



Kent-Meridian Cooperative Preschool

24447 94th Ave. S, Kent, WA 98030
(St. James Episcopal Church)
P.O. Box 5644
Kent, WA 98064-5644
253-951-1115 / www.kmcoop.org

Kent-Meridian Cooperative Preschool Policies and Procedures Manual (PPM)

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Kent-Meridian Cooperative Preschool admits students of any race, color, and national or ethnic origin.

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Our Philosophy Concerning Children

We believe that each child is a unique individual. We also know that children develop at different times, and grow and change at varied rates. We understand that children move into new stages of growth and development only when they are “ready”, which means that they have mastered a necessary previous stage. For this reason, our program is designed to meet each child at his/her own development level, and allows each child to proceed at his/her own rate. You will find that our program provides many opportunities for children to practice and repeat successful activities as well as face new challenges.

In our preschool environment, you will find a comfortable balance of carefully planned learning opportunities. Each teacher brings to the classroom their own unique style of teaching, just as each child has their own unique style of learning. The total environment – physical setting, teacher, curriculum, time structure and equipment – is designed to communicate a feeling of welcome, acceptance, safety and security to young children.

We believe in the growth of the whole child involving the following developmental areas:

1. Social/Emotional: sharing, taking turns, concern for others, appropriate expression of feelings, making new friends.
2. Creative Academics: art activities, play, teacher guided learning activities, field trips to extend learning.
3. Physical: Large motor: climbing, hopping, running, and jumping.
Small motor: puzzles, manipulative toys, play dough.

Exposure to each of these areas develops self-confidence and forms a foundation for later success in school.

Our Philosophy Concerning Parents

Parenting is often a road with many bumps; therefore, we have Parent Education as a part of our program. Parent Education is vital to our school. The foundation it provides serves our parents, their families and our communities for years to come. In our program, you will find caring, educated, empathetic instructors who see their jobs not as teachers, but as coaches. Other parents are a great resource, therefore we encourage our members to share their parenting successes and challenges in hopes we can all learn and grow.

We understand that there is not always one answer, or one right way to approach a parenting challenge. We expect our members to be respectful of one another and their parenting styles. Our goal is to create an environment of support and encouragement for every parent in our program. We value the family unit and will always welcome spouses, grandparents and other extended family to visit and support our parents.

Parent Requirements

As a parent of the Kent-Meridian Cooperative Preschool (KM Co-op), you agree to fulfill the following responsibilities:

1. Pay the preschool registration fee.
2. Pay monthly tuition on time.
3. Work in the classroom and complete the duties required on assigned work days (with the exception of the White class).
4. Work 10 volunteering hours for the preschool, other than regular classroom hours. There will be several events throughout the year where volunteers will be needed.
5. Attend Parent Education classes. The White class will have a parent education session every week during class time. The Red, Yellow, and Orange classes will attend parent education sessions every other week during class time. Green, Blue, and Purple will meet once a month.
6. Assume a classroom job for your class and carry it out effectively.
7. Earn or pay your fundraising obligation.
8. Participate in required class cleanings, or choose to forfeit your \$100 cleaning deposit.
9. Supply a nutritious snack for the children in your class, according to the snack schedule.
10. Read, understand and follow preschool bylaws and policies.
11. Complete the required "Safeguarding God's Children" class required by St. James.

If you feel you are unable to fulfill any of these requirements, please contact your class president as soon as possible.

Guidance and Discipline

A child is free to explore as long as he/she:

1. Does not hurt themselves or others
2. Does not damage equipment or materials.
3. Does not disturb others.

A child is not "forced" to participate. Some children need a "looking on period".

Let children learn by experience. Encourage them to do for themselves as much as possible – zipping coats, cleaning up spills, putting away toys. Offer assistance only when it is necessary to avoid failure. You might be able to do it faster, but they will learn through doing it themselves.

Encourage children to explore and experiment with the least amount of direction. Avoid hovering.

Keep in mind it is the art PROCESS that is important, not the product. Comments about how nice a color is or what an interesting pattern the child has made are more appropriate than questions like, "What are you making?"

Encourage the child whenever possible, especially after a disappointment or infraction of the rule. "We'll try again", "That was hard work, but you kept trying".

Avoid discussing children in their presence.

Cultivate calm when talking or working with children. Seat yourself whenever possible.

Give clear, simple direction – and a choice only when there is one:

1. When the toys are picked up we can go outside.
2. It's time to / You need to

Suggest the next specific act when a child dawdles:

"Where is the towel?" when a child continues washing too long.

Use positive statements to redirect behavior:

Instead of:

Don't run
Don't throw the
playdough
No, that's Susie's

Use:

We walk in school
The playdough stays on the table
You may have a turn when Susie is
done

Disapprove of the act, not the child: "What you did made me angry".

Praise the behavior you wish to continue. Be consistent.

Don't interrupt anything a child is doing without fair warning:

"Five minutes to clean up time".

Be available for assistance when necessary.

Allow children to problem solve when possible.

Parent physically closest to children needs to intervene.

Redirect behavior that involves hurting selves, others, property.

Isolate a child who is out of control.

When in doubt consult teacher/parent education instructor.

Approach a child who is misbehaving in a friendly manner and suggest another activity or area. In general, you ignore much undesirable behavior unless a child is endangering himself, other children or equipment. Comments like: "We cannot let you do that" or "That will hurt your friend" are better than sharp reprimands like "Stop that!".

When children are in social conflict, let them work it through if they can. Sharing is a concept foreign to two's and just emerging in three's and four's. Step in when necessary to avoid injury or to suggest a possible solution.

ENJOY YOURSELF – A good sense of humor keeps us all sane. We're building memories here and a warm loving atmosphere encourages us all to grow and learn.

If you have a concern about guidance and/or discipline in the classroom please talk with your Parent Education instructor and/or classroom teacher.

Class Procedures

Children should arrive promptly at the time designated for school to begin, no earlier than 5 minutes before class time.

If a child is not well enough to go outside, he is not well enough to come to school. Please see the guidelines outlined in “Common Questions” in the KM Co-op Handout.

Although we provide paint aprons for each child, clothing for children as well as the working parents should be washable. You will both invariably go home with paint, paste, etc. on your clothing. We suggest that you rinse paint out of your clothes as soon as you get home: rubbing liquid soap into paint before it is washed is often helpful. Please dress your child in warm outerwear for outdoor play or walks.

