



2023-2024

Handbook

Table of Contents

WELCOME & PHILOSOPHY	5
STAFF	6
DIAMOND TEACHER	7
SAPPHIRE TEACHER	7
RUBY TEACHER	7
EMERALD TEACHER	8
THE PRESCHOOL/KINDER PARENT	8
SCHOOL CLASS SCHEDULE	9
RUBY CLASS (2 YEARS BY SEPTEMBER 1)	9
EMERALD CLASS (3 YEARS OLD BY SEPTEMBER 1)	9
SAPPHIRE AND DIAMOND CLASS (4 YEARS OLD BY SEPT 1 / 4 YEARS OLD BY DEC 1)	9
KINDERGARTEN CLASS	10
VACATIONS AND HOLIDAY BREAK	10
REGISTRATION	11
TUITION	12
LAST-MONTH'S TUITION	13
WITHDRAWAL	13
PARENT PARTICIPATION	14
MEMBERSHIP	14
FORMS	14
CLASSROOM PARTICIPATION	14-16
MEETINGS	16
ALL SCHOOL AND CLASS JOBS	17
PARENT-TEACHER TRAINING ORIENTATION AND SLOW START WEEK	17
GETTING READY FOR SCHOOL	18
PARENT-TEACHER WORKSHOP	18

CLOTHING	18
POTTY TRAINING	18
REGULAR SCHOOL SESSIONS	18
PARENT/CHILD(REN) ARRIVAL	19
PARENT/CHILD(REN) DEPARTURE	19
FIELD TRIPS	19
FUNDRAISERS AND MANDATORY ANNUAL FUNDRAISER	20
ONGOING FUNDRAISER	20
ANNUAL FUNDRAISER (MANDATORY PARTICIPATION)	20
ADDITIONAL FUNDRAISERS	20
SCHOLASTIC BOOKS	22-21
SCHOOL POLICIES AND PROCEDURES	22
CHILD CARE FOR YOUNGER SIBLINGS	22
INSURANCE	22
SECURITY / EMERGENCIES	22
FIRE DRILLS	23
ABSENCE DAYS	23
SNOW DAYS / MAKEUP DAYS/HOLIDAYS	23
IMMUNIZATION POLICY	23-24
DISEASE CONTROL	24
HAND WASHING	24
SICK CHILD/ADULT POLICY	24
COVID-19 GUIDELINES	25-27
POLICY ON THE RELEASE OF CHILDREN AT THE END OF THE SCHOOL DAY	27
DISCIPLINE POLICY	27-28
POLICY ON EXPULSION FROM THE SCHOOL	28
ADULT CODE OF CONDUCT	28
BACKGROUND CHECK POLICY	28-29
COMPLAINTS AGAINST STAFF	29

WHAT TO REMEMBER ABOUT YOUNG CHILDREN	30
CHILD'S PLAY	31-32
FUN RECIPES TO TRY AT HOME WITH THE FAMILY!	33-34
BOARD OF DIRECTORS	34
BOARD CONTACTS	35

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
- Prioritize learning through play and hands-on exploration
- 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

The school is fortunate to have a talented and dedicated staff that always puts 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

Alexa Neergard

msalexa@tahomapreschool.com

Ms. Alexa is the Sapphire and Diamond teacher here at Tahoma Cooperative Preschool. Alexa's background is primarily in elementary education, however she has taught kids from preschool through grade 8. Alexa graduated with a Master's in Mathematics Education and loves watching children fall in love with learning at any age.

Alexa was born and raised in Black Diamond, so she feels deeply connected with the Maple Valley community. She currently lives in the Covington area with her husband and three kids, ages 9, 7, and 5. All of her children have been through TCP's program. For fun, her family loves to camp, kayak, paddle board, read, hike, play sports, enjoy spicy food together, and create fun DIY projects. Alexa's family is always up for new adventures in the great Pacific Northwest and love spending quality time together.

RUBIES TEACHER

Lisa Kimmet.

