

Sandhurst

Co-operative Preschool Parent Handbook



Located at the

Sand Point Community United Methodist Church

**4710 NE 70th Street
Seattle, Washington 98115**

Telephone: 206.525.2649

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PHILOSOPHY STATEMENT

We seek to provide an opportunity for children to learn, through play, about themselves, their physical world, and how to interact socially with peers and adults. Preschool provides time for children to develop in the following areas:

- Social skills
- Emotional skills
- Communication skills
- Creative skills
- Physical skills
- Self-help skills

Children are naturally curious about things that interest them. We provide developmentally appropriate activities in the following areas so they can practice their skills:

- Art
- Blocks
- Snack
- Dramatic play
- Large motor
- Manipulatives
- Literacy
- Emotional and social coaching

As part of our program, parents work with the teacher and parent educator to enhance the experience of every child. Adults in our program:

- Value children's play and learning
- Create a safe environment to practice skills
- Provide positive role modeling

We emphasize process over product and believe that learning skills take practice and patience. As a community we all learn together.

SANDHURST CO-OPERATIVE PRESCHOOL BYLAWS

Article 1. Name

The name of this nonprofit corporation is Sandhurst Co-operative Preschool. The corporation will be referred to as the "Co-operative" or the "Preschool" in these Bylaws.

Article 2. Principal Offices

The initial principal office for the transaction of the business of the Co-operative is located at North Seattle College, 9600 College Way North, Seattle, Washington 98103. The All School Board (ASB) may change the principal office from this location to another location within this city.

Article 3. Purpose & Powers

This Co-operative, in conjunction with the North Seattle College (NSC) of Seattle, Washington, is organized to support families with young children by providing programs where children and parents learn together as participants in a college laboratory setting. The Co-operative shall provide a flexible, stimulating environment in which each child may freely experience, at his or her own rate, a broad range of physical, social and intellectual activities. The preschool shall provide parents with an opportunity to be directly involved in the education of their children and to get instruction in the skills of parenthood. In furnishing services to its Members, the Co-operative's operations shall be so conducted as nearly as possible at cost and not for profit. The Co-operative shall have all of the general or specific powers conferred on this Co-operative by the laws of the State of Washington, all of which are hereby expressly claimed.

Article 4. Membership

Section 4.1 One Class of Members; Joint Membership: The Co-operative shall have one class of Members, which shall consist of the parent(s) and/or legal guardian(s) of a child or children enrolled in the preschool. The parent(s) and/or legal guardian(s) of an enrolled child or children, shall be considered joint Members of the Co-operative. A single parent or guardian of an enrolled child or children shall be considered a Member of the Co-operative. A parent and "alternate caregiver" may be joint members of the cooperative under certain conditions, and at the discretion of the Teacher and All School Board. Alternate caregiver is defined as a caregiver such as nanny, non-custodial family member, au-pair, babysitter, etc.

Section 4.2 Eligibility for Admission and Membership: The Sandhurst Co-operative Preschool admits students of any race, color, gender, religion, national

and ethnic origin, age, handicap, or sexual orientation and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, or other school administered programs. Provided, however, a condition of the admission of any child or children is that the parent(s) or guardian(s) of such child or children shall agree to be Member(s) of the Co-operative and to comply with all of the policies, rules and regulations of the Co-operative (hereinafter, "Member(s)" or, collectively, "Membership").

Section 4.3 Voting Rights: Each Member or joint Member shall be entitled to one undivided vote per enrolled child on each matter submitted to a vote of the Membership. All decisions other than amendments to the Bylaws shall be made by a simple majority vote of Members at a meeting. Members with more than one child enrolled in this preschool are entitled to one vote per child.

Section 4.4 Termination of Membership: The All School Board, by an affirmative vote by a majority of the Officers present at any regular meeting at which a quorum is present, may suspend or expel any child or children and terminate any Member for cause after appropriate notice and hearing, including but not limited to, the non-payment of tuition as herein provided.

Section 4.5 Powers of Members: The Membership shall elect an All School board and officers, as specified in Section 6 herein, at the annual Membership meeting. The Membership may rescind any action of the All School Board by majority vote of the Members at a regular monthly Membership meeting at which a quorum is present.

Section 4.6 Admission and Membership Eligibility Criteria: The Co-operative may establish tuition requirements and admission standards for students and Membership requirements for parents/guardians, which shall be set forth in standing rules, which shall be available to all Members and potential Members.

Section 4.7 No Personal Liability: No Member shall be liable to third parties for this Co-operative's acts, debts, liabilities, or obligations. A Member will, however, be liable to this Co-operative for tuition and annual dues and assessments as provided by the Bylaws and for other contractual obligations of the Member to this Co-operative or as may otherwise be agreed to by the Co-operative and the Member.

Article 5. Meetings of the Members

Section 5.1 Annual Meeting: The annual meeting of the Members shall be held in the month of April of each year. Such annual meeting shall be held at such place and time as designated by the All School Board.

Section 5.2 Special Meeting: Special meetings of the Members may be called by the All School Chairperson, or a majority of the All School Board, or not less than 50% of the Members.

Section 5.3 Notice of Meetings: All notices of meetings of Members shall be sent or otherwise given not less than ten (10) days before the date of the meeting. Such notice shall state the nature of the business expected to be conducted and the time and place of the meeting. No business shall be transacted

at any special meeting other than that referred to in the notice. The failure to give notice or of any Member to receive notice shall not invalidate any action taken at the meeting if a quorum was present.

Section 5.4 Quorum: At any meeting of the Members of the Co-operative a majority of the Members shall constitute a quorum for any and all purposes; provided that if a quorum is present thereafter, the meeting may be conducted until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum, provided that not less than one-third of the Members are present.

Article 6. All School Board Officers

Section 6.1 Number and Qualification of Officers: The authorized number of officers shall be no less than three (3) and no more than eleven (11). The officers of this Co-operative shall be All School Chair, All School Vice-Chair, All School Secretary, All School Treasurer, All School Fundraiser, Member-at-Large, and Class Chairs (individually, "Officer(s)", collectively, "All School Board"). Any two or more of the foregoing offices may be held by the same person, except the offices of All School Chair and All School Secretary. Any Member in good standing is eligible to be elected as an Officer. Membership in the Co-operative shall be a continuing qualification to hold office as an Officer. Any Officer who ceases to be a Member shall be deemed to have resigned as an Officer and his/her position shall be deemed vacant.

Section 6.2 Election and Term of Officers: Officers shall be elected by the Members at the annual meeting of the Members. The Officers so elected shall hold office for a term of one year beginning in June; however, if an annual meeting is not held, or if Officers are not elected at any annual meeting, they may be elected at any special Members' meeting subsequently held for that purpose. Each Officer, including an Officer elected to fill a vacancy or elected at a special Members' meeting, shall hold office until expiration of the term for which elected and until a successor has been elected.

Section 6.3 Nomination of Officers: At the time of the annual meeting, any Member in good standing of the Co-operative may nominate himself or herself to be an Officer. In addition, any Member may nominate any other Member to be an Officer.

Section 6.4 Vacancies: Except as otherwise provided by law, vacancies in the All School Board, whether caused by resignation, death or otherwise, shall be filled by a vote of the majority of the Members of the All School Board. An Officer thus elected to fill a vacancy shall hold office for the unexpired term of his predecessor and until his successor is elected. If there is a vacancy caused by resignation, death or otherwise of an Officer, any Member, including the existing Officers may be nominated for the vacant Officer position. If an existing Officer is elected to fill the position of the departing Officer, additional elections shall be held as may be needed until any vacant positions are filled.

Section 6.5 Meetings by Conference Telephone or Similar Communications:

Except as may be otherwise restricted by the articles of incorporation or bylaws, Members of the All School Board or any committee designated by the All School Board may participate in a meeting of the All School Board or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

Section 6.6 Annual Meeting: Following each annual meeting of the Members, the All School Board is authorized to hold a regular meeting for the purposes of organization, and the transaction of other business, without further notice of such meeting.

Section 6.7 Regular Meetings: Regular meetings of the All School Board shall be held monthly, or at such times and at such places as the All School Board may determine. Oral or written notice of such meetings shall be given not less than 24 hours prior to the time of the meeting. But such notice may be waived by the All School Board, and their appearance at a meeting shall constitute a waiver of notice. Meetings are open to all Members, teachers, and parent educators, unless otherwise specified. At the discretion of the All School Chair, due to Member privacy issues, non-board Members may be asked to leave for a portion of the meeting.

Section 6.8 Special Meetings: A special meeting of the All School Board shall be held whenever called by the All School Chair or by a majority of the Officers. Only the business specified in the written notice shall be transacted at a special meeting. Each call for a special meeting shall be in writing or by printed notice given by electronic transmission, stating the place, day and hour of the meeting. Notice of any such meeting of the All School Board shall be given at least two (2) days prior to the meeting.

Section 6.9 Quorum and Failure of Notice: A majority of the All School Board shall constitute a quorum at any meeting of the All School Board. The failure to give notice or of any Officer to receive notice of a Regular or Special Meeting shall not invalidate any action taken at the meeting if a quorum was present.

Section 6.10 Powers and Duties of Officers: Subject to the limitations provided in the articles of incorporation, other sections of these Bylaws and of Washington law, the business of the Co-operative shall be exercised by the All School Board. Without limitation, the Officers' powers and duties include the following:

6.10.1 General supervision and control of the business and the affairs of the Co-operative.

6.10.2 Subject to any applicable policies of North Seattle College, authority to admit and terminate Members and to adopt rules and regulations to govern the operation of the Co-operative and the Members.

6.10.3 Authority to procure insurance covering general liability of the company for accidents.

6.10.4 Officers shall provide for installation of an accounting system adequate to meet the requirements of the Co-operative.

6.10.5 To select one or more banks to act as depositories of funds of the Co-operative.

6.10.6 The foregoing enumeration of powers and duties is not intended to be exclusive and shall not limit or restrict the exercise of the general or specific powers conferred on this Co-operative by the laws of the State of Washington.

Section 6.11 Reimbursement and Compensation: The Co-operative may reimburse Officers for actual reasonable costs of travel, meals, and lodging for attendance at conferences, seminars, and training sessions that are for the benefit of the Co-operative, provided that such expenses shall be approved by the All School Board Chairperson (preferably in advance) or if the expenses are for the All School Board Chairperson, then by two other Officers. Officers serve in a volunteer capacity and will not be entitled to compensation for attendance at meetings or for travel to and from regular and special meetings. No voting Member of the All School Board, or Member of the immediate family of any Board Member, shall occupy any position in the Co-operative on a regular salary.

Section 6.12 Removal of Officers: An All School Board Member may be removed from office for cause by a two-thirds (2/3) vote of Members. Any All School Board Member who resigns or fails to attend at least three (3) consecutive regularly scheduled meetings without cause shall be deemed as having resigned from the All School Board.

Article 7. Officers

Section 7.1 Officers: The following Officers of the Co-operative shall be elected as Officers by the Membership:

Section 7.2 All School Chairperson: The All School Chairperson shall (1) preside over all meetings of the Co-operative and of the All School Board; (2) call special meetings of the All School Board; (3) appoint such committees as the All School Board may deem advisable for the proper conduct of the Co-operative; and (4) perform all acts and duties usually performed by a presiding officer.

