



# MIDDLETOWN COOPERATIVE PRESCHOOL, INC.

2018-2019

## HANDBOOK OF GENERAL POLICIES AND PROCEDURES

(MCP Handbook)

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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 “MCP”) 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 MCP 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.

### **MCP 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-Old 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 colors, 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, audio recordings, 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-Old Objectives:**

- 1) Include all Three-Year-Old Objectives at more than an introductory level and geared toward Kindergarten readiness.
- 2) Write their names in a developmentally appropriate practice with assistance and through practice.
- 3) Learn to work independently and be Kindergarten ready.
- 4) Demonstrate more independence in carrying out art projects, use of the bathroom, and putting away toys.
- 5) Become role models for the 3 year olds on age appropriate behaviors.
- 6) Demonstrate independence and confidence to the 3 year old children.

## **PARENT PARTICIPATION AT MCP**

Parent participation is a key and essential element in the proper and successful functioning of MCP. Parents have the unique opportunity to be involved with all aspects of the school: hiring the teacher, purchasing equipment and supplies, maintaining the classrooms and equipment, planning for future needs, and also serving as regular classroom helpers. The success of MCP depends greatly on the contributions of its parents in terms of time, talent and resources with the help and direction of the Director.

### **Hours of Participation (15 hours)**

Every family is required to participate a minimum of 15 hours per school year of participation. You are asked to fill out a voucher of completion once you have completed your hours. Hours can be split up by people in your family and throughout events or activities that help out MCP. Complete lack of participation will result in a \$250 fine, per child, for lack of participation. In the event of unforeseen circumstances, the Executive Board will make special accommodations and exceptions for individuals and their circumstances. See voucher in Addendum Items.

### **Types of Participation:**

#### **Serving on the Executive Board**

The Executive Board is made up of President, Vice President, Secretary, Director, and Treasure. These individuals run the business aspect of MCP.

#### **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 MCP. In the past, parents have provided legal services, construction services (upgrading the playground), website services, and artistic services. Another option is to work with

the teacher to schedule a field trip or invite visitors to the classroom to enhance the learning experience.

### **Classroom Helper Parent**

All parents with children enrolled at MCP may participate in the classroom as a classroom helper parent by assisting the teacher. Occasionally a parent may have a work schedule that prohibits classroom participation; however, 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 Snack Payments for the non participating families.)

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 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.

The Director will set up a monthly schedule that will be provided to all classroom helper parents. Each parent is responsible for finding a replacement or swapping if you cannot participate on your scheduled day. In the case of sudden illness or other emergencies, the Director will help find a substitute parent for your scheduled time. The Director will consider special requests regarding scheduling assignments; and along with the Executive Board will determine extenuating circumstances on a case-by-case basis. Classroom helper parents must find care for their other children 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 at MCP. 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.

A mother's pregnancy need not deprive her child of the MCP experience. In case the mother cannot participate and special arrangements need to be made, the Director 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.

## **MCP Daily Classroom Schedule**

The following routine is followed consistently so that every participant knows what to expect; however, there is *flexibility* in the daily plan so that schedules can be varied as needed to meet the children's needs and 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.

### **8:45 Classroom Helper Arrives**

The Teacher (T), the Teacher's Aide (TA), and the Classroom Helper (CH) review the plans for the day, set up art and other supplies needed, and divide responsibilities for the day's program.

### **9:00 Arrival and Rug Activity**

Class starts promptly at 9:00 AM. Parents help children get their belongings settled on hooks/in cubbies; children must go to the bathroom and wash their hands before entering the classroom. Children enter check in and enjoy a quiet activity on the rug.

*CH: Answer doorbell and help children get involved in the activity.*

*TA: Help children get involved in the activity.*

*T: Greet children at the door.*

### **9:10 Morning Circle**

Children gather in Circle Area in their designated spots. Morning Circle consists of: the welcome and hello song, the calendar, weather, class helper, Show and Tell, One Word, and a group activity or story to introduce the day's plans.

*CH: Assist with setting up any activities and/or join Morning Meeting.*

*TA: Participate in Morning Meeting, assist T with group management.*

### **9:30 Snack Time/Quiet Reading**

**Snack:** Children will wash hands in the bathroom sink then sit at their placemat. Snack is served family style when everyone is seated. Adults sit and eat with the children, encouraging self-help skills, table manners and polite conversation. When snack has finished, children put their dishes back in their snack packs and napkins in the wastebasket and go to the Meeting Area for Quiet Reading time.

