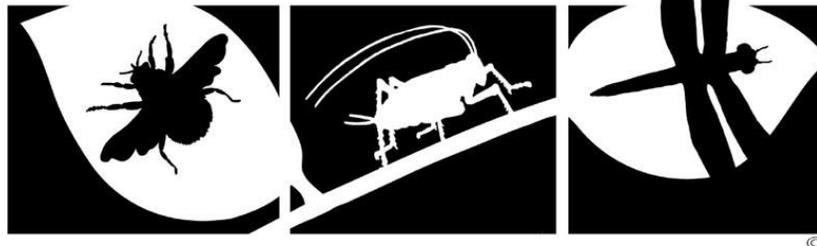


# Lakewood

cooperative preschool



Where Families and Friendships Grow

## LCP COOPERATIVE HANDBOOK 2017-2018

Lakewood Cooperative Preschool  
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# CONTENTS

CONTENTS.....	2
WELCOME TO A COOPERATIVE PRESCHOOL.....	3
MISSION STATEMENT.....	3
A MESSAGE FROM THE BOARD CHAIRS.....	4
A MESSAGE FROM OUR PARENT EDUCATOR.....	5
FAMILY EXPECTATIONS & IN GOOD STANDING POLICY.....	6
ENROLLMENT INFORMATION.....	7
SCHOLARSHIP INFORMATION.....	8
DOUBLE CO-OP POLICY.....	9
TUITION PAYMENT POLICY.....	10
LIABILITY AND INSURANCE.....	10
ANTI-BIAS GOALS.....	10
ALTERNATE CAREGIVERS.....	12
MEETINGS.....	12
FUNDRAISING.....	13
VOLUNTEER OPPORTUNITIES.....	13
ENROLLMENT COMMITTEE.....	14
SOCIAL JUSTICE COMMITTEE.....	14
CLASSROOM MAINTENANCE.....	14
REIMBURSEMENT POLICY.....	15
RULES FOR A SAFE PRESCHOOL.....	15
RESOLVING BEHAVIORAL ISSUES.....	16
PROVIDING POSITIVE GUIDANCE.....	16
FIELD TRIP POLICY.....	17
BIKE HELMET POLICY.....	18
FIRST AID PROCEDURES.....	18
SANITATION MEASURES.....	18
BATHROOM POLICY.....	19
ILLNESS GUIDELINES.....	19
EMERGENCY PROCEDURES.....	20
ALLERGY POLICY.....	21
GRIEVANCE PROCEDURES FOR CO-OP MEMBERS/TEACHERS.....	23
LEAVE POLICY.....	24
PRESCHOOL JOB DESCRIPTIONS.....	24
STANDING RULES.....	37
BYLAWS.....	39

# WELCOME TO A COOPERATIVE PRESCHOOL

The co-op preschool is an example of caring people, working cooperatively for the positive growth and development of young children and their parents. Everyone works, learns, teaches, grows and changes! Co-op parents are supporters, learners, teachers, classroom assistants, policy makers and partners.

The co-op environment allows parents to increase their understanding of the growth and development of children, both individually and in a group. Observation and participation in the preschool laboratory will allow parents to gain skills in child guidance and to meet the child's physical, mental, social and emotional needs.

Flexible, cooperative parents, working toward the goal of an efficient, smooth running preschool are presented with opportunities to share ideas involving family life, parenting, family and home environment. We hope all of our members will take advantage of their co-op experience and participate fully and enthusiastically both in the classroom and during parent meetings.

## MISSION STATEMENT

Lakewood Co-op Preschool provides a stimulating and nurturing play-based environment where children and families from all backgrounds work together in the classroom and grow together in community.

## OUR CLASSES

The Bumblebees are children aged 18 months to 2 ½ years (29 months) by July 31st. The Bumblebees meet two days a week, Monday and Wednesday, from 9:30 - 11:30 a.m.

The Crickets are children aged 2 ½ - 3 ½ years (30 months to 42 months) by July 31st. The Crickets meet three days a week, Tuesday, Thursday, Friday, from 9:00 - 11:30 a.m.

The Dragonflies are children aged 3 ½ (43 months) to 5 years old by July 31st. The Dragonflies meet four days a week, Monday, Tuesday, Wednesday and Thursday, from 12:00 - 3:00 p.m.

## A MESSAGE FROM THE BOARD CHAIRS

Dear Lakewood Families,

On behalf of the entire board, welcome to Lakewood Cooperative Preschool. Our cooperative is successful because of our committed families. We actively develop a nurturing and challenging environment for our children to grow socially, emotionally and educationally. We are continually impressed with how cohesively our school operates and it is because of our great families dedicated to supporting each other and engaging our community.

My name is Becky Guglielmo and my husband Cary and I are starting our second year serving as Board Co-chair and our fifth and final year at LCP. We are parents of three and our youngest, Desmond is excited to finally be a Dragonfly. Also this year, our daughter Vivien is entering 4th grade and son Vince is entering Kindergarten, both at Orca K-8. We also welcome Greg Gardner to his first year as Co-Chair. He and his wife, Eowyn, are starting their third year at the co-op. Their daughter, Ellery is an incoming Dragonfly.

Both Greg and I volunteer just like you. We are very understanding and knowledgeable about the challenges and rewards that being part of a cooperative preschool bring. Please do not hesitate to contact either of us with any questions or thoughts you might have. We are so glad to have you as part of our school and we look forward to getting to know you and your little ones this year on the playground and in the classroom. Here's to a wonderful year!

Becky Guglielmo and Greg Gardner  
2017-2018 LCP Board Co-Chairs  
beckygug@gmail.com  
ggardner8814@gmail.com

## A MESSAGE FROM OUR PARENT EDUCATOR

Dear Lakewood Cooperative Families,

First of all, I would like to extend a warm welcome both to our returning families and to our new families here at Lakewood Coop (LCP). “Giddy” is the word I would use to describe my feeling when I walked into the doors of LCP as Parent Educator two years ago. When LCP invited me to return as Parent Educator for a third year, my answer was a resounding “yes!” I am delighted to return as Parent Educator for the Bumblebee and Cricket families.\*\* I look forward to continuing my relationship with the families I worked with last year AND to getting to know all the new Bumblebee and Cricket families.

By way of background, I earned my Bachelor’s degree in Psychology from the University of Washington and completed my graduate-level training at the Parent Coaching Institute through Seattle Pacific University. I am a Certified Parent Coach in private practice, and the founder of Parent Coaching Northwest, LLC.

As many of you know, Seattle Central Community College (SCCC) and LCP have a decades-long history of working together to nurture, support, and educate every child and parent in the Co-op community. And it is through SCCC that I was assigned as Parent Educator for LCP. SCCC also supports continuing education for your child’s teachers (Marita, Katie, and Kit) and me through ongoing workshops, classes and meetings.

As Parent Educator for the Bumblebee and Cricket families, I will spend a lot of time in the classroom, working with and supporting you, your children and your teachers. I will also join you for monthly meetings where we will discuss important topics regarding your child’s emotional, physical and cognitive development, as well as supporting and guiding you in your role as parents. I will also have quarterly Meet-and- Greet sessions for all parents and be available by phone or email when you have concerns or want to talk to me outside the classroom.

My husband and I have 13-year- old twin daughters who are now entering 8th grade. Our girls were Bumblebees, Crickets and Dragonflies at LCP. They (and we) thrived in this warm, rich, play-based community. We fondly refer to our years at LCP as one of the best decisions we’ve ever made for our girls and for our family. One of the added benefits of LCP is that the community and friendships last long after your child moves on from Lakewood.

We all work hard to be the best parents we can be. As your Parent Educator, I will support you in any way I can so you can have the relationships and lives you want with your families. This is such a special, important time in your child’s development. It is an honor and a privilege to share this parenting journey with you and your children. I am confident that this will be another fabulous year at Lakewood.

\*\*Please note: Katie Vos is the Parent Educator for the Dragonfly class.

Warmly,

Jane

Jane Schmidt | Parent Educator

Lakewood Cooperative Preschool | Seattle Central Community College

Phone: 206-930- 6787

[jane.schmidt@seattlecolleges.edu](mailto:jane.schmidt@seattlecolleges.edu)

# FAMILY EXPECTATIONS & IN GOOD STANDING POLICY

Working in a cooperative preschool setting allows families to be actively involved in their child's education. This is a wonderfully enriching experience for your family, but it is also a big responsibility and requires a serious commitment on your part.

The only paid positions at this school are the teachers. Family members perform all of the other jobs that help this preschool run successfully; the Scholarship fund and classroom improvements rely solely on the fundraising efforts of co-op families.

Cooperative preschools are not right for every family. Please read carefully the In Good Standing Policy below and consider whether you and your family can make this commitment. It seems like a lot of work (and it is!) but if you can do it, you will be rewarded by joining a community of friends and neighbors, you will get a chance to watch your child learn and grow, and you will get good training for how to be an active parent in your child's education for years to come.

## **In Good Standing Policy**

The following is the In Good Standing Policy which is signed by each family at the Parent Orientation meeting in the Fall.

As a member of the Lakewood Cooperative Preschool, I recognize that it will be my responsibility to contribute my time and abilities toward the successful operation of the preschool. By signing this document I make the following agreements:

1. I will participate as an assistant teacher both in class and on excursions according to the class schedule. As an assistant teacher I will arrive to class on time and be prepared to complete all tasks of my assigned position for that day. If I am unable to work on my assigned day I will find another parent to replace me and communicate this change to the Class Chair and Teachers.
2. I will read and become familiar with the Lakewood Cooperative Preschool's Handbook and the LCP Classroom Handbook.
3. With regard to tuition:
  - a. I will pay monthly tuition by the 1st of the month. A five-day grace period is allowed. If payment is received on the 6th of the month or later, a \$15 late fee must be included with payment. I understand that tuition must be paid September through May regardless of holidays, illness, vacations, bad weather, short month, etc., to retain my space in the class.
  - b. If I make no effort to contact the Treasurer to submit financial aid documents and/or to pay the monthly tuition within 30 days after it is due, current enrollment will be up for review.
4. I will choose or be assigned a school job as described in the school handbook. I recognize that I am responsible for learning the specifics of my job and I will carry out this job for the duration of the school year. In addition to completing the job:
  - a. I will maintain the appropriate documentation for my position by updating the job manual or annual job summary.
  - b. When I leave the co-op or switch jobs, I will be thorough and complete in transferring information to the family that will take on this job.

- c. I will return the job manual or annual job summary to the Jobs Coordinator at the end of the school year.
- 5. I will attend all required class meetings, parent-education meetings and school functions as detailed below. If I miss more than one meeting, I will arrange a make-up through my Class Chair and/or the Parent Educator.
  - a. Monthly Class Meeting
  - b. Parent Orientation
  - c. Risk Management Meeting (for anyone who will be working in the classroom)
  - d. All School Meetings
- 6. I will participate in at least one of the following: beginning of year classroom set-up, midyear cleanup, or year-end cleanup for a minimum of 3 hours. If I do not fulfill this requirement, a fee of \$150 will be assessed.
- 7. I will fulfill my fundraising requirement as determined by the Fundraising Committee, or I will donate the cash equivalent. For example, in the past the fundraising requirement was \$200 in goods or services for auction or \$200 in cash and the value of two tickets to the spring event.

I agree to abide by the Bylaws and policies of the preschool as outlined in the Lakewood Cooperative Preschool Handbook and this document.

I agree to work and collaborate with fellow Co-Op members with positive intent and mutual respect, with the underlying principle that we are part of a volunteer organization that exists solely for the purpose of providing the best possible educational and developmental environment for our children.

I understand that if I do not fulfill these responsibilities, I risk being charged fees, losing current enrollment and/or the future opportunity for re enrollment.

If I am unable to meet all good standing requirements, I will communicate with the Class Chair immediately.

If my good standing is called into question, the following action will be taken:

- 1. Verbal or written communication with the Class Chair
- 2. 30 day follow-up with the Class Chair
- 3. 60 day review with the LCP Board for action

I recognize that for as long as I am enrolled in good standing in this program, I am entitled to student services at Seattle Central Community College.

I also recognize that it is my right and duty to suggest improvements and/or report dissatisfactions in the operation of the cooperative preschool. I can give this information to my Class Chair or the LCP Board Chair.