Section 7.3 All School Vice Chairperson: In the absence or disability of the All School Chairperson, the All School Vice Chairperson shall perform the duties of the All School Chairperson, provided, however that in the case of death, resignation, or disability of the All School Chairperson, the All School Board may declare the office vacant and elect any eligible person All School Chairperson.

Section 7.4 All School Secretary: The All School Secretary shall keep a full and complete record of all meetings of the Co-operative and the All School Board and shall have general charge and supervision of the books and records of the association. The All School Secretary shall sign papers pertaining to the Co-operative as authorized or directed by the All School Board. The All School Secretary shall serve all notices required by law and by these bylaws and shall perform such other duties as may be required by the Co-operative or the All School Board. Upon the election of a successor, the All School Secretary shall turn over all books and other property belonging to the Co-operative.

Section 7.5 All School Treasurer: The All School Treasurer shall be responsible

for the keeping and disbursing of all monies of the Co-operative, and shall keep accurate books of accounts of all transaction of the Co-operative. The All School Treasurer shall perform such duties with respect to the finances of the Co-operative as may be prescribed by the All School Board. At the expiration of his/her term of office, the All School Treasurer shall promptly turn over to his successor all monies, property, books, records, and documents pertaining to his office or belonging to the Co-operative.

Section 7.6 Other Officers. The All School Board, as they may deem for the best interest of the Co-operative, may provide for the appointment of additional officers to manage the activities and affairs of the Co-operative. Such additional officers may be appointed from within or outside the Membership and may, but need not be, Members of the All School Board.

Article 8. Miscellaneous Provisions

Section 8.1 Books and Records: The Co-operative shall keep the following at its principal or registered office: (a) current copies of the Articles, Bylaws and Co-operative Policies or Standing Rules, if any; (b) copies of correct and adequate records of accounts and finances, including the approval budget; (c) minutes of the meetings of the All School Board, Members and any committees; (d) records of the name and address of each of the Members; and (e) such other records as may be necessary or advisable, including copies of all contracts and agreement of the Co-operative.

Section 8.2 Fiscal Year: The Co-operative's fiscal year shall end on June 30.

Section 8.3 Rules of Procedure: To the extent that it is not inconsistent with the Articles, these Bylaws or applicable law, the most recent edition of Robert's Rules of Order shall govern all questions of parliamentary procedure at meetings of the All School Board or the Members.

Section 8.4 Conflict of Interest/Compensation: No Officer, voting Board Member, or Member of the Co-operative shall have any personal financial interest, direct or indirect, in any activity undertaken by the Co-operative. No Board Member, committee Member, or Officer shall receive compensation for their service, but may receive reimbursement for approved expenditures incurred on behalf of the Co-operative. Board Members, Officers, and Members of the Co-operative shall be eligible to apply for tuition scholarships.

Section 8.5 Dissolution: Should the Co-operative be dissolved, the All School Board shall be responsible for liquidation and disposition of all assets, including equipment and cash on hand. Upon dissolution, all assets remaining after payment of all liabilities shall be distributed to another nonprofit. The selection of the nonprofit to which the assets are to be distributed shall be made by the All School Board in compliance with NSCC guidelines.

Section 8.6 Standing Rules or Policies: The All School Board may adopt Standing Rules or Policies, relating to the amount and payment of tuition and all other matters which the All School Board deems appropriate, as the All School Board may deem beneficial to the fulfillment of the purposes of the Co-operative.

Section 8.7 Amendment of Bylaws: These Bylaws amend and restate in their

entirety the Bylaws of the Co-operative heretofore adopted, as same may have been revised. These Bylaws may be further altered, amended, or repealed and new Bylaws may be adopted by the vote of two-thirds (2/3) of the Members.

Section 8.8 Indemnification, Limitation on Liability and Insurance. The Co-operative may indemnify any Officer, or former Officer, against all judgments, penalties, fines, settlements, and reasonable expenses, including attorney's fees, in connection with any proceeding to the maximum extent authorized under RCW 23B.17.030, subject to the provisions of Chapter 23B.08.560 RCW, as now enacted or hereafter amended. The risks covered by this indemnification may be protected against by the purchase, maintenance, and payment of premiums for such insurance as in the discretion of the Board is deemed to be appropriate.

Section 8.9 Non Discrimination. The Co-operative will comply fully with all applicable state or federal statutes and regulations forbidding recipients of state or federal financial assistance from discriminating on the ground of race, color, gender, national origin, age, handicap, or sexual orientation. Furthermore, the Co-operative shall provide equal employment opportunities without regard to race, color, gender, national origin, age, handicap, or sexual orientation.

I hereby certify that the forgoing Amended and Restated Bylaws of Sandhurst Co-operative Preschool were duly adopted by the All School Board at a meeting held on _____, 20__

Secretary

ROLES AND RESPONSIBILITIES

North Seattle College Parent Education Program

North Seattle College's (NSC) Co-operative Preschools provide parent and early childhood education for families with children from infancy to Pre-K. Schools are located in North Seattle and differ from traditional preschools in that they are run by parents who work in association with the class teacher and the NSC Parent Education Program. There are approximately forty NSC co-operative preschools operating from more than ten (as of 2009) convenient locations in North Seattle. Each school is an independent, non-profit entity run by a skilled preschool teacher, parents, and a parent educator from NSC.

Sandhurst Co-operative Preschool

The Sandhurst Co-operative Preschool is designed to provide a learning experience for both parents and children. Parents are provided with an opportunity to work and observe their children and other children in a group preschool setting. Parents are also given the opportunity to discuss common problems affecting their children and to receive instruction through lectures and seminars on subject matters pertinent to raising children. Many families find that a co-op provides friendship and community well beyond preschool. Sandhurst offers Toddler, Pre-3, and 3 to 5s classes.

The Toddler class at Sandhurst Co-op is a unique experience. Each class is an opportunity for parents and their children to explore new things together. Parents have time to observe their own child and others as they interact with each other, and as they interact with the materials at school. Children have ample opportunity to explore their classroom. Each week children are offered activities that are developmentally appropriate and fun. We work with art materials, sensory materials, books, puzzles, blocks and dolls. The children are also learning about how to deal with other children and to trust other adults. The emphasis is on social skills.

Pre-3s are children turning three during the school year. The children begin to learn more about cooperation in a group as they continue to enjoy circle time, table top activities, block area, sensory experiences, music and art. Child-lead transitions from one activity to next are emphasized. Parents attend one session per week with their child.

In the 3 to 5s class, children process information through imaginary play, acquire pre-literacy and pre-math skills, learn conflict resolution, and explore fears and doubts. The Sandhurst 3-5's program enables children to practice making developmentally appropriate choices in an enriched environment.

Parent Advisory Council

The Parent Advisory Council (PAC) is composed of parent representatives from all NSC sponsored co-operative preschools. It is PAC's primary purpose to provide a vehicle for sharing the benefits of group discussion generated by participants in co-operative programs for the enrichment of their children's lives.

It is the spirit of this primary intent that the PAC sets the following goals:

- Increase the quality of communication between all NSCC sponsored preschools; i.e., operating budget, cost survey and open meetings to all interested parents.
- Increase the quality of communication with the sponsoring college (NSC); i.e., content of parent education mini-courses and workshops.
- Operate the PAC, stressing the equality of every voice, resorting to a hierarchy of officers only as necessary for the orderly conduct of business.
- Provide a forum for the dissemination of new ideas, techniques, and material aides to promote the development of co-operative preschools with equal opportunity for the creation of rich environments for children.
- Provide the opportunity of participating in the co-operative preschool experience to all socio-economic levels of the community; i.e., Scholarship Fund.
- Become involved in related community issues affecting the quality of our children's lives.

As noted, the PAC maintains a scholarship fund. All NSC co-operative programs are responsible each year for contributing to PAC's scholarship fund a dollar amount which is set annually by PAC, per enrolled Member. The Sandhurst co- operative All School Board decides each year how to fund the PAC scholarship amount.

Parent Education Instructor

The Parent Education Instructor is assigned to the preschool by the Child and Family Education Division of NSC to advise teachers and help parents build parenting skills. The parent educator:

- Provides formal parent education for at least one hour each month at the monthly parent meeting.
- Attends All School Board meetings and the business portion of the parent meetings, serving as a resource to the group regarding business and organizational concerns.
- Participates in the classroom, working with children and parents as well as assisting the teacher.
- Consults with and advises the teacher on classroom organization and curriculum.
- Serves as a resource to individual parents regarding particular concerns.

- Provides a liaison between parents, teacher, and NSC.
- Assists on a teacher evaluation committee.

Teacher

The teacher's role is a dual one of working closely with both parents and children. It is the teacher's responsibility to provide the kind of environment and experience that will enable young children to grow socially, as they learn to live and play with others; emotionally, as they develop independence; and intellectually, as they explore their environment.

The teacher does not function in the traditional "teacher" role in a formal classroom. Rather, the teacher is a "head teacher" who establishes a structured environment suitable for preschool children, arranging equipment and providing materials to interest and challenge them.

In achieving these goals, it is important that co-operative Members feel free to make suggestions to the preschool teacher about changes in the program; however, the Members must realize that educational programs are designed as a whole and not in bits and pieces. Both the Members and teacher should remember:

- A program cannot be individually designed to please every Member.
- Educational policies cannot be decided by majority vote.
- A preschool teacher should feel free to teach in a manner that is comfortable and compatible with his or her teaching philosophy.
- The Parent Educator is the resource person regarding educational programs and should be called upon to help in interpreting the program or in making needed changes.

Member

Responsibilities of participating Members are specified in the Member Agreement (as provided in the appendices) and are subject to the Co-Operative Policies and Co-operative Bylaws attached hereto. Such responsibilities include, but may not be limited to:

North Seattle College (NSC) Parent Education Program. It is the Member's responsibility to fulfill the requirements made by the NSC Parent Education Program, which include parent meetings and full participation in the preschool. If a parent and/or legal guardian has selected to be joint Members with an alternate caregiver, both must fulfill the requirements made by the NSC Parent Education Program.

Member Agreement. An agreement between Members and the Co-operative shall be drawn up and considered binding. It shall be signed by each participating Member who will assume the duties as enumerated therein. Failure to do so will result in Membership review by the All School Board. The Member Contract is included in the appendices

Bylaws. Members will be familiar with, agree to, and abide by the Bylaws of this

organization.

Weekly Classroom Participation. A Member shall participate at the preschool one day a week under the direction of the Teacher. Members enrolling more than one child in any group must assist in one session per child per week. Deviations from this policy must be approved via petition to the All School Board prior to the registration of the child and Member involved.

Absences. If a Member will be absent from weekly classroom participation, he/she will arrange to exchange days with another Member or provide an adult substitute acceptable to the Teacher. If unable to find a substitute, the Member shall contact his or her Class Chair to discuss alternatives. If absence is due to maternity leave or emergency medical leave, please see the "Maternity and Emergency Medical Leave" policy.

Snack. Members will bring a nutritious snack according to a group schedule.

