

2018-2019

Saint Patrick's
Catholic
Cooperative
Preschool-
Parent
Manual

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Welcome...

To Saint Patrick's Catholic Preschool! We are glad you have decided to join us and hope that you and your child find this to be a rewarding, educational and fun experience. We believe that a child's education begins in the home, and that is why we have created a cooperative environment where we can work together to facilitate age appropriate social, emotional, and academic growth in your child.

Saint Patrick's Catholic Preschool is a non-profit cooperative preschool. A cooperative preschool will provide a unique learning environment for both you and your child. It is important that every family entering the program understand that throughout the school year your family will be expected to actively participate in the

classroom, attend meetings, fundraise, and become involved in community events. Read over this manual carefully and understand that you are responsible for knowing your role, and by attending this program you are making a commitment that will last the duration of the school year. Please don't hesitate to ask questions and contact us with any concerns.

We look forward to a great year getting to know you and your child!

Sincerely-

The Saint Patrick's Board of Directors

Teacher/Director:	Winslow Steigerwald	swinslowsteigerwald@gmail.com 928.301.4563 cell
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Our Program

Program Philosophy

We believe all children are unique and develop on their own schedule. We realize, recognize, and respect the different abilities of all our students. We strive to provide developmentally appropriate learning activities based on small group and play in an effort to help your child develop a lifelong love of learning and sense of self.

Components of the Catholic faith are integrated throughout the curriculum and environment in an age appropriate manner. We encourage all children, regardless of religious affiliation, to follow the “Golden Rule” and treat others the way that they themselves would like to be treated. We model respect, loyalty, patience, and courtesy. We teach children to value the uniqueness and sacred dignity of each individual and to understand the moral and social obligations that bind all people into the world community. We strive to create an atmosphere that combines structure and creativity, while instilling an enthusiasm for lifelong learning.

We know that children grow in stages, and learn primarily through play. We treat each child as an individual by allowing the child to work and play at their own pace and at their own level. We teach a love of learning by allowing children to fully experience their own stages of development without pressure. Both our indoor and outdoor learning environments are carefully planned to encourage independence and provide choices. A wide variety of activities are offered in the areas of creative art, math, science, cooking, tactile play, music and movement, large and fine motor, practical life, dramatic play, language arts, and manipulatives.

Program Goals

Our emphasis is on preparing the whole child for school readiness, not just academic achievement and standardized measurable scores. A child who is “ready” for school is a child who can:

- Sit and listen to stories
- Follow simple multiple step directions
- Demonstrate preliteracy skills
- Develop motor skills
- Demonstrate prosocial behavior and conflict resolution
- Verbalize thoughts and emotions
- Play cooperatively
- Adjust to changes in routine.

Program Mission Statement

Saint Patrick's Catholic Preschool fosters the development of the whole child: spiritually, intellectually, socially, physically and emotionally. We offer you and your child a rich environment in which each child may reach their full potential.

Admission Policy

We accept fully toilet trained children (no pull ups or diapers allowed) from the ages of 2 years 9 months- 5 years of age. Saint Patrick's is a licensed, non-profit parent cooperative. We do not discriminate based on sex, race, religious preference, or ethnic origin in the administration of our educational policies, admission policies, or scholarship programs. Parent and child are required to visit the school prior to enrollment. This is to determine whether the preschool will be able to meet the particular needs of both the parent and child. This is a good opportunity for the parents to view the school and ask any questions they may have about the program.

Each family is responsible for monthly tuition, volunteering for rotating classroom work days (participating co-op membership only), monthly parent advisory meetings, contributing towards fundraising efforts, and the care and maintenance of the classroom and preschool grounds.

Dues and Fees

Registration Fee

Your registration packet is not considered complete until the \$125.00 non-refundable registration fee has been paid. This fee helps to offset the cost of printed materials distributed at parent orientation, and costs associated with the start of a new school year. Registration opens in June immediately following graduation. Returning families are not guaranteed priority registration if the registration fee isn't paid by graduation of the previous year. If you are placed on the wait list you must still pay the registration fee. If a spot in the classroom does not become available, your registration fee will be returned to you in full.

Scholarships

Scholarships are available at the Board's discretion. Scholarships are confidential and are considered on a case by case basis at the discretion of the Board. If you are in need of a scholarship, please contact the Board.

Monthly Tuition

Each enrolled family is responsible for monthly tuition in the amount of \$250.00 (participating families), \$220.00 (per child for families with multiple children in attendance), or \$295.00 (non-participating families). Monthly fees do not vary according to the number of days in the month, and are due on the 1st school day of the month. No tuition adjustments are made when your child is absent due to illness or extended vacation. Tuition payments are to be deposited into the clear envelope in the back of tuition binder located in the teacher material room located inside the preschool. We do not have a monthly billing process, so each family is responsible for paying on time without notice.

Payment Fee

There is a \$25.00 late fee for all payments received after the 10th of the month. If payments are not received by the last day of the month, your child will not be able to attend school until the balance has been paid in full, unless an agreement has been arranged with the teacher and the Board. We will notify you if payments are not kept current. Tuition payment policies are strictly enforced.

Returned Check Fee

Any payment made by check that is returned to Saint Patrick's Catholic Preschool by the bank due to insufficient funds will incur a \$35.00 fee. The school reserves the right to ask for cash or money order to

replace the returned check. After two returned checks, payments may only be made by cash or money order.

Refunds

A 30 day notice is required when a student is withdrawn from preschool during the school year. Parents who do not submit a 30 day notice are expected to pay the full months tuition. If a 30 day notice is provided, prorated tuition will be returned in the next billing cycle.

Sign in/ Sign out Fee

If your child has not been signed in or out, and you have been given two reminder notices, there will be a \$5.00 charge every time your child is not signed in or out for the duration of the year.

Late Pick Up Fees

If your child is not picked up by 12 noon, you will sign a late pick up slip and pay \$1.00 per minute past 12 noon. There will be a 30-day grace period from the start of the school year. Late pick-ups fees incurred after the grace period will be written up by the director and placed in your child's cubby.

Special Event Costs

Once a year we celebrate mothers and fathers and our children make a special gift. A one-time fee of \$20.00 is required to cover the cost of materials.

Reimbursement Policy

Being a part of a cooperative preschool sometimes requires families to purchase supplies for later reimbursement. Saint Patrick's Catholic Preschool is happy to reimburse families as long as their purchase is pre-approved by the teacher or Board. Saint Patrick's Catholic Preschool approves a yearly budget and assigns specific amounts to each category of expense - we have to keep our spending within those limits, therefore, someone needs to make sure we are staying within our budget BEFORE expenses are incurred. There is a classroom reimbursement form that is to be completed, with attached receipts, and turned into the Board President.

Cooperative Membership Policies

Families may enroll as either “participating” or “non-participating” members of the Saint Patrick’s Catholic Preschool. Both membership options are dependent upon completion of the registration packet and full payment of the registration fee. A limited number of “non-participating” spots are available, and are awarded at the discretion of the Board on a first come basis. All parents, regardless of membership type, are required to fundraise, participate in classroom and grounds cleaning days, hold a classroom job, and attend monthly parent advisory meetings.

Participating Cooperative Membership

We are a parent co-op preschool. We rely on parent participation in the classroom. A participating parent is required to work in the classroom up to 3 times in a month- depending on the student/ teacher ratio based on enrollment, and the number of days in the month.

