

# Benson Hill Cooperative Preschool



Children and Parents  
Learning Together

## Policies and Procedures

Revised April 2019

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## POLICIES AND PROCEDURES

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# PARENT INFORMATION

## PARENT DUTIES AND RESPONSIBILITIES

- I. Parents are required to attend parent-ed/teacher meetings, Fall orientation meetings, Winter Social and the Spring Social. In case of necessary absence, the parent shall notify the Class Chairperson and Parent Instructor.
- II. Parents shall be required to assist the teacher on regularly scheduled days and arrive early as requested by the teacher. Parents shall be responsible for a substitute if he or she cannot come on the scheduled day. Keep in mind that working shorthanded puts unnecessary pressure on the children and the other working parents. (See XI of this section for rules for substitutes)
  - A. Working parents may not leave non-enrolled children with them in class on their scheduled work day. The ONLY exception to this is that parents may bring their infant up to 6 months of age with them to class on their scheduled work day after approval from the board and teacher and provided they:
    1. Carry their infant in a front pack, sling or wrap so the child is worn on the parents body. Alternatively, the infant may be in an infant carrier/car seat provided there is a safe area to be determined by the teacher and parent while sleeping and/or during circle time. The infant must be buckled into seat at all times.
    2. Never leave their infant unattended and are able to keep their infant content and non-disruptive.
    3. Are able to fulfill the required classroom duties while working in the classroom.
    4. Pay a one-time \$15 fee to cover the insurance on said infant.
    5. Sign their infant in class sign-in sheet every time they attend.
    6. Complete health and safety forms (immunization etc.) for the infant.
    7. Infants reaching their six-month birthday during the course of the school year may continue to attend class pending teacher and board approval and that all the above conditions are met.

- III. Parents shall be expected to either (1) hold one class job per child enrolled at the school; or (2) serve on the Board; or (3) hold an All-School job. Holding a School Board position fulfills the responsibilities of class jobs for multiple children enrolled at the preschool.

**Fees and Tuition**

- A. Parents are required to pay a non-refundable registration fee of \$75 Per child or \$100 per family upon submitting registration.
- B. At orientation parents shall pay a non-refundable supply fee of \$50 per child, First and last month's tuition (September and May). If joining school after first day of school all fees and tuition are due on the first day you attend school.
- C. Parents are required to pay preschool tuition monthly to the Executive Treasurer by the 5<sup>th</sup> of the month. Tuition received after the 5<sup>th</sup> is subject to a late fee to be assessed by the Executive Treasurer and Director. Annual tuition is divided into nine equal payments. The first and last months' tuition will be paid at Fall Orientation or upon enrollment (if enrollment occurs after Fall Orientation). Prorated Tuition: If a family joins the preschool in the middle of a month their tuition will be prorated using the standard formula. Full tuition will be due for all subsequent months.

Standard Prorated Tuition Formula:

If a student starts in the middle of a month, their 1st month's tuition is calculated as follows:

# of class sessions remaining in the month divided by total # of class sessions in the month multiplied by the regular monthly tuition

**Example:** a new Sparrows student joins halfway through the month. Assume there are 4 class sessions in the month, and the student joins when there are only 2 class sessions remaining in the month. Assume the regular monthly tuition for the Sparrows class is \$60

2 class sessions remain in the month divided by  
4 total class sessions in the month  
= 50% multiplied by  
\$60 regular tuition  
= \$30 tuition cost for first month

- IV. Parents are encouraged to participate in fundraising events. In 2012-2013, the Board voted to have no required fundraising obligation. In 2017 the board

reinstated the fundraising fee as a required \$60 per semester “contribution” and will remain until voted otherwise by the board. There is a continual need for fundraising to meet our budget and fundraising help from the school membership remains essential for the school’s success.

- V. Parents of more than one child enrolled in the preschool shall be responsible for parent duties *for each child*. This includes attending parent-ed/teacher meetings, working in the parent work schedule and holding a class job for each class. A Board position may be substituted for 2 or more class positions and an All-School position may be substituted for 2 class positions . If a parent has two children in the same class, that parent must work in the classroom 1.5 times the amount required for families with one child in the classroom by the teacher (only pertains to classes that meet more than once per week).
- VI. Occasionally, children require more intensive, one-on-one adult supervision or assistance in the classroom. Ultimate responsibility for providing supervision coverage (when the teacher and/or director feel that it is necessary) is that of the parent.
- VII. Parents shall be required to complete and return forms as requested by the preschool including, but not limited to, the following:
  - A. Immunization Record
  - B. Emergency Consent Form
  - C. Field Trip Driver Information Form
  - D. Child Release Form
  - E. Permission to Photograph/ Facebook Release Form
  - F. Participation Agreement Form
  - G. Statement of having viewed the Risk Management and Active Shooter videos
  - H. Signed statement of having read policies, procedures and bylaws
  - I. Field Trip Information Form
  - J. Background Check Release Form and copy of Driver’s License (to be received with Registration and returned upon completion)
  - K. Allergy Action Plan (if applicable)

**NOTE: Parents shall be responsible for updating the information on these forms as needed during the school year.**

- VIII. New families can audit/visit class one time without charge. Thereafter, all paperwork (registration form/packet) must be completed and monies collected prior to continuation.
- IX. Parents shall be required to follow the preschool Bylaws and Policies and Procedures that are provided as a guideline for proper organization of our preschool.
- X. Parents can use an alternate working adult, for example, a relative or nanny, to assume their required work schedule and/or substitute for them in class, but only after the alternate working adult has completed all preschool requirements and risk management training, including completing the background check process described in Safety, Section VII.
- XI. Parents are required to fulfill their classroom cleaning duties (twice a year) as assigned by the Executive Housekeeper. All board members are exempt from participating in cleaning nights because they attend monthly board meetings. All-school positions do not require attendance at board meetings and are required to participate in cleaning nights. Each family needs to sign up for one cleaning night per half of the school year (a "semester"). Families who fail to fulfill classroom cleaning duties shall be required to pay a \$50 fee for each semester in which cleaning duties are not completed. If a family knows in advance that they are unable to attend required cleaning nights for the year, they are encouraged to pay the cleaning fee for the year (\$100) at orientation. Each family, including board members, may earn a \$10 credit per extra cleaning session attended above their normally scheduled cleaning sessions, up to 2 maximum for the school year. The credit will apply towards the fundraising contribution at the end of the year.

## **FINANCIAL AID**

The purpose of the Financial Aid Fund (FAF) is to assist families who need financial help in meeting tuition costs. Based upon the need of the family, up to 1/3 partial tuition may be available from Benson Hill Co-op Preschool (BHCP). The following requirement must be met by the families requesting aid: Application for financial aid should be made by the individual through submission of an aid application to the Executive Treasurer. This is a confidential process and the applicant's name will be known only to the Executive Treasurer and Scholarship Committee, Comprised of the Executive Treasurer and Director. An applicant must be a student in good standing for at least two (2) months to apply for financial aid from Benson Hill. Contact your Executive Treasurer if an application is required. Applicants are required to participate in fundraising for the scholarship fund.