Set-up and Cleaning. Members will help clean up the preschool, performing weekly cleanings as scheduled. Each Member will generally be required to clean the preschool one or two times per year per child enrolled. Participation in one set-up, mid-year sorting, or year-end clean up, as designated by class, are expected of all Members. All School Board Members are exempt from set-up, mid-year sorting, and year-end clean up.

Preschool Jobs. Members will hold a class position or serve on the All School Board as a way of providing service to the school. Members enrolling more than one child in the same class will hold (1) one class position for each child enrolled, or (2) one All School Board position. Members enrolling children in more than one class will assume (1) a class position for each class, or (2) one All School Board position.

Work Projects. Members will participate in special schoolwork projects.

Parent Meetings. Attendance at monthly parent meetings is a requirement of co-operative Membership. If Members are unable to attend for any reason, they must notify their class secretary prior to the meeting. After one pre-arranged absence, or any absence that is not pre-arranged, a make-up experience must be completed in consultation with the Parent Educator. If a pattern of absences emerges, a conference with the Parent Educator, Teacher, and Class Chair will be arranged. In the case of Alternate Caregivers, Alternate Caregivers must attend parent meetings with the parent and/or legal guardian.

Fall and Spring Orientation. Members (including Alternate Caregivers) shall attend all orientation meetings provided for new and returning Members. Note that this meeting is mandatory - if you miss it, it will count as an absence for one of the regular monthly parent meetings during the school year. If you are unable to attend, you are strongly encouraged to send a proxy (i.e. spouse or other family member) in your place.

Health. The Member is responsible for both the Member and their child being in good health when attending school (see Health and Safety Guidelines). Members will let the Health and Safety Officer and the Teacher know immediately if the Member or their child or a sibling comes down with a contagious condition.

Preschool Policies. Members shall abide by any decisions and follow any guidelines and duties established by the Teacher and the All School Board.

Tuition During Extended Absence. If an enrolled child does not attend during a Member's necessary extended absence, as arranged with the All School Board, tuition must be paid to maintain one's Membership.

Immunization. Members must have a Washington State Form of Immunization for their enrolled child(ren), as required by state law, on file at the preschool by the beginning of the preschool year. Please see appendices for NSC required forms/links currently used to comply with this policy.

TB Tests. Members must comply with the current NSC co-operative school system guidelines related to TB testing. TB testing is not currently required.

Fundraising. Members will honor the Sandhurst Cooperative Preschool Fundraising Agreement.

PRESCHOOL POLICIES

Membership

Eligibility

Any parent or legal guardian of an appropriate aged child who is willing to enroll in the Parent Education Program at NSC and who is also willing to accept and fulfill the duties and responsibilities of active participation in the Sandhurst Co- operative Preschool shall be eligible to become a Member of the co-operative.

The parent(s) and/or legal guardian(s) of an enrolled child or children shall be considered a joint Member of the Co-operative and are entitled to one vote per enrolled child on each matter submitted to a vote of the Membership. A parent and "alternate caregiver" may also be joint Members of the cooperative under certain conditions, and at the discretion of the Teacher and All School Board. Alternate caregiver is defined as a caregiver such as nanny, non-custodial family member, au-pair, babysitter, etc. Member responsibilities include, but are not limited to, participation in the classroom, parent meetings, and committee obligations.

- The 3 to 5s class will consist of children who are 36 to 60 months by August 31.
- The Pre-3 class will consist of children who are 24-35 months by August 31.
- The Toddler class will consist of children who are 12-23 months by August 31.

Deviations from the above stated eligibility must be approved via petition to the All School Board prior to the registration of the child and Member involved.

Classroom Participation

Classroom participation must be fulfilled by the parent(s) or legal guardian(s). Deviations from this policy must be approved via petition to the All School Board prior to the registration of the child and Member involved.

Class Size

In order to be operative, the Co-operative must satisfy the minimum Membership requirements set forth by NSC.

Twenty (20) Members per class is required. The teacher, parent educator, and the All School Board will determine whether to fill any spots above the enrollment of Twenty Members.

The maximum enrollment of children for each class shall be twenty two (22) children. At the discretion of the teacher, parent educator, and the All School Board, the maximum enrollment number may be increased.

The maximum enrollment of multiples or set of siblings per class is two (2)

A member enrolling more than one child will be expected to bear full Member responsibility per child. This includes Sandhurst tuition, fundraising responsibility, registration and preschool job assignment.

Priority of Application

The priority of application for Sandhurst Co-Operative Preschool shall be: "priority" registration, "crossover" registration, and "open" registration.

Children and siblings of children currently enrolled in Sandhurst Co-operative preschool are considered "priority". Registration for these prospective Members will be conducted during the period designated as "priority" registration by NSC.

Priority registrants will be admitted in the following order of priority:

- a. Children returning to the present class
- b. Children moving up from their current class
- c. Siblings of currently enrolled children
- d. Previously enrolled children at Sandhurst of a Member in good standing
- e. Siblings of previously enrolled children at Sandhurst
- f. Children of Sand Point Community United Methodist Church (1 opening per class if there is space available). They shall be put in a lottery if there is more than 1 child registering and they will be waitlisted after any siblings or alumnae.
- g. Currently-enrolled children from other NSC co-operatives who meet one of the following criteria: (1) Infants applying for admission to Toddler program; or (2) Toddlers applying for admission to Pre3 program.

If the number of "priority" registrants in any of the priority categories described above exceeds the space available, a lottery will be conducted for all registrants within that priority group.

"Crossover Registration" will follow "Priority" registration before "Open Registration". Crossovers from other coops will get 50% of the openings still open after all of the above. They will be chosen through a lottery and then put next on the wait list.

"Open Registration" will get the other 50% of the openings and wait list any additional people after siblings, alum, church, and crossovers, in that order.

Application Policies

Any application received after the official open registration time will be added to the waiting list in the order received.

Each Parent Coordinator is responsible for informing the parents of the dates for priority and open enrollments.

Members of Sandhurst who fail to participate in "priority" registration lose priority.

Openings in a class can be filled until January 31, at which time the class is closed to new Members.

Any applicant offered a place at Sandhurst and refusing, or dropping from the class for any reason, will be placed at the end of the waiting list should they change their mind and wish to re-enroll.

Dismissals

A Member shall be subject to suspension or dismissal from the co-operative under any of the following circumstances:

- Failure to perform the duties outlined in the Bylaws
- Lack of Member cooperation in fulfilling obligations as stated in the Member Agreement
- Child's or Member's participation poses a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

Written and verbal notice shall precede any vote of dismissal. Such notice shall be communicated via the respective Class Chair (or All School Chair, where necessary) and shall outline any infractions or shortcomings as well as corrective actions that need to rectify the situation. A one month probationary period shall precede dismissal except where dismissal results from a child's or Member's participation posing a significant risk to the health or safety of others or viability of Sandhurst Preschool and as such cannot be eliminated by reasonable accommodation.

Dismissal from Sandhurst shall be by two-thirds vote of the All School Board Members, with voting by secret ballot.

Dismissals may be appealed to the All School Board within two weeks.

Upon dismissal, all previously paid tuition and fees are non-refundable and forfeit by the dismissed Member.

Board Ordered Preschool Job Assignment Change

A Member may be subject to a Board Ordered Preschool Job Assignment Change under any of the following circumstances:

- Failure to perform or lack of cooperation in performing the duties of their respective Preschool job as specified in the Bylaws or the Member Job Descriptions.
- Lack of skill set required to successfully perform the requirements of their respective Member Job at a level that meets the needs and expectations of their fellow Members and/or Sandhurst Preschool.

Written and verbal notice shall precede any vote of change in job assignment. Such notice shall be communicated via the respective Class Chair (or All School Chair, where necessary) and shall outline any infractions or shortcomings as well as corrective actions that need to rectify the situation. A one month probationary period shall precede mandated job change, except where job change results from a child's or Member's participation posing a significant risk to the health or safety of others. or viability of Sandhurst Preschool and as such cannot be eliminated by reasonable accommodation.

Any Board ordered Member job assignment change, shall be by two-thirds vote of the All School Board Members, with voting by secret ballot.

Job assignment changes may be appealed to the All School Board within two weeks.

Alternate Caregivers

A parent and alternate caregiver maybe be joint members of the cooperative under certain conditions, and at the discretion of the Teacher and All School Board. Alternate Caregiver is defined as a caregiver such as nanny, non-custodial family member, au-pair, babysitter, etc.

Parents wishing to enroll their child with an Alternate Caregiver (e.g. nanny, grandparent, babysitter, etc.) will be required to fulfill all Cooperative duties. Although the Alternate Caregiver 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 will be primarily responsible for fulfilling the duties associated with their class job. The parent *and* Alternate Caregiver shall both be required to attend the monthly Parent Education meetings. Both Parent and Alternate Caregiver will be required to enroll with NSC as per NSC guidelines. The number of families allowed to enroll with Alternate Caregivers shall be determined by the All School Board and is currently set at a maximum of two (2) families per class.

This Alternate Caregiver Policy does not apply to the parent who is occasionally unable to attend preschool and sends a nanny or other caregiver in his/her place. However, this Alternate Caregiver Policy shall be activated anytime a parent anticipates sending their child to preschool with an Alternate Caregiver more than three (3) days per quarter.

GUIDELINES

- There is a maximum of two families per class with an Alternate Caregiver, unless approved by the Board.
- Permission to use an Alternate Caregiver should be arranged at the time of registration except in hardship cases.
- Factors considered by the Teacher and Board in granting a family's request to use alternate care at Preschool may include, but shall not be limited to: a) whether the alternate is a family member (e.g. grandparent), b) whether the alternate has any formal early childhood education or elementary education (e.g. community college, university), c) whether the alternate has a child of their own enrolled in Sandhurst Preschool.
- In evaluating a family's request to use an alternate, the Alternate Caregiver may be required to meet with the Teacher.
- Parent and Alternate Caregiver are both required to attend monthly parent meeting in accordance with NSC guidelines; NSC enrollment is required for both the Parent and Alternate Caregiver. Parent and Alternate Caregiver are both required to sign the Parent Contract.
- Parent shall ensure the responsibilities of their Class Job are fulfilled either by themselves or their Alternate Caregiver. Should a Parent with an Alternate Caregiver choose to serve on the All School Board, the Parent will be responsible for attending Board meetings and fulfilling duties associated with his/her Board position.

- Notice of a change in Alternate Caregiver must be given to the Board and Teacher. Both Parent and Alternative Caregiver should be included in all class communication.

- Both Parent and Alternative Caregiver **MUST** attend Fall Orientation

- Parent is required to work in the classroom at least once a quarter for a total of **THREE (3)** times per school year.

- Notice of a change in Alternate Caregiver must be given to the Board and Teacher.

- Exceptions to this policy can only be obtained by petitioning and gaining approval from the All School Board.

Permission to use an Alternate Caregiver may be revoked at any time for failure to comply with the above rules, or any other rules of the co-op.

Preschool Schedule and Parent Meetings

School Year Schedule

The Sandhurst schedule will approximate that of Seattle Public Schools in regard to openings, closings, and holidays, as set forth in the all school calendar. The All School Board shall set the policy for the days and hours.

