

2015-2016 HANDBOOK



BALLARD PRESCHOOL CO-OP

a program of the Phinney Neighborhood Association

Ballard Preschool Cooperative
7503 18th Avenue NW

LETTER TO PARENTS

July 24, 2015

Dear Preschool Parents:

Welcome to the 2015-2016 school year at the Phinney Neighborhood Association's Ballard Preschool Cooperative. We are proud to be entering our fourteenth successful year together. We are settling into our new home at the Northwest Christian Church (NWCC) as we begin our third year at this location. The NWCC congregation is excited to share their space with us as part of their continued efforts to support the local community. We're confident that our productive relationship with the leaders at NWCC will result in programs and relationships that will be mutually beneficial.

This handbook is intended as a reference for you and your family. In it, you will find job descriptions, guidelines, and policies that were designed to make the preschool function smoothly and efficiently. We hope you find the information here useful and clear. We continually evaluate our Operational Guidelines to ensure they function for our community. We always welcome your thoughts and ideas. As issues and questions arise, please do not hesitate to connect with another parent, a teacher, and/or a member of our board to find a solution.

We look forward to another exciting year together!

The 2015 - 2016 Preschool Board

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OUR BEGINNINGS

The Phinney Neighborhood Association (PNA) for many years had only one preschool, the Phinney Neighborhood Preschool Co-op (PNPC). This preschool serves infants through five-year-olds and is one of the largest independently operated preschools in North Seattle. Unfortunately, due to capacity constraints, there were many families who were unable to participate, and for years the PNA struggled with an extensive preschool waiting list.

In early 2001, a small group of families from the PNPC's waiting list and from the waiting lists of other cooperative preschools began working with the PNA's leadership to expand their existing preschool program. As a result of their combined efforts, the PNA's 65th Street Preschool Cooperative (65th PC) opened its doors in September 2001. Our preschool was located at the Trinity United Methodist Church (TUMC) in Ballard until the Spring of 2010. We changed our name to Ballard Preschool Cooperative in the Fall of 2010 and moved into the Crown Lutheran Church (CLC) in Crown Hill. Unexpectedly, the CLC was purchased for redevelopment three years into our lease; therefore, we moved into our current location at the Northwest Christian Church in the Summer of 2013.

Our preschool continues to grow and evolve, but its foundation will remain unchanged: families and teachers working together to create an environment where young children can feel safe and supported as they explore, create, and learn about their world.

OUR MISSION

As stated in our Operational Guidelines, the mission of the Phinney Neighborhood Association's Ballard Preschool Cooperative is to provide a structured cooperative program designed to encourage the social, emotional, intellectual, and physical development of young children. It is also intended to provide a nucleus of support for participating families.

OUR GOALS

The families and teachers who make up our preschool community share several goals. These include:

- ✧ Creating a safe, supportive, and stimulating environment that encourages the social, emotional, intellectual, and physical development of young children through creative play;
- ✧ Nurturing each child's sense of accomplishment and personal growth;
- ✧ Encouraging families to share their unique talents, interests, and experiences in ways that enhance their child's class as well as the larger preschool community;
- ✧ Providing opportunities for parents to work closely with teachers and each other to learn about child development and behavior as well as parenting;

- ✧ Developing and strengthening skills in group process, mediation, and leadership; and
- ✧ Fostering a sense of community, support, and belonging for all of those involved in the preschool.

CLASSES

In the 2015-2016 school year, the Ballard Preschool Cooperative will have four classes with an approximate enrollment in September of 65 children. Although each class has a teacher, a parent from each family works in his or her child's classroom one day a week as a teaching assistant.

The preschool's classes include:

The PARENT/INFANT Class

- ✧ 14 children under 1 year of age at the start of school
- ✧ Tuesday 10:00 – 11:30 am
- 1 Teacher: Gwen Drolet

The TODDLERS Class

- ✧ 16 children ages 1-2 years at the start of school
- ✧ Thursday 9:30 – 11:30 am
- 2 Teacher: Gwen Drolet

The TWOS Class

- ✧ 16 children ages 2-3 years at the start of school
- ✧ Wednesday and Friday 9:30 – 11:30 am
- 3 Teacher: Jennifer Burke

The 3-5s Class

- ✧ 18 children ages 3-5 years at the start of school
- ✧ Tuesday, Wednesday, and Thursday 12:15 pm – 3:15 pm
- Extra session (for 4- and 5-year-olds) Friday 12:15 pm – 3:15 pm
- Teacher: Jan Collver

The information listed above includes the minimum enrollment for each class.

PRESCHOOL ORGANIZATION

The Ballard Preschool Cooperative is a program of the Phinney Neighborhood Association. The All-School Chair and the Executive Director of the PNA meet regularly to discuss issues of mutual concern and interest.

The preschool's organization and functioning are governed by its Operational Guidelines; changes to these Guidelines can be made only by a two-thirds majority vote of those present at an all-school meeting or individual class parent meetings.

Each family performs either an all-school job or a class job for each child enrolled in the preschool. Exceptions to this "one-job-per-child" rule are granted for families performing one of the following seven board positions: Chair, Vice-Chair, Registrar,

Fundraiser, Secretary, Treasurer, Operations Manager and Family Resources Coordinator.

Board members (except Class Chairs) are selected annually in March at the All-School Registration meeting by the preschool's entire membership. If more than one person is interested in a particular job, an election is held at that meeting. Class Chairs are elected for the coming year following registration in the Spring. People interested in serving as an All-School officer or Class Chair should talk with someone currently holding the position of interest as early as possible.

All-school jobs technically begin and end in May. The May board meeting includes both outgoing and incoming board members. Outgoing class chairs and All-School job holders should spend this transition between the March election and the new term as a training and mentoring time to get the newly elected members familiar with their new job duties and responsibilities. Outgoing job holders are still responsible whenever possible to finish uncompleted tasks from the year so the new job holder can focus on new tasks for the upcoming year. The new board members' term does not officially begin until the June board meeting.

The Board

An independent Board of Directors runs the preschool. It includes 12 voting members, including seven All-School officers and the Class Chairs from each of the preschool's four classes.

The preschool board meets the first Monday of each month at 7:30 pm at the Phinney Neighborhood Association (PNA). Meeting dates are included in the All-School calendar, a copy of which appears on page 37 in this handbook. Board meetings are open to all preschool members. The agenda is controlled by the All-School Chair and, therefore, items to be included on it must be submitted in writing to the Chair at least one week in advance of any given meeting. The minutes of each meeting are posted on the preschool website, and are kept in the red "Board Meeting Minutes" binder in the classroom.

The All-School officers are:

All-School Chair (Misty Saracino)

Handles the business details of the preschool. Develops budget with All-School Treasurer. Oversees Class Chairs. Communicates information about preschool issues and events to the preschool community and the PNA. Arranges for preschool committees and oversees their functioning. Assists in the coordination of any Summer programs. Schedules and runs monthly board meetings and all-school meetings. Works with All-School Secretary to establish the school year calendar. Decides when school is to be closed due to inclement weather and emergencies. Meets regularly with the PNA Program Director, Head Teacher, and members to assure program coordination. Informs members and staff of preschool issues and events through newsletter, emails, and notices. Receives a 75% tuition break for one participating child. Not eligible for scholarships.

All-School Vice-Chair (April Musick)

Assists All-School Chair as required. Conducts meetings in the All-School Chair's absence. Helps develop and oversee the preschool's marketing plan. Coordinates school pictures. Coordinates and oversees all-school jobs. Receives a 50% tuition break for one participating child. Not eligible for scholarships.

All-School Registrar (Emily Schreiber-Sheets)

Oversees school enrollment, coordinates registration, oversees maintenance of the class waiting lists, fills classes, answers questions about the preschool for interested families and assists at preschool fairs and marketing events. Works with the All-School Secretary to collect appropriate immunization documentation. Receives a 75% tuition break for one participating child. Not eligible for scholarships.

All-School Treasurer (Amy Sprenger)

Receives and banks all tuition, fees, and other preschool income. Prepares an annual budget with the All-School Chair. Facilitates committees to review and approve applications for scholarships and emergency aid. Prepares a monthly financial statement and submits it to the PNA Program Director and the board. Works with the PNA to request payment on all bills, expense reimbursements, and account transfers. Pays all bills and reimbursements. Maintains a complete set of books that is available to members upon request. The set of books is open to an audit at all times (an outside audit may be arranged by the incoming All-School Treasurer when he/she takes office). Receives a 75% tuition break for one participating child. Not eligible for scholarships.

All-School Secretary (Christine Miller)

Keeps minutes of all-school and preschool board meetings. Posts the minutes in the classroom binder and posts on the website within one week of each meeting. Updates and provides one copy of the Co-op Handbook in the classroom as well as posting one on the website at the beginning of the year. Updates the preschool's all-school roster on the website before the start of school. Before school starts, trains Class Secretaries. Conducts WA state criminal background checks on all adults working in the preschool. Updates and organizes online school calendar and file storage on preschool website. Organizes membership in appropriate online discussion groups for all co-op members. Works with the All-School Registrar to collect appropriate immunization documentation. Receives a 50% tuition break for one participating child. Not eligible for scholarships.

All-School Fundraiser (Jessie Hammer)

Works with the preschool board to develop an annual fundraising goal and then with Class Fundraisers to meet that goal. Oversees and coordinates member participation in fundraising events, with the assistance of Class Fundraisers. Reports status of fundraising efforts at monthly board meetings. Receives a 75% tuition break for one participating child. Not eligible for scholarships.

All-School Operations Manager (Kaeti Dermody)

Manages the necessary maintenance, repairs and general condition of the preschool facilities. Coordinates all social events using the preschool facilities. Works with the building staff to resolve any facility issues related to maintenance, cleaning, scheduling and safety. Responsible for scheduling work parties and laundry responsibilities and tracking work party credit. Identifies equipment needed for cleaning and maintenance and coordinates acquisitions with the AS Purchaser. Schedules families (except for those with board positions) for weekend, vacation and

end of year laundry responsibilities. Works with the All-School Health and Safety Coordinator to create in-class cleaning best practices. Arranges with class operations assistants to supervise set up/break down of classroom spaces. Receives 50% tuition break. Not eligible for scholarship.

All-School Family Resource Coordinator (Kim Arthur)

Responsible for finding, hiring and training sibling care providers. Creates, updates and helps enforce a basic contract of guidelines, policies and expectations between caregiver and parents. Responsible for organizing and keeping a schedule for the sibling care room, up-to-date emergency information, substitute roster, and cleaning schedule. Communicates school holidays, class field trips, school picture days and other schedule changes to caregiver. Coordinates at least one parent evaluation each year, and works with the All-School Chair to compile results and report back to board, teachers, and members. Works with the Class Vice Chair to keep lines of communication open between the board, members, and teachers and when necessary implements the grievance procedures to resolve issues.

All-School Positions

Some of the jobs held by families in the preschool are described as “all-school jobs” because the people who hold them either do something for the entire school or are responsible for coordinating the work of people from each class (putting together the preschool’s newsletter, for example).

The all-school positions are reviewed annually by the board. New jobs are sometimes created while others are deleted because the need for them no longer exists. This year, our all-school jobs include:

All-School Marketing Coordinator (Gina Frank)

Develops, oversees and executes the preschools marketing plan in conjunction with the All-School Chair, All-School Vice Chair and All-School Registrar. Coordinates selection and ordering of any co-op logo items (shirts, tote bags, water bottles, etc.) and communicates fundraising component of this with All-School Fundraiser. Attends preschool co-op fairs and new family orientations as requested by All-School Chair. Responsible for updating and maintaining BPC Facebook page. Assists All-School Registrar with tasks on an as-needed basis.

All-School Parent Education Coordinator (Selina Innes)

Coordinates at least two all-school parent education sessions (preferably in coordination with the Phinney Neighborhood Preschool Co-op). Works with the Class Parent Education Coordinators to give ideas for parent education topics for parent meetings or classes as necessary. Works with staff Parent Educator to understand their issues and successes through the year.

Fundraising Assistant (Kelly Winter)

Assists the All-School Fundraiser with fundraising events as needed.

Book Fair Coordinator (Erin Cleofe)

Organizes at least two book fairs with local bookstores per year. Coordinates teacher participation in story times at book fairs. Communicates book fair profits to the teachers and board.

All-School Purchaser (Amanda Gajadhar)

Works with the teachers and Operations Manager to keep the preschool stocked with consumable supplies. Creates a system for keeping track of consumable supplies, as well as the stocking of those items. Works with teachers to ensure classroom materials are in their proper place.

Newsletter Editor (Jamie Gudmastad)

Works with the All-School Chair, the board, each class' communication coordinator, and people holding various all-school jobs to put out a newsletter at least two times per year that communicates the daily life of the preschool as well as upcoming events, projects, and issues.

All-School Health & Safety Coordinator (Jay Ford)

Maintains and updates first aid boxes for classroom and traveling first aid kits. Works with Twos and 3-5s Class Chairs to get families to make "comfort kits" for children to be stored in storage shed. Coordinates emergency plan with the All-School Chair. Coordinates earthquake and fire "drill" practices with teachers and Class Chairs once in the Spring and once in the Fall. Reviews health and safety guidelines for emergency preparedness and comfort kits outlined in the school handbook prior to the start of the year. Inform All-School Secretary of any suggested changes or additions.

