

# WELCOME TO PCCP

Park City Cooperative Preschool (PCCP) is a non-profit organization administered by the parents themselves. The school was established in 1987 by a group of concerned parents who wanted a quality preschool experience for their children, not just "day care."

PCCP is committed to providing high quality, developmentally appropriate early childhood education. We offer a stimulating and varied environment for preschoolers, with an emphasis on learning through play. Our program's goal is to provide a classroom community where each child can grow and learn intellectually, physically, socially, and emotionally in preparation for a lifetime of learning.

One of the most unique aspects of our school is that we are a "cooperative" school - which means parents spend the day in the classroom assisting the teachers on a monthly basis. Parents are also expected to be involved by volunteering. We feel this is a wonderful gift to our children and allows parents hands-on involvement in their child's education. Our classes are small, with an excellent adult/child ratio.

## PROGRAM OBJECTIVES

- To assist children in developing positive feelings toward themselves, others and their capabilities.
- To stimulate curiosity, creativity and intellectual development.
- To provide a setting for parents to actively participate in their child's education.
- To provide opportunities for socialization with children of a similar age group.
- To help children develop trust through relationships with many friendly adults.

## OUR TEACHERS

Our teachers are carefully chosen for their wonderful talents in working with young children and for their educational backgrounds and/or related work experience. Each teacher brings his or her own special talents and interests to the classroom. They demonstrate respect for children, knowledge and use of positive communication skills, a rapport with children, and creativity in using materials and designing activities. Our teachers attend educational seminars on a regular basis to stay abreast of current educational developments for preschool children and are certified in CPR.

## CLASS ACTIVITIES ~ DAILY SCHEDULE

PCCP hours are 9:00 am to 12:45 pm. PCCP will provide a stimulating, motivating, changing environment in order to recognize, allow for and expand on the different developmental levels of our children. The children will be encouraged to work independently, in small and large groups, and with teacher-directed activities.

The daily schedule will be posted in the classroom and will include activities in the following areas:

Fine and gross motor skills	Spatial relations	Creative expression
Language	Science & math	Self help
Reading readiness	The senses	Peer interaction
Art expression	Dramatic play	Music & dance

The teachers will provide a variety of activities and materials to facilitate the children's learning and involvement by varying the degrees of difficulty, complexity and challenge of the activity as children develop understanding and skills.

A sample daily schedule is as follows:\*

CIRCLE TIME

SMALL GROUP ACTIVITY

HEALTHY SNACK (PROVIDED BY COOP PARENTS)

OUTDOOR TIME

FREE CHOICE (Art Center, Writing Center, Dramatic Play Center, Science/Nature Center, Manipulative Center, Reading/Listening Center, Building Center) MUSIC

LUNCH

STORY

\*This daily schedule may vary based on teacher discretion, field trips and weather restrictions.

### **CLASSROOM PROTOCOL**

The following rules help to assure maximum involvement for the children and an appropriate atmosphere for learning:

- **ARRIVE ON TIME!** The disruption of late arrivals is difficult for everyone but especially for the child who is late. If you do arrive late, you must wait until after circle time to drop off your child, at approximately 9:25 am.
- School ends at 12:45 pm. Please be on time to pick up your child. If you are going to be late to pick up your child, please notify the school at 649-5949 to advise the teachers of the delay. If you arrive later than 12:55, your account will be assessed a fee of \$10.00. If late pick-up occurs a second time, the fee will be \$20.00.
- Sign in and sign out everyday on the sheet provided in the entryway. Leave special instructions for teachers regarding specific pick-up information in the "Comments/Messages" section. For example, if your child will depart school with a person other than his/her parent, (e.g. grandma, play-date friend's parent, nanny, etc), please notify the teacher by writing this information down on the sign-in sheet under "Comments/Messages." This is extremely important for our liability insurance! Please communicate these changes to one of the teachers.
- Check your folder in your child's cubby for bulletins regarding special activities or policy changes, assigned co-op days, newsletter, field trip release forms, etc.
- When picking up your child, please remain in the entry/cubby area until story time is over. The door to the main classroom will be opened when it is o.k. to enter.
- Any child who, on a continuous basis, engages in behavior which is harmful or disruptive to himself or herself or to the other children in the classroom may be removed from the PCCP program if the problem cannot be resolved. Prior to removal, the teachers and board members will work closely with the parents to find a positive solution to the behavior. Two (2) in-person meetings between parents, the teachers and at least two (2) board members will be held to seek a positive solution. The meetings will be documented and all parties present will provide signatures of their attendance. The purpose of the meetings is to determine if the child is ready for a group experience.
- If you have any questions or concerns, please communicate them to the appropriate Board Members or to the teachers so that they can assist in the solution.

