

Kent-Meridian



Co-op Preschool

Parent Handbook 2019–2020

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Kent-Meridian Co-op Preschool

Parent Handbook



Welcome!

Welcome to Kent-Meridian Cooperative preschool! We are glad that you have decided to join us (or return to us) and hope you and your child(ren) find it a richly rewarding, educational and fun experience. We at KM are committed to building strong families. Our preschool and parent education program provides an atmosphere where families learn and grow together.

As a parent in our preschool, you are enrolled in a parent education class. Our parent education instructors lead discussions and provide invaluable assistance and support with all of your parenting concerns. They are truly wonderful resources.

Our children's exceptional teachers comprise another essential component of our program. They are loving, dedicated parents themselves, committed to helping children develop a positive self-esteem and a love of learning. They provide varied, age appropriate curriculum that encompasses social, emotional, intellectual and physical development. We are proud of our teachers and feel fortunate to have them at KM.

The responsibility of managing our school belongs to our Board. We are parents, like you, and members of KM with children currently enrolled in the preschool. We volunteer our time and effort to help the preschool function as well as possible. We develop policy, hire teachers, run fundraisers, collect tuition, supply the school, oversee safety of our members, pay operating expenses, keep members up to date and generally make sure things run smoothly. We have a number of open board positions open for this year so please let us know if you have an interest in volunteering in this area. If you would like to get involved in running our preschool, we'd love to have you on the board!

The most important part of our school is YOU – the children and parents of KM. We form a rich diversity of families who come together to provide a truly enriching preschool environment for our children and ourselves. Thank you for your commitment to your children and our preschool. Have a great year!

Danielle Bauder
Board Co-Chairperson
425-232-5699
cochair1@kmcoop.org

Becky Herinckx
Board Co-Chairperson
360-292-2986
cochair2@kmcoop.org

Kent-Meridian Cooperative Preschool 2019 - 2020 Board Roster

Board Position	Name	Phone	Email
Chairperson	Danielle Bauder	(425) 232-5699	cochair1@kmcoop.org
Chairperson	Becky Herinckx	(360) 292-2986	cochair2@kmcoop.org
Vice Chairperson	Eileen Burns Caparoso	(415) 717-5051	fundraising@kmcoop.org
Vice Chairperson	Cindy Kunitsugu	(206) 459-6918	fundraising@kmcoop.org
Treasurer	Renee Arnits	(360) 431-4521	treasurer@kmcoop.org
Tuition Treasurer	Cleia Marcon	(206) 459-3315	tuition@kmcoop.org
Secretary	Chantale Gore	(404) 538-6482	secretary@kmcoop.org
Registrar	Liz Pogreba	(206) 351-0502	registrar@kmcoop.org
Purchaser	Eileen Burns Caparoso	(415) 717-5051	
Publicity	Vacant		publicity@kmcoop.org
Health & Safety	Lisa Perkins	(206) 794-5633	health@kmcoop.org
Newsletter Editor	Taylor Herinckx	(206) 331-6032	editor@kmcoop.org
Webmaster	Jason Watts		webmaster@kmcoop.org
Librarian/Scholastic Rep.	Heather Meier	(253) 569-8252	scholastic@kmcoop.org
Member at Large	Vacant		
Class	Class President	Phone	Email
White (Infant)	Vacant		
Red (1 yr)	Peter McGinnis	(206) 290-4674	petermcgin@yahoo.com
Orange (2 yr)	Ginger Greaves	(509) 769-8529	ginger.l.greaves@gmail.com
Green (3 yr)	Carolina and Curtis Aranda	(425) 919-6354	curtisa@johnlscott.com carola_uti@hotmail.com
Blue (3.5 yr)	Vacant		
Purple (4-5 yr)	Vacant		
Class	Teacher	Phone	Email
White	Susanne Brach	(206) 280-8066	billbrach@comcast.net
Red	Cris McCartin	(253) 569-6001	cm682005@yahoo.com
Orange/Blue	Jen Hartvickson	(206) 579-7059	dj.hartvickson@gmail.com
Green	Cindy Daraskavich	(253) 939-4574	cdaraskavich@aol.com
Purple	Natasha Whiteman	(310) 401-4557	Natascha.whiteman@gmail.com
Class	Parent Ed. Instructor	Phone	Email
White/Orange/Blue/Green	Susanne Brach	(206) 280-8066	billbrach@comcast.net
Red/Purple	Jen Hartvickson	(206) 579-7059	dj.hartvickson@gmail.com