## **SAFETY**

- I. Be present. Cell phone use during class is disrespectful, distracting, and results in children not being adequately supervised. At co-op each of us is

responsible to watch all the children as if they were our own. No cell phone use is allowed during class (with the exception of taking photos), as per our insurance policy.

- II. If someone other than the parent is picking up a child to take home, that adult must be authorized on the parent *Child Release Form* or have written permission prior to being released. The teacher will ask for photo ID if she does not know the authorized person. The child will remain at school until the designated person arrives.
- III. In order to protect the co-op staff, parents and the children, no adult (including the teacher) shall be alone with a child or children where they cannot be observed by other adults. This includes the bathroom, in the classroom, on field trips, after hours, etc.
- IV. No Weapons are allowed on school property.
- V. All adults who work in the class are required to view the Risk Management and Active Shooter videos before working in the class and initial the Participation Agreement form.

VI. **Valuables Policy:**

The front doors of the school will remain locked at all times. A key code will be required for entry; this code is not to be shared outside of our BHCP families, including church members. Valuables should not be left in the hallways or in vehicles in the parking lot. A child locking cabinet or elevated cubby shall be available in each classroom for purses and wallets.

VII. **Background Check Policy**

- A. As a Cooperative Preschool, we require parents to work in the classroom. A parent, grandparent, nanny, or other family member may fulfil this volunteer obligation. We recognize that educating preschool children in a cooperative setting creates possible risks to the children. These risks are created when the children are present in a room with an unsupervised adult other than their parent.
- B. In conjunction with the standards set by PCPO (Parent Child Preschools Organization), the Board believes these risks will be minimized by the use of background checks. Parents and other volunteers will be screened for past convictions that might make them inappropriate candidates to assist in the education of young children or be in service to the Board.
- C. Thus, every volunteer who will be in the classroom or on field trips for more than 4 hours over the school year will be required to

complete a criminal background check before being present in the classroom, including a copy of their Driver's License. These background checks will be submitted to the Washington Access to Criminal History (WATCH) program through the Washington State Patrol. They are strictly confidential and only the Background Check Committee that collects and submits them will know the results. The Background Check Committee shall be composed of the Health and Safety Officer and the Director and Co-Director. Teachers will be informed of adverse results only as specifically necessary to ensure the safety of the classroom.

- D. If an unfavorable result is received on the volunteer's background check, the volunteer will be given a copy of the results and an opportunity to explain or dispute the results before a decision will be made to allow the volunteer in the classroom. If the Background Check Committee determines that the misconduct set forth in the volunteer's background check is sufficient to warrant limiting or prohibiting the volunteer's service, the Director will so notify the individual in writing. At the discretion of the Background Check Committee, the individual may submit information pertinent to the report issued by WATCH within ten days of notification by the Committee. If one of the members of the Background Check Committee is the perpetrator of the misconduct, that person will remove himself or herself from consideration of or participation in the decision on the matter. The Background Check Committee will strive to keep information it obtains confidential and use it only for purposes related to determining whether the individual is a suitable volunteer for BHCP.
- E. Criteria for consideration of dismissal of a volunteer.
1. Whether the misconduct was serious and recent enough to affect the volunteer's service;
  2. Whether the misconduct was repeated;
  3. Whether state or federal laws were implicated;
  4. Whether the misconduct is closely related to the individual's responsibilities as a volunteer;
  5. What level of threat the volunteer would pose in the position;
  6. Whether there is evidence of rehabilitation; and
  7. Whether the volunteer's background would reflect poorly on the institution.



## **VIII. Drugs/Dangerous Substance/Weapons**

- A. No recreational drugs or alcohol allowed on school property. Prescription drugs must be securely stored out of reach of children. No impaired persons shall be allowed to work in the classroom.
- B. Playground sweeps will be performed by two people every morning before class begins. Either the teacher or working parents will be required to walk the playground surveying the property for unwanted/dangerous substances and items. Gloves should be worn and all unwanted materials reported. This playground check will be completed before children are allowed on the grounds and the teacher is to be notified upon completion.
- C. The Teacher/working parent will check the student bathrooms for unwanted paraphernalia including weapons, needles, drugs, etc.
- D. If any paraphernalia is found the teacher is to be notified immediately
- E. No one is to touch any found paraphernalia.
- F. The teacher or assigned parent will notify the Directors
- G. The teacher or assigned parent will call the non-emergency police number.
- H. Police reports will be filed.
- I. Children will not be allowed to enter any areas until Police deem the area clear and safe.
- J. Parents will be notified of any major findings that can be construed as dangerous, including, but not limited to : drugs, needles or weapons.

## **IX. Medicine/Allergic Reaction Policy**

- A. Medications will not be given unless if a child has a chronic or life-threatening condition (such as asthma or severe allergies) The parents must provide necessary medication and must sign a release permitting the administration of such medications. Teachers are certified in CPR, and there will be at least one person certified in CPR in the school at all times. Persons certified in CPR are also familiar with the administration of EpiPens. If the parents sign a release, the teacher shall:

1. Give prescription medications as authorized, in writing, by a physician or other person legally authorized to prescribe medication (referred to in the case of allergies as an Allergy Action Plan);
2. Accept prescribed medication from the parent, in the original container labeled with the child's name, date prescription was filled, expiration date, and legible instructions for administration;
3. Assure that the prescription medication is stored properly; and available in the lock box at all times the applicable student is in the building.
4. Keep a record of prescription medication disbursed and provide a copy for the parent

**B. Allergic Reaction Policy**

1. At the time of registration, each parent must fill out a Consent for Emergency Care form, which includes allergy information. The Class Chairperson will review this form for existing allergies. If there are any allergies, the Class Chairperson will consult the parent/guardian to discuss further the severity of previous allergic reactions, symptoms child has displayed in the past, and the usual treatment the child requires. A letter from the child's doctor or allergist should be obtained that gives clear instructions on how to recognize and treat the child's allergic reaction (referred to as an allergy action plan).
2. This information will be recorded in the child's file and posted in the classroom. The Class Chairperson and parent will inform the other parents/guardians and teacher of the child's allergy history. Severe allergic reactions develop rapidly, usually within 20 minutes. Symptoms may include
  - a) Hives, swelling of the face and neck, difficulty breathing, and wheezing.
  - b) Be aware of runny eyes, runny nose and pulling at the neck muscles for breathing.
  - c) Be sure to question the child regarding what you are observing. These types of reactions require a call to 911. Mild allergic reactions take longer to develop and include

symptoms such as headache, nausea, and a tight feeling in the chest.

X. Information regarding the child's allergies enhances our awareness of the child's needs. It does not presuppose that Benson Hill Co-op working parents or teachers will initiate treatment; we cannot give treatment unless the parents, as stated in our Administration of Medication policy, have signed a release and submitted an Allergy Action Plan signed by their child's doctor. We will notify the parents as soon as possible and call 911 if the reaction warrants medical care.