This document only intends to define the agreement between the signing parent and Lakewood Cooperative Preschool. This Cooperative Preschool and its Board members are responsible for ensuring that parents meet these expectations.

## ENROLLMENT INFORMATION

In order to be considered for enrollment, a complete, on-time application is required. The enrollment deadline dates for current and new families are determined by the enrollment coordinators

based on the school year calendar. Not required, but strongly encouraged: attending our open house in January/February or a class visit for an opportunity to meet and talk with teachers, current families and explore the school. Enrollment is not restricted according to race, religion, gender, sexual preference, ethnicity or national origin.

Checklist for a complete application:

1. A completed application form (2 pages).
2. A valid check for the application fee made payable to Lakewood Cooperative Preschool.

### **Age Requirements**

At Lakewood we value mixed age classes and the developmental flexibility they allow. The age range for each class has been established with much care and consideration for what works well in a mixed-age classroom and to meet our insurance & risk management requirements. The age cut-off for each class is listed below and Lakewood Co-op does not make exceptions for children who do not meet the age requirement by July 31st of the year they are applying.

**Bumblebee Class:** 18 months to 2 ½ years (29 months)

**Cricket Class:** 2 ½ years (30 months) to 3 ½ years (42 months)

**Dragonfly Class:** 3 ½ years (43 months) to 5 years

### **Enrollment Priority**

All eligible children of families who have at least one child currently attending Lakewood Co-op receive priority admission. Families who do not have at least one child currently attending LCP but who have had at least one child complete 1 year at LCP will have second priority\*. All other openings are filled by lottery. When all the slots are full, we will begin an active wait pool. Any applicants who met the enrollment deadline but were not accepted because classes were full are placed on the wait pool using a lottery system. Any applications received AFTER the enrollment deadline will go on the wait pool after the first group is placed on the list. Any applications that are incomplete will not be considered.

*\*Priority alumni status will be determined as follows:*

*Previous child has completed 3 consecutive years at LCP.*

*Previous child has completed 2 consecutive years at LCP.*

*Previous child has completed 1 year at LCP.*

### **The Wait Pool**

If and when movement occurs in classes, the opening will be filled by lottery from the wait pool. That family has two days to decide whether they wish to take the slot before we offer it to another family in the wait pool.

## **SCHOLARSHIP INFORMATION**

Lakewood Cooperative Preschool values and supports families. We are pleased to offer our families a comprehensive scholarship program. Our ability to offer scholarships is dependent upon the financial condition of our preschool and available scholarship funds. Scholarship awards cover one academic school year (September-June). The scholarship process is entirely separate from the admissions process and all enrollment decisions are made before scholarship applications are considered.

## **Criteria**

The number of scholarships awarded, as well as the percentage value of each individual scholarship, is based on the following criteria:

1. The availability of scholarship funds
2. The number of scholarship applicants
3. The family's size and annual gross income, as presented below:

<b>Family Size</b>	<b>Annual Gross Income Not to Exceed</b>
1 Adult / 1 Child	\$38,434
2 Adults / 1 Child	\$44,001
2 Adults / 2 Children	\$52,507
2 Adults / 3+ Children	\$67,936

However, if any family exceeding these income levels or scholarship criteria feels that special circumstances affect their ability to pay full tuition they are strongly encouraged to submit an application form to the scholarship committee.

Eligible scholarship families with more than one child enrolled in Lakewood Cooperative Preschool may be awarded scholarships for each child (fill out one application for each child). Scholarship recipients should notify the Scholarship Committee if their financial situation improves mid-year lessening their need for assistance.

## **Application Process**

Scholarships for the following school year are applied for during the preceding spring enrollment period. Enrollment is determined first, independently of the scholarship requests. Recipients will be notified of awards before being asked to make a financial commitment to the preschool. Families who find themselves in need mid-year are encouraged to apply at that time.

## **Confidentiality**

Scholarship applications are kept strictly confidential and are reviewed solely by the Scholarship Committee comprised of the Treasurer, Assistant Treasurer, Social Justice Chair and may include one other Board member. Scholarship decisions will be communicated to applicants by mail.

## **DOUBLE CO-OP POLICY**

Double Co-oping is the enrollment of more than one child per family in the co-op. It is made possible only through the support of other co-op families. A family may enroll more than one child in the co-op only when enrollment is sufficient to maintain the required adult: child ratio for the respective classes and it does not require families with only one child in the co-op to work more than once a week. Enrollment of more than two children in the co-op at one time will be subject to Board review.

The normal Lakewood standing rules and bylaws apply in double co-oping and families who are double co-oping in 2 classes are strongly encouraged to attend both monthly class meetings.

## **Tuition**

Twins or siblings enrolled in the same class or different classes will be charged 100% tuition for each child unless awarded a scholarship.

## **Scheduling**

If the family has two children in the same class the parent/caregiver will work in the classroom once a week, to allow the children to learn to separate from their parent/caregiver.

For other class combinations, the double co-oping parent will be regularly scheduled to work once a week, alternating one month in one class and the next month in the other. However, certain conditions (maternity leaves, health issues, enrollment etc.) might require double co-op families, in all class combinations, to be scheduled up to full time for both children. In all situations, the class schedule will be determined by the class chair.

# **TUITION PAYMENT POLICY**

A tuition deposit equal to one month's tuition must accompany official acceptance of enrollment due in April/May to hold a space for the following year.

Every member must pay tuition for the month no later than the first day of the month. A five-day grace period is allowed. If payment is received on the 6th of the month or later, a \$15 late fee must be included with payment. No tuition is due in September or June; these prorated months are prepaid with the tuition deposit. The member must contact the assistant Treasurer to make alternate arrangements. If tuition is 30 days past due, the assistant treasurer will notify the Board. The family may be placed on probation and there may be a review of the member's eligibility in the preschool. In the event of a member's withdrawal from the preschool, prepaid tuition is not refundable.

# **LIABILITY AND INSURANCE**

Lakewood Cooperative Preschool adheres to Seattle Central Community College's guidelines for liability issues. LCP, through its affiliation with Seattle Central Community College (SCCC), incorporates risk management procedures into the operation and practices of the preschool. Each year LCP assigns a Risk Management Supervisor to oversee compliance with SCCC's established safety practices.

Our goal is to comply with policy, keep our children safe and not expose the school to risk or unnecessary liability. The guidelines are available upon request from the Parent Educator.

# **ANTI-BIAS GOALS**

Lakewood Co-op Preschool is committed to providing an anti-bias environment for children, adults and families. Lakewood Cooperative Preschool is committed to maintaining a diverse and vibrant membership that reflects the healthy and enriching diversity found in Seattle as a whole. LCP believes that the uniqueness of each family structure, cultural affiliations, religious beliefs, financial

situation, and life experiences brings riches to the Cooperative as a whole when shared among the membership through in-class and extracurricular activities. We are dedicated to the following goals in anti-bias education:

1. Nurture each child's construction of a knowledgeable, confident self-concept and group identity. This goal means creating the educational conditions in which all children are able to like who they like without needing to feel superior to anyone else. It also means enabling children to develop biculturally: to be able to effectively interact within their home culture and within the dominant culture.
2. Promote each child's comfortable, empathetic interaction with people from diverse backgrounds. This goal means guiding children's development of the cognitive awareness, emotional disposition and behavioral skills needed to respectfully and effectively learn about differences, comfortably negotiate and adapt to differences and cognitively understand and emotionally accept the common humanity that all people share.
3. Foster each child's critical thinking about bias. This goal means guiding children's development of the cognitive skills to identify unfair and untrue images (stereotypes), comments (teasing, name-calling) and behaviors (discrimination) directed at one's own or other's identities (be they gender, race, ethnicity, disability, class, age, weight, etc.) and having the emotional empathy to know that bias hurts.
4. Cultivate each child's ability to stand up for her/himself and for others in the face of bias. This activism goal includes helping every child learn and practice a variety of ways to act: (a) when another child acts in a biased manner toward her/him, (b) when a child acts in a biased manner toward another child, (c) when an adult acts in a biased manner. Goal four builds on goal three: critical thinking and empathy are necessary components of acting for oneself or others in the face of bias.

*These four anti-bias goals were originally developed by Louise Derman-Sparks and the Anti-Bias Curriculum Taskforce, Washington DC: National Association for the Education of Young Children*

In addition, it is the desire of Lakewood Co-op that our school reflects the community of the Rainier Valley, and our outreach efforts strive to attain that goal. We ask that you support our goals in the classroom and at home by doing the following:

- Examine your own biases, prejudices, and stereotypes; we all have them. Acknowledge them then counter them through education, discussion, and personal contact. Discover the similarities; value the differences.
- Use positive language and be more accepting of others. Listen to a child's stories about the dad that she has never met. Give an affirming response, such as, Some kids are just like you, honey, and don't have a dad. Some kids don't have a mom. Everyone's family is a little different.
- Accepting and celebrating the experiences of all the children is the most important step in the anti-bias curriculum.
- Identify stereotypes you see and hear in the classroom, in public, in print, or in the media. For example, Disney is notorious for its weak and/or evil depiction of women. Counter this with real-life heroines, from the famous (Rosa Parks) to the everyday (Mom!). When reading a holiday book, point out that some families celebrate Solstice, and some celebrate Chanukah, Christmas, or Kwanzaa during mid-winter. When in dramatic play, encourage different kinds of family groups in your play (for example, grandmother, uncle, step-parent, or partner).
- Look for prejudice in language and point it out. Substitute unisex job titles for gender-specific ones (for example, mail carrier for mailman, firefighter for fireman, flight attendant for

stewardess, etc.). Do not automatically defer to her as society has programmed us to do (eenie, meenie, minee, mo catch a tiger by her toe). This tide can be turned it just takes a very conscious, continual effort.

- Directly address any negative comments children make regarding differences. Explain that these comments hurt feelings. Acknowledge the differences and put them in context. Point out that we are all wonderfully different in many ways (for example, skin color, body size, facial features, family composition, ability, religious beliefs, etc.). Children at this age are noticing differences. Differences are real; it is the values associated with these differences that can be harmful.
- Be aware of the feelings around difference and disability. Many children are afraid or feel pity when they first learn about a new situation. Help children understand that people in other situations experience happiness, sadness, love, creativity and other emotions just like we do. Help children understand that we can only know what another thinks and feels by getting to know her/him.

By promoting anti-bias attitudes, we will help create a more harmonious world for all children.

## ALTERNATE CAREGIVERS

When a non-parental caregiver is the primary adult working in the classroom on a full-time or part-time basis, it is the parents' responsibility to ensure that both they and the caregiver attend the New Parent Orientation and take Risk Management Training. Parents are also responsible for sharing relevant communication from the classroom teacher (email updates, updates and requests at class meetings, etc.) with alternate caregivers. In addition, the parent should walk through the classroom and school facilities with the caregiver and stay during the first class that the caregiver is working. Parents are to arrange to work in the preschool at least once a month, in accordance with our Standing Rules. If there is a change in non-parental caregivers during the year, it is the parents' responsibility to train the new caregiver in the classroom duties and to arrange for Risk Management Training. Parents are required, and alternate caregivers are encouraged, to attend monthly parent meetings and all-school meetings.

## MEETINGS

All Lakewood Co-op families are required to attend the first all-school meeting (typically September), seven monthly parent meetings (typically October - May), and the final all-school meeting (typically May).

The first meetings include a Parent Orientation and Risk Management training. A monthly class meeting shall be held unless decided otherwise by the membership.

One parent is required to attend the monthly parent meetings. More than two absences may result in a review of a member's eligibility in the preschool. Attendance at another class meeting will satisfy this requirement. At parent meetings, we learn more about parent and child development issues from our SCCC parent education instructor, we gain valuable insights from other parents and we discuss what's happening in our class and the preschool as a whole.

Families who are double co-oping in 2 classes are strongly encouraged to attend both monthly class meetings.

## FUNDRAISING

Money does not make the world go round, however, it does keep our preschool afloat and in business. That is why it is critical for everyone to understand the importance of fundraising for the preschool and the necessity of their participation in it.

Just like any other school, Lakewood Co-op Preschool has expenses for rent, salaries, scholarships, supplies and other operating costs. We make an effort to compensate our teachers well and we are committed to offering scholarships to children in our community. We also have learned how important it is to keep our savings coffers padded in the event of unexpected circumstances or events such as the earthquake of March 2001, which forced us to move the preschool. All of this takes money.

