



BC Carnation Co-op Preschool
2011-2012 Handbook

Standing Rules, Policies and Procedures

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BC Carnation Co-op Preschool
Tolt Congregational Church
4851 Tolt Avenue
Carnation, WA 98014

NON-DISCRIMINATION POLICY

BC Carnation Co-op Preschool admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. **BC Carnation Co-op Preschool** does not discriminate on the basis of sexual orientation, physical differences or challenges, race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and any other school-administered programs.

Our mission is to provide appropriate play and learning experiences that contribute to the intellectual, social, emotional, and physical growth of each child, confirming that each child is filled with dignity, goodness and an incredible potential for discovery, learning and development.

OUR PHILOSOPHY

Welcome to **BC Carnation Cooperative Preschool**. Our approach to teaching and working with children embodies these eight beliefs:

1. We notice and respect children's individual styles and temperaments in approaching new people and experiences.
2. We give children as many choices as we can in determining their own activity, since making choices on their own builds self-awareness and helps them establish sound judgment.
3. Children engage in those activities from which they are learning the most and they should be encouraged to follow those interests. Adults help best when we support and encourage play but do not dominate.
4. Pretend play is a vital activity. Young children's fantasies and imaginings are their most developed ways of representing their lives and feelings. We notice and learn from this kind of play, and even encourage it.
5. Young children learn with their whole bodies.
6. We view discipline as another form of teaching. We find positive methods to teach children what it means to live and play with others.
7. Children gain the security of a community that extends beyond the school itself. The community is built when the parents share with the school their talents, knowledge, and time.
8. Parents gain mutual support from each other through caring for the children and sharing responsibilities and concerns.

STANDING RULES

PURPOSE

Parent Education through the cooperative preschool is a program of classes on child rearing for parents of children three, four and five years of age. The Child Study Laboratory (the Co-op Preschool) operates in conjunction with the classes. The Cooperative Preschool is based on the premise that parents are willing to assume responsibilities to create a quality preschool experience for their children. Students observe models of child guidance practices and techniques in the laboratory classroom. Based on healthy family support principles, the Parent Education program encourages growth and development of healthy families.

MEMBERSHIP AND ELIGIBILITY

Any parent of a child between the ages of three and five years, willing to accept the duties and responsibilities of active participation, is eligible. A child will be considered a three or four year old according to Washington State cut-off date of August 31st. Some exceptions to this date may be made.

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ENROLLMENT AND REGISTRATION

Registration priorities are:

1. Parents who are returning to the Co-op for another consecutive year have priority registration.
2. Families that have previously had a child enrolled in **BC Carnation Co-op Preschool**.
3. Families with a child currently enrolled in another BC Parent Education program.
4. Open registration to the public will follow priority registration.

We accept children who are between the ages of 3 and 5 -1/2 years old. "Black Bears" are children who are three years of age by August 31st before the school year. "Brown Bears" are children who are four years of age by August 31st before the school year.

Maximum enrollment is 11 three year-olds and 11 four year-olds.

TUITION, FEES AND REFUNDS

Tuition and registration fees pay for our expenses including the Child Study Lab Teacher's and Assistant Teacher's salaries, rent, supplies, insurance, equipment, books, music and copies. The preschool is not for profit.

Fees are subject to change.

- 3 year old class, the monthly fee is \$110
- 4 year old class, the monthly fee is \$150.



A **non-refundable** fee of \$75 is due at the time of registration. This is a one-time fee required for each child enrolled. This ensures your place in the class.

At the first parent meeting in September, the half-month's tuition for September and the tuition for the month of May are due. In addition there is a minimal fee for emergency care packs and t-shirts.

The current month's tuition is due by the 10th of each month.

If a parent has two or more children enrolled simultaneously, there is a choice of a discount in tuition—50% of younger child—or fewer days worked in the classroom. This option is made available only with sufficient enrollment numbers.

If a child is withdrawn after the first day of the month, the full month's tuition is still due.

Tuition is due each month whether or not child attends. For example, if a child is away on vacation for a week, the full month's tuition is still due.

May tuition is refundable if a family withdraws prior to October 31st.

Please understand that tuition is prorated for the entire year; some months have more class days than others. We are unable to discount months with vacations or snow days as our costs are set for the entire year.

If one has trouble meeting tuition requirements, contact the Parent Education Instructor. There are scholarships available to qualifying families.

