**LACEY PARENT**

**COOPERATIVE PRESCHOOL**

***P O L I C I E S***

(Revised February 2017)

POLICIES ARE SET BY THE BOARD OF DIRECTORS OF THE PRESCHOOL

AND CAN BE CHANGED BY VOTE OF THE BOARD AT ANY MEETING

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**CLASS AGES AND SIZES**

**GRASSHOPPERS** 2 to 3 (by August 31st)

**BUTTERFLYS** 3 to 4 (by August 31st)

**BUSY BEES** 4 to 5 (by August 31st)

Age exceptions**:** To admit a child who is younger than the above ages, a proposal must be submitted and approved by the teacher. In such cases, there will be a four week probationary period followed by a Teacher, Advisor, and Parent consultation to determine if the placement is fair and appropriate for all concerned.

Class Size exceptions**:** One additional child can be added to any of the classes with teacher approval.

The total number of members is to be determined by the available space in age-grouped classes. Applications shall be accepted from the waiting list. Special consideration is given to returning families and families with paid registration fees.

Inappropriate placements**:** All children in preschool will be subject to a four week trial period upon initial enrollment. The preschool recognizes the diversity of children and their abilities and the richness that diversity can bring to LCPS. It also recognizes that the preschool cannot meet every child’s needs and that in some cases, placement of a child in a class will adversely affect the child, the preschool, or both. LCPS has an unhurried developmental approach to early education. Placement would ordinarily be based on chronological age. However, the board reserves the right to place a child in a class based on his or her developmental rather than chronological age, or to deny placement of a child inappropriate for any class.

**TUITION & FINANCES**

The first and last month’s tuition is due at orientation.

Tuition is due on the 1st of the month. If tuition is received after the 10th of the month there will be a $25.00 late fee. If you know that your tuition will not be paid in full by the 10th please contact the treasurer to make payment arrangements.

In the case that a family has not paid tuition by the 1st of the second month, is behind by two months, and has not made payment arrangements with the preschool treasurer, the child may not attend class and the family will be given 14 days notice to make their account current or withdraw from the preschool. If no payment is received and no arrangements have been made, it will be assumed that the family has withdrawn. At this point, any outstanding accounts will be sent to a collection agency.

Tuition is set by the Board at the February meeting for the following school year.

September tuition is one-half (1/2) the usual amount.

The check writer will be accountable for NSF fees.

All preschool checks shall be signed by two board members that are authorized signers on the account. The authorized signers shall be the Treasurer, the Board Chair and another board member.

**REGISTRATION FEE**

The registration fee set by the Board is $75 for one child, $25 for additional siblings. Returning families pay a $50 registration fee and $20 for additional siblings. There is also and SPSCC tuition fee of $15 per enrolled child. It is paid annually at the time of registration and is not refundable. Registration must be paid upon enrollment for children starting in September.

For children starting later in the school year, registration must be paid by the child's first day of preschool. No registration fee is required for prospective members on the waiting list. However, upon being notified that an opening is available for a child on the waiting list, parents of that child are required to pay the registration fee and enroll within 30 days. Otherwise they will not maintain that spot on the waiting list.

Families with siblings enrolled receive a $20 reduction in monthly tuition for the second child.

**OTHER FEES**

Weekend Cleanup: If by the end of the year a family / member has not fulfilled their weekend clean-up obligation they will be charged $50.

Publicity: If by the end of the year a family / member has not fulfilled their publicity / community event obligation they will be charged $50.

**FUNDRAISING PARTICIPATION OPTIONS**

Lacey Parent Cooperative Preschool depends upon fundraising to meet our operating expenses and to purchase equipment that enhances our children's preschool experience. When we do these fundraisers, participants get to know each other better and perform a public relations service between our preschool and the community. All preschool families are required to participate in fundraising events. There is a $200 buyout option available in September for those not wanting to participate otherwise you are responsible to raise at least $200 for the preschool. If, by the end of the year, you are unable to raise adequate funds you will be charged the difference. Fundraising is prorated by the academic quarter ($66.67 per quarter) for families who leave or join the preschool throughout the year. For example, a family that joins the preschool in January is only responsible to fundraise $133.34 for the remainder of the year. Likewise a family that leaves the preschool in January who has not already met their fundraising goal would only be charged $66.67 for their time spent at the preschool.

**SCHOLARSHIPS**

Intent: The intent of our scholarship program is to assist families that would not otherwise be able to afford a cooperative preschool experience for their children.