Parent Meetings

Each Sandhurst Preschool class is required to hold a monthly Member meeting for their respective class. With the exception of the April "all-school meeting", such meetings must include a portion dedicated to the parenting education of the Members, typically led by the Parent Educator for that class.

If Members are unable to attend their monthly Member meeting for any reason, they should notify their class secretary prior to the meeting. After a second absence, a make-up experience must be completed in consultation with the Parent Educator.

Snow Days Policy

When the Seattle Public School District is delayed or closed because of weather conditions:

- Sandhurst Preschool morning classes are cancelled. When Seattle Public School District classes are delayed but not cancelled, afternoon Sandhurst classes will be held at the discretion of the Teacher and Class Chair.
- The monthly parent meetings may be cancelled at the discretion of the class chair, teacher, and parent educator.

Note: check the Seattle Schools website (<http://www.seattleschools.org>) to get more information during inclement weather.

Rescheduling of cancelled meetings

Any monthly parent meeting canceled due to weather conditions must be made up. A meeting time will be established by the parent educator and the Class Chair. Co-operative class time missed due to inclement weather does not have to be made up.

General Financial Policies

1. The tuition, registration, and any other fees shall be recommended by the All School Treasurer and voted on by the All School Board.
2. Tuition and fees are due at the Parent Meeting or by the 10th day of the month, whichever is earlier. Tuition is paid a month in advance, so Members pay each month for the following month, except for September and June.
3. Both the first month's tuition (September) and the last month's tuition (June) are due by or at spring orientation in the preceding school year or upon joining.
4. There will be a late charge of \$10.00 assessed if a Member's payment is not received by the Class Treasurer by the 10th of the month.
5. Tuition will be pro-rated for mid-month starters so those entering after the 15th of the month will only pay a half month's tuition.
6. The registration fee shall be non-refundable.
7. Parents must give one month's notice if withdrawing from the co-operative. The excess prorated tuition will apply towards the final month of attendance. Without one month's notice, prepaid tuition will be forfeited.

Scholarship Policies

Our goal is to ensure that finances not preclude anyone's participation in the co-operative. There are three types of scholarships available to co-operative Members: PAC Scholarships, Supplemental In-House Scholarships, and Emergency Scholarships.

PAC Scholarships: The first step in obtaining tuition assistance is to apply for a PAC scholarship, according to the PAC scholarship policies and procedures. (Contact the co-operative's treasurer for details). The PAC awards scholarships on a quarterly basis. Members interested in applying for a PAC scholarship must submit an application to NSC by the appropriate due date as follows:

3rd Friday in September for Fall Quarter 1st Friday in
December for Winter Quarter 1st Friday in March for
Spring Quarter

The PAC awards scholarships up to a maximum of 50% of the monthly preschool tuition. (Note that PAC scholarships do not cover the NSC quarterly fee.)

Supplemental In-House Scholarships: Anyone who has applied for a PAC scholarship who needs additional help can apply for an in-house scholarship for tuition and or fees, whether or not a scholarship was awarded by PAC. In-house scholarships can be allocated provided there is

sufficient extra money available in the co-operative's account (as determined by the All School Board).

The co-operative Member who wishes to apply for a supplemental in-house scholarship should submit a brief letter to the Treasurer, who will then bring it to the All School Board for review. The letter should be submitted within the quarter for which assistance is requested, and should contain the following information:

- The reason assistance is needed
- How long assistance is expected to be required
- Whether either parent or legal guardian is employed
- Amount of assistance requested, not to exceed more than 75% of tuition and 100% of fees

Any discussion will be held confidential among the All School Board Officers. The co-operative Member will then be notified of the All School Board's decision regarding funding.

Supplemental In-House scholarships will be awarded on a quarterly basis in conjunction with the PAC scholarships.

No Member will pay less than 25% of full tuition cost.

Emergency Scholarships: Emergency scholarships are available on a case- by-case basis for Members with emergency needs that fall outside the aforementioned PAC and Supplemental In-House Scholarship award schedules.

Members may apply for an emergency scholarship by written request to the Treasurer no later than *one week prior to the tuition due date*. The letter should provide the same information as for an in-house scholarship letter (see above).

The letter will be read anonymously to the All School Board. The All School Board will discuss the application and determine how much assistance will be given. Some of the determining factors are:

- Whether the co-operative Member is a "Member in good standing"
- How great the need is
- Whether there is anyone else requiring scholarship funds
- How much money we have in the scholarship fund.

The Preschool may award an Emergency In-House Scholarship in an amount up to a maximum of 75% of the full preschool tuition and 100% of fees for the period in question.

Emergency In-House Scholarships may be awarded for a period from one to three months. Members in need of scholarship funds beyond this period must apply for PAC scholarship the following quarter.

Members who have applied for scholarships will need to make full tuition payments until the Class Treasurer receives notification that a Member has been awarded a PAC scholarship, Supplemental In-House Scholarship, or Emergency Scholarship. If this causes an undue burden on the Member family, alternate payment arrangements can be made with the Treasurer during the interim period. The All School Board will review the In-House Scholarship and In-House Emergency Scholarship policy annually.

Reimbursement of CPR/First aid certification fees:

Each Teacher and Class Aide must be CPR certified. If the Class Aide is not working in the classroom on a given day, one other Coop Member must be CPR certified. If the Coop Member needs to become CPR certified to fulfill this requirement, the member must make a good faith effort to take the free CPR course if offered at NSC. If this is not possible, Sandhurst is willing to reimburse the Member for an Infant and Child CPR and First Aid class that requires practice time on adult and child mannequins. The class must be completed by October 31 of the present school year. The Member can submit to be reimbursed for up to \$40 (this will not cover any loss of deposit from NSCC CPR registration for failing to show).

Sandhurst will reimburse no more than seven CPR reimbursements requests (based on workday requirements) in one school year (1 Toddler, 2 Pre3s and 4 3-5s).

Health and Safety Policies

Compliance with Sandhurst Preschool Co-operative health rules as set forth herein is mandatory.

If any injury occurs in class, the involved or observing Member shall inform the teacher, a report is filled out, and a note is sent home with the child.

Sandhurst co-operative has the same immunization requirements as the Seattle Public School District. Each Member must fill out a state immunization form which must be on file by the start of school (form provided annually by NSC to our Health & Safety officers, links to current forms in appendices). Returning children must have an updated immunization form on file by the start of school.

Any Member working regularly at Sandhurst co-operative must comply with the current NSC co-operative school system guidelines related to TB testing. At present TB testing is not required of Members working regularly at Sandhurst co-operative as per NSC co-operative school system guidelines.

Parents will provide their child with an "earthquake kit". The list of required contents is listed in an appendix, and parents shall bring the kit to school during the first week of school.

For safety reasons, smoking and drinking hot beverages is prohibited on school property.

The use of cellular phones on school property is prohibited except for emergency use.

Participating in preschool activities under the influence of drugs or alcohol is strictly prohibited.

Symptoms Precluding School Attendance

The Health and Safety Officer and class teacher must be notified immediately if you or your child has a communicable disease. Return to school will be allowed once the period of communicability has passed. This information can be obtained from a physician's office, the Public Health Department, or information on file at the co-operative. Any questions regarding the health policy should be directed to the Health and Safety officer who can decide to contact the All School Board if there are questions of policy or procedural changes.

In order to minimize the spread of contagious diseases, please do not send your child to preschool, or come yourself, if you or your child(ren) have any of the following symptoms:

- **Diarrhea.** Students with 3 or more watery stools and/or 1 bloody stool in the past 24 hours.

- **Vomiting** on 2 or more occasions in the past 24 hours.
- **Fever** greater than 100 degrees F in the past 24 hours.
- **Severe cough/cold.** Significant nasal discharge, coughing, sneezing, earache or complaint of sore throat not due to allergies.
- **Pinkeye** or drainage from eyes requires physician clearance or 24 hours on antibiotic treatment before returning back to preschool.
- **Body rashes** not associated with diapering, heat or allergic reactions especially with fever or itching.
- **Lice:** Student may return to class once treatment has started. See PAC Lice Policy for further details:
http://coops.northseattle.edu/forms/PAC_Lice_Policy.pdf
- **Parasites:** pinworms, scabies- may return to preschool after treatment.
- **Lethargy.** If your child is unusually lethargic or lacks appetite for several days, please evaluate carefully for illness.
- **Chicken Pox:** our policy is the same as the Seattle Public School District. A child may attend preschool during the incubation period (12-21 days after exposure) as long as he/she is without symptoms. Parents should watch for signs of rash, low grade fever or runny nose. If symptoms do occur, keep your child at home, as the skin lesions usually start 24-48 hours later. The child is to remain out of school until the last pox crusts over.
- **Additional symptoms:** the following may also be symptoms of a possible communicable disease: headache, unusual rashes, and abdominal pain.

Non-Immunized Children Policy

The following is only applicable if your child has not been immunized against common childhood diseases. This policy is the same as the Seattle Public School District.

If your child has not been immunized and has been exposed to:

- Mumps: keep your child home 12-26 days inclusive from exposure.
- Rubella: keep your child home 14-21 days inclusive from exposure.
- Measles: keep your child home 8-13 days inclusive from exposure.
- Pertussis: keep your child home 7-10 days inclusive from exposure.

You must also notify the Health and Safety Officer of disease exposure so each class can be informed—especially pregnant mothers, who may be at risk. Return to school will be allowed once the period of communicability has passed as defined by the Public Health Department or above.

Substance Use Protocol

Observation

If you suspect a coop member is under the influence, the Teacher, Board Member or designated member will take them aside to a private area away from the children and other adults. *A 2nd adult is required as a witness (A board member is optimum)*

State the observation

Example: I smell alcohol on your breath. Do not accuse them of being an alcoholic

The appearance of being inebriated or under the influence of alcohol might include:

- The smell of alcohol
- Staggering, or an unsteady gait
- Bloodshot eyes
- Smell of alcohol on the breath
- Mood and behavior changes such as excessive laughter and inappropriate loud talk
- Excessive use of mouthwash or breath mints
- Avoidance of supervisory (Teach or other adults) contact
- Tremors
- Sleeping on duty

State the Policy

Mandatory compliance of the following policies regarding Substance use applies to all Sandhurst Cooperative Preschool participants:

- Sandhurst - Participating in preschool activities under the influence of drugs or alcohol is strictly prohibited.
- Risk Management - Adults responsible for children must not be impaired by substance use (i.e. medications, drugs, or alcohol).

Protocol

- State they cannot stay or participate at preschool
- Ask for their car keys
- Isolate them from the group onsite or in their car (after you have the keys)
- Offer to call an emergency contact to pick them up
- Children will be cared for by coop member until the end of school and/or the emergency contact arrives
- If member refuses to give up keys, or they leave (with or without their children) inform them you are calling the police
- Call 911

- Inform class and all school chairpersons and parent educator as soon as possible
- Write incident report
- A mandatory CPS report must be filed by the Teacher or Parent Educator within 24 hours of the incident

Purpose

In addition to direct Member input during parent meetings, Sandhurst Program Evaluations shall be used as a subjective method for receiving parent input for improving the program. Member will complete the Evaluation in the current method approved by the All School Board.