Following two consecutive months of non-payment, the parent and child may be asked to leave the Co-op, subject to review by the Board. In this event, no refund of May tuition will be made.

Members will agree to pay any bank fees incurred by the Co-op on their behalf. For example, any NSF checks returned will be charged the current bank rate of ten dollars.

Reimbursements for expenses incurred for the benefit of the Co-op will be made upon submission of a written voucher to the treasurer. Large purchases, greater than \$250, must be approved by the treasurer in advance.

Any funds remaining at the close of the school year shall be carried over into the next school year.

ATTENDANCE AND MEMBER RESPONSIBILITIES

Each member has the following responsibilities:

1. Serve on a Committee or Board of Directors.
2. Assist in the classroom per the work schedule.
3. Attend monthly Parent Education Classes.
4. Assist with work parties when available.
5. Attend Spring Organizational meeting and Fall Orientation meeting.
6. Support fundraisers as this helps keep the tuition at an affordable rate for all potential students.
7. Help to set up the classroom
 - In the fall (Board members).
 - At mid-year clean up (non-Board members).
 - At the end-of-the-year clean up (non-Board members).

Attendance in the Classroom

1. Parents are expected to volunteer at least one day each month in the classroom, per the posted work schedule. It is the parent's responsibility to arrange for a substitute if unable to meet his/her obligation.
2. Ill children should be kept at home. If the working parent is ill, he or she should arrange a substitute prior to class.
3. Work schedule trades should be made if a parent has a conflict. These changes must be written on the Work Calendar posted at the preschool. If shifts are not covered, the preschool class may be cancelled for the day at the teacher's discretion. Parents who do not or cannot meet this obligation will be asked to meet with the Board of Directors.
4. No children other than those enrolled will be allowed at preschool during regular school sessions, with the exceptions of newborn babies up to 6 months old who are included on the class roster (insurance will cover up to one quarter). Babies must be carried in a front pack carrier and will not be allowed to remain in a stroller, baby carrier or a car seat.

Snack

Co-op families will be responsible for purchasing and preparing snacks on a rotating basis. Depending on enrollment, this means each family will be responsible for snack approximately six or seven times a year. If a family has more than one child enrolled in the program, they will be asked to provide snack more often. Black Bear families will provide for the Tuesday morning class and Brown Bear families for the Tuesday afternoon class. The snack schedule will be posted by the Parent Leader on the parent work schedule.

We encourage you to involve your child in the selection of the snack and to consider how to involve all of the children at the preschool in its preparation. Even if you plan something as simple as having children do their own spreading or peeling, such self-help skills are important to the small muscle development and school readiness. Let your child choose a healthy snack he or she really likes, and wants to share with friends. These snacks can be as simple or elaborate as you choose. We will provide standards for the snack which all parents will be asked to adhere to and simple recipe/menu ideas as needed.

A FEW SNACK GUIDELINES

1. ABSOLUTELY NO TREE NUTS OR PEANUTS. We are a nut-free preschool.
2. Limit sugar.
3. Preferably include some protein (cheese, etc.) along with carbohydrate and a fruit or vegetable.
4. Beverages are not necessary. Water is provided at all snack times.
5. Children must wash hands immediately before joining the snack or preparation center.

PARENT EDUCATION CLASS MEETING

Parent Education class meetings are typically held in the Tolt Congregational Church main meeting hall. The first part of this meeting is the Parent Education Class led by the Parent Education Instructor. A variety of parenting topics are discussed. The second portion is the business meeting where we discuss, make decisions and share announcements concerning the preschool.

Attendance at all Parent Education class meetings is required. If one is unable to attend a meeting for any reason, he/she must notify a Board member and will then be "excused."

Any member with more than two unexcused absences from the class meetings will be required to work an extra day in the classroom.

NOMINATIONS AND ELECTIONS OF BOARD OF DIRECTORS

The Executive Board shall consist of all of the elected officers as described below. The Child Study Lab Teacher and the Parent Education Instructor shall be non-voting, *ex-officio* members of the Board. A vote on policies and procedures by a simple majority of Board Members shall be considered binding. The term of office shall be for one school year. The members of the Executive Board are elected by the preschool members at the Organizational meeting in May for the following school year.

The responsibilities of the Board of Directors are:

- Keep the Co-op running smoothly.
- Establish registration and tuition fees for the coming year and preparing the budget.
- Renew the Teacher's contract in a timely and fair manner.
- Follow employment guidelines in the event of hiring a new teacher or teacher assistant.
- Provide training during the board training meeting to the new board prior to the end of the current school year.
- Attend all Board and Parent Education Class Meetings.

