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## **INTRODUCTION**

### **WELCOME**

Welcome to Columbia Kids Cooperative Preschool! We are happy to have your family joining us! You are now the parent of a child enrolled in the school, a member of the co-op, and a student in the parent education program. This handbook is intended to familiarize you with our program and provide you with the basic guidelines and responsibilities. It will probably not answer all your questions; for additional information, please speak with a board member or one of the teachers.

### **PHILOSOPHY OF COLUMBIA KIDS**

#### Parents:

We believe that the parent's participation in the preschool will broaden their understanding of children's development and behavior and will increase their skills in child guidance. We strive to encourage and support each other, and to educate and improve ourselves as effective parents. We recognize the right of parents to raise their children as they believe appropriate, and we know it is not the place of Columbia Kids to contradict the teachings of the parents in their homes nor to criticize their methods. However, within our classroom, for the sake of continuity and consistency, teachers and parents will use the stated philosophy and methods of the cooperative. Finally, we hope that the parents will enrich our program by sharing their ideas, interests and problems with us during the preschool classes and the scheduled parent education classes.

#### Children:

We believe that each child is a precious individual, deserving of respect for his/her unique qualities, and deserving of loving guidance in developing to his/her fullest potential. We strive to accept each child as he/she is, so that the child can accept us and our guidance. We assume that each child will think and play creatively, discover and use his/her own resources, and develop inner control.

Our part, we believe, is to provide the atmosphere, environment, experiences, and direction that will help the child discover his/her self. At all times, we promote in the child self-acceptance, self-reliance, and a sense of pride and confidence. Since we feel this is best encouraged in an affectionate, non-coercive, stress-free atmosphere, we therefore use a positive approach to discipline, believing that this will foster a positive self-concept in the child. Every aspect of the preschool experience is planned to achieve this primary goal.

We help the child develop physically by promoting good eating habits, wise health and grooming routines, and by offering opportunities for developing coordination, balance, and gross and fine motor skills. We encourage the beginning of social skills, interaction, cooperation, sharing, trust, politeness, consideration, empathy, and socially responsible behavior.

To the extent that the child shows readiness, we introduce intellectual achievement: pre-reading skills, math and science concepts, art and music skills and appreciation. However, we feel that helping children to know themselves and their place in the family circle and the world is the major task of these early years and is the soundest foundation for future learning.

Arts, crafts, exercise, music, movement, games, stories, visitors, field trips, free play, orderliness, a stimulating environment, calming routines--all of these are used to attain our primary and secondary goals. Throughout our program, we stress the child's right to choose his/her activities, and the child's right to loving individual encouragement in trying new things.

## **WHO WE ARE**

Columbia Kids Preschool is a non-profit cooperative program that offers a unique educational experience. Our teacher, Dana Kutch has been teaching preschool for over 30 years. She truly enjoys being in the classroom, guiding children to learn through play.

All classes are mixed age, with preschool students ranging from 3 - 5 years old. Class times are Mondays and Thursdays, 9:00am to 11:30am. Columbia Kids schedule is as follows: classes are in session for three, 12-week quarters during the school year. With parent helpers in the classroom every day, our student to adult ratio is generally 4:1.

First and foremost, our classes encourage creative learning. We believe children learn by doing. We offer a hands-on learning environment with opportunities for fine and gross motor play, imaginative play, and activities which encourage pre-reading, writing, and mathematics development.

At Columbia Kids Preschool, children and parents work and learn together. Parents are actively involved in the classroom as helpers. You will see first-hand how your child is doing and what happens in the classroom. Siblings are welcome in our classroom on the days when their parent is working.

At least one adult member of each family participates in a parent education course. The course teaches effective guidance and communication techniques for working with young children and provides a support network among peers.

Sprouting Seeds School is an enrichment program offered to Kindergarten - 6th grade students. It meets three afternoons each week. It is co-taught by our two teachers, Ms. Virginia and Ms. Janine. Virginia Triplett has been teaching children and parents alike since 1984. Hundreds of families have benefitted from her expertise and guidance. Janine Carr teaches by drawing on her experience as a public school primary teacher, consultant and educational author with a focus on children's literacy.

Columbia Kids Preschool and Sprouting Seeds School is governed by a board made up of parent volunteers (see page 15). Members of the board are elected once a year in the spring. Board meetings are open to any interested co-op member.

## REGISTRATION and FEES

Registration for new and returning students opens in late April each year. **Registration Night** for Fall Quarter is held in September, before school starts. It begins with a brief discussion of our policies and procedures and includes information on paying September tuition, signing up for work days, snack days, committee assignments, children's orientation times, and completing enrollment paperwork.

Provided there is space available, you may register and your child may begin class at any time during the year.

The enrollment paperwork is required to be on file in order for your child to attend school. The Registrar will work with you to ensure all documents are completed. All forms can be downloaded from our website [www.columbiakids.org](http://www.columbiakids.org). They consist of the following:

1. Current Physician's Statement completed and signed by your child's doctor.  
\*Please note that your child's doctor may require an office visit or checkup to complete the Physician's Statement. It is the parent's responsibility to inform the school during the application process of any special needs, health issues or unique requirements of their child. These needs will be addressed on a case-by-case basis.
2. Completed Medical Release/Field Trip form
3. Membership Agreement
4. Emergency Information Card

Tuition for Columbia Kids Preschool is as follows:

Annual tuition of \$1,600 per child enrolled. This is paid in monthly installments of \$160/month for 10 months. (September-June)

- \* 10% discount of the lesser tuition for a second child enrolled
- \* 15% discount of the lesser tuition for three or more children enrolled
- \* Tuition for students beginning mid quarter will be prorated

Monthly tuition rate must be paid in full at the beginning of each month, and is due by the second week of the term. Tuition is due before the 6th of the month. Notification of withdrawal before the 20th of the month will not result in a charge the following month. Late payments will result in unenrollment. The pre-registration fee is nonrefundable. If you need to make other tuition payment arrangements, please contact the school registrar.

