



RAINDROP COOPERATIVE PRESCHOOL

HANDBOOK 2017-2018

Welcome to Raindrop Cooperative Preschool! Whether you are a returning member or new family, we extend our greetings and look forward to sharing a fun-filled year with you at Raindrop!

This Handbook has been designed with you in mind to act as a user-friendly reference. Please take time to read it over to familiarize you with how our school operates. An outline for the Handbook is as follows:

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Thank you in advance for actively participation in our children's preschool experience. Your involvement and efforts are tremendously appreciated.

Best wishes for a year full of laughter, learning, and fun!

Your Raindrop Preschool Board and Teachers

I. POLICIES OF RAINDROP PRESCHOOL PROGRAMS

ADMISSION REQUIREMENTS AND CLASS SCHEDULES

TODDLER MORNING CLASS

Children enrolled in Toddler Day class must be 1 year of age on or before August 31st of the year enrolled and will be accepted until the age of 3. The class will meet on Thursdays from 9:00 - 11:00 A.M.

TODDLER EVENING CLASS

The child must be 1 year old on or before August 31st of the enrolled school year and will be accepted until the age of 3. The class will meet on Thursday evenings from 5:45 - 7:45 P.M.

AM PRESCHOOL CLASS

Members of the morning preschool class must be 3 years of age before August 31st of the year enrolling. The class meets Monday, Wednesday, and Friday from 9:00-11:30 A.M.

PM PRESCHOOL CLASS

Members of the afternoon preschool class must be 4 years of age on or before August 31st of the year enrolling. The class meets Monday, Wednesday, and Friday from 12:30 - 3:00 P.M.

FOR ALL CLASSES

The Board and teacher must approve any waiver for children whose birth date follows closely after the August 31st age requirement. A schedule will be provided prior to the school year. Classes generally begin the 1st week of September and end the 2nd week of June.

ATTENDANCE

TODDLERS

A parent or parent substitute must attend each class with your toddler. A one-to-one guardian to child ratio must be maintained for insurance and safety purposes. Other adults may attend class with you and your toddler with prior permission of the classroom teacher.

PRESCHOOL

All children meeting the age requirements for preschool classes must be able to use the restroom without assistance; otherwise, they must be wearing pull-ups during class. If this is the case, please bring a change of clothes, a spare pull-up and flush-able wipes. If the child has an "accident," the parent may be contacted to return and assist their child in changing wet clothing. Parents of preschoolers are free to stay as long as their child needs them to in transitioning at the beginning of the school year.

ALL ENROLLED

Regular attendance is important for consistency in the program. If an absence of two classes or more is anticipated, please inform the teacher. Parents or caregivers must be available to pick up/remove their child immediately from the school at the request of a board member or a teacher to ensure the health and safety of all the children present in the school and to avoid disruptions. The teacher or Board may dismiss the student from the program immediately, and will provide a refund of money paid for classes in which the child was not allowed to attend.

SIBLINGS IN CLASS

On your scheduled snack parent day, it is important to remember that you are there to help the teacher and students in the classroom. Please make arrangements for your other child(ren) when assisting in class. If you are assigned a day to be parent helper and you do not have child care, older siblings may attend class with prior approval from the teacher. The teacher may revoke this privilege at any time, and the parent may be asked to remove the sibling immediately for any reason. Younger siblings will need to be worn in a front or back carrier at all times if you are helping in the classroom. Remember this class time is geared specifically for your preschool child and having other siblings in the classroom is a distraction to all of the students, teachers and helpers in class. Please find alternate child care for those siblings or switch parent helper days with another parent. The parent helpers schedule is completed with enough advance notice so that you can find child care plans. You also have the option of letting the parent helper/snack helper coordinator know which days are more convenient for you each month.

REGISTRATION AND FEES

A \$20.00 non-refundable registration fee is required for the first child; all other children in the family will be charged an additional \$10.00 registration fee, each year that they are enrolled at Raindrop. You are not considered registered for a class until your check has cleared and your registration form has been received.

Registration will be taken in this order:

- I. Any current member, in good standing, of Raindrop Toddlers, AM, or PM Preschool classes will have first priority in securing a place for their child during in-house registration in the spring. The Board will determine dates and times of registration.
- II. Registration will be open to the public on a first-come first-serve basis. The Board will determine dates and times of registration. As the class fills (10 children maximum in Toddler Class, 12 in Preschool) all others will comprise a waiting list. If on a waiting list, a \$20.00 registration fee is required when an opening becomes available.

TUITION

TODDLER COST

Tuition for the Toddler Class is \$350.00 for the year. The tuition may be paid in full, or by paying \$35.00 per month.

PRESCHOOL COST

Tuition for the AM or PM preschool classes is \$900.00 for the year for participating parents or \$1,100.00 for the year for a non participating parent. The tuition may be paid in full, or by paying \$90.00 per month for a participating parent or \$110.00 for a non-participating parent.