Participation in fundraising is one of the requirements of families of children enrolled at LCP, as is your preschool job and the time you work in the classroom. The success of fundraising efforts depends on the commitment of each and every preschool family.

Each year LCP hosts a fundraising event. The fundraising committee plans and organizes the logistics for the event and each of the LCP families help. In the past, LCP held a spring auction and LCP families were charged with procuring items worth a total of at least \$200, or donating \$200 for the fundraising committee to purchase exciting items for auction. Each family was also expected to purchase 2 tickets to the event. The annual fundraising event will be determined by the Fundraising Committee and approved by the Board. Details on the families' commitments will be discussed in class meetings at the beginning of the year.

In order for our preschool to be the best it can be, we must all give 100% to the fundraising efforts. When our school is financially healthy, we can relax and focus on the school, our children and our preschool friends. Fundraising provides more than cash flow to the preschool. It allows us to connect with each other and our neighborhood, to have fun and to build community. That's what a cooperative is all about. We hope that you will take this to heart and be ready to roll up your sleeves and jump in when the time comes!

Lakewood Co-op depends on the fundraising efforts of its membership to finance the school's scholarship fund, a program we are especially proud to offer. Also, fundraising revenues allow us to make improvements/additions to our classroom facilities and equipment and maintain an excellent teaching staff. Individual and collective fundraising goals are stated prior to each fundraiser.

Each Lakewood Co-op family is required to contribute to the fundraising effort.

## VOLUNTEER OPPORTUNITIES

Volunteer committees are formed throughout the school year for varied purposes (for example, needs assessment, enrollment, etc.). Individuals are also requested to host parent meetings, bring cookies to all-school meetings, etc. We count on you to be generous with your time, energy, and talents.

## ENROLLMENT COMMITTEE

The Enrollment Committee consists of enrollment coordinators (one vote), class chairs (one vote each), board co-chairs (one vote), and the SCCC parent educator (non-voting). The Enrollment Committee will meet formally only as deemed necessary by the Enrollment Coordinator to discuss and resolve any issues regarding enrollment. Any member who is interested in observing the Enrollment Committee meeting is welcome to attend in a non-voting capacity.

## SOCIAL JUSTICE COMMITTEE

The Social Justice Committee (SJC) is tasked with helping LCP meet its anti-bias goals in a variety of ways, including organizing community events for kids and families, coordinating with teachers and providing support to parents on themes related to social justice/ anti-bias, helping the enrollment coordinator with outreach efforts, and attending Board meetings. SJC is made up of 2 coordinators (including one Board member/ committee "Chair"), each serving 2 years on the committee to provide LCP kids and families with some consistency of SJC efforts. SJC coordinators also hold committee meetings and serve on other committees, as needed.

## CLASSROOM MAINTENANCE

All Lakewood Co-op families are required to participate in either classroom set-up, mid-year clean up or end of year clean-up. Both set-up and clean-up are divided into approximately three-hour shifts. Each family is required to participate in one shift.

- Classroom set-up happens approximately 2 weeks before the start of school. It involves readying the classroom for the school year (for example, getting out supplies, stocking cupboards, posting bulletin boards, labeling cubbies/mailboxes, cleaning and repairing items etc.).
- Mid-year clean up takes place in January/February to clean and freshen up the classroom prior to the Open House.
- Classroom clean-up happens after the last day of school. It involves breaking down the classroom before summer vacation (for example, storing materials and equipment, removing cubbies, cleaning, etc.).
- In addition to classroom set-up/mid- & year-end clean-up, Lakewood Co-op families may be required to participate in additional full or partial classroom breakdowns or set-ups during the school year as needed for special events hosted by the school or church. The church uses the preschool classrooms on Sunday mornings, so the set-up must occur after 1 pm on Sundays.

## REIMBURSEMENT POLICY

Being a part of a cooperative preschool sometimes requires families to purchase supplies for later reimbursement. LCP is happy to reimburse families as long as their purchase is pre-approved by one of the co-chairs. LCP approves a yearly budget in June and assigns specific amounts to each category of expense - we have to keep our spending within those limits, therefore, someone needs to make sure we are staying within our budget BEFORE expenses are incurred. Thank you for understanding and agreeing to the following procedure:

1. Before making a purchase, please pick up one of the Reimbursement forms that can be found on top of or to the right side of the mailboxes.
2. Fill out the part where you write your name, explain the purchase you plan to make and the amount you expect to spend.
3. Put it in a co-chair's mailbox for one of the co-chairs to sign.
4. The co-chair will put it back in your mailbox when they've approved it (usually no more than 2 days).
5. Once you've made the purchase, fill out the remainder of the form, attach the receipt, and put it in the treasurer's mailbox for reimbursement.

Reimbursements are usually paid on the 1st of the month.

## RULES FOR A SAFE PRESCHOOL

Personal safety is our first and foremost concern at preschool. Preschool rules are needed to ensure the safety of everyone. The following are preschool safety rules:

- Be respectful of others by using kind words and actions.
- Hands and feet are not for hitting or kicking or hurting.
- Toys are for playing, not throwing or breaking.
- No weapons or toy weapons allowed in the preschool.
- Materials are to be used for their intended purpose (i.e. blocks are for building, chairs are for sitting, etc.)
- Walking feet are used during playtime.
- Blocks can be stacked up to shoulder height of the shortest child in the classroom.
- Snacks are eaten at the table and the child is done when the last bite is swallowed.
- When a child is using a toy, it is hers/his. When she/he is done, someone else may use it.
- Rope or hand is held when walking to the park.
- Use inside voices.
- Everyone helps clean up.
- Children not joining class at circle time need to look at books or find a quiet activity so as not to disturb others.
- As issues arise, teachers and parent assistants use gentle reminders and redirection to help children follow the rules. They will also assist the children to clearly communicate their feelings with one another.

In addition, these rules are for adults:

- All adults will participate in a safety awareness walkthrough. This will occur at the Risk Management Meeting held at the school.
- Children must be under the direct supervision of an adult at all times. If you must leave your assigned station, including times when you take a child to the bathroom or to change a diaper, you must notify another working adult.
- The door leading out of our rooms will be kept closed. The outer door will be open for 10 minutes after class begins, then closed (locked) until ten minutes prior to dismissal.
- All adults will sign in/out the preschoolers in their care. The attendance clipboard is at the classroom entrance. If someone other than a co-op member is picking your child up, the teacher must be informed ahead of time.
- No hot drinks are allowed in the classroom.
- All safety hazards must be reported to the teacher.
- All hazardous materials must be kept out of children's reach and in locked cabinets.
- In order to protect the co-op, staff and parents, no adults should ever be alone with a child where they cannot be seen by another adult.

## RESOLVING BEHAVIORAL ISSUES

All members of the Lakewood Cooperative Preschool community agree to work together to ensure a safe, secure, and nurturing learning environment for all of the children. As part of that commitment, all parents of children enrolled at the preschool agree to work with the teachers to resolve any behavioral issues regarding their children. Matters raised as behavioral issues should be treated as confidential. All participants should respect the privacy of all others involved and should not discuss specific matters with anyone who is not directly involved in the process.

In the event a person identifies what she/he believes to be a behavioral issue with regard to a particular child, that person should first discuss the concern with the child's teacher. If the teacher determines that there is no significant behavioral issue, then no further action will be taken.

If the teacher determines that there is a behavioral issue, then the teacher should notify the child's parent or parents of this concern as soon as possible. The parent or parents and the teacher should meet together as soon as possible to discuss the behavioral issue presented by the child. Working together, the parents and teacher should devise a plan for addressing the behavioral issues under discussion.

The Enrollment Coordinator may be asked to serve as a mediator and/or the parent educator may be asked to serve as a resource person. The final responsibility for devising a plan rests with the teacher. The Board will be notified only if further action needs to be taken.

## PROVIDING POSITIVE GUIDANCE

At Lakewood Cooperative Preschool we work to create an environment that is respectful to children and that supports their personal growth and problem-solving abilities. Cooperative preschools are laboratories for learning and in the LCP lab we will experience a whole range of behaviors. LCP's

approach is to be inclusive and respectful of the wide range of family cultures represented. As stated in our risk management manual, co-op staff or volunteers may not physically, verbally, or emotionally abuse or punish children. (Section X, A, p. 11)

We encourage and facilitate children talking together, acknowledging feelings, developing empathy, and problem-solving together. Teacher's aides can practice the techniques learned from the Second Step Program to help guide children in their choices of behaviors. (Ask the teacher for more information.)

When giving directives, people are encouraged to use simple language that is focused on the behavior. Please don't kick me because it hurts me is fine instead of feet belong on the floor. Out of respect to the many parenting styles in our school, we avoid using disciplinary terms such as Time Out, which might mean different things to different families and possibly confuse a child.

When having difficulty resolving an immediate situation, teacher's aides should seek the help of the teacher. The classroom teacher has the final authority. (In case of grievances, see grievance procedures).

## FIELD TRIP POLICY

Field trips are a valuable part of your child's preschool experience. Some field trips we have taken in the past include visiting a fire station, a bakery, Seward Park, pumpkin patches, and the Seattle children's Theater. Your child will have a chance to see new sights and new places, and learn more about our neighborhood and surroundings. Usually, field trips are only scheduled for the Crickets and Dragonflies. The Bumblebees may go on a simple field trip (for example, to a fire station) at the end of the year, at the teacher's discretion. Each field trip coordinator plans field trips, with input from parents, and final approval from the teacher.

Parents provide transportation to the field trip site, or arrange for another parent to drive their child. If this is not the case, then:

- All children and working parents should meet inside the preschool for the first circle time, unless otherwise stated.
- All children must put on a general preschool identification tag (with no children's names), and/or a preschool tee shirt before they leave the preschool.
- If you are driving, you must have a medical release form for each child in your car, including your own. This rule applies even if you are driving only your own child.
- If you are driving more than one child, you must have another adult with you in your car.
- All children must ride in age-appropriate car seats. It is the parent's responsibility to provide an appropriate car seat.
- If you are scheduled to work on a field trip day, you may not bring any of your child's siblings.
- All drivers must have minimum auto liability insurance of \$100,000 per person/\$300,000 per accident.
- All assigned field trip drivers, chaperones and the teacher will be reimbursed for any admission and parking costs by the rest of the membership.

## BIKE HELMET POLICY

Helmets will be mandatory if children are riding bikes, tricycles, or scooters. Parents must provide appropriate helmets for their child. A proper fitting helmet is a must for maximum protection. LCP may provide a few helmets to be used on an occasional basis.

## FIRST AID PROCEDURES

Despite the best precautions, accidents are inevitable in a preschool setting. The procedures listed below will help you respond when these situations arise.

- The first aid kit is located on the coat rack in the front hall.
- Latex gloves are located in the first aid kit.
- Emergency phone numbers are posted near the phone in the kitchen.
- Only teachers may administer prescription drugs or medications to children.
- All major accidents, or injuries related to the head (even if minor), must be noted on the clipboard hanging near the mailboxes.

## SANITATION MEASURES

The preventative measures listed below help sanitize the preschool and decrease the spread of germs.

- Hand washing is to occur at the beginning of each class, after using the bathroom, changing a diaper and nose wiping and before/after snack.
- Hands are to be washed under running water with hand soap and dried with a clean hand towel or paper towel.
- Paper towels and facial tissue must always be available.
- Hand sanitizer should be used on the way into the classroom, after washing hands, and following snack.
- The snack area floor is to be swept and mopped after each session.
- At the beginning of each class, a spray bottle of fresh bleach solution is to be made up by the snack person and used to wipe down all areas used in snack preparation. This solution must be used at the end of snack to clean the tables and placemats. Clean towels or paper towels should be used to clean food prep/eating areas. Clean dishcloths are to be used in the snack area for each session and should be put in laundry basket at the end of each session. Sponges may only be used for non-food areas.
- Garbage is to be emptied at the end of each day. It is the responsibility of the last class of the day to empty the garbage cans. Garbage cans are to be cleaned when soiled.

## BATHROOM POLICY

In order to protect the co-op, staff and parents, adults shall never be alone with a child where they cannot be observed by another adult. Any adult who is taking a child to the bathroom must let at least one other adult know that they are taking a child to the bathroom. The adult who takes a child to the bathroom shall stay in a location where he/she can be observed by other adult co-op members.

