

Crystal
Springs
Cooperative
Preschool

Parent Handbook
2017-2018

TABLE OF CONTENTS

<u>Mission Statement</u>	3
<u>Statement of Philosophy</u>	3
<u>Crystal Springs History and Parent Ed Organization</u>	4
<u>General Policies</u>	6
<u>Visitors</u>	6
<u>Excursions</u>	6
<u>Maternity Leave, Newborns, and Adopted Infants</u>	6
<u>School Closures</u>	7
<u>Transportation and Driving Rules</u>	7
<u>Parent Responsibilities</u>	8
<u>Attendance</u>	8
<u>Substitutes</u>	8
<u>Guidelines for Finding Substitutes</u>	8
<u>Teaching</u>	8
<u>Committee Responsibility</u>	8
<u>Fundraising Commitment</u>	9
<u>Class attendance and Shoreline Community College</u>	9
<u>Monthly Parent Education Nights</u>	9
<u>Cleaning of School</u>	11
<u>Activity Ideas (Pre-K and Multi-Age only)</u>	12
<u>Ethical Responsibility</u>	12
<u>Ethical Responsibility to Staff</u>	12
<u>Ethical Responsibility to Families</u>	13
<u>Ethical Reasonability to children</u>	13
<u>Guidance for Discipline in the Classroom</u>	14
<u>Discipline Strategies</u>	14
<u>Discipline Guidelines</u>	15
<u>Examples of Discipline</u>	16
<u>Conflict Resolution</u>	18
<u>Guidelines for Communication with Instructors and the Board</u>	21
<u>Health and Safety Policies</u>	22
<u>Allergy and Anaphylactic Policy</u>	26
<u>Snack Guidelines</u>	30
<u>Preparing Snacks</u>	30
<u>Snack Procedures</u>	30
<u>Snack Suggestions</u>	30
<u>Snack Ideas</u>	31
<u>Birthday Policy</u>	31
<u>Finances</u>	32
<u>Registration</u>	32
<u>Tuition</u>	32
<u>Scholarship Fund</u>	32
<u>Reimbursement of Preschool Expenses</u>	32
<u>Fundraising and Other Events</u>	33
<u>Expense Reimbursement Procedure</u>	33
<u>Withdrawal</u>	33
<u>Other Policies and Procedures</u>	35
<u>Multiples</u>	35
<u>Enrollment</u>	35
<u>Cell Phone Usage</u>	35
<u>How to Stay Informed</u>	35
<u>Crystal Springs Cooperative Preschool By-laws</u>	36
<u>Appendix A: Membership Responsibility Agreement</u>	43
<u>Appendix B: Lice Procedures</u>	44
<u>Appendix C: Pandemic Contagion Plan</u>	45

Mission Statement

We are a friendly, diverse, and welcoming community of children, parents, caregivers, and teachers.

Through cooperative partnership we foster a safe, supportive, and nurturing play-based learning environment.

We enrich the parent-child relationship through parent education and family involvement.

Statement of Philosophy

All programs affiliated with SCC are based on the cognitive learning theories and personality/emotional development theories of Jean Piaget, Erik Erikson and L.S. Vygotsky.

Briefly, Piaget has shown the fundamental connection between action and learning, and the extent to which true learning is dependent on the activity of the learner. In other words, ***'If it hasn't been in the hand, it can't be in the brain.'*** Children need opportunities to investigate, explore, manipulate, and invent *constantly*.

Erikson has outlined the three basic tasks in personality development to be the growth of a sense of trust outweighing mistrust, autonomy outweighing doubt, and initiative outweighing guilt. For our purposes, then, ***'Good learning has to do with atmospheres of hope rather than fear; feelings of adventure rather than sameness, and newness rather than custom.'***

Vygotsky reinforces the knowledge that children first learn by doing. It is only after their conceptual structures are developed that language can be used as a logical and analytical tool. Put more simply, Vygotsky provides evidence that ***'children learn 90% of what they do, 50% of what they see, and only 10% of what they hear.'***

These theories are used as guidelines for interpreting the behavior of children. Children's behavior, expressed interests, and perceived needs are then considered in planning specific activities and play opportunities for small groups, individual children, and the whole class. These activities are always based on developmentally appropriate, child-centered, concrete ideas. Abstract themes (such as astrology) and concepts (such as cardinal numbers) are avoided in our curriculum because children's comprehension of them is limited.

Crystal Springs Cooperative Preschool: A History

CSPS began in 1974 when preschool teacher Pat Downing and six children and their parents began gathering at the old North Creek library. In 1975, CSPS moved to the basement of nearby North Creek Country Church. In 1979, the school moved to a trailer on the property of the Community of Christ Church in Bothell.

In the fall of 1984, the most famous CSPS member, Patty Murray (yes, the senator), joined the school as an instructor and director. During Patty's two years at CSPS, the growing school moved from the trailer into its present-day permanent location inside the church facility. (Although there is no affiliation with Community of Christ of its religious teachings, CSPS has continued to share space with the church to present day through a generous agreement.) Frustrated by the threat of funding cuts for cooperative preschools and parent education programs, Patty began lobbying in Olympia while still teaching at CSPS. Her success at saving the government funding launched a career in local, state, and eventually national elected office.

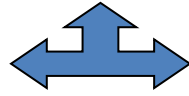
In 1986, Gretchen Brookes replaced Patty and guided the school for 12 prosperous years, greatly expanding enrollment and enhancing the curriculum. In 1997, Gretchen announced that she would like to retire and hired Christy Generous, a former CSPS parent and a speech pathologist, to assist in the younger classes. In May of 1999, Christy assumed the directorship and the school enjoyed years of strong enrollment and curriculum.

In 2000, Judy Derpack was hired to share teaching responsibilities with Christy. In 2003, Shui Li-Green, was hired as Assistant Teacher. In the fall of 2004, Christy left CSPS; Judy took over as Director and Instructor, and Shui continued on as an Assistant Teacher until 2007. Kelly Johnson-Rosser joined CSPS as the Toddler and Two-Day Instructor in 2007, along with Dorothy Anderson, as Assistant teacher to the older classes. Due to high demand, in 2008 a new Multi-age class was created. In 2009, Dorothy became the head instructor for Two-Day and Multi-age. After the departure of Kelly Johnson-Rosser at the end of 2009, Dorothy began instructing the Toddler class and took the position of Co-Director. After eleven years at Crystal Springs, Judy announced her retirement and left at the close of the 2010-2011 school year.

In 2011, Becky Thomas was selected to fill the role of Director with Dorothy Anderson as the Pre-K, 3-Day, and Multi-Age instructor and new instructor Molly Nelson taking charge of the 2-Day and Toddler classes. The 2012-2013 school brought many changes to Crystal Springs, including a new, combined, Toddler/2-Day class. Dorothy also stepped up to fulfill the role of instructor for all classes as well as the Director position. In 2013, parent Kerri Curtin was hired on to become an Instructional Assistant as well as Co-Director with Dorothy. Kelly Rosser rejoined the instructional team as the Toddler instructor for that year. The following year, as the Toddler and 2-Day classes were divided back up to allow for more wonderful families, Misty Brewder became the new toddler instructor.

Due to high demand, Kerri Booth, alumna, was hired as Enrollment Coordinator and Web Manager in 2014. In June 2015, we held our first "Summer Camp" taught by Dorothy and assisted by Kerri C. It was a huge success! Jeannette Green, parent, was hired in Jan. 2016 to teach the Toddler class and split teaching the 2-Day class with Dorothy.

**Shoreline Community College
Parent Education Program
Washington State Legislature**

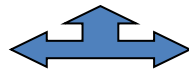


**State Board for
Community and
Technical Colleges
(SCBTC)**

**Organization of
Parent Education
Programs
(OPEP)**



**Shoreline Community College
IAS/SS Division**



**SCC Parent
Education
Program**

**Parent Advisory
Council
(PAC)**



Affiliated Co-op Preschools

**Crystal Springs*Inglemoor*Bothell Family Coop
North City*Shoreline*Shorenorth*Woodinville**

General Policies

Visitors

1. Parents who have scheduled an observation may bring their child.
2. Parents may bring the enrolled child's sibling on an emergency, one-time-only basis, after calling ahead to clear the visit with the instructor.
3. Other adults may attend with the enrolled parent (such as grandparents, aunts, uncles, etc.) with instructor's prior approval.
4. All adult visitors must wear name tags while they are at school.

Excursions

Excursions are an extension of our curriculum and a way for us to introduce the child to the community. Simple trips like a 'behind the scenes' grocery store trip are very educational and interesting for preschoolers. Please make every effort to have your child attend excursions.

1. Parents are responsible to bring and supervise their child on the excursion, unless other arrangements have been made.
2. Two adults must travel in the car when carpooling, one to drive and one to tend to children.
3. When invited, siblings are welcome to attend excursions. It is not always possible to include siblings in small spaces, e.g. fire stations and pet shops.

Maternity Leave and Newborns

Parental leave of up to four weeks shall be granted upon the birth or adoption of a child. During this time parents are relieved of classroom duties. Committee responsibilities are still required. If accommodations or more time is required, contact your class coordinator or the instructor. Tuition is still due during parental leave.

Newborn infants up to the age of six months may attend class with their parent(s) under the following circumstances:

1. The infant must be in a front pack or backpack, or may be in a crib in the church nursery. The nursery is located off the main hall adjacent to an activity room and affords easy access for supervision from two directions.
2. The infant must be enrolled in the class. The registration fee is \$5 per quarter.
3. No more than two infants may be enrolled in any one class session at a given time. Parents of infants may be required to change their workday to balance infant enrollment in class.
4. Infant seats, strollers, and playpens may not be brought into any of the regularly used classrooms of the school.