Elected Board positions include (subject to change):

- Chair or Co-chairpersons
- Secretary
- Treasurer
- Parent Leader
- Registrar
- Marketing/Fundraising Chair

Meeting Times and Guidelines:

- The Board shall meet monthly prior to the Parent Education Meetings.
- No board may call a meeting without the Parent Education Instructor's knowledge or Parent Education Director's knowledge.
- All Co-op members are invited to attend Board meetings or bring issues before the board for consideration. Advance arrangements must be made in order to be included on the agenda.
- Unless the meeting is to discuss employment of the teacher, she/he must be notified and included in all Board meetings.
- Decisions requiring a vote may be approved by simple majority and be considered binding. All decisions made by the Board shall be binding until voted upon again.

2011-2012 BOARD OF DIRECTORS

CHAIR	Dawn Behm	650-804-4388	dawnbehm@gmail.com
PARENT LEADER	Carin Brimley	425-844-8264	carin@brimley.name
SECRETARY	Bree Loewen	206-919-6240	breeloewen@gmail.com
TREASURER	Alina Anderson	425-301-9716	alinaander@gmail.com
REGISTRAR	Carrie Haines	425-844-1141	carrie.haines@gmail.com
MARKETER/FUNDRAISER	Laura Mills	425-788-5621	lakemarcel@frontier.com
CHILD STUDY LAB TEACHER	Lori Ebbers	425-844-0513	jl_ebbers@yahoo.com
PARENT ED. INSTRUCTOR	Gayne Phillips	206-232-0732	gphillip@bellevuecollege.edu

AMMENDMENTS OR CHANGES TO DOCUMENTS

Amendments and/or changes to the By-Laws or Standing Rules documents shall require approval of 2/3 of the total number of parents in the preschool.

CHILDREN'S CONDUCT IN THE CLASSROOM

When "consistently inappropriate behavior" from a student in the classroom occurs, the Board will demonstrate the following actions:

1. The Child Study Lab Teacher will, in confidence, notify the parent or parents of the child demonstrating inappropriate behavior. Together with the Teacher, the parents will be asked to work with the child in generally-accepted appropriate ways in order to improve the behavior.
2. After assessing the behavior for one week, the Child Study Lab Teacher and the Parent Education Instructor will again meet with the parent or parents.
3. If the "consistently inappropriate behavior" continues, the parent will then be asked to accompany the child in the classroom as necessary.

COMMITTEES

In order to function smoothly and keep costs down, all members are required to choose a preschool committee and to be actively involved in carrying out the responsibilities of that committee. Each member is encouraged to choose a committee that reflects his/her interest. You can expect to spend one to two hours a month on your committee.

We welcome ideas for new committees. If you have suggestions, please talk with a board member.

Below is a list of some of our committees. These are subject to change at any time. They are filled in order of priority at the Organizational meeting in May and added to at the Orientation Meeting in September.

Field Trip Coordinator: This person coordinates with the teacher in planning the field trips for the school year. This needs to be done two-three months in advance. He/she informs the Parent Scheduler of upcoming trips. He/she is responsible for collecting any fees, making maps, sign-up sheets, reminders for parents, etc.

Hospitality Coordinator: This person plans and coordinates, in conjunction with the teacher and board, preschool social functions during the year, such as family pumpkin carving night, Holiday tea, May picnic, etc. He/she creates a snack schedule for parent meetings and takes care of set up/clean-up of snacks before/after each meeting. He/she is in charge of TLC at the preschool coordinating with parents to help other Co-op families in need.

Safety and Repair Team: These parents plan and run fire, flood and earthquake drills. They are also responsible for organizing and preparing comfort and first aid packs, checking equipment and toys both in the classroom and on the playground monthly for safety, and making or arranging for repairs as needed. Finally they check the battery in the smoke detector monthly.

Classroom Support/Supply Purchaser: This parent checks weekly with the teacher for projects to prepare for the classroom. He/she takes inventory and purchases necessary preschool supplies. It is helpful for this parent to have a Costco membership.

Parent Advisory Committee (PAC) Representative: This parent is responsible for attending monthly meetings at BC (usually the first Monday of the month) and reporting back on special events and fundraisers to the co-op members.

