

Denver Cooperative Preschool 2008-2009 Handbook

480 Marion Street

Denver, CO 80218

303-777-6867

303-777-1252 fax

www.denvercooperativepreschool.org

Hours of Operation

8:30am – 3:30pm

Monday –Friday

This booklet is a useful reference for all families in the preschool. We encourage all families to read the booklet carefully. It contains information about what your child will experience at preschool, how the DCP is organized and what you will need to know about its operation. Families are expected to become involved in the operation of the DCP. If you have questions not answered in this booklet, please be sure to ask.

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Vision

The Denver Cooperative Preschool envisions an active society where children and adults join in the exploration of life, the quest for understanding, and the journey to wisdom.

We believe that a child's early experience is the foundation for adult potential, that parents are key to a child's unique development, and that play is essential in the learning process of a child.

Mission

The Denver Cooperative Preschool guides young children on the adventure of self-discovery through play.

Things You Should Know

1. The Governing Board meets once a month at 7 p.m. as announced in the newsletter (usually the third Tuesday of each month, September-May, excluding December) in the Assembly Room of the Church basement. Parents are always welcome.
2. Helping days are special for your child. Please do not bring siblings to school on those days.
3. Smoking is not allowed anywhere in the building.
4. Use of a cell phone is prohibited in the classrooms when class is in session.
5. Be considerate of the Marion Street neighborhood when you drop off and pick up your children. Please drive carefully.
6. When someone other than you will be picking up your child from school, remember to write this on the Sign-In Sheet located in each classroom.
7. There is a Visitor's Sign-In Sheet in the hall at school. Any visitors to the school (other than the parents of children enrolled) must sign in.

Philosophy and Curriculum

DCP strives to provide an environment which lets children know that

people like them and accept them as they are. We hope that our children will become confident in themselves and their ability to do things and make choices as they learn about their world and themselves.

Our preschool day incorporates a balance of self-initiated and guided, group and individual, active and less active experiences. Our goal is to encourage growth for each child in the following areas:

Physical

- To increase strength and endurance
- To improve muscular coordination and control
- To develop physical and mental coordination
- To recognize and experience relaxation and release from tension
- To use rules necessary for safety

Social

- To join group activities
- To take turns
- To share
- To play roles of both follower and leader
- To respect the rights and property of others
- To increase self-control
- To accept behavioral limits which are appropriate for group living
- To converse freely with peers and adults

Emotional

- To establish a positive self-concept
- To moderate withdrawal or aggressive tendencies
- To channel emotions into socially acceptable outlets
- To see situations from the viewpoint of another person

Intellectual

- To listen to and follow directions
- To carry a project through to completion
- To increase attention span
- To seek answers to questions by asking or testing hypotheses
- To recall information
- To solve problems
- To progress through content areas which are compatible with ability and development level

Language

- To respond to questions, comments, directives
- To interact with peers and adults

- To initiate conversation and maintain topics
- To ask questions
- To make requests, direct another's behavior
- To make comments, role-play, negotiate, express feelings
- To increase vocabulary, structural complexity and understanding of language through naturalistic classroom interactions and language-rich activities

Carefully chosen toys, equipment and activities allow the children to learn in a relaxed and joyful atmosphere called play. Through concrete, manipulative material we can refine the child's senses of touch, sight and sound and ready her or him for future academic learning.

Our teachers are the prime motivators in the classroom. By observing the children in group and individual activities, they set up an appropriate learning environment, which encourages children to grow physically, emotionally, intellectually and socially. Within the framework of the class, the specific details and approaches may vary from group to group, individual to individual, season to season, creating a freshness of program content as unique as the individual children and teachers involved.

Structure

Governing Board

The preschool is managed by a Governing Board consisting of a President, President-Elect, Vice President of Operations, Vice President of Planning, Vice President of Fundraising, Treasurer, Secretary, the Director and the Coordinators of the following standing committees: Indoor Maintenance, Outdoor Maintenance, Communications, Technology, Family Activities and Community Education, Classroom; and the Parent Participation Coordinator.

The Governing Board meets once a month as announced in the newsletter (usually the third Tuesday of each month at 7:00 p.m. at the school). Parents are welcome to attend.

Executive Committee

Executive Director- Oversees the hiring, development and evaluation of staff. Takes responsibility for program development. Ensures smooth daily operations of the school. Oversees the admissions process. Has ultimate oversight of the physical facility through supervision of the Indoor Maintenance and Outdoor Maintenance committees.

President- Takes the lead on the supervision and management of the business operations of the Governing Board. Chairs meetings of the Executive Committee and Governing Board. Serves as chairperson of the Personnel Committee. Takes responsibility for Governing Board development. Makes sure all committee chairs are training their committee members. Works closely with the Director to ensure long-term viability of the school.

President-Elect- Supports the President and, in his/her absence, performs the duties of the President. Assumes a “president-in-training” role. Exercises oversight of the Communications and Technology Committees. Serves as liaison to the Advisory Board, and as Chair of the Nominating Committee.

Vice President of Operations- Takes responsibility for overall operations of the school through oversight of program evaluation and parent involvement. Supervises the Parent Participation Coordinator, the Classroom Coordinator and the Family Activities and Community Education Coordinator.

Vice President of Planning- Responsible for identifying and creating a plan to address the long-term needs of the DCP. Also responsible for assessing plans already in place.

Vice President of Fundraising – Supervises and coordinates all aspects of fundraising, including the Fundraising Committee, the Social/Fundraising Subcommittee and the Auction Subcommittee.