TO ALL ENROLLED

Tuition is due, payable on the first of each month, and no later than the 5th. First month's tuition is due by September 1st. A late fee of \$10.00 will be assessed when tuition is not paid by the 15th of the month, and \$5.00 for each week thereafter. When paying, please specify your child's name and the class (s)he is attending on your check or envelope. If you are paying in cash, please put the cash in an envelope in the preschool lockbox. Payments become delinquent after 30 days and constitute dismissal from the preschool. All checks returned for Non-Sufficient Funds are subject to the fees incurred. Any future enrollment will be denied until all past due fees are met. Tuition can be placed in the lockbox located in class or mailed to:

Raindrop Preschool
420 N. Broadway
Aberdeen, WA 98520

Tuition is not adjusted for missed classes or for shortened months due to holidays. Tuition will not be refunded for absences, and full monthly tuition is due whether or not the child is in attendance. The Executive Board and the teachers must be informed of all withdrawals at least 4 weeks in advance in order to receive a tuition refund.

IMPORTANT NOTES

1. When changing a diaper, all diapers and wipes must be wrapped in a plastic bag before depositing in the garbage. A changing table and plastic bags are available in our restroom for your convenience.
2. Disposable gloves must be used when distributing non-packaged snacks.
3. Preschool parents – please remain with your preschooler until the snack parent has arrived.
4. All babies brought to class must be worn in a baby carrier. Please try to find childcare for infants, but if none is possible there is to be no infants or young children wandering around during class times.

RAINDROP SCHOLARSHIP PROGRAM

Raindrop Preschool recognizes the inability for some to pay all or part of their child's tuition each month; therefore, a scholarship may be offered to children either enrolled in the Toddler or Preschool program. Scholarships will be at the Board's discretion and are based on financial need, preschool involvement, and availability of scholarship money. The board may at its discretion ask the recipients family to take on additional volunteer activities for the school. The families requesting aid must meet the following requirements:

1. An application for the scholarship given to the Executive Board. Contact an Executive Board member if an application is required. Confidentiality will be maintained throughout the entire process.
2. An applicant must be a student in good standing with registration fees paid.
3. Scholarship recipients/families must actively complete the fundraising requirement – payment is not accepted.
4. If the board awards the scholarship to the applicant, they must enter into a scholarship agreement.

UNPLANNED SCHOOL CLOSURES

It will be at the discretion of the preschool/toddler teacher when weather conditions make school attendance questionable. The teacher will contact an executive board member and will initiate phone calls using the phone call lists or with the automated email/text messaging service. School closure information will be provided on KXRO. The missed day(s) will be completed at the end of the school year.

II. PARENT RESPONSIBILITIES TO THE PRESCHOOL

Parents are required to complete and return forms as requested by the preschool including, but not limited to, the following:

1. Child Information Form
2. Emergency Information and Consent Form
3. Membership Agreement Form
4. Field Trip and Photo Consent Permission Form
5. Certification of Immunization Status
6. Classroom Monthly Deep Clean Contract

Note: parents are responsible for updating the information on these forms as needed during the school year.

PARTICIPATION

TODDLERS

PARENTS ARE EXPECTED TO ATTEND CLASS REGULARLY WITH THEIR TODDLER. During class time, we ask that ALL PARENTS stay within very close proximity of their toddler. Visiting with other parents is fun but should not be at the expense of playing with your own toddler. Please join and PARTICIPATE in circle time(s) by sitting on the carpet and engaging in the teacher lead activity. Toddlers learn best when adults model the appropriate classroom behavior ... so sing, dance, and have fun! Parents will bring snacks or drinks approximately once a month, help set up for snack time, and assist in clean up following class.

PRESCHOOL

Parents must walk their child all the way to the classroom, help them wash their hands, hang up coats and back packs. Please remember to wait outside the classroom door until the teacher opens the door to begin class. *Parents will be scheduled to assist in the classroom at least twice a month as Parent Helper(s). On your scheduled day, please try to arrive 15-20 minutes before class. The teacher will discuss the day's events with you at that time. It will be your responsibility to set up snacks and drinks, assist with the day's activities, join in circle and story time, and assist in clean up following class. Snack parents must stay with the children after class until all parents have arrived. The teachers, Parent Helper(s), and students will walk up the stairs to the exit and wait for their parents/authorized adult to be released to them by the teacher.* Please arrive at the preschool 5 minutes before the class ends to ensure that the teacher, Parent Helper(s), and your child is not waiting out in the changing weather for any prolonged length of time.

RAINDROP JOBS

As part of the Raindrop Cooperative Preschool, every parent will participate in one Raindrop job, whether on the Executive Board, on an All School Position, or in a Class Position. Your help and support is vital to the effective functioning of Raindrop Cooperative Preschool. Sign-ups are on a first come, first serve basis. Have fun and get involved!!

FUNDRAISING REQUIREMENT

Fundraising is critical to the operation of the school to maintain keeping tuition as low as possible. Fundraisers account for over 60% of the school's revenue. **Your active participation in all fundraisers is a requirement of enrollment**, and is important in building relationships with other parents that are a vital component of the cooperative experience. The Fundraising Coordinator(s) will inform all parents of the upcoming fundraisers for the year at the orientation session and through various communications throughout the year. If you have concerns about your ability to participate, please contact a Board Member.

PARENT HELPERS' RESPONSIBILITIES

The Parent Helper(s) is responsible to do the following during class:

- Wipe down tables with bleach water and set up snack for the number of children in attendance.
- Provide low sugar, healthy snack and drink items. Please try to always include one fruit or vegetable.

