

*SOUTH PUGET SOUND COMMUNITY COLLEGE  
COOPERATIVE PRESCHOOL*

# **PARENT HANDBOOK**

Parent Education Program  
South Puget Sound Community College  
2011 Mottman Road S.W.  
Olympia, WA 98512

6628 Mullen Rd SE

WA 98503

459-5297

### **REFERENCE SHEET**

#### **CLASSTIMES:**

Grasshoppers: Tues & Thurs - 9:00am - 11:30am age 2 by August 31<sup>st</sup>

Butterflies: Mon, Wed, Fri - 12:30pm - 3:30pm Pre K (age 3 ½ by August 31<sup>st</sup>)

#### **WHAT TO BRING ON FIRST DAY:**

1. A cup and a plate for snack -- every day
2. A change of clothes (pants, socks, shirt) every day
3. A cubby card for your child to hang on the cubby received at orientation
4. The following classroom supplies: (do not label because these are shared):

**DRESS** Wear warm, older clothes for your child to get paint or dirt on and sturdy play shoes or boots. Send raingear and an umbrella (if you have one) for walks on rainy days; and hats, mitten and boots when appropriate. We will play outside each day, even if it is rainy. We'll stay inside under extreme conditions. Bringing an extra set of clothes is a good idea. We recommend that parent helpers wear clothes you can get dirty (such as jeans, sweatshirts) and don't mind getting paint on!

**HEALTH** Be sure your child is well enough to play outside when at school. See Health and Safety section of this handbook. Call the teacher if your child has a contagious illness.

**SNACKS** When your name is starred (\*) on the parent help schedule bring snack for the whole class. Please bring nutritious items. If your child has a food allergy or is on a food restrictive diet, it is your responsibility as a parent to provide an alternative snack for your child on the days he/she attends class.

**TUITION** T, Th AM \$120.00 MWF AM \$150.00

**EMERGENCY** In case of fire, assist children out the door near the classrooms. Meet at the playground. In case of an earthquake, storm or other disaster, children will be cared for until the disaster is over. Do not travel to preschool during a dangerous situation. If you are a parent helper, you will stay with the children and teacher.

**SNOW** We will close if North Thurston School District closes. Please listen to KGY radio, 1240 AM or watch KOMO 4 or KING 5 News or check the web at [www.nthurston.k12.wa.us](http://www.nthurston.k12.wa.us)  
If North Thurston has late start our morning classes will be cancelled.  
**KEYS TO PRESCHOOL** Teachers, Weekend Clean up Coordinator,

2A

## **GRASSHOPPER CLASS DAILY SCHEDULE**

9:00-9:10 Arrival and Check In  
9:10-9:15 Explanation of morning activities  
9:15- 9:45 Discovery & Exploration (Free Choice)  
9:45-10:05 Story/Group Time  
10:05-10:30 Discovery & Exploration (Free Choice)  
10:30-10:45 Clean Up and Music Time  
10:45-11:00 Snack  
11:00-11:25 Outdoor/large muscle play  
11:25-11:30 Dismissal & Goodbye Song

## **BUTTERFLY CLASS SCHEDULE**

9:00-9:10 Arrival and Check In  
9:10-9:15 Explanation of morning activities  
9:15- 9:45 Discovery & Exploration (Free Choice)  
9:45-10:05 Story/Group Time  
10:05-10:30 Discovery & Exploration (Free Choice)  
10:30-10:45 Clean Up and Music Time  
10:45-11:00 Snack  
11:00-11:25 Outdoor/large muscle play  
11:25-11:30 Dismissal & Goodbye Song

## PARENT- HELPER TASKS

### Before children arrive:

Arrive 15 minutes before the children.

Put names and photos on the cubbies.

Open sensory table.

Cut and put up easel paper; mix paints if needed.

Fill the hand washing basin in the art area.

Pour two buckets of water into the water table.

Meet with the teacher about your first center time activity.

### Center time

Help the children get started in an activity center.

Art area: Help put on aprons, names on projects, finished work in cubbies or drying rack.

Quiet room: Start a game or puzzle and invite children to join you.

Activity room: Help them learn to use materials. Pretend with them in the role play area.

### Clean up

Find at least 2 children and guide them to put away toys.

### Circle time

The snack parent: wash the tables and put chairs around them. Fill water pitchers. Place flowers on the table. Prepare snack to be passed around at each table. Place snack on bookshelves until all children are seated.