Secretary- Oversees and interprets all legal matters to the Board. Records the minutes of the Governing Board and Executive Committee meetings. Ensures compliance with bylaws and acts as custodian of the corporate records. Oversees the production of the school handbook and directory.

Treasurer- Oversees all financial matters to ensure financial stability of the school. Has ultimate responsibility for all funds through chairing the Finance Committee. Takes the lead on developing the budget with staff needs in mind and assists the board in reviewing it for approval.

Governing Board Coordinators

Indoor Maintenance Coordinator- Oversees the work of the Indoor Maintenance Committee, including Clean-Up Days. Responsible for regular maintenance of the classrooms, supplies and indoor equipment. Ensures the health and welfare of the school's animals.

Outdoor Maintenance Coordinator- Responsible for the general maintenance of the outdoor play equipment, including care for the lawn and gardens. This involves interfacing with church officials, when necessary.

Communications Coordinator- Responsible for all systems of communication within the Denver Cooperative Preschool parent body as well as managing the marketing and publicity of the school to the broader community.

Technology Coordinator- Responsible for the assessment and maintenance of the technological needs of the DCP, including information technology services, systems and equipment.

Family Activities and Community Education Coordinator- Responsible for the organization of educational events for the parent body and social events for the families of DCP.

Classroom Coordinator- Oversees the work of the Classroom Liaisons who make up the Classroom Committee. Responsible for the efficient management of Parent Helpers. Ensures clear communication among parents in each classroom and between parents and the Governing Board. Plans and carries out a training program for the Classroom Liaisons.

Parent Participation Coordinator- Responsible for assigning families to

committees and responding to any parent concerns regarding committee work throughout the year.

Standing Committees

The Standing Committees are as follows:

Indoor Maintenance	Finance
Outdoor Maintenance	Social/Fundraising
Communications	Auction
Technology	Administrative
Family Activities and Community Education	Planning
Classroom Liaisons	

Every family is involved in the operation of the preschool as a member of the Board or as a member of a committee or subcommittee.

Advisory Board

The preschool has the services of a voluntary Advisory Board chosen by the Governing Board. They are professionals in education, medicine, psychology, and other professions helpful to the management and development of the school. They are consulted when teachers, the Director or the Governing Board seeks advice on a particular program or problem.

Teachers

Teachers in a cooperative preschool are both the employees of the parents and their supervisors in the classroom. The teacher is responsible for planning and carrying out the classroom program. The teachers hold parent conferences at the end of each semester for the 2, 3, 4, and 5 year-olds and at the end of the spring semester for Parent Tot classes. Teachers are always available for informal consultation.

Parents

When you enroll your child in the DCP, you become one of the member families who own and administer the preschool. You agree to accept the following responsibilities:

- To complete all medical and social records as required by the State of Colorado before your child enters preschool.
- To be the helping parent in your child's classroom approximately once

- Only parents may attend the Parent/Tot classes with a child. Nannies and other relatives may not substitute for parents.
- To participate on at least one standing committee or serve on the Governing Board.
- To attend All Parent Meetings.
- To participate in the spring auction fundraiser and other fundraising activities.
- To participate in the maintenance of a clean school environment. (Options are available when you sign your letter of agreement in May, prior to the start of school.)
- To keep informed about school activities. (See Communication).
- To complete and return any evaluation forms regarding the preschool, your child's class, or staff.
- To meet all financial obligations. (See Financial Policy and Tuition and Fees).
- To respond to calls for help and volunteer whenever and however you can.

Organizational Chart

DCP Community
Students – Staff – Parents

Governing Board
Matters of policy, finance, legal, and community
Consists of Executive Committee plus the 7 Governing Board coordinators

Executive Committee

Director

- Administration and Admissions
- Indoor and Outdoor Maintenance
- Staff

President

- Governing Board
- Executive Committee
- Personnel

President-Elect

- Communications
- Technology
- Nominations
- Advisory Board

VP Operations

- FACE
- Parent Participation
- Classroom and Class Liaisons

VP Planning

- Planning

VP Fundraising

- Fundraising and Social
- Auction

Secretary

- Legal and bylaws
- Handbook

Treasurer

- Finance
- Scholarship

History

The Denver Cooperative Preschool has a long, interesting history. It was founded in 1960 by a group of parents from the discontinued Colorado Women's College Nursery School. The head teacher of that school, Mrs. Kim Randolph, helped us to get started in a space at Montview Presbyterian Church. By 1962 the preschool had grown and a group of parents from south Denver branched off to establish the University Park Cooperative Nursery School near Denver University. In 1964 the preschool split again: Montview Community Preschool remained at the church and our preschool moved to 8th and Cherry and was named the Medical Center Cooperative Nursery School.

The name "Denver Cooperative Preschool" was adopted in 1966 with our move to St. John's Cathedral where we stayed fourteen years. We relocated to the JFK Child Development Center at 8th and Birch in 1980 at the invitation of that agency, which wished to utilize its excellent preschool facility. In 1983 DCP found a new home in the RLDS Church at 480 Marion Street. Mrs. Rosalie Houghton was the Director from 1966 until her retirement in 1986. Jan Tull served as the Director from 1987 to 1996. Doria Cladis was the Director in 1997, then Sharon Cella until 2000 and Karine Drechsel until 2002. Kim Siffring was the Director until 2008, and Jamie Whetstone is the current Director of the Denver Cooperative Preschool.

School Song

Grass is green and sky is blue
I am special and so are you
How I love to sing and play
All my friends are here today!

-by Adam Galblum

Communication

Communication in a cooperative preschool is a cooperative effort in every way. Each family has a "mail pocket" at the school where notices and the monthly newsletter are distributed. Families are expected to check their "mail pocket" each day that their child attends class. There are bulletin boards in the hall on which Governing Board minutes, notices of meetings and other announcements are posted. Notices are also posted on the walls outside the classrooms.

