emergency Substitute schedule is for true emergencies that become known the day before or in the morning before preschool. It is not for planned absences, such as a vacation or doctor appointments. All-School Board members will be exempt from working Emergency Substitute shifts in connection with the preschool class they represent in that role. See [All-School Elected Officers and Responsibilities](#) for more information.

**Responsibilities of the Parent Requesting E-Sub:** A parent should contact the Emergency Substitute as soon as possible when needed. If the E-Sub has not been reached, contact the E-Sub *by phone* within the 2 hours before the class begins to allow the class time to work together to make arrangements in the event that the Emergency sub is needed by multiple families. If you know that you will need a substitute the night before your work day, you may first attempt to make arrangements to trade a workday with another member, and then contact the E-Sub. Each parent is allowed one forgiven absence filled by an E-Sub. Any time you trade work days, use an E-Sub, or send a spouse/relative to fill in, immediately inform your class members by email who to expect in class that day. If E-Sub is used excessively, as determined by the Class Executive Committee, the CEC will notify the All-School Board of the behavior and resolution.

If a parent sends a caregiver unfamiliar with Co-op, the parent should direct the caregiver to:

1. Review [Section 4: Health Guidelines](#) and [Section 5, E. Role of Member Parents](#), of this document.
2. Check in with other co-op members when they arrive and be ready to receive direction.

**E-Sub Responsibilities:** At the discretion of the CEC, parents are placed on the E-Sub rotation on a per-child basis. For example, if a parent enrolls two children in a class, the parent will be assigned twice the E-Sub days. When you are assigned as Emergency Substitute, expect to work that day and make plans accordingly. A member needing a sub will contact you as early as they are able to. Please be available by phone the morning of class and up to 20 minutes after class has started. If you are contacted by multiple families - notify your Class Chair so they can help make the necessary arrangements.

Parents may also trade E-Sub days ahead of time. If a member is unable to actually fill in as a substitute on their non-work day (due to a job, for example), they can fulfill their obligation ahead of time by securing a spouse or another relative to be the E-Sub or they can make an arrangement with another preschool parent to take their E-Sub shift.

## G. Monthly Parent Meetings

**Monthly Meeting:** Monthly parent meetings shall be held pursuant to a schedule determined by the All-School Board in the previous academic year and accepted by the members at the September parent meeting. One hour of each monthly parent meeting will be devoted to Cooperative business; the other hour will be devoted to Parent Education.

**Attendance:** Attendance at monthly Parent meetings is a mandatory requirement of Cooperative membership and to fulfill accreditation as a student at NSC. One (1) absence from these meetings will be excused regardless of reason for absence. The meetings build community in your class. After the first missed meeting, the parent must (1) review the minutes, sign them, and turn them into the class secretary before the next meeting, (2) as determined by the CEC, come up with something to benefit and build the co-op community within that month (e.g., plan a play date), and (3) complete the [Missed Meeting Form](#) (i.e., perform an alternate activity designated by the Parent Educator). The Class Secretary will notify the Class Executive Committee of any absentee problems, and the Class Executive Committee will promptly review the matter.

**Orientations:** Two class-level orientation meetings are held, a Spring Orientation in May after the new class is registered and a Fall Orientation in September (See [All-School Elected Board Members](#) for information about Board-Specific Orientations). At the May meeting, the Parent Educators will ensure that the Class Executive Committee positions are filled for the incoming Cooperative classes during class break-out sessions. The Teacher, Parent Educator, and all Cooperative members attend the September meeting (with the new All-School Board and Class Executive Committee members in place and facilitating the meeting). The purpose of this meeting is to solidify the Preschool's leadership positions, fill remaining positions, set calendar dates, and orient new members.

## H. Parent Education

Parent Education is the foundation of the Cooperative program, and is the basis of membership and participation in the Cooperative. It consists of four elements:

1. Toddler (Otters) Parent Education Meeting: Each week, one-half of the parents spend part of the school session in a parent education meeting during which various parenting topics are discussed with the Parent Educator.
2. Monthly Parent Meeting: Half of the monthly Parent Meeting shall be devoted to Parent Education, as provided by the Parent Educator. This monthly meeting also serves as the only Parent Education Meeting for Pre-3s (Orcas) and 3s (Eagles) parents.
3. Teacher's Aide: The parents participate as teacher's aides, on their assigned work day, during the weekly preschool sessions.
4. Management of the Cooperative: The parents participate in the management and operation of the Cooperative.

## I. Preschool Teacher

**Teacher Agreement:** An agreement between the Cooperative and the Preschool Teacher shall be made and considered binding. It shall be signed by the Chair and the Treasurer on behalf of the Cooperative. The Preschool Teacher's agreement may be terminated by majority vote of members and upon one month's severance pay. The Preschool Teacher may terminate their agreement by giving thirty (30) days' written notice to the All-School Board.

**Agreement Renewal:** The Preschool Teacher will inform the Board no later than March 15<sup>th</sup> of the current school year, if they plan to return for the following school year. The decision to hire a new Preschool Teacher will be made by a majority vote of the Cooperative membership on or before April 1<sup>st</sup> of the current school year. If a decision is made to renew a Preschool Teacher's agreement, such agreement must be renewed and signed by both parties by April 30<sup>th</sup> of the current school year.

## J. All-School Elected Officers and Responsibilities

All-School Officer Positions shall include a [Chairperson](#), a [Registrar](#) (Parent Coordinator), a [Treasurer](#), a [Secretary](#), a [Communications Coordinator](#), and a [Health & Safety Coordinator](#). These officers, as well as the [Chairperson](#) from each class Executive Committee, will constitute the Board.

To fulfill role obligations, in addition to the duties listed under **Member Positions**, All-School Board members are required to attend All-School Board meetings, All-School Orientation(s), and the Outgoing Board/Incoming Board Meeting (more information below). All-School Board members may have **one** excused absence from these meetings and must arrange for a representative to fill in their role (see [All-School Board Assistant](#) under **Member Positions**). All-School Board members must reply to Board-related emails within **two** business days as topics may be time-sensitive.

**Preschool Duty Exemptions:** Unless otherwise determined by the All-School Board, Board

members shall be exempt from All-School upkeep duties and working Emergency Substitute shifts in connection with the preschool class they represent. All-School Board Members may only fill one Board position at a time. See *Cooperative Tuition for Multiple Siblings* under [Fees and Finances](#) for more information.

**Monthly Board Meetings:** Regular meetings of the All-School Board shall be held monthly and shall be open to the membership. A simple majority of the Board shall constitute a quorum, and a quorum must be present at all times to transact business. **Outgoing Board/Incoming Board Meeting:** This meeting should be held after all Board positions for the incoming Cooperative have been filled (during May) and may be combined with the Spring Orientation Meeting.

**Spring All-School Board Orientation Meeting:** The outgoing officers will be present to transfer all business, except for Treasurer responsibilities, to the newly-elected officers, all of whom must be present. This meeting is typically the second half of the last All-School Board meeting of the year. The outgoing Treasurer will complete the end of the current year fiscal responsibilities prior to transferring all business to the Incoming Treasurer. These meetings can be held as one-on-ones with each outgoing Board member meeting with their incoming replacement.

**All-School Board Voting:** In order to ensure that the Membership is represented while centralizing the administrative decisions of the Cooperative, voting shall proceed as follows:

1. Prior to or at an ASB meeting, a voting item may be created, suggested, and/or discussed over email.
2. The All-School Chair will email the Agenda to the Class Chairs in order for them to share the agenda with their classes. Chairs will request feedback from the class at monthly meetings and bring the feedback back to Board at Board Monthly meetings.

\*For Bylaws change, the process would be similar except the classes, according to the bylaws, would officially vote on it. If less than 60% of membership approved the change, feedback would go back to the board to edit and submit for voting again at the next Class Meetings.

**All-School Board Electronic Mail Voting:** According to Washington State Law, electronic mail voting is only available for resolutions before the All-School Board, due to the difficulty of obtaining 100% participation from Cooperative membership. The Cooperative membership must vote during parent meetings. If an item arises that requires action prior to the next scheduled All-School Board meeting and if the Chairperson deems it necessary and advisable, the Board may vote on an item by electronic mail pursuant to the following requirements:

- All current Board members must have an active and current email address that has been provided to the Cooperative;
- The member making the motion must make reasonable efforts to notify all current members that an email vote will be sought and shall provide information as to when the motion by email will be sent;

- A member must make a motion by email, which must then be seconded by another member;
- All Board members must respond to the email vote within a timeframe stated in the motion;
- If the motion is unanimously approved, the motion passes;
- The results of the email vote shall be shared with the Board members by email within a reasonable time, and shall be recorded in the minutes of the next All- School Board meeting and by a special note to the files of the Chair and Secretary; and
- An email vote should be used rarely and is viewed as an exception to the rule of conducting Cooperative business at Parent Meetings.

**Emergency Voting:** In an emergency situation, the All-School Board may make decisions and transact Cooperative business without submitting such actions to a vote by the membership.

**All-School Board Recommendation Process and Job Committee:** The following year's All- Site Board will be nominated by current Board members or those interested may self-recommended. If more than one Member volunteers for a role, a meeting can be called to discuss it or the Members may run for positions and the classes may vote at the Spring Orientations. If only one Member volunteers for a position, they will be confirmed at the Spring Orientations with a vote from the members.