Budgeted Amount: The scholarship fund shall be determined as part of the annual budget. Fall fundraiser monies shall be specified for scholarships. Four half tuition scholarships will be available. Two of the four will be available for the three-day-a-week rate and two will be available for the two-day-a- week rate. Unused amounts are returned to the scholarship fund for which a family may apply for the unused portion. Scholarships ultimately are dependent on available funds.

Who Can Apply: Any family that is willing to meet the college and the preschool requirements for membership is eligible. The applicant must have paid the registration fee and are required to pay 50% of tuition costs.

How to Apply: Forms are available from the Treasurer or the Preschool Information Notebook. The form must be filled out completely and turned in by the deadline to be eligible. The deadlines for application are August 1st and Dec.15. On occasions when scholarships have not been used, families may apply at any time during the year.

The Scholarship Committee: The Chair or Vice Chair, treasurer, and one board member shall review applications and make recommendations to the Board. The committee shall keep the names and other personal information confidential. Decisions shall be made solely on the information provided on the application form and based on financial need only.

Amount of Scholarship: Only partial scholarships are awarded. A minimum of 50% of tuition shall be paid by the parent each month. A family may be awarded a maximum of two consecutive award periods (Sept. - Jan., Feb.-June). Any periods applied for after will be considered on a case by case basis by the Scholarship Committee.

Financial Difficulties: Any family having financial difficulties at any time of year can contact the treasurer and establish a payment plan.

**PROCEDURE FOR WITHDRAWAL**

The preschool requires a two week written notice of withdrawal addressed to the current registrar. During this time the parent is responsible for tuition and parent help days, even if the child(ren) does not attend. The current month’s tuition will not be refunded. The parent handbook and job folder is returned to the registrar and upon this return the child’s immunization record and comfort kit will be returned to the parent.

The preschool pays college tuition for each enrolled parent at the preschool on a quarterly basis throughout the school year. Once the 100% refund window for a withdrawal is over at the college (which is the 10th day of each quarter) withdrawing families may not be entitled to their full refund of tuition or fees from the preschool.

Vacations/absences: Tuition refunds are not available for extended absences as school expenses remain the same.

Exceptions: Members may petition the Board regarding a refund in an emergency or financial hardship situation.

**PROCEDURE FOR DISMISSAL**

A cooperative member may be dismissed for failure to actively participate in the cooperative as described in the policies or for failure to pay tuition. In the event that a cooperative member is not completing their roles and responsibilities the following shall occur:

**1st Occurrence:** The Jobs Coordinator will meet with the member to discuss why responsibilities are not being met and help to problem solve and explain the importance of said responsibilities. If the member feels that a different job would be better suited to them they may request to switch at this point. This meeting is meant to be helpful, supportive, and encouraging.

**2nd Occurrence:** The Jobs Coordinator along with the Board Chair or other appointed board member (or the SPSCC Family Educator) meets with the member to discuss the situation and problem solve. The member may at this point request a different job. It is explained that should there be a third occurrence the board will be notified for further action. This meeting is meant to inform the parent and to encourage cooperation.

**3rd Occurrence:** The board sends a form letter to the member requesting a written response within one week to explain the circumstances around not fulfilling their preschool job. After receiving the letter a vote for continuance is taken among the board members.

At each meeting between the board and a member, a letter documenting these actions will be presented to the member.

**CHILDREN WITH DISABILITIES**

The preschool will accommodate a child with a disability whenever reasonably achievable through consultation with the board, teacher, SPSCC Parent Educator, and the child's participating parent. The possibility of facility modification must be determined in consultation with the landlord.

**DISCRIMINATION CLAUSE / ANTI BIAS POLICY**

This cooperative will not discriminate against applicants or students on the basis of race, religion, sex or national origin. (Please see our Bylaws.) Lacey Coop will also actively discourage any attitude, belief, or feeling that results in, and helps justify, unfair treatment of an individual based on the following: gender, race, ethnicity, class, age, sexual orientation, body type and disability.

**PARENT HELPERS**

Parents must participate in a preschool orientation within the first month of attendance. Parents may not parent help until they have successfully attended an orientation, had a Health & Safety Tour and successfully completed a background check.