When you work in a classroom area, you are in control. Treat all children equally, including your own. Praise whenever possible and be supportive to other parents. (See Guidance and Discipline)

If rules are broken or unacceptable behavior occurs, ask the child to stop. If you need help, ask the teacher or another working parent. A child needs guidance as well as consistency in how each of us applies the rules.

Hand washing is required prior to entering class as well as snack time. Infant – 2’s classes must either have their hands washed with soap and water or a wipe. The 3-5’s classes must only use soap and water for both occasions.

Your child’s allergy is your responsibility. Please discuss your child’s needs with your class to determine whether you will need to provide an alternate snack.

Visitors to the classroom should refer to the Infant/Occasional Visitor policy below.

Please bring the teacher any ideas, talents or equipment that you would like to share with the children. Feel free to ask questions and make suggestions. We welcome and encourage your input!

Class Observation and Follow-up Policy

The Registrar will be responsible for arranging ALL classroom observations. They will notify the class president, class host/hostess, and classroom teacher of the date of the observation, how many parent(s) and children will be coming and the names of all who will be participating. The Registrar will provide a packet of information for the class host/hostess or classroom teacher to give to the parent(s) after the observation. The Registrar will make a follow-up call to the parent(s) within 24 hours to discuss the observation, answer any questions they may have and help them determine if they want to proceed with the registration process. The Class Host/Hostess will be responsible for greeting and helping orient

visitor to the classroom (or be sure someone is designated to do so) and will let the Snack Coordinator know how many extra snacks may be needed.

Infant Policy

Infants may attend preschool with an enrolled sibling and parent provided that:

- The parent pays a one-time \$15 fee (to cover the expense of accident insurance). If the infant is concurrently enrolled in White class, this fee does not apply.
- The parent completes health and safety forms (immunization etc.) for the infant.
- When in class, the infant is **WORN** in a front and/or backpack/sling and with the parent at all times. A car seat may be used in parent education, but **not** in the classroom, which includes opening and closing circle.
- The parent is responsible for the safety of the infant.
- The parent with the instructor will determine a safe place for the infant during parent education, if they are in a car seat.

Occasional Visitor Policy

An ADULT occasional visitor is permitted in the classroom provided:

- The teacher has been informed and has given permission.
- The adult may visit once per year filling without having a background check performed.
- *Prior to the second visit*, (still acquiring permission from the teacher) the adult must submit to a background check.

A CHILD occasional visitor may attend class provided:

- The teacher has been informed and has given permission.
- The parent completes health and safety forms (immunization etc.) for the visitor (if not an enrolled sibling/child).
- The parent pays a one-time \$15 fee (to enroll the child and cover expense of liability insurance). No fee is charged for visiting children/siblings enrolled in another KM class.
- The parent is responsible for the safety of the visitor. The parent must stay at the school and work in the classroom.
- Visitors under two years of age may attend parent education at the instructor's discretion. Older children are not permitted to attend parent education sessions.

In order to maintain the integrity of our classes, provide a safe environment for our children, and meet our insurance obligations, an occasional child visitor is defined as attending class **no more than 12 times each school year or approximately once a**

month. A registered, regular attending infant is covered by KM Co-op's accident insurance, while an occasional visitor is only covered by KM Co-op's liability insurance. **Teachers and Parent Ed instructors have the authority to ask any infant/visitor to leave the classroom if they feel the visitor's presence is disruptive and/or unsafe for themselves and/or other students.**

HEALTH AND SAFETY

Allergic Reaction Policy

At the start of the school year each parent/guardian will fill out an **Emergency Information Form**, which includes food allergy information. Specific allergies noted by the parent/guardian will be posted by the health and safety representative in the child's classroom along with the type of allergic reaction, symptoms, and the usual treatment the child requires.

In order to prevent an allergic reaction, it is the responsibility of the Health and Safety Representative and parent to inform the other parents/guardians and teacher of the child's allergy history.

Information regarding the child's allergies enhances our awareness of his/her needs. It **does not** presuppose that KM Co-op working parents or teachers will initiate treatment; we cannot provide treatment, however we will notify the parents as time allows and 911 Medics if the reaction is severe.

Blood Borne Pathogens (HIV, Hepatitis B, etc.) Policy

Blood borne pathogens are present among all ages, races, socioeconomic groups, and hetero/homosexual populations. We ask that all parents, teachers, and children attending the KM Co-op adhere to the following universal guidelines established by the Center of Disease Control when handling body fluids. The term "body fluids" includes, blood, urine, feces, vomit, respiratory secretions (i.e. nasal drainage), saliva and drainage from skin lesions, cuts or abrasions.

1. Use gloves whenever touching another person's body fluids, especially blood. If the body fluid is spattering, gowns, masks, and eye goggles are recommended. All of these items are provided in the KM Co-op's First Aid Kit in the main classroom.
2. After removing the gloves and protective gear, wash hands thoroughly with soap and running water for a minimum of 10 seconds.

Items contaminated with body fluids require special handling. Refer to the following below.

1. **Disposable** items (gloves, masks, gowns, cleaning sponges and towels) shall be deposited in a plastic bag, which shall then be placed in a second bag.
2. **Soiled** fabric items (clothes, towels) shall be placed in a plastic bag until ready to launder. Soak fabrics in hot water with 1 cup bleach (5.25%) prior to washing. Then wash in hot water cycle with detergent. If the fabric is not colorfast, ½ cup non-Clorox bleach, e.g. Clorox II or Borateem, may be substituted. Dry on high heat in the dryer.
3. **Hard Surfaces** (tables, chairs, floor, buckets, dust pans, toys, sinks, etc.) shall be disinfected with fresh (less than 24 hours old) cleansing solution with a 1 part bleach to 10 parts water ratio. Cleansing solution shall be promptly disposed down a toilet or drain.
4. **Rugs** are cleaned by first applying a sanitary absorbent agent. After the agent has dried thoroughly, vacuum the rug. If necessary, mechanically remove soil with a dustpan and

broom, then apply rug shampoo with a germicidal detergent with a brush and re-vacuum. Rinse dustpan and broom in disinfectant.

Communicable Disease Policy

Parents/guardians are requested to keep themselves and/or their children with a communicable disease at home.

When you or your child contracts a communicable disease, please adhere to the following:

1. Contact your primary health care provider for any recommended treatment.
2. Notify the class teacher and the class Health and Safety Representative.
3. The Health and Safety Representative will consult the KM Preschool Communicable Disease Handbook and inform all parents and teachers regarding the disease and the recommended course of action.