XI. **Discipline Policy**

- A. When an issue arises, the parent physically closest to children needs to intervene. Redirect behavior that involves hurting selves, others, property. Isolate a child who is out of control. When children are in social conflict, let them work it through if they can. Step in when necessary to avoid injury or to suggest a possible solution.
- B. If you have a concern about guidance and/or discipline in the classroom please talk with your Parent Education instructor and/or Director.
- C. If a child continues to break the rules, he or she may be removed from the school in accordance with the removal guidelines set forth in the Removal Policy below (see page 19).
- D. General guidelines for interaction with children:
  - 1. It helps children settle if they can model an adult who is "settled". Sit down on the floor, a low chair, or other spot near the children's activity and be prepared to quietly listen, interact with the child and/or intervene in a situation.
  - 2. When talking to a child, kneel down to his level and establish eye contact whenever possible.
  - 3. Please try to keep extra talking to other adults to a minimum when inside the classroom. It is best to converse with other adults either before or after class or outside the building. Excess "chit chat" while working in the classroom or during circle time can be disruptive to the class.

4. If you are working in the classroom please complete any babysitting arrangements for siblings prior to opening circle.
5. Strive to treat all children equally, including your own, and use praise whenever possible.
6. Try to be aware of the whole area you are in so that you can help where you are particularly needed. The job cards in the classroom and wearable lanyards, which describe each working parent's duties, should be used as a guideline to follow while in the classroom. But feel free to pitch in where needed.
7. Use positive statements to redirect behavior: State what you **want**, not what you don't want:
  - a) - *"We walk in school."*
  - b) - *"You may have a turn when Sara is done."*
  - c) - *"The play dough stays on the table" instead of "Don't throw the play dough at Sue."*
  - d) - *"Blocks are for building, not for throwing."*
  - e) - *"I can't let you knock Bobby's building down--he worked hard on it. Can you build over here?"*
  - f) - *"It's hand washing time; then you may eat your snack."*
8. Encourage taking turns:
  - a) - *"Ask George if you may have it when he is finished."*
  - b) - *"Ask George which blocks you may use."*
  - c) - *"Bobby would like to drive on your road. Can you show him which way to go?"*
  - d) - *"These toys are preschool toys. Everyone may take a turn"*
9. Give clear, simple directions ("It's time to...", "You need to..."). Do not offer a child a choice when there is no choice. Say *"When the toys are picked up, we can go outside."* Or *"It's time to go home now,"* rather than *"Do you want to go home?"*

10. Reinforce positive play by sitting nearby, smiling, talking or adding play materials. Encourage children to explore and experiment with the least amount of direction. Avoid hovering. Encourage children's play with verbal reinforcement: *"Mark is using the red crayon."* and *"You cleaned up the spilled juice."* Avoid good child/bad child labeling.
11. Do not be too upset by a child misbehaving. Approach her/him easily, in a friendly manner and ask the child to stop, or suggest another activity or area. In general, you may ignore much undesirable behavior unless a child is endangering herself/himself or other children. Though the materials are sturdy, we do expect children to stop an activity that is destructive to equipment involved. Comments like, *"We cannot let you do that,"* or *"That will hurt someone,"* are better than sharp reprimands like *"Stop that!"*
12. Be available to children for assistance when needed:
  - a) - *Never judge an act you did not actually see.*
  - b) - *Allow children to problem solve whenever possible.*
  - c) - *Parent physically closest needs to intervene.*
  - d) - *Redirect behavior that involves hurting selves, others and property.*
  - e) - *When in doubt, consult with teacher.*
13. Anticipate aggression (it's a full-time job!). Let the aggressive child know her/his behavior is unacceptable. Firmly state, *"I can't let you hit. Hitting hurts people."* Then make sure the victim gets recognized for her/his feelings: *"I'm sure that hurt your arm when Sarah hit you."* Encourage the victim to verbalize how he/she feels after the situation. *"It's OK to tell Sarah that you don't like to be hit."*
14. Allow the children to be as independent as they are able. Keep in mind that the value of a child's discovery is more important than the finished product. Children become creative not by what they produce but by what they attempt and explore. Ask supportive questions such as *"You have worked very hard. What did you use to make this?"* Supportive statements let children



2. When children are talking or being disruptive during circle, it helps to sit between the two who are talking. A gentle reminder also helps:
  - a) *"I know you are happy to see your friend today. How about if you and Ann sit together at snack time and talk then?"* Or, *"It is Teacher Linda's turn to talk. Can you hear what she is saying?"*
3. Feel free to hold a child on your lap, if he/she wishes it.

**F. Clean-up Time:**

1. Offer a choice as often as possible
  - a) - *"Which blocks do you want to pick up?"*
  - b) - *"Do you want to stack them or hand them to Bobby while he stacks?"*
  - c) - *"Do you want me to help you or do you want to do it alone?"*
  - d) - *"Are you strong enough to put the trucks up?"*
  - e) - *"Please put this on the shelf for me. Thank you!"*
  - f) - *"Playtime is over--it is time to make our cupboard neat."*
  - g) - *"Playtime is over. We can play with this toy again next time we are at preschool."*

**XII. Emergency Policies**

**A. Injury Procedure**

1. The teacher and parent of child will be informed immediately. Person certified in CPR and First Aid will assess the situation to determine which steps need to be taken.
2. If the injury warrants any attention other than basic TLC, the child's parent and director will be contacted as soon as possible. Gloves will be worn for handling any bodily fluids including: blood, urine, feces, saliva, and vomit.

3. If necessary, 911 will be contacted. Either the teacher or sub will remain with the child (including during transportation) until his/her parent arrives.
4. Any head injury no matter how seemingly small, will require a phone call to the child's parent (even if the child seems fine).
5. All injuries will be documented in the incident report section of the Risk Management notebook, including date, time, description of accident/injury, and the person caring for child.

B. Drills

1. The teacher(s) shall instruct the children and parents on proper emergency evacuation procedures. During a drill, teachers will accompany the children outside by walking quietly and orderly to the designated meeting area. Working parents and adults should assist the teacher and collect the sign-in sheet to account for all persons during the drill.
2. Fire drills should be conducted once per month in each class. Earthquake drills should be performed at least once every 3 months.

C. Procedures in a Fire

1. Activate fire alarm and alert others of the fire.
2. Teacher and working parents should immediately get all children out of the building through the closest, safest exit to the designated meeting area. If possible, attendance sheet and emergency supply kit should also be taken.
3. A designated working parent will check all rooms and bathrooms where missing children may be located or hiding before leaving building. Every door will be closed as each room is checked and cleared.
4. If caught in smoke, have everyone drop to hands and knees and crawl to exit.
5. Pull clothing over nose and mouth to use as a filter for breathing.



6. If clothes catch fire, stop, drop and roll until fire is out.
7. Children should be gathered away from the building, at the designated meeting place, and attendance should be taken. All children and adults should be together and accounted for. Missing children should immediately be reported to the teacher.
8. Call 911 from outside the building
9. Do not re-enter the building until cleared by the fire department.

