



Parents Cooperative Preschool

Family / Staff Handbook 2024-2025

Updated August 6, 2024

PARENTS COOPERATIVE PRESCHOOL PARENT HANDBOOK

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 the start of your child's scheduled start time. We ask that you promptly pick 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.

Morning			Afternoon		
TEACHER	CLASS	TIME	TEACHER	CLASS	TIME
Mrs. Coleman	Room 2 M/W, T/Th	8:00-11:00	Mrs. Coleman	Rm 2: 2K/3K T, W, Th	11:30am-2:30pm
Mrs. Yavuzcetin	Room 3 M/W, T/Th	8:00-11:00			
Mrs. Martin	4K M-Th	8:00-11:10	Mrs. Martin	4K M-Th	11:50AM-3PM
Extended Morning/Day Program					
Mrs. Yavuzcetin	Rm3: 3K/4K M-Th	7AM-12PM			
Mrs. Martin	3K/4K M-Th	12PM-4PM			

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 6-8 children

Room 3: 3 through 4 years old with a maximum of 10-12 children

Room 4K: 4 through 5 years old with a maximum of 13-20 children

FEES

The following fees are due when registering for 2K and 3K; 4K is a free program sponsored by the Fort Atkinson School District:

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

- \$75.00 for a 2K and 3K-2 Day Class (This also covers one background check; the cost for an additional background check is \$49.)
- \$85 for 2K, 3K-3 Day Class and Extended Morning/Day Program (2 day, 3 day, 4 day).

TUITION FOR 2K AND 3K

Tuition is due the 1st of every month or the closest preschool day. After the 14th 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) but tuition is only charged September - May. 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 difficulty with paying fees on time.

CLASS	DAYS	TUITION PARTICIPATING	TUITION NON-PARTICIPATING
Room 2 AM	2	\$135/mo	\$145/mo
Room 3 AM	2	\$135/mo	\$145/mo
Room 3 PM	3	\$170/mo	\$180/mo
4K AM	4	\$0	\$0



2 Days/wk	3 Days/wk	4 Days/wk
\$290/month	\$435/month	\$580/month

NON-DISCRIMINATORY POLICY

Parents Cooperative Preschool admits students of any race, color, nationality, 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 2.5 hours of training prior to working in the classroom, which includes completing 2 free online classes and meeting with PCP Director for an on-site training. All training must be completed before your first day as a parent helper.

Class	Training Hrs.	Helper Days Required/yr
Room 2	2.5	9-10
Room 3	2.5	9-10

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. We ask that parents try to switch days with another family. **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 \$30.00 so that we may hire a paid aide. If a parent must give their helper day to another family WITHOUT taking one of their days in return more than twice, we will ask that family to pay the non-participating tuition from that point on.**

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. ***There will be a snack schedule for both participating and non-participating families in all 2 yr old and 3 yr old classes. 4K teachers will have a schedule for families to have the opportunity to bring home the snack bag each month.***

DISCHARGE OF ENROLLED CHILDREN

An enrolled 2K or 3K child can be discharged if this is parent initiated, mutual agreement between parent and PCP, or if initiated by PCP.

An enrolled 4K child can be discharged if this is parent initiated, mutual agreement between parent, PCP and the Fort School District, or if initiated by PCP or the Fort School District.

SNACK

All PCP families will provide a snack for their child's class 2-3 times per month. Schedules given at August orientation or by classroom teacher.

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 and is required by the State of Wisconsin. 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
- 6) **Emergency Contact Info Index Cards** (in duplicate)

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 2K, 3K, AND 4K CLASSES





Every child should bring a backpack 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.

PCP Extended AM/PM Program

3K/4K

Sept 1, 2024- June 13, 2025

PLEASE READ/REVIEW CAREFULLY :)
(IN ADDITION TO THE 2024-25 PCP HANDBOOK)