The Health and Safety Representative will also contact the King County Public Health Department Center if necessary.

Please refer to the Common Questions section of the orientation handbook under the heading, "When is Your Child too Sick to go to Preschool?" for more information on communicable diseases.

Immunization Policy

Washington Department of Social and Health Services (DSHS) requires a specific immunization schedule for children in preschool.

- According to the Washington Administrative Code WAC 46-105-030 any child attending school, preschool, or child care in Washington State is required by law to be fully immunized at the ages and intervals consistent with the national immunization guidelines for their age (preschool/child care), or grade (K-12th grades) or have proof of immunity against the following diseases:
 - Chickenpox (Varicella)
 - Mumps
 - Diphtheria Pneumococcal disease
 - German measles (Rubella)
 - Polio (Poliomyelitis)
 - Haemophilus influenzae type b disease (Hib)
 - Tetanus
 - Hepatitis B
 - Whooping cough (Pertussis)
 - Measles (Rubeola)"

KM Co-op aims to comply with this requirement by obtaining immunization records for all enrolled children at the beginning of the school year.

If your child is intentionally not immunized for medical reasons, the physician's signature is required on the KM Co-op immunization record (a DSHS requirement). If your child is not immunized for personal or religious reasons, the parents or guardians signature is required for exemption (a DSHS requirement). Personal exemptions are not allowed specifically for the MMR

vaccine. Religious and medical exemptions will still be allowed. If a child is not vaccinated for MMR, they will not (legally) be allowed to attend preschool (unless medical/religious exemptions).

Non-immunized children need to be kept at home if there is an outbreak of the disease that they are not immunized against. For example, if there is an outbreak of measles in Kent, children without a measles vaccine have to stay home even if there is no active case of measles at the KM Co-op.

Hand Washing Policy

Hand washing is the single most important method in reducing disease transmission. We encourage adults and children to wash their hands:

1. Before entering the preschool classroom
2. Before meal preparation.
3. Before eating.
4. After toileting.
5. After nose blowing.
6. Whenever contact with another person's body fluids occurs.

We understand that the thoroughness of hand washing by the children will vary according to their developmental level and abilities. This is OK. Our goal is to do the best job possible for each child. As the children grow their technique will improve. Visual aids demonstrating the most effective way to wash hands are posted in the bathrooms.

The KM Co-op provides baby wipes for the Infant-3's classes to replace hand washing at the sink for the children. We realize that this type of "hand washing" is not as effective as washing at the sink but this technique is more appropriate and manageable at their developmental level and does decrease "germ" transmission. All children in the 3-5's classes will wash their hands at the sink.

It should be noted that the purpose of the common water buckets and the common towels is to remove paint and dirt only. Use of the same water and towel actually increases the spread of "germs" and potentially the spread of disease. Hand washing in the common bucket and drying with a common towel is not sufficient before meal preparation or eating, or after toileting or nose blowing or contact with another person's body fluids.

Background Check Policy

As a Co-op preschool, parents are required to work in the classroom. For the White, Red, Orange and Yellow classes you will work in the classroom two times a month. For Green, Blue, and Purple classes you may work up to 3-4 times per month in the classroom. A parent, grandparent, nanny, or other family members may fulfill this volunteer obligation for your child's enrollment. Kent-Meridian Co-op Preschool realizes that educating preschool children in a cooperative setting creates risks to the children incumbent upon their being present in a room with an unsupervised adult other than their parent; and the Board considers these risks will be minimized by the use of background checks to screen parents and other volunteers for past convictions that might make them inappropriate candidates to assist in the education of young children or in service to the Board.

Thus every volunteer who will be in the classroom or on field trips for more than 4 hours over the school year will be required to complete a criminal background check before volunteering in the classroom. These background checks will be completed through the Washington State Patrol (WATCH) Program and

are confidential. Only the preschool board member who collects and submits these background check requests will know the results. If an unfavorable result is received on your background check, you will be given a copy of the results and an opportunity to explain or dispute the results before a decision will be made to allow you in the classroom to volunteer.

If the Committee determines that the misconduct is sufficient to warrant limiting or prohibiting the volunteer's service, the Board Secretary will so notify the individual in writing. At the discretion of the Committee, the individual may submit information pertinent to the report issued by WATCH within ten days of notification by the Committee. If one of the members of the Committee or the Chair is the perpetrator of the misconduct, that person will remove himself or herself from consideration of or participation in the decision on the matter.

The Committee will strive to keep information it obtains confidential and use it only for purposes related to determining whether the individual is a suitable volunteer for the Preschool.

Criteria for consideration of dismissal of a volunteer:

1. Whether the misconduct was serious and recent enough to affect the volunteer's service;
2. Whether the misconduct was repeated;
3. Whether state or federal laws were implicated;
4. Whether the misconduct is closely related to the individual's responsibilities as a volunteer;
5. What level of threat the volunteer would pose in the position;
6. Whether there is evidence of rehabilitation; and
7. Whether the volunteer's background would reflect poorly on the institution.

Sexual Abuse Policy

Kent-Meridian Cooperative Preschool prohibits and does not tolerate sexual abuse in the workplace or in any organization related activity. KM Co-op provides procedures for employees, volunteers, family members, board members, patients, victims of sexual abuse, or others to report sexual abuse and disciplinary penalties for those who commit such acts. No employee, volunteer, patient or third party, no matter his or her title or position has the authority to commit or allow sexual abuse.

Kent-Meridian Cooperative Preschool has a Zero-Tolerance policy for any sexual abuse committed by an employee, volunteer, board member or third party. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue.

Sexual abuse is inappropriate sexual contact of criminal nature or interaction for gratification of the adult who is a caregiver and responsible for the patient or child's care. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment.

Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

Physical and behavioral evidence or signs that someone is being sexually abused are listed below.

Physical evidence of abuse:

1. Difficulty in walking.

2. Torn, stained or bloody underwear.
3. Pain or itching in genital area.
4. Bruises or bleeding of the external genitalia.
5. Sexually transmitted diseases.

Behavior signs of sexual abuse:

1. Reluctance to be left alone with a particular person.
2. Wearing lots of clothing especially in bed.
3. Fear of touch.
4. Nightmares or fear of night.
5. Apprehension when sex is brought up.

