PARENT HANDBOOK

SANDHURST COOPERATIVE PRESCHOOL

Located at the Sand Point Community United Methodist Church

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Link to Sandhurst Cooperative Preschool Bylaws

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PHILOSOPHY STATEMENT

We seek to provide an opportunity for children to learn about themselves, their physical world, and how to interact socially with peers and adults through play-based learning. 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.

ROLES AND RESPONSIBILITIES

North Seattle College Parent Education Program

North Seattle College's (NSC) Cooperative Preschools provide parent and early childhood education for families with children from infancy to Pre-K. Each school is an independent, non-profit entity run by a skilled preschool teacher, parents, and a parent educator from NSC.

Sandhurst Cooperative Preschool

The Sandhurst Cooperative 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 cooperative preschools. It is PAC‘s primary purpose to provide a vehicle for sharing the benefits of group discussion generated by participants in cooperative 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 NSC 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 cooperative preschools with equal opportunity for the creation of rich environments for children.

● Provide the opportunity of participating in the cooperative 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 cooperative 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 Cooperative 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 Cooperative 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 Cooperative Policies and Cooperative 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. It also includes registering through the North Seattle College for the Fall, Winter and Spring quarters in order to receive Parent Education through the

cooperative. 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 Cooperative 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.

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 school work projects.

Parent Meetings. Attendance at monthly parent meetings is a requirement of Cooperative 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 are only required to attend the Fall and Spring Orientations alongside the parent, not the monthly parent meeting. They must also attend any class specific Assistant Teacher Training meetings alongside the parent/guardian if necessary.

All-School Meetings. Members are required to attend the annual All-School Meeting in the Spring. Members must be present to vote for the board members and to approve the budget for the following school year.

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.

Multiple Children Enrolled. Members who have multiple children enrolled in separate classes at the cooperative (i.e. one child in Toddlers and one child in 3-5s) must fulfill requirements for each child separately. Members would be required to attend the monthly parent meetings for each class, register separately for "Parent Ed" in each corresponding class, as well as hold a job position for each class. Member's with multiple students could choose to hold one Board position instead of two separate class jobs.

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 Cooperative school system guidelines related to TB testing. TB testing is not currently required.

Fundraising. Fundraising at Sandhurst Co-op is essential in upholding our school's values of inclusivity and equity. Our cooperative model keeps tuition costs low, but we do not want finances to be a barrier for any family who wants to be a part of our community. Much of what we fundraise goes directly to PAC and in-house scholarships. Our school's fundraising efforts also contribute to classroom enrichment, student activities, and special projects.

While fundraising is not an obligation, we ask that families annually raise the equivalent of one month's tuition for each child enrolled. This amount is not tracked, but we ask that each family do their best to support our school as best as they can with the values mentioned above in mind. Our All School Board will provide a variety of fundraising opportunities throughout the year to help families reach their annual fundraising goals.

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 CooperativePreschool shall be eligible to become a Member of the Cooperative. 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 a 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.

CLASS	REQUIRED AGE (by August 31st)	MAXIMUM ENROLLMENT
Toddlers	12-23 months	20
Pre-3's	24-35 months	20
3-5's	36-60 months	20

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.

Age Exception

Age exceptions may be granted for children who have not yet reached the age limit of their respective class by August 31st. Children eligible for an age exception must reach the age limit by October 31st and be approved by the All-School Board before they can register. The class Teacher and All-School Board reserves the right to limit placement options when there is concern for a child's safety.

Prior to the start of the school year, each Parent Coordinator will create an "age exception" waitlist for eligible children applying to their class. Children on the standard waitlist will have priority over those on the "age exception" waitlist. If there is room in the class for enrollment by the end of summer, the All-School Board will vote to approve children from the "age exception" waitlist at the September All-School Board meeting.

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 Cooperative 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 3-5 class aims to have the 20 maximum enrollment (10 children in 3-day and 10 children in 4-day). Exceeding this number is determined by the Teacher and board approval.

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. (See "Multiple Children Enrolled" above).