Working parents with immobile infants may accompany their parent in the preschool and at the parent advisory meeting, as long as they are “worn” by the participating parent and do not interfere significantly with the duties of the participating parent or impede the proceedings of any meeting. Infants are not allowed to accompany parents during classroom work days once the infant becomes mobile, due to the fact that the preschool classroom contains many small objects that could potentially harm the infant, and also because the primary focus of the working parent should be the children enrolled in the classroom. This policy may be modified at the discretion of the Board.

Non- Participating Cooperative Membership

The preschool offers a maximum of 2 non-participating spots for families who are unable to work in the classroom. The non-participating spots are approved by the Board and are available on a first come basis. Non-participating co-op membership families are still responsible for meeting all other responsibilities outlined in the “Saint Patrick’s Catholic Preschool Manual.” In exchange for not working inside the classroom, Non-participating co-op membership families are required to pay an additional \$45.00 tuition per month. If tuition is received late, or payment is returned due to insufficient funds, a family’s non-participating co-op membership status may be revoked at the discretion of the Board. Status may also be revoked if the non-participating membership family fails to meet the Saint Patrick’s Catholic Preschool requirements to fundraise, participate in classroom and grounds cleaning days, hold a classroom job, and attend monthly parent advisory meetings.

Drop off and Pick Up Policies and Procedures

Arrival and Sign In

Instruction begins promptly at 8:30 am. PLEASE BE ON TIME- Your child's transition from home/parent to school/teacher is facilitated by allowing them to start their day when the other children are also starting.

Students are to be walked in to the preschool by an adult and will enter through the double glass doors. The doors are to remain closed and locked during school hours; adults will need to use the doorbell to signal a need for another Saint Patrick's Catholic Preschool adult to open the doors. Students will place all belongings in their cubby. A full legible signature is required every day that your child is present at preschool- as required by Community Care Licensing. In the event of an emergency this will be the only accurate record of the children being present in preschool that day. Each student also signs in for their day (student sign in binder is placed next to the adult sign in binder). After signing in please walk your child to the door of the classroom and briefly greet the teacher or co-op working parent to let them know your child has arrived. Unless you are working that day, please exit the classroom and allow the student to begin their day.

Pick up and Sign Out

Our school day ends promptly at 12 noon. You must sign your child out using the same form you signed them in on at drop off. Please arrive on time and retrieve your child quickly. Children will be on their carpet squares reading books, listening to music, or resting. We do not have a "nap time" but utilize the last 15 minutes of the school day to calm down during "quiet time." The co-op working parent who is working in the classroom that day will meet you at the door, one parent at a time will be allowed in to retrieve their child. Once you have collected your child, please make sure that they clean up their carpet square and return any books they are reading to the library or the raise a reader bags. Be careful not to disturb the other children still waiting for their parents to arrive. If you need to discuss anything with the teacher, now is not the time. Please contact her after preschool hours to schedule time to address any concerns.

Special Pick up Arrangements

If your child is going to be picked up by an adult who is not on the emergency contact release form, please notify the teacher or co-op working parent when you drop your child off in the morning. Only people authorized by you will be allowed to take your child from preschool. If we do not know the person picking up your child, we will call you to verify the name on their ID. If you are un-aware at drop

off that a different adult will be picking up your child, you must call and leave all identification information with the co-op working parent or teacher. Children will not be released until verification is received.

Church Events and Functions

In the event that there is a church or community function that will prevent or disrupt the drop off or pick up procedure, your child will be brought to your car through the exit on the left side of the building (facing the Angels Camp Museum). Whenever possible you will be notified of this change in advance. You will still be required to sign in and out.

General Housekeeping

Dress Code

Children should wear clothing which enables them to play safely and comfortably. **Clothes that are conducive to potty training are encouraged- elastic waist pants and clothing items without excessive zippers or buttons.** Please do not send your child in clothing that you would not want damaged in play or stained during art projects. We try and prevent this from happening, but cannot guarantee that clothing will remain in good condition during the course of a typical preschool day. **Closed toed shoes are required for safe and practical outdoor play. Shoes with slippery bottoms, such as jellies, sandals, or cowboy boots, are not safe for active play. At the discretion of the teacher, these shoes may prevent your child from participation in daily activities. If your child is not wearing closed toed shoes, they will not be allowed to climb on the play structure. All sweaters and jackets are required to be clearly labeled.**

Extra Clothing

Be sure that your child has a set of seasonally appropriate clothing in the bathroom should they need it during the day. Extra clothing will be used in the case of bathroom accidents and/or saturation due to spills, messy art projects, or play. All extra clothing should be placed inside a box or bag with each piece clearly labeled with your child's name. Remember to update extra clothing as the seasons change. Clothing left behind by students who are disenrolled, or at the end of the school year, will be donated. **If your child wears their emergency clothes home, please wash and return them promptly.**

Sharing

Each child will have an assigned share day (a list will be posted in the classroom). On this day (and only this day), your child may bring an item, or picture of an item, that is meaningful to them and fits in with the classroom theme for that week. All sharing is to fit inside the container provided and is to be stored in the child's cubby before and after share time. Please encourage your child to decorate their container and take pride in their sharing. Remember that the ultimate goal of a "classroom share day" is to get your child to use expressive and descriptive language to describe their sharing item.

Toys from Home

Children are not allowed to bring toys from home to play with in preschool. If your child comes to school with a toy, they will be asked to place the toy in their cubby until it is time to go home. This is up to the

discretion of the teacher, if the parent would like to send a toy to be utilized by the entire class as appropriate for a specific classroom theme.

Birthdays

Your child may celebrate their birthday at the preschool. Parents are responsible for notifying the teacher that they will be arriving during the snack portion of the day to provide a birthday treat. Please do not bring invitations to the school unless all students in the class are invited, if all students are invited then the invitations may be placed in the cubbies before the start of the school day. The teacher and other students in the preschool will acknowledge the child's birthday whether or not a treat is provided. If your child has a birthday during a time when school is not in session, contact the teacher to discuss the "un birthday" celebration that takes place at the end of the school year.

Visitors

In the instance that an adult or child would be visiting our classroom (birthdays, holidays, work days etc....) it is the responsibility of the Saint Patrick's Catholic Preschool parent to inform the teacher before the arrival of the visitor. Visitors are approved at the discretion of the teacher.

Smoking

As specified in **section 1596.795 of the Health and Safety Code**, smoking and the use of alcohol or illegal drugs on the premises is strictly prohibited.

Phone use

Please reserve the use of cell phones to only emergencies while in the preschool.

State Inspection

The State Department of Social Services/ Community Care Licensing have the right to: inspect the facility (including student and family records), and interview the children and working co-op parent. These inspections may take place without prior consent and all parents and staff are expected to cooperate fully.

Safety Policies and Procedures

Glass Door

For the safety of the children, teacher, and working parents, we ask that everyone entering and exiting the building makes sure that the double glass door are closed and locked at all times. The door will lock when it is securely closed. If you are entering the building you will need use the doorbell to signal a need for another Saint Patrick's Catholic Preschool adult to open the doors. Children are not permitted to open the doors; if a child tries to open the door, instruct them to go get an adult.