## WHAT TO SEND TO SCHOOL WITH YOUR CHILD

### THE BEGINNING OF THE YEAR:

- Please bring a spare set of clothing (with your child's name marked on each item), including socks and underwear, in a labeled Ziploc bag to remain in your child's cubby at the school. As these items are used; it is the parent's responsibility to see to it that they are replaced. Please remember to change them out for different seasons.
- Parents will also provide an "Emergency Pack" for their child. In case of emergency evacuation, these are the personal items that will accompany your child. In a large Ziploc, the pack will include: a photo of family and/or other "comfort" item, a spare set of clothing, a non-perishable snack, i.e. granola bar, and a juice box or canned drink.
- Parents will complete and turn in all required forms for the child's preschool file. Forms provided in the Welcome Packet are: Student Info and Emergency Contact, Health History, Utah Immunization, General Release, and Photo Release. Forms on file at school may be updated and initialed for the child's second year.

### EACH DAY:

- Lunch and drink. Please consider what you think your child can eat in about 20 minutes. We make every effort to send home uneaten food so you can make appropriate adjustments.
- In winter: Full cold weather gear, including coat, hat, gloves, boots, and snowsuit. We go outside every day, except as provided for in our Weather Policy.
- Please label all clothing (and lunch boxes, backpacks, etc.)
- Send children to school in play clothes, or ones you won't mind getting dirty. We do lots of arts and crafts.
- Children are required to wear slippers or shoes at school at all times. Socks only are not allowed for safety and possible emergency evacuation situations. Please be sure indoor footwear is suitable for children to put on/take off independently. Adults can help with velcro, laces, or other fasteners, but "slip on" shoes are best!
- Do not allow your child to bring toys from home. Any toys brought from home must be kept in the child's cubby during class. Approximately once a month, the teachers may schedule a "share and tell" day when your child can bring a toy or special item to share with the class. No weapons or violent toys please.

## GRIEVANCE PROCEDURE

Should parents at any time wish to register a complaint regarding any aspect of PCCP, please follow this procedure:

- Contact the teachers with questions about how your child is doing in the classroom.
- Contact appropriate Board Members with questions or concerns regarding the teachers, policies or procedures.

Should a grievance of issue relating to either a parent or student warrant any form of disciplinary action, up to and including termination of school enrollment, the PCCP Board of Directors has discretion and responsibility in addressing the particular matter on behalf of the preschool. The PCCP Board of Directors in conjunction with the teachers (as appropriate), will discuss the particular matter during the next appropriate board meeting and vote upon a resolution.

## **COOP RESPONSIBILITIES**

- A PARENT OF EACH PCCP CHILD MUST WORK IN THE CLASSROOM ONE DAY PER MONTH. Parents sign up for 9 days/year for each 3 year old spot, and 10 days/year for each 4 year old spot.
- Parents must make arrangements for the care of their other children (absolutely no siblings allowed). It is each parent's responsibility to keep track of his/her coop day. You will be notified by email when Sign-up calendars for coop days will be available on Sign-up Genius. If you do not sign up for your required days by the deadline, your days will be assigned by the Membership Chairman. If your assigned day does not work for you, it is your responsibility to find someone to switch days with. A master copy of the calendar will be posted in the classroom at all times. Please be sure to change your dates on the calendar in the cubby room door as
- If you switch your coop day with someone you need to change it on the master calendar on the back of the classroom door.
- Before "doubling up" on the calendar, all available days must be filled by at least one parent.
- There will be no "tripling up" permitted, unless all "double days" are full.
- A mother with a brand new baby may have a two-month maternity leave from coop responsibility. Please contact the Membership Chairman if you would like to take advantage of this leave.
- PLEASE NOTE: In the event a parent is unable to coop on his/her scheduled day, the parent is responsible for arranging with another parent to trade that day. This is not the responsibility of the Teachers or of the Board Members. In the event a parent simply fails to show up on his/her co-op day and has not made suitable arrangements for another parent to take his/her place, then that parent's account will be assessed a fee of \$75. Failure to show up for a coop day twice could be grounds for termination of enrollment.