Priority of Application

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

Children and siblings of children currently enrolled in Sandhurst Cooperative 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 Cooperatives 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 waitlist.

"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 Cooperative 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 may be joint members of the cooperative under certain conditions, and at the discretion of the Teacher and All-School Board. An Alternate Caregiver is defined as a caregiver such as a 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 class cleaning, year-end cleaning, and any class projects (i.e. fundraising) that arise. The Parent will primarily be responsible for fulfilling the duties associated with their class job. The parent will 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.

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.

Alternate Caregiver Guidelines

- 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.
- Only the Parent is required to attend the monthly parent meetings with the expectation that they share all of the information relating to working in the classroom with the Alternate Caregiver.
- 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 and Spring Orientations. Attendance at an additional parent meeting by the Alternate Caregiver may be required by the Teacher if deemed necessary to prepare caregivers for working in the classroom.
- 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

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.

Snow Days Policy

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

• Sandhurst Preschool morning classes are canceled. When Seattle Public School District classes are delayed but not canceled, afternoon Sandhurst classes will be held at the discretion of the Teacher and Class Chair.

• The monthly parent meetings may be canceled 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 canceled 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. Cooperative class time missed due to inclement weather does not have to be made up.

Fees and Finances

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. Except for September and June, tuition and fees are due by the 10th day of the prior month.

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 prorated 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 30 days notice if withdrawing from the Cooperative. 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 do not preclude anyone's participation in the Cooperative. There are three types of scholarships available to Cooperative 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 Cooperative'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 decided upon annually by the PAC.

The PAC awards scholarships up to a maximum of 75% of the monthly preschool tuition. (Note that PAC scholarships do not cover the NSC quarterly fee or Cooperative registration and enrollment fees.)

Supplemental In-House Scholarships: Anyone who has applied for a PAC scholarship will be automatically considered for an In-House Scholarship for tuition and or fees, whether or not a scholarship was awarded by PAC. In-House Scholarships will be allocated provided there is sufficient extra money available in the Cooperative's account (as determined by the All-School Board).

The Cooperative Member who wishes to apply for an NSC scholarship should include the Treasurer on their application submission to NSC and such application shall be considered sufficient information to bring to the All-School Board for review.

Any discussion will be held confidential among the All-School Board Officers. The Cooperative 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 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

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 Cooperative 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 be assumed to have been granted the full scholarship award requested and have their tuition payment schedule preemptively adjusted. If a scholarship award is not granted, tuition payment(s) will be due effective immediately upon award notification from PAC/the All-School Board. 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. There must be at least one adult working in the classroom, either a Teacher or Cooperative Member, with a valid CPR certification in order to hold class. If the Cooperative 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 by the Cooperative (this will not cover any loss of deposit from NSC CPR registration for failing to show).

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

Health and Safety Policies

Compliance with Sandhurst Preschool Cooperative 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 Cooperative 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 Cooperative must comply with the current NSC Cooperative school system guidelines related to TB testing. At present TB testing is not required of Members working regularly at Sandhurst Cooperative as per NSC Cooperative 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 Cooperative. 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 of antibiotic treatment before returning back to preschool.

• **Body rashes** not associated with diapering, heat or allergic reactions especially with fever or itching.

• **Lice:** Students 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.

COVID-19 Policy

Policies for COVID-19 or any other future novel virus will be determined and distributed to Members by the All-School Board on a case-by-case basis. The All-School Board will follow policies and guidance recommendations set by North Seattle College, The Centers for Disease Control and Prevention, and The Washington State Department of Health.

Evaluations

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. Members 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)
- Safety
- Expenses
- Teachers
- School administration (Boards)
- College interaction (Parent Educators, PAC, Registration, etc.)

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

Miscellaneous Policies

Parental 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. Parental leave shall be granted for up to five full weeks. Members shall be excused from their classroom responsibilities and from parent meetings without obligation during this 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 Cooperative Member will not be excused from their Cooperative job or cleaning duties, which can be filled in advance or by an alternate parent.

