



DRAYTON AVENUE COOPERATIVE PRESCHOOL Quick Guide (2016)

Who Are We?

Drayton Avenue Cooperative Preschool is owned and run by students' parents. An Executive Board oversees day-to-day operations. Each spring, we elect Board Members for the following year. The Board meets on the 2nd Wednesday of each month; all members welcome. A General Meeting of the membership occurs every other month during the school year. We discuss the current state of the school and upcoming events. DACP is a member of the Greater Detroit Cooperative Nursery Council (GDCNC). GDNC provides information and advises co-op preschools, with consultants available for questions or problems. DACP is licensed by the Michigan Department of Health and Human Services. We undergo a re-licensing process every other year, during which our program, site, equipment, and teachers are evaluated. DACP is a non-denominational and non-discriminatory organization. We welcome girls, boys, and parents of all races, nationalities, and religions.

Who Can Join?

Drayton Preschool is open to two-, three- and four-year-old children. All children entering the three- or four-year-old programs must be toilet-trained before participation. For schedules and registration procedures, see the full Handbook.

What Are Members' Obligations?

Upon enrollment acceptance, you and your child become Co-op members. To continue membership and enrollment, you must fulfill basic membership conditions, to keep the school running well:

1. Assist in the Classroom

Your main obligation is assisting the teacher during some of your child's class sessions. Generally, two or three other parents help you on a Working Day. Depending on the number of children in class, this averages out to about two classes per month.

Sign-Up and Schedules: 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.

Snacks and Parties: Parents take turns bringing snacks, once a month on average. Please be sensitive to allergies in your class (listed on the class roster). Provide nutritious, wholesome snacks, such as cheeses, vegetables and fruits, crackers, and juices without processed sugars. Snack suggestions are provided at the end of this document.

Substitutes: Each member is responsible for arranging any changes in scheduled days and informing their Class Representative. If you're unable to fulfill this responsibility, you may use a "substitute parent" (a relative, or a regular babysitter, aged 18 or over, who has been cleared). Sometimes it's possible to arrange for another member or former member to substitute, for compensation (TBD). Contact our Membership Chairperson to find out if anyone is currently interested in being a "paid substitute."

Emergencies: If an emergency prevents you from working on a given day, find a substitute, and contact your Class Rep.

2. Attend General Meetings

At least one parent of each child MUST attend the evening Orientation Meeting and the other evening General Meetings. If no parent is able to attend, contact your Class Representative and Treasurer to arrange tuition payment.

3. Work on a Committee and a Major Clean

Members must serve on one of the preschool's committees or on its Executive Board. Members must also participate in a general cleanup ("Major Clean") of the premises once a school year. Members must also participate in fundraising. For those who do not wish to fundraise, there is a possibility to opt out by paying a fixed sum.

4. Complete Necessary Forms

To ensure the health and safety of all students, parents must comply with state policy. Complete the following paperwork by the required dates. Some forms require action by outside individuals or agencies, so plan ahead:

Application: This must be completed, signed, and submitted to the Membership Chair.

Health Form: You must complete it and have it signed by your child's physician before your child attends class, each school year. If a parent objects to a physical examination or immunization, a State of Michigan waiver form must be submitted.

Michigan Department of Health and Human Services Central Registry Clearance: Any parent, family member or caregiver who will work in the classroom must fill out these forms. Send the clearance form to the Michigan Department of Health and Human Services, and return the results letter to us.

I-Chat: Any parent, family member, or caregiver who will work in the classroom must fill out these forms.

Child Information Record/Emergency Card: Please submit these at orientation.

TB Test: All parents who will work in the classroom are encouraged to have a TB test. These are free at the Oakland County Health Department. Submit a copy of your "Certificate of Freedom From Infectious Tuberculosis" to your Class Representative for filing. Any parent who does not have a TB test on file may not work in the classroom more than four hours per week in two consecutive weeks.

5. Pay Tuition

Amount: Tuition for the school year is \$1275 for the 4-year-old Pre-K class, \$709 for the 3-year-old AM class, and \$375 for the Parent-Tot Class. If a family has more than one child enrolled, a tuition reduction of 50% of the lesser rate will be allowed for the second (and each subsequent) child. Members of Drayton Avenue Presbyterian Church receive a 5% tuition reduction.

