



DRAYTON AVENUE COOPERATIVE PRESCHOOL HANDBOOK

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A member of the Greater Detroit Cooperative Nursery Council

DRAYTON AVENUE COOPERATIVE PRESCHOOL HANDBOOK

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CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
she learns to condemn.

If a child lives with hostility,
he learns to fight.

If a child lives with ridicule,
she learns to be shy.

If a child lives with shame,
he learns to feel guilty.

If a child lives with tolerance,
she learns to be patient.

If a child lives with encouragement,
he learns confidence.

If a child lives with praise,
she learns to appreciate.

If a child lives with fairness,
he learns justice.

If a child lives with security,
she learns to have faith.

If a child lives with approval,
he learns to like himself.

If a child lives with acceptance and friendship,
she learns to find love in the world.

DRAYTON AVENUE COOPERATIVE PRESCHOOL

This handbook has been provided to help explain DACP, your role in the co-op and the day to day operation of the classroom. We hope that it answers the questions that you may have.

HISTORY

The first cooperative preschool was started in 1916 by a group of twelve faculty wives at the University of California who wanted to secure social education for their children, parent education for themselves, and a little free time for their Red Cross work. The first parent cooperative was followed in the 1930's by five others. Since that time, they sprang up with such spontaneity and in such numbers that they have been considered a folk movement.

Our own Preschool began in 1950 with a group of mothers who were working in the Roosevelt School Summer Play School. During the summer, they attended a series of workshops on child development at the Merrill Palmer Institute. After the summer play school was over, they began thinking of starting a Preschool during the school year. They obtained the use of a room at the Drayton Avenue Presbyterian Church and recruited an enthusiastic teacher, the leader of the summer playgroup, Mrs. Harry Penson. By using the phone and preschool lists, they had twenty children to begin the first session in the fall of 1950.

Parents have been coming together at DACP to provide a preschool education for their children and parent education for themselves for more than 60 years. DACP offers a developmental, play based preschool program.

DACP and YOU

Welcome to Drayton Avenue Cooperative Preschool! This is an exciting, joyful time in your life and in your child's life. When your child is enrolled in the preschool, you become a member of the Co-operative. As a member of the Co-op you will have an active role in shaping your child's first school experience. You will have the opportunity to get to know other families with children by sharing the experience of running the preschool. As you assist in the classroom, you will be able to observe your child interacting with children of his/her own age and with other adults.

DACP is a member of the Greater Detroit Cooperative Nursery Council (GDCNC), which is a valuable resource for our school. GDCNC provides information on running a co-op preschool and has consultants available for any questions or problems that might arise. GDCNC is also a valuable resource for parents. They sponsor Fall and Spring Conferences that feature wonderful, low-cost seminars on parenting. This is always a great opportunity to hear nationally known speakers and to exchange ideas with other Co-op members.

We are licensed by the Michigan Department of Social Services. We go through a re-licensing process every other year (odd years) during which our program, site, equipment and teachers are evaluated. We have received favorable evaluations from the State.

The Executive Board oversees the day-to-day operation of the preschool. The Board is made up of parents who volunteer and are elected each spring to serve for the following year. The Board meetings are held monthly throughout the year. All members are welcome to attend these meetings. A General Meeting of the membership is held every other month during the school year. The current state of the school and upcoming events are discussed at this meeting. You will also sign up for your workdays and pay tuition for the upcoming quarter at the General Meetings.

As a Co-op preschool, DACP is owned and run by you, the members. DACP has remained a dynamic institution because of the active participation of its parents. There are many ways to become involved, whether by serving on the Executive Board or on one of the committees. Committee jobs range from helping coordinate fundraising activities to making play dough for the classroom to handling Book Club orders. Another way to become involved is to share a hobby, interest, or occupation with the children in the classroom. One of the most rewarding ways that you will be involved at DACP will be when you assist in your child's classroom as a Working Parent.

Because we are a Co-op preschool, we are able to keep our tuition low while offering a unique, high quality program. We are a non-profit corporation organized under §501 (c)(3) of the Internal Revenue Code and recognized by the State of Michigan as a nonprofit organization. The success of our fundraising efforts in the past has also helped to keep our tuition low. We do have some scholarship funds available to members to ensure that all families that are interested are able to be a part of DACP.

DACP is a non-denominational and non-discriminatory organization. We welcome girls, boys and parents of all races, nationalities, and religions.

We look forward to an exciting year here at DACP. Come, let's "Learn and Grow Together."

OBLIGATIONS OF MEMBERSHIP

When your child has been accepted for enrollment, you, as well as your child, will become members of the Co-op. To continue that membership and keep your child eligible to attend classes, you will be required:

1. To do your fair share to assist the teacher during some of your child's class sessions. In the past, this has involved assisting in the classroom with the teacher and two or three other parents for an average of two classes per month. However, the number of days you will be required to assist may vary, depending upon the number of children enrolled in your child's session. If you are unable to fulfill this responsibility personally, you may do so through a regular "substitute parent" (i.e., a relative or regular babysitter, age 18 or over). Sometimes it is possible to make arrangements for another member of the Co-op or a recent former member to act as your substitute, for compensation (\$15 per session). Contact our Membership Chairperson if you would like to know whether anyone has indicated an interest in such an arrangement or if you, yourself, would be interested in being a "paid substitute." In any case, it will be your responsibility to see that this obligation is fulfilled.
2. To do your fair share toward providing drinks, snacks and necessary paper products for your child's class. Usually, this means providing the snack and drink about once every other school month. You will also be expected to contribute to one of the Holiday Parties during the school year.
3. To attend an evening Orientation Meeting and to attend the 3 General Meetings, held in the evening.
- 4.* To serve on the Preschool's Executive Board or on one of its committees.
- 5.* To participate in a general cleanup of the Co-op premises once during the school year.
6. To participate in fund raising activities.
7. To see that a health form for your child is completed and ultimately signed by your child's physician before they attend their first class. This is a requirement of the State of Michigan. We will provide the necessary forms.
8. To provide a Michigan Department of Human Services Central Registry Clearance, a completed Child Information (emergency card) and a completed DACP Volunteer Information Form (iCHAT). These forms are required by the state. All necessary forms will be supplied to you.
9. To pay your child's tuition when it is due. Tuition is payable in four installments, with the first payment being due before school begins, and the remaining payments due at approximately equal intervals during the school year (to be paid at the General Meetings. If you wish, you may pay for the entire year up front. (Except in unusual circumstances, installments of tuition, once paid, are not refundable. If leaving the school mid-year, families shall contact the Board President and the Membership Chair.) Some tuition scholarship funds are available each year. If you are interested, please contact either the current Board President or Treasurer for further details. Requests are handled with the utmost confidentiality.

Members shall consider the smooth operation and improvements of the Preschool their personal responsibility. It is important that members familiarize themselves with the Handbook as it answers many questions about policies and daily routines.

*Parent-Tot members are responsible for either #4 or #5.

DACP POLICIES

Tuition

Tuition for the school year is \$965 for the PM class, \$650 for the AM class, and \$280 for the Parent-Tot Class. Tuition is payable in four installments. Checks will be collected at Orientation and at each of the three General Meetings. Tuition is collected before you may sign up for work days. Except in unusual circumstances, tuition installments, once paid, are not refundable.

Tuition scholarship funds are available to members based on need and availability of funds. A scholarship application form must be submitted to the President or the Treasurer before each quarter, at least one week before tuition payment is due (tuition payments are collected at Orientation Night (September), the November, January, and March General Meetings). Additional information may be required to aid the President and Treasurer in making their decision. Scholarship requests are handled with the utmost confidentiality.

If a family has more than one child enrolled in the DACP, a tuition reduction of 25% of the lesser rate will be allowed for the second (and each subsequent) child. Members of Drayton Ave. Presbyterian Church receive a 5% tuition reduction. Any other tuition reduction other than scholarship must be presented and approved by the Executive Board.

If there is a problem in making a tuition payment, please contact the Treasurer before the General Meeting. If the tuition is not paid at the General Meeting (and prior arrangements have not been made with the Treasurer), a \$5.00 late fee will be assessed. If the Treasurer does not receive your payment within one week, it will be regarded as a "Missed Obligation."

Missed Obligations

A Co-operative Preschool depends on the participation of its members. To make certain co-op members realize that equal cooperation is the key to success for our Preschool, the following policy has been established:

The policy centers around a series of well-defined obligations and duties, which if not met, would be known as "missed obligations." Missed obligations include, but are not limited to:

1. Missing a scheduled work day;
2. Bringing a child not enrolled in class on an work day;
3. Two times late for a work day (Working Parents are to be at school at least 15 minutes before the class begins);
4. A missed General Meeting (if an unavoidable circumstance arises, please contact your Class Representative prior to the meeting);
5. Failure to pay tuition on time (if there is a problem, please contact the Treasurer before the General Meeting).
6. Failure to provide in a timely manner all paperwork required by the State of Michigan (Health Form, DHS Clearance Form, Child Information Record (emergency card), DACP Volunteer Information Form (iCHAT).
7. Failure to complete your scheduled Major Clean;*
8. Failure to complete a specific committee assignment;*

Class Representatives will keep track of members' failure to meet their responsibilities. In the case of the missed obligations listed in 1-6, a first missed obligation will be recorded by the Class Representative. The representative will notify the member that the missed obligation is a matter of record and will identify the penalty if a second incident occurs. After the second missed obligation, the member will be required to pay a \$25 fine. If a third obligation is missed, the Board may approach the member family in question about leaving the Co-op. In the case of number 7, the member will be required to pay a \$50 fine and reschedule their missed day. In the case of number 8, the member will be required to pay a \$100 fine.

Positive Behavior Discipline Policy

What is Discipline?

Discipline is not punishment. Discipline is guidance. Discipline is learning. Discipline is a training process that takes a great deal of time and patience from you. Children are not going to change their unwanted behavior overnight!