Any Cooperative 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 parental or emergency leaves at his or her discretion. Cooperative Members may be asked to volunteer their time to fill such vacancies.

Each family participating in the Cooperative is allowed a maximum of six weeks of parental 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 Cooperative whether or not the child attends during the Member‘s extended absence.

Siblings

With the exception of babes-in-arms who have been approved by the All-School Board, siblings of Cooperative students not enrolled in the same class are not allowed at school except at drop-off and pick-up. While on school property during those times, they will remain under the Member's close supervision and younger children must be restrained. Siblings may not attend field trips. These restrictions also pertain to other children who are not Cooperative students (e.g., a child whom a Cooperative Member baby-sits, a neighbor child, a foster child, a niece/nephew, etc.).

More information about the babe-in-arms policy is listed in the appendices.

Grievance Procedure

Normally, conflicts between two or more individual participants (Member, teacher, or parent

educator) or between individual participants and the Cooperative 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 Cooperative 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 Cooperative 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 agreement renewal 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 Cooperative 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.

Member Job Descriptions

ALL SCHOOL BOARD POSITIONS

*Holding an All-School Board position makes you exempt from weekend school cleaning.

All-School Chairperson *

• Prepares agenda for and facilitates monthly All-School Board Meetings. Arranges other All-School Board Meetings as needed.

• Arranges and facilitates annual All-School Meeting in the Spring.

• On school bank account with Treasurer and must co-sign checks.

• Arranges All-School committees as needed.

• Attends NSC leadership Co-op training workshops.

• Conducts election for new officers at the annual All-School Meeting.

• 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.

• Manages Jovial and communications platforms for the All-School Board.

• Facilitates school-wide communication. Sends school-wide emails and connects class officers with one another as needed.

• Serves as liaison to our landlord, Sand Point United Methodist Church, and signs the lease agreement.

EMAIL ASSOCIATED WITH THIS POSITION:
asb@sandhurstcoop.org

All-School Vice Chair *

• Assists the Chair in administration of the preschool as deemed necessary.

• Presides in absence of Chair.

• Conducts annual Program Evaluations in current format approved by the All-School Board

• Liaison to class Parent Coordinators and Health & Safety Officers.

• Maintains school earthquake shed. Returns earthquake kits to class Health & Safety officers at the end of year. Purchases supplies as needed to keep shed current.

• Oversees Health & Safety Compliance for the School in collaboration with the Facilities Officer.

• Assembles committees when necessary (i.e. hiring committee, handbook committee).

• Absorbs the responsibilities of the All School Facilities Officer when the position is not filled.

EMAIL ASSOCIATED WITH THIS POSITION:

asbvicechair@sandhurstcoop.org

All-School Treasurer *

● Maintains complete financial records of the Cooperative.

● Manages Jovial, our tuition and fees collection system.

● Manually collects and deposits any payments not covered by Jovial, including monies collected as fundraising.

● Maintains documentation for money received and money spent.

● Issues all payments and reimbursements

● Has access to Sandhurst debit card (locked in file cabinet at school).

● Attends Treasurer's Workshops as needed.

● Presents Treasurer's report at All-School Board meetings.

● Provides prospective budget for upcoming year and presents at the All-School parent meeting for approval.

● Serves on the Teacher Agreement Committee.

● Corresponds with the Cooperative's accountant and provides information required in a timely manner.

● Pays insurance premiums and files taxes for the Cooperative with guidance from the Cooperative's accountant.

● Is responsible for the posting of scholarship deadlines and distributing information on scholarships quarterly to Members. Presents internal scholarship applications to the ASB.

EMAIL ASSOCIATED WITH THIS POSITION:
treasurer@sandhurstcoop.org

All-School Secretary *

● Records minutes at All-School Board and All-School meetings.

● Distributes monthly minutes via email to Board within 1 week of meeting.

● Emails ASB Meeting Minutes summary to entire school *after* Board approval (one month delay).

● Keeps time during monthly meetings and alerts speakers to run over.

● Keeps attendance of records for All-School Board meetings.