Fundraising & Marketing Committee: This group, in conjunction with the Marketer/Fundraiser, proposes fundraising ideas, creates a fundraising calendar, and organizes and delegates responsibilities required for each fundraiser. They assist in distributing marketing materials for fundraisers and spring enrollment.

Webmaster: Webmaster will be supported by board members who will provide software and host suggestions as well as content.

STAYING IN TOUCH

Communication among our members is critical to having our preschool run smoothly. Staying in touch, with everything that is happening in our small community, is not always easy; especially since we meet only two to three times per week. To help you keep in touch with what's happening, try taking advantage of these avenues of information: the monthly Parent Education Class, our website at www.carnationcooppreschool.org, the Board members, and the bulletin board in the classroom entrance. **BE SURE TO CHECK EMAIL REGULARLY!**

SICK DAYS, VACATION AND MATERNITY LEAVE

Sick Days

Since children easily pass germs to one another, parents and children must stay home when any of these conditions occur.

- When ill with a contagious disease, such as the flu, chicken pox, or measles.
- For 24 hours after a fever has subsided
- After vomiting twice or more in the past 24 hours.
- After having diarrhea in the past 24 hours.
- Sore throat or ear ache.
- A rash, especially with fever or itching.
- Eye discharge or pink eye. A person may attend after 24 hours on antibiotic treatment.
- Open or oozing sores, unless properly covered. A person may attend after 24 hours on antibiotic treatment.
- Lice, nits or scabies.
- When a child is too tired to enjoy preschool.

If your child inadvertently comes to school with a contagious disease, please notify the Teacher so she can alert other parents.

Extended Leave of Absence

The board will review any extended leave of absence. **You must notify the Parent Leader or Chair of any extended leave of absence. Tuition must be paid during the absence to hold your child's place in the preschool.** You may notify the teacher as a courtesy; however, you must notify a Board member.

Maternity Leave and Babies at School

Congratulations if you have just had or adopted a baby! Parents are excused from working at school for one month after the birth or adoption of a baby. The enrolled sibling is, of course, welcome to attend school during that month. Tuition must be paid during this time, whether or not the registered child attends school.

Newborn babies may come to school for one quarter as long as they are included on our roster with the working parent in a front-pack baby carrier. Babies must be carried in a front pack carrier and will not be allowed to remain in a stroller, car seat or baby carrier. You need to be as comfortable as possible because you will still be helping in the classroom, serving snacks, supervising during outside

time and doing all the other duties required on your work day.

For safety reasons, we require members to find regular childcare for their younger children other than newborns as listed above, instead of bringing them to preschool on the parent's workday. We also encourage members to trade babysitting when each is working in the classroom. Parents who come to school unencumbered with babies usually enjoy their time at the preschool much more.

Weather Related School Closures

Preschool is cancelled any time the Riverview School District schools are closed all day for weather reasons. If the schools are delayed for weather reasons, even by just an hour, all morning preschool classes will be cancelled. In case of weather-related delays, the Tuesday afternoon class may or may not be held. The decision whether or not to hold class will be made by the teacher, who will be in contact with parents via email regarding her decision.

Safety Orientation and Risk Management

Risk Management Procedures

All Parents must complete an orientation to lab safety before participating in the classroom. Please read and become familiar with the following guidelines.

A. Arrival and Departure of Parents and Children

Parents must escort children to and from their parked cars and the inside of the classroom. All parents must sign their children in for the day on the attendance sheet and sign them out when leaving the classroom. Two adults must be present in the classroom when children are present. No child can be released to someone other than a parent without prior authorization.

B. Safety Responsibilities

Children must be supervised when using tools and equipment. Furniture should be placed for safe exit and traffic flow. Children must use only age-appropriate materials. Floors are to be kept free of hazards, e.g. toys, paper, and spills, and be kept in good repair. Remove and report hazards to a teacher. No smoking or hot beverages will be allowed. Insurance will not cover summer outings, nor park play dates. Play dates are social events which are not covered at any time—they will not be published in minutes, are not part of the class program and may not be planned by the coop.

C. Indoor Safety

Evaluate play area for the appropriate number of children. Children must walk inside. Snacks must be chosen with particular attention to choking hazards and any allergies of the enrolled children. Children must be seated when eating. Floor mats are required under climbing equipment and large muscle areas. No child shall be outside the classroom without adult supervision

D. Disease Control

Children and adults must meet state health department immunization requirements. A barrier must be used to avoid contact with blood or bodily fluids. Latex gloves will be provided. Children are not permitted in class with communicable diseases. Paper towels and tissues will be available. No shared common towels. Children and adults must wash hands before eating and after using the toilet with liquid soap and running water. The same holds true for after diapering a child. Eliminate insects and rodents, except for pets.

