



**Milford Co-Operative Preschool Learning Center**

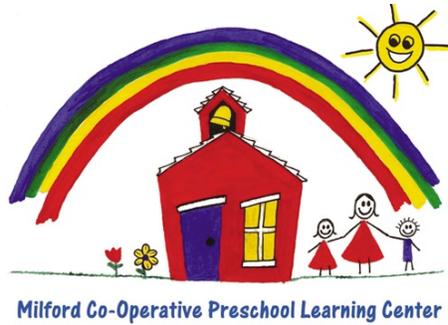
**1000 New Haven Avenue, Milford CT 06460**

**203-874-5869**

**[milfordcooperativepreschool.org](http://milfordcooperativepreschool.org)**

**Handbook**

**2019-2020**



Dear New and Returning Families,

July 2019

Welcome to the Milford Co-Operative Preschool! Your child's preschool experience is the first stop in their educational journey and it should be a rewarding one. The Co-Op is a wonderful place that allows the parents to be involved in classroom activities and watch as the teachers assist your child in becoming the strongest individual that he/she can be.

Our teaching staff is a compassionate and caring one whose dedication to our children is unmatched and evident in every aspect of the school day. Members of our staff were former Co-Op families who enjoyed the same benefits they now offer our children. Many families return again and again because of our teachers. It is my hope that you will feel the same way when you have finished your journey here at the Co-Op. Our teachers are excited to work with you and are already beginning to prepare for the upcoming school year.

The success of the Co-Op relies upon a collaborative effort between our teaching staff and all of our families. Aside from the required three days-in and three hours of maintenance per family, there are numerous opportunities to help throughout the school year. We welcome your input and encourage you to share your time and talents with us!

As the Director and Head Teacher for the 3s and 4s programs, as well as a former Co-op parent, I am committed to the continued forward progress and success of our school. As a cooperative group, the families, the board, and the teaching staff can propel our children and their school towards an amazing year and beyond. Please feel free to voice any suggestions or concerns to myself, the board, and/or the teaching staff. We are all here to support our children! I am available at (203) 257-2605 or [barbaraberkovich@gmail.com](mailto:barbaraberkovich@gmail.com). I look forward to meeting you all and enjoying a fantastic school year!

Best,

**Barbara Berkovich**

Barbara Berkovich  
Director

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## **WELCOME TO THE CO-OP!**

### **Our History**

The Milford Co-Operative Preschool Learning Center, Inc. has been educating preschoolers in the community for 65 years! It was formed in 1954 by a group of parents who recognized the need for a non-profit, nonsectarian nursery school. The Co-Op is a corporation administered by its members (parents) who work in cooperation to hire personnel, finance the operation of the school, and assist the teaching staff.

### **Our Philosophy**

The staff of the Milford Co-op is committed to providing a high-quality program for young children and their families. The program is designed to promote the development of the total individual by helping each child to develop skills in personal and social development, physical development, cognitive development, and creative expression/aesthetic development. This is accomplished by providing a balanced program that includes both teacher-directed and child-initiated activities, quiet as well as active experiences, and the recognition that learning occurs in both formal and informal settings, especially through play.

We believe young children are integrally connected to their homes and families. It is understood that families are and should be the principle influence in their children's lives. The Co-op seeks to be appropriately responsive to families by working together with parents. Our goal is to nurture children in an environment where all are respected for their individual differences and all are provided with the building blocks for a lifelong love of learning.

## Curriculum

The staff of the Milford Co-op plan and implement curriculum using the *Connecticut Preschool Curriculum Framework* along with *The Connecticut Early Learning and Development Standards (CT ELDS)*.

The *Connecticut Preschool Curriculum Framework* was developed by the State Department of Education to assure that children develop the skills needed for a successful transition to Kindergarten. Following are our goals as outlined in the *Connecticut Preschool Curriculum Framework*. A complete copy of the Framework is available in the Parent-Teacher Library.