**Quiet Reading:** Children select books from the Book Area and sit quietly to read.

*CH: Sets up snack and places the placemats out on the tables.*

*TA: Participate with snack, assist with clean up, help set up Small Group Activities, and then join Quiet Reading.*

*T: Participate with snack, then set up and supervise Quiet Reading.*

### **10:00 Clean-up/ Outside Play**

Depending on weather conditions, children participate in outdoor play and games; there will be two adults outside with the children at all times.

*CH: Once all children are outside the CH begins to sort things out to be taken home and do general clean up in the classrooms, then joins the outside play.*

*TA and T: Supervise outside play.*

### **10:20 Center Time/Structured Learning Time**

This is a free choice time; children may play in any of the classroom centers. During this time we follow the **One-At-A-Time Rule**: children may play with one thing or in one center at a time. They must clean up before moving on to another center. This helps them build organization skills and encourages personal responsibility and taking care of their classroom.

*All Adults: play, have fun, interact, encourage cooperation, watch for hesitant children to help; supervise children, being attentive to their movement between rooms to provide appropriate supervision. It is important to always be alert to the whole room while interacting with individual children. Play is the work of children and everything can be a learning experience!*

*T: Working with smaller groups of children on a structured learning activity.*

### **11:20 Five Minute Warning**

Children are given a 5-minute warning to clean up.

*CH: Begins to prepare for lunch time with the Snack Helper of the day.*

### **11:25 Clean Up**

Children clean up and meet at the Meeting Area.

*CH: Continues lunch preparation.*

*TA: Assists with clean up and then joins Meeting Area for transition activity.*

*T: Assists with clean up and meets children at Meeting Area for transition activity.*

### **11:35 Bathroom/Song Time**

Children use the bathrooms and wash their hand.

Once all the children are done, we meet in the circle area. Song time, is time for fun and silly songs.

### **11:45 Lunch Time**

Children bring lunches from home. Children are encouraged to eat their healthy foods first. Everyone sits down with their lunches and engages in conversations. Children eat their own lunches.

*T, TA and CH: Aid children in opening any contains that may be difficult for the children to open.*

### **12:30 Outdoor/Indoor Gross Motor Play**

Depending on weather conditions, children participate in outdoor play and games; there will be two adults outside with the children at all times.

*CH: Once all children are outside the CH begins to sort things out to be taken home and do general clean up in the classrooms, then joins the outside play.*

*TA and T: Supervise outside play.*

### **12:50 Songs and Stories**

Children gather in Meeting Area after removing outdoor clothing to share the day's Highs and Lows, sing songs and have a group story time.

*CH and TA: Participate with the group except when needed to help finish with clean up.*

*T: Leads group in conversation, songs and stories.*



### **1:00 Closing and Departure**

Parents pickup children promptly at 1:00.

*CH: Finishes cleaning up, sweeping, and putting supplies away.*

*TA: Supervises children on rug while they are being dismissed.*

*T: Dismisses children at door.*

### **Extended Day: (For children who stay until 3pm)**

#### **12:50 Bathroom**

Children who are staying use the bathroom

*TA: Supervises children in the bathrooms*

#### **1:00 Nap/Quiet Rest time**

All children must stay on their designated cots. Children do not have to sleep but they must sit quietly on their cots.

*T; Turn Lights off in the classrooms and put quiet music on*

*TA; Sit quietly with children and rub children's backs if needed*

#### **2:15 Wake Children/Bathroom**

The lights will be turned on and the children will be woken up quietly and taken to use the bathrooms.

*T; Turn light back on and take the children to the bathroom*

*TA: Set up snack and assist with any children waking up and bathrooming*

#### **2:30 Snack Time (Spanish is Spoken)**

Children will have a light snack. Snack is served family style when everyone is seated. Adults sit and eat with the children, encouraging self-help skills, table manners and polite conversation. When snack has finished, children put their napkins and cups in the wastebasket.

*T: Sit with children and engage in conversation*

#### **2:45 Structure Activity in Spanish**

Spanish is spoken by the Teacher and leads children in activity, where the children are hearing Spanish being spoken. Children are encouraged to use the Spanish that is being taught.

### **3:00 Closing and Departure**

Parents pickup children promptly at 3:00.

*T: Dismisses children at door.*

### **Bathroom Procedures**

Children may go to the bathroom at any time during their day; they must tell either the Teacher or the Teacher's Aide, who will then accompany them by standing in the door way; Classroom Helpers may take their own children to the bathroom. Please encourage the use of only one paper towel, flushing toilets. Encourage independence and cleaning themselves. Children must be supervised by sight AND sound at all times. Please be aware of their movements between the two rooms to provide adequate supervision if another adult has to leave the room. Diapers are not permitted, we are not licensed for changing tables, therefore do not have them to change children in diapers.