Following class the Parent Helper(s) will stay 10-15 minutes to do the following:

- Wipe off the tables and chairs with bleach water and paper towels.
- Check each area to make sure all equipment and materials are neatly put away.
- Sweep or vacuum up the tactile table area and classroom space.
- Wash the paint brushes.
- Empty trash cans, replace plastic bags, and deposit garbage in the outside receptacle. To reduce the waste of trash bags, garbage should be taken out by the afternoon class unless otherwise needed.
- Wipe down the classroom sink area, bathroom sink, and toilet and toddler toilet seat with bleach water solution to maintain sanitary conditions in the school.
- Take recycling after class as needed.

Preschool parents - if you are unable to attend your scheduled date, you must find a replacement parent to attend class. Depending upon the size of each class, we may require two parents to assist.

CLASSROOM MONTHLY DEEP CLEAN

All families involved in Raindrop Cooperative Preschool will participate in at least one deep clean (which typically last three to four hours if all families participate) of the classroom during the school year. Each family will sign and abide by the Monthly Deep Clean Contract. With the assistance of a Board Member, parents will establish a convenient time and perform the following cleaning duties:

- Vacuuming the entire facility
- Thoroughly cleaning the bathroom
- Changing the newspaper on the painting easels
- Wiping down shelves, table tops, and counters with Soft Scrub using cleaning cloths
- Wiping down the toys in the gym with bleach water solution and cleaning cloths
- Cleaning all plastic kitchen, Play-Doh, and restaurant toys (please make sure not to submerge toys that may hold water)
- Straightening items on the classroom shelves
- Cleaning all mirrors, windows, and window sills
- Laundering all dress up clothes, art smocks, and cleaning cloths
- Cleaning underneath and inside the refrigerator
- Pulling out all shelves and benches to vacuum or sweep under
- Spot-cleaning walls as needed
- Mopping floors (large room, bathroom, hallway, teacher's area/kitchen)
- Cleaning the stage area either by sweeping or mopping

TO HELP WITH THE TRANSITION INTO PRESCHOOL (Preschooler classes)

Remain visible from all parts of the school during your first participation days. Your child needs to know that you are close in order for (s)he to find you as much as they need to.

Release the child emotionally, especially from the demands of perfection.

Leave guidance of your child to participating adults, but let him/her come to you for comfort and affection whenever (s)he wishes.

Limit conversation with others.

Do not discuss any child within the preschool (criticism, etc). Specific questions for the teacher will need to be covered during a phone call when the child is not present. You may leave a message at the school if you would like the teacher to return your call.

Relax! Everyone is getting used to this transition and we all learn at our own pace.

DAYS FOLLOWING THE INTRODUCTION INTO PRESCHOOL

Stay with your child as long as (s)he needs you. Do not become impatient if (s)he seems to require a long transition. Your tension will only increase his/her insecurity.

Consult with the teacher to determine when (s)he feels the child has established a secure relationship and is ready for you to leave him/her on a daily basis. Have this conference over the telephone or when the child is NOT present.

Withdraw gradually if your child has been shy or dependent.

Time your first withdrawal to the readiness of the child and make each successive withdrawal a little longer.

Let your child build a feeling of adequacy until (s)he is ready to stay without you. Show him/her your confidence in his/her ability to do so.

III. GOALS OF RAINDROP PRESCHOOL FOR CHILDREN AND PARENTS

OUR GOALS FOR THE CHILDREN ARE TO:

1. Have a positive first experience with peers and "school"
2. Learn the concept of "friend" and experience being part of a group
3. Gain skills in making choices and solving problems
4. Gain confidence in him/herself by mastering skills using materials and equipment
5. Begin to learn to share toys, equipment and parent(s)
6. Learn to freely express him/herself through creative media and imaginative play
7. Have an opportunity to increase language skills
8. Learn to help clean up
9. Learn to use large muscle equipment safely and successfully
10. Learn to take direction from an adult other than parent

OUR GOALS FOR THE PARENTS ARE TO:

1. Gain a new understanding of physical, emotional, social, intellectual, and language development of children
2. Observe (really see and hear) your own child and become more aware of his/her special talents and personality traits
3. Share and learn successful techniques for working with toddlers and preschoolers
4. Have an opportunity to freely exchange thoughts, feelings, and ideas with other adults
5. Recognize that child-parent interaction is important to the development of your child
6. Recognize that your own personal development and feelings are important
7. Be able to demonstrate respect for others' feelings and values
8. Learn and share techniques of positive discipline
9. Receive support and encouragement from each other and teachers
10. Learn that normal, emotional feelings need outlets, both for parents and children
11. Encourage your child to solve problems, make choices, and become a creative person
112. Learn activities to enjoy at home with your child
13. Relax and enjoy yourself and your child

