

**MIDDLETOWN
COOPERATIVE
PRESCHOOL, INC.**

**HANDBOOK
OF
GENERAL POLICIES
AND
PROCEDURES**

(Revised September 2, 2011)

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MISSION STATEMENT AND PURPOSE

Formed by parents, a Cooperative preschool gives young children opportunities to share experiences with their peers in an environment designed for their particular needs and under the guidance of teachers and parents who are interested in helping them to achieve their full potential. The Middletown Cooperative Preschool, Inc. (hereinafter the "Co-op") desires to help each child meet new challenges, master everyday tasks, and explore new worlds, through the use of a variety of physical equipment and group activities. Children attending the Co-op will be encouraged to make use of a wide variety of materials, equipment, and toys; to participate in adventures of scientific discovery; to experiment in arts, crafts, and role-playing; and to enjoy the sound and rhythm of music.

The Co-op emphasizes the following:

Individual Acceptance: Children can be accepted as individuals and helped to develop their capacities at their own rate.

Freedom within Limits: Children can learn acceptable limits and be encouraged to play freely within these limits exercising their imagination and curiosity under guidance.

Child-Sized World: Children participate in a relaxed and friendly atmosphere among others their own age.

Three-Year-Olds Class Objectives:

1. Promote socialization with peers by providing materials which children share and talk about.
2. Introduce routines for group living by having children take turns, make a line, sing together, put away toys, listen to a story, read to a group, and follow directions given to a group.
3. Develop large motor skills by helping children climb, swing, run, jump, march, move arms, hop, and skip.
4. Begin to develop fine motor skills through use of crayons, chalk, paintbrushes, pencils, and scissors.
5. Increase visual skills and manipulative skills through use of puzzles, matching games, building toys, and sewing cards.
6. Promote language use by encouraging children to ask each other for turns, to ask an adult for help, and to talk about experiences.
7. Introduce concepts of color, shapes, sizes, numbers, and letters by using crayons, art projects, lotto games, counting games, alphabet puzzles, songs, and books in the classroom.
8. Encourage appreciation of music by using songs, tapes, and rhythm instruments in class.
9. Help children feel good about themselves by praising accomplishments, allowing role-playing and dramatic play, and providing open-ended art experiences.

Four-Year-Olds Class Objectives:

1. Include all Three-Year-Olds Class objectives at more than an introductory level and geared toward Kindergarten readiness.
2. Write their own names with upper case letters at the beginning with assistance and through practice.
3. Learn full names, addresses, and phone numbers.
4. Demonstrate more independence in carrying out art projects, use of the bathroom, and putting away toys.

PARENT PARTICIPATION AT THE COOPERATIVE

Parent Participation

Parent participation is a key and essential element in the proper and successful functioning of the Co-op. Parents not only hire the teacher, purchase equipment and supplies, maintain the classrooms and equipment, and plan for future needs, but also and most importantly serve as classroom helpers on a rotating basis. The success of the Co-op depends greatly on the contributions of parents particularly in terms of time and talent. In addition to participating in the classroom, parents have many other opportunities to contribute. See the sections below for other ways that parents can participate.

Types of Participation

Committees

Each committee has a chair and several members depending on the committee's function. Committees include: Three-Year Old and Four-Year Old student yearbooks, classroom maintenance, fundraising, enrollment, publicity, equipment maintenance, etc. A complete list of the current chair people and committees will be distributed to parents at the September general membership meeting. This list is also available upon request from any Executive Board member at any other time.

Individually

Individual opportunities for involvement include:

- scheduling classroom helper parents as the Participation Chairperson, and /or

- purchasing snacks and supplies for the classroom as the Snack and Supply Chairperson. (Teachers will provide a list of requested snacks.)

Special Opportunities

If your schedule does not allow for regular classroom participation as a classroom helper, another option is to provide goods or services that will benefit the Co-op. In the past, parents have provided legal services (helping the Co-op settle a dispute over a bill), construction services (upgrading the playground), and artistic services (illustrating the classroom walls). Another option is to work with the teacher to schedule a field trip or invite visitors to the classroom to enhance the learning experience. Through these opportunities, you can be creative and utilize your own unique talents and interests.

Classroom Helper Parent

All parents with children enrolled at the Co-op may participate in the classroom as a classroom helper parent. Occasionally a parent may have a work schedule that prohibits classroom participation; however, if one's work schedule permits, parents will find that participation will be a rewarding experience for both the parent and the child. Classroom participation is optional and tuition rates reflect whether parents participate in the classroom or not. (See "Tuition and Fees" for both classroom helper families and non-participating families.)