## **Bathroom Accidents**

Accidents happen. There is a pink storage bin, 'The Back-Up Bin', on the shelf above the coat hooks that contains everything necessary to assist a child who has had an accident: bags, wipes, and gloves; spare clothes, etc. Whoever is closest to the child will begin helping, but Teacher or Teacher's Aide will take over as soon as possible.

## **TUITION & FEES**

See current year's Enrollment Packet for updated annual tuition rates.

### **Registration Fee**

A *non-refundable* registration fee of \$50 per child is paid at the time the Registration Form is submitted to MCP. 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 with the Enrollment Packet by August 1st. The Tuition Payment Contract clarifies the parent's tuition payment responsibilities and assists the Treasurer in budgeting for the school year.

### **Payment Options\***

The school offers three payment options:

- 1) **Annually:** Tuition may be paid on an annual basis (one payment, due September 1st).
- 2) **Bi-Annually:** Tuition may be paid on a semester basis (two equal payments due September 1st and January 1st).
- 3) **Monthly:** Tuition may be paid in ten equal payments due the 1st of each month from September to June.

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

\*Supply Fee is due August 1<sup>st</sup>. 2/3 Day is \$250; 4/5 Day is \$350. This is an annual.

### **Payment Methods**

Cash, checks and credit cards are accepted. Credit cards are subjected to a \$5, processing fee, per transaction.

All checks are to be payable to **Middletown Cooperative Preschool, Inc.** During the school year, payments may be dropped off at the school in the Director. Alternatively, you may mail your payment to the school:

Middletown Cooperative Preschool, Inc.  
ATTN: Gladys Hartzell  
440 West St  
Middletown, CT 06457

### **“August Payment” Supply Fee**

The August payment *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, for school supplies, to start the school year and to pay teacher salaries. If your payment is not postmarked by August 1<sup>st</sup> or specified by the director, 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. In the event of late enrollment, the supply fee is still due. It will be due prior to the child’s first day of school. In the event of early withdrawal, the Supply Fee will be forfeited. The Supply Fee is a onetime fee. For children attending 2/3 day per week, it is \$250. For children attending 4/5 days per week it is \$350. If a child’s days are increased throughout the school year, the family is responsible for the amount increase, if there is one.

### **Late Fee**

If your payments are late, late payments will be charged to your account. Fees are as follows; ***\$35 for 5 days late, \$45 for 10 days late and \$55 for 15 days late.*** You will be notified in writing of the delinquency. *Your child will not be permitted to being or continue school until payment is made.* Any special arrangements must be in writing and set up in advance through the Director and if needed with the Executive Board approval.

### **Drop-In Fee**

Children are permitted to come on days that are not their schedulable days, providing that there is space in the class on the day they would like to drop in. This must be discussed with the Director, prior to showing up the day of the Drop-In. Drop-In fee for the day 9AM-1PM is \$30 per day and \$20 for Extended Day per day, Full Day discount of \$45 per day.

### **Returned Check Fee**

A fee of \$35 will be charged per returned check. Other fees may apply, if other charges were incurred from the returned check.

### **Sibling Discounts**

If more than one child is registered at MCP from a family, a 10% deduction may be taken from the lower tuition. The deduction may be taken on any of the payment options.

## Late Enrollment

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

## Deductions

No deduction will be made for absences. If your child does not attend on their scheduled day and would like to come on another day, it will then be considered a drop-in day and a drop-in fee will be charged.

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 MCP.
- 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. Please see Addendum for prorated details.

## FUNDRAISING

The money raised through fundraising is necessary to support MCP's annual budget, as we are a non-profit organization. Participation in the various fundraisers held throughout the year, help MCP. Families are asked to participate and contribute in different ways.

## Fundraisers

MCP sponsors several 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 they have typically included selling items such as Yankee Candles and Mixed Bags as well as two social event.

Every family is responsible for a Fundraising obligation of \$250 per child or \$400 for two children. Families have different options on how they would like to pay for their obligation. See Fundraising obligations in the Enrollment Packet. If a family chooses to meet their obligation by participating in events and through catalog sales- which they will then be making deductions to their accounts, a Voucher must be filled out. It is the **responsibility of the family** to fill out and submit the vouchers and the appropriate documentation to the chair person or the director so that it may be applied to their account.