Communication between parents and staff members is of the highest

importance. If you need to get information to staff members, please call the office from 8:30 am to 3:30 pm, Monday through Friday. We check voice mail messages often throughout the day, making communication by telephone easy and timely. Be assured that messages at the school will be passed along and calls will be returned.

Please do not call staff members at home about DCP-related matters. Our valued teaching staff gives their all at work. Please respect their private time so that they can rejuvenate and be 100% present for their families.

You may also e-mail staff members or leave notes for staff members in their work mailboxes located in the office. Staff members check their boxes every day they are at work. Remember, however, that some staff members work only one day a week. If you leave a message on a day that they are out, it will take them a bit longer to respond.

Drop-off and pick-up times can be a great time to communicate pertinent information that may affect your child's day at school. If you want to converse with the teacher longer than a quick exchange, please leave a note or phone message stating that you would like to schedule a time to talk. Your teacher will be happy to meet with you.

Governing Board officers and your Classroom Liaison are good sources of information. Contact information for Classroom Liaisons will be distributed early in the school year. Take it upon yourself to keep informed and be a parent in the know!

Parental concerns about classes or children should be brought first to the teacher and then to the Director. Parental concerns about other matters may be brought to the Governing Board directly, or through the Class Liaison or other Governing Board members.

Financial Policies

The DCP Governing Board is responsible for setting the financial policy of the preschool. Several of the policies follow. These policies are carried out by the Treasurer, who serves for two fiscal years, July through June.

Tuition and Fees

An enrollment fee is required for each child enrolled at DCP. There is a fee if you choose to opt out of your cleaning responsibility. There is also a fee for participation in the Lunch Bunch Program and any enrichment program. These fees and tuition rates are determined by the Governing Board and published annually.

Checks are payable to the Denver Cooperative Preschool (no cash, please). Families may make tuition payments monthly, or they may also elect to prepay tuition at any time.

Delinquent Fees

The Treasurer will assess a late charge for delinquent fees. A family may not register for the next preschool year until all current tuition fees and any other fees due have been paid. A child may not begin second semester classes if first semester fees are outstanding. In the event of a financial problem during the year, it is the responsibility of the parents to contact the Treasurer to make arrangements for payment. (Also, see Scholarships, below).

Refunds

Registration fees are never refundable. Comprehensive and tuition monies are non-refundable except in cases of extreme financial hardship and unforeseeable personal or family circumstances. Examples of unforeseeable personal or family circumstances may include, but are not limited to, family relocation out-of-state, an illness in the family resulting in an inability of the child or family to attend the DCP. Unforeseeable personal or family circumstances **do not** include relocations within the greater metro area, admission to another school, sibling's admission to another school, teacher or time of class preferences, including interference with naps or other activities. In the case of extreme financial hardship or unforeseeable personal or family circumstances, a family may petition the Treasurer for a full or partial refund. The petition will then be reviewed by the Treasurer, President, Director and Scholarship Coordinator.

Scholarships

The policy of the DCP is that a percentage of fundraising proceeds be placed in a scholarship fund for confidential awards by a Scholarship Committee to families in need. This fund is designed to assist families who might otherwise not be able to enroll and to support preschool families who encounter financial difficulties.

In the event a need for scholarship arises during the school year, it is the responsibility of the parents to contact the Treasurer for a scholarship application.

If scholarship needs within a fiscal year exceed the amount budgeted, variances can be made to accommodate such requests by appeal to the Governing Board by the Scholarship Committee.

Fundraising

In keeping with the cooperative nature of the school, a portion of the balance of the annual budget is to be raised by parents, guided by the Social/Fundraising and Auction Committees. There are at least two fundraisers each year, one of which is the traditional Raffle/Auction. Parents are expected to donate items for the auction and to support fundraising efforts however possible. These events are not only profitable, they are fun. Any fundraising income above what is budgeted will be used to directly enhance the school or to keep tuition low.

2008-2009 Tuition and Fees

1. The 2008-2009 fee schedule is as follows:

<u>Description</u>	<u>Fee</u>
Lottery Fee	\$50 per child(\$25 applied to Enrollment Fee)
Enrollment Fee	\$50 per child
Comprehensive Fee	\$100 per child
Clean-up Day Opt-out Fee	\$150 per child (maximum of 2)
Failure To Appear Clean-up Day Fine	\$300 per occurrence (see Clean-Up Policy)
Lunch Bunch Fee	\$5 per child per day (sold in blocks of 5)
Late Pick-Up Fee	\$1 per min after the first 5 minutes
Late Payment Fee	\$10 (assessed after the 10th of the month)
Returned Check Fee	\$10
Free Form Friday	\$630 per year

2. 2008-2009 Tuition Rates: (per child per month, younger siblings enrolled receive 10% discount)

<u>Class</u>	<u>Oldest Child</u>	<u>Younger Siblings</u>
PT	\$99	\$89
2/3	\$154	\$139
TTH 3/4	\$154	\$139
MWF 3/4	\$209	\$188
PREK	\$275	\$248

3. Tuition payments are due on the first (1st) of each month (October through April) and are considered **late after the 10th of the month**. If late, a \$10 late fee should be submitted with the tuition check. If tuition and late fees are not paid by the 10th of the following month, the child/children will not be allowed to attend school as of the 11th of that month. If you have any problem concerning payments, please contact the Treasurer Kristen Wiley at 303-320-8444. Tuition checks should be put in the "tuition box" (black mailbox) across from the Director's office in the hall at school or sent to the Treasurer:

DCP, Attn: Treasurer, 480 Marion St., Denver, CO 80218

Registration fees are never refundable. Comprehensive and tuition monies are non-refundable except in cases of extreme financial

hardship and unforeseeable personal/ family circumstances. Please see Financial Policy on page 12.

