



# 2019-2020 Parent Handbook

## Welcome to a Cooperative Preschool!

Welcome to Patterson Preschool! In a cooperative preschool, a child's first school experience is a gentle transition from home to classroom. Children learn to develop healthy relationships with other parents in the classroom, who are background checked, trained as a classroom aide, and who want to be part of the early educational process.

Each parent volunteer brings a different energy and set of skills to the classroom. A Co-Op classroom thrives with a highly trained, consistent teacher, who is supported daily by parent aides.

The benefits of participating in a Co-op preschool are endless. As a parent-aide in the classroom, our school gives families the unique ability to see their children in a whole new light. We are able to watch them grow emotionally, socially and educationally, all while under the guidance of our wonderful teachers, who are able to give you insight about your child's developmental stages. The comradery that is built between families and children provides community and friendship. It creates a culture that is supportive as we all go through this incredible, yet sometimes challenging stage of life.

We know that being a member of a cooperative preschool is a commitment of time and energy. Being part of our children's education and helping them take their first steps toward independence makes the hard work worth the while. The incredible donation of time and energy also provides us with the ability to keep our tuition low and affordable for most families.

## Philosophy

Patterson Preschool is dedicated to providing a positive, child-centered place of learning. We respect the value of play. We provide an environment in which children can learn through active exploration and interaction with adults, peers and materials.

Children are given the time and freedom to explore, discover, and create in a developmentally appropriate setting.

Our program supports positive social interaction and cooperative play. We assist in each child's developing ability to resolve conflicts, share space and equipment, and to value similarities and differences of those around you. We respect the uniqueness of each child as well as honor and encourage the whole child's development: social, emotional, physical, and intellectual.

We strive to provide children with a joyful, rich, and stimulating environment, that ensures success and builds confidence. Each individual is a unique, creative, valuable self, inherently capable of learning. We believe preschool can be a great first step away from home and that the preschool experience is a valuable learning opportunity for both child and parent.

## Goals

To promote each child's:

- Positive self-concept both as an individual and as a member of a group
- Social development (cooperation, sharing, consideration of others, honoring differences, etc.)
- Appreciation of learning and self-recognition as a learner
- Excitement for the learning process
- Enjoyment of school
- Positive emotional, cognitive, and physical development

To promote each family's:

- Confidence in parenting and group cooperation skills
- Involvement in the educational process and development of parent-educator skills
- Social network of families with young children

## Patterson's History

Patterson Preschool originated as a childcare program established at Patterson Elementary School in November of 1972 under the guidance of Ellen Hubbe. Ellen was hired as the cooperative's first coordinator and worked with five parent volunteers to develop the cooperative nature of the school. The original aim of the program was to provide a playgroup to offer parents more opportunity to volunteer in the elementary school with the added benefit of providing a social experience for their preschool-aged children. In just a few months the language development and social growth of the children in the group, impressed the parent members that they made a request to hire a teacher to further enhance the program's benefits.

<ul style="list-style-type: none"><li>● 1972 Patterson Preschool Founded by Ellen Hubbe.</li><li>● 1975 Board of Directors established and a written philosophy created.</li><li>● 1975 The program began charging tuition in the amount of \$5 per month.</li><li>● 1977 The childcare cooperative turned preschool became incorporated as an Oregon non-profit education program and hired a professional teacher.</li><li>● 1984 The preschool was moved into an addition built onto Patterson Elementary School with money provided from community Block Grant federal funds and labor donated by Lane Community College construction program. Subsequently, that wing was redesigned to incorporate a music room and the preschool was given the full size adjoining classroom.</li><li>● 2000 The Children Playing logo was designed by parent member Nikki Pinney.</li></ul>	<ul style="list-style-type: none"><li>● 2004 Patterson Elementary School was demolished and Cesar Chavez was built on the site. Patterson Preschool continued its partnership with the school district.</li><li>● 2005 Due to space constraints at Cesar Chavez, Patterson Preschool was asked to leave in June and relocated into the Westmoreland Building in August.</li><li>● 2008 Patterson Preschool again relocated to the lower level of the Living Hope Church.</li><li>● 2012 Cardboard Classroom introduced to the cooperative by Teacher Erika Landorf-Kelly</li><li>● 2012 Received a sizeable donation from Ellen Hubbe and other community members to secure a tile in the Washington Park Spray Play.</li><li>● 2017 Patterson relocated to the Drinking Gourd Elementary School</li><li>● In 2018 teachers Sasha Deleone and Erika Wilson began teaching.</li><li>● 2019 Kelsey Blake was hired to introduce our first twos class "The Bumblebees".</li></ul>
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## Organizational Structure