**\*\*See Addendum for more description and the Fundraising Voucher.\*\***

Every family is asked to help in some way to the school's major Fundraiser of the year, regardless of their Fundraising Commitment or their hours volunteered.

## **COMMUNICATION**

### **Parent-Teacher**

A successful cooperative preschool program is only possible with 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 twice a year in January/May. A sign up list for conference times will be posted.

### **Parent-President**

A membership-elected Executive Board, headed by the school's President, governs MCP. The teacher(s) are voting member 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.

### **Board Meetings**

The Board (Executive Board, Teacher(s) and committee chairs) meet monthly and all other parents are welcome to join. If you cannot attend a meeting, please review the minutes that are emailed out so as to stay informed.

### **Website/Social Media**

A website and all social media pages are maintained by the preschool. The web address is [www.middleowncoop.org](http://www.middleowncoop.org). General information, calendar, pictures, events and registration forms can be obtained here.

Face Book: MCP uses FB to promote our school and events. We ask that families follow us and promote our school.

### **Emails & Texts**

In this age of technology everyone communicates differently. MCP uses email for most notifications. However, also check your child's cubby and the bulletin board in the hallway for announcements and information. In emergency situations (such as school cancellations) text messaging and phone calls will be used for those who have indicated it as such.

Teacher: [mcpteacher@middleowncoop.org](mailto:mcpteacher@middleowncoop.org)

School: 860-344-0099

Gladys Hartzell: 860-301-6833 cell

## **RULES AND PROCEDURES**

### **Medical Emergency**

In the case of a medical emergency at MCP, 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 Secretary 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 side door or the door to the playground to an assembly point on the parking lot. 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.

### **Disaster**

In the event that MCP needs to be evacuated due to severe fire or disaster, the children will be walked across to Snow School 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.

### **Shelter In-Place**

In the event that MCP cannot be evacuated due to a disaster or a severe situation, the children, teachers and parent helper will remain in our building until the proper authorities allow the children to be released back to their parents/guardians. Parents are to contact the authorities to time frames.

### **Severe Weather**

MCP 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 are closed so is MCP.

***If Middletown Public Schools opening is delayed 90 minutes or 60 minutes; MCP will open at 11AM regardless of their opening time.*** If severe weather begins after the children are at school, the teacher will call the President to initiate the phone chain and ask parents to pick up their children immediately.

### **School Calendar**

Although MCP starts later and ends around the same time as 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. MCP school year is 42 consecutive weeks. MCP starts the first week of September with home visits and Teacher Orientations. The first day of school is

typically the first Tuesday after Labor Day. The first couple days of school are short days, to get the children accustomed to coming to school. MCP ends school the third week of June.

## 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. Children that are sent home need to be symptom free, for 24 hours after they have been sent home.

## Late Pick-up's

Life happened and at times things happen to cause tardiness at pick up time. Please make every attempt to be prompt at pick-up time, 1PM, on normal days and 3PM for extended days. Teachers need to be paid if parents are late. The first 5 minutes are flex time, every minute you are late after, will be at the charge of \$1 per minute. These late pick-up's will be documented on the sign-in/out sheets and will be reflected on your bill the following month. Please contact the teacher if you know a situation has occurred, so that it will not be held against you and charges can be avoided. In the event that no communication has been had with a staff member after 10 minutes, phone calls will begin. The parents will be the first to be contacted and we will go through the emergency contacts. If after 30 minutes and still no parent is reached and they cannot pick up their child, Middletown Police Department will be contacted. It will then be at MPD's discretion on how the situation is handled. Staff will be compensated for their time, through this situation, by the family, which will be reflected on their monthly bill.

## Health Certificate and Information

All health forms must be completed by a physician and returned before the first day of school for your child. Each child must be vaccinated according to the Department of Public Health (see list in the addendum) and each child must have a current physical examination ***before entering MCP***. After a prolonged illness, a doctor's certificate must be presented before the child may return to MCP.

It should be understood that **NO CHILD WILL BE ALLOWED TO ENTER MCP UNLESS ALL HEALTH FORMS HAVE BEEN RETURNED (INCLUDING THE PARENTS); NO EXCEPTIONS WILL BE MADE.**

## Flu Vaccine

Children must have the Flu Vaccine by **December 1**. A family may choose not to have their child vaccinated by having a Physician give them a medical release or have a religious exempt form, notarized. A child that is unvaccinated and does not have an appointment to receive the Flu Vaccine may not return to school until after March 31<sup>st</sup>. They will still be responsible to pay their tuition on time, as directed in their Tuition Contract.