When using Positive Reinforcement/Discipline at school and home:

DO NOT:

Scream/yell
Use physical punishment (spank)
Get into a power struggle
Take away food
Belittle or embarrass a child in front of others
Compare children
Threaten or make empty promises
Argue with the child
Put off handling a problem

DO:

Give clear rules and limits
Discipline in private
Be fair and firm
Be consistent
Prevent problems if possible
Act promptly
Give choices
Try something different if needed
Respect children
Listen to children
Encourage children to verbalize feelings
Be affectionate
Follow through

When working in the classroom, you are acting as an “assistant teacher” for the day. We like to use “Constructive Communication” to help us communicate with the children:

Use Positive Speech. Use positive commands and state exactly what you expect from the children. Say, “Please use walking feet” rather than, “No running!” Say, “Please keep your hands to yourself” instead of, “Don’t hit!” This also helps create a more pleasant classroom atmosphere.

Keep it Simple. Say what you mean and mean what you say as clearly as possible. Say, “Please sit down for storytime”, rather than, “Don’t run around the room because the teacher is going to read you a story and she can’t read you a story if you’re talking and running around the room.”

Be Specific with Praise. Helpful praise includes describing what the child did right. “Joey, thank you for sitting down and being quiet. I can tell you’re ready to hear the story.” Avoid saying, “Good job!” Instead, try being specific: “I like the way you’re helping to clean up the crayons.” Or, “Thank you for sharing the ball. That was nice of you!” On the other hand, if a child needs to correct his/her behavior, separate the child from the deed. “Diana, you forgot to put away that truck you were playing with. Someone could step on it and trip and hurt themselves. Next time, put it away during cleanup time. Will you put it away now, please?”

Listen attentively. Get down on the child’s eye level and give them your full attention. Sometimes it helps to repeat what they are saying to you for clarification.

Control your voice. Use a pleasant and controlled voice in talking with the children. Never yell or talk across the room. If a child is over 10 feet away from you, get up and go directly to the child to speak to him or her.

Special Needs Policy

Any child who requires constant one-on-one supervision or whose individual needs would require removing an adult from the classroom on a frequent basis, needs to be accompanied to class by a parent, or an approved parent substitute, on a daily basis. This parent is in addition to the number of parent assistants scheduled on any given day and is there to provide supervision and assistance for his or her child, not to work in the classroom. On the parent’s scheduled work days, he/she would still need to fulfill his/her responsibilities.

It is the teacher's decision to invoke the Special Needs Policy requiring a parent's full-time participation in the classroom. Teachers need to be available as classroom leaders and cannot spend significantly more time with one child than with all the others.

Generally, if a child misbehaves in school, use one of the following techniques, in order of preference:

1. **Distraction:** Try to distract the child's attention to another toy or activity. If a child is crying, take them to look out the window. If a child tries to grab a toy from another child, hand them another similar toy to play with.
2. **Positive Redirection:** Redirect the child's unacceptable behavior into a parallel acceptable behavior. For example: "Crayons aren't for throwing. Crayons are for drawing on paper. Here's some paper you can draw on." Or, "It hurts when you hit people. If you are angry, you can hit this pillow in the library." Give children alternative behaviors and teach them socially acceptable ways of dealing with their feelings. Never deny their feelings.
3. **"Say it!":** Verbalization of feelings is a valuable skill to teach children. You will need to remind them often to "use your words", "Say how you're feeling", and "Tell them with words instead of hitting them". If they can't find the words to say, you could supply them with some. "Tell Jake that you're still using the truck. He can have a turn when you're done with it."
4. **Natural Consequences:** Natural consequences suggest that what happens should naturally follow the behavior. For example, if a child throws sand, they must leave the sandbox. If they knock over someone's block structure, they should build it back. Natural consequences help children make the connection between their behavior and its impact on others.
5. **Choices:** Choices encourage children to feel responsible for their own behavior. The key is to give the child two choices, both of which are acceptable to you and have the desired result in mind. For example, if you want the child to help with cleaning up the blocks, ask him, "Do you want to pick up the large blocks or the small blocks?" Or, "Do you want to walk down the hall alone quietly, or do you want to hold my hand?"
6. **Touching:** Physically guide the child to the table for a snack; or gently take their hand and pick up a toy and return it to the shelf; rub their back if they are tense or upset.
7. **Eye Contact:** Many times if you look directly at the child, he or she will stop the negative behavior. Give them "the look."
8. **Time Out:** Time out should be used sparingly and only by a teacher. **If, at any point, you feel you cannot handle a child's behavior, please alert the teacher.** She will decide if the child needs a time out. If you use time out at home, the amount of time a child sits in timeout should not be longer than their age in minutes (3 year old = 3 minute time out). State what the child did wrong and give them a replacement behavior ("next time, remember to _____"). Praise the child for their good behavior within one minute of returning from the time out.

If you need to use any of these techniques during a class period, and the teacher was not aware of the situation, please let her know of what happened before school is over for the day. She needs to decide if the parents need to hear about what happened. **Any report to a parent about their child's negative behavior should come from the teacher.** Parents can feel free to tell other parents anything positive about their child that happened during the day.

Common Behavior Problems...and what to do about them

If a child bites...Tell the teacher right away. She will pull the child aside and very firmly tell them that biting hurts and is not allowed. She will tell them to use words to let others know how they are feeling. Any child who bites twice in one day will be sent home for the day.

If a child hits or kicks... Tell the child you understand that he or she is angry, but they may not hit because it hurts others. "Hands are not for hitting people." Give them an alternative, such as "hit the pillow instead," "Push against the wall as hard as you can." Always tell the teacher when you witness hitting.

If two or more children are fighting... If you can separate them, do so immediately. Stay with the children and ask another parent to get the teacher. While he/she is getting the teacher, try to calm the children down, and see if you can determine what the fight was about. (It's usually over a toy. Suggest that one child finish playing with it, and when he/she is done, they give it to the other child. Give a similar toy to the child who is waiting. Go back a few minutes later to be sure the child shares the toy with the other child.)

If a child whines... Say, "I can't understand you when you use that voice. Tell me again please, with your nice voice."

If a child is too noisy in the classroom... Remind the child to use their "inside voice" so they don't bother their friends. Our classroom should **not** be silent...but have a busy "hum."

If a child has a temper tantrum... The teacher should handle this if possible. She will remove the child from the group, possibly to the slide room, and ignore them if possible. After the child has quit crying and screaming, she will pat his/her back and talk to them about what happened. She will encourage them to use words next time, and give suggestions for what to do next time they feel angry, like squishing play dough, punching or screaming into a pillow, pushing against a wall, or even running in the big room for a couple minutes.

If a child uses "potty" words... Tell them that those are bathroom words and they are appropriate to say only when we're in the bathroom.

For more on discipline, see *Becoming a Love and Logic Parent* or *Discipline without Shouting or Spanking*, both of which can be found in our Parents' Library in the classroom (near the telephone cupboard). Our Parents' Library holds resource books that cover many aspects of children's development. Please check it out!

General Meetings

ATTENDANCE BY ONE PARENT IS MANDATORY AT SCHEDULED GENERAL MEETINGS; however, both parents are welcome and encouraged to come. If both of you are unable to attend a meeting, please contact your Class Representative and the Treasurer to make arrangements for payment of tuition.

Scheduling Work Days

Your Class Representative will have a sign-up sheet available for working parent days before each General Meeting. If you have more than one child enrolled, you must assist the necessary number of days for each child. Working parent schedules are reproduced for each member. Each member is responsible for arranging any changes in scheduled days, noting these changes on the master sheet on the bulletin board and informing their Class Representative of the changes. If an emergency should arise at the last moment, first find a substitute, then call your Class Representative to let them know of the change. A list of members who are interested in working for other members as "Paid Working Parents" will be compiled and will be available from the Membership Chair, as well as noted on the school's roster.

Field Trips

Field trips are not covered under our school's liability insurance policy. We can arrange to meet at a location outside of school, but parents will be responsible for their own children.

Nutritious Snacks

You will sign up to bring a snack on some of your regular work days when you schedule your work days at the General Meeting. We ask that you provide nutritious, wholesome snacks such as cheeses, vegetables and fruits, crackers, etc. Exceptions may be made on birthdays and holiday party days. Also, only 100% real fruit juice, milk or water are acceptable drinks (no Hi-C, Kool-Aid, etc.). If you need ideas on what to provide for a snack, ask the Teacher or see the "Nutritious Snacks" section in the Handbook. If you get to school and realize that you have forgotten your snack, an "emergency" snack is available at school. If the extra snack is used, you are responsible to replace it by the next school day. A list of any class allergies is available from Membership Chair or Class Representatives, so that the snack can be geared to all children in the class whenever possible.

Emergency Card and Health Forms

All children shall have a completed Emergency Card and a certificate of immunization on file at the school by the first day of class, as required by the State of Michigan. All children shall have a completed physical form on file at the school within 30 days of initial attendance. In order to simplify this process, we ask that a health form be completed and **on file** (with immunization information and physical) by the first day of class if at all possible. If a parent objects to a physical examination or immunization, a State of Michigan waiver form must be submitted.

All parents who will be working in the classroom are encouraged to have a TB test. These are available free of charge at the Oakland County Health Department. If and when a "Certificate of Freedom from Infectious Tuberculosis" is received, a copy should be kept on file at the school. Any parent who does not have a TB test on file at the preschool may not work in the classroom more than four hours per week in two consecutive weeks.

Sick Children

If your child has any of the following symptoms, **do not** send him/her to school until a doctor has examined the child and determined that the illness is not communicable:

1. Red or runny eyes, green discharge from nose
2. Cough
3. Skin rashes, sores or crusty patches
4. Sore throat
5. Fever
6. Nausea
7. Earache or headache
8. Diarrhea

Your child should be kept from returning to school for 24 hours after starting medication and/or for 24 hours after symptoms have disappeared. The Health Chairperson and/or a board member must be notified of all cases of communicable diseases. Even if a similar case has been reported prior to your child contracting a disease, the Health Committee should be informed to ensure that the proper precautions are taken at school and so that parents can be informed of the last date of infection. A **Communicable Disease Reference Chart** for the school year will be distributed to all families by the Health Coordinator.

