

Tahoma Cooperative Preschool



2017-2018

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Tahoma Co-Op Preschool

WELCOME & PHILOSOPHY

Tahoma "Little Gems" Cooperative Preschool teachers guide your child in achieving social, emotional and physical well-being; as a participating parent, you share in that developmental experience. Our small classes enable our staff to recognize each child as a special, unique and creative individual. Our special attention to the needs of preschoolers provides a warm and caring environment as we encourage independence and self-discipline, and nurture a love for school. The co-op preschool is organized and run by the parents, which enables you to actively participate in your child's first school experience. The school seeks to:

- Develop the individuality of every child
- Encourage manners and good health habits
- Encourage responsibility and self-confidence
- Meet the needs of each child
- Work with parents to foster their child's growth
- Develop a program that offers multiple areas of learning

STAFF

OUR STAFF

The school is fortunate to have a talented and dedicated staff which always put the best interests of our children first. Our Co-op teachers are hired by the preschool Board. His/her salary is generated from the preschool treasury. The teacher's primary responsibility is to set up a sound educational program for young children. Each teacher brings to the classroom their own unique style of teaching just as each child has their own unique style of learning. Routines and activities are established that will be most effective to promote social, physical, mental, emotional, and creative growth for each child. The teacher and parent instructor work with parents individually to accommodate each child's success at preschool.

Specific skills and abilities required of the teacher include:

1. Planning a curriculum appropriate to the needs and abilities of the children in the program.
2. Working in partnership with parents in the children's educational experience, using parents as a valuable resource.
3. Working cooperatively with other teachers and the parent education instructor to provide a challenging and enriching preschool program.
4. Providing an appropriate model for children and participating parents.
5. Establishing a positive environment in which promotes high self-esteem.
6. Being flexible in scheduling and planning in order to meet individual children's needs, enhance creativity, and encourage thinking skills.
7. Keeping current in CPR and standard first aid training.
8. Attending orientations and all-school meetings, monthly board meetings and parent meetings.

In addition, the preschool teacher must complement the current philosophy of developmentally appropriate practices while also providing experiences that will stimulate, support, challenge, and encourage the young child's capabilities.

SAPPHIRE & DIAMOND TEACHER

Pam Kreis

Phone: 402-968-6758

mspam@tahomapreschool.com

Ms. Pam has been with Tahoma Cooperative Preschool since 2014. She comes to the co-op from Tahoma School District where she has taught in their developmental preschool program. She has spent close to 13 years in public school working with preschool and elementary students.

Her family relocated to Maple Valley in 2010 from Omaha, NE. She grew up outside of Chicago and has spent 10 years in Kalamazoo, MI and 9 years in Omaha, NE. She began her career in Marketing working for 15 years for a fortune 500 company and then decided to stay at home and begin her family. After years of volunteering in her children's school she decided that was her place. She began with her children in a school very similar to the coop and is happy to return to that very special environment.

Ms. Pam hopes to create a classroom environment that fosters the children's social, emotional and academic development.

Her family loves the outdoors, camping, exploring and hiking. Ms. Pam loves to cook, bake and is an avid reader. She is trying very hard to teach herself to knit!

RUBY TEACHER

Lisa Kimmet

Home phone 253-631-0469 or Cell phone. 253-737-0900

mslisa@tahomapreschool.com

Ms. Lisa has been with our preschool since 2013 and loves working with young children in an environment that allows the students to learn through play and fun. She has a degree in Elementary Education from Montana State University and taught in the Kent School district for 5 years before becoming a stay at home mom with her daughters. While attending cooperative preschool as a parent, Ms. Lisa knew she wanted to be a part of co-op as a teacher. Along with teaching preschool, she stays busy with PTA volunteer opportunities, managing her daughters' soccer teams, playing with her pup, Kona, and chauffeuring her daughters all over for their numerous activities.

Ms. Lisa lives in the Covington area with her husband Tom, her 12 and 15 year old daughters, dog and cat. Her family enjoys camping, biking, skiing, traveling, reading and watching sporting events especially Sounders soccer and Seahawk football.

EMERALD & AMETHYST TEACHER

Christine Young

mschristine@tahomapreschool.com

Ms Christine has been with our preschool since 2017 and has been teaching children from various cultural backgrounds since 2003. She worked as a reading clinician for 5 years and as a preschool teacher for almost 9. She earned a bachelor's degree in Home Economics at the University of the Philippines and pursued further studies in the area of Special Education. Further, she has conducted teacher trainings in literacy.

Christine is passionate about early childhood education as it allows her to witness and be a part of a child's development. She delights in nurturing every child's special gift and looks forward to bringing those gifts to light. Through providing an environment that allows free exploration coupled with fun, meaningful, and engaging interactions, Christine strives to cultivate a community of lifelong learners.

In her spare time, Ms Christine enjoys biking and playing video games with her husband. She is currently learning how to sew, while honing her guitar skills.

PARENT EDUCATION INSTRUCTOR - RUBY

Pam Kreis
mspam@tahomapreschool.com

The parent education instructor is a professional person with experience and education in working with young children and parents. The instructor is hired by TCP and works with the preschool teachers and parents to make the preschool a supportive place for all to learn and grow together.

The instructor is responsible for conducting parent education discussions during class time and being responsive to the needs of the families involved.