## Insurance

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

## Field Trips

Field trips will be planned in advance to fit into a topic of current interest at MCP. ***No siblings may be taken on field trips sponsored by MCP, per our insurance policy. ONLY the resisted child is covered under our Insurance Policy.*** Parents receive advance notification of scheduled trips on the bulletin board located on the classroom door as well as on the school calendar. There is also a sign up sheet for volunteering on field trips. Parents are to drive their own child or make arrangements with other parents are their own. Every child **MUST** be in a weight appropriate car seat and installed properly.

Suggestions for field trips may be made to the teacher. Walking field trips are covered by the general permission slip signed in the Enrollment Packet.

## Driving Field Trips

Permission forms will be at the sign-up sheet found at the sign-in area. 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 MCP 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 car seats/booster seats are installed in your vehicle. When necessary, parents who are not driving may be asked to drop off their car seat/booster seat on the day of the field trip to accommodate the children.

## 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. Below is a complaint



procedure for child day care programs that 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;
- 2) Discussing the problem with the program director; or
- 3) [Discussing the problem with a member of the Executive Board]; or
- 4) If the problem is not resolved, you may contact the Department of Public Health.

In the case of abuse/neglect or life threatening situations, contact the Department of Children and Families at 1-800-842-2288. In the case of concerns with the school and classroom environment contact 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

### **Sign-In Sheet**

Upon arrival each day, your child is to be signed in, by the adult bringing them to school. The adult is to sign the child in every day the child is attending school, with the time they arrive. This can be found at the table in classroom 2.

### **Clothing**

Please have name-tags on all clothing and belongings. Purchase outerwear, boots, 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 toys or materials should be sent to the classroom with your child. If they are at school, please place them in your child's cubby. Each child will have the opportunity to have the Show-n-Tell bag, so that they may share these items.

**Show-N-Tell Bag:** Show-N-Tell Bag will be sent home a few times a year. It is on a rotating cycle between all the children at MCP. We ask that the item sent be age appropriate. It should only be ONE item. This makes it easier for the child to share and easier for the staff to keep track of. We understand, how exciting it can be for your child to share their beloved item, but one item is helpful for all.

### **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 that your family celebrates that you would like to share with MCP, please consult the teacher. We ask that if items will be given out for the celebration, that they are kept age appropriate and gender natural.

## **Birthdays**

Birthdays are celebrated on or near your child's birthday at snack time with simple refreshments supplied by the parents. Try to provide something nutritious like muffins or whole grain cookies (oatmeal raisin, etc.). The Teacher schedules birthday celebrations in consultation with parents.

Children with summer birthdays are invited to celebrate half-birthdays in December, January and February. Children with birthdays during school vacations are welcome to choose a day in the week preceding or following their birthdays so they too may have a special day at school.

## **Summer Camp**

Summer Camp is held the last week of June. Camp is not part of the regular yearly tuition. A camp registration must be filled out, prior to a child attending the camp week. Registration for Camp is due by May 1<sup>st</sup>. Payment for Camp week is due by June 1<sup>st</sup>, to secure your child's spot and to ensure, that there is the enough children to run the week of camp. Children do not have to be enrolled at MCP to attend Summer Camp.

In the event that a child is registered for the Camp week and will not attend, a parent/guardian must notify in writing the MCP Director by June 1<sup>st</sup>. After June 1<sup>st</sup>, payment to MCP is expected. MCP basis week enrollment upon the number of children attending. Therefore, if a child is registered and does not attend, the school does not have enough time to fill the empty spot. The family will still be responsible for the money owed, regardless if they did not attend. MCP relays on the enrollment to pay staff and functioning obligations.

Exceptions can be made, case by case basis. The Director and the Board holds the right to approve or deny the case. Please see Deductions.

\*\*\*Summer camp follows all the rules and regulations as well as the Policies and Procedures of MCP. \*\*\*

## **Care 4 Kids**

MCP does take Care4 Kids; an application must be filled out by the Director and Parent for Care 4 Kids. Families are responsible for any money owed to the school, prior to an approval amount has been made, by Care4 Kids. Care4 Kids, will only cover a portion of the tuition amount; the families are responsible to cover the balance. Families are responsible to notify Care4 kids and the director of any family financial changes. If a family needs help filling out application and paperwork for Care4 Kids they should see the Director.