Classroom Helper Parents vs. Non-participating Parents

Classroom Helper Parents

When a parent commits to participating in the classroom, the following procedure will apply. The Participation Chairperson will set up a monthly schedule of parental participation that will be provided to all classroom helper parents and will notify parents of their scheduled days to help in the classroom. As a "classroom helper parent," you will help in the classroom as an assistant to the teacher. The Participation Chairperson will consider special requests regarding scheduling assignments. The Participation Chairperson and the Executive Board will determine extenuating circumstances on a case-by-case basis. Each family is expected to help with transportation or participation for scheduled field trips at some point during the school year.

Classroom helper parents must provide for the care of siblings during their scheduled participation time, as siblings may not legally be at the school if they are not registered students. Often "swapping" or baby-sitting arrangements can be made with other parents in the Co-op. (Refer to the announcement board in the hallway of the Co-op for a list of parents who may be available to help sit for other children on days you help in the classroom.) Parents bringing other children not enrolled in the school on their participation day will be sent home and a substitute classroom helper parent will be called.

Your specific duties as a classroom helper parent are listed in the following section entitled "Classroom Helper Parent Duties," as well as in the section entitled "Cooperative Daily Classroom Schedule." The teacher will elaborate on your duties at the first meeting in the fall and will probably offer concrete suggestions before and at subsequent meetings during the year.

Non-participating Parents

These parents are exempt from participation in the classroom; however, they are not only encouraged, but also expected to contribute to the Co-op in other ways as well as take part in fundraising activities. As previously mentioned, some opportunities to get involved and contribute include: being a committee member, chairperson, or board member; providing assistance at special functions; and attending field trips and special events. Additionally, each family is expected to participate in one housekeeping session. A housekeeping schedule will be distributed separately.

CLASSROOM HELPER PARENT DUTIES

Before the end of each month classroom helper parents will receive a schedule from the Participation Chairperson with the days each parent is to take his or her turn as an assistant teacher for the following month. If you find that you will be unable to participate on the day you are scheduled, you are responsible to find another parent to exchange with you and to inform the Participation Chairperson (not the teacher) of the change in advance of your assigned day. (A class roster with the names and contact information of other parents will be distributed separately from this handbook for your reference.) If for any reason you are unable to make arrangements for another person to take your place, call the Participation Chairperson. In the case of sudden illness or other emergencies, the Participation Chairperson will help find a substitute parent for your scheduled time.

The days you help in the classroom are very special ones for your child. Your child has the privilege of having you there to share friends and experiences and may be thrilled to be your special "helper." Sometimes, your child may "act up" on your teaching day, particularly when you cannot give your child your undivided attention. Under such circumstances, it is wise to respond with understanding to this behavior, but try to remain more in the role of teacher than parent. Perhaps you could say, "I'll help you when I'm done helping Jane. Would you like to sit next to me while you wait?"

On the day you participate, you become "professionally" engaged in the duties of assistant teacher, with definite responsibilities for the day's activities. Bringing a younger or older child to school on your participation day hinders the value of your assistance; therefore, other arrangements must be made for the care of such children as discussed in detail earlier.

A mother's pregnancy or illness need not deprive her child of the Co-op preschool experience. In case the mother cannot participate and special arrangements need to be made, the Participation Chairperson is responsible for solving each problem as it arises in accordance with the following stipulations:

1. pregnant mothers will be expected to actively participate in the preschool through their seventh month of pregnancy and again six weeks following delivery and will fulfill their number of participation days within this time span;
2. the Executive Board will consider exceptions to this format for medical reasons upon written advice of their physician; and
3. pregnant mothers will not be required to have a TB test as long as they have a signed statement from their physician.

Daily Participation Duties and Suggestions

1. Dress comfortably. You will be quite active.
2. Please arrive at 8:45 AM so that you have adequate time to preview the day's schedule and to discuss what tasks you will be performing as an assistant for that day.
3. Interaction is more important than cleaning (although cleaning up after snack is essential).
4. Let the children do as much as possible for themselves from art projects to toileting to dressing. Encourage independence and competency, but remain sensitive to frustration.
5. Try redirecting children by telling them what should be done ("Sit this way" or "Play with it gently") and by giving them appropriate words to use ("May I have a turn when you are done?"). Notify the teacher if a situation requires further attention.
6. Stay home and find a substitute parent if you have had the flu or virus within the last 24 hours, are sneezing or coughing with a fresh cold, or are running a fever.
7. The most important suggestion of all! ENJOY YOURSELF and your own competencies, your child and his/her growth and zest for living, and the other children and their uniqueness.