Guidelines

Evaluation may assess the following items:

- Program objectives
- School physical space, i.e. location, building, immediate surroundings (does not include movable items in individual classrooms).
- Safety
- Expenses
- Teachers
- School administration (Boards)
- College interaction (Parent Educators, PAC, Registration, etc.)
- Miscellaneous suggestions

Evaluations are used for making general improvements to the operation of the preschool.

Specific or personal items should be addressed directly to the responsible party or All School Board.

Evaluations should be specific to each class, though may share items in common with other classes.

Evaluations format may be modified by the All School Board as the need arises.

Procedure

Evaluations shall be completed by each Member prior to February 20 of each year, and shall be collected by the All School Vice Chair.

The All School Vice Chair will summarize the evaluations for presentation to the All School Board, class chairs, teachers, and college representatives as necessary. Teacher evaluations shall be presented to the teachers for review. Teacher evaluation items shall be summarized for the All School Board as input to teacher bonuses. College interaction items should be summarized and presented to the Parent Educators. Expense, physical space, and miscellaneous items may be summarized and used by the All School Board and/or classes.

Completed evaluation forms may be made available to the teachers by the All School Board and should be kept on record for a period of not less than 3 years.

Maternity and Emergency Medical Leave

Any Member due to deliver a child during the school year should inform their Class Chair of that fact and the estimated due date as soon as possible.

Maternity leave shall be granted for up to three full weeks after vaginal delivery or for up to five weeks after a Cesarean Section. Members shall be excused from their classroom responsibilities and from parent meetings without obligation during this three or five week period. This leave may be extended for special circumstances (e.g., doctor-ordered bed rest prior to delivery, multiple births, etc.) upon application to the All School Board.

The co-operative Member will not be excused from their co-operative job or cleaning duties, which can be filled in advance or by an alternate parent.

Any co-operative family faced with an emergency medical situation may apply for leave to the All School Board.

The applicable Class Chair may fill temporary workday vacancies caused by maternity or emergency leaves at his or her discretion. Co-operative Members may be asked to volunteer their time to fill such vacancies.

Each family participating in the co-operative is allowed a maximum of six weeks of maternity or emergency leave per school year. The participating child will be able to continue to attend preschool throughout the duration of the leave.

Tuition must be paid to maintain one's Membership in the co-operative whether or not the child attends during the Member's extended absence.

Siblings

Siblings of co-operative students not enrolled in the same class are not allowed at school except at drop-off and pick-up time, and then they will remain under the Member's close supervision the entire time. Younger siblings of co-operative students must be restrained at those times. Siblings may not attend field trips. These restrictions pertain to children who are not co-operative students (e.g., a child whom a co-operative Member baby-sits, a neighbor child, a foster child, a niece/nephew, etc.).

Grievance Procedure

Normally, conflicts between two or more individual participants (Member, teacher, or parent educator) or between individual participant and the co-operative can and should be resolved primarily and directly by the parties involved. A conflict that cannot be resolved in this way is a grievance.

Grievances between Sandhurst Co-operative Preschool participants are to be handled with the following process:

1. The aggrieved party shall contact the class Parent Coordinator (or Class Chair, if the Parent Coordinator is an involved party) and explain the problem in writing. The Parent Coordinator may act as the mediator between the parties, but must immediately inform all parties and the Class Chair of the problem. At the

request of the Parent Coordinator or any party to the grievance, the All School Board will be informed of the dispute and appoint a Grievance Committee to investigate it.

2. A Grievance Committee appointed by the All School Board shall consist of one Member of the All School Board, one mutually-agreed upon Member not involved in the dispute, and the Member's Parent Educator from NSC. If the Parent Educator is an involved party, then the NSC Parent Educator Coordinator will be involved.

3. The Grievance Committee shall evaluate the dispute and make a recommendation to the All School Board regarding its settlement. The decision of the All School Board must comply with any employment agreement or Member agreement in force at the time.

4. Any party to the grievance may appeal the All School Board's decision by presenting to the All School Board a petition signed by 1/3 of the voting co-operative Members requesting an all school hearing and vote on the issue. Attendance by 2/3 of the voting Members is required at such a meeting to validate the vote.

Teacher Employment Agreements

A committee consisting of the All School Chair, Vice Chair, All School Treasurer, and a Parent Educator shall present any letters of intent to rehire to the school teacher(s) after the March All School Board but no later than March 10. The committee and teacher(s) will make a good faith effort to conclude agreement negotiations by May 1. The teacher(s) must return the signed agreement within 48 hours of agreement presentation.

If there is a teacher opening, any qualified candidate will be interviewed and hired by the All School Board or by a committee appointed by the All School Board, subject to input from the Parent Educator.

The Teacher's agreement may be terminated by 2/3 vote of co-operative Members and upon one month's severance pay. The Teacher may terminate his/her agreement by giving 30 days written notice to the All School Board.

The salary of the Teacher shall be determined by the All School Board.

All School Board Positions

All-School Chairperson *

- Prepares agenda for All School Board meetings.
- Facilitates All School Board and All School meetings.
- Must co-sign checks.
- May arrange for All School committees as need arises.
- Attends workshops and classes at NSC when possible.
- Conducts election for new officers in spring.
- Responsible for establishing a teacher hiring committee.
- Chairs committee for teacher contract negotiations and maintains Personnel file.
- Meets with All School Treasurer once each quarter to go over finances.
- Serves as liaison to landlord church
- Serves on and attends monthly meeting of Sand Point United Methodist Church Board of Trustees.
- Communicates building maintenance, cleaning and usage needs.
- Conducts any lease negotiations and finalizes by June 1.

All School Vice Chair *

- Assists the Chair in administration of the preschool as deemed necessary.
- Presides in absence of Chair.
- Conducts annual Program Evaluation in current format approved by the All School Board
- Organizes All School Board meeting childcare.
- Liaison to class Parent Coordinators and Health & Safety Officers.
- Maintains school earthquake shed. Returns earthquake kits to class Health & Safety officers at end of year. Purchases supplies needed to keep shed current.
- Oversees Health & Safety Compliance for the School.
- Arranges for annual class photos.

All School Treasurer *

- Maintains complete financial records of the co-operative.
- Collects funds other than monthly tuition/fees (which are collected by the Class Treasurers).
- Writes receipts for money received and obtains receipts for money spent.
- Takes care of insurance and taxes for the Group.
- Attend Treasurer's Workshops as needed.
- Completes the End of the Year Report no later than the end of June.
- Provides prospective budget for upcoming year.
- Serves on the Teacher Agreement Committee.
- Meets with All School Chairperson once each quarter to go over finances.
- Meets with outside consultants/accountants and provides information required in a timely manner.
- Responsible for posting of scholarship deadlines and distributing information on scholarships quarterly to Members. Presents internal scholarship applications to the ASB.
- Co-signs checks.

All School Secretary *

- Records minutes at All School Board and All School meetings within one week of meeting.
- Takes care of All-School correspondence, maintaining a record.
- Keeps attendance of records for All School Board meeting.
- Prepares All-School directory no later than October 1 of each school year.
- Prepares registration brochure in conjunction with Parent Coordinators.
- Updates Parent Handbook as needed annually in time for use at Spring Orientations, in conjunction with other ASB members.
- Submits to NSCC Parent Education department the —Officer Update || for the following school year.
- Oversees responsibilities of All School Communications Officer when position not filled.

Member-at-Large

- Outgoing All-School Chairperson, when possible.
- Acts as consultant to All School Board.
- Special Projects.
- Oversees school cleaning needs and Member compliance (weekly and annual).
- Chairs Committee for all school meeting – arranges for speaker, coordinates

set up and arranges meeting details with All School Chair and Class Chairs.

All School Fundraising Chair – All School Events

- Determines, with the advice of the Board, the fundraising needs/goals or special projects for the school year.
- Serves as Class Fundraiser for their respective class, if necessary (e.g. not enough parents for all class jobs).
- Chairs Committees for all school events. These could be social, include spouses or not, include children or not, Park or Museum dates during breaks

All School Community Liaison

- Coordinates community activities to foster relationships between classes, and with our community.
- Coordinates one All School Donuts and Coffee Welcome party before the school year starts:
- Coordinates 3 class hosted All School Song Nights and any other all school activities. Determines, with input from Board, 3 charity organizations to coincide with each Song Night for donation collection.
- Coordinates community outreach volunteer opportunities.

All School Communications Officer (Website)

- Maintains Sandhurst website and coordinates updates of the NSC website on Sandhurst's behalf.
- Maintains all hosting and domain name accounts.
- Coordinates with Class Communication Officers, Teachers, All School Chair on the development of content for monthly newsletter.
- Formats and publishes monthly newsletter via MailChimp.
- When needed, (not enough parents to fill jobs in the class) serves as Class Communications Officer for their respective class.

Class Positions

1) Chairperson*

- Leads monthly parent meetings (calls for agenda items and sends out agenda a week before, brings agenda copies to meetings).
- Defines issues for the class and serves as leader and mediator to find solutions.
- Represents the group on the All School Board.
- Oversees teacher hiring/rehiring process.
- Educates class Members as to their job and committee responsibilities.
- Sends out Fall Orientation packets in late July.
- Runs Fall Orientation meeting with Parent Coordinator support.
- Incoming Chair supports Parent Coordinator lead of Spring Orientation.
- Exempt from all school set-up, midyear sorting, and year end clean-up

2-3) Parent Coordinators* (1 position unless class has 19+ parents)

- Registers and orients new Members into the co-operative. Distributes health/emergency contact forms and collects enrollment deposits from incoming members.
- Maintains waiting lists, updates NSC website via Webmaster within 1 week of changes.
- Coordinates prospective Member's visitations. Works with the teacher to determine an appropriate tour schedule.
- Must attend PAC Fall Leadership Conference in September at NSC campus.
- Must attend PAC-sponsored Registration workshop in late November/early December at NSC.
- Must attend Sandhurst's evening Open House in February.
- Leads all class visitations.
- Must attend NSC Open Registration in March.
- Coordinate annual updating of the Sandhurst Preschool brochure, and the photocopying of brochures and registration forms, together with the Parent Coordinators from other Sandhurst classes and the All School Board.
- Leads Spring Orientation meeting in May.
- Assists Class Chair, and with assistance from All School Board, to market for students if class is low.
- Exempt from all school set up, midyear sorting and year end clean up.
- If two parent coordinators are selected, fair division of above responsibilities should be applied.

4) Class Treasurer

- Collects tuition and fees at monthly class meeting and advises class on payment deadlines.
- Forwards class payment records and monies to All School Treasurer on a monthly basis in digital format requested by All School Treasurer
- Maintains tuition records for class by family.
- Advises parents of scholarship application deadlines & distributes applications.
- Backs up All School Treasurer if needed at All School Board meetings or otherwise.

5) Class Secretary*

- Records minutes and attendance at all class meetings.
- Distribute meeting minutes via school website, email or hardcopy to all parents, post one copy at school.
- Distribute minutes within one week of meeting.
- Handle all class correspondence.
- Maintains class roster updates and distributes changes.
- Supports Class Chair with sign-up sheets as needed.