Adopted infants are allowed to attend class with their parent(s) under the following circumstances:

1. The infant must be in a front pack or backpack, or may be in a crib in the church nursery. The nursery is located off the main hall adjacent to an activity room and affords easy access for supervision from two directions.
2. The infant is within the first six months of his/her homecoming.

3. The infant must be enrolled in the class. The registration fee is \$5 per quarter.
4. No more than two infants may be enrolled in any one class session at a given time. Parents of infants may be required to change their workday to balance infant enrollment in the class.
5. Infant seats, strollers, and playpens may not be brought into any of the regularly used classrooms of the school.

School Closures

The Preschool will follow the Northshore School District procedure for closures due to bad weather or for other unusual circumstances (such as power outages due to wind storms). If public schools open late, morning classes will be cancelled.

The Northshore web site (<http://www.nsd.org>) contains the most up-to-date information and is updated as conditions change.

Most radio stations will broadcast information regarding operation of Northshore Schools during inclement weather. Since conditions vary from one school district to another, it is VERY important that you listen for mention of NORTSHORE SCHOOL DISTRICT #417. Radio stations provide school information on a continuing basis from about 6:00 a.m. if weather conditions deteriorate.

If Northshore is not mentioned, it means that their schools are open. HOWEVER, the director will make the final decision regarding whether to hold a CS class and will call the class coordinators to notify them and the coordinators will contact the families to alert them. Please do not call the schools or radio stations. If road conditions are poor, each member must use good judgment about attending.

If it is the members work day and they do not feel comfortable attending due to weather conditions it is the responsibility of the member to communicate to director/teacher that they will not be able to work.

Days which have been canceled due to weather conditions generally are not made up except when any one class has missed more than three consecutive class sessions.

Transportation (Driving Rules)

Parents are responsible for the transportation of their own children to and from school and excursions.

The Risk Management Manual advises use of the following rules for the safety of each member and child:

1. Cars must be in safe, working condition, and parents must have liability insurance (\$400,000 per person / \$300,000 per accident is recommended) and a valid driver's license.
2. At no time may a child be left unattended in a car.
3. All occupants of a car shall wear seat restraints appropriate to the age and size of individual.
4. If there is more than one child in a car, there must be a second adult riding in the car to tend to the needs of the children.
5. Cars must be backed into the parking spots at school to ensure maximum vision of the parking lot upon leaving.

Parent Responsibilities

Weekly Attendance

Parents are expected to assist in their child's preschool class for a minimum of one day per week per enrolled child. Exceptions may be made regarding children who are experiencing separation issues and in the case of multiple children enrolled in the same class. If a parent is not able to cover their work day or find a substitute to replace them, we ask that they keep their child home with them.

Substitutes

You are required to arrange for a substitute if you are unable to attend class on your assigned day (except for the Toddler class). Spouses, grandparents, or friends may be used, with the instructor's prior approval. Long-term substitutes must be consistent and trained. A substitute may also be hired from the substitute list or you may ask another adult from your child's class who works on a different day. In either case, you must pay \$20.00 to your substitute or trade work days. Please notify the class coordinator of confirmed sub/trade. When a sub is found via email, please reply-all so others know the sub slot is filled.

The **Executive Board** may suggest the option of assessing monetary penalties to the Board if a member is consistently not finding substitutes or is a no-show on assigned workdays. If you do not show up for your workday, the reserves the right to charge a \$40 fine. If there is a pattern of a member not finding substitutes (defined as two or more occurrences), the Board, at its own discretion, may warn and/or fine the member.

You should notify the instructor or class coordinator if you are unable to find a substitute, and we ask that you keep your child at home with you, to help ease the parent/child ratio created by your absence.

Guidelines for Finding Substitutes

If you know you will be unable to work on a certain date due to vacation, etc., plan ahead and work with your class coordinator if necessary to find a substitute.

E-mail is an acceptable means for finding a substitute for planned absences if there is a long lead time. However, in emergency/last minute situations, use the phone to obtain your substitute.

Teaching

Following the teacher's lead, the success of our preschool depends on the active participation of all adults who attend. It is the expectation that you will embrace the teacher's curriculum and maximize each child's opportunity for learning by encouraging participation in planned activities, mediating conflicts, and promoting a safe, positive learning environment. Working parents need to know how many children are in attendance each day and do head counts at transition times to ensure all children are present and accounted for. It is expected that each parent will take on responsibilities with regards to discipline of all children at the preschool. Please see the Discipline section of this handbook.

Committee Responsibility

It is the responsibility of the member to serve on one standing committee in the co-op or serve on the Board. Members should expect to spend at least 4 hours per month depending on the committee or board position. Some committees require less time and

others require more. If you are absent, for any reason, and have a weekly committee job, it is expected that you arrange for a sub to cover your job and inform the Director(s) via email of the change.

As an alternative to serving on a committee, the member may instead choose to “opt-out” at a cost of \$500. There are only a limited number of opt-out slots each year and those are granted on a first-come, first-served basis.

Fundraising Commitment

It is very important that all members participate in and support any fundraising efforts as determined by the Fundraising committee. A per-family financial goal is determined by the Board at the beginning of each year. Fundraising dollars are used to support the preschool, including, but not limited to, facility needs, curriculum support, supplies, extra activities (e.g., field trips) and any other items needed to improve the school.

Class Attendance and Shoreline Community College

As you enroll in our school you also become enrolled as a student of Parent Education at Shoreline Community College. Your weekly class attendance and monthly parent education night attendance is considered your class time. Toddler and Two-Day parents earn two credits each quarter. Multi-age parents earn two credits each quarter. Three-Day and Pre-K parents earn three credits each quarter.

SCC is no longer mailing grades to students at the end of a quarter. Parents (students) may access their grades using a touch-tone phone using the following procedure:

- Dial 206-542-3236
- Be prepared to enter their student ID # (not SS#) and PIN, and their birth date (mm/dd/yy). The director can tell students their student ID # if they don't know it.
- Enter the code for the quarter for which they would like information. For current class codes, please contact the preschool director or your teacher.

Monthly Parent Education Nights

Attendance at Parent Education Nights is required by Shoreline Community College (SCC) as part of the CSPA program and is agreed to by each member in their acceptance of the Membership Responsibility Agreement. In accordance with this policy, attendance results in a pass or fail grade from SCC and is recorded on your official transcript.

At least one parent of each enrolled child is required to attend Parent Education Night. There are usually six Parent Education Nights each school year. Toddler families are required to attend at least three of the six events. All other families are expected to attend all six events. The CSPA monthly Parent Education Night Speaker schedule will be posted at the school.

Missing a Parent Education Night:

Parent Education Night absences are divided into two categories – Excused and Unexcused. Excused absences are pre-approved, specific, related to family issues, and require no make-up work. Unexcused absences require a follow-up activity by the absentee in order to fulfill CSPA requirements.

One unexcused absence from a Parent Education Night is permitted per year. Additional absences must be fulfilled by performing a qualifying parent education activity outside normal preschool hours in order for you to earn passing credit from the CSPS instructor and Shoreline Community College.

Excused Absences:

Excused Absences are considered legitimate if they are both cleared prior to the absence AND fall under the guidelines of CSPS Excused Absences.

Type of Absence	CSPS Excused Absences	Requirements	Requires Work in Lieu of Absence?	Type of Work in Lieu required (qualifying parent-education activity):
Excused	<ul style="list-style-type: none"> • Parental Leave (4 weeks after the baby's birth or adoption) • Attending another educational presentation/opportunity • Attending a PTA or PTO meeting at another child's elementary school • Attending family counseling • Death 	Must be cleared with the Director prior to the absence.	No	Not Applicable

Unexcused Absences:

Unexcused Absences may occur by choice or circumstance, but require work-in-lieu in order to fulfill CSPS requirements. Each member is allowed ONE Unexcused Absence per year. Each subsequent Unexcused Absence requires fulfillment of another qualifying parent-education activity **within 30 days** of the missed Parent Seminar.

Type of Absence	Examples	Requirements	Requires Work in Lieu of Absence?	Type of Work in Lieu Required (qualifying parent-education activity):
Unexcused	<ul style="list-style-type: none"> • Illness • Childcare conflicts • Lack of interest • Other scheduling conflict 	First Absence	No	Not Applicable
Unexcused	<ul style="list-style-type: none"> • Illness • Childcare conflicts • Lack of interest • Other scheduling conflict 	Second (or more) Absence	Yes	<ul style="list-style-type: none"> • Summarize a parenting article, parenting book, parenting video, or write an article. • Attend a seminar at another Shoreline Parent Co-op preschool. • Research and submit a resource list of books or websites.

Additional Information:

Attending a Seminar at another Shoreline Co-op Preschool

- A current list of seminar dates/topics is posted on the bulletin board.
- You must contact the preschool's director to schedule your visit.
- Shoreline's co-op preschools include:
 - Bothell Family Cooperative Preschool 425-486-3466
 - Inglemoor Cooperative Preschool 425-821-2378
 - North City Co-Op Preschool 206-362-4069
 - Shoreline Cooperative Preschool 206-362-3257
 - Shorenorth Cooperative Preschool 206-440-1411
 - Woodinville Family Preschool 425-481-9707

Resource Lists of Books or Websites:

- Children's books, parent support books, or websites on one of the following topics may be appropriate: grief, nutrition, car seat safety, discipline, literacy, sleep issues, disabilities, divorce, rainy day activities, dental health, abuse, et al. If you have an idea for another topic, discuss it with your teacher.

Cleaning of the School

The preschool pays for weekly cleaning of the school. This occurs on the weekend and is part of the overall budget.