<b>Personal and Social Development</b>	<b>Physical Development</b>	<b>Cognitive Development</b>	<b>Creative Expression/Aesthetic Development</b>
<ul style="list-style-type: none"> <li>• Demonstrate a sense of self as a learner.</li> <li>• Demonstrate a sense of responsibility to oneself and others.</li> <li>• Demonstrate effective functioning: individually and as part of a group.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate control, balance, strength and coordination in gross motor tasks.</li> <li>• Demonstrate coordination and strength in fine-motor tasks.</li> <li>• Participate in healthy physical activity.</li> <li>• Practice appropriate eating habits, hygiene and self-help skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to think, reason, question and remember.</li> <li>• Engage in problem solving.</li> <li>• Use language to communicate, convey and interpret meaning.</li> <li>• Establish social contacts as they begin to understand the physical and social world.</li> </ul>	<ul style="list-style-type: none"> <li>• Use different art forms as a vehicle for creative expression and representation.</li> <li>• Develop an appreciation of the art</li> </ul>

## Assessment

The staff of the Milford Co-Op uses the *Connecticut Preschool Assessment Framework* (PAF) to assess the children in their classrooms. The PAF was developed by the State Department of Education as a companion to the *Connecticut Preschool Curriculum Framework*. The two frameworks work together to enable teachers to plan and implement curriculum that addresses specific learning standards and to observe and assess children's progress in achieving these standards. This system focuses curriculum planning on standards, or learning outcomes, rather than primarily on activities.

Performance Standards as outlined in the *Connecticut Preschool Assessment Framework*

### **Personal and Social**

P & S 1. Shows self-direction with range of materials

P & S 2. Sustains attention to task or goal set out to accomplish

P & S 3. Participates in teacher-led group activities

P & S 4. Manages transitions, follows routines and rules

P & S 5. Uses words to express emotions or feelings

P & S 6. Shows empathy and caring for others

P & S 7. Interacts cooperatively with peers

P & S 8. Works to resolve conflicts

P & S 9. Recognizes similarities and appreciates differences

### **Physical**

PHY 1. Uses coordinated large-muscle movements

PHY 2. Uses coordinated small-muscle movements

PHY 3. Cares for self independently

### **Cognitive**

COG 1. Engages in scientific inquiry

COG 2. Uses a variety of strategies to solve problems

COG 3. Sorts objects

COG 4. Recognizes and makes patterns

COG 5. Compares and orders objects and events

COG 6. Relates number to quantity

COG 7. Demonstrates spatial awareness

COG 8. Uses complex sentences and vocabulary to describe ideas and experiences

COG 9. Understands and participates in conversations

COG 10. Shows understanding of stories

COG 11. Displays knowledge of books and print

COG 12. Recognizes similar sounds in speech

COG 13. Identifies printed words

COG 14. Uses writing to convey meaning

### **Creative Expression**

CRE 1. Builds and constructs to represent own ideas

CRE 2. Draws and paints to represent own ideas

CRE 3. Represents experiences and fantasies in pretend play

CRE 4. Sings and responds to music

## MEET OUR STAFF & BOARD

The fine reputation enjoyed by our school is due to the excellence of our teaching staff. We are proud of our teachers and are most pleased to introduce them to you. All teachers also maintain certification in First Aid and CPR. Each staff member attends various workshops sponsored by the NAEYC (National Association for the Education of Young Children) and its affiliates throughout the school year.

### Teachers

<i>Director &amp; Head Teacher 3/4s</i>	Barbara Berkovich	203-257-2605	barbaraberkovich@gmail.com
<i>Assistant Teacher 3/4s</i>	Lesley May	203-710-9298	scotttemay@yahoo.com

BARBARA BERKOVICH is the Director and Head Teacher of both the three and four year-old program. She began working at the Co-Op in 2003 as the assistant for the three year olds and was promoted to head teacher in 2006. She has a BA in Sociology from Regis College and is continuing her education in Early Childhood. In the past, Barbara has served on the Co-Op's Executive Board as fair chairperson, business secretary, vice president and president. Barbara lives in Milford with her husband and three children; all three are Co-Op graduates.

LESLEY MAY has been the Assistant Teacher of the three-year-old program as well as the fours program. She began working at the Co-Op in 2006. She has a BS from Southern Connecticut State University and is continuing her education in Early Childhood. Lesley lives in Milford with her husband and two children; both are Co-Op graduates.