To be in compliance with the insurance company, the ratios of adults to children during class time is: **Children 18 months or younger: 1 adult to 2 children; Children 19 months to 35 months: 1 adult to 3 children; Children 3-5 years: 1 adult to 5 children.**

**Ratios may be adjusted according to enrollment and specific class circumstances as determined by the Teacher and the Board.**

Siblings: older than six months and other children who are not enrolled in the preschool are not allowed in the classrooms while parents are parent helping for safety and liability reasons. Siblings should be supervised directly by parents during drop-off and pick up times. Special exceptions for family parties or field trips will be announced to parents in advance.

Paid Parent Helpers: Receive $25.00 per session from the member they are replacing.

Paid parent helpers can bring their currently enrolled preschooler with them when they parent help in other classes. You may not use a paid parent helper to cover your entire scheduled parent helping shifts.

Parent Helper of Siblings: When there are two children from one family in a class, the parent must parent help a minimum of one and one half times the single child amount. This may be increased to twice the single child amount depending on specific class circumstances and as determined by the Teacher.

Age of Parent Helper: Any parent helper, who is not the parent of the enrolled child, must be age 18 or older.

**PARENT HELPING WITH INFANTS POLICY**

This policy applies to families with an infant who attends with an older sibling while the parent is parent helping.

Our preschool has an insurance policy that is paid for by the college that covers only registered children who attend the preschool. The insurance company does not cover any accidents that may occur as a result of non-registered children or infants being at preschool. After months of research we have negotiated an option for parent helpers to bring an infant up to 6 months of age under the conditions listed below.

Your preschool child will look forward to your parent-helping day. It is a time when his or her needs come first. While we do not advocate parents bringing infants to school, special arrangements can be made to register young infants up to six months of age. This option is for those parents with infants who have been unsuccessful in making other childcare arrangements while parent helping.

To be in compliance with the insurance company, the ratios of adults to children during class time is: **Children 18 months or younger: 1 adult to 2 children; Children 19 months to 35 months: 1 adult to 3 children; Children 3-5 years: 1 adult to 5 children.**

Due to Health and Safety regulations and adult-to-child ratios, the parent helper of the infant can only be responsible **for one additional child**. That child shall be the parent’s own preschool child, which reduces the chance of a lawsuit occurring. That does not mean that you cannot interact with other children or groups of children, but you can only be responsible for the safety of your own child. Therefore, make sure that you are working with another adult if there are other children in the room you are assigned to. From the insurance company’s standpoint, if you were parent helping and something happened to another child because there was not an adequate adult-to-child ration, all the parents in the coop would all be liable for a lawsuit. Because of our high adult-to-child ration, in most cases an extra parent helper will not be needed. The only scenario where an extra adult is needed is when we have 12 children with three adults (this includes the teacher). In the event that this is the case, that particular class can vote to determine if they will add a third parent helper on the day the infant attends. Overall, each class could absorb no more than 2-3 registered infants per class on a first-come, first-served basis. Registered infants up to 6 months of age can be with a parent who is parent helping only if the child is in a front pack, or sling worn by the parent at all times AND the parent is able to perform the usual parent helping duties. Infants may not be placed in a backpack, stroller, car seat, or on the floor. The reason that a backpack is not appropriate in the classroom is because the parent is unable to see what the infant may be grabbing or what the other children may be doing with the infant. There have been many cases where infants in back packs have grabbed objects and put them in their mouths while in the backpack and choked, without the parent knowing what they grabbed. Also, infants have been known to lean out of them from the side. Therefore, the parent should refrain from bringing the infant in the front pack when it is no longer developmentally appropriate to keep the infant confined for the 3-hour time period.

In the event that the parent is unable to meet the parent helping requirements, or it is noted that a parent continues to bring an infant when it is no longer appropriate for the infant to come in a front pack, the teacher will consult with the parent or the Board of Directors. The preschool must also show that we have an infant curriculum in place for the infants that are attending. Therefore, those parents will be given information on Infant development which will be available from the SPSCC Family Educator. Only one parent helper with an infant can be scheduled per class.

**NO-SHOW OR LATE PARENT HELPERS OR LATE PICK-UP**

We ask the teacher to keep an accurate record of each occurrence including name, date, time, and description of the circumstances in case follow up procedures will be needed.

You must pick up your child when class is over. There is five (5) minute grace period after class is dismissed in case of an unexpected circumstance. If you will be late please call the school to notify the teacher, otherwise, depending on the circumstances a flat rate of $10 will be charged for late pickup.