However, each day that you are at school, you will be expected to perform routine cleaning as needed (e.g., tidying, sweeping, vacuuming, and cleaning under snack tables). Please refer to room clean up charts posted in each room for detailed instructions. Please make an effort to refill soap & paper towel dispensers and clean up messes that you notice. **Each class appreciates arriving to clean classrooms and restrooms at the beginning of the day.**

In addition, all families are required to participate in annual school set-up and end-of-year clean-up days.

Please note any safety concerns and low supplies on the bulletin board outside the cleaning closet. If you have any questions or problems, please contact the director.

Activity Ideas (Pre-K and Multi-age Classes only)

Each parent in the Pre-K and Multi-age classes is responsible for preparing and leading the activity on a periodic basis. These should be process-oriented, child-oriented, and “hands-on,” connected to the Letter of the Week or the theme for the month. Listed below are some ideas. Additional ideas may be found in the parent education library found in the Rainbow room. Please add your successful activities to the card file to be used for future activities.

1. COOKING PROJECT
2. IMAGINATIVE PLAY (provide a few props, act out story)
3. GAMES (lotto, what's missing, sorting, concentration)
4. SCIENCE (hands on things to touch, taste, experiment with)
5. ARTS (focus on PROCESS vs. PRODUCT)
6. PRE-READING and PRE-MATH activities (number recognition, counting letter recognition, sound association)

Please check with the instructor for supplies available at preschool. Many supplies are available for you to incorporate into your activities. No reimbursement will be made for materials not typically kept in the preschool inventory.

Ethical Responsibilities

Ethical Responsibilities to Staff:

Parents and other participants in the co-op are expected to respect each staff member and the experience they bring to the preschool. You are expected to follow the lead and recommendations of the teachers as it pertains to curriculum, child behaviors and development, and parent involvement in the classrooms. You are required to bring any questions or concerns about these items directly to the teacher, after class time, by scheduling an appointment or via email. It is expected that sensitive matters not be discussed in front of other families and especially not in front of the children. The staff members have been hired for their co-op vision and their commitment to early childhood education. We encourage each family to engage your teacher in the mutual goal of each child's growth.

Ethical Responsibilities to Families:

Parents in the co-op are expected to respect the dignity of each family and its culture, language, customs, and beliefs. You are required to respect families' childrearing values and their right to make decisions for their children. You are required to maintain confidentiality and respect a families' right to privacy by not discussing problems or concerns with families. All concerns should be brought directly to the instructor or Director.

Ethical Responsibilities to Children:

We are committed to support children's development, respect individual differences, help children learn to live and work cooperatively, and promote health, self-awareness, competence, self-worth, and resiliency.

Parents in the co-op environment are expected to familiarize themselves with the knowledge base of early childhood care and education and to keep current through Parent Education sessions offered on Parent Work Days and attending Parent Seminars monthly. Parents are expected to recognize and respect the uniqueness and potential of every child.

Above all, we shall not harm children. We shall participate in practices that are respectful and loving.

Parent Accountability

Parent accountability applies to all responsibilities outlined in the CSPS Handbook under the Parent Responsibilities section (pg. 8). Please refer to this section for descriptions of these requirements and expectations.

Participation will be reviewed monthly and in the event that these responsibilities have not been met, the following steps will be initiated:

- 1) First step will be a face to face conversation with the respective teacher, board member, or committee leads and will be documented.
- 2) Second step will be email communication.
- 3) Third step will be face to face meeting with the Director(s), and any necessary parties such as board members, to determine a resolution.

Based on each individual situation, the Director(s) may pursue an alternate solution.

Non-response or no communication will result in action designated by the Director(s).

Guidance for Discipline in the Classroom

Discipline Strategies:

Positive Reinforcement: Positive Reinforcement is a very effective strategy. When you notice children behaving appropriately, LET THEM KNOW! “Wow, you are working so well with your friend! Look at what you have accomplished together!”

Redirecting: Encouraging children to move to another activity is a good strategy. Often, you can guide children to move away from a conflict or potential conflict.

Ignoring: There are times when ignoring a behavior is an appropriate strategy. Children sometimes engage in a behavior simply to gain the attention of other children or adults who are near them. Negative attention sometimes reinforces the very behavior you are trying to eliminate. By removing your attention, children are forced to consider behaviors that will gain them the attention they desire.

Time Out: Time out is not used as a punishment. A child may be removed from a situation if their emotions are out of control and they need an opportunity to calm themselves. In that instance, they would be removed a safe distance from the rest of the group, and a supervising adult would remain with them until they were calm enough to discuss the events that transpired. Your words might include, “I can see that you are very upset now. I am going to take you to the hallway until you are ready to talk about what happened.”

Spanking: Spanking or any other physical punishment, including grabbing a child to get their attention in order to reprimand, is NEVER permitted at Crystal Springs.

Raised voices: Shouting, or using shameful condescending tones, is NEVER permitted at Crystal Springs.

Apologies: It is not usually a good idea to force an apology when a child has hurt another child. One technique that can be used involves empathy. Rather than saying to a child, “You need to apologize to your friend,” you could say, “Look at your friend. He is so sad because you hit him. I wonder what you could do to help him feel better. What makes you feel better when you are sad?” For young children, who are by nature very egocentric, it is virtually impossible for them to consider the feelings of others. As they mature, they may be able to offer a suggestion of something they could do to make amends to their friend. In the meantime, we can model empathetic responses such as going to the hurt child and comforting them with kind words and actions so that the hitter, biter or name-caller gets to see what an empathetic response looks like. Initially, they may not “get it,” but in time, most children develop the ability to consider the feelings of others. Our goal is to help them develop remorse after the fact, and ultimately, the ability to think first and avoid hurtful behaviors in the future.

Discipline Guidelines:

Here are some suggested guidelines for you to consider. Please keep in mind that the instructor is always available to help should a discipline situation become a problem in the classroom. If you are unsure what course of action to take, please don't hesitate to call on the instructor for guidance. Because of the large physical space within our school, the instructor may not be aware of a situation that needs her attention. *It is up to you to call in support if you need it.*

1. It is the responsibility of each of us in the classroom to intervene when conflict arises. Your responsibility is, of course, to your child, but also to each of the other children in our class. Our preschool operates best when parents are willing to intervene in a situation they believe warrants their attention, regardless of whose child is involved. At circle time, spread out to cover all areas of the room. At story time, come close to provide a physical presence and to be available if you need to remove a child for any reason.
2. Children cannot be permitted to hurt themselves or anyone else at school. We must be vigilant to signals that a situation may escalate to the point that a child may be hurt. Often, this happens very quickly. While it is our goal to encourage children to work things out on their own, they need lots of assistance along the way to independence. Allow child to physically punch a pillow as an outlet for frustrated feelings if needed.
3. Avoid telling kids what to do. Young children are terribly contra-suggestive. Offer choices (that you can live with) so the responsibility rests with the child whenever possible. Always use the same respectful tone and manner you would want used with your own child. Shameful and condescending tones have no place at preschool.
4. Give directions children can understand. Get down at their level and keep it simple. Long explanations are often lost, especially when emotions are high.
5. Be aware of developmental stages; i.e. what cannot be expected of a two year old, might be expected of a four year old. Each age and therefore class will be unique to discipline.
6. Do not compare the children with each other. They are individuals with their own strengths and weaknesses.
7. Be flexible – use different interpersonal skills with different children. Boys tend to like it when you make a game of an issue; i.e. – “On your mark, get set, go!” when they don't want to line up to go home. Girls tend to like a group effort; “Let's push all of the babies together to the park (Teddy Bear Room!)” when they don't want to clean up.
8. Remove toy or child from situation when needed. Find a quiet area for relaxing and reading if child cannot calm down. You may still see temper tantrums in older children. It may still be hard for 4's and 5's to verbalize their frustrations. These can be controlled away from the class.
9. Use loss of outside playtime privileges as a consequence for undesirable behavior. Child and Parent/Teacher can watch others from the Dinosaur room for 5 minutes. Parent/Teacher can talk to child explaining why child had loss of privilege. Hopefully next time the undesirable behavior occurs, child will be reminded of the consequence and will modify or refrain from the behavior.

Have confidence in your ability! However, humble yourself to ask for help and allow others to discipline your child. There is no “perfect” way to parent. Even experts get stumped, especially with their own children! Sir Thomas Moore once wrote, “Before I had children, I had seven theories about how to raise children. Now I have seven children, and NO theories!” We are all ‘good enough’ parents, and we’re learning all the time!

Examples of Discipline in the Classroom/Outside:

- Promote Problem Solving: “Let’s put this train away while you figure your problem out.”
- Stress Cause & Effect: “What would happen if you.....”
- Value Feelings: “How did you feel when they did that to you?”
- Model Pro-Social Behavior: Speak to others with respect, use a quiet manner, and cultivate a calm attitude when talking or working with others.
- Label and Identify Desired Behavior: “You shared that pan with your friend. That was such a nice thing for you to do!”
- Encourage Empathy: “I see you are sad that you didn’t get a turn. I know how hard it is to wait sometimes.”
- Give alternatives to aggressive behavior: “You need to use your words. I can’t let you hit.”
- Re-direct: “Hey, Lindsey, I heard we are having grapes for snack. That sounds good to me! Do you want to join me?”
- Defusing Power Struggles: If a child engages in a power struggle with you or another child, it is often best to remove them to a private area to calm down. You could say, “I can see you are very upset; let’s move to the big room and try to calm down.”
- Fair Warning: Give kids fair warning. Keep an eye on the clock. If kids are very involved in a collaborative activity, let them know if clean-up time is approaching. “Wow, you guys are really working hard here. We have five more minutes to play before we clean up for circle time.”
- Encourage Relaxation: Help kids develop a calming strategy when things get dicey. “I can see that you are very angry. Take a deep breath, stretch your arms. Sometimes that can help you feel better.”
- Encourage Appropriate Assertiveness: “You need to tell your friend not to do that. Tell them, ‘Stop that!’”
- Consider the Victim: “You really hurt your friend when you said/did that. She’s crying. She’s sad. Could you do anything to help her feel better?” Forced apologies are discouraged. You could say to the victim, “I think Sally is very sorry for what she did.”