6) PAC Representative*

- Attends monthly PAC (Parent Advisory Council) meeting at NSC the 2nd Monday of each month from 9:30-11:30 (subject to change).
- Serves on a PAC committee.
- Distributes PAC minutes and announcements to the class via school website or email and copy on Class Bulletin board.
- Shares information from college with class at each parent meeting.
- Exempt from all school set up/clean up duties.

7) Health and Safety (1 position)*

- Two weeks prior to the beginning of school, emails reminders or calls to collect immunization records and other required health, contact and emergency forms before the first day of school. Maintains files.
- Educates Members about co-operative health and safety procedures at first meeting of the year and as needed. Reminds class if procedures aren't being followed.
- Educates Members about communicable diseases and organizes schedule for clean-up with other class HS officers if outbreak should occur.
- Acts as contact person for Weekly Cleaning procedures. Be able to answer Member questions about cleaning procedures. Be a contact person for teacher to communicate cleaning issues with class.

- Maintains class list of CPR/First Aid training, communicates info on CPR classes.
- Checks with teacher on quarterly fire and earthquake drill practice.
- Maintains emergency/earthquake supplies along with All School Vice Chair and Purchaser. Collects Comfort Kits from all parents during the first week of school. Returns kits at the end of school year.
- Notifies class of student allergies and dietary restrictions (NO NUTS EVER!)

8-9) Board Support (2 positions, unless class has over 3 AS jobs)

- Comes to monthly All School Board meeting at school – first Monday of each month (Sept-May) from 12:30-2:30 (subject to change).
- Watch All School Board Member children, may bring your own children
- Responsible for cleaning up classrooms at end of session
- Responsible for finding a substitute if you cannot attend, notify the Vice Chair in advance.

10) Class Fundraiser (1 position)

- Partners with other class fundraisers to lead and coordinate annual fundraising goals set by the All School Fundraiser (in cooperation with the All School Board) such as decorated plates and t-shirts.
- Communicates yearly All School fundraising goals and parent expectations along with all details in advance of event for strong participation.
- Class fundraisers need to track parent/class contributions for All School Fundraiser and Class Chairs. Must inform parent before last fundraiser of their fundraising status.
- Provides updates and information to All School website.

11) Scheduler (1 position)

- Prepares class schedule and sub schedule for parents responsible for snack, classroom and small group rotations in consultation with teacher.
- Distributes schedule updates the Friday prior to the next work/school day via email and posts on bulletin board.
- Maintains class bulletin board.
- Calls or emails class, teacher and Parent Educator with meeting reminders.
- Calls or emails class in the event of a school closure or with any emergency information with direction from teacher and Class Chair
- Assists with reminders for school set up/clean up, etc.
- Maintains schedule of hosts and refreshment providers for all parent meetings.

12) Teacher & Class Aide (1 position per class – could be combined with

purchaser)

- Flexible schedule to substitute in teacher's absence.
- Must have CPR and first-aid training (free through NSC in Fall).
- Assists teacher and Class Chair with special projects as requested.

13) Class Communications Officer

- Writes article for all-school website blog describing class activities.
- Supports All School Communications Officer position and provides backup as needed.
- Takes photos of ALL the children in class at least four times during the year.
- Creates a class photo file by November 1st on the All School website and uploads new photos 3-4 times during the year.
- Take photos for field trips and events or assign a backup photographer.
- Collects class input on end of year gift for purchase, like a memory book or DVD. All School Board funding pays a portion; parents pay rest, up to \$10 each.

14) Field Trip Coordinator (combine with Scheduler in the 3 to 5s ONLY)

- Arranges and schedules field trips and in-house visitors/entertainment.
- Coordinates field trip plans with teacher and chair prior to emailing class.
- Insures NSCC guidelines for field trips and transportation and followed and all field trip forms are sent to NSCC in advance.
- Informs teacher and parents of date, time directions and carpool assignments at least two weeks in advance of field trip date. Relays instructions, appropriate clothing, fees, etc. Posts info at school also.
- Collects fees for the field trip if required. Parents must pay by due date.
- Maintains fieldtrip and in-house visitor file. File includes emergency forms.
- Brings list of driver cell #'s on day of field trip.

15) Equipment Repair (Pre-3 Class – must be combined with other job if class has 18 or fewer parents, twins or more than 3 on All School Board)

- Keeps equipment in safe working order, in a timely manner.
- Oversees repairs of any broken or damaged equipment until repaired.
- Works with other classes on facility related issues, like play area, garden, etc.

16) Purchaser (3 to 5s Class can be combined with teacher/class aide or Secretary when class is low on parents for jobs)

- Checks the schools –needs || list and purchases needed items weekly.
- Maintains receipts for monthly reimbursement from All School Treasurer.
- Coordinates with teachers for any additional classroom needs.

17) Outside grounds person (Pre3s or 3-5s)

- Maintains outdoor space of church of which Sandhurst is responsible. This includes weeding on a regular basis, pruning, removing any garbage or debris
- This includes but is not limited to: planting beds on West side of building, planting beds going up stairs to outside play area, upstairs play area and alley.

Note: Reserve at least two positions for All School Board jobs. Recommend limit of 2 parents on All School Board if class is under 18 and 3 parents if class is 18 or more. Classes with twins will have to have parents double up on jobs or decide which jobs can be combined.

* Members who hold these jobs are required to attend NSC leadership training on a Friday in early September (usually) for approximately 3 hours. These jobs are also the highest priority.

APPENDIX 1: SANDHURST CO-OPERATIVE MEMBER AGREEMENT

As an enrollee of Sandhurst Co-operative Preschool under the direction of the North Seattle College, I understand that my duties and responsibilities will be as follows:

1. I will treat teachers, parent educators, other Members, and children with respect.
2. I agree to follow the Bylaws and Policies of the Sandhurst Co-operative Preschool. I have received a copy of the Bylaws and Policies, reviewed them, and understand them.
3. I agree to attend any orientation meetings as necessary during the school year.
4. I must attend monthly parent meetings, where policies, programs and parent education are covered. I will be allowed one (1) absence from such meeting per school year, provided I notify the class secretary prior to the meeting. After the second absence, I will create my own make-up experience in consultation with the Parent Educator. This needs to be completed by the next parent meeting, unless other arrangements have been made. If this is not accomplished in a timely manner, I will not be —in good standing || with the Co-operative until the missed session has been made up.
5. I agree to hold a class job or an All School Board position and perform duties as described in the Bylaws and/or Class Job Description List. If I am enrolling more than one child in the same class, I will assume (1) one class position for each child enrolled, or (2) one All School Board position. If I am enrolling children in more than one class, I will assume (1) a class position for each class, or (2) one All School Board position. I also agree to volunteer to help with at least one Co-operative project committee when needed and assist with others as necessary. I also agree to volunteer to help with All School Song Night when it is my Class' turn. This could mean making cookies, setting up or taking down for the event.
6. I agree to actively participate in the group as a classroom teaching assistant one session per week as scheduled (my "workday"). If I am enrolling more than one child in a class, I will assist in one session per child per week. Deviations from this policy must be approved via petition to the All School Board prior to the registration of the child and Member involved.
7. For Pre-3s and 3 to 5s Classes Only: If I am unable to come on my workday, I agree that it is my responsibility to obtain a substitute. I will recruit a substitute from within the Member group before asking relatives, babysitters, or other outside help. I understand that non-enrolled substitutes are permitted only on a sporadic, emergency basis. If I am unable to find a substitute, I will contact the teacher as soon as possible. I

understand that if a substitute is not found, class may be cancelled at the teacher's discretion. I also understand that I am expected to support my fellow parents as a substitute whenever possible.

8. I will be prompt arriving and leaving preschool and meetings.

9. I agree to check my child each morning for signs of illness. I have reviewed the Health and Safety Policies of the Co-operative and agree to abide by them. I have also reviewed the Co-operative's Safety Rules and Earthquake Policy, understand their importance, and agree to abide by them.

10. I understand that participation in all school set-up, mid-year sorting, and year end clean-up, as designated by class, is mandatory for all Members, except All School Board members, Parent Coordinators and Pac Representatives. I also understand that I am required to clean the classroom areas one or two times per year per child enrolled.

11. Participation in the weekly cleaning schedule is mandatory for all parents. I understand that if I am unable to fulfill my cleaning responsibilities, then I am responsible for finding a substitute to come in my place. If this is not accomplished, I will not be —in good standing || with the Co-operative until this missed session has been made up. The make-up session will be at the discretion of the All School Board.

12. I agree to actively participate in NSC Parent Advisory Committee fundraising. I also agree to meet the requirements of the Sandhurst Coop Preschool Fund Raising Agreement.

13. I will have a safe car, valid driver's license, and adequate insurance if transporting children. I will be willing to drive or ride on field trips.

14. ALLERGIES: I understand that the Co-operative is a nut-free school. I understand that no nuts, or anything containing nut products, are allowed on the premises, whether or not school is in session. I also have been informed and understand that enrolled children may have mild, severe, or life-threatening allergies to certain items. I have reviewed my class Allergy List and have initialed it to indicate that I understand it and agree to abide by its directives. In addition, I agree not to provide any child other than my own with food other than scheduled snack while on the Co-operative premises. I have reviewed the Snack Preparation Procedure and agree to abide by it.

15. If I am the parent of a child with a disclosed allergy, I agree and understand that the Co-operative cannot guarantee that my child will never come into contact with the allergen during school hours. Nonetheless, I am willing to take on the risk and enroll my child. I understand and agree, as a condition of my enrollment, that I hereby waive any right to hold Sandhurst Co- operative or its Officers, employees, officers, agents, successors, or assigns liable if my child does come into contact with the disclosed allergen during school hours.

16. I will promptly pay the monthly tuition at the monthly parent meeting or by the 10th of the month, whichever is earlier. (Tuition is paid a month in advance, so I understand that each month I pay for the following month). A

\$10.00 late fee will be due if paid after this date. Tuition is due whether the child is able to attend class or not able to attend. September and May tuition is due at the Spring Orientation meeting or upon joining. I also agree to pay a non-refundable registration fee, quarterly North Seattle College enrollment fees via online registration, and other fees annually determined by the ASB (such as earthquake supplies, PAC Scholarship, PAC Membership, etc.).

17. I agree to give one month's notice if withdrawing. If I give less than one month's notice, I understand that tuition will still be due for that month, and any prepaid tuition may not be refunded.

18. If I am a parent participating with an alternate caregiver or the alternate caregiver, I will abide by the following policies regarding alternate caregivers: Both parent and alternate caregiver must attend monthly parent meetings; Cleaning, work projects, and other evening and weekend commitments are the responsibility of the parent and cannot be fulfilled by the alternate caregiver; The number of alternate caregivers per class per year is subject to determination by the board; Both parent and alternate caregiver must read and submit a signed copy of this Member Agreement.

19. I understand that failure to abide by any of the above can result in dismissal from the Sandhurst Co-operative Preschool.

I HAVE READ AND REVIEWED THIS MEMBER AGREEMENT AND I UNDERSTAND EACH PART. I agree to abide by each and every provision of this agreement and understand that if I fail to do so, I may be dismissed from Sandhurst Co-operative Preschool.