Works with Class Chairs to notify families of contagious disease outbreaks and continued status as well as emergency plans. Reviews health and safety guidelines outlined in the school handbook (except comfort kits and emergency preparedness) prior to the start of the year. Informs All-School Secretary of any suggested changes or additions.

Webmaster (Markus Bergman)

Creates and maintains features of the preschool website and sends updates to the Phinney Neighborhood Center Webmaster for uploading, as necessary.

Gently Used Sale Coordinator (Kristina Herre)

Oversees all aspects of the Fall and Spring Gently Used Sales in collaboration with GUS Assistants, BPC Board, and the PCPE GUS Coordinator. Recruits sellers and volunteers for the sale and assigns tasks to sellers/volunteers for the day of the sale. Coordinates the set-up of GUS items the day before and the day of the sale. Communicates GUS proceeds to the All-School Chair, All-School Fundraiser, and All-School Treasurer within 1 week of the sale.

Gently Used Sale Assistant Donations Coordinator (To Be Filled)

Assists GUS Coordinator as needed. Facilitates preparation of donated items for the sale (i.e. cleaning and pricing). Helps to oversee the day before and day of the sale.

Gently Used Sale Assistant Social Media Coordinator (To Be Filled)

Responsible for Outreach to the Community to recruit sellers and publicize the sale. Helps to oversee the day before and day of the sale.

Class Jobs

Those parents who are not serving as an officer on the board or doing an all-school job will instead hold a class job. These jobs are critical to the functioning of each class.

Like the all-school jobs, the class jobs are reviewed annually by the board, teachers, and class chairs. New jobs are sometimes created while others are deleted because the need for them no longer exists. As necessary, the board may ask families to participate in special projects as a component of their job.

The following are the job descriptions for each class job. The job title is listed first, followed by the classes to which that job applies. Some variations on these jobs may occur between the different classes. Parents are encouraged to read the descriptions carefully.

Class Chair – Parent/Infant Class, Toddlers Class, Twos Class, 3-5s Class

Plans and conducts monthly parent meetings and represents the class at monthly preschool board meetings beginning in June. Communicates the business details and concerns of his/her class to the Board. Works with the All School Vice Chair to fill all-school jobs. Assigns class jobs to members that do not have all-school jobs and assures that duties of each class job are satisfactorily fulfilled during the year. Works with the All-School Chair to arrange preschool committees and oversees their functioning. Works throughout the year with the Class Vice Chair and teacher to make sure that the expectations and needs of families are being met and the class is running smoothly. Works with All-School Health and Safety Coordinator to notify families of contagious disease outbreaks, and develops and communicates emergency plans. Posts any allergies among the class in the kitchen. Reports teacher's absences to the All-School Chair and Treasurer.

Class Vice Chair – Parent/Infant Class, Toddlers Class, Twos Class, 3-5s Class

Helps to orient new families who join the class during the course of the year. Works with the Class Chair and the teacher to be sure that the expectations and needs of families are being met and the class is running smoothly. Acts as a liaison between class families and the teacher to address any problems or grievances. Also acts as a liaison to address issues among class parents if needed. Reports absentee families to the board. Assists class chair as needed.

Class Secretary – Parent/Infant Class, Toddlers Class, Twos Class, 3-5s Class

Keeps minutes of monthly parent meetings and emails a copy of those minutes to the All-School Secretary. Posts a pdf copy of these minutes on the preschool website and emails the minutes to all class members within one week of meetings. Keeps a record of attendance at parent meetings and notifies the Class Chair of absences. Works with the All-School Secretary to create and maintain class notebooks of required registration, emergency contact information, medical release and insurance forms. Takes care of any necessary correspondence for the class. In 2s and 3-5s classes, obtains copies of driver's license and current insurance card from parents who will be driving.

Class Fundraiser – Parent/Infant Class, Toddlers Class, Twos Class, 3-5s Class

Works with the All-School Fundraiser to coordinate class involvement in preschool fundraising activities and events. Takes lead role in organizing fundraising event as assigned by All-School Fundraiser. Maintains records of family participation with the assistance of the All-School Fundraiser. Should be available to assist at fundraising events as determined by All-School Fundraiser.

Communications – Parent/Infant Class, Toddlers Class, Twos Class, 3-5s Class

Writes and takes pictures on behalf of the class for the preschool newsletter. Responsible for creating class placemat at the end of the year.

Scheduler – Parent/Infant Class, Toddlers Class, Twos Class, 3-5s Class

Creates a computer list that assigns each class member a classroom job for each work day, rotating each individual through each job. Creates workday schedule and buddy lists as necessary. Updates them as needed. Emails these lists and revisions to each class member, posts on the website and provides classroom with up-to-date hard copies. Maintains a list of possible substitutes for absent parents. Acts as contact liaison for absentees and determines course of action if a substitute cannot be found to ensure class runs smoothly. Creates and updates an attendance roster for daily use in class.

Social Coordinator – Parent/Infant Class, Toddlers Class, Twos Class, 3-5s Class

Responsible for organizing social activities for the class throughout the year, including both family-oriented events and “parents only” events. Organizes at least one social activity per month outside of class. Coordinates Summer play dates for class. Works as part of a committee with other Class Social Coordinators and the All-School Vice Chair to organize all-school social events, including the Halloween party, Holiday party, Pool party, and All-School picnic. The 3-5s Social Coordinator (in conjunction with the All School Vice Chair) is responsible for ensuring the All School events are being planned and executed in a timely manner. Organizes dinners for class members who are ill or have new babies. Works with Class Secretary to determine children’s birthdays. Reminds teacher to have class sing “Happy Birthday.”

Field Trip Coordinator – Toddlers Class, Twos Class, 3-5s Class

Works with teacher to organize field trips. Teacher and coordinator decide location and coordinator makes necessary reservations or arrangements. Coordinator communicates carpooling arrangements, times, directions, fliers for bulletin board, and reminders to parents. Assigns parent to carry travelling first aid kit and distribute emergency contact bracelets and yellow vests for the children to wear on field trips. Distributes each child’s emergency contact info sheets for drivers to keep in car.

Class Operations Assistant – Parent/Infant Class, Toddlers Class, Twos Class, 3-5s Class

Assists All-School Operations Manager as needed with weekly and/or monthly set up and disassembly of the classroom. Assists the teacher with gathering, preparing and assembling materials or shopping for class specific supplies (for a cooking or sewing project, for example).

Librarian – 3-5s Class

Maintains class library of about 20 books per week based on teacher’s curriculum.

Parent Education Coordinator – Parent/Infant Class, Toddlers Class, Twos Class, 3-5s Class

Oversees the class’s parent education component, including helping to determine parent education topics, coordinating possible speakers at parent meetings, and designing and implementing special parent education events. Works with the All-School Parent Education Coordinator and other class Parent Education Coordinators to create and promote all-school parent education events as well as parent education events with the Phinney Neighborhood Preschool Co-op. Acts as a liaison between the class and staff Parent Educator. Ensures there is a quarterly review of parent education topics and revises if necessary.

Teachers

The preschool's teachers are: Gwen Drolet (Parent/Infant and Toddlers), Jennifer Burke (Twos), and Jan Collver (3-5s). Our teachers are responsible for developing and implementing a curriculum that will encourage each child's social, emotional, intellectual, and physical development. They are also responsible for modeling for parents various ways of teaching, nurturing, and responding to preschool children.

The preschool's teachers are employees of the Phinney Neighborhood Association, but their performance is reviewed annually by a committee of preschool members. This performance review takes place after the parent evaluation process each Winter.

Parent Education

The parent education component of the preschool's program is designed to offer support and encouragement to families through a variety of initiatives and activities overseen by a committee consisting of the All-School Parent Education Coordinator, Class Vice Chairs and the staff Parent Educator. The Class Vice Chairs are responsible for working with the All-School Parent Education Coordinator and class to identify particular needs and interests so speakers, workshops, suggestion circles, and other parent education activities can be scheduled. Darcy Greene, our staff Parent Educator, will observe (at least monthly) each class, will lead parent education sessions during class time for the infant and toddler classes and during monthly class meetings. She is available to all parents via email or phone or in class as time permits.

GENERAL POLICIES

Waiting Lists

All-school registration for the following school year will be held each Spring. Current students promoting into the next class will be given first priority for enrollment. Once a class is full, the All-School Registrar will maintain a waiting list of families who would like to join the class if an opening occurs. This list will be managed based on a set of priority classifications. The classifications are listed below in the order of enrollment priority. Each child's name will be placed in the single classification that provides him or her the highest priority and, within that classification, by date of contact with the preschool. The waiting list will roll over each year. All families on the waiting list will be contacted periodically (typically every six months) via email seeking confirmation that they are still interested in enrolling in the school. To maintain their place on the waiting list, families must respond to the email confirming that they remain interested in enrolling in the co-op. Families who do not timely respond to the email will be removed from the waiting list without further notice. This culling of the waiting lists aid and ensure that only families currently seeking preschool will remain on the list.

Enrollment Priority (in descending order)

- 1 1. Current students promoting into or repeating a class; including those children who have been approved to change cohorts, as outlined in the Class Assignment Policy.
- 2 2. Current students who are on a leave of absence of up to three months;
- 3 3. Siblings of students currently enrolled in the preschool and children of staff members currently employed by BPC;
- 4 4. Former students who left because of class schedule changes made by the school that were incompatible with the family's schedule;
- 5 5. Siblings of alumni, where an alumnus is defined as a student who been enrolled for at least one full school year and has graduated from the 3-5s class;
- 6 6. Former students or siblings of former students, where a "former student" is defined as a child who has participated in at least one month of school and left in good standing;
- 7 7. New enrollees who are nominated by the host location's management as representatives of their immediate community, not to exceed three spaces per class;
- 8 8. New enrollees who live inside either of the two catchment areas; and
- 9 9. New enrollees who live outside the catchment areas.

If openings in classes occur during the year, they will be filled from the waiting list. Families at the top of the waiting list can decline a vacancy (or "pass") one time and be allowed to maintain their child's position on the waiting list. The "pass" lasts until the next vacancy occurs, but no less than three months. If a family declines a second offered vacancy but wants to remain on the waiting list, their child will be moved to the bottom of their classification. Questions about waiting list status should be directed to the All-School Registrar.

Fees Associated with Registration

Association Fee

To enroll your child in preschool, your family must first be a member of the Phinney Neighborhood Association. The annual fee for membership is \$60 per household and is non-refundable. Memberships may be purchased online through the Phinney Neighborhood Association.

Registration Fee and Background Check Fee

A \$75 non-refundable registration fee is due upon enrollment and prior to the first day of preschool attendance. The registration fee helps ensure that members are committed to the co-op and is used to fund various expenses, including scholarships. For returning members, typically this fee is collected at the All-School Meeting held the previous Spring (March). Other members must pay prior to the first day of attendance. For any new members starting preschool after January 31st, the registration fee due is \$37.50.

Each adult working in the classroom must complete an authorization form and pay a non-refundable \$10.50 fee for a national criminal background check.

June Tuition

June 2016 tuition is due upon enrollment and is also non-refundable in the event of withdrawal prior to June. (Due to school ending in the middle of the month, June tuition is half of a regular month's tuition.) For returning members, this is typically collected at the All-School Meeting held the previous Spring (March) along with the Registration and PNA fees. Members starting mid-year must pay June tuition prior to the first day of attendance.

June rates for 2015-2016 are:

- Parent/Infant Class - \$35.25
- Toddler Class - \$40.50
- 2's Class - \$56.00
- 3-5's Class (3 days/wk) - \$97.50
- 3-5's Class (4 days/wk) - \$123.50

First Month's Tuition

All members are required to pay their child's first month's tuition in advance at the time of registration. If you are enrolling your child after the school year has begun, you will need to pay that current month's tuition along with the registration fees listed above and June's tuition. (Tuition rates can be found on page 20). For members starting class before the 15th of the month, a full month's tuition is due. For members starting after the 15th of the month, a half month's tuition is due. (The All-School Treasurer or the All-School Registrar can verify the fees due if you have questions.)

Enrolling Your Child

All families enrolling in the Preschool must complete a registration form and sign a family contract. By state law, families are also required to show proof of their child's immunization (or signed waiver form) by the first day of school. For the safety of our children, the Preschool also conducts a criminal background check for every adult who will be working in the classroom.

Each participating adult must complete an authorization form and pay a non-refundable \$10.50 fee for a national criminal background check. This type of background check is conducted by an employee of the PNA and run *once* on each participating adult before enrollment (i.e. background check is valid for all consecutive years).

Age Ranges

Placement in a given preschool class will be determined by a child's age as of August 31. For placement in the Parent/Infant class, a child must be less than 1 year as of August 31 of the year he or she is enrolling in the class. For placement in the Toddlers class, a child must be 1; for placement in the Twos class, a child must be 2; for placement in the 3-5s "Three's group" class, a child must be 3, for placement in the 3-5's "pre-K group," a child must be four.