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 five 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 the 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 16- and 19-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 TEACHER

Molly Alsept

mstmolly@tahomapreschool.com

Ms. Molly joins us with over 20 years of teaching experience in both Kindergarten and Preschool. She holds a Montessori certificate and taught in a Montessori preschool for a couple of years. Most recently, Ms. Molly ran a free, outreach preschool remotely as a way to give back to the community during the COVID-19 Pandemic.

Ms. Molly has three amazing children - all young adults - a wonderful husband, and two dogs. When not in the classroom, Ms. Molly enjoys spending time with her family and dabbling in interior design.

Ms. Molly is excited to teach at Tahoma Cooperative Preschool this coming school year and looks forward to meeting our wonderful co-op families!

THE PRESCHOOL/KINDER PARENT

We believe that a cooperative preschool program 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" section ("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.
- Participate in fundraising activities and fulfill your family fundraising obligation.
- Familiarize yourself and adhere to the preschool's "Policy and Procedures" and "By-laws", which are guidelines for proper organization of our preschool.

SCHOOL CLASS SCHEDULE

RUBY CLASS (2 YEARS BY SEPTEMBER 1)

The cooperative offers a two-year-old “Rubies” class on Friday mornings from 9:30-11:30 AM.

The maximum class size for the class is 12-14 students per class depending on the teacher’s discretion. Parents attend every class session and each week, half of the parents will participate in the classroom as parent helpers while the other half 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.

EMERALD CLASS (3 YEARS OLD BY SEPTEMBER 1)

The cooperative offers a three-year-old “Emeralds” class twice weekly, on Wednesdays and Thursdays from 9:30-11:30 AM

The maximum class size is 12 students per class. Depending on class size, teacher’s discretion, and risk management requirements, parents will attend classes several times throughout the month to assist the teacher and supervise the children at various activities.

SAPPHIRES (4 YEARS OLD BY SEPTEMBER 1) AND DIAMOND CLASS (4 YEARS OLD BY DECEMBER 31)

The cooperative offers a 4/5 year-old “Sapphires” class three days per week on Mondays, Tuesdays, and Thursdays from 9:15-11:45 AM.

The cooperative offers a 3 ½ /5 year-old “Diamonds” class three days per week on Mondays, Tuesdays, and Thursdays from 12:30-3:00 PM.

The maximum size for these classes is 12-14 students. Depending on class size, teacher’s discretion, and risk management requirements, parents will attend classes several times throughout the month to assist the teacher and supervise the children at various activities.

KINDERGARTEN CLASS (5 BY SEPTEMBER 1ST) COMING 2024-25

SCHOOL YEAR

New to our program this year is our half day kindergarten class. Our kids meet Monday-Thursday 9:15-12:45. As parents, we understand that transitioning to an all day kindergarten can be challenging for some children and parents. We are excited to offer a way to help ease your children into this next transition in their life.

The maximum size for these classes is 10-12 students. Depending on class size, teacher's discretion, and risk management requirements, parents will attend classes several times throughout the month to assist the teacher and supervise the children at various activities.

VACATIONS AND HOLIDAY BREAK

The school calendar is tied to the Tahoma School District's schedule. Vacations generally coincide with the Tahoma School District calendar, however the preschool year ends before the Tahoma School year. Our preschool year is based on a 33-week calendar and the rubies class follows a 29 week calendar. Any changes to the co-op's scheduled school week will be noted on the school calendar page on our website and in writing.

REGISTRATION

Registration for the following school year begins in early February. 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. Alumni Families, then;
4. The general public will be invited to enroll.
5. Registration Fee of \$100 must be paid within 15 days of enrollment to secure a spot.

The school offers tours and may hold open house events for interested, prospective, and new/incoming families (including children) in mid-winter, spring, and throughout the summer months. Visitors are invited to tour the school facilities and meet with the parents and the teachers on an informal basis and/or during our open house events, as well as schedule times to observe or join in our regular classroom activities. Interested applicants can register beginning in February by completing the online registration form and paying a non-refundable \$100 (per student) registration fee.

Parents are notified as soon as possible after 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 one and two above.

*Returning families get first priority IF they register before registration opens for others AND are in good standing (Jovial account is current and all preschool commitments have been met) with the co-op.