The Hallway

Children are always supervised by adults while they are in the hallways. Children are not permitted to go to their cubbies without supervision of the teacher, co-op working parent, or other registered family member of the Saint Patrick's Catholic Preschool.

Safe Environment

It is the policy of the Roman Catholic Bishop of Stockton that any adult who volunteers in a church program within the Diocese of Stockton who has regular contact with children be finger printed ("Live Scan") as part of the background check that is a part of registration. Participating Co-op members will be required to:

1. Complete the "Live Scan" form that is mailed to families as part of the registration packet.
2. Make an appointment with the Calaveras County Sherriff's office in San Andreas, CA.
3. Take the completed "Live Scan" form, a current photo ID, and \$17.00 to pay the associated fee.
4. Return the "Live Scan" results to the parish office.

Child Abuse and Neglect

As required by the state of California, Saint Patrick's Catholic Co-op preschool teachers and aides are mandated reporters and must report all suspected cases of child abuse and neglect. All registered participating co-op members are required to complete an online training called "shield the vulnerable" where they will learn to recognize the signs of child abuse and neglect.

Bathroom Policy

Children and adults are to use separate bathrooms, unless there is an emergency. Children are to enter their designated restrooms alone and should close the door behind them. The working co-op parent

should be aware of who is in the restroom and listen for a request for assistance if the child should require an adult's help. When an adult enters the restroom to assist a child with toileting, the door should remain cracked (closed enough to provide privacy, but not so much as to allow the adult and child to be alone in the bathroom behind a closed door). Adults should only use their designated bathroom and are required to lock the door behind them.

Fire Drills and Visit from the Fire Department

At minimum our preschool will conduct two fire drills per year. During this time the teacher will:

1. Contact the appropriate local emergency response personnel to notify them of the drill.
2. Close all windows and doors and turn off the lights.
3. Collect the sign in/ sign out sheet from the hallway.
4. Quickly and calmly lead the children and adults to the previously designated safety area.
5. Stay in the designated safety area until the emergency response personnel have given the all clear notice to return to the classroom.

Prior to exiting the building the working co-op parent in the classroom on the day of the fire drill will need to:

1. Check the bathrooms and other areas within the classroom to make sure all children have exited the classroom together.
2. Know where the fire extinguishers are located (fire extinguishers are inspected, maintained, and certified by a state licensed fire extinguisher company).
3. Help with keeping the children safe from emergency vehicles that may be entering the parking lot or building.

Earthquake Drill

At minimum our preschool will conduct two "Duck and cover" earthquake drills per year. During this time the teacher will:

1. Instruct the children to "Duck and cover" (adults will prompt the children to tuck their heads to their chins, with their fingers interlaced at the back of the neck, and their necks and faces covered by their arms) and hide under the table with their backs to the windows.
2. Children and adults will remain quietly in this position until the teacher signals "All clear."
3. If children are on the playground during the drill they will be instructed to follow fire drill procedures and relocate to the previously designated safety area until the teacher signals "All clear."

The working co-op parent in the classroom on the days of the earthquake drills will need to:

1. Check the bathrooms and other areas within the classroom to make sure all children are together in a safe location.
2. Assist the teacher in prompting the children through the "Duck and cover" position.
3. Help with keeping the children safe from emergency vehicles that may be entering the parking lot or building.

Lockdown/ Intruder Drill

At minimum our preschool will conduct two lock down drills per year. During that time the teacher will:

1. Instruct the children to “Lockdown.”
2. Classroom teachers are to quickly glance outside the room to direct any students or staff members in the hall into your room immediately
3. Lock the door.
4. Lower or close any blinds.
5. Place students against the wall, so that the intruder cannot see them looking in the door
6. Turn out lights and computers.

The working co-op parent in the classroom on the days of the lockdown drills will need to:

1. Check the bathrooms and other areas within the classroom to make sure all children are together in a safe location.
2. Assist the teacher in placing students against the wall and keeping everyone quiet.
3. Help with keeping the children safe from emergency vehicles that may be entering the parking lot or building.

Relocation

In the event of a real fire or emergency, it would be the job of the working co-op parent to contact the children’s parents to let them know where the students have been relocated for their safety. A phone list is located across the street from the preschool at the parish office (820 S. Main St.) Parents would be advised to pick up their children immediately in the case of an actual fire or emergency. A phone call will also be made to Sonora radio station KVML (1450 AM/ 92.7 FM and 93.5 FM) at 209.532.6397 so that they may broadcast any information pertaining to the emergency.

Rules for a Safe Preschool

Personal safety is our first and foremost concern at preschool. Preschool rules are needed to ensure the safety of everyone. The following are preschool safety rules:

1. Be respectful of others by using kind words and actions.
2. Hands and feet are not for hitting or kicking or hurting.
3. Toys are for playing, not throwing or breaking.
4. No weapons or toy weapons allowed in the preschool. Even if the parent is in possession of a CCW permit.
5. Materials are to be used for their intended purpose (i.e. blocks are for building, chairs are for sitting, etc.)
6. Walking feet are used during playtime.
7. Snacks are eaten at the table during snack time and the child is done when the last bite is swallowed.
8. As issues arise, teachers and parent assistants use gentle reminders and redirection to help children follow the rules. They will also assist the children to clearly communicate their feelings with one another.

In addition, these rules are for adults:

1. All adults will participate in a safety awareness walkthrough- first aide, sanitation supplies, and safety postings.
2. Children must be under the direct supervision of an adult at all times. If you must leave your assigned station, including times when you assist a child in the bathroom or supervise them in the hallway, you must notify another working adult.
3. The door leading out of our room should be kept closed.
4. The glass doors are to be kept closed and locked and no unknown person should be granted access.
5. Children are not to open the glass doors.
6. All safety hazards must be reported to the teacher and/ or Board.
7. All hazardous materials must be kept out of children's reach.
8. In order to protect the co-op, staff and parents, no adults should ever be alone with a child where they cannot be seen by another adult.

In outdoor climbing play structure:

1. Parents will supervise the play yard to ensure safe use of equipment. This takes particular vigilance on the part of parents. Your job will be to stay close enough (within arm's reach and with hands free) to react quickly, to teach children to navigate equipment successfully, and to follow the climbing rules.
2. Children slide feet first and can only go up on a slide pre designated by the teacher or working co-op parent.
3. Children need to wear rubber soled, close toed shoes and climb in safe clothing (i.e. no long dress-up clothes, etc.)
4. Be respectful of other climbers (i.e., no pushing, shaking, etc.)
5. No running or tag games are to be played on the climbing play structure.
6. If a child does not follow the rules, give one warning, then remove the child from the climbing play structure and instruct the child to play in another area (if behavior persists then remove the child to the bench and seek the intervention of the teacher)

Injury Prevention

It is the responsibility of all parents in our preschool to ensure the safety of our co-op. If you see something that looks unsafe, immediately inform the teacher or the Board.

Health and Wellness Policies and Procedures

Hand Washing

Hand washing is the single most important method in reducing disease transmission. We encourage the adults and children to wash their hands:

1. Before eating
2. After toileting
3. After nose blowing
4. Whenever contact body fluids occurs

We understand that the thoroughness of hand washing by the children will vary according to their developmental level and abilities. This is OK, working co-op parents are there to help. As the children grow their technique will improve. Visual aids demonstrating the most effective way to wash hands are posted in the bathrooms.