COOPERATIVE DAILY CLASSROOM SCHEDULE

The following routine is consistently followed on a daily basis so that every participant can know what to expect; however, there is flexibility in the school program so that schedules can be varied as needed to meet the children's interests and the requirements of special events for the day. The teacher welcomes any suggestions as do the President, Executive Board members, and other parents.

Classroom helper parent and teachers arrive – At 8:45 AM, the teacher, the teacher's aide, and the classroom helper parent review the plans for the day, set-up art and other supplies needed, and divide responsibilities for the day's program.

Children arrive and group time – Children should be dropped off at 9:00 AM as class starts promptly at 9:00 AM. Parents must bring their children to the classroom door. Children enter and group time begins. Group time will consist of discussions about the calendar, weather, and ideas for the four-year-olds class and weather and “what we will do today” for the three-year-olds class.

Activity of their choice/art project – During this free play hour, children will take turns completing the art project for the day in small groups. When they are not working on their project, they may choose another activity. A child may use the bathroom at any time as long as they check with the teacher before leaving the room and have an adult accompany them. [The classroom helper parent may supervise in the art room or general activity room. It is helpful to suggest activities to a hesitant child, but respect their freedom to choose.]

Clean up – All toys are put away and children find a place at the table. [The classroom helper parent assists with the bathroom as needed and then comes into the general room to help children.]

Snacks and conversation – The Co-op may ask parents to furnish a mid-morning snack for the children. Snacks vary and teachers will sometimes involve the children in "cooking projects" to make a snack. When snack has finished, children put cups and napkins in the wastebasket and come to the rug for a group activity. Children often choose books to "read" while waiting for their friends to finish.

Group activity time – Children discuss projects, tell stories, sing songs, and enjoy finger plays. [The classroom helper parent participates with the group except when needed to help finish with clean up.]

Outdoor play and games or gross motor activities indoors – Depending on weather conditions, children participate in outdoor play and games. There will be two adults outdoors with the children at all times. [The classroom helper parent begins to sort things out to be taken home and clean up in the art room.]

Prepare for departure – Children put on sweaters or coats and gather belongings to take home.

Children depart promptly – Parents pickup children promptly at 12:00 PM. [The classroom helper parent finishes cleaning up, sweeping, and putting supplies away.]

**TUITION & FEES
for 2011-2012 School Year**

The annual tuition for the 2011-2012 school year is as follows:

	Classroom Helper Parents	Non-Participating Parents
Three-Year-Olds (T/TH)	\$1,230	\$1,530
Four-Year-Olds Class (M/W/F)	\$1,520	\$1,830

Registration Fee

A **non-refundable** registration fee of \$50 per child is paid at the time the "Intent to Enroll" form is submitted to the Co-op. This fee covers enrollment and insurance costs and serves to hold your child's place in a class (or on a waiting list) until August 1st.

Tuition Contract

Parents or guardians are responsible for signing the Tuition Payment Contract and returning it to the attention of the Treasurer by August 1st. The Tuition Payment Contract clarifies the parent's tuition payment responsibilities and assists the Treasurer in budgeting for the 2011-2012 school year.

Payment Options***

The school offers three payment options:

1. **Annually:** Tuition may be paid on an annual basis (one payment due August 1st, 2011).
2. **By Semester:** Tuition may be paid on a semester basis (two equal payments due August 1st, 2011, and January 1st, 2012).
3. **Monthly:** Tuition may be paid in ten equal payments due the 1st of each month from August 2011 to May 2012.

***If another payment schedule would better suit your needs, please contact the Treasurer to make other arrangements.

Payment Methods

All checks are to be payable to **Middletown Cooperative Preschool, Inc.** During the school year, payments may be dropped off at the school. There is an envelope on the classroom door labeled "Treasurer" into which you may place your payment. Please put your payment in an envelope with your child's name and class. Alternatively, you may mail your payment to the Middletown Cooperative Preschool, Inc., 24 Old Church Street, Middletown, CT 06457, ATTN: Treasurer.

August 1st Payment (Deposit) and Waiting List

The August 1st, payment is considered **a deposit and confirms** enrollment of your child for the school year. The purpose of this payment in August is to maintain a stable and full enrollment for the school as well as provide funds needed to start the school year. If your payment is not postmarked by August 1st, the school will assume that your child will not be attending in September for the upcoming academic year. If the school has a waiting list for the class, it will then fill vacant positions in the order registration fees were received. If your child attends school for the entire year, the August payment (deposit) will be applied to cover the last 10% of the annual tuition. In the event of late entry into the Co-op, the full deposit with the prorated month's tuition is due by the start date. In the event of early withdrawal, the deposit will be forfeited if thirty days written notice to the Treasurer and the teacher is not given prior to withdrawing a child from the Co-op.

