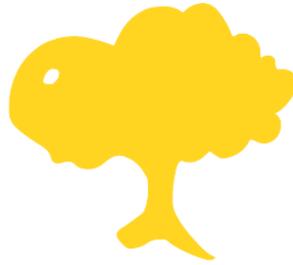




BC Crossroads Preschool
A Parent Cooperative

Policies & Procedures Handbook



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NON-DISCRIMINATION POLICY

BC Crossroads Preschool admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. BC Crossroads Preschool does not discriminate on the basis of sexual orientation, race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and any other school-administered programs.



OUR PHILOSOPHY

Welcome to **BC Crossroads Preschool**. Our approach to teaching and working with our children embodies these eight beliefs:

1. We notice and respect children's individual styles of approaching new people and new experiences.
2. We give children as many choices as we can in determining their own activity, since making choices on their own builds self-awareness and helps them establish sound judgment.
3. Children engage in those activities from which they are learning the most and they should be encouraged to follow those interests. Adults help best when we support and encourage play but do not dominate.
4. Pretend play is a vital activity. Young children's fantasies and imaginings are their most developed ways of representing their lives and feelings. We notice and learn from this kind of play, and even encourage it.
5. Young children learn with their whole bodies.
6. We view discipline as another form of teaching. We find positive methods to teach children what it means to live and play with others.
7. Children gain the security of a community that extends beyond the school itself. The community is built when the parents share with the school their talents, knowledge, and time.
8. Parents gain mutual support from each other through caring for the children and sharing responsibilities and concerns.



ENROLLMENT

Flexible & Family-Friendly!

The school year is from mid-September through May.
You have flexibility in the days that your child attends.

We are a multi-age co-op preschool in Bellevue.
Three, four and young five year olds are together in the classroom.



Age Requirements

Children who are at least 3 years old by August 31st will be eligible for enrollment.

Maximum Enrollment

22 children each multi-age class
Low adult/child ratio (minimum 1:5)

Classes

3, 4 and young 5 year olds
Monday, Tuesday, & Thursday 9:15 to 11:30 am

Children may attend 2 or 3 days per week.



DAILY SCHEDULE



9:15 - 10:20	Arrival and Learning Centers (free choice) Includes cooking and snack
10:20 - 10:25	Clean-up time (all children should help)
10:25 - 10:40	Group Circle Time - Singing and Puppets, Birthday Celebrations
10:40 - 11:20	Outside play
11:30	Dismissal

PLEASE NOTE: All of these times are approximate. The interest level of the children is much more important than following an exact schedule!

During the first part of our day at Preschool, the children are allowed to choose their areas of interest. Upon arrival, the children may choose the area of the classroom they wish to explore. We encourage them to try different areas.

WEATHER RELATED CLOSURES

Classes are cancelled any time the Bellevue School District is delayed for weather reasons, even if that delay is only by one hour.



TUITION & FEES

Tuition and registration fees pay for all of our expenses including the teachers' salaries, rent, supplies, insurance, equipment, books, music and copies.

Tuition is due by the fifteenth of each month for the following month's tuition. May tuition is due at the Spring Organizational Meeting, and the half-month of September and the October tuition is due at the Fall Orientation meeting in early September. Please pay by check or money order payable to **BC Crossroads Preschool**, and please include your child's name on the check.

A one-time, **non-refundable** \$75 registration fee is required for each child. If your child attends school:

- 2 days a week, the monthly fee is \$150.
- 3 days a week, the monthly fee is \$210.

(Fees are subject to change.)



**Tuition is due on the 15th,
for the coming month.**

If a parent has two or more children enrolled simultaneously in the Co-op, there is a 10% tuition discount for the child(ren) with the lesser tuition.

A small fee may be requested at the Fall Organizational Meeting to cover emergency supplies. This fee is generally \$10 depending on restocking needs.

MEMBER RESPONSIBILITIES

Each member has the following responsibilities:

- Attend and work at preschool a **minimum** of the same number of days *per month* that the child attends *per week*.
- Arrange for a substitute for your in-class work day if you have a conflict.
- Bring the snack on a rotating basis.
- Serve on a committee or the Board of Directors.
- Clean the preschool on a rotating basis (approximately once a year), help at mid-year clean up or help at the end-of-year cleanup.
- Attend the monthly Parent Education class.
- Attend Spring Organizational and Fall Orientation Meetings.