Payment Schedule: Tuition is payable in four installments, with the first payment due before school begins, and the remaining payments due at approximately equal intervals during the school year (to be paid at the General Meetings before work day sign-ups). Tuition may be paid for the entire year up front.

Scholarships: Some scholarship funds are available each year, based on need and availability. An application must be submitted to the President or the Treasurer before each quarter. Contact either the Board President, Treasurer, or Membership Chair for details. This request is handled with confidentiality.

What If I Miss an Obligation?

Most members fulfill their obligations, but to ensure fairness and transparency, Class Representatives do track missed obligations. To ensure equal cooperation, we have the following policies (not limited to):

1. Missing a scheduled work day,
2. Bringing an unenrolled child on a work day,
3. Two times late for a work day,
4. A missed General Meeting,
5. Failure to pay tuition on time,
6. Failure to provide in a timely manner all paperwork required by the State of Michigan,
7. Failure to complete your scheduled Major Clean,* and
8. Failure to complete a specific committee assignment.*

Class Representatives track members' failure to meet responsibilities. After a second missed obligation, the member will be required to pay a \$25 fine. After a third missed obligation, the Board may approach the member family about leaving the Co-op. With number 7, the member will be required to pay a \$50 fine and reschedule their missed day. With number 8, the member will be required to pay a \$100 fine.

What Are the Hours?

Parent/Tot Class: Tues - 12:15-2:00 P.M. (**work days** - 12:00-2:15)

3-Year-Old AM Class: Tues. & Thurs. - 9:00-11:20 A.M. (**work days** - 8:45-11:35)

Pre-K Class (4-Year-Old): Mon., Wed., and Fri. - 9:00 A.M.-12:00 P.M. (**work days** -8:45-12:15)

Working parents must arrive 15 minutes before the scheduled class time and plan to remain for 15 minutes after.

When Does Class Meet?

The DACP School Calendar is based in part on the Ferndale Public Schools Calendar:

Orientation	* August 30th at 6 P.M.
First Week of Classes (September)	*September 12-16
Last Day of Classes before Winter Break	* December 22
First Day of Classes for AM & Pre-K Class after Winter Break	*January 4
First Day of Classes for PT Classes after Winter Break	* January 10
Mid-Winter Break	* February 20-24
Spring Holiday Vacation	* April 3-7
Last Week of Classes	* May 30-June 1

You can access our calendar through Google calendar using any of these methods:

XML - <https://www.google.com/calendar/feeds/mc6e8jtmj4pp3od7kdngmetgeg%40group.calendar.google.com/public/basic>

ICAL - <https://www.google.com/calendar/ical/mc6e8jtmj4pp3od7kdngmetgeg%40group.calendar.google.com/public/basic.ics>

HTML -

https://www.google.com/calendar/embed?src=mc6e8jtmj4pp3od7kdngmetgeg%40group.calendar.google.com&ctz=America/New_York

What is the Daily Routine?

Set-Up

Working Parents arrive at least 15 minutes before class. Set-up instructions are in the full Handbook and on the inside of the Snack Supplies Cupboard. Working Parents choose their Free Choice Time area in the order that they arrive at set-up.

Arrival and Greeting

When parents are not working in class, they wait in the Slide Room with their child until the teacher invites the students in. If a parent is unable to stay with their child, they must ask another parent to be responsible for their child. Parents and siblings are welcome (but not required) to join the AM class for "Circle Time."

Free Choice

Parents spread out across areas of responsibility. Children move freely between chosen activities, such as an art project, play dough or shaving cream, sand or water table, painting at easels, games, or directed science/exploring activities. Undirected activities may include small manipulatives, puzzles, dress-up play, library time, or toy play on the Big Carpet.

Clean-Up and Movement/Music Time

Children assist with clean-up. Parents clean tables, following the process posted on the Teacher's Cupboard (due to licensing requirements). Children gather on the Big Carpet for Movement/Music Time. One Parent, other than Snack Parent, may sit and participate with the children. The Snack Parent and other Parent(s) set up snack time.