Late Fee

If your payment is more than 10 calendar days late, a **15%** late fee of the overdue payment will be charged to your account, you will be notified in writing of the delinquency, and your child will not be permitted to begin or continue school until payment is made. Any special arrangements must be in writing and set up in advance through the Treasurer with Executive Board approval.

Returned Check Fee

A fee of \$25 will be charged per returned check.

Sibling Discounts

If more than one child is registered at the Co-op from a family, a 10% deduction may be taken from the lower tuition. The deduction will be taken on each payment option. If two children (i.e. twins) are enrolled in the same class, one of the tuition payments may be discounted by 10%

Late Enrollment

Those enrolling after the opening of school will be charged the Registration Fee, a prorated deposit payment, and tuition on a daily basis until the regular payment schedule can be followed thereafter.

Deductions

No deduction will be made for absences, with the following exceptions:

1. In the case of an extended illness, tuition will be charged for the first month only and tuition payments will resume upon the child's return to the Co-op.
2. In the case of withdrawal, a 30-day written notification to the Treasurer and the teacher must be given to allow the school to recruit a replacement without loss of income. Tuition for this period must be paid; however, you will not be responsible for the balance of the year so long as 30 days written notice is provided as delineated above. The deposit payment will be rebated based on the percentage of the school year attended (i.e. if the child withdraws after 10 weeks, the refund will be 75% of the original deposit payment).

FUNDRAISING

Fundraising is vital to the Co-op. The money raised through fundraising is necessary to support the Co-op's annual budget. All families must meet their fundraising requirement in one of the following ways:

1. Participate in the various fundraisers held throughout the year (2 in the fall, 1 in the spring.). If a family still does not meet the fundraising requirement after participating in the fundraising activities, the family will be required to pay off the balance at the end of the year.
2. "Buy out" the fundraising requirement by making a lump sum payment at the beginning of the year or by paying said requirement in monthly installments.

The fundraising requirement for the 2011-2012 academic year is as follows:

\$150.00 per annum for the first child enrolled at the Co-op and \$50 additional per annum for each additional child enrolled at the Co-op. Families joining after September will have their fundraising requirement prorated by 10% per month.

The Fundraising chairperson will keep track of each family's goals and give updates throughout the year after each fundraiser.

Fundraisers

The Co-op typically sponsors three fundraisers over the course of the school year. While these fundraisers may be changed or added according to need at the discretion of the Executive Board and the Fundraising Committee, they have typically included selling items such as Yankee Candles and Munson's Chocolates as well as the Teacup Social.

Fundraisers such as **Yankee Candle** and **Munson's Chocolate** simply involve fundraising families generating catalog sales from their own friends and families, with the pre-school receiving anywhere from 30-50% of the profits from sales.

The **Teacup Social** is an event held in the Spring for friends and family of the Co-op, where drawings are held for approximately 100 different items donated by area businesses and Co-op friends and family. Typical donations include gift certificates to area restaurants, salons, and shops; merchandise; toys; etc. During the months leading up to the Teacup Social, Co-op families are asked to solicit donations/prizes for the Social. At the first parent meeting in September, all families will receive information to help them solicit donations for the Teacup Social. The goal is to obtain as many donations as possible to ensure a wide variety of prizes so that we can sell as many tickets as possible. A few weeks prior to the Teacup Social, invitations will be sent to both current Co-op families as well as alumnae families. Current families are also encouraged to invite friends and family of their own to attend this event.

A few weeks prior to the event, families who have opted to participate in fundraising will be asked/encouraged to buy tickets to the Teacup Social and re-sell them to friends and family. On the night of the Teacup Social, all of the prizes will be displayed on tables in the church parlor with coffee cans or cups in front of each prize. Individuals who have purchased tickets write their names on the back of their tickets and place their tickets in the coffee cans or cups for the prizes they are interested in. After everyone has had a chance to put all their tickets in the appropriate drawings, volunteers from the Co-op will conduct the drawings for prizes. It is important to note that fundraising families who purchase and re-sell tickets *prior to the event* will have those ticket sales credited to their fundraising obligation. For instance, if the Jones family buys \$50 worth of tickets to re-sell to their own friends and family, that \$50 will count toward their fundraising obligation. **Any tickets bought at the door on the night of the Social will not count toward any family's fundraising obligation.**

It is also important to note that families who have opted not to participate in fundraising are welcome and encouraged to take part in the Teacup Social as it is a great social event. Any and all families may get involved by:

- obtaining donations;
- buying and selling tickets; and/or

- volunteering to help on the night of the Social (set up, clean up, bake, and/or sell tickets at the door).

