



# **West Chester Cooperative Nursery School**

## **FAMILY HANDBOOK**



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# Program Information

Welcome to West Chester Cooperative Nursery School!

This handbook was created to provide you with information that your family will need as you become an integral part of your child's preschool education.

In this handbook, you will find information about the program, licensing information, rules, regulations, sample schedules, job descriptions and much, much more. Many of your questions can be answered by reading this handbook and becoming knowledgeable with the school's policies and procedures.

However, there are things that this handbook will not be able to tell you. It cannot tell you how special the next few years will be, as you share in your child's learning and have a front row seat to your child's growth and discoveries. It can't tell you how precious it will be as your relationship with your child deepens through your shared experiences in school.

It cannot tell you about the friends that your child will make, or the happiness your child will know as he or she finds their "best bud". It can't tell you how preschool buddies are still best friends in elementary school, middle school, and beyond.

It cannot tell you about the friends that *you* will make as you work side by side with the other parents in the school. It won't tell you how the families in the preschool support each other in the best and the worst of times.

So please take some time to read this handbook for all of the information it does hold. For all of the information that it does not hold, you are just going to have to experience what 50+ years of alumni can only describe as the co-op family.

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# Program Information

## **School Information**

Address: 9463 Cincinnati-Columbus Rd.

West Chester, OH 45069

Phone: 513-779-5827

Email: [contactwccns@gmail.com](mailto:contactwccns@gmail.com)

Website: [www.wccns.net](http://www.wccns.net)

Hours: Sept-May

Monday-Friday, 9a-12p\*

\*Unless afternoon sessions are  
offered

June-August

Tours by appointment only



## **Preschool Entrance**

The preschool entrance is located on the west side of the church (or on the side of the church opposite from the main road). Look for a set of double white doors with large white pillars on either side.



# Admission Requirements

*As taken from By-Law Article 3 and Standing Rule 3, 6*

## Admission Requirements

It is unlawful for WCCNS to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans With Disabilities Act of 1990, 104 State. 32, 42 U.S.C. 12101 et seq.

### Class

### Age Requirements

Toddler

Must be 30 months of age by Sept. 30

3-year-old

Must be 3 years of age by Sept. 30

4-year-old

Must be 4 years of age by Sept. 30

Older 4's and 5-year-old

Must be 4 years & 6 months of age by Sept. 30

When both AM and PM sessions are filled, total child enrollment at WCCNS is 68 with an option of 6 additional students in the 4's and 5's classes (contingent on the age of students, as well as Board and teacher approval). Each class is broken down into group sizes according to a morning/afternoon session (AM/PM). Depending on enrollment, there may not be a PM session offered.

All children enrolled in WCCNS must be daytime toilet-trained.

# Class Information

## *By-Law Article 3—Membership*

Classes are offered for Toddlers, 3-year-olds, 4-year-olds, and 5-year-olds. Class sessions are listed below.

<b>Class</b>	Toddler	3-year-old	4-year-old	5-year-old
<b>Days of Classes</b>	Fridays	Tuesdays & Thursdays	Mondays, Wednesdays, & Fridays	Mondays - Thursdays
<b>Times of Classes</b>	9:15a - 11:45a	9:15a - 11:45a Or 12:20p - 3:00p	9:15a - 11:45a Or 12:20p - 3:00p	9:00a - 11:45a Or 12:20p - 3:00p
<b>Class Size &amp; Ratio</b>	8 children 1 teacher 1-2 parent volunteers	12 children 1 teacher 1-2 parent volunteers	12 children 1 teacher 1-2 parent volunteers	12 children 1 teacher 1 parent volunteer
			(optional addition of 2 more students in each class at the discretion of the teacher & Board)	(optional addition of 2 more students in each class at the discretion of the teacher & Board)

Due to unforeseen circumstances/emergencies, there may be days when only 1 parent involvement member is in the classroom. This will not affect the students' time in class. The WCCNS Executive Board has the right to change the schedule, times, or class offerings at any time. All members are invited to the monthly Board meetings in which these decisions are discussed and made.

## History, Philosophy, and Purpose

### Preschool History

WCCNS was created in 1969 by a group of parents, much like yourselves. They not only wanted their child to experience a quality early childhood education with opportunities for

social, emotional, and physical development, but they also wanted to be an integral part of that childhood experience. Since that time, WCCNS has continued to provide that same experience for generations of local families.

### **WCCCNS Philosophy**

The Cooperative's philosophy is a simple and happy one! Children, parents, and teacher go to school together, each learning from the other. A cooperative nursery school offers parents a program for their child at a reasonable cost and also offers a chance to work with other parents on a creative and challenging project.

At WCCNS, children will be helped to grow through contact with other children their own age. The equipment provided is designed to stimulate their individual and social development. Crucial to this development is the fact that each child is loved and accepted as he/she is. This is essential if he/she is to grow, develop, and learn to the best of his/her abilities.

You, as a parent, get to know your child better by being with him/her and by watching him/her interact with children his/her own age. A trained, experienced teacher is the foundation of this child-sized world. The teacher is there to help you gain greater faith in your parenting skills and in your child, to gain knowledge of early childhood development and to help promote self-confidence of both parent and child.

### **WCCNS Purpose**

#### *By-Laws Article 2*

The purpose of the West Chester Cooperative Nursery School is to provide a safe and stimulating environment that promotes the social, emotional, intellectual, and physical development of each child reenrolled, while helping parents acquire a greater understanding and enjoyment of their child and of other children.



# Ohio Department of Jobs and Family Services

## Licensing Information

### Information required by the Ohio Administration Code

West Chester Cooperative Nursery School is licensed to operate legally by the Ohio Department of Job and Family Services. Our license is posted in each classroom.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local children's services agency.

Any parent, custodian, or guardian of the child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available at the beginning of the school year. The parent roster will not include the information of any parent or family who requests that their information not be included. The option to refrain from having information on the parent roster is found on the Child Enrollment and Health Form, which is part of each family's mandatory paperwork.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted on our hallway bulletin boards for review.

The licensing record including compliance reports forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is:  
<http://jfs.ohio.gov/cdc> .

It is unlawful for WCCNS to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans With Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

# Financial Policies

## Tuition

### *By-Law Article 4, Standing Rule 5*

September tuition and Participation Deposits are due at May Gathering prior to the start of the school year.

Student Fees and May tuition are due in August, along with each student's required paperwork. The specific due date will be communicated at May Gathering.

Tuition is due on the first of each month. If the tuition is not received by the 7th of the month, there will be a 10% late fee due. Families will not receive billing statements. There may be a reminder on the classroom calendar, distributed by the class representative.

Tuition checks are to be made payable to WCCNS. Payments may be placed inside an envelope hanging on the inside of the metal supply cabinet in each classroom or given to the Assistant Treasurer. If you are setting up a bill pay with your bank, it is your responsibility to make sure that the bank mails the tuition check on time.