The instructor also visits their preschool class weekly. On these visits the instructor might do a number of different things:

1. Work individually with children.
2. Work closely with the teacher.
3. Make observations of children for conferring with parents and teacher.
4. Conference with parents at parents' request or when there is a concern.
5. Provide learning materials and demonstrate effective guidance techniques to teachers and parents when appropriate.
6. Refer parents to community resources as necessary.
7. In every possible way assure that pleasurable learning takes place for parents and children.

The parent instructor may attend all-school meetings/orientations and monthly board/parent meetings, and assists board members in the overall planning and operation of the preschool.

Our parent education instructors firmly believe in the strength of the family and the purpose of the cooperative preschool, and are committed to ensuring that the program runs smoothly throughout the year.

PARENT EDUCATION - EMERALD, AMETHYST, SAPPHIRE AND DIAMOND

For the 2017-18 school year, we will be discussing a variety of topics at our co-op led parent education meetings. These meetings are once a month, adult-centered and give parents the opportunity to share their ideas and listen to others about raising children. We will welcome members from the community who will bring topics that interest and benefit families. Parent education is an opportunity to gain confidence, enhance parenting skills and build a community of support.

THE PRESCHOOL PARENT

We believe that a cooperative preschool program, such as we offer at Tahoma Cooperative Preschool, provides unique opportunities to be actively involved in your child's preschool experience, participate in the preschool policy and decision making process, obtain invaluable parenting education and advice, and make supportive and lasting friendships with other parents like yourself.

Along with these benefits, co-op members have certain responsibilities to ensure that the preschool functions smoothly and is financially secure.

The following is a brief overview of your responsibilities as a preschool parent. Please refer to the Policies and Procedures manual, ("School Member Jobs", subheading "Class Level Jobs"), for a complete listing of these requirements:

- Fulfill your board/committee/class duties as described in your job description
 - Attend all required class and all-school meetings and two monthly cleanings
 - Pay monthly preschool tuition before the 1st of each month. The first month's tuition will be due at Orientation.
 - Participate in fundraising activities.
 - As snack parent, to supply a nutritious age-appropriate snack
 - To familiarize yourself with and adhere to the preschool Policy and Procedures and Bylaws which are provided as a guideline for proper organization of our preschool.
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SCHOOL CLASS SCHEDULE

RUBY AND OPALS CLASS (2 YEARS BY SEPTEMBER 1)

For the Rubies class, the cooperative offers a 2 year-old class on Friday mornings from 9:30 - 11: 30 AM.

The maximum class size for the class is 12 students per class. Parents attend every class session. One week, half of the parents will participate in the classroom as parent helpers. The other half of the class will be involved in a parent education discussion group led by a parent education instructor. This routine is done on a rotating basis, so every parent will participate in all of the activities.

AMETHYST AND EMERALD CLASS (3 YEARS OLD BY SEPTEMBER 1)

For the Emeralds class, the school offers two day a week morning session on Mondays and Wednesdays from 9:30 - 11:30 AM.

For the Amethyst class, the school offers two day a week afternoon session on Mondays and Wednesdays from 12:45 - 2:45 PM.

The maximum class size is 16 students per class. Parents will assist the teacher and supervising the children at various activities 2-5 times a month depending on class size, teacher's discretion and risk management requirements. Twin parents will be expected to work 1&1/2 times the amount as parents with one student.

SAPPHIRES AND DIAMOND CLASS (4 YEARS OLD BY SEPTEMBER 1)

For the Sapphires class, the school offers three day a week morning sessions on Tuesdays, Wednesdays and Thursdays from 9:15 - 11:45 AM.

For the Diamonds class, the school offers a three day a week afternoon sessions on Tuesdays, Wednesdays and Thursdays from 12:30 - 3:00 PM.

The maximum size for this class is 16 students. Parents will assist the teacher and supervising the children at various activities 4-10 times a month depending on class size, teacher's discretion and risk management requirements. Twin parents will be expected to work 1&1/2 times the amount as parents with one student.

PARENT EDUCATION CLASSES

We believe learning experiences are important to fulfill the needs of both parent and child. By remaining with your child and participating in the preschool setting, parents grow in self-confidence and learn to enjoy and enhance the role of parenthood.

As you participate in the preschool setting, you will have an invaluable opportunity to see how your child relates to others and their uniqueness and individuality. Parent education instructors' involvement in your preschool program assures a high quality early childhood program for your preschooler.

Parents are required to attend monthly parent meetings*, including the All School Orientation and Spring Meetings. In case of necessary absence, the parent must notify their Class Representative and Parent Education Instructor.

*Diamond, Sapphire, Amethyst and Emerald Parent Education classes and times can be located on the co-op's school calendar found at www.tahomapreschool.com under TCP -> Calendar.

VACATIONS AND HOLIDAY BREAK

The school calendar is tied to the Tahoma Public Schools schedule. Vacations in general coincide with the Tahoma School District calendar. However, the preschool year ends before Tahoma School year. Our preschool year is based on a 33 week calendar. Any changes to the co-op's scheduled school week will be noted on the school calendar or in writing.

REGISTRATION

Registration begins in January for the next school year. Current preschool families and alumni will have an opportunity for pre-registration. Priority is given as follows: 1) children currently enrolled, 2) families currently enrolled (siblings), 3) then at our Mid-winter preschool open house the general public will be invited to enroll.