These age ranges are designed to ensure that children will be eligible for kindergarten in Seattle Public Schools after they have completed preschool through the second year of the 3-5s class. While there are procedures that may allow children to be admitted to

kindergarten if their birthdate falls after the cut-off date, August 31 is the established cut-off used by the Seattle Public School District and most area independent schools. Exceptions may be made upon the request of the parent using procedures outlined in the Operational Guidelines (see Appendix E).

Working at Preschool

In the Parent/Infant and Toddlers classes, parents attend class with their children. Beginning in the Twos class, parents must choose a “workday” but are free to leave their child on other days (see “Leaving Your Child at Preschool and Other Separation Issues” on page 35 in this handbook for further discussion of this topic).

In every class, parents have rotating jobs designed in consultation with the teacher to make the classroom and activities as accessible as possible to the children. These jobs, a schedule of which is posted in the classroom and distributed to parents on a regular basis by the Class Scheduler, include snack preparation, monitoring activities in various areas, assisting the teacher as needed, and cleaning up the room at the end of class.

Teachers will review guidelines and suggestions for parents working in the classroom at the beginning of the year. Guidelines for parents working in specific areas are posted in the classroom throughout the year as well. If you have questions about specific areas or general policies, however, do not hesitate to ask the teacher. Other parents are often great resources as well.

Parents are never required to leave their child in the classroom on a non-workday if they do not feel comfortable doing so. If a parent chooses to stay with a child on a non-workday, he or she should let the teacher and other parents know that he or she will be staying for the class. The parent should ask the teacher if there is something that can be done to help in the classroom or if there is an area that may need additional coverage. These parents, however, should remember that the other children will not be able to differentiate whether it is a particular parent’s workday or not. Every parent in the classroom on any given day must be available to any child who may need assistance. In addition to working in the classroom, all families with children enrolled in the preschool must also hold either an all-school job or a class job for each child enrolled. These jobs are detailed in the Preschool Organization section of this handbook (see page 7). Jobs are typically chosen in the Spring or Summer before a year begins. Families who join the preschool after the school year has begun are usually assigned the job of the family they are replacing or another important job that has not been filled. Parents working in their child’s classroom must also have a valid tuberculosis (TB) test on file with the All-School Registrar OR have filled out the BPC TB Screening Form via DocuSign. TB tests or Screening Forms are required upon joining the preschool and remain valid if you are enrolled for consecutive years. We do ask parents to test/retest, however, if they have travelled to a country where TB is prevalent or have been exposed to the disease.

Absentee Coverage Policy

Because the structure and functioning of each preschool class depends on parents being in the classroom, any parent in the Twos or 3-5s class who is unable to attend a class on his or her “workday” is responsible for finding a substitute and reciprocating for that substitute as soon as possible. Depending on the arrangements made by parents at the beginning of the year, those who are going to be absent also may be required to notify the Class Scheduler. Parents in the Infants and Toddlers classes should notify their Class Scheduler of any absences to be sure their job is covered. *Absentee coverage is important regardless of whether your child is attending class.*

Teacher Coverage Policy

Teachers are given a certain number of vacation days, professional days, and sick days depending on how many days they teach per week. A teacher who takes a sick day or a vacation day should notify the All-School Chair and the Class Chair as soon as possible, but no later than the morning of the class. In doing so, they can work together to arrange coverage or cancel the class. If a teacher needs to use more than his or her allowed sick and vacation time, the days missed will be made up in class time as agreed by the class and teacher (for example, a Saturday class).

If a teacher takes a week or less of vacation, the teacher may make-up as many as half of the vacation days used at the discretion of the class and parents by scheduling extra class sessions. Single vacation days do not have to be made up. If a teacher wishes to take more than one week of vacation, she must obtain approval from the Board and make arrangements for a substitute.

There are three in-service days scheduled in the school calendar for teacher professional development activities coordinated with the PNPC. Teachers are also given time off for mid-Winter Break (see school calendar). Teachers taking alternative professional days should notify the All-School Chair and the Class Chair up to one month in advance, but no later than a week in advance. When taking a professional day, the teacher is responsible for arranging coverage and preparing a general class plan.

Monthly Parent Meetings

Each preschool class has monthly parent meetings during which class and preschool business are discussed. Classes hold their parent meetings in the evening without children. Such meetings typically last for two hours. Minutes of these meetings are taken by the Class Secretary, emailed to the class members, and are posted on the preschool website.

Every effort is made to schedule parent meetings at a time that all families with a child enrolled in the class can attend. *Attendance by one parent from each family is mandatory.* Families are required to notify the Class Chair if they are unable to attend a meeting and are responsible for learning any business discussed at the meeting from the minutes. The Class Secretary will take attendance at each parent meeting. Families who are absent from two meetings may be required, at the discretion of the Class Chair, to present an explanation for their absences – in person or in a letter – to the board. The

board will decide on one of various actions, the most severe of which is the family's dismissal from the preschool.

If a particular night absolutely will not work for your family, you must speak up when your class is scheduling the monthly parent meeting at the beginning of the year. If you know in advance that your family is going to have trouble making a particular meeting because of childcare or other issues, let your Class Chair know as soon as possible. He or she will be helpful in brainstorming solutions.

In September and March all-school parent meetings are held. These meetings may take the place of a class parent meeting, although some classes choose to have their own meeting as well. *Attendance at these all-school meetings is also mandatory.* Again, families must notify their Class Chair if they are unable to attend an all-school meeting and are responsible for learning any business discussed at the meeting from the minutes.

With the exception of infants under six months, parents are asked not to bring children to either the monthly parent meetings or the all-school meetings.

Additional Responsibilities

In addition to holding a board position, all-school job, or class job, each family in the preschool has several additional responsibilities. They include:

Fundraising

Fundraising is an integral part of a cooperative. Therefore, when you choose a co-op, it is important that you understand that you are making a commitment to do your share of fundraising. Tuition only pays for a portion of what it takes to operate the school, and fundraising makes up the balance. What remains after operating costs are paid goes toward capital improvements and a fund that gives the school financial stability. Without fundraising our co-op could not exist.

A fundraising goal is set by the board each year. Based on this goal each preschool family is responsible for generating, at a minimum, a set amount in fundraising. The minimum fundraising goal for the 2015-2016 school year is \$175.00 for families with one child. If a family has two or more children in the preschool, their minimum fundraising responsibility increases by \$75.00 for each additional child.

Joining Mid-Year: If a family's date of enrollment occurs after the beginning of the school year but before December 31st, they are responsible for the entire yearly fundraising goal. If their date of enrollment occurs after January 1st, their fundraising goal will be prorated to \$90.00 for one child, plus \$37.50 for each additional child. For purposes of this section, the "date of enrollment" is the first day that the child attends school.

Withdrawal: If a family's date of withdrawal is on or before December 31st, 50% of the minimum fundraising, less any fundraising credit earned, is due. If withdrawal date is January 1st or later, 100% of the minimum fundraising, less any fundraising credit earned, is due. For purposes of this section, the "date of withdrawal" is the date upon which the family's notice becomes effective (see minimum 2-week notice provision below).

The minimum fundraising goal may be met by selling fundraising merchandise, purchasing products that profit the school, working at fundraising events, donating items to be sold at the

PNA auction, by direct donation, (writing a check at the beginning of the year, or by paying a specified amount each month with tuition), or any combination of the above. Each family's fundraising efforts will be documented on a master list maintained by the All-School Fundraiser. These balances are regularly transferred to the school's website and can be accessed at any time. If for some reason you are unable to reach your goal by May 15th, the All-School Fundraiser and All-School Treasurer will determine your remaining balance and bill you for that balance plus a 15% late fee if your balance isn't paid in full by the end of the school year.

Cleaning

The preschool room is maintained by preschool parents and an outside cleaning service. While the room is cleaned at the end of each class by parents who work that day, a thorough cleaning is done every weekend by an outside contract company. Each family will be responsible for taking the preschool laundry home for cleaning at least one weekend during the school year. Board members are exempt from the laundry rotation.

Work Parties

We have the opportunity and responsibility to ensure the Ballard Preschool Cooperative classroom and outdoor spaces work for our children. The parents are responsible for making any improvements to the spaces. Each family is required to participate in at least one work party during the school year with the All-School Operations Manager overseeing the work. There is no pay/opt out option for work parties.

Out of Pocket Expenses

Any out-of-pocket expenses not related to the financial obligations outlined in this handbook are reimbursable. Reimbursement forms are available in the Treasurer folder in the classroom. Submit the completed form with any related receipts or invoices to the AS Treasurer. The Treasurer will submit the request to the PNA. Requests for reimbursement must be submitted within the calendar year in which the expense was incurred, otherwise the expense may not be reimbursed.

The Ballard Preschool Cooperative Family Contract

The responsibilities of each preschool family are detailed in the Ballard Preschool Cooperative Family Contract. Each family is asked to sign this contract at the All-School Orientation Meeting in September or when they register. By doing so, families acknowledge and accept their general responsibility as participants and as contributing, active members of the preschool as well as the specific responsibilities of their class. A copy of the Ballard Preschool Cooperative Family Contract is found in Appendix A of this handbook (page 36).

Tuition

Class tuition rates are set annually. The board tries to set tuition so that each class pays for its teacher's salary, its share of the rent, and some classroom supplies. Fundraising and registration fees pay for parent education, the scholarship and emergency assistance funds, administrative overhead and room maintenance.

Monthly tuition for the 2015-2016 school year is:

- Parent/Infant Class - \$70.50
- Toddler Class - \$81.00
- 2's Class - \$112.00
- 3-5's Class (3 days/wk) - \$195.00
- 3-5's Class (4 days/wk) - \$247.00

Payment

September tuition should be paid at the All-School Orientation Meeting on September 8th, 2015. Thereafter, tuition is due monthly on or before the 7th of the month. Checks should be made payable to the PNA and dropped in the tuition lockbox located outside the sibling care room or mailed directly to the All-School Treasurer. Families paying tuition for multiple children may include both payments on one check.

If this payment schedule poses a hardship, an alternative payment schedule may be arranged with the All-School Treasurer. Such arrangements should be made as soon as possible and will remain confidential.

For members starting after September, if starting class before the 15th of the month, a full month's tuition is due. For members starting after the 15th of the month, a half month's tuition is due (see pages 15-16 for a list of complete registration/enrollment fees).

Late Fees

A late fee of \$5 will be charged for tuition not received by the 7th of the month.

Tuition received after the 15th of the month will be assessed a \$25 late fee.

Tuition one month in arrears may constitute reason for suspension from the preschool if no payment schedule has been arranged.

Scholarships

For those families who qualify, the preschool's scholarship program offers financial assistance for tuition. A portion of the preschool's registration fee goes toward funding this program, therefore funds are limited. Scholarship awards are based on financial need. Any family with income that exceeds the financial criteria, but who may have extenuating circumstances, is also encouraged to apply. Applications for scholarship assistance are available on page 43 of this handbook, in the School Library folder in the

All-School Wiggio group, from the All-School Registrar or from the All-School Treasurer.

Scholarship assistance is awarded twice per year covering the periods of October – January, and February – May. Applications will be accepted by the All-School Treasurer during the first two weeks of September and again the first two weeks of January for the respective periods. Families joining Ballard Preschool Cooperative after the application deadline may apply for scholarships at enrollment, if funds are available.

A committee consisting of the All-School Treasurer and two class chairs will review the application information and assign awards accordingly. Scholarship decisions made at the discretion of the Financial Aid Committee are final. Officers of the Board and Financial Aid Committee members are not eligible to receive scholarship funds.

All information received during the application process will be kept strictly confidential.

Emergency Assistance

In the event of extreme hardship, the preschool will consider granting a partial tuition waiver for a period of up to three months. In most cases, the waiver will cover 50% of monthly tuition. In certain cases such as prolonged illness not covered by medical insurance, loss of major income source, or separation/divorce leaving the custodial parent with a greatly reduced income, a waiver could cover up to 90% of monthly tuition.

Applications for emergency assistance are available in the back of this handbook, in the School Library folder in the All-School Wiggio group, or from the All School Treasurer. A committee consisting of the All-School Treasurer and one volunteer representative from each class will review the application information and assign awards accordingly. Emergency assistance decisions made at the discretion of the Financial Aid Committee are final.

Officers of the Board and Financial Aid Committee representatives are eligible to receive emergency aid; however, they must divulge their identity to the committee during the application process to avoid any conflict of interest.

PNA Membership

Because the preschool is a program of the Phinney Neighborhood Association (PNA), preschool families are required to become PNA members. The PNA membership fee of \$60.00 is due upon registration.

That membership entitles you to a monthly PNA newsletter and an award winning community newspaper (*The Phinney Ridge Review*) as well as access to the rich and varied class and programs available through the PNA. In most cases, PNA members also receive discounts for those classes and programs.

The PNA annual membership begins in the Spring and fees are due during March registration, or prior for families who may join the preschool mid-year.

Field Trip Policies

All of the preschool's classes go on field trips throughout the year. Parents are given advance notice of these trips and every effort is made to ensure the children's safety during them. Parents are expected to pay necessary entrance fees for their child for field trips that cost money. Field trips with fees involved generally occur in the 3-5's class and each class will agree during their monthly meetings on its budget for field trips and how to collect those fees.