## **COOP DAY RESPONSIBILITIES**

- Check Activity Calendar for coop day in order to be prepared for any planned special activities. You will be given a copy at the beginning of every month.
- Parent coop hours are from 8:30 am to 1:30 pm. ARRIVE PROMPTLY AT 8:30 am to meet with the teachers and go over the days' schedule, help set up the room and prepare for the days' activities.
- Before school starts, remind the arriving children to wash hands, and assist them in engaging in an activity at the tables or rug area.
- Assist teachers as needed. Circulate among children, helping them as necessary. Introduce children to toys or activities, answer questions, give directions and help them become involved. Support teachers by directing children's attention toward activity and ask teachers for guidance if needed.

- Clean classroom, kitchen, and bathroom at the end of the day. Specific duties are posted in the classroom. Please wait to clean and do shelf work until the end of the day. Cleaning during free choice can be disruptive to the children.
- Help children gather belongings for outdoor plans and at the end of class.
- A nutritious snack and beverage (milk or 100% juice - no beverages with sugar added) for 22 people. If two parents are cooping on a single day, they should communicate before class to share snack responsibilities. Usually one parent will bring snack and one will bring the drink.
- Bring a favorite book to read to the children after lunch.
- Birthdays and books: Your child's birthday at school is a special day. Parents may want to coop on or near that day to be a part of the celebration. On your child's birthday, please consider a birthday book donation to help expand the PCCP children's library. Check with our teachers for recommended titles.

### **SUGGESTIONS FOR WORKING WITH PRESCHOOL CHILDREN:**

- Keep voice low and squat down or use a low chair. Listen to them, really hear what they are saying. Talk with the children, not at them. Learn from them.
- Encourage children to use their own resources and imagination.
- Do not disturb a child unnecessarily. When a child wants approval, give encouragement rather than praise. Use generalities, not comparisons, such as: "What an interesting shape! ... (tall, wide, hollow, etc.)" Comment to increase the child's perceptual awareness.
- State suggestions positively, such as: "Let's wash hands," or "We paint on paper! "
- Encourage them to learn to help themselves.
- Most importantly, enjoy the children!

### **PARENT MEETINGS**

Parent Meetings may be held up to three times per year, usually in August, November and March. Please refer to the master calendar for these dates. It is **mandatory** that at least one parent of each child attend. These meetings are used for communication about PCCP policies, activities, and other events relative to parents. Information regarding Sign-up Genius for coop calendars and Teacher Wish List items will be also provided at these meetings. Questions and comments are always welcome at meetings. Babysitting will be provided during meetings for a small fee.

### **PARENT TEACHER CONFERENCES**

Individual Parent/Teacher Conferences may be scheduled at any time by request. Parent/Teacher Conferences for all new students are held twice a year, November and April/May. Conferences for returning students are held only in the spring. Please refer to the master calendar for these dates. Please note, school will be closed for one day in November and two days in April/May to accommodate conference meetings.

### **WEATHER POLICY**

PCCP teachers will consult sources of reliable information on current temperatures before taking the class outside for gross motor activities. The wind chill factor will be taken into consideration, as well as precipitation. An outdoor temperature (with wind chill factor) that falls below zero will generally preclude outdoor play. PCCP follows the same closure policy as the Park City School District - listen to KPCW or Channel 2 News for information concerning school closure due to severe storms, etc.

## **FIELD TRIP POLICY**

Field trips are part of the school's curriculum and parents are encouraged to participate. Teachers will notify parents in advance of an upcoming field trip.

Prior to each field trip, PCCP will provide a parental permission slip, with a waiver of liability. In order to participate, every child must have a permission slip, signed by a parent on file. This will be in addition to the form in this folder. The permission slip will note whether we'll be using the city bus or volunteer drivers for transportation. It is school policy that every child use an appropriate car or booster seat when transported by private vehicle.

## **ILLNESS, ACCIDENT AND EMERGENCY POLICIES AND PROCEDURES**

- A current medical release form must always be on file for each child.
- Medication will be given with written permission only.
- If a child becomes ill at school, a teacher will isolate the child and call a parent or guardian to pick the child up.

## **POLICY ON SICK CHILDREN**

Children with communicable illnesses are not allowed in school until released by a doctor. For the protection of your child and others, please do not send your child to school with any of the following symptoms.