D. Procedures in an Earthquake

1. If indoors, teachers and parents should keep children inside and not rush to an exit. Keep away from windows, shelves, heavy objects, and furniture that could fall. Adults should work together to gather students under tables or move to an interior wall or corner. Kneel, bend head close to knees, cover sides of heads with elbows, clasp hands firmly behind your neck. All adults and students should stay under the shelter until the shaking stops. Talk calmly to the students.
2. If outside, teachers and adults should move children to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground. Keep looking around to be aware of danger that may require moving.
3. If driving, stop the car away from power lines, bridges, overpasses, and buildings. Children should remain in their seats and told to hang on. If the earthquake has been severe, do not attempt to cross bridges or overpasses that may have been damaged.
4. After an earthquake evacuation is necessary immediately due to risk of explosion and fire. Teachers and parents should evacuate the children and collect the first aid kit, emergency supply kit and other earthquake supplies. If major injuries have occurred, one adult should stay with the injured. All others should evacuate with caution. Attendance should be taken periodically throughout the disaster period. Provide all students with identification – if needed, the teacher can write each student's name on his/her skin with

permanent marker. A record should be kept of students released – to whom, time, address and phone number of parent. No student will be dismissed unless a parent or an adult listed on the student's *Regularly Authorized Adults* form picks them up. Teachers should stay with children while other adults attend to safety factors, communication, shelter, etc..

5. Safety Precautions

- a) Check for gas, water, and sewage breaks and shut off if needed
- b) Check for downed electrical line shorts; turn off power if needed
- c) Check for small fires and extinguish before they get out of hand
- d) Seal off and indicate where hazardous materials have been spilled
- e) Turn on portable radio. Listen for instructions. Do not use telephone except for life-threatening emergencies for the first two hours after the earthquake.

6. Long-Term Precautions

- a) Do not have the class re-enter the building unless it's determined to be safe
- b) Set up shelter
- c) Prepare water: 10 drops Clorox per gallon of water
- d) Ration food
- e) Provide diversions for children (games, songs, etc.)
- f) After the first two hours, attempt to locate parents and an emergency reference person from remaining children

XIII. Intruder Policy

**A. For unknown persons or intruder:**

If at any time you are dealing with a person about whom you feel uncomfortable or are fearful for your safety or the safety of others, then you may be faced with an intruder situation.

1. If a person comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911.
2. If a weapon is present, DO NOT CONFRONT- give a predetermined hand signal (signaling with middle finger) or “Code Red” phrase to another adult as a signal for them to call 911.
3. Follow Run, Hide, Fight guidelines below for active shooter.

**B. If NO weapon is suspected**, confront the intruder in the following manner:

1. Approach the individual in a non-confrontational manner with the assistance of another adult.
2. Introduce yourself and the person with you to the individual in a non-confrontational way.
3. Ask the individual who they are and how you can be of assistance.
4. Inform the individual of the policy that all visitors must be authorized and need to sign in, then guide him/her to the area where that is done.
5. If the intruder asks any questions regarding times of opening or closing, attendance of any child, parent or teacher, DO NOT answer until their identity is verified.
6. If the individual refuses, do not confront him/her. Give the other adult the pre-designated hand signal (middle finger) or “code red” phrase as a signal to call 911.

**C. For an active shooter:**

If it is determined that the safety of the children and adults are in jeopardy or there is an active shooter, follow FBI guidelines for RUN, HIDE, FIGHT outlined below.

1. **RUN:** if you can exit the building. Evacuate all children as quickly as possible to the neighborhood side of the parking lot. Call 911 immediately.
2. **HIDE:** if you cannot run, then hide in the “lockdown room” (our storage room). Call 911 immediately. Shove 2 wedges under the door, push gym matt cart in front of door. Gather the children in the far right corner of the storage room. Have all persons lie or sit down, cover their heads with their hands, and remain quiet. Silence all phones (including vibrate setting).
3. **FIGHT:** if you cannot run or hide, then fight the intruder. Attempt to incapacitate the intruder using all means necessary. Improvise weapons (throw chairs, act as aggressive as possible). Have someone call 911 immediately.

D. If you are unable to RUN or HIDE in the lockdown room:

1. Adults should quickly check the halls, restrooms, and all areas closest to the classrooms to get children into the rooms.
2. Lock all doors, close and lock all windows, and turn off lights.
3. Keep children away from windows and doors; position children in a safe place against walls or on the floor; turn a classroom table on its side to use as a buffer.
4. Adults will maintain as best they can a calm atmosphere in the room keeping alert to emotional needs of the children.
5. Teachers will keep all children in the classroom until an all clear signal has been given.
6. Teacher or designee will immediately call 911 and stay on phone until help arrives.
7. Upon arrival, the local police, in conjunction with the teacher, will assume controlling responsibility and may evacuate the building per standard operating

procedures. Also upon arrival of police, inform the police of the:

- (i) Location and description of the intruder
- (ii) Any known weapons
- (iii) Any statement made by the intruder

- 8. When all clear is heard, the teacher will consult with the adults of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the teacher.
- 9. Teacher will inform all other parents and director of the incident, and report to PCPO in a timely manner.

#### XIV. Field Trip Policy.

At the beginning of the year, the parent/guardian shall fill out all field trip forms set forth in the orientation packet and before each field trip the parent/guardian shall submit a completed Field Trip Information Form to the Excursions Coordinator for his or her class.

### **SNOW POLICY AND SCHOOL CLOSURES**

- I. If Kent School District schools are running late or closed due to weather, all BHCP classes will be cancelled for the day.
- II. All other school closures shall be decided by the teacher, Director and the Class Chairperson. Parents will be notified by the teacher via email or phone call, no later than one hour prior to the start of class.
- III. In the event the facility is without electricity or running water, classes will be canceled for that day as a safety precaution. (For reference see Bylaws Article 7 Section C)
- IV. All classes will have the option of making up any lost days over the allowances mentioned in A and B below by the end of the normal school year. This decision must be made by a majority vote of class members and presented to the Board and teacher for approval. In the event of a school closure, the following guidelines apply:
  - A. Classes which meet one day a week: one missed class will be excused and no makeup days are required.
  - B. Classes which meet more than one day a week: two missed classes will be excused and no makeup days required.

- C. Cancellation of Board meetings will be decided by 5:00 pm on the day of the meeting based on a board decision and planned attendance.

## **REMOVAL POLICY AND PROCEDURES**

Although Benson Hill Cooperative Preschool prides itself on the cooperative effort of the teachers, parents and Parent Education Instructors for its success, occasionally a parent/child must be removed from the school.