Examples of Discipline at Circle Time:

- Touch: A light touch on the shoulder or back may be enough to help the child to engage.
- Quiet warning: Quietly ask the child to settle down or pay attention. “Listen to Teacher.” “Hands to yourself.” Refrain from shouting at them across the room.
- It takes a village: Speak to all children even if their parent is there. The children need to know that the parents and teacher stand together and want to focus as a group.

Sometimes a child may need to be removed from circle time. The child can be scooped up discreetly and quietly to minimize disruption for the remaining group. This is not meant to be punitive, but to give the child an opportunity to rejoin the group when ready.

Circle time and group story time can be a joy one day and a challenge the next. Many children can enjoy large group experiences one day, and be driven to distraction the next. If a child is not able to enjoy this part of our day, you could say, “I can see that you are ready to go outside; let’s get our coats on and get outdoors.” Removing a child from circle time should not be construed as punitive. Every effort is made to include all the children, and removing a child preserves the opportunity for the remaining children.

Individual Discipline:

Ask other parents who are close to your child if or when they notice any changes in the child’s behavior. Network with the parents in your class.

Conflict Resolution

Because this program is a cooperative venture between the preschool and the college, it is important to have a process whereby all parties concerned may resolve possible conflicts. This procedure is helpful in resolving not only major but also minor conflicts such as misunderstandings among individuals. Using this method promotes honest and open communication through proper channels and avoids including individuals who are not directly involved.

The students, board, preschool staff, parent educators, director, SCC coordinator, and the Dean of the Social Sciences Division (or designated assistant) are all expected to follow these approved conflict resolution procedures regarding the operation of the established program. No procedure is provided for philosophical differences with the established program. In this case the griever is expected to transfer to a program of compatible orientation. The following is the step-by-step process should a conflict arise.

1. The griever shall contact the person with whom there is a conflict and arrange a private conference. Together, these two persons shall write one summary of the conference, sign it, and each retain a copy.
2. The griever will, if not satisfied with the results of the conference, follow the progression outlined on the next page as far as needed in attempting to resolve the issue. At each step, all parties to this point must be present and minutes shall be kept and signed by all participants. Copies shall be held by all parties in strict confidentiality.
3. Should the conflict require ultimate resolution at a cooperative preschool membership meeting, the details of the conflict will no longer be confidential. The membership will be fully informed in order to arrive at a decision.

Definition of Terms:

Student--a parent who is simultaneously enrolled as a member of a parent cooperative preschool and a college parent education class; conflicts may arise in regard to the student's co-op membership requirements or activities as a college student.

Parent/Class Coordinator--the student who is elected as the class representative to the preschool board; known as the class coordinator or parent coordinator.

Director--a professional who is hired by the cooperative preschool as an administrator of a cooperative program. Normally this individual is also a parent education college faculty member; conflicts may arise regarding either role.

Parent Educator--a professional hired by the college to teach parent education courses at the affiliated parent cooperative site. Conflicts may also be resolved through college grievance procedures applicable to any faculty position. As a college faculty member, the parent educator has faculty union representation.

Preschool Staff—a professional, such as an Outdoor Curriculum Specialist, hired by the preschool to support the preschool program at the affiliated parent cooperative site. This individual is responsible to the Director of the program and the Board.

SCC Coordinator—a professional hired by Shoreline Community College to administer and oversee the parent education program in the cooperative preschool sites. This person is responsible to the Dean of the Social Sciences Division, the Vice-President of Academic Affairs, and the SCC President.

CONFLICT RESOLUTION

Griever	After initial grievance conference with	Seeks final resolution by arranging joint conference with	When needed, seeks final resolution by arranging group conference with	When needed, ultimate resolution is determined by all parties to this point meeting with
Student Student Student Student	Student Board Director Parent Educator	Parent/Class Coordinator Director Board Chair Director	Director or Parent Educator SCC Coordinator SCC Coordinator SCC Coordinator	Board Membership* Membership* Dean of Social Sciences
Board Board Board Board Board	Student (co-op) Student (college) Director SCC Coordinator Parent Educator	Director Parent Educator SCC Coordinator Director Director	SCC Coordinator Director N/A Dean of Social Sciences SCC Coordinator	Membership* SCC Coordinator Membership* VP for Academic Affairs Dean of Social Sciences
Preschool Staff Preschool Staff Preschool Staff Preschool Staff	Student Board Director Parent Educator	Director Director Board Chair Director	Board Chair Board Chair Board Board Chair	Board Board Membership* SCC Coordinator
Parent Educator Parent Educator Parent Educator Parent Educator	Director Student (co-op) Student (college) Board	Board Chair Director SCC Coordinator Director	Board Board Chair Dean of Social Sciences SCC Coordinator	Membership* Board VP for Academic Affairs Membership*
Director Director Director Director Director	Student (co-op) Student (college) Board Dean of Social Sciences Parent Educator	Board SCC Coordinator SCC Coordinator SCC Coordinator SCC Coordinator	SCC Coordinator Dean of Social Sciences Dean of Social Sciences VP of Academic Affairs Dean of Social Sciences	Membership* VP for Academic Affairs Membership* SCC President VP of Academic Affairs
SCC Coordinator SCC Coordinator SCC Coordinator	Board Director Parent Educator	Director Board Dean of Social Sciences	Dean of Social Sciences N/A VP of Academic Affairs	Membership* Membership* SCC President

*Resolved according to preschool by-laws

Guidelines for Communication with Directors, Instructors, and the Board

Directors, Instructors, and Board members are dedicated to communicating with parents. Instructors want to know if a student is experiencing difficulty at home or at school. Communication is important, but at the same time, it can be controlled. In respecting family time for our Directors, Instructors and Board members, the following communication guidelines are suggested:

- Brief child-related current issues that may affect the school day, can be communicated quickly as you drop off or pick up your child. For a more detailed conversation with your Instructor, please email the Instructor to set up a meeting time.
- Board or co-op-related issues can be discussed with the appropriate Board member, Instructors or the Directors on the phone after classes. After 6:00 p.m. please try to e-mail or keep phone conversations to a minimum.
- Remember the classroom environment. If you don't get a response on the same day, it doesn't mean you're being ignored. Our primary focus is on the health, safety, and education of the children during classroom hours. Board members are trying to balance the care of their families with co-op work. All board members, Instructors and Directors have a 48-hour reply policy.
- Think about your goal in communicating with Board members or Instructors or Directors. If the goal is merely to share a piece of information or give someone some lead time to think about an issue you'd like to discuss, an e-mail is probably appropriate. If the goal, however, is to have two-way communication and meaningful dialogue, e-mail is not appropriate. E-mails leave a lot of room for misunderstanding. The telephone and/or a face-to-face meeting is a better option. Issues can often be resolved much faster and more effectively if people can hear each other's tone of voice and can respond immediately to questions or misinterpretations.

Health and Safety Policies

Arrival/Departure

Children must be signed in and out of preschool by the adult responsible for their transportation. Children will only be permitted to leave with adults that have been authorized on the registration paperwork, with a note from a parent, or direct phone contact with a parent. Children must remain in the building or fenced playground area until accompanied to a car by an authorized adult.

Hand washing Policy

All children are required to wash their hands upon entering the school, before snack, after bathroom use and after handling animals. Hand sanitizer may be used in conjunction with traditional soap and water for snack time.

Mouthed Toys

Soiled and mouthed toys should be placed in the designated container in the bathroom area across from the Teddy Bear Room. Toys are disinfected before they are returned to the cabinets.

Diapering

Please use the nursery for all diaper changes. It is the parent's responsibility to supply diapers; however, there are emergency diapers available, as well as all diapering supplies, including gloves. Soiled diapers must be bagged, removed from the premises, and immediately put in the exterior blue garbage can. **NO DIAPERS ARE ALLOWED IN ANY INDOOR GARBAGE CANS.** Please disinfect the surface of the changing area. Please wash your hands before returning to classroom duties. The nursery door is to remain open during diaper changes.

First Aid Kits

There are three first aid kits. One is located across from the kitchen, one is on the left shelf of the Teddy Bear Room closet, and the other is in the shed. Ice packs are in the freezer. Some OTC meds are available for parents' use at school.

Communicable Diseases

Children may not be in school with any of the following signs of illness:

1. Fresh cloudy or green nasal discharge, flushing, listlessness.
2. A communicable disease (chicken pox, pink eye, impetigo, strep throat, flu, etc.).

If your child is exposed to or contracts chicken pox, notify the Director immediately so that a decision can be made regarding attendance. According to the Center for Disease Control, the incubation period is between 14-16 days. The disease is transmitted through respiratory secretions and through contact with lesions.

3. A fever during the previous 24 hours.

4. Child has been on antibiotics for less than 48 hours (unless treatment is for ear infection or sinus infection, with no other symptoms).
5. Active diarrhea or vomiting during the last 24 hours.
6. Head lice (See Appendix B)

If any such signs are noted by another parent or the instructor, the child will have to be sent home. Notify your class coordinator and director. A sign will be posted to alert others of communicable diseases other than colds or flu so other class members can be alerted to watch for symptoms. An email will be sent out to alert the affected classes as needed. Class and/or school cancellation may be decided by teachers or the director at their discretion depending upon the severity of the situation.