Sanitation Measures

The preventative measures listed below help sanitize the preschool and decrease the spread of germs.

1. Hand washing is to occur at the beginning of each class, after using the bathroom, and before/after snack.
2. Hands are to be washed under running water with hand soap and dried with a clean paper towel.
3. Paper towels and facial tissue must always be available.
4. Hand sanitizer should be used by the teacher and working co-op parent on the way into the classroom, after washing hands, and following snack. Sanitizer is not to be used without adult supervision and cannot be stored in a location where children can access it without an adult.
5. The snack area floor is to be swept after each snack session, and the tables and chairs are to be sanitized.
6. At the beginning of each class, a spray bottle of fresh bleach solution is to be made up by the working co-op parent and used to wipe down all areas used in snack and communal activities.
7. Garbage is to be emptied at the end of each day. It is the responsibility of the participating co-op working parent to empty the garbage cans. Garbage cans are to be cleaned when soiled. Trash is set outside of the preschool door and disposed of daily.

- Clean laundry and dirty laundry are to be kept separate and all soiled laundry is to be washed once a week.

Illness Guidelines

Because preschool brings children into close contact with each other, and the way preschool children play, communicable disease spreads easily among them. To prevent the spread of a contagious disease, children with a communicable diseases must be kept home. Parents must call the teacher and inform him/her about the illness. The teacher will then post notice to parents of the possibility of exposure. The following is a list of symptoms that may indicate your child (or yourself) has a communicable disease.

Keep your child home if any of the following symptoms are present:

- Diarrhea: Two or more watery stools in a 24-hour.
- Vomiting: Vomiting one or more times within the past 24 hours.
- Rash: A body rash not obviously associated with diapering, heat or allergic reactions.
- Eyes: The eyes are pink or have thick mucus or pus draining from them.
- Appearance/Behavior: Unusually tired, pale, lacking appetite, difficult to wake, confused or irritable.
- Sore throat: Especially when associated with fever or swollen glands in the neck.
- Fever: A temperature of 100 degrees or higher, with or without a sore throat, rash, vomiting, diarrhea, earache, irritability or confusion.
- Lice: Children with lice (it happens to the best of families) may not attend preschool until they are free from lice and nits (eggs). Children must remain home for 24 hours after symptoms are gone (without medication) and 24 hours after your child has resumed normal behavior and eating. Please note: although 24 hours is the required wait time, 48 hours is preferable as it increases the probability that the illness is actually over and will not re-occur.

If a sibling is home sick, we urge you to keep other siblings home as well. Working parents should contact the teacher immediately if they need to stay home due to illness, and they must make every effort to get their shift covered.

Specific diagnoses that require Public Health notice are listed below, if your child has been diagnosed with the following they must be kept home until cleared by a doctor.

- Bacterial Meningitis
- Chicken Pox
- Conjunctivitis (pink eye)
- Fifth Disease
- Hand Foot and Mouth Disease
- Head Lice

7. Impetigo
8. Mononucleosis
9. Methicillin-resistant Staphylococcus Aureus (MRSA)
10. Strep Throat

Children with mild cold symptoms who do not have any symptoms described above probably do not need to be excluded from preschool. Colds are very common in young children and once they have cold symptoms are not particularly contagious. The decision to send a child with a cold to preschool should be based on the comfort level of the child. Please do remember that other working parents will be in charge of your child's care when determining if a cold is too severe for your child to attend school. A health care provider should evaluate greenish discharge from the nose. Ear infections are not easily spread and children do not need to stay at home if they are comfortable going to school.

Age When Entering	Immunizations (shots) Required
2–3 Months	1 each of Polio, DTaP, Hib, Hep B
4–5 Months	2 each of Polio, DTaP, Hib, Hep B
6–14 Months	3 each of DTaP 2 each of Polio, Hib, Hep B
15–17 Months	3 each of Polio, DTaP 2 Hep B 1 MMR on or after the 1st birthday 1 Hib on or after the 1st birthday
18 months–5 years	3 Polio 4 DTaP 3 Hep B 1 MMR on or after the 1st birthday 1 Hib on or after the 1st birthday** 1 Varicella

Immunization and Vaccination

Parents must show their child's Immunization Record as proof of immunization. Parents or guardians of, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine.

Medications

“Medications” include prescribed as well as over the counter medications. Parents must sign the liability release section of the medication form for any medication to be administered. Do not send medicine to school without discussing its arrival with the teacher prior to sending it. We will not dispense any medication without a doctor’s note- this includes over the counter medications. The staff and Board will follow the physician’s instructions, and any accommodations will be based on Saint Patrick’s Catholic Preschools ability to accommodate the necessary accommodations. No exception will be made to the preschools medication administration policy. If parents or guardians do not provide the completed

medication form, they personally will need to come to the preschool and administer the medication. Any medications that are unused or expired will be returned to the parents for disposal.

Medication Policy

Saint Patrick's preschool is not able to dispense any medication without a Medication Authorization Form that has been completed by a child's physician and signed by the parent and physician for all medications (prescribed and over the counter). Medication Authorization Forms are available in the preschool. According to California law, we are allowed to administer medication when the "Parent Consent for Administration of Medication Chart" are completed by a parent. If more than one medication is to be administered each medication needs to be logged on a separate line. Parents must complete the Medication Log daily, or we cannot administer medication. This applies to medication contained in the prescription containers and medications in the over the counter packaging.

All prescription medication must be current and include the child's name, date, dosage and times to be given, physician's name, in the original container with the label and legible directions, and have your child's first and last name legibly printed.

All medication will be stored in the preschool teachers supply closet in a labeled and locked storage container. The locked storage box will be brought out, by the teacher, when the building is exited during emergency preparedness drills.

The classroom teacher will be the only person who administers the medication. The teacher will sign a form confirming that they were advised by the parent on how to administer any medication or device. This form will be stapled to the Lic.9221 form. The classroom teacher will also be instructed by the parent of any cleaning and proper disposal techniques for any medications or devices.

Incidental Medical Services (IMS)

Any child with IMS will be evaluated prior to acceptance to determine whether we will be able to provide such needed services. We will enroll children with the following IMS needs:

1. Inhaled medications- notwithstanding any other provision of law, Saint Patrick's Catholic preschool will administer inhaled medication to a child if all of the following requirements are met.
 - a. Saint Patrick's Catholic Preschool has been provided with written authorization from the legal parent or guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the parents legal guardian.
 - b. Saint Patrick's Catholic Preschool complies with specific written instructions from the child's physician to which all of the following shall apply:
 - i. The written instructions shall contain all of the following information:
 1. Specific indications for administering the medication pursuant to the physician's prescription.
 2. Potential side effects and expected response.
 3. Dose form and amount to be administered pursuant to the physician's prescription.