- I. *Causes of removing a parent/child from the preschool may include the following:*
  - A. Nonpayment of tuition and fees.
  - B. Not attending monthly parent education meetings or fulfilling makeup obligations.
  - C. Not working at the preschool as scheduled and failing to provide a substitute.
  - D. Failure to fulfill Board, committee or class jobs.
  - E. Theft or destruction of property belonging to preschool, teacher, or student.
  - F. Repeated late pick-up of child(ren).
  - G. Inappropriate behavior in the classroom, as determined by the Teacher and/or director. See Bylaws. Neglect of duties as described by the Policies and Procedures.
  - H. Background Check Failure
- II. *Procedures that will be followed when a problem or issue arises:*
  - A. When Class Chairperson, Teacher or Director becomes aware of a problem, the aforementioned members will collectively meet. If determined appropriate, a verbal warning will be given to the parent(s) involved.
  - B. The parent's response will be documented by the Class Chairperson in writing and submitted to the Director within 10 days.
  - C. If the problem continues after the verbal warning, the Director will mail a written warning placing the parent/child on a probationary period to be determined by the Teacher, Parent Ed instructor and Director.

- D. If the problem continues after the written warning, a vote for removal will be made by the Board. The vote will be cast through a written ballot. This Board meeting will be closed to all school members except the Board members, teacher(s) and Parent Instructor(s). The parent involved has a right to attend this meeting and has the right to address the board prior to the vote. Decisions reached at this meeting are final.

### **NON WORKING PARENT POLICY**

1. Nonworking status shall be allowed as long as the following requirements are met:
  - a. All parent responsibilities must be met, including the following:
    - i. Parent-ed/teacher meetings are attended
    - ii. Two (2) cleaning nights per year are completed
    - iii. Three (3) mandatory all-school meetings are attended (Fall Orientation, Winter Social and Spring All-School Meeting/Auction)
    - iv. Class job/board position is fulfilled
    - v. Risk Management video has been viewed and form signed
    - vi. All Fees are paid
    - vii. All required forms are turned in in a timely manner
  - b. Family has been enrolled and in good standing (all tuition and/or any other fees required by the co-op currently paid) for one (1) quarter. Alumni families to the co-op have this requirement fulfilled if they attended at least one previous quarter.
2. Non-working status shall only be an option for the Owls class and the Eagles class. This option is not available to the Hummingbirds and Sparrows class(es).
3. In order to have a nonworking parent, there must be at least 7 adults enrolled in the class. This equates to a 6 children to 1 adult ratio. For 16 adults, there can be a maximum of 3 nonworking parents. For 13–15 adults, there can be 2 or 3 nonworking parents. For 7–11 adults, there can be 1–2 nonworking parents.
4. Nonworking status will be determined via lottery, at the April Board meeting. If the class is not full and enrollment increases to allow for another nonworking parent slot, another drawing will be held at the next Board meeting. This procedure will continue until the number of nonworking parent slots are full.
  - a. In the event that enrollment drops, the nonworking parent slot will **not** be available. As long as there are at least 7 adults enrolled, a nonworking parent slot will be available.
5. Nonworking status is assumed to be the entire school year, unless explicitly stated otherwise. If nonworking status is no longer necessary,

- the family must let the school know at least 2 weeks in advance. If the family prefers to move to a working parent status, their nonworking parent spot will go to the next family that was drawn in the lottery.
6. Cost will be calculated as tuition plus 30%. The cost for nonworking status is as follows:
    - a. Owls class: \$120 per month
    - b. Eagles class: \$175.50 per month
    - c. In the event that a family has multiples, tuition costs outlined above will apply to each child.

## **VOLUNTARY PARENT WITHDRAWAL**

*In the event a parent wishes to withdraw from the preschool, the following policies are exercised:*

### **I. Contact Person**

A parent wishing to withdraw complete the parent withdrawal form, available online, before their withdrawal process will begin. The completed form shall be submitted to the Class Chair.

### **II. All School Fees**

All school registration and supply fees are non-refundable.

### **III. Benson Hill Cooperative tuition**

Upon withdrawal from the class, advance tuition is refundable (or may be applied to last month) if two weeks' notice is given. Advance tuition will not be refunded if less than two weeks' notice is given. May tuition will not be refunded to members who withdraw after March 1<sup>st</sup>. The parent shall return the all-school/job notebook to the Class Chairperson prior to receiving any refunds. Fees due to lost notebooks will be deducted from refunds sent to the parent.



## Benson Hill Co-op Preschool Notice of Intent to Withdraw

Parent's Withdrawal Checklist:

- Return Job Notebook to Class Chair.
- Return any books you have checked out from the school library.
- Settle accounts with the Treasurer.

As of \_\_\_\_\_ (today's date), I am giving two weeks' notice of my intention to withdraw from Benson Hill Cooperative Preschool.

Child's Name \_\_\_\_\_

Child's last day of class \_\_\_\_\_

I am withdrawing from school because

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Signature and date \_\_\_\_\_

**Submit this completed form to your Class Chair.**

**Note: By not giving a two-week written notice of your intent to drop, you may be forfeiting any refunds due to you.**

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*Class Chair, notify all Board members of this withdrawal.*

**Background Check Form**

As a Cooperative Preschool, we require parents to work in the classroom. A parent, grandparent, nanny, or other family member may fulfil this volunteer obligation for your child's enrollment. Benson Hill Cooperative Preschool recognizes that educating preschool children in a cooperative setting creates possible risks to the children. These risks are created when the children are present in a room with an unsupervised adult other than their parent.

In conjunction with the standards set by the Parent Child Preschools Organization, the Board believes these risks will be minimized by the use of background checks. We deem it necessary to screen parents and other volunteers for past convictions that might make them inappropriate candidates to assist in the education of young children or be in service to the Board.

Thus, every volunteer will be required to complete a criminal background check before being present in the classroom. These background checks will be submitted to the Washington Access to Criminal History (WATCH) program through the Washington State Patrol. They are strictly confidential and the results will be seen only by the background check committee.

If an unfavorable result is received on your background check, you will be given a copy of the results and an opportunity to explain or dispute your situation before a decision is made. That decision may affect your ability to volunteer in the classroom. Further information is available in our Policies and Procedures manual under the Background Check Policy.

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**Student Information:**

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_

**Primary Classroom Volunteer:**

Last: \_\_\_\_\_ First: \_\_\_\_\_

Middle: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Alias/Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

**Additional family members/persons who may volunteer during the school year:**

Last: \_\_\_\_\_ First: \_\_\_\_\_

Middle: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Alias/Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Benson Hill Cooperative Preschool does not discriminate against race, color, religion, national or ethnic origin.

**PLEASE INCLUDE SCANNED COPY OF DRIVER'S LICENSE OR OTHER ID  
(This will be returned upon completion of background check)**

# Financial Safeguards

## The Following Financial Safeguards shall be followed by the Board

1. The Registrar shall open and review all mail before it is distributed promptly to the appropriate persons. The Registrar shall examine the bank statements and ensure there are no cash withdrawals made, and if bank statements with images of checks written are available, shall ensure there are no checks written to cash.
2. After the end of the month, and upon receipt by the treasurer of the bank statements, the treasurer shall submit to the Director and Registrar a copy of the monthly reconciliation. The Director and Registrar shall review the reconciliation, and if bank statements with images of checks written are available, shall ensure each check image matches the payees and amounts set forth on the monthly reconciliation statement.
3. There shall be no cash withdrawals.
4. Receipts shall be issued for all cash received.
5. Two signatures shall be required for withdrawal and check writing. Blank checks are never signed.
6. All disbursements are by check or authorized electronic payment. An invoice or check request form is required for all disbursements. An ATM/Cash and Debit Card is not permitted unless such card only makes deposits (and not withdrawals) and is approved by PCPO.
7. Expense reimbursements shall require a signature and itemized check request form accompanied by receipts.
8. Savings accounts are only used to transfer funds to and from the checking account
9. The starting cash and ending cash amounts in fundraising cash boxes are documented on site by two people.
10. Bank statements are reconciled monthly
11. Written financial statements are provided monthly to the board.