- Fever over 100 degrees F. Temperature must have been normal for 24 hours.
- Diarrhea or vomiting in the last 24 hours.
- Infected eyes with discharge (running or pink eye) until 24 hours after treatment is started by physician.
- Mouth sores associated with an inability of the child to control his/her saliva.
- Rash with fever or behavior change.
- Infestation (e.g. scabies, head lice, pinworm), until after last treatment with a medicated product.
- Impetigo, until 24 hours after antibiotic treatment has been started.
- Strep throat, until 24 hours after antibiotic treatment has been started.
- Ringworm infection, until after medication has been started.
- Chicken pox, until one week after the onset of rash or until all lesions have dried and crusted.
- Earache.
- Swollen gland.
- Persistent cough.

A child may return to school when he/she is no longer contagious.

## **POLICY ON ACCIDENTAL INJURY**

If a child has an accidental injury while at school, the teacher will do one of the following, depending on the severity of the injury.

- Call parent or guardian of the child and inform them of the situation; have the child picked up by a parent or guardian.
- One teacher will transport the child by auto to the Park City Bonanza Instacare at 1655 Bonanza Drive, Park City, 649-7640, while the second teacher calls a parent or guardian to inform them of the situation.

- A teacher will call 911 for assistance at PCCP location -Park City Library and Education Center, 1255 Park Ave, Room 309, Park City, 649-5949. A parent or guardian will be contacted and informed of the situation.

Please be sure to keep the school notified of any changes in telephone numbers, addresses, and place of work or emergency contacts. The emergency contacts should be local people that will be able to come and pick up the child if the school is unable to reach you.

### **EMERGENCY EVACUATION**

Emergency evacuation notices are posted by both doors in the pre-school and throughout the building. In case of natural disaster, the children will be taken to the Miner's Hospital Community Center at City Park.

### **SICK DAYS AND VACATION DAYS**

As a courtesy, parents are asked to notify the teacher if a child will be absent due to illness or vacation. Please leave a voice mail or text message on the PCCP phone (435) 649-5949. This allows the teachers to better plan their day. Make-up days are not available. Tuition will not be prorated to accommodate missed days either for vacation or sickness.

### **IMMUNIZATION POLICY**

PCCP is required by State law to keep a Utah School Immunization Record (USIR) on file for each child. If a child may not be immunized because of medical reasons (the physical condition of the child being such that immunization would endanger the child's health), an exemption must be obtained from the child's doctor. Should a parent wish to claim a personal exemption because of personal/philosophical convictions, they must obtain a "Personal Exemption Form" from the State Health Department, and a copy of that form must be kept on file at the school.

### **NEWSLETTER**

The newsletter is full of news, policy updates and information regarding upcoming events and extracurricular activities. If at any time you have ideas for the newsletter, please contact the secretary.

### **ADMINISTRATION**

A Board of Directors is made up of parents who dedicate time towards the operation of the school, communicate with parents and the community, and build an academically and financially sound program. Board meetings are held monthly. Anyone wishing to discuss a particular concern or interest should contact the Chairman prior to the meeting so that the item can be added to the agenda. Board Members can be any parent in the program. They train "on the job". The only requirement is a willingness to participate in the management of a program that benefits members. Contact a current board member if you are interested in a Board position for the next school year.

**CHAIRPERSON/PRESIDENT:** Schedule and preside over all Parent, Board, and Scholarship Committee meetings. Oversee, delegate, and follow up on all PCCP business. Recruit and establish the new board members for following school year. Serve as a liaison to the community.

**TREASURER:** Establishes and maintains an annual budget for PCCP. Maintains the checkbook, accounts payable file, payroll records, budget reports and all tax records. Coordinates the liability and accident insurance for the school. Maintains monthly tuition records and collects tuition.

Works closely with the Fundraiser and Chairperson on budget analysis and preparation. Collect the school mail from the post office.

**FUNDRAISING CHAIRS (2):** Coordinate fundraising events, in order to raise additional funds to supplement the revenue of PCCP. Close liaisons with Treasurer and Chairperson to assess additional funding requirements. The primary purpose of the supplemental funds is to assist in maintaining affordable tuition rates.

**SECRETARY:** Prepares Parent Handbook. Gather, organize, and complete the Welcome Packets and distribute at the first parent meeting. Update and make available the school brochures. Produce and distribute newsletter. Record minutes of Board meetings. Maintains permanent document and communication file.