MONTHLY TUITION:	<ul style="list-style-type: none"> If paying by ACH, monthly tuition will be paid on or closest to the 1st of each month. There will be a \$15 charge for each time there are "NSF" (non-sufficient funds). If paying by cash, check/money order, monthly tuition is due by the 14th of each month. Please make out checks/money orders to "PCP". There will be a \$20 charge for each time tuition is not sent in by the 14th of the month.  <p style="text-align: right;">For the month of September ALL tuition payments will be run via ACH or turned in to Mrs. Raub by September 20th.</p>
DAILY LUNCH & SNACKS	<ul style="list-style-type: none"> Daily, all families must send a bagged lunch w/their child. Bagged lunch must comply with WI State Lunch/Snack regulations (see attached for examples). Monthly, Each family will bring in a snack for entire group 1-2 times per month. Snack must comply with WI State Snack Regulations (see attached for examples). There will be a \$3 fee each time a lunch is not brought per child. (Child will be offered a PCP provided lunch). There will be a \$3 fee each time a monthly group snack is not sent in. <p>PCP will provide milk and/or water at each lunch and snack time.</p> 
REST TIME GEAR	<ul style="list-style-type: none"> At the beginning of each week, all families must send a blanket or sleeping bag w/their child. <p>At the end of the week families will take home all rest-gear to be laundered for the following week.</p>  <p>PCP will provide a rest cot for each child.</p> <p>If blanket or sleeping bag is not sent in with child, then PCP will provide a fitted cot sheet that will need laundering after each daily use.</p>
OTHER ITEMS	<p>Please send daily with your child a bag/backpack with:</p> <ul style="list-style-type: none"> extra change of clothes, underwear and/or pull up-diaper, and socks. 

TAKE HOME FOLDERS

Each child has a take home folder that will be kept inside their backpack or in the classroom. It's important that you and your child check this folder every preschool day for important papers, notes, announcements, artwork and newsletters.

CHILD GUIDANCE

Time-outs are not used in all PCP classrooms, unless specified in a child's Individual Education Plan (IEP).

If a child is distraught, crying, or fussy, PCP practices the following strategies (not necessarily in this order):

- Comfort, provide encouragement, setting clear-cut boundaries/limits and if necessary, contact family to talk about how to support their child.
- Redirection (activities), deep breathing techniques, help child use "their words", and environmental changes as a class.
- Unless safety is of concern, PCP staff will give child opportunity a choice: if the child would like to go for a short walk, get a drink of water, go to a quiet area OR stay in the current space with class.

SNACKS

When aiding in the classroom, the parent helper supplies the nutritious snack for that day. Please see attached form regarding snack nutrition guidelines. **HOMEMADE SNACKS ARE NOT ACCEPTED AT THIS TIME**

There will be a snack schedule for both participating and non-participating families in the 2 yr old and 3 yr old class and Extended Morning/Day families. 4K teachers will have a schedule for families to have the opportunity to bring one the snack bag each month.

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.

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 a healthy choice selection. Please check the birthday treat handout for suggestions. **HOMEMADE SNACKS ARE NOT ACCEPTED AT THIS TIME**

SCHOOL SUPPLIES

A supply list will be provided to you by your child's teacher; a copy of list is also published online at www.pcpfort.com

ABSENCES

All child absences must be reported, within the 1st hour of the school day the child is absent, to the PCP Director/Office at 9205637252 or to parentscoop@att.net.

ILLNESS (PLEASE SEE ADDENDUM B FOR ILLNESS ADDITIONS to this school policy)

All persons (staff, students and parent helpers) shall be excluded from school when ill. Children showing signs of illness such as fever, skin rash, open sores, running nose and/or frequent coughing, sore throat, earache/discharge, watery or red eyes or eye discharge, diarrhea, vomiting, flu should not be in school. If your child shows any of these signs at school, family will be contacted to come pick up child. If your child has a fever or has vomited, he/she needs to be fever or vomit free for 24 hours before returning to preschool (*In some cases, 48 hrs before returning to preschool*). For example, if 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.

The PCP School Board still reserves the right to cancel 2K and 3K classes for any emergency or to maintain wellness for families and staff.

If there is a catastrophe to the building (i.e., storm or water damage, electricity out, illness, 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 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 remains on the bus.

EVALUATIONS

Student evaluations for Room 2 and Room 3 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 evening. Dates and times are listed on the school calendar and posted. Everyone is invited to attend. This committee enables parents to have an important voice in the preschool program.

PCP COMMITTEES & VOLUNTEERS

- All PCP Families must serve 2 hours during the setup, during, and/or clean up of the PCP Spring Carnival.
- In addition,
- All PCP families can choose at least 1 committee to be part of during the school year i.e., Dinner night out, Family/Community Night, Fundraiser, Scholastic book fair/monthly book sales, and spring carnival, etc.)