4. Actions to be taken in the event of the side effects or incomplete treatment response pursuant to the physicians prescriptions.
 5. Instructions for proper storage of the medication.
 6. The telephone number and address of the child's physician.
- ii. The instructions shall be updated annually.
2. When the teacher administers the inhaled medication to the child, she shall record each instance and provide a record to the child's parent or legal guardian on a daily basis.
 3. The teacher will complete formal training designed to provide instruction in administering inhaled medication to children with respiratory needs. This training will shall include, but not be limited to, training in the general use of nebulizer equipment, how to clean equipment, proper storage of inhaled medications, how a child should respond to inhaled medications, what to do in case of an emergency, how to identify side effects, and when to notify a legal parent of guardian. This training shall be a component in the pediatric first aid certificate requirement as provided in Section 1596.8661.
 4. For a specified child, the license or staff person who administers inhaled medication has been instructed to administer inhaled medications by the child's parent or guardian. Training materials pertaining to the nebulizer care that the teacher receives in the process of obtaining or renewing pediatric first aide certification, will be kept on file.
 5. For purposes of this section, inhaled medications shall refer to medications prescribed for the child to control lung related illness, including, but not limited to, local held nebulizers.

EpiPen Jr. and EpiPen

Saint Patrick's Catholic Preschool will handle and administer both of these devices as specified in California Code of Regulations, Title 22, Section 101226 (e). However, whenever these devices are used, we will still obtain emergency treatment for the child as specified in California Code of Regulation, Title 22, Section 101226.

The use of these devices are emergency supportive therapy only and are not a replacement or substitution for immediate medical or hospital care.

In addition to the requirements in California Code of Regulation, Title 22, Section 101226, the following applies to the use of the EpiPen Jr. and EpiPen:

1. Use in accordance with the directions and as prescribed by a physician.
2. Keep ready for use at all times.
3. Protect from exposure to light and extreme heat.
4. Note the expiration date on the unit and replace the unit prior to that date.
5. Replace any auto-injectors if the solution is discolored contains a precipitate (both the EpiPen Jr. and EpiPen have a see through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto injector with discolored contents rather than postponing treatment.)
6. Call 911 and the child's parent or guardian immediately after administering the EpiPen Jr. and EpiPen.

First Aid and Injury Reports

Saint Patrick's Catholic Preschool uses its best efforts to supervise children, prevent accidents, and avoid aggressive conduct between children. Nevertheless, it is reasonably foreseeable that accidents may occur due to the inherent nature of the program and the young age of the children. Falls or minor injuries from play equipment, as well as other minor incidents may occur during the school year. If the severity of the injury warrants parental notification, an injury report (in duplicate) will be written and given to the parents at pick up time. One copy will be kept in the student's file in the preschool classroom and the original will go to the parent.

In accordance with the state regulations, the staff will wash all injuries with soap and water as well as apply a band aid and triple antibiotic ointment as needed. Ice packs may be used to prevent potential swelling. Parents can take other medical measures once the child is back in their care. In case of serious injury, such as head trauma or a broken bone, we will make every effort to contact the parent, guardian or persons listed on the emergency contact list. **It is important that you keep the school up to date with these numbers.** Paramedics may also be called if necessary. The classroom teacher is regularly trained in CPR and children's first aid procedures.

Allergies and Asthma

Parents must inform the teacher and director of any allergies suffered by the child. Food allergies are posted in the classroom, please be mindful of allergies when bringing food for parties. Allergies to insect bites or pollen should be mentioned to the teacher. Medications for severe allergic reactions and inhalers for asthma attacks can be kept at school and should be discussed with the teacher and Board. Some children do have allergies that have symptoms similar to colds. If your child has such an allergy a note from the doctor, so stating, should be in your child's preschool file so that he/she is not sent home unnecessarily.

Field Trips

Field Trips

Field trips are a valuable part of your child's preschool experience. Some field trips we have taken in the past include visiting a bakery, Utica Park, Covers apple ranch and pumpkin patch, and the Bret Harte FFA petting zoo. Your child will have a chance to see new sights and new places, and learn more about our neighborhood and surrounding community. Field trips will be discussed in advance at the monthly parent advisory meetings, and a notice will be placed in your child's cubby at least one week before the scheduled date of the field trip. Parents provide transportation to the field trip site, or arrange for another parent to drive their child.

Every child must:

1. Have a signed permission slip
2. Wear a provided Saint Patrick's Catholic Preschool shirt.

If you are driving, you must:

1. Be over age 21 and possess a valid California state issued driver's license
2. Proof of insurance
3. Carry minimum auto liability insurance of \$100,000 per person/\$300,000 per accident.
4. Have one seat belt per seated occupant, and car seats for children under 6 years or age and/ or under 60 lbs.

Field Trip Ratio

Our license requires that a parent co-op maintain a ratio of 6 children per 1 adult. On field trips we like for this ratio to drop to 2 children per 1 adult.

Siblings

Safety is our first concern at all times; especially when we are out in the community and aren't as able to plan for unforeseen potential danger. Other children in your care may prevent you from providing the supervision that we require for our 2:1 field trip ratio, for this reason siblings and other children are not permitted on field trips. If you have a special circumstance you may discuss it with the teacher and/ or

the Board. Additional children may be eligible to attend certain field trips at the discretion of the teacher and Board.

Communication

Good communication between members of the Saint Patrick's Catholic Preschool, the Board and the classroom teacher is key to the success of the child. There are several ways for parents to communicate with us.

Parent Orientation

Prior to the start of each school year, an informational meeting will be scheduled to review the information found in this manual. All parents, Board members, and the classroom teacher will attend.

Bulletin Boards

In the hallway, above the sign in/ sign out binder, the teacher and Board will post all relevant news and information. This is where the monthly theme calendar is posted, as well as the participating co-op working parent schedule is posted.

Easel

Any upcoming events will displayed on an easel located in the hallway- special events, scholastic order, upcoming school closures/meetings etc...

Email

It is important that all members of the preschool check their email regularly. Please make sure that you have a current email address on file. Email is also an appropriate way to communicate about any upcoming changes or concerns you might want to discuss with the teacher or Board, but cannot do so during drop off or pick up times due to potential disruption in supervision of other children in the classroom.

Individual Conferences

Discussions of your child's progress throughout the year may be scheduled by you the parent. Email or call the teacher to schedule a meeting time convenient for all members involved in the meeting.

Monthly Parent Advisory Meetings

Once a month, on the second Tuesday of every month, the Board, the teacher, and all members of the preschool (participating members as well as non-participating members) will sit down, without children present, to discuss all information relevant to the preschool- the teacher will discuss upcoming themes and activities, the Board will report on fundraising and administrative topics, all parents will report on the specifics of their individual preschool jobs. This is also an open forum to discuss in a polite manner any concerns that affect the entire preschool. It is also a time for all members of the co-op to bring to the teacher and Board any ideas, talents or equipment that you would like to share with the children during the upcoming month's classroom theme. Feel free to ask questions and make suggestions. We welcome and encourage your input!

For \$5 per child, child care will be provided in the preschool classroom during these meetings for children enrolled in the preschool- siblings may attend the meetings if they do not interrupt the proceeding, babies in carriers are welcome at meetings. All families registered in the preschool are required to attend these meetings. If the parents are unable to make the meetings, a family representative must still be present (grandparents, caregiver, aunts/ uncles etc...). Each family will be allowed to miss no more than two meeting per school year without penalization from the Board.