"Safeguarding God's Children" Course

Through our lease with St. James, all volunteers who work with or around youth and children are **required** to attend a course on the prevention of child sexual abuse called Safeguarding God's Children. KM will require the main parent or guardian volunteer to attend the training and disseminate the information to any additional volunteers who will be working in the classroom. The content includes how to watch for warning signs of abuse, act on instances and teach our children and others about this issue. There is a portion which also talks about preventing sexual abuse in organizations/ministries and includes information on the proper screening by organizations, proper interacting with children, monitoring your organization for signs of abuse/potential abuse, training to keep children safe and lastly responding to situations of abuse. The course is taught by a pastor and has been designed for the main audience of religious groups and parties, **but is not a theological training**. Certification for this training class is good for 5 years and will need to be renewed at that time. Families will need to complete the training course by December of the school year to ensure coverage for their families. The Board Secretary will provide information on upcoming training courses in the area on a monthly basis. Courses are given at various locations throughout the area and a calendar of events for searching this training can be found at <https://ecww.org/eventcalendar/>.

Reporting Procedure

If you are aware of or suspect sexual abuse taking place, you must immediately report it to your Chairperson(s). If the suspected abuse is to an adult, you should report the abuse to your local or state Adult Protective Services (CAPS) Agency. If it is a child who is the victim then you should report the suspected abuse to your local or state Child Abuse Agency. If you do not know your state child abuse agency you can call the Child Help's National Child Abuse Hotline, 1-800-422-4453, TDD 1-800-222-4453. Appropriate family members should be notified of alleged instances of sexual abuse. Kent-Meridian Cooperative Preschool will report the alleged sexual abuse incident to their insurance agent.

Anti-retaliation

Kent-Meridian Cooperative Preschool prohibits retaliation made against any employee, volunteer, board member or patient who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. KM Co-op prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination or disenrollment.

Investigation and Follow-up

Kent-Meridian Cooperative Preschool will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. KM Co-op will use an outside third party to conduct an investigation. If KM Co-op has a trained internal investigation team in place, the team will be used to investigate the incident. KM Co-op will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. It is KM Co-op's objective to conduct a fair and impartial investigation. KM Co-op provides notice that they have the option of placing the accused on a leave of absence or on a reassignment to non-patient contact. KM Co-op will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Tuition Policy

Tuition is to be paid to the preschool's post office box:

Kent-Meridian Co-op Preschool

PO Box 5644

Kent, WA 98064-5644

OR via PayPal at our website: <http://www.kmcoop.org/online-payments>

1. Tuition is **due** by the 1st day of the month.
2. Full tuition will be charged for each child, including multiples from the same family.
3. No tuition is refundable for days absent or days missed for forced closures.
4. Tuition for a child entering school after the first day of the month may be prorated at the Tuition Treasurer's discretion.
5. The Preschool will require members to pay the first month's tuition (usually September) and the last month's tuition (May) at the beginning of the school year or when the member enrolls mid-year. Special arrangements for payment can be made through the Tuition Treasurer.
6. This policy is designed to motivate members who repeatedly, due to circumstances other than financial constraints, pay their tuition late. Tuition is late if it is not received by the 10th of the month. The Tuition Treasurer will add a late fee of \$25.00 on the 11th of the month. Non-sufficient funds (NSF) check fee is \$12 for each check. If two NSF checks are received within a school year, cash or cashier's check must be used to make tuition payments. It is important to note that the Tuition Treasurer will be available to discuss any financial needs with any member and will do his/her utmost to create a workable payment schedule with any member with financial needs (temporary or ongoing).
7. A parent wishing to drop membership must give two weeks written notice to the Preschool Registrar.
8. If more than 4 late tuition payments are made, the issue will be presented to the board to determine further action.

The last month's tuition (May) may be refunded for a dropping member if all of the following conditions apply:

1. The parent gave two weeks written notice prior to dropping.
2. The member does not have any unpaid obligations to the preschool (tuition, fundraising, class fees, lost lending library books, etc.)
3. The member drops prior to January 1st.

Fundraising Policy

It is the policy of KM Co-op to ask all of our members to participate in fundraising each year to help keep our tuition low and still enable us to pay our expenses. When members take part in fundraising projects they earn "Profit Dollars" for the preschool. "Profit Dollars" equal the amount of profit the preschool earns for each item sold. The yearly fundraising requirement for each family is \$135 (1 child) and \$189 (2+ children) and it will be prorated if you are enrolled for less than the full school term.

There are various ways for members to attain their goal:

1. Participate in fundraising projects. The amount of profit dollars earned will vary by fundraiser.
2. Write the preschool a check or checks totaling \$135/\$189.
3. Do a little of both.

Your fundraising obligation is due by May 1st regardless of whether you will be returning to KM Co-op next year. We will advise you of your year-to-date status in January and again as the due date approaches.

Families who have already registered for the following year but fail to meet the current year's fundraising obligation by May 10th will have their registration cancelled and any registration fee already paid applied to their outstanding balance. They must pay any remaining balance and a new registration fee in order to re-register, space permitting. Families who have not yet registered for the following year cannot register until their balance is paid in full.

For families with one enrollment status change mid-year, prorated fundraising requirements are listed in the table below. Families who both enroll and withdraw during the school year will be charged the monthly rate for all calendar months they were enrolled. The monthly fundraising requirement is \$15 for a single child and \$21 for a family.

	Adding Mid-Year	Dropping Mid-Year
	Single/Family	Single/Family
September	135.00/189.00	15.00/21.00
October	120.00/168.00	30.00/42.00
November	105.00/147.00	45.00/63.00
December	90.00/126.00	60.00/84.00
January	75.00/105.00	75.00/105.00
February	60.00/84.00	90.00/126.00
March	45.00/63.00	105.00/147.00
April	30.00/42.00	120.00/168.00
May	15.00/21.00	135.00/189.00

Fundraising payments can also be made at any time through PayPal on www.kmcoop.org. Don't forget to add the 3% convenience fee.