This is a parent-operated school registered with the State of Oregon as a non-profit corporation. We are members of PCPO (Parent Child Preschools of Oregon) which offers support in both parent and teacher education and helps us stay abreast of the latest preschool information. Our school is located on the campus of the Applegate Regional Theater in West Eugene.

## Teaching Staff

The preschool teacher is hired and paid by the parents in the preschool and plays a vital part in the quality of the preschool program. The teacher works closely with both parent and child and is responsible in providing the environment and experience that will enable children to grow socially, emotionally, and intellectually.

As a cooperative, our teacher plays a vital role in working with our parents and educating the parent group on effective methods in the classroom. As a board, we support our teachers' expertise and ability to lead the classroom with parent aides as an assistant to our teacher.

### **The Teacher is responsible for:**

<ul style="list-style-type: none"><li>• Attending preschool each day their class is in session.</li><li>• Planning and implementing a developmentally appropriate curriculum consistent with the philosophy and goals of the preschool.</li><li>• Setting up the preschool environment. Directs the preschool daily schedule, supervising free play, clean up and leads group times with the children.</li><li>• Directing the parents in their role as assistant teachers, making suggestions that will help parents work effectively in the classroom and with children.</li><li>• Modeling appropriate interactions with children, to include factual commenting, redirecting and problem solving.</li></ul>	<ul style="list-style-type: none"><li>• Attending board and preschool meetings as needed, to share the curriculum and feedback regarding preschool happenings.</li><li>• Maintaining an open line of communication with families about each student's progress throughout the year.</li><li>• Holding a current First Aid/CPR card, food handlers card, and has received safety training to include child abuse and sexual abuse recognition and reporting and the handling of blood-borne pathogens</li><li>• Keeping an up to date roster and binder with all completed student forms.</li></ul>
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### Substitute Teacher Policy:

Prior to the beginning of the school year, the Chair Team will identify a list of suitable substitutes. Individuals shall be chosen from the general membership or from the community and must maintain First-Aid and CPR certification. Substitutes will be compensated directly by check. The Chair Team will notify the treasurer when a substitute has been used.

## 2019-2020 Board Members

President	Ashleah Collver	<u>541-554-0797</u>	<u>ashleahv@yahoo.com</u>
Co-President			
Treasurer			
Co- Treasurer	Justin Ahrenholtz	<u>541-525-1012</u>	<u>justinahz@gmail.com</u>
Secretary			
Classroom Liaison			
Community Reps.			
Bumblebee Teacher	Kelsey Blake	<u>541-556-2154</u>	<u>kblakedoula@gmail.com</u>
LadyBug Teacher	Erika Wilson	<u>541-251-0330</u>	<u>Teachererika.w@gmail.com</u>
Dandelion Teacher	Sasha DeLeon	707-481-9002	alkdeleon@gmail.com

# The School Year

The school year follows the 4j calendar for the school year, with the exception of in service days. Patterson considers Eugene 4j, Bethel and Springfield schools as a guide for closures due to weather. School start date is the week after 4j begins school. Parents will be informed of exact dates at the orientation meeting.

## School Closures:

- In case of bad weather, the cooperative will review the closure status of Eugene 4J, Bethel and Springfield school district for closures, and inform families no later than 7am the day of school via text from your teacher.
- In the event the teacher is sick, if the board is unable to find a suitable substitute: school will be closed.