# CLASSROOM

## AREAS OF THE CLASSROOM

- **Art**

At the paint easel the preschoolers may need to be reminded to keep the paint on the paper and that finger painting is not a choice at the easel. If a child begins to finger paint, he or she would need to know that on another day finger painting could be a choice at the art table.

- **Housekeeping/Dress-Up/Small Blocks in the Corner Room**

Children and working parents should treat this as “real world”. Pretend food should stay on the table, and the children should only pretend to eat it. Dress-up clothes are worn over clothes worn to preschool. Shoes, but not socks, may be removed.

- **Kitchen/Basement Supply Room/Upstairs**

Preschool students are not allowed on the east side of the kitchen in the sink area unless washing hands with adult supervision. No Preschool students are allowed in the basement supply room. Preschoolers may only go upstairs to use the bathroom accompanied by an adult.

- **Large Muscle/Big Blocks/Climber in the Gathering Room**

We gather in a circle to discuss the day’s agenda, assign jobs, and finally to say good-bye. At first circle, no clean-up is involved. Just remember the block and climber directives: Climber: one hand, one foot on the climber at all times. Large blocks: can stand on one or sit on two blocks, can build as high as the smallest child’s nose.

- **Library**

Each child may check out one book at a time. There are cards in each book which should be removed and placed in your child’s pocket in the “check-out” notebook.

- **Restroom**

Following outside time, all children use the restroom, either to use the toilet and/or to wash their hands. An adult is always present to supervise and assist the children. A half-height screen set between the sink and the toilet provides some privacy while children use the toilet. Multiple children, both boys and girls, may be in the restroom at the same time. Any time children use the restroom at our school, the door always remains open. This allows the supervising adult to give help quickly when needed, get help from another adult if necessary and provides the transparency necessary to ensure proper conduct by all. This policy is for the safety and protection of children as well as supervising adults. Any adult who feels uncomfortable helping children during restroom time should alert the teacher who will make other arrangements to care for the children during this time.

- **Sensory Table**

All items must stay inside the table (water, beans, rice, etc.).

- **Table Toys**

Many of these toys have small pieces, which may be lost, and children may need to be reminded that they are to play with these toys on the table.

## BEGINNING THE DAY

Children should dress in clothing that allows them to play without worry of getting their clothes dirty with paint or other spills. Children usually go out on rainy days, so be sure to send a coat with a hood or a hat.

Parents must bring their child into the classroom. Assist your child with hanging up their coat, placing sharing in the “Sharing Box” (if you are a working parent), waiting in line to say “Good Morning” to Dana and receiving their name tag. Please assist your child in the bathroom as they wash their hands **before** moving into the classroom.

If separation is an issue, let your child know you are leaving in a matter of fact manner and then exit the room. You can let the teacher know when you are leaving so she can help the child transition into an activity. Feel free to discuss other options with the teacher. Our goal is to make this comfortable for the child and parent.

## **BIRTHDAYS**

Let the teacher know at the start of the day if you would like to have your child’s birthday acknowledged. Children receive a birthday crown and the class sings “Happy Birthday” at the end of the school day. Your child may bring a special treat to share with the class as students leave for the day. Please let the teacher know if any of this is in conflict with your philosophy or personal beliefs.

## **CANCELLATION OF CLASSES**

In the event of a cancellation we will post it to the Google Group.

**Inclement weather or dangerous road conditions:** Classes will not meet when Battle Ground Public Schools are closed due to said conditions (call 360.885.5343 or check with [www.bgsd.k12.wa.us](http://www.bgsd.k12.wa.us) for school closure information). If Battle Ground Public Schools have a late start, we will usually have class.

## **CHILD BEHAVIOR**

Our cooperative offers multi-age enrichment. We recognize that children come to us with different temperaments in all stages of development. If at any time you have questions or concerns regarding an individual child, please arrange a time to discuss your questions or concerns with the teacher or Preschool or Seeds representative discretely and directly.

## **CIRCLE SHARING**

Only the children of working parents may bring an item of their choice to school for sharing. Please place your child’s sharing in a bag and place inside the “Sharing Box”.

The only items we do not share in the classroom are weapons (weapons include toy guns, swords, light sabers, etc.) If on the day you are working this becomes an issue, you can allow your child to bring the item and at sharing, the teacher will remind your child that weapons are not allowed and the item will be returned to the child’s cubby immediately.

## **CLASSROOM SAFETY RULES**

- **Climber**

One hand, one foot on the climber at all times.

- **Large Wooden Blocks**

Children may stand on one block and may sit on two blocks. Blocks may be stacked as high as the smallest child's nose.

- **Siblings**

Parents with younger siblings are responsible for the safety of their child in the classroom. The classroom is not baby proofed.

- **Tables and Chairs**

Tables are for doing art projects, playing with table toys and eating. Chairs are for sitting.

## **DAILY EVALUATIONS (example page 16)**

After class is over each working parent is asked to fill out a daily evaluation form. Not all areas on the evaluation must be completed each workday. You are encouraged to use the children's names in your evaluations. The teacher reviews the evaluations and reads them at the parent meetings.

**Children's names will be shared when the comments are positive and will be kept confidential if negative.**

## **FIELD TRIPS**

The Preschool typically takes a field trip during the Fall Quarter to a farm where students may harvest a pumpkin. There are several other field trips the Preschool takes depending on availability. (ex: Fire Station, grocery store, post office) Additionally parents are needed to provide transportation and supervision on field trips out of walking distance. If you are aware of a possible field trip opportunity, please share this with the teacher.

## **GUIDANCE TECHNIQUES FOR THE CLASSROOM**

- **Be Consistent**

Be consistent with instructions you give a child and with your follow through. If leaving is an issue and you give your child five minutes notice, you need to leave after the five minutes is up. It may be helpful to use a timer.