You must arrive 15 minutes prior to scheduled class time if you are scheduled to parent help. The following will occur if any parent does not show up on the scheduled parent help day or is late for the scheduled parent help:

**1st occurrence** – The Teacher will meet with parent to discuss the incident and to help problem solve and explain the importance of compliance. This meeting is meant to be helpful, supportive, and encouraging.

**2nd occurrence** – The Teacher, along with the board chair or other appointed board member meets with parent to discuss situation and problem solve. The importance of compliance is emphasized. It is explained that should there be a third occurrence the board will be notified for further action. This meeting is meant to inform the parent and to encourage cooperation.

**3rd occurrence** - The board sends a form letter to the parent requesting a written response within one week to explain the circumstances. After receiving the letter a vote for continuance is taken among the board members.

At each meeting between the Teacher, board chair and the parent, a letter documenting these actions will be presented to the parent.

Each time a person does not show on a scheduled parent help day, they must pick one of the following. They must tell the Teacher and Class Team Leader within one week what their choice of option is:

1. Trade a parent help day with person who substituted for you.

2. Parent help one extra day the following month. The person who substituted for you will be scheduled one less day.

3. Pay the person who substituted for you $25.00 within one week.

If the parent does not choose an option within one week, then option 2 will be implemented.

A parent helper is considered late if they do not show up at least five (5) minutes before class is to begin. If this happens, class will be canceled at the teacher’s option. Parents arriving with their children will be made aware of the potential to cancel class. Tuition for that day will not be refunded. Class will be held if another parent chooses to volunteer in place of the missing parent helper. Any compensation for parent helping at this time may be worked out between the volunteer and the parent who has not shown up.

**FAMILY/MATERNITY LEAVE**

Maternity Leave: Families are relieved of parent helping and all preschool duties for eight weeks which may be taken before, during, or immediately after the birth of a child as the family chooses. If the baby is born in the summer within 8 weeks of the 1st day of school, parents may use the remaining portion of the 8 weeks of leave starting with the first week of school. For example: if the baby was born 2 weeks before school starts, parents have 6 weeks of maternity leave available, as long as they start that leave on the first day of school. Let your class team leader know when your leave will start. If you are in a unique situation please notify the executive board to determine your maternity / family leave.

Emergency leave: Parent helping leave for emergencies can be approved by the Board and SPSCC Family Educator.

**PARENT MEETINGS**

One or two members per family are registered in the Parent Education program at South Puget Sound Community College. All regular parent helpers must be registered at SPSCC.

Attendance: at parent meetings is mandatory. Parent meetings are held once per quarter along with Orientation and an All School Meeting in February. If a member does not attend a mandatory meeting than an alternate activity must be completed. The Family Educator can provide suggestions for alternate activities. If a member misses two meetings and/or refuses to assist in other ways to fulfill his/her obligation, membership will be subject to dismissal by the Board.

Series classes: If a series class is offered it may count as a parent meeting.

**SUBSTITUTE TEACHERS**

Pay: Substitute teachers are paid $50.00 per session.

First Aid/CPR: The substitute or someone on the premises must have a current First Aid and CPR certification.

Sub List: A list of preschool parents and other qualified persons shall be created quarterly or a "substitute pool" by the Board.

Notification of Sub: In case of planned absence, the Teacher is responsible for obtaining a substitute from the Board-approved list of substitute teachers.

**SCHOOL CALENDAR AND CLOSURES**

Preschool Begins: in September the week after elementary school begins which allows for two, but not three, full weeks of preschool for that month.

The Preschool Schedule: follows the North Thurston School District schedule for holidays. We do have school during their conferences and in-service days.

In Case of Snow or Natural Disaster: we close when North Thurston schools closes. If schools start one hour late, our morning classes cancel. In case of uncertainty, the teacher and class team leader will jointly make a decision. Make up days due to snow/disaster will be determined at the Boards discretion.

**BOARD OF DIRECTORS**

Mail: The Registrar, Treasurer or other designated board member shall pick up the mail from the Church Office.

Expenditures: The Treasurer is required to have board approval to write any check over $100 that is not considered regular outgoing expenses.

Location Change: When the location of a Board meeting is changed, the Secretary will call all Board members with this information.

Post Minutes: Copies of the Board minutes will be posted at the preschool.

Federal 990 Form: The Treasurer or other designated board member will return Federal 990 forms yearly by October 31st to maintain 501C status (non-profit).