DACP will not administer any medication to children unless there is an emergency situation and with prior written permission.

State of Michigan Protective Services Clearance Request Form and DACP Volunteer Information Form (iCHAT)

DACP requires a criminal history check on all of its employees or volunteers. The State of Michigan requires these reports to be on file at the school. Any parent, family member, or caregiver who will be working in the classroom during the school year must fill out these forms. Fill out the forms you received when you registered, send the Michigan Protective Clearance form into the Michigan Department of Human Services and return the report to DACP by the required date. The Membership Chair and Health Committee members will submit volunteer and staff information for the iCHAT reports. All information submitted and reports received will be kept in the strictest of confidence. The iCHAT reports all felonies and serious misdemeanors that are punishable by over 93 days that are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties. Suppressed records and warrant information are not included along with federal records, tribal records and criminal history from other states.

Working Parent Supervision

After completing the appropriate screening, all working parents will be supervised by the teaching staff while working in the classroom. All working parents should adhere to the suggestions and policies outlined in the handbook when interacting with the children. The teaching staff can make recommendations and provide advice for the working parents. If it is deemed necessary, the teaching staff, with approval from the board, can request that a worker who is not following the policies of the school may no longer work in the classroom. Alternate arrangements for fulfilling the parent's work obligation will need to be established immediately.

DACP Background Check Policy

Persons wishing to work in the classroom at DACP will submit the completed "DACP Volunteer Information Clearance Form" to the Membership Chair. The Membership Chair, with the assistance of the members of the Membership Committee, will initiate a background check via the Michigan Public Sex Offender Registry (PSOR) and the Michigan State Police Internet Criminal History Access Tool (iCHAT) or any other available and/or newly developed or generated background check modes.

The Membership Chair will be specifically looking for people who have pending charges or been convicted of any crime of an assaultive behavior, of a crime involving firearms or weapons, or of the following crimes as described in Section 1539 (a)(1) and (b)(2) of the Michigan School Code:

...criminal sexual conduct in any degree, assault with intent to commit criminal sexual conduct, an attempt to commit criminal sexual conduct in any degree, felonious assault in a child, child abuse in any degree, or an attempt to commit child abuse in any degree; cruelty, torture, or indecent exposure involving a child; or a violation of Section 7410 of the Public Health Code, Act 368 of the Public Acts of 1978, being Sections 333.7410 and 333.7416 of Michigan Compiles Laws...

If after the background check it is found that a volunteer has a pending charge or been convicted of any of the above crimes, the Membership Chair will notify the DACP President. The DACP President will notify the volunteer of the finding(s) and s/he is subject to being prohibited from volunteering with DACP. All background checks, volunteer forms, and any reported convictions of volunteers as listed above, will be kept confidential and filed in the DACP Membership Files located at DACP.

Registration Policy

Starting January 1st, a preliminary waiting list for the following fall will be compiled. On that date, calls will be accepted by the membership Chairperson from families not currently in the preschool, and their children's names will be placed on the list in the order the calls are received. Re-enrollment for the children of current members of the Co-op will be held during the month of January. On February 1st, the classes will be filled from the preliminary waiting list in the following order.

1. First with children from families who are members of the Drayton Avenue Presbyterian Church or who were previously members of the DACP, in the order that they appear on the preliminary waiting list. (Equal consideration is given to both groups).

2. Then with children from other families on the waiting list in the order in which they appear.

After February 1st, all families are given equal preference. Names are placed on the waiting list in the order that they contacted the Membership Chair. This waiting list shall be referred to throughout the following school year.

A Registration Fee of \$100 is due for each child when that child is placed on the class list. If your child is accepted at DACP, this fee is non-refundable. \$50 of this will be applied to your last tuition installment.

Toilet Training

Children entering DACP need to be toilet-trained before they are allowed to participate in the program. Speak with the teacher if your child is not trained. If your child has an accident at school, a working parent will assist the child in changing clothing. If a "major clean-up" ("#2") is required, the parent or a designated person must be available to come in and change the child. Please be sure to note all phone numbers where you can be reached on your child's emergency card. Please keep a change of underwear, pants, and socks in a smaller bag inside your child's school bag at all times.

Executive Board Message Center

The Executive Board Message Center hangs in the hallway at the school. Each board position has a pocket to give and receive pertinent information for families of the preschool. All parents are encouraged to use the center for any preschool business, ideas, concerns, questions, comments, or suggestions they might have. Parents will also find necessary forms in these pockets. All suggestions, etc., submitted (other than those which are a part of the teacher evaluation/goal setting process) will be collected by the President and will be brought to the next board meeting and presented to the board. Suggestions may be signed or be anonymous. If they are signed, a direct response will be given when appropriate.

School Evaluation/Goal Setting Process

The School Evaluation/Goal Setting Process provides the teachers and board with clearly defined performance objectives and expectations and feedback during the year based on confidential input from all DACP members. A school evaluation will be held by the first week of December and again by the first week of April with the Teachers in accordance with a Board approved evaluation process. The President and another member of the board will present the evaluation on behalf of the Co-op. Additionally, the Teachers will set personal professional goals at the beginning of the school year with the President and another member of the Board and do self-assessments with the President and another member of the Board by the first week of April. Contents of these sessions will be based on survey results, written comments provided by members to the President and observations of the President and other board members.

Health Care Policy

At DACP, we want to keep your children and our staff healthy and safe. We have specific procedures that cover children and staff hand washing, handling children's bodily fluids and sanitizing equipment and toys. Please follow these guidelines when you assist in the classroom.

Hand Washing

The age and learning nature of children means that infectious diseases are easily transmitted. The simplest form of infection control is hand washing. Detailed descriptions of hand washing procedures are on display in the children's bathrooms. It is important that staff and working parents wash hands BEFORE starting work, prepping food, serving food, eating, or dressing an injury, and AFTER eating/drinking, prepping food, using the restroom, assisting a child in the restroom, dressing and injury, coughing/sneezing or assisting a child with a runny nose.

Bodily Fluids

Universal Precautions, the method in which all human blood and other potentially infectious materials are treated as though they were known to be infectious, should be used when exposed to blood or bodily fluids. Protective clothing (Gloves, gown, mask) is provided (located in the First Aid Kit). All items soiled with blood or bodily fluids must be disposed of in the sealed container labeled "biohazard" found near the first aid kit. Contaminated surfaces must be disinfected with a 1:10 bleach solution.

Sanitizing equipment and toys

In the child care setting, toys and play equipment may be shared by many children and the potential for transmitting infections is obvious. Toys and equipment are sanitized during each Major Clean at DACP. Detailed instructions are in the Major Clean book. Kitchen toys are to be cleaned every two weeks by the Equipment & Maintenance Coordinator.

1. *Cleaning non-absorbent toys:* When cleaning non-absorbent toys such as blocks or plastic toys, wash them with soap and water. Rinse in a diluted (1:10 to 1:100) bleach solution. Air dry.
2. *Cleaning absorbent toys.* When cleaning absorbent toys such as stuffed animals or play clothes, wash them in a washing machine. Bleach should be used if possible. Air dry or machine dry.

EMERGENCY PROCEDURES

Fire

In the event of fire or the detection of smoke or fumes:

1. Sound the fire bell, located in the classroom on the wall next to the snack cupboard.
2. Gather children and lead to nearest safe exit. Do not stop to pick up coats.
3. The Teacher is to pick up attendance sheet, make a last search to be sure all children have exited, and notify fire department.
4. Once outside of building, lead group to large parking lot and take attendance.

A Fire Drill shall be held at least twice during the school year. A log shall be kept recording the date of the drill, the time it took to clear the school, and any problems that arose.

Serious Accident or Injury

Stay with child. Send someone to notify Designated First Aid Responder (Teacher or Assistant Teacher; the President may also determine additional Designated First Aid Responders if there are parent workers who have received OSHA training on blood-borne pathogens.) The Designated First Aid Responder shall also have training in First Aid and hold an Infant and Child CPR certificate.

First Aid Responder:

1. Determine the extent of injuries.
2. Administer first aid. First Aid Kit is a red box located on top of the phone cupboard. Universal Precautions, the method in which all human blood and other potentially infectious materials are treated as though they were known to be infectious, should be used when exposed to blood or body fluids. Protective clothing (gloves, gown, mask) is located in the First Aid Kit.
3. Do not leave child unattended; send another adult to call 911 if needed.
4. All items soiled with blood or body fluids must be disposed of in the sealed container labeled "biohazard" found near the first aid kit. Contaminated surfaces must be disinfected with a 1:10 bleach solution.
5. Fill in necessary injury log at school (located in the First Aid Kit).

Other Working Parents:

1. Notify child's parents. Emergency cards are located on the first shelf of the teacher's cabinet next to the phone.
2. Move other children away from the area of the injured child.
3. Resume activities or initiate new activities with the class.

Tornado

It is not the general practice of DACP to dismiss school in case of severe weather, a tornado watch or tornado warning. The school has a weather alert radio that receives Tornado Watch and Tornado Warning alerts directly from the National Weather Service.

A Tornado Watch means that weather conditions are such that a tornado may occur during the next several hours. During a Tornado Watch, children will remain in school and class will continue as normal to avoid panic, confusion and other safety risks inherent in dismissing school early (i.e., parents not home, emergency contact not home, etc.).

A Tornado Warning means that a tornado has actually been sighted in the area. In this event, children will remain in the building (seated in the main hallway) until the "all clear" report is received.