**All-School Board Summer Preparatory Meeting:** This meeting should be held in the Summer after the Outgoing/Incoming Board meeting and before the start of the year set-up. The new All-School Board, Teacher, and a Parent Educator attend this meeting and finalize decisions for the coming year, including the schedule for monthly meetings.

**Summer Meetings with Class Executive Committee Counterparts:** In July, the incoming All-School Chair will meet with the Class Chairs to solidify and review roles, answer questions, and build relationships. The other All-School Board officers will organize and hold these meetings for August either prior to or following the All-School Board Summer Preparatory Meeting. These meetings will include AS Secretary with Class Secretaries, AS Health & Safety with Class Health & Safety, Registrar with Parent Coordinators, and AS Treasurer and AS Assistant Treasurer with Class Fundraisers. Communications Coordinator will meet with their class counterparts after the roles are assigned at Fall Orientation.

The All-School Board is responsible for, but not limited to, the following:

- Reviewing the written performance evaluation of the Preschool Teacher and recommending a new teacher agreement or termination to the membership. (Should the Teacher's agreement be terminated, in accordance with Washington State law, the Cooperative will be responsible for paying the Teacher unemployment insurance.)
- Appointing and supervising a Teacher Selection Committee, if needed, to recruit, interview and hire a new Preschool Teacher.
- Signing the annual renewal contract with the facility.

### Typical All-School Committee Meetings Requiring Volunteers:

- **Scholarship Committee:** At the beginning of the year, a committee of volunteers, one parent from each class, will be requested to review scholarship applications with the All-School Treasurer.
- **Job Committee Meeting:** Committee members will review the selection procedure from the previous year and modify the process with previous and/or current year's feedback. The committee will be comprised of 6 voting members including 1 representative from each class and the 6th position from any class. No more than 2 members of the committee can be on the current All-School Board. A Parent Educator and the Teacher will also be advisory members of the committee. This process should begin mid-year.
- **Employee Contract and/or Hiring Committee:** A committee comprised of parents from each class, convened by the All-School Treasurer and All-School Chair, will review the Teacher(s) contract(s) and make recommendations to the Board. This committee shall also create and review contracts in case of Co-op interest in hiring Teacher(s) or other Staff Members. This committee should begin in February.

### K. Class Executive Committee Elected Officers and Responsibilities

Class Executive Committee shall include a [Chairperson](#), a [Parent Coordinator](#), a [Fundraiser](#), a [Health & Safety Coordinator](#), and a [Secretary](#). This committee also includes the Teacher and Parent Educator as advisors.

The Class Executive Committee is responsible for, but not limited to, the following:

- Assisting the All-School Board with reviewing the written performance evaluation of the Preschool Teacher and recommending a new teacher agreement or termination to the membership. (Should the Teacher's agreement be terminated, in accordance with Washington State law, the Cooperative will be responsible for paying the Teacher unemployment insurance.)
- Assisting the All-School Board with Cooperative business and ensuring communication of Cooperative business to the individual classes.
- Ensuring smooth function of the individual classes and serving as familiar points of contact for members within their representative class.

**Class Executive Committee Meetings:** Class Executive Committees shall meet monthly, and the timing of these meetings shall be determined by the members of the CEC. Typically, these meetings are held shortly before parent meetings. Any meetings shall be open to the membership. These meetings are more social in nature and the monthly dates should be scheduled to begin prior to Fall Orientation in August.

**Summer Preparatory Meeting - ASB with Class-level Counterparts:** As noted above (in *All-School Elected Officers and Responsibilities: Summer Meetings with Class Executive Committee Counterparts*), these meetings should be held in August after the Outgoing/Incoming Board meeting, before the start of the year set-up, and following the All-

Chairs Meeting scheduled by the All-School Chair (end of July). For example, the All-School Treasurer schedules a meeting with the Class Treasurers/Fundraisers and Assistant Chair, the Registrar meets with the Class Parent Coordinators, and so on.

The meeting goals are to

1. Familiarize members with All-School Model (supervision and questions)
2. Review the job responsibilities
3. Share important documentation
4. Prepare for Fall Orientation.

## L. Maternity and Nanny Policy

**Maternity Leave:** Maternity leave shall be granted to Cooperative members for up to six (6) full weeks following the birth or adoption of an infant. The parent will inform the [Class Executive Committee](#) of the need for leave. During the leave, the member shall be excused from all regular Cooperative responsibilities (including, but not limited to, attendance, cleaning, snack, assistant teaching, committee assignment, and parent meetings falling within a continuous six (6) calendar week period, regardless of school breaks) without obligation. \*Note that parents are allowed by NSC to miss one Parent Education Class (at monthly evening parent meetings) but must make up any missed meetings after that ([Missed Meeting Form](#)). Parents planning on taking maternity leave are encouraged to trade [E-Sub](#) and Snack coverage ahead of time. Parents with in-class jobs, such as Teacher's Assistant, Room Organizer, School Organizer, etc., are encouraged to email the class ahead of time to ask for volunteers to cover or trade for job coverage. During the leave, parents can still send their child to class on their drop-off day. Parents may also still send the child to class on their workday and are encouraged to send the child with a responsible adult (such as the parent who doesn't regularly attend, a grandparent, or Nanny). In order to maintain a functioning class, this policy is applied at the discretion of the CEC and is subject to insurance guidelines and class enrollment. Parents may apply to the CEC for accommodation if they encounter hardship (for example, doctor does not approve "return to work" until 8 weeks post C-section, etc.).

**Siblings ("Babes-in-arms" Policy):** No siblings are allowed at preschool except for newborn infants in the Toddler (Otters) classroom as defined below:

Newborn infants up to the age of six months may attend class with their enrolled parent(s) under the following circumstances:

- Ratio of no more than 1:2 adult to infant
- Infant is listed on the roster and daily sign in sheet
- Infant health and safety paperwork is maintained during the time the child attends
- Infant is held or in a carrier to maintain safety; or they may be in a Pack-and- Play in the youth room, located adjacent to the parent education room.
- The number of infants enrolled in any class at a given time is at the discretion of the

teacher and the Board up to a maximum of two.

- Infant seats, strollers, and playpens may not be brought into any of the regularly used classrooms of the school.

In the past, CHE has served as a trial site for other sibling policies. For example, a pre-3s classroom piloted an “Infants-on-site” policy. Any sibling policy other than the Toddler “Babes-in-arms” Policy may be determined by the class involved and NSC.

**Nanny Policy:** For the purposes of this policy, "Nanny" is defined as “a non-custodial caregiver not living in household.” Parents wishing to enroll their child with a Nanny will be required to fulfill all Cooperative duties. Although the Nanny may attend preschool, the parent will be required to perform weekly cleaning, year-end cleaning, and any class projects (i.e. fundraising) that arise. The parent and Nanny shall both be required to enroll in 3-credit NSC courses and attend the monthly Parent Education meetings. This Nanny Policy does not apply to the parent who is occasionally unable to attend preschool and sends a Nanny or babysitter in their place. However, this Nanny Policy shall be activated anytime a parent anticipates sending their child to preschool with a Nanny more than two (2) days per quarter. At such a time, a Nanny must enroll in a 3-credit course with NSC. See *NSC Tuition under [Fees and Finances](#) for more information.*

## M. All-School Work Parties Policy

In order to maintain and improve a fun, safe, and educational space for our children, all Co-op families participate in Class and All-School Projects or Work Parties (see [All-School Elected Officers and Responsibilities: Preschool Duty Exemptions](#)). Each family must participate in at least one quarterly Class Project and one annual All-School project.

Projects and Work Parties will be scheduled by the All-School Health and Safety Coordinator and overseen by the Class Health and Safety Coordinators. These Work Parties shall be used to accomplish tasks necessary to the continued functioning of the Co-op, such as cleaning tasks, organizational tasks, and outdoor classroom projects. These Work Parties also help build cohesion and a sense of community within the class.

## N. Grievances

**Grievances between Cooperative members shall be handled as follows:** The aggrieved party contacts the Class Parent Coordinator (PC) or All-School Registrar (or an alternate Class Executive Committee member, if requested by the aggrieved) and explains the problem. The Registrar or PC (or alternate) may act as the mediator between the involved parties, but shall immediately inform all parties, the teacher, the class Parent Educator, and the Class Chairperson of the problem. At the request of any party to the grievance, the Class Chair will inform the All-School Registrar of the dispute (if not already informed); the Registrar will bring it to the attention of the All-School Board. The All-School Board will then promptly appoint a Grievance Committee to investigate the matter.

A Grievance Committee shall consist of one member of the All-School Board (other than the Registrar or alternate), one randomly chosen Cooperative member from the same class not

involved in the dispute, and the Parent Educator.

The Grievance Committee shall promptly evaluate the dispute, including consulting the Preschool Teacher if appropriate, and shall make a recommendation to the All-School Board regarding its decision. The decision of the All-School Board shall be final and binding.

**Failure to Fulfill Co-op All-School Board Role Obligations** If an All-School Board member is found to be negligent in their role obligations, the aggrieved party or parties shall notify the Board Assistant. The Board Assistant will then convene a committee comprised of one Parent Educator, the Teacher(s), and one other co-op member not in the class of the member in question. Recommendations made by the committee will be returned to the Board.