GUIDELINES FOR WORKING WITH CHILDREN IN A CLASSROOM SETTING

1. **CULTIVATE A CALM ATTITUDE WHEN TALKING OR WORKING WITH CHILDREN.**
A quiet manner helps prevent excitement and over stimulation.
2. **RULES ARE SIMPLE AND BASIC.**
A child is free to explore as long as (s)he:
 - does not hurt him/herself or others
 - does not destroy equipment or material
 - does not disturb others
3. **IN GIVING DIRECTIONS, BE SURE THAT THE CHILD UNDERSTANDS.**
When you talk to children, get to their level both in your choice of words and by bending or squatting down to look into their eyes on the same level.
4. **A CHILD IS NOT FORCED TO PARTICIPATE.**
Some children need a "looking on" period before they are willing to try a new activity or participate in a group experience.
5. **SUGGEST THE NEXT SPECIFIC ACT WHEN A CHILD DAWDLES.**
Ask, "Where is your towel?" when a child continues washing too long.
6. **GIVE THE CHILD A LIMITED CHOICE OF ACTION, WHEN FEASIBLE.**
Ask, "Where would you like to put this train? Here or there?" This gives the child a personal interest in the situation and develops his/her initiative and independence.
7. **OFFER THE CHILD A CHOICE ONLY WHEN YOU CAN ACCEPT HIS NEGATIVE REPLY.**
Don't ask, "Do you want to put on your coat?" when it is raining outside. Instead, state, "It is cold outside. Would you like to put your shoes or coat on first?"
8. **LET THE CHILD LEARN BY EXPERIENCE.**
Encourage the child to help him/herself; offer assistance only when it is necessary to avoid a feeling of failure or discouragement. Perhaps you could do it faster and better for him/her, but through doing it him/herself, the child is learning.
9. **ENCOURAGE THE CHILD WHENEVER POSSIBLE, ESPECIALLY AFTER A DISAPPOINTMENT OR INFRACTION OF THE RULE.**
"We'll try again tomorrow," gives hope. "That was hard work, but you certainly kept trying," recognizes effort, regardless of the product.
10. **CHILDREN MAY NEED HELP LEARNING HOW TO USE ITEMS SUCH AS GLUE, PAINT AND WATER.**
When possible, however, let them experience it in his/her own way. Avoid making models or samples for the children to copy. Judgments of the final product are not necessary.
11. **USE DO'S INSTEAD OF DON'TS.**
"Do drink your juice, Mary." instead of "Don't jiggle your glass."
12. **GIVE CHILDREN FAIR WARNING BEFORE INTERRUPTING THEIR ACTIVITY.**
"One more minute until time to clean up." or "Next will be gym time."

13. WHEN CHILDREN ARE IN SOCIAL CONFLICT, LET THEM WORK IT THROUGH IF POSSIBLE. Remember that sharing is a concept foreign to toddlers and sometimes difficult for preschoolers, too. Model and demonstrate "sharing words": "When you are done with that toy, Sam would like a turn."

14. DISAPPROVE OF THE ACT, NOT THE CHILD
"What you did made me angry."

15. CHILDREN FEEL THE LOSS OF APPROVAL AND SUPPORT SO KEENLY; IT IS ALWAYS A GOOD IDEA TO REAFFIRM YOUR LOVE WITH HUGS AND KISSES AT A QUIET TIME.

KNOW HOW TO HANDLE A CRISIS

- Let children solve their own problems unless someone is being hurt or property is being destroyed.
- Take action before trouble happens, if possible.
- Keep emotions under control, but it is appropriate to explain that you are upset.
- Handle disagreements fairly.
- Have the child verbalize their feelings if possible.
- Have children make decisions as to what should be done. If one is hurt, the others can help.
- DO NOT FORCE THEM TO SAY THEY ARE SORRY. IT HAS TO COME FROM THEIR HEART.
- Provide a logical outcome or consequence for discipline/redirection.

WHEN MISBEHAVIOR CONTINUES

- Warn the child. Redirect their attention if at all possible.
- Remove the child calmly and promptly; have him/her sit beside you or on your lap while you explain the misbehavior.
- Wait for the child to decide when (s)he is ready to return.
- Help him/her return to the activity to be more successful; physically go with him/her, make suggestions, and compliment good behavior.
- If (s)he still cannot behave, explain that (s)he is not ready yet, and physically redirect him to another activity.
- **Physical discipline of any kind will not be tolerated.**

IV. SAFETY / HEALTH / EMERGENCY PROCEDURES

1. If someone other than the parent is picking up a child to take home, that adult must be authorized on the Child Information Form, the Emergency Information, and Consent Form or have been authorized by the teacher prior to being released. The teacher will ask for photo ID if she does not know the authorized person. The child will remain at the school until the designated person arrives.
2. In order to protect the teacher, parents and the children, no adult (including the teacher) shall be alone with a child or children where other adults cannot readily observe them.

HEALTH

1. It is now a state law that all children entering school be immunized. For your child's protection and the protection of others, we ask that all immunizations be current.
2. Please be specific when filling out health forms. If your child has any allergies: food, animal, dust, etc. please notify the Parent Coordinator and teacher. **As of 2013, Raindrop Preschool has become a "Nut-Free Zone". Please refrain from being any food or snacks that contain any nuts of any kind in them.**
3. Notify the teacher of any physical problems your child may have which you feel would affect class participation.
4. We recommend that the teacher be notified of any new trauma or change in the child's life. Example: death in the family, separation, divorce, hospitalization, or a new baby, etc.
5. If your child or a family member contracts a contagious disease (for example, chickenpox, impetigo (an infectious skin condition), lice, etc.), please notify the teacher as soon as possible. A doctor's note will be required before your child may return to class. We will follow the guidelines established by the State of Washington's Infectious Disease Control Guide For School Staff. This booklet is available upon request.

EARTHQUAKE GUIDELINES

During an earthquake, at the first indications of the ground shaking, PLEASE STAY CALM.

IF INSIDE

Please do not run or dash to an exit. Most injuries occur as people are entering or leaving buildings.

