

Parents Cooperative Preschool



Parent Handbook 2011-2012

PARENTS COOPERATIVE PRESCHOOL PARENT HANDBOOK

(Revised August 2009)

Parents Cooperative Preschool is a family-orientated program that provides a quality preschool experience for all children, while giving parents the advantage of direct involvement and input in all aspects of the program.

STATEMENT OF PURPOSE

The purpose of Parents Cooperative Preschool is:

- 1) To provide children ages two through five years with a creative play learning experience with emphasis on the development of socialization and emotional awareness, cognitive growth and fine and gross motor skills.
- 2) To provide opportunities for parents to interact with other parents of preschool age children.
- 3) To provide parents with the opportunity to assist the classroom teacher, thus providing parental awareness of activities, which could be used in developmental learning experiences when teaching preschoolers at home.
- 4) To provide these services at a minimal cost.

LICENSING

Parents Cooperative Preschool has been in operation since September 1979. Originally, we were licensed as a day care and named Parents Morning Out (PMO). In September of 1982, our name was changed to Parents Cooperative Preschool, and we became a State Licensed Preschool. In March 1991, we became an incorporated, non-stock cooperative with tax-exempt status.

HOURS

Hours for Room 2, Room 3 and 4K are listed below. Please do not bring your child before 8:00 a.m. in the morning and before 12:00 p.m. in the afternoon for Room 2 and 3. We ask that you be prompt about picking your child up at the end of each session. A \$5.00 charge (per every 15 minutes) will be assessed for late pick up of children. Room 2 will be in session from 8:00 a.m. until 10:30 a.m. during the month of September, and will go from 8:00 a.m. until 11:00 a.m. beginning in October. Tuition will remain the same for this adjustment period.

Morning			Afternoon		
TEACHER	CLASS	TIME	TEACHER	CLASS	TIME
Mrs. Vorpahl	Room 2 M/W or T/Th	8:00-11:00			
Mrs. Nehmer	Room 3 M/W or T/Th	8:00-11:00			
Mrs. Martin	4K MTWTh	8:00-11:10	Mrs. Martin	Room 3 TWTh	12:00-2:30
Mrs. Johnson	4K MTWTh	8:00-11:10	Mrs. Johnson	4K MTWTh	11:50-3:00

CLASSROOMS

Parents Cooperative Preschool accepts children from 2 through 5 years of age. Children are placed in classrooms according to their age on September 1st.

- Room 2: 2 through 3 years old with a maximum of 8 children
- Room 3: 3 through 4 years old with a maximum of 12 children
- Room 4K: 4 through 5 years old with a maximum of 13 children

FEES

The following fees are due when registering:

Registration Fee - This fee is non-refundable in the case of withdrawal.

\$35.00 (This also covers one background check; the cost for an additional background check is \$10.)

Deposit - Based on the days per week attending. The deposit will be deducted from the last month's tuition.

\$40.00 - two days a week

\$50.00 - three days a week

TUITION

Tuition is due the 1st of every month or the closest preschool day. After the 12th of the month, a \$5 fee will be added per month that tuition is late. Your child is considered enrolled for the entire school year (September through June). If you must drop out of the program, please give the Director 30 days notice. In the absence of notice, you are responsible for the next month's fee. Checks should be made payable to Parents Cooperative Preschool or PCP. We ask for your cooperation in paying fees on time to enable us to meet our monthly expenses. See the Director if there is problem with paying fees on time.

CLASS	DAYS	TUITION	NON-PARTICIPATING
Room 2	2	\$82	\$98
Room 3	2	\$76	\$88
Room 3	3	\$95	\$107
4K	4	~	~

NON-DISCRIMINATORY POLICY

Parents Cooperative Preschool admits students of any race, color, national, ethnic origin or disability.

POLICY ON PARENTS AIDING IN THE CLASSROOM

As a cooperative preschool, parents take turns assisting in the classroom. The number of times a parent works depends on the number of days per week the child attends. Required days are listed below. Parents work on the same days their child attends school, but do not have to work in their child's classroom. Assisting parents should arrive at preschool when class begins and will stay until class ends.

Orientation

Our use of parent helpers in the classroom requires Parents Cooperative Preschool to follow certain state guidelines. Each volunteer must have 2 hours of training prior to working in the classroom, which is attendance at a parent orientation meeting in August. If a parent is unable to attend the meeting, a 2-hour classroom observation is required before your first day as a parent helper.