- **Choices**

Choices help a child develop independence and give him/her a sense of personal responsibility and appropriate power. It is important to only give a choice when there really is a choice. If a child refuses the choices given, you may ask him/her for ideas, which may produce other viable alternatives.

- **Communication**

Children frequently have selective hearing; they will learn to tune us out if all we ever do is yell at them from across the room. Yelling should be reserved for a situation where the child is putting himself or others in danger. It is important to speak with children up close and on their level. When giving directions, use simple and direct sentences that tell the child what to do. Resist the urge to use "don't"

as the first word in your directive; use positive statements (i.e. Blocks stay on the ground, table toys stay on the table, etc.)

- 
- **Dawdling**  
Children are always learning, which sometimes means they move more slowly than we need them too. For example, hand washing can be a highly exploratory situation for some children. When you need to move a child onto the next step give him/her choices such as “Would you like to turn off the water or should I?”
- **Discussing Negative Situations**  
Remember that children are always listening and when you are discussing a situation with the teacher or another parent, discretion should be used when a situation is negative. Positive comments are always wonderful for children to hear.
- **Inappropriate Language**  
Around age 4 children begin to experiment with “bathroom language”. They may need to be reminded that this type of language is not used at preschool. If a child continues to use this language, feel free to ask for the teacher’s input.
- **Methods of Discipline**  
Our philosophy is to teach children, not to punish them, and to help them succeed by offering appropriate choices.
- **Praise and Encouragement**  
When praising a child try to stay away from phrases such as “good boy” or “good girl”. Instead, be specific with your praise, such as “I really appreciated how you \_\_\_\_ today”.
- **Saying “No”**  
Think before you say “no” to a child’s request. There may be a way to give your child what he or she wants at a different time. “I hear that you want to color now, but it is time for dinner, let’s color when we are finished with dinner and the table is cleaned.”
- **Speaking to Children About Their Work**  
When a child shows you his/her work, resist the urge to use such adjectives as “beautiful” and “terrific” to praise their work and avoid asking a child, “What is it?” Instead, ask him/her to tell you about the work. Make statements or ask questions that will require them to explain the work from their point of view or require them to think about what he/she did. An example would be “I see you used two colors, but there is a third color, how did this happen?”
- **Taking Turns**  
It is easier for children to take turns than to share. To children, sharing means giving something up; taking turns lets them know that they have to let go of something but that it will come back to them. In a situation where two or more children are interested in the same item, a timer can be used. For the child who is having trouble letting go, you may ask, “Did you want me to help you let go of it?” Set the timer and assure the child that the item will come back to him when the timer goes off.
- **Transition**



Children should be given warnings for transitions, e.g. “We are going to be cleaning up in five minutes. If there is something you haven’t done yet, now is your last chance for the day.”

## **PARENT WORK DAYS**

Parents are responsible for work days. The number is dependent on the number of students registered, but usually is 2-3 days/month per student enrolled. One of these working days will be a Snack day, where the parent is responsible for bringing snack for the school.

Snack should consist of healthy items from three food groups, for example: an apple slice, a few crackers, and piece of cheese, as well as water. **Plan on enough snack food for twenty to twenty-five people:** the children, the teachers, the parents and the siblings.

In the event you are unable to work on a scheduled day due to illness, etc. it is your responsibility to obtain a substitute working-parent for that day. Contact the Preschool Registrar for assistance if needed and leave a voice mail at school for the teacher informing her of the revised plan. Lastly make the change on the class calendar.

**On workdays, parents are expected to arrive at 8:45.** Each working parent in the Preschool will choose a job card to wear during class; snack parent is the only job assigned in advance. General descriptions of each job are below. Please refer to the job tag for specific duties.

### **#1 Art Parent**

Set up and run the art project the teacher has planned for the day. Check in with Dana at the start of the morning to see what prep work needs to be done. Make sure to mark the child’s name clearly on all artwork. During classroom clean-up time, it is your job responsibility to clean up the art table, remove the easel paints, and set aside the art supplies to be washed after school. During closing circle, put all art project out for the children to take home. Wash off art supplies which were set aside earlier in the day.

### **#2 Snack Parent**

Please prepare as much of the snack at home as possible to minimize prep time. Once at school, finish all snack preparations. Once snack prep is complete, open the dress-up, housekeeping, and small block area (the “back rooms”) and stay in this area during free play.

### **#3 Common Area Parent (Blocks and Climber)**

To begin the day, remove the climber from the “corner room” and set it up in the gathering room. Prepare the outdoor play area for children (take ride-on toys, chalk, etc. off the back porch; set up cones to mark off-limit areas). During outdoor play time monitor bark chip area and cover sandbox at close of outside time. During free play you will float between the gathering room and the play dough/table toys/easel area. Remind the children of the block and climber directives. See page 7.

### **#4 Extra Parent**

Open the dress-up, housekeeping and small block area (the “corner room). Parent #2 will join you when snack prep is complete. Once Parent #2 arrives, it is not necessary to have two

parents in the area so you may assist the Art Parent and others as needed. **Please check to make sure all three of the other working positions are covered before choosing this tag.**

All working parents need to help with hand washing/bathroom trips before snack and all working parents sit in a seat marked with a blue chair cover and assist children with snack. During snack, children serve themselves food. Water is poured from the large pitchers into the small measuring cups so that the children may pour their own water. It is important for parents to pour their own water from the small measuring cups as well. Children may have seconds when all of their firsts are eaten and the teacher has given the children the choice for seconds. It is not a choice for a child to make a full meal out of snack time. All working parents will be needed outside during playtime to monitor the schoolyard. All working parents help with clean up.

## **SPECIAL EVENTS**

There are several times when we have special celebrations during the year. Please let the teacher know if they conflict with your philosophy or personal beliefs.

## **STAYING HOME FROM SCHOOL**

To avoid the spread of communicable diseases, we ask you to keep sick children at home. If a child becomes sick while at school, the parent will be called and asked to pick up the child.