E. Food Preparation and Clean Up

Wash dishes in hot, soapy bleach water (1 T. bleach per qt. of water or ¼ C. bleach per gallon of water.) Sinks, counters and tables are to be cleaned with bleach water or 99.9% disinfectant wipes before and after snack preparation and eating. All children and adults must wash hands both before preparing or eating food and afterward. Use clean towels, sponges and dish cloths for dish washing.

F. Safety and Health Inspections

The facilities shall be inspected quarterly and safety hazards reported. The quarterly report shall be submitted to the instructor and the Parent Education Coordinator. These are to be kept on file for seven years.

G. First Aid and Emergency Procedures

Teachers, aides and substitutes must hold valid first aid/CPR cards. All classroom participants must be trained in the handling of blood borne pathogens. ALWAYS USE A BARRIER. First aid kits are to be checked and restocked each fall. Established first aid procedures are to be used as necessary. No prescription medicines are to be given to a child during class. Syrup of Ipecac may be used ONLY with the advice of a licensed physician or poison control center.

H. Medical Emergency Procedures

Call 911 for emergency medical attention. In case of a fatality, do not move equipment except to prevent further accidents or extricate the victim. Accidents must be reported to the Department of Labor and Industries within 24 hours.

I. Emergency Evacuation Procedures/Fire and Earthquake

Evacuation plans will be posted near exits. An operating battery radio and heavy-duty flashlight will be on site. Call 911 for fire. Do not leave the building during an earthquake. Drop and cover under tables or against inside walls. Outside, stay away from buildings and utility wires. After the quake, check for injuries and give first aid. Evacuate building if unsafe. Do not re-enter the building.

J. Lockdown Procedures (See bulletin board for intruder alert information)

Adults will quickly check all halls and rooms, including the bathroom to gather children together. All doors and windows will be locked, lights turned off, and all windows and doors covered. Position children in a safe place against a wall or on the floor. A table can be turned on its side to provide a buffer. Maintain a calm atmosphere. Adults will keep all children together until an "all clear" signal is given. When the threat is eliminated, normal activities should be resumed as soon as possible. Teacher will inform parents of all "lockdowns" whether a drill or actual.

K. Safety and Health Communications

Each site will maintain a safety bulletin board. Emergency numbers and procedures will be posted by the preschool phone and first aid kits. Cupboards or backpacks are clearly labeled for quick identification. Parents must sign that they understand policies and guidelines. All records must be kept on file at the site.

THE PRESCHOOL SCHEDULE

The school year runs from mid-September through May. Typically we begin about two weeks after the commencement of the Riverview School District and we follow the Riverview School district calendar.

We are one of the few multi-age preschools in Carnation, combining three- and four-years olds together in the classroom, and we are the only parent education co-op in Carnation.

Three-year-olds attend two days per week:

Three-Year-Olds Only - Tuesday mornings -- 9:30 - 11:45 am

Three- & Four-Year-Olds - Thursday mornings – 9:30 am - 12:00 noon

Four-year-olds attend three days per week:

Four-Year-Olds Only - Tuesday – 12:15 – 2:30 pm

Wednesday – 9:30 am –12:00 noon

Three- & Four-Year-Olds – Thursday mornings – 9:30 am -12:00 noon

General Daily Schedule

9:30-9:40 Arrival, hand-washing and Free Choice Learning Centers

9:40-10:00 Opening Circle Time: daily topic, center introduction, storytime, fingerplays, calendar and weather.

10:00-10:50 Free Choice Learning Centers and Snack Time

10:50-11:10 Music (Tuesdays)/Science (Wednesdays)

11:10-11:15 Clean up time (Children should be guided)

11:15-11:45 Outside Play

11:45-12:00 Music Time, Friends song

PARENT HELPER GUIDELINES

Arrive at 9:20 am.

All helpers, with the exception of Snack parent, are floaters. Please divide these responsibilities up amongst yourselves. *It is important that you arrive on time and plan to stay until the last child is picked up.

Upon arrival check outside area for hazards. Lock all three outside gates.

Set up outside play equipment. Uncover the sandbox. Check boundaries. Place cones around swings.