## ILLNESS GUIDELINES

Because preschool brings children into close contact with each other, and the way preschool children play, communicable disease spreads easily among them. To prevent the spread of a contagious disease, children with a communicable disease must be kept home. Parents must call the teacher and inform him/her about the illness. The teacher will then post notice to parents of the possibility of exposure. The following is a list of symptoms that may indicate your child (or yourself) has a communicable disease.

Keep your child home if any of the following symptoms are present:

- **Diarrhea:** Two or more watery stools in a 24-hour.
- **Vomiting:** Vomiting one or more times within the past 24 hours.
- **Rash:** A body rash not obviously associated with diapering, heat or allergic reactions.
- **Eyes:** The eyes are pink or have thick mucus or pus draining from them.
- **Appearance/Behavior:** Unusually tired, pale, lacking appetite, difficult to wake, confused or irritable.
- **Sore throat:** Especially when associated with fever or swollen glands in the neck.
- **Fever:** A temperature of 100 degrees or higher, with or without a sore throat, rash, vomiting, diarrhea, earache, irritability or confusion.
- **Lice:** Children with lice (it happens to the best of families) may not attend preschool until they are free from lice and nits (eggs).

Children must remain home for 24 hours after symptoms are gone (without medication) and 24 hours after your child has resumed normal behavior and eating. Please note: although 24 hours is the required wait time, 48 hours is preferable as it increases the probability that the illness is actually over and will not re-occur. If a sibling is home sick, we urge you to keep other siblings home as well.

Working parents should contact the class chair and teacher immediately if they need to stay home due to illness, and they must make every effort to get their shift covered.

If 30% of the school is out sick, the teachers will determine if school should be cancelled. If 30% of a class is out sick, the teachers will determine if class should be cancelled.

When dropping off your child, parents and siblings should also wash hands for 20 seconds.

Specific diagnoses that require Public Health notice are listed below:

Your child must be kept home from school if he/she has been diagnosed with the following:

- Bacterial Meningitis
- Chicken Pox
- Conjunctivitis (pink eye)
- Fifth Disease
- Hand, Foot and Mouth Disease

- Head Lice
- Impetigo
- Mononucleosis
- Methicillin-resistant Staphylococcus Aureus
- Mycoplasmal Pneumonia
- Pinworms
- Reye Syndrome- following chicken pox or flu
- Strep Throat

Children with mild cold symptoms who do not have any symptoms described above probably do not need to be excluded from preschool. Colds are very common in young children and once they have cold symptoms are not particularly contagious. The decision to send a child with a cold to preschool should be based on the comfort level of the child. Please do remember that other working parents will be in charge of your child's care when determining if a cold is too severe for your child to attend school. A health care provider should evaluate greenish discharge from the nose. Ear infections are not easily spread and children do not need to stay at home if they are comfortable going to school. Children and parents/caretakers may be required to show proof of immunization.

*--Adapted from Child Day Care Health Handbook, Seattle King County Department of Public Health. 1986.*

## EMERGENCY PROCEDURES

Emergency procedures will come into effect during an earthquake, fire or other major hazard. The teacher is the captain in emergencies: look to her/him for direction. If a major disaster does occur while your child is in preschool, stay home. The school is prepared for children to remain at school for 24 hours. Each class will discuss emergency procedures and evacuation plans during the first class meeting of the year.

The first aid backpack contains emergency supplies and should be grabbed in the event of emergency evacuation of the building. It contains first aid supplies, flashlight, preschool phone book, and the out-of-state phone numbers chosen by each class.

### **Earthquake**

In an earthquake, expect five minutes of shaking and possible aftershocks. Most injuries occur when falling objects hit someone. Following these instructions will reduce the chance of being hurt.

#### **Keep calm.**

**If inside:** Take children in your area under tables or next to inside walls, covering heads with hands. Wait until shaking stops.

**If outside:** Stay away from wires and trees. Try to keep in the open and away from buildings. Insist that the children stay with you.

**If driving:** Pull off the road and stop as soon as possible. Avoid wires. If a wire hits your car, stay in the car until professional help arrives. Use judgment about whether to drive to school or return home.

After the first shock:

- Refer to the earthquake procedures posted on the safety section of the bulletin board.

- Expect aftershocks.
- If strong gas odor, do not use phone or light matches. Send a parent to shut off gas and electricity.
- Send a parent to check building for structural damage and assess possible evacuation routes. If not safe to remain, grab first aid/emergency backpack and evacuate using best route. Watch for downed wires, falling trees and pieces falling off buildings.
- Administer First Aid if necessary. When safe, make necessary phone calls.

### **Fire**

- Take a head-count of children in your area and report to the teacher.
- Evacuate those children using closest safe exit. Before you open a door, feel to see if it is hot. If hot, there is a fire on the other side. Use another exit. Do not open the door to peek.
- Close doors on the way out if possible.
- Meet at the fence in the side yard. Proceed as necessary to another location once all are accounted for.
- The teacher will check bathrooms and entire area for children, assign one parent to call 911, bring the first aid backpack, and turn off power.

### **Who to Contact in an Emergency**

In the event of an emergency, **do not call the school or the emergency cell phone.** Please use the Out-of-State contact numbers located in the LCP Phone Directory.

## **ALLERGY POLICY**

### **Family's Responsibility:**

- Notify the school of the child's allergies.
- Work with the teachers and class parents to develop a plan that accommodates the child's needs throughout the school, including in the classroom, in the kitchen, and during school-sponsored activities.
- Provide written medical documentation, instructions, and medications as directed by a physician. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, and how and when to tell an adult they may be having an allergy-related problem.
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

### **Lakewood's Responsibility:**

- Review the health records submitted by parents and physicians.

- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Insure that all teachers and parents who interact with the student on a regular basis understands the food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the Risk Manager to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Ensure that medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers.
- Ensure that teachers and substitute teachers are properly trained to administer medications.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.

#### **Student's Responsibility:**

- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

### **PEANUT/TREE NUT ALLERGY POLICY**

- Lakewood Co-op is a nut-free zone. Snacks may not contain peanut butter, nuts and nut oil or nut products.
- An approved list of nut-free items is in Snack Suggestions. We strongly recommend that the snack parent choose a snack from the approved list. Should you wish to bring in a different snack, either store-bought or homemade, you may do so, but the snack may not contain peanut butter, nuts and nut oil or nut products. If you have any questions about whether an item is nut-free, check with the parent of the student with allergies.
- Items that contain nuts and should not come to school: Peanut Butter Sandwiches, Peanut Butter, Ritz Bits Crackers, Peanut Butter Cookies, all Tree Nuts (Cashews, Hazelnuts, Macadamias, Chestnuts, or Pecans), Granola Bars, Multigrain Cheerios/Honey Nut Cheerios, and any other obvious product containing nuts as a main ingredient (e.g., Peanut M&M's, Snickers, etc).
- Parents may bring in special treats for birthday/special celebrations, but these treats may not contain peanut butter, nuts and nut oil or nut products.

### **OTHER FOOD ALLERGIES/FAMILY FOOD CHOICES**

Some students and families have other food concerns. Lactose intolerance, allergies to wheat, fish, soy, eggs, etc. may cycle in and out of the school. Some families are vegetarian, some limit processed foods and refined sugar. With these food concerns, we go on a case by case basis. These

foods are not banned entirely from the school if they are particular family food choices or from snack time because they rarely cause life threatening allergies and are not oily.

We try to accommodate health concerns, and since each snack time offers 2-3 choices (fruit, protein, bread/crackers), there should be something for every child to eat. Parents of students who are allergic or intolerant of certain food groups should ask each day what the snack is and decide what is OK for their child to eat. These families may want to store some food at school in case the snack is not appropriate for their child.

Meat (sliced turkey, etc.) is also sometimes offered. Vegetarian families may wish to keep a protein substitute on hand.

Some families bring in treats for birthdays and other holidays. These are offered at the end of class so if a family does not wish their child to eat them, they may provide a treat of their own (which can be kept in the school freezer or cupboards) or they can leave before the treat is offered.

Thank you to everyone for working hard to provide enticing, healthy snack options for our kids. Lakewood parents put a lot of thought into their snacks and work hard to accommodate everyone. However, preschool is also a learning opportunity for food-allergic children to begin to understand that some foods are not safe for them or are not chosen by their families, and to begin to learn how to recognize them. These skills will be important as they increasingly spend more time with friends and away from their families.

## GRIEVANCE PROCEDURES FOR CO-OP MEMBERS/TEACHERS

LCP is a cooperative organization. As such, we value a harmonious, diverse and respectful environment. We also serve as models for our children in problem resolution. Nevertheless, in a preschool dependent on volunteer energy, disputes may arise. Members are expected to resolve problems before they become disruptive to the operation and environment of the school.

First, the problem should be clearly identified. The parties involved should attempt to resolve the issues themselves first. If this is unsuccessful, or if the complaining party is uncomfortable approaching the other party, the following process shall be implemented:

1. The complaining party shall put the identified issue(s) in writing with the desired resolution. This will be provided to an Enrollment Coordinator (or the Job Coordinator, see below) who will act to form a grievance committee within 15 days and who will notify the board chair(s).
2. The grievance committee may consist of any of the following people, depending on the complexity of the problem and the nature of the issues involved: Enrollment Coordinator (Chairs committee unless job related grievance), Class Chair, Parent Educator, Class Teacher, Job Coordinator (Only on job grievances).
3. The Grievance Committee will meet with the parties involved in the dispute. After the meeting, the committee will evaluate the issues, consult the class teacher if necessary and present its recommendation to the board.
4. The decision of the board is final. All decisions must comply with any employment and parent contracts in effect.
5. At the point of resolution, the Enrollment Coordinator will document the event and the outcome and this will be placed in a confidential file.

6. If the issue to be resolved involves performance of a preschool job, the job coordinator shall initiate and chair the grievance process and document the dispute and resolution in a confidential file.

## LEAVE POLICY

Children must be continuously enrolled in the preschool. A leave of absence may be taken. Tuition for the time of absence must be paid in full prior to such absence.

Medical/personal leave for classroom duties can be requested through the class chairperson and must be approved by the class chair and school co-chairs.

A maternity or paternity leave from assistant teacher duties of up to sixteen weeks from birth will be given. Finding a substitute for assistant teacher duties during this period is not required. However, attendance at the monthly meeting is required and tuition shall be paid according to the regular schedule. Members are still required to fulfill the requirements of their all-school job during maternity or paternity leave.

An emergency leave is available for parents in need of relief from their co-op obligations due to an emergency or major medical complication. The parent must first contact their class chair who will present their situation to the board. The board, by vote, may grant relief from the parent job obligation and the class meeting requirements.

## PRESCHOOL JOB DESCRIPTIONS

The following jobs benefit the preschool at large. Each family is responsible for performing one job throughout the school year. Please allow two to four hours per month for most jobs, some jobs run considerably more. The job may be either a board position or a general position. All jobs are described below.

### **Board Positions**

The board nomination process takes place in the spring preceding the current school year and is initiated by the current co-chairs. The membership will vote on the slate. In order to be considered for a board position a member must be in good standing and have fulfilled the requirements outlined in the enrollment contract.

Each board position, in addition to its listed responsibilities, requires attendance at monthly board meetings. The times and locations of the meetings are determined by the board at the transitional potluck held in May or June. Finding childcare during the meetings is the responsibility of each board member.

### **Chairperson(s) (one or two positions, single vote on board)**

The chairperson is responsible for planning and coordinating the group's operation. This person should be comfortable managing and delegating responsibilities. It is recommended that if there are two chairpersons that one would be the lead. Usually the lead would be a returning parent, while the other person would be from a less senior class, and might choose to lead the following year. It is also recommended that one of the chairpersons have previous board experience. The chairperson will:

- Arrange and preside over board meetings and the all-school meetings.

- Act as resource person for class chairpersons.
- Coordinate board nomination/election process for the following year.
- Oversee the annual teacher and SCCC parent educator evaluation process.
- Negotiate contracts with all parties.
- Act as a liaison with Columbia Lakewood Community Church regarding any financial, contractual, and legal issues.
- Serve on the Enrollment Committee.
- Serve as Hiring Committee chair, if necessary.
- Work with the board secretary and job coordinator to revise parent handbook.
- Maintain a monthly activity record to assist future chairpersons.
- Coordinate the end-of-year school evaluation.