In order to encourage early enrollment of returning families, the co-op will offer a discounted "early bird" registration fee for \$50/student or \$75/family if registered by May 31st. The school holds Open Houses for interested new parents and their children in Mid-winter, Spring and throughout the Summer months. Visitors are invited to observe or join in our regular classroom activities during the open houses, as well as tour the school facilities and meet with the parents and the teachers on an informal basis. Interested applicants who register on or after May 31st will need to remit \$75/student or \$100/family along with their registration form.

Parents are notified as soon as possible after the Open House of their child's class placement for the following year. When the number of applicants exceeds the number of spaces for a session, class assignments are made in accordance with the following priorities; 1)Returning families get first priority, 2) Other placement decisions will be made based upon first come, first serve basis, 3)The Board of Directors or Staff may make placement decisions as to the interest of the students, which can override numbers 1 and 2 above.

TUITION

Tuition for the upcoming preschool year is determined by the Board at their January board meetings. For the 2017-2018 preschool year, annual tuition is as follows:

- Rubies/ \$513.00 per year(5% discount) \$180 per quarter \$60 per month
- Amethyst/Emeralds \$769.50 per year(5% discount) \$270 per quarter \$90 per month
- Sapphires/Diamonds \$1111.50 per year(5% discount) \$390 per quarter \$130 per month

Parent Education is a required component for the cooperative preschool experience. The tuition is \$120 per year, or \$40 per quarter per family.

Families who have more than two children enrolled may receive a 10% discount on the youngest child's tuition. The co-op accepts the following forms of payment: Credit/Debit Card (via www.tahomapreschool.com -> Payments Tab through PayPal), personal local checks, and cash. The Co-op cannot guarantee the safety of leaving cash in the tuition box. Online payments through the website are subject to a **3% convenience charge** per transaction.

Checks can be made to:

Tahoma Cooperative Preschool

PO Box 199, Maple Valley, WA 98038

Place child's name in memo line

Tuition is payable in nine installments due the day of Fall Orientation, and then by the 1st of each month. A **5% discount** is offered to families who pay in full by October 1st. If you choose to pay quarterly installments using the website, the **3% convenience charge** will be waived (there is no additional discount for quarterly payments made by check or cash).

A late fee of \$10 is applied to any tuition payment not received by the 15th of the month that tuition is due. Accounts are considered delinquent at 60 days and membership may be revoked by the Board of Directors unless prior arrangements have been made with the Treasurer.

The Board of Directors will make every effort to provide tuition statements and fundraising updates to the families on a monthly or quarterly basis. Ultimately each family is responsible for making sure their preschool fees are current.

SCHOLARSHIP (FINANCIAL AID)

The purpose of the Financial Aid Fund is to assist families who need financial help in meeting tuition requirements. Based upon the need of the family, aid may be available. The following requirements must be met by the families requesting aid:

1. In good standing* with the preschool for one (1) quarter,
2. Application for financial aid should be made by the individual through submission of an aid application to the Treasurer. Applications can be obtained by emailing treasurer@tahomapeschool.com. This is a confidential process and the recipient's name will be known only to the Treasurer and Chair.
3. Financial Aid is limited to no more than three (3) months. If aid is still needed after three (3) months, the parent's eligibility will be reviewed and extended.
4. Financial Aid covers 75% of tuition and parent education.
5. Financial Aid is only available as long as the funds are available thru the school's budget

**The definition of good standing will mean that the family requesting aid has been fully participating in their classroom duties on a regular basis as well as performing their assigned school job.*

PARENT PARTICIPATION

MEMBERSHIP

All of the affairs of a Cooperative Preschool are directed by the parents of its students. Parents enjoy the opportunity to be actively involved in their children's first school experience and also make a commitment to contribute to the ongoing success of the school and its programs. Tahoma "Little Gems" Cooperative Preschool parents are responsible for the following five requirements during the preschool year, plus parent orientation.

1. FORMS

Required forms must be completed by parents and turned in at Fall Orientation. Additional copies of each form will be available at Orientation.

- Child's Immunization Record (signed by child's physician if waiver of immunizations);
- Emergency Contacts: Who to contact in the event parent cannot be reached;
- Auto Insurance Form: Required by our liability insurance carrier for transporting of children;
- Sign off on Handbook/Parent Training Acknowledgment: The handbook has been received and member agrees and understands the policies of Tahoma Cooperative Preschool.
- Medical Release/Photographic & Digital Image Release; and
- Student profile;
- Background Check Authorization Form

2. CLASSROOM PARTICIPATION

Assisting the teacher in the classroom is the central focus of parent participation in the school. Co-op parents greet and assist the children in getting ready for class activities, set out materials, clean up play areas, and help with other simple tasks which enable the teacher to devote her complete attention to the children.

Classroom participation works out to be 2 times a month in the Ruby and Opal class. In the Amethyst, Emerald, Sapphire and Diamond classes the participation is anywhere from 2-10 times a month depending on class size, teacher's discretion and risk management rules.

Class representatives are in charge of scheduling the parents in each individual class using www.signupgenius.com. Please make sure your class representative has your preferred email address. If a co-op parent can't come when scheduled, it is his/her responsibility to find another parent to switch days. This can be done via a group message in signupgenius.com or by emailing your class distribution list.

Upon arrival in the classroom on a participation day, the teacher will explain the day's activities and the parent's assignment for the day. The regular duties of the co-op parents are outlined below.