I also agree to hold Sandhurst Co-operative Preschool and its officers, employees, agents, successors, and assigns harmless for any parent Member's failure to abide by any of the provisions of the Member Agreement, Bylaws, Safety Rules, Snack Preparation Procedure, Health Policy, or other provisions contained in the Handbook. Sandhurst is a Co-operative, and I understand and agree that the Co-operative is not liable for acts of its individual Members.

I also understand and agree that my signature to this Agreement binds my spouse and any other non-enrolled substitutes to its provisions. I agree to familiarize my spouse and any such substitutes with this Agreement, the Bylaws, Safety Rules, Snack Preparation Procedure, Health Policy, and other material contained in the Handbook.

Signature:

Date:__

Name (please print)_____

APPENDIX 2: SANDHURST EMERGENCY CONTACT INFORMATION

(Health & Safety Officer—2 copies needed: file and earthquake kit)

Child's Name: _____ Birthdate: _____

Name of Parent(s)/Guardian(s): _____ Name/Phone of Doctor: _____

Child's Address: _____

Home Phone #: _____

Parent/Guardian #1 - Cell Phone: _____ Work Phone: _____

Parent/Guardian #2 - Cell Phone: _____ Work Phone: _____

Alternate Caregiver - Cell Phone: _____ Phone # 2: _____

Out-of-state Emergency Contact: _____ Phone #: _____

Child health info (allergies, etc): _____

The following persons are authorized to pick up my child from preschool, in event of emergency or otherwise (use back of form if more space is necessary):

_____ Phone #: _____

_____ Phone #: _____

_____ Phone #: _____

My child may NOT EVER be released to the following person or persons:

_____ Phone #: _____

_____ Phone #: _____

The information I have listed above is correct and I agree to update Sandhurst Cooperative Preschool in writing with any changes. I agree to let the teacher or substitute know beforehand by telephone or in person if my child will be released to one of the authorized parties above. I also give permission for my child to be given reasonable emergency treatment by a Cooperative or Staff member at Sandhurst Cooperative Preschool. I further authorize and consent to medical, surgical, and hospital care, aid car care, treatment, and procedures to be performed for my child by a physician, hospital, or aid car attendant when deemed necessary or advisable to safeguard my child's health in my absence. I understand that Sandhurst representatives will do their best to contact me in the event of an emergency, but, as described above, I give full permission to Sandhurst and its Cooperative members and staff to make reasonable medical decisions if Sandhurst representatives are unable to contact me or I am incapacitated.

Signature of Parent / Guardian _____
Date

EARTHQUAKE RELEASE FORM

Release information (earthquake/ disaster only; to be filled out at time of release)

has been released to

(child)

(name)

(phone)

(date)

(time)

Destination:

by:

Released to: __

Signature of Person to whom Child Released

NOTES (Child's condition, destination, attempts to contact parents or emergency contacts, etc.)

APPENDIX 3: CERTIFICATE OF IMMUNIZATION STATUS AND CERTIFICATE OF EXEMPTION

Please refer to these forms annually at the NSC Co-Operative Preschool website, the Washington State Department of Health website, or online at the Sandhurst Co-Operative preschool website. Forms are typically provided in the fall, prior to the start of the school year, at the NSC Leadership Training for Health & Safety Officers. Each class H&S officer provides the forms at Fall Orientation for Member completion for each child enrolled.

As of 5/2015, the forms are available as follows:

Washington State Department of Health Certificate of Immunization Status (*DOH Form 348-013, Revised January 2010*):

<http://coops.northseattle.edu/documents/certimmunstatus.pdf>

Certificate of Exemption (*DOH form 348-106, Revised June 2011*):

<http://coops.northseattle.edu/documents/coe2011.pdf>

APPENDIX 4: AUTHORIZATION TO PHOTOGRAPH/VIDEO

Name of Child__

I hereby give Sandhurst Co-operative Preschool and/or North Seattle College (NSC) Permission to use my child(ren)'s image for the following purposes *(please initial each usage that is approved)*:

	<ul style="list-style-type: none"> • For sharing with other Sandhurst parents via on-line photo storage site.
	<ul style="list-style-type: none"> • In Sandhurst's newsletter, sent to current members via email.
	<ul style="list-style-type: none"> • On Sandhurst's website.
	<ul style="list-style-type: none"> • On Sandhurst's Facebook Page.
	<ul style="list-style-type: none"> • In Sandhurst's promotional fliers or marketing materials.
	<ul style="list-style-type: none"> • On NSC website or in its promotional materials or Facebook Page.
	<ul style="list-style-type: none"> • I hereby give permission for Sandhurst and/or NSC to print my child(ren)'s name in any of the areas approved above.

Signature of Parent/Guardian

Date

APPENDIX 5: SNACK PREPARATION AND CLEAN-UP PROCEDURES

Snack Preparation Procedure

1. Prepare as much snack as possible at home.
2. Snack foods must be nut and peanut free.
3. Limit snacks to foods easily removed from carpet.
4. Wash your hands with soap and water.
5. Sponge down each snack table with bleach solution using the SNACK sponges. (Do not use ART sponges.)
6. Set out snack on table(s) following preferred procedure for your class:
 - a) Cups
 - b) Napkins and or plates
 - c) Water pitchers if used
 - d) Snacks should be placed in the plastic bowls or platter or in a basket lined with a napkin (older children, usually 3 to 5s), if not individually plated (younger children, usually Toddlers and Pre3s).
7. Prior to snack, have the children wash their hands. Use both kitchen and restroom sinks if necessary.
8. In younger classes parents should dispense snack to each child.
9. In older classes snack portions should be monitored by parent. Use snack signs to indicate amount to take.

Snack Clean up Procedure

1. Snack parent is in charge of clean up.
2. Take all dishes home and wash in dishwasher.
3. Take all cloth towels and napkins home and wash.
4. Sponge off tables with bleach solution and water using SNACK sponges. (Do not use ART sponges.)
5. Sweep snack room floor, remembering to move rolling tables and cabinets (that may have sensory/small group items behind them requiring sweeping).
6. Empty garbage if mostly full and reline the container (bags are in cleaning supplies cabinet). Key to dumpster for garbage is in the cleaning cabinet. Yard waste / compostable material may be taken home and placed in your yard-waste bin.

APPENDIX 6: PAC ALLERGY RECOMMENDATIONS

PAC Recommendations on Food Allergies, Intolerances and Preferences

The PAC Health and Safety Committee has developed the guidelines below out of input received from Health and Safety Representatives throughout NSCC on how their individual co-op handles food concerns (what forms are filled out, how parents and teachers are notified of allergies, and how and who decides on what can and can't be served for snack).

The purpose of these guidelines is to:

1. Educate co-op members on the differences between food *allergies* (or *intolerances*) and food *preferences*
2. Ensure that all co-ops are aware of and following NSCC policies regarding food allergies
3. Assist co-ops in handling issues related to food allergies, intolerances and preferences by drawing upon the collective experience of NSCC co-ops

ALLERGIES vs. PREFERENCES

Food allergies or intolerances present a health risk to the child and as such, *all adults* in the co-op are responsible for preventing children's exposure to foods that may cause an allergic reaction.

Food preferences are foods that parents prefer their child avoid (e.g. sugar, honey, processed foods) for health or other reasons, but do not necessarily pose an immediate health risk to the child. *Unlike food allergies, co-ops are not required to make special accommodation for food preferences*, though some co-ops do work to accommodate parents' special requests. If a food is offered that a parent prefers their child not eat, it is the *parent's responsibility* to make sure their child does not eat the food.

POLICIES AND GUIDELINES FOR HANDLING FOOD ALLERGIES

We recommend that all NSCC co-op facilities implement a nut free policy if none is yet in place. In addition, if parents know their child to be allergic to nuts or any other foods, the following steps should be taken:

1. Per NSC Risk Management policy, *Parents are required* to fill out the Medical Emergency Response Plan in the Risk Management Manual, **have it signed by their doctor**, and return it to the classroom Health and Safety Representative. Please ensure that your co-op is using the most recent version of this form, located in Appendix C3 of the Risk Management Manual for Parent Education Cooperative Preschools, available online at

<http://coops.northseattle.edu/forms/risk2006.doc>

2. *Health and Safety Reps* post a copy of the Medical Emergency Response Forms in an agreed upon location onsite in the classroom and notify (at parent meeting, via email, or both) parents, the classroom teacher and parent education instructor of allergies in the group.
3. Medications such as epi-pens, asthma inhalers, etc. needed to treat severe allergic reactions should be provided by parents and kept on-site in a secure location that is known to all adults in the co-op.
4. When new children join the group, repeat steps 1 through 3.

Note that allergy concerns are not limited to snack. Classroom activities (sensory table, play-doh, etc.) may also present risks to children with allergies.

WHAT TO SERVE AT SNACK TIME

Most snacks consist of a dry food such as cereal that is purchased in large quantities by the co-op and a fresh fruit or vegetable brought by a parent. Determining what is appropriate to serve for snack is often a challenge for co-ops. Not only do food allergies and intolerances need to be accommodated, parents' *preferences* for what their child eats are often different. Below is a list of different ways NSC co-ops have worked through these issues.

- *Health and Safety Rep* works with parents of children with allergies and intolerances to put together a short list of snacks that all parents can bring. This list is then presented and reviewed/revise/dapproved by all parents at the parent meeting.
- *Create a snack sheet* (see attached sample) with 1) the list of approved snack foods (or list of foods to be avoided), and 2) instructions on snack preparation (how to cut fruits/veggies so they're not a choking hazard), clean-up, and hygiene. Post the snack sheet in the snack room and/or distribute to parents.
- If allergies and intolerances are related to dry food snacks, *Parents* of children with allergies/intolerances can purchase dry food snacks for the entire quarter/year and receive reimbursement from the co-op.
- *Sugar* is a common concern among parents, and many co-ops agree to keep sugar snacks to a minimum.

(SAMPLE SNACK SHEET)

SNACKS at XXXX Cooperative Preschool*

FOODS TO AVOID

Note: there are no peanuts, fish or meat products allowed at preschool. Please make sure to also avoid the following foods when purchasing or preparing snack as some children in the co-op are allergic to these foods:

Wheat

Dairy

Eggs

Strawberries

SNACK DUTIES

1. Begin preparing Snack the last 30 minutes of Free Play.
 2. Wash hands.
 3. Put away any dishes left in the draining rack from previous classes.
 4. Prepare appropriate number of trays* to include:
 - a. small drinking cups
 - b. small measuring pitcher
 - c. napkins
 - d. food selections in their own bowls + tongs
 - e. large pitcher filled with water
 - f. small garbage bucket with damp sponge
- *determined by number of small groups
5. Wipe all small group tables with prepared bleach solution and paper towels just after Clean-Up time begins.

After Snack:

1. Collect any trays and garbage buckets.
2. Spray table tops with bleach solution and wipe clean; sweep under tables.
3. Wash the dishes first with soap then rinse clear water. Next, use bleach solution (ratio listed above sink in kitchen). Let air dry in rack.
4. Empty and bag-up all waste bins (3 in classroom, one in each bathroom and one in kitchen). New liners are stored in cupboard under the kitchen pass-through window.
5. Take trash to cans located just outside the downstairs playground exit – just past the playground –moon. ||
6. After outdoor play, close the back door, re-latch the hallway wooden gate and close the door to the classroom.