Move the children, then yourself, away from windows, shelves, heavy objects, and furniture that may fall.

Take cover under a table or desk, or move to an interior wall or corner. Doorways have traditionally been regarded as safe locations, but be aware that doors may slam shut during an earthquake. Kneel, bend head close to knees, cover sides of head with elbows and clasp hands firmly behind your neck. Putting a jacket over your head is useful too.

Stay under shelter until the shaking stops. Talk calmly to the children. Once the shaking has stopped, precede with the designed evacuation procedures.

IF OUTDOORS

Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground, since your legs will not be steady.

Keep looking around to be aware of danger that may demand movement. Once the shaking has stopped, proceed with the designed evacuation procedures.

EVACUATION PROCEDURES

If an evacuation is necessary, the teacher will take the day's attendance sheet and instruct you (the Parent Helper(s) of the day) to assist with evacuation of children and carrying of the first aid kit, the emergency supplies kit(?), and any other needed supplies.

Proceed to a safe assembly area. Account for all students. Take roll periodically throughout the period. Provide all students with identification. If need be, use a permanent marker on the child's skin.

Attend to first aid needs and record any injuries. Locate missing students and adults. Calm and reassure

frightened students. Allow children to talk about their feelings.

Keep records of students released (to whom, time, address, and phone number of parent).

1. No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
2. No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that person is listed on either the Child Information Form or the Emergency Information and Consent Form in our files.
3. All parents or designated parties who come for students must sign them out at a release station.
4. Please do not call the school. We must have lines open for emergency calls.

The teacher will stay with children while other adults attend to safety factors, communications, shelter, etc.

Sam Benn Park located above the Aberdeen High School and East Campus of Grays Harbor Community Hospital is the designated "safe house" should an evacuation be necessary because of earthquake, tsunami, or other natural disaster. Once all children are accounted for in our assembly area (see building escape map posted in classroom), the class will be transported to the designated safe house for you to pick up at the tennis courts of Sam Benn Park. If a fire occurs in the building where the preschool is located, the students will be evacuated and will be assembled in the parking lot of the building.

If there is an internal lockdown due to a threat within the building, one of the rooms down the long hallway directly across from the stairwell leading out of the large room has been designated as our "safe" room. The Aberdeen Police Department will be notified immediately of any internal lockdown situation. A Board Member or Teacher will contact parents when it is safe to have their children released to them.

INJURY

Effective September 11, 2010, in the event of an injury to a child or parent-volunteer while participating in a RAINDROP activity, the injured parties insurance will be billed as the primary insurance, and RAINDROP's insurance will be billed as the secondary insurance. In the event that the injured party does not have insurance, RAINDROP's insurance will be billed as the primary insurance. RAINDROP's insurance will cover gaps in coverage including co-pays, deductibles, etc.

V. RAINDROP COOPERATIVE SCHOOL JOB LIST

School Wide positions

1. Executive President
2. Executive Vice President/Registrar
3. Executive Treasurer (Accounts Payable and Accounts Receivable)
4. Executive Secretary
5. Executive Fundraiser
6. Raindrop Master Gardener
7. Raindrop Photographer/Videographer
8. Raindrop Laundry
9. Raindrop Health and Safety Coordinator
10. Raindrop Pet Coordinator
11. Raindrop Master Play-dough Maker
12. Raindrop Special Events Lead Coordinator
13. Raindrop Labels for Education Coordinator

Class Specific Positions - one for each class

1. Class Coordinator
2. Class Snack/Helper Parent Scheduler (Toddler Class Only)
3. Class Fundraising/Auction Committee Member
4. Class Special Events Coordinator
5. Class Master Gardener Coordinator

If enrollment is higher, consider giving them defined auction or fundraising positions (making calls, basket assembly, thank you cards, etc). Certain positions could be shared during times of greater enrollment or new jobs added based on the changing needs of the preschool. If enrollment is lower, consider either combining positions or the Executive Board can assume responsibility for jobs such as the Raindrop Health and Safety Coordinator, Website Coordinator, and Housekeeping Coordinator. Some jobs may also be delegated to families receiving scholarships.

Executive Board Positions

Executive President duties shall include, but are not limited to, the following (consider co-presidents if enrollment is high):

- 1) Planning and conducting board meetings
 - a) Setting the agenda, duplicating and dispensing it at the board meeting
 - b) Lead the board in setting a school year calendar and consistent meeting schedule for the school year to be made available on the website
 - c) Facilitate a productive flow of the meetings
- 2) Coordinating programs between classes
 - a) Keep in monthly contact with each class coordinator to determine if all class jobs/committees are being fulfilled
 - b) Intervene with parents who are not performing their obligated duties, through telephone call, email, or direct contact
- 3) Serving as a liaison between the preschool and the host facility
 - a) Negotiate the lease and use agreements with the host facility each school year and ongoing as needed
 - b) Address concerns or needs in a timely manner with the Maintenance Committee Chairperson of the host facility
- 4) Negotiating teacher contracts
 - a) Performed yearly in May, and renegotiated as school enrollment changes or job performance requires
 - b) Collaborate with Executive Accounts Payable Treasurer in negotiating salary
 - c) Facilitating parent evaluations of teachers in March - including duplicating, dispensing, and tallying the parent evaluation sheets
 - d) Facilitating professional/teacher evaluations of teachers in January (before November for new teachers) -including locating and arranging a professional/teacher to perform an on-site evaluation
 - e) Meeting with the teachers to review evaluations, provide feedback, and create an