PARENT CLASS ASSISTING

Working Parents are required to be at school 5 minutes before school begins. Some of the jobs parents may be asked to do as soon as they arrive include preparing the classroom disinfectant bottle (bleach mixture per Health Dept. guidelines), setting up table activities (i.e., games and puzzles), supplying the easel with paint or markers, covering tables with newspaper, preparing special art projects or setting up ingredients for cooking, and helping children with clothing as they arrive.

During the session, parents will be asked to help in specific areas, such as:

- Circle time: Join the circle and have a great time!
- Play-doh table: teach to share items, play-doh and use the tools provided.
- Sensory table: encourage exploration of new textures.
- Easel supervision: teach to wipe brush and wear smocks.
- Dramatic Play area: play with children and help dress up!
- Table activities: talk with children as they play; lead games.
- Block area: encourage building, ask questions with more than a yes/no answer.
- Story reading: take a small group aside and read to them.

At the end of the day, contents of the cubbies (located outside of each classroom) should be taken home.

Please check the students' folders after class for important information.

Parents also clean up and straighten the classroom for the next session:

- Clean floors for crumbs, sand, etc. sweep and vacuum as needed.
- Check doll corner and block storage for neatness.
- Take out all trash and recycle (receptacles located in upper parking lot by church entrance).
- Remove, wash and put away all dishes from snack or cooking.
- Clean classroom bathrooms thoroughly, including (a) washing floors with sponge mop and cleaner, (b) cleaning toilet with brush and cleaner, and cleaning sink with cleaner.

Things to remember:

- For safety reasons, parents are not permitted to have hot beverages in the classroom.
- Use of cell phones is prohibited except in the case of emergency.
- Parents are encouraged to take pictures periodically of classroom activities.

CLASS CLEANING

Parents participate in a minimum of two class cleanings a year, one prior to December and one after

December. If a minimum number of parents do not show up at a cleaning, the cleaning will be cancelled and rescheduled.

3. MEETINGS

At least one parent from each family is required to attend each of the two evening all school meetings held in September and April/May. The All School Orientation kicks off the new school year. The Spring Meeting is to welcome new families, approve next year's budget, elect a new Board and celebrate the current school year.

While not required to attend Board meetings unless a member of the Board, all parents are welcome and highly encouraged to attend all of the monthly meetings. Class Representatives voice their classrooms concerns, needs and wants at the monthly meeting. Parents should feel free to share any concerns or ideas with their Class Representative as well.

4. ALL SCHOOL AND CLASS JOBS

It is important that all jobs are filled to provide for a smooth operation of our preschool. Once assignments are made, you will be contacted by a member of the board to discuss the specifics of your job description. In the event that you are unable or unwilling to perform your assigned job, it will be your responsibility to contact the Chair of the board to discuss a potential change.

5. PARENT-TEACHER TRAINING ORIENTATION AND SLOW START WEEK

Each participating family will need to send one parent to attend a training session which will assist you in understanding what is expected.

GETTING READY FOR SCHOOL

PARENT TEACHER WORKSHOP

During the first two weeks of school, orientation sessions are held for the parents only (one as an All School and the other as a small classroom group with teacher). For the first week each child attends a shortened preschool day. The second week of school students will begin their regular schedule.

Parents are required to stay with their children during their first session and are welcome to stay until they feel comfortable leaving their child in the classroom.

CLOTHING

It is the nature of young children to be active and physical in their work and play. Please dress children in comfortable, washable and manageable clothing. Children should wear rubber-soled shoes and/or sneakers. For safety reasons flip-flops and open heeled sandals are **not** recommended.

POTTY TRAINING

We do not require children to be potty trained. Please speak to your child's teacher about any concerns.

REGULAR SCHOOL SESSIONS

Daily activities include circle, special day, artwork, sensory table, block building, dramatic play, free play with games and puzzles suitable for each age group, story time and snack. When weather permits classes use the outdoor play area, where there are climbing equipment, sandboxes, play houses and swings.

During inclement weather, the children often play indoors in the "Rainy Day Room", which requires parents to prepare the room according to the teacher's direction. Ideally this is prepared for before class begins. Special activities include cooking, library and outdoor art projects or walks.

PARENT/CHILD(REN) ARRIVAL

School begins at 9:15 AM or 9:30 AM for all morning sessions and 12:30 PM or 12:45 PM for afternoon sessions. Classroom doors will remain closed 15 minutes prior to class time so teachers may prepare for the class. Please do not bring your child to the classroom prior to that time. Please make sure to sign your child in on the appropriate sign in/out sheet.

PARENT/CHILD(REN) DEPARTURE

Departures must be recorded on the sign in/out sheet.

When leaving, a parent must notify the teacher or designated responsible adult of the departure and must escort the child(ren) out of the building.

The co-op assumes no responsibility for unescorted children on the grounds.

At least two (2) adults must remain at the co-op until all children have left.

At the end of the day, the Parent Helpers assist the teacher in making sure children are connected with parent or carpool driver before leaving the classroom. Children may look at books while waiting. **They MUST stay in the classroom.**

SNACK

Eating and drinking takes place only at the table and sitting down during specified snack time. When finished, children should put their garbage in the garbage can, and dishes in the tub at each snack table.

FOOD ALLERGIES

The Co-op is a NUT FREE ZONE! Any food allergies that members of the class may have are listed on the wall by the snack area. Please take these into account in planning your snack. Please bring healthy foods only for snack time—no cookies or other sugary treats. Children with severe allergies to common ingredients (dairy, wheat, gluten, nut, etc.) must inform their child's teacher of these allergies. Parents of children with food allergies are responsible for providing a suitable substitute for snacks that might be served.