Parents in the Twos and 3-5s classes will sometimes be expected to drive other children on field trips. For that reason, each parent in these classes is required to provide a copy of his or her driver's license and auto insurance card at the beginning of the school year. If you are driving children on a preschool field trip, you **MUST** have a car seat or booster seat for each child. In addition, no child can ride in the front seat of your car even if you do not have an airbag in the front passenger seat (exceptions can be made for your child only). Each parent is responsible for making sure her child's car or booster seat is securely fastened in the car the child is riding in and that the driver is familiar with the seat's use.

Parents will be asked to fill out an emergency contact card and an authorization for emergency medical care. This card will be carried on each field trip in the car in which the child is riding. The field trip coordinator for each class will maintain these cards and will be responsible for distributing them to the appropriate drivers for each trip. The field trip coordinator will also ensure that each driver has any other relevant information for each trip, such as directions to the field trip location.

On each field trip a Master List of emergency contact information, cell phone numbers of drivers and emergency medical authorizations will be brought along, as well as the travel first aid kit. Additionally, on each field trip, the children will wear a bracelet with the cell phone number of someone who is going on the trip (usually the teacher's cell phone number). These bracelets should be worn by the children even when their parent is on the trip with them. Additionally, the children may wear yellow vests over their clothes for visibility.

On field trip days, children will generally bring their own snack, unless other arrangements have been made. As with all preschool events, the school's no-nut policy will still apply (see page 29).

If you have concerns about your child's safety, or any suggestions about additional procedures or safeguards to be implemented, you are encouraged to speak with the teacher and/or the field trip coordinator for each class.

Criminal Background Checks

WA State criminal background checks will be conducted yearly on teachers, staff parent educators, and all parents and caregivers working in our classrooms. If a background check reveals a conviction for any child-related offense, the adult will be barred from classroom participation. In order to request a background check from the proper authorities, the preschool will need to have the full legal name and birth date of each person who will be working in the classroom. Please give the All-School Secretary one week's notice when a new adult will be attending preschool with your child so a background check can be done before that session.

Weather-related Closure Policy

In most cases, the preschool will be closed when Seattle Public Schools are closed due to inclement weather. When Seattle Public Schools open late, however, the preschool may run according to its regular schedule. The final decision on weather-related closures rests with the All-School Chair in coordination with the Class Chairs and teachers.

Siblings

Infants under six months are welcome in the classroom as long as their presence is not disruptive. Siblings over six months should not be brought to class except when prior arrangements have been made with the class teacher.

Siblings in the Same Cohort

Under most circumstances, it is the obligation of the family to provide an adult in the classroom for each child enrolled in the class. In the case of siblings in the Infants and Toddlers classes, only one parent is necessary. In the Twos and 3-5s classes, dropping children off without a parent or caregiver present (drop-off) is a significant milestone. However, with multiple siblings in the same class, the workday requirement remains the same, i.e. one workday for each child enrolled in the class. The parent workday requirement may be reduced, but will be based on a consensus of the class and the teacher to be taken at a monthly parent meeting. Enrollment and the number of other parents working in the classroom will need to be considered before any particular families' workday obligations can be reduced. For example, a parent with twins in the Twos class will have to work in the classroom on both class days. Working both days will be re-evaluated and if there are enough other parent volunteers, the parent with twins would reduce their obligation to only one class workday. Other situations may arise if there are several families with multiple siblings in a class. In these cases, a reasonable solution will be developed between families in the class and the teacher.

Sibling Care Room

A unique component of the Ballard Preschool Cooperative is its sibling care room. The sibling care room is located on the basement floor, next to classroom and may be used for

childcare while a parent is working in the classroom. The All-School Family Resource Coordinator is responsible for organizing how the room is used and staffed during class time.

All parents using the sibling care room are responsible for filling out an emergency information card for each child using the room. They should bring from home a snack, a sufficient supply of diapers, and any comfort item the child may need while staying in the room. Parents using the sibling care room are also responsible for cleaning it and providing for the communal supplies that are needed for its operation. A cleaning schedule will be developed by the All-School Family Resource Coordinator.

Promptness

Parents are expected to make arrangements for their child to arrive at school for the beginning of class. They are also expected to make arrangements for their child to be picked up from school *immediately* following the conclusion of class. Even a five-minute delay on either end can be disruptive to the class and difficult for the teacher.

If a child is going to be late for school, the parent should call the classroom to let the teacher and other parents know. In the event of an unavoidable delay in arriving to pick a child up from school, the parent should call the classroom and make arrangements with a parent working in the classroom to bring the child home or stay with him/her until the parent arrives.

Classrooms

The preschool currently holds all of its classes in the Preschool Room located on the ground floor of the Northwest Christian Church.

Telephones

The preschool's phone number is 206-789-2341. Except in an emergency, it is to be used for preschool business only. If you answer the telephone and someone is calling to request information about the preschool, ask them to email the All-School Registrar at bpc.registrar@gmail.com.

Communications

Because different families are in the preschool at different times during the week, communication within the entire membership is a constant challenge. A roster of board members and those people holding all-school jobs is posted in the BPC All School Folder on Wiggio. *Preschool families are always encouraged to call board officers and anyone else who may be relevant to ask questions or share concerns and ideas.*

Information about preschool events or major issues will be distributed from time to time. Each child in the preschool will be assigned a cubicle (or “cubby”). Be sure to clean out the cubby at the end of each day of class. Other sources of information about what is happening in the preschool are monthly parent meetings, the periodic preschool

newsletter, class and all-school bulletin boards inside and outside of the classroom, email bulletins, and the All-School Wiggio group.

Good communication between secondary caregivers and parents who do not attend preschool classes is vital to keep our preschool running smoothly. Announcements and information shared during class, at monthly parent meetings, or in emails **MUST** be clearly communicated between all parents and caregivers that attend preschool and/or parent meetings.

Preschool Website

The preschool's website continues to grow and gain importance and we ask that all members familiarize themselves with the site and the resources that are available there, and use them whenever possible instead of relying on paper copies which quickly become outdated. The address of the preschool's website is www.phinneycenter.org/bpc/. This site will primarily be used for visitors as a way to learn more about our school. For currently enrolled families, we use the Wiggio website. If you have not done so already, please take some time to learn how to use Wiggio. The Wiggio website includes important information such as:

- The most current class rosters, including email, phone and address information for the whole preschool community.
- The most current version of this handbook and the school's Operational Guidelines.
- A calendar of events
- Important forms
- The preschool newsletter
- Fundraising goals and information
- A means of emailing classes or individual members of the preschool regarding co-op business.
-

In order to keep the Wiggio website current and effective, families are asked to promptly update their contact information if there are any changes. To do so, log on and edit your own personal information.

The school's Webmaster works hard to make the site easy to use and to help make everyone's jobs and responsibilities easier, and our hope is that preschool members will regularly avail themselves of the resources it provides.

Email Policy

Out of respect for our members, the preschool's policy is that our email lists should not be used to communicate non-preschool business. We know that the amount of email received can be overwhelming, but in limiting the use of our lists to preschool business

only, our members will know that email received from a preschool member will be important and relevant. To redirect emails that are non-preschool business or of a more social nature, a Wiggio email group has been created for such conversations. This group is called BPC Social. Please use this group to send emails regarding non-preschool business. Families are allowed, however, to use their discretion when writing emails to their own class. For example, invitations to meet at a park or information regarding upcoming children's events are appropriate uses of class email lists. Members are reminded that emailing classes directly from the Wiggio website is most effective since email addresses are kept up-to-date on the web.

In addition, it is also the preschool's policy that any other lists of personal information (phone numbers, addresses) available through the preschool's web site and/or other information sources are not to be used by members for non-preschool business or distributed or sold to anyone outside in the preschool community.

Families may use the bulletin board immediately inside of the classroom to communicate with preschool families about any non-official preschool news.

Effective Problem Solving

As members of a preschool co-op, parents have a certain responsibility to effectively communicate if issues, concerns, or questions arise in the classroom. The preschool encourages problem-solving using the following strategies:

- 1 The first course of action should be to discuss the issue, concern, or question directly with the relevant party.
- 2 If the parent doesn't feel comfortable discussing it directly with the relevant party, he or she should take the concerns to the Class Vice Chair. It is the Class Vice Chair's job to serve as the liaison between teacher and parents.

Finally, parents complete evaluations each year. This is a key opportunity to express thoughts (anonymously) about how the class is going. This feedback will then be shared with the teachers and the board so we can work together to improve everyone's experience with the co-op.

Grievances

The grievance procedure is clearly stated in the preschool's Operational Guidelines.

In the case of a grievance against a teacher by a parent, the parent shall contact the relevant Class Vice Chair within seven days of the incident and submit a written account of the grievance. The Class Vice Chair shall submit a solution, in writing, to the parent within an additional seven days for approval and signature. If the solution is not acceptable, the Class Vice Chair shall refer the grievance to the All-School Family Resource Coordinator, who shall investigate the matter and submit a solution, in writing, to the parent within 14 days for his/her approval and signature. If this solution is still not

acceptable to the parent, the matter shall be referred to the board. The board will then take it up at its next meeting. The board will come to a final solution, by vote, as soon as possible but in no case later than three months after the date of referral. The decision of the board shall be binding.

A copy of all grievances, and all written solutions to them, whether approved or not approved, shall be forwarded to the All-School Family Resource Coordinator for filing.

In the case of a grievance against a parent, guardian, or caretaker by a teacher, the same process shall be followed except that the teacher shall contact the appropriate Class Vice Chair.

Leave of Absence

Upon written request, the preschool board may grant a leave of absence of a period from three to twelve months. The leave of absence will be granted to families who are in current good standing (as defined in the Parent Contract, see page 36.) The vacated position will be filled from the waiting list. The family returning to the preschool after their leave of absence may return to their class upon a majority vote from the class members and permission of the teacher, which in most instances will cause the class to be overenrolled by one student. When another opening occurs, that space will not be filled and the class will return to its appropriate size.

For absences up to three months in length the family may elect to pay tuition to hold their space upon the vote of the majority of the class and permission of the teacher.

Members who are absent without a leave or for longer than the time specified in their leave of absence will be placed on the waiting list in the appropriate classification.

Joining the Preschool Mid-year

Families who join the preschool after the beginning of the year will be paired up with another family by the Class Family Resource Coordinator (a “buddy system”) to help familiarize them with the classroom and school procedures. It is the new family’s responsibility to make sure their correct information is added to the class roster. They will also need to coordinate with the Class Secretary and All-School Operations Manager to schedule laundry duty. It is important for the new family to meet with their Class Chair and Class Vice Chair to discuss the responsibilities of their class job or all-school job and to be placed on the job rotation within the class. A buddy should be able to answer most questions, however if additional information is needed, a new member should feel free to contact the Class Vice Chair or the All-School Family Resource Coordinator.

Withdrawing from the Preschool

Although 30 days’ notice is preferred, a minimum of two weeks’ written notice shall be given to the All-School Registrar prior to a child’s withdrawal from the preschool. This

notice may be given via e-mail. **A message regarding withdrawal should also be sent to your Class Chair prior to withdrawal from the co-op.** The Class Chair will forward the changes to the Board and Class Teacher. Tuition for those two weeks shall be paid whether or not the child attends school. The PNA membership fee, the preschool registration fee and June tuition are all non-refundable. The family's fundraising goal must be prorated as indicated in the "Fundraising" section on page 17, and any outstanding balance paid in full. Any opt-out money already paid toward the fundraising goal is also non-refundable. If a family is asked by the board to leave the preschool, the possibility of a tuition refund will be reviewed by the board on a case-by-case basis.

If a withdrawal takes place after March 31st, the family is obligated to submit payment for tuition through the balance of the school year. Should the subsequent vacancy be filled, a prorated portion of the tuition will be refunded. Proration will be based on the start date of the incoming family and the same percentage referenced in the "Payment" section on page 20 will be used to calculate the prorated refund.

Exit Policy

When leaving the preschool a family must return all school property including any keys that may have been issued. It is important to make sure that the child's name is removed from the class' information folders and cubbies as well as removing the name from the following lists: class roster, housekeeping, and email. Information related to the family's class job or all-school position should be passed on to the Class Chair so that it may be passed on to the new family assigned to the job. When withdrawing from the preschool during the school year, families should understand that they will be responsible for paying any outstanding fundraising balance. Any outstanding fundraising balance will be pro-rated based on the date of enrollment and/or the date of withdrawal, as indicated in the "Fundraising" section on page 18. All fundraising once completed is non-refundable.

HEALTH AND SAFETY

Medical Requirements

Families must show proof of a child's immunizations for his or her preschool file, as required by Washington State law, by the first day of school. Those choosing not to vaccinate their children must turn in a signed waiver form. Failure to provide documentation of appropriate immunizations (or a signed waiver) will preclude participation in the preschool programs.

Families must also turn in a registration form which includes emergency information and medical release by the first day of school. A child will not be allowed to stay at preschool without a parent or guardian until those forms have been submitted.

Adults working in the classroom will be required to present proof of a valid tuberculosis test (TB) upon joining the preschool, unless you have a medical condition which precludes you from having this test OR have filled out the BPC TB Screening Form via DocuSign. TB tests or Screening Forms are required upon joining the preschool and remain valid if you are enrolled for consecutive years. We do ask parents to test/retest,

however, if they have travelled to a country where TB is prevalent or have been exposed to the disease. If a presented test is positive, the All-School Health and Safety Coordinator will determine current Health Department recommendations. Parents working in the Infants Class must have an up to date pertussis vaccination.