TUITION

Tuition for the upcoming preschool year is determined by the Board at their January board meetings. For the 2023 - 2024 school year, annual tuition is as follows:

	Annual Tuition	Monthly Tuition	Registration Fee
Rubies	\$720.00	\$80.00	\$100.00/child
Emeralds	\$1,395.00	\$155.00	\$100.00/child
Sapphires/Diamonds	\$1,935.00	\$215.00	\$100.00/child
Kinder	\$2,880.00	\$320.00	\$100.00/child

The co-op accepts the following forms of payment: Credit/Debit Card (via Jovial parent portal), eChecks/ACH (via Jovial parent portal), personal local checks, and cash. The Co-op cannot guarantee the safety of leaving cash or checks in the tuition box. Depending on the payment method, Jovial charges a per transaction processing fee, these transaction fees can be donated by the paying families to reduce the school's overhead costs.

Checks can be made to:

Tahoma Cooperative Preschool

PO Box 199, Maple Valley, WA 98038

Place child's name in the memo line

Tuition is due by the 1st of each month (with the exception of last-month's tuition deposit, see "Last-Month's Tuition Deposit" section).

In addition to the aforementioned transaction fee, families will also be charged the following fees:

- \$10 fee for any eCheck/ACH returns (ie. insufficient funds).
- \$25 fee for any chargebacks for eChecks or credit cards (ie. disputed charges, fraud, etc.)
- **\$10 late fee if tuition is 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.

Tuition statements are available online through the Jovial parent portal; ultimately, each family is responsible for making sure their preschool fees are current.

LAST-MONTH'S TUITION DEPOSIT

For families that registered early in the year, last month's tuition deposit was due July 15th, 2023. For those that register after July 15th, 2023, the deposit is due at the time of registration. The deposit will be applied towards the family's last month of tuition.

Important: Per our withdrawal policy, should a family fail to give a minimum 30-day written notice in advance, this deposit is non-refundable and no partial payment will be given out.

Example:

1. For families that stay throughout the entire school year, this deposit will be applied toward their last month of tuition for the scholastic year, May.
2. If a family does not stay for the entire school year, and the student's last day is November 30th, and written notice was given on or before October 31st, then this deposit will pay for the family's final tuition dues (November).
3. If a family does not stay for the entire school year, and a student's last day is November 30th, and notice was given less than 30 days prior (for example, on November 1st or later), then the family will be responsible for paying November's tuition dues, and the non-refundable deposit will be applied to December to provide the preschool with sufficient time to find a replacement student. This fee sustains and secures our school's financial health until a new student is enrolled in the class: a process that generally takes one month. Tahoma Cooperative Preschool understands that unexpected events arise, however we appreciate when written notice of withdrawal is given as far in advance as possible.

WITHDRAWAL

Our withdrawal policy requires that a 30-day advance written notice be given to the Teachers, Registrar, and Treasurer if families choose to withdraw from the preschool prior to the end of the scholastic year. Written notice is considered the completion/submission of the withdrawal form on Jovial. Verbal notification does not constitute a 30-day notice. See above "Last-Month's Tuition Deposit" for more details.

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.

FORMS

Required forms must be completed by parents by the start of the school year. These forms can be filled out through the Jovial parent portal:

- Child's Immunization Record (signed by child's physician if a waiver of immunizations);
- Emergency Contacts & Pickup Authorization: Who to contact in the event parent cannot be reached, and who is authorized to pick up the child;
- Sign-off on Handbook/Parent Training Acknowledgement: The handbook has been received and member agrees and understands the policies of Tahoma Cooperative Preschool.
- **Medical Release: must have by first class otherwise child will not be able to attend class until submitted**
- Photographic & Digital Image Release;
- Student profile;
- Background Check Authorization Form;
- Family Commitment Contract;
- School Cleanings: Unless indicated otherwise, families are responsible for two cleanings per school year;

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 twice a month in the Ruby class. In the Emerald, Sapphire, and Diamond classes, participation is anywhere from two to 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 or by emailing your class distribution list. It is your responsibility to ensure that SignUpGenius is updated and the Teacher and Class Representative are notified of the change.