**REGISTRATION CHAIR:** Coordinate the annual school and summer camp registration for alumni, returning, and new students. Maintain up-to-date contact information on all current students. Create flyers and contact various media outlets to announce and advertise registration/scholarship/summer camps. Make room reservation for registration. Maintain waitlist. Assist teachers in preparing for and attend Preschool Fair.

**MEMBERSHIP CHAIR:** Coordinate and maintain the parent coop calendar sign-up. Coordinate the Welcome Tea. Coordinate three (3) parent meetings, including meeting room reservation. Arrange for a speaker and/or seminar as needed. Make follow-up phone calls to parents regarding missed mandatory parent meetings. Conduct parent surveys during the school year. Provide parents with resources, as needed. Work closely with the Registration Chair and the Personnel Coordinator.

**PERSONNEL COORDINATOR:** Serve as a liaison to the teachers. Handles employment issues and performance evaluations. Collaborate with the teachers to establish their yearly professional goals. Presents a written teacher evaluation once a year. Update and maintain a list of substitutes (for teachers) and babysitters (for parent meetings). Coordinate substitutes and babysitters as needed.

## **PARENT COMMITTEES**

Parents are required to participate on at least two committees of their choice throughout the year. Sign-ups will also be held at the first Parent Meeting. These committees may include:

**SCHOLASTIC:** Assist in organizing the scholastic book program.

**PR:** Assist our PR administrator in distributing flyers, posting photos, and promoting PCCP around town.

**GARAGE SALE:** Assist the fundraisers with the PCCP garage sale. This includes assisting with the pricing party the night before, and the clean up after the event.

**SPRING FLING AUCTION:** Assist the fundraiser with the PCCP Spring Fling Auction.

**PCCP TRUCKERS:** Transport heavy items donated to PCCP garage sale. May be asked for occasional help at other times during the school year.

**HANDY HELPERS:** Parents available to do handyman repairs and jobs at school.

**GARDEN AND PLAYGROUND:** Organize and help with projects related to the garden and playground.

MARKET AT PC RECEIPTS: Collect, total and submit the Market receipts to the store manager on a quarterly basis.

WATER JUG: Collect and refill empty jugs and bring them up to the classroom.

PARTY PLANNERS: Organize Christmas, End-of- Year, Graduation or Family Fun Day parties.

BOOK ORDERS: One or two people needed to place orders, collect money and distribute orders when the books come in.

YEARBOOK COMMITTEE: A parent from both the M/W and Tu/Th class to organize pictures taken during the school year. The pictures document the school year for each child in an individual album.

LAUNDRY: Take home weekly classroom laundry and/or dress-up clothing. Wash, fold, and return to classroom.

Any parent who sees a need in another area is welcome to bring it to the attention of the Board.

### **FISCAL POLICIES**

REGISTRATION FEE: A **non-refundable** registration fee is due at time of registration. Fee includes Field Trip T-shirt.

SECURITY DEPOSIT: A **non-refundable** security deposit is due in full with registration held in the spring in order to secure placement in PCCP. Security deposits are equal to tuition for the months of May and half of June of the upcoming school year.

TUITION: Tuition is due by the first of each month. Parents are expected to pay a fixed rate depending on the child's enrollment. Tuition rates for the upcoming school year are published with spring registration materials.

Tuition checks may be placed in the tuition box at school or mailed to : Park City Cooperative Preschool, PO Box 683482, Park City, UT 84068. Please note on the check the child's name and the month for which tuition is being paid. Please, no cash.

LATE FEE: If tuition has not been received by the 10th of the month, a late fee of \$10.00 will be assessed for the first offense. A \$20.00 fee will be assessed for the second offense and a \$30.00 fee for the third offense. If tuition is late more than 3 times in a school year or if an account reaches 30 days past due, that child's enrollment will be brought to the Board for review. The child's enrollment may be terminated unless special arrangements have been made with the Treasurer and approved by the Board.

FAILURE TO SHOW FEE: Should a parent fail to show for their scheduled co-op day (without making suitable arrangements for substitute), the parent's account will be assessed a fee of \$75.00.

RETURNED CHECK FEE: Individuals whose checks are returned because of insufficient funds will be assessed a handling fee of \$20.00.

SIBLINGS: Families with more than one child attending PCCP at the same time must follow fiscal policies independently for each child.

### **MISCELLANEOUS**

PCCP carries liability and accident insurance.

PCCP is classified as a non-profit organization 501c (3) by the IRS.

Tax ID # 87-00456887