A reduction of 5% of the total annual tuition is given when full year's payment is made in August.

A reduction of \$5.00 per month is given off the tuition of the second child enrolled per family.

Families that withdraw during the school year will receive no tuition refund unless 30 days of notice was given to the Board about the student withdraw. The current month's tuition and participation deposits will not be returned without 30-day notice.

## Student Fees

The student fees partially cover the cost of activities such as School House Symphony, Scholastic Weekly Reader, basket raffle items for Breakfast with Santa and/or May Gathering baskets, and other special, class-specific activities.

# Participation Deposit

Each family is required to pay a \$100 Participation Deposit per child, which will be returned at the end of the school year if the family has fulfilled their full WCCNS Co-Op Commitment for each child enrolled in that school year. This includes all aspects of the Co-Op Commitment. The decision to return the deposit to each child enrolled is a result of input from teachers, Board members, committee chairs, class representatives and the housekeeping chairperson.

# Registration Fee

An annual registration fee of \$100 is required for each family registered in our school. This fee holds your child(ren)'s place in the school and is non-refundable.

# Fundraisers

Fundraisers can be different each year. All families are encouraged to actively participate in as many fundraisers as they can during the year. The job of choosing and coordinating the fundraisers belongs to the Fundraising Committee in coordination with the Executive Board. Our fundraisers are used to complete our budget and keep the costs of preschool down for our families. Any extra fundraising money goes toward improving our school, maintaining equipment or teacher raises/bonuses. The use of the fundraising money is allocated at the discretion of the Executive Board. All preschool members are encouraged to attend monthly Board meetings where decisions about fundraisers and spending take place.

There is currently one consistent annual fundraiser -- Breakfast with Santa.

Breakfast with Santa is a family event on a Saturday morning in December. The event includes a pancake breakfast, a free picture with Santa (5X7), holiday games, holiday crafts, story-time, basket raffle and cookie walk.

# Family Participation Information

## Co-Op Commitment

*By-Law Article 5 Section 1*

As co-owners of WCCNS, we all agree to the following commitment for the co-op to continue to function and succeed. When you register your child in WCCNS, you agree to abide by the following commitment:

- 1. Participate as a parent classroom volunteer**
- 2. Complete an assigned preschool job**
- 3. Attend mandatory parent meetings**
- 4. Perform monthly Saturday cleanings**
- 5. Comply with all health rules**
- 6. Pay tuition and fees on time**
- 7. Actively participate in fundraising and publicity efforts**

More information in each of these areas can be found in the following sections.

### **1. Participating as a classroom parent volunteer**

*Standing Rule 2*

As part of your WCCNS Commitment, you are given opportunities for parent involvement in the classroom each month.

Your working days may be scheduled with your class representative (another parent in your class) according to your availability. Some details of parent involvement in the classroom are consistent each time and are listed below.

#### **Bringing Snack and/or Drink on Your Parent Involvement Day**

On your parent involvement day, you will provide snack and/or drink for the children. We ask that cupcakes, cookies, and other sugary treats be saved for special occasions like birthdays and holidays. We encourage you to use your imagination and we hope you will bring snack items that encourage the children to develop a habit of healthy eating. Snack suggestions include fresh fruit, stuffed celery, crackers and cheese, granola bars, raisins or other dried fruit, popcorn (use discretion with age), unsweetened cereal, fruit and cheese kabobs, trail mix, milk, lemonade, and other healthy beverages.

Don't forget to check for any allergies in your class when planning your snack and drink items.

## What do I do when I perform my parent involvement in the classroom?

- AM class parent involvement member arrives 15 minutes early to class. During this time you may help set up the classroom and set up the playground or gym.
- PM class parent involvement member arrives 5-10 minutes early to class. The class has already been set up by the AM class.
- Once students begin arriving, the parent involvement members actively play with the students as they come into class. During this time, you will encourage students to become involved in the play and will help students learn social skills such as sharing, taking turns, etc. This allows the teacher to check in with each parent in case there is any information that the parents need to pass along to the teacher prior to the start of class. Please note: although it is tempting for parent involvement members to catch up with other parents at this time, it is necessary that the working parents be focused solely on the students.
- Any time a teacher calls for the class to clean-up, the parent involvement member helps direct the children in cleaning up the toys. The parents may help clean up, but they should not do it for the students. Working together to clean up the classroom is a skill the students must learn.
- During the Gathering Time on the rug, parent involvement members sit with the children. At times, it might be necessary to sit nearer to a child who is struggling to sit still or remain quiet. The simple act of sitting near a child tends to help with behavior management in the class.
- During the table times, you can interact with the children (no more than three at a time) to complete the activity.
- While students go to the restroom as a group, one parent stays in the class to clean tables and set out snack, while the other parent goes with the teacher and the students down the hall to the restroom, remaining in the hallway.
- During snack, sit and talk with the students. Enjoy this time! You will love the stories you hear!
- Parent involvement members can assist the children in getting their backpacks and coats.
- Parent involvement members can accompany the children to the playground or gym, and PLAY!
- AM parents clean the classroom and set the class up for the afternoon students.
- PM parents can clean up the playground or gym and will clean the classroom including sweeping and mopping when necessary.

Don't worry, you don't have to memorize this list. The teacher will help direct you through the day and in no time this will all become second nature!

## Changing Your Scheduled Day to Work

Parent involvement member schedules are issued at least monthly and will be brought home by your child by about one week prior to the first of the month. For each month, your class representative will inform you about the due date for providing them with your availability for the upcoming month. It is your responsibility to provide this. If you do not give your availability to your class representative by the stated due date, it is your responsibility to find a replacement parent involvement member for any scheduled days that you cannot work.

Every effort should be made to work the day that you are scheduled. However, if due to unforeseen circumstances, you are unable to be the classroom volunteer on your scheduled day, you are responsible for arranging a replacement. Trading days with someone is the easiest way to do this. Call other co-op parents as far in advance as possible. If your child seems like they aren't feeling well, talk to other parents and arrange a "just in case" backup plan. Always notify your class representative if another parent switches your involvement day and vice versa. Your class representative is responsible for keeping an accurate count of the number of days a family has worked in the classroom to ensure equitable work schedules.

## Professional Ethics for the Parent Involvement Member

1. No information regarding a child with whom a parent involvement member is working should leave the classroom.
2. When another parent calls you with a concern or question that deals with the teacher, a child, or that is of a professional nature, you should refer the parent to the teacher or the Board president.
3. Speak in a positive, supportive way regarding the teacher, the class activities, and the children. If you feel negative about something, take it up with the teacher or the Board president, not other parents.
4. Most of all, be positive and encouraging when involved with the children. They are formulating feelings and attitudes about themselves from the reactions of adults around them.