4. Prepayments help the school with its cash planning and can help you avoid late fees. Tuition may be prepaid at anytime throughout the year. Full prepayment (October through April) amounts are:

<u>Class</u>	<u>Oldest Child</u>	<u>Younger Siblings</u>
Parent Tot	\$693	\$623
2/3s	\$1,078	\$973
3/4s (Tues/Thurs)	\$1,078	\$973
3/4s (MWF)	\$1,463	\$1,316
Pre-K	\$1,925	\$1,736

5. Late Entrants

When a child and family enter the Denver Cooperative Preschool after the official start date of the school year, tuition payment and registration paperwork requirements will be as follows:

Once a verbal acceptance is made, the family has ten calendar days to turn in all necessary paperwork and required tuition and fees. The cost for the month the child enters the school may be prorated. This will be done based on the number of classes remaining in the month the child enters the school. Fees will not be prorated. If a family fails to provide the necessary paperwork and money during the ten day period, the spot for their child will be forfeited.

Financials

Summary of 2008-9 Budget

Receipts		
	Tuition (net of discounts, schol. fund)	280,242
	Fees	7,350
	Other Programs	29,790
	Fundraising	43,500
		<hr/>
		360,882
Payments		
	Payroll	262,383
	Facilities	60,055
	Classroom	8,600
	Administrative	24,895
		<hr/>
		355,933
Net cash from operations - subtotal		4,949
	Interest income	3,000
Net cash from operations		7,949
	Building & School (Fixed Assets)	7,500
Net cash after Fixed Asset Purchases		<hr/> 449

Revenue Detail of 2008-9 Budget

Tuition	
Tuition	266,310
Enrollment Fees	24,600
Tuition discounts	(4,168)
Scholarships	(6,500)
	<hr/>
	280,242
Fees	
Lottery (not applied to regist. fee)	4,100
Lottery (applicants not enrolled)	2,500
Late Application Fees	0
Cleaning Opt-out Fees	750
	<hr/>
	7,350
Total Tuition & Fees	<hr/>
	287,592
Other programs	
Lunch Bunch	12,240
Summer	11,250
Free Form Friday	6,300
	<hr/>
Total other programs	29,790
Fundraising	43,500
Total Revenue	<hr/>
	360,882
	<hr/>

Expense Detail of 2008-9 Budget

Payroll

Payroll	229,451
Taxes (8.6%)	19,733
Health Insurance	<u>13,200</u>
	262,383

Facilities

Copier	1,000
Indoor Supplies	3,600
Insurance/Licensing	5,475
Janitorial	16,500
Maintenance	4,680
Property Taxes	4,000
Rent	23,000
Telecommunications	<u>1,800</u>
	60,055

Classroom

Art Supplies	4,000
Classroom Enrichment	1,300
Classroom Equipment	1,500
Classroom/Teacher incidentals	1,000
Animal Expenses	200
Photography	<u>600</u>
	8,600

Administrative	
Advertising/Marketing	600
Hiring	600
Admin Operation	0
Bank & Payroll Fees	0
Committee Meeting Costs	1,000
Director Continuing Education	1,500
Director's Funds & Gifts	1,100
FACE Committee	1,000
School Socials	0
Handbook	275
Newsletter	0
Memberships	500
Subscriptions	200
Gifts / Teacher Appreciation	800
Office Supplies	1,000
Professional Services	8,000
Teacher Continuing Education	5,000
Technical Resources	3,320
Other	0
	<hr/>
	24,895

Total Expenses	<hr/> <hr/> 355,933
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School Policies

Drop-Off and Pick-Up

Morning classes are held from 9:00 to 11:30 a.m. and afternoon classes are held from 12:30 to 3:00 p.m.

At the beginning of class each child is signed in by the adult that brings that child to school. This adult should designate on the sign-in sheet the person who is authorized to pick up that child on that day and the phone number where they can be reached in case of an emergency during class that day.

If a person other than a parent or a legal guardian arrives to pick up a child from school, the sign-in sheet will be checked prior to releasing the child. Children will only be released if the following is met:

- Person is on the authorized pick-up list;
- The main office or classroom teacher has been notified of extenuating circumstances that warrant a change in pick-up person from the person stated on the sign-in sheet or parent or legal guardian;
- School employee checks photo ID of person and the ID matches.

If an unauthorized person arrives to pick-up a child without prior notification, a school employee will call the parent or legal guardian to get permission to release the child.

Parents must pick-up their child no later than when the class is scheduled to end. Parents will be billed \$1.00 for each minute that they are late if they pick-up their child later than five minutes after the end of class. You will be billed for your late fees, and the classroom clocks are the official time piece.

In the event a child is picked up late from the school, or not picked up at all, a staff member will stay with the child until the child's parent or emergency contact comes for him or her.

Clean-Up Days

The letter of agreement that each parent signed prior to enrollment requires that each DCP family participate in one school clean-up day per child enrolled in the school. One parent is required to attend clean-up for each child enrolled. If your family has two children enrolled, you are

obligated to participate in two clean-up days. If you have two children enrolled, either: 1) two parents need to participate in one day OR 2) a parent needs to participate in two different clean up days.

If you have more than two children enrolled, then you only need to fulfill the requirements stated above for two children enrolled.

Please contact the clean-up day coordinator to communicate how you will handle your clean up commitments if you have two or more children enrolled.