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 five 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-dough table: teach to share items, play-dough, 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, the 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, vacuum and mop daily.

- Take out all trash and recycle (receptacles are located in the upper parking lot by the church entrance).
- Clean classroom bathrooms thoroughly, including (a) washing floors with a mop and cleaner, (b) cleaning toilet with brush and cleaner, and cleaning sink with cleaner.
- Sanitize all high-touch surfaces and items used by the children, as defined by the DOH.

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 an emergency.
- Parents are encouraged to take pictures periodically of classroom activities. These pictures can be uploaded to the class Facebook page. Many of the photos taken will be used in the class memory book. Please send them to the memory book coordinator.

CLASS CLEANINGS

Parents participate in a minimum of two class cleanings a year, one prior to January and the second sometime between January and the end of May. These cleanings occur during the monthly board meeting. The Board members will be present for any questions or concerns. If a minimum number of parents do not show up at a cleaning, the cleaning will be canceled and rescheduled.

MEETINGS

At least one parent from each family is required to attend each of the two evening all-class or all-school meetings held in September and April/May. The All-School Orientation kicks off the new school year, followed by All Class Orientation with your child's teacher. 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 classroom's concerns, needs, and wants at the monthly meeting. Parents should feel free to share any concerns or ideas with their Class Representative as well.

ALL-SCHOOL AND CLASS JOBS

It is important that all jobs are filled to provide for the 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.

SLOW START WEEK

Teachers will email families regarding slow start week and the schedule that follows. Typically all parents stay with their children in class during a slow start week.

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-Class and the other as a small classroom group with a teacher). For the first week, each child attends a shortened preschool day. During the second week of school students will begin their regular schedule. Our children will play outside every day. Please make sure your child is dressed for the outdoors - this includes rain gear, winter coats, hats, gloves, and boots.

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. However if your child still needs assistance with diaper changes we will call parents to come in and change their child. Please reach out to your teachers if you have any questions or concerns.

REGULAR SCHOOL SESSIONS

Daily activities include circle, artwork, sensory table, block building, dramatic play, free play with games and puzzles suitable for each age group, and storytime. We will go outside and use the outdoor play area, where there are climbing equipment, sandboxes, playhouses, and swings.

During severe 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 can include cooking, library, outdoor art projects, walks, and other activities the teacher plans.

PARENT/CHILD(REN) ARRIVAL

School begins at 9:15 AM or 9:30 AM for all morning sessions and 12:30 PM for afternoon sessions. TCP will use a parade method for drop-off and pick-up. Classroom doors will remain closed 15 minutes prior to class time so teachers may prepare. Please do not bring your child to the classroom upon drop-off, as teachers will come outside 5 minutes prior to class start time to run daily admission procedures, sign students in, and escort students into the building. Parents working in class are asked to park in the upper parking lot to allow those just dropping off easier access.

PARENT/CHILD(REN) DEPARTURE

Departures will be recorded on the sign-in/out sheet system.

At (or prior to) the end of class, either the teacher and/or Parent Helper(s) will escort the child(ren) out of the building, where they will be met by the person authorized for pick-up.

The co-op assumes no responsibility for unescorted children on the grounds who are unenrolled in the designated class (i.e., siblings, peers, co-op students who have class on different days or times during the week).

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 the parent or carpool driver authorized for pick-up before leaving school grounds. Children **MUST** stay with either the teacher or Parent Helper (s) until they are picked up.

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 a local business, etc. Parents are required to sign a permission slip for each trip. Parents (or their designee) are responsible for driving their children to and from field trip destinations.

FUNDRAISERS AND MANDATORY ANNUAL FUNDRAISER

In order to keep the cost of tuition down, we rely heavily upon the fundraising efforts of the entire school. The school holds an annual auction (which will be held virtually) this year and selected fundraisers over the course of the school year, such as Holiday Greens, Spring Hanging Basket, GroupRaise Meals, Scholastic Book sales and Amazon Smile, etc.

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 a virtual 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.