Fundraising: The Board will set the fundraising goals for the year during the summer to meet the needs of the annual budget.

The Budget Committee: shall be the Treasurer and at least two other Board members. The SPSCC Parenting Educator shall serve as a consultant. The committee shall meet:

1. Before the March Board meeting to prepare tuition proposals.

2. Before the July Board meeting to prepare annual budget proposal.

3. In October, January or as needed to review and revise the budget.

Confidentiality: Names of families will not be used in board meetings or in discussions by board members when discussing the following: scholarship applications or recipients, non-payment of tuition or fines, reports of suspected child abuse or neglect, or any other sensitive or personal matter.

**GRIEVANCES**

When problems arise between parents and teachers or between individual parents that cannot be resolved by parent/teacher conferences or with the help of the SPSCC family educator, a parent or teacher may use the following procedure to air grievances with the preschool board.

The grievant may contact the preschool Board Chair with a written grievance. Executive board members shall decide if the grievance warrants a hearing. If it is determined that a hearing is necessary the facilitator will schedule a meeting. The executive board will hear from the teacher and/or parent(s) or the parents of other children. At the option of the executive board or the grievant, the meeting may be recorded.

The executive board members will have one week to recommend one or more of the following actions:

1. No action.

2. Compromise decision.

3. Professional evaluation by the SPSCC family educator or a teacher from another preschool – who would make a recommendation to the board.

4. Probationary period to be set by this executive board committee - along with the criteria for re-evaluation of the situation and the people who will do so.

5. Withdraw the family from the preschool.

6. Teacher dismissal.

All decisions made by the board are final and must be made in writing. A follow-up date must be scheduled as appropriate to ensure the criteria have been met.

**UNSAFE BEHAVIOR POLICY**

It is the responsibility of the LCPS to provide a safe, nurturing environment for all enrolled children and to provide clear guidelines for responding to potentially dangerous child behavior at preschool. Children who exhibit overly aggressive behavior (biting, hitting, kicking, etc.) towards the teacher, parent helpers or other children may be removed from the classroom for the day with the parent being called and asked to pick up their child. The teacher will develop a plan, along with the parent, to guide the child toward appropriate behaviors using limit setting, problem solving, natural and logical consequences, and modeling appropriate behavior. Should the child’s behavior impose a continued danger to others after the plan has been agreed upon and implemented, the teacher may recommend that the child’s enrollment be terminated.

**FIELD TRIP POLICY**

1. Only enrolled children may participate in field trip activities. Special event exceptions allowing siblings of enrolled children to participate will be determined and approved by the Board, the Teacher and the Parent Educator. Special event exceptions will be posted and a form will need to be completed and submitted to the Teacher 3 days prior to the field trip activity.

2. All children enrolled in LPCP participating in field trips shall begin their day at the field trip site or be transported to the site at the called upon time by their Parent. Parents or guardians that are not able to transport their own child can arrange carpools with other parents off site.

**ALCOHOL, DRUGS AND TOBACCO (INCLUDING SMOKELESS TOBACCO AND E-CIGS)**

The preschool shall be a tobacco, alcohol and drug free environment for children and adults. The consumption of alcohol or illegal drugs and smoking of cigarettes is not allowed on the Lacey Cooperative Preschool premises at any time. People under the influence of alcohol and/or illegal drugs are not allowed at the preschool.

Children **will not** be released to anyone, parent included, who is, or appears to be under the influence of alcohol and/or drugs.

Alcohol and/or drugs cannot be served or sold on preschool premises and/or during preschool hours, nor can the preschool be attended by any person under the influence or, or appearing to be under the influence of alcohol or drugs.

If any person in attendance at the preschool is, or appears to be under the influence of alcohol or drugs, said person will be asked to leave, and if necessary, be removed from the premises.

**CHURCH REQUESTS**

Supervision of children: All children on the premises while parents are doing preschool jobs or at parent meetings must be fully supervised. They are not allowed to play alone in classrooms, nursery, or hallways.

Store Cleaning Supplies: away from the classroom and out of sight in the janitor closet.

Garbage Disposal: Garbage and Recycle bins are located on outside curb for our use.

Pianos: are off limits, except to adults with skill.

Lease: Negotiate the church lease each February. Meet each September.

Kitchen: Dishes must be cleaned and sanitized after each use. Dishes and utensils should be put away after air drying.

Doors: Keep the outside doors closed to conserve heat. Do not prop open.