School clean-ups are very important to the quality of our school. DCP hires year round maintenance service to take care of daily cleaning. However, four times a year we ask parents to spend a few hours at the school, setting up or cleaning specific areas and toys that are not taken care of thoroughly by the daily cleaning service. This important task that we ask of the parents of DCP children helps keep our school safe, clean and healthy.

It is very important for families to participate in their assigned clean-up days.

Clean-up days are held on Saturdays from 9:00 a.m. to 12 noon. Please refer to the annual DCP calendar to find your assigned clean-up day. Please bring your own gloves and bucket for cleaning.

If, for some reason, you cannot attend your assigned clean-up day, you may trade clean-up days with parents assigned to a different date. It is your responsibility to: 1) find a parent to come in your place, 2) notify the clean up day coordinator one week prior to the clean up day of the trade, and 3) attend the clean-up day of the parent with whom you traded.

Parents may opt out of their clean-up day for a fee of \$150. Please refer to your registration materials for an opt-out form. **This opt-out fee must be paid in full before your child begins school.**

Families that do not attend their assigned clean-up day without notifying an Indoor Maintenance Committee chairperson of the absence in advance will be assessed a fine in the amount of \$300. A check made payable to the DCP and given to the Director will be **due within one week** of the missed clean-up date. If payment is not received, then your child(ren) will not be permitted to attend school until the payment is made in full.

The money that is collected from this policy will be held until the following

clean-up day, and will be refunded to the family upon their attendance. If the family in question does not attend the clean-up day **immediately following** their missed date, then the money will be forfeited.

***Let's all work together and do our part
to make our school safe and clean.***

Enrollment

Classes are available for children aged 15 months to 5 years as of the beginning of the school year. Specific age guidelines for each class are published annually in this Handbook. (See Admissions Policies below).

If a class enrollment is not sufficient, as determined by the Director and Governing Board, the preschool has the right to cancel the class.

No child can begin preschool until all required forms are submitted.

To withdraw your child from DCP, you must notify the President of the Governing Board, the teacher and the Executive Director. This notification should be made 30 days in advance.

Registration for the next year's classes occurs in January/February.

No one student may enroll for more than one class unless the second class is not fully enrolled by the start of school and the Director has approved the second enrollment. Families of students enrolled in more than one class must fulfill the helping and cleaning day responsibilities for both classes.

Field Trips

Field trips are organized by teachers as learning opportunities for their students away from the school grounds. Since these experiences take place outside the classroom, parents are responsible for the transportation and supervision of their children. The teachers are responsible for planning and communicating on the front end and then for facilitating the learning process during the trip itself. The following guidelines should be followed whenever a field trip is planned:

- Teachers will include field trip dates and driving directions in their monthly calendars or newsletters.
- Teachers will post a sign-up sheet at least one week prior to the scheduled field trip.

- Parents will sign up for the trip, indicating whether they themselves or a designated adult will be responsible for the transportation and supervision of their children.
- Classes will meet at the field trip destination and leave from there when the trip is completed, as opposed to meeting at school, unless the teachers indicate otherwise.

Lunch Bunch

Lunch bunch is a program that gives children an opportunity to socialize with children from other classes. It is a way to have fun and feel good about having lunch away from home in a supportive environment.

The lunch bunch program begins the second week of school and is open to 3, 4, and 5 year-olds who are completely and independently potty trained. Most school years, the program can accommodate 20 children (with 2 teachers) Monday through Thursday, and 10 children (with 1 teacher) on Friday. There is no lunch bunch for the last week of school.

Children bring their lunch and are supervised by the Lunch Bunch teacher(s) from 11:30 to 12:30. If your child attends a PM class, a lunch bunch teacher will take them to class at 12:30. If your child attends an AM class, they must be picked up promptly at 12:30. Parents will be billed \$1.00 for each minute they are late for pick-up, after the first five minutes. If parents are consistently late for pick-up, participation in the lunch program may be restricted.

There are two types of lunch bunch slots, rotating and permanent slots. In order to give all families the opportunity to participate, lunch bunch slots are limited to two days per week per child. This two day per week restriction includes both rotating and permanent slots.

Permanent slots give a child permanent weekly slot(s) in lunch bunch for the term. These slots are normally offered for October – January and again for February – May. Sign-up usually takes place in late September for the fall term and in late January for the spring term.

Permanent lunch bunch spots for the fall term will be available (via a lottery system or sign-up process) to only those children who are in the Pre-K and 3/4's classes (and who are completely and independently potty trained). If there are open permanent lunch bunch slots after fulfilling the requests of the students in Pre-K and 3/4's classes, then the students in

the 2/3's classes who have turned 3 years old and are completely and independently potty trained may fill those remaining permanent lunch bunch slots for the fall term. Permanent lunch bunch spots for the spring term will be available (via a lottery system or sign-up process) to those children who are 3, 4 and 5 year olds and who are completely and independently potty trained regardless of what class they are in.

Permanent slots must be paid in full prior to the start of the term. Like a child's space in class, permanent slots are non-transferable and non-refundable.

For rotating slots, sign-up is required. Sign-up sheets are posted in the lobby of the school. Sheets are put out on Monday morning for the following week and sign-up is on a first-come, first-served basis. If there is still space available two days before a given lunch bunch day, then a child may be signed up for a slot on that day even though it is in excess of the two day per week restriction.