STAFF MEETINGS: All PCP staff will meet for monthly staff meetings during the school year and additional meetings as requested by the PCP Director or PCP School Board.

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 emailed to you at the end of each week (unless a paper copy is requested). Newsletters will also be made available online. Please take the time to read the newsletter each week.

Teachers will also send weekly email updates to their students' families.

SCHOLARSHIPS

Scholarships may be available to families who are experiencing financial difficulty and are unable to pay monthly tuition at any time during the school year. This however, will depend on 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, etc. Any input on our website is welcomed.

WEAPONS - (addendum 11/1/11) -

Firearms, ammunition, and other potentially dangerous items may not be on the premises.

EMERGENCY PLANS/PROTOCOLS

- Fire: Monthly fire drill while school is in session; exit the building through the safest and nearest exit; fire evacuation map posted in each school space.
- Tornado: Monthly tornado drill while school is in session during designated months by Department of Children and Family; go to the nearest enclosed space without windows on lowest level of building (any school or classroom bathroom, kitchen pantry, furnace room)
- Safety Walks: 3 times per year, the entire preschool will complete a safety walk outside the preschool to review what to do during an evacuation.
- Lost/Missing Child: PCP staff immediately reports missing/lost child over 2-way radio or tell PCP Director; Director instructs all staff members and building staff members to check each floor/space indoors and outdoors quickly and carefully; If child is not found then Director contacts the local Police Department for assistance and then contact child's parents.
- Emergency Evacuation: If there is any type of an emergency (gas leak, dangerous intruder, utility emergency, threats, health/allergic reaction etc.), PCP staff is to quickly and safely evacuate all children and staff and go to a safe location outside of the PCP building at a safe distance i.e., public library, museum, McDonalds; PCP staff will then contact emergency responders about their location, who is with them, and then law enforcement will help PCP staff member to reunite children with their families.
- Health Emergency: Contact 911 Dispatcher for help/assistance.

REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

Any Parents Cooperative Preschool employee, 4K partner, or volunteer 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.

Parent Helper Job Duties
Parents Cooperative Preschool

- Arrive at the preschool by class start time 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.
- Aide teacher with washing students' hands.
- Provide and serve a NUTRITIOUS snack at snack time. (See nutritious snack requirements print out)
- Papers to be sent home should be placed in mailboxes/student folders.
- While the children are in Gym, vacuum the floor if the teacher needs help in the gym.
- 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
320 S. Main Street
Fort Atkinson WI 53538
Director, Jeanne Delacruz-Raub
920-563-7252
parentscoop@att.net
www.pcpfort.com

DOUBLE THREE TRANSPORTATION
920-563-3652

FASD 4K PROGRAM, Administration Building (4K)
719 S. Main Street
Fort Atkinson WI 53538
4K Administrator, Lisa Hollenberger
EMAIL: hollenbergerl@fortschools.org

ADDENDUM A

Fort Atkinson School District

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 of 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.

ADDENDUM B

Updated on 08/6/2024: PCP Wellness Protocol 2024-25 School Year

TO: PCP Families and Staff

FROM: Parents Cooperative School Board

Danielle Holtz, PCP Board President d.r.brandstatter@gmail.com

Nikki Smithyman, PCP Board Vice President sarajschreiber@gmail.com

Jackie Voigt, PCP Board Treasurer thevoigtswedding@gmail.com

Sara Scullin, PCP Secretary nikkismithyman@gmail.com

The PCP Board considers all JCHD recommendations, requirements and recommendations from the WI Department of Children and Families, as guided by the Wisconsin Department of Children and Family for the 2024-25 school year for 2K, 3K, and 4K with the following:

1. Wellness Safety Processes for 2K, 3K and 4K In-Person Classes

Class Sizes

2K/3K class sizes will be maintained at the maximum number of children to 1 teacher/adult ratio in our 2K and 3K classrooms, as required by the WI Department of Child and Family (DCF). The maximum number of children in the 3K classroom is 10.; the maximum number of children in the 2K classroom is 6. This will allow PCP to minimize exposure of illness to all PCP families/staff and to accommodate schedule flexibility of parent helpers who are unable to help in the classroom due to illness related circumstances. The PCP Board assesses this modification throughout the school year.