## Questions??

If at any time, you have questions, please do not hesitate to ask your class representative, teacher, committee chairperson, or any member of the Board.

## Indoor Safety

The blocks are not to be thrown or dropped. The only items which may be thrown are balls and bean bags.

Fire drills will be held monthly, at varying times each month. A record of fire drills is posted in each classroom. Tornado drills will be held once in September then monthly from March to May.

The medical, dental and general emergency plan is posted in each room.

The use of spray aerosols is prohibited in the school when children are present. Children are not allowed the use of any lotion, antibiotic ointment, or hand sanitizer. Parents and teachers only may use hand sanitizer on themselves as a temporary solution until they have an opportunity to wash their hands. Hand sanitizer must be kept out of reach of children at all times.

Purses should be kept out of reach of children at all times.

## Setting Up the Gym

The preschool owns a variety of items to use in the gym. These items may include:

- Large parachutes
- Scooters
- Balls
- Low, wide balance beams
- Nylon crawling tunnels

On days when weather does not permit outside play, you can volunteer to set up the gym.

## Outdoor Play Policies

Teachers will use their discretion when deciding whether the class will go outdoors for recess. Generally, classes will go outside every day. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 32 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc.

All children will be expected to go outside for recess, dressed appropriately for the weather. If a medical or other condition causes a child to be unable to go outdoors, the parent should provide a written statement from the child's physician. We strongly recommend that name tags or clearly printed names be placed on all boots, mittens, jackets, hats, etc., which are brought to school.



## Outdoor Play Safety

Children must not be allowed to roam in the parking lot during outdoor play time. All outdoor play should be in the designated, mulched, playground area.

When entering and leaving the classroom, children must WALK. Headlong dashing or fast running will not be permitted.

The children will check for cars at the curb before crossing over to the play area.

Stand near the outdoor play equipment so that you can reach a child quickly, especially when he is any distance above the ground. Children on the slide need an adult near them.

At the end of class, the teacher will blow a whistle and have the students line up. The teacher will then dismiss each child individually when an approved parent for pick-up of that child is identified.

## **2. Completing Your Assigned Co-Op Job**

1. The smooth running of this school depends on each parent completing their assigned job. We all have mutual trust that each of the jobs is being completed to the best of everyone's ability. If someone does not complete their job, that does not mean that the job doesn't get done. It usually means that someone else is having to do extra work.
2. Read your job description as soon as you receive it at the start of the year, even if your job does not actively start until later in the year.
3. Be prepared and knowledgeable about your responsibilities. Any question can be answered by a committee chairperson, Board member, or teacher.
4. If you are unable to fulfill your job due to unforeseen circumstances, you must find someone to cover for you and please speak with a Board member.
5. If you are not completing your job and have not spoken with a committee chairperson, teacher, or Board member, one of those people may request to speak with you. Together, you can come up with a plan where you can fulfill your commitment without being overwhelmed, confused, etc. Remember, it's a co-op . . .we all work together.

## **3. Attending Mandatory Parent Meetings**

There are four mandatory meetings each year:

### **1. September Orientation**

- In September, our school presents a half-day workshop for our families. The orientation gives families information about how our school operates, allows time for families to tour the school, and gives time for the families to meet with their teacher. Babysitting is provided.

### **2. Fall Informational Meeting**

- In the fall (usually early October), our teachers have informational meetings to review details with the parents about upcoming events and activities that require parent participation. Babysitting may be available.

### **3. Winter Informational Meeting**

- In the winter (usually mid to end January), our teachers again have informational meetings to review details with parents about upcoming events and activities that require parent participation. Babysitting may be available.

### **4. May Gathering**

- May Gathering is the meeting that all the next year's incoming families attend. It is a time to meet the Executive Board, talk with teachers, meet the other families in your class, and

to enjoy some good food. Parents also receive mandatory paperwork for the upcoming year. This is an evening meeting and children are not permitted.

## Other Meetings

### Board Meetings

Each month, the Board meets to manage the business of the preschool. All families are invited and encouraged to attend. Information of date, time, and place of the meeting are posted at the school on the bulletin board.

### School Conferences

The 3's, 4's and 5's teachers will each hold annual parent/teacher conferences. The teacher will schedule these during a day and time that he/she does not normally teach. A parent may request additional conferences at any time by contacting the teacher. *Note: The 4's conferences are earlier in the year than the 3's or 5's. This is due to the need for parents to discuss with the teachers about whether their child is ready to move on to Kindergarten the next year or whether they should sign up for the Older 4's/5's class during in-house registration.*

## 4. Saturday Cleaning

For each child enrolled in the co-op, the family is asked to clean our school. Currently, we do a thorough cleaning of our school every month during the school year. The cleaning is led by one or two members of the housekeeping committee, who have a complete understanding of what is to be done and how the cleaning should take place.

A Saturday Cleaning schedule for the first half of the school year will be posted at the beginning of the year. If you know that certain times of the school year are busy for you, please contact the housekeeping chairperson early in the year to schedule your time to clean the school.

If you cannot make your cleaning day, you are asked to trade with another family on a day that you can clean. Both members must notify the housekeeping chair to confirm the change.

Although two parents make cleaning go faster on Saturday mornings, it is only required that one parent from each family attend. Due to the chemicals that are used during cleaning, no children are allowed to attend Saturday cleaning.

When you arrive for Saturday cleaning, you will be asked to sign in so that the housekeeping chair might have record of who has completed their cleaning commitment.

Not completing your scheduled cleanings will forfeit your participation deposit.

## **5. Comply with all Health Rules**

1. Children must have a current, valid, signed medical form.
2. Teacher and/or Health Chairperson must be notified of any communicable disease.
3. Use common sense and the school's communicable disease policy regarding sending sick children to school.
4. Children must be daytime potty trained.

### **Communicable Disease Policy**

#### *Standing Rule 10*

No ill child shall attend school. If you are in doubt as to whether your child is well enough to attend school, please keep him/her at home.

#### **Do not send your child to school when:**

- he/she has been sick during the night (vomiting, diarrhea, fever, etc.) Child must be free of fever for 24 hours before returning to school
- he/she has an elevated temperature
- he/she has a rash or skin condition that might be contagious
- he/she has a severe nasal discharge
- he/she has a severe cough

Any child diagnosed with a communicable disease, which includes but is not limited to strep infections, bronchitis, pneumonia, impetigo, pink eye, vomiting, and diagnosed flu, must remain out of school for 48 hours from the time of diagnosis and/or beginning of antibiotic treatment and must be symptom-free for 24 hours or longer if directed by the child's physician.