● Updates Parent Handbook as needed annually in time for use at Spring Orientations, in conjunction with other ASB members.

● Submits to NSC Parent Education department the Officer Update for the following school year.

● Oversees responsibilities of All-School Communications Officer when position not filled.

● Is All School Purchaser and has access to Sandhurst debit card (locked in school cabinet).

● Places Amazon orders and uses their private residence as amazon mailing address (packages cannot be delivered to school).

• Communicates purchases above $200 to the Board for approval.

• Collects receipts for monthly reimbursement for All-School Treasurer.

• Coordinates with teachers for any additional classroom needs.

• In the absence of a Vice Chair, absorbs Vice Chair Health & Safety duties

EMAIL ASSOCIATED WITH THIS POSITION:
secretary@sandhurstcoop.org

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.

• Partners with Class Fundraisers to coordinate fundraising events set by the All-School Fundraiser (in cooperation with the All-School Board)

• Partners with All-School Communications Officer to inform Cooperative alumni of fundraising events details to increase overall participation

• Reports fundraising event participation to the All-School Treasurer and hands-off checks/cash to be deposited in the Cooperative account.

EMAIL ASSOCIATED WITH THIS POSITION:

fundraiser@sandhurstcoop.org

All-School Facilities Officer

• Manages facility needs i.e repairs, safety issues, and facility improvements

• Understands which facility issues are the responsibility of the Church vs. School via lease terms

• Communicates with the All School Board when there is a maintenance issue that falls under the umbrella of the Church

• Coordinates with the incoming Class Maintenance Officers to facilitate repair and improvement

delegation

• Create lists for school set-up (Fall) and school tear-down (Spring)

• Manages and updates weekly cleaning lists as needed.

• Is the point of contact for teacher and member repair requests

• Schedules bi-annual carpet cleaning with Monarch Cleaning

• Schedules outside maintenance personnel when necessary

• Provides access to the School when maintenance personnel are scheduled

• Completes Safety Inspection each quarter (found in the Risk Management Manual)

EMAIL ASSOCIATED WITH THIS POSITION:

facilities@sandhurstcoop.org

All-School Communications Officer

• Maintains Sandhurst website and coordinates updates of the NSC website on Sandurst's behalf.

• Maintains all hosting and domain name accounts for the www.sandhurstcoop.org website.

• Maintains the alumni and enrolled listservs in Mailchimp.

• Administrator of the Google suite for Sandhurst Co-op (create accounts, supply new passwords as needed, etc.)

• Develops content for community outreach in collaboration with teachers and ASB Members

• Creates monthly outreach and advertising i.e. instagram, facebook

• Creates, manages, and distributes e-vites for school events, i.e. Song night, donuts in the park

• Creates, prints and distributes flyers locally around town for open–house event

• Coordinates with the Fundraising Chair to maintain the current list of fundraising opportunities on the www.sandhurstcoop.org website along with sending fundraising emails to Alumni families via Mailchimp.

• Collects and stores approved photos of the preschool year via Google Photo Drive on the photos@sandhurstcoop.org account.

• When needed due to low enrollment, serves as Class Communications Officer for their respective class.

• Serves as the first point of contact for prospective families when they submit inquiries to info@sandhurstcoop.org.

• In the absence of a Vice Chair, absorbs Vice Chair program evaluation duties i.e. All School Surveys

EMAILS ASSOCIATED WITH THIS POSITION:

info@sandhurstcoop.org
photos@sandhurstcoop.org

admin@sandhurstcoop.org

All-School Registrar

• Creates new registration form and classes on Jovial prior to registration beginning in January of each school year

• Processes registration forms on Jovial and enrolls students in classes

• Maintains waitlist on Jovial when classes reach full enrollment, communicates with Parent Coordinators about openings in classes

• Informs PAC webmaster of openings and changes to the waitlist

• Responds to registration related email inquiries

EMAIL ASSOCIATED WITH THIS POSITION:
registration@sandhurstcoop.org

Alumni Consultant

• Open position for our Alumni community (this is not a voting member)

• Attends monthly ASB meetings when possible

• Supports the incoming All-School Chairperson with historical information.