SNACK PARENT

One parent helper each day is designated as the “snack parent.”. This is assigned on a rotating basis. Please check the schedule! Bring snack and prepare it as soon as you get to school, or bring it already prepared. Please bring healthy snacks, such as:

sliced fruit & veggies	bagels	raisins	mini pizzas
cheese	pretzels	cheerios	pickle slices
crackers	pancakes	cheese cubes	yogurt

Generally parents bring items from at least two food groups (e.g., bread, protein, and fruit), but this is flexible. Do not bring juice, cupcakes, cookies, sugar cereals or other sweet treats. Also, be sure snacks are in small pieces. The children would rather take several small pieces than one large, and there are fewer unfinished pieces.

It is always fun to have a hand in preparing what you eat (at least to preschoolers). Things as simple as spreading your own cheese on crackers is an adventure and good life skills practice. If you would like to do something special or have questions, please talk with the teacher.

FIELD TRIPS

The children enjoy several field trips during the school year. Trips by car may be made during the year which may include: the Library, Post Office, Hardware store, Fire Station, dentist, or local business etc. *Parents are required to sign a permission slip for each trip.* Parents (or their designee) are responsible for driving their child to and from field trip destinations.

FUNDRAISERS AND MANDATORY ANNUAL FUNDRAISER

The school holds one large Annual Fundraiser and selected fundraisers over the course of the school year. The Scholastic Book sales and AmazonSmile are the only ongoing fundraisers.

FUNDRAISING MINIMUM REQUIREMENT

The minimum requirement for each family is \$80 per child or \$125 per family. This amount can be raised through participating in the school's fundraising efforts or can be simply paid. If you choose to simply pay your fundraising amount be sure to check with your company about a matched donation!

ONGOING FUNDRAISER

When you shop at AmazonSmile, Amazon donates 0.5% of the purchase price to Tahoma Co-op Preschool. Bookmark the link: <http://smile.amazon.com/ch/91-6073117> and support our school every time you shop. Please share this link with friends and family as well. The school can not track how much each family earns. Please keep track of your purchases using AmazonSmile and provide receipt to the Vice Chair.

ANNUAL FUNDRAISER (MANDATORY PARTICIPATION)

This is the school's most important fundraiser. Total parent participation is needed to make this event a success. Families who have unavoidable scheduling conflicts on the day of our annual fundraiser can coordinate with the committee to determine jobs that need to be done in advance of the event.

This year we plan on holding an auction fundraiser. We will be working and planning for this from the beginning of the school year to make it a success!

ADDITIONAL FUNDRAISERS

These fundraisers have been done in the past, and may or may not occur each year. Any money raised from these will go toward your family minimum fundraising requirement.

- Restaurant fundraisers
- 50/50 Drawing during the All-School Meeting in September. 50% of your donations will go directly to the school. 50% will go to a winner to be selected that evening!
- Magical Night of Giving in November at the Outlet collection in Auburn. 100% of ticket sales go directly to the school
- Poinsettias and Holiday Greens (Winter)
- Watch Me Bloom (Spring)
- Hanging Baskets (Summer)

SCHOLASTIC BOOKS

It is not mandatory to order at any time. It does, however, benefit the school, so please keep this in mind if you were planning to buy a particular book elsewhere. The School Librarian/Book Coordinator will leave order forms in Parent files with directions on how to order online or through the school.

SCHOOL POLICIES AND PROCEDURES

CHILD CARE FOR YOUNGER SIBLINGS

Younger children are not permitted in the classroom when parents participate. Babies, 0-12 months of age, may attend preschool with their enrolled sibling and parents provided that:

- When in the classroom the baby must be in a front or back pack or sling. This allows parent's hands to be free in order to actively participate in the classroom operations. A car seat may be used in parent education classes and in opening and closing circles, but, not in the classroom. Car seats present a tripping hazard to adults and children in the classroom.
- The parent is responsible for the safety of the infant.
- The parent, with the parent education instructor, will determine a safe place for the baby to be during parent education.

INSURANCE

The insurance premium is paid by the school for each student for a student accident insurance plan. This is administered by our risk management company. The coverage is the basic school plan, protection is provided for school sponsored and supervised activities on the premises or away.

SECURITY / EMERGENCIES

The outside doors on the main level are unlocked. If parents see someone they do not feel "belongs" to the school, ask the person if they need assistance. If appropriate, ask them to leave. If they do not cooperate, do not hesitate to call the police (911).

Children are to be constantly reminded that they may never leave a classroom without an adult. In addition, working parents shall never leave a class unattended. Any unescorted child should be taken to the classroom teacher.

Parents must sign a "medical release" authorizing the school to seek medical aid in the event a child is seriously ill or injured and the parent is not able to be located.

FIRE DRILLS

Fire drills are held monthly. We use a small bell so as to not frighten the children. In the event there is a real fire (or the smoke alarm is accidentally set off), the large automatic bells will go off. In event of a real emergency (automatic bells), those parents should accompany their class to the outside door, making sure the entire class is out.

ABSENCE DAYS

Please call and/or email your Class Representative and Teacher when your child will be absent from school for any reason.