Class Cleaning Policy

In order to save money for the families and keep the preschool's costs down, the deep-cleaning of the classroom and toys will be done by parents on a monthly basis. The classroom cleaning dates will be announced on the color-coded calendar at the beginning of the school year and only one cleaning day is required per enrolled student (excluding White class). A \$100 cleaning deposit (per student) will be taken at the beginning of the school year in the form of a check post-dated to the cleaning date(s) of your class(es). Post-dated checks will be held by the Treasurer until the assigned cleaning date, and returned uncashed if the family fulfills the cleaning obligation. If the family does not meet the cleaning requirement by the date on the check, the check will be deposited. If the family fulfills their obligation at a subsequent cleaning, the \$100 fee will be refunded. Families may attend a cleaning date different from the one assigned to them, but the post-dated check policy still applies. Families may also choose to simply pay the \$100 fee, rather than attend a cleaning. In this case, the check should NOT be post-dated, and the family's intent should be communicated to the class cleaning coordinator.

Scholarship Policy

Scholarships are sometimes available to Co-op members, depending on the current amount in the scholarship fund. An application can be found with the file folders and is considered to be highly confidential. A completed application should be turned in to the class president and/or Parent Education instructor and the Tuition Treasurer. The Parent Education instructor would then review the application to confirm the member is in good standing, and turn it in to the Tuition Treasurer. It would then be reviewed by the Scholarship Committee. Our policy is to provide ½ the tuition and the member would continue to pay the other ½. Only one scholarship at a time is permitted per family.

Financial Policy

1. All monies are mailed to the KM Co-op's post office box or deposited in the lock box, or sent through PayPal, with an added 3% online convenience fee.
2. All monies must indicate the purpose toward which the money is to be applied (i.e. fundraising, scholastic, etc.).
3. Fundraising money must be a separate check or PayPal payment (distinct from tuition/fee payments).
4. Tuition for all students enrolled, sibling coverage & registration may be combined in one check.
5. Tuition and fees will be set by the Preschool Board, and approved by the full membership as part of the annual budget approval process.
6. The annual budget is approved by the membership at the All School Meeting in the spring.
7. Lock Box keys are held by the Vice-Chair(s) and Treasurer(s).
8. Keys for the Post Office Box are to be held by the Treasurer(s). The Registrar may also hold one as needed.
9. Only the Treasurer(s) and Vice-Chair(s) are permitted to handle money on a regular basis. The Registrar may also accept money as needed. These positions, along with the Purchaser, must be registered with the PCPO insurance plan. Only these authorized positions are permitted to handle money at special events or in any other circumstances.
10. Reimbursement requests must be submitted in writing and include receipts.
11. Monthly financial statements are presented at each board meeting.

12. The accounting method is Cash Basis.
13. A Co-Chair or designee (who is not a signer on the bank account) will review the bank statement.
14. There are no cash withdrawals.

Purchasing Policy

The Purchaser maintains a list of items the school purchases on a regular basis. These items include cups, snack boats, napkins etc. A "To Buy List" is posted in the classroom for members to note things that will need to be purchased in the near future. The Purchaser will do a quick inventory to determine if any other items might be needed. Typically, the Purchaser purchases items at a warehouse store once a month. After the purchases have been made, the Purchaser completes a Reimbursement Form to submit to the Board Treasurer for approval.

The Purchaser will typically make 2-3 large orders for classroom/art supplies per year. Before placing these orders the Purchaser will consult with the teachers to see what is on their "wish list". It is important for the Purchaser to be aware of the approved budgeted expenditures and to bring any questions about spending to the Co-Chairs and Treasurers. A Reimbursement Form for these purchases would also be submitted to the Board Treasurer for approval.

Registration Policy

The Preschool Registrar is responsible for planning, organizing, and carrying out KM Co-op's In-House Registration, Open Registration, and all other registration activity.

Spring Registration typically begins in February with the In-House Registration. Currently enrolled students receive a registration packet in their class folder for the next school year, and have first priority. Two weeks following the deadline for In-House Registration, registration opens for siblings of those currently enrolled. The following week, registration opens to former KM Co-op members and those on the current wait list. The following week registration opens to the general public.

Prior to Registration, all members must be current on their fundraising and tuition requirements. Registration fees must be paid with registration and are NOT REFUNDABLE.

After Spring Registration, the Registrar takes calls from interested people. If there is an opening in the desired class, the Registrar places the caller on the class roster and sends a registration packet. If there is no opening the caller is encouraged to take a place on the waiting list.

If a caller requests an age exception (to be placed in a class other than the one for which their child's age qualifies them), the registrar will explain that we feel it is in our children's best interest to fill our classes with age appropriate children, but that we will consider their request and speak to the appropriate teachers and instructors to respond to their request. The exception will be made if the parent, class teacher and Parent Education instructor agree it is appropriate for that child. If the exception would in some way significantly affect the class make-up, the other registered parents in that class will also be asked to approve it. This type of age exception should be made at the initial time of registration, before the next level of registration opens, to ensure the child a spot in class. Exceptions are considered on a case-by-case basis.

If a currently registered member wants to switch to another age appropriate class, they may do so only if there is someone in the other class (with an age appropriate child) who wishes to switch with them. Otherwise, they may be added to the desired class waiting list and wait for an opening. This **MUST** be handled by the Registrar **ONLY**.

If a currently registered member drops a class, and then wants to re-enroll at a later date, they will be placed on the bottom of the waiting list for that class and must again pay a registration fee when they re-enroll.

Drop Policy

The KM Co-op Member is responsible for giving **two weeks notice** before dropping a class. The Member must notify the class teacher or class president who will direct them to the “Intent to Drop Form”. The member must fill out the “Intent to drop form” and turn it in as directed.

The Member is responsible for fulfilling Fundraising and Tuition requirements for all months attended. May tuition may be used to cover any outstanding debt toward KM Co-op.

Hiring Policy

Between January and February, the Personnel Committee will determine which classes will be offered to existing teachers for the next year. The Board votes to approve the teacher contracts during the April Board Meeting and contracts are signed the first of May.

If it is certain that another teacher will need to be hired, either in the spring for the next school year or during the school year, the process must begin as soon as possible (in March for the following school year) to find a teacher. If there is a mid-year opening, the existing teachers will be given first chance to take a class. They will have one week to respond to the opening.

Next, a list will be obtained from Parent Education instructors and teachers with recommendations, as well as using the Personnel Committee’s resource list. The candidates on the list will be contacted by a member of the personnel committee and given one week to respond. If that list is exhausted, an ad will be placed in a local paper and the KM Newsletter to obtain new candidates. The candidate(s) will be interviewed by a majority of the Personnel Committee. The Personnel Committee will make their recommendation to the Board, who will then vote to approve/disapprove the recommendation. If Board approval is obtained, the teacher will be given a complete personnel packet to fill out and return.