This night is filled with lots of excitement and many families continue to attend long after their children have graduated from the Co-op!

COMMUNICATION

Parent-Teacher

A successful cooperative preschool program does not exist without effective communication between parents and teachers. Parents should feel free to contact the teacher at any time when they have questions or concerns about their child's progress. Likewise, the teacher will initiate contact with the parents should they feel the need. Parent-Teacher conferences are held once per year in March. A sign-up list for conference times will be posted.

Parent-President Communication

A membership-elected Executive Board, headed by the school's President, governs the Co-op. The teacher and teacher's aide are voting members of the Executive Board. To achieve the true sense of a Co-op, parents should feel free to contact and to maintain communication with the school's President either directly or through any Executive Board member. This ongoing communication will help both teachers and parents fulfill school policies and adhere to procedures. Parents are welcome to attend all Executive Board meetings. A schedule of these meetings with the current Executive Board members and their contact information will be distributed separately.

Scheduled Meetings

There are two scheduled meetings set aside for regular Co-op preschool members. One meeting is held in early September, and the second is the annual spring meeting which will be in early June. These meetings are mandatory and attendance is required by at least one parent or family representative. The teacher and teacher's aide attend and take an active part in the meetings. Refreshments are served affording an opportunity for informal conversation with the teacher and teacher's aide, Executive Board members, and other parents.

Suggestion Box

A suggestion box is located on top of the parent's mailboxes so that you may provide feedback either anonymously or with your signature. All suggestions will be taken into consideration by the Executive Board, teacher, and teacher's aide.

Website

A website is maintained by the preschool. The web address is www.middletoncoop.org. General information and registration forms can be obtained here. If you would like to refer anyone to the Co-op (i.e., friends, relatives, neighbors, acquaintances, etc.), the website is an excellent resource for general information about the preschool (i.e., the program, a typical day, tuition, etc.).

RULES AND PROCEDURES

Medical Emergency

In the case of a medical emergency at the Co-op, 911 is called to arrange for an ambulance. The teacher will accompany the child/children to the hospital. The teacher's aide will notify any parents involved and have them go directly to the emergency room. If a parent cannot be reached, the teacher's aide will call the next name on the child's emergency transportation list. Next, the teacher's aide will call the Participation Chairperson to arrange for a parent to come in for staff coverage.

Fire Instructions

In the event of fire, the staff will immediately bring all children out of the building through the door to the playground to an assembly point on the sidewalk. The classroom helper parent will call 911 from a nearby building. If necessary, the classroom helper parent will then call the President to begin the phone chain to alert parents to come and pick up the children. If a parent cannot be reached, the first person on that child's emergency transportation list will be called.

Phone Chain

When the phone chain begins, the teacher calls the President and describes the situation. The President then calls the first name on the three-year-olds class and four-year-olds class list to start the chain. When the first person receives the call, he/she calls the next person on the list and relays the information. This process repeats down the list until the last person calls the first person to signal that the chain is complete. If you cannot reach the next name after yours on the list, then call the following name to insure that the chain does not stop.

Disaster

In the event that the Co-op needs to be evacuated due to severe fire or disaster, the children will be walked across the green to South Congregational Church for shelter. Parents will be called to bring the children home or to transport them to Bradley Airport (Middletown's reception area) in the event of a serious disaster.

School Calendar

Although the Co-op starts later and ends earlier than the Middletown Public Schools, it follows the Middletown Public Schools calendar concerning vacations and scheduled days off. It is the policy of the school that cancelled school days will not be made up.

Severe Weather

The Co-op follows the Middletown Public Schools policy for closing in severe weather. All local radio (WTIC, WCNX) and TV stations carry school closing information. ***If Middletown Public Schools' opening is delayed 90 minutes, the Co-op will be closed that day.*** If severe weather begins after the children are at school, the teacher will call the President to initiate the phone chain (see Phone Chain above) and ask parents to pick up their children immediately. The staff and children will wait in the interior hallway between the parlor and classrooms to be safe from broken glass, falling trees, etc.

Illness

Please keep your child home if they have had a fever over 100 degrees in the last 24 hours, have had the flu or a virus within the last 24 hours, have vomited in the last 24 hours, is sneezing with a fresh cold, or seems "not quite themselves." Parents are expected to assume responsibility for keeping their child home if there is any question of illness. If the child becomes ill at school, the teacher will immediately isolate them and will arrange for transportation home. In case of emergency, the teacher may use his/her discretion as to whether a doctor should be called.