Class	Days	Helper Days Required
Room 2	2	8-9
Room 3	2	5-7
Room 3	3	5-7

Non-enrolled Children

Non-enrolled children may not accompany the parent in the classroom. We are not licensed for children under two. If requested, we will attempt to provide names of possible baby-sitters. The parent is responsible for making the baby-sitting arrangements.

Replacements

Parents are responsible for finding a replacement if they are unable to work on their assigned day. A class list will be provided to help parents call replacements. If a parent helper fails to report to work on their day or fails to find a substitute, the family will be assessed a fine of \$20.00 so that we may hire a paid aide.

NON-PARTICIPATING PARENT

Parents unable to work in the classroom may choose to become non-participating parents. The preschool will assess additional tuition (see Tuition section) and will hire an aide to work their assigned days. Non-participating parents will still provide snacks; we ask that you send in two non-perishable snacks and either milk or 100% juice for each helper day.

FILES NEEDED FOR EACH CHILD

In order to attend a licensed preschool, a number of records need to be on file. This serves as a protection of our children's health. The following records need to be on file for each child. Absence of these records could result in exclusion from the preschool until the proper forms are turned in.

- 1) An **Enrollment** form listing phone numbers where parents can be reached
- 2) A **Physical** form signed by a physician or a well-child clinic nurse, due no later than 30 days after Preschool enrollment
- 3) An **Immunization** record
- 4) A **Health History/Emergency** care form
- 5) A **PCP Permission** form- permission for walking, publicity and emergency transportation

Parents must list all people that are authorized to pick up your child. Parents must add people during the school year if the person is not already listed. Any changes to addresses and phone numbers or other important information must be given to the preschool right away.

WHAT TO BRING FOR YOUR CHILD EACH DAY

Every child should bring a back pack daily with a change of clothes inside appropriate for the season. For any child who is not toilet trained, please include disposable diapers inside as well.

MAILBOXES

Each child has a mailbox that will be kept in the hall during preschool hours. It’s important that you and your child check that every preschool day for important papers, notes, artwork and newsletters.

SNACKS

When aiding in the classroom, the parent helper supplies the nutritious snack for that day. Non-participating parents will provide snacks also. A nutritious snack consists of two or more choices of the following: bread or cereal; fruit or vegetable; milk product; meat (NO VENISON) or meat alternative (peanut butter, eggs). A juice product should be a pure juice (please no juice boxes) and not a fruit drink such as Sunny D, Hi-C or Kool-Aid. Snack suggestions are included in this handbook. Cups and napkins will be provided. Parents are to choose nutritious food whenever supplying snacks for the children during the class session.

Select two of the following components when supplying snacks:

Listed are suggestions for portion sizes per child.

	<u>Age 2</u>	<u>Ages 3, 4 & 5</u>
1. Milk	1/2 cup	1/2 cup
2. Juice ¹ , fruit, vegetable	1/2 cup	1/2 cup
3. Bread cereal, bread alternative ² :		
Bread	1/2 slice	1/2 slice
Cereal: Cold, dry	1/4 cup or 1/3 oz	1/3 cup or 1/2 oz ³
Hot, cooked	1/4 cup	1/4 cup
4. Meat or meat alternative:		
Meat, poultry, fish or cheese	1/2 oz	1/2 oz
Egg	1/2 egg	1/2 egg
Cooked dry beans or peas	1/8 cup	1/8 cup
Peanut butter, other nut/see butter	1 Tbsp	1 Tbsp
Peanuts, soy nuts, tree nuts, seeds	1/2 oz	1/2 oz
Yogurt, plain, sweetened, flavored	2 oz or 1/4 cup	2 oz or 1/4 cup

¹ Shall be full strength, 100% fruit or vegetable juice

² Shall be whole grain or enriched

³ Either volume (cup) or weight (oz), whichever is less

Parents will be given information at the beginning of the year if children in their child’s class have food allergies. Please be sure to avoid those items when planning snack.

SCHOOL SUPPLIES

<u>Room 2</u>
1 ROLL OF PAPER TOWEL
5 OZ. CUPS
1 PK OF SMALL PAPER PLATES
1 PACKAGE OF WIPES
STICKERS (season or theme)
4 OZ. GLUE (Elmer's, White)
<u>WATERCOLOR PAINTS</u>
(Crayola preferred/single row)
<u>BACKPACK</u>
(for notes and finished projects)
<u>CLOTHING</u> (extra set)
DISPOSABLE DIAPERS
(clothing and diapers should be kept in backpack)