STAYING IN TOUCH

Communication among our members is critical to having our preschool run smoothly, yet staying in touch, with everything that is happening in our small community, is not always easy, since most of us come to school only two or three days each week. To help you keep in touch with what's happening, **our primary avenue of communication is e-mail and the Crossroads Preschool web site, found at www.bccrossroadspreschool.org. Calling may also be necessary if a timely email response that is needed is not received.** You will also need to take advantage of these avenues of information: the monthly in-class work schedule, our required monthly Parent Education class, information on the preschool bulletin board (located above the cubbies), and your folder in the parent file boxes.



PARENT EDUCATION CLASS

Every month, we meet for an evening Parent Education class on a schedule to be decided by co-op members. This required, adults-only meeting offers one of the best opportunities to get to know the other parents and build a sense of community, as well as a shared learning experience for parents facing the challenges and dilemmas of raising a child in today's world. We encourage both Moms and Dads to come, if they are fortunate enough to find a babysitter.

One part of the Parent Education class meetings is our Business Meeting where we discuss preschool issues, make decisions, and share announcements. The other portion of the meeting is our Parent Education, led by the Parent Educator or a guest speaker. A variety of topics are discussed.

These parent meetings are *mandatory*. Parents who miss two or more class meetings will be scheduled extra days assisting in the classroom.





SICK CHILDREN & PARENTS

Since children easily pass germs to one another, we need all the members to help reduce the transmissions by having parents and children stay home when any of these conditions occur:

- When ill with a contagious disease, such as flu, chicken pox, or measles
- For 24 hours after a fever has subsided
- When children are too tired to enjoy preschool
- After vomiting in the past 24 hours
- After having diarrhea in the past 24 hours
- A draining rash
- Eye discharge or pink eye
- Lice or nits
- Colored nasal discharge. Our expectation is that the children will care for themselves at school, in terms of nose-wiping, if the discharge is clear.

If you or your child inadvertently comes to school with a contagious disease, please notify the Teacher so she can alert the other parents.

Sickness or Vacation on a Work Day

If you or your child is sick, or if you will be on vacation on your in-class workday, you must find someone else to work for you by trading workdays. **Every class day, we need all the parents scheduled to work to be in class.** To find a substitute, call or e-mail other parents on the roster who work on different days. Although you will probably never fail to find a substitute, if it does happen, please call the Scheduler.



EXTENDED LEAVE OF ABSENCE

The board will review any extended leave of absence. **You must notify the Scheduler or Chairperson of any extended leave of absence. Tuition must be paid during the absence to hold your child's place in the preschool.** You may notify the teacher as a courtesy; however you must notify the Scheduler or Chairperson.



MATERNITY LEAVE & BABIES AT SCHOOL

Congratulations if you've just had or adopted a baby! Parents are excused from working at school for one month after the birth or adoption of a baby. The enrolled sibling is welcome to attend school during that month. Tuition must be paid during this time, whether or not the registered child attends school.

Infants may come to school as long as they are in a front-pack baby carrier. You need to be as comfortable as possible because you will still be helping in the art area, serving snacks, supervising during outside time and doing all the other duties required on your work day. For safety reasons, babies may **not** be seated in a car seat and placed on the floor.

Bellevue College insurance policies allow babies to accompany parents assisting in the classroom for *one quarter after birth*. The newborn's name will be added to our roster and parents may be asked to pay an extra fee. Babies and children older than three or four months of age are strongly discouraged from attending, other than to drop off or pick up the older enrolled preschooler. In addition, please remember that a preschool class is unsafe, for many reasons, for younger children, and parents are required to supervise these younger ones very closely, even when they are in the classroom for only a few minutes.

FIELD TRIPS



We hope to provide field trips or visitors for our children every month. If space permits other children may be able to accompany us with a parent chaperone. Please see the fieldtrip co-ordinator. Favorite fieldtrips have included a farm, Children’s Theatre, the Fire Station, a bakery, etc.

SCHOOL BAGS



Please provide a school bag for your child, with a full change of clothes in case of an accident.