Health Certificate and Information

All health forms must be completed by a physician and returned before the first day of school for your child. The Co-op requires a TB test every two years for classroom helper parents before the first day of school at the Co-op. Each child must be vaccinated against diphtheria, tetanus, whooping cough, polio, measles, mumps, chicken pox, and rubella; have a TB test; and a physical examination before entering the Co-op. It should be understood that **NO CHILD WILL BE ALLOWED TO ENTER THE CO-OP UNLESS ALL HEALTH FORMS HAVE BEEN RETURNED (INCLUDING THE PARENTS); NO EXCEPTIONS WILL BE MADE.** When a child has been exposed to a contagious disease outside of the Co-op, the Participation Chairperson should be notified. After a prolonged illness, a doctor's certificate must be presented before the child may return to the Co-op.

Insurance

School Accident Insurance is compulsory for all children. This coverage is obtained through the Co-op and the cost is included in the Registration Fee.

Field Trips

Field trips will be planned well in advance to fit into a topic of current interest at the Co-op. No other child in the family can be taken on field trips sponsored by the Co-op. Parents receive advance notification of scheduled trips on the bulletin board located on the classroom door. There is also a sign-up sheet for volunteering on field trips. Suggestions for field trips may be made to the teacher. The three-year-olds and four-year-old classes will participate in different trips appropriate for their age and interests. Field trips are of two types: walking and driving.

Walking Field Trips

Walking field trips are covered by the general permission slip signed at enrollment.

Driving Field Trips

Permission slips will be sent home and must be returned for each trip.

State law requires that children in Connecticut be placed in an appropriate auto restraint system (either a car seat or booster seat) until they are over 6 years of age and weigh more than 60 pounds. When children outgrow their car seat, they must ride in a booster seat using a lap and shoulder belt. State Police recommend that child safety seats for infants or small children be placed in the rear seat of all vehicles. This is to protect them from passenger side air bags that cause great force when deployed in an accident. Most vehicle manufacturers post warnings and recommendations in regards to children and front seat air bags.

Liability insurance for the Co-op requires us to validate that all drivers for field trips have personal automobile liability insurance with limits of at least \$100,000/\$300,000. Parents who wish to drive in field trips need to submit a copy of their auto liability declaration page to have on file at the preschool.

The sign-up sheet for parent drivers will ask parent drivers to note how many carseats/booster seats are installed in your vehicle. When necessary, parents who are not driving may be asked to drop off their carseat/booster seat on the day of the field trip to accommodate the children.

Discipline Policy

In most cases, discipline is carried out by redirecting a child, by telling the child what should be done ("Sit this way" or "Play with it gently"), and by giving the child appropriate words to use ("May I have a turn when you are done?"). A child who is losing control will be brought away from the group by a teacher to a chair for a few minutes of time out or to a quiet spot in the other classroom until he/she is ready to rejoin the group. If a child hurts another, the teacher will fill out an Incident/Accident/Injury report to insure that the incident is discussed with the parents involved.

Complaint Procedure

If you have questions regarding the way a teacher has handled a situation in the classroom, please direct your comments to the teacher(s). Below is a complaint procedure for child day care programs which are licensed under the authority of CT General Statute's sections 19a-79-1a through 19a-79-12:

"Most problems within a day care center (classroom) can be resolved by:

1. Discussing the problem with the classroom teacher (Mrs. McCoy or Mrs. Godbout);
2. Discussing the problem with the program director (Mrs. McCoy); or
3. If the problem is not resolved, you may contact the Department of Public Health.

In case of abuse/neglect or life-threatening situations, contact the Department of Children and Families at 1-800-842-2288. Inspection reports and compliance letters are available for inspection at this center or at the Department of Public Health-Day Care Licensing Unit at 1-800-282-6063, or 1-800-439-0437, or (860) 509-8045."

GENERAL INFORMATION

Clothing

Please have name tags on all clothing and belongings. Purchase outerwear, boots, and etc. roomy enough for the children to manage themselves. Please label both boots. Children should be dressed comfortably in play clothes; it is wise to choose clothing that is easy for the child to manage. Help will be given for bathroom needs if a child cannot manage buttons, snaps, etc.

Items From Home

No inappropriate toys or materials should be sent to the Co-op with your child. Ordinarily considered inappropriate includes but is not limited to gum, lollipops, harmonicas, horns, whistles, sticks, guns, swords, spears, slingshots, and bottles.

Celebrations

Days of importance in the calendar year will be observed with appropriate activities. There may be parties on these days or special projects might be used to emphasize the meaning of the day. If there is an event which your family celebrates that you would like to share with the Co-op, please consult the teacher.

Evening with a Special Adult

Annually in the spring, the Co-op has an evening event to which children can bring a special grown-up to the classroom. The date will be announced later in the year.