SNOW DAYS / MAKEUP DAYS/HOLIDAYS

If Tahoma Public Schools are closed due to weather Tahoma Cooperative Preschool will be closed. If Tahoma Public Schools are on a late start due to weather, Tahoma Cooperative Preschool AM classes will be cancelled and PM classes will be held at the discretion of the teacher. If school is closed because of inclement weather or other emergency situations, each family will be notified by email or telephone prior to the beginning of school sessions by their Class Representative or teacher. Please do not telephone the church. Makeup days for school closures or holidays will be scheduled only when a class has been canceled for as many days as the class meets (i.e. 3 days, 2 days or 1 day). Makeup days will not exceed two and may be rescheduled.

DISEASE CONTROL

Hand washing

Washing hands thoroughly and often is critical to preventing the spread of illnesses. Liquid soap and running water shall be used. Water temperature should be between 85 and 120 degrees F. The temperature should never exceed 120 degrees F. to prevent scalding. Wash hands for at least 20 seconds.

SICK CHILD/ADULT POLICY

The school's policy, (required by the Washington State Department of Health) states that any child with the following illnesses or symptoms may not enter school on a given day, and if the child shows any of these symptoms during the session, he/she will be separated from the class and the parents will be called:

- severe pain or discomfort
- acute diarrhea (2x normal and loose)
- vomiting (2+ times in 24 hours)
- fever of 100 or higher

- green mucus
- severe or frequent coughing or sore throat
- yellow eyes or jaundice skin
- red eyes accompanied by discharge
- infected, untreated skin patches
- difficult or rapid breathing
- skin rashes
- weeping or bleeding skin lesions that may not have been treated by a physician or nurse
- swollen joints
- visibly enlarged lymph nodes
- stiff neck
- blood in the urine

The school will not permit a child or staff member with any of the excludable diseases listed below to be admitted to the school until a note from the individual's physician stating that the person has been diagnosed and presents no risk to himself or others is perceived.

- Chicken pox
- Giardia Lambliia
- Hepatitis A
- Meningococcus
- Impetigo
- Tuberculosis
- Whooping cough
- Hemophilus
- Measles
- Shigella
- Strep throat
- Scabies
- German measles
- Influenza
- Salmonella
- Mumps
- Lice

In the event of an outbreak of any of the above diseases, each parent whose child may have been exposed to the disease shall receive written notice of the outbreak.

No Lice or Nit Policy – we maintain a “no-nit” policy in efforts to control the spread of lice among classmates. This means that students will not be admitted to school if there is any visible sign of lice or lice eggs (nits). If evidence of lice/nits is discovered while the student is at school, a parent will be called and asked to take the child home. Students may return to school when they have been treated for lice, no nits are visible in the hair, and the student has passed a head check by the class representative or board member. This will be handled in a discrete

manner.

Norovirus - Norovirus is a highly contagious virus. Anyone can get infected with norovirus and get sick. Also, you can get norovirus illness many times in your life. One reason for this is that there are many different types of noroviruses. Being infected with one type of norovirus may not protect you against other types.

Norovirus can be found in your stool (feces) even before you start feeling sick. The virus can stay in your stool for 2 weeks or more after you feel better.

You are most contagious

- when you are sick with norovirus illness, and
- during the first 3 days after you recover from norovirus illness.

Do not permit children to attend school while they are obviously ill or appear to be coming down with an illness, for their own health and that of their classmates. Teach your child good personal habits in consideration of others - cover mouth while sneezing or coughing, re-pocket used handkerchief, etc.

POLICY ON THE RELEASE OF CHILDREN AT THE END OF THE SCHOOL DAY

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the school and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. Parents must fill out a form at the beginning of the year indicating persons who are authorized to take their child in the event a parent cannot be reached.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of school closing, the center shall ensure that:

- The child is supervised at all times
- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s) and
- A \$10 charge will be assessed after 5 minutes of the class ending
- The staff member reserves the right to contact the local authorities after one hour, *IF* all attempts at contacting parent(s)/guardian(s) or those authorized to pick up the child(ren) has failed. This is for the protection of the staff as they are unable to take students home without proper parental authorization.

DISCIPLINE POLICY

The teachers and parents supervise all activities involving children. In matters of arguments or other misbehavior, the teacher shall intervene and guide the child toward appropriate classroom behavior and redirection. All discussion will center about the issue at question and not the child him/herself.

If a child is aggressive in behavior and does not improve with redirection or gentle guidance, the teacher shall request a conference with the parent(s). Discussion at this conference shall include suggestions for home reinforcement of positive behavior, suggestions for appropriate discipline at home and at school, i.e. diversion, separation from victimized child or object, spending time close to parent or teacher.

If a child is perceived a danger to him/herself or others, or if the behavior continues to obstruct the learning process for him/herself or others, a second or subsequent conference with the parents will be held to discuss further action.

Dismissal of a child is provided for in the school's By-laws and remains an option to be exercised at any time throughout the school year at the recommendation of the teacher, Board of Directors and Parent Ed Instructor.

POLICY ON EXPULSION FROM THE SCHOOL

The school reserves the right to expel a family or child for the following:

- Child is/becomes a danger to himself or to others
- Child has demonstrated inappropriate behavior as deemed by the teacher.
- Dangerous behavior by a parent
- Non payment of fees after sixty (60) days

Prior to any expulsion, parents will be notified, first through a conference with the teacher and chairperson. If improvement in the situation is not noticed within an agreed upon time frame, a letter will be sent notifying the parents that they have two weeks to find other arrangements, at which time the child must be withdrawn from school.