**Grievances between Cooperative members and Parent Educator(s) or Teacher(s) shall be handled as follows:**

- The aggrieved party shall contact the cooperative member or Parent Educator/Teacher directly over phone or email to resolve the matter.
- If the matter cannot be resolved directly between the parties, the aggrieved may contact the Registrar (or an alternate All-School Board Member, if requested by the aggrieved, who shall be designated by the Board) and explain the problem. If the grievance pertains to violation of the Policies & Procedures or Bylaws, is subjectively minor in nature, and can be easily resolved, the matter does not need to be brought to the full Board but rather to the Registrar and All-School Chair. This will trigger a review of the Policies & Procedures and Bylaws.
- If beyond subjectively minor in nature, the Registrar (or alternate) shall immediately inform the rest of the All-School Board, all of the site Parent Educator(s), and the Teacher(s) of the problem. The Board will then promptly appoint a Grievance Committee to investigate the matter.
- The Grievance Committee shall promptly evaluate the dispute, including consulting the Preschool Teacher if appropriate, and shall make a recommendation to the Board regarding its decision. The decision of the Board shall be final and binding.

A Grievance Committee shall consist of one member of the All-School Board (other than the Registrar or alternate), one randomly chosen Cooperative member (if a class-level dispute, from the same class not involved in the dispute), and the Parent Educator. If the PE is involved in the dispute, another PE will be appointed. The PE's supervisor will be notified of the committee. If a Preschool Teacher is involved in the dispute and there is another Teacher employed by the co-op, the uninvolved teacher will be asked to consult.

## O. Dismissals

**Grounds for Dismissal:** Failure to perform the duties as outlined, or failure to cooperate in fulfilling membership obligations, as set forth in the "Parent Contract", shall make a participating parent subject to dismissal from the Cooperative.

The procedure for dismissal is as follows:

If the Class Executive Committee or All-School Board is considering dismissing a member from the Cooperative, they shall give a written warning to the parent (Membership Review Notification Form). Dismissal from the group shall be by majority vote of the Class Executive Committee members, with voting by secret ballot. The vote will then be elevated to the All-School Board and the All-School Board will review the decision and, if necessary, hold a second vote by secret ballot as soon as possible. On the day of the ASB vote or review, the All-School Chair shall give written notice of the dismissal to the member (Dismissal Form). Within two weeks of the All-School Board vote to dismiss, the member may file a written notice of appeal of the Board's decision to the All-School Chair. While the appeal is pending, the member shall not attend preschool sessions, All-School Board, CEC, or Parent Education meetings, or other Cooperative events or gatherings. Within one week of receiving the appeal, the All-School Board shall convene a Review Committee comprised of an All-School Board member, a CEC member from the dismissed parent's class, the Parent Educator from that class, and a representative from the Parent Education Program at NSC. They shall set a date for the Committee to hear the appeal. The matter shall be heard by the Review Committee no later than three weeks from the date on which the dismissed parent delivered written notice of appeal to the All-School Chair.

- The Review Committee shall evaluate the matter and, within two weeks of hearing the appeal, shall make a recommendation to the All-School Board regarding its decision. The decision of the All-School Board, following consideration of the Review Committee's findings, shall be final and binding.

## P. Facility Repairs

Whenever the Cooperative needs to contract and hire service to provide repairs, improvements or maintenance for either church property used by the Cooperative or Cooperative assets and materials directly owned, the Teacher will obtain and present to the All-School Board three (3) estimates for labor and/or materials. This process is designed to ensure that Cooperative repairs, improvements or maintenance expenditures are cost-effective and meet any and all applicable codes or standards of service.

## Q. Member Photo Use Policy

At the beginning of the school year, each class will have a discussion around personal usage of photos of their family. We encourage members to share their preferences with their classmates and ask that each member respect others' decisions regarding usage of photos of them or their children.

The co-op will abide by your preferences as collected during enrollment (Video, Photo & Digital Release Form) and you may update that preference at any time. If necessary, contact the Communications Coordinator to remove a photo from our website or social media.

## R. Changes to Section 3: Policies and Procedures

These Policies and Procedures may be amended, repealed or altered upon motion of any member in good standing. The All-School Board may alter the P&P at Board Meetings, which are open to all of the Membership. The proposed change shall first be presented to the Board, which will in turn present the proposed change to the membership at either a regular or special business meeting. The proposed change shall also be posted at the preschool. After a 14-day notice period, the proposal will be adopted if approved by two-thirds (2/3) of the current membership.

## S. Dissolution of the Cooperative

In the event the Cooperative should be dissolved, the membership shall be responsible for liquidation and disposition of all assets. Upon dissolution, all assets remaining after payment of all liabilities shall be distributed to such organizations operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code. Any plan of dissolution and liquidation must meet with the approval of NSC.

## T. Certification

I hereby certify that the preceding *Crown Hill Explorers Cooperative Policies and Procedures*, as amended and restated, were duly adopted by vote of its current membership on August 29<sup>th</sup>, 2022.

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Amy Lee, All-School Chair

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Holly Muhm, All-School Registrar

## SECTION 4: Health Guidelines

Following are guidelines all parents should consider before sending their child to preschool:

**COVID-19:** See most recent COVID-19 Guidelines if you or your child are exposed to, experiencing symptoms of, or receive a positive test for COVID-19. Consult Class Health & Safety Officer with questions.

**Colds:** A child should be kept home for the first two days at the onset of a cold. This is the most contagious period and, by the third day, there is much less chance that the cold will be passed on to others. Refer also to the latest COVID-19 guidelines due to overlapping symptoms.

**Temperatures:** A child should be kept home for 24 hours after a temperature has returned to normal to ensure recovery. Also, a child is very susceptible after any sickness, so this is a good preventive step in guarding against further infection.

**Bacterial Infections:** A child taking an antibiotic for a bacterial infection should not be sent to school for the first 48 hours after beginning the medication. Up until this time, the infection is still contagious. This guideline should be followed unless other instructions are given by the child's doctor, in which case the decision will be up to the Teacher.

**Diarrhea:** A child should be kept home if they have had 3 or more loose, watery stools within 24 hours.

**Vomiting:** A child should be kept home if they have vomited on 2 or more occasions within the previous 24 hours.

**Lice or Rashes:** A child should be kept home if there is any evidence of head lice or if they exhibit any unusual rashes not associated with normal diaper rash, heat or allergies.

**Sickness at School:** A child who becomes ill while at preschool (e.g., vomiting, fever) should be taken out of class at once.

**Chronic Medical Problems:** Parents should let the Teacher and Class Health & Safety Officer know of any medical problems their child has, such as an allergy, asthma, epilepsy, etc. In the case of allergy, especially if it is a food allergy, this information will be shared so that snacks will be safe for the child. If any child has a chronic condition that conflicts with the Health guidelines, the parent may submit an exemption request with supporting documentation to the All-School Health and Safety officer. All parents are entitled to and should be informed of the medical conditions of all children in the preschool (e.g., allergy, new medication) in order to assist them in understanding the child with whom they are working.

**Medication:** If a child is taking medication which might have an effect on the child's behavior, that information should be brought to the attention of the Teacher and other parents so that they can best understand the child with whom they are working.

# SECTION 5: Roles and Positions

## A. Role of the Parent Educator

The Parent Education faculty at NSC believes that parenting is one of the most important careers in an individual's life. And, as with any vocation, preparation and continuing education are necessary for success. The goal of our program is to provide information and skills to enable parents to act more confidently and competently in their own families, to make informed family decisions, and to be an active participant in this educational process.

### Parent Education Model

The Parent Education model for Co-op programs was established in 1938 and was housed in the Seattle Public Schools. It is based on a "laboratory approach" with parents and children participating in a learning experience together. In the late 1960's, the NSC assumed responsibility for the program as part of adult education. Our program has been adapted to serve parents of infants, toddlers, pre-three children, and preschool-aged children. At NSC, the model includes three major curriculum components:

- In an *Early Childhood Laboratory* setting where parents participate in a variety of roles as teacher, parents observe the social, emotional, cognitive, physical, and creative development of their children and others of a similar age. Parents practice positive guidance techniques and the presentation of age-appropriate activities.
- *Adult Education* sessions and group discussions offer skills and information for use in the laboratory setting. The parent education classes also focus on parenting concerns and interests appropriate for the parents in the Co-op.
- A *Leadership and Business Management* component offers experience in leadership and management skills which empower parents and increase self-esteem and personal competence. Group members learn the process of collaboration, decision making, and problem solving while they operate their child's early childhood laboratory. The program at NSC serves over 40 co-op programs annually.

### Parent Educator's Role in NSC

Your Parent Educator is a faculty member of NSC's Child and Family Education Division. The Parent Educator is assigned to a cooperative, which is officially a "Parent/Child Study Laboratory" class. He/she has knowledge and skills in the areas of child development, early childhood education, adult learning, parenting issues and relationships. The Parent Educator attends bi-monthly meetings at NSC and is involved in continuing education.

### Parent Educator's Role in the Co-op

Although parent-student needs are different in each Co-op, the Parent Educator's overall responsibilities are the same: to provide Parent Education, serve as a consultant for the Preschool Teacher, act as an advisor for the Board, and to be a resource for individual

parents. Each of these aspects is more fully described below.

## Parent Education

The Educator provides Parent Education instruction at the parent meetings and/or discussion sessions. College instructors select curriculum from the following student objectives established by the State Board for Community College Education:

- To develop realistic age-related expectations from knowledge of stages of childhood behavior and growth.
- To clarify childrearing values, attitudes, and methods of child guidance.
- To learn about the physical needs of family members such as nutrition, safety, first aid, childhood illness, exercise, and stress management.
- To experience and understand the role of parent involvement in maintaining a quality learning environment 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 gain knowledge of contemporary family concerns such as child abuse, divorce, sexual assault, illness and death, and family resource management.
- To develop skills in group organization and leadership.
- To develop and/or increase confidence in managing the demanding role of the parent in a changing society.
- To strengthen family communication and relationships.