- improvement plan if needed
- f) Lead the executive board in employment, advertisement, interview process, and hiring of new teachers
- 5) Teacher, student, and parent advocate
 - a) Address formal concerns made by teachers or parents and lead the development of a plan to facilitate change
- 6) Performing general executive duties
 - a) Coordinating duties of the executive board members and assessing that duties are being performed adequately
 - b) Coordinating duties of the all school committees and assessing that duties are being performed adequately
- 7) Leading parent orientation -Including collection and compilation of orientation material from other board members, teachers and committee leaders

Executive Vice President/Registrar duties shall include but are not limited to the following:

- 1) Assist with Executive President duties as needed -including filling in or delegating duties in absence of the president
- 2) Registering all children
 - a) Updating and duplicating necessary materials for registration including registration forms, permission to photograph, immunization records, school handbooks, and emergency contact/health information sheet
 - b) Ensuring materials are updated and available on the school website
 - c) Responding to all registration inquiries throughout the school year in a timely manner
 - d) Arranging for orientation of new members who join mid-year preferably with the appropriate class coordinator and providing an orientation packet
 - e) Assigning an appropriate school or class job to new members who join mid-year and providing a job description
 - f) Collecting and filing all registration forms during in-house registration, at the open house, and as they are submitted throughout the school year
- 3) Keeping a current master list of all classes
 - a) Providing a current list to teachers, class coordinators, and snack/helper parent coordinators when changes occur. A list should also be placed in the emergency evacuation kit or given to the health/safety coordinator
 - b) Consider providing a current list to all members quarterly or as changes occur
 - c) Include any student allergies on the list
- 4) Planning an open house and registration for the following school year
 - a) Set dates for in-house and open registration to occur in in the spring for the following school year
 - b) Collaborate with teachers to plan and facilitate an open house in the spring around the time when open registration begins and in the fall if enrollment is low
 - c) Provide materials and information to returning families to register for the following year - including use of the website
 - d) Develop and distribute signs for in-house registration, open house, and orientation
 - e) Contact local radio stations, newspaper, or other public service announcements when necessary to promote the open house
 - f) Ensure updated registration and open house information is available on the school website
- 5) Attend all board meetings and perform general executive duties when needed

Executive Treasurer (Accounts Payable (A/P) and Accounts Receivable (A/R)) duties include, but are not limited to, the following:

- 1) Paying expenses, including payroll (A/P)
 - a). Payroll/petty cash for teachers, rent, reimbursements to co-op members, general bills, beginning of the year school supplies, and providing checks to specific companies when fundraising
- 2) Collecting tuition (A/R)
 - a). Making bank deposits following tuition payments
 - b). Making copies of all tuition checks and give reminders to families who are delinquent in paying
 - c). Providing families with direct deposit option
- 3) Scholarship management (A/R)
 - a). Collecting and presenting scholarship applications to the executive board while keeping identifying information confidential

- b). Contacting the scholarship family of the board decision and plan for any extra school jobs if indicated
- 4) Working with class and executive fundraisers to collect fundraising money
 - a). Making bank deposits following fundraisers (A/R)
 - b). Supplying the cash box and arranging for credit card machine for certain fundraising events (A/P)
- 5) Developing and updating the preschool budget at the beginning of the school year and later as deemed necessary (A/P)
- 6) Supplying monthly financial reports to the executive board (A/P)
- 7) Filing quarterly payroll tax forms, tax returns, and W-2's (A/P)
- 8) Updating bank signing information with outgoing treasurer(s) at time of the new board installation (A/R)
- 9) Checking the mail at the PO Box and distributing to the other board members as addressed while keeping the bills for payment (A/P)
- 10) Attending all board meetings and performing general executive duties when needed

Executive Secretary duties shall include, but are not limited to, the following:

- 1) Taking minutes at the board meeting, providing copies in a timely manner to the board members, and posting a copy on the school bulletin board each month
- 2) Coordinating class/individual student pictures for all classes and distributing payment sheets/envelopes - may delegate to the Raindrop Photographer during times of high enrollment
- 3) Coordinating school shirt orders including distribution and collection of ordering/payment forms
- 4) Coordinating and publishing the all school monthly newsletter
 - a) Collect information or write-up form each teacher and class coordinators highlighting classroom events and reminders
 - b) Include upcoming events and pertinent information from the board meeting
 - c) Publishing and distribution of the newsletter to all members of the co-op including the teachers
 - d) Setting a monthly deadline with class coordinators and other board members to provide information or write up in a timely manner for the newsletter to be completed
 - e) Publishing all the information in a fun, aesthetically-pleasing, and informative way including: a summary of what is happening in each class; current fundraiser and specifics; buy, sell, trade, want ads; upcoming preschool events (family nights, open house, preschool deep clean, etc); requests for donations (cleaning or classroom supplies); be creative and think of other items parents of young children would enjoy (birthdays)
- 5) Communications
 - a) Writing thank you notes, condolence cards, and other special communications
 - b) Create the text messaging notification system school wide
- 6) Performing general duties as needed

Executive Fundraiser duties shall include, but are not limited to, the following (consider a separate auction fundraiser during times of high enrollment):