ADULT CODE OF CONDUCT

Adults are expected to behave in a manner consistent with decency, courtesy and respect. To provide the most appropriate environment in which children can grow, learn and develop is the responsibility of every adult. Specifically, there is no smoking the building and state law does not allow for any smoking within 25 feet of a business entrance. There will be no swearing, threats, or confrontational interactions with other adults or children. Parents may not physically reprimand their own or other children while in the school. Parents are reminded that when they are working in the classroom, they are part of the staff and as such must adhere to rules of confidentiality, as does the professional staff.

COMPLAINTS AGAINST STAFF

Complaints that have not been worked out through meeting and discussion, may be taken to the Board of Directors for further action. Complaints must be submitted in writing to the Board of Directors, Chair or Class Representative to be considered by the Board. These complaints will be reviewed and discussed by the Chair (unless the complaint is registered against him/her) and the Executive Committee of the Board.

If the Executive Committee feels further action is needed, an Evaluation Committee will be formed. The Committee will be made up of the Chair, Teacher (unless the complaint is against one of them), the Vice Chair, and a parent with no educational background. This parent cannot be one of those bringing the complaint.

The Evaluation Committee will bring a report and recommendation to the Executive Committee which in turn will make a recommendation to the Board of Directors.

WHAT TO REMEMBER ABOUT YOUNG CHILDREN

THEY ARE ACTIVE...

Our activities include a lot of movement; sitting is not normal

THEY ARE NOISY...

They learn by talking and working actively; being quiet is not normal

THEY ARE SHY...

They will talk with one child or one adult, or in small groups of two or three

THEY ARE EGOCENTRIC...

They are interested in themselves. They will be interested in their neighbor later. Make each child feel important. Let children carry out their own idea.

THEY WANT TO FEEL PROUD, BIG AND IMPORTANT...

Learning how to do something makes a child proud. Help each child be successful each day.

THEY HAVE THEIR OWN DREAM WORLD...

They can control the actions and outcomes in their "pretend" roles. Encourage rich fantasy.

THEY ARE TENDER...

They need to know they are loved. They must be able to trust adults. Give them adult support each day. They develop trust with such support.

THEY ARE BEGINNERS....

They learn through their mistakes. Be patient with them. Let them decide when and how much to practice. Give them time to learn at their own rate.

THEY WANT STIMULATION...

Have many different things to do in the room. However, be sure they are arranged in a neat and orderly manner.

THEY ARE CURIOUS...

Let them explore things - see, touch, taste, handle, use, and sniff...

THEY ARE DIFFERENT....

Each child has his/her own timetable. They are learning at different levels. They are at different places on different days. Plan for individual children and small groups. Have easy and difficult things to do. Let the child choose what he/she will do.

From the Margaret P. Muscarelle Child Development Center Parent Handbook

CHILD'S PLAY

IT LOOKS LIKE PLAY IT'S REALLY WORK

PAINTING.....DEVELOPS.....WRITING SKILLS

Uses colors to create satisfying personal symbols as well as provides practice in use of hand, finger and arm muscles. Provides tactile experiences.

CUTTING, TEARING and PASTING.....DEVELOPS.....WRITING SKILLS

Builds muscle control, eye-hand coordination and concentration. Provides another means of self-expression. Offers opportunities to grow creatively and in awareness of form concepts. Provides tension release.

FINGER PAINTING.....DEVELOPS.....CREATIVE EXPRESSION

It provides kinesthetic and tactile sensation and opportunity for large muscle activity. It encourages creative expression through direct contact with material and a chance for self-discovery and greater spontaneity. Allows release-acceptable method to be messy.

PLAYDOUGH/CLAY.....DEVELOPS.....WRITING SKILLS

Develops large and small muscles and eye-hand coordination. Provides deeply satisfying direct sensory experiences. Stimulates different thinking, builds concepts of form and change. Provides means of self-expression and acceptable aggression-release.

BLOCKS.....DEVELOPS.....SOCIAL AND MATH SKILLS

Offers opportunities for playing alone, parallel-to or in-cooperation-with others. Offers a sense of achievement and power to cope with the physical world. Concepts such as size, shape, measuring, counting and making a mental plan are all part of block building.

CIRCLE TIMEDEVELOPS.....LANGUAGE SKILLS

Speaking to the class, explaining a picture painted or describing something such as a visit to relatives helps children learn to express themselves and master language usage.

RHYTHMS and SINGING.....DEVELOPS.....SELF-EXPRESSION, COORDINATION

Helps children learn to work in cooperation with others. Helps children learn how to be part of a group. Using words clearly through music and movement helps them to express their thoughts and themselves.

LOOKING AT BOOKS.....DEVELOPS.....INTEREST IN BOOKS

Turning pages, “reading” from beginning to end, seeing the words and observing the changes in the pictures all develop the concept that words in print tell a story and help books and reading to become interesting and friendly.

LISTENING TO STORIES.....DEVELOPS.....LISTENING SKILLS

Learning to “listen” isn’t easy for an age group characterized by activity. However, practice listening and thinking about a story help to develop skills necessary to communicate effectively with others.

SHARING PLAYTHINGS.....DEVELOPS.....SOCIAL SKILLS

Sharing is a difficult but highly important life skill that helps children learn to work together successfully. Preschool gives them many opportunities to practice this necessary skill in a supportive and caring environment. The children learn how a group can work together, get things done and still have fun.