## The First Day of School - Please Bring:

- A labeled bag containing a set of spare clothing for your child
- Any forms not completed, or fees not paid at the orientation meeting
- A family photo
- Any medications (Epipen, inhaler, etc.). A doctor's note must be given to the teacher with a detailed explanation of instructions of use
- Boys: One Costco sized box of crackers (peanut-free)
- Girls: One package of dried fruits or veggies

## Every School Day:

- Sign your child in and out each day
- Dandelions will bring a healthy lunch in a lunch box/bag, along with a non-breakable water bottle
- Send your child in "work clothes" with outerwear suitable for outdoor play, rain or shine
- Please label all outerwear with your child's name
- Pick up your child promptly at pickup time

## Clothing:

- Children should wear play clothes: simple, practical, comfortable, and washable.
- Shoes with non-skid soles are the most practical and the safest for the children's activities. No open-toed shoes or dress boots, please. Children will be allowed to have outside time in the rain and a pair of rubber rain boots is a good idea.
- Children will be taking off their outside shoes while in the classroom.. They may choose to have a pair of school slippers or sticky socks to be worn indoors only.
- All outerwear should be clearly marked with the child's name.
- As seasons change please change the type of clothes in the cubbies. In the winter months, mittens and a warm hat are a good idea.

## Food/Allergy Policy:

- Patterson is a peanut free school
- Children will share a snack each day. Which will include a carb (crackers, bread, etc.) and a dried fruit.
- If a child has dietary restrictions, families are welcome to provide a similar snack for their child.
- We follow the state recommended best practices for those with severe allergies

### Transportation:

- Transportation is provided by the parents, with car-pools arranged by members. Please observe the following rules when bringing or picking up children. The children are completely in your responsibility from the time they leave home until they enter the classroom and from the time they leave the classroom until they are home. Parents may park in the gravel lot in front of the theater..

### Pick-up Safety:

- Inform your child's teacher in writing of carpool arrangements at the beginning of the school year.
- Parents must notify the teacher in advance if someone other than an authorized parent/guardian will pick up their child. Adults not known to the teacher will be required to show picture identification before they can take the child. This will include authorized parents/guardians if they are unknown to the teacher.
- If you will be delayed in picking your child up from school, please contact the school so that arrangements can be made for another parent to wait until you arrive. If a parent is not at school within 15 minutes after class ends and has not called in notification, the parent will be called. If the parent cannot be reached, emergency numbers will be called.
- Families are expected to leave promptly at pickup each day.

### Field Trip Policy

- Student participation is voluntary. The classroom will not be open during scheduled field trip time.
- A signed copy of each child's emergency medical treatment form will be taken on all field trips.
- To ensure safety, field trips typically require a 1:1 or 1:2 ratio of adults to children. This will be determined by the teacher for each scheduled field trip.
- Parents of children weighing less than 60 pounds will provide a child safety seat during field trips requiring transportation by car. Parents are responsible for installing their own child's car seat.
- Some field trips may require parents to pay a fee (\$5 or less) per child.
- Parents/guardians (not acting as classroom aide) and siblings attending field trips are not covered by the school's liability insurance.
- All carpooling must be arranged personally between families when needed
- Children are in the care of their individual parents/guardians during each field trip.

## Enrollment

The preschool program is open to children who are 2 through 5 years of age by September 1st of the current school year and who are developmentally ready for organized group experiences. Exceptions to class placement may be made upon teacher recommendation and board approval. Students of the ladybug and dandelion class must be out of diapers at the time of enrollment. Bumblebees may still be in diapers. Parents and children are admitted to the program without regard to race, color, religion, national origin or family structure.

### Fees and Tuition:

- A non-refundable registration fee of \$80 (t-shirt included) and a \$50 supply fee are due at the time of enrollment. The registration fee is used to purchase accident insurance for the students and classroom aides during class hours. The supply fee is used to cover classroom expenses and cleaning supplies. No fee adjustments are made for members changing enrollment status mid-year

### Tuition Rates 2019-2020:

Bumblebees	Tuesday/Thursday	9:30-12:30	Toddlers-2yrs-up	\$150
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LadyBugs	Monday/Wednesday/ Friday(4yrs-up only)	9:30-1:00	Preschool 1	\$150 (2 days)
			(3yrs-up)	\$200 (3 days)

Dandelions	Monday/Wednesday/Friday	9:00-1:00	Preschool 2 (Pre-Kinder: 4.5yrs-up)	\$200
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Mommy and Me	Friday	9:30-11:30	0-2 Years (Sibs welcome)	\$20
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## Parent Tuition Responsibilities include:

- Delivery of tuition and other fees directly to the tuition box or to the treasurer.
- Monthly tuition is due in full on the first of each month unless prior arrangements are made.
- Accounts outstanding on the 20th of the month are subject to a \$15.00 late fee, unless prior arrangements were made.
- Alternative schedules of payment can be arranged through the treasurer. These schedules must be:
  - Written in contract form with clear delineation of alternate payment schedule.
  - Approved by the Treasurer and the Chair.
  - Signed by the Treasurer, President, and the requesting member with copies given to each.
- Members with outstanding balances over 30 days past due may be asked to withdraw from the preschool unless prior arrangements are made.
- Tuition is not waived for any reason if the child is absent from class.
- A \$15 missed meeting fee will be applied to the following month's tuition if a member does not notify a board member with a legitimate reason prior to the missed meeting.
- Any check written to the Patterson Preschool by a member which is returned for non-sufficient funds will be charged \$15.00.

## OBLIGATIONS OF MEMBERS

Co-op members must contribute to the running of the preschool, and each family participates by fulfilling the following obligations. Failure to fulfill duties or seek alternative solutions in any of these areas is cause for a fine or dismissal from the co-op. The board makes decisions regarding the enforcement of co-op policy, and questions or concerns can be addressed to the board at any time. The goal is to find a solution that is best for the co-op and the families involved, and to support co-op members so that they can remain in the co-op when they want to.

The members shall understand and adhere to school Policies, Rules and Regulations, the By-Laws of the Cooperative, and Parent code of conduct.

## Cooperation Parent Involvement Agreement

The goal of Patterson Preschool is to provide our children with the best possible first school experience. Besides the practical benefit of using parent participation to keep the costs of operation and tuition at a minimum, we have found parent involvement to be a vital part of our program. Parent involvement offers a richer, fuller learning opportunity for our children, teacher, and parent members than a program directed solely by school staff. It is therefore important to emphasize the fact that, without parent participation Patterson Preschool cannot continue. While all contributions of time, ideas, etc. from our members are valued, the successful operation of the preschool program depends upon consistent help from the membership for basic maintenance. It is vital that all prospective members carefully read the current job descriptions, by-laws, and parent agreement forms prior to joining the cooperative.



## Fundraisers:

Each family is required to participate in at least one fundraisers a year, as well as the whole membership is required to be in attendance for one large fundraiser, TBD by fundraising team. A donation of \$100-200 (dependent on the fundraiser) is appropriate if a family is unable to attend.

## Bi-annual cleaning party:

Each Family is responsible for attending two of the three scheduled cleaning parties. The parties typically take place on a Saturday or Sunday and will be arranged by the outdoor and indoor maintenance teams.

## Parent Jobs:

- **Classroom Aide/Teacher's Assistant-** Aides are responsible for:
  - Training as a TA to provide positive and helpful reinforcement in the classroom.
  - Prepping activities for the teacher
  - Working in the classroom every other week on a rotating schedule.
  - These positions must be filled before considering other positions.
  
- **Classroom Ordering-** Classroom ordering team is responsible for:
  - Getting supply list from teacher.
  - Receiving pre-authorization for purchases
  - Ordering or purchasing needed supplies
  - Turning in receipts for refund.
  - Organizing one indoor cleaning party
  - Works with teacher(s) and treasurer teams to stay on budget
  
- **Outdoor maintenance-** Outdoor Maintenance team is responsible for:
  - Making ordering team aware of any supplies they need for maintenance.
  - Completing monthly cleaning of all outdoor space
  - Completing weekly check-ins with teachers for any outdoor concerns
  - Working with teachers on facilitating seasonal gardening activities
  - Planning and organizing one outdoor cleaning party
  
- **Indoor maintenance-** Indoor maintenance is responsible for:
  - Bi-weekly deep classroom cleaning
  - Organizing community room
  - Weekly deep cleaning of bathrooms
  - Mopping and laundry, as needed.
  