When Your Child Is Sick

As a general rule, children who are not feeling well should be kept home. We ask specifically that a child be kept home for the first 48 hours of a new cold, when a cough is "productive" (stuff coming out) or can't be controlled, the first 24 hours after a fever has broken, and if the child has open sores from an infectious rash. With conjunctivitis (pink eye) or strep throat, a child should have been on antibiotics for 24 hours before returning to school. Children older than 1 year of age should also be kept home for at least 24 hours following infectious vomiting or diarrhea. Infants under 1 year of age should not attend preschool for 48 hours following infectious vomiting or diarrhea.

If a child becomes ill at school, he or she will be removed from the classroom immediately and a parent will be called. In the event that a parent or other emergency contact cannot be reached and medical attention is necessary, the child may be taken to the doctor listed on his or her registration form. Any expenses incurred will be the responsibility of the child's family.

Contagious Diseases

If a child contracts a potentially contagious disease such as chicken pox, or hand, foot and mouth disease, his or her parent should immediately notify the Class Chair. The Class Chair will contact the All-School Health and Safety Coordinator to determine how the King County Health Department handles the disease and whether and how class parents should be notified.

Parents should also notify the Class Chair immediately of any outbreak or suspected outbreak of scabies, lice, or bedbugs. The child's class and families of children in other classes sharing the space will be notified and instructed in proper prevention and detection methods.

Allergies and Other Ongoing Medical Issues

Families should inform the child's teacher, the Class Chair, and Family Resource Coordinator if their child has allergies or other longstanding medical conditions. The family should also notify the preschool if the child requires medication for a particular illness or condition.

Information about food allergies should be posted on the class bulletin board as well as on the class schedule so special care can be taken in preparing snacks. PLEASE NOTE: Because of the presence of children with severe allergies to nuts, the Ballard Preschool Cooperative has a strict policy of **no nuts or foods containing nuts** in preschool classes or at any other preschool gathering or event.

General Hygiene: Hand Washing and Gloves

Hand washing is the very best way to prevent the spread of germs, and it is part of the routine in every class. We particularly encourage hand washing at the beginning of class, after coming in from outside, after using the restroom, and before eating snack. Parents as well as children are expected to do this.

Rubber gloves are available in the bathroom for parents. We strongly encourage using them when changing the diaper of somebody else's child.

Hot Beverages

For safety reasons, parents are asked to finish and dispose of any hot beverages they are drinking before entering the classroom.

Snack Guidelines

Parents are encouraged to bring fruits, vegetables, and other healthy food to class when it is their turn to provide snack. Parents should decide at their class meetings at the beginning of the year whether to allow such things as cupcakes for birthdays and any other food guidelines. Food allergies and sensitivities should always be kept in mind when preparing snacks. The school's no-nut policy should be strictly observed in the classroom, on field trips, at school socials and at all school-sponsored events or play dates.

Diapers and Extra Clothing

Families are encouraged to bring an ample supply of diapers and wipes for those children who need them as well as bags for disposing of them and a change of clothing. They should be clearly labeled and can be stored in the child's cubby during class time.

A diaper changing area is located near the elevator in the cubby room. If a parent is not available to change a child's diaper, two adults from the classroom should do so. This "buddy-system" ensures the safety and well-being of our children. Rubber gloves are available. No soiled diapers are to be left in the preschool or the restroom. Soiled diapers should be wrapped in a plastic bag and taken home or placed in the church's dumpster outside.

Emergency Preparedness

Each year, the All-School Health and Safety Coordinator works with Class Chairs to coordinate emergency preparedness efforts in each class. Fire escape plans will be reviewed with each class at the beginning of the year. While the possibility of an emergency may seem remote, preparedness efforts are critically important and everyone

is expected to take them seriously and participate. In addition, each class has access to some basic emergency supplies, including water and first aid equipment.

Fire drills will be held regularly in the Preschool Room as coordinated by teachers and the All-School Health and Safety Coordinator. Emergency escape routes and procedures are posted on the bulletin board near the exit. In the event of an emergency or fire, the parents working that day would be responsible for helping the teacher ensure that all the children are led calmly out of the building, escorted to a safe area, and accompanied for as long as it takes to ensure their safety and contact all parents.

Guidelines to follow in the event of an earthquake include:

- ✖ Stay inside if you are inside, outside if you are outside.
- ✖ “Drop, cover, and hold” – get under a table or desk – and stay away from glass windows or mirrors if you are inside.
- ✖ Move away from buildings, overhead wires, and utility poles if you are outside.
- ✖ The emergency broadcast station is AM 710.
- ✖ Expect aftershocks
- ✖ If you’re in preschool or even just with one child, keep in mind that children have even less understanding of what is happening than we do. Chances are they are going to be pretty scared, and they’ll be looking to the adults for comfort.

Comfort Kits

In addition to participating in the class’ emergency preparedness efforts, the most important thing for parents to do to prepare for an earthquake or other natural disaster is to prepare a comfort kit for their child(ren) at the beginning of the school year. These kits are typically prepared for children in the Twos and 3-5s classes, and are designed to provide children with some physical comfort and emotional support if the unexpected happens while they’re at school. They are stored at school in an easily accessible place and will be only accessed in the event of an evacuation or other emergency.

Assembling Comfort Kits:

Please label a gallon size plastic zipper storage bag (i.e. Ziploc) with your child's name and pack it with:

- 1 Diapers and wipes or an extra pair of underwear (you can put the wipes in small plastic zipper storage bag)
- 2 A change of clothes
- 3 Any medication that your child may need (in the original bottle with directions)
- 4 A card with emergency information written on it
- 5 Nutritious snacks that will last all year, example: breakfast or granola bar (no nuts please), fruit leather, etc.
- 6 An emergency blanket (available at Fred Meyer in the camping section)
- 1 Warm socks and a hat
- 2 A small flashlight and batteries
- 3 A family photograph and a comforting letter to your child
- 4 A favorite book or small toy
- 5 Anything else that might help your child

PARENTAL INVOLVEMENT

What It Means to be Part of a Co-op

The word cooperative, of course, comes from the word cooperate, meaning “to work together toward a common end or purpose.” In our case, the common purpose is the health and welfare of our children and our families. We’re working together to create the best possible experience for our children and ourselves.

By choosing to join a cooperative preschool, you’ve chosen to take responsibility for helping to shape your child’s classroom environment and the experience he or she has in these first years of school. You’ve chosen to join a community of people who want to share their talents and learn from each other.

How You May Feel If You’re New

If you’re new in the preschool, welcome! We’re glad you’re with us.

If you are new and you’re feeling a bit overwhelmed, please know that’s normal. It’s also normal to feel a little isolated and more than a little intimidated. You may not know where things are, who everybody is, or what you’re supposed to be doing. That’s normal, too! There’s a lot to learn, and you can’t learn it all at once. For what it’s worth, we were all new once. And here are some strategies that worked for us:

- ✧ Don’t be afraid to ask questions, even of another new parent. Reaching out is an excellent way to lose that feeling of isolation.
- ✧ Do activities you enjoy. If you feel uncomfortable in a particular area, feel free to switch assignments with someone. Bring ideas and activities of your own (after conferring with the teacher, of course).
- ✧ Remember that the teacher is a resource person. If you don’t know how to handle a situation or what you’re supposed to be doing in a given area, ASK!
- ✧ Get involved. Volunteer. Join an All-school Committee. Attend a Board Meeting. Pick something that interests you and jump in!

Getting Your Child Off to a Good Start

Whether or not this year is your child’s first one in preschool, he or she may jump right in from the start or take a couple of weeks to get comfortable. Each year may be different for the same child and parental expectations often turn out to be wrong! But there are some general things you can do to help get your child off to a good start. They include:

- Casually telling your child what school will be like and maybe even visiting the classroom before school begins.

- Arranging opportunities in the Summer and throughout the year for your child to play with children in his or her class.
- Getting to know other parents in your class and working with them to support your child.
- Assuring your child that you will stay with him or her until he or she feels comfortable with the class.
- Avoiding building expectations too high, for your child or yourself.
- Expecting your child to be exhausted during the first weeks of school and creating a schedule that can accommodate that.

Working in the Classroom

Every parent in the preschool is a teacher's assistant. Some of the techniques and approaches that may help you be as effective as possible in that role include:

- Talking to children with positives rather than negatives (as in "Use two hands" rather than "Don't fall").
- Giving children choices only when they really can choose.
- Using your voice and your body as teaching tools. Speaking directly to a child at his level with a low, confident voice is much more effective than talking down to him with a loud or shrill voice.
- Avoiding competitive remarks.
- Always watching the children and being responsive to them rather than talking with other adults.
- Noticing and noting positive behavior and successes.
- Redirecting dangerous activity.
- Engineering the environment so children can be safe and succeed in whatever they're doing.
- Staying at your assigned station to work with the children there even if your own child is elsewhere in the room.

Outside Supervision

The Co-op has access to an outdoor play area, and every class includes outside time in its daily schedule, weather permitting. All working parents should be supervising the children during outside playtime. In fact, as a class, you should mentally "divide up" the play area and make sure someone is watching every area.

Some general rules for supervising outside play include:

- ✖ The outdoor play spaces should always be scanned for dangerous objects before the kids are allowed out to play.
- ✖ Children are not allowed to play in the shrubbery.
- ✖ Anyone riding a scooter, tricycle, or riding toy must wear a helmet.
- ✖ Children should go down the slides, not up.
- ✖ Sand toys and sand must stay in the sandbox.
- ✖ No throwing sand, rocks, or other materials.
- ✖ No running with sticks.

- ✧ Everyone's shoes should be cleaned thoroughly before returning to class.

Discipline at Preschool

It is important that all parents in the preschool understand our basic philosophy on discipline and are comfortable handling situations that may arise. While different families have different approaches to discipline at home, it is very important that children consistently get the same clear message from the adults working with them at school.

Our basic philosophy involves a belief that discipline is teaching children about developing inner controls, working with others, and understanding the rules of the adult world. A young child learns to be in charge of his or her actions by learning how to cope, think, reason, and solve problems. We believe that disciplining children is not punishing them but rather helping them develop and nurture their self-esteem by giving them the tools and the confidence to understand and solve their own problems.

The most basic school rule is “You can’t hurt other children.” Children should be reminded of that rule frequently. Such hurtful actions as biting, hitting, and pushing should be stopped immediately. Biting particularly should be reported immediately to the teacher, no matter how insignificant it seems. The victim of aggression should always be helped by an adult and, when possible, by the aggressor.

Other general guidelines for discipline at preschool include:

- ✧ Encourage cooperation rather than competition.
- Make eye contact when speaking with children, and make sure they understand you.
- ✧ Use positives instead of negatives (as in “The sand stays on the ground” instead of “Don’t throw sand!”).
- ✧ Offer alternatives when you’re asking a child not to do something (“Instead of throwing sand, let’s make a volcano with it!”).
- ✧ Don’t give children a choice if one doesn’t really exist.
- ✧ Help children define and solve their own problems.
- ✧ Encourage children to play with others, and actively intervene if play becomes exclusive.
- ✧ For children who lack verbal skills, help them attach words to their feelings (as in “I can see you’re really angry because he took your truck away. I would be angry too. Let’s tell him that you’re angry: ‘Don’t take my truck away! I don’t like that!’”).
- ✧ No form of corporal punishment is allowed in the preschool.

Sometimes a child becomes so angry and out of control that it is impossible for him to resume normal play. If that happens, a few minutes of withdrawal may be appropriate. Use a matter-of-fact voice and tell the child something like “I think you need a quiet time to calm down a bit.” Find a quiet, removed spot and stay near the child.

As a general rule, try not to get caught in a power struggle with a child. Have a sense of humor and be flexible. The underlying message of any discipline ought to be “I like you but I don’t like your behavior.” Don’t forget to comment on good behavior as well. And don’t ever hesitate to ask for help from the teacher or another parent.

Leaving Your Child at Preschool and Other Separation Issues

During the once-a-week Parent/Infant and Toddlers classes, parents remain in the classroom with their children. In the Twos class, parents begin leaving their children at preschool one day a week and staying with them on the other. The transition from constant parent attendance to increased independence is designed to be gradual and developmentally appropriate. That does not mean, however, that it is always easy – for children or parents.