Trash: When garbage and other trash are generated by special events of the Preschool, the Preschool shall arrange to have them removed and disposed of rather than adding to the regular trash collection of the Church.

**HOLIDAY POLICY**

The preschool recognizes the diversity of its members and therefore chooses an inclusive approach where all family’s traditions are honored. The preschool avoids using holidays as a theme and the commercialism that accompanies some of the holidays in our culture. While celebrating holidays are not part of the planned monthly theme, the preschool provides opportunities for celebrations in the following ways that we feel are inclusive of all belief systems:

***Family Appreciation Day, Family Feast Day, Pajama Day, and Costume Dress up Day, etc*.**

However, we do acknowledge holidays by inviting parents to share an aspect of a family holiday or tradition with the children in the classroom. This also enhances the connection between home life and school life and gives the children an opportunity to learn that other families do things differently in their homes than they do.

In addition to monthly themes we also incorporate the seasons of fall, winter and spring into the curriculum. Within each season the teacher will review the holiday questionnaire you filled out and talk with the parents individually in each class about any traditions they may have around a holiday that they would like to share with the children in that class. The focus will be on the activity and not on religious discussion. Should a child ask questions about the religious aspect of a holiday, the teacher will answer questions with short and accurate information and refer the child to their parents for further discussion. Should your belief system require that your child not participate in any sort of celebration let the teacher know in advance and she will provide an alternate activity for the child. It is also a good time to discuss with the children that not all families participate in celebrations and that is okay. The goal is to acknowledge, educate, and honor diversity.

***“Parents are encouraged to work with the teacher to share activities with the children that are age appropriate for the class*.”**

Here are some examples of how a parent might share a holiday tradition with the children. When presenting an activity with the children the focus is on the tradition or the values that those traditions impart such as family togetherness.

A Parent may do a cooking project with children making a special food that you only eat during that holiday. For example, explain to the children that in your family you celebrate Thanksgiving and one tradition you have is to make cranberry sauce every year. The children then make cranberry sauce to take home and share with their family.

During the Christmas Holiday, if you have a special ornament you make every year as a tradition, plan an activity where the children can make an ornament to take home.

If you play an instrument like the guitar or piano, share a favorite song that your family sings as you celebrate that holiday.

If your family celebrates Hanukkah bring some dreidels into the classroom and show the children how to play the game.

If you celebrate Kwanza by lighting the candles in a Kinara, plan an activity to have the children make a Kinara and discuss the significance of the different colored candles.

During the Easter Holiday perhaps you have a special hand painted egg that you only bring out during Easter. You could share that and then have the children paint blown out eggshells.

**HARASSMENT ISSUES**

No employer, parent, or visitor shall be allowed to exhibit the following behavior:

Verbal threats toward persons or property, the use of vulgar or profane language, verbal intimidation, disparaging comments, slurs/name calling, or any kind of physical assault. Should such behavior occur, enrollment in the preschool may be terminated immediately.

**Definition of terms:**

Verbal threats: A Statement of intention to inflict harm to a person or property.

Vulgar/Profane language: Indecent, obscene or lewd words/comments.

Verbal Intimidation: To force into or deter from some action by use of fear.

Disparaging comments: Comments that depreciate or belittle the receiver.

Slurs/name calling: Names that belittle or depreciate the receiver.

Physical assault: An attempt or a threat to inflict violence on another.

In the event of an intruder in the preschool, the following Intruder Code will be used to alert the teacher or other parent helpers, “Pastor John says we need to quiet down”.

**MISCELLANEOUS**

Immunizations Forms & Health & Safety Questionnaires must be completed and turned in before the enrolled child can begin his or her first day of preschool.

Photo release form: The photo release form is included in the orientation packet, or can be provided by the registrar.

Cups and plates: Children will bring their own cups and plates to school each day to reduce the expense of paper products.

First Aid/CPR: The preschool will be closed if no adult is present who has a current first aid/CPR card.

Library card: The preschool shall have its own library card.

Snack: Parents will take turns providing healthy group snacks. Use accepted health practices in preparation and storage of snack foods. If your child has a food allergy or is on food restrictive diet, please provide an alternative snack for your child on the days he/she attends class. The board shall determine on a yearly basis to be nut-free depending on the presence of severe food allergies in either children or teachers.

Low enrollment: In the event that the preschool class enrollment is less than 80% the board may revise the budget as needed.