A lunch bunch card must be purchased before you sign-up your child for a rotating slot. Lunch bunch cards cost \$20.00 each and are good for 5 lunch bunches. Cards may be purchased by dropping a check made out to "DCP" in the "Lunch Bunch Checks" box in the lobby of the school. (The school cannot accept cash.) Please write the child's name on the check. Cards are kept on sheets in the white Lunch Bunch Notebook for each child/family and are filed alphabetically. Attendance and use are recorded weekly in the notebook. Please check the notebook as needed to see if you have lunches remaining or need to purchase a new card. If payment is not up-to-date, you may not be able to sign-up your child.

If you need to cancel your child's space in a rotating slot, you must do so before 8:45 AM on the lunch bunch day or your card will be charged. No-shows (children who are signed up but do not attend) will be charged.

The gravel playground area in the front of the school is closed off and reserved for lunch bunch participants from 11:55 a.m. to 12:30 p.m. with a sign stating that this space is reserved for lunch bunch. Children not enrolled in a lunch time program are welcome to use the other two front play areas, but parents should put away any toys or bikes that are used during this time.

Reimbursements

Reimbursement is made for actual cash expenditures on behalf of the

preschool. **All reimbursement checks must be approved by the committee chairs.**

Reimbursement checks are written once a month in accordance with the teachers' payroll schedule. Reimbursement requests must be submitted to the Treasurer by **the last working day of the month**. This may be done by putting the request in the Treasurer's file in the office. Reimbursement request forms are available at the school in the Treasurer's file in the office. Please collect your receipts throughout the month and submit one reimbursement request, but please do itemize your expenditures on the request form.

We are a tax-exempt organization and our tax-exempt number is 98-00723. Please use this number when making purchases for the school. **Taxes paid by you will not be reimbursed.**

Safety and Health

Child safety at DCP is of utmost importance. All classrooms are continually monitored visually for identification of children. At the beginning of class each child is signed in by the adult that brings that child to school. This adult should designate on the sign-in sheet the person who is authorized to pick up that child on that day. The teacher will take attendance and note the number of children present on that day. The children are counted before going outside for play and they are counted again when they return to the classroom. At the end of class the teachers will check the sign in/out sheet to make sure each child is accounted for. DCP will not release any child to an unauthorized person. (See Drop-Off and Pick-Up Policy).

When a child becomes ill at school, DCP will contact the parents or legal guardian. The ill child will be isolated from the rest of the class until the child is picked up. When a child is hurt or injured at school, DCP will administer first aid to the child and fill out accident report. Depending on the severity of injury, the child will either be returned to the class or the parent or legal guardian will be called to pick up the child. If a staff member feels that calling 911 is necessary, then an emergency call will be placed to 911 and then the parent or legal guardian will be called.

The use of medication at school is discouraged. Since most medications are available in longer acting forms, parents are encouraged to administer such medication at home. Prescription medications that need to be taken at school require a DCP medication release form that is completed by both the parent and the physician. These forms are available in the school

office. Non-prescription medications are not to be brought to school (including cough drops). In the rare instance that a child needs to take a non-prescription drug at school, it requires the same prescription medication form signed by both the parent and the physician. Only medications that are in the pharmacy container, with a current prescriptive label, that match the physician's medical directive will be accepted at school. It is the parent's responsibility to inform the school and classroom teacher of food allergies. All medications will be stored in the left hand cabinet in the director's office in a locked box clearly marked with a red cross. Any medication dispensation will be done by staff members who have completed medication training required by the state.

Emergency epi pens as prescribed by doctors will be stored in a locked box in the main office and will be administered per written instructions signed by the child's physician.

There is a no-smoking policy in the school building.

If a child becomes lost at DCP, each classroom will be immediately alerted and staff members will spread through the school and areas surrounding the school to locate the child. If the child is not found immediately, then 911 will be called.

Should the tornado sirens sound, the children will be removed from the upstairs classrooms and taken into the basement rooms of the church. Children will be gathered at the base of the stairs between the two kitchens. Children will also be gathered in the 3/4's classroom closet and in the hallway near the basement bathrooms. Staff members will accompany children at all times and will keep the sign-in/out sheets with them. The children will be counted and any missing children will be located.

If there is a fire, the building will be immediately evacuated according to the emergency exit map. Staff members will accompany children at all times and will keep the sign-in/out sheets with them. The children will be counted and any missing children will be located.

Child Abuse Reporting

Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, child care center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker has "reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being

subjected to circumstances or conditions which would reasonable result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency."

"Abuse" or "child abuse or neglect" means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling or death: any cause in which a child is subjected to sexual assault or molestation, sexual exploitation or prostitution; in any case in which a child is in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services at 720-944-3000 or the police department. It is not the staff's role to investigate suspected abuse, only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally; laws provides for the protection of the identity of the reporting agency.

A child care worker who fails to report suspected child abuse or neglect commits a class three misdemeanor and will punished as provided in section 18-1-106, C.R.S. The staff person could also be liable for damages "proximately caused thereby"

Food Allergy

In all cases where a child has been diagnosed with a food allergy and an Epi pen is required to be on site in case of accidental exposure, the food item or items that the child is allergic to will be prohibited from the classroom during that child's scheduled class time.

It is the responsibility of the child's parents to describe, in writing, the nature of the food allergy as well as to supply a list of all items to which the child cannot be exposed. They must then disseminate the information to all staff and families in the class.

It is the responsibility of the Parent Helper AND the Classroom Teacher(s) to continually check the ingredients of all snacks brought into the class against the list of allergens supplied by the child's parents. All pre-packaged food items must have the ingredients listed on the label. For special occasions, homemade items will be allowed only if all ingredients

are written down and supplied to the classroom teacher prior to the start of class. If an ingredient list is not included, then the item cannot be served. Fresh food items (fruits and vegetables) are allowed (and encouraged), provided they are not on the allergen list.