Some Ideas for Snacks at Preschool:

Food to nourish the body can also be food for the intellect. To check this hypothesis, try this simple formula: One small group of children + an interesting snack + an adult to guide conversation = unlimited opportunity for children to express themselves, ask questions, learn new words and clarify concepts. Simple, everyday snacks can be “conversation starters” that help both children and adults explore many ideas about themselves, other people, other cultures, nature and animal life.

The list below enumerates a few snack ideas to intersperse with your “regulars.” They are simply ideas to add variety. Although children can be encouraged to try new and different foods, they should not be pressured to taste a food against their wishes. Simply handling and observing a strange food is an important experience and may be a first step to tasting. A good guide is to serve an unfamiliar food along with old favorites.

Fruit	Vegetables
Cranberries	Celery and Carrot sticks Cucumbers, pickles Tomatoes
Oranges (whole, in sections or to squeeze for juice)	Peas in the shell Raw beans Turnips
Tangerines, lemons, limes or grapefruit Grapes (cut lengthwise) and/or raisins Pears, fresh and canned	Raw Potato Cauliflower Radishes
Bananas	Avocado Artichokes
Apricots, fresh or dried Pineapple, fresh and canned Plums	Corn on the cob (to cook at school – let kids remove the husks)
Prunes or dates Cherries	Olives (with pits, without pits and stuffed)
Strawberries, raspberries & blackberries	
Rhubarb	

APPENDIX 7: SANDHURST CHILD RELEASE FORM

I, _____, authorize the release of my child, _____, to the following adults during the school year.

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

(Signature of Member Parent/Guardian)

Date: _____

APPENDIX 8: MISSED MEETING FORM FOR CLASS SECRETARIES AND MEMBERS

Dear _____

We missed you at our last parent meeting on _____

Please refer to the minutes of the parent meeting to find out what was discussed.

We know that emergencies do occur, however our affiliation with North Seattle Community College requires that each parent spend a certain number of hours in parent education, which is part of our parent meeting. In order to meet this requirement and foster group participation, your absence may be made up in the following ways.

This is my one excused absence for the year

I will read a magazine or book relevant to early childhood and share what I learned in class discussion, monthly parent meeting or a brief written report

I plan to attend a parenting function/class/seminar/workshop on and _____ will share what I learned in discussion, parent meeting or a report following the function

I will work with the parent educator to make a written plan to deal with a parenting challenge. I will share the results in discussion, parent meeting or a brief written report

Please check the appropriate line and return this form as soon as possible to your Class Secretary. You should meet your obligation by the next parent meeting. If you have any questions, please check with the Secretary or the Parent Educator of your class.

Thank you for your cooperation.

(Parent's signature)

(Date)

APPENDIX 9: ROLE OF THE CO-OPERATIVE PRESCHOOL MEMBER

As a participating Member, you may have several responsibilities to the ongoing preschool program, teacher, and the All School Board.

Responsibilities to the Co-Operative (not complete – see Parent Handbook for full obligations):

1. Work approximately one school session per week.
2. Attend monthly parent meetings, which include Co-Operative business and parent education lecture and discussions.
3. Sign up for a job for the function of the group. For example, you might choose to do scheduling, repairs for the preschool, maintain health & safety records and compliance, etc.

Responsibilities Assisting the Teacher

1. **State suggestions or direction in a positive way.** i.e., say “two hands to climb” rather than “don’t fall,” or, “let’s use walking feet” instead of “no running.”
2. **Give a child a choice only when you intend to allow the child to choose.** If it is time for the child to go home, don’t ask if s/he is ready – you might get a NO. Allow for that kind of choice only when you can accept no for an answer.
3. **Watch the children in your area.** When an adult is assigned to supervise an area or activity, s/he gives undivided attention. Involve yourself in the activity and encourage children to try it. Get floater to help direct children to area if it is slow.
4. **Dangerous activity is redirected.** The sand thrower has energies directed toward tunneling or sieving or to an activity outside the sensory table. Give the child a positive alternative to what is happening.
5. **Be alert to transitions.** By quietly telling children it is time to move from one activity to another, you will help prepare them for the transition. Then begin moving to next activity.
6. **Talking and visiting among adults should be kept to a minimum.** It is tempting to get involved in conversations and with so many adults around, however the teacher has set up the program around assistance of the parents. This is especially important at music/circle time. If you are participating in the singing and motions, your child will be more apt to do the same.
7. **Know your duties.** Be familiar with:

- The day's routine at school so you know what will happen next.
- Your specific responsibilities for the day.
- The location of supplies.
- The children and their names.

Other responsibilities

1. **Share your concerns, questions and opinions** with the teacher, parent educator or All School Board (ASB).
2. **Assist your school by supporting** fundraising projects, helping with assigned set-up and clean up, helping with general maintenance, participating in special school events (Song Nights, Pajama Parties, etc.)
3. **Help your child become comfortable at school.** Speak to them positively about school ("Wednesday is Daddy's day to get to stay" vs. "I have to work at preschool today."). You will have support of the teacher and of the parent educator in doing this.

Remember to have a good time.

APPENDIX 10: SAFETY RULES FOR SANDHURST

General

- No toys in mouths
- No nuts or nut products at anytime in any room.

Art/Snack Room

- During class all adults entering the classroom must check-in with a teacher. If someone comes to the door during class, one parent needs to wait with the visitor while another finds the teacher.
- If the church calls to say someone is coming down, let the teacher know immediately.
- When answering the phone take a message. Do not give out information about the school over the phone, except to a prospective family. Do not agree to anyone —updating || their files about our school.
- Do not allow children to climb or sit on tables.
- One child at a time on steps at sink.
- Children may not leave their seats until they have finished chewing and swallowing.
- Children's bottoms must be on their chairs while they are eating and drinking.

Stairs (between Entry and Block/Circle Room)

- No hanging on handrails.
- No jumping off stairs.

Home Center/Loft/Block-Circle Room

- No standing on anything inside the loft.
- No throwing things off of the loft (paper is allowed in 3 to 5s).
- No jumping off loft stairs.
- No block towers taller than shoulder height of shortest child in class.

Climbing Room

- Jump only from second rung of the ladders.
- One child at a time on slide.
- Children need two free hands when climbing.
- Children may not adjust equipment.
- One child at a time on climbing wall.
- Slide is one way only for Toddlers and Pre 3s (down!).
- Bottoms or tummies must be touching the slide, and feet first for Toddlers and Pre-3s.

APPENDIX 11: EARTHQUAKE KITS / COMFORT KITS

At the beginning of each school year, you will be asked to provide an "earthquake kit" for your child(ren). For each child enrolled, please give your class Health & Safety Officer a one gallon Ziploc style bag labeled with child's name which contains:

- Small comfort item (familiar toy they don't mind parting with, but would be happy to see)
- Family Picture(s)
- Note from you
- Change of socks
- Extra diaper or two, just in case (Sandhurst usually has on hand, but pack one if needed)
- Kleenex/tissue packet

Sandhurst has on hand, and annually restocks, such items as bottled water, emergency snacks, diapers, wipes, etc.

APPENDIX 12:

EMERGENCY PROCEDURES

Evacuation

The plan for Evacuation should include the following:

1. All rooms in the school building have an Evacuation plan posted by the door including a route for Evacuation.
2. Teachers initiate an Evacuation if there is an immediate danger in the room such as fire, gas leak, or HAZMAT spill.
3. The Teacher usually decides when to evacuate the entire school. Use the verbal announcement, "Evacuate."
4. Teacher will evacuate with the classroom attendance list.
5. Working Members will lead all individuals in the area through the planned evacuation route to the pre-designated area outside the building.
6. If the primary route is blocked, the Teacher should inform the Members. Members will then take students through a secondary route.
7. Teacher does a double check that all have been evacuated.
8. Upon completion of Evacuation, Teacher should take attendance immediately to ensure that all students and adults are accounted for.
9. All individuals will remain with their class away from evacuated area until the "All Clear" signal is given.

Lockdown

A Lockdown is the process of protecting students and staff from external and internal dangers. A Lockdown is used when the potential for violence within the campus exists (usually if the Seattle Police Department or View Ridge Elementary School calls Sandhurst Coop Preschool to inform us that the school should proceed with Lockdown).

The process for Lockdown should include the following:

1. Teacher announces the lockdown. "Lockdown, Lockdown, Lockdown."
2. If outside, all should enter the school immediately.
3. Call 911 if appropriate.
4. All exterior doors should be locked.
5. All students and parents should be directed to one of the hallway rooms (Climbing Room, Home Center). Lock door to the room.
6. One working Member in the Kitchen should take the cordless phone from that room.
7. Teacher should take the attendance sheet to account for all present.
8. Teacher does a sweep through the school to make sure all have been accounted for, if there are any discrepancies from the attendance sheet.
9. Provide maximum cover (protection from weapons) by positioning

students/parents/teacher against the wall that provides the most protection, keeping everyone seated as low as possible & remaining quiet.

10. The Teacher is responsible for informing parents of status through phone calls or texts.

11. A Lockdown continues until Police or Teacher unlocks the door and verbally gives the "All Clear" signal.

12. No parent may pick up their child during Lockdown.

Earthquake

- Drop, cover, and hold.
- Stay calm.

• If indoors:

1. **DROP** to the ground; take **COVER** by getting you and the children in your room under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, instruct the children to cover their faces and heads with their arms and crouch in an inside corner of the building.

2. Make sure everyone stays away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

3. Safe locations: Under desks or tables.

4. DO NOT evacuate the building during an earthquake.

5. Stay inside until the shaking stops and it is safe to go outside.

6. Teacher will assess the damages caused by the earthquake.

7. If the building seems unsafe the Teacher will instruct everyone to move to the designated safe location outside and away from the school.

8. The Teacher is responsible for informing parents of status through phone calls or texts.

9. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

• If outdoors:

1. Stay outside.

2. Move away from buildings, streetlights, and utility wires.

• What to do after an earthquake:

1. Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

2. Listen to a battery-operated radio. Listen for the latest emergency information.

3. Use the telephone only for emergency calls.

4. Open cabinets cautiously. Beware of objects that can fall off shelves.
5. Stay away from damaged areas.
6. Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.

APPENDIX 13: FUNDRAISING AGREEMENT

SANDHURST COOP PRESCHOOL FUNDRAISING AGREEMENT

Our fundraising program is a part of our budgeted revenue for the year. In addition, it keeps tuition affordable for all members. In order to meet the co-op's expenses and to avoid raising tuition, we all need to participate.

I, _____, understand that each member of SANDHURST COOP must raise or donate \$_____ Per child this school year (\$_____ plus \$_____ for PAC scholarship fund).

Please consider the following options for participation and indicate how you intend to contribute this year.

___ I will participate in fundraising projects to raise the required funds. I will make a donation to cover any remaining portion of my fundraising commitment.

___ I elect not to participate in fundraising activities, so I will donate the full amount by _____ (date).

*If you need any help to fulfill your fundraising commitment, please contact **INSERT TREASURER NAME HERE** at **INSERT PHONE # HERE** or **INSERT EMAIL ADDRESS HERE**

Thank You.

Signature

Date