### School Board

<i>President</i>	Julia Holthaus	203-843-4864	Jholthaus33@gmail.com
<i>Treasurer</i>	Erica Eliashevsky	917-721-2981	eeliashevsky@gmail.com
<i>Maintenance Coordinator</i>	Open		

# Milford Co-Op Preschool

## 2019 - 2020 School Calendar



August 2019						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8/30 Meet the teachers

9/3 1<sup>st</sup> Day 3s

9/4 1<sup>st</sup> Day 4s

9/30 NO SCHOOL - Rosh Hashanah

10/9 NO SCHOOL - Yom Kippur

11/5 NO SCHOOL - Election Day

11/27-11/29 Thanksgiving Break

12/23-12/31 Holiday Break

1/1 NO SCHOOL - New Year's Day

1/20 NO SCHOOL - MLK Day

2/14-2/17 NO SCHOOL - Winter Break

4/6-4/10 NO SCHOOL - Spring Break

4/28 NO SCHOOL - Primary Day

5/25 NO SCHOOL - Memorial Day

6/4 Last Day of School - 3s

6/5 Graduation 4s

## **PROGRAM INFORMATION**

The Milford Co-Op is licensed and operates according to the regulations of the State of Connecticut, Department of Public Health.

### **Days/Hours of Operation**

- **3s - Tuesday & Thursday 9:00 - 12:00**
- **4s - Monday, Wednesday, Friday 9:00 - 1:30**

### **Arrival and Dismissal Procedures**

- It is important for your child to arrive to class on time. Please provide your child the opportunity to derive the full benefit from our program and to begin their day smoothly.
- Please remember to sign your child in upon arrival and out upon departure; this is required for safety reasons as well as state licensing.
- Please pick up your child at the end of class on time; be sure to arrive at the playground gate at 11:55 a.m. (3s) or at 1:25 (4s). A child may become anxious if his or her parent is late. Please allow extra travel time for traffic, particularly for the afternoon pickup. A teacher will open the gate and release the child to the parent or guardian after the child has been signed out.
- Late Pick-up Policy - If a child hasn't been picked up within (10) minutes we will attempt to call parents/guardians. If a child isn't picked up after (1) hour local police will be called and the child will be released to them.

### **Alternate pickup procedures**

- A written note must be given to the teacher at the beginning of class if a child is being picked up by someone other than their legal guardian/parent. The child will not be allowed to leave unless the teacher has been properly notified. A signed note is required even for those authorized as alternates. Please remind anyone picking up your child to gather all artwork and notices, and to sign the child out.

### **Weather/School Closings**

- For school closings and early dismissals due to weather conditions, we follow the same guidelines established by the Milford Public Schools. Please listen to and watch the local stations for announcements. Or call the Milford Board of Education recording at 203-783-3400 or log onto [www.milforded.org](http://www.milforded.org) for announcements.
- **Delayed openings - 3s 10:30 a.m. to 12:15 p.m. and 4s run until the usual 1:30.**
- **Early dismissal - 11:30**

### **Access**

Parents are always welcome in the classroom. School policies, license documents, bylaws, etc. are on file on the premises and are available for inspection upon request.

### **Security**

The safety and security of children is a primary concern of the school. Emergency management procedures are in place and will be used when needed.

## **ADMISSION TO THE PROGRAM**

### **Eligibility/Age**

- Registration is open to any child who reaches the age of three (3) on or before December 31<sup>st</sup> of the school year. ALL CHILDREN MUST BE TOILET TRAINED AND WEARING REGULAR UNDERPANTS BY THE TIME THEY START SCHOOL. Reasonable accommodations will be made as needed for children with special needs, their families and their service providers.
- Acceptance is open to present families first, then past families, then waiting-list families from the previous year and then new families. The previous year's class of three-year-olds becomes the nucleus of the four-year-old group.
- A wait-listed spot is good for one year. All wait-listed families from a previous year must call the registrar and fill out a new application to be considered for placement the following year.

### **Health Records**

Before beginning the school year, each parent must provide the school with their child's CURRENT doctor's certificate of good health and verification of immunizations as required by the Connecticut Department of Health. Remind your doctor's office that the immunization record MUST include the month, day and year in order to be accepted by the Connecticut Department of Health. [Exemptions to this policy must be in accordance with the Connecticut Department of Health. Special forms must be obtained through the business secretary (health forms).] Your doctor's signature MUST appear on the forms. The school supplies health forms for this purpose. If your child has a current doctor's certificate that will expire during the school year, a new certificate will be required upon the expiration date since forms must be updated yearly. The business secretary will remind you of the expiration period.