12. The Director and Registrar check the Paychex reports to ensure taxes are being paid.
13. An annual financial review is completed.
14. All computerized records are backed up regularly. Financial statements and other important financial records are routinely printed, signed, and dated.
15. When money is collected 2 members of the preschool shall be present.

## **TEACHER INFORMATION**

### **AGREEMENTS/CONTRACTS**

- I. Teacher agreements will be renewed no later than June 1<sup>st</sup> and will be in effect September 1<sup>st</sup> through May 31<sup>st</sup>.
- II. Salary increases will be based on the teacher's years of experience/expertise, years of employment with Benson Hill Cooperative Preschool, years of education, and current preschool enrollment with regard to the current preschool income.

### **ADDITIONAL PAY**

- I. In order to be paid for hours worked over those contracted, the teacher must have prior approval from the Director. In the event the Director is unavailable, the co-director may give approval. The approving person must document the approval and the Executive Treasurer must be notified.
- II. A teacher may be asked to increase her class size if the Board determines it necessary. Any change in compensation will be determined at that time.

### **PAYMENT OF SALARY**

- I. Time sheets will be filled out with the actual hours worked during each salary period, as defined in the current contract. Payment will be made for the hours contracted and/or previously approved hours. Time sheets will be received by the Executive Treasurer by the last day of each month.
- II. Upon receipt of the time sheet, checks shall be issued no later than the 5<sup>th</sup> of each month.

### **CLASSROOM ALLOWANCE**

- I. A monthly classroom allowance is to be used for the purchase of special materials or snacks not normally available in the preschool inventory.
- II. An itemized classroom allowance form with receipts attached must be filed with the Executive Treasurer at the end of each month. The Executive Treasurer will issue a check for the next month's classroom allowance account along with the teacher's payroll check.

## **TEACHER'S CHILD AS A STUDENT**

A teacher may not have his or her own child as a student in the class they are teaching. However, a child is eligible to register for another class appropriate for his/her age. The teacher then becomes a parent with all the privileges and responsibilities as outlined in the preschool documentation. The teacher will be required to pay all registration, tuition, and fees and will attend all parent meetings.

## **SUBSTITUTE TEACHERS**

Within the first quarter of each school year, it is the responsibility of the Board and teachers to develop a list of parents who are willing to substitute teachers. A copy of the list should be given to all teachers at the school and all Class Chairpersons. In the event of absence it is the teacher's responsibility to arrange for a substitute from the list.

*\*There must be one or more adults (teacher, parent or parent ed instructor) with current CPR and First Aid certification in the classroom on-site (Refer to list by emergency kit). If no one meeting these qualifications can attend class the day a teacher is gone, class will be cancelled.*

### **With regard to school closures:**

If the teacher is not able to locate a substitute, then class is officially cancelled and the teacher will notify via email or phone within one hour of scheduled start time.

## **SCHOOL MEMBER JOBS**

### **HOW THE BOARD IS ELECTED**

- I. The Board will appoint a nominating committee by March for elections in May.
  - A. This committee's responsibilities include: soliciting interest, advertising with nomination posters, collecting nominee applications, advertising and encouraging attendance at the all school meeting, and overseeing the voting process.
  - B. Nominations may be made from the school membership with the nominee's permission.
  - C. An individual may nominate him or herself by entering his name on the signup sheet posted at the school.
- II. Board elections shall be held during the Spring all-school meeting. Nominees are elected by a majority vote of the school's total membership. Newly elected Board members shall be announced at the All-School meeting and the results will be posted. If majority is not present, or vacant seats remain for new board nominees, new board members may be voted in over the summer as membership increases, by existing board members.
- III. No individual Board member may serve more than two (2) consecutive terms in one Board position. Exceptions to this will be considered at the All-School annual Spring Meeting and decided by an all-school vote.

### **HOW ALL OTHER JOBS ARE ASSIGNED**

Any non-Board positions will be determined upon orientation with teacher input. The first opportunity to sign up for class jobs is upon completion of one's registration (choose top 3, then teacher/board makes the final decision).

## **BOARD POSITIONS (Elected Positions)**

The **Board** shall serve as a liaison between each class and the school. The Board shall consist of the Director, Co-Director, Executive Secretary, Registrars, Executive Treasurer, Health & Safety Coordinator, Executive Fundraisers, Marketing Coordinator, Class Chairpersons and Communications Coordinator. Board members are exempt from cleaning nights.

### **BOARD MEMBERS**

- I. The **Director and Co-Director** duties shall include, but are not limited to, the following:
  - A. Planning and conducting Board meetings.
  - B. Coordinating programs between classes.
  - C. Serving as liaisons between the preschool, PCPO, and the host facility.
  - D. Training Class Chairs.
  - E. Negotiating contracts with teachers.
  - F. Negotiating use agreements with the host facility (or landlord).
  - G. Publishing an agenda of business for discussion and voting at Board meetings.
  - H. Performing general executive duties.
  - I. Participating on Personnel and Budget Committees and any other committees they deem necessary.
  - J. Sending Risk Management Special Events Form to PCPO Program Director six to eight weeks prior to event.
  - K. Creating a school calendar for the following year.
  - L. Serve on the Background Check Committee to determine if background results are unfavorable.
  - M. Work with Health and Safety on the PCPO Committee to handle communications with PCPO and the filing of any claims.

To aid transition from one Board to the next year's Board, the Co-Director shall become Director with a new Co-Director serving. The Co-director has the option of refusing Directorship if unable to commit to the preschool for another year.

- II. The **Executive Secretary** duties shall include, but are not limited to, the following:
  - A. Assisting the class Parent Coordinators.



- B. Taking minutes at the Board meetings and providing copies in a timely manner to the Board members. Once minutes are approved by the Board, the Secretary shall post a hard copy thereof on the school bulletin board.
  - C. Performing general correspondence duties as needed.
  - D. Coordinating class pictures for all classes.
  - E. Participating on the Scholarship Committee in review of scholarship applications
  - F. Keeping the preschool apprised of state government affecting the co-op program as needed.
  - G. Performing general executive duties when needed.
  - H. Makes parent and student name tags and mailbox labels.
  - I. Signs checks for reimbursement and must be present to add and subtract people from the bank account.
- III. The **Registrar** duties shall include, but are not limited to, the following:
- A. Registering all members.
  - B. Checks school email and phone.
  - C. Give interested families tours of the school.
  - D. Creating a master list of all classes and maintaining it until October 15 of each year, at which time they shall be turned over to their respective Class Chairs.
  - E. Collecting the registration information.
  - F. Distributing current copies of rosters for each class's enrollment to the school membership.
  - G. Performing general executive duties when needed.
  - H. Check the mail and distribute to appropriate parties in a timely fashion and check the bank statements for cash withdrawals or checks written to cash.
  - I. Work with the Treasurer and PCPO to determine numbers to send for insurance renewal purposes.