### **Treasurer (one position)**

The treasurer is responsible for administering the financial transactions of the co-op. Some knowledge of bookkeeping and tax preparation is preferred. The treasurer will:

- Provide support to the board regarding financial decisions.
- Provide monthly reports to the board and membership regarding accounts and budget.
- Prepare employee payroll and pay all bills, taxes, and reconcile bank accounts.
- Prepare annual budget and year-end report. Send copy to SCCC.
- File federal and state tax and employment forms, including 990EZ, 941, L&I, W-2/W-3, and any others required, in a timely manner.
- Be responsible for starting and stopping garbage & recycling.
- Train assistant treasurer and communicate with her/him regarding tuition collection.
- Serve on the Scholarship Committee.
- Meet with next year's treasurer to review responsibilities ensuring a smooth transition.

### **Secretary (one position)**

The secretary oversees the written communications of the board and the co-op and serves as the official record keeper for the group. This is a straightforward position requiring a good ability to follow through. The secretary will:

- Record minutes at board meetings. Distribute minutes to board members, send out in e-mail to the entire school following approval, and post minutes on bulletin board for general membership review. A copy of the minutes should also be sent to Columbia Lakewood Community Church (check with church liaison to get most current email address). Minutes must be distributed in a timely fashion so that class chairs can consult notes prior to monthly parent meetings.
- File all minutes and any other records of the group (for example, schedules, correspondence, sign-in sheets, etc.). At the end of the year, coordinate creating an archive of all-important preschool files.
- Take care of any official correspondence that may be requested by the board.
- Organize, publish, and distribute preschool roster and directory at the beginning of the school year. Work with Enrollment and Job Coordinator over the year to obtain most up to date rosters and job assignments. Have a proof of the directory available at the all-school orientation meeting for families to review prior to publishing phone book.
- Maintain all-school and class email lists based on current year's roster and the internal [lcadministrative@lakewoodcoop.org](mailto:lcadministrative@lakewoodcoop.org) email account. Use account to distribute information

relevant to the whole LCP community i.e. fundraising info, enrollment deadlines, school events, board correspondence to the LCP community and information from SCCC. List will be updated in June to reflect upcoming school year. Keep a copy of all emails sent from the account and forward any incoming mail to relevant people if needed.

- Work with job coordinator and board chairperson(s) to revise parent handbook and publish yearly.
- Maintain a confidential correspondence file, including all preschool documents of a sensitive nature.
- Oversee sign-in process at all-school meetings. Distribute any relevant handouts to those parents unable to attend.

### **Class Chairperson(s) (one position per class)**

This person acts as the class representative to the board. Each class chair will:

- Attend board meetings and give reports on class issues.
- Chair monthly class parent meetings September through May, and present pertinent board information to the class in the form of an agenda. Tell parents absent from the meeting about any important issues.
- Act as resource person for class parents.
- Serve on the Enrollment Committee.
- Make arrangements for the monthly meetings.
- Create a phone tree and distribute it to members of the class at the first class meeting. Activate class phone tree for all meetings and other co-op events.
- Create, distribute and post monthly work schedule at least one week before the end of every month. The schedule should include holidays, field trips; events (for example, parent meetings, board meetings, social events, tuition deadlines, parent work assignments, etc.).
- Work with the class to resolve schedule changes or irregularities.
- When deemed necessary, take or delegate taking notes at class meetings and handle correspondence for the class. (Most often, meeting minutes are NOT required, but on occasion, classes make decisions at meetings that need to be documented and/or notes should be distributed to those who are not present.)

### **Enrollment Coordinator(s) (2 positions, single vote on Board)**

The Enrollment Coordinator acts as a liaison between and among the parents and the teachers and/or the board to communicate any concerns and problems that may arise. This person must have good organizational skills and a terrific ability to communicate with people. This position is very detailed and requires a two year commitment, with the person learning the first year, and passing on the information the next year. The Enrollment Coordinator(s) will:

- Coordinate enrollment throughout the year including arranging visits by prospective families, advertising and filling student vacancies.
- Communicate with new members the philosophy of the school, details of enrollment and family responsibility within the school.
- Maintain the info@lakewoodcoop.org email account. This account is LCP's external email account and requires regular monitoring in order to respond to enrollment queries in a timely manner. Keep a copy of all emails sent from the account and forward any incoming mail to relevant people if needed.
- Initiate and serve on Grievance Committee in accordance with grievance procedures.

- Organize and host the Mandatory Parent Orientation prior to the start of school to welcome and train new and old co-op members.
- Coordinate the annual open house for prospective families.
- Serve as Enrollment Committee chair.
- Be responsible for registration paperwork and collection of tuition deposits for every co-op member. Enter all required information into all-school roster and work with Secretary, Job Coordinator and Webmaster over the year on handbook, directory, job assignments and website updates.
- Attend board meetings and give status reports on enrollment.

### **Church Liaison (one position)**

This person acts as a liaison between the preschool and the Columbia Lakewood Community Church. The liaison will:

- Contact a designated member of the Columbia Lakewood Community Church once a month to facilitate communication on facility usage and other relevant issues. When there are tasks required by the church, this person should implement completion of these tasks either by delegation or self.
- Work with the classroom maintenance/organizer to communicate any maintenance issues with the church (electrical, plumbing, heating, etc.) or to notify the church of any hazardous conditions.
- Inform the chairperson if there are any financial, contractual, or legal issues to be dealt with.
- Attend board meetings and give status reports on any issues currently being coordinated with the church.

### **Fundraising Chairperson (one position)**

The Fundraising Chairperson is responsible for overseeing the fundraising project(s) for the year. This person must be organized, have good people management skills, and have the ability to delegate responsibility. Prior experience on the fundraising committee is preferred. The Fundraising Chairperson will:

- Chair the Fundraising Committee.
- Act as a liaison between fundraisers and the board.
- Attend board meetings and report on the fundraising progress.
- Lead monthly fundraising committee meetings and oversee the committees.
- Present a fundraising plan to the preschool at the all-school meeting at the beginning of the school year.
- Serve on fundraising committees as needed.

### **Parent Advisory Council (PAC) Representative (one position)**

The PAC is composed of parents representing each co-op in the SCCC system, facilitated by a staff member from SCCC's Parent Education department. The recommended council term is 2 years. The PAC representative will:

- Hold a position on the PAC council whose focus includes promotion of quality education for parents of preschool-age children, unifying the co-ops throughout the system and sharing ideas to solve individual co-op issues.

- Serve on various PAC committees (for example, SCCC Parent Education Scholarship, Lending Bank, Parent Education Evaluation Forum, SCCC Parent Education Agreement, SCCC Education Policy Board and Leadership Training).
- Attend monthly PAC meetings, traditionally held midday during the week. Parking costs are reimbursed by preschool.
- The PAC representative will also serve as "teacher liaison", advocating on behalf of our paid teachers to the board and membership and compiling data from other preschools in the PAC related to teachers' issues.

### **Job Coordinator (one position)**

This job involves communication with teacher and co-op members regarding their assigned co-op jobs. This person needs excellent people skills and must be direct about job issues. The Job Coordinator will:

- Coordinate job assignment process for non-board positions, with the help of the incoming job coordinator and the Job Assignment Committee, if needed. This includes distribution of job preference forms and notification to members of their job assignments.
- Work with the chairperson to clarify the recommended prerequisites for job assignments and to assign any additional tasks or clarify responsibilities.
- Convene and chair the Job Assignment Committee, if necessary.
- Distribute list of job assignments to board members and risk manager by August.
- Facilitate process of collecting feedback about job performance and other job-related issues throughout the year. Members and teachers may report concerns about jobs throughout the year.
- Work with teachers to notify the maintenance manager as to any repair needs.
- Work with chairperson to coordinate annual job performance self-evaluations for members (send out with the teacher and SCCC parent educator evaluations).
- Attend board meetings to facilitate communication with teachers and board and determine if there are any gaps in job completion or if any new jobs need to be created.
- Contact chairperson regarding follow-up with parents.

### **Risk Manager (one position)**

The risk management manual outlines the responsibilities of this position. This position requires a person interested in managing the safety issues for our children. The Risk Manager will:

- Attend each class's first regular parent meeting to present a risk management course. Keep track of participation in risk management training to ensure all assistant teachers are trained. Provide follow-up training as needed throughout the year.
- Maintain all necessary risk management forms and paperwork for the preschool. Make 4 copies of all risk management forms for backpacks and for field trip coordinators.
- Put together earthquake supply kit for the school.
- Complete safety checklist from risk management manual on a quarterly basis.
- Coordinate fire and earthquake drills and CPR and First Aid training, if requested.
- Notify insurance carrier of any events open to the public (for example, carnivals, open house, etc.).
- Coordinate response team, in conjunction with co-chairs and teachers, for any emergency that pertains to risk management issues.
- Maintain the First Aid kit.

### **Social Justice and Outreach Coordinator (one position)**

- The Social and Outreach Coordinators will collaborate with Teachers and Board to create an outreach plan for the year. This could include the following:
- Coordinate the sponsorship of a children's booth at the Columbia City Farmer's Market at least once during the summer. Work with teachers to determine a fun activity, help locate all necessary supplies, and find volunteers to staff the booth.
- Work to formalize the school's social outreach policies for publication in our handbook, advertise rallies and marches and otherwise promote opportunities to be involved in the larger, diverse community.
- Be aware of class and school meeting places and times and ensure that they are published one month prior to events (calendar information can be obtained from Secretary if needed).
- Where appropriate, work with the social and enrollment committee members to market all-school meetings and social events.
- Coordinate with teachers and provide support to parents on themes related to social justice / anti-bias including,
- Hold SJC meetings, as needed
- Attend Board meetings (generally staffed by the Social Justice Coordinator, or assigned as appropriate)
- Serve on the Scholarship Committee.

For more information on the Outreach position, see non-board job section 12 below.

### **Preschool Teacher(s) (non-voting)**

The teachers are hired under contract by the group and are paid to plan curriculum and act as head teacher(s)/advisor(s) for the parents. Teachers are non-voting members of the board. They provide essential information and facilitation at meetings. In addition to the requirements detailed in the contract, the teacher(s) will:

- Attend board meetings as requested.
- Attend parent meetings.
- Attend all-school meetings.

### **Parent Educator Instructor (non-voting)**

This person is employed by Seattle Central Community College (SCCC) to advise the co-op regarding preschool operation and to provide parent education. The parent education instructor is a non-voting member of the board. He/She provides essential information and facilitation at meetings. The parent education instructor will:

- Attend some board meetings (as available per SCCC's budget).
- Attend parent meetings and lead parent education discussion.
- Attend all-school meetings.
- Attend some preschool classes modeling developmentally appropriate adult-child interactions.
- Post a monthly schedule of planned classroom visits on bulletin board for membership review.
- Help with individual family concerns.
- Advise the teacher in curriculum planning matters.
- Advise the Enrollment Committee and Grievance Committees.

## **General (Non-Board) Job Descriptions**

The following jobs, with the exception of those denoted by “\*”, are available to the membership. Each family will be contacted by the Job Coordinator and assigned one job that they will be required to perform throughout the school year. Please note that some jobs may not be assigned every year as job assignments are dependent on enrollment and the needs of the preschool. A Job Assignment Committee, consisting of members of the board, will be convened as deemed necessary.

The approximate time commitment for these jobs averages 2 - 4 hours per month. Some require more and some are dependent on the skill of the person doing the job. Remember that many of these jobs can be done with “help” from the kids. They gain self-esteem from helping the school and you! Use your creativity to make the job a family effort. Telling kids they are helping the “teacher” or “preschool” instills the children with the cooperative value we are striving to promote.

Please recognize that these jobs, regardless of how straightforward or complicated they may be, are essential to the Co-op’s smooth functioning. Carefully evaluate your family’s resources and request the jobs you think will best fit your abilities. Failure to meet your commitment may result in a review of a member’s eligibility in the preschool. If you have special needs, please list them on your job preference form. The Job Coordinator(s)/Assignment Committee will do their best to fill your request.