<u>Room 3</u>
1 ROLL OF PAPER TOWEL
5 OZ. CUPS
1 PK OF BIG PAPER PLATES
1 PACKAGE OF WIPES
STICKERS (season or theme)
4 OZ. GLUE (Elmer's, white)
<u>WATERCOLOR PAINTS</u>
(Crayola preferred/single row)
<u>BACKPACK</u>
(for notes and finished projects)
<u>CLOTHING</u>
(extra set kept in backpack)

<u>Room 4 or 4K</u>
1 ROLL OF PAPER TOWEL
2 PACKS OF 5 OZ. CUPS
1 PACK OF SM or LG PAPER PLATES
400 COUNT NAPKINS
STICKERS (season or theme)
4 OZ. GLUE* (Elmer's, white)
<u>WATERCOLOR PAINTS*</u>
(Crayola preferred/single row)
<u>WASHABLE MARKERS*</u>
BOX OF 24 CRAYONS
<u>BACKPACK</u>
(for notes and finished projects)
<u>CLOTHING</u>
(extra set kept in backpack)
*needs replacement at 2 nd Semester

UNDERLINED ITEMS MUST BE LABELED WITH YOUR CHILD'S NAME

ILLNESS

All persons shall be excluded from school when ill. Children showing signs of illness such as fever, bad cold, diarrhea or flu should not be in school. If a child has had a fever, diarrhea or has vomited, they can not attend preschool for 24 hours, therefore your child has these symptoms in the evening, they should not be at preschool the following day. If your child becomes ill at school, you will be contacted and asked to pick your child up.

MAKE-UP DAYS

Because our program is small, we cannot accommodate making up days missed by a child due to illness or family vacation. No refunds can be given since our expenses are the same even if a child is absent.

Preschool will be canceled if Fort Atkinson schools cancel or delay starting times. There will be no a.m. preschool if there is a two-hour delay. Afternoon classes will meet as usual. During the school year, the school district has several days that are early release days. We will not hold our afternoon sessions on those days.

If there is a catastrophe to the building (i.e. storm or water damage, electricity out etc.) or the surrounding area there will be no school until the situation is determined safe for classes to begin once again.

TRANSPORTATION POLICY

Daily Transportation - Parents Cooperative Preschool does not provide transportation for its students on a daily basis. If a child is in 4K, transportation may be provided by the school district.

Field Trips - When the preschool does take a field trip we contract the transportation through a bus company. (Double Three) All students must have a parent and/or guardian accompanying them. Each teacher is responsible for keeping track of all of his or her class members. After the last person is off the bus one teacher or the director will search each bus to ensure no student remained on the bus.

EVALUATIONS

Student evaluations are completed twice yearly, in November and May. A copy will be sent home. These evaluations are our means of communication with the parents concerning a child's progress. The evaluations are based on our goals for each age group. You are encouraged to contact the teacher at any time to discuss your child's development.

Conferences will be available to 4K parents. Conferences with a Room 2 or Room 3 teacher are not required, but may be requested by the teacher or the parent.

PARENT TEACHER ORGANIZATION / PTO

PTO is the policy-making and planning board for Parents Cooperative Preschool. It is comprised of the preschool program director and a PTO board. All members of the Parents Cooperative Preschool are members of the PTO. A President, Vice-President, Secretary and Treasurer are appointed from the preschool population to serve on the Executive Board. Meetings are held once a month during the preschool hours and alternate months in the evening. Dates and times are listed on the calendar and posted. Everyone is invited to attend. This committee enables parents to have an important voice in the preschool program.

NEWSLETTERS

The newsletter keeps you informed of the happenings in each classroom as well as upcoming events affecting the entire program. The newsletter will be distributed the first week of the month whether by email or in mailboxes. Newsletter will also be made available online. Please take the time to read the newsletter each month.

SCHOLARSHIPS

Scholarships may be available to families who are experiencing financial difficulty and are unable to pay monthly tuition. This however, will depend on the preschool's budget and availability. Financial assistance is offered on a nondiscriminatory basis. Contact the preschool director for the necessary application forms.

WEBSITE

Our preschool website, www.pcpfort.com, has many purposes. Along with attracting and informing new families, it can be a valuable resource for current families. Every effort will be made to include all important forms on the website for your convenience, such as required file forms, school calendar, snack and helper calendars, newsletters, ordering forms for fundraisers, field trip forms, etc. Any input on our website is welcomed.