Kent Meridian Co-op Schedule of Events 2019-2020

August Mon 8/19	Board Meeting
Tue 8/27	All School Picnic, 10am-12pm Lake Meridian Park
September Mon 9/2	Labor Day
Fri 9/6	Open House 9:30 – 11 am
Mon 9/9	New Families Orientation - 6:00-6:45pm Preschool & Evening Orientation - 6:45pm Large Muscle Room
Tue 9/10 – 9/11	Daytime Orientations (times vary by class)
9/16	First Day of School
9/16	Board Meeting 7pm
October Tue 10/8	Purple Class Cleaning
Mon 10/21	Board Meeting 7pm
Fri 10/25	TRUNK OR TREAT
November Mon 11/11	NO CLASSES - Veterans Day
Tue 11/12	Orange Class Cleaning
Sat 11/16	All school family dinner & basket raffle
Mon 11/18	Board Meeting 7pm
Thur 11/28 & 11/29	NO CLASSES – Thanksgiving Break
December Mon 12/16	Board Meeting 7pm
12/16 - 1/3	NO CLASSES - Winter Break
January Mon 1/6	First Day Back to Class
Mon 1/13	Board Meeting 7pm
Mon 1/20	NO CLASSES –MLK Day
Tue 1/21	Blue Class Cleaning
Fri 1/24	Open House 9:30 – 11 am
Tue 1/28	Orange Class Family Night
February Mon 2/3	Board Meeting 7 pm
Mon 2/10	Purple Class Family Night
2/17 - 2/21	NO CLASSES – Mid-Winter Break
Mon 2/24	Green Class Cleaning
March Mon 3/2	Kindergarten Readiness Night
Mon 3/16	Board Meeting 7pm
Mon 3/23	Green Class Family Night
April 4/6 – 4/10	NO CLASSES - Spring Break
Tues 4/14	Red Class Cleaning
Mon 4/20	***All School Meeting*** - Board Meeting 7pm
Tue 4/21	Blue Class Family Night
Mon 4/27	Red & White Class Family Night
May Mon 5/18	Board Meeting 7pm
Fri 5/22	Last Day of Classes
Tue 5/26	End of year picnic, 10am – 12pm, Morril Meadows Park Evening pack out, preschool, time TBD

General Information

1. Children should arrive promptly at the time designated for school to begin, no earlier than five minutes before class time.
2. If a child is not well enough to go outside, (s)he is not well enough to come to school. Please see the guidelines outlined the Policies and Procedures Manual.
3. 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.
4. 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.
5. While in preschool, a child is free to explore his environment as long as:
 - a. (S)He does not hurt him/herself or another person.
 - b. (S)He does not damage or destroy equipment or materials.
 - c. (S)He does not interfere with another child's activities.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.
6. **Parents are responsible for finding a replacement if they are unable to work on a scheduled working day.** Keep in mind that working short handed puts unnecessary pressure on the children and the other working parents.
7. 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.
8. See Policy and Procedures Manual for information about Infant and Occasional Visitors.
9. Please bring to 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!

A Message Regarding Tuition

Dear Preschool Parent or Caretaker:

Welcome to the Kent-Meridian Cooperative Preschool! Since we are a non-profit organization, our preschool runs strictly on the monies collected from tuition and fundraising activities. It is vital that we maintain a steady cash flow in order to pay teacher salaries, rent, and other operating costs. Paying tuition on time is essential in helping to make our preschool run smoothly. Your assistance in this matter is greatly appreciated.

Class tuition is due on the first of each month. You may pay either by check or online.

1) **Checks** should be payable to Kent-Meridian Co-op Preschool, and clearly labeled with your child's name, class, and month(s) you are paying for. Checks should be mailed to:

P.O. Box 5644, Kent, WA 98064-5644

*TIP: Many banks provide a bill-paying service in which the bank will mail a check to us on a specified date at no additional cost to you. This can be a convenient way to save postage and set up pre-scheduled payments throughout the year.

2) **Online payments** may be made on our website through PayPal. **Please note that, because it costs the preschool additional time and money to provide the convenience of an online payment option, our online prices (as posted on the website payment page) incorporate a small handling fee. If you wish to avoid this fee, you may mail your tuition as described above.*

With PayPal you can pay tuition **one month** at a time, or pay for **several months** at once. To pay for multiple months in one transaction, simply adjust the "Quantity" in your shopping cart during the payment process. You may also set up **recurring payments**, so that your tuition payment is automatically made on the same day of each month. See <https://www.kmcoop.org/online-payments> for details.

Tuition which is not paid by the 10th of each month will be considered late and a \$25 late fee will be applied.

If, due to unforeseen circumstances, you expect to have difficulty meeting a payment deadline, please contact the Tuition Treasurer tuition@kmcoop.org. We will do our best to work with you to make special payment arrangements if necessary.