BIRTHDAYS



At some time during the year we will celebrate each child's birthday at school. If your child has a summer birthday, we will celebrate the “1/2 birthday” at school. On the birthday, your child will receive a birthday crown, which may be kept. We will sing “Happy Birthday”, and your child will receive a small surprise. We try to keep school birthdays simple. If you wish, you can arrange to be Snack Parent on that day and provide something special (and healthy). Please consult the allergy list.

DRESSING FOR PRESCHOOL



Please remember that preschool is your child’s workplace and that many times our activities are messy! We try to make sure that paint shirts or aprons are used, but often they just don't cover enough area. Your children should come to school in clothing that allows them to participate without worrying what Mom or Dad will say about a messy outfit. We would rather see an involved child in the same paint stained shirt every day of preschool, than one who stands at the sidelines for fear of ruining an article of clothing.

TOYS FROM HOME



Please discourage your child from bringing toys from home to play with at school. The exceptions are a special friend to help with separation.

SAFETY ORIENTATION & RISK MANAGEMENT



Risk Management Procedures

All parents must complete an orientation to lab safety before participating in the classroom. Please read and become familiar with the following guidelines.

A. Arrival and Departure of Parents and Children

Parents must escort children to and from their parked cars and the inside of the classroom. All parents must sign their children in for the day on the attendance sheet, and sign them out when leaving the class. Two adults must be present in the classroom when children are present. No child can be released to someone other than a parent without prior authorization.

B. Safety Responsibilities

Children must be supervised when using tools and equipment. Furniture should be placed for safe exit and traffic flow. Children must use only age-appropriate materials. Floors are to be kept free of hazards, e.g. toys, paper, and spills, and be kept in good repair. Remove and report hazards to a teacher. No smoking or hot beverages will be allowed. Insurance will not cover summer outings, nor park play dates. Play dates are social events which are not covered at any time - they will not be published in minutes, are not part of the class program and may not be planned by the co-op.

C. Indoor Safety

Evaluate play area for the appropriate number of children. Children must walk inside. Snacks must be chosen with particular attention to choking hazards and any allergies of the enrolled children. Children must be seated when eating. Floor mats are required under climbing equipment and large muscle areas. No child shall be outside the classroom without adult supervision.

D. Disease Control

Children and adults must meet state health department immunization requirements. A barrier must be used to avoid contact with blood or bodily fluids. Latex gloves will be provided. Children are not permitted in class with communicable diseases. Paper towels and tissues will be available. No shared common towels. Children and adults must wash hands before eating and after using the toilet, with liquid soap and running water. The same holds true after diapering a child. Eliminate insects and rodents, except for pets.

E. Food Preparation and Clean Up

Wash dishes in hot, soapy bleach water (1 T. bleach per qt. of water or ¼ C. bleach per gallon of water). Sinks, counters and tables are to be cleaned with bleach water or disinfectant wipes before and after snack preparation and eating. All children and adults must wash hands both before preparing or eating food, and afterward. Use clean towels, sponges and dish cloths for dish washing.

F. Safety and Health Inspections

The facilities shall be inspected quarterly and safety hazards reported. The quarterly report shall be submitted to the instructor and the Parent Education Coordinator. These are to be kept on file for seven years.

G. First Aid and Emergency Procedures

Teachers, aides and substitutes must hold valid first aid / CPR cards. All classroom participants must be trained in the handling of blood borne pathogens. ALWAYS USE A BARRIER. First aid kits are to be checked and restocked each fall. Established first aid procedures are to be used as necessary. No prescription medicines are to be given to a child during class. Syrup of Ipecac may be used only with the advice of a licensed physician or poison control center.

H. Medical Emergency Procedures

Call 911 for emergency medical attention. In case of a fatality, do not move equipment except to prevent further accidents or extricate the victim. Accident must be reported to the Department of Labor and Industries within 24 hours.

I. Emergency Evacuation Procedures / Fire and Earthquake

Evacuation plans will be posted near exits. An operating battery radio and heavy-duty flashlight will be on site. Call 911 for fire. Do not leave the building during an earthquake. Drop and cover under tables or against inside walls. Outside, stay away from buildings and utility wires. After the quake, check for injuries and give first aid. Evacuate building if unsafe. Do not re-enter the building.