## Consultant to Teacher

The Parent Educator serves as a consultant or resource to the Preschool Teacher to insure a developmentally appropriate program for the children. The Parent Educator provides information, makes recommendations, and presents ideas as needed to the Preschool Teacher. This will vary from lab to lab and depend on the skill and experience of the Teacher. It may consist of advice on a guidance problem, observations on a child of concern, material to enrich the environment, or suggestions for providing direction to the parent teacher aides.

## Advisor to the Board

The Parent Educator acts as an advisor to the All-School Board and conveys general information from NSC on matters such as insurance, health and safety issues, or general announcements about business matters. The Parent Educator also provides information and insight for special problems and group process as needed. For example, he/she provides direction when a Co-op needs to hire a new Preschool Teacher or find a new school

location. The Parent Educator's role with the Board will vary depending on the experience and expertise of the Board.

## Resource Person

The Parent Educator acts as a resource to individual parents. The Parent Educator is aware of NSC and community resources available to individuals. He/she may make referrals to other agencies if a matter is outside the areas of their expertise or role.

The Parent Educator must be flexible to meet the responsibilities of the college program and may work with a Co-op that meets one day a week or four days a week. Therefore, he/she must include attendance at monthly board meetings, Parent Education sessions, and preschool sessions, as well as making time to act as a resource in their schedule.

## B. Role of the Preschool Teacher

The Preschool Teacher acts as head teacher and manages the group experience, with the assistance of the parents and the support of the Parent Educator. The smooth and successful functioning of the Co-op program depends mainly, however, on the Preschool Teacher. The Teacher is hired by the Co-op's hiring committee, and their salary comes from the Co-op membership.

### General Responsibilities in the Co-op

- Plan and organize developmentally and age-appropriate curriculum;
- Involve parents in the program and help them to assume the assistant teacher roles;
- Attend monthly Board and parent meetings;
- Follow the Health & Safety Guidelines included in the Washington State Risk Management Manual for Parent Co-ops; and
- Participate in professional development.

### Teaching Responsibilities

The primary responsibility of the Preschool Teacher is to set up a developmentally appropriate program for young children. In doing this, the teacher works to establish routines and activities that will be most effective in promoting social, physical, cognitive, emotional, and creative growth for each child. The Preschool Teacher and Parent Educator work with parents individually to assure each child's success at preschool. Each Teacher has their own style and strengths in working with young children and their parents.

The Preschool Teacher interacts with the children in the classroom and evaluates their progress to determine what developmentally appropriate materials and activities will be presented. The schedule they provide is very important to the security of the young child. The Teacher knows that young children learn best by first-hand experience and through play; therefore, the environment is setup to promote these activities. The Teacher always keeps in mind the necessity to preserve creativity, develop inner controls, and encourage problem

solving.

The Teacher plans the curriculum and informs the parents of this plan. However, they maintain the flexibility to change this curriculum when another activity appears to suit the children better. The Teacher explains all parts of the program so that the parents will understand the reasons for the benefits of an activity. Most Preschool Teachers have the ability to anticipate and prevent difficulties when working with a group of spontaneous children. They also know how to alert parents to ways of working and getting involved with children in their co-op setting.

## **C. Role of the All-School Co-op Board**

The Co-op Board discusses the needs and concerns of the membership, from mouse traps to a chickenpox epidemic. The officers of the Board are special supporters of the Co-op and keep attuned to areas that might need improvement or situations that might be breeding discontent. This way, any problem can be handled quickly and resolved, and the Co-op can move on in a positive way.

### **Composition**

The Co-op elects the officers for their group to serve for the full preschool year. The elected officers include a Chair, a Registrar, a Secretary, a Treasurer, a Communications Coordinator, and a Health & Safety Officer. The All-School Board also includes the chairs of the individual classes. The elected officers, the Preschool Teacher(s) and the Parent Educator(s) constitute the Board. The Preschool Teacher(s) and Parent Educator(s) are non-voting members. Initially, the Board will assume a major role of leadership in the group. The aim, however, is to involve all members in the planning and execution of the Co-op program.

### **Role**

The Board functions primarily in an advisory capacity and makes decisions for the group in accordance with the Bylaws. For example, the Board must obtain member approval for determining registration and tuition fees and in hiring a Preschool Teacher. In addition, the Board serves as a clearinghouse for ideas, reports, and concerns which any officer or individual member may have. Minutes are kept of all recommendations and should be made available to all members. The Board conducts monthly meetings beginning in August and concluding in May. The final meeting will consist of one hour of Board business and one hour of role handoff to the newly selected Board for the following school year.

All meeting times shall be posted on the Co-Op online calendar and be open to the membership. The Board will meet approximately 2 weeks prior to the class meetings, when possible, in order to facilitate better communication between the Members and Board. This spacing of two weeks' time should allow sufficient time for 1) the All-School Secretary to finalize and share the meeting notes with the school prior to Class Parent Meetings and for 2) the All-School Chair to share potential agenda topics for Member review with the Class Chairs.

## Activities

Activities of the Board may include: planning All-School fundraising events, recommending equipment and supply purchases, overseeing building and safety maintenance, ensuring compliance with the Risk Management Manual, proposing enrollment maximums for students and class times, being fiscally responsible, recommending hiring procedures, paying teachers, informing members of the activities of the Board, keeping records of all Board activities, developing and proposing revisions to the Bylaws, planning for an easy transition from year to year, solving disputes that elevate beyond the class level, and staying in compliance with NSC Parent Education Program directives.

In addition to the work of the Board, each elected officer has a certain role and specific responsibilities. It is recommended that each officer keep a notebook or file to be passed on to incoming officers. Such a notebook should include: materials from NSC's Parent Education Program which are relevant to the specific officer, materials relating to the current functioning of the group, recommendations for future policies, and helpful hints to pass on to future officers.

## **D. Role of the Class Executive Committee**

The Class Executive Committee manages the business of the Co-op at the class level, acting as deputies of the All-School Board. The Class Executive Committee manages things like forms, job completion, tuition, and questions and concerns of the members at the class level, elevating issues to the All-School Board as necessary. They are attuned to the needs of the Co-op at the individual class level. Class Chairs also serve on the All-School Board. Composition: Each Co-op class elects the officers for their class to serve for the full preschool year. The officers include a Class Chairperson, a Class Parent Coordinator, a Class Fundraiser, Class Health & Safety Coordinator, and a Class Secretary. The officers, the Preschool Teacher and the Parent Educator constitute the Class Executive Committee. Initially, the Class Board will assume a major role of leadership in the individual classes. The aim, however, is to involve all members in the planning and execution of the Co-op program.

### Role

The Class Executive Committees typically have meetings in the half hour preceding the class monthly parent meeting. However, scheduling is determined by the members of the CEC. This meeting includes the Teacher, Parent Educator, Class Chair, Class Secretary, Class Fundraiser, Class Health & Safety Coordinator, and the Class Parent Coordinator. These meetings shall be open to the membership. As decision-making remains at the level of individual Co-op members, they serve as intermediaries between the All-School Board and the individual classes, bringing recommendations of the All-School Board to the members, and vice-versa. Class Executive Committees also serve to resolve issues that occur throughout the year among class members, as they are likely to be more familiar with these situations than the All-School Board.

### Activities

Activities of the Class Executive Committee may include: Planning parent orientations, running monthly class meetings, passing on important information from the All-School Board to the classes, solving disputes at a class level, ensuring classroom jobs are completed, collecting fees and tuition, orienting new parents to the co-op, maintaining communications between class members, addressing job change or hardship requests, and maintaining class records.

In addition to the work of the Class Executive Committee, each elected officer has a certain role and specific responsibilities. It is recommended that each officer keep a notebook or file to be passed on to incoming officers. Such a notebook should include: materials from NSC's Parent Education Program which are relevant to the specific officer, materials relating to the current functioning of the group, recommendations for future policies, and helpful hints to pass on to future officers.

## **E. Role of the Member Parents**

Participating parents have several responsibilities to the ongoing Co-op program, the Preschool teacher, the Parent Educator, and the Co-op Board.

### Ongoing Responsibilities

- Work as a Teacher's Aide in the classroom on your assigned work day.
- Attend monthly Parent Meetings. Parent meetings are mandatory (one absence is excused, and any other absence may be made up with an alternate activity designated by the Parent Educator) and cover Co-op business and Parent Educator discussions.
- Perform a job for the cooperative functioning of the group per child per class enrolled, such as Class Scheduler, All-School Web Coordinator, Class Secretary, or Parent Coordinator.
- Participate in quarterly class projects/work parties and one annual all-school project.
- Sign and abide by the Parent Contract.

### Responsibilities to the Preschool Teacher

- Become familiar with general classroom procedures, including the schedule of the day, the routines involved, and the general guidelines of the class.
- Arrive on-time.
- Ask questions to classmates and consult the P&P before asking questions of the Teacher.
- Be aware of the curriculum planned and bring in materials requested by the Teacher (buttons, egg cartons, old greeting cards, etc.)

### Other Responsibilities

- To the Parent Educator: Attend and participate at all Parent Education sessions, and

apply the material learned in the classroom.