• Acts as consultant to and sounding board for the All-School Board group.

*Members with multiple children enrolled at Sandhurst may choose to fill one board position instead of two class positions for each enrolled child.

CLASS POSITIONS

1) Chairperson*

• Leads monthly parent meetings (creates 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 class on the All-School Board.

• Participates in the teacher hiring/rehiring process with help from the All-School Board.

• Educates class Members as to their job and committee responsibilities.

• Facilitates class communication and manages class communication platforms.

• Helps manage Jovial. Makes sure class jobs are up to date.

• Arranges and facilitates the Fall Orientation meeting with Parent Coordinator support.

• Incoming Chair supports Parent Coordinator lead of Spring Orientation.

• Exempt from weekly school cleaning.

EMAILS ASSOCIATED WITH THESE POSITIONS:
3to5schair@sandhurstcoop.org
pre3schair@sandhurstcoop.org
toddlerschair@sandhurstcoop.org

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

• The parent coordinator is a liaison between prospective members and the Co-op and is responsible for welcoming and orienting new members.

- Responds to all email inquiries from prospective families in a timely manner
- Works with Registrar to facilitate registrations in the Jovial system.

• Maintains waitlists in Jovial and updates families if a space opens up. Updates NSC website via Webmaster within 1 week of changes. Maintains updated roster.

• 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.

• Attends and coordinates Sandhurst's Open House in January or February.

• Attends NSC Co-op Preschool Carnival in February.

• Coordinates annual updating of the Sandhurst Preschool brochure, and the photocopying of brochures and registration forms, together with the Parent Coordinators from other Sandhurst classes, All-School Communications Officer and the All-School Board.

• Leads Spring Orientation meeting in May and welcomes new families.

• Assists Class Chair and All-School Board with marketing if enrollment is low.

• Exempt from weekly school cleaning.

• If two parent coordinators are selected, fair division of above responsibilities should be applied.

5) Class Secretary*

• Records minutes and attendance at all class meetings.

• Keeps time during monthly meetings and alerts speakers to run over.

- Distributes monthly minutes via email to class within 1 week of meeting.
- Alerts All School Secretary to class positions updates and changes.
- Supports Class Chair with sign-up sheets as needed.
- Checks the school's "needs" list (located on the refrigerator) and communicates items needed to the All School Secretary.

6) PAC Representative*

- Attends monthly PAC (Parent Advisory Council) meetings, (online) organized by the Parent Education Program at North Seattle College.
- Attends the PAC Leadership Training in September
- Serves on a PAC committee (Committees vary depending on interest of the membership.) ie; communications, fundraising, education (helping to organize PAC online lectures), registration
- Reports relevant PAC information to the class via email and at the monthly parent meeting
- Communicates with the class regarding fees and the scholarship fund.
- Not an All School Board position, but the PAC rep will act as a school liaison as needed, such as informing the board of important updates.
- Exempt from weekend cleaning.

7) Health and Safety (1 position)*

- Two weeks prior to the start of school, emails reminders to collect immunization records and complete required health and safety forms on Jovial.
- Maintains files of immunization records at school and returns them at the end of school year.
- Educates Members about Cooperative health and safety procedures at the first meeting of the year and as needed.
- Educates Members about communicable diseases and organizes a schedule for clean-up with other class HS officers if an outbreak should occur.
- Acts as contact person for Weekly Cleaning procedures. Answers Member questions about cleaning procedures. Acts as a contact person for the teacher to communicate cleaning issues with the class.
- Maintains class list of CPR/First Aid training and communicates info on CPR classes.
- Coordinates with other class Health & Safety Officers to perform quarterly inspections of the

school building and grounds. Each officer will be responsible for one inspection per year. Maintains inspection records at school.

● Checks with the teacher on monthly/quarterly fire and earthquake drills. Maintains drill records at school.

● 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 the school year.

● Notifies class of student allergies and dietary restrictions (NO NUTS!). Maintains allergy list on Jovial.