All health information is kept strictly confidential. Please see Confidentiality and Release of Information under school policies.

## **FAMILY COMMUNICATION**

The staff and board of the Milford Cooperative Preschool Learning Center recognize the importance of communication with families. We have found that communicating via email is preferred by most families. We are continually looking for new and better ways to keep our families informed. We also understand families are different and we respect these differences in culture and/or language. The school is committed to communication in preferred language or through translation when possible.

### **Teacher-Parent Communication**

During the school year, it is important to inform your child's teacher of any major changes in your child's daily life or family circumstances. Examples are a new caregiver, additional schooling, a major illness or death in the family (including that of a pet), and any changes in living arrangements or working schedules. We can support and comfort your child much more successfully when we are aware of such events. Please feel free to call the teacher or the director if there is something that you wish to share privately, either over the telephone or by appointment.

### **Conferences**

Individual parent-teacher conferences are scheduled for each child. The first conferences for all Co-Op families are held in September to meet the teachers and share information; this September conference is the only one to include the child(ren). Conferences are then held in the Spring. If a teacher or a parent has any concern they would like to discuss; an individual conference may be scheduled at any time.

## SCHOOL POLICIES

### **Parking/Safety Rules**

In order to ensure the safety of our children, your cooperation in the following is necessary.

- All cars are to be parked in the diagonal spaces.
- Never leave the motor running while you bring in your child. Be sure the parking brake is on.
- No child is ever to be left in an unattended car. Bring siblings and/or other children into school with you.
- Do not allow your child to walk into school alone. You must escort your child and help him/her with coats, boots, etc. You must come to the playground gate or into the classroom at the end of the class period. Do not expect your child to enter the parking area while you wait in the car.
- Never leave your pocketbook/wallet unattended in your car.
- Smoking is not allowed in the corridors, classrooms or on field trips.
- Please explain these rules to anyone bringing your child to/from school.

### **Emergency (Medical, Weather, Fire Evacuation)**

- In the event of an emergency requiring evacuation, the children will be relocated to the Milford Fire Station next to the school building on New Haven Avenue.
- In the event of an emergency that does not require evacuation; we are fully prepared to shelter in place.
- Please review detailed documents posted on the school bulletin board in the entrance hallway.

In case of a medical emergency, a qualified staff member will attend to first aid as needed.

Another staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. A staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios. In the event a child becomes ill while at the Center, parents will be notified and the child will be moved to a designated area where the child will be made comfortable. A staff person will remain with the child at all times.

### **Supervision**

- There is a teacher, assistant teacher and often a parent in all classes.
- The child/staff ratio will never exceed 1:10 and the group size will never exceed 20 children.
- If a child needs to return to the classroom from the playground, one adult will always accompany the child from the playground area into the classroom and then accompany the child back to the playground area.

## **Sick Policy**

For the safety and well-being of your child, as well as other children and staff, please do not send your child to the Co-Op when he/she is not feeling well. The Co-Op will also not knowingly accept a child:

- With a temperature 100 or above. All children must be fever-free for 24 hours without medication.
- Who display symptoms of physical illness (vomiting, diarrhea, etc.)
- With a rash of unknown origin.
- If your child cannot participate in daily activities

Please call the school when your child will be absent to let the teachers know he or she should not be expected that day.

If a child becomes ill during school hours, the child's parent(s) will be notified immediately of signs or symptoms and be asked to pick the child up. The child will be made comfortable across the hall and be given a cot and blanket for comfort. A teacher will remain with the child while waiting for the parent(s) to arrive. The time of departure will be noted on the sign in/out sheet.

If your child contracts any contagious illness, please notify the teacher or director immediately. All families will be notified when an infectious disease is contracted by a Co-Op child but will not be provided with personal details on the child or family (i.e., child's name). Examples of contagious illnesses include strep throat, chicken pox, mumps, conjunctivitis (pink-eye), hepatitis A, impetigo, lice, ringworm and scabies.

## **Medication**

Children who require the administration of medication by school personnel must have an individual care plan care developed with the child's parent(s) and a health care provider before any medication can be administered. The plan will include the appropriate care in the event of a medical emergency. A medical authorization form will also be required.