- To the Co-op Board and CEC: Share concerns and give opinions in a timely fashion, and assist the Board by supporting fundraising projects and helping out in any way needed. Communicate if one encounters difficulties fulfilling co-op job role(s).
- To your Child: Help your child become comfortable at preschool, including leaving your child on your non-work day. You will have the support of the Preschool Teacher and the Parent Educator in doing this.
- To Classmates: Create a positive environment in which you complete your job(s), respect other's parenting choices, and attend monthly meetings in order to be involved in your class community.

## The Parent as Teacher's Aide

Following are some useful techniques for working with the children during preschool. With experience, and as relationships are built with individual children, you may apply them in an increasingly individual way.

- State suggestions or directions in a positive, rather than a negative form. Instead of saying, "Don't fall," it is better to say, "Two hands to climb," or "Hold tight." "Good drivers look out for people" is better than "Don't hit the children." "Throw your ball over here" is better than "Don't break the window."
- Give the child a choice only when you intend to allow them to choose. If it is time for the child to go home, don't ask if they want to go. Allow for a choice only when you can accept "no" for an answer.
- Use your voice as a teaching tool. A low, confident voice gains a child's attention much more quickly than a shrill or loud one. First gaining the child's attention, and then speaking directly and quietly to them will be less confusing and produce better results than a call across the playroom.
- Avoid using words, labels, or a tone of voice that make a child feel ashamed or afraid, such as "bad boy," "naughty girl," "aren't you ashamed of yourself?"
- Avoid competitive remarks, such as "Johnny can beat you in the race," or "Margie paints better," or "Why can't you play nicely like Connie?" There is no need to foster competition between children. It should be avoided at all times.
- Watch the children. No talking on the phone, no checking email, and limit side conversations with other adults. When an adult is assigned to supervise a play activity, she should give her undivided attention. All areas of activity are supervised, and the adult in charge limits the number of children to what she thinks she can adequately supervise. Other children are asked to wait their turn or directed to another activity.
- Redirect any dangerous activity. If a child throws sand, redirect them to tunneling or sieving or some activity outside the sandbox before they succeed in filling their companion's eyes with grit. It may be necessary to remove a child from a piece of equipment if they are endangering others or interfering with their enjoyment. A child

pushing another on a high place is immediately lifted down to play on the ground until they can remember to play safely.

- Ensure the safe use of equipment. The adult sets an example by her own quiet alert supervision of activities, foreseeing possible dangers, and directing children's attention to the need for care. Stop the child who is getting ready to rock the rocking boat while another child is only half on, you can say, "Wait for John to get on, " and remember to thank the child who waited for John. Praise should be given for safety and for good manners as well as accomplishments. "You are learning to take turns." "John, you remembered to use good brakes." "Thank you, Mary. Susan has been waiting a long time for a turn."
- For safety reasons, smoking and hot beverages are prohibited in the preschool.

#### Helpful Hints for Your Success at Preschool

- Be on time.
- Contact the Class Listserv if you are unable to attend class. See [E-sub policy section](#) if E-sub is required.
- Direct questions about the Co-op to the Class Parent Coordinator, Class Chair, and classmates.
- Focus your attention on the children and their activities. Save adult conversation for later.
- Have a good time!

## F. Member Positions

### 1. All-School Board Positions

\*Recommended to be filled by a returning parent.

\*\*Recommended to be filled by a new parent.

See [Role of the All-School Co-op Board](#) and [All-School Elected Officers and Responsibilities](#) for more information.

#### All-School Chairperson\*

Role: Coordinates the Co-op business. Mentors Class Chairs and All-School Board Assistant. Delegates tasks to them as needed. Mentors PAC Reps. Duties:

- Representing the Co-op
  - Attend NSC parent Co-op training, co-sign with the All-School Treasurer on all checks, and sign the agreement with NSC.
  - Execute contracts and other documents on behalf of the Cooperative unless otherwise provided by the bylaws or by Board resolution.

- Overseeing Smooth Functioning of the Co-op
  - Be primary custodian of Policies & Procedures and Bylaws.
  - Arrange monthly Board meetings and other meetings, as needed.
  - Plan and post agendas for group and Board meetings.
  - Preside at monthly Board meetings.
  - Oversee committees and their functioning, be a resource/share info with class chairpersons.
  - Define issues and problems and ask for help in solving them.
  - Ensure that officer and committee jobs are assigned and complete, including ensuring the All-School Treasurer has provided a monthly report of income/expenses for members' and teachers' review.
  - Assist Assistant All-School Chair as requested to ensure that the Co-op classes understand and perform their jobs.
  - Oversee teacher evaluation and rehiring processes or establish a hiring committee – Class Chairpersons to help support.
  - Serve as primary contact person for the Teacher and Parent Educators regarding Co-op business and functioning.

### **All-School Registrar\***

Role: Coordinates Co-op registration/enrollment with the Class Parent Coordinators and is the conflict resolution/liaison to the Co-op Board to support the parents. See Membership for information about Registration. Mentors Class Parent Coordinators and delegates tasks to them as needed. Duties:

- Create alias and communication plan for Class Parent Coordinators to respond to email requests about the school.
- Coordinate plan with the Class Parent Coordinators to cover incoming parents' visits/tours. In other words, connect prospective families with class PCs to conduct tours.
- Create and maintain class rosters using Jovial software.
  - Individual Class Parent Coordinators are responsible for notifying the All-School Registrar of changes to class roster.
  - All-School Registrar is responsible for managing the school wait lists for all classes.
- Coordinate with Class Chairs and Parent Coordinators for Fall and Spring orientation prep.
- Spring Orientation: Email to new members regarding Spring Orientation meeting and provide class documents and any forms needed for incoming students. Email should include All-School and Class Executive Committee job descriptions and the school

#### Policies and Procedures.

- Fall Orientation: Update forms, prepare documents for the meeting, send email that includes information and forms for incoming members.
- Ensure members who join later in the year have all forms and are connected with the class PC for introduction into class.
- Ensure new families are added to communication lists (i.e. Google Groups).
- Coordinate Preschool Open Houses – work with Teacher and Class Parent Coordinators to determine plan for coverage among the open houses.
- Keep roster full (current year and spring registration for following year).
- Inform PAC Webmaster of membership, openings, changes in the waiting list.
- Inform Class Parent Coordinators of registration process for next year of preschool.
- Work with All-School Communications Coordinator to determine levels of support needed based on enrollment and open house needs.
- At registration time, send the emails to class PCs to distribute to their classmates so that the Class PC is the point person.
- Acts as the ASB contact point person. Directs co-op members to appropriate person and serves as contact for grievances or concerns.

#### All-School Treasurer\*

Role: Responsible, along with the Bookkeeper, for Crown Hill Co-op Finances. See Fees and Finances for information about tuition. Mentors All-School Fundraiser and All-School Purchaser. Delegates tasks to them as needed. Suggested skills: Google Drive and Excel.

#### Duties:

- Meet with the Teacher(s) prior to the start of the school year to formulate a purchase plan based on the budget for the coming school year.
- Collect registration fees for incoming parents.
- Work with Bookkeeper to track tuition payments by members in Jovial software.
- Represent the Co-op for financial matters with NSC and PAC:
  - Attend workshops sponsored by NSC or by PAC, unless replacement training is available from Crown Hill Bookkeeper.
  - Arrange for an audit as needed or recommended by the membership or NSC.
- Work directly with the Crown Hill Bookkeeper to manage finances:
  - Maintain a bank account with All-School Chair and another AS Board Member as co-signers.
  - Work with Bookkeeper to ensure quarterly taxes are completed, if not completed, Treasurer must bring issue to the Board.

- Responsible for renewing school's Business License with the state.
- Attend training and meetings with the Bookkeeper as needed.
- Responsible for reviewing and signing the summary of annual income and expenses at year end, prepared by the Bookkeeper, which they will need to send to NSC.
- Work with the Bookkeeper to create a budget and present to Co-op members for approval, for the following school year. Includes recommending tuition for the following school year.
- Work with Class Fundraisers:
  - Work with All-School Fundraiser provide training to Class Fundraisers in the fall.
  - Ensure that all members are current with fees and tuition and communicate with members when overdue.
  - Prepare a monthly report of income/expenses for members' and teacher's review at monthly parent meetings.
  - Keep class fundraisers informed of family payment status so they may follow up, if delinquent.
- Provide scholarship forms to members upon request, and assist in completing them according to the guidelines of PAC and NSC.
- Maintains financial confidentiality for all families.
- Ensures Rent and Teacher salary is paid monthly, and tracks spending and reimbursements due the Teacher.

### **All-School Fundraiser**

Role: Responsible for overseeing fundraising. Mentored by and works closely with All-School Treasurer. Coordinates fundraising activities at the All-School level. Holding this job is a great way to gain the experience necessary for being the All-School Treasurer. Suggested skills: Google Drive and Excel. Duties:

- Must attend Fall orientation training with Bookkeeper.
- Maintain financial confidentiality for all families.
- Work with the Class Fundraisers over the summer and present proposals for the year's fundraising calendar to All-School Board prior to Fall Orientation.
- Coordinate with venues (when applicable) to schedule All-School quarterly fundraising events (e.g. Chuck's Hop Shop, Reuben's Brews).
- During Orientation, speak about Fundraising: Purpose, Monetary Obligation, Options, and Who to Contact.
- Work with each Class Fundraiser to take ownership of and execute one event (e.g. Cookie Dough, Car Wash Tickets, etc.)