Handling Classroom Concerns

All of us are seeking the best for the children enrolled at Saint Patrick's. If a problem arises it is imperative that members of the co-op work together towards resolution. Whenever possible, communicate directly with one another regarding concerns. If member to member communication isn't possible or isn't preferred, the teacher should be your next contact; this step is essential. Teachers are very helpful when they are involved in the process of resolving concerns. Our Board recommends the following steps:

1. Schedule non-classroom time for a private discussion with the teacher (can be by phone or email).
2. State the problem, issue, or concern, state proactive or reactive measures you've tried, and what end result would you like to see.
3. Listen to the teacher's observations and perspectives regarding your concerns.
4. If this process does not satisfactorily resolve the issue, contact the Board directly to schedule a meeting.
5. Avoid talking negatively with other members of the co-op. This often creates a problem even when there isn't one.

Concern Chart

Concern:	Whom to talk to:
Child's progress	Teacher
Child or family concerns	Teacher
Workday schedule conflict	Other participating co-op members

Health concerns	Teacher
Curriculum	Teacher
Tuition, scholarships, dues and fees	Teacher and Board
Problems with other members or children	Member first, then teacher, the Board
Withdrawal from program	Teacher or Board

Participating Parents

Co-op Work Days

On your classroom work day you will share the responsibilities with the teacher, classroom aide (when applicable), and other participating co-op working parents scheduled that day. Working parents need to arrive 15 minutes before class starts in order to assist the teacher to properly set up the classroom. You will need to sign in in the participating co-op working parent binder. Your attendance will be monitored, and tracked to ensure that all participating members are sharing the responsibility of classroom participation.

Upon arrival in the classroom, check in with the teacher, and see where you are needed most. Often you will be using this time to familiarize yourself with the day’s activities so that you can enthusiastically engage with the students throughout the school day.

Missed Classroom Work Days

All participating co-op members are required to sign up for shifts in the classroom. The upcoming calendar circulates at the parent advisory meeting- this is your opportunity to fill in days of your choosing.

**** If you do not sign up, your name will be added to the calendar and you will be responsible for making that shift work****

Parents are responsible for finding a replacement if they are unable to work on a scheduled working day and an inability to locate a sub does not mean you are not responsible for showing up to your shift. As soon as you know you won’t be able to make your scheduled shift, call everyone on the participating co-op membership list and find someone to cover your shift. You will need to make contact with the teacher or the Board and let them know your situation. Keep in mind that working shorthanded puts unnecessary pressure on the children and the other working parents, it also contributes to hostility in the preschool amongst the parents who are always having to cover when a parent doesn’t show up for their scheduled shift.

**** If you are unable to fulfill your shift across two scheduled shifts, your status as a participating parent (and the decreased tuition that goes with your participation status) will be revoked, this may also effect your child’s enrollment in Saint Patrick’s Catholic Preschool****

Ratio Considerations

State licensing requires a ratio of 6 children per 1 adult at all times. Your time in the classroom should be spent supervising and interacting with all children equally. It is not a time to socialize with other adults or to spend time with the children of friends who may also have children attending Saint Patrick's Catholic Co-op Preschool. Remember to be present and engaged at all times.

Feeling Overwhelmed

No one is expected to learn everything all at once- not our students and not our participating co-op working parents. You may worry how you will function in your assigned daily role, you might feel uncomfortable providing feedback to children and fellow parents, you might not know where to find supplies, or the proper way to maintain the classroom throughout the day. You need to ask questions as soon as you find yourself feeling overwhelmed. Ask questions in the moment and get answers from the teacher, aide, or other working co-op parent. You may also voice these feelings, questions, and concerns at the monthly parent advisory meetings. Within this section of the manual you will find helpful suggestions and resources for handling difficult or unclear situations.

The Benefits of being a Working Co-op Parent

The decision to enroll your child in a cooperative preschool has a great commitment attached to it. Get involved, enjoy the children, listen to the teacher and learn better ways of handling various situations. Potential benefits to co-op participation are:

1. You will get the chance to observe your child in peer group situations.
2. You will be doing some hands-on parenting in a learning environment outside of your home.
3. You will be in an emotionally safe environment to encourage your child to practice the social skills he/she is learning (teamwork, joining groups, good citizenship, etc)

You're in Charge

When you work in a classroom, you are in control. Treat all children equally, including your own. Praise whenever possible, and be supportive to other parents. To be successful during your time in the classroom, please remember that while in preschool, a child is free to explore his environment as long as:

1. The child does not hurt him/herself or another person.
2. The child does not damage or destroy equipment or materials.
3. The child does not interfere with another child's activities.

If rules are broken or unacceptable behavior occurs, ask the child to stop. If you need help, ask the teacher, and aide (when applicable) or another working parent. A child needs guidance as well as consistency in how each of us applies the rules.

Classroom Schedule

8:30: Day begins

8:30-8:45: Whole Group

- Prayer and Pledge
- Calendar
- Weather
- Go over daily activities

8:45-9:15: Table Activities

- Art
- Sensory
- Academic
- Open ended cut, color and paste

9:15-9:50: Free Play/ Reading Curriculum/ chore time

9:50-10:10: Whole Group

- Sharing
- Story

10:10-10:40: Hand washing/Snack/Handwashing

10:40-11:05: Structured Play

- Gross Motor
- Skill Assessment games

11:05-11:45: Outside Play

11:45-12:00: Quiet Time/Pick Up

- Carpet and Books

Responsibilities during Work Day

Arrival

Open the shades, check the daily drawer for curriculum, set up tables per curriculum. Ask the teacher what activities need to be “open” when the children arrive. Greet other parents and children and answer any questions that might otherwise distract the teacher from her last minute prep before the day begins.

Free Play

Clear, wash and set the tables for lunch. The room is divided into various interest centers such as blocks, dramatic play, art, science, library, and kitchen. Your help may be needed at one of these areas to supervise. You may also be asked to read a book to a child, or sit down on the floor with a few children and play with puzzles, or blocks. Ask for direction from the teacher, aide (when applicable) or other working co-op parent if you're unsure where you will be most needed. Encourage and supervise clean up.

Whole Group

You will be responsible for helping the children wash and sanitize their hands. You will provide them with materials that will direct them to their place on the carpet and in later group activities. Once everyone is seated in the whole group area, you will help keep children on task and focused on the teacher. You will sing the songs and help the children move about the room to gather information for calendar and/or weather activities. It is your job to keep an eye on everything that the teacher isn't focused on while she's leading whole group. If the teacher isn't in need of your assistance, you can put away the centers that won't be used during table time, and pre-make any last minute examples for the art projects.

Table Activities

You will be asked to lead one of the themed table activities that have been prepared for that day. You will need to write the children's name on their projects and make sure that everyone has an opportunity to participate. You'll help the teacher redirect any wandering children back to the table time activities or direct them to one of the open ended alternative activities available to them. You will help the teacher keep children on the academic side of the room during the table time portion of the day. Encourage and supervise clean up.

Share Time

Encourage them to go to the circle and to sit on their bottoms. Once everyone has arrived at the circle it will be the teacher who dismisses the children sharing that day to go get their box. You will follow those children into the hallway and wait until all of them have returned before you reenter the classroom. During share time, your main responsibility is to help in maintaining the children's attention and focus. Please remember that sharing is an important social experience for the children. We understand that sometimes you all will get involved and will want to participate, but when it comes to telling about their items, what we are trying to do is to stimulate the child's descriptive language and offer them an open forum to present their special item.

Hand Washing

When snack-time is called, assist children with hand washing. Help children form a line outside of the bathroom. Stand in the bathroom and administer soap and paper towels. Encourage independence.