- Restaurant fundraisers
- 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 (Spring)

SCHOLASTIC BOOKS

Although it is not mandatory that families order Scholastic Books, we appreciate when families choose to participate because each purchase directly benefits the preschool. 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 backpack 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 will be locked at all times. People entering the main level will need to ring the doorbell in order to be let into the building. 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 the 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 School District is closed due to weather, Tahoma Cooperative Preschool will be closed. If Tahoma School District is on a late start due to weather, Tahoma Cooperative Preschool AM classes will be canceled 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.

IMMUNIZATION POLICY

Tahoma Cooperative encourages anyone who is eligible to receive the COVID-19 vaccination to do so, however it is not required. Tahoma Cooperative Preschool will follow DOH guidelines in regards to Covid-19 protocol.

The board will take exemptions into consideration. Paper form/request must be submitted. TCP will follow DOH guidelines with the decision.

MMR Vaccine Exemption Law Change 2019

In May 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school and child care entry.

The bill took effect July 28, 2019 and applies to public and private schools and child care centers. The law removes the option for a personal/philosophical exemption to the MMR vaccine requirement for schools and child care centers. It also requires employees and volunteers at child

care centers to provide immunization records indicating they have received the MMR vaccine or proof of immunity. For more information please refer to the Washington State Department of Health

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
- cough/shortness of breath
- muscle pain, headaches
- sudden loss of smell/taste
- green mucus
- severe or frequent coughing or sore throat
- yellow eyes or jaundice skin
- 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
- red eyes accompanied by discharge

The school will not permit a child or staff member with any of the 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 him or others is perceived:

- Chicken Pox
- Giardia Lamblia
- Hepatitis A
- Meningococcus
- Impetigo
- Tuberculosis
- Whooping cough
- Haemophilus

- Measles
- Shigella
- Strep throat
- Scabies
- German measles
- Influenza
- Salmonella
- Mumps
- Lice
- Covid symptoms or exposure as outlined below
- Monkeypox

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 an effort 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.

COVID-SPECIFIC GUIDELINES:

Tahoma Cooperative Preschool will follow the DOH for quarantine guidelines.

If you or your child tests positive for Covid-19 the recommended quarantine/isolation period is 5 days, once the 5 days is completed you and your child may return to school, however masks

will be required to participate in the classroom up till day 10 from the date you/your child tested positive. Please use the link below for the full CDC Recommendations:

[CDC Covid Quarantine Guidelines](#)

Please stay home if either the in-class working parent or child has any of the following symptoms:

- Fever (temperature of 100.4 or higher)
- Cough, shortness of breath
- Muscle pain, headaches
- Runny or stuffy nose
- Diarrhea
- Vomiting
- Rash, sores, lice
- Just not feeling well

Please note:

*We will call for immediate pickup if we observe any of these symptoms at school and will attempt to separate the child from the rest of the group while awaiting pick-up.

When in doubt STAY HOME (especially if sick or symptomatic), reach out to a medical expert for advice, and communicate with your child's teacher.

Tahoma Cooperative respectfully requests notification of the following IF a household member tests positive:

- o Test date, result date, symptom onset
- o Close contacts within school community/outside of the classroom (carpool, playdate...)

If the positive case was inside the school within two days of positive test or symptoms, ALL class members and ANY school members/volunteers who are considered close contacts will be required to quarantine. Other classes and any school members/volunteers who are not considered close contacts are not required to quarantine.

School board members or teachers will notify local health jurisdictions for further guidelines if needed.

SPECIAL NOTES:

- No price breaks or refunds for days home for quarantine
- If class is quarantined/closed, the teacher will provide virtual learning opportunities for each missed class day.

If virtual learning isn't possible due to teacher not being available we will follow our make-up policy in the handbook

Tahoma Cooperative Preschool's health and safety policies are based on current CDC and King County Health Department guidance. We will review and adjust guidelines as needed based on recommendations and changes from these organizations.

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) have 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 on 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 as 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:

- The child is a danger to his/herself or to others
- The child demonstrates inappropriate behavior as deemed by the teacher
- Dangerous behavior by a parent
- Nonpayment 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/vaping in 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.