Immunizations

Immunizations must be turned in to complete registration and kept up-to-date for all children. Each form will be reviewed for compliance with state requirements, and a follow up may be requested. As per state law, non-compliant students will be excluded from classes.

Personal Safety/Open Door Policy

The doors to all rooms in the preschool, including bathrooms, are to remain open at all times. There are stalls available in the two main bathrooms for privacy. The bathroom closest to the Cat Room has a lock for the adults' privacy. No children, however, are to be in any of the bathrooms with the main door closed.

At the end of class, at least two adults (including the instructor) must remain at the co-op until all children have been picked up.

Indoor Safety

CHILDREN SHOULD WALK AND NOT RUN INDOORS. Safety hazards should immediately be reported to the instructor or the director (e.g., broken toys, equipment, health hazards, etc.).

Outside Supervision

The children are enthusiastic about going outside, so be prepared to head outside quickly on your workday. All outside working parents should station themselves around the play area in their scheduled zones. Communicate with other parents if a child needs to come in briefly and move around if there is an area of concentrated activity. Parents must be vigilant to properly supervise the children.

1. Riding toys must stay on the big wheel track, (except for designated diggers) and must be ridden in one direction.
2. Children may climb trees, within reason. Use your own judgment. They may not climb fences at all.
3. Children may not point or run with sticks or throw stones. Take sticks and stones and discard them in the "garbage garage" by the fence.
4. Test slides for heat on sunny days.

5. Remind children that surfaces are slippery when it is wet outside.
6. Be sure Zone 3 watches the back door and has the head count.
7. Be sure Zone 1 does a “sweep” at the end and is the last one to walk through the door at the end of outside play time.

Note: We usually go outside to play even when the weather is cold, or wet, so dress yourself and your child for the weather!

Fire Evacuation Procedure

1. Blow whistle to alert all rooms.
2. Call Fire Dept. 911
3. Evacuate to nearest exit.
4. Close doors.
5. Don't use sliding glass doors.
6. If it is a small fire, try to extinguish.
7. Everyone check bathrooms for students in route.
8. Once outside, EVERYONE is to meet on the Big Wheel track.
9. Instructor will take roll and call families to discuss if needed.

Earthquake Procedure

1. Blow whistle to alert all rooms.
2. Instructor will check bathrooms and guide students to safest spot.
3. Instruct children to DUCK, COVER, and HOLD ON to table legs until shaking stops.
4. Evacuate to nearest exit.
5. Once outside, EVERYONE is to meet on the Big Wheel track. Instructor will take roll and call families to dismiss.
6. Instructor will call 911 if needed.
7. Emergency Evacuation packets, supplies, and drinking water are stored in outside shed.

Lockdown Procedure

1. Notify instructor of Intruder.
2. Instructor will announce lock-down and call 911 if appropriate.
3. All adults will gather students in Rainbow room, checking bathrooms and hallways.

4. If class is outside, adults will direct students to Rainbow room.
5. Main door will be locked, if appropriate.
6. Instructor will take roll.
7. Everyone should stay clear of doors and stay in Rainbow room until an 'all clear' signal has been given by instructor. The situation will be assessed for dismissal or resuming normal activities.

Our address is:

Crystal Springs Co-operative Preschool
Community of Christ Church
20012 Filbert Drive
Bothell, WA 98012
425.481.1177

Allergy & Anaphylactic Policy

Crystal Springs Cooperative Preschool (CSPS) recognizes the potentially serious consequences for children with food allergies. These allergies may include a condition known as anaphylaxis; a severe, potentially life threatening allergic reaction brought about by exposure to certain foods or other substances (e.g. bee stings).

CSPS does not purport to be, nor can it be deemed to be, free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. For example, the church community itself does not have a “no-nut policy”, so it is likely that nuts may be brought into the school environment from time to time by church members. As such, we cannot claim to be “Allergen Free”. We can however attempt to create an “Allergen Safe” area where we make all reasonable efforts to reduce the risk to children with life threatening allergies, in accordance with this policy.

While the key responsibility lies with the anaphylactic individual and his or her family, in the case of a young anaphylactic child, creating an environment that reduces the risk requires the cooperation and understanding of all members of the school including staff, children and parents.

Therefore, NO PEANUT OR TREE NUT PRODUCTS* ARE ALLOWED AT THE PRESCHOOL AT ANY TIME, INCLUDING PARENT ONLY EVENTS.

Please carefully monitor the foods you bring in to make sure that nuts are not a part of the ingredients list or recipe. Any food found containing nuts in the ingredients list/recipe will be promptly removed from the facility.

Finally, it is imperative that all CSPS members follow the clean-up and sanitation procedures before, during, and after snack or other food events. Instructions are posted in the snack room and kitchen.

Identification of Children at Risk

- **It is the responsibility of the parent to inform the school that his or her child has any allergies or is anaphylactic or potentially anaphylactic. This must be listed on the registration form and they must verbally notify the Instructor. Prior to the first day of school, the parent must have an “Allergy Action Plan” on file along with a recent photo and any medication needed (e.g., Epi-pen, Benadryl).**
- All staff shall be aware of these children and their allergies. A list of all children with allergies is posted in the kitchen specifying what they are allergic to and what class they attend. All adult members will be informed of the location of posted allergy information during their Health and Safety tours at the beginning of the year.
- The class affected will be alerted of the child’s allergies at the first class meeting at Orientation and informed of the school’s allergy policy emergency procedures, either by the Instructor, Class Coordinator or the parent.

*Tree nut items that are prohibited include, but are not limited to: coconut and coconut food products, peanuts, almonds, Brazil nuts, cashews, chestnuts, hazelnuts (filberts), hickory nuts, macadamia nuts, pecans, pine nuts (pignoli nuts, pinyon nuts), pistachios, walnuts.

Treatment of Children at Risk

- Instructors are trained in the administration of emergency care, including the use of an Epi-pen. A copy of all “Allergy Action Plans” will be posted on the class bulletin boards as well as filed with the child’s allergy medication. Emergency medications are located in the gray file box with the red cross stored in the Bug Room.
- All parents (not just those with children who have allergies) must provide written permission for the instructors to provide emergency care. This is part of the registration form. This information is kept on file.

Child with Life-Threatening Allergies

- **If a child has a life-threatening allergy to a food other than peanut or tree nuts, this food, too shall be banned from that class.**
- Please avoid any foods marked as “May contain (allergen)” or “Made in a facility that also processes (allergen/s)” or similar contamination warnings. Avoid purchasing baked goods from bakeries (even grocery store bakeries) and purchasing foods from “bulk bins” (foods that are scooped from a bin and poured into a container at the store) as cross-contamination is likely.
- The parent of a child with life threatening food and/or non-food allergies shall work with the Instructor and/or the preschool Health and Safety Coordinator to inform and educate parents and children of the class in which the child is enrolled about that child’s allergy and potential reactions. This may include providing parents with informative literature about the specific allergy, a list of safe snack ideas and sending out reminders to members assigned to snack about any food allergies.
- **It is the responsibility of the parent of the child with a food allergy to check the snack each day and to check the food at All-School or other group functions.**

Non-Life-Threatening Allergies & Intolerances, Cultural, Religious and Health-Related Snack Restrictions

Some children may have certain food intolerances. Some families may have cultural, religious or other reasons not related to allergies to restrict certain foods from their children’s diets. Please make the class coordinator and instructor aware of such preferences/restrictions at the start of attendance and understand that the snack person is not required to bring snack based on such restrictions. We offer the option of having the family choose to bring an alternative snack to have on hand during class time. Be aware that if an alternative snack is brought for the child, it **MUST** adhere to the preschools no peanut/tree nut policy, be free of any other life-threatening allergen banned from that specific class and follow the Snack Guidelines laid out in this Handbook. Also, please understand this alternative snack shall not be shared with other children in class and vice versa (preschool snack will not be shared with child). **It is the responsibility of the parent of the child with restrictions to check the snack each day and to check the food at All-School or other group functions.**

Symptoms:

An allergic reaction to food can affect the skin, the gastrointestinal tract, the respiratory tract, and, in the most serious cases, the cardiovascular system. Reactions can range from mild to severe, including the potentially life-threatening condition known as **anaphylaxis**. In the U.S., food allergy symptoms send someone to the emergency room every three minutes.

Symptoms typically appear within minutes to several hours after eating the food to which you are allergic.

Mild symptoms may include one or more of the following:

- Hives (reddish, swollen, itchy areas on the skin)
- Eczema (a persistent dry, itchy rash)
- Redness of the skin or around the eyes
- Itchy mouth or ear canal
- Nausea or vomiting
- Diarrhea
- Stomach pain
- Nasal congestion or a runny nose
- Sneezing
- Slight, dry cough
- Odd taste in mouth
- Uterine contractions

Severe symptoms may include one or more of the following:

- Obstructive swelling of the lips, tongue, and/or throat
- Trouble swallowing
- Shortness of breath or wheezing
- Turning blue
- Drop in blood pressure (feeling faint, confused, weak, passing out)
- Loss of consciousness
- Chest pain
- A weak or “thread” pulse
- Sense of “impending doom”

Severe symptoms, alone or in combination with milder symptoms, may be signs of anaphylaxis and require immediate treatment.

How a Child Might Describe a Reaction:

Children have unique ways of describing their experiences and perceptions, and allergic reactions are no exception. Precious time is lost when adults do not immediately recognize that a reaction is occurring or don't understand what a child is telling them.

Some children, especially very young ones, put their hands in their mouths or pull or scratch at their tongues in response to a reaction. Also, children's voices may change (e.g., become hoarse or squeaky), and they may slur their words.