- Manage fundraising efforts with the Class Fundraisers, including distribution of paper forms and answering questions about specific fundraisers.
- Tally and turn in Ballard Market Receipts for reimbursement in a timely fashion.
- Serve as the central repository for all forms/checks for all Class Fundraisers.
- Maintain a list of all money collected including: the source/buyer, corresponding member, and the type of fundraiser (e.g. Greens, Chinook Book, donation by family, donation by other, Bulbs).
- Prepare deposit slip of checks and other fundraising documentation for All-School Treasurer, and make bank deposits if requested by All-School Treasurer.
- Work with All-School Board Communications Coordinator to create social media fundraising templates to share with co-op members.
- Share on-going fundraising opportunities with the school: AmazonSmile, Ballard Market receipts, Corporate donations for volunteer hours (e.g. Microsoft, Boeing, and possibility others), etc. Keep this list of year-round fundraisers up-to-date and provide info to successor.

### **All-School Secretary\*\***

Role: Record keeper for the Co-op and caretaker of its records. Mentors Class Secretaries.

Duties:

- Meet with the outgoing All-School Secretary to be trained.
- Record minutes of the Board meetings and promptly distribute drafts to the Board for edits. Copies should be posted online via the Crown Hill mailing list.
- Take attendance at monthly Board meetings.
- Setup and maintain the online school calendar (on the Chair's account) for the year. Update the calendar to be in line with Seattle Public Schools Calendar.
- Maintain a permanent place for all Co-op records in a notebook and/or Google drive containing minutes from all meetings and attendance sheets for classes and Parent Education classes. The State requires these sheets to be kept for three years.
- Coordinate with Class Secretaries:
  - Introduce them to example meeting minutes and orient them to the online system for saving minutes.
  - Remind them to provide and maintain attendance records at the preschool sessions and monthly parent meetings.
  - Ask them to ensure meeting make-up assignments are met in a timely manner for parents that miss more than one parent meeting, and notify the Board if a parent does not comply with make-up requirements.
  - Remind them to provide you with monthly meeting minutes in the correct folders collected for record-keeping (online folder or otherwise).

- Help them with developing their in-class job schedules and sign-in sheets, if needed.

### **All-School Health & Safety Coordinator\*\***

Role: Oversees the health and safety of the co-op members. Recommended background in Emergency Response or Medical Field. See SECTION 4: Health Guidelines for more information. Mentors Class Health & Safety Coordinators, and Class Closers. Duties:

- Work with All-School Registrar to verify that all Health and Safety forms are up to date in Registration Packet, including information about Comfort Kits for Pre-3's and 3's families. Toddler classes do not have Comfort Kits.
- Work with Teacher and Class Health & Safety Coordinators to plan and organize Work Parties. Make sure Class Health & Safety Coordinators can attend and take attendance.
- Work with Class Health & Safety Coordinators to verify that all Health & Safety forms, including children's immunization forms, are current. Collaborate with the Class H&S Coordinators on any follow-up actions needed.
- Work with Class Parent Coordinators to collect necessary health forms and Comfort Kits (Pre-3s & 3s) from new parents.
- Maintains confidentiality for all medical information about children and families.
- Post a list of allergies of children in the school. Collaborate with Class Health & Safety Coordinators to have completed and posted Medical Emergency Response Forms for relevant children.
- Notify all parents if a child gets a contagious disease such as chickenpox.
- Ensure that the first-aid kit is complete and that parents are aware of its location.
- Mail insurance forms for special events, or assist Class Health & Safety officer with this task.
- Assist the teacher with safety inspections and compliance with the NSC *Risk Management Manual*. Send required forms to NSC (e.g. accident reports and quarterly reports).
- Work with Class Health and Safety Coordinators to share information with classes as needed and to coordinate fire and earthquake drills.

### **All-School Communications Coordinator\***

Role: Coordinate internal and external communications. Mentors All-School Newsletter Publisher, Class Photographers. Delegates tasks to them as needed.

- Maintain All-School and Class email communication groups.
  - Coordinate with All-School Registrar and Class Parent Coordinators to keep members of the entire school, All-School Board, and Class mailing lists current in Jovial and other communication groups (Google Groups

recommended).

- Manage and monitor communications to the Entire School mailing list (e.g. updates from the Teacher, Health and Safety info, etc.). Create and distribute guidance for group email usage, specifically all-school communications.
- Keep school website and NSC page up-to-date.
- Regularly contribute to school's social media pages (Facebook, etc.).
- Work with All-School Registrar to come up with advertising plan, including posts online, flyers, and yard signs.
- Coordinate collection and storage of all appropriate forms/templates from all class jobs at the end of the year (Google Drive recommended). Include all resources that future classes can use/update as needed (e.g. class schedules, newsletter templates, tuition schedules, fundraising tracking, welcome letters, cleaning schedules, etc.).

## 2. Class Executive Committee Positions

Note: Class Executive Committee jobs MUST be performed by a person who regularly plans to attend class. Many of these positions serve as the point of contact in the classroom for the All-School Board. These roles are difficult to share with multiple family members.

### Class Chairperson

Role: Part of the All-School Board. Coordinates Class business. Mentored by All-School Chair. Works closely with CEC, Class Social Coordinator, and Class Scheduler. Duties:

- Represent the class:
  - Attend, participate and represent class in monthly All-School Board meetings on behalf of the class – be the voice of the class.
  - Attend parent NSC Co-op training.
  - Work with All-School Chair and Class Executive Committee to resolve class issues as needed.
- Oversee smooth functioning of the class:
  - Arrange monthly parent meetings and other meetings, as needed.
  - Plan and post agendas for group and any Class Executive Committee meetings.
  - Preside at monthly parent meetings.
  - Define issues and problems and ask for help in solving them.
  - Work with Class Secretary to ensure that class jobs are assigned and completed – create job list for the class and post at the school to provide an easy reference for all classes.
  - Assign Class Executive Committee Buddies to each class member and ensure

that class executive committee members are checking in regularly with class members about their job roles and their comfort level with their role as a co-op participant.

- Oversee teacher evaluation for the class and work with All-School Chair as needed to compile and resolve issues.
- Prep for Spring orientation and arrange for the selection of officers for the coming year.

### **Class Parent Coordinator**

Role: Support the parents in the class and act as the liaison with the All-School Registrar. Mentored by the All-School Registrar. Duties:

- Manage enrollment for the class:
  - Available to answer emails for information on class, as directed by the All-School Registrar, who will set-up alias and determine a communications plan among the classes.
  - Arrange for incoming and prospective parents to visit/observe the Co-op and guide tours of preschool - All-School Registrar to determine plan for tour coverage among the classes.
  - Work with All-School Registrar to provide an updated roster to all class members when new members join during the school year, notify All-School Registrar immediately of enrollment changes.
  - Collects all forms from incoming parents and distributes to correct class position for maintaining documents, e.g.: Health & Safety forms to Health & Safety officer.
  - Coordinate with Registrar for Fall and Spring orientation prep.
  - Fall Orientation: Work with All-School Registrar to send email that includes information and forms for incoming members. Help Class Chair and Secretary with assigning jobs.
  - Spring Orientation: Support Class Chairperson as requested.
  - Participate in Preschool Open Houses - All-School Parent Coordinator to determine plan for coverage among the classes.
- Support parents throughout the year:
  - Help members become more familiar with the operation of the preschool.
  - Introduce members who enroll after Fall Orientation into the class, and make sure they are familiar with the P&P and Bylaws, classroom procedures, their new job roles, and other co-op responsibilities.
  - Help parents work more effectively with the teacher and other parents.
  - Act as a sounding board for member concerns and assist members in resolving any problems they may encounter in the class/co-op.

- Act as mediator to grievances brought up by class members.
- Coordinate with All-School Registrar to inform members of registration process for next year of preschool.
- Serve as a Class Executive Committee Buddy to a small number of class members, checking in regularly with members about their job roles and their comfort level with their role as a co-op participant.
- Send Welcome/acceptance communication to new families that join mid-year (own this workstream).

### **Class Fundraiser**

Role: Responsible for class finances, works closely with All-School Treasurer and All-School Fundraiser Mentored by All-School Fundraiser. Coordinates fundraising activities at the class level. See this link for forms/templates. Duties:

- Track all checks received (fundraising) and ensure they are put in the correct folders in the locked cabinet for collection and deposit by the All-School Treasurer or All School Fundraiser.
- Must attend Fall orientation training with Bookkeeper.
- Contact class members who aren't current with school fees, tuition, and fundraising as directed by the All-School Treasurer and All-School Fundraiser. Receive monthly report of income/expenses for members' review from All-School Treasurer to present at monthly parent meetings.
- Communicate with families regarding late payments.
- Share AS Treasurer's monthly report of income/expenses for member and teacher review at monthly parent meetings.
- Communicate scholarship information at the class level
- Maintains financial confidentiality for all families.
- Work with the Class Fundraisers over the summer to determine which fundraiser they will run on behalf of the school for the year.
- Responsible for managing the final accounting of one fundraiser for the school each year and working with the All-School Fundraiser to place orders.
- Present the school fundraising plan during the first parent meeting so that fundraising can kick-off at the beginning of the school year.
- Coordinate and manage the fundraising efforts for the class, including distribution of paper forms, tracking and collecting fundraising checks and putting them in the correct folder, distributing fundraising items, and answering questions about fundraisers.
- Tracking fundraising amounts and how much individual families have contributed towards their fundraising goal.

- Share additional fundraising opportunities with the class: AmazonSmile, Ballard Market receipts, Corporate donations for volunteer hours (e.g. Microsoft, Boeing, and possibility others), etc.
- Remind class when Scholastic book orders are due each month; help distribute book orders when they arrive.