- **Fundraising-** Fundraising team is responsible for:
  - Brainstorming and presenting fundraising ideas to membership.
  - Attending all fundraisers

- Planning and facilitating fundraising events
- Working with PCPO rep to obtain needed permit and insurance forms for each event
- Classroom housekeeping
  - Clean up after school on the days your child attends.
  - Maintain cleanliness of classroom/restroom
- General housekeeping
  - Creates a mopping schedule
  - Maintains communication with classroom housekeeping to ensure cleanliness of building
- Website/tech team
  - Updates website with changes
- Monthly newsletter
  - A parent from each class gathers photos and shares updates monthly.

**The School Board:** The board is responsible for:

- Holding Board Meetings every 4-6 weeks. Meetings are open to the entire membership.
- Making decisions for the preschool by a unanimous vote according to the rules set forth in our bylaws. These decisions include routine business, policy, finances and teacher hiring.
- Recommending action to the preschool membership on policy or financial matters.
- Serving as a problem solving resource for the preschool.
- Reaching out to PCPO to resolve conflict.
- Handling preschool matters during the summer.
- Communicating with PCPO to insure their best practices are upheld.
- Each Board member has a specific set of responsibilities.

**Classroom Aides/Support team:** Classroom team is responsible for:

- Helping teachers maintain at least a 1:6 ratio of adults to children.
- Working the classroom on a set A/B schedule.
- Finding replacements if the scheduled aide isn't able to attend.
- Serving as teachers assists, working hand in hand with teachers to maintain a caring learning environment for the children in the class.
- On their non-aide week they help with activities prep as teachers need.

**Bumblebee aide schedule:**

	Tuesday	Thursday
"A" week		
"B" week		

**Ladybug aide schedule:**

	Monday	Wednesday	Friday (4's only)
"A" week			
"B" week			

Dandelions aide schedule:

	Monday	Wednesday	Friday
"A" week			
"B" week			

**Meetings:**

- General meeting will be held every 4-8 weeks.

Sept	Oct	Nov	Dec
Jan	Feb	March	April
May	June		

- Board meetings will be held every 6 weeks.

Sept	Oct	Nov	Dec
Jan	Feb	March	April
May	June		

- Meeting locations will be shared via email at least one week prior to the meeting.
- Childcare will be available for general meeting
  - Prior notification is required and can be given to the teacher or board chair.
- At least one parent/ guardian is expected to attend all general meeting.
  - Each family is allowed one missed meeting a year with no penalty.
- A fee of \$15 will be added on to the following months tuition if a family misses a meeting without notifying the board President.
- \$15 fee can be waived at the discretion of the board.
- Please inform the teacher or board member if you plan to miss a meeting.

## Work Relief Request:

Although tasks assigned to members vary according to his/her job description, each task is essential to the program. It is recognized, however, that real life holds many surprises and the need for a "transition break" may come at any time. Members needing adjustment time without work responsibilities may apply for work relief. Relief forms are kept on file in the classroom and are submitted to the President/co-president for approval. Special arrangements with the board must be made regarding difficulties in attending meetings.

Members who do not formally request relief, have repeated no shows, or do not meet the work and/or meeting requirements have the following options:

- Address the board during a confidential problem-solving session to discuss the difficulties. If a solution cannot be found in which the needs of both the co-op and the member are met, the member will be asked to leave the co-op.
- Withdraw or be removed from the co-op.

## Financial Assistance Policy *The John McBain Memorial Trust Fund*

A tuition assistance fund established under Oregon State law with an initial donation from Ellen Hubbe in memory of her father. Each year the accrued interest on this fund is available to enrolled families who require temporary tuition assistance. The amount of assistance available each year varies. This tuition aid fund is irrevocable for the life of the preschool. If Patterson Preschool should dissolve, the fund will be transferred to another preschool in the Willamette Valley. Tuition aid forms are on file in the classroom. Financial aid can cover up to 50% of tuition for up to three months. Contact the Treasurer for more information. Please be aware that the information provided is for the Tuition Aid Committee use only and will remain strictly confidential. The Treasurer, Assistant Treasurer, and one Community Representative form the Tuition Aid Committee.

General Information for Qualification:

1. Individuals must provide the Tuition Aid Committee accurate financial information via a completed tuition aid application.
2. Individuals must be members in good standing in the cooperative for at least three months.
3. Individuals have the right to personally represent their tuition needs to the Tuition Aid Committee.
4. If a request is denied, applicants have the right to hear cause.