**The child's teacher and the WCCNS Health Chair must be notified immediately of any child diagnosed with a communicable disease.**

If your child should have a mildly communicable disease such as chicken pox, upper respiratory ailment, common cold, strep throat, diarrhea, watery itchy eyes (which could be symptoms of pink eye) please contact the child's teacher and WCCNS health chairperson.

The teacher or the health chairperson will post a notification of the illness on the school bulletin board in the hallway. A person trained to recognize the common signs of a communicable disease will observe each child daily as he/she enters the group. Teachers are recurrently trained in this area.

A child with any of the following signs or symptoms of illness will be immediately isolated from other children and discharged to his/her parent or guardian.

- Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
- Diarrhea (three or more abnormally loose stools within a twenty-four hour period);
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching;
- Untreated infected skin patches, unusual spots or rashes;
- Unusually dark urine and/or gray or white stool;
- Stiff neck with an elevated temperature;
- Evidence of untreated lice, scabies, or other parasitic infestations;
- Sore throat or difficulty in swallowing;
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child isolated due to a suspected communicable disease shall be cared for in the area right outside the classroom door. The child shall be within sight and hearing of a teacher at all times. The child shall be made comfortable and provided with a cot if necessary. The child shall be observed carefully for a worsening condition. The child shall be discharged to a parent or guardian as soon as possible.

A signed physician's statement may be required before a child diagnosed with a communicable disease will be readmitted to school.

All teachers shall receive the communicable disease training offered by the Red Cross.

Should a teacher contract a communicable disease, that teacher will be relieved of her teaching duties by a substitute teacher, until teacher is well enough to return to her duties.

Child may be sent home at teacher's discretion after assessment. He/she may rest on a cot until the parent arrives to pick the child up.

A Communicable Disease Chart will be posted in each classroom, usually found on the back of each door.

## Administration of Medication

WCCNS will administer medication only if a physician deems it necessary. Written instructions and permission are to be provided by the physician as part of the student's mandatory paperwork. This authorization process will also apply to any special health equipment required by any child, such as respiratory equipment.

All prescription medication must have the child's name and dosage instructions on the medication itself (not on the box that the medication comes in). The Health Chairperson will check the medication periodically through the year to make sure that no medication expires. If your child's medication will expire during the school year, the Health Chairperson will inform you that the school will need a new medication.

## Potty Training Policy

### *Standing Rule 9*

All students at WCCNS must be daytime potty trained. Our school is not licensed to change diapers or pull-ups.

### **What happens if my child has an accident at school?**

There are rare occasions when accidents happen. The preschool keeps extra clothes in the event of an accident. Your child will go to the restroom with an extra set of clothes from the school. They will clean themselves up as best they can and will place their clothes in a plastic bag. If the child can continue with class, they will do so and you will be informed of the incident when you come to pick them up. If they cannot continue with class, or if they are too young to change their own clothes, the preschool will contact you to come address your child's need.

The first incident that your child has an accident, you will be notified verbally.

For the second and any subsequent incidents, you will be notified in writing.

If your child seems to be having difficulty making it through preschool without having accidents, the teacher and/or President will meet with you to discuss your child's continued placement in the school. The school will give you and your child a time frame during which you can address the issue, but the school is not licensed and cannot be responsible for changing diapers or pull-ups.

## **6. Pay Tuition and Fees on Time**

Tuition is due at the first of each month. Late fees will be assessed if tuition is not paid on time. There will be a reminder listed on your class monthly calendar. More Information can be found in the Financial Policies Section pages 11-12.

## **7. Actively Participate in Fundraising and Publicity**

Our school's budget is dependent upon successful fundraisers. Successful fundraising allows for more family events, school events, and student trips. Your good ideas and enthusiastic participation are greatly appreciated. More Information on fundraisers can be found in the Financial Policies section.

Publicity is a very important role for all members of the co-op, not just for the publicity committee. WCCNS is a small, community school and does not have the advertising budgets of the larger, corporate preschools and daycares. As such, we rely on our members spreading word about our co-op throughout the year. How can you do this? Talk about the neat things your child is doing in class. Post online about the events your child experiences. Just talk to others about the school. When it comes times for Open House, place a yard sign in your yard to help spread the word about when our Open House will happen. Do you know of any bulletin boards at work, in coffee shops, or other stores you frequent? Get some flyers from the publicity committee and hang the flyers anywhere you can. Publicity is a school-wide job...so help out as much as you can.

# Preschool Days

## What will my child's preschool class be like?

### **Toddler Class**

- 9:15 Art – Manipulatives – Free play
- 10:45 Circle Time
- 11:00 Bathroom – Music – Finger play
- 11:15 Snack
- 11:25 Story Time
- 11:30 Large Muscle Play (outdoor or indoor)
- 11:45 Dismissal

### **Three-Year-Old Class**

- 9:15 Large Muscle & Dramatic Play
- 9:35 Greeting & Circle Time
- 9:50 Art Activities & Manipulatives
- 10:15 Clean Up & Wash Hands
- 10:30 Snack / Story
- 10:50 Table Times / Centers
- 11:30 Gym or Outside Play

### **Four-Year-Old Class**

- 9:15 Tubbing Times
- 9:30 Circle Time & Story
- 9:50 Tables, Centers & Playtime
- 10:55 Literacy Circle Time
- 11:05 Restroom / Hand Washing
- 11:10 Snack
- 11:30 Outdoor or Gym Play
- 11:45 Dismissal



## **Older Fours / Fives Class**

9:00	Arrival / Tubbing Time
9:20	First Circle
9:30	First Centers
10:20	Second Circle
10:30	Second Centers
10:55	Restroom / Wash Hands
11:05	Snack
11:25	Pack Up

# **Arrival & Departure of Children**

### *Standing Rule 3*

No child shall ever be left alone or unsupervised. Parents are allowed access to the preschool at all times.

## **Arrival**

- At arrival, parking of your vehicle should be near the concrete sidewalk by the rear doors.
- Always enter and exit through the rear (west) doors of the church, as described at the start of this handbook.
- Always bring your child directly into the preschool hallway and wait with your child outside of their classroom until the designated time for class to start. Do not enter the classroom early, as the teacher and parent volunteers need this time to prepare for the day.
- As the year progresses, parents should say goodbye and separate from their children at the doorway to the classroom. It is important for children to learn separation skills, knowing and trusting that you will be there at the proper time to pick them up from school. Each child is different and the timeline to develop this skill is different for each child. Talk with your teacher about how to help your child feel secure in separating from you when they go to school.

## **Dismissal**

Depending on the weather, dismissal will either be from the playground or from the classroom.

- At dismissal, parking of your vehicle should be near the concrete sidewalk or in the middle of the parking lot. Parking near the playground is prohibited.
- Always enter and exit through the rear (west) doors of the church.
- Children will be released only to the parent, guardian, or authorized adults listed on the Child Release Form. Should an emergency arise, written permission would be necessary for the release of a child to someone other than those persons listed on the Child Release Form.
- Always come into the building to pick up your child. A child will be dismissed only to a responsible adult, so please be prompt in picking up the children. Never let the child run out the door to meet you in the parking lot.
- When exiting the building with your child, please closely supervise your child until they are safely buckled in the appropriate car seats or boosters.