## **Guidance and Discipline**

The teachers at the Co-Op strive to build each child's self-esteem, independence, and ability to socialize within the classroom community. We assist all children with developing self-regulation so they feel that they are an important part of the group and act accordingly.

In the classroom, we have an excellent adult/child ratio and our guidance techniques are based upon knowledge of child development and familiarity with a child. These techniques include the following: positive reinforcement, clear limits and expectations, redirection, natural and logical consequences. The teachers will not at any time use corporal or any other punishment. Instead, we listen, discuss, redirect, remove and, in general, "diffuse" the situation until the child is calm. We strive always to show a child that we have confidence that he or she can behave acceptably.

The Co-op prohibits abusive, physical, corporal, humiliating or frightening treatment or punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or others. If any child demonstrates a serious or dangerous infraction of the classroom rules or expectations, the child's parent will be called.

### **Abuse and Neglect**

The Milford Co-Operative Preschool Learning Center Inc. supports the Connecticut State Law that requires that all childcare professionals report suspected abuse, neglect or imminent risk of serious harm to the authorities in order that children may be protected from harm and families helped. This policy, in its entirety, is located on our policies bulletin board. Information can also be accessed through the State of Connecticut, Department of Children and Families web site at <http://www.ct.gov/dcf/cwp/view.asp?a=2556&q=314388> or by calling the DCF Child Abuse and Neglect Hotline: 1-800-842-2288.

### **Confidentiality and Release of Information**

All information regarding individual child development, needs, and medical history as well as information provided on enrollment forms are kept strictly confidential in a locked file cabinet. Only the child's teachers, the Director, the Business Secretary, and regulating agencies, will see forms. In order to release health information or information regarding a child's growth and development, the parents/guardian must sign an Authorization for Release of Information

### **Complaint Procedure**

As stated in Appendix XII of the school's Bylaws, the complaint procedure is as follows:

- A. If the complaint is general in nature, it may be brought up with your room representative, who in turn brings it to the board for discussion.
- B. A complaint of pressing importance may be directed to the president, either verbally or written, signed or anonymous.
- C. If you feel you are not given a satisfied outcome, you may then contact the State of CT Department of Health at 1-800-282-6063.
- D. All inspection reports and compliance letters are available for your inspection at this day care program or by contacting the Dept. of Public Health, Division of Community Based Regulation, 410 Capitol Ave/MS#12DAC, PO Box 340308, Hartford, CT 06134-0308.

### **Support for Children/Families with Special Needs**

The Milford Co-Operative Preschool Learning Center accepts all children and families from the community. The staff and board of the Milford Co-Op will make every effort necessary to reasonably accommodate children and families and any established Individual Education Plan (IEP), Individual Family Service Plan (IFSP), or any other individualized plan they may have. This includes inviting service providers into the classroom so services can be provided in a natural classroom setting. Since the Milford Co-Op does not employ the trained personnel to create, review, or amend individual IEPs or IFSPs, the staff will provide the appropriate referrals to families, as well as collaborate with any multidisciplinary teams to assess specific children. Furthermore, the staff will provide anecdotal records of classroom observations and/or other informal assessments to aid the team in creating, reviewing, or amending any individualized plans with the permission of the family. The Milford Co-op staff will support all families and advocate for the specific needs of their children.

**Children whose Parents/Guardians Reside at Separate Addresses**

The Milford Co-operative Preschool Learning Center cannot be responsible for making custody decisions between parents and will permit either parent of a child to pick up the child absent a court order or the prior written agreement of the non-custodial parent. For those children whose parents or guardians reside at separate addresses, the Co-op presumes that the parents or guardians share joint legal custody as well as physical custody of the child. The Co-op therefore will not prohibit a parent of a child from picking up the child from the school. However, the Co-op is required by law to honor all orders issued by Connecticut courts affecting custody or visitation. Where a Connecticut court has issued such an order, parents must supply a certified copy of the order to the Co-op and the Co-op will then prohibit the non-custodial parent from picking up the child. If a court from a jurisdiction outside of Connecticut has entered a court order, the parent or guardian should seek the advice of an attorney if seeking to enforce the order in Connecticut