If anyone (i.e., staff member, parent helper, aide, therapist, student) had direct exposure to an individual who tested positive for COVID-19 is quarantined or tests positive for COVID-19, then PCP, as directed by the WI Department of Child and Family, will follow the wellness protocol as given by the Jefferson County Health Department (JCHD) and Center for Disease Control (CDC) <https://www.cdc.gov>

Personal Protective Equipment (PPE)

- Masks are optional for all PCP staff, parent helpers and for students. If one has a compromised immune system due to any reason, it is recommended that the person to wear a mask per JCHD/CDC and DCF wellness guidelines.

The PCP Board reserves the right to decide the use of masks for staff and/or students based on the community levels of COVID-19, as posted by JCHD

<https://sites.google.com/view/jeffersoncountywicovid-19/home>

- If a member of PCP staff, a parent helper, a student or FASD therapist is not feeling well, then that individual will contact the PCP Director immediately. The Director will then guide the individual based on JCHD and DCF wellness protocols.
- Masks are optional for students unless PCP staff feel it is appropriate for them to wear masks; PCP Director will follow up with parent if a student needs to wear a mask.
- Ventilation: all classroom doors will be open with strategic fans placed in windows to maintain healthy ventilation.
- Illness Tracing Process coordinated with Jefferson County Health Department and the WI Department of Children and Families.
- PCP has designated and prioritized a room as an “isolation room” for a child or staff member who shows any symptoms of sickness.

Sanitizing

- There is a minimal amount of furniture and learning items/toys in each 2K, 3K and 4K classroom to maximize space for each child to spread out and to allow for more frequent sanitizing on top of what PCP normally does according to State Licensing Regulations.
- On top of our regular sanitizing and handwashing practices during Flu season, sanitizing of surfaces, bathrooms, sinks will be completed after each use and/or transition between activities. Staff and children will hand wash with soap and water for a minimum of 20 seconds after each transition between areas and activities and whenever a staff member deems appropriate. Children cannot have access to or use hand sanitizer in a state licensed preschool.

- All drinking fountains are shut off to maintain wellness in the building. Water pitchers and 5-ounce paper cups will be used to provide hydration to children; families can consider sending with their child a non-leakable and non-glass water bottle that will be stored with their personal belongings.

Snack

- All 2K, 3K and 4K families will have the opportunity to bring in a snack in bulk, pre-cut at home fruits/vegies, or prepackaged, and milk 2-3 times per month for the child's class. All snacks will follow state guidelines (1 grain, 1 fruit or 1 vegetable and milk/water; **nut and tree nut free**). Snacks can be individually wrapped or sent in bulk. For example,
 - a bulk snack can be a case/packs/box/individually packed apple sauce, yogurt tubes, prepackaged bags of crackers.
 - Families can send pre-cut vegies and fruits in a baggie or container.
 - Teacher, wearing gloves, will pass out snacks and drinks individually to his/her students.

Wellness Screening during Drop Off

All PCP staff will monitor their own health and all PCP families will monitor student health, as well as family health, before coming to school. Staff, parents, and guardians need to monitor for:

- Cough
- Shortness of breath or difficulty breathing
- Fever 99.9 F or greater
- Chills
- Muscle Pain, body aches
- Sore Throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Fatigue
- Congestion, runny nose
- Headache
- Unusual or new rash

If your child or children are sick, or have any TWO of the above symptoms above, please do not send them to school and contact Mrs. Raub immediately.

Other

In addition to keeping your child(ren) home for any of the symptoms listed above and/or based on the *Illness Section* of the PCP Handbook:

- Your child(ren) **cannot attend in-person classes** if there is someone at home (i.e., sibling) or at your daycare who is quarantined or tested positive within the last 10 days; or has been exposed to someone for more than 15 minutes and not at least 6 feet apart, with or without masks on or vaccinated or unvaccinated. **Please contact Mrs. Raub immediately for further guidance based on JCHD/DCF/CDC wellness protocol.**

2. Pick Up and Drop Off at PCP

EXTENDED MORNING 7-7:50 AM

DROP OFF: Families will press the “preschool” buzzer button located to the right of the backdoor entrance and a PCP staff member will meet you.