If a child is bound under a custody agreement, a copy of such agreement will be kept in the child's file and the child will be released only to those individuals pursuant to the custody agreement.

### **Late Pick-Up Policy**

All students are to be picked up promptly at dismissal times. Arriving late to pick up your child means that you are either cutting into your teacher's lunch time or requiring them to stay late. The following procedures will be followed:

A log will be kept by the teachers, for parents to sign when they are 5 or more minutes late.

The first offense will result in a written warning to the parent.

The second and subsequent offenses will result in a late pick-up fee being charged to the parent for every minute past the five minutes you are late. The late pick-up fee will be \$1.00 per minute.

## **Other Class Information**

Your child's teacher and members of the WCCNS Board are available to assist parents with problems or concerns related to your child's classroom expectations and will meet with you or help you secure outside help if necessary.

WCCNS schedules many special activities (field trips, Family Fun Days, etc) in which parents are encouraged to participate. This does not necessarily include days you are performing your parent involvement opportunity in your child's classroom. More information about these days can be found in the Special Events Section of this handbook.

## What are the discipline procedures?

### *Standing Rule 15*

Preschoolers are still learning how to negotiate the world and the relationships they find within that world. It is the preschool's goal to provide direction and positive correction to help children learn appropriate social skills.

When performing your parent involvement opportunity in the classroom, there is often confusion about who will address problems if the parent's child is misbehaving. In most cases, teachers will allow the parent to address their own child's behavior issues. If you prefer the teacher to take the lead on redirecting your child, even when you are in the classroom, please talk with your teacher about this, so that they are aware of your preference.

For non-serious discipline problems, teachers shall use redirection, natural/logical consequences, classroom levels (if applicable), and time out. An example of natural/logical consequences would be if a teacher took away a toy that a student threw in the room.

Any time a teacher experiences serious discipline problems, the parent(s) will be notified of the specific behavior and the necessary modification. Wherever possible, a cooperative plan for addressing the discipline problem will be developed and implemented with the parents' help and cooperation.

If the discipline problems persist, a conference will be held by the teacher with the parent(s). At this conference, the teacher will describe the specific behavior problem(s) and enlist the aid of the parent(s) in improving the situation. Additionally, the teacher may recommend outside consultation when appropriate, such as from a pediatrician, speech therapist, other health professional, or Public School Preschool Intervention, where available. If such recommendations are made, it is important to note that they are professional recommendations based on professional training and experience. Due to confidentiality, the responsibility to follow through on such recommendations remains with the parents. The

teacher agrees to follow closely the recommendations of this team of professionals, implementing their classroom suggestions wherever possible in an effort to influence behavioral changes.

The teacher will also notify the President of the discipline situation, the actions taken, and the parents' concerns. Confidentiality will be maintained at all times. These Discipline rules apply to all persons on the WCCNS premises.

If no progress is noted after all the above steps have been taken, a letter from WCCNS will be directed to the parent(s) summarizing the action taken to this point, and the specific behavior which must change. This letter should also include a target date by which change must be noted, and should indicate that dismissal from WCCNS is an option that may be exercised. If the discipline problem(s) continue to persist, the teacher may recommend dismissal of the student to the Executive Board. If approved, a letter informing the parents of this decision will be sent by WCCNS and the dismissal will be effective immediately. Any tuition still due will be refunded.

It is the sincere goal of the preschool to help students adjust to an educational setting in any way possible. However, when inappropriate behaviors are so frequent and so severe that the teacher's ability to teach the class is restricted, that the environment in the classroom becomes unsafe, or that it is apparent that the student in question need services that the preschool cannot provide, then dismissal is at times the only option.

# Special Events

## Field Trip Policy

Parents must sign a field trip permission slip for each field trip or the child will not be able to attend. This permission slip will include the child's name, the date of the field trip, the approximate time frame of the trip, the destination, the signature of the parent or guardian, the date on which the permission slip was signed, and will also include whether or not there is a body of water at the field trip destination.

A first aid kit, which meets state requirements, will be available for each trip. A person trained in first aid will be available for each field trip. All teachers are recurrently trained in first aid.

Emergency transportation authorization forms shall be on hand for each field trip. The health record of each child shall be on hand for each field trip. Teachers will be responsible for this information.

Transportation to and from each field trip will be provided by the parent or parent-arranged carpool. WCCNS will not arrange for transportation to or from any field trip. Parents will let the classroom teacher know whether the child will attend and how the child will be getting to and from the field trip.

Parents and children will meet their teacher at the field trip location. Directions will be provided by the preschool teacher. All parents must arrive on time to ensure that field trips may begin and end on time. Parents/guardians are fully responsible for children for the duration of the field trip.

Parents must check in with the classroom teacher before leaving the field trip location with the child or the children in a carpool.

## Other Possible Events Through the Year

If your family has any personal or religious beliefs that conflict with any events, please discuss with your child's teacher or a Board member.

## September

Start of School Picnic

## October

Halloween Parties

## November

Thanksgiving Sharing

## December

Breakfast with Santa

Holiday Party

## January

## February

Valentines Party

## March

Carnival Day

- Extra volunteers are welcome for this day. Talk to your class rep if you would like to help.

## April

Easter Egg Hunts

Literacy Walk

## May

Mother's Day Parties

Class Graduations

# Enrichment

If possible, WCCNS offers a program called “Enrichment”. This program offers age-appropriate extracurricular instruction with a WCCNS teacher or other qualified individual. The program runs from 11:45 AM to 1:15 PM on select school days. The first session of Enrichment classes is open to children in the four-year-old and older fours/fives class. The second session is open to children in the threes class, the fours class, and the older fours/fives class.

Minimum enrollment is 5 children. Maximum enrollment is 10 children. At least one teacher will supervise this program. Children will be escorted to or from their class to the enrichment classroom, if applicable.

This program will run on a first come, first-served basis. Registration information will be distributed to current families beginning in the second half of the year.

There is a fee for this program. Check with the Board or the teachers for the cost of this program each year.

There are no refunds for any missed days. If at all possible, Enrichment classes that are canceled due to inclement weather will be rescheduled, but this is not always possible.

Times and days Enrichment is offered may change at the discretion of the WCCNS Executive Board. Check with the Board for days and times.

# Admissions and Enrollment

## Admission and Registration Procedures

The First Vice President shall be the contact for all admissions. A classroom observation is strongly recommended.