## Volunteer Policy

Patterson Preschool adheres to the 4J school districts volunteer policy. All adults who will be working in the classroom as aides must submit a completed volunteer background check form each year they are in the co-op. The background check includes criminal and driving record searches. The Oregon Dept of Education will review the background checks for incidences of concern. The cooperative will follow their recommendations regarding volunteers. Confidentiality will be maintained during the volunteer check process.

## Illness Policy

You child must stay home if any of these symptoms are present:

1. Difficulty learning from or enjoying school experiences and will also place the other children at risk of infection.
2. A temperature of 100 degrees f. or higher (without acetaminophen)
3. A temperature of over 100 degrees within the last 24 hours.
4. Any vomiting or Diarrhea within the past 24 hours
5. Listlessness or less than normal energy.
6. Sore throat with spots.
7. Heavy cold, hacking cough and/or clear nasal discharge.
8. A rash of unknown cause.
9. A toothache or earache.
10. Severe headache.
11. Conjunctivitis (bright red, irritated and "goopy" eyes)-until antibiotics have been in use for 24 hours.
12. Head lice-until all evidence of nits is gone from scalp.
13. Open wounds from cold-sores until they have formed a scab and are no longer contagious.
14. If your child is diagnosed with a communicable disease and has been attending preschool, please notify the teacher immediately.

The aforementioned restrictions apply to:

- children enrolled in the program
  - parent aides
  - siblings enrolled in the "tag-along" program
- \*If you are not sure if your child should come to school or not, please contact your physician and/or the preschool teacher.

## Emergency Procedure:

The emergency procedure for an accident or illness at the preschool will be as follows:

- An attempt will be made to contact the parent (or authorized person) to decide what procedure to follow in getting first aid for the child, unless the injury is severe enough to warrant taking the child immediately to the emergency room. 911 will be called for emergency room transport.
- In case of a field trip, if the authorized adults cannot be reached, the teacher and injured/ill child will return to the school to wait for the child's parent to pick up the child at the scheduled dismissal time.
- The circumstances surrounding the child's accident or illness will be reported to the parent/guardian by the teacher and any necessary forms will be filled out.

## Developmental and Behavioral Issues Policy

Open and confidential communication is maintained between teachers and parents regarding each student's participation in and adjustment to the classroom. Families should discuss any concerns or special needs they have with the teacher. If the teacher identifies a behavioral or developmental issue that cannot be addressed easily in a brief after-school phone meeting, the following procedure shall be followed.

Step 1: Teacher identifies issue.

Step 2: Teacher requests Meeting with President, Class liaison and Secretary.

Step 3: Teacher has conference with family; with Board members listed above.  
Community member may advice if needed.

Step 4: Parent(s) and teacher agree to Step 5

Step 5: Action

Step 6: Evaluation of action: teacher, parent, board members listed above.

Step 7: Completion or new Step 5.

\*Note: The Board will meet as often as necessary until the issue is resolved.

Violent behavior, verbal or physical, will not be tolerated at Patterson Preschool. If a child acts in an aggressive or unsafe manner not within the developmental range as determined by the teacher, the child will be removed from the classroom based on the teacher's discretion until a meeting is held and the above steps are followed.

## Grievance Policy

Sometimes in the course of running a preschool cooperative, conflicts arise. A member might find themselves in disagreement with other members, the teacher, certain groups or communities, etc. All are expected to work directly towards a resolution through clear communication. Should communication become blocked, these are the steps to follow:

Step 1: Member identifies issue and seeks to communicate and resolve it with person(s), groups or committee directly involved. If resolution is not forthcoming, move to step 2.

Step 2: Member requests meeting and discusses issue(s) with party (ies) involved.  
Board members and involved members will serve together as facilitators, unless a neutral facilitator is requested by any participant, and agreed upon by all.

Step 3: Facilitated conference occurs.

Step 4: All parties agree to step 5

Step 5: Action

Step 6: Evaluation of action/resolution. All parties are present.

Step 7: Completion or new step 5.

## Parent Code of Conduct

Please review signed Parent code of conduct policy, located in enrollment file.

Grievance Policy will be followed in the event that parent code of conduct is broken.