Put away yesterday's artwork into correct cubbies.



Help the teacher with easel and craft materials. Add paper to easels.

Assist with name tags and welcoming children if the teacher is called away. You are responsible for making sure all children are signed in on the sheet as they arrive. Keep an eye on the area near the door.

Supervise art areas. Wait until a child is done to add their name on their work (if they cannot do it themselves); be sure to ask them where they would like you to write it. Respect each project as their great masterpiece.

1. Encourage the child to tell you about their art.
2. Compliment the child's use of color or pattern.
3. Don't worry if the child gets messy, it is part of the experience.
4. Interfere as little as possible.
5. Help child with instruction in use of materials when indicated. Say, "The paint goes on the paper", "Wipe the brush on the side of the jar", "The clay stays on the table".

Wander around the entire class and help facilitate the children's play. Read books, play with the blocks, ask questions. Be involved, sit down and play with the children. Over the next few pages you will find guidelines for specific centers.

At morning circle time, move to the circle area to help children find a place in the circle. Remain with the children and join them on the floor if at all possible. Position yourself with active groups to help keep them in their seats and saving questions and stories. You are the teacher assistant! Help the children attend, and encourage participation by participating in singing, etc. yourself!

Help with clean-up.

- Bring paint brushes trays and other washable art supplies to the sink for washing.
- Move from center to center assisting children with putting things "into its home"
- Empty the water table contents and the hand washing bowl into the sink.

Assist children with coats, zippers, buttons, etc. as needed. Wait by the door to lead children outside. A parent should be the first person out the door. DO NOT allow children outside without two adults!

NOTE: *YOU MAY BE ASKED TO STAY UNTIL THE LAST CHILD IS PICKED UP. If you know in advance you will be unable to fulfill this requirement, please make arrangements to trade work days with another parent.

OUTSIDE TIME TEACHING TIPS

Assist outside. PLEASE BE ALERT AND WATCH BOUNDARIES CAREFULLY. Supervise swing area and be alert to safety. Be a spotter in the area near the climber. Give children a warning when it is almost time to go inside, per the cue from the teacher. Please do not use this as the parent social time; save chatting for after class.

- Position yourself so that you can see the majority of the space and children.
- ANTICIPATE dangerous situations! Move closer to provide assistance if needed.
- Limit the number of children in an area if necessary for safety. (climber, sandbox)
- Keep a careful eye on the boundaries.
- Place the cones in front of and behind the swings and remind the children to use caution around “swinging feet”.
- Keep a close eye on our three gates; you may lock them with the carabineer and chain provided.
- Use positive redirection to solve conflicts. Offer an alternate activity.
- It is very important to enforce the boundaries when you are the outside parents! The children learn quickly and this is usually not a problem. A child should be given only one warning about boundaries. If another infraction occurs the child should be sent inside for that day. We'll try again next time.

RULES FOR OUTSIDE PLAY

We need to take turns on the riding toys. Decide upon an appropriate amount of time and encourage taking turns.

We need to take turns on the swings and tire swing. Only one person per swing and three on the tire swing at one time. We sit on our bottoms while using the swings – no helicopter swinging.

Sticks and rocks belong on the ground and are not play equipment.

Tagging is o.k. in chasing games, but pushing or pulling is not. We allow children to express themselves with loud volumes outside, where it is appropriate.

Sand stays in the sandbox. Be careful when digging not to throw sand with the shovel.

Scooter-type toys are for laying down on only, not for skateboarding.

If a ball goes over the fence, an adult must pick it up. Do not allow the children to chase after it.

One parent should remain outside to put toys away and close up the sand box. Return key to the hook inside the storage closet door.

Return to the circle and help where needed. You are responsible for making sure all children are signed out on the sheet as they are leaving the room.

Discovery Table / Water or Sand Table /Science Center

Encourage each child to observe keenly:

What do you see?

What is it like?

What else do you wonder about?

How does it feel?

Invite each child to think by posing such questions as:

Why do you suppose?

What do you think?

What might happen if?

How can we find out?

What could you do if?

How many would it take?

Help look for explanations.

Invite and listen to his/her questions.

Help the child to discover misconceptions.

Develop in the child a respect for all living things.

Allow for optimum discovery by using materials appropriately.

Home/ Pretend Center

Follow the child's lead in order to foster their imagination.

Become involved by: dressing up, joining in their "play" of the moment, modeling appropriate behaviors.