Registration will be held in January according to the following schedule:

### In-House Registration

- Registration forms will be distributed to all current families at least one full week prior to open registration.
- The registration form will stipulate that the form and registration fee must be returned prior to open registration in order to receive priority placement.
- If current families do not enroll their child during this in-house registration period, they are not guaranteed a place in the school and may register on a first come, first serve basis with the public.
- Children who are eligible for Kindergarten, but who are not attending will have priority placement in the Older 4 and 5-year-old class during in-house registration.

### WCCNS Alumni and Crestview Church Member Registration

- The start of alumni/Crestview registration marks the end of priority registration for current families.
- All registrations are accepted in the order that the registrations are received.

### Open Registration

- Open registration begins at Open House in January and marks the beginning of the time when the preschool accepts registrations from members of the public not previously associated with the preschool or Crestview church.

Once classes are filled, a waiting list for each class will be maintained. Families on the waiting list will be contacted as class openings occur. There is no fee to be placed on the waiting list.



There is a registration fee for each student. This is due at the time of registration. At May Gathering (at the end of the prior year), a participation deposit is also due. The participation deposit will be returned at the end of the school year, providing the parent has fulfilled his/her WCCNS Co-Op Commitment for the year.

## Fingerprinting

As of October 2017 the state of Ohio requires that parent involvement members be fingerprinted. Part of this process includes filling out the JFS 01175 Form (described below in Required Paperwork). Fingerprinting and background checks protect all the children and keep the school compliant with the state of Ohio.

Depending on enrollment at the time, fingerprinting will occur one night in May at the preschool. The family member who will take the opportunity for involvement in the classroom during the school year must be present and fingerprinted. The school will pay for one family member per enrolled family. If additional family members need to be fingerprinted they may do so at their own cost (around \$70) and must have it completed before September 1st.

Additional fingerprinting can be done at:

- Butler County Sheriff's office – 705 Hanover St, Hamilton, OH 45011
  - M-F 8:00 am – 4:00 PM
- FieldPrint OHIO – 7753 Cox Lane West Chester, OH 45069
  - M-F 10 AM - 3 PM and SA 10:20 AM - 1:40 PM
  - APPOINTMENT REQUIRED

# Required Paperwork

**Your child will not be permitted to attend class until all paperwork and fingerprinting are completed.**

## **Child's Medical Statement**

This form must be signed by your child's doctor and received by WCCNS by the required August date. As it is sometimes difficult to obtain a doctor's appointment late in the summer, we recommend scheduling this appointment as soon as possible. Shots must be up to date/ Form must be signed by a Doctor. It is fine for your doctor to print a copy of the immunizations, but the doctor's signature MUST be on the provided form. If your child is a returning student and their immunization form won't expire until some time during the next school year, you do not need another statement. You should have received your student's current medical statement with your packet at May Gathering.

## **Child Enrollment and Health Information**

This form is the medical form needed before your child can enter the classroom. It will allow for medical treatment or emergency transportation of your child in a case of emergency. It needs to be filled out in its entirety with no spaces left blank. This form can be updated and initialed each year rather than filling out a completely new form. Some questions on this form deal with allergies and administering medication. If you answer "yes" to any questions on the second page, you may be required to complete additional forms. Please read the second page carefully. Any additional forms can be found on the preschool's website-- [www.wccns.net](http://www.wccns.net).

## **Child Release Form**

This is a list of all the people you authorize to transport your child from school. Add anyone that you feel it is possible that could pick-up your child, neighbors, grandparents etc. It will be possible for you to update your forms throughout the year.

## **First Aid Form**

This form is an authorization of treatment for minor wounds.

## **JFS 01175 Request for a Background Check for Child Care Form**

You will fill out the demographic information on page 1 of the JFS 01175 form. It must be filled out on Fingerprinting night and left with the 1st Vice President.

### **Information for the Teacher Form**

The teachers ask that this form be filled out before your child enters school, so that they can have a better understanding of your child's needs.

### **Parent Medical Form**

# School Cancellation and Emergency Procedures

## School Cancellations

### *Standing Rule 7*

WCCNS follows the Lakota School District for school cancellation due to bad weather. Parents should tune to the following radio stations for cancellation information: WLW 700 AM, WMOH 1450 AM, and WMUB 88.5 FM.

In addition, you will receive an all-school email as well as a message from your class rep and/or teacher verifying that school is canceled. Any family who wishes to be left off the contact list should notify their class representative.

When Lakota delays 1 hour, WCCNS will cancel school. This is in order to keep morning and afternoon preschool classes on a corresponding curriculum. WCCNS has added additional weeks of school to ensure that students receive a full preschool year's education.

Under extenuating circumstances, classes may be canceled at the President's discretion (including if indoor temperatures reach below 65 degrees F). Any time school is canceled Enrichment is canceled.

Snow make-up days for Lakota will not apply to this nursery school. We do not rebate tuition due to canceled days.

### **Early Dismissal**

When Lakota has a scheduled early release day, the morning classes will attend from 9:15 am to 11:00 am and the afternoon classes will attend from 12:30 pm to 1:45 pm.

In the case of an unscheduled early release, parents will be notified and teachers will stay with children until parents arrive to take them home.

# General Emergency Policy

The State of Ohio defines a general emergency as any threat to the safety of children due to environmental situations or threats of violence; natural disasters such as fire, tornado, flood; and loss of power, heat or water.

## ***Environmental Emergency***

Outside the building: In case of an environmental emergency outside of the building, such as a hazardous materials spill or gas leak, the teachers will heed all warnings from local law enforcement regarding evacuation of the building. If the school is required to evacuate, teachers will direct students to a safe location and await further instructions. Parents will be notified and asked to pick up their children. If it is deemed safe to remain in the building during the emergency, the teachers will follow the advice of local law enforcement or emergency management personnel, if any, regarding how to make the building safe to occupy during the emergency. The teachers will wait until they have been notified that it is safe to leave the building before releasing the children.

Inside the building: In case of an environmental emergency within the building, such as a hazardous materials spill or gas leak, the teachers will immediately remove the children from the building to a pre-determined designated location outside of the building and emergency personnel will be called. Teachers will heed all warnings from local emergency management officials regarding any further action that should be taken to keep the children safe during the emergency. School may be canceled if emergency personnel determine the building is unsafe to occupy. If school is canceled, teachers will call parents and stay with the group until all children are picked up.

## ***Weather Emergency***

A weather alert radio is located in each classroom and is monitored by the teachers and parent volunteers during the school day. If a weather alert is issued, the teacher will determine whether the children should remain in the classroom or evacuate to a weather shelter. In the case of a tornado warning, where a tornado is seen in the area of the school, the teacher and parent involvement member will remove the children from the classroom to the basement. The teachers will heed all warnings from local law enforcement or emergency management personnel regarding evacuation of the building in case of a flood or other weather emergency. Parents will then be notified to pick up their children.