The following are examples of the words a child might use to describe a reaction:

- "This food is too spicy."
- "My tongue is hot [or burning]."
- "It feels like something's poking my tongue."
- "My tongue [or mouth] is tingling [or burning]."
- "My tongue [or mouth] itches."
- "It [my tongue] feels like there is hair on it."
- "My mouth feels funny."
- "There's a frog in my throat."
- "There's something stuck in my throat."
- "My tongue feels full [or heavy]."
- "My lips feel tight."
- "It feels like there are bugs in there." (to describe itchy ears)
- "It [my throat] feels thick."
- "It feels like a bump is on the back of my tongue [throat]."

If you suspect that your child is having an allergic reaction, follow your doctor's instructions and treat the reaction quickly.

Snack Guidelines

Preparing Snacks

Parents will use good hand-washing practice at home when preparing the snack on their duty day. They will check all ingredients lists and ensure they are NOT bringing:

- Peanut or tree nut products
- Any food product with any life-threatening allergy ingredient(s)
- Any food product that the class has agreed to prohibit from snack

As an extra safety precaution, the snack parent may choose to send out an email to the class with the list of foods to be served the following day.

Snack is to stay in the kitchen until all necessary parents have signed off the snack items for the day.

*Reminder: It is the responsibility of the parent of the child with a food allergy or other restriction to check the snack each day.

Snack Procedures

Tables are to be disinfected with bleach solution before, occasionally during, and after snack time. All children should wash their hands with soap under running water (or use hand sanitizer) before eating. Tongs are used for serving chunky foods. Kitchen utensils are to be washed in soapy water and rinsed in a bleach solution. Detailed cleaning procedures are posted in the kitchen. Dishcloths are disposed of in the dirty linen basket in the kitchen at the end of each class session to be washed before reusing.

Snack Suggestions

At our school, the whole process of preparing and serving snack is a part of the learning experience. Children can learn measuring, cutting, sorting and nutrition. It is not necessary to fill everyone up, but rather to try new things and to have fun as well. The following suggestions and ideas may help.

1. Bring enough for all the children in your class.
2. Do not bring foods with empty calories and non-nutritious foods (including artificial fruit snacks, candy, and chocolate).
3. Serve water; let the children pour it themselves.
4. In the older two classes, allow the children to help prepare the snack and set up the trays in the kitchen. They can cut apples and other fruits, bake muffins and pretzels, spread cheese, and make pizzas. (See cookbooks in the parent education library for further ideas.)
5. Children can prepare snacks at the snack tables too. We have small knives for spreading, or they can peel fruit, etc.
6. It is the snack person's job to deliver the snack trays to the snack rooms AND to wipe down each table with a disinfectant.
7. The snack person should set up the trays with a water pitcher, cups, napkins, and snack. Each room should also be given a dish pan and cloth. All garbage and cups with water should be deposited in the dishpan and returned to the kitchen for disposal after snack is over.

8. In the Pre-K and Multi-age classes, parents who have parent education do the dishes and tidy up the kitchen for the next class. The washed dishes may be left in the dish drainer to dry. It works well to have two parents wash dishes and one parent sweep the snack room floors after parent ed.

Snack Ideas

What to do for snack is one of the most commonly asked questions during the first few weeks of school. Keeping in mind the age of the children, here are some simple snack ideas to get you started:

- Fruit kabobs or mixed fruits
- Cheese cubes and crackers
- Crackers and spreads: cream cheese, etc.
- Veggies and dip
- Muffins, pretzels, scones, biscuits, popcorn
- English muffin pizzas
- Freshly squeezed orange juice
- Tacos, nachos
- Applesauce (make in class)
- Ethnic foods at Chinese New Year, etc.
- Red produce on Valentine's Day

Birthday Policy

Do not bring sugary food for birthdays. Consider pencils, stickers, or age-appropriate trinkets to place in the children's cubbies. Please mail birthday invitations to children's homes rather than putting them in children's cubbies.

Finances

Registration

The registration fee is non-refundable.

Tuition

Tuition is due the first working day of the month and no later than the tenth of the month. After the tenth of the month, a late fee of \$5 will be charged. Members who are delinquent in their tuition payment more than 30 days will be withdrawn from the preschool.

Please submit payment online via the Member's page at crystalspringpreschool.org, by check or money order only. **NO CASH IS ACCEPTED.** Label your check with your child's name and class. A \$25 fee will be charged on returned checks due to insufficient funds. After three returned checks due to insufficient funds, families will be required to submit a money order.

Tuition may be deposited in the lockbox located in the hallway or may be mailed to the following address:

Crystal Springs Co-operative Preschool
Community of Christ Church
20012 Filbert Drive
Bothell, WA 98012

In addition to the regular preschool tuition, the state of Washington has imposed an added college tuition fee which goes to Shoreline Community College. This quarterly fee is paid for each family by the preschool. Tuition for a second child enrolled in the same class is reduced by the college tuition fee.

*Please review your monthly invoice and direct any questions or concerns about the amounts to the treasurer at treasurercps@gmail.com.

Our tax identification number is 23-7447901. CSPS is labeled a 501(c)3.

Scholarship Fund

A member may apply for a scholarship on a month-to-month basis (must re-apply each month) by filling out the application form available in the hallway and submitting it in the Director's mail folder located in the school office. Applications must be submitted by the 20th day of the month prior to the month the request is being made. A member shall be eligible to receive a scholarship up to three times per school year per child. The scholarship may be extended upon the discretion of the **Executive Board**. The applications are kept strictly confidential. Members receiving scholarships must pay 50% of required tuition for specific class and may be asked to perform additional duties such as cleaning the preschool. In addition, scholarship recipients will not be subject to a late fee during any month in which they are receiving a scholarship.

Reimbursement of Preschool Expenses

Items purchased by Preschool members in accordance with their committee assignment, following approval guidelines, will be reimbursed by the treasurer. Items purchased by members not in accordance with their preschool committee assignment **MUST** be pre-approved by the preschool Director.

A reimbursement expense form (located next to the tuition payment drop box in the school hallway) must be completed and submitted within 30 days of the expense with a

receipt in order to receive reimbursement or it will be considered a donation to the preschool. Checks for reimbursement will be issued a minimum of once per month. If you have not received your reimbursement within one month of submittal, please inquire via email to the treasurer at treasurercpsps@gmail.com. Expense slips without a receipt will be denied. If you have multiple receipts, it is preferred that they be combined on one expense slip.

Fundraising and Other Events

For risk-management purposes, the preschool has a NO CASH policy. Per the Fiscal Responsibility Handbook from the college, an exception can be made for a circumstance where cash is the only reasonable option (ex: garage sale). Checks and credit card use are the preferred methods for financial transactions.

Expense Reimbursement Procedure

You have 30 days from the date of purchase to request your reimbursement. The procedure for receiving reimbursement for school-related purchases is as follows:

1. Please make sure that you remain within your committee budget limits as designated within your job description. Preapproval from the Director for any large purchases beyond your budget limits is required.
2. After purchasing, be sure to keep all receipts.
3. Obtain a reimbursement form from the folders located next to the tuition payment drop box in the main hallway.
4. Fill out the reimbursement form and attach receipts.
5. Be sure to make a copy of the completed form for your records.
6. If applicable, submit your request to your Committee Lead. The Committee Lead will then review the purchase, approve it, and then place it in the Director's folder for final approval. If you do not have a Committee Lead, please place the reimbursement form directly into the Director's folder located in the school office.
7. Upon final approval, the reimbursement form will be forwarded to the Treasurer for payment.

For budgetary purposes, it is important that we are aware of any expenses incurred relating to your preschool job. Even if you consider your purchase as a "donation" to the school, it is important that you inform us. Please fill out a reimbursement form and attach your receipts. Then mark it as a "Donation" and place it in the Director's folder.

Withdrawal

[Withdraw from the school can only be made by the completion of an online Membership Withdrawal Form.](#)

Notice to withdraw from the school can only be made by the acknowledgement of the Director and must meet the following requirements:

1. You must complete and submit the Membership Withdrawal Form by going to the member's page and clicking the link (surveymonkey.com/r/WKGHKJX).

2. You must give notice 2 weeks prior to the final expected attendance date. Notices received and validated by the Director within two weeks *prior* to the end of the calendar month will satisfy tuition obligations within the same month.

If you do not provide notice two weeks prior to the next calendar month, you will be responsible for tuition for the next calendar month.

Tuition obligations will continue until notice and the form are received and acknowledged by the director.

Other Policies and Procedures

Multiples (Twins, Triplets, etc.)

- Tuition – Full tuition will be paid for the first child. Each subsequent child in the same class is reduced by the college fee for that class.
- Workdays – Parents will be required to work one day in the Two-Day class and may be asked to work two days in the Three-Day and Pre-K classes, depending on enrollment numbers. Toddler parents attend each day with their child.
- Membership – Each class is limited to two sets of multiple children, unless otherwise approved by the **Executive Board**.

Enrollment

The Board has final discretion on enrollment. The Enrollment Coordinator will notify families of the Board's enrollment decision. Priority registration is given in the following order:

1. Currently enrolled families
2. CSPS alumni
3. Waitlisted families that are neither currently enrolled nor alumni

Note that current and alumni families must be up-to-date on all payments and fees before registration will be accepted.

Cell Phone Usage

Use good judgment. Put phone on vibrate; only use in an emergency. Cell phone use on a workday during class time is not allowed. If you need to take/make an important call, notify the instructor and have a float cover your area and move to the hallway.

How to Stay Informed

The most important way to feel a part of our preschool is to be informed! There are many ways to do this.