We believe that these procedures afford your children greater security than they would have if released from school. Because some parents feel differently about this, children will be released to parents who come to the school in person or send written permission with another adult. The school will not be able to release children to friends or neighbors without such permission directly from the parent. We feel that the transfer or responsibility for the welfare of each child, especially in time of emergency, must be through personal or written contact between a parent and a school authority.

Bomb Threat/Evacuation

In the event of a bomb threat or other evacuation of the school the teacher, working parents and students will walk to Roosevelt Primary School. The teacher will pick up attendance sheet and do a head count before exiting the school. Teacher will then take attendance once everyone is gathered at Roosevelt.

TIDBITS

Please remember that school begins and ends promptly.

Parent/Tot Class: Wed. - 9:00-10:45 AM (**work days** - 8:45-11:00)

AM Class: Tues. & Thurs. - 8:45-11:05 AM (**work days** - 8:30-11:20)

PM Class: Tues., Wed. & Thurs. - 12:15-2:35 PM (**work days** -12:00-2:50)

1. Once class time has begun, parents are urged to refrain from socializing with one another. As working parents, it is our obligation to assist in the smooth operation of the class. Please refer to the other working parents as Mrs./Ms. or Mr. _____ (first name)
2. Except on color days (AM class), letter days (PM class), and your child's Show and Tell Day, children should refrain from bringing toys or articles from home which may distract their attention during class time.
3. The children will take turns bringing Show and Tell to share in the AM and PM classes. The AM and the PM Show and Tell Bag will rotate equally among all of the children in each class. When it is their turn, the children may bring one item of their choice to school to show to the class. At times, they will be asked to bring in something specific (a favorite book, for example). For those times, parents will be given prior notice.
4. Please refrain from bringing in food or drink to the classroom (other than snack).
5. Please remove winter boots before coming into the classroom, and provide children with other shoes to wear during class time.
6. Although the children are encouraged to learn to dress and undress themselves, please assist them in removal and proper placement of outer clothing. Each child will have his/her name above the appropriate coat hook where their garments may be hung.
7. There are bins for each class in which each child has a folder. Please check this folder daily after class for any artwork or handouts (flyers, newsletters, etc.) that have been sent home.
8. We celebrate birthdays at school. Parents usually provide the birthday snack and a beverage. (Your birthday snack does not have to be a "nutritious snack.") Please sign up to send snack on your preferred date. Children with summer birthdays may celebrate their half-birthday in school.
9. Working parents may not bring an un-enrolled sibling or other child to class on work days. As a worker, it is important that you are able to give your full attention to your role. Siblings are, of course, welcome during circle time.
10. Parents will arrange for their own child's transportation. At the end of each session, you are responsible for collecting your child's belongings and dry art work before leaving, as well as that of any children in your car pool.
11. Parents and children are asked to enter and exit school by the basement entrance adjacent to the small parking lot.
12. When going outside with the children, an adult must exit first. Never let the children run out ahead of you.
13. No running indoors unless during supervised activity. Teach children to walk when moving about in school. "Use walking feet please" works well.

DACP School Calendar

The DACP School Calendar is based in part on the Ferndale Public Schools Calendar. Significant dates are set as follows:

DACP Orientation	The Wednesday after Labor Day
DACP first week of classes (September)	1 week after Labor Day
DACP winter holiday vacation	Begins 1 week before FPS winter holiday vacation (subject to change)
DACP first week of classes (January)	Same as FPS
DACP winter break	Same as FPS
DACP spring holiday vacation	Same as FPS
DACP last week of classes	First week of June (subject to change)

Inclement Weather

DACP follows the lead of Ferndale Public Schools when determining whether or not classes should be canceled due to poor weather conditions. If you are uncertain whether or not classes will be held on a particular day, telephone the Ferndale Public Schools information office: 248-586-8690.

AM and PM CLASSROOM SCHEDULE

Set up

Working parents are to arrive at the school a minimum of 15 minutes before their class session begins. A complete list of set up and clean up instructions can be found on page 22-23 of this Handbook, and instructional cards for up to 4 working parents are provided for use in the classroom (posted on Rags / Snack Cupboard).

Arrival and Greeting

When parents arrive at school on days they are not working the classroom, they are to wait in the Slide Room with their child until the teacher comes to let them know that it is time for school. If a parent is unable to stay with their child until class is called into session, they need to ask another parent to be responsible for their child in the Slide Room. Parents and siblings are welcome (but not required) to join the class on the Big Blue Carpet for "Circle Time" when it is time for school to start. **Please refrain from socializing during circle time so that the children can give their full attention to participating with the teacher.**

Free Choice

When Circle Time is over, working parents move to the area that they have chosen. Areas of responsibility include the Art Center, the Slide Room and the Language Arts Center or the Math/Science Center. If a fourth parent is working, they act as a Float Person and fill in where they are needed, help with hand washing, distribute handouts and monitor the hallway. During this time the children will be free to move to different activities in the classroom and the slide room. Activities directed by one of the working parents or by the teacher in the classroom may include an art project, cooking project, play dough or shaving cream, sand/water/beans/snow/ at the Sand or Water Table, painting/chalk at the easels, games (Bingo, Animal Lotto, etc.), or directed science/exploring activities. Undirected activities in the classroom may include small manipulatives, puzzles, undirected art activities, dress-up play, undirected science/exploring activities, library time, or play on the Big Carpet with toys from the toy cupboards and block cupboard. The Slide room offers imaginative play opportunities with the climber, building blocks, puppet theater and other toys and games rotated into it.

Clean Up

At the end of the Free Choice period, the children will assist the Teacher and the working parents in cleaning up all materials and centers. The tables are to be cleaned with the 4 Step Process, posted on the teacher's cupboard.

Movement/Music Time

The Children will gather on the Big Carpet with the teacher for Movement/Music Time. Working parents should be helping the snack parent set up for snack.

Bathroom, Wash Hands, Snack

After music Time, the children will be dismissed to go to the bathrooms to wash their hands before Snack Time. At least two parents will assist the children, one in each bathroom, to turn on the water, adjust the temperature, and hand out paper towels for drying. The other assistant (or assistants) will help the Snack Parent finish setting up snack. All the teachers and working parents will wash their hands before handling food items. The children sit by their name tag at the snack tables. The working parents also sit with the children at the Snack tables. The children are encouraged to do as much of the pouring, cutting, spreading, etc. as they can.

As the children finish with their snack they are to clear their place and go to the Library to select a book to look at in the library. The Snack Parent will clean up after snack. One working parent may accompany children to the library.

Story Time

The children will gather on the big blue carpet with the Teacher for Story Time. One working parent (not the Snack Parent) should sit and participate with the children. The Snack Parent and the other working parents will be QUIETLY cleaning up from snack time.

Gross Motor

The children will have a Large Motor Activity period outside, or in the Big Room or Classroom in the case of inclement weather, as directed by the teacher. All working parents should accompany the class during this period.

Clean Up, Departure

Parents arriving to pick up their children will wait in the hall until the teacher calls them in. To ease congestion, parents shall come in to the classroom through the door closest to the exit and leave through the door by the Big Carpet. At least one working parent will remain with the children on the carpet until all have been picked up. The other working parents may finish cleaning the classroom. Clean up responsibilities are listed in the Handbook and are posted in the Snack Supplies Cupboard in the classroom. As soon as all of the children have left, clean up shall be completed if necessary.

PARENT-TOT CLASSROOM SCHEDULE

Set up

The Snack Parent and the other working parents are to arrive at least 15 minutes before the start of the session to help set up the classroom. A complete list of set up instructions can be found on page 22 of the Handbook. Other instructions are posted on the outside of the Snack Supplies Cupboard, in the janitor's closet and around the classroom.

Arrival, Greeting

Children and parents will wait in the Slide Room as they arrive at school until the Teacher comes to say that it is time for school. The children and parents are welcome to assemble on the "Big Carpet" for Carpet Time activities.

Free Choice

Parents will accompany their child throughout this period of free choice. The children will be able to choose from a variety of activities in both the classroom and the Slide Room.

Clean up

The parents will assist the children in cleaning up all materials and centers. The tables will be cleaned with the 4 Step Process posted on the outside of the Teacher's Cupboard.

Movement/Music Time

The Children will gather on the Big Carpet with the teacher for Movement/Music Time. Parents may participate with the children.

Snack

The children will wash their hands and sit at the table with their parents for snack. All the teachers and working parents will wash their hands before handling food items.

Group Time

The Teacher will conduct a period of stories, finger plays, or songs on the Big Carpet.

Gross Motor

The children will have a Large Motor Activity period outside, or in the Big Room or Classroom in the case of inclement weather, as directed by the teacher. All parents should accompany the class during this period.

Clean up

The Working Parents will begin cleaning the classroom. Clean up responsibilities are listed in the Handbook and are posted outside the Snack Supplies Cupboard, in the janitor's closet and around the classroom.

WORKING PARENT DUTIES (AS LISTED ON THE "JOB CARDS")

SET-UP Parent #1 (Snack): PLEASE KEEP THIS CARD WITH THE APRON MARKED #1

- (AM and P/T only): Place bins & file folders in hallway on the floor. Hang the "Communication Center" in hall.

TUESDAY AM ONLY: Parents #1 and #2: Take down chairs from tables.

1. Prepare the wash buckets: Use the buckets designated for "Washing Tables" only. These buckets are kept under the sand table.
 - (a) Fill one bucket with warm water only; and the other bucket with warm water and one small drop of LEMON BRITE SOAP. Place washcloths in each pail. (Washcloths are found inside yellow "clean towels" cupboard)
 - (b) Place these buckets just inside the door of the "drying room", to the right, near the recycle bin.
 - (c) The disinfectant spray bottle is premade in SOL-U-GUARD spray bottle, located on top of the yellow cupboards in the classroom. **DO NOT EMPTY DAILY!** (If spray bottle is empty, please refer to mixing instructions on bottle.)
2. Check paper towel dispensers and toilet paper, and fill if necessary, with supplies from Janitor's closet.
3. Help with Gross Motor toys when finished. Refer to inside Big Room Closet.
~During class, help children with their play. Invite them to do an activity they haven't done. **During music time, set up tables for snack.** Follow table washing instructions posted on the Teacher's Cupboard in the classroom. AM/PM: REMOVE PILLOWS & BEAN BAGS FROM LIBRARY AREA TO "DRYING ROOM" BEFORE SNACKTIME BEGINS.