If separation is an issue for you or your child, these general guidelines may help:

- ✧ Never feel that you need to begin leaving the classroom before you and your child are ready.
- ✧ When you and your child are ready for you to begin leaving the classroom, work with your child's teacher and other parents to develop a strategy. For some families, leaving for 15 minutes the first time and building up to an entire class gradually is successful. For others, it works better to leave for the entire class from the beginning. Whatever strategy you choose, however, stick with it for at least a couple of weeks.
- ✧ Help your child's teacher and other parents learn what will comfort your child. Does your child have a favorite activity? A favorite toy? A favorite story? Something from home that may help? Is it comforting for your child to be held or sit in someone's lap or would he or she rather be given some space?
- ✧ Identify one adult – preferably the teacher or a parent your child already knows – who is going to take the lead helping your child. Make sure your child and that adult make a connection before you leave, even if it's as simple as saying "This is Anne. You remember her from the park. She can help you if you have a sad time."
- ✧ Help your child form connections and relationships with other children and adults in her class. Play dates, trips to the park, and other out-of-class visits can be particularly valuable. Carpools are successful for some families as well.
- ✧ When you do leave the classroom, don't sneak out. Even if your child is happily engaged in something and won't notice your absence right away, he or she will eventually notice and it may be very upsetting to him or her that you just left. Say goodbye, remind your child that you will be back, and then leave.
- ✧ Once you have said goodbye, don't hesitate or hang around. Leave.
- ✧ Don't be embarrassed if it seems that your child is the only one having trouble. And don't be embarrassed either if you're having trouble. Separation is a really big step for everyone!
- ✧ Finally, don't assume that an easy transition for your child in one class or at one time of the year guarantees an easy transition for the next class or a different time of year. Separation anxiety comes and goes with different ages and stages.

***APPENDIX A: THE PHINNEY NEIGHBORHOOD ASSOCIATION'S BALLARD
PRESCHOOL COOPERATIVE FAMILY CONTRACT***

(To be signed by one adult from each family participating in the co-op)

As a member in good standing of the Ballard Preschool Cooperative, I AGREE:

ATTENDANCE AT PRESCHOOL: To participate in the classroom once a week on a scheduled workday and to perform the duties assigned to me for that workday to the best of my ability.

CLASSROOM SUBSTITUTE: To arrange for a substitute to assume my responsibilities when I cannot be in class on my scheduled workday, even if my child is not in school, and to reciprocate by assuming my substitute's duties at another time.

ATTENDANCE AT MONTHLY MEETINGS: To attend mandatory class parent meetings held on a regularly scheduled date agreed upon by the entire class and to attend the two All-School meetings, held each Fall and Spring. If I cannot attend a meeting, I will notify my Class Chair in advance and take responsibility for finding out what business was conducted at the meeting. Meetings run approximately two hours and parents are expected to stay until the meeting is over.

ADDITIONAL PARTICIPATION: To participate with additional volunteer time. The preschool will hold work parties as needed each year, and it is the responsibility of each family to actively participate in at least one work party to maintain and improve our facility.

FUNDRAISING: To participate in fundraising efforts to benefit the preschool. A fundraising goal for families will be set by the board prior to the beginning of the school year. This goal can be met through fundraising efforts or by a direct cash donation to the preschool. In the case of early withdrawal from the preschool, families will be responsible for fulfilling their fundraising goal prorated to the time of their departure.

PRESCHOOL CLEANING: To pay a \$5 per month cleaning fee, per child enrolled, which is included in monthly tuition. Additionally, I agree that someone in my family will take the preschool laundry home for cleaning, at least one weekend during the school year.

TUITION: To pay a non-refundable registration fee and tuition for the month of June (also non-refundable) by the end of the registration period or upon enrollment and to pay monthly tuition on or before the first of the month directly to the All-School Treasurer. A \$5 late fee will be charged for unpaid tuition after the 7th of the month and will increase to \$25 on the 15th of the month. In the event of withdrawal from the preschool, both the registration fee and June tuition are non-refundable.

CLASS JOBS AND BOARD POSITIONS: To hold at least one class job, All-School job, or Board position and to perform the duties associated with that job or Board position to the best of my ability.

TRANSPORTATION: To be responsible for transporting my child to and from school and to provide a car seat or booster seat for my child appropriate to his/her age and size for field trips.

COMMUNICATION: To communicate all announcements and information shared during class, at monthly parent meetings, and in email bulletins to all parents and caregivers in my family that attend preschool and/or parent meetings.

IMMUNIZATION: To show proof of my child's immunizations as required by state law on or before the first day of class (exempting those with religious/personal/medical objection who sign and exemption waiver) and, to show proof of a parent TB test / or BPC TB Screening Form in accordance with the State Health Department's recommendations. If I am working in the Infants Class, I further agree to receive a current pertussis vaccination.

CRIMINAL HISTORY BACKGROUND CHECK: To submit to a National Criminal Background check when first joining the Co-op and a WA State background check each year thereafter. I (we) will submit to the PNA and Ballard Preschool Cooperative the full legal names and birth dates of all persons attending preschool with my child so a criminal history check can be done before I (we) work in the classroom.

SIBLINGS: Not to bring siblings, except infants under 6 months, to attend class or to parent meetings except in cases of emergency and with the prior consent of the teacher and Class Chair.

GENERAL HEALTH: To be responsible for my child and myself being in good health and hygiene when attending school and to notify my Class Chair if my child contracts a contagious disease.

GRIEVANCES: To promptly direct any grievances I may have related to the school to my Class Chair or Class Vice Chair. If my grievance is not resolved to my satisfaction, I will follow the prescribed procedure according to the Ballard Preschool Cooperative Operational Guidelines and detailed in the Ballard Preschool Cooperative Handbook.

PNA MEMBERSHIP: To maintain a current membership in the Phinney Neighborhood Association.

WITHDRAWAL: To give at least two weeks of notice in writing to the All-School Registrar if I withdraw from the Co-op.

HANDBOOK: To read the Ballard Preschool handbook and abide by the policies outlined in it.

I understand that failure to fulfill these obligations will result in loss of membership in good standing and possible dismissal from the Ballard Preschool Cooperative.

Signature

Date

Printed Name

APPENDIX B: 2015-2016 BALLARD PRESCHOOL COOPERATIVE CALENDAR

September

Tuesday, September 8	All School Meeting 7:30 to 9:30 pm BPC Social Hall
Tuesday, September 15	First Day of Classes
Friday, September 18	Scholarship Application Deadline
Canceled	Fall Gently Used Sale 9:00 am to 1:00 pm, PNA

October

Monday, October 5	Board Meeting 7:30 to 10:00 pm, Blue Room PNA
Tuesday, October 13	Professional Development Day, NO CLASSES

November

Monday, November 2	Board Meeting 7:30 to 10:00 p.m., Blue Room PNA
Wednesday, November 11	Veterans Day, NO CLASS
Thursday, Nov. 26 and Friday Nov. 27	Thanksgiving Break, NO CLASSES

December

Monday, December 7	Board Meeting 7:30 to 10:00 p.m. Blue Room PNA
Monday, Dec. 21 – Friday, Jan. 1	Winter Break, NO CLASSES

January

Monday, January 4	Board Meeting 7:30 to 10:00 p.m. Blue Room PNA
Tuesday, January 5	First Day of Class for 2016
Friday, January 15	Scholarship Application Deadline
Monday, January 18	MLK Jr. Day, NO CLASSES

February

Monday, February 1	Board Meeting 7:30 to 10:00 p.m. Blue Room PNA
Monday, Feb. 15 – Tuesday, Feb. 19	Mid-Winter Break, NO CLASSES

March

Monday, March 7	Board Meeting 7:30 to 10:00 p.m. Blue Room PNA
Wednesday, March 9	Professional Development Day, NO CLASSES
Thursday, March 17	All-School Meeting and Registration 7:00 to 9:00 p.m. BPC Social Hall

April

Monday, April 4	Board Meeting 7:30 to 10:00 p.m. Blue Room PNA
Monday, April 11 to Friday, April 15	Spring Break, NO CLASSES

May

Monday, May 2	Board Meeting (transitional) 7:30 to 10:00 p.m. Blue Room PNA
Thursday, May 26	Professional Development Day, NO CLASSES
Monday, May 30	Memorial Day, NO CLASSES

June

Monday, June 6	Board Meeting (New Board) 7:30 to 10:00 p.m., Blue Room PNA
Friday, June 17	Last Day of Class

APPENDIX C: PROGRESSION OF CLASSES AT THE BALLARD PRESCHOOL COOPERATIVE

	Infants Class	Toddlers Class	Twos Class	3-5s Class
Parents to Children Ratio	Ratio is 1:1	Ratio is 1:1	Ratio is 1:2	Ratio is about 1:4
Hours in Class per Week (Kids and Parents)	Children = 1.5 hrs Parents = 1.5 hrs	Children = 2 hrs Parents = 2 hrs	Children = 4 hrs Parents = 2 hrs	Children = 9 (or 12) hrs Parents = 3 hrs
Classroom Goals	Classroom goal is developing support and community	Along with previous goal, classroom goal is exploring environment and developing trust and confidence	Along with previous goals, classroom goal is enhancing self-help skills and independence	Along with previous goals, classroom goals are promoting social play and (elementary) school readiness
Children's Role	Children meet other children and parents	Children begin to interact with each other and with parents other than their own. Children show interest in each other's play.	Children engage in parallel and beginning cooperative play. Children learn from, accept direction, and are cared for by parents other than their own.	Children begin to teach, guide and care for each other and interact with a wider community; children engage in individual, large and small group activities and cooperative play.
Parents Role with Children	Parents and children interact primarily with other adults.	Parents get to know children other than their own.	Parents supervise small groups of children, and guide and comfort children other than their own.	Parents facilitate children's interactions, guide problem solving and model negotiation and sharing during free play.
Parent Responsibilities	Parent and child move freely through room, parent supervises own child	One or two parents supervise each activity.	One parent supervises each activity.	One parent supervises an area which may include several activities. Parents plan and lead small group activities.

Circle Time	Circle time approx 10 minutes	Circle time approx 5-10 minutes, free play 40 mins	Circle time approx 15 minutes, free play approx 50 min	Circle time at beginning and end of class (approx 15 min each), free play approx 1 hour
Snack	Parents and kids snack anytime.	Parents and kids sit together during a set snack time.	Parents join kids at assigned snack table. Children begin to serve own food and clean up.	Children participate in small group activity at assigned snack table, then serve and clean up own snack.
Clean-Up	Parents do all clean-up duties.	Parents encourage children to help put toys/materials away.	Parents and children work together to clean-up.	Children take the lead at clean-up time and help with classroom maintenance.

APPENDIX D: BALLARD PRESCHOOL COOPERATIVE – SCHOLARSHIP AND EMERGENCY AID

Each school year the Ballard Preschool Cooperative is able to offer partial tuition scholarships of up to 75% for a limited number of preschool families. Each family awarded a scholarship is responsible for paying at least 25% of the tuition amount from its own resources. The first scholarship period covers the months of October through January, and the second period covers February through May. Each scholarship period requires a separate application.

Criteria

Scholarship awards are based on financial need and availability of funds. In determining financial need, the scholarship committee will use the following income levels for evaluating a family's eligibility:

2015-2016 School Year

<u># in Family</u>	<u>Monthly Income</u>	<u>Annual Income</u>
Two	\$3,840	\$46,085
Three	\$4,417	\$53,002
Four	\$4,993	\$59,921
Five	\$5,669	\$66,827
Six	\$6,146	\$73,745
Seven	\$6,722	\$80,664
Eight	\$7,299	\$87,582

Number in family refers to all persons (children, parents, grandparents, and other related or unrelated persons) who live in the household full time and share living expenses. Income is the total amount of all contributions from all family members before taxes. Income includes salary, wages, tips, social security, child support, unemployment, pensions, or any other cash income. The income levels are updated prior to each school year by the Consumer Price Index.

Application Process

Scholarship assistance is available for the months of October through May only.

- 1 Scholarship term 1: October through January. **Application deadline is Friday, September 18th, 2015.**
- 2 Scholarship term 2: February through May. **Application deadline is Friday, January 15th, 2016.**
- 3 If you are interested in applying for a scholarship for your child, please complete and submit an application, along with two recent pay stubs or other financial documents (which verify family income), to the All-School Treasurer during the appropriate application period.

A Financial Aid Committee consisting of the All-School Treasurer and two Class Chairs will review all applications and determine scholarship awards. Decisions by the scholarship committee are final. All information received during the application process will be kept strictly confidential.

Flexible payment schedules can be arranged on a case-by-case basis for the September and June tuition if the normal payment schedule poses a hardship.

Ballard Preschool Cooperative Scholarship Application

To be eligible, applicants must be currently enrolled in good standing and actively participating in the Co-op. Scholarships will be awarded on the basis of financial need, and are granted twice a year. The first scholarship period covers the months of October through January, and the second period covers February through May. Please submit two recent pay stubs or other financial documents verifying family income or unemployment along with this form to the All-School Treasurer. All information provided on this application will be kept strictly confidential.

Parent Name(s) _____

Child's Name _____ Preschool Class _____

Address _____ Phone _____

Total number of people in family household _____

Parent #1's employer _____ Occupation _____

Parent #2's employer _____ Occupation _____

Monthly Income

Gross monthly salary/wages/tips

Parent #1 _____

Parent #2 _____

Social Security benefits _____

Unemployment compensation _____

Child support _____

Other (alimony, pension, etc.) _____

Total Monthly Income _____

If there are any specific circumstances that make tuition assistance necessary or any additional information that may clarify your family's request, please describe.

Applicant's signature _____ Date _____

Printed Name _____

Emergency Aid Policy and Criteria

The Ballard Preschool Cooperative wishes to provide financial assistance in the form of partial tuition waivers where the need exists and when funds are available. It is our

policy that all members contribute something financially to the Co-op's operating expenses.