## **CONSTITUTION AND BY LAWS**

### **ARTICLE I NAME**

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

### **ARTICLE II PURPOSE**

- a) MCP 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.
- b) MCP, 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 MCP 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**

- a) Membership is on a first come, first served basis.
- b) 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.
- c) Other interested persons may become board members, community members, with the consent of the parents and other board members.
- d) The director/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**

- a) The Executive Board shall be comprised of elected officers, committee chairperson, Director/Head Teacher and Assistant Teacher. The Director/Head Teacher and Assistant Teacher are voting members of the Executive Board.
- b) The officers of MCP shall be President, Vice President, Secretary, Treasurer, and Community Person.

### **ARTICLE V ELECTIONS AND TERMS OF OFFICERS**

- a) The Executive Board shall present a slate of officers to the membership at the annual spring meeting for election.
- b) Officers shall hold office for one year, beginning in late June and continuing until the close of the next school year.
- c) All officers may be re-elected per a resolution passed at the June General Meeting.
- d) 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.

- e) The Community Person shall serve for a two year term.
- f) In the event that an officer position is not filled the Director will assume the duty.

## **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 and Director,
- c) Render a written report of the year's work at the annual meeting,
- d) Along with the Vice President, review teachers' contracts and performance evaluations,
- e) Work in conjunction with the Director to review bank statement reconciliation twice per year, and
- f) Perform such other duties as are usually attached to the office of President.
- g) Review and sign with the Director the rent/lease contract.
- h) Organize Open Houses and assist Director in enrolling new families.

### **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 MCP's business plan and update any changes made therein,
- d) Along with the president, review teachers' contracts and performance evaluations, and
- e) Perform such other duties as are usually attached to the office of Vice President.
- f) Organize Open Houses and assist Director in enrolling new families.

### **3) The Secretary shall:**

- a) Take minutes for all Executive Board and general MCP meetings,
- b) Furnish copies of said minutes at the following meetings,
- c) Receive and file the reports of officers and committee chairpersons,
- d) Conduct roll call at all meetings,
- e) Render a written report at the annual meeting,
- f) Conduct the correspondence to MCP families about the meetings
- g) Notify the members of the Executive Board of the date and time of the Executive Board meetings, and
- h) 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 MCP's financial records, keep a record of all receipts and disbursements of MCP,
- b) Receive, collect and deposit all monies in the MCP'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) Ensures unbudgeted expenditures over \$50 are approved by the Executive Board,
- f) Present a financial report at all board and general meetings to include a Profit & Loss Statement as well as account balances,
- g) Propose a budget for the academic year and track budget performance monthly,
- h) Reconcile bank statements to QuickBooks monthly and provide President with bank statement reconciliation twice per year,
- i) Keep an accurate student roster in QuickBooks and provide updates to Executive Board,
- j) Coordinate audit of the Co-op's financial records by an outside auditor yearly,
- k) Be responsible for obtaining all school insurance,
  - (a) Annually complete MCP's corporate report for the Secretary of State,

5)The Director Shall:

- a) Over See the Assistant Teacher and her duties
- b) Receive, collect and deposit all monies into the MCP bank accounts.
- c) Pay all bills and payroll by check (payables),
- d) Possess the legal signature on the bank accounts,
- e) Obtain approval of the school from the Fire Marshall and Health Officer in accordance with Connecticut State laws and complete any reports or forms required by the state related to the operation of the school.
- f) Comply with any State Regulations regarding the operation of the school.
  - a) State Annual Inspections- overseeing the inspection and the corrective action plan.
  - b) Maintaining and implementing any new state regulations.
  - c) Maintain current child records
- g) Invoice families on monthly biases of monies owed to the school.
- h) Communicate with Parents and staff of any upcoming events and oversee the events.
- i) Handle any issues parents, board members and staff may have,
- j) Communicate with parents and staff of any school issues
  - a) school closings
  - b) school events
  - c) emergencies
- k) Handle any and all school issue that may arise.

**ARTICLE VII DUTIES OF THE BOARD**

- a) The Executive Board shall consider the work, welfare, current and future problems of MCP;
- b) Hire teachers and teacher's aides;
- c) Propose and amend any changes in the MCP's policies; and procedures

### **ARTICLE VIII MEETINGS**

- a) 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.
- b) All parents must attend mandatory meetings as called by the Executive Board.
- c) The director/head teacher shall be expected to attend all meetings.

### **ARTICLE X RESPONSIBILITIES OF PARENTS**

Each parent shall sign and comply with the terms of the MCP Handbook and Tuition Contract as well as other forms found in the yearly Enrollment Packet.