SET-UP Parent #2: PLEASE KEEP THIS CARD WITH THE APRON MARKED #2

- **TUESDAY AM ONLY:** Parents #1 and #2: Take down chairs from tables.
- *IF SNOW NEEDS TO BE SHOVELED FROM ENTRYWAY, PLEASE DO THAT BEFORE ANYTHING ELSE. ADD ROCKSALT TO STAIRS IF ICY. (Shovel and salt should be near entry door, or in janitor's closet.)
1. Spread out children's name tags on felt board in the Slide Room. Nametags are located to the right of Mrs. Fuller's music cart, on the built-in shelves.
 2. Prepare paint easels:
 - (a) Place newspapers (found on floor next to puzzle shelf) on floor under easels, and clip newspaper to easels with attached yellow clips.
 - (b) Prepare paint cups; check with Mrs. Fuller for color(s). (Cups, baggies, paint and brushes found in "Art Supplies" cupboard) Line paint cups with a plastic baggie. Paint goes inside the baggie in the cup. Fill each cup only half-way. Put lids on cups, add a brush and place in the easel trays.
 - (c) Clip easel paper on each easel. Easel paper is on top of the "snack supplies" cupboard...the large roll of "butcher" paper. Pull down paper only to the **red line** on the yellow cupboard, and lift up and to the side to cut paper.
 3. Help with Gross Motor toys.
~During free choice time, monitor the easels, and switch paper/write names on paintings when necessary. Assist snack parent with snack set-up during music time. **Help children wash hands before snack.** (Proceed to the bathrooms while the children are lining up to wash hands.)

SET-UP Parent #3: PLEASE KEEP THIS CARD WITH THE APRON MARKED #3

1. Prepare the sand/water table(s) at Teacher's discretion:
Remove lid. Put lids for both tables behind the table, against the wall, horizontally. When using the water table, fill it no more than half-full. Use the expandable hose in the janitor's closet and warm water. Place towels on either side of table on floor. Hang a small towel on the bar of the water table. Add a few water toys from bin underneath the table.
2. Assist the Teacher in assembling materials for the Art (red) Table. Cover art project table with newspapers if needed.

3. Begin set up for Gross Motor play. Check with Mrs. Fuller to see if kids are playing inside or outside, and if Big Room has been unlocked. If not, get “Big Room” key from inside right door of Teacher’s Cupboard in classroom. Unlock Big Room Closet door. **Follow instructions posted on the inside of the door**, for either indoor or outdoor play. **PLEASE LEAVE BIG ROOM CLOSET DOOR OPEN and UNLOCKED**. Return the key to teacher’s cupboard.
 4. Pass out handouts and/or artwork from your class’ bin into each child’s file folder, in the hallway.
- ~**During free choice time**, invite the children to participate in the Art activity. Be sure to have them write their own names on their papers if they know how. Assist with smocks. Assist snack parent with snack set-up during music time. **Help children wash hands before snack**. (Proceed to the bathrooms while the children are lining up to wash hands.)

CLEAN-UP Snack Parent (Parent #1): **QUIETLY**, During Story time (after Snack time):

1. Clean up snack area:
 - (a) Wash tables following instructions posted on the teacher’s cupboard.
 - (b) Wash out any dishes, utensils, or any other items **that will remain at school** with soap solution, rinse with water and sanitize. See instructions posted in the janitor’s closet. Air-dry in the classroom, on a towel on top of the sand table. (Please take home all opened but unfinished snack/drinks) Send used snack dishes home with parent who has snack duty for next class. Put the tub of dishes under their child’s hook in the hallway.
2. Empty all water pails into the janitor’s closet sink or outside. Do **NOT** put any paint, glue, glitter or sand down the janitor’s closet drain. Be sure to put the “Washing Table” buckets back underneath the sand table. Sweep floor.
3. ***PM Class only:** Help with clean-up of Gross Motor toys.
4. ***PM Class only:** close and lock slide room windows if they are open. Turn lights **off**.
5. ***THURSDAY PM Class only:** Help put chairs upside down on the tables.

CLEAN-UP Parent #2:

1. If the water table is full, empty it by connecting the expandable hose to the spigot on the bottom and drain into the urinal closest to the door in the boy’s bathroom. (Start this process when class goes to Big Room or outside to play) You could also drain it using buckets from the janitor’s closet. (This is faster, but you need to monitor it closely)
2. Check to see if we are low on any supplies...write on “Purchasing” list posted on the door closest to the sand table: (hand soap, garbage bags, toilet paper, etc.)
3. Put all used towels and dishcloths into the milk crate in the janitor’s closet.
4. After School, or if you have time while children are playing outside or in big room, **vacuum carpets** in classroom and slide room. Flooring in slide room should also be vacuumed. Check runner in hallway, and if needed, vacuum as well.
5. AM/PM only: Replace pillows/bean bags after vacuuming library area.
6. ***PM Class only:** Help with clean-up of Gross Motor toys. Be sure ALL lights in the Big Room are off, and that the Big Room closet door **is closed and locked**.

CLEAN-UP Parent #3:

1. After school: put away children’s name tags, back in pie plate on built-in shelf in classroom, behind the door by the big “dots” carpet.
2. Check bathrooms and refill soap/paper towels/toilet paper if necessary. Wipe sinks if needed. Pick up papers and empty waste baskets in classroom and bathrooms. **To save on trash bags, trash should be poured from one bag to another whenever possible.**
3. Put trash into dumpster in the back of the church.

4. ***PM Class only:** Place class bins, file folders and “communication center” back in classroom, on big “dots” carpet. Hang “Communication Center” on the hook on the wall, above the “Magic Apple Tree”.
5. ***PM Class only:** Help with clean-up of Gross Motor toys. Make sure all lights are turned off in Big Room and hallways, and that the Big Room closet door is **closed and locked**.
6. ***PM Class only:** close and lock slide room windows if they are open. Turn lights **off**.
7. ***THURSDAY PM CLASS ONLY:** Help put chairs upside down on the tables.

WORKING IN THE CLASSROOM

The following is a description of the different areas and activities offered in the classroom and some guidelines to follow when working.

Art Center

The Art Center consists of the project table, easels and water table.

Project Table or Easels: Each day the Teacher will have some directed activity available. This is usually an art project. When assisting at the Project Table or the easels, the following suggestions may be helpful:

- Ask children if they would like to print their own name on their artwork instead of doing it for them. If you are printing their name, use a capital first letter and lower case letters for the rest of their name. This eliminates any confusion between capital and lower case letters in the future;
- Provide smocks when necessary;
- Roll sleeves high;
- Please do not “do” the child’s work for him/her. Let it be the child’s work not yours. You are only there to assist. If the child has a creative interpretation of what the project is supposed to be, that’s OK.
- When a child has made a picture, instead of asking “What is it?”, it is better to say “Can you tell me about your picture?” Children do not always want to talk about it; don’t force it. It may just be colors or designs to the child as well.
- If the children are gluing, put glue in small dishes on table, and keep supplying. Show child how to use a small amount of glue on one side of paper. Show him/her how to turn it over and press it where he/she wants it.
- If the children are cutting, show children how to manage scissors. Teaching scissors are available if the child needs and wants more assistance. Let children help put scraps in basket.

Water Table:

- Must be well supervised. Smocks are provided; be sure to roll up sleeves!
- Fill water table 1/2 of the way with warm water. Soap suds or color may be added.
- To avoid falls, immediately take care of any spills that may occur.
- The water must be drained at the end of each class session.

Language Arts Center

The Language Arts Center consists of the writing Center and Library.

Math/Science Center

The Math/Science Center consists of the activity table, shelves and the sand table. The children may select materials from the open shelves to be used in the Math/Science Center.

Sand Table: The Sand Table will be used at the discretion of the Teacher. It may be filled with sand, beans, snow, shaving cream, etc.

- Sand should not be thrown in any direction, i.e. out of the sand box or at another child. If you should witness such behavior, tell the child that “sand is not for throwing.” Give the child another idea for using the sand.
- The Sand Table must be covered at the end of each session. Sand that has landed on the floor must be discarded.

Housekeeping/Dramatic Play Center

The Housekeeping/Dramatic Play Center consists of the kitchen area, dress-up clothes, dolls and accessories and the toy box.

Construction/Dramatic Play Center

The Construction/Dramatic Play Center consists of the Big Carpet area, unit blocks and toy cupboards. During the Free Choice Period, children may play with any toys that are in the toy cupboards. The blocks from the large block cabinet are also available.

- When the children are building with the large blocks, help them start building out of the way of equipment and others. Set up some blocks with them. After the children take over, sit close by in a low chair or on the floor. Give encouragement but do not dominate block play. Do not allow blocks to be thrown. Blocks should not be higher than level of child's head. At clean up time, encourage children to help you put away blocks by suggesting that "the long ones go here", etc.
- Children may need encouragement to begin play on Big Carpet. Working Parents may also bring down games or puzzles from the Teacher's cupboards for the children.