Board’s Role

Each cooperative preschool is a small business that makes its own decisions regarding business, policy, finances and teacher/instructor selections. The Board members are officers in Kent-Meridian Cooperative Preschool’s non-profit corporation and are responsible for looking out for the interest of the members and the school. Each year the membership elects an Executive Board to assume the leadership roles. The Executive Board consists of chairpersons, vice chairpersons, secretary, and treasurer. The previous year’s board elects the remainder of the board members and the chairpersons select the class presidents, who also serve on the board. The preschool teachers and Parent Education instructors serve on the board as advisors. A Board member heads each committee of the preschool.

Board members will serve on these committees. The Board meets on the third Monday of each month at 7pm at the preschool and meetings are open to the membership. The Board handles all preschool business and recommends action to membership when needed.

Board Positions

Chairperson(s)

1. Plan for and preside over all Preschool Board meetings.
2. Recruit and coordinate other Board members.
3. Act as a liaison between all classes, teachers and Parent Education instructors.
4. Act as, or appoint a suitable replacement as, liaison with the Preschool landlord.
5. Keep a permanent notebook of ideas and suggestions to pass on to the next chairperson.
6. Vote at Board meetings only to break a tie.
7. Preside over Personnel Committee.
8. Preside over Site/Lease Committee.
9. Serve on the Budget Committee.
10. Serve on the Scholarship Committee.

Vice-Chairperson(s)

1. Attend all Board meetings.
2. Conduct the Board meeting if the Chairperson is unable to attend.
3. Preside over and maintain records of all fundraising activities.
4. Work with each class Vice President on fundraising activities.
5. Prepare appropriate fundraising announcements and acknowledgements for the newsletter.
6. Serve on the Scholarship Committee.
7. Notify Board Treasurer of outstanding fundraising obligation prior to issuing refund to someone who drops out.

Treasurer(s)

Tuition Treasurer

1. Collect and record all fees and tuition.
2. Preside over the Scholarship committee.

Board Treasurer

1. Pay salaries and bills and sign all checks.
2. Pay taxes, file necessary government paperwork, and keep a balanced bank account.
3. Attend and submit a financial statement at all Board meetings.
4. Present a projected year-end financial position report at the January Board meeting.
5. Serve on the Personnel Committee.
6. Preside over the Budget Committee for the following year, providing the Committee with a proposed budget and other necessary information, including past budget figures, current wages, hours, tuition, etc.
7. In June, close the books and prepare an income and cash summary for the past year. Submit the books to audit.
8. Include the summer audit results in the August Board meeting Treasurer's report.

9. Ensure accurate and timely submission of special event reports to insurance via PCPO form. Make sure PCPO information (insurance policies, resources, etc.) is transmitted to the appropriate board members.

Secretary

1. Attend and keep records of business transacted at every Board meeting, including attendance.
2. Send correspondence on behalf of the Preschool Board when requested.
3. Keep a complete file of meeting minutes and correspondence of the Board, i.e. thank you notes etc.
4. Keep minutes in permanent record.
5. Provide copies of complete minutes for the Preschool Board members, teachers, Parent Education instructors, and the classroom bulletin board.
6. Create Class and Board folders at the beginning of the year and maintain Board folders throughout the year.
7. Run background checks of newly registered parents as per the background check policy.

Registrar(s)

1. Preside over and maintain records of all registration activities.
2. Contact Class Presidents, Teachers, Instructors, Co-Chairpersons, Vice-Chairpersons and Treasurers to advise of new enrollees and/or visitors. Class Presidents will be responsible for ensuring the orientation of new members.
3. Attend all Board meetings.
4. Provide publicity for registration and information to potential applicants.
5. Compile and mail summer orientation mailing to all members in August.

Purchaser(s)

1. Consult with the teachers and Preschool Board to coordinate needed supplies and equipment.
2. Purchase needed supplies and equipment, keeping detailed records of all such activity.
3. Attend all Preschool Board meetings.
4. Chair, or find a suitable replacement to chair, the Preschool Inventory Committee, which is responsible for keeping the preschool adequately supplied, equipment in safe, running condition, and the preschool cleaned monthly.
5. Maintain a current preschool equipment inventory or assign a suitable replacement to do so.

Newsletter Editor

1. Organize, type and distribute an attractive, informative monthly preschool newsletter, during the school year, to all members.
2. Distribute to PCPO and the KM Webmaster to be posted to the preschool website.
3. Post a copy of the newsletter on the classroom bulletin board monthly.
4. Attend all Preschool Board meetings.

Health and Safety Coordinator

1. Chair the preschool Health and Safety Committee, holding quarterly meetings to complete the WA, State Immunization Report and handle preschool health and safety issues.

2. Supervise collection and filing of all members' medical and consent forms.
3. Ensure that all safety concerns found during monthly inspections are corrected.
4. Act as the preschool contact for communicable disease outbreaks.
5. Attend at least four Preschool Board meetings as needed.
6. Ensure Preschool accident/injury procedures are followed.

Equipment & Supplies Coordinator

1. Serve on Inventory Committee, which is responsible for keeping the preschool adequately supplied, equipment in safe and running condition, and the preschool cleaned monthly.
2. Ensure all preschool equipment is in safe, working condition.
3. Work closely with the Co-Chairperson(s) and Health and Safety Coordinator to ensure all concerns noted on the monthly classroom safety inspection checklists are corrected as soon as possible.
4. Attend at least four Preschool board meetings as needed.

Librarian

1. Coordinate Scholastic Books orders.
2. Work with teachers to maintain school library.
3. Attend Board meetings as needed.

Member At Large

1. Assist the Co-Chairs by heading up any preschool projects and duties that may arise throughout the year.
2. Attend all board meetings.
3. Maintain Summer Park Schedule. Copy and distribute to preschool families at the end of the preschool year.
4. Serve on committees as appointed and needed by the Board.

Class President

1. Plan for and preside over the class business meetings.
2. Attend all Preschool Board meetings and vote your class's feelings on Board business.
3. Report Board business to your class.
4. Help manage parent classroom business and any problems that arise.
5. Act as liaison between the Preschool Board and the class or individual members.
6. Makes sure the Class Host meets with new members to orient them to the preschool program. Answers questions and provide an easy transition, assumes this responsibility if the Class Host is not available.
7. Notify Registrar, Parent Education Instructor and Classroom Teacher of any intents to drop.