Birthdays

Birthdays are celebrated on or near your child's birthday with simple refreshments at snack time. Parents supply the birthday snack. Try to provide something nutritious like muffins or whole grain cookies (oatmeal raisin, etc.). The Participation Chairperson schedules birthday celebrations. Children with summer birthdays or vacation birthdays may choose another day during the school year for an un-birthday party so they, too, may have a special day. Please check with the teacher and the Participation Chairperson when choosing a day for the un-birthday party.

CONSTITUTION AND BY-LAWS
THE MIDDLETOWN COOPERATIVE PRESCHOOL, INC.

ARTICLE I - NAME

The name of this organization shall be "The Middletown Cooperative Preschool, Inc", (hereinafter "Co-op") as approved at the December 1999 meeting.

ARTICLE II - PURPOSE

1. The Co-op shall be a non-profit, interdenominational, and interracial organization. No member, officer, or executive may realize any profits except reasonable compensation in effecting one or more of the purposes of the organization.
2. The Co-op, through combined efforts of all members and under trained teachers, will provide an environment where children may be aided in their early life adjustments by broadening their experiences over that of the home, by promoting democratic experiences in group living, and by aiding their total social growth whenever possible. It is also the purpose of the Co-op to sponsor parent education by making provisions for parents to assist in the classroom and to meet together for the exchange of ideas.

ARTICLE III - MEMBERSHIP

1. Membership is based on a first-come, first-served basis.
2. Only those individuals legally responsible for a child of preschool age and meeting the enrollment requirements are eligible for membership as active members.
3. Children of past active members will be given preference for enrollment when reaching the age of three, if registered one week prior to the opening of registration.
4. Other interested persons may become non-voting or associate members, but may not hold office.
5. The teacher and teacher's aide are associate members of the Executive Board and have voting rights, but may not hold office.

ARTICLE IV - EXECUTIVE BOARD AND OFFICERS

1. The Executive Board shall be comprised of elected officers and committee chairpersons. The teacher and teacher's aide are voting members of the Executive Board.
2. The officers of the Co-op shall be President, Vice President, Secretary, and Treasurer.

ARTICLE V - ELECTIONS AND TERMS OF OFFICERS

The Executive Board shall present a slate of officers to the membership at the annual spring meeting for election. Officers shall hold office for one year, beginning in late June and continuing until the close of the next school year. All officers can be re-elected per a resolution passed at the June 1994 General Meeting. An officer may be removed from office if approved by three-fourths of all voting members on record at a meeting with at least two weeks written notice given to all members of said meeting.

ARTICLE VI - DUTIES OF OFFICERS

1. The **President** shall:
 - a. call and preside over general and Executive Board meetings,
 - b. oversee the general running of the school in cooperation with the other executive board officers,
 - c. appoint all committee chairpersons,
 - d. sign official documents of the Co-op,
 - e. render a written report of the year's work at the annual meeting,
 - f. obtain approval of the school from the Fire Marshall and Health Officer in accordance with Connecticut State laws and completes any reports or forms required by the state related to the operation of the school.
 - g. possess one of the three legal signatures of the Co-op,
 - h. be responsible for obtaining all school insurance,
 - i. annually complete the Co-op's corporate report for the Secretary of State,
 - j. along with the Vice President, review teachers' contracts and performance evaluations,
 - k. act as a member of the Finance Committee and review bank statement reconciliation twice per year, and
 - l. perform such other duties as are usually attached to the office of President.
2. The **Vice President** shall:
 - a. assist the President in the performance of his/her duties,

- b. have all powers and perform all duties of the President in his/her absence,
- c. annually review the Co-op's business plan and update any changes made therein,
- d. prepare a handbook to be presented to the parent members in the fall of each school year,
- e. collect written verification that parents have read and understood the handbook,
- f. Along with the president, review teachers' contracts and performance evaluations, and
- g. perform such other duties as are usually attached to the office of Vice President.

3. The **Secretary** shall:

- a. take minutes for all Executive Board and general Co-op meetings,
- b. furnish copies of said minutes at the following meetings,
- c. receive and file the reports of officers and committee chairpersons,
- d. maintain an accurate membership roster including relevant contact information,
- e. conduct roll call at all meetings,
- f. render a written report at the annual meeting,
- g. conduct the correspondence of the Co-op,
- h. notify the members of the Executive Board of the date and time of the Executive Board meetings, and
- i. perform other duties as are usually attached to the office of Secretary.