### ***Fire Emergency***

Teachers conduct monthly fire drills with their classes. In case of a fire, teachers will follow the building evacuation plan, posted in each classroom. Teachers will meet in a predetermined designated location, a safe distance away from the building, where class attendance will be taken. Parents will be notified of the situation, school will be canceled and parents asked to pick up their children. School will resume once the building has been deemed safe by the West Chester Fire Department.

### ***Loss of Power, Heat or Water***

*Power outage:* If the church building loses power during the school day, school will be canceled. If the outage occurs before the start of school and will continue during the school day, parents will be notified and school will be canceled. If the outage occurs during school time, school will be canceled. Teachers and parent volunteers will keep the children in a safe location while parents are notified that they need to pick up their children.

*Loss of heat:* If the church building loses heat during the winter months school will be canceled. If the loss of heat occurs before the start of school and will continue during the school day, parents will be notified and school will be canceled. If the outage occurs during school time, school will be canceled. Teachers and parent volunteers will keep the children in a safe location while parents are notified that they need to pick up their children.

*Loss of water:* If the church building loses its water, school will be canceled. If the loss of water occurs before the start of school and will continue during the school day, parents will be notified and school will be canceled. If the outage occurs during school time, school will be canceled. While waiting for parents to pick up their children, teachers and parent volunteers will provide bottled water to children while the water problem is being fixed and children will not be allowed to use the restrooms.

### ***Threats of Violence***

Weapons ARE NOT permitted in the school building or on school grounds at any time when school is in session or during school-sponsored events. If any person enters the building with a weapon, students, parents, and any other visitors will proceed to the nearest classroom. Teachers will lock the door and instruct occupants to remain hidden from view. Teachers will call 911 and wait for law enforcement personnel to notify them when it is safe to unlock. In

case of a threat of external violence, the teachers will follow the guidance of local law enforcement personnel regarding lock-down of the building and when it is safe to leave.

In the event the school needs to be evacuated, teachers and parent volunteers will take the children to the nearby location of Dig 'N Play at 9405 Cincinnati Columbus Rd #8, West Chester Township, OH 45069.

## Medical & Dental Emergencies

In the event of a serious incident, injury or illness (defined by the state of Ohio as any situation occurring while a child is in care of WCCNS that requires emergency medical treatment or professional consultation or transportation for emergency treatment), the WCCNS medical, dental and/or general emergency plans will be implemented. Activation of these plans shall require the immediate notification of the parent or guardian.

WCCNS' medical, dental and general emergency plan is located near the school telephone, in each classroom and in other spaces used by the children.

During any type of emergency, all children will be supervised by a staff member at all times.

All staff will be trained in First Aid/CPR. A list of parent members trained in First Aid/CPR also will be maintained and can be found on the medical, dental, and general emergency plan.

A first aid kit is located in the 3's and 4's classroom in the teacher's filing cabinet and in the older 4/5's classroom in the teacher's cupboard.

All children's medical records are kept in a locked drawer of the file cabinet in the 4/5's room.

In case of a medical and/or dental emergency, the teacher shall stay with the injured child, while a Parent Volunteer calls the Life Squad.

## Medical Emergencies

The following important phone numbers can be found near the school phone:

Any Emergency	911
Life Squad	777-1133 (non emergency)
Fire Department	777-1133 (non emergency)
Police Department	777-2231
Cincinnati Children's Liberty Campus	803-9600
West Chester Medical Center	298-3000
Bethesda North Hospital	745-1111
Children's Hospital Mason	398-8877 (Outpatient)
Children's Hospital	636-4200 (main number)
Children's Hospital	636-4293 (emergency room)
Poison Control Center	558-5111
Children's Protective Agency	887-4000 (Butler County)

For specific health conditions, parents will be required to fill out a form detailing the health condition as well as measures to be taken.

WCCNS has a written guarantee of emergency transportation. 911 will be called. Permission for emergency transportation is in the child's file.

The School shall obtain a written emergency transportation authorization form from the parent or guardian on or before the first day of school. These forms shall be kept on file at school and taken on any field trips.

Should a child need emergency medical transportation, the child's record shall be transported with him/her to the source of emergency treatment. When a teacher accompanies a child to the source of emergency care, she shall remain with the child until the child's parent or guardian assumes responsibility for the child.

## Dental Emergencies

A Dental First Aid Chart is posted in each classroom.

In case of a dental emergency, staff will apply pressure at the site of tooth loss to stop bleeding if necessary and the tooth will be packed in gauze. Parents will be notified and a teacher will stay with the child until the parent arrives to take the child to a dentist. If



emergency circumstances warrant, the teacher will call the dentist listed on the Emergency Transportation form in the child's file.

# WCCNS Organization

## Job Hierarchy

The bolded title in each section is responsible for leadership of that section

### **President**

First Vice President

Second Vice President

Secretary

Treasurer

Teachers

### **First Vice President**

Class Representatives

Health Chairperson

Publicity Committee

### **Second Vice President**

Indoor Committee

Outdoor Committee

Housekeeping Committee

### **Secretary**

May Gathering Committee

Rewards Coordinator

### **Treasurer**

Assistant Treasurer

Fundraising Committee

Breakfast with Santa Committee

### **Teachers**

Craft Suppliers

Book Order Coordinator

## Executive Board Job Descriptions

### **President**

1. Prepares agenda and presides at all school meetings and Executive Board/General Board meetings.
2. Makes all job assignments, with approval of the Executive Board where required, and governs all committees.
3. Holds teacher contracts and schedules teacher observations (2 per year).
4. Assigns substitute teachers when necessary.
5. Ensures that the school has current state license, fire inspections and insurance.
6. Schedules Family Days and arranges Teacher Appreciation Week.
7. Prepares calendar for next school year by May Gathering.
8. Updates notebook with suggestions and new procedures.
9. Represents school in the community.

*(A list of what needs to be addressed each month has been prepared along with samples of all communications. Each President leads according to his/her own style and receives a tuition stipend of \$450 at the end of the school year.)*

### **First Vice-President**

1. Coordinates membership/registration process, receiving all inquiries and applications.
2. Receives all student forms, prepares all student files, and verifies completeness.
3. Supervises the issuance of current membership lists as needed.
4. Co-chairs with the Second Vice-President, the annual Open House.
5. Performs the duties of the President when absent.
6. By the end of August, distributes the job assignment folders, meets, and directs the activities of the Publicity Committee, Hospitality, Health Chairman and the Class Representatives.
7. Updates notebook with suggestions and new procedures.
8. Sets up and performs classroom tours for inquiring and new families.