- Check your child's cubby. Your child's cubby will include not only their work that is ready to be taken home, but it may also include informational flyers or other class news.
- Check your email. Email is the primary means of communication used by teachers, class coordinators, and Board members. Make sure you check your email on a regular basis to stay informed.
- Check out the bulletin boards. As you enter the school, there is a bulletin board on the left wall that includes all-school information, including important upcoming events, dates to know, and parent education information. In addition, there are bulletin boards on both sides of the classroom hallway. On the left side you will find your class bulletin board which includes copies of your class roster, class schedule, etc. On the right side are the all-school boards where you will find a copy of board meeting minutes, monthly income statements, reimbursement expense slips, the tuition box, and much more.

- Check the Website. <http://www.crystalspringpreschool.org/> The Website includes a wealth of information, including the parent handbook, class schedules, all-school calendar, curriculum topics, and more.
- Attend Class Meetings and Parent Education Nights. These usually take place on the third Thursday of the month, from 7 p.m. - 9 p.m. The class meetings are always informative, and the parent education night programs include great speakers and announcements for the entire school.

CRYSTAL SPRINGS PRESCHOOL BYLAWS

A Non-profit Corporation

ARTICLE I. NAME

The name of this corporation shall be Crystal Springs Preschool.

ARTICLE II. PURPOSE

Crystal Springs Preschool is organized exclusively for and in furtherance of educational purposes. It is to provide the kind of learning experiences that will help parents to better understand their children and their family relationships help them develop additional skills in working effectively with other community groups, and provide an environment which promotes the development of the whole child socially, emotionally, physically, and intellectually.

ARTICLE III. MEMBERSHIP

1. Participating members shall be parents and/or primary caregivers enrolled in Parent Education at Shoreline Community College with children who are enrolled in the Preschool. Parent and/or primary caregiver will subsequently be referred to as parent. Any parent of a child not yet going to kindergarten who is willing to accept the duties and responsibilities of active participation in this group will be eligible.
2. The enrolled adult or working individual is the only adult permitted at school. With instructor's prior approval, substitutions may be made to accommodate illness, vacation, and other schedule changes. Permission will be denied if the substitution will be disruptive to any child at preschool or if any concern about safety exists.
3. During open registration, priority of acceptance will be given in the following order to members who have paid registration:
 - a. Continuing families
 - b. Alumni families
 - c. Waitlisted families that are neither currently enrolled nor alumni
4. A waiting list for each class will be maintained by the enrollment coordinator. Names will not be forwarded from one school year to the next. The exception is preschool alumni who will be offered the opportunity to reserve a place in a future class.
5. Each class is limited to two sets of multiple children, i.e., twins, unless otherwise approved by the **Executive Board**.

ARTICLE IV. MEMBER RESPONSIBILITIES

1. Each participating parent is required to:
 - a. Participate in this Preschool one day per week per child enrolled under the direction of the parent education instructor. If two children are enrolled in the same class, the parent will be required to work one day in the Two-Day class and may be asked to work two days in the Three-Day and Pre-K classes, depending on enrollment numbers. Toddler parents attend each day with their child.
 - b. Be responsible for his/her assigned work days. This includes arranging for a substitute in the case of an unavoidable absence and following through with a trade or the \$20 sub fee (whichever is agreed upon by both parties at the time of the sub).
 - c. Each member (or their spouse) is required to attend the monthly Parent Education Night seminar. Parent Education Nights are usually held the third Thursday of the month from 7 p.m. to 9:00 p.m. unless otherwise scheduled. One parent seminar per year may be missed for an excused reason, except for Toddler families (refer to page 9). Examples of excused absences may include other school-related functions, PTA or PTO meetings, or other parent education seminars. If a member misses two meetings without instructor's prior approval, they may be asked to resign in accordance with the Membership Responsibility Agreement (see [Appendix A](#)).
 - d. Serve on one standing committee in the corporation, or serve on the Board.
 - e. Perform routine, daily cleaning as needed on the day that you are at school. Each member is required to participate in set-up, orientation and end-of-year cleanup.
 - f. Provide snacks for children on a rotating basis. Provide a children's activity on a rotating basis (Pre-K and Multi-age only).
 - g. Fulfill all stipulations of the Membership Responsibility Agreement, which includes supporting the fund-raiser as determined by the fundraising committee.
2. A leave of absence due to illness or exceptions to any rules will be left to the discretion of the Board.

ARTICLE V. TUITION, FEES & FINANCES

1. The Preschool's fiscal year will begin July 1st and end June 30th of the following year.
2. Expenses must be approved by the preschool Co-Director or Chair. If the director needs to make an expenditure of funds, then the chair of the corporation must approve it.
3. The treasurer and two other designated **Executive Board** members of the corporation are the only persons empowered to sign checks. Exceptions can be made by the **Executive Board** to support fund-raising activities. No person is

authorized to sign a check payable to themselves or to cash.

4. Tuition shall be determined by the Board and shall be payable on the first working day of each month, and shall be paid no later than the tenth of each month. A late fee of \$5.00 will be assessed for all tuition received after the tenth of the month. All tuition fees are non-refundable. Tuition may be paid online, at the school or mailed to the preschool.
5. A non-refundable registration fee shall be required for each family and is payable at the time of registration. The Board sets the registration fee.
6. Members must notify the instructor, complete the form, and turn it in to the Director two weeks prior to withdrawing from preschool. Members are responsible for tuition for the month of termination.
7. Board members will be allowed compensation for child care expenses at a rate of \$20.00 per person, per month on a first-come, first-served basis until the budget allocation for child care expense, set by the executive budget committee for the standing year, has been met. Board members will have 30 days to request this reimbursement each month.
8. Members who are delinquent in their tuition payment more than 30 days may be withdrawn from the Preschool.
9. Members who enroll more than one child in the same class pay full tuition for the first child. Tuition for the subsequent children in the same class is reduced by the college fee for that class.
10. The Board will submit the proposed budget for membership approval.
11. A membership vote is required on all expenditures exceeding \$500 with the exclusion of operating expenses, maintenance and repairs of existing equipment, and expenses directly related to the fund-raiser.
12. Expenditures that may not occur annually will not be included in the annual budget. Rather, a supplemental budget will be submitted for member approval. Monies from the Preschool savings account may be used to cover these expenses.
13. A \$10,000 certificate of deposit (C.D.) will be maintained for contingencies such as major copy or equipment repair, teacher illness, or other financial emergencies.

ARTICLE VI. TRANSPORTATION

Preschool members are responsible for transporting their children to and from Preschool and excursions. The Preschool accepts no responsibility for transporting children to or from the Preschool or any other Preschool event.

ARTICLE VII. PERSONAL INJURIES

In case of an accident or injury at preschool, the parent shall be notified immediately. In the event the parent cannot be reached the person listed on the enrollment sheet as the emergency contact shall be notified. In the event of a serious injury, an aid car will be called immediately.

ARTICLE VIII. OFFICERS & ELECTIONS

1. The officers of this corporation shall be Chairperson, Vice-Chairperson, Secretary, Treasurer, Class Coordinators, PAC Representative, Fundraising Chair and a Marketing Chair. These officers shall constitute the Board. The **Executive Board** shall consist of the Chairperson, the Vice-Chairperson, the Secretary and the Treasurer. The Director(s) and the Parent Education Instructors serve in an advisory capacity to the Board and the **Executive Board**.
2. Election of officers will be held each year no later than March.
 - a. Nominations will be opened no later than February.
 - b. After nominations are closed, a tentative slate shall be posted for one week to allow time for open positions to be filled and adjustments to be made.
 - c. Written ballots will be distributed in the event more than one individual accepts a nomination for the same position. Officers shall be elected by a simple majority vote.
 - d. The term of office shall be one year, beginning July 1st and ending June 30th.
 - e. When vacancies in office occur, the Board shall fill the vacancy by appointment. The appointment will then be voted on by the Preschool membership at the next scheduled Parent Seminar Night by a majority vote.

ARTICLE IX. DUTIES OF OFFICERS

All Board officers will carry out the duties outlined in each individual's job description on file at the Preschool. The Board will determine the duties of each officer.

ARTICLE X. PRESCHOOL DIRECTOR/INSTRUCTORS

1. The **Executive Board** shall conduct interviews for the hire of the preschool Director(s) and the Instructor(s), in conjunction with SCC, and present the preferred applicant to the Board for final approval. The existing Board will do yearly contract reviews.
2. The Preschool Director(s) and Instructors must be approved by the Shoreline Community College.
3. The Preschool Director's and Instructor's duties are those as outlined in the yearly contract between the Preschool and the Preschool Director(s).

ARTICLE XI. BYLAWS

The Bylaws of Crystal Springs Preschool shall be reviewed and amended as necessary by the Board.

The Bylaws as amended will be presented to the general membership at the October Parent Seminar for approval. A vote by simple majority of the members present will be considered binding.

ARTICLE XII. ASSETS

Upon dissolution of Crystal Springs Preschool, the Board shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all the assets exclusively for the purposes of the corporation in such manner, or to such organizations organized and operated exclusively for educational purposes and qualifying as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the County in which the principal offices of the corporation are then located, to an organization or organizations determined by the court, which is organized for educational purposes, which is exempt under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XIII. RESOLUTION FOR A RACIALLY AND RELIGIOUS NON-DISCRIMINATORY POLICY

Crystal Springs Preschool admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool and Shoreline Community College. It does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The Preschool does not promote any religion or cultural observance, but reserves the right to honor, celebrate and recognize such observances in an educational context.