FUN RECIPES TO TRY AT HOME WITH THE FAMILY!

Floam

Ingredients:

- 1 Tbs. Borax
- 1 Cup Water ¼ Cup White Glue
- ¼ Cup Water
- 1 Zip Lock Bag
- Food Coloring (optional)
- Styrofoam Beads

Dissolve 1 Tbs. Borax completely in 1-Cup water. In a separate bowl mix ¼ cup white glue and ¼ Cup water. Mix equal parts of Borax solution to equal parts of glue solution in zip lock bag. (1/2 Cup of each=1 Cup of slime) Add a few drops of food coloring. Seal bag and knead by hand. Add Styrofoam beads to the mixture to make “Floam”

Play Dough

Ingredients:

- 3 Cups Flour
- 1 ½ Cups salt
- 6Tsp. Cream of Tartar
- 3 Cups Cool Water
- 3 Tbs. Vegetable Oil
- Food coloring (optional)

Mix dry ingredients in a large cooking pot. Mix wet ingredients in a bowl, blend well. Combine wet ingredients with dry ingredients and cook over medium heat. Be sure to stir constantly. Remove from heat when dough begins to pull away from the sides of the pot and can be pinched without sticking. Turn dough onto the counter or cooking board and knead until smooth consistency. Store in an airtight container.

Silly Putty

Ingredients:

2 Cups White Glue
1 Cup Liquid Starch

Mix ingredients together and let the mixture dry until workable. If mixture sticks to your fingers add more starch; if the mixture does not stick to itself add more glue. Store in an airtight container.

Slime

Ingredients:

1Tbs. Borax
1 Cup Water
¼ Cup White Glue
1/43 Cup Water
1 Zip Lock Bag
Food Coloring (optional)

Dissolve 1 Tbs borax completely in 1 cup water. In a separate bowl, mix ¼ cup white glue and ¼ cup water. Mix equal parts of Borax solution to equal parts of glue solution in zip lock bag (1/2) cup of each+1 Cup of slime). Add a few drops of food coloring. Seal bag and knead by hand.

Bubble:

Ingredients:

Dawn Ultra or Joy Ultra - 1 part
Distilled Water - 15 parts
Glycerin or White Karo Syrup - 1/4 parts
Ultra Ivory Blue - 1 cup
Water - 12 cups
Glycerin - 1 Tablespoon

Remember to leave the solution standing for a few hours, overnight if possible.

BOARD OF DIRECTORS

Board of Directors

The preschool Board consists of volunteer parents who serve in the following Board and class committee positions:

- Chair*
- Vice Chair/Fundraising*
- Secretary*
- Registrar*
- Treasurer*
- Marketing*
- PCPO Representative
- Parent Education Coordinator
- Class Representative (each class)*
- Select All-School Positions*

* (these positions may also be divided into two co-director positions)

This group conducts the business of the preschool at regularly-scheduled meetings (at least once a month). All Board meetings are open and any parent may attend, whether for general information, or for bringing up a special concern.

The business of the Board may include, but is not limited to, any of the following:

1. Planning parent orientations.
2. Planning fund raising events and determining the fundraising requirement per family.
3. Purchasing equipment and supplies.
4. Deciding on enrollment (number of classes, ages of children, class times, etc.).
5. Hiring and paying teachers.
6. Controlling the preschool treasury and budget planning.
7. Informing all parents of Board activities and relaying updates/changes to all preschool classes, through their class chairpersons, in a timely manner.
8. Developing and revising by-laws and policies and procedures to ensure proper follow through.
9. Responding to needs and concerns of individual parents.

BOARD CONTACTS

BOARD POSITION	NAME	PHONE	EMAIL
RUBY TEACHER	Lisa Kimmet	253-737-0900	mllisa@tahomapreschool.com
SAPPHIRE & DIAMOND TEACHER; RUBY PARENT ED INSTRUCTOR	Pam Kreis	402-968-6758	mspam@tahomapreschool.com
EMERALD & AMETHYST TEACHER	Christine Young		mschristine@tahomapreschool.com
CHAIR	Nicole Peerson	253-335-2745	chair@tahomapreschool.com
VICE CHAIR	Toni Davis		vicechair@tahomapreschool.com
SECRETARY	Jaimie Penberthy		secretary@tahomapreschool.com
CO-REGISTRARS	Sarah Iben Marcie Meyers		Sarah@tahomapreschool.com registrar@tahomapreschool.com
TREASURER	Stephanie Wnuk		treasurer@tahomapreschool.com
MARKETING	Monica Meifert		monica@tahomapreschool.com
PCPO REP	Megan Dupuis		pcpo_rep@tahomapreschool.com
PARENT ED COORD			
RUBY CLASS REP	Jenni Beusch		Ruby_Rep@tahomapreschool.com
EMERALD CLASS REP	Ben Lee		Emerald_Rep@tahomapreschool.com
AMETHYST CLASS REP			Amethyst_Rep@tahomapreschool.com
SAPPHIRE CLASS REP	Brandi Dycus		Sapphire_Rep@tahomapreschool.com
DIAMOND CLASS REP			Diamond_Rep@tahomapreschool.com

2017 - 2018 BOARD MEETING SCHEDULE

Board meetings are held at 7:00 PM on the third Thursday of the month at the preschool site, unless otherwise notified. Parents are welcome and encouraged to attend all regular board meetings.