*(This position is busiest in August & September and January & February. A tuition stipend of \$150 is given at the end of the school year.)*

## **Second Vice-President**

1. In charge of the nomination and election process for new officers on the Executive Board, with the help of the secretary.
2. Responsible for coordinating the teacher/school evaluation process to include distributing, collecting, tallying the results, as well as preparing a report of results for the President, with the help of the secretary.
3. By the end of September, distributes the job assignment folders, meets, and directs the activities of the Indoor and Outdoor Equipment committees, Housekeeping and Laundry committees.
4. Co-chairs with the First Vice-President the annual Open House.
5. Arranges the “set-up” and “take-down” of the school with the help of the Executive Board, Housekeeping chair and teachers.
6. Updates notebook with suggestions and new procedures.
7. Develops Saturday cleaning schedules for all families and maintains classroom cleaning binders.
8. Completes routine playground evaluations with the help of the administrator.
9. Organizes volunteers throughout the summer to maintain the playground.

*(The responsibilities of this position are spread evenly throughout the year. A tuition stipend of \$150 is given at the end of the school year.)*

## **Secretary**

1. Prepares minutes of all Executive Board meetings and ensures that they are distributed as necessary.
2. Generates all communication and forms for the executive board to the school.
3. Coordinates all school communication.
4. Organizes and updates the Google Drive as necessary.
5. Updates the WCCNS bulletin board at the beginning of the year with pertinent information & throughout the year if necessary.
6. Distributes and collects handbooks and job binders, as well as keeps a record log of all incoming and outgoing handbooks/binders.
7. Assists the President in preparation for the Orientation meeting, including preparing parent folders.
8. By the end of September, distributes the job assignment folders, meets, and directs the activities of the classroom representatives, special events committee, etc.
9. Generates and updates the current email lists as needed.
10. Responds to inquiry emails with generic school handouts and communicates those interested in touring to the 1st VP.
11. Organizes enrichment and communication with parents.

*(This position is the busiest at the beginning and end of the school year. The remaining months have the work evenly distributed. A tuition stipend of \$150 is given at the end of the school year.)*

### **Treasurer**

1. Pays the teachers' salaries and all expenses of the school.
2. Keeps an up-to-date financial record and provides a written financial statement presented at the monthly general Board meetings and posted on the bulletin board.
3. With the Assistant Treasurer, provides a written financial statement to all members at the end of the school year.
4. Submits financial records for audit at the end of the school year.
5. Takes tax forms and payroll records to the Accountant quarterly.
6. With the Assistant Treasurer, prepares an annual budget and presents it to the board in May, and to the general membership for approval at the May Gathering.
7. Shall be bonded by a licensed bonding agency.
8. By the end of September, distributes the job assignment folders, meets, and directs the activities of the Assistant Treasurer and the Fundraising committee.
9. Updates notebook with suggestions and new procedures.

*(Procedures have been developed to fully explain all the Treasurer's responsibilities, including a month by month listing of standard payments. We retain an accountant to prepare tax forms and answer questions. A \$150 tuition stipend is given at the end of the school year.)*

## **Job Descriptions**

If your family has any personal or religious beliefs that conflict with any events, please discuss with your child's teacher or a Board member.

Note: It is possible that all jobs listed below may not be filled, depending on enrollment and needs for the year.

### **Assistant Treasurer (1 family)**

- A. Receives, records, and deposits all tuition fees.

### **Book Order Coordinator (1 family)**

- A. Responsible for collecting Scholastic book orders from parents, placing the book order, and distributing the books upon arrival. Should have three separate logins, one for each teacher.

Breakfast With Santa Committee (2 co-chairs, 5 members – add 1 if at capacity)

- A. Plans, carries out, and reports on annual Breakfast With Santa event, usually held in December.

Carnival Day Committee (1 chairperson, 2 members)

- A. Working with the teachers and Board, plans and implements Carnival Day.

Class Representative (6 families, 1 per class)

- A. Responsible for scheduling parents' volunteer days.
- B. Counts days worked by each parent to ensure equity and distributes documentation monthly.
- C. Must attend Board meetings as an appointed Board member. Board meetings are held one evening of each month.
- D. Class reps must help with "set-up" and "take-down" of the school. These occur on the Tuesday before Orientation and the week following the last class days.

Craft Suppliers (4 families, 1 per age level)

- A. At the teacher's direction, traces patterns, precuts paper, and generally assists in advance preparation of craft projects.
- B. Checks and refills paint, glue, glitter, etc. weekly.

Fall Dad's Night Committee (1 chairperson, 2 members)

- A. Working with the teachers and Board, plans and implements Fall Dad's Night.
- B. One committee member will take photographs at Fall Dad's Night.

Fundraising Committee (1 chairperson, 3 members, add 1 family if at capacity)

- A. Plans, carries out and reports on any needed fund raisers.

Health Chairperson (1 family)

- A. Receives and files all health forms for all enrolled children at the beginning of the school year.

- B. Responsible for speaking at a specified meeting about various health issues.
- C. Notifies parents of forms before they expire during the school year.
- D. Responsible for stocking emergency kits.

Housekeeping Committee (1 chairperson, 8 members)

- A. Chairperson schedules parents to clean the classrooms and provides committee members with a list of cleaning duties.
- B. Committee members take turns supervising the cleaning of the classrooms every two weeks (averages 2-3 Saturdays per year).
- C. Must help with "set up" and "take down" of the school. These occur on the Tuesday before September Orientation and the Tuesday after the last day of school.

Indoor Equipment Committee (1 chairperson, 1 member)

- A. Responsible for the maintenance and repair of all indoor equipment and the purchasing of new equipment.
- B. Maintains updated list of school indoor equipment.
- C. Responsible for inventory of indoor equipment at year's end (this does not include books, tapes, or videos).
- D. Must help with "set up" and "take down" of the school. These occur on the Tuesday before September Orientation and the Tuesday after the last day of school.

Librarian (1 family)

- A. Organizes school books and puzzles and rotates them through the classrooms.
- B. Maintains inventory of books, tapes, and videos.

May Gathering Committee (1 chairperson, 2 committee members, add 1 family if at capacity)

- A. Working with the teachers and Board, plans and implements May Gathering.

Outdoor Equipment Committee (1 chairperson, 2 members, add 1 family if at capacity)

- A. Responsible for the maintenance and repair of all outdoor equipment.
- B. Responsible for playground preparation, including spraying/pulling of weeds and spreading mulch prior to the beginning of school, with the direction of the Executive Board.
- C. Must help with "set up" and "take down" of the school. These occur on the Tuesday before September Orientation and the Tuesday after the last day of school.

D. Maintains updated inventory of school outdoor equipment.

(This job is busiest in the summer before school starts and in the spring.)

Publicity (1 chairperson, 1 member, add 1 family if at capacity)

A. Works closely with the First Vice President to prepare and distribute press releases about WCCNS to local papers.

B. Make and distribute posters and flyers to advertise fund raising or other special events.

Rewards Program (1 family)



**Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>