- **Fever/Vomiting**

If a child has had a fever or vomited within 24 hours before the start of school, the child should stay home.

- **Lice**

In the event a student, or member of a student's family, becomes afflicted with lice, the parent must notify the teacher immediately. The teacher will keep this information confidential, but must be informed so she may take the steps necessary to prevent the spread of lice.

## **TYPICAL PRESCHOOL DAY**

Classes are 2 1/2 hours in length and generally flow as follows:

9:00-9:30 Free play.

9:30-9:40 First Circle. Concepts and projects for the day are demonstrated and discussed.

9:40-10:00 Art and indoor free play: the children choose the activities of their interest.

10:00 Clean up. The children work together to clean up

10:10-10:25 Library and Music and Movement

10:25-11:00 Second Circle and Outside/Walk to creek: assign a line leader; gather and prepare to go outside. We usually go out on rainy days, so be sure to send coats with hoods or hats. On creek days, proper foot attire is appropriate.

10:50-11:00 Potty break: Upon returning to the classroom, a bathroom trip is made. It is mandatory that each child wash his or her hands regardless of whether they actually used the toilet.

11:00-11:05 Third Circle: the children return to circle and daily jobs are discussed.

11:05-11:20 Cooking Or Snack: the children have a snack and a very brief rest.

11:20-11:30 Closing Circle: the children of parents working in the classroom bring an item of their choosing to share with the class. This is where we say “goodbye” for the day. As parents arrive they may join the circle or wait out of sight until we have said “goodbye”.

## **PARENT EDUCATION**

Parent education is an integral and required part of our program. It is not the first reason people come to our school, but for most parents it becomes an important component with a lasting impact.

### **PARENT MEETINGS**

Each term, preschool parents are expected to attend all three parent meetings and sign the attendance roster. They are held on the second Thursdays of the month from 7-9 PM unless otherwise stated. There is no childcare available for the meeting.

Parent meetings cover a wide range of parenting issues: positive discipline techniques, sibling relationships, child development, creative play, effects of TV viewing, and more. Parents will read, write, discuss, observe, and work on class projects that provide a rewarding preschool experience for the children as well as enhancing parenting skills. The parent meetings also offer opportunities for networking and developing friendships with other parents.

It is expected that working adults will use the skills and techniques learned in the parenting meeting when they are working in the classroom.

### **MAKE-UP WORK**

If a parent meeting absolutely cannot be attended, make-up work can be assigned. It is up to the parent to contact the instructor, agree on the make-up work, complete it, and turn it in by the end of the quarter.

Possible alternatives are:

- A written, in-class observation of an assigned child
- A written report on a book or magazine article of substance
- A written report or account of a speaker or conference pertaining to parenting
- In-class project with a written evaluation of the project

### **SPRING PROJECT (see example page 17)**

The spring quarter focus is learning and developing through play. The spring project will be discussed in detail during spring quarter. If you have an idea for a classroom project earlier in the year, check with the teacher to see if your project can fit in at a particular time in the curriculum.

If special supplies or materials are needed, check with Dana to see if they are available at the school, or to receive approval prior to making a purchase. For book keeping purposes,

paperwork for reimbursement must be submitted by the end of the quarter in which the purchase was made in order to qualify for reimbursement. After that date, reimbursement will be forfeited and considered a tax deductible donation.

## CO-OP ACTIVITIES

### CLEAN-UP DAYS

All parents are required to participate in classroom clean-up at the end of each quarter. The clean-up is usually 2 1/2 to 3 hours. **Childcare is NOT provided.** If you are unable to attend, please see the teacher about a make-up task.

### COMMITTEE ASSIGNMENTS

All parents are required to be actively involved in at least one committee per quarter. If you have any questions regarding the committees, please check with the Preschool Registrar. Note: Committees are chosen each quarter based on the need and number of available parent volunteers. The following list is subject to change based on enrollment needs of the co-op.

#### The following committee positions are chosen each quarter:

- **Animal Care Committee**

Responsible for weekly cleanings; clean and sweep around cage and shavings downstairs; ensure sufficient food and clean water; provide fresh fruits and vegetables weekly. Purchase supplies as needed (turn-in receipts to treasurer before the end of each quarter for reimbursements).

- **Bathroom Committee**

Clean upstairs and downstairs bathrooms **once a week** (sink, toilet and floor).

- **Class Supplies Buyer**

Responsible for checking class supplies and supply list, purchasing supplies and keeping supplies replenished. Turn-in receipts and reimbursement form to treasurer BEFORE the end of each quarter.

#### **Floor maintenance Committee**

Responsible for mopping and vacuuming biweekly.

- **Garbage and Recycling Committee (THURSDAY or FRIDAY Parent)**

Put garbage out **Thursday** afternoon for Friday pickup. Set up and maintain area to collect the recyclable items that accumulate at school. **Take recyclables to recycling center as needed.**

- **Laundry Committee**

Responsible for taking home and laundering dirty towels **weekly**. Wipe down paint aprons **weekly**.

- **In-Class Library Committee**

Responsible for maintaining in-class library selections. Set up and maintain the check out system and repair books as needed.

### **Public Library Committee**

Responsible for securing books from the public library or personal collection to augment the units for the quarter. The children do not check out these books. Books may be ordered online for pickup at local library. Books are for in-class use only.

- **Plant Sale Coordinator (SPRING QUARTER ONLY)**

Responsible for coordination of Spring Plant Sale; data entry, delivery for Spring Plant Sale, tracking and following up on buy-outs.

- **Play Dough Committee**

Responsible for making play dough. Check supplies **frequently** and check with teacher to see if she has a color preference. Maintain order of art sink and supply shelves in basement.

- **Paint Base and Mixing Committee**

Responsible for making paint base and paint as needed. Check supplies frequently to be sure the paint color selection is varied.

- **Rummage Sale and Consignment Coordinator and Assistant (FALL QUARTER) If applicable**

Coordinate and assist Coordinator with organizing and running the Fall Rummage Sale. Periodically take donations to Kidz Cloz and maintain account with them.