## TUITION

- Tuition payments for the 2017–2018 school year are as follows: **\$2,000.00 for the three-year-old class; \$3,600.00 for the four-year-old class.** Tuition does not include field trip admittance. In the event of a tuition increase, 30 days written notice will be given. If two children from the same family are enrolled in the Co-op at the same time, a 10% reduction of tuition applies to the lesser amount. Please note: Only one discount may be applied.
- Tuition is paid via [MyBrightwheel.com](http://MyBrightwheel.com)
- A tuition payment and a one-time **\$100.00 insurance fee** for all Co-Op members are due on June 1, 2018. (Families in the three-year-old class must remit a total of \$300.00; families in the four-year-old class must remit a total of \$460.00. This payment will hold your place on the roster for September and will serve as your first of ten installments. The tuition payment and the insurance payment are non-refundable.
- Payments for the school year will commence on September 1, 2018 (\$200.00 for the three-year-old class; \$360.00 for the four-year-old class. Payments are due by the first of the month.

Tuition payments may be made according to the Payment Plan OR the Full Payment Plan as shown.

<i>Payment Plan</i>			
Due:	Tuition For:	Three-Year-Old Amount Due:	Four-Year-Old Amount Due:
June 1, 2018	1 <sup>st</sup> Installment \$200 (3s) \$360 (4s)	\$300 (includes one-time \$100 insurance fee)	\$460 (includes one-time \$100 insurance fee)
First day of each month (September through May)	2 <sup>nd</sup> – 10 <sup>th</sup> Installment	\$200	\$360
<i>Full Payment Plan</i>			
Due:	Tuition For:	Three-Year-Old Amount Due:	Four-Year-Old Amount Due:
June 1, 2018*	1 <sup>st</sup> Installment	\$300 (incl. one-time \$100 insurance fee)	\$460 (incl. one-time \$100 insurance fee)
August 31, 2018	2 <sup>nd</sup> – 10 <sup>th</sup>	TBD	TBD

### Withdrawal

- Tuition will not be pro-rated.
- Tuition for any month in which a child is withdrawn from school shall not be refunded and a written notice must be submitted to the director and/or registrar.
- Payment made on June 1, 2019 for 1<sup>st</sup> tuition installment is not refundable. Insurance fee is non-refundable.

## **DAY-IN RESPONSIBILITIES**

### **Planning Your Day-In**

- Parent participation is a central aspect of our program. Participating families must assist in the classroom as the “day-in” parent a minimum of three (3) days during the year. Parents are also needed to chaperone field trips and assist with celebrations.
- Please make appropriate arrangements for siblings, as they cannot accompany you on your day-in.
- Please use the calendar posted on the hall bulletin board (rather than the calendar included in the classroom binder) as the most current if you need to change your day-in.
- Please try to find a replacement if you are unable to do the day-in for which you signed up. Please call the teacher and let her know that you cannot do your day-in and who your replacement is. This includes celebrations and field trips.
- Due to an increase in food allergies, we ask that you choose the snack from the items listed below. Please record what you plan to serve on the snack chart in the hallway at least two weeks in advance.

All snacks should meet the U.S. Department of Agriculture’s Child and Adult Care Food Program and include one item from two different food groups. All snacks should also be commercially prepared packaged foods in factory sealed containers or whole fruits to be prepared at school. **The Co-Op is a nut free school.**

Teddy Grahams	graham crackers	cheese
Ritz Crackers	Cheez-Its	whole fruits
Townhouse Crackers	applesauce	100% fruit juice
Club Crackers	raisins	milk
Goldfish Crackers	yogurt	chocolate milk

**\*\*Note for parent(s) of child(ren) in the four-year-old class:** We also do not allow hotdogs, whole grapes, popcorn, raw peas, hard pretzels, peanut butter, chunks of raw carrots or meat larger than can be swallowed whole when preparing snacks or lunch boxes for the four-year-old class. Lunch boxes must have an icepack for perishable foods.

### **During Class**

The day-in parent will assist with the following.

- Assist teachers and children with circle time.
- Assist children with art activities as needed.
- Write child’s name on finished artwork and place on newspaper across the hall.
- Help children and teachers clean up.
- Wipe tables and set up snack during story time.
- Help children put on coats, etc. in preparation for outdoor play.
- Tidy up the classroom while the teachers supervise the children on the playground. This includes wiping tables and doorknobs, cleaning paint containers and brushes, picking up puzzles and games, vacuuming, and sweeping up sand (place in trash, not outdoors or down the sink).
- Enjoy your day-in. Feel free to bring your camera. Ask the teacher in advance if you would like to share an instrument, family tradition, cultural food favorite, etc.