- 1) Coordinating all of the fundraising efforts done by the preschool
 - a). Presenting and collaborating with the board and fundraising committee on the type and date of fundraisers
 - b). Leading and delegating within the fundraising committee
 - c). Ordering, organizing, and dispersing the fundraising supplies to the class fundraising committee members
 - d). Creating any letters/information sheets or advertising needed to explain the details of the fundraiser, deadlines, pick up dates, etc., utilizing the class fundraisers if necessary
 - e). Tabulating all orders and placing the school wide order with the main company
 - f). Turning in all money to the executive treasurer (A/R) and requesting a check for payment at the completion of the fundraising event
 - g). Fundraising ideas include frozen cookie dough, pizza, gift wrap, rummage sale, entertainment cards/books, Tupperware, candles, books, cedar planters, plants, holiday swags
- 2) Tracking each families fundraising contributions and providing periodic updates (this is up to the board and has not been done in recent years)
 - a). At least twice a year, provide a balance to each family in the preschool to assess their fundraising requirement (difficult to track and has not been done in recent years)
- 3) Lead the fundraising (or auction specific) committee in auction planning and delegation
 - a). Set the date for the auction, secure the venue, and secure the auctioneer

- b). Set the committee dates, post to the website, and send reminders to committee members
 - c). Delegate the auction duties at the first auction meeting based on the individual strengths and commitment levels. These may include: solicitation follow-up (one person for each class); donation/collection/organization/master list for thank yous (2 people - this is a big job but needs the consistency of fewer people and only one location for storing donations); basket assembly/descriptions for catalog/program (4+ people); venue decoration planning and purchase of the supplies (2 people); food/drink planning and purchase of supplies (2 people); class basket assembly, class quilt, advertising and thank you cards
 - d). Provide materials to members leading up to the auction:
 - i. Donation request letter and receipts including the tax ID #
 - ii. List of businesses for individuals to contact based upon donations from previous years
 - iii. List of auction committee member for their specific class to contact for questions or if they need solicitation help
 - iv. Weekly updates and words of encouragement to members regarding the upcoming auction, turning the focus from solicitation to attendance within 2-3 weeks of the night of the auction
 - e). Collaborate with the executive treasurer (A/P) to secure the cash box and credit card machine for the night of the auction.
 - f). Auction night supplies: frames for gift certificate descriptions, folder for cashiers to hold actual certificates, bid sheets (preferably duplicates), bid numbers, bid number sign up sheets, 50/50 raffle tickets and containers, container for dinner money donations, signs for the different tables (dessert, dinner, cashier), auction catalog/program (values should only be shown on the auctioneer's copy)
- 4) Performing general executive duties when needed

Raindrop Master Gardener(s) -

- 1) Oversee garden maintenance and events
 - a. Collaborate with the teacher for spring planting and fall harvesting
 - b. Create a summer watering schedule
 - c. Facilitate work parties for maintenance as needed
 - d. Collaborate with the Special Events Committee for Earth Day garden planting event and BBQ (optional)

Raindrop Photographer/Videographer

- 1) Take photos or arrange for photos to be taken at special events
 - a) Ensure all children included in the photos have a signed photo waiver in their file (check with the Registrar)
- 2) Collaborate with the Executive Secretary to arrange for annual professional class and individual pictures
- 3) Maintain a current photo file through website or Picasa photo program
- 4) Create an end of year slide show for presentation at graduation
- 5) Take video during Special Events (Holiday Program, Graduation, etc)
- 6) Prepare the video for sale and distribution

Raindrop Laundry

- 1) Weekly machine wash and dry cleaning rags
 - a) Take laundry home Friday and return on Monday, or more often if needed - ideal for preschool classes since they are at the school 3 days/week (teachers can bring it up to them)
 - b) Throw out any rags that are falling apart and request rag donations from co-op members

Raindrop Pet Coordinator

- 1) Maintain the welfare of the class pet including:
 - a) Feeding
 - b) Cleaning the cage or tank
 - c) Finding parent volunteers to watch the pet during vacations or long weekends
 - d) Purchasing food or supplies (check with the Executive Board regarding reimbursement)

Raindrop Master Play-dough Maker

- 1) Make one large batch (gallon-sized) of play-dough monthly and replace the old dough at your child's first class of the month. Be creative with colors and scents to match the seasons!
- 2) Discuss with the teacher to coordinate with color of the month.

Raindrop Special Events Lead Coordinator (this may not work for a parent that works in the evening)

- 1) Lead the special events committee
 - a). Set dates and send reminders to committee members regarding planning for special events
 - b). Act as a liaison between the teacher, board members, and committee in regards to events
 - c). Delegate special event duties as needed
- 2) Anticipate special events, including but not limited to:
 - a). Family nights
 - b). Winter program
 - c). Earth Day Garden Planting
 - d). Graduation
 - e). Teacher birthdays
 - f). Teacher Appreciation Week
- 3) Event planning
 - a). Collaborate with the teacher about the event
 - b). Create food, supply, and help sign-up sheets ahead of time if needed
 - c). Oversee decorating and clean-up efforts

Arts and Crafts Manager – one person per class

- 1) Assist teacher with making craft projects or preparing items for craft projects