4. The **Treasurer** shall:

- a. utilize QuickBooks software to record and manage all of the Co-Ops financial records, keep a record of all receipts and disbursements of the Co-op,
- b. receive/collect all moneys and deposits them in the co-op's bank account (receivables),
- c. pay all bills and payroll promptly by check (payables),
- d. keep a file of all financial records and original receipts,
- e. keep a file of all financial records and original receipts,
- f. ensures unbudgeted expenditures over \$20 are approved by the Executive Board,
- g. present a financial report at all board and general meetings to include a Profit & Loss Statement as well as account balances,
- h. propose a budget for the academic year and track budget performance monthly,
- i. reconcile bank statements to QuickBooks monthly and provide President with bank statement reconciliation twice per year,
- j. keep an accurate student roster in QuickBooks and provide updates to Executive Board,
- k. possess one of the legal signatures of the Co-op,
- l. coordinate audit of the Co-op's financial records by an outside auditor yearly,
- m. chair the Financial Committee, and
- n. perform other duties as are usually attached to the office of the Treasurer.

ARTICLE VII - DUTIES OF THE BOARD

The Executive Board shall consider the work, welfare, current and future problems of the Co-op; hire teachers and teacher's aides; draw up the Enrollment Contract; propose and amend any changes in the Co-op's policies; and approve and pay all ordinary running expenses of the Co-op.

ARTICLE VIII - COMMITTEES

The committee chairs appointed by the President shall be:

- a. **Enrollment Chairperson:** who will set up the enrollment sessions, will insure that copies of the Constitution, By-laws, and Enrollment Contract are available to all interested people; will maintain an accurate membership roster to be furnished to the Secretary of the Co-op; and will provide tours of the Co-op;
- b. **Fundraising Chairperson:** who will plan all fundraising activities at the Co-op and coordinate all members regarding the implementation of these fundraising activities, will send correspondence regarding fundraising including the Fundraising Contract, and will provide quarterly updates to families regarding their status on funds raised to-date;
- c. **Scholastic Book Chairperson:** who will coordinate the distribution and collection of the monthly Scholastic book orders, will sort the orders out when they arrive, and will distribute the orders to those who ordered them;

- d. **Participation Chairperson** (2 positions - one from each class): who will create a schedule of participating classroom parents, children's birthdays, and babysitting for the board meetings as well as see that the schedule is carried out. Said individual will also notify parents the same day a communicable disease has been discovered in the school, track participation hours per family, and provide a status report to families as necessary;
- e. **Equipment Maintenance Chairperson:** who will resolve any equipment problems inside and outside the play yard;
- f. **Classroom Maintenance Chairperson:** who will set up a schedule on a rotating basis for the up-keep of the school, will organize spring clean up, and will organize a day at the end of the year to clean up and put away supplies, toys, outside toys, etc;
- g. **Snack and Supplies Chairperson** (2 positions - one from each class): who will purchase the food for snacks and will purchase school supplies as needed for the Co-op. The teacher will supply the menu;
- h. **Yearbook Chairperson** (2 positions - one from each class): who will coordinate and insure that pictures are taken at all outings, will collect pictures and develop film, and will assemble yearbooks for distribution at the May-June general meeting;
- i. **School Nurse:** who will answer any medical questions and be available to check the children as need requires; and
- j. **Publicity Chairperson:** who will publish the school newsletter detailing what the children are doing in the classroom, on field trips, at birthdays, and any other pertinent information. Said individual will coordinate publicity with local newspapers and cable television stations and will advertise when and where needed.

ARTICLE IX - MEETINGS

- 1. Board meetings will be held monthly. These meetings are held for the general running of the school. All officers, teachers, and teachers' aides are required to attend. All committee chairpersons are encouraged to attend and all parents are invited to attend.
- 2. All parents must attend general meetings as called by the Executive Board.
- 3. The teacher shall be expected to attend all meetings, unless otherwise directed by the Executive Board.

ARTICLE X - RESPONSIBILITIES OF PARENTS

Each parent shall sign and comply with the terms of the Cooperative Handbook, Tuition Contract, and Fundraising Contract.

ARTICLE XI - PARLIAMENTARY PROCEDURES

"Robert's Rules of Order, Newly Revised," Tenth Edition shall be the general guideline for parliamentary procedure at all meetings.

ARTICLE XII - AMENDMENTS OF THE CONSTITUTION AND BY-LAWS

Amendments to this constitution and these by-laws shall be proposed to the Executive Board and adopted at any regular meeting by two-thirds of all the members on record; provided that a special meeting is called for this purpose and at least ten (10) days written notice is given to all active members.

ARTICLE XIII - DISSOLUTION

In the event of dissolution, any remaining assets shall be sold, if possible, or otherwise disposed of, and the proceeds shall be donated to the Russell Library in Middletown for the purpose of acquiring children's books.