## MISCELLANEOUS

### **Birthdays**

At the beginning of the year, sign up for a day-in that coincides with your child's birthday. Parties can be celebrated with cupcakes or cake along with nutritious snacks. Please indicate on the day-in calendar when there will be a birthday celebration.

### **Field Trips**

Children in the three and four-year old programs attend field trips. All field trips will be announced at least two weeks prior to the trip. An individual field trip permission slip will be completed for each trip and is signed by each child's parent or guardian. The field trip permission slip will include the destination, the reason for the field trip, the date of the field trip, time of departure and return, and any special instructions such as what to wear or items to bring. The Winkle Bus Company will provide transportation. Children are never transported in personal vehicles. The ratio of children to chaperones will not exceed 3:1. On all field trips, child emergency cards, a first aid box and a communication device, such as a cell phone, will be brought. If problems occur with the transporting vehicle during transport the contracting company will provide another vehicle. Children will be accounted for several times including, but not limited to, on the bus prior to leaving the school, at various times while on the field trip, on the bus before departure from the venue.

### **Celebrations**

Special celebrations are planned throughout the school year. Families may sign up in the class book for celebration(s) they would like to help with. All families are invited to attend our celebrations. In an effort to provide a diverse and enriching school environment we place an emphasis on family traditions during our celebrations. If your family celebrates a special holiday or have a special tradition they would like to share with the class, please let our teachers know.

### **Apparel**

Since the children use materials such as paint and play dough, we suggest that they wear clothing that can be easily laundered. It is also recommended that children wear outer clothing best suited for the prevailing weather conditions. The children go outside in all weather except rain and below freezing temperatures (less than 32°F). Absence of a hat, mittens or boots can mean an uncomfortable and unhappy child. All clothing should be clearly marked with the child's name. Please send children in closed toed shoes.

### **Clean-up/Maintenance Projects**

There are many opportunities for families to sign up for clean-up/maintenance projects. Any of which will count toward the minimum requirement of three (3) hours. These organized clean-ups help us to maintain our high standards that we put forth for our school and children.

### **Fundraising**

Fundraising is an integral part of meeting the school's financial obligations. Please participate to the extent that you can in order for us to achieve these goals and in some cases exceed them. Fundraising assists the school in paying for special projects and classroom improvements.

## Milford Co-operative Preschool 2019-2020 Fact Sheet

Address: 1000 New Haven Avenue, Milford, CT 06460

Phone #: 203-874-5869

Website: milfordcooperativepreschool.org

Director: Barbara Berkovich

Co-op President: Julia Holthaus

Hours: Three-Year Old Program: Tuesday/Thursday 9:00 - 12:00  
Four-Year Old Program: Monday/Wednesday/Friday 9:00-1:30

Tuition: 3s \$2,000 per year (\$200 per month for 10 months)  
4s \$3,600 per year (\$360 per month for 10 months)  
Tuition can be paid in full  
Tuition is paid monthly via MyBrightwheel.com

Calendar: We follow the Milford Public School for all delays and closings.

Early Dismissal/Snow Day Procedures:

No School - follow Milford Public Schools

Delayed Opening - 10:30

3s Pick-up at 12:30

4s Pick-up at 1:30

Early Dismissal - 11:30

Check WTNH or [www.milforded.org](http://www.milforded.org) for all announcements

Teachers: Barbara Berkovich 203-257-2605 [barbaraberkovich@gmail.com](mailto:barbaraberkovich@gmail.com)

Lesley May 203-710-9298 [scottmay@yahoo.com](mailto:scottmay@yahoo.com)

Sick Policy - Child must be fever free (without medication) for 24 hr. before returning to school. All infectious diseases must be reported (strep, chicken pox, flu, etc.)

Day-in Schedule: Each family is asked to do (3) day-ins over the course of the school year. Sign-ups are in the class books.

Snack Rotation: Each class has a snack rotation that assigns a specific date for snack and juice. This schedule is handed out at the beginning of each semester.