Preschool Committees

Budget Committee

1. Consists of the Preschool Treasurer(s), as committee head, the Preschool Chairperson(s), a Parent Education Instructor and other Board appointees.
2. Presents the proposed budget options, for the next year, to the Preschool Board by the February meeting.

Personnel Committee

1. Consists of the Preschool Chairperson(s), as committee head, the Preschool Treasurer(s), a Parent Education Instructor, and other Board appointees. Teachers are invited to participate, but do not have a vote.
2. Interviews and recommends to the Preschool Board, teachers for vacant positions.
3. Reviews teacher evaluations and recommends renewal of teacher contracts for next year.
4. Revises the Teachers' contracts when necessary.
5. Handles other personnel matters requiring Board action.

Health and Safety Committee

1. Consists of one representative from each class, one of which is the Health and Safety Coordinator and one to be chosen as committee Secretary.
2. Holds quarterly meetings, addressing safety issues affecting the preschool premises and children. Reports results of each meeting to the Preschool Chairperson(s) by way of a copy of the minutes.
3. Keeps health and consent records for each child on file.
4. Informs teacher and parents regarding allergies of children.
5. Maintains a health and safety area on preschool bulletin board which includes a copy of Health and Safety meeting minutes, Labor and Industries information, report of injuries and any other pertinent health and safety information.
6. Maintains a current first aid kit in the preschool room and a well stocked first aid travel kit.
7. Document all injuries and incidents which could result in injury are to be documented on an incident report form and kept on file with the Health and Safety Committee and Preschool Chairperson(s), for at least 10 years.
8. The acknowledgement for Risk Management must be kept on file with the Health and Safety Committee and Preschool Chairperson(s), for at least 10 years.
9. Ensure monthly safety inspections are done and the inspection checklists are promptly given to the Health and Safety Coordinator and the Preschool Chairperson(s).

Scholarship Committee

1. Consists of one Preschool Co-Chairperson, Co-Vice Chairperson, Tuition Treasurer, one Parent Education Instructor and other Board appointees. The Tuition Treasurer will serve as committee head.
2. The Scholarship Committee will meet twice a year or as needed, based on scholarship applications.
3. The Scholarship Committee will be discrete in awarding scholarships and respect the privacy of our members.
4. The Scholarship Committee is responsible for the management of scholarship funds.

Registration Committee

1. Consists of Registrar(s) and other Board appointees. The Registrar(s) presides over this committee.
2. The Registration Committee meets twice a year, more if needed. The committee will meet in January to lay out the coming spring registration process. And the committee will meet over the summer to coordinate the Orientation Packet.
3. The Registration Committee makes recommendations to the Board regarding any changes to the Registration Policy.

Inventory Committee

1. Consists of Purchaser(s), Equipment and Supplies Manager, and other Board appointees. The Purchaser(s) will serve as committee head.
2. The Inventory Committee will meet twice a year or as needed.
3. The Inventory Committee will conduct an end of year inventory to be turned into the Treasurer.

Site/Lease Committee

1. Consists of a Co-Chair and other Board appointees. The Co-Chair will serve as committee head.
2. The Site/Lease Committee will meet as needed.
3. The Site/Lease Committee is responsible for negotiation of lease.
4. If it is determined that the preschool would like to find another location it is the responsibility of the Site/Lease committee to oversee a search and present findings to the Board.
5. The Co-Chair on the Site/Lease committee is responsible for all communication regarding lease negotiation with the site.

Classroom Jobs

Class President

1. Plan for and preside over the class business meetings.
2. Attend all Preschool Board meetings and vote your class's feelings on Board business.
3. Report Board business to your class.
4. Help manage parent classroom business and any problems that arise.
5. Act as liaison between the Preschool Board and the class or individual members.
6. Makes sure the Class Host meets with new members to orient them to the preschool program. Answers questions and provide an easy transition, assumes this responsibility if the Class Host is not available.
7. Notify Registrar, Parent Education Instructor and Classroom Teacher of any intent to drops.

Class Vice President

1. Publicize and coordinate each fundraiser. This includes making announcements to your class, tracking your class orders, and coordinating the pick-up and delivery of product.
2. Explain profit dollars and fundraising responsibilities to all class members.
3. Act as a backup for your class president; attend board meetings in his/her absence and assist with other duties as needed.

Secretary

1. Create Attendance Sheet, take and record weekly attendance for your class. In the case of an emergency where the building must be evacuated, it is your responsibility to take the attendance sheet with you as you leave the building so that everyone can be accounted for. These attendance sheets must be turned into the Board Secretary once completed.

2. Provide an article for the school Newsletter on a monthly basis describing events and goings on in your class. This article should be submitted to the Newsletter Editor by the third Tuesday of each month.
3. In the 3-5's classes, take notes at the Parent Education meeting each month regarding class business, fundraising, and teacher information and distribute these notes to each class member via the school mailboxes and/or email.
4. Print requested Parent Education materials (available on the KM Co-op's website – www.kmcoop.org) for those in the class who do not have access via the web.
5. Maintain class folders throughout the school year. Remove folders for those families who have dropped and create folders for new families.

Class Health and Safety Representative

1. Distribute, collect, and return all immunization and safety forms to the Board Health and Safety Coordinator.
2. Conduct monthly fire/earthquake drills with your class.
3. Attend quarterly Health & Safety meetings.
4. Conduct the Health & Safety portion of orientation for your class.
5. During class cleaning, conduct safety inspection.
6. Assist in resolving possible safety dangers and issues at the preschool.

Class Cleaning Coordinator

1. Prepare the class for their class cleaning with reminders and updates.
2. Set up the cleaning and make sure all class members attend and participate in class cleaning.
3. Coordinate the scheduled class cleaning session, as explained in School Cleaning Procedure.

Class Snack/Schedule Coordinator

1. Plan and distribute the monthly schedule of parent's classroom work assignments at least one week before the schedule takes effect.
2. Rotate the job assignments equally among all class members and make note on the schedule of the dates the Parent Education instructor will be in the classroom.
3. Post copies of the schedule in the classroom as well as distribute copies to the teacher, Parent Education instructor, and class members.

Class Excursion Coordinator

1. Familiarize yourself with the role of class excursion coordinator, more details located on the job description summary form, available online.
2. For the 3-5's bring the field trip permission slips on the field trip. For the 2's, the teachers will bring the permission slips.
3. Consult with your class teacher, at the beginning of the school year, concerning her expected field trip schedule for the year and any research she would like you to do.