J. Lockdown Procedures (See bulletin board for intruder alert information.)

Adults will quickly check all halls and rooms, including the bathroom, to gather children together. All doors, and windows will be locked, lights turned off, and all windows and doors covered. Position children in a safe place against a wall or on the floor. A table can be turned on its side to provide a buffer. Maintain a calm atmosphere. Adults will keep all children together until an "all clear" signal is given. When the threat is eliminated, normal activities should be resumed as soon as possible. Teacher will inform parents of all "lockdowns" whether a drill or actual.

K. Safety and Health Communications

Each site will maintain a safety bulletin board. Emergency numbers and procedures will be posted by the preschool phone and first aid kits. Cupboards or backpack are clearly labeled for quick identification. Parents must sign that they understand policies and guidelines. All records must be kept on file at the site.

THERE IS NO ACCIDENT COVERAGE FOR SIBLINGS AT THE LAB. NEWBORN BABIES WILL BE PERMITTED WITH A PARENT, ONLY IN A FRONT CARRIER, WITH THE INFANT'S NAME INCLUDED ON THE CLASS ROSTER, FOR A PERIOD OF ONE COLLEGE QUARTER. NO BABIES WILL BE ALLOWED IN SEATS, STROLLERS, OR ON THE FLOOR DURING CLASS.

SIBLINGS ENROLLED IN THE SIBLING CARE CO-OP ARE COVERED BY A SEPARATE NSURANCE POLICY AS THE SIBLING CARE CO-OP IS A SEPARATE ENTITY.

SNACK PARENT HELPER

Ready to work at 9:00 am



Since we all share in the responsibilities of the preschool, snacks are assigned on a rotating basis. In order to foster good nutrition please bring a healthy snack for all the children.

WE ARE A 'NO NUTS' FACILITY!

- 9:00 – 9:15 Set up snack table with trays, plates, napkins and cups, as needed. These are kept in a cupboard in the kitchen. Set up cooking table per recipe instructions.
- 9:15 – 10:10 **Check the allergy list for the day.** Because of individual allergies, we may have children who will always bring their own snack. Supervise cooking and snack area. ***Children must always thoroughly wash their hands immediately before and after preparing or eating food.***
- 10:10 – 10:20 Begin closing up the cooking area as children finish. Encourage those still at the snack table to help with clean-up. Be sure to offer a “last chance” for snack.
- 10:20 – 10:30 Wash cooking utensils in hot soapy water. See guidelines in Risk Management policy. Use a bleach water rinse and leave out to air dry. Sponge off cooking and snack tables with bleach water or disinfectant wipes. Join us at the circle when finished.
- 10:30 – 10:40 Remain with the children in circle and join them on the floor if at all possible. You are the teacher assistant! Help the children attend, and encourage participation by participating in singing, etc. yourself! Remain seated until all are dismissed.
- 10:40 – 11:30 Assist the children going outside with their coats and join them outside
- 11:30 Put dry dishes away and gather remaining cooking supplies.

NOTE: **During emergencies & drills you will be responsible for turning off cooking appliances and making sure all children are out of the preschool area. Remember to check the bathroom!!!**

THANK YOU FOR YOUR HELP TODAY!



TIPS FOR SNACK HELPER

Ready to work at 9:00 am

Snack can be an enriching experience in small motor development as well as art, math and science. Use words describing math and science concepts, such as “heavier/lighter”, “longer/shorter”, “dividing/adding to/subtracting” as it pertains to the snack situation.

Encourage children to participate in the snack’s preparation (where appropriate), to serve themselves, and to clean up after themselves.

Encourage and model good table manners.

Encourage informal table conversation. For example, ask children about pets, siblings, favorite foods, vacations, etc. Be sure to attain a balance within yourself of talking vs. listening by generally allowing the children to lead the conversation.

Be sure to check with children who are hesitant to see if they want to eat a snack that day.

Remember to give children a “last call for snack” warning about 10 minutes before the center closes for the class period. Once the warning has been given, follow through, and refuse the very “late-comers”. This builds trust and respect; what adults say will happen! Be sure to remind children to take time to choose to have a snack if they are regularly one of those who come at the last minute.

For children who *love* the snack table, remind them that others are waiting to have their snack and encourage them to visit other interest centers. Remind yourself that this is snack, not lunch!

Children generally react to new foods negatively, but with time and experience, they will usually accept them. Research has found that acceptance of new foods occurs relatively slowly, and that it may require ten exposures before a child will eat something new!