If you should ever find yourself in a position where you are unable to afford the cost of preschool tuition, Kent Meridian Co-op Preschool may have scholarship monies available. Contact your class president, teacher, or Tuition Treasurer for information and/or an application. Application information is always kept confidential for your privacy.

Please feel free to contact the board if you have any questions or concerns. We wish you a fun, rewarding, and positive experience with the Kent Meridian Co-op Preschool!

Have a great year!

Sincerely,

Danielle & Becky – KM Co-Chairs

Cochair1@kmcoop.org & Cochair2@kmcoop.org

SEND TUITION PAYMENTS TO:

Kent Meridian Co-op Preschool

P.O. Box 5644

Kent, WA 98064-5644

Fundraising - Profit Dollars 2019 – 2020

Welcome to Kent Meridian Cooperative (KM Co-op) Preschool's Fundraising Program. We are Eileen Burns Caparoso & Cindy Kunitsugu, your Co-Vice Chairpersons. Our job is to help you with fundraising throughout the school year, making it both easy and profitable.

We ask our members to participate in fundraising each year to help keep our tuition costs down while enabling us to pay our expenses. You earn "profit dollars" for the preschool when you take part in fundraising projects. Profit dollars equal the amount of profit the preschool earns for each item you sell. **The profit dollar requirement for each family is \$135 (1 child) or \$189 (2+ children)**, and it will be prorated if you are enrolled for less than the full school term.

There are various ways to fulfill the fundraising requirement:

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 or
3. Do a little of both.

Your profit dollars are due by May 1, 2020 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 gets closer. 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.

The following is a sampling of prospective fundraisers for the year and is subject to change.

October: Otis Spunk Meyer Cookies and Scrip

January: Taco Time Coupons and Mixed Bags

March: Brown Bear Car Wash Coupons

Again, you are not obligated to participate in any or every fundraiser; they are simply available to help offset the cost of your fundraising requirement. Writing a check for the full amount or making installment payments for this requirement is acceptable. The Vice Presidents in your class will keep you updated on the fundraising information.

Various other social and fundraising events will also be held to raise additional funds for the school such as restaurant dine out nights and the KM potluck. These events will be organized by other volunteers and you cannot earn profit dollars by participating in them. If you have any questions, please contact your class Vice President, and/or one of us.

Thank you! Have a great year!

Eileen Burns Caparoso
415-717-5051
fundraising@kmcoop.org

Cindy Kunitsugu
206-459-6918
fundraising@kmcoop.org

Infant and Occasional Visitor Policy

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

- The parent pays a one-time \$15 fee (to cover expense of liability insurance).
- The parent completes health and safety forms (immunization etc.) for the infant.
- When in class, the infant is in a front and/or backpack/sling. 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.
- Infants reaching their first birthday during the course of the school year may continue to attend class pending teacher approval and that **all** the above conditions are still met.

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 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 accident insurance). This fee will be added to the parent's tuition charges for the next billing cycle. 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.**

Both a registered infant and an occasional visitor are covered only by KM Co-op's liability insurance and not by KM Co-op's accident/medical 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.

Common Questions

When Is Your Child Too Sick To Go To Preschool?

Children from ages one to five catch an average of up to six or seven colds a year as they build up immunities to over 100 types of cold viruses. Given that, it can be challenging knowing when to keep your child home from preschool. Parents are required to keep their children, or themselves, with a known communicable disease at home.

Children with a fever of 99.9 degrees Fahrenheit or higher should be kept at home, preferably until the fever has been gone for 24 hours. Vomiting, diarrhea in the past 24 hours, green or yellow discharge from the eyes, or a child who appears lethargic indicates a need to stay home. Discolored nasal drainage cannot be used as a single factor in deciding whether or not a child stay home. If a child has been on antibiotics for 48 hours and shows signs of improvement, the child may come to preschool.

Please remember, washing hands often and avoiding touching eyes and noses are important preventive measures in spreading disease. Also, teaching children to cover their mouths when they cough with the inside of their arm at the elbow, rather than into their hands, decreases the chances of spreading illnesses.

If you have further questions or concerns, please contact your doctor before bringing your child to preschool.

How Do I Know If Class Is Cancelled Due To Weather?

In the event of inclement weather, Kent-Meridian Co-op Preschool will follow emergency information announced via radio and/or television for the **Kent School District**. You may also check out their web site at www.schoolreport.org. If Kent schools are one hour or more delayed KM morning classes will be cancelled. In the event of a delayed start, afternoon classes will be cancelled at the teacher and/or Class President's discretion. You will receive a phone call to let you know if your afternoon class has been cancelled. If Kent Schools are closed KM will be closed as well.