Snack Time

You will follow children into the hallway to get their lunch pails, and wait until all of them have returned before you reenter the classroom. Assist with the blessing and making the sign of the cross- "Bless us oh lord, and these thy gifts, which we are about to receive from thy bounty. Amen." During snack, please sit with the children and engage them in casual conversation. Children are required to sit on their bottoms and remain at the table. Encourage the children to eat. Nutritional items are eaten first before sweets and/or chips, etc. Children should have quiet voices, sit on their bottoms, stay at the table and respect others. These behaviors are essential for maintaining a positive dining experience. Bring a snack for yourself as well! After all children are done with snack, encourage them to clean up their own snack and then you will need to follow the children to the hallway to supervise them as they return their lunch pails. If children finish early, read them a story or from the joke book. Once all children have eaten and are again with Teacher Winslow, you will need to sanitize the tables and sweep the floors.

Structured Play

Your role here is similar to that in whole group and share time. Keep children focused and in the area that the structured okay activity is taking place. This is an opportunity for you to be silly with the children and have fun! Encourage and supervise clean up. If the teacher isn't in need of your assistance, you can clean and sanitize the tables and chairs with disinfecting spray.

Outdoor Play Time

One parent goes outside with Winslow and the class and once parent stays to start cleaning. Prior to leaving the classroom you will make sure that a cell phone, bottled water and cups, Kleenex and sunblock (when appropriate) are all brought to the play yard. You will assist the teacher in the transition from the classroom to the play yard and help keep children calm and safe as they walk across the parking lot. Supervision of the children in the play yard and outdoors is especially important. Once you are in the play yard you could check for spiders and snakes, make sure that there are no deep holes dug in the bark or sand, look for broken toys and trash, supervise the climbing of the play structure, make

sure children are removing their shoes before digging in the sandbox or just observe the preschool children at play.

Quiet Time

The end of the day will provide 15 minutes of “quiet time” so that the kids can relax before departing for the day. The teacher will be seated at the door awaiting the arrival of the parents, and you will be assisting the children in getting a carpet square and book for this time. Music may be softly playing in the background and you may be responsible for managing that. Once all the children are engaged in quiet time, you may start your cleaning obligations and keep an eye on the children throughout quiet time.

Spare Time/Prep work

If you feel that all of the children are actively engaged in an activity and you have spare time on your hands, please take the opportunity to grab some prep work from the file in the teacher closet.

End of the Day Cleaning Checklist

- ✓ Clean up art station. Throw away scraps, hang wet art projects, put lids on paint and wash brushes, secure glue caps.
- ✓ Wash and sanitize all tables and chairs.
- ✓ Sanitize bathrooms- sinks, toilets, door knobs, mirrors, and soap/ towel dispensers
- ✓ Sweep and vacuum all floors- classroom, hallway, and linoleum
- ✓ Mop the bathrooms and linoleum- **Thursdays only**
- ✓ Windex hallway windows
- ✓ Empty garbage cans and replace bags with clean ones as needed- condense trash and take it to the dumpster.
- ✓ Sanitize and disinfect all surfaces touched by children, door knobs, light switches, and other well used surfaces.

Rules and Behavior Management Policies and Procedures

In keeping with our philosophy of healthy social and emotional growth and development, all children will be treated with dignity and behavior management strategies will provide positive reinforcement. The state of California prohibits the use of corporal punishment of any kind, the infliction of pain or humiliation, ridicule, coercion, threat, mental abuse, of other actions of punishment-**Health and Safety code, Section 1596.81/ 1595.72/ 1596.73/ and 1597.05**

Guidance and Discipline

1. A child is not “forced” to participate. Some children need a “looking on period”.
2. Let children learn by experience. Encourage them to do for themselves as much as possible – zipping coats, cleaning up spills, putting away toys. Offer assistance only when it is necessary to avoid failure. You might be able to do it faster, but they will learn through doing it themselves.
3. Encourage children to explore and experiment with the least amount of direction.
4. Avoid hovering. Keep in mind it is the art PROCESS that is important, not the product. Comments about how nice a color is or what an interesting pattern the child has made are more appropriate than questions like, “What are you making?”
5. Encourage the child whenever possible- “We’ll try again”, “That was hard work, but you kept trying”.
6. Avoid discussing children in their presence.
7. Cultivate calm when talking or working with children.
8. Seat yourself whenever possible.
9. Give clear, simple direction – and a choice only when there is one.
10. Praise the behavior you wish to continue.
11. Be consistent.
12. Don’t interrupt anything a child is doing without fair warning: “Five minutes to clean up time”.
13. Be available for assistance when necessary. Allow children to problem solve when possible.

14. Redirect behavior that involves hurting selves, others, property. Isolate a child who is out of control. When in doubt consult teacher, or teacher aide (when applicable)
15. Approach a child who is misbehaving in a friendly manner and suggest another activity or area.
16. When children are in social conflict, let them work it through if they can.
17. Sharing is a concept foreign to preschool age children. Step in when necessary to avoid injury or to suggest a possible solution.
18. If you have a concern about guidance and/or discipline in the classroom please talk with classroom teacher and/or the Board.

Biting and Physical Aggression

Children who bite or are physically aggressive towards staff or other children will be sent home for the day and the parents, teacher, and board will need to meet prior to the child returning to the classroom.

Grounds for Dismissal

In the event that the behavior management or disciplinary needs exceed the capabilities of the teacher and Board, to the extent that the behavior of the child is compromising the quality of the program for other children in the preschool, that child will be asked to withdraw from the program. If the child is sent home for biting or physical aggression more than twice a month, or placed into time out more than twice a week, the parent, teacher and Board will meet to discuss the behavior management and disciplinary needs of the child.

Fundraising

Fundraising is an essential part of the preschools operation and success. Mandatory fundraising is what helps keep the cost of tuition affordable and helps prevent additional costs being passed on to families when classroom needs arise. There are two mandatory fundraiser per year that have been decided in advance by the Board, the families are responsible for the money generated by these two fundraisers whether they participate or not. Those two mandatory fundraisers are:

1. Drive-Thru dinner Ticket sales
 - a. Each family will have a predetermined number of tickets to sell.
 - b. Number of tickets will depend on the preschool's budget and how many children are enrolled.
 - c. Each family will need to sign up to work the event.

2. 2 Day Spring Craft faire/ Chicken in a Barrel
 - a. Craft fair and dinner will take place in March
 - b. This fundraiser is put on by Board President, Monie Segale.
 - c. Money raised is used to make our preschool the best it can be and helps with the purchase of new playground equipment, craft supplies, academic manipulatives and books.
 - d. Parents are responsible for:
 - i. Providing a baked good for the bake sale table
 - ii. Signing up to work the event
 - iii. Selling dinner tickets

3. Chocolate Bars

Additional fundraisers are to be decided on by the co-op members and the Board.

Savemart Shares and Angels Food Market Community Cards

Parents are strongly encouraged to sign up for these programs. All you have to do is swipe at card at check out and a percentage of your purchase is donated back to the preschool- usually 3% of purchases.

Parent Jobs

Participating and non- participating Co-op members are required to hold “jobs” in the preschool. If you are a participating member, you are only able to do your job on your classroom work day if it doesn’t interfere with the amount of supervision and participation you are able to provide.