Slide Room/Large Muscle Equipment

- No children are allowed in the Slide Room unless an adult is present. The supervising adult must remain in the Slide Room at all times while children are present.
- The number of children allowed in the Slide Room (usually six) is left to the discretion of the Teacher and the assisting parent.
- The parent in the Slide Room should attempt to monitor the drinking fountain and hallway activities when possible. Children should walk in the hallway and stay in the school area.
- If a child needs help in the big bathrooms when you are in the Slide Room, send a child to the home room to ask a Working Parent to help them. Never leave children unattended in the Slide Room.
- No jumping off the slide-climber. No walking up the slide. Children are to use the guidelines provided in the room. This suggestion is made in hopes of preventing possible head and other serious injuries.
- If there are very physically active children in the Slide Room, consult the Teacher for activities to use. Instead of reacting negatively with "Don't do this" or "Stop that," send the Teacher an SOS rather than going beyond your toleration point.
- Try to be an active participant in the Slide Room. If some of the children are playing well together and do not need your attention, maybe there is one child who may need some individual attention. If two parents are in the slide room, please try to refrain from chatting with each other at this time. Remember that you are teaching even if it means just being a good listener.
- If a child persists in doing something that is dangerous to him/herself or to another child, after warning once, ask the child to leave the area. Notify the Teacher so that she can work on this with the child.
- Notify the Teacher of any physical accident or bump so that it may be brought to the parents attention and logged appropriately.
- Chalkboard activity is permitted. Chalk is usually found on the windowsill.

Other Activities

Activities which are frequently a part of the Preschool curriculum also include:

Play dough

- Adults sit at table and encourage children to experiment.
- Keep clay and play dough picked up off the floor. Throw it away if it was on the floor.
- Cookie cutters, rollers, scissors and plastic knives are some of the "tools" occasionally used to vary the experience.

Woodworking

Woodworking may be scheduled occasionally by the Teacher.

- One child will work at the workbench with an adult. A list will be provided to record each child's turn, should they care to participate.
- Children must wear safety glasses (goggles). Safety glasses are available for assisting adults also.
- Tools need close supervision. Be alert.
- Help the child to use the tools carefully and correctly. If necessary, demonstrate how to do something by putting your hand over the child's hand. This is an activity which needs constant encouragement and assistance.

Cooking

Completely cover the table with wax paper and collect all the needed supplies and ingredients before beginning.

- Children must wash their hands with soap before they may participate.
- Encourage the children to do as much of the peeling, chopping, stirring, measuring, etc., as they can safely do.

Routine Activities

Dressing

- Expect children to take off or put things on that you know they can, even though you may be able to do it faster.
- Help child learn to put clothes on in a logical way.
- Encourage children to hang up their own clothing.
- Children enjoy and want to help other children; such actions should be encouraged.

Clean up

- Give the children a warning a few minutes ahead of time. Cleanup can very often be motivated by mentioning the activity to follow.
- Try to make this activity fun; children love to be helpers.
- Have an attitude of expectancy.
- Encourage each child to put away at least one thing.
- Give praise when they do help.
- Try to help them put things in areas marked for specific toys.

WHEN YOU ASSIST

When it is your time to work in the classroom, your child:

- may not act his/her “best self”;
- may resent your attention to others at first;
- may need lots of attention from you;
- will gradually accept your friendliness to other children;
- will gradually look forward to the days when you help.

Be assured that your child behaves far better when you are not there and that every parent has their moments of despair when they are sure that their child is getting worse instead of better. But progress is not accomplished in steady forward movement for small children. They grow in spurts peppered with seeming standstills and steps backward, but the overall picture is progress.

Basic Principles

Children are continuously learning. Teaching and guidance of some sort are constantly in progress with or without planning or thought. The Preschool has been planned to facilitate learning; therefore, as one aspect of the environment, adults and children learn in the most constructive way. The term “guidance” is used in preference to “direction” or “training” in order to point out the child’s growing capacity for independent action, for selecting and carrying out activities, and for working happily near and with other children.

Children are immature but dynamic individuals with inner capacities for growth. Some children adjust easily to the demands made on them by adults, others need more help and make greater demands on the time and energy of parents and teachers, but all are interesting once you understand them. Goodness, naughtiness and cuteness are adult concepts. We will be most successful in guiding children’s development when we know something in general about what kind of performance to expect of children at this age and stage of development.

It takes time for both children and adults to learn in preschool. Trust your own capacity for making a reasonable response as you work with children. Hard and fast rules for adult conduct are undesirable; for a few suggestions which may prove helpful, follow this segment.

Talking to Children

Treat children with respect at all times. Before giving directions or suggestions to a child, make sure that he/she really needs them. Don’t interrupt a child unnecessarily. Too much talk is confusing to children.

1. See that you have a child’s attention before speaking. You may need to kneel in order to face a child. Avoid talking to the air or to the child’s back, and avoid calling across the room.
2. Use a quiet, pleasant, natural, confident tone of voice.
3. Use words and phrases he/she understands. Avoid unnecessary explanations.
4. Be clear in your own mind as to what you want. State your request or direction clearly and definitely. Try to be positive. Say, “please do this” instead of “don’t do that.” Think in terms of what possibilities are open to the child.

5. Expect the child to hear you the first time. Avoid the common tendency to repeat any statement or question three times.
6. Expect the child to do what is asked of him/her.
7. Reinforce your request with action when necessary. If you have made a request that is reasonable and understood by the child, you may need to show the child how to complete the expected action.
8. Redirections, that is offering alternatives, are most effective when consistent with the child's motives and interests.
9. Remember, the Teacher is always on hand to intercede in difficulties. Discipline is the Teacher's responsibility.
10. Do not force a child, even your own, to say "sorry". To do so is teaching that it is okay to lie. Instead, try to get him to see how the other child feels. Say, "If you feel sorry you hit her, you can tell her that."

Working with the Children

1. Do bring your sense of humor to school. This is a valuable asset. Not all days go smoothly and lightheartedness sure comes in handy from time to time.
2. **Be aware of what every child is doing every minute. The children come first, not talking with other adults.** Do a head count once in a while.
3. Help the child develop skills, but do not hurry him/her or compare him/her with others. Each child is different.
4. Foresee the results of behavior. To anticipate is better than to have to clean up afterward, if possible.
5. Praise is a most effective tool. Teasing or humiliating a child is a very poor technique.
6. Be loyal and professional in your assisting. When problems arise, try not to become tense or worried. If you have a problem or do not understand a situation, ask the Teacher before discussing it with others.
7. As far as possible, let children try out their own powers, but never hesitate to give help. We demonstrate instead of doing for the child.
8. Feel free to sit and participate whenever you can. Do not carry a child—even your own. Hold him/her on your lap if he/she needs comfort. Some of the best days are those when children are so occupied that you can sit and learn from observing.
9. Keep things neat. Littered tables and rooms are not conducive to creative or independent work, however, don't overdo. Preschool is a time to find out how to handle spills. Children need to experience too much paint on a brush to gain why a little less is better. This is when lightheartedness is crucial. Say, "Oops! Oh well, all we have to do is clean it up." Be sure the child then does help to clean up.

NUTRITIOUS SNACKS

“The young child needs food for growth and health. The food he/she eats should be carefully chosen to provide the nutrients he/she needs. Snacks, as well as meals, contribute to his/her daily nutritional intake. In addition, foods that are carefully selected help the child develop positive food habits which are a foundation for good health throughout life.” (*Snacks That Count*, DSS Publication 242 (I-275)).

On your snack day, you should provide a nutritious snack that will serve all of the children in the class, the Teacher and the Parents working in class that day (**25** in Parent-Tot, **21** in the AM class, **25** in the PM class *for the number of students plus 5 adults*). We prefer water to drink, fill our pitchers from the drinking fountain in the hallway. Reusable cups and plates are provided for each class. Snack parents are to take bins home on the day before their assigned snack day, wash and dry these items, and bring them with you on snack day. (*Snack dishware must be washed in a dishwasher, per health regulations.)

Your class roster will list the allergies for your class. It is necessary to be aware of these allergies so you may provide snacks that are okay for each child.

Snacks should be served family-style. Small servings are better than waste; let children make part of the snack by spreading, cutting, dipping, etc. Please take home all unused snack items that you bring in.

Breads/grains

Wheat bread	Rice cakes
Pita bread	Wheat crackers
Tortillas	Saltines
Bagels	Graham crackers
Fruit/nut breads	Goldfish crackers
English muffins	Oyster crackers
Pretzels	Granola bars/trail mix
Assorted dry cereal (<i>low sugar variety</i>)	

Muffins

Apple/cinnamon
Blueberry
Raisin/bran
Pumpkin
Cornbread
Banana

Dips & Spreads

Cheese spread
Cream cheese
Fruit & cream cheese
Nut butters
Apple butter
Fruit spread
Hummus

Vegetables & Fruits

Celery	Apples	*Cherries
Carrots	Pears	Peaches/nectarines
Broccoli	Oranges	Plums
Cauliflower	*Grapes	Strawberries
Cucumbers	Pineapple	Blueberries
Cherry tomatoes	Bananas	Tangerines
Green beans	Melons	Applesauce
Pea pods	Fruit cocktail (<i>low sugar</i>)	

*Please make sure grapes, cherries, or other small fruits do not have seeds.

Dairy

Cheese slices/sticks
Yogurt
Cottage cheese
Pudding
Custard
Fruit milkshakes

Other Snack Ideas

Popcorn
Finger Jell-O
Nuts and bolts - Cheerios and pretzels

Graham Cracker Cookies - Combine cream cheese and honey in cookie decorating tube and let kids do their own thing on the cracker.

Spiders - spread peanut butter on graham crackers and let children make “spiders” using thin pretzels and raisins.

Ants on a Log - spread peanut butter on celery, let children put on the raisin “ants.”

Kabobs - use thin pretzels for spears and add cheese and/or fruit

Popsicles - made with 100% fruit juice.

**CONSTITUTION
of the
DRAYTON AVENUE COOPERATIVE PRESCHOOL, INC.**

Article I. Name

This organization shall be known as the Drayton Avenue Cooperative Preschool, Inc., and is licensed by the State of Michigan.