By the time they reach preschool, eating is the child’s responsibility. Providing what to eat is the parent’s responsibility. If the possibilities presented are nutritionally sound, the child’s choices will be good.

SNACK SUGGESTIONS

WE ARE A "NO NUTS" FACILITY!

- Candy and sweets should **not** be brought for snack time.
- Breads: carrot, cheese, zucchini, wheat, banana, cranberry, cornbread, pumpkin, etc. Crackers in assorted shapes and textures.
- Dried Fruits - figs, raisins, apples, peaches, apricots.
- Fresh Fruit
- Gorp, granola or trail mix (remember, no nuts)
- Peter Rabbit Dip - Mix 8 oz. plain yogurt with 1 pkg. dried vegetable soup. Mix and serve with raw vegetables.
- Vegetables - all types. Hard ones like carrots should be par-boiled to reduce or avoid choking hazard.
- Yogurt Dip with fruit chunks, fresh or canned.
- More suggestions are in the recipe book in the kitchen.

Remember to think ahead in your planning to accommodate children's food allergies. These will be noted on the work day calendar and posted near the snack table.



Art Parent Helper

Ready to work at 9:00 am



- 9:00 – 9:15 Take tops off paint containers and put brushes in containers. Add paper to easels. Fill a tub with soapy water and one with clear water. Soapy water goes on the left, to encourage left to right movement (reading readiness). Help the teacher with craft materials.
- 9:15 - 10:20 Open art room and supervise art table and easels. Put away yesterday's art work into correct box, and put last week's work in cubbies/baskets. Write name (last initial too) and day on newly-created art.
- 10:20 – 10:25 Give children a warning that it is almost clean-up time so they can wind down their work. Begin putting away art materials.
- 10:15 Clean up. Paint and glue brushes soak in washing water. Wipe down paint cups and put tops on. Tidy up and put away art and craft materials, or leave on table if you don't know where they belong. Wash down tables. Wash brushes and throw away water. Brushes, paint or glue trays and gadgets, etc. can be left to air dry on towel. Stack chairs. Sweep floor in art room and make sure all supplies are put away. When finished, join the children in circle. **Remain with the children in circle and join them on the floor if at all possible. You are the teacher assistant! Help the children attend, and encourage participation by participating in singing, etc. yourself! Remain seated until all are dismissed.**
- 10:45 Help supervise outside.

Tips for the Art Helper

- Encourage the child to tell you about their art.
- Compliment the child's use of color or pattern.
- Don't worry if the child gets messy, it is part of the experience.
- Interfere as little as possible.
- Help child with instruction in use of materials when indicated. Say, "The paint goes on the paper", "Wipe the brush on the side of the jar," or "The clay stays on the table".

THANK YOU FOR YOUR HELP TODAY!



BLOCK ROOM PARENT HELPER

Ready to work at 9:00 am

- 9:00 – 9:15 You are responsible for the Block room area. Open the block cupboard and fill water/sand table if needed. Encourage the children to keep the material in the basin. They can help clean up spills with the dustpan and brush, or cloths from the art room. Enter into play and help with dress up clothes, etc.
- 10:15 – 10:25 Assist children with cleaning up, then move to circle area to help children find a place in the circle. Remain with the children in circle and join them on the floor if at all possible. You are the teacher assistant! Help the children attend, and encourage participation by participating in singing, etc. yourself!
- Remain seated until children begin to be excused from the circle to go outside. Then join Outside Parent in assisting children with coats, zippers, buttons, etc. as needed. When ready to go outside, lead children along the school wall and follow the painted path to the playground.
- 10:30 – 11:20 Assist outside. PLEASE BE ALERT AND WATCH THE GATE CAREFULLY.
- 11:20 – 11:30 Assist Outside parent with putting away equipment.

NOTE: **You will be asked to stay until the last child is picked up.**

Tips For The Block Room Parent

- Check with the Art Parent to see if they need any help.
- Check with the outside parent to see if they need any help.
- Take initiative and be proactive with the children.

THANK YOU FOR YOUR HELP TODAY!