1. Members requesting emergency financial assistance will be asked to provide registration costs and the first quarter's (three months) tuition for their children. The remaining two quarters may then be partially waived, depending on the circumstances. Emergency aid may be awarded for three months or less (should circumstances change).
2. Members using emergency financial aid will be expected to be active, contributing members of the Co-op.
3. The application form should be submitted to the All-School Treasurer who will consult with the Financial Aid Committee.
4. Application shall be made by the 15th of the preceding month. All disclosures will be confidential and the Committee will make their decisions based on need and funds available.
5. Under most circumstances a maximum 50% tuition waiver may be granted. Under the following circumstances a 90% waiver may be granted:
 - A. Prolonged illness, not covered by medical insurance
 - B. Loss of major income source
 - C. Separation/divorce leaving the custodial parent on very reduced income
 - D. Other extreme hardship
6. Members receiving Emergency Aid are required to notify the All-School Treasurer immediately of any financial changes.

Ballard Preschool Cooperative Emergency Aid Application

To be eligible, applicant families must be currently enrolled in good standing and actively participating in the Co-op. Emergency Aid will be awarded solely on the basis of financial need. All information provided on this application will be kept strictly confidential.

Parent Name(s) _____

Child's Name _____ Preschool Class _____

Address _____ Phone _____

Total number of people in family household _____

Parent #1's employer _____ Occupation _____

Parent #2's employer _____ Occupation _____

Total Monthly Income (from all sources) _____

Please list specific circumstances that make tuition assistance necessary at this time, or if there is any additional information that may clarify your family's request, please describe.

Applicant's signature _____ Date _____

Printed Name _____

***APPENDIX E: BALLARD PRESCHOOL COOPERATIVE OPERATIONAL
GUIDELINES***

**THE PHINNEY NEIGHBORHOOD ASSOCIATION'S
BALLARD PRESCHOOL COOPERATIVE**

**OPERATIONAL
GUIDELINES**

Revised August 2015

ARTICLE I.**NAME**

The name of the organization shall be The Phinney Neighborhood Association's Ballard Preschool Co-op. It is a program of the Phinney Neighborhood Association (PNA), located in the city of Seattle, King County, Washington.

ARTICLE II.**PURPOSE**

- A. The purpose of the preschool is to provide a structured cooperative program designed to encourage the social, emotional, intellectual, and physical development of young children. It is intended to provide a nucleus of support for participating families. The cooperative structure of the preschool requires the active and ongoing participation of the parents or guardians of each child involved.*
- B. The Ballard Preschool Co-op is organized exclusively for educational purposes, as required by Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision in any future United States Internal Revenue Law). No part of the net earnings of the organization shall benefit or be distributed to its members, trustees, officers, or private persons, except that the preschool may pay reasonable compensation for the services rendered and purchases made for the pursuit of its educational purposes.*

ARTICLE III.**MEMBERSHIP**

- A. The Ballard Preschool Co-op shall be composed of classes, the number of which will be determined by the Board in the spring of each year. Placement in these classes will be determined by a child's age as of August 31st. Age-group classification for individual children may be waived using established age-range exception procedures involving the Head Teacher, class teacher, parents of the child in question, the Class Vice Chair and All-School Family Resources Coordinator.*
- B. Any parent or guardian with a child or children of preschool age is eligible for membership in the preschool. In the interest of promoting a community-based membership and maintaining the preschool's ties to the Phinney Neighborhood Association, enrollment priority will be given to families living within the boundaries of two catchment areas: 1) The PNA catchment area defined by NW 50th Street to the south, Aurora Avenue to the east, 105th Street to the north, and 15th Avenue NW to the west; and 2) A Ballard neighborhood catchment area defined by the Lake Washington Ship Canal to the south, 105th Street to the north, 15th Avenue NW to the east, and Puget Sound to the west. Enrollment priority will be given to applicants living within either of these catchment areas over other new applicants. It is the objective of the preschool to manage enrollment so that at least half of each class consists of families from the PNA catchment area.*
- C. All-school registration for the following school year will be held each spring under the supervision of the All-School Registrar. At the time of registration, current students promoting into the next class or students repeating a class will be given first priority for enrollment. Vacancies that exist after registration will be filled from the group waiting list according to its priority classifications and date of contact. If the family of a current student fails to register that student but the family then changes its mind and requests enrollment before the beginning of the next school year, the student will be given top priority on the class waiting list.*
- D. Once a class is full, the All School Registrar will maintain a waiting list of applicants who would like to join the class if an opening occurs. This list will be managed based on a set of priority classifications. The classifications are listed below in the*

order of enrollment priority. Each child's name will be placed in the single classification that provides him or her the highest priority and, within that classification, by date of contact with the preschool.

Classifications for enrollment prioritization:

- 1. Current students promoting into or repeating a class;*
 - 2. Current students who are on a leave of absence of up to 3 months as approved by the Board (see Section G below);*
 - 3. Siblings of students currently enrolled in the preschool and children of staff members currently employed by Ballard Preschool Co-op;*
 - 4. Current students transferring from one class into another;*
 - 5. Siblings of alumni, where an alumni is defined as a student who has been enrolled for at least one year and has graduated from the 3-5s Class.*
 - 6. Former students or siblings of former students, where a former student is defined as a child who has participated in at least one month of school and left in good standing;*
 - 7. New enrollees who are nominated by the host location's management as representatives of their immediate community, not to exceed three spaces per class;*
 - 8. New enrollees who live inside either of the two catchment areas; and*
 - 9. New enrollees who live outside the catchment areas.*
- E. When openings occur during the school year, they should be filled by children from the waiting list. Children in the highest enrollment classification will be offered, by date of contact, an opportunity to fill vacancies. The All-School Registrar will continue down the waiting list according to priority classifications and date of contact until any vacancies are filled. The Co-op will seek to maintain class gender balances so that neither gender makes up more than 60% of any class. The preschool will also strive to maintain enrollment of at least 50% of each class from the PNA catchment area. In order to maintain these goals, some applicants with higher priority on the waiting list may be passed over until the target ratio is reached.*
- In the winter of each year, the All-School Registrar will contact all families remaining on the waiting lists to determine if those families are interested in enrolling in the Ballard Preschool Co-op the next fall. The waiting lists then will be updated to show only families currently interested in enrollment. The updated waiting lists will be used to fill vacancies after the all-school registration and during the next school year.*
- F. In recognition of scheduling conflicts or family circumstances, a family may decline an offered class vacancy one time and be allowed to maintain their child's position on the waiting list. If the family declines a second offered vacancy but wants to remain on the waiting list, their child will be moved to the bottom of their current classification.*
- G. Upon written request, the preschool board may grant a leave of absence of a period from three to twelve months. The leave of absence will be granted to families who are in current good standing (as defined in the Family Contract.) The vacated position will be filled from the waiting list. The family returning to the preschool after their leave of absence may return to their class upon a majority vote from the class members and permission of the teacher, which in most instances will cause the class to be overenrolled by one student. When another opening occurs, that space will not be filled and the class will return to its appropriate size.*
- For absences up to three months in length the family may elect to pay tuition to hold their space upon the vote of the majority of the class and permission of the teacher. Members who are absent without a leave or for longer than the time specified in their leave of absence will be placed on the waiting list in the appropriate classification.*

- H. *Each family represented at the monthly parent meeting is considered to be a voting member of the Ballard Preschool Cooperative.*
- I. *Member families will be required to sign a Family Contract when enrolling their child(ren) in the Ballard Preschool Co-op. By signing the contract, families acknowledge and accept their general responsibility to participate as contributing, active members of the Cooperative as well as the specific responsibilities of their respective class(es).*
- J. *The Ballard Preschool Cooperative will not discriminate against applicants, parents, guardians, or students on the basis of race, religion, sex, national origin, disability, or sexual orientation.*
- K. *Guidelines for Class Assignment Policy are as follows:*
- 1) *All new families joining the pre-school must join in their proper cohort, meaning they must join the class only in which their child is eligible. Children are only eligible to enroll with their peers with whom their birthdates fall between September 1- August 31st of the same school year.*
 - 2) *Children can never join a cohort above their age (for example no Fall birthdays joining an older cohort).*
 - 3) *Families who joined in their proper cohort but want to repeat infant, toddler or twos may do so if the following requirements have been met. However, once they make that decision they cannot choose in the future to go back to their original cohort. Once a change has been made it will be permanent.*
 - 4) *Parents of children who feel strongly that their child is not ready to move to the next class, with their cohort, may petition to change cohorts and join a class below his/her age. This will only be considered for families of children with late summer birthdays.*
 - 5) *Before petitioning to change cohorts, parents must request a formal conference with the teacher and parent educator to discuss their concerns. This conference should result in a plan for adapting the preschool class, if needed, and for referral to outside resources and information as needed. This conference should occur a minimum of 2 months before the petition to the board. This will ensure adequate time to see the effects of any classroom interventions and to complete outside evaluation as needed.*
 - 6) *Petitions to change cohorts should include a recommendation from the teacher, parent educator, pediatrician, and/or other outside professional who has worked with the child, such as a speech or occupational therapist*
 - 7) *If a sibling of an existing family is on a waiting list they have priority for empty spots OVER families hoping to change cohorts.*
 - 8) *With exception to siblings of existing students, families wanting to change cohorts will have priority over all other wait list categories.*

- 9) *Changing cohorts may not be done mid-year. If a change is desired, a family must stay with their proper cohort for the remainder of the school year. If all requirements are met and re-assignment is granted, space permitting, they can enroll for Fall classes with the new cohort.*
- 10) *Because the 3-5's class is already multiage and multiyear, we will not allow a third year in this class. Parents who feel their child is not ready to move on to Kindergarten should consult with the teacher and parent educator about finding an appropriate pre-K program as an alternative to remaining a third year in 3-5s.*

ARTICLE IV. PRESCHOOL LOCATION

- A. *The preschool will arrange for the lease of a classroom at a host location. The terms of this lease will be negotiated by the All-School Chair in consultation with the PNA Director.*

ARTICLE V. OFFICERS, VOTING MEMBERS OF THE BOARD, AND ELECTIONS

- A. *The all-school officers of the preschool shall consist of a Chairperson, Vice Chair, All-School Registrar, All-School Fundraiser, All-School Operations Manager, All-School Family Resources Coordinator, Secretary, and Treasurer. If an all-school officer has more than one child in the preschool, that officer shall be exempt from the "one-job-per-child" rule and shall not be required to assume a second job assignment.*
- B. *The voting members of the Board shall consist of the all-school officers and one representative of each preschool class. The Board shall have such powers as are reasonable and necessary to manage and administer the preschool.*
- C. *Board meetings will be held once a month. Decisions of the Board will be by vote and recorded in the minutes of its meetings. Voting may be by a show of hands or by secret ballot. A quorum will be defined as six voting members of the board. A simple majority of the Board will be sufficient to pass measures other than those decisions that are defined in the Operational Guidelines as requiring a greater percentage to pass. The All-School Chairperson must be notified in advance of the need for placement of an item on the Board's agenda. The Board meetings are open to all member families.*
- D. *Nominations for all-school officers shall be taken at class meetings at least one month prior to the all-school election. In the case that there are not at least two nominees for a position, a single candidate may be accepted by the Board. If no nominees for a position have been found by the date of the election, a volunteer for the position may be accepted by the Board at any time. The all-school election shall be held annually, and the new officers shall take office at the beginning of June for a term of one year.*
- E. *Each class in the preschool shall pick a Chairperson. Each class will select its Chairperson following registration in the spring for the next preschool year.*
- F. *Any vacancy in an all-school office will be filled by appointment by the Board as soon as possible after it occurs. Any vacancy in a class office shall be filled by the class as soon as possible after it occurs.*

- G. *A Board member that misses two meetings in a term without forewarning to the All-School Chair and/or without adequate effort to be informed of the business transacted shall be required to present an explanation to the Board and risks dismissal from the Board. If the question of dismissal of an all-school officer arises, a committee of five participating parents, excluding Board members, shall be chosen by lot to investigate the situation and make recommendations to the general membership.*
- H. *It is the responsibility of all exiting officers to advise and assist their successors as necessary through the end of the school year in which their term expired.*

ARTICLE VI. OFFICERS, BOARD MEMBERS AND OTHER KEY JOB HOLDERS

OFFICERS/BOARD MEMBERS:

- A. *All-School Chair*
- B. *All-School Vice Chair*
- C. *All-School Registrar*
- D. *All-School Secretary*
- E. *All-School Treasurer*
- F. *All-School Fundraiser*
- G. *All-School Operations Manager*
- H. *All-School Family Resource Coordinator*
- I. *Class Chairs*

OTHER KEY ALL-SCHOOL JOB HOLDERS:

- J. *All-School Health and Safety Coordinator*
- K. *All-School Parent Education Coordinator*
- L. *All-School Purchaser*
- M. *Fundraising Assistant*
- N. *Gently Used Sale Coordinator*
- O. *Gently Used Sale Donations Assistant*
- P. *Gently Used Sale Marketing Assistant*
- Q. *Newsletter Editor*
- R. *Webmaster*
- S. *Book Fair Coordinator*