This Preschool meets in the Drayton Avenue Presbyterian Church, Pinecrest at Drayton Avenue, Ferndale, Michigan. It operates as a nonprofit, non-discriminatory, non-sectarian, self-financing group.

The Preschool is a member of the Greater Detroit Cooperative Nursery Council and the Michigan Council of Cooperative Nurseries.

Article II. Object

Sec. 1. To provide a group environment for any pre-school child, where children may learn to play well together, acquire good social habits, and be given an opportunity for creative expression in art, music and play.

Sec. 2. To provide a parent education program for the parents of the children enrolled in the school.

Article III. Membership

Sec. 1 Any parent who enrolls his/her child in the Preschool automatically becomes a member of the group and agrees to abide by the rules of the Constitution and its By-Laws.

Sec. 2. Preference will be given to former members of the Preschool and to members of the Drayton Avenue Presbyterian Church whenever possible. Membership is limited by the licensing requirements of the State.

Sec. 3. Active members shall consider themselves honor bound to study the subjects under consideration by the preschool, to perform committee work assigned them, and to perform other duties as stated in the By-Laws. Inasmuch as this is a cooperative preschool, each parent is obligated to assist the Teacher in school for a predetermined number of days throughout the school year. Should the Executive Board waive the above obligation, the parent concerned must be willing to do other work determined by the Board.

Sec. 4. No resignation from membership shall be accepted from one who is in arrears for dues.

Sec. 5. Attendance at General Meetings is mandatory as provided in the By-Laws, unless waived by the Board.

Article IV. Requirements of Members

Sec. 1. It is required that all children meet the State of Michigan health requirements prior to the first day of school.

Sec. 2. No child shall be admitted unless two (2) years of age by December 1st of the school year in which he/she is enrolled.

Article V. Officers - Executive Board

Sec. 1. The officers of the Drayton Avenue Cooperative Preschool, Inc. shall include President, Membership Chairperson, Secretary, Treasurer, AM Representative, PM Representative, Parent-Tot Representative, Delegate to the Greater Detroit Cooperative Nursery Council/Assistant Treasurer, and Fundraising/Publicity Chairperson.

Sec. 2. The regular term of office of all officers shall commence on July 1st following their election to coincide with the end of the fiscal year on June 30th.

Sec. 3. Vacancies in an office may be filled by appointment of the Executive Board.

Article VI. Meetings

Sec. 1. General Meetings shall be as scheduled by the board.

Sec. 2. Special Meetings may be called by the President or by any three members. The call for the Special Meeting must state the business to be transacted and no other business shall be transacted except that specified in the call. Notice of said meeting shall be given at least two (2) days prior to the date of the meeting.

Sec. 3. Board Meetings shall be held each month and are open to all members of the preschool, except for discussions regarding issues personal in nature to a particular teacher, family, or child; which discussions will be confidential shall be determined by a majority of the Board.

Article VII. Quorum

Sec. 1. A majority of the membership of the Preschool shall constitute a quorum at any general meeting, but at no time shall the lack of a quorum at a general meeting prevent those present from proceeding with the program of the day.

Sec. 2. A majority of the membership of the Preschool shall be necessary for a quorum at a special meeting.

Sec. 3. A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the board.

Article VIII. Amendments

Sec. 1. This constitution may be amended at any General Meeting by a two-thirds vote of all members present, the proposed amendments having been submitted in writing and/or read to the Preschool at a General Meeting at least four (4) weeks before voted upon.

Sec. 2. The By-Laws and standing rules may be amended, adopted or repealed by a majority of the Executive Board at any meeting of the Board, or by a majority of the members at any General Meeting of the membership.

Article IX. Dissolution

The organization reserves the right to dissolve at any time upon the vote of three quarters of the membership. Upon dissolution, any remaining assets after payment of expenses and refunds to members of the unused portion of tuition paid in advance are not divided among the members; such assets are to be transferred to such exempt organizations which qualify under Section 501(c)(4) of the Internal Revenue Code of 1954.

BY-LAWS

Article I. Dues

Sec. 1. A non-refundable registration fee is required per child when a written application is submitted.

Sec. 2. Tuition will be paid in installments designed by the board.

Sec. 3. Parent-Tot Session will consist of children reaching the age of 2 years by December 1st of the school year. AM Session will consist of children reaching the age of 3 years by December 1st of the school year. PM Session will consist of children reaching the age of 4 years by December 1st of the school year. All children are taken into the Preschool on a probationary basis for the first three weeks of their enrollment. If, in the Teacher's and/or parents' judgment, a child is unable to adjust to the Preschool group at the end of the three-week period, the child may be withdrawn with a refund of remaining unused tuition paid with no further obligation of tuition.

Sec. 4. No tuition will be refunded after the initial three-week period of enrollment, except at the direction of the board.

Sec. 5. Any child entering after the opening of the school year will pay tuition pro-rata, according to board policy.

Article II. Duties of the Officers

Sec. 1. The regular term of office of all officers shall commence in July following their election.

Sec. 2. The duties of the officers shall be such as are implied by their respective titles, and such as are specified in these By-Laws.

Sec. 3. **The President** shall preside at all General and Board Meetings. He/she shall be a voting member of GDCNC. He/she shall prepare an annual report at the end of his/her term of office. He/she shall, with the aid of the other board members, appoint committee chairmen, delegates, schedule meetings, plan calendar with Teacher, and generally supervise the administration of the preschool. He/she shall act as Liaison with the Church. On licensing years, he/she shall be responsible for those procedures. One year of board service is recommended.

Sec. 4. **Vice President** shall preside at General and Board Meetings in the absence of the president. He/she shall assist president with the aid of the other board members, appoint committee chairmen, delegates, schedule meetings, plan calendar with Teacher, and generally help supervise the administration of the preschool. He/She shall collect and deposit all incoming money for the preschool including tuition and the Silent Auction. He/she shall record every deposit. He/she shall represent the preschool to the Greater Detroit Cooperative Nursery Council. He/she shall oversee the Field Trip/Special Events Coordinator. One year of board service is recommended.

Sec. 5. **The Membership Chairperson** shall take applications for membership and send applications and orientation letters to prospective members. He/she shall notify prospective members by letter if they either become members of the Preschool for the next semester or if they are on a waiting list. He/she shall personally contact all current Cooperative members concerning re-registration of their children or registration of their other children for the following year before opening enrollment to prospective new members. He/she shall provide tentative membership lists to the board members during the summer. He/she shall supervise an Open House program in the spring if it is to be held. He/she shall oversee the Publicity and Health Committees.

Sec. 6. **The Secretary** shall keep all minutes of Board and General Meetings and post same. He/she shall collaborate with the teacher and send out monthly email newsletters. He/she shall manage and update the Drayton Avenue Cooperative Preschool Facebook page. He/she shall provide name tags for all members. He/she shall retrieve and sort the mail. He/she shall keep an updated separate file of any changes in the By-Laws or general policies of the Preschool. He/she shall oversee sign-ups and all aspects of major

cleans He/she shall oversee JVS, the Major Clean Coordinator and Social Activities Coordinator. In January, he/she shall form and oversee a nominating committee for board positions for the following year.

Sec. 7. **The Treasurer** shall keep the books, pay the bills and pay staff salaries. He/she checks the bank statements monthly and presents a financial report at each board meeting and at General Meetings. He/she shall assist in collection tuition and monies at the Silent Auction. He/she is responsible for filing all required State and Federal tax forms. He/she shall reimburse members for incurred bills for purchases and expenses. He/she shall be on the Teacher Contract Committee. He/she shall oversee the Purchasing Committee.

Sec. 8. **The Fund Raising Chairperson** shall be responsible for the organization of all fund-raising projects, including the annual Silent Auction, as approved by the board. He/she shall oversee the Fund Raising/Silent Auction Committee.

Sec. 9. **The AM, PM and Parent-Tot Representatives** shall act as liaisons between members and the Board. They shall relay questions, problems and suggestions from the members to the Board as members' representatives of their respective session. They shall organize and carry out a summer per-orientation meeting of new members. They shall be responsible for scheduling Working Parents and taking care of missed obligations. They shall keep a sign-in and sign-out log each day of the entrance and exit of all children. They shall send out weekly emails to their classes listing working parents, color/letter days, special events, and other important information. They shall keep both a printed and online (Google) version of the working parent and class events calendar. Parent-Tot Rep. shall oversee the Bulletin Board Committee, the Book Order Coordinator and the Library Committee. The AM Rep. shall oversee the Web Manager and the Green Committee. The PM Rep. shall oversee the Equipment and Maintenance Committees.

Sec. 10. All officers, upon retiring from office, shall deliver to the President all books, papers or other property belonging to the Preschool. They shall make a detailed report to be passed on to the incoming officers. They shall be responsible for training their successors.

Article III. Committees

Sec. 1. The committees shall consist of the: Big Room Toys, Book Order, Bulletin Board/Creative Play, Equipment and Maintenance, Field Trips/Special Events, Fundraising, Garden/Exterior, Green Committee, Health Coordinator, Library, Licensing (Board discretion/odd years only), Major Clean Coordinator, Publicity, Purchasing Coordinator, Recycling Coordinator, Silent Auction Co-Chairs and Committee, Spit and Polish (if desired), Volunteer Coordinator, and Web Manager.

Sec. 2. The various committees shall be determined by membership sign-ups in May (for returning families) and August/September (for new families), and approved by the board. Any committee chairperson is responsible for determining the job to be done, approaching other committee members with methods of doing the job adequately, and seeing that duties are carried out. Routine reports are to be given to their respective Board representatives.

Sec. 3. The **Big Room Toys Committee** will clean the Big Room toys and mop the floor during Major Clean weekends. The two members alternate.

Sec. 4. The **book order coordinator** is responsible for handling book club orders for the membership. This includes distributing book order forms, providing information on ordering online, collecting orders and money, ordering books, and distributing books. Activity spans school year with book orders submitted monthly.