- **Serve-A-Thon Planning Team If applicable**

Schedule and plan event. Share details with families so that they understand requirements and expectations. Keep track of and follow up on buy-outs.

- **Yard Maintenance Committee**

Responsible for general maintenance of the school yard; cutting grass, edging, clearing parking lot, maintaining and trimming growth over sidewalk, etc. Committee members may coordinate and determine schedule.

### **The following committee position is held by the same family for the entire year:**

- **Building Maintenance**

Completes or coordinates items on the “to do” list for building and playground maintenance and repairs.

- \* **Option to Buy-out**

Each quarter there will be two slots available for those wishing to buy-out of their committee responsibility for the quarter. They will be filled on a first come basis. The cost is \$100 for the quarter. Each family only has the opportunity to choose this option ONCE per year.

## **FUNDRAISING**

Members are required to participate in all fundraising activities. The funds raised from our fundraisers are crucial to the financial success of our school. If you are unable to participate in any one of the fundraisers, you have the option of “buying out” of these fundraising events. The

amount to “buy out” will vary depending on the event. If you are unable to participate in the event or pay the buyout fee, please discuss the situation with Dana or a board member. If you *choose* not to participate in the fundraiser or pay the buyout fee, registration for the following quarter may be denied.

Quarter	Event	Timing	Work Required	Buy Out Fee
Fall	Pizza and Poinsettias Sale	Orders due October/November	TBD	TBD
Winter/Spring	Plant Sale	March/April	Sell \$160 worth of plants	TBD
Spring	Plant Sale	May	Plant sorting & delivery	\$30
Fall or Spring	Serve-a-Thon	Fall or Spring	TBD	TBD

Our fundraising events subsidize tuition costs and keeps fees low. If you become aware of any additional fundraising opportunities, you’re encouraged to submit a Fundraising Proposal Form.

## REIMBURSEMENT FOR SUPPLIES OR EXPENSES

For book keeping purposes, paperwork for reimbursement must be submitted by the end of the quarter in which the purchase was made in order to qualify for reimbursement. After that date, reimbursement will be forfeited and considered a tax deductible donation.

# OPERATIONAL PROCEDURES

## EVACUATION PROCEDURES

ALL WORKING PARENTS: Try to have your car keys and cell phone on you at all times. They will be very useful in case of evacuation.

### Working Parent #1 (Snack Parent)

- Call 911 (in a drill situation, do not call but make sure you know where your phone is).

- Grab EMERGENCY CONTACT INFO envelope from the counter by the phone (in the folder on top of the desk, by the phone) and take with you.
- Grab First Aid Kit from cupboard under the phone (right-hand side) and take with you.
- Sweep basement for any occupants. Search carefully, scared children may be hiding.
- Close all windows and doors in and to the basement.

**Working Parent #2 (Art Parent)**

- Sweep main floor for occupants, gathering children as you go.
- Help teacher form and lead evacuation lines.
- Responsible for evacuating any disabled children.

**Working Parent #3**

- Sweep upstairs for any occupants. Search carefully, scared children may be hiding.
- Close all windows and doors upstairs.

**Working Parent #4**

- Assist other working parents and teacher to ensure that everyone has left the building and all doors and windows are closed.
- Help with evacuation lines.

**HAZARDS POLICY**

A working parent who notices an unsafe situation, for example broken equipment or some hazard in or outside the building, shall first take steps to ensure the safety of the children. As soon as possible, the adult shall notify the teacher of the hazard and work under the teacher's direction to correct the problem. No weapons or firearms of any kind are allowed on school premises.

**CONFLICT OF INTEREST POLICY**

No Officer, Board member, or member of the Preschool shall have any personal financial interest, direct or indirect, in any activity undertaken by the Preschool. No Board member, committee member, or Officer shall receive compensation for their service, but may receive reimbursement for approved expenditures incurred on behalf of the Preschool.

# Daily Evaluation Form

Date:

Teacher:

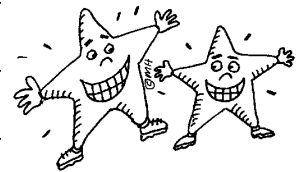
Two positive experiences I had today:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I had a problem/concern with:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Suggestions to the teacher for the day:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Thank you for your information. This helps me evaluate the class day!

**Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LEARNING EXPERIENCES PLAN**  
**Module #1: Learning Activities**

**Project Selected:**

**1. Objectives (concepts to be learned):**

**2. Materials needed:**

**3. Procedure (description of activities presented, how presented, content, procedures followed, etc.):**

**4. Vocabulary to develop:**

**Guidance suggestions (role of adults):**

**Evaluation**

**a. Number of children involved:**

**b. Interest expressed:**

**c. Different responses of children:**

**d. Success of project:**

**e. Suggestions for future use:**

**f. Other comments:**



**COLUMB  
SPROUT  
MEMBERSHIP AGREEMENT**

**ESCHOOL  
SCHOOL**

Welcome to Columbia Kids Cooperative Preschool! A successful cooperative requires each family to take an active role in the preschool. Our program consists of several parts: your child's participation in the preschool, parent-participation (working in the classroom), and lecture-discussion (parent meetings). The following membership agreement contains a list of the basic requirements for successful participation in the program:

I will pay my tuition as outlined in the tuition agreement.

I will attend all required work days. I will try to arrive at the preschool 15 minutes before the start of class, and I will remain after class to clean the room and complete a daily evaluation.

I will make arrangements with another parent to work if I am unable to attend class on my scheduled work day. If I am unable to make arrangements I will contact the teacher as soon as possible.

I will attend all three required parent meetings each quarter and make up any meetings missed as agreed upon with the parent educator.

I will attend all general membership meetings held by the preschool.

I will read and complete the written assignments contained in the modules each quarter.

I will serve and perform the duties of one committee of my choosing each quarter, or I will serve as one of the board of directors.