The following list of procedures will help make certain that the above stated policy is enforced to ensure the safety and health of all students with food allergies at Denver Cooperative Preschool:

- 1) Parents will supply the Director, teachers and other parents in the class with a written description of the food allergy and a list of the prohibited ingredients, including any alternative terminology that may be used to describe the ingredients.
- 2) Snack is to be put in the designated snack place. A list of allergens parents supplied to the school will also be available for cross reference along with a picture of the child next to the list that pertains to him/her. This is also where the Epi pen will be found.
- 3) Prior to every snack, Parent Helpers AND Teachers will check the ingredients of the snack to ensure that it does not contain any of the prohibited ingredients.
- 4) A list of suggested pre-packaged foods is NOT allowed, as the manufacturing process and ingredients can frequently change.
- 5) Parent Helpers may only bring snacks that are edible by ALL students in class.
- 6) If items brought into class are deemed unsafe for any student with a food allergy, snack may not be served, unless there is an alternative snack available that is safe for all students to eat.

In all cases where a child has a food sensitivity but an Epi Pen is NOT required to be on site, the food item or items to which the child is sensitive will be allowed in the classroom, but all efforts will be made by the Parent Helper and classroom Teacher to ensure the ingestion of that food is avoided by the child.

It is the responsibility of the child's parents to describe, in writing, the nature of the food sensitivity and a list of all items to which the child is sensitive and to disseminate the information to all staff and families in the

class.

In all cases where a family has dietary restrictions for their child all efforts will be made by the Parent Helper and classroom Teacher to ensure the ingestion of that food is avoided by the child.

It is the responsibility of the child's parents to describe, in writing, the nature of the food restriction and a list of all items to which the child must not eat and to disseminate the information to all staff and families in the class. Parents can schedule an appointment with the Director and DCP school nurse to complete a health care plan for preschool. The necessary forms for a health care plan are available in the preschool office

Illness

Keep your child at home for his or her own personal comfort if your child exhibits any of the following symptoms:

- Bad cough
- Constantly runny nose, sneezing (germs spread through toys, books, contact play, snack)
- Tiredness, exhaustion, headache
- Child complaining of sore throat (throat appears red, white specks apparent)
- Child complaining of stomach ache
- Child complaining of earache.

Keep your child at home for the protection of other children and adults if your child exhibits any of the following symptoms:

- Fever (within 24 hours)
- Diarrhea (any time; can be a sign of oncoming illness and child may be contagious)
- Vomiting (within 24 hours)
- Strep throat (contagious until 24 hours after treatment begins)
- Conjunctivitis (pink eye: highly contagious)
- Chicken pox, measles, mumps
- Hepatitis (highly contagious)
- Impetigo (skin condition)

State licensing regulations require that a staff person (in our case the teacher) check children upon arrival and send any child home if any of the above signs are apparent. The State licensing regulations include all the above symptoms as valid "illnesses". We will notify parents immediately of information that a child has been at school while contagious with any of the above illnesses.

Please help us provide a healthy environment and be respectful of children who come to school healthy by keeping your child at home when necessary. If your child sounds or appears "sick," but has seen a doctor and that doctor has evaluated the child as non-contagious and able to go to school, **please** let the teacher know.

Remember, being exhausted makes a child more susceptible to germs and might even be a sign of an impending illness. Also, a child is most contagious right before and 24 hours after the onset of a symptom. We love to have each child in class with us and healthy children are usually happy ones as well! Thanks.

Dress

DCP embraces outdoor play. Children are expected to come prepared and be properly dressed for outside play in all weather, including inclement weather. The director will decide if the weather is not favorable for outdoor activity. Should weather prevent outdoor play then outdoor time will be replaced by additional time in the classroom or in fellowship hall. Your child should also be properly dressed for all the possible classroom activities (painting, sand and water play, etc.).

Snow/School Closing/Inclement Weather

When the Denver Public Schools are closed due to inclement weather, the DCP will also be closed. Radio stations KOA and KOAQ will be notified; however, calls **will not** be made to parents.

In the event the DCP closes for other reasons, radio stations KOA and KOAQ will be notified and parents **will receive phone calls from their Classroom Liaison**.

Diapering and Toilet Training

Only staff members who have completed the Universal Precautions training are allowed to diaper and help with toileting of children. Parents may only diaper and help with toileting of their own child. Children are diapered as needed. Children in the 3/4's and Pre-K classes are allowed to use the toilets unaccompanied by a staff member. The staff member is notified when a child needs to use the toilet and will note when a child leaves and returns to the classroom. The staff will check on children using the toilets if needed. The classroom door remains open while the child is in the bathroom. Children in these classes that need or want assistance will receive that support from the DCP staff. Toddlers who need to use the bathroom will be accompanied by a staff member. If the staff member needs to take one toddler to the restroom, then the staff member will invite other toddlers to join them to encourage and support potty training efforts.

Children's Personal Belongings and Money

Students often have special things, which they want to share with their classmates. We recommend that any personal objects of value not be brought to school. An adult may bring in the item and take it home immediately. DCP provides small cubbies for storage of personal belongings while at school. We cannot be responsible for any loss or damage to students' personal property. Please do not send any extra money to school with your child.

Visitors

DCP welcomes visitors to our school. The following is required of visitors to DCP:

- The visitor must show a photo id and sign-in on the visitor's log.
- If parents wish to visit a classroom other than their own they need to make prior arrangements with the classroom teacher.
- Parents are welcome to show friends our school by making prior arrangements with the director.

Formal tours for interested families are held at least once a month. Please contact the main office for more information on these tours.