Job:	Required duties:
Classroom Special Events Coordinator / Graphic Designer:	Plans and delegates tasks for special events including- third Sunday reception, classroom parties and feast days, creates signs up sheets. Sends reminders and creates public postings as a way to remind parents and monitor participation. Assists with all fundraising efforts- planning and follow up. This job may require extra meetings with the teacher and Board.
Maintenance and Cleaning Coordinator:	Sets up and implements the daily, monthly and bi annual cleaning of the preschool and preschool grounds. Creates a checklist and public posting so all parents know cleaning responsibilities. Keeps inventory of cleaning supplies and notifies teacher or board when supplies are low. Notifies Board if preschool classroom or preschool grounds require maintenance.
Marketing:	Work closely with head of Fundraising and special events coordinator to organize, execute, and publicize fundraisers and special events. Be in communication with local communities to register St. Pat’s participation in local events and publish our preschool philosophy in event programs or pamphlets. Develop a quarterly newsletter to be sent out to interested parties. Reach out to previous parents and parishioners to see who would like to be on the mailing list.
Teacher Assistant:	Will assist the teacher, as needed, in various classroom task. This could include preparing materials, decorating bulletin boards, or coordinating other projects. Keep the art cabinets clean back counter top clean and organized. Also, places all materials sitting on top of cubbies into the cubbies

	on a daily basis. Job requires spending extra time in the classroom.
Photo and Publicity Coordinator:	Will photograph school wide events and fundraisers to be used for publicity (e.g., church directory, bulletin boards). Take the first day of school and school graduation photos, print and distribute as needed.
Field Trips Coordinator:	Works with the teacher and Board to schedule, organize and announce preschool field trips. This job includes scheduling with the field trip location, ensuring the proper paperwork is given to parents and returned to the teacher in accordance with the timelines needed, and verifying parent driving eligibility, collecting funds, and writing thank you notes to the field trip location upon trips completion.
Classroom Representative:	Acts as a primary coordinator for the class. This parent will act as a resource to other parents, as well as coordinates teacher appreciation gifts, and monitors that the rest of the co-op members are performing the functions of their individual classroom jobs.
Playdough and Sensory Coordinator:	Makes the playdough on a weekly basis. Materials and recipes provided- if a child in the classroom has a nut allergy, the playdough must be made in the Parish hall kitchen. Works with teacher to organize and maintains the weekly sensory bins.
Laundry Coordinator:	Handles weekly laundering of classroom towels, aprons, etc... **Priority reserved for first year family**

**** Failure to participate in your selected job could result in disciplinary actions by the Board, and may result in revoking of membership ****

Board Positions

The Board is in charge of running Saint Patrick’s Catholic Cooperative Preschool as a non- profit organization and as a co-op preschool. Board members are not required to participate in preschool, but do participate in fundraising efforts to help bring in necessary funds to keep the preschool running. Board members meeting monthly and the meetings are closed. However, all parents are encouraged to come and address the Board if there are any questions or concerns that haven’t been managed by the co-op members or teacher. Any questions about school policies or suggestions will be welcomed. The date, place, and agenda of each Board meeting will be publicized in advance of the meeting.

President	The person holding this position is appointed by the Parish Priest. This Board member shall preside over the Saint Patrick’s Catholic Cooperative Preschool Board Meetings and Saint Patrick’s Catholic Cooperative Preschool Advisory Parent Meetings. Shall set the agenda and keep order in the meetings. Maintain a close relationship with the Parish Priest and Parish Parishioners. Maintain a close relationship with the classroom teacher insuring a consistently high quality program. Works with the treasurer to make deposits, and oversees all fundraising efforts. Handles all disciplinary actions and has the final say on revoking membership.
Vice President	The person holding this position is appointed by the Parish Priest. This Board member shall assist the president with all of their duties, and take over in their absence.

Secretary	This person is appointed by the Board president and vice president. This Board member shall attend and take minutes at all Saint Patrick's Catholic Cooperative Preschool Board Meetings and Saint Patrick's Catholic Cooperative Preschool Advisory Parent Meetings- minutes are distributed and posted within 48 hours after the meeting has adjourned. Works together with preschool secretary as needed. Shall write notes for the church bulletin to update parish on the preschool happenings. Shall take attendance at all Saint Patrick's Catholic Cooperative Preschool Board Meetings and Saint Patrick's Catholic Cooperative Preschool Advisory Parent Meetings.
Treasurer	This person holding this position is appointed by the Parish Priest. This Board member shall be present at all Saint Patrick's Catholic Cooperative Preschool Board Meetings and Saint Patrick's Catholic Cooperative Preschool Advisory Parent Meetings to report on budgetary and financial information. Shall pay bills as needed and manage reimbursements. Shall work with the president to make deposits. Shall work with the President, Vice President and Parish Bookkeeper to prepare and follow a school budget.
Fundraising and Publicity Coordinator	This person is appointed by the Board president and vice president. This Board member shall attend and take minutes at all Saint Patrick's Catholic Cooperative Preschool Board Meetings and Saint Patrick's Catholic Cooperative Preschool Advisory Parent Meetings. This Board member shall work with the President and preschool special events coordinator and photo and publicity coordinator to make sure all fundraising and social events are properly publicized. This member shall work with the president and treasurer to keep track of fundraising goals and report back to parents regarding progress and deadlines.
Preschool Director	See "Preschool Director" job qualifications. In times when there is no Director on staff, the Board President shall act as Director.
Preschool Teacher	See "Preschool Teacher" job qualifications. This Board member shall attend all Saint Patrick's Catholic Cooperative Preschool Board Meetings and Saint Patrick's Catholic Cooperative Preschool Advisory Parent Meetings.

Parent Advisory Member	Attends all Saint Patrick’s Catholic Cooperative Preschool Board Meetings and Saint Patrick’s Catholic Cooperative Preschool Advisory Parent Meetings and acts as a liaison between members of the preschool, the classroom teacher and the Board.
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Evaluations

Twice a year- in December and in April, all parents in the preschool will be given confidential evaluations of the preschool program, and the teaching staff. We are asking for your help in improving our program. Your candid feedback and observations will provide us with valuable insight into how we can improve our program and preschool. The information you provide to us will be kept confidential and private. Your name will not appear on the questionnaire, and your responses will not be linked to your identity in any way.

Termination Conditions

The school may terminate a child’s enrollment in the schools program effective immediately upon written notice of such termination, if any of the following conditions arise:

1. Payment owed by the parent to the preschool is not paid within 15 days after such payment is due.
2. In the opinion of the preschools teacher and Board, a child’s behavior threatens the physical, mental health, or well being of one of more of the other children in the preschool. If reasonable accommodations will eliminate the threat, the child may be suspended until the time such accommodation can be implemented.
3. In the opinion of the Board, a parents behavior threatens the physical, mental health, or well-being of the preschool staff, and/ or is disruptive, destructive, or detrimental to the integrity of the preschool.
4. The child is picked up late more than three times in any 30 day period, without having been provided any justifiable reason for the late pick up.

5. On more than 2 occasions within any 30 day period, in the judgement of the teacher, a child has obvious symptoms of illness when brought to the preschool, or a parent fails to pick up the child from the preschool promptly when notified that the child is ill.
6. Failure to comply with the conditions of this manual may also result in termination from the Saint Patrick's Catholic Preschool program.