Class Coordinators

- 1) Must be a participating parent of each class. This should be a person who is present and actively involved during the class on a weekly basis.
- 2) Represent the class at monthly board meetings or provide a substitute if necessary
 - a). Provide your classes perspective and input during board meeting discussion
 - b). Discuss any issues of parent concerns
 - c). Relay pertinent board meeting information back to your class
 - d). Support teacher in communication with the Executive Board
- 3). Act as a co-op role model and assist other families in understanding how a co-op works and who to contact if they have questions or concerns
- 4) Contact person for the Auction, Special Events, and other events
- 5) Check in with the teacher on a weekly basis about the "What's Happening" of the class
- 6) Address any issues or give any information to the parents before or after class time to decrease the amount of time the teachers have to do this

Class Snack/Helper Parent Scheduler (Toddler Class Only)

- 1) Create the monthly parent helper/snack and drink schedule for your class - you will schedule it and the parents are responsible for making that time commitment
 - a). For larger preschool age classes, 1 snack/helper and 1 drink/helper parent will be needed for each class
 - b). For smaller classes and toddler classes, one parent will bring snack, drink, and will help the teacher as needed
 - c). Encourage families to provide their snack/helper availability to you in plenty of time for you to complete the schedule. Once the schedule is published, it will be up to the parents to find the replacements if they are unable to help on their assigned day.
 - d). Post the schedule on the bulletin board 2 months at a time in addition to providing the parents and teacher with a copy
 - e). Note any student allergies in BOLD on every monthly schedule
- 2) Special events
 - a). Try to schedule a parent close to their child's birthday so they can bring a special celebration snack if they would like
 - b). Check with the teacher regarding any special classroom events or field trips worth noting on the schedule

Class Fundraising/Auction Committee Member (one from each class)

- 1) Attend fundraising committee meetings as set forth by the Raindrop Executive Fundraiser
- 2) Participate in planning, advertising, and carrying out fundraising events (generally 2-3 per year, including the Spring Auction)
- 3) See the Raindrop Executive Fundraiser job description for more information

Class Special Events Committee Member (one from each class)

- 1) Attend special events committee meetings as set forth by the Raindrop Special Events Lead

Coordinator

2) Participate in planning, advertising, and carrying out special events and the auction throughout the school year

a). Assist in setting and cleaning up before and after events at the preschool - family nights, winter program, Earth Day celebration, and graduation

b). Supplying special gifts, decorations, and assisting with the planning of classroom celebrations, as determined by your teacher

3) See the Raindrop Special Events Lead Coordinator job description for more information

VI. RAINDROP PRESCHOOL BYLAWS

1. NAME

The name of this group shall be Raindrop Preschool.

2. PURPOSE

This cooperative is organized to provide a learning experience for both parents and children. The parents are provided with an opportunity to work with and observe their children and other children in a group preschool situation. The parents are also given the opportunity to discuss, through parent meetings, common problems affecting their children and to receive instruction through lectures and seminars on subject matter pertinent to raising children prior to kindergarten. Through the preschool, the children learn various skills and have an opportunity to develop their emotional and physical abilities.

This group is organized exclusively for educational purpose, in keeping with the requirements set forth governing those organizations that qualify as exempt Revenue Code of 1954 (or the corresponding provisions in any future United States Internal Revenue Law). No part of the net earnings of the organizations shall be to benefit of, or be distributed to, its members trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax, under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

3. MEMBERSHIP

This organization will not discriminate against applicants and students on the basis of race, religion, sex, or national origin. This policy includes, but is not limited to racially, religiously, or sexually non-discriminatory administration by the school admissions, scholarship programs, extra-curricular activities that are a part of the school's regular program and similar activities. The school will not maintain separate class facilities along racial, religious, or sexual lines.

This corporation is organized exclusively for religious, charitable, scientific, literacy, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted by an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code.

4. OFFICERS

The officers of the group shall consist of the President, Vice President / Registrar, Executive Secretary, Executive Treasurer(s), and Executive Fundraiser. The group may decide upon the number of all school and class positions needed for the efficient functioning of the preschool program.

5. ELECTIONS

An election of officers, including the hiring of a preschool/toddler teacher, if necessary, shall be held yearly. Any vacancy in any office shall be filled as it occurs.

6. FINANCES

The Executive Treasurer(s), President, Vice President, and Executive Secretary are empowered to sign checks. Two signatures shall appear on each check.

A registration fee of \$20.00 for the first child and \$10.00 for each additional child in the family is required and is not refundable. The tuition fee shall be established on a yearly basis and stated in the policies.

7. TEACHER'S CONTRACT

A contract between the parent's group and the teacher shall be drawn up and considered binding.

8. ATTENDANCE

The children are expected to attend each day of preschool. Tuition is not adjusted for absences. Children with a contagious illness must not attend. The President and /or teacher(s) are responsible for canceling classes in case of emergency.

9. DISSOLUTION

Upon dissolution of the organization, the Parent Advisory Committee shall, after paying or making provision for

the payment of all the liabilities of the organizations, dispose of all the assets of the organization in such a manner, or to such organization or organizations formed and operated exclusively for charitable, education , religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Sections 501 (c) (3) of the Internal Revenue Code of 1954 (of corresponding provision of any future United States Internal Revenue Law) as the Parent Advisory Committee shall determine. Any such assets not so disposed of, shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for each purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

10. AMENDMENTS

This constitution can be amended by a two-third majority vote of participating members.