### **Art Project Coordinator (one or two positions)**

Art is a very important part of our curriculum. The art project coordinator job may require several hours per week. It is a job where you will use your creative skills to enhance the art program. The art project coordinator will:

- Collaborate with the teacher to conceive at least two art projects per month for the Dragonflies class, using the curriculum as inspiration.
- Document art project instructions and materials list for future use.
- Keep the art room in order (i.e., put away art, leftover supplies, organize materials).
- Stay in touch with the teachers regarding any support they need (i.e., prepping materials, shopping for supplies).
- Maintain a list of art supplies to be ordered.
- Place art supply orders.
- Collaborate with teachers, substitute teachers and class chairperson to create children’s class projects for the annual auction.
- Make playdough as needed.
- Place dry artwork (for all classes) into kid’s cubbies for taking home.

This position serves as fundraising support as necessary.

### **Assistant Treasurer\* (one position)**

This person works with the treasurer but is not a member of the Board. The assistant treasurer will:

- Collect tuition from all members by the 1st of each month and maintain accurate records of payments.
- Post “tuition due” signs one week prior to the 1st of each month.
- Enforce late tuition fee policy. Tuition not paid by the 5th of each month shall have an additional \$15 fee.
- Notify treasurer of any family 60 days past due.
- Make all deposits to the bank including tuition, scholarship funds and fundraising proceeds.

- Make deposits once every two weeks, coordinating with the treasurer.
- Is trained by the treasurer in the bookkeeping system in order to substitute for the treasurer, if necessary.
- Serve on the Scholarship Committee; mail notification of scholarship provisions to all recipients.  
*\*May be pre-assigned due to the nature of the job and expertise required.*

### **Class Documenter (Bumblebee)**

This person will use their personal camera or the school's camera to document field trips, day to day classroom activities, and other special events in the classroom. With teacher's support and direction, this person will attractively display photo posters in the classroom so that the children can reflect on their past experiences, feel empowered by their achievements and derive inspiration for future play. The class documenter will:

- Regularly take photos in the classroom (by their own initiative on work day and by teacher's request).
- Take photos or solicit photos of in-class birthdays.
- Print out select photos on the school printer.
- Assist teacher in typing out short descriptions of photos and creating titles.
- Mount photos and descriptions on poster board in attractive format and hang on walls.
- Help teacher create small thematic laminated books for use in the classroom (i.e. a classroom birthday book documenting all children's birthdays).

This position serves as fundraising support as necessary.

### **Class Documenter/Field Trip Coordinator (two positions: Crickets and Dragonflies)**

The field trip coordinator/class documenter is responsible for arranging and scheduling all field trips for their class. For the Crickets and Dragonflies classes they should plan to quarterly field trips, depending on the desires of the teacher and the class. This person will use the school's camera or their personal camera to document field trips, day-to-day classroom activities, and other special events in the classroom. With teacher's support and direction, this person will attractively display photo posters in the classroom so that the children can reflect on their past experiences, feel empowered by their achievements and derive inspiration for future play.

#### **Field Trip Coordinator Duties:**

- Meet with the teacher during the first few weeks of school so any necessary advance reservations can be scheduled and the teacher can advise them of the budget for the year.
- Work closely with the teacher to arrange for culturally relevant field trips that expose children to our diverse community.
- Inform parents of the pre-school's field trip policies. This is best done at the first parent meeting of the year, so that the teacher and parents can ask questions and clarify car seat and identification procedures before the class goes on its first outing. The field trip coordinator can use the written field trip policy included later in this handbook to make this process easier.
- Plan field trips and distribute information in writing to the teacher and parents outlining the date, time and directions. The notice should also include any special considerations (for example, fees, extended time, clothing recommendations, etc.).
- Collect fees for field trips if necessary.
- Distribute emergency information to drivers before each field trip.

- Verify drivers' liability insurance when necessary.
- Create and update a field trip notebook with location ideas and contact information.
- Document all field trips.

### **Class Documenter Duties:**

- Take photos or solicit photos of in-class birthdays.
- Regularly take photos in the classroom (by their own initiative on work day and by teacher's request).
- Print out select photos on the school printer.
- Assist teacher in typing out short descriptions of photos and creating titles.
- Mount photos and descriptions on poster board in attractive format and hang on walls.
- Help teacher create small thematic laminated books for use in the classroom (i.e. a classroom birthday book documenting all children's birthdays).

This position serves as fundraising support as necessary.

### **Classroom Maintenance Coordinator (one position)**

The Classroom Maintenance Coordinator will:

- Oversee the general safety of the school, remove broken or dangerous toys. Respond in a timely manner to notification by teachers or the job coordinator of repairs that need to be done in the classroom.
- Create and maintain a log of repairs needed and completed. Post this log on the bulletin board in the classroom so that parents and teachers have access to it. Check the log weekly to see what repairs are needed.
- Repair broken equipment and notify the job coordinator after a repair is made.
- Work with the church liaison person to coordinate building maintenance issues with the church (electrical, plumbing, heating, etc.). Notify church liaison person of any hazardous conditions in or around the facility.
- At the end of the year, create and maintain a list of the estimated value of any damaged preschool equipment and toys for insurance replacement purposes.
- This person should be familiar with the preschool setup and supplies. This is a good job for families who need a job that can be done after-hours or on weekends.

### **Fundraising Committee (Fundraisers, Scrip and Support Positions)**

It has been the practice for several years to have the annual fundraiser be an all-school event, such as a raffle, auction or rummage sale. The Fundraising Chair and Fundraisers decide what the projects will be and how the membership will meet the fundraising goals, with input from the board, the teachers, and the parent educator.

Usually, at least one full-time fundraiser from each class is assigned. It helps if there are committee members from last year's group who can provide continuity. It is also helpful if the fundraisers can meet and start planning the year's fundraisers during the summer, so that each family's responsibility can be clarified at the first all-school meeting, and so that the fundraisers, if needed, can order any items for members to sell.

### **Fundraisers**

A practical business-like approach is best suited to this position. The fundraiser positions are crucial to ensuring the financial success of the preschool. Organizational and group motivation skills

are necessary to spur the group on to completing fun and successful projects that raise money and build our preschool community. The fundraisers will:

- Lead discussions and coordinate ideas to originate a minimum of one fundraiser, keeping in mind the fundraising goal as defined by the school's annual budget.
- Present the year's fundraising plans, goals, and family responsibilities at the first all-school meeting. The purpose of this presentation is to let families plan their fundraising participation for the year, not to gather input for fundraising ideas or gain membership approval.
- Present and promote fundraising ideas at each of the class parent meetings prior to campaign.
- Organize the efforts of the entire group. You should not feel like you did all the work yourself: if necessary delegate!
- Keep track of fundraising participation of each family.

### **Scrip Coordinator**

This position is an integral and key position within the fundraising committee. It helps the preschool earn money by working with merchants who give our school back a percentage from purchases made by preschool families. These merchants want to support non-profit organizations, and in return ask us to support them by shopping at their stores. The idea behind scrip is that families generate revenue for the school through purchases they would make anyway. For a full description of the Scrip Coordinator's job see below.

### **Garden/Pet Coordinator (one or two positions)**

This person will maintain and enhance the green space around the school. The Gardening Coordinator will:

- Work with the teachers to assist with classroom related gardening activities.
- Improve the "green space" on church grounds for the enhancement of the preschool and beautify the school grounds before school public events like open houses or class tours.
- Make recommendations of such improvements to the Board of Directors, and implement approved recommendations and maintenance thereof using budgeted funds.
- Recruit volunteers as needed to assist with implementing and maintaining improved areas.

### **Pet Coordinator**

- Clean and maintain class pet habitat 2 times per week (change bedding regularly etc.).
- Provide fresh food and water for the class pet.
- Ensure pet supplies are maintained throughout the year.
- Coordinate with Teacher and Class chairs to find volunteer families to host the class pet during extended school breaks.

### **Librarian (one position)**

The librarian works with both teachers to determine themes being presented in the classroom and to obtain book selection suggestions. This position is somewhat easy to work into "after hours" or difficult schedules. The librarian will:

- Make regular trips to the library to review, check out and return 10 - 20 books per month.
- Work with the teachers to obtain books that support thematic, seasonal, and cultural threads being explored in classroom projects and celebrations.
- Oversee parent education library check-out system, update index.

- Work with teachers to determine a one-time Scholastic book order (ie: a book fair week), and promote book sales so that the preschool earns bonus points for free books and equipment (to be coordinated with teachers).

### **School Setup/Cleanup Coordinator (one position)**

With the assistance of the teacher and other preschool families, this person has the responsibility of classroom set up and clean up for the school year. In addition, this person shall organize the inventory process at the end of the school year. Organizational and management skills are a big plus here. The workload for this job is concentrated at the beginning, middle and end of the school year instead of spanning the entire year. The school set-up/clean-up coordinator will:

- Coordinate classroom set-up. This usually takes place on two or three days in early September. The set-up/clean-up coordinator should plan to be there for all the days until the classroom is ready to use.
- Coordinate a mid-year clean up, usually prior to our open house in late January or early February.
- Coordinate end-of-year clean up and closing of classrooms. This usually takes two to three days in June. The set-up/clean-up coordinator should plan to stay during those days until the classrooms are completely closed down.
- Keep record of those families who participate in set-up or clean up.
- Coordinate end-of-year inventory of school equipment.

\*Ideally this person would be familiar with the classroom and school procedures.

### **Scrip Coordinator (one position)**

This position helps the preschool earn money by working with merchants who give our school back a percentage from purchases made by preschool families. These merchants want to support nonprofit organizations, and in return ask us to support them by shopping at their stores. The idea behind scrip is that families generate revenue for the school through purchases they would make anyway. The SCRIP Coordinator will:

- Serve on the Fundraising Committee.
- Recruit new preschool families into LCP's SCRIP programs in September (Mandatory Orientation is a good time to do this).
- Market SCRIP fundraising to the LCP community throughout the year.
- Oversee the operations of LCP's SCRIP program, including using Excel spreadsheets to maintain inventory of scrip cards, member's enrolled with SCRIP vendors, and SCRIP funds pending and earned.
- Present SCRIP financial reports to the Treasurer and the LCP Board on a quarterly basis and at other times if requested by the Board.
- Work closely with the Fundraising Chair and Treasurer to ensure that LCP's SCRIP profits are correctly reflected in LCP bookkeeping.
- Ensure that SCRIP information is available on the LCP website, at the school site and is disseminated on a regular basis to all members either electronically or in print.
- Create a printed and electronic SCRIP summary report at the end of the current school year.
- Investigate new options for SCRIP fundraising and present ideas to LCP Board.

### **Social Events Coordinator (up to one position per class)**

This position is perfect for the “social” planning parent. If you love to throw a party, this job would be a good fit. Please note there is a budgeted allowance for these events which will be provided by the treasurer at the beginning of the year. The Social Events Coordinator will:

- Create a calendar of events for the year.
- Work with Co-Chairs to plan and organize all-school family events, including start- and end-of-year gatherings, holiday activity, etc. Coordinate arrangements and food/beverages for all-school functions, including the open house or fundraising events.
- Assist fundraising committee with food/beverage needs including food service setup/breakdown for annual fundraiser.
- Organize summer park play date schedule and distribute information to current and incoming families (three days a week at nearby beaches and parks).
- Organize school photo session with Yuen Lui Studio (900 Virginia Street, Seattle, WA 98101; 206 622 0338) or an alternative by the end of September.
- Contact & schedule Fall Family photo shoot with Libby Lewis Photography (separate from official school photos) in June/July.

This position serves as fundraising support as necessary.