IV. The **Executive Treasurer** duties shall include, but are not limited to, the following:

- A. Paying expenses, including payroll or upon board approval, forwarding monthly payroll information to payroll company who will process the teachers' payroll, file quarterly tax forms, tax returns and W 2's.
- B. Working with the Executive Fundraiser/s to cross-check and record any fundraising monies received.
- C. Developing and updating the preschool budget.
- D. Supplying monthly financial reports to the board.
- E. Preparing year-end report and prepare books for financial review.
- F. Filing quarterly payroll tax forms, tax return and W-2's.
- G. Serving on the Budget and Personnel and scholarship committees.
- H. Work with PCPO and registrar to determine insurance rates for upcoming year
- I. Performing general executive duties when needed.

V. The **Executive Health & Safety Coordinator** duties shall include, but are not limited to, the following:

- A. Initiating and overseeing safety and hygiene measures, including obtaining immunization records for each child per the Washington Department of Social and Health Services.
- B. Ensuring first aid supplies are stocked and current.
- C. Ensuring emergency supplies are stocked and current, including emergency food, comfort kits and other first aid emergency supplies.
- D. Performing quarterly safety inspection of classroom and reporting hazardous conditions if necessary.
- E. Working with teachers to perform safety drills.
- F. Updating and posting safety board in classroom.
- G. Organizing, maintaining, and ensuring follow through of the risk management book.
- H. Reporting results of periodic inspections to PCPO.

- I. Submitting Background Checks and working on PCPO/Background Check Committee with Director and Co-Director in the event of unfavorable background checks.
  - J. Working with Director and Co-Director on the PCPO Committee to help with communications involving PCPO and compiling and facilitating use of PCPO insurance pockets.
  - K. Performing general executive duties as needed.
- VI. The **Playground Coordinator** duties shall include, but are not limited to, the following:
- A. Organize at least two work parties during the school year.
  - B. Oversee equipment and maintenance in the playground area; arrange for any broken items to be repaired.
  - C. Collect input from Teachers regarding playground.
  - D. Performing quarterly safety inspection of playground and reporting hazardous conditions if necessary.
  - E. Performing general executive duties as needed.
- VII. The **Executive Fundraiser** duties shall include, but are not limited to, the following:
- A. Coordinating and overseeing All-School Raffle/Auction.
  - B. Coordinating all other fund raising efforts done by the preschool.
  - C. Obtaining a cross-check of fundraising monies collected from the Treasurer or other designated individual and reporting the same to the Treasurer for record keeping.
  - D. Performing general executive duties when needed.
- IV. The **Class Chairperson** duties shall include, but are not limited to, the following:
- A. Representing the class at the monthly Board meetings or providing a substitute if necessary.
  - B. Communicates information from board meetings with their classes.
  - C. Reporting to Director/Co-Director.

- D. Notifying parents regarding the monthly parent-ed/teacher meetings and orientations for the class.
  - E. Using the published calendar to inform parents of upcoming events to solicit discussion and/or a class vote if warranted.
  - F. Serving on the committees as needed.
  - G. Maintaining his/her class roster, beginning October 15 of each year, and notifying the Board of changes throughout the year.
  - H. Monitoring parent responsibilities including collection/review of required forms.
  - I. Ensuring that parents are aware of their responsibilities and that they are being fulfilled (*see Parent Duties section*).
  - J. Assisting the teacher in locating a substitute teacher in the event of the teachers absence.
  - K. Orienting new parents, including risk management video or summary.
  - L. Reviewing Reconciliation Statements to Check Against Bank Statements.
  - M. Performing general duties when needed.
- V. The **Marketing Coordinator** duties shall include, but are not limited to, the following:
- A. Publicizing the preschool program as requested by the Board, including creating and distributing brochures, signs, and newsletters/newspaper advertisements.
  - B. Coordinating preschool participation in various community activities which serve to promote/publicize the school (*i.e.*, community events, fairs, etc.).
  - C. Facilitating T-shirt selection and sales.
  - D. Performing general executive duties when needed.
- VI. The **Communications Coordinator** duties shall include, but are not limited to, the following:
- A. Collecting information from class Parent Coordinators highlighting upcoming events and providing relevant publications in an all-school monthly newsletter; publishing and distributing this newsletter to all members of the co-op, including parents and teachers, on a monthly basis.
  - B. Updating the hallway bulletin boards upon request from the teachers

- C. Maintain and update the school website.
- D. Performing general duties as needed.

## **ALL-SCHOOL POSITIONS (Non-Elected Positions)**

- I. The **All-School Librarian** duties shall include, but are not limited to, the following:
  - A. Conducting annual book inventory in April (of parent library).
  - B. Inspecting and maintaining books for any needed repairs.
  - C. Organizing/distributing book club orders.
  - D. Performing general duties as needed.
- II. The **Buyer** duties shall include, but are not limited to, the following:
  - A. Coordinating the purchase of materials, equipment, supplies and restocking when appropriate. Assist with finding help for repairs when necessary.
  - B. Maintain inventory checklist, coordinate with teachers prior to finalizing monthly purchases.
  - C. Coordinate classroom pack-up with housekeeper at the end of each school year.
  - D. Performing general duties when needed.
- III. The **Housekeeper** duties shall include, but are not limited to, the following:
  - A. Coordinating the maintenance and clean-up of the preschool facility, including the monthly parent cleanings.
  - B. Tracking housekeeping materials, equipment, and supplies, and coordinating with the Buyer when purchases are needed.
  - C. Coordinate classroom pack-up with the buyer at the beginning and end of each school year.
  - D. Performing general executive duties when needed.

## **CLASS JOBS (Non-Elected Positions)**

The following is a description of the various class positions and/or committees that are available within the preschool. This is primarily a guideline; individual classes may adjust job titles and/or duties as needed to accommodate the particular needs of their class.

- I. The **Parent Coordinator** duties shall include, but not be limited to, the following:
  - A. Scheduling parent work days (the number of working parents needed will be determined by the teacher with input from the class members) and tracking schedule changes/days worked and reporting to the teacher, Class Chairperson and parent education instructor as necessary.
  - B. Posting parent work schedule and emailing it out to class.
  - C. Submitting articles and reporting class news and happenings to the Communications Coordinator for inclusion in the monthly newsletter.
  - D. Performing general duties when needed.
  - E. \*\*Must have knowledge of Microsoft word.
  