ARTICLE XIV. INDEMNIFICATION OF OFFICERS

No Board member ("officer") of this corporation shall be liable to the corporation or its members for monetary damages for conduct as an officer of this corporation provided that such liability does not arise as a result of acts or omissions that involve intentional misconduct by an officer or a knowing violation of the law by an officer, or for any transaction from which the officer will personally receive a benefit in money, property, or services to which the officer is not legally entitled.

The corporation shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, including all appeals, by reason of the fact that he or she is or was a director or officer of the corporation, against expenses (including attorney's fees), judgments, decrees, fines, penalties and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding if he or she acted in good faith in a manner he or she reasonably believed to be in and not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or

her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in and not opposed to the best interests of the corporation and with respect to any criminal action or proceeding, had reasonable cause to believe his or her conduct was unlawful.

Such indemnification shall apply not only to the Board members and officers of this corporation, but to their respective heirs, administrators, successors, and assigns.

ARTICLE XV. GRIEVANCE PROCEDURE

All grievances should be presented in accordance with the Conflict Resolution procedure outlined in the handbook.

ARTICLE XVI. COMPLIANCE

Preschool members are required to comply with the standing rules and policies (as per the Membership Responsibility Agreement) of this corporation.

Every effort will be made to resolve problems in a cooperative manner. In the event that no solution can be reached, a determination will be made in accordance with the Conflict Resolution procedure.

This Corporation has the authority to terminate membership or to deny registration to any member failing to comply with the Membership Responsibility Agreement.

ARTICLE XVII. BOARD MEETINGS

1. Board meetings are determined at the retreat, and are usually the 2nd week of each month, unless otherwise scheduled, as deemed necessary by the Chairperson, Director(s) and Instructor(s).
2. Board meetings are open to all Preschool members; however, items that need to be added to the agenda must be submitted to the Chairperson a minimum of one week in advance of the meeting.
3. Sensitive agenda items may be discussed in a closed meeting at the discretion of the **Executive Board**.
4. A quorum must be present for the Board to conduct business. A quorum is defined as 50%-plus-one of all voting members.
5. A simple majority is required to pass all items brought before the Board. The Chairperson remains a non-voting member except in cases where a tie-breaking vote is required.
6. Meeting minutes are sent out by the secretary for edit suggestions, then Final Minutes are sent out to each Board member and are posted at the preschool.
7. Approved Motions are tracked monthly and sent out to Board Members and posted separately at the preschool.
8. The Final Minutes are binding unless an amendment is voted on and approved by the Board.

APPENDIX A

CRYSTAL SPRINGS CO-OP PRESCHOOL
2017-2018 MEMBERSHIP RESPONSIBILITY AGREEMENT

I understand that my responsibilities to Crystal Springs Co-operative Preschool (CSPS) are as follows:

1. I agree to review and follow the guidelines set forth in the current year handbook prior to the first day of class. I agree to review any edits approved by the membership at the October Parent Education Night.
2. Follow the **Ethical Responsibilities** and **Discipline Guidelines** in the handbook.
3. Attend and participate in the classroom one day per week (referred to as my **Work Day**). If a day needs to be missed for any reason, it is my responsibility to find a substitute who can trade a work day or take payment of \$20.00 (does not apply to Toddler class).
4. Attend monthly **Parent Education Nights** (usually the 3rd Thursday evening of the month) from 7 p.m. to 9:00 p.m. I understand that I will be required to make up all missed seminars in accordance with the Parent Education Night requirements in the CSPS Handbook (Toddler Class requirement is attendance at 3 of the seminars).
5. Commit to attending **Orientation**, and at least a one-hour job at both the **September Set-Up** and the **End-of-Year School Cleaning**. Participate in **daily** organizing and tidying of preschool classrooms on my scheduled work day.
6. Serve on one standing **committee/preschool job** (committees may have one or more people) in CSPS or serve on the Board. I will expect to spend an average of four hours per month depending on the standing committee on which I serve. Some committees require less time and others require more. As an alternative to serving on a committee, I can opt-out for an annual fee of \$500. (CSPS is a 501(c) (3) non-profit organization). The availability of this option may vary by number of families enrolled in the program.
7. **Provide snacks** for children on a rotating basis. **Prepare an activity** on a rotating basis (for Pre-K and Multi-Age).
8. Participate in and support any **Fundraising Efforts**. Commit to working 1-2 hours per year to support fundraising efforts.
9. Follow the parent accountability requirements outlined in the handbook acknowledging that the failure to do so may result in a solution at the discretion of the **Executive Board** and Director(s).
10. Have a **valid driver's license** and carry **liability insurance** on any vehicle used for transporting preschool children.
11. **Pay tuition** the 1st of each month October-May (September's tuition is due by the end of the existing school year to hold a spot for the following school year). **I accept full responsibility for making tuition payments in accordance with the by-laws. A \$5.00 late fee will be applied if tuition is paid after the 10th of the month. If delinquent after 30 days, the student may be withdrawn. Tuition must be paid online or by check or money order and must have the student's last name and class noted. – NO CASH –**
12. Provide two- weeks' notice of intent to **withdraw** by completing a Membership Withdrawal Form on the member's page of the preschool's website or at: <https://www.surveymonkey.com/r/WKGHKJX> and obtaining the approval of the Director as validation. If I do not provide a two-week notice of withdrawal, I will be held responsible for paying the next month's tuition. If no notice is given, tuition fees will continue to accrue monthly.

I agree to read and abide by the CSPS Handbook and by-laws. I understand that failure to comply with the above stated responsibilities may result in action taken according to the Conflict Resolution Procedure outlined in the Handbook.

Parent Signature: X	
Printed Name:	Today's Date: ____/____/____
Child's Class(s):	

APPENDIX B

LICE PROCEDURES

In the event of a lice situation, CSPS has created a lice procedure plan.

It is important to know that lice can affect all socio-economic levels and is never a sign of lack of hygiene. Although not painful or a serious health hazard, head lice are the cause of much embarrassment and misunderstanding, many unnecessary days lost from school, and millions of dollars spent on remedies. Please make every effort to stay calm and matter-of-fact when taking precautions to prevent it in your family.

AT SCHOOL WE WOULD:

- Mail and/or email parent(s) notification of any lice situation.
- Bag all pillows, costumes, and stuffed animals for one month.
- Wash and dry all music props used at circle time.
- Vacuum all rooms twice.
- Bag each child's coat, etc. as they enter school for two weeks.
- Use head coverings for any hats used in Dramatic Play.
- Do a head check of all children at the door if more than one family is infected.
- Do an extra cleaning/vacuuming of the preschool on the day of school notification.
- Remove any hats or other head props used in Dramatic Play for 2 weeks.
- Wash any "emergency" hats/gloves kept on campus.
- Ask parents to assist in a head check at door if more than one family is infected in a class.

AT HOME YOU WOULD NEED TO:

- Check your child's head immediately.
- Follow CDC Guidelines. Treat your child as directed by your physician, ONLY IF you find lice or nits and stay home for one day. The American Academy of Pediatrics suggests Permethrin 1 percent, an insecticide, as it has low toxicity for humans and will not cause allergic reactions to individuals with plant allergies. Some families choose to use tea tree oil, because it is less harsh; however, please make your own informed choice.
- Notify us immediately if your child has lice.
- Wash and dry all linen if your child has lice; heat kills lice.
- Bag all stuffed animals.
- Bag all outdoor wear.
- Continue to check your child's head for the next MONTH.
- Pull very long hair back away from the face with a barrette or pony tail holder.
- DO tell your child that we do not tackle or overly cuddle each other at school. DON'T tell them to stay away from certain areas of the school or away from other kids' heads.
- DO tell your child that we bag coats, etc. to stay safe and healthy. DON'T tell your child that there are 'bad bugs' at school.

FACTS ABOUT LICE

- **Myth:** Lice can hop, jump, and fly.
- **Truth:** Transmission in most cases occurs by direct contact with the head of another infested individual. Indirect spread can happen from the personal belongings of an infested individual (combs, brushes, hats, coats), but it is much less likely.
- **Myth:** You need to treat your child if he/she was with an infested child.

- **Truth:** Treatment is not recommended for those in contact with an infested person. Some pediatricians have speculated that the infestations have become immune to the Rx, because too many people are treating children when they have no infestation.
- **Myth:** You need to clean and dry everything in your house.
- **Truth:** Again, this is only recommended for families with an infestation.

APPENDIX C

PANDEMIC CONTAGION PLAN

In the event of an outbreak of any pandemic flu or virus, CSPS has created a pandemic contagion plan:

- All children, parents, and teachers will be asked to wash hands with soap and water for 20 seconds or as long as it takes to sing the ABC song as they arrive at school, before snack, and any time they sneeze or cough into their hands. Parents will be encouraged to wash their hands each time they help a child to blow their nose. Intermittent use of hand sanitizer may also be used.
- Kitchen tables and counters will be sanitized before snacks are served. Bathroom areas will be sanitized after each class and the changing table and toilet seat will be sanitized after all diaper changes and toilet use.
- Emergency contact information will be kept current so parents can be contacted quickly in order to pick up their sick child. Parents are expected to give any new contact information to their class coordinators promptly.
- Regular, rigorous cleaning of toys will continue.
- Children who become sick at school will be moved to the church pew and supervised until they are picked up.
- Children diagnosed with any flu (the doctor generally does a swab test) will be asked to stay home 3-5 days.
- A teacher substitute plan is in place in the event of teacher sickness.
- Educational materials to encourage hand hygiene and respiratory etiquette will be displayed and distributed.
- CSPS will follow local and CDC recommendations regarding school closure, which may change as the flu season progresses. Class and/or school cancellation may be decided by teachers or the director at their discretion depending upon the severity of the situation. Regular updates will be provided as needed.