10) Class Fundraiser (1 position)

● Partners with other Class Fundraisers and the All-School Fundraiser to coordinate fundraising events set by the All-School Fundraiser (in cooperation with the All-School Board).

● Communicates annual fundraising goals and family expectations along with all details in advance of events for strong participation.

● Receives cash/checks from families for fundraising event purchases and hands-off to All-School Fundraiser.

● Tracks family contributions for All-School Fundraiser and Class Chairs. Informs families before the last scheduled fundraising event of their fundraising status.

11) Scheduler (1 position)

● Prepares class schedule and sub schedule for parents responsible for snack, classroom stations, on-call parents, and small group rotation in consultation with the teacher.

● Prepares Cooperative weekend cleaning schedule for their class. Excludes ASB members and PAC reps from weekend cleaning schedule.

● Disseminates schedules to the class both electronically and by posting a physical copy at the Cooperative.

● Sends assignment reminders, on-call schedule with phone numbers and helpful information for the upcoming week to the class

● 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

● Sends class reminders for school set up/clean up, etc.

● Maintains schedule of hosts and refreshment providers for all parent meetings.

12) Teacher & Class Aides

● Substitutes in teacher‘s absence.

● Must get current CPR and first-aid training (free through NSC in Fall or can request reimbursement).

• Assists teacher and Class Chair with special projects as requested.

• One CPR certified adult (Teacher, Class Aide, or another certified parent) must be present in order to hold class.

13) Class Communications Officer

• Supports All-School Communications Officer position and provides backup as needed.

• Knows what children can have their photo used for social media (i.e. instagram/facebook) and Sandhurst Co-op website.

• Takes and collects photos of *all* the children in class at least four times during the year.

• Creates 1 social media (i.e. instagram/facebook) post a month for the Sandhurst accounts. *Each class communications officer posts once a month.*

• Take/Collect photos and send to photos@sandhurstcoop.org (ensuring all kids in photo are approved for social media use) 2x a year.

• Potential collaboration on blog post for the Sandhurst Co-op website. *I.E. Tell a short story of something the class did that quarter/semester.*

• Take photos for field trips and events or assign a backup photographer.

• Collects class input on end of year memory item (i.e. placemat)

14) Field Trip Coordinator (3-5s)

• Arranges and schedules field trips.

• Coordinates field trip plans with teacher and chair prior to emailing class.

• Confirms NSC guidelines for field trips and transportation are followed and all field trip forms are sent to NSC 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 attire, fees, etc. and also posts info at school.

• Works with provided budget and collects fees for the field trip if required. Set "Pay by" due date.

• Maintains field trip and in-house visitor file. File includes emergency forms.

• Brings list of driver cell #'s on day of field trip.

15) Equipment Repair

• 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.
- If items cannot be fixed, adds items to the "needs" list at school and informs Class Chair.

16) Outside Grounds Person and Supplier (Pre3s and 3-5s)

- Maintains the outdoor spaces of the church for which Sandhurst is responsible. This includes removing any garbage or debris and maintaining the tent.
- Confirms with the All School Chair before doing any weeding, pruning or garden upkeep.
- Works with teachers to keep preschool stocked with art and cleaning supplies, paper towels, etc.
- Periodically purchases necessary items below $200 as supplies diminish *(Note: Deliveries cannot be shipped to the school).*
- Communicates purchasing needs above $200 directly to All School Treasurer and All School Secretary.
- Sends receipts for purchases below $200 to All School Treasurer for reimbursement.
- May request access to the Sandhurst Amazon account for purchases.

17) Class Librarian & Three Day Substitute Teacher (3-5s)

- Works with teacher to check out books from public library pertaining to curriculum and works closely with library computer system.
- Keeps record of books on loan.
- Keeps bibliography of books which is emailed to teacher for future librarian reference.
- Returns books the library when due
- *Substitute on Monday, Wednesday, or Friday if needed.*
- **Must** be first aid and CPR certified prior to the beginning of the year. A first aid/cpr class might be available on the NSC campus.
- Substituting may include setting up and breaking down the classroom.