Bathroom, Hand Washing, and Snack

The children wash hands before Snack Time. Two parents assist, one in each bathroom, to turn on the water, adjust the temperature, and hand out paper towels. The Snack Parent may finish set-up. Children sit at their name tag, with Parents interspersed at the tables with them. Children are encouraged to do as much food distribution and opening as possible. When finished, they clear their place and go to the Library area. The Snack Parent and other Parents clean the tables (and floor, if urgent) after snack.

Story Time

The children gather on the big blue carpet for Story Time with the teacher.

Gross Motor

The children have a large motor activity time outside, or in the Big Room depending on weather. All Working Parents should accompany the class during this period.

Clean-Up and Departure

Parents arriving for pick-up wait in the hall until the teacher calls them in. To ease congestion, enter through the door closest to the exit and leave through the door by the Big Carpet. Children of Working Parents go to the Slide Room. One Working Parent will remain with the children on the carpet until all have been picked up. The other Working Parents finish cleaning. Responsibilities are in the Handbook and the Snack Supplies Cupboard.

When Shouldn't I Come To School?

Sickness

If your child has any of the following symptoms, do not send her or him to school until a doctor has examined the child and determined that the illness is noncommunicable: Red or runny eyes, green discharge from nose, cough, skin rashes, sores or crusty patches, sore throat, fever, nausea, earache or headache, and/or 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. Please notify a Health Committee member or an Executive Board member of any cases of communicable diseases to ensure that the proper precautions are taken at school and so that parents can be informed of the last date of infection. Please do so even if a similar case has been reported prior to your child contracting a disease.

Snow and 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 on a particular day, telephone Ferndale Public Schools information office: 248-586-8651.

Field Trips

When arranging to meet at a location outside of school, parents are responsible for their own children and must remain with them throughout the field trip.

What Should I Bring (and Not Bring) to Class?

Back Pack or Bag? Yes.

Send a bag or backpack each day, for taking home artwork. Include a change of clothes, in case of an accident.

Toys? No, except for Show and Tell.

Children take turns bringing Show and Tell to the AM and Pre-K classes. A child may bring one item of choice. Except for Color Days (AM class), Letter Days (Pre-K class), and Show and Tell Day, children should not bring toys or items from home.

Food? No, except when you have Snack Duty.

Please do not bring food or drink into the classroom, including coffee mugs.

Siblings? Yes, but only during Circle Time.

Siblings are welcome during circle time only.

What Else Should Parents Know?

1. Parents and children are asked to enter and exit school by the basement entrance adjacent to the small parking lot.
2. When going outside with the children, an adult must exit first. Never let the children run out ahead of you.
3. No running indoors. Teach children to walk inside.

4. Although children are encouraged to learn to dress and undress themselves, please assist with outer clothing.
5. Once class begins, parents are to focus on students, instead of socializing with one another.
6. You are responsible for collecting your child's belongings and dry artwork before leaving.
7. Check your child's folder in the bins in the hallway for any handouts sent home.

What If I Have a Good Idea?

The Executive Board Message Center hangs in the hallway. All parents are encouraged to use it for ideas, concerns, questions, or suggestions. All suggestions submitted (other than teacher evaluation/goal-setting process) will be collected by the President and presented to the board. Suggestions can be signed or anonymous. If signed, a direct response will be given, when appropriate.

Social Media Policy

Beware of Privacy Issues. Respect the right others to keep their privacy. Some parents do not want images of their children used. Know what a parent's rules are before using their child's image. If you don't know, then ask. Also don't reveal private details such as information that could identify a person, or that is usually kept private, such as birth dates, addresses, phone numbers, images, and other private information.

Where Can I Get More Information?

Address: 2441 Pinecrest, Ferndale, MI 48220. Phone: 248-545-0444

Web site: <http://draytonpreschool.org>

The full handbook is on our web site.

DRAYTON AVENUE COOPERATIVE PRESCHOOL: Working in the Classroom

Art Center

Project Table or Easels:

Each day the Teacher will have a directed activity, often an art project. Suggestions:

- Ask children if they'd like to print their own name on work. If you print, demonstrate proper capital and lower-case letters.
- Provide smocks when necessary, and roll sleeves up well.
- Instead of asking "What is it?," say "Can you tell me about your picture?" Don't force a conversation.
- Put glue and messy supplies in small dishes on the table, and keep supplying. Show child how to use a small amount.
- Show children how to manage scissors. Let children help put scraps in trash or recycling.