### **Social Justice and Outreach Support (one position)**

To be the Social Justice and Outreach Coordinator, you should be a good organizer who places a high value on community service. The position is a two-year position that is Outreach during year one and Social Justice Lead (Board position) during year two. You will help the preschool strengthen its ties to the neighborhood by coordinating our service projects and creating a newsletter for our families. The Social and Outreach Coordinators will collaborate with Teachers and Board to create an outreach plan for the year. This could include the following:

- Coordinate the sponsorship of a children’s booth at the Columbia City Farmer’s Market at least once during the summer. Work with teachers to determine a fun activity, help locate all necessary supplies, and find volunteers to staff the booth.
- Work to formalize the school's social outreach policies for publication in our handbook, advertise rallies and marches and otherwise promote opportunities to be involved in the larger, diverse community.
- Be aware of class and school meeting places and times to be published one month prior to events (calendar information can be obtained from Secretary if needed).
- Where appropriate, work with the social and enrollment committee members to market all-school meetings and social events.
- Coordinate with teachers and provide support to parents on themes related to social justice / anti-bias including,
- Hold SJC meetings, as needed
- Attend Board meetings (generally staffed by the Social Justice Coordinator, or assigned as appropriate)

### **Substitute Teacher/Teacher’s Helper (one position per class in Bumblebees and Crickets; two in Dragonflies)**

This person must be prepared to substitute for the teacher in the event of teacher’s illness, emergency, or excused absence. In addition, this person will assist the teacher in preparing special

projects. The substitute teacher is trained by the teacher to carry out teacher's responsibilities in the event of teacher's absence and will:

- Assist teacher with special activities (for example, finding specific materials, coordinating with parents, or locating a guest visitor).
- Complete First Aid and CPR course completion cards (reimbursed by preschool).  
This position serves as fundraising support as necessary.

### **Supply Manager (one position)**

This person is responsible for maintaining an adequate level of school supplies. Because there can be some gap between purchase and reimbursement, some flexibility is helpful. If necessary, however, alternative arrangements can be made with the treasurer. A Costco card and a vehicle with plenty of space for transportation are musts. The supply manager will:

- Regularly check the level of school supplies.
- Initiate a system for reordering supplies (for example, cabinet lists, restocking levels, usage rates, etc.).
- Coordinate purchasing and ordering of supplies with the teacher on a monthly basis and submit receipts to the treasurer for reimbursement. The September supply order must be coordinated with the teachers by the previous July. Do not exceed the board-approved budget.

### **Towel Washer (one position per class; total of three)**

This is a straightforward job but very essential; if left undone the extra burden falls to the teachers. It is best performed by a co-op member who regularly works in the classroom. The towel washer will:

- Take home dirty laundry to wash and return it to school on a weekly basis.
- Monitor the wet towel bin at least three times a week for occasional extra washings (kids and adults occasionally create floods).
- Fold clean towels to differentiate them from dirty towels.

### **Webmaster (one position)**

This person needs to have experience creating and maintaining a website. The Webmaster will regularly maintain and enhance the school web page ([lakewoodcoop.org](http://lakewoodcoop.org)). The Webmaster will:

- Work with last year's webmaster to transition the job.
- Work with board to update documents, descriptions and dates on the website (i.e. admissions application, school handbook, parent resources, etc.).
- Must have fluency/previous experience in web design and maintenance.
- Track when domain names need to be renewed.

### **Weekly Preschool Setup (one or two positions)**

This position is great for someone wanting a regular schedule and who has Sunday afternoon availability. The Weekly-Set Up people will need to move the kitchen tables back into position on a Sunday afternoon (the tables are heavy so two people are usually required to move them) and make sure the classroom, art room and kitchen are set-up for the Monday morning class. Set-up needs to be completed prior to 8.45am on a Monday morning so if a family is unable to come in on Sunday afternoon they will need to do it early on Monday. These positions will:

- Arrive at the school after 2pm on a Sunday and move kitchen tables and chairs from art room back into the kitchen.

- If unable to set up on a Sunday arrange to arrive early on Monday morning and complete set-up prior to 8.45am.
- Move all preschool equipment and toys (mostly the dramatic play area) back to their weekday position from the sides of the main classroom. Move folding tables and chairs in the main room back to storage if required.
- Move kids coat rack back to front entrance.
- Conduct a final walk-through of the classrooms, kitchen/back hall, bathrooms, and entry to ensure that all areas are clean and set up and doors are locked. Turn off lights and close doors.
- If a family is unable to set up due to illness or vacations it is essential that they contact the back-up family in plenty of time to arrange cover. In last-minute situations they should notify the Monday morning Class Chair (see LCP directory for telephone numbers) a.s.a.p. so that they can arrange for families to come in early Monday to set up.

## STANDING RULES

1. The Bumblebees (18 months to 2 ½ years/29 months\*) shall meet two days a week (Monday and Wednesday) from 9:30 - 11:30 a.m. The Crickets (2 ½ - 3 ½ years/30 months to 42 months\*) shall meet three days a week (Tuesday, Thursday, Friday) 9:00 - 11:30 a.m. The Dragonflies (3 ½/43 months to 5 year olds\*) shall meet four days a week (Monday, Tuesday, Wednesday and Thursday) from 12:00 - 3:00 p.m. *\*by July 31st*
2. Individual class parent meetings will be held monthly on Wednesdays - Bumblebees the 2nd, Crickets the 1st, and Dragonflies the 4th Wednesday (unless other arrangements are made by the class chair). The board will meet monthly on the 3rd Wednesday of the month. There will be one all-school meeting in the fall and one membership meeting in the spring, and additional meetings as needed.
3. Tuition shall be \$138/month per child for the Bumblebees, \$205/month per child for the Crickets, and \$326/month per child for the Dragonflies. September & June are prorated.
4. The \$40/first child and \$10/each additional child (in same family) registration fee is used for insurance and other expenses and is non-refundable.
5. A tuition deposit equal to one month's tuition must accompany official acceptance of enrollment due in April to hold a space for the following year.
6. Every member must pay tuition for the month no later than the first day of the month. A five-day grace period is allowed. If payment is received on the 6th of the month or later, a \$15 late fee must be included with payment. No tuition is due in September or June; these prorated months are prepaid with the tuition deposit. The member must contact the Assistant Treasurer to make alternate arrangements. If tuition is 30 days past due, the Assistant Treasurer will notify the board. The family may be placed on probation and there may be a review of member's eligibility in the preschool. In the event of a member's withdrawal from the preschool, prepaid tuition is not refundable.
7. All assigned field trip drivers and chaperones will be reimbursed any/all admission and parking costs by the rest of the membership.
8. Parents who drive on field trips are required to have proof of a valid driver's license and minimum auto liability insurance of \$100,000 per person/\$300,000 per accident. Children must wear seat belts.

9. Parents whose children will be transported to field trip destinations by an assigned driver must provide an appropriate car seat for their child.
10. The pre-enrollment deadline for fall classes will be announced in January for currently enrolled members. Failure to submit forms and required fees by the deadline may result in a loss of pre-enrollment privileges and require review by the Enrollment Committee. Currently enrolled members who wish to change classes after the pre-enrollment deadline will be regarded as new applicants for the class they wish to change to and may need to be waitlisted for that class.
11. The board establishes the calendar. Classes will begin the week after Seattle Public Schools commence and end one week prior to printed Seattle Public School schedule.
12. Siblings and friends shall not be allowed to attend during normal class hours except in special situations. Attendance shall be with approval of the teacher and on a day that the parent is staying in the classroom. Such an occurrence should not happen on a regular or frequent basis and would be considered an emergency or exceptional situation. Because we allow maternity/paternity leave for families, infants are not permitted to accompany working parents. Non-working parents may bring infants to circle time. Older siblings present during pick-up and drop off should leave promptly in order to not disrupt class time. The sibling policy is in place to comply with LCP's insurance policy.
13. Parents are responsible for finding substitutes if they are unable to work in the classroom on their assigned day including when their child is sick. Failure to find a substitute may result in verbal or written warning. The second warning shall be brought to the attention of the board and the family's membership will be subject to a board review.
14. To maximize co-op philosophy and to achieve some continuity between classroom involvement and parent meetings, it is recommended that families using childcare providers for classroom assistant teacher jobs (art, snack, floaters) designate a minimum of one day a month to have a parent participate in the classroom.
15. Double Co-op policy:
  - a. Double Co-opping is the enrollment of more than one child per family in the co-op. A family may enroll more than one child in the co-op only when enrollment is sufficient to maintain the required adult: child ratio for the respective classes and it does not require families with only one child in the co-op to work more than once a week.
  - b. The normal Lakewood standing rules and bylaws apply in double co-opping and families who are double co-opping in 2 classes are strongly encouraged to attend both monthly class meetings.
  - c. Twins or siblings enrolled in the same class or different classes will be charged 100% tuition for each child unless awarded a scholarship.
  - d. If the family has two children in the same class the parent/caregiver will work in the classroom once a week, to allow the children to learn to separate from their parent/caregiver. For other class combinations, the double co-opping parent will be regularly scheduled to work once a week, alternating one month in one class and the next month in the other.
  - e. Certain conditions (maternity leaves, health issues, enrollment etc.) might require double co-op families, in all class combinations, to be scheduled up to full time for both children. In all situations, the class schedule will be determined by the class chair.
  - f. Enrollment of more than two children in the co-op at one time will be subject to Board review.

16. The Board of Directors drafts and approves the operating budget annually. The budget is presented to the community at the May membership meeting. The Board of Directors has the authority to approve unbudgeted expenses up to \$1,000. Unbudgeted expenses in excess of \$1,000 will be approved by a majority of the membership.
17. The Board of Directors has the sole responsibility to approve contracts made on behalf of Lakewood Cooperative. The LCP Chairperson(s) or their member designee may negotiate contracts prior to consideration for approval by the Board.
18. The treasurer and up to two other delegated Directors, as listed on the bank signature card, are authorized to sign checks. Co-Chairs, accountant and treasurer will have access to all financial statements. A different Board member, designated annually, will provide an independent review of financial statements and participate in the annual internal audit.

## BYLAWS

### ***LAKWOOD COOPERATIVE PRESCHOOL BYLAWS***

Last Updated April 4, 2017

#### **Article 1. Name**

The name of this nonprofit corporation is Lakewood Cooperative Preschool. The corporation will be referred to as the “cooperative” in these Bylaws.

## **Article 2. Principal Offices**

The initial principal office for the transaction of the business of the cooperative is located at Lakewood Cooperative Preschool Seattle, Washington. The Board of Directors may change the principal office from this location to another location within this city.

## **Article 3. Purpose & Powers**

The mission of Lakewood Co-op Preschool is to provide a stimulating and nurturing play-based environment where children and families from all backgrounds work together in the classroom and grow together in community. This cooperative, in conjunction with the Parent Child Center at Seattle Central College of Seattle, WA, is organized to support families with young children by providing programs where children and parents learn together as participants in a college laboratory setting. The preschool shall provide a flexible, stimulating environment in which each child may freely experience, at his or her own rate, a broad range of physical, social and intellectual activities. The preschool shall provide parents with an opportunity to be directly involved in the education of their children and to get instruction in the skills of parenthood. In furnishing services to its members, the cooperative's operations shall be so conducted as nearly as possible at cost and not for profit. The cooperative shall have all of the general or specific powers conferred on this cooperative by the laws of the State of Washington, all of which are hereby expressly claimed.

## **Article 4. Membership**

**Section 4.1 One Class of Members; Joint Membership:** The cooperative shall have one class of members, which shall consist of the parents of a child or children enrolled in the preschool. The parents / guardians of an enrolled child(ren) shall be considered joint members of the cooperative. A single parent or guardian of an enrolled child(ren) shall be considered a member of the cooperative.

**Section 4.2 Eligibility for Admission and Membership:** The Lakewood Cooperative Preschool admits students of any race, color, gender, religion, national and ethnic origin, age, handicap, or sexual orientation and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, or other school administered programs. Provided, however, a condition of the admission of any child(ren) is that the parent(s) or guardian(s) of such child(ren) shall agree to be member(s) of the cooperative and to comply with all of the policies, rules and regulations of the cooperative as outlined in the parent handbook.

**Section 4.3 Voting Rights:** Each member or joint member shall be entitled to one undivided vote on each matter submitted to a vote of the membership. A joint member vote may be cast by either of the parent(s) or guardian(s) of the child(ren) enrolled in the school.

**Section 4.4 Termination of Membership:** The Board of Directors, by an affirmative vote by a majority of the Directors present at a meeting at which a quorum is present, may suspend or expel any child(ren) and terminate any member for cause after appropriate notice and hearing, including but not limited to, the non-payment of tuition as herein provided, and failure to meet other commitments, as outlined in the parent handbook.

**Section 4.5 Powers of Members:** The membership shall elect a Board of Directors and Officers at the annual membership meeting. The membership may rescind any action of the Board of Directors by a collective majority vote of the membership at the regular monthly class meetings at which a quorum is present.