18) Curriculum & Special Projects (Pre-3s and 3-5s)

- Collects and prepares materials for art and projects (i.e. Makes scented playdough or cuts out paper shapes).

- Teacher will send an email describing project(s) that need to be completed by a certain date.
- Responsible for purchasing materials to supplement school supplies, getting reimbursement from All School Treasurer.
- Arranges a formal class photo to be taken in the Spring each year.
- Is familiar with family photo request forms and sends photos to Class Communications Officer for social media posts, website, etc.

19) Enrichment Coordinator (3-5s)

- Works with Teacher to plan class visitors/special guests.
- Arranges and schedules visitors as much in advance as possible and informs NSC of guest (fills out online form prior to visit for approval) and writes thank-you notes.
- Collects information from parents and plans special weeks.
- Reserves, picks up, and returns traveling educational boxes from museums.
- Pays deposit checks in advance for traveling exhibits and then obtains reimbursement.
- Works with Teacher on Enrichment Budget
- Completes additional insurance requirements with NSC
- Good PR skills are helpful.
- Friday workday is ideal

Note: Each class should 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. Parents with twins will have to hold two jobs, decide which jobs can be combined, OR parent can hold one All-School Board job.

***** Asterisk indicates jobs that require Member to attend NSC leadership training on a Friday in early September (usually) for approximately 3 hours. These jobs are also the highest priority to fill.

Appendices 1 - 11

APPENDIX 1: COOPERATIVE MEMBER AGREEMENT

As an enrollee of Sandhurst Cooperative 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 have access to a copy of the Bylaws and Policies of Sandhurst Cooperative Preschool. I agree to follow the Bylaws and Policies.

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 fulfill a 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 Cooperative 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 either one class position for each child enrolled, or one All-School Board position. If I am enrolling children in more than one class, I will assume one class position for each class, or one All-School Board position. I also agree to volunteer to help with at least one Cooperative 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 contributing to refreshments, 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 there is not an adequate parent to child ratio, class may be canceled 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 Cooperative and agree to abide by them. I have also reviewed the Cooperative'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, weekend cleanup, and year end clean-up, as designated by class, is mandatory for all Members. All-School Board members and Pac Representatives are the only positions exempt from weekend cleanup. 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, excluding ASB and PAC Reps. 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 Cooperative 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 Fundraising 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 Cooperative 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 Cooperative 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 Cooperative 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 by the 10th of the month (Tuition is paid a month in advance, so I understand that each month I pay for the following month). Tuition is due whether the child is able to attend class or not able to attend. September tuition and a tuition deposit used for the child's last month of attendance is due at the Spring Orientation meeting or upon joining. I also agree to pay a non-refundable registration fee, a technology fee, and quarterly North Seattle College enrollment fees via online registration.

17. I agree to give 30 days of notice if withdrawing. If I give less than one month's notice, I understand that tuition will still be due for the following 30 calendar days regardless of attendance.

18. If I am a parent participating with an alternate caregiver or if I am the alternate caregiver, I will abide by the following policies regarding alternate caregivers: 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 Cooperative 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 Cooperative Preschool.

I also agree to hold Sandhurst Cooperative 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 Cooperative, and I understand and agree that the Cooperative is not liable for acts of its individual Members.

I also understand and agree that my signature to this Agreement binds my partner and any other non-enrolled substitutes to its provisions. I agree to familiarize my partner 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 (print):_____

APPENDIX 2: SANDHURST COOPERATIVE BYLAWS & POLICIES

Members must review Sandhurst Cooperative Bylaws located on the Sandhurst Website as well as link**.**

APPENDIX 3: SNACK PREPARATION AND CLEAN-UP PROCEDURES

Snack Preparation Procedure

1. Prepare as much snack as possible at home (be mindful of cross-contamination of common allergens (i.e. peanut butter))

2. Snack foods must be nut and peanut free.

3. Wash your hands with soap and water.

4. Sponge down each snack table with bleach solution using the SNACK sponges. (Do not use ART sponges.)

5. 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).