MAIN ROOM / OUTSIDE PARENT HELPER

Ready to work at 9:00 am

- 9:00 – 10:20 Assist set-up as required. Float in main room and help where needed (e.g., project at the craft table). Remind children when it is almost clean-up time.
- 10:20 – 10:25 Assist with clean up and moving children to the circle area. Remain with the children in circle and join them on the floor if at all possible. You are the teacher assistant! Help the children attend, and encourage participation by participating in singing, etc. yourself! Remain seated until children begin to be excused from the circle to go outside.
- 10:25 – 10:30 Stand in front of doors while children prepare to go outside. **DO NOT** allow children outside without an adult! Take the attendance clipboard outside with you to be kept by the gate. Take the shed key (located in the coat cubby area bookcase) out with you. When ready to go outside, lead children along the school wall and follow the painted path to the playground. Unlock the shed and help distribute play equipment.
- 10:30 – 11:10 Help supervise outside time. **PLEASE BE ALERT! WATCH THE GATE!** Give children a warning when it is almost time to go home.
- 11:20 – 11:30 Put play equipment away. The block room parent will help. Lock the shed. On rainy days we will put up the indoor climber and the circle will be at the end of class. Return the attendance clipboard and shed key back to the coat cubby area.
- NOTE:** **During emergencies & drills you are responsible for bringing the key outside for the preschool emergency supplies shed. The key is located on the play equipment key ring in the bookcase by the coat cubbies.**

THANK YOU FOR YOUR HELP TODAY!



PLAYGROUND GUIDELINES

Outside time also requires some additional teaching tips

All parents working in the classroom each day need to go outside to help monitor the children. There should be at least three adults outside at all times.

ANTICIPATE dangerous situations! *Please step in when a safety issue is involved, whether or not a particular child's parent is present or not!* Our children are counting on all of us! Move closer to provide assistance if needed.

Position yourself so that you can see the majority of the space and children.

One adult should be stationed at each of these areas:

- near the playground gate
- near the sandbox
- near the climber / slide area.

Adults should stand so that all children in the area can be observed. The children may use the entire playground.

Limit the number of children in an area if necessary for safety (climbers, sand box).

It is very important to enforce the boundaries when you are the outside parents! A child should be given only one warning about boundaries. If another infraction occurs the child should be sent inside for that day. (Two adults must go inside with the child.) We'll try again next time.

Use positive redirection to solve conflicts. Offer an alternate activity.

BE ALERT AT ALL TIMES!

Children are encouraged to wear coats.



Trees – Children may climb on the lower branches of the apple tree, provided they can do so unaided. Please do not lift children into the tree.

Sand, rocks, sticks and wood chips- Remind children to keep sand in the sandbox low and that "the sand stays in the sandbox." Be careful when digging not to throw sand with the shovel. The same is true of all wood chips. Rocks and sticks must stay on the ground under all conditions.

Human Crashes - "Chase" can be a fun game, but be careful that the children don't get going so fast that we have collisions. Feel free to "slow kids down" if they seem to be running without regard to where they are going. Tagging is o.k. in chasing games, but pushing or pulling is not.

Slides - Children must go down the slide feet first.

Bathrooms - If a child has to go to the bathroom, two parents, *not the teacher*, will accompany him or her to our preschool area and back.

Accidents - If a child gets hurt, please alert the teacher. If it is a minor scrape (99.9 % of the time), a parent will accompany the child into our preschool and will help the child wash the scrape and get a bandage in our first aid box. Remember that you need latex gloves when you are dealing with blood or other bodily fluids.

Clean-up Time - Five to ten minutes before preschool dismissal, the teacher will announce a "parking" time. The children should help take all pieces of large equipment and park everything near the shed for the outdoor parent to store inside the shed. Encourage all the children to help clean up at least two items.

Thanks for your help in the playground!





Board Meetings and Parent Education Class Meetings

The responsibilities of the Board are to manage the preschool, plan the budget, pay bills, collect tuition, enforce policies, and act on any other business of the preschool. The Board is made up of parents who are elected each spring to serve the following year. The board meets separately each month before the general parent meeting. The children's teacher (Child Study Lab Teacher) will attend all Board meetings and the Parent Education class meeting, including the parent education component. In addition, unless the meeting is to discuss the employment agreement of the teachers, they are to be included in all board meeting notices.

No board may call a Board meeting without the Instructor's knowledge, **or** the BC Parent Education Director's knowledge, if they need to discuss the instructor. All preschool members are invited to attend meetings or to bring issues before the board for consideration. If you plan to attend or would like to suggest an idea for discussion, please inform the Chair prior to the meeting so you will be included in the agenda.