I will participate in each fundraiser held by the preschool, or pay the buy out per fundraiser (see Handbook).

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Print Name

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Sign Name

Date

**Columbia Kids Preschool/Sprouting Seeds Financial Hardship Tuition Agreement**

Parent/Guardian Name \_\_\_\_\_

Student/Students' Name(s) \_\_\_\_\_

Total Tuition Amount/Due date \_\_\_\_\_

Brief explanation of financial hardship circumstances

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plan to pay remaining tuition (include dates and payment amounts)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Plan *Approved/Denied* by CKP/Sprouting Seeds Board \_\_\_\_\_ Date \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

## Columbia Kids Preschool/Sprouting Seeds Fundraising Proposal

Fundraiser Coordinator \_\_\_\_\_

Fundraising idea (please be as specific as possible)

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Proposed Fundraiser Date/Timeframe \_\_\_\_\_

Estimated length of fundraiser (ex: 3 days for rummage sale, 4 hours for auction)

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Estimate of preparation time (include planning, mobilization and labor)

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Team members needed \_\_\_\_\_

School Membership Commitment \_\_\_\_\_

Upfront expense estimate \_\_\_\_\_

Revenue Goal \_\_\_\_\_

Advertising Supplies and Costs \_\_\_\_\_

Other resources needed \_\_\_\_\_

\*\*\*\*\*

Proposal submitted to CKP/Sprouting Seeds Board by \_\_\_\_\_ Date \_\_\_\_\_

**COLUMBIA KIDS PRESCHOOL & SPROUTING SEEDS  
BY-LAWS**

**ARTICLE I - Name**

The name of this organization shall be Columbia Kids Preschool & Sprouting Seeds, a non-profit corporation. For brevity, the organization may be referred to as Columbia Kids / Sprouting Seeds.

**ARTICLE II - Purpose**

The purpose of Columbia Kids / Sprouting Seeds shall be to provide a supervised program in which the enrolled children may grow emotionally, physically, socially, and intellectually, and to help parents better understand their children.

**ARTICLE III - Non-discrimination Policy, Columbia Kids**

Columbia Kids / Sprouting Seeds admits students of any race, creed, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded of made available to students at the school. It does not discriminate on the basis of race, creed, color, national and ethnic origin, or physical impairments in administration of its educational policies or admissions.

**ARTICLE IV - Philosophy of Columbia Kids**

Parents:

We believe that the parent's participation in the preschool will broaden their understanding of children's development and behavior and will increase their skills in child guidance. We strive to encourage and support each other, and to educate and improve ourselves as effective parents. We recognize the right of parents to raise their children as they believe appropriate, and we know it is not the place of Columbia Kids to contradict the teachings of the parents in their homes nor to criticize their methods. However, within our classroom, for the sake of continuity and consistency, teachers and parents will use the stated philosophy and methods of the cooperative. Finally, we hope that the parents will enrich our program by sharing their ideas, interests and problems with us during the preschool classes and the scheduled parent education classes.

Children:

We believe that each child is a precious individual, deserving of respect for his/her unique qualities, and deserving of loving guidance in developing to his/her fullest potential. We strive to accept each child as he/she is, so that the child can accept us and our guidance. We assume that each child will think and play creatively, discover and use his/her own resources, and develop inner control.

Our part, we believe, is to provide the atmosphere, environment, experiences, and direction that will help the child discover his/her self. At all times, we promote in the child self-acceptance, self-reliance, and a sense of pride and confidence. Since we feel this is best encouraged in an affectionate, non-coercive, stress-free atmosphere, we therefore use a positive approach to discipline, believing that this will foster a positive self-concept in the child. Every aspect of the preschool experience is planned to achieve this primary goal.

We help the child develop physically by promoting good eating habits, wise health and grooming routines, and by offering opportunities for developing coordination, balance, and gross and fine motor skills. We encourage the beginning of social skills, interaction, cooperation, sharing, trust, politeness, consideration, empathy, and socially responsible behavior.

To the extent that the child shows readiness, we introduce intellectual achievement: pre-reading skills, math and science concepts, art and music skills and appreciation. However, we feel that helping children to know themselves and their place in the family circle and the world is the major task of these early years and is the soundest foundation for future learning.

Arts, crafts, exercise, music, movement, games, stories, visitors, field trips, free play, orderliness, a stimulating environment, calming routines--all of these are used to attain our primary and secondary goals. Throughout our program, we stress the child's right to choose his/her activities, and the child's right to loving individual encouragement in trying new things.

#### **ARTICLE V - Affiliation Agreement with Clark College**

We are no longer affiliated with Clark College

#### **ARTICLE VI - Membership**

Membership ensues upon payment of Columbia Kids tuition, completion of registration procedures and the signing of a membership agreement. Membership terminates upon non-registration. Membership may also terminate for failure to fulfill obligations listed in the membership agreement or for other violations such as failure to adhere to the philosophy of the school, inappropriate conduct, or if the child poses a danger to self or others.

#### **ARTICLE VII - Non-Profit Status**

Columbia Kids is a non-profit organization. Any funds remaining at the end of a school quarter shall be carried over to the following quarter.

#### **ARTICLE VIII - The Board of Directors**

The Board of Directors shall consist of the officers of Columbia Kids / Sprouting Seeds. A teacher will serve as an advisor to the board.

#### **ARTICLE IX - Duties**

A: The Board of Directors shall:

1. Attend Board of Directors and general membership meetings.
2. Interpret the philosophy of Columbia Kids / Sprouting Seeds and develop and direct the overall program of the preschool.
3. Review and recommend the selection of the teacher(s) to the general membership of the preschool.
4. Organize each school quarter by determining registration procedures, setting fees, and setting dates for general membership and Board of Directors meetings, as well as other dates.
5. Hold a Board of Directors meeting in advance of each general membership meeting during which the Board of Directors shall:
  - a. Prepare recommendations which will then be presented to the general membership for approval.
  - b. Receive a financial report from the Treasurer.
  - c. Receive ideas, suggestions, and concerns from the general membership.