6. Prior to snack, have the children wash their hands. Use both kitchen and restroom sinks if necessary.

7. In younger classes parents should dispense snack to each child.

8. 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. Sponge off tables with bleach solution and water using SNACK sponges. (Do not use ART sponges.)

3. Sweep snack room floor, remembering to move rolling tables and cabinets (that may have sensory/small group items behind them requiring sweeping).

4. Empty garbage if mostly full and refill the container (bags are in cleaning supplies cabinet). Key to dumpster for garbage is in the cleaning cabinet.

5. Empty compost container.

APPENDIX 4: 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 NSC 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 NSC 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 NSC 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 NSC 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 www.northseattlecoops.org at the Forms and References tab.
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/revised/approved 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.

APPENDIX 5A: SANDHURST CHILD RELEASE FORM - REGULARLY

AUTHORIZED ADULTS

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 5B: SANDHURST CHILD RELEASE FORM - NOT REGULARLY AUTHORIZED ADULTS

I,_____, authorize the release of my child,

_____, to the care of _____.

They have been informed that picture identification shall be required and that my child must be checked out with the preschool teacher.

(Signature of Member Parent/Guardian) _____ Date: _____

APPENDIX 6: SAFETY RULES FOR SANDHURST

GENERAL

● Try to avoid toys in mouths. If toys are placed in mouths, place them into "drool buckets" in each room for cleaning.

● No nuts or nut products at any time in any room.

ART & SNACK ROOM

●The front door of the school should remain locked during class.

During class all adults entering the classroom must sign-in and note time of arrival. If someone comes to the door during class, one parent needs to wait with the visitor while another finds the teacher.

● 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 BLOCK AND ENTRY ROOM

● No hanging on handrails.

● No jumping off stairs.

HOME CENTER - LOFT - BLOCK ROOM

● No standing on anything inside the loft.

● No throwing things off of the loft except for paper..

● 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 7: 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 8: 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 9: 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 (teacher 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 co-op 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

APPENDIX 10: BABIES IN ARMS POLICY

1. Eligibility for Babes in Arms status will be determined on a case-by-case basis by the All-School Board.

2. The infant shall be registered with Sandhurst Co-op, and shall be listed on both the Class roster and daily attendance sheet, however, no tuition is due for the infant.

3. All required Health and Safety forms must be submitted prior to the infant attending Class.

4. The infant must be held or worn at all times to maintain safety; constant adult supervision is required. Infants may not be left in a car seat during class.

5. The Teacher will determine the appropriate job placement for the Member wearing the infant, so as not to compromise either learning or safety.

6. Infant seats, strollers, playpens, or other such equipment may not be brought onto the school premises.

7. Number of infants permitted: The adult to child ratio for each Class as whole must be maintained with the addition of an infant as outlined in the NSC Risk Management Manual.

8. The following number of infants are allowed per Class:

a. Toddlers: two (2);
b. Pre-3's: two (2), with one (1) baby per work day if possible;
c. 3-5's i. Thursdays: none allowed, due to supervision limitations on Field Trips and other excursions requiring the full attention of all Members. ii. Monday, Wednesday, and Fridays: no more than one (1) infant allowed as long as there are at least two (2) other working members assigned to that day. This may require members to switch work days to accommodate an infant to be present.

9. In the event that more families request to bring an infant than allowed per class, priority shall be determined as follows: a. Infant with identified medical needs; b. Adopted or foster baby (to support secure attachment); c. Babies under 3 months; and d. Any remaining positions shall be determined by lottery.

APPENDIX 11: 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 along with giving more families the opportunity to join the cooperative community. 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 has a goal to 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 recommended funds. I will make a donation to cover any remaining portion of my fundraising goal if I am financially able.

✓ I elect not to participate in fundraising activities, so I will donate funds by _____ (date).

*If you need any help to fulfill your fundraising goal, don't hesitate to contact our All School Treasurer at treasurer@sandhurstcoop.org

Thank You,

ALL SCHOOL TREASURER