- II. The **Class Secretary/Treasurer** duties shall include, but not be limited to, the following:
  - A. Taking minutes of all monthly parent-ed meetings and distributing them to all class members.
  - B. Sending reminder emails to families when to pay tuition.
  - C. Maintaining a log of families who have worked on their cleaning nights. Compiling a list of families who missed their cleaning night for each semester and reporting back to treasurer.
  - D. Helping the Executive Treasurer collect unpaid tuition and other fees upon request from Executive Treasurer.
  - E. Performing general duties when needed.
  
- III. The **Classroom Photographer** duties shall include, but not be limited to, the following:
  - A. Photographing students during class, special days, and field trips.
  - B. Purchasing and/or creating/researching ideas for layout and content of class memory books.
  - C. Coordinating/organizing “memory book nights” for the class, if desired
  - D. Setting up and uploading pictures to shared sights.
  - E. Optional creating digital scrapbook for end of the year parent purchase.
  - F. Performing general duties when needed.

- IV. The **Classroom Assistant** duties shall include, but not be limited to, the following:
- A. Assisting the teacher with projects throughout the year such as cutting projects, making playdough, mixing paints or anything else required by the teacher.
  - B. Advising the Housekeeper and Buyer of any equipment that needs replacement or repair.
  - C. Checking weekly to see that towels and rags are laundered.
  - D. Checking weekly to make sure the snack cabinets have ample supply of cups, napkins, rags, and sponges.
  - E. Performing general duties as needed.
- V. The **Special Events/Communications Coordinator** duties shall include, but not be limited to, the following:
- A. Coordinating special events such as The Winter Social, Family Night, parent socials or as requested by the teacher, Executive Fundraiser or Class Chairperson.
  - B. Coordinate parent nights out and other community events.
  - C. Work with marketing coordinator to distribute marketing materials in the community and develop a list of places to distribute flyers.
  - D. When necessary, notifying parents, teachers and/or Parent Education Instructor of, but not limited to, the following:
    - 1. Upcoming meetings
    - 2. Excursions
    - 3. Cancellation of school (snow closures, etc.)
    - 4. Miscellaneous school activities
    - 5. Special materials needed by the children for a preschool project or activity
  - E. Performing general duties as needed.
- VI. The **Excursion Coordinator** duties shall include, but not be limited to, the following:
- A. Working with teacher and parents to obtain excursion ideas.
  - B. Making arrangements with facility to be visited.
  - C. Posting notes of time, place and special conditions for field trips.
  - D. Making arrangements for any admission/parking fees.
  - E. Writing thank you notes to any field trip locations.
  - F. Performing general duties as needed.
  - G. Sending risk management field trip form PCPO Program Director one month prior to event, or as soon as it's scheduled.
  - H. Sending out field trip forms and ensuring their return before the field trip.

- VIII. The **Class Hospitality Coordinators** (1 per class) duties shall include, but not be limited to the following:
- A. Acclimating new families throughout the year,
  - B. Sending greeting cards for major life events,
  - C. Setting up a meal plan for a family if warranted
  - D. Coordinating a gift for the teacher during teacher appreciation week
  - E. Writing thank you notes to any outside helpers.
  - F. **Parent should have previous Co-op experience**

### **Fundraising Committee**

The Executive Fundraisers direct the activities of the Fundraising Committee members listed below. The committee jobs and number of people needed for each area are subject to change as determined by the Executive Fundraisers.

- VII. **Class Fundraiser Communicator /Class Project and Basket Coordinator (one per/class)**: Acts as the contact person for their class, answers questions about all fundraising activities. Delivers auction items collected from class to the Executive Fundraisers. Organizes the class basket to be donated to the auction from their class. Collects items from parents and arranges the basket. Assists teacher in organizing class project to be donated to the auction. Assists with auction activities such as setup, take down, running for raffle items, running for check out, bidder sheet closing, etc. on the day and/or evening of the auction.
- VIII. **Rummage Sale (two for the school)**: Coordinates drop off and organization of donated items to sell. Organizes volunteer schedule. Coordinates with the church to come up with a date for the sale. Works with Marketer to publicize the sale. Present as much as possible during the sale. Manages the money at the sale, always have two people present and counting money. Coordinates with classes to create baskets for raffle.
- IX. **Hop-A-Thon Team and Auction Volunteers (two for the school)**: Coordinates and assembles Hop-A-Thon letters and packets for each BHCP family. Assembles item to hop with and/or thank you gift for participating for each child. Acts as the contact person for this fundraiser. Assists with auction activities such as setup, take down, running for raffle items, running for check out, bidder sheet closing, etc. on the day and/or evening of the auction.
- X. **Auction Procurement Team (four or five for the school)**: Updates procurement form to include email address and sends out requests for donations to previous donors. Tracks and enters all details of donations. Makes follow up phone calls on parents' leads of potential donors and leads on those businesses that haven't responded by a certain date. Creates flyers/teasers of procured items (silent and live auction) on email and/or on



paper up to the week of auction. Assists with auction activities such as setup, take down, running for raffle items, running for check out, bidder sheet closing, etc. on the day and/or evening of the auction.

- XI. **Auction Decorations (two for the school):** Organizes all decorations for auction. Procures, creates and designs layout of decorations in auction location. Creates generic signs for different areas as appropriate (Food, Check-In/Registration Auction A, Auction B, Raffle, etc). Assembles and displays decorations before auction and removes them after auction. Assists with auction activities such as setup, take down, running for raffle items, running for check out, bidder sheet closing, etc. on the day and/or evening of the auction.
- XII. **Auction Invitations and Program (two for the school):** Create an evite and send to membership, businesses, alumni and friends. Tracks all RSVPs. Creates bidder numbers and nametags. After Executive Fundraiser approves agenda timeline, designs and makes programs for night of auction. Assists with auction activities such as setup, take down, running for raffle items, running for check out, bidder sheet closing, etc. on the day and/or evening of the auction.
- XIII. **Auction Raffle and Thank You Team (2 for the school):** Creates and assembles raffle packets and distributes to all BHCP families. Prepares and sends thank you letters for personal (directly connected to BHCP) and business contributions/donations. Handles any other miscellaneous thank you items (like being the contact for after auction thank you in BHCP newsletter or thank you's for program before auction). Assists with auction activities such as setup, take down, running for raffle items, running for check out, bidder sheet closing, etc. on the day and/or evening of the auction.
- XIII. **Auction Slideshow & MC (two for the school):** Organizes, creates and handles collection of all items (such as photos of students or student art from class photographer) and compiles for auction night entertainment (i.e. Slideshow or Power Point presentation). Creates cds of the slideshow and have for sale at the event. Or creates, designs and organizes another event for entertainment at the auction. Runs the entertainment segment at the auction and is MC for auction. Assists with auction activities such as setup, take down, running for raffle items, running for check out, bidder sheet closing, etc. on the day and/or evening of the auction.
- XIV. **Auction Food Planning and Preparation (four or five for the school):** Creates a menu, organizes and prepares food/drink, utensils, cups, plates and napkins. Procures or purchases all food and necessary supplies before the auction. Coordinates food and kitchen set-up the morning of the auction. Prepares and serves food. Coordinates dessert dash. Coordinates volunteers and kitchen clean-up after auction.