BACKGROUND CHECK POLICY

It is the Preschool's policy that background checks are required for all in-class working parents and any other persons (including childcare providers and grandparents) who intend to volunteer where they will have contact with children in the program. Tahoma Cooperative requires these individuals to submit a Background Check Authorization Form through Jovial upon registration. This policy is put in place for the academic year indicated, and might require new checks

annually or until there is a break in enrollment. Parent and other volunteers who assist with the operation of Tahoma Cooperative Preschool's program, including but not limited to classroom activities and field trips or service on the board, will annually complete and submit to the Washington State Patrol (the "WSP") the documentation required by the WSP for a background check in conformance with Washington State requirements, beginning in the 2021-2022 academic year. The material will be collected by the president at the board's discretion, who will review that information, along with a committee composed of three board members, to determine whether it suggests that the volunteer should be disqualified from or limited in service to the preschool based on specific criteria. If the committee determines that the misconduct is sufficient to warrant limiting or prohibiting the volunteer's service, the president will notify the individual in writing. At the discretion of the committee, the individual may submit information pertinent to the report issued by the WSP and bearing on the specified criteria within ten days of notification by the committee. If one of the members of the committee or the chair is the perpetrator of the misconduct, that person will remove himself or herself from consideration of or participation in the decision on the matter. The committee will strive to keep information it obtains confidential and use it only for purposes related to determining whether the individual is a suitable volunteer for the Preschool.

COMPLAINTS AGAINST STAFF

Complaints that have not been worked out through meetings and discussions 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 ideas.

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

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 helps 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

1 Tbs. Borax

1 Zip Lock Bag

1 Cup Water

Food Coloring (optional)

¼ Cup White Glue

Styrofoam Beads

¼ Cup Water

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 a ziplock bag. (½ 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.”

Silly Putty

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.

Play Dough

3 Cups Flour

3 Cups Cool Water

1 ½ Cups Salt

3 Tbs. Vegetable Oil

6 Tsp. Cream of Tartar

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.

Slime

1 Tbs. Borax

¼ Cup Water

1 Cup Water

1 Zip Lock Bag

¼ Cup White Glue

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 a zip lock bag (½ cup of each plus 1 Cup of slime). Add a few drops of food coloring. Seal bag and knead by hand.

Bubbles

Dawn Ultra or Joy Ultra - 1 part

Ultra-Ivory Blue - 1 cup

Distilled Water - 15 parts

Water - 12 cups

Glycerin or White Karo Syrup - 1/4 parts

Glycerin - 1 Tablespoon

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

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 to raise 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 fundraising 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 the needs and concerns of individual parents.

BOARD CONTACTS

BOARD POSITION	NAME	EMAIL
RUBY TEACHER	Lisa Kimmet	mllisa@tahomapreschool.com
SAPPHIRE/DIAMOND TEACHER	Alexa Neergard	msalexa@tahomapreschool.com
EMERALD TEACHER	Molly Alsept	mstmolly@tahomapreschool.com
CHAIR	Danielle Ennis	chair@tahomapreschool.com
CO-CHAIR	OPEN	co-chair@tahomapreschool.com
VICE CHAIR/AUCTION CHAIR	OPEN	vicechair@tahomapreschool.com
SECRETARY	OPEN	secretary@tahomapreschool.com
REGISTRAR/ CO-REGISTRAR	Lisa Crawford	registrar@tahomapreschool.com coregistrar@tahomapreschool.com
TREASURER	Athena Capley	treasurer@tahomapreschool.com
MARKETING	Gwen Reed	marketing@tahomapreschool.com
PCPO REP	OPEN	pcpo_rep@tahomapreschool.com
PARENT ED COORDINATOR	Greta Huntley	parenteducator@tahomapreschool.com
RUBY CLASS REP	Anna Cordova	Ruby_Rep@tahomapreschool.com
EMERALD CLASS REP	Lauren Bergstrom	Emerald_Rep@tahomapreschool.com
SAPPHIRE CLASS REP	Greta Huntley	Sapphire_Rep@tahomapreschool.com
DIAMOND CLASS REP	OPEN	Diamond_Rep@tahomapreschool.com