All other parents go to circle time. Help children find their carpet to sit on. Participate in activities,

songs, and fingerplay's. Sit near children who may need quiet reminders (hand on shoulder, back rub, finger to lips, whisper: "It's Connie's turn now.") At the end of circle, one parent goes to each restroom to assist with hand washing.

Snack *We serve snack family-style with everyone seated.* Help children find a place at the table. Please be seated to join the children eating snack. Model passing the food family style. Converse. Encourage children to pour their own water, clean up spills, and put garbage away. All children will stay at the table until outside time.

After snack, the snack parent only stays in to clean the snack area only. Wipe tables with bleach water, wash the water pitchers and any church or preschool utensils using the 3-step method, sweep the floor and empty the garbage into the can in the kitchen. When this is done, join the others outside.

### Outside time

The teacher, all children, and all parents except the snack parent go outside at the same time, for safety reasons. State rules positively to help children remember:

"Ride tricycles in riding area only."

"Use helmets when riding."

"Rocks and sticks stay on the ground."

### After School

Help children get projects and belongings to take home.

One parent guards door so no children enter the parking lot without an adult.

**STAY 15 MINUTES AFTER SCHOOL to complete clean up checklist**

## Addendum to Parent Handbook

Page 10B of the Parent Handbook describes the duties of the parent helper who is the snack parent. The Board has decided to add the following scenario as another option:

If adult to child ratios\* are being met, the snack parent can remain inside to take care of the bulk of the



- \_\_\_\_\_ Tidy shelves and paper
- \_\_\_\_\_ Empty garbage and paper recycling as needed
- \_\_\_\_\_ Put clean water in basin for next class
- \_\_\_\_\_ Rinse paint brushes (PM classes)
- \_\_\_\_\_ Put lids on paints (PM classes)
- \_\_\_\_\_ Put paint containers in basin to soak (Friday PM only)
- \_\_\_\_\_ Sweep floor

**Sensory Table**

- \_\_\_\_\_ Cover table
- \_\_\_\_\_ Sweep around and under table, shake out mat

**Circle Room**

- \_\_\_\_\_ Stack carpet squares neatly
- \_\_\_\_\_ Pick up pebbles from floor, vacuum as needed

**Shelves**

- \_\_\_\_\_ Straighten puzzles, books, manipulatives

**Block Area**

- \_\_\_\_\_ Straighten blocks and other materials

**Role Play Area**

- \_\_\_\_\_ Sort and straighten all materials
- \_\_\_\_\_ Leave area attractive for next class

**Outside/Big Room**

- \_\_\_\_\_ Make sure all equipment is put away neatly
- \_\_\_\_\_ Lock storage bin, shed, and gate

**Bathroom**

- \_\_\_\_\_ Pick up paper towels from floor
- \_\_\_\_\_ Wipe any messes
- \_\_\_\_\_ Flush toilets, wash if needed
- \_\_\_\_\_ Check supply of soap (dilute if you add some)
- \_\_\_\_\_ Check supply of paper towels
- \_\_\_\_\_ Empty trash cans as needed
- \_\_\_\_\_ Wipe door handle, sinks and toilet with towel and bleach spray





\_\_\_\_ Put blocks, puzzles, games and manipulatives away

\_\_\_\_ Wipe all tables, \_\_\_\_ Refill paper and supplies at writing center

\_\_\_\_ Organize books in book shelves

## **Dress Up Room**

\_\_\_\_ Hang up clothes

\_\_\_\_ Organize dramatic play items

\_\_\_\_ Straighten up

\_\_\_\_ Add paper and pencils to clip boards if needed

## **BATHROOMS**

\_\_\_\_ Clean toilets and sink Mop Floors

\_\_\_\_ Fill liquid soap containers

## **KITCHEN**

\_\_\_\_ Scrub sinks

\_\_\_\_ Put away any dishes or stray preschool belongings. (This is a requirement in the agreement with the church).

## **GENERAL**

\_\_\_\_ Wash all table tops and edges with mild bleach solution (chairs too, if needed)

\_\_\_\_ Wipe shelves, cabinets, doors, and door knobs as needed

\_\_\_\_ Wash windows as needed

\_\_\_\_ Put all preschool garbage in the can on the outside curb or in paper recycling.

\_\_\_\_ Take home the dirty wash clothes and towels in the laundry hamper. Return them on your preschool day.