### **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, the Executive Board along with the Director/Teachers must call a mandatory meeting to order. The decision, for dissolution, must be unanimous. Once a meeting and a vote has been conducted, parents will be notified by the Board. Parents are to be notified in a timely and professional manner. A committee will then be formed to dissolve MCP, in a professional and appropriate manner. The committee shall comply with any state regulations and organization requirements that may be required to dissolve MCP.

In the dissolution process, any remaining assets shall be sold, if possible, donated or otherwise disposed of. All or any outstanding bills are to be paid, to the appropriate collectors. Any other money left in the account(s), after bills have been appropriately handled, shall be given and or divided among the Teacher(s) for their compensation and contribution to MCP.

## ADDENDUM & FORMS

### Fundraising and Event Descriptions

#### Fundraising Voucher

#### Immunization Requirements

#### Religious Exemption Form

#### Donation Receipt

#### Reimbursement Request Form

### Fundraising and EVENTS DESCRIPTIONS

*Parents may be called upon to help with any of the events throughout the school year, or busy times. Thank you for your continued participation at MCP!*

#### Fundraising/Publicity

**Participation Needed:** Chairperson and volunteers

**Responsibilities:**

- Plan and execute all fundraising activities: catalog sales; events (bake sale, tag sale, social event); ongoing fundraisers (Restaurant Nights etc).
- Send correspondence regarding fundraising to preschool families.
- Coordinates all publicity related to enrollment and special events (e.g. newspapers, cable TV, advertisements, blogs, Facebook, etc.)
- Make reconitions of changes to the website: [www.middletowncoop.org](http://www.middletowncoop.org)
- Computer knowledge and email/internet access is needed.
- Coordinates Open Houses, with the help of President and Vice President

• **Yearbook**

• **Participation Needed:** One/Two parent(s)

• **Responsibilities:**

• Ensures that pictures are taken at all significant preschool events

• Coordinates the creation of yearbooks for students, teachers and classroom

• **Restaurant Nights:** Parents/ Family/ Friends are encouraged to attend the restaurant nights.

No fundraising deductions will be made on these night unless we have raffles. The amount spent on a raffle item(s) will be deducted from your obligation. A voucher must be submitted to get credit for your items. It is your responsibility to submit you vouchers to the Director or Fundraiser Chair.

•**Catalog Sales:** The percentage of the profits is what will deducted from your fundraising obligation. This means that if you sell \$100 worth of products and our profit margin is 20% you will receive \$20 towards your obligation. Voucher must be submitted to get credit.

**Community Events: (Halloween on Main)** Events where donations of items are needed, ex; candy for Halloween. A voucher can be submitted. Please provide receipts for your deductions.

**Major School Event:** Every school calendar year the school will organize a major Fundraising Event. All parents are asked to participate in many different ways. Examples of past events have been Beer/Wine Night, Wine Chocolate Pairing, Super Hero Run, Tea Cup Social, Ladies Night Out, and Vendor Fair.

<b>Fundraiser Voucher</b>	
Name: _____	Date Of Event: _____
Event: _____	
Amount \$ _____	
Description: _____	
Please attach Receipt or other documentation	



## Immunization Requirements

### Immunization Requirements for Connecticut Day Care, Family Day Care and Group Day Care Homes

Vaccines	Under 2 months of age	By 3 months of age	By 5 months of age	By 7 months of age	By 16 months of age	16–18 months of age	By 19 months of age	2-3 years of age (24-35 mos.)	3-5 years of age (36-59 mos.)
<b>DTP/DTaP/DT</b>	None	1 dose	2 doses	3 doses	3 doses	3 doses	4 doses	4 doses	4 doses
<b>Polio</b>	None	1 dose	2 doses	2 doses	2 doses	2 doses	3 doses	3 doses	3 doses
<b>MMR</b>	None	None	None	None	1 dose after 1st birthday <sup>1</sup>	1 dose after 1st birthday <sup>1</sup>	1 dose after 1st birthday <sup>1</sup>	1 dose after 1st birthday <sup>1</sup>	1 dose after 1st birthday <sup>1</sup>
<b>Hep B</b>	None	1 dose	2 doses	2 doses	2 doses	2 doses	3 doses	3 doses	3 doses
<b>HIB</b>	None	1 dose	2 doses	2 or 3 doses depending on vaccine given <sup>3</sup>	1 booster dose after 1st birthday <sup>4</sup>	1 booster dose after 1st birthday <sup>4</sup>	1 booster dose after 1st birthday <sup>4</sup>	1 booster dose after 1st birthday <sup>4</sup>	1 booster dose after 1st birthday <sup>4</sup>
<b>Varicella</b>	None	None	None	None	None	None	1 dose after 1st birthday or prior history of disease <sup>1,2</sup>	1 dose after 1st birthday or prior history of disease <sup>1,2</sup>	1 dose after 1st birthday or prior history of disease <sup>1,2</sup>
<b>Pneumococcal Conjugate Vaccine (PCV)</b>	None	1 dose	2 doses	3 doses	1 dose after 1st birthday	1 dose after 1st birthday	1 dose after 1st birthday	1 dose after 1st birthday	1 dose after 1st birthday
<b>Hepatitis A</b>	None	None	None	None	1 dose after 1st birthday <sup>5</sup>	1 dose after 1st birthday <sup>5</sup>	1 dose after 1st birthday <sup>5</sup>	2 doses given 6 months apart <sup>5</sup>	2 doses given 6 months apart <sup>5</sup>
<b>Influenza</b>	None	None	None	1 or 2 doses	1 or 2 doses <sup>6</sup>	1 or 2 doses <sup>6</sup>	1 or 2 doses <sup>6</sup>	1 or 2 doses <sup>6</sup>	1 or 2 doses <sup>6</sup>