### **Class Secretary**

Role: Record keeper for the class and the caretaker of its records. Mentored by All-School Secretary. Duties:

- Build a schedule for in-class responsibilities, including daily classroom jobs and emergency substitute. Update schedule as needed based on roster changes.
- Provide a sign-in sheet for classes based on roster information.
- Record minutes of the class executive committee and parent meetings.
- Provide and maintain attendance records at the preschool sessions and monthly parent meetings, to be delivered to All-School Secretary.
- Work with Parent educator to ensure meeting make-up assignments are completed in a timely manner for any Parents who miss more than one excused absence.
- Promptly distribute copies of the minutes, recommend copies are distributed online via the class mailing list. Ensure All-School Secretary is provided with copy of class minutes for record-keeping.
- Work with Class Chair to track class job assignments and completion, and work with Class Parent Coordinator to ensure new class members have jobs. Keep All-School Assistant Chair updated regarding job changes. Email job descriptions to each person in the beginning of the school year. Coordinate with Class Executive Committee if a class member is not performing their job adequately.

### **Class Health & Safety Coordinator**

Role: Oversees the health and safety of the co-op members. Mentored by the All-School Health and Safety Coordinator. Duties:

- Work with All-School Health & Safety Officer to organize the work party or project hosted by your class. Attend each work party and take attendance.
- In collaboration with All-School Health & Safety Officer, review and store the Health & Safety forms for class and verify that children's immunization forms are current.
- Work with Class Parent Coordinators to collect necessary health forms and Comfort Kits (Pre-3s and 3s) from new parents.
- Maintains confidentiality for all medical information about children and families.
- Collaborate with All-School Health & Safety Officer to complete and post Medical Emergency Response forms for children in class who have allergies.

- Notify the class of any severe food allergies so that packed snack/lunches avoid these foods.
- Work with All-School Health & Safety officer to notify parents if a child gets a contagious disease such as chickenpox.
- Ensure that the first-aid kit is complete and that parents are aware of its location.
- Work with All-School Health & Safety officer to mail insurance forms for special events.
- Assist the teacher with safety inspections and compliance with the Washington State Risk Management Manual.
- Complete accident reports when needed. Work with All-School Health & Safety Officer to send them to NSC.
- Work with All-School Health and Safety officers to coordinate fire and earthquake drills.

### **3. All-School Jobs (Non-Board)**

#### **All-School Board Assistant**

Role: Main responsibility is to assist the Board, duties outlined below may be requested but are not limited to these tasks. Mentored by [All-School Chair](#). Other duties as assigned and needed by the Board throughout the year. Duties:

- Clerical setup tasks at the beginning of the school year and registration support for following school year.
- Attend Board meeting to serve as proxy for a Board member in case of extended absence (e.g. maternity leave, surgery, withdrawal from school, etc.).
- Responsible for taking meeting minutes if the All-School Secretary is absent from Board meeting with appropriate notice.
- In the unlikely event a Grievance is filed and the All-School Chair cannot preside, assume leadership of the Grievance process.

#### **All-School Newsletter Publisher**

Role: Coordinate with Teacher, Class Photographers, Class Chairs, and Social Coordinators to create monthly newsletter for entire school.

- Create a monthly newsletter that will be emailed to all families within the first week of each month.
- Get photos from Class Photographer, stories from Teacher, and announcements from Class Chair and Social Coordinator to compile into monthly newsletter.
- Research area activities that might be of interest to families that can be included in newsletter.

- Have fun and be creative!

#### 4. Class Jobs (Non-Executive Committee)

##### PAC Rep

Role: Representative to the Parent Advisory Council (PAC). The PAC votes on guidelines and recommendations on issues common to all Co-ops; the PAC rep is the Co-op's voice.

Mentored by the [All-School Chair](#). *Exempt from work parties and e-sub responsibility.* Duties:

- Attend and promote/represent the Co-op at monthly PAC meetings.
- Participate on a PAC committee, which may vary depending on the interest of the PAC membership.
- Monthly, summarize results of PAC meetings and describe completed tasks in a paragraph. Combine these summary paragraphs with the other CHE Class PAC Reps over email.
- Share the summaries from all CHE PAC Reps via class email groups and at the monthly parent meetings.

##### PAC Rep Babysitter/Assistant

Role: Assist PAC Rep and provide childcare so they can attend monthly meetings Duties:

- Provide childcare for PAC Rep during each monthly PAC meeting
- If they cannot provide childcare during one month, they must work to arrange childcare so the PAC Rep will not miss any meetings
- Provide assistance and support for PAC Rep in other duties as needed.

##### Teacher's Assistant/Substitute

**AT LEAST ONE** per work-day: 1 in toddlers, 2 in Pre-3 classes, 3 in 3's class. *This job may include heavy lifting, thus, it is not recommended for members who are pregnant, planning to be pregnant, or who have limited mobility.* Mentored by Teacher(s). Role: Acts as the Teacher's main assistant during class and substitute if the Teacher is unable to attend class. This person must be **First Aid Certified** or find a proxy who is for the class. (One adult attending class, other than the teacher, must be First Aid Certified per NSC insurance policies.) Duties:

- Assist the teacher on a weekly basis; assignments are given by the Teacher(s).
- Schedule a tour with the Teacher(s) over the summer to really know the space.
- Arrive at school 15 minutes prior to start time to assist in setting up for class.
- Stay at school 10 minutes after class to assist the Teacher in cleaning up.
- Put art created by the class that day in cubbies
- Make sure art projects are cleaned up (after checking in with Teacher(s)).

- Help prep various props and art projects.
- Clean and organize the cubby area, including putting name tags back in cubbies and fixing names on cubbies.
- Perform clerical tasks, such as copying and making/organizing file folders.
- Save and organize items for future art projects or science activities.
- Assist with special events.

### **Class Closer**

*This is a suggested job for Members who do not regularly attend and send alternate caregivers (e.g., nannies and grandparents) to class on their assigned workdays. **At least two per class day.** The current schedule only requires Members in the 3s class to hold this job. There should be at least one per work day, preferably two.*

Role: Following the end of preschool each day, the Class Closer checks the preschool space (see below) to ensure that all areas have been properly cleaned, materials and toys have been put away and that the room is organized and ready for the next group/activity.

Mentored by [All-School Health & Safety Officer](#) and Teacher(s). Duties:

- Must be available to stay after class for up to 20 minutes to ensure school is properly cleaned & closed up.
- Art:
  - Art supplies are cleaned and put away (brushes washed, caps on glue sticks, etc.).
  - Playdough and playdough tools are sealed in bags and returned to the bins.
  - Sensory table is covered and stowed.
  - The floor/ground is swept and tables wiped down.
  - All toys, tables and chairs are disinfected.
- Dramatics/Library:
  - Ensure all books are returned to the library and dramatics items are returned to proper places,
  - All toys, chairs, table tops are disinfected.
- Hallways and Cubby Area:
  - Check for stray toys or other items and return to proper stations/owners, floors are vacuumed.
- Circle/Snack:
  - Ensure all cushions/mats are stacked and no debris is left on the floor/ground.
- Outside:

- All toys are stored properly and closed up from the elements.
- Sweep the steps that lead between the outdoor play area and classroom.

### **Class Opener**

*This is a suggested job for Members who do not regularly attend and send alternate caregivers (e.g., nannies and grandparents) to class on their assigned workdays. **At least two per class day.** In Toddlers, that can be two people. In Pre-3's, there would be four people with two on each work day (or two people who will be working both days each week). The current schedule does not require Members in the 3s class to hold this job.*

Role: Prior to start of school day, the Class Opener assists the Preschool teacher in setting up the preschool space for the school day. Some heavy lifting may be required. Mentored by [All-School Health & Safety Officer](#) and Teacher(s). Duties:

- Must be able to arrive 30 minutes before class to ensure school is properly set up for the day.
- Ensure all sign-in materials are ready for class.
- Ensure pop up canopy tents are set up during rainy days.
- Do a visual sweep of yard to ensure the space is free of unsafe debris or other objects.
- Uncover sandbox area.
- Set up climbing structures.
- Set up outdoor library and ensure books are available.
- Fill portable sink tank with water for the day/empty dirty water tank.
- Bring out potties and ensure toilet paper is available.

### **Social Coordinator**

Role: Organize social gatherings and caring/nurturing for Co-op members and their families when needed (e.g., new baby, illness, etc.). Duties:

- Setup and maintain online group for social communications for the class (e.g. Facebook group, Google group, etc.). Parents can opt-in. Ideal to keep separate from mailing list dedicated to preschool business.
- Coordinate gatherings:
  - Coordinate play-dates over the summer so that kids and parents get to know each other before the school year starts.
  - Organize fall back-to-school party/picnic for families (may choose to coordinate with other classes or have an individual class party).
  - Organize holiday class party for parents (in lieu of December parent meeting).
  - Organize end of year class party for parents (in lieu of May parent meeting).

- Coordinate play-dates and parent outings throughout the year as desired by the class.
- Coordinate care & gifts:
  - Organize/schedule meal for families as needed (e.g., new baby, illness, etc.).
  - Coordinate/prepare gift baskets for end of year class gifts for the Preschool Teacher and Parent Educator.
  - Organize caregiving/charity efforts for the broader community if Co-op members have interest.