\_\_\_\_ Vacuum carpets, and sweep and mop floors

## **LOCKING UP**

\_\_\_\_ Leave a note for clean up coordinator if we are short of cleaning supplies

\_\_\_\_ Lock the door, but don't lock yourself out yet! Return Key to Folder

## **PARENT PARTICIPATION CONTRACT**

(revised June 2013)

1. I will participate in a preschool orientation/class meeting within the first month of attendance. In order for a parent or guardian to help in the classroom they must have an orientation and a health and safety tour along with a background check.
2. I will parent-help in my child's class as needed to support the age appropriate adult-child ratio. This responsibility will be divided equally among families in my child's class. I understand that the preschool must have all parent helpers present to operate.
3. I will attend monthly parent meetings to discuss child development, parenting issues, and preschool business. I will complete an alternate Parent Education Activity as part of the parent education course if I am not able to attend a meeting.
4. I will be responsible for cleaning the preschool one weekend per school year unless a family has taken this job in lieu of tuition. (Board members are exempt.)
5. I will actively participate in one volunteer event and one work party this year, or complete a special project for the teachers. I will actively participate in 2 fundraisers (1 in the fall and 1 in the spring) or opt out of fundraising by contributing \$100.00 at registration. If I am unable to fulfill my obligations for the spring fundraiser (ie. selling raffle tickets) I will be responsible for purchasing all remaining tickets.
6. I will choose a preschool job by orientation and fulfill it's duties.
7. I will pick up my child on time at the end of each preschool session, or call and ask another preschool parent to watch my child until I arrive.
8. I will give two weeks written notice to the Registrar if I plan to leave the preschool before the end of the school year.
9. I will pay tuition by the 1st of each month or make arrangements with the treasurer. If arrangements are not made and payment is not received by the 10<sup>th</sup> of that month, I will be subject to a \$10.00 late fee.
10. If I am parent helping during an earthquake or other disaster, I will stay with the teacher and preschool children until danger has passed and all children are accounted for.
11. I will read the parent handbook including the preschool's Policies.

12. I will not be under the influence of illegal substances on preschool premises or at any preschool function.

This preschool is fully owned and operated by the parents. The above requirements make our preschool strong. A parent who does not participate will be given a chance to correct the situation or may be dismissed if non-participation continues. (see Bylaws - Article X and Policies)

I agree to participate in Lacey Parent Cooperative Preschool as described above:

Signed \_\_\_\_\_ Date \_\_\_\_\_

WE HOPE YOU HAVE A WONDERFUL YEAR IN COOPERATIVE PRESCHOOL WHERE:

*"PARENTS AND CHILDREN GROW TOGETHER"*

## WHO TO CALL

Preschool members may have questions, concerns, and problems for which they need help. There is a great temptation to take all concerns to the teacher just because she is the one you see most often. Resist the temptation to do this when the concern could be handled by another person in the co-op. For information on the following topics please call:

IF YOU CAN'T PARENT HELP ON A SCHEDULED DAY:

- 1) Trade days with someone,
- 2) Hire a paid parent helper,
- 3) After trying these, call class scheduler (**not the teacher**)

Your scheduler's # \_\_\_\_\_

### **Business concerns:**

Child's progress in school:  
Curriculum suggestions:  
Family concerns:  
Health or Safety concerns:  
Leaving the preschool:  
Parent ED. Alternate Activities  
Newsletter items or Website:  
Parent Ed. Suggestions:  
Parent meeting questions:  
Scheduling problems:  
Scholarships:

### **Class rep or any board member**

Preschool Teacher, SPSCC Family Educator  
Preschool Teacher  
SPSCC Family Educator  
Health and Safety Coordinator  
Registrar  
SPSCC Family Educator p. 27-28  
Newsletter Editor/Webmaster  
SPSCC Family Educator  
SPSCC Family Educator  
Class Scheduler  
Treasurer or Board Co Chair

Is school open/snow days: Listen to KGY radio for North Thurston School  
District closure (1240 AM)  
Tuition financial difficulty: Treasurer  
For concerns not listed: Any board member

### **2014-2015 Board Members**

Board Chair Jen Lewis (843) 469-7792 [jenniferel85@hotmail.com](mailto:jenniferel85@hotmail.com)  
Job Coordinator  
Publicity/Webmaster  
Treasurer  
Secretary  
Registrar  
Health and Safety  
Newsletter Editor  
Grasshopper Class Rep  
Butterfly Class Rep  
SPSCC Family Educator  
Teacher Vicki Hanauer 413-7076 [vickihanauer@comcast.net](mailto:vickihanauer@comcast.net)  
Ann Willis (360) 456-5166 [amzwillis@comcast.net](mailto:amzwillis@comcast.net)