Sec. 5. The **Bulletin Board Coordinator** is responsible for preparing and maintaining all wall boards to correspond with the Teacher's curriculum (monthly themes). These bulletin boards will provide visual aids to the students. The coordinator is responsible for any necessary preparations for special school projects (planned by teachers) and exchanging equipment in the Slide Room as needed.

Sec 6. The **Cleaning Crew Assistant** will open and close for the cleaning crew on Mondays. Open time will be 10am and closing time will be 3pm. They will also act as a liaison between the cleaning service and the preschool.

Sec. 7. The **Equipment Maintenance Committee** are responsible for (one family per #): 1. Providing new play dough monthly, using the color of the month; Cleaning and rotating play dough toys every month, according to classroom themes; 2. Washing rags/towels and throw rug weekly, and art smocks as needed (split between two families); 3. Washing and repairing dress-up clothes (monthly), and washing kitchen toys every two weeks; 4. Making any mechanical fixes needed in the preschool cabinetry, furniture and/or equipment as needed throughout school year. Committee members will pitch in to help on the other equipment & maintenance sub-roles if needs arise.

Sec. 8. The **Field Trips/Special Events Coordinator** will collect information on and schedule outside activities and in-school guests with potential specific trips/themes as requested by the teachers and DACP board. They will prepare and distribute Field Trip and Special Event information to the school membership and post the information at the school in a timely manner. They are responsible for money collection, if needed, for Field Trips. They will also be responsible for coordinating photo-taking at special events, parties, and the picture bulletin board at the school.

Sec. 9. The **Fund Raising and Silent Auction Committee** will work with the Board's Fund Raising Chair on all school fundraisers (4-6 a year). They also are responsible for assisting with planning and executing all aspects of the DACP Silent Auction including soliciting donation items and food, entertainment, advertising and publicity, and set-up and clean-up of auction area. The auction occurs in April with planning beginning in January.

Sec. 10. The **Green School Coordinator** will work to keep DACP in accordance with State of Michigan Green School certification, and work continuously to encourage earth-friendly and sustainable practices in the classroom and within the school community. They will submit the Michigan Green School application annually. They are also responsible for cleaning/maintenance of the school's garden bed along the side of the church building by preschool entrance and supplies for the classroom pet(s).

Sec. 11. The **Health Coordinator(s)** will maintain an up-to-date file of the health forms, vaccination records, and the emergency cards for the school and shall be responsible for submitting the necessary forms to the State of Michigan by October 1st (online). The coordinators shall be notified of any communicable diseases in the DACP membership and notify the families with appropriate literature by sending information home with students or via email whenever necessary. The coordinators shall check the First Aid Kit monthly and update it as necessary. The coordinators will complete all iCHAT reports and give them to the Membership Chair to be reviewed and filed. The coordinators will conduct an annual review of the Blood Borne Pathogens policy and make recommendations for any changes to the DACP Board.

Sec. 12. The **Library Coordinator** will be responsible for maintaining the classroom library by following the teacher's monthly themes, repairing books as necessary, keeping the school's library list up to date and following up on borrowed books to ensure timely return of all DACP books.

Sec. 13. The **Major Clean Coordinator** is responsible for the organization of the monthly major cleans of the school. They will open and close the school and instruct participants of the proper procedures, and keep the Major Clean Book. They must check to see that all tasks have been completed, but need not remain except for their own major clean. They shall give reminders prior to each clean and report any no-shows to Class Representatives. They shall also be responsible for monthly cleaning of art supplies designated by the Teacher, and for reporting any repair needs.

Sec. 14. The **DACP Publicist** will work with Membership and the Fund Raising Committee to promote the school and its events. Activities include printing and distributing fliers to local venues (public libraries, community centers) and maintaining a supply at the school, updating the DACP brochure (yearly), and reviewing and updating Web site text.

Sec. 15. The **Purchasing Coordinator** is responsible for all purchasing required by the Teacher and Board. It is the responsibility of this committee to keep a sufficient supply of all regularly-used items on hand and maintain a running inventory. They are requested to do the shopping at the lowest cost available to the preschool. They will also work with the Green School Coordinator to purchase appropriate items to meet those qualifications. Itemized receipts must be submitted for reimbursement and tax exempt forms must be used when purchasing.

Sec. 16. The **Recycling Coordinator** is responsible for implementing and overseeing a recycling program for DACP. The coordinator will take recycling bin home on a weekly basis and return the empty bin promptly to the school. The coordinator also ensures that all classes are consistently following the recycling program and updates to accepted materials are communicated to the membership.

Sec. 17. The **Social Activities Coordinator** is responsible for planning social events for adults and social events for families. Either type of events should be set up once a month. This person shall also plan events for welcoming new families.

Sec. 18. The **Volunteer coordinator** is responsible for posting notices and recruiting volunteers for school improvement projects and school events (such as school sales, school potluck, and the Silent Auction). Volunteer coordinator will communicate with board to know when and how many volunteers are needed, and will report volunteer line-ups to event organizers (Fund Raising, Auction, etc.). Volunteer coordinator will also manage the DABC babysitter list, scheduling sitters for general meetings and the Auction. This coordinator will organize a Scholarship Fund Raising party during October/November time frame.

Sec. 19. The **Web Manager** is responsible for maintaining the school's Web site, located at www.draytonpreschool.org. The Web Manager should keep all Web site records, update information, forms, and images as necessary, and arrange payment of hosting/subscription with site host, using preschool funds.

Article IV. Executive Board

Sec. 1. The Executive Board of the Drayton Avenue Cooperative Preschool, Inc. shall consist of the officers of the preschool.

Sec. 2. The Executive Board shall have the power to set the policies of the preschool, fill vacancies in office, and act upon all applications for membership.

Sec. 3. Any member of the Preschool may attend Board Meetings. All Executive Board members must attend Board Meetings.

Sec. 4. The Executive Board shall appoint a committee to negotiate a contract with the Teacher(s) and secure proper housing for the preschool.

Sec. 5. All outgoing Board members shall stay on in an advisory capacity until the end of June and shall provide for a joint Board Meeting of outgoing and newly elected officers.

Sec. 6. Any disposal of usable Preschool equipment must be approved by the Board.

Sec. 7. The President and Treasurer shall have the authority to provide a yearly tuition scholarship for a child to attend Drayton Avenue Cooperative Preschool, Inc. Scholarships are to be granted on a quarterly basis based on the need of the applicant(s) and the financial situation of the Preschool. The name shall be kept confidential. They may split scholarship funds between two or more families.

Article V. Meetings

Sec. 1. A General Meeting of the membership shall be as scheduled by the Board.

Sec. 2. The Executive Board shall meet on a monthly basis and/or at the call of the President or of any three members of the Board.

Sec. 3. Standing committees shall meet at the call of the respective Chairperson or of any two members of the committee.

Sec. 4. The Drayton Avenue Presbyterian Church may have one appointed member who may sit in on General Meetings.

Article VI. Duties of the Membership

Sec. 1. Members shall consider the smooth operation and improvements of the Preschool their personal responsibility. All complaints or concerns will be put in writing to the Class Representative or deposited in the Communication Center. These issues will be discussed at the next Board Meeting.

Sec. 2. New members must participate in the Orientation Program as required by the preschool.

Sec. 3. General Duties:

- (a) Familiarize themselves with the handbook;
- (b) Attend all General Meetings;
- (c) Pay tuition as required;
- (d) Work in the classroom the required number of days per year (or schedule someone else to work the days);
- (e)* Serve on a committee;
- (f)* Assist at a Major Clean once during the school year;
- (g) Know placement of equipment and be personally responsible for the arrangement and condition of equipment when assisting at school;
- (h) Check the bulletin boards when at school for pertinent information;
- (i) Notify the Health Chairperson of any communicable disease contracted by your enrolled child;
- (j) Contribute toward one party per school year;
- (k) Be responsible for fundraising during the school year;

*Parent-Tot Members are responsible for either (e) or (f).

Article VII. Nomination of Officers

Sec. 1. The Board shall appoint a Nominating Committee before the March General Meeting and ask for volunteers to fill board jobs.

Sec. 2. The Nominating Committee shall consist of the President, who acts as advisor, a Chairperson, and at least one member from each session.

Sec. 3. The Committee shall present a written slate of officers in April at which time nominations may be taken from the floor.

Sec. 4. All nominees on the slate must have children enrolled in the current school year at Drayton Avenue Cooperative Preschool.

Sec. 5. An election shall take place at the May General Meeting with the new officers attending a joint Board Meeting with the outgoing board in June and beginning their term July 1st.

Article VIII. Teachers' Contracts

The contract for the Teacher shall be drawn up by a four (4) person committee of the Membership which includes the Treasurer and one other Board Member. After the approval of the formed committee by the Board, said contract committee shall have until April 1st to draft the new one year contract. The Teacher Contract shall be presented to the board by the Treasurer at the April Board Meeting. After review and approval of the full Board, the contract shall be presented to the Teacher no later than May 1st. If the contract is not approved by the full Board, the contract committee has until April 30th to add the Board amendments to the contract at which time a Board Meeting may/or may not be called (to achieve full board approval) to confirm the revised contract to be offered to the Teacher. The Teacher shall be presented the approved contract by May 1st and shall have until the May Board Meeting to accept or advise the Board of any requested changes to the contract. The final contract shall be signed by the Teacher and the President no later than May 25th.

Article IX. Parliamentary Authority

The rules contained in *Sturgis Standard Code of Parliamentary Procedure* govern this organization in all cases in which they are applicable and in which they are not inconsistent with the rules regularly adopted by the organization.

Article X. Uncooperative Parents

Upon the recommendation of a Teacher and the Board, an uncooperative parent may be asked to leave the Preschool (examples of, but not limited to):

1. Accruing three or more missed obligations.
2. Excessively doing a poor job regarding job assignment.
3. Disruptive behavior in the Preschool toward children or adults.