NOTE: Board of Director meetings shall be announced in advance and shall be open to anyone wishing to attend.

6. Arrange for general membership to nominate officers for the following year, said recommendations to be presented to, and voted on, by the same membership.
7. Conduct all other business as provided for by these by-laws or as necessary for the welfare of Columbia Kids.
8. Be excused from all other standing committee assignments.

9. Hold an annual meeting.

B: Voting Procedures for the Board of Directors shall follow these provisions:

1. Business can be conducted when fifty percent of the Board of Directors is present, providing all members have been notified of the meeting.
2. A simple majority vote of those present shall be considered binding.
3. Proxy votes will be prior to the Board of Directors meeting.

#### **ARTICLE X - Officers**

The officers of Columbia Kids / Sprouting Seeds shall be: Chairperson, Assistant Chairperson, Secretary, Treasurer, Registrar, Preschool Representative, and Sprouting Seeds Representative.

#### **ARTICLE XI - Duties of the Officers**

##### **A: Board Chair:**

The Chairperson shall:

1. Guide, inspire and lead members in the interpretation and application of the philosophy of Columbia Kids/Sprouting Seeds schools (CKP/SS).
2. Preside over Board of Directors, overseeing all positions.
3. With treasurers, conduct monthly review all income and expenditures.
4. Preside over all general membership meetings of CKP/SS and meetings of the Board of Directors (Board). Prepare agenda for general membership and Board meetings.
5. Observe teachers and evaluate classroom performance and report findings to the Board.
6. Shall review with Treasurer-AR amount owed on student accounts.
7. Follow up with membership regarding past due tuition. Enforce late tuition collection policy.

##### **B: Co-Chair:**

The Co-Chairperson shall:

1. Act for Chairperson in her/his absence.
  2. Assist Chairperson as requested/needed.
  3. Develop and coordinate all fundraising activity.
- a. At the beginning of the school year, communicate fundraising plan for that year.
5. Manage fundraising written submissions made by members.

##### **C: Secretary:**

The Secretary shall:

1. Keep minutes of all business transacted at general membership and Board meetings.
2. Post minutes of general membership and Board meetings. Maintain archive of all meeting minutes.
3. Update Handbook (including bylaws) and publish for all members at start of school year.
4. Update/Maintain all forms.
5. Approval of all reimbursement forms.
6. Pick up mail from the post office regularly and distribute accordingly.
7. Act as co-signer on checks.
8. Shall review banking statements monthly and verify payments made and received by Treasurers. Review financial ledger and quarterly tax reports.
9. Initiate audit during fall quarter, receive finding and report back to the Board.

##### **D: Treasurer (Accounts Payable):**

The Treasurer-Accounts Payable shall:

1. Keep records of all outgoing payments, and verify record of all incoming payments.
2. Be co-signer on checking account (two signatures required on all checks). On-line banking transactions shall be verified by Secretary (see XI.B.5).
3. Balance books before each Board meeting. Give financial report at Board and general membership meetings.
4. Provide quarterly budget projections.



5. Reimburse purchase of items needed by school(s).
6. Pay bills and payroll monthly.
7. Facilitate transfer of banking authorization to incoming Board members as necessary.
8. Update teacher contracts as needed (at least annually).
9. File quarterly tax reports. File yearly tax returns.
10. Maintain business documents and licenses required for operation.
11. Cooperate with annual financial audits.

**F. Treasurer (Accounts Receivable):**

The Treasurer-Accounts Receivable shall:

1. In partnership with the school registrars, work to maintain accurate records of membership accounts, including up to date enrollment status for each child.
2. Responsible for the creation and timely distribution of invoices- the first one going out 2 weeks prior to the start each quarter.
3. Keep record of all incoming tuition payments, and update invoices.
4. Offer assistance to families who need help setting up automatic payments.
5. Maintain an up to date tuition calculation worksheet.
6. Along with Board Chair, receive and determine action for modified payment plan requests.

**E. Preschool Registrar:**

The Preschool Registrar shall:

1. Maintain membership records of CKP (roster, membership files, registration, mailboxes, accounts, etc.).
2. Ensure completion of appropriate forms upon registering new students (registration, immunizations, emergency forms, etc.) Create and maintain these files.
3. Ensure all members of preschool have committee assignment. Ensure functioning of all CKP committees.
4. Create and maintain Preschool Workday calendar. Publish for all members.
5. Maintain preschool waitlist.
6. Communicate with potential new families (respond to phone and electronic correspondence, answer questions, arrange tours).
7. Facilitate electronic communication with preschool families (i.e. Google Group)
8. Arrange mentor families.

**F. Seeds Registrar:**

The Seeds Registrar shall:

1. Maintain membership records of Sprouting Seeds School (roster, membership files, registration, mailboxes, accounts, etc.).
2. Maintain Seeds waitlist.
3. Ensure completion of appropriate forms upon registering new students (registration, immunizations, emergency forms, etc.) Create and maintain these files.
4. Ensure all members of Seeds have committee assignment. Ensure functioning of all Seeds committees.
5. Communicate with potential new families (respond to phone and electronic correspondence, answer questions, arrange tours).
6. Facilitate electronic communication with Seeds families (i.e. Google Group)
- a. At the end of each school year, add new families onto the Google Group/email list.
2. Confirm mentor families.
3. Arrange and coordinate various community activities, including but not limited to: Seeds campout, spirit wear ordering and tie-dying activity.

\*Seeds Campout needs to be reserved far in advance, potentially right when reservations open for next year so that we can secure an ideal date.

**G: Marketing and Communications Coordinator:**

The Marketing and Communications Coordinator shall:

1. Seek out and capitalize on opportunities to increase the visibility of the schools in our communities.
2. Manage internal and external communications across multiple channels, including but not limited to quarterly newsletters, online presence and messaging to families.
3. Coordinate with Co-Chair to develop and market fundraising messaging.
4. Facilitate correspondence with alumni.