Class Host/Special Events Coordinator

1. Work with the teacher and/or class president to plan and coordinate all special events at school (parties, "Special Person Night", potluck meetings, etc.)
2. Make arrangements for refreshments and special activities at the teacher's request.

3. Work with your class to plan and execute any special activities such as Mom's Night Out, or Play Times. This is dependent on each individual class and is optional.
4. Serve as a host/hostess to new families visiting the school. Provide a short tour of the preschool and explain to potential new families how the preschool operates. Answer questions and provide registration paperwork to visitors.
5. When a new family enrolls in the class the Host meets with new members to orient them to the preschool program. Answers questions and provide an easy transition.
6. Attends functions in addition to those parents scheduled to work. Helps coordinate end of year picnic

Class Equipment and Supplies Coordinator

1. If an item runs completely out and is needed by the next day, call or email the School Purchaser at home so that she may purchase it as soon as possible.
2. Organize and supervise your class cleaning session along with the class cleaning coordinator. A month prior to the cleaning, coordinate with your class president and class cleaning coordinator regarding the time of the cleaning. A week prior to the cleaning review the school cleaning procedure.
3. Be an active member of the Equipment and Supply committee which is chaired by the school Purchaser. This committee is responsible for school repairs, and members will be asked to help with repairs as needed.

Class Historian

1. Organize and help class members compile a collection of memories from their child's year in preschool in whatever forms you and your class decide (scrapbook, video, etc.) Be responsible for doing the necessary footwork throughout the year to prepare for the project (cost estimates, taking pictures, design covers, obtain supplies, etc.) and if necessary help class members assemble project at year's end.

Election Appointment Policy

Executive Board

The Executive Board consists of: Chair(s), Vice Chair(s), Treasurer(s) and Secretary. The current year Chair will post Executive Board positions in February and any members interested in seeking a position can sign up. The Executive Board must be elected by the entire membership. This election should take place in March or April and can be done by ballot.

Board

The current year Co-Chair will post Board positions in March. Any member wishing to seek a position may sign up. At the April Board meeting the Board will elect members to serve for the following year.

Vacated Board Positions

An officer may resign their position giving 30 days notice. The preschool Board will announce the opening to the membership and vote to replace an officer who has resigned. The new officer will serve for the remainder of the standing term. If a position is vacated with less than

30 days notice, the Executive Board may determine the need to appoint someone to serve in interim until the Board can meet to vote on a replacement.

Emergency Procedures

Inclement Weather Procedure

In the event of inclement weather, the preschool will follow the emergency information announced on the radio and television for the Kent School District. You may also check the following website for up to date information on school closures: www.schoolreport.org. Morning classes will not be held if Kent schools are cancelled, or are one or more hours late. Afternoon classes will be cancelled at the teacher and Class President's discretion. You will receive a phone call to let you know if school will be held or cancelled. Green, Blue and Purple classes will not make up days missed for forced closure due to weather. If two or more days of a White, Red, Orange, and/or Yellow are missed, the class may be made up at the discretion of the teacher and the parents.

Earthquake Guidelines

During an Earthquake

1. At the first indications of ground shaking, stay calm.
2. GRAB CHILDREN, DROP AND COVER UNTIL SHAKING STOPS.
3. Kneel, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind your neck. Putting a jacket over your head is useful too.
4. Talk calmly to the students.

If inside

1. Never dash to an exit: most injuries occur as people are entering or leaving buildings.
2. Move away from windows, shelves, heavy objects, and furniture that may fall. If in the kitchen, turn off the stove.
3. Take cover under a table, desk, or move to an interior wall or corner. Doorways have traditionally been regarded as safe locations, but be aware that doors may slam shut during an earthquake.

If outdoors

1. Move to an open space, away from buildings and overhead power lines.
2. Lie down or crouch low to the ground, since your legs will not be steady.
3. Keep looking around to be aware of danger that may demand movement.
4. If driving, stop the car away from power lines, bridges, overpasses, and buildings.
5. Children should remain in their seats and be told to hold on.
6. If the quake has been severe, do not attempt to cross bridges or overpasses that have been damaged.

After an Earthquake

Evacuation Procedures

1. Evacuation is necessary immediately after a quake because of risk of explosion and fire triggered by the quake. The teacher will begin evacuation, taking the quake backpack with her as well as the day's attendance.
2. Parents will assist with evacuation of children and carrying the first aid kit, the health and safety box, gallons of water, and other earthquake supplies. There may be considerable debris en route.
3. If major injuries have occurred, one adult should stay with the injured. All others should evacuate. Minor injuries can be cared for after the evacuation.
4. Proceed to a safe assembly area (see map, last page of this manual). Be prepared for aftershocks and the need to drop for cover en route. Account for all students. Take roll periodically throughout the disaster period. Provide all students with identification. The teacher will write each student's name on his/her skin with a permanent marker.
5. Calm and reassure frightened students. Attend to first aid needs and record injuries. Locate missing students and adults. Try to coordinate this with any church staff/members at the site.
6. Keep records of students released (to whom, time, address, and phone number of parent).
7. No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
8. No child will be allowed to leave with another person, even a relative or baby-sitter, unless we have written permission to that effect or that particular person is listed on the student's emergency card in our files.
9. All parents or designated parties who come for students must sign them out at a release station.
10. Please do not call the school. We must have lines open for emergency calls.
11. The teacher will stay with children while other adults attend to safety factors, communication, shelter, etc.

Check for Safety

1. Check for gas, water, sewage breaks and shut off if needed. The pipe wrench is in the earthquake kit.
2. Check for downed electrical line shorts; turn off power if needed.
3. Extinguish small fires before they get out of hand.
4. Seal off and indicate area where hazardous materials have spilled.

Establish Communications with the Outside World

1. Turn on portable radio (in earthquake kit). Listen for instructions.
2. Do not use telephone except for life-threatening emergencies for the first two hours after the earthquake.

Long Term Activities

1. Do not have the class re-enter the building unless it has been determined to be safe.
2. Set up shelter.
3. Prepare water: 10 drops of Clorox per gallon of water.
4. Ration food.
5. Provide diversion for children (games, songs, etc.).
6. After the first two hours, attempt to locate parents and an emergency reference person for the remaining children.

7. Allow children to talk about their feelings.

Evacuation Map