Water Table:

- Supervise well. Provide smocks and roll up sleeves.
- Fill water table 1/2 way with warm water. Soap suds or color may be added.
- To avoid falls, immediately take care of spills.
- Drain at the end of each class session.

Language Arts Center

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

Math/Science Center

Sand Table:

- Used at teacher's discretion, with sand, beans, snow, or shaving cream.
- Sand should not be thrown in any direction, out of the sandbox, or at another child. If you witness such behavior, tell the child that "sand is not for throwing," and suggest another use for sand.
- Sand Table must be covered at the end of each session. Any sand on the floor must be swept up and 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.

- Help children find a fitting location for larger blocks. Give encouragement but do not take over. Do not allow blocks to be thrown, or stacked above children's heads. Encourage children to help you clean up, and direct, i.e. "the long ones go here."

Routine Activities

Dressing

- Expect children to do what they are capable of, encourage hanging up of items, and help with a logical process, as needed.

Clean up

- Give children a warning as clean-up nears, perhaps motivating them by mentioning the next activity.
- Have an attitude of expectancy and helping one another.
- Encourage each child to put away at least one thing.

WHEN YOU ASSIST

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, and
- will gradually look forward to days when you help.

Basic Principles

- Teaching, guidance, and learning are in progress, with or without planning or thought. The preschool has been planned to facilitate learning.
- Children are immature, but dynamic, individuals with inner capacities for growth. Some children adjust easily to demands from adults, others need help and make greater demands on the time and energy of parents and teachers. Goodness, naughtiness and cuteness are adult concepts. We are most successful when we know something about child development.
- It takes time for both children and adults to learn. Trust your capacity for making a reasonable response, as you work with children.

Talking to Children

Treat children with respect at all times. Before giving directions or suggestions, make sure a child really needs them. Don't interrupt unnecessarily.

1. See that you have a child's attention before speaking. You may need to kneel. Avoid talking to a child's back, or across the room.
2. Use a quiet, pleasant, natural, and confident tone of voice.
3. Use words and phrases she or he understands. Avoid unnecessary explanations.
4. State your request or direction clearly and positively. Say "please do this" instead of "don't do that."
5. Reinforce your request with action, when necessary.
6. Redirection, AKA offering alternatives, is most effective when consistent with the child's motives and interests.
7. Remember, the teacher is always on hand to intercede. Discipline is the teacher's responsibility.
8. 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 her or 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. Bring your sense of humor.
2. Be aware of what every child is doing every minute.
3. Help the child develop skills, but do not encourage comparison.
4. Anticipate the results of behavior.
5. Praise is a most effective tool. Teasing or humiliating a child is not allowed.

6. Be loyal and professional in your assistance. 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. Demonstrate.
8. Sit and participate whenever you can. Do not carry a child—even your own. Hold her or him on your lap, if comfort is needed.
9. Keep things reasonably neat. Littered tables and rooms are not conducive to creative or independent work. However, preschool is also a time to find out how to handle spills. Children need to experience too much paint on a brush to understand why less is better. This is when light-heartedness is crucial. Say “Oops, oh well, all we have to do is clean it up.”

Emergency Procedures

Fire

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

1. Sound the fire bell, located on the wall next to the snack cupboard.
2. Gather children and lead to the nearest safe exit. Do not stop to pick up coats.
3. The teacher is to pick up the attendance sheet, make a last search, and notify the fire department.
4. Once outside, lead the group to the 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 the child. Send someone to notify the 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 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. The 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 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 or emergency contact not home).
- **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 these procedures afford greater security than being released from school. Children can be released to parents who come to the school in person or send written permission with another adult. The school will not release children to friends or neighbors without such permission directly from the parent.

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 Ferndale Lower Elementary School (formerly called Roosevelt). The teacher will pick up attendance sheet and do a head count before exiting the school. The Teacher will then take attendance once everyone is gathered at Ferndale Lower Elementary School.

NUTRITIOUS SNACKS

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. Water is served with snack. 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.