#### **ARTICLE XII - Quorum**

- A. A majority of the Board of Directors shall constitute a quorum at any meeting of the Board. The failure to give notice or of any Director to receive notice of a regular or special meeting shall not invalidate any action taken at the meeting if a quorum was present.
- B. At any meeting of the members of the Preschool one-half of the members shall constitute a quorum for any and all purposes; provided that if a quorum is present, thereafter, the meeting may be conducted until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, provided that not less than one-third of the members are present.

#### **ARTICLE XIII - Election of Officers and Terms of Office**

- A. The Board calls for nominations of officers during Spring Quarter.
- B. All officers must be members of Columbia Kids Preschool/Sprouting Seeds.
- C. All officers shall be elected by a simple majority of the quorum of the general membership during Spring Quarter and shall assume office at the June board meeting. These officers shall serve for one year with the exception of Treasurer who shall serve for two years.
- D. Officers may be re-elected as the general membership allows, except for Treasurer who will serve one term of two years. The Treasurer may be elected to other positions on the Board of Directors after serving their two year term.
- E. Should a vacancy occur in any office due to resignation, a replacement shall be elected by a simple majority of a quorum of the general membership.
- F. Any officer can be recalled by a majority vote of a quorum of the general membership at any time, provided a one-week notice of the recall action.
- G. Outgoing officers shall instruct new officers in the duties of their positions at the June Board Meeting.
- H. Newly elected officers are required to attend Board of Directors meetings scheduled after their election.

#### **ARTICLE XIV - Standing Committees**

- A. The Board of Directors shall establish various committees to assist in the operation of the school. The Board of Directors may determine committees, as well as the number of members needed on each committee each term, to meet the needs of the school.
- B. All member families shall have one family member actively participating on at least one established committee or the Board of Directors.
- C. Members shall sign up for committees at the beginning of each quarter.
- D. To provide continuity, some committee members may be asked to serve for an entire year, but most committee members shall serve for one school quarter.

#### **ARTICLE XV - Duties of the Members**

For each member family, one person shall:

- A. Actively participate on at least one of the Standing Committees (or serve on the Board of Directors). Members will sign up for the committees at the beginning of each quarter.
- B. Attend all general membership meetings. Board meetings are optional and are usually held monthly and announced in advance.
- C. Participate in the Parent Education components of Columbia Kids.
- D. Comply with the Membership Agreement which is found in the Parent Handbook.

#### **ARTICLE XVI - Duties of the Teacher(s)**

The Teacher(s) shall:

- A. Work within the framework of the stated philosophy of Columbia Kids.
- B. Fulfill obligations as specified in his/her contract.
- C. Function as an advisor to the Board of Directors and attend board meetings.
- D. Cosign checks.

#### **ARTICLE XVII - Operational Procedures**

- A. Conduct of business: Robert's Rules of Order, Newly Revised, shall be the authority governing all matters of procedure not otherwise provided in these by-laws.
- B. Voting on all issues will be one vote per member. A signed and dated proxy may be given by any member to any other member. Members may also vote on proposals or officers by electronically transmitted votes. Members voting by electronic transmission are present for all purposes of quorum, count of votes, and percentages of total voting power present.
- C. Monies acquired through fundraiser shall be for operational expenses unless otherwise voted on by the Board of Directors.

#### **ARTICLE XVIII - Dissolution**

If Columbia Kids/Sprouting Seeds disbands completely:

- A. The Board of Directors will attempt to contact anyone who has loaned equipment to the program, giving them thirty days in which to claim articles loaned.
- B. After the thirty day period, any items loaned or unclaimed, and all other assets donated to or otherwise acquired by Columbia Kids will be donated to a tax-exempt organization designated by the Board.

#### **ARTICLE XIX - Procedure for Amending These By-Laws**

These by-laws may be amended by a simple majority vote of the membership providing a one week notice.

#### **ARTICLE XXI - Indemnification**

The Preschool shall indemnify a present or former director, officer, employee, member or agent of the Preschool in any action brought by a third party against each person (whether or not the Preschool is joined as a party defendant) to impose a liability or penalty on such person for an act which has been alleged to have been committed by such person while a director, officer, employee, member or agent of the Preschool acting on behalf of the Preschool or by the Preschool, or both, by paying expenses incurred or by satisfying a judgement or fine rendered or leveled against such person; provided that the membership determines in good faith that such director, officer, employee, member, or agent was acting in good faith within what he/she reasonably believed to be in the scope of his/her employment or authority and interest of the corporation.

Payments authorized hereunder include amounts paid and expense incurred in settling any such action or threatened action. Such indemnification shall be limited to the assets of the Preschool and by its contracted insurance coverage and shall not create a presumption of indebtedness against any member.

## **BOARD MEMBERS AND TEACHERS**

### **BOARD MEMBERS 2023-2024 SCHOOL YEAR**

Chair: Roger Barnick, [barnickdc@gmail.com](mailto:barnickdc@gmail.com), (360)513-2704

Co-chair: Trevor Bittinger, [tcbitt@gmail.com](mailto:tcbitt@gmail.com), (646)387-8181

Secretary:

Treasurer:

Preschool Representative: Holly Roy, [Hameler111@gmail.com](mailto:Hameler111@gmail.com), (360)907-5541

Sprouting Seeds Representative: Kristen Maurer, [maurerkristend@gmail.com](mailto:maurerkristend@gmail.com), (206)499-1420

## **TEACHERS FOR PRESCHOOL AND SEEDS**

**Columbia Kids Teacher, Parent Educator and Sprouting Seeds Co-Teacher:**

Dana Kutch, [dkutch6@gmail.com](mailto:dkutch6@gmail.com), (360)635-7930

**Sprouting Seeds Co-Teacher:** Janine Carr, [janinehc@aol.com](mailto:janinehc@aol.com), (360)571-0953