## Religious Exemption Form

Children with religious exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school. All susceptible students will be excluded from school based on public health officials' determination that the school is a primary site for disease exposure, transmission and spread into the community. Students excluded from school for this reason will not be able to return to school until (1) the danger of the outbreak has passed as determined by public health officials, (2) the student becomes ill with the disease and completely recovers, or (3) the student is immunized. For example, for measles the complete incubation period is 18 days from the onset of symptoms for the last case in the community. Outbreaks like measles may last for several months.

According to State statutes (Connecticut General Statutes Sections 19a-7f and 10-204a), no child may be admitted to school without proof of immunization or a statement of exemption. Parents or guardians seeking an exemption on the basis that immunizations would be contrary to religious beliefs of the child should complete the following statement and return it to the school director. This document needs to be notarized before it is given to the director. Please be advised of any state regulation changes that may be made prior to handing this document in.

To Whom It May Concern:

As the parent(s)/guardian(s) of \_\_\_\_\_,  
(Name of student)

I/we hereby assert that the immunization of this student would be contrary to the religious beliefs of this child. Therefore, this child shall be exempt from the required immunizations under Section 10-204a of the Connecticut General Statutes and shall be permitted to attend school except in the case of a vaccine- preventable disease outbreak in the school.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)                      Date

\_\_\_\_\_/\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)                      Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone #



# Middletown Cooperative Preschool

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440 WEST ST, MIDDLETOWN CT 06457

NAME OF DONOR \_\_\_\_\_

DATE CONTRIBUTED \_\_\_\_\_

AMOUNT CONTRIBUTED \$ \_\_\_\_\_

DESCRIPTION ON NON-CASH CONTRIBUTION: *(Please Attach List or Receipt)* \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ No goods or services were provided by the organization in return for this contribution, check if applicable.

*Our organization is exempt from income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to the school are deductible under section 170 of the Code. We are classified as a public charity under sections 509(a)(1) and are qualified to receive tax-deductible gifts under section 2055, 2106, or 2522 of the Internal Revenue Code. This form does not need to be attached to donor's individual income tax return, but must be retained to substantiate the contribution.*

THANK YOU FOR YOUR CONTRIBUTION!

\_\_\_\_\_  
Representative of Middletown Cooperative Preschool

\_\_\_\_\_  
Date

<h2>Reimbursement Request Form</h2>
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Please submit all reimbursement requests, with receipts attached, by the 21<sup>st</sup> of each month to the Treasurer's folder. A check will be given to you by the 1<sup>st</sup> of the following month *upon approval*.

Thank you, MCP

Date: \_\_\_\_\_ Total Amt of Reimbursement: \_\_\_\_\_

Requested by: \_\_\_\_\_

Description of Expense (if more than one, please itemize and submit receipts for all):

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Date: \_\_\_\_\_ Amount Approved: \_\_\_\_\_ Check No: \_\_\_\_\_

Approved by Signature:

Date:

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Received by Signature(Requestee):

Date:

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Generally for Executive Board use ONLY. Please seek prior approval for all other purchases.

# Volunteer Hours Form

Child's Name: \_\_\_\_\_

Name(s) Of People Who Completed Hours:

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Events and Hours:

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Other Information:

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Total Hours Completed: \_\_\_\_\_

Signature:

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

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