Parent Helper Job Duties

Parents Cooperative Preschool

- Arrive at the preschool by 8:00 am to help with learning materials and supplies needed for the day. (You do not need to arrive early.)
- The teacher will have a schedule posted for you to see how the day will go.
- Aide teacher in classroom management. If you see children that need assistance, please help.
- During play time, interact with the children. Help supervise games and activities.
- During clean-up time, encourage children to help pick up materials and toys and place them in the proper place.
- Prepare materials for art projects and activities and assist children when needed.
- Clean tables with cleaning solution before and after snacks and after art time. We use a two-step process with a soap solution first, then a bleach solution to sanitize. Children should not sit at tables until they are completely dry.
- Provide and serve a NUTRITIOUS snack at snack time. (100% juice or milk, 2 or more choices of healthy snack)
- Papers to be sent home should be placed in mailboxes.
- While the children are in Gym, vacuum the floor.
- Help children with coats, boots, or backpacks when preschool is over.
- Please remain in the room until all the children are gone and help with final cleanup.
- Please take out the garbage on the way out.

Thank you for your assistance!

PARENTS COOPERATIVE PRESCHOOL

NUTRITION GUIDELINES

Two snacks required: Snack #1 from Column A; Snack #2 from column B –or- C and one drink: either milk or 100% juice.

COLUMN A

Fruits and Vegetables

Cucumbers
 Broccoli
 Green beans
 Green/red peppers
 Sugar snap peas
 Carrots
 Celery
 Veggie “matchsticks”
 Strawberries
 Raspberries
 Blueberries
 Oranges
 Apples
 Grapes
 Melon (Watermelon, Cantaloupe)
 Peaches
 Pears
 Raisins
 Pineapple
 Banana

*www.mypyramid.gov

COLUMN B

Whole Grains

100% whole wheat bread
 100% wh. wheat bagels/English muffins
 100% whole wheat crackers
 Oatmeal
 Shredded wheat cereal
 Toasted oat cereal
 Whole wheat pretzels
 Graham Crackers Sticks
 whole wheat tortillas
 whole wheat goldfish
 air/natural popcorn
 granola bars
 homemade healthy snacks are acceptable

www.mayoclinic.com

COLUMN C

Dairy/Protein

Low-fat yogurt
 low-fat frozen yogurt
 low-fat string cheese
 Low-fat pudding
 low-fat cottage cheese
 hard/natural cheeses
 Hummus
 Bean dip
 Peanut butter

Exclusion list: potato chips, fruit snacks, cheese/peanut butter filled crackers, teddy grahams, vanilla wafers, Sunny D.

Holiday and Birthday Treat Policies

Holidays:

Unless otherwise instructed by classroom teacher, we ask that food items/treats not be brought to the classroom for holiday celebrations (i.e. Christmas, Valentine’s Day, St. Patrick’s Day). If you and your child would like to share with classmates on these holidays, we ask that you choose to bring a non-food item (i.e. pencils, stickers, tattoos, etc).

Birthdays:

If you and your child decide to provide a birthday treat the day/week of your child’s birthday we encourage healthy choice selection; however, we do not have any specific regulations outlined at this time.

Fort Atkinson School District Addendum

NOTICE OF NON-DISCRIMINATION POLICY

The District shall provide any student in the District equal opportunity to participate in any programs or activities offered.

The School District of Fort Atkinson does not discriminate against students, employees or in its relationship with the community in areas of programs, services or facilities on any basis protected by federal, state or local laws.

The School District of Fort Atkinson does not discriminate in employment on any basis protected by federal, state or local laws.

Individuals who believe they have been discriminated against are encouraged to discuss the possible discrimination with the building administrator of the site at which the alleged discrimination took place. Questions about this policy should be directed to: Director of Instruction, 201 Park Street, Fort Atkinson, WI 53538. Phone: (920)563-7802.

SPECIAL EDUCATION REFERRALS

Parents, physicians, mental health care providers, day care providers, private school representatives, or any other individual or agency having reasonable suspicion to believe that a child has an impairment and in need for special education services may initiate a referral on the child's behalf. Such requests must be in writing and forwarded to the child's public school of attendance. All written requests shall be date-stamped upon receipt and forwarded to the school's psychologist/IEP coordinator (the date of the receipt of the written request begins the 90-day timeline). It shall be the responsibility of the school psychologist/IEP coordinator to complete a special education referral in response to written requests. A copy of the special education referral shall be forwarded to the building principal and the original written request and related referral forwarded to the secretary to the Director of Special Education and Pupil Services for processing .

Reporting of Suspected Child Abuse or Neglect

Any school district or 4K partner employee having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or having reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall report the suspicions as required by law.

Any person making a report in good faith under this policy shall have immunity from liability – civil or criminal – that results by reason of the action of reporting, and no person making such a report may be disciplined or discharged from employment for so doing. The identity of the person making such a report shall be regarded as confidential and may be released only as provided by law.