**Section 4.6 Admission and Membership Eligibility Criteria:** The cooperative may establish tuition requirements and admission standards for students and membership requirements for parents/guardians, which shall be set forth in the parent handbook, which shall be available to all members and potential members.

**Section 4.7 No Personal Liability.** No Member shall be liable to third parties for this Cooperative's acts, debts, liabilities, or obligations. A Member will, however, be liable to this Cooperative for tuition and annual dues as provided by these Bylaws and for other contractual obligations of the member to this cooperative or as may otherwise be agreed to by this cooperative and the member.

## **Article 5. Meetings of Members**

**Section 5.1 Annual Meeting:** The annual meeting of the members shall be held in the spring each year. Such annual meeting shall be held at such place and time as designated by the Board of Directors.

**Section 5.2 Monthly Meeting:** The monthly membership meetings are held on regularly scheduled dates for each of the three classes.

**Section 5.3 Special Meeting:** Special meetings of the membership may be called by a Co-Chair, or a majority of the Board of Directors, or not less than 50% of the membership.

**Section 5.4 Notice of Meetings:** All notices of meetings of members shall be sent or otherwise given not less than ten (10) days before the date of the meeting. Such notice shall state the nature of the business expected to be conducted and the time and place of the meeting. No business shall be transacted at any special meeting other than that referred to in the notice. Provided, the failure to give notice or of any member to receive notice shall not invalidate any action taken at the meeting if a quorum was present.

**Section 5.5 Quorum and Voting:** At any meeting of the members of the cooperative a majority of the members (51%) shall constitute a quorum for any and all purposes; provided that if a quorum is present, thereafter, the meeting may be conducted until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, provided that not less than one-third of the members are present. A simple majority of those voting is required for action by the membership. Voting by the membership may be conducted via electronic communication if a vote is called for via electronic communication.

## **Article 6. Board Directors and Officers**

**Section 6.1 Number and Qualification of Officers and Directors:** The authorized number of Directors shall be no less than four (4) and no more than fifteen (15). The Officers of this cooperative shall be two co-chairs, a secretary, a treasurer, each of whom shall be Directors. Any two or more of the foregoing offices may be held by the same person, except the offices of president and secretary. Any member in good standing is eligible to be elected as an Officer and/or Director. Membership in the cooperative shall be a continuing qualification to hold office as an Officer and/or Director. Any Officer or Director who ceases to be a member shall be deemed to have resigned as an Officer and/or Director and his/her position shall be deemed vacant.

**Section 6.2 Election and Term of Officers and Directors:** Officers and Directors shall be elected by the members at the annual meeting of the members. The Officers and Directors elected shall hold office for a term of one year from July-June. However, if any annual meeting is not held, or if Officers and Directors are not elected at an annual meeting, they may be elected at any special members' meeting subsequently held for that purpose. Directors and Officers may also be elected via electronic vote. Each Officer and Director, including an Officer or Director elected to fill a vacancy or elected at a special members' meeting, shall hold office until expiration of the term for which elected and until a successor has been elected.

**Section 6.3 Nomination of Officers and Directors.** Any member in good standing of the cooperative may nominate himself or herself to be an Officer and/or Director. In addition, any member may nominate any other member to be an Officer and/or Director. It is intended that candidates shall be nominated to serve as both an Officer and as a Director or as a Director. Candidates nominated to be both an Officer and a Director shall be voted upon by the membership for both positions at the same time (i.e., on the same ballot).

**Section 6.4 Vacancies:** Except as otherwise provided by law, vacancies in the Board of Directors, whether caused by resignation, death or otherwise, shall be filled by candidates nominated and approved by a majority of the Board. A Director thus selected to fill a vacancy shall hold office for the unexpired term of his predecessor and until his successor is elected. If there is a vacancy caused by resignation, death or otherwise of a Director who is also an Officer, any member, including the existing Officers and/or Directors may be nominated for the vacant Officer/Director position. If an existing Director is elected to fill the Officer/Director

position of the departing Officer/Director, additional nominations and approvals shall be held by the Board as may be needed until any vacant positions are filled.

**Section 6.5 Meeting and Voting by Alternative Communications:** Except as may be otherwise restricted by the articles of incorporation or bylaws, members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the Board of Directors or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting. Voting by the Board of Directors may be conducted via electronic communication if a vote is called for via electronic communication.

**Section 6.6 Annual Meeting:** Following each annual meeting of the members, the Board of Directors is authorized to hold a regular meeting for the purposes of organization, and the transaction of other business without further notice of such meeting.

**Section 6.7 Regular Meetings:** Regular meetings of the Board of Directors shall be held monthly, or at such times and at such places as the Board of Directors may determine. Oral or written notice of such meetings shall be given not less than 24 hours prior to the time of meeting. But such notice may be waived by all the Board of Directors, and their appearance at a meeting shall constitute a waiver of notice. All regular Board of Directors meetings are open to the membership.

**Section 6.7 Special Meetings:** A special meeting of the Board of Directors shall be held whenever called by the Co-chairs with a majority of the directors. Only the business specified in the written notice shall be transacted at a special meeting. Each call for a special meeting shall be in writing or by electronic transmission, stating the place, day and hour of the meeting. Notice of any such meeting of the Board of Directors shall be given at least two (2) days prior to the meeting.

**Section 6.8 Quorum and Failure of Notice:** A majority of the Board of Directors (51%) shall constitute a quorum at any meeting of the Board. The failure to give notice or of any Director to receive notice of a Regular or Special Meeting shall not invalidate any action taken at the meeting if a quorum was present.

**Section 6.9 Powers and Duties of Directors:** Subject to the limitations provided in the articles of incorporation, other sections of these bylaws, and of Washington law, the business of the cooperative shall be exercised by the Board of Directors. Without limitation, the Directors' powers and duties include the following:

6.9.1 General supervision and control of the business and the affairs of the cooperative.

6.9.2 Subject to any applicable policies of Seattle Central College, authority to admit and terminate members and to adopt rules and regulations to govern the operation of the cooperative and the members.

6.9.3 Authority to procure insurance covering general liability of the company for accidents.

6.9.4 Installation of an accounting system adequate to meet the requirements of the cooperative.

6.9.5 To select one or more banks to act as depositories of funds of the cooperative.

6.9.6 The foregoing enumeration of powers and duties is not intended to be exclusive and shall not limit or restrict the exercise of the general or specific powers conferred on this cooperative by the laws of the State of Washington.

6.9.7 Authority to determine and interpret the policies and procedures outlines in the handbook.

6.9.8 Authority for implementing and interpreting the LCP bylaws

**Section 6.10 Reimbursement and Compensation:** The cooperative may reimburse Officers and Directors for actual and reasonable costs of travel, meals, and lodging for attendance at conferences, seminars, and training sessions that are for the benefit of the cooperative provided that such expenses shall be approved by a Board Co-Chair (preferably in advance) or, if the expense is for a Board Co-Chair, by two other Board officers.

Directors serve in a volunteer capacity and will not be entitled to compensation for attendance at meetings or for travel to and from regular and special meetings.

No voting member of the Board of Directors, or member of the immediate family of any Board member, shall occupy any position in the cooperative on a regular salary.

**Section 6.11 Removal of Directors:** A Board member may be removed from office for cause by a two-thirds (2/3) vote of the membership. Any Board member who resigns or fails to attend at least three (3) consecutive regularly scheduled meetings without cause may be deemed as having resigned from the Board of Directors.

## **Article 7. Officers and Committees**

**Section 7.1 Officers:** The following Officers of the cooperative shall be elected as Officer/Directors by the membership:

**Section 7.2 Co-Chairs:** There are two co-chair positions that lead the Board. Each year, one co-chair is elected to a two year position. The terms of the co-chair expire in alternating years. The co-chairs shall (1) preside over all meetings of the cooperative and of the Board of Directors; (2) call special meetings of the Board of Directors; (3) appoint such committees as

the Board of Directors may deem advisable for the proper conduct of the cooperative; and (4) perform all acts and duties usually performed by a presiding officer.

**Section 7.3 Secretary:** The secretary shall keep a full and complete record of all meetings of the cooperative and of the Board of Directors and shall have general charge and supervision of the books and records of the association. The secretary shall sign papers pertaining to the cooperative as authorized or directed by the Board of Directors. The secretary shall serve all notices required by law and by these bylaws and shall perform such other duties as may be required by the cooperative or the Board of Directors. Upon the election of a successor, the secretary shall turn over all books and other property belonging to the cooperative.

**Section 7.4 Treasurer:** The treasurer shall be responsible for the keeping and disbursing of all monies of the cooperative, and shall keep accurate books of accounts of all transactions of the cooperative. The treasurer shall perform such duties with respect to the finances of the cooperative as may be prescribed by the Board of Directors. At the expiration of his term of office, the treasurer shall promptly turn over to his successor all monies, property, books, records, and documents pertaining to his office or belonging to the cooperative.

**Section 7.5 Other Directors.** The Board of Directors, as they may deem for the best interest of the cooperative, may provide for the appointment of additional officers to manage the activities and affairs of the Cooperative. Such additional officers may be appointed from within or outside the membership and may, but need not, be members of the Board of Directors.

## **Article 8. Financial Provisions**

**Section 8.1 Books and Records:** The Cooperative shall keep the following at its principal or registered office: (a) current copies of the Articles, Bylaws and Standing Rules, if any; (b) copies of correct and adequate records of accounts and finances, including the approved budget; (c) minutes of the meetings of the Board of Directors, Members and any committees; (d) records of the name and address of each of the Members; and (e) such other records as may be necessary or advisable, including copies of all contracts of the Cooperative.

**Section 8.2 Fiscal Year:** The Cooperative's fiscal year shall end on June 30.

**Section 8.4 Conflict of Interest/Compensation:** No Officer, voting Board member, or Member of the Cooperative shall have any personal financial interest, direct or indirect, in any activity undertaken by the Cooperative. No Board member, committee member, or Officer shall receive compensation for their service, but may receive reimbursement for approved expenditures incurred on behalf of the Cooperative. Board Members, Officers, and Members of the Cooperative shall be eligible to apply for tuition scholarships.

**Section 8.5Dissolution:** Should the Cooperative be dissolved, the Board of Directors shall be responsible for liquidation and disposition of all assets, including equipment and cash on hand. Upon dissolution, all assets remaining after payment of all liabilities shall be distributed to another nonprofit.

## **Miscellaneous Provisions**

**Section 9.1Rules of Procedure:** To the extent that it is not inconsistent with the Articles, these Bylaws or applicable law, the most recent edition of Robert's Rules of Order shall govern all questions of parliamentary procedure at meetings of the Board of Directors or the Members.

**Section 9.2Standing Rules:** The Board of Directors may adopt such Standing Rules, relating to the amount and payment of tuition and all other matters which the Board of Directors deems appropriate, as the Board of Directors may deem beneficial to the fulfillment of the purposes of the cooperative. Standing Rules are documented within the parent handbook and updated as needed.

**Section 9.3Amendment of Bylaws:** These Bylaws amend and restate in their entirety the Bylaws of the Cooperative heretofore adopted, as same may have been revised. These Bylaws may be further altered, amended, or repealed and new Bylaws will be endorsed by the Board of Directors and adopted by the vote of two-thirds (2/3) of the membership.

**Section 9.4Indemnification, Limitation on Liability and Insurance.** The cooperative may indemnify any director, officer, or former director against all judgments, penalties, fines, settlements, and reasonable expenses, including attorney's fees, in connection with any proceeding to the maximum extent authorized under RCW 23B.17.030, subject to the provisions of Chapter 23B.08.560 RCW, as now enacted or hereafter amended. The risks covered by this indemnification may be protected against by the purchase, maintenance, and payment of premiums for such insurance as in the discretion of the Board is deemed to be appropriate.

**Section 9.5Non Discrimination.** The cooperative will comply fully with all applicable state or federal statutes and regulations forbidding recipients of state or federal financial assistance from discriminating on the ground of race, color, gender, national origin, age, handicap, or sexual orientation. Furthermore, the cooperative shall provide equal employment opportunities without regard to race, color, gender, national origin, age, handicap, or sexual orientation.

I hereby certify that the forgoing Amended and Restated Bylaws of Lakewood Cooperative Preschool were duly endorsed by the Board of Directors at a meeting held on April 5<sup>th</sup> 2017.

Secretary