2K M/W, T/Th AND 3K M/W, T/Th Morning Classes 8-11 AM

DROP OFF

7:50-8:15 AM:

- All 2K/3K AM classes will use back entrance, parent/guardian walk their child down to their classroom, help their child wash hands, and sign in your child on the state attendance form clipboard. If you need to drop off your 2K/3K student earlier than 8 AM, please contact Mrs. Raub parentscoop@att.net

PICK UP

11-11:10 AM:

- All 2K/3K AM Classes will be at the back entrance for pick up in back parking lot near back doors in a safe and blocked off area from parking and traffic.

2K/3K T/W/Th Afternoon Classes 11:30 AM-2:30 PM

DROP OFF

11:30 AM:

- All 2K/3K PM students will use back entrance, parent/student walk their child down to their classroom, help their child wash hands, and sign in your child on the state attendance form clipboard.

PICK UP

2:30 PM:

- The 2K/3K PM Class will be at back entrance for pick up in back parking lot near back doors in a safe and blocked off area from parking and traffic.

4K-Martin Morning Class 8-11:10AM M-Th AND Afternoon Class 11:50AM-3PM M-Th

PLEASE NOTE START AND END TIMES FOR MRS. MARTIN'S 4K AM CLASS

DROP OFF

7:50-8AM

- Mrs. Martin's 4K AM classes will enter using the back door entrance, parent/guardian walk their child down to their classroom, help their child wash hands, and sign in your child on the state attendance form clipboard.
- Miss. Kerri will meet those children who arrive by school bus and walk them into preschool.

PICK-UP

11:10 AM

- Mrs. Martin's 4K AM Class will be at back door entrance for pick up in back parking lot near back doors in a safe and blocked off area from parking and traffic.
- Miss. Kerri will walk and stay with those children who take school bus home until they board bus.

EXTENDED DAY 3-4 PM

PICK-UP: Families will press the "preschool" buzzer button located to the right of the backdoor entrance and a PCP staff member will meet you.

ADDENDUM C

Updated on 08/19/2024: PCP Extended Morning/Day Program 2024-25 School Year

EXTENDED MORNING 7-7:50 AM

DROP OFF: Families will press the “preschool” buzzer button located to the right of the backdoor entrance and a PCP staff member will meet you.




EXTENDED DAY 3-4 PM

PICK-UP: Families will press the “preschool” buzzer button located to the right of the backdoor entrance and a PCP staff member will meet you.

PCP Extended AM/PM Program 3K/4K

Sept 1, 2024– June 13, 2025

PLEASE READ/REVIEW CAREFULLY :)
(IN ADDITION TO THE 2024-25 PCP HANDBOOK)

MONTHLY TUITION:	<ul style="list-style-type: none">If paying by ACH, monthly tuition will be paid on or closest to the 1st of each month. There will be a \$15 charge for each time there are “NSF” (non-sufficient funds).If paying by cash, check/money order, monthly tuition is due by the 14th of each month. Please make out checks/money orders to “PCP”. There will be a \$20 charge for each time tuition is not sent in by the 14th of the month.  <p>For the month of September ALL tuition payments will be run via ACH or turned in to Mrs. Raub by September 20th.</p>
DAILY LUNCH & SNACKS	<ul style="list-style-type: none">Daily, all families must send a bagged lunch w/their child. Bagged lunch must comply with WI State Lunch/Snack regulations (see attached for examples).Monthly, Each family will bring in a snack for entire group 1-2 times per monthSnack must comply with WI State Snack Regulations (see attached for examples).There will be a \$3 fee each time a lunch is not brought per child. (Child will be offered a PCP provided lunch).There will be a \$3 fee each time a monthly group snack is not sent in. <p>PCP will provide milk and/or water at each lunch and snack time.</p> 
REST TIME GEAR	<ul style="list-style-type: none">At the beginning of each week, all families must send a blanket or sleeping bag w/their child. <p>At the end of the week families will take home all rest-gear to be laundered for the following week.</p>  <p>PCP will provide a rest cot for each child.</p> <p>If blanket or sleeping bag is not sent in with child, then PCP will provide a fitted cot sheet that will need laundering after each daily use.</p>
OTHER ITEMS	<p>Please send daily with your child a bag/backpack with:</p> <ul style="list-style-type: none">extra change of clothes,underwear and/or pull up–diaper,and socks. 