Support the children's right to reflect a nonsexist viewpoint toward dramatic play roles chosen by themselves or others.

Since orderliness invites constructive play, help the children by:

- Showing that mops stay on the floor, brooms are for sweeping.
- Telling that it is easier to walk when the floors are clear so let's have the food stay on the table, in the cupboards, or at the stove or sink. Except for picnics!
- Reinforce that all should keep the center neat and clean.
- Remove items that are used inappropriately or have been used orally.
- Help a child join in the play by asking what they could be. Maybe you could use another (aunt, daddy, kitty, etc.).

Block-Building Center

Encourage the child to build with the blocks.

Invite them to build away from the shelves. This will create an open path to the shelves.

Promote building with blocks before using accessories. It will encourage more constructive and creative use of both.

To help in sharing and to avoid hoarding, limit the number of blocks accumulated by one child before construction begins.

Build no higher than your shoulder. This helps keep the child visible and gives a measurement of safety. The exception is when the pendulums are in use.

Help with clean up by keeping blocks that are alike together.

Snack Table/ Kitchen

Snack can be an enriching experience in small motor development as well as art, math and science. Use words describing math and science concepts, such as “heavier/lighter”, “longer/shorter”, “dividing/adding to/subtracting” as it pertains to the snack situation.

Encourage children to participate in the snack’s preparation (where appropriate), to serve themselves, and to clean up after themselves.

Encourage and model good table manners.

Encourage informal table conversation. For example, ask children about pets, siblings, favorite foods, vacations, etc. Be sure to attain a balance within yourself of talking vs. listening by generally allowing the children to lead the conversation.

Be sure to check with children who are hesitant to see if they want to eat a snack that day.

Remember to give children a “last call for snack” warning about 10 minutes before the center closes for the class period. Once the warning has been given, follow through, and refuse the very “late-comers”. This builds trust and respect for what adults say will happen! Be sure to remind children to take time to choose to have a snack if they are regularly one of those who come at the last minute.

For children who *love* the snack table, remind them that others are waiting to have their snack and encourage them to visit other interest centers. Remind yourself that this is snack, not lunch!

Children generally react to new foods negatively, but with time and experience, they will usually accept them. Research has found that acceptance of new foods occurs relatively slowly, and that it may require ten exposures before a child will eat something new!

By the time they reach preschool, eating is the child’s responsibility. Providing what to eat is the parent’s responsibility. If the possibilities presented are nutritionally sound, the child’s choices will be good.

Other Items of Interest

FIELD TRIPS

We hope to provide fieldtrips or visitors for our children every month. Parents are responsible for arranging transportation and paying any fees. If space permits siblings are almost always able to accompany us with a parent chaperone.

If the field trip requires pre-payment for a ticket or there is a fee, it must be paid to the preschool by the deadline set by the coordinator in order for the child and parent to attend. If the fee is not paid, tickets will not be purchased. The parent is free to purchase tickets at the door of the event, if available.

SCHOOL BAGS

Please provide a school bag or backpack for your child to bring home his or her artwork, etc. Your child's name should be on the bag. **A full change of clothes should be left in the bag each day for emergencies.**

BIRTHDAYS

At some time during the year we will celebrate each child's birthday at school. If your child has a summer birthday, we will celebrate the half-birthday at school. We usually celebrate birthdays during our last circle time. On their birthday, your child will receive a birthday crown, which may be kept. We will sing "Happy Birthday". It is not necessary for your child to bring treats for the other children on the birthday, if you choose to do so, please plan to come before classes end and pass them out to departing children. Be aware also that treats should be packaged for a car ride home.

DRESSING FOR PRESCHOOL

Please remember that preschool is your child's workplace and that many times our activities are messy! The paints are "washable", but they often stain despite these claims. We try to make sure that paint aprons are used, but often they just don't cover enough area. Your children should come to school in clothing that allows them to participate without worrying what Mom or Dad will say about a messy outfit. We would rather see an involved child in the same paint-stained shirt every day of preschool, than one who stands at the sidelines for fear of ruining an article of clothing.

TOYS FROM HOME

Please discourage your child from bringing toys from home to play with at school. They often cause "sharing" problems. The exceptions are a special friend to help with separation. Toys from home sometimes get lost, broken or damaged. Everyone shares toys at school. If a child brings an item from home, please have them leave it in their backpack or cubby. When your child is chosen as "Bear of the Week" he/she may bring items from home for a special show-and-tell time during Circle Time.