ARTICLE VII. PRESCHOOL TEACHERS

- A. *The teachers will develop and implement a developmentally appropriate educational program for the children in their class(es) based on recognized research and philosophy in the field of early childhood education. That program will incorporate parent input and be presented to each class as a general curriculum plan. The curriculum plan will be posted prior to its implementation and made available to the Head Teacher.*
- B. *Each teacher also is responsible for:*
 - 1. *Supervising the children's activities with the assistance of the parents;*
 - 2. *Supervising parent participation in the classroom;*
 - 3. *Attending meetings and workshops scheduled for his or her professional development;*
 - 4. *Administering the school supply fund;*

5. *Attending all-school meetings, respective class meetings, and the preschool Open House;*
 6. *Communicating openly with families about the development of their children;*
 7. *Making every possible effort to meet the goals of the preschool as set out in his or her job description (a copy of which shall be posted and made available to the membership); and*
 8. *Giving a minimum of one week's notice prior to foreseeable changes in class routine, such as family nights and field trips.*
- C. *Teachers shall be employees of the PNA and subject to its personnel policies and procedures. Terms of a teacher's employment shall be negotiated by the hiring committee subject to approval by the preschool Board. A copy of the preschool teacher job description shall be posted in each classroom.*
- D. *In the event that a teacher vacancy occurs, a hiring committee shall be formed by the All-School Chair. This committee will strive to fill the position as soon as possible.*
- E. *The Board reserves the right to terminate a teacher's employment with one month's notice by a two-thirds majority vote of the members. However, when, in the opinion of the Board, the continuing employment of a teacher is detrimental to the safety and welfare of the students, parents and guardians, or teacher, employment may be terminated immediately upon notice to the teacher.*
- F. *A preschool teacher may be hired by the Board to serve as Head Teacher to fulfill such duties as specified by the Board. These duties would typically include supervision of other teachers, assisting in the hiring and evaluation of teachers, participating in Board meetings, and assisting the All-School Chair and other Board members with the administrative work of the preschool.*
- G. *A survey will be prepared and distributed at least one time per year to the membership by the Class Vice Chair. The survey(s) will contain questions which contribute to the evaluation of the school's teachers as well as the evaluation of the preschool's overall program and operation.*
- The All-School Family Resource Coordinator is responsible for developing and revising all such surveys and presenting them to the Board for review before they are distributed to the members. The All-School Family Resource Coordinator will then work with the Class Vice Chair to develop a mechanism for the distribution and uniform tabulation of survey results as well as a method for presenting those results to the Board, the preschool's teachers, and each parent group. The Board will use the survey results as a basis for evaluating each teacher's performance. The evaluation shall take place at a mutually agreed upon time and will consist of the class teacher, Class Vice Chair and the Class Chair. Any decisions regarding a teacher's employment status shall be made privately by the Board, Head Teacher, and the relevant Class Vice Chair.*

ARTICLE VIII. DUTIES AND RESPONSIBILITIES OF PARTICIPATING FAMILIES

- A. *A parent, guardian, or caretaker of each child enrolled in the preschool shall work in the classroom one session per week per child enrolled, performing their duties under the direction of a preschool teacher. A rotating schedule of duties shall be created and communicated to participating families via email.*
- B. *If the parent, guardian, or caretaker scheduled to work in the classroom on a given day finds absence on that day unavoidable, he or she is responsible for finding a substitute, notifying the class teacher and Class Chair and promptly reciprocating by assuming his or her alternate's duties on another day.*
- C. *Each family is expected to hold one preschool job per child enrolled or serve as an officer of the Board (see Article V(A) for potential exceptions) as dictated by the*

- Class Chair. Lack of full participation, as detailed in the Family Contract, is grounds for review and possible dismissal from the preschool by the Board.*
- D. One parent or guardian from each family is required to attend the monthly parent meetings. Any family that is unable to attend a group parent meeting or an all-school meeting should notify their Class Chair. Families are responsible for finding out about the business conducted at any missed meeting and any responsibilities assigned.*
 - E. Families are responsible for arranging the transportation of their child to and from school. Children whose parent, guardian, or caretaker is not staying in class should be dropped off and picked up from school promptly.*
 - F. Families must show proof of the child's immunizations for his or her preschool file, as required by state law by the first day of school. Those with medical, personal or religious reasons may be excused by submitting a signed exemption form, however if there is an outbreak of a vaccine-preventable disease that your child has not been immunized against, she or he can be excluded from preschool until the outbreak is over. Families must also submit a medical release form by the first day of school or the child will not be allowed to be left at school without the parent, guardian, or caretaker.*
 - G. Every adult working in the classroom will be required to present proof of a valid tuberculosis test (TB) upon joining the preschool, unless you have a medical condition which precludes you from having this test OR have filled out the BPC TB Screening Form via DocuSign. TB tests or Screening Forms are required upon joining the preschool and remain valid if you are enrolled for consecutive years. We do ask parents to test/retest, however, if they have travelled to a country where TB is prevalent or have been exposed to the disease. If a presented test is positive, the All-School Health and Safety Coordinator will determine current Health Department recommendations. Parents working in the Infants Class must have an up to date pertussis vaccination.*
 - H. Every adult working in the classroom shall be required to submit to a criminal background check. If a background check reveals conviction for any child-related offense, the adult will be barred from classroom participation.*
 - I. Families shall provide transportation for class excursions when those excursions fall on their assigned workday. Families who are not working on the day of a given class excursion have the option of accompanying their child on excursions. All drivers shall provide copies of their current driver's license and proof of auto insurance to their class secretary by their child's first day of school attendance. Families are responsible for providing appropriate child safety restraints for use for their child on such excursions.*
 - J. Families are obliged to support the fundraising goal of the preschool set annually by the Board. In case of early withdrawal from the preschool, families will be responsible for fulfilling their fundraising goal prorated to the time of their departure.*
 - K. Siblings, with the exception of infants under the age of six months, shall not accompany parents or guardians on their workdays. If the presence of infants becomes disruptive to the class, those involved will explore acceptable alternatives. In an extreme situation when a non-enrolled child must attend class, permission of the teacher must be obtained before attending a class with the non-enrolled child.*
 - L. Each family is responsible for having their child in good health when attending school and must notify their Class Chair if the child contracts a contagious disease or ailment.*

ARTICLE IX. PRESCHOOL SESSIONS

- A. The preschool year shall approximate that of the Seattle public schools, and most regular school holidays will be observed. A calendar for the year shall be prepared by the All-School Secretary and presented to the membership in the spring prior to enrollment for the following year.*
- B. The days and times each class will meet are to be established by the preschool Board in the spring for the following year. After enrollment has been held, the days and times shall not be changed except by unanimous request of the families enrolled in that class and in agreement with the teacher of that class. The Board will make the final decision based upon the class request for a change of day or time.*
- C. In the event of inclement weather or any other emergency, the All-School Chair will decide if school is to be canceled and will notify teachers and Class Chairs who will, in turn, notify all affected families.*

ARTICLE X. FEES AND FINANCES

- A. Finances will be handled by the All-School Treasurer with the assistance of the All-School Chair.*
- B. The Board will develop an annual budget, a copy of which shall be available upon request to any co-op member who requests it. Any expenditure in excess of \$1,000 that was not included in the annual budget must be approved by a majority of Ballard Preschool Cooperative members.*
- C. A registration fee intended to cover insurance, operating costs, and the Scholarship Fund shall be paid upon enrollment. That registration fee shall be set by the Board prior to registration, according to the financial condition of the Ballard Preschool Co-op. The registration fee is non-refundable and must be paid by re-enrolling members during the spring enrollment period and by new members no later than the first day of attendance.
For those who register prior to January 31st, the full registration fee will be due. After January 31st, registration will be one-half the full amount. For those who are registered on or before the 15th of a month, 100% of tuition will be due; for those who are registered after the 15th, 50% of monthly tuition will be due.*
- D. PNA membership is required for enrollment in the Ballard Preschool Cooperative. Each family's PNA membership fee shall be paid at the time of enrollment. The PNA annual membership begins upon enrollment, when the fee is paid. This is in the spring following March registration for most families. The fee can be prorated for families who enroll later, but most families pay the annual membership fee and maintain an alternate renewal date. This fee is non-refundable.*
- E. Tuition will be calculated during the summer break and announced at or before the fall all-school orientation meeting. The tuition cost will be based upon the minimum enrollment figures for each group. A set tuition will be established for the year. Payment of September tuition will be made on or before the first day of school. Tuition for the last month (or partial month) of school will be prepaid at the time of registration, no later than the first day of attendance, and will be non-refundable. Tuition is to be paid on the first of each month and shall cover the period from the first day to the last day of that month. A \$5 penalty will be added to any tuition not received by the 7th of the month unless prior arrangements have been made with the All-School Treasurer. If tuition has not been paid by the 15th of the month, the penalty increases to \$25. Tuition one month in arrears shall constitute reason for suspension*

- from the preschool. The All-School Treasurer will make a recommendation to the Board regarding appropriate action. During the period of enrollment, full tuition must be paid each month whether or not the child attends every session. All unpaid fees must be paid in full before registration can take place for the next year. Parents will pay their own way on field trips unless other arrangements are made in advance.*
- F. A minimum of two weeks written prior notice shall be given to the All-School Registrar when a child is withdrawing from the Ballard Preschool Cooperative. Tuition for those two weeks shall be paid whether or not the child attends school. Pre-paid tuition (for the last month or partial month of school) shall not be refunded.*
- G. If payment of tuition poses a hardship, a payment schedule may be arranged with the All-School Treasurer and an application may be made for a scholarship or emergency assistance. A confidential financial statement will be required for all such applications.*

ARTICLE XI. MEETINGS

- A. Monthly parent meetings shall be scheduled by each class group. Because meetings are mandatory, every effort shall be made to choose a date which accommodates the maximum number of members.*
- B. All-school parent meetings are held in the fall and spring of each year; the monthly class group meetings may be waived during the month of such a meeting and in December.*
- C. Attendance at class group parent meetings and all-school parent meetings is mandatory. Class Secretaries are responsible for taking attendance at parent meetings and for notifying the Class Vice Chair and Chair when a family has missed two such meetings. The Chair is then responsible for bringing the issue to the family's attention.
A family that misses three meetings without forewarning the Class Chair or without adequate effort to be informed of the business transacted may be required to present an explanation to the Board and risks dismissal from the Ballard Preschool Co-op. Because meetings are mandatory, officers shall respect the commitment required of the members and make every effort to conduct meeting business in a timely manner.*
- D. A vote by a simple majority of Ballard Preschool Cooperative member families present at a monthly parent meeting shall be considered binding.*

ARTICLE XII. COMMITTEES

- A. The All-School Chair will work closely with the class chairpersons to establish and fill positions and committees according to the needs of the preschool. Class Chairs shall notify the All-School Chair and committee chairs of any changes in jobs or committee assignments.*
- B. Committee chairs shall report to the All-School Chair, prior to the monthly Board meeting, if they have any business to be handled at either the Board meeting or the monthly class parent meeting.*

ARTICLE XIII. GRIEVANCES

- A. In case of a grievance against a parent, guardian, or caretaker, a teacher shall contact the appropriate Class Vice Chair within 7 days of the incident and submit a written account of the grievance. The Class Vice Chair shall submit a solution, in writing, to the teacher within an additional 7 days for approval and signature. If the solution is not acceptable, the Class Vice Chair shall refer the grievance to the All-*

School Family Resource Coordinator, who shall investigate the matter and submit a solution, in writing, to the teacher within 14 days for approval and signature. If this solution is still not acceptable to the teacher, the matter will be referred to the Board. The Board will take it up at its next meeting. The board will come to a final solution, by vote, as soon as possible but in no case later than three months from the date of referral. The decision of the Board shall be binding. In the event that a grievance is against a Class Vice Chair, the teacher shall bring the grievance to the Chair who shall follow the solution submission procedure outlined above.

- B. In case of a grievance against a teacher, the parent shall contact the relevant Class Vice Chair within 7 days of the incident and submit a written account of the grievance. The Class Vice Chair shall submit a solution, in writing, to the parent within an additional 7 days for approval and signature. If the solution is not acceptable, the Class Vice Chair shall refer the grievance to the All-School Family Resource Coordinator, who shall investigate the matter and submit a solution, in writing, to the parent within 14 days for his/her approval and signature. If this solution is still not acceptable to the parent, the matter will be referred to the Board. The Board takes it up at its next meeting. The Board will come to a final solution, by vote, as soon as possible, but in no case later than three months from the date of referral. The decision of the Board shall be binding.*
- C. A copy of all grievances, and all written solutions to grievances whether approved or not approved, shall be forwarded to the All-School Family Resource Coordinator for filing.*

ARTICLE XIV. ADOPTION AND AMENDMENT OF OPERATIONAL GUIDELINES

- A. The Operational Guidelines shall be reviewed periodically by the Board or a committee appointed by the Board. A committee report will be passed on to the membership prior to voting on any proposed amendments or revisions.*
- B. The Operational Guidelines may be amended by a two-thirds majority vote of those present at any all-school parent meeting, or by a two-thirds majority combined vote from the group meetings. Three days' notice of any amendments or revisions must be given to the membership before such a vote.*

ARTICLE XV. DISSOLUTION OF THE COOPERATIVE

- A. In the event that the Ballard Preschool Cooperative dissolves, its Board shall be responsible for the transfer of all assets to the PNA.*