Drop Policy

The KM Co-op Member is responsible for giving **two weeks** notice before dropping a class. The member must notify the classroom 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.

Snack Information

Snack time for the preschoolers is more than just a time to eat. We can use this time to emphasize *nutrition* and *good eating*. It is also a time for development of *social skills*, *self-help skills*, *small muscle coordination* and *language*. Snacks **do not** need to be complicated to be tasty and nutritious to children. **PLEASE NOTE: WE ARE A NUT-FREE SCHOOL!**

The following are examples of foods to **AVOID**. These foods may cause choking in young children OR contain nuts.

“Hard Candy “Raw Vegetables (e.g. carrots)* “Whole Cherries “Hard Cookies “Some thick sliced fruits “Grapes “Hot Dogs (whole) “Peanut Butter “Nuts “Raw Peas “Popcorn “Tortilla Chips “Whole Large Marshmallows

**DO NOT GIVE ANY RAW VEGETABLES UNTIL BACK TEETH (2 YEAR MOLARS) ARE IN.*

The following are suggestions for **APPROPRIATE** snacks.

1 YEAR OLDS

Soft fruits, melons
Dried cereals
Graham crackers, Goldfish crackers, animal crackers
Shortbread or other plain, low sugar soft cookies
Rice cakes
Cheese - string or cubed cheddar
Breads/mini muffins (banana, pumpkin, zucchini)

2 YEAR OLDS

ALL 1 YEAR OLD FOODS PLUS:

Apple wedges
Grapes (quartered)
Pineapple chunks
Crackers
Orange sections
Flavored cream cheese spread on crackers

3 - 6 YEAR OLDS

ALL 1 and 2 YEAR OLD FOODS PLUS:

Fruit snacks
Most fruits
Vegetables
Cheese and cracker packets
Granola bars

NOTICE: If your child has a restricted diet, the restrictions should be posted and a month's supply of a substitute staple put in the kitchen cupboard. *Inform your Health & Safety Officer of all restrictions.

SCHOLASTIC BOOK ORDER CLUB

Welcome Kent Meridian Co-op members to the “Scholastic Reading Club”! If you are a returning member of the Co-op, you are undoubtedly aware of this great benefit offered to all Co-op members.

If you are new to the Preschool, you are in for a pleasant surprise.

Through the Preschool, members can order great books for their children at substantially reduced prices! Several times during the year you will receive several book club flyers. Each flyer offers a large variety of books for you and your children to enjoy. You benefit from the selection, reduced prices, and no sales tax. The preschool earns bonus points for each item purchased. These bonus points enable us to order free books, cassettes, electronic equipment and many other items that our teachers can use with our children in the classroom.

To order books online:

1. Visit the Scholastic website at www.scholastic.com/readingclub
2. On the parent page, register you and your child and when prompted, enter the **one-time Class Activation Code: HRY6V**, which will also be provided in the letter attachment with the book club flyers. This unique code ensures that your order is sent to the correct place. *If you have used Scholastic Books online before you WILL need to register again.*
3. You will notice that everyone is listed in “Heather Meier’s class”, even though your classroom teachers are actually Susanne, Jen, Cindy, or Cris.
4. Choose the flyers you want to order from and select the books you want on the online order form by the due date, again given in the letter attachment with the book club flyers.
5. Pay online with a credit card.

Your books will be bagged and labeled for you and delivered to your classroom when they arrive, usually within two weeks from the due date.

If you have any questions, please feel free to contact me. I hope you will take advantage of this marvelous way to enhance your home library and help our preschool as well. I wish you many happy hours reading with your children.

Heather Meier
253-569-8252
scholastic@kmcoop.org

Unanswered Ideas? Unresolved Concerns??

Since KM is a cooperative preschool, we value the input and concerns of everyone enrolled and involved. Your Preschool Board members, teachers, and instructors encourage you to talk to us directly if you have ideas or concerns about our program and/or classes. Your direct feedback allows us to get a clear picture of your idea or concern, so that we may respond quickly and appropriately. But, if you are uncomfortable talking to us directly or have tried to do so, and feel you have not received a satisfactory response; please take the time to complete the short form below. Place the completed form in a Co-Chairperson's folder. We will personally get back to you within a week of receiving your form. Thank you.

Request for Response

My idea and/or concern is:

Steps I have tried are:

End result I would like to see is:

Name/Class: _____

Phone Number (and times to be reached at this number): _____

Please put this form in either Co-Chairpersons folder. We will get back to you within a week of receiving the form.

Thank you,

Danielle Bauder & Becky Herinckx, Co-Chairpersons