Simple Ways to Support our Preschool

Artsonia

This is a large online museum with artwork showcased from thousands of schools, including ours, beginning this year. Parents and relatives will be able to see and buy items with the child's artwork on it. A small percentage of any sales go back to the preschool!

Scrip

Scrip is a program where every dollar you put in to it, you get back. Our preschool places an order for gift cards or gift certificates through a company and the preschool is given a percentage of the sale. Many local grocery stores, gas stations, department stores and online stores are included on the list. These can be used for every day shopping and even paying bills.

Poinsettias and Pies

Before the Holidays, we sell poinsettias from Humphrey Floral & Gift and gift certificates for MaMa Mary's homemade pies from Poyer's Farm Market. These make great gifts.

Blooming Plants

In the Spring, we offer for sale, beautiful and full blooming plants from Humphrey Floral and Gift. We sell Begonias, Impatiens, and Geraniums. We order close to Mother's Day.

Recycling Fundraiser

We collect used items such as old cell phones, DVD's, mp3 players, laptops, phone chargers, ink cartridges, etc. A company takes them for us for recycling and we receive a small check.

Kids Concerts

Twice per year, we hire a children's entertainer to come to Parents Cooperative Preschool on a Friday. We sell tickets and concessions and have a great time. The profit we make from these concerts allows us to hire another children's entertainer to come to the preschool during the day for all the children, usually during the "Week of the Young Child" in May.

Please ask if you want more information about any of these fundraisers! And we always need extra help with fundraisers if you are interested.

Parents Cooperative Preschool 2011-2012 Calendar

25 Orientation Night
6:30 New Families
7:30 All Families
26 Picnic- Jones Park
10:00 am

AUGUST '11						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '11						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 4K 1st day of school
6/7 2/3 1st day of school
1-12 Tuition Due
5 Labor Day
7 PTO Meeting 8:15am
28 Picture Day
Rm 2/3/4K AM
Rm 3/4K PM
29 Picture Day
Rm 2/3-T/Th

1-12 Tuition Due
7 Farm Field Trip
20 PTO Meeting 6:00 pm
Halloween Parties
25 Rm 2/3 - T/Th
26 Rm 2/3 - M/W
Rm 3PM
4K AM & 4K PM
27 No School

OCTOBER '11						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-12 Tuition Due
4 David Landau – 6:15
14-17 4K Conferences
17 PTO Meeting 8:15am
Tastegiving Feast
21 Rm 2/3 - M/W
22 Rm 2/3 - T/Th
Rm 3 PM
4K AM and PM
23/24 No School
Thanksgiving Break

1-12 Tuition Due
15 PTO Meeting 6:00 pm
Holiday Sing-a-Long
21 Rm 2/3 - M/W
22 AM - Rm 2/3 - T/Th
4K - AM
PM- Rm 3 PM
4K PM
23-2 Winter Break

DECEMBER '11						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1-12 Tuition Due
3 Classes Resume
12 4K Block Party
18 PTO Meeting 8:15
23 No School
26 4K Progress Reports
Sent
30-2 4K Conferences

Feb. Registration for 12/13
School Year
1-12 Tuition Due
Valentine's Party
13 Rm 2/3 - M/W
14 Rm 2/3 - T/Th
All 4K & Rm 3 PM
16 PTO Meeting 6:00 pm
23 No PM Classes

FEBRUARY '12						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH '12						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-12 Tuition Due
14 4K Sensory Party
15 PTO Meeting 8:15
19-23 Spring Break

1-12 Tuition Due
19 PTO Meeting 6:00 pm

APRIL '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '12						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-12 Tuition Due
18 Zoo Trip
Wear PCP Shirts!
23 PTO Meeting 8:15
28 Memorial Day
31 4K Game Day

1-12 Tuition Due
4 Progress Reports
Sent
End of the Year
Picnic
6 Rm 2/3 M/W
7 Rm 2/3 T/Th
Rm 3 PM
4K AM & PM

JUNE '12						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY '12						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PARENTS COOPERATIVE PRESCHOOL

320 S. Main Street

Fort Atkinson WI 53538

Director, Colleen Peterson

920-563-7252

parentscoop@att.net

www.pcpfort.com

DOUBLE THREE TRANSPORTATION

563-3652

BARRIE ELEMENTARY (4K)

1000 Harriet Street

Fort Atkinson WI 53538

Principal, Brent Torrenga

Secretary, Carol Klein

920-563-7817

www.fortschools.org/4K