## Photographer

One photographer per class. Mentored by the [All-School Communications Coordinator](#). Role: Photograph and document the class experience throughout the year. Duties:

- Obtain photo releases from the Class Parent Coordinator; the Co-op must have a photo release on file before photographing/sharing/posting any photos of a child. See [Member Photo Use Policy](#) for more information.
- Compile and display photos of all children on a consistent basis throughout the school year in class newsletter, bulletin board and online as desired by class (Facebook private group, Google photos, etc.).
- Work with the All-School Treasurer to find out your budget for printing class placemats.
- Coordinate with Newsletter, Communications, and Social coordinators.
- Coordinate with the All-School Communications Coordinator to supply photos as needed.
- Arrange and assist class photos with Teacher(s).
- Prepare photo placemats early in the school year to help the students get to know each other.
- Prepare any photo-related mementos, such as an end-of-year “yearbook” or photo memento. Check with All-School Treasurer on budget for these items, or discuss with class on paying individually.

## SECTION 6: Classroom Information

### A. General Classroom Rules

- Aggression against another person is not allowed.
- Destructive use of the school equipment is not allowed.
- Redirect an inappropriate behavior before it becomes a problem. Suggest a new activity or a new way of playing and try to follow through so that the child actually starts the new activity.
- A toy "belongs" to a child until they are through playing with it. When a child is through playing with a toy, it "belongs" to the next child waiting for a turn or to whoever wants it. Emphasize "turn taking" rather than "sharing." Children at this age use things individually and do not usually take well to "cooperative" use of toys.
- The Preschool Teacher will generally move about the room, visiting all the children and checking in on all the areas. If you need help, let the Teacher know and she will be glad to assist. When the Parent Educator is available, she can also help.
- Feel free at any time to make suggestions or constructive criticisms. We rely on feedback from parents and on parents adding their abilities to the group. This is a co-op preschool; the Teacher can't be and do all things for the children. With each of us adding our part, we can have a very rich curriculum.

### B. Snack Time

Parents provide a snack (Otters/Orcas) or lunch (Eagles) for their child(ren) each class day. Containers should be labeled with the child's first and last name. Children should have access to a water bottle during this time. The class Health & Safety Officer will notify the class of any severe allergies to foods and parents must ensure those items are avoided when packing snack or lunch.

During snack or lunch time, encourage children to remain seated with their food items until they are finished eating. Food may not be taken away from the snack area. Try to center the conversation around the children.

### C. Play Time

- No rules are hard and fast. Decisions often need to be made with each situation, using the rules as guidelines.
- There are several children in close proximity sharing space, equipment, and materials, so it sometimes takes some quick thinking on the part of the adult to avoid troublesome situations. Make sure the area does not get too full and that there is enough equipment to go around. When your area is full, redirect any new children to other areas until there is room in your area.

- Let the children be the creators. Adults can suggest new ideas or approaches, but we should not teach them that our way is the way to do it.
- Let the children move freely about the preschool space doing those things that interest them. If they seem to be overwhelmed or wandering, help get them interested in something. There is no required participation in any activity.
- Supervise climbing carefully; assist children when needed. Be ready to "catch" or provide a hand when needed. Allow children to do whatever they can do. Lead them through rather than carry them up or down from something.
- Keep your focus on the children, showing interest in what they are doing, commenting on their activity, labeling the actions and properties of the materials with which they are working. Having a word for things helps their language development at this stage.
- Encourage children to do the activity themselves. Assist only when the child begins to get frustrated or discouraged.
- Since sensory play is so popular with children at this age, a few words must be said about supervising it. Encourage the children to wear aprons when the sensory substance is wet or messy. Aprons are recommended but not required. If a child won't put on an apron, do not prohibit them from playing. Encourage the children to keep the substance in the sensory table and discourage them from eating it. A certain amount of experimenting must go on before the child will be able to do this, so be understanding.
- Discourage disregard for small pieces; lost pieces mean less use of the toy. Discourage taking toys away from the area. Discourage gender stereotypes: girls and boys can be anything they want; use any piece of equipment they want and play in any area they want.

#### D. Clean-up

- Encourage the children to help put away materials and equipment (they like to carry things). There is no hurry to get finished, so let the children do as much of the work as they can at their own speed. It is important to reinforce their desire to help.
- Please make sure your area is completely clean before coming to Circle. Ask for help from another parent if your area is extra messy. The children may come to Circle as soon as most of the cleaning is done. We will start Circle as soon as most of the children and adults are present.
- When you are not tasked with a lot of cleaning, complete your tasks and guide the children to Circle Time.

#### E. Circle Time

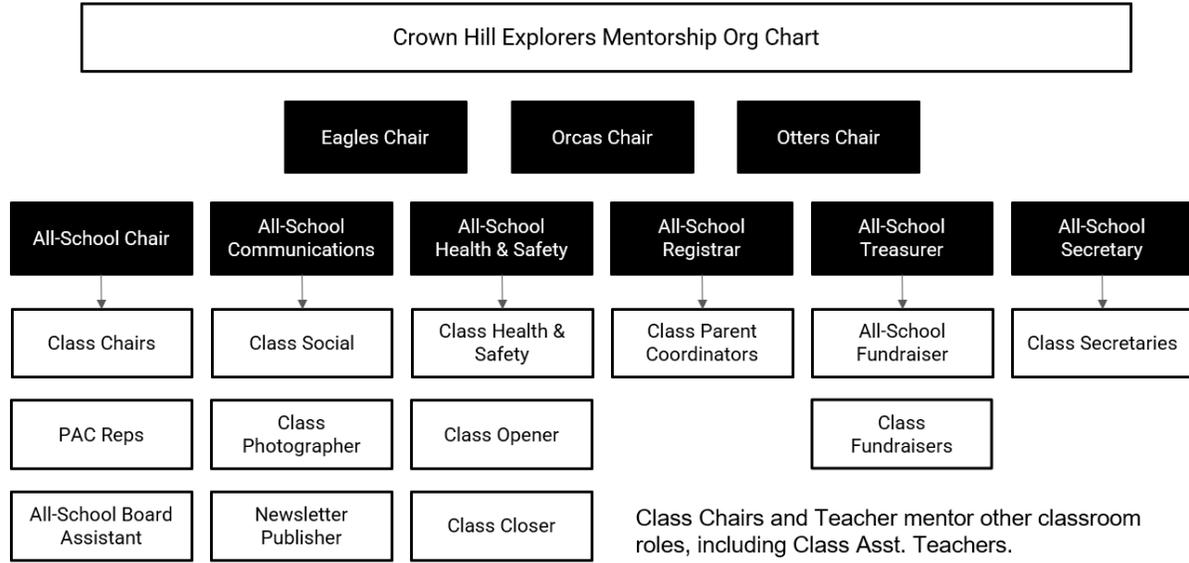
- All the children are encouraged to participate in Circle time.
- If a child resists participating, they may leave the Circle as long as they are not distracting others. Please stay at Circle yourself and acknowledge your child when

they return. If the child is still distracting others by either crying or screaming, quietly take the child out of the Circle space until they are ready to return. We do not want this to be punishment, but we also do not want the child to be rewarded for this behavior.

- Encourage the children to participate as much as they will, but do not feel disappointed if your child won't sing the songs or join in on the actions. Children will participate when they are ready.
- Be sure to participate in Circle yourself. You encourage your child to participate by your example and enthusiasm. A word of caution, however: this is your child's activity so be careful not to overpower them with your participation.

# Section 7: Appendices

## Appendix 1: Crown Hill Explorers Cooperative Preschool Mentorship Organization Chart



**Appendix 2: Missed Meeting Form**

**Crown Hill Co-Op**  
Missed Meeting Notice

Dear \_\_\_\_\_,

We missed you at our last parent meeting on \_\_\_\_\_.

Your presence at the monthly parent meetings allows you to give input into decisions, ensures good communication, and enables us to better understand and thus support one another. In addition, our affiliation with North Seattle Community College requires that each parent spend a certain number of hours in parent education, which is part of each parent meeting. Attendance at the monthly parent meeting is mandatory. However, we acknowledge that circumstances occasionally make it impossible to attend.

**Please read the minutes of the meeting** to find out what was covered during parent education and the parent meeting, and then **notify the secretary** that you have read the minutes. Let the secretary know if you have any questions.

**Please check in with the Parent Educator** to find out what you missed. If this meeting is the first you have missed during this academic year, then no further action is required.

**For any missed meeting beyond the first one, a make-up activity is required.** Our affiliation with North Seattle Community College requires that parents participate in parent education “homework” to fulfill their college class and Parent Agreement requirements for this meeting.

**Please check one of these boxes before signing and returning this form to the secretary:**

I want this missed meeting to count as my first (and only) missed meeting for this academic year.

I plan to make up for this missed meeting by completing a Parent Education assignment as indicated below. **Make-Up work should be coordinated with our Parent Education Instructor.** Some ideas to consider that have worked well for others are:

- Reviewing a magazine article or book on an early childhood education topic of interest to you and submitting a brief summary via an email to the class;
- Attending a PAC Lecture (offered quarterly) or other parent education event in the community and sharing what you learned via an email to the class.
- Working with the Parent Education Instructor to develop a written plan to deal with a parenting challenge and sharing a brief summary via email to the class.

Please indicate your plan on this form after conferring with your Parent Education Instructor, sign and return to the secretary before the next parent meeting. Be sure to notify the secretary when your make-up activity has been completed. The class secretary reports to the board and Parent Education Instructor regarding missed meetings.

\_\_\_\_\_  
Parent’s signature

\_\_\_\_\_  
Date