Insurance

The DCP carries insurance protecting the property of the preschool and the children against negligence. It is assumed that all parents carry medical insurance to cover accidents that happen during school hours.

Any parent driving on field trips must provide a copy of their current "proof of insurance" for their automobile.

Discipline

Our policy is to interact with each child in a way that promotes a sense of self-worth while reinforcing classroom guidelines or behavioral standards. The underlying goal of discipline is to help a child make more appropriate choices and learn better skills for interacting with others or the environment.

Our approach is to have an enriching environment for children, establish classroom guidelines which are reasonable and which promote a safe environment, and interact with children in a manner which promotes positive self-esteem.

Our method of discipline encourages the use of the positive rather than the negative. Our positive approach to discipline recognizes the development of children at varying ages and stages. Expectations for a two-year-old differ from those for a four-year-old. This is taken into consideration in the planning of the environment, the activities offered, and implementation in the classroom of such times as transitions, clean-up and group time.

We prohibit the use of physical touch as a method of discipline except in the case of needing to restrain a child from injuring himself or herself or others. Spanking or physical punishment is an unacceptable method of discipline and will result in immediate expulsion or termination (please see Article V. Number 5 of the bylaws). Discipline which blames, criticizes, discourages, and creates barriers to the development of a positive self-image is not appropriate.

The role of the teacher at the DCP is unique. She or he is assisted in the classrooms by the parents who rotate the helping parent responsibility on a scheduled basis throughout the year. The children experience a variety of personalities and interpersonal styles of parents with this emphasis on parental involvement. The role of the teacher is particularly important as

she is the primary person in the classroom every day. To assure consistency in approach, the teacher has the responsibility to model appropriate discipline for children and parents alike.

If the teacher notices a child is having behavior difficulty or is causing extreme disruption in class, the parents will be notified by the teacher or the Director. The Director, teacher and parents will then work together to develop a strategy to address the areas of concern. It may be determined that it is necessary to have the child observed and evaluated in class or off-site by an appropriate professional using appropriate evaluation methods (Child Find or an alternative). The DCP Advisory Board will be contacted, when appropriate. This process will enable the Director and teacher to have the information necessary to ensure a positive classroom experience for the child and the other children in the classroom. The school will use best efforts to maintain the child's and the parents' confidentiality.

Recommended Discipline Approaches to Common Situations

Discipline is an area of great importance in the classroom. Our approach is one of positively supporting the child, not negatively punishing. To be consistent in the classroom please talk with the teacher before class to communicate about expectations in this area. Always check with the teacher before administering any type of discipline other than the ordinary situations listed below:

1. If a child runs inside you may stop him or her (without physical force) and say something like, "I need you to walk inside, outside is for running."
2. If a child is splashing at the water table you may say something like, "It isn't ok to splash at the water table. Can you stop or do you need to leave the table?"
3. If a child is hitting, pushing, etc. another child you may separate the two without the use of physical force and say something like, "At school we cannot hit (or push, etc.) our friends. I need you to stop. Let's go to the teacher and ask her what we need to do."
4. If a child is throwing toys you may say something like, "We do not throw our toys at school." For older children you can ask them what would happen if kids could throw toys at school, and brainstorm solutions with the children. Younger children need to know the rule and the consequence of failing to follow it. Having a child pick-up the toy that was thrown and put it back

For all of the above, the age level will dictate how simple or complex the solution. As mentioned in #4 above, it often works well to involve the older children in the solution to the problems. "What could you do that would be better than hitting?" Brainstorm ideas and give them credit for the solutions. Younger children may not be able to do this yet, so simple and clear directions work better. "You may pour water at the water table, but you may not splash the other children." If a child repeats the action, you may need to involve the teacher.

We hope these examples are helpful. **Whenever you are in doubt about a situation, please talk with the teacher.** She or he can guide you through such situations.

Guidelines for the Helping Parent

You, as a helping parent, are an assistant to the teacher periodically.

Guidelines for the helping parent are listed below. However, details may be adjusted by the individual teacher.

1. Due to the timing of activities, it is necessary to have you arrive at least 15 minutes before the class convenes and to stay 15 minutes after the class.
2. If you are unable to make your parent helping day, it is your responsibility to find a replacement parent helper. Please be sure to note this change on the class calendar in advance if you are switching days, call the Classroom Liaison. In the event of an emergency, please let the teacher and Classroom Liaison know.
3. You are to provide the snack on your helping day. It is wise to have the snack ready to serve when you arrive unless you plan to involve the class in the preparation. Be aware of classroom allergies and do not bring items to which children are allergic.
4. Please do not bring siblings. It is distracting for you, your child, the class and the teacher. This is your child's special day. This time alone with you and the teacher can be a rewarding experience.
5. The role of the helping parent may be as large as you choose to make it. You will enjoy your year far more if you go beyond simply helping the teacher with routines. Learning about young children's growth and development, observing their different

personality patterns, how they resolve conflicts and interact with their peers will make your days at the preschool more rewarding to both you and the children.

6. The helping parent role is a unique one. You serve as the assistant to the teacher and in that capacity must follow the school policy and guidelines with relation to classroom discipline and procedure. The general rule is to defer to the teacher for any out of the ordinary discipline requirements. The teacher is responsible for discipline consistent with our discipline policy. (See Discipline under Policies above and Recommended Discipline Approaches to Common Situations below).
7. Special skills or interests that you have can add much to the classroom. It need not be on a professional level to appeal to the children. Playing an instrument, potting plants, playing special games, doing crafts, job-related skills, etc., all are important in the classroom. At all times, however, the responsibility rests with the teacher, so please clear special activities with him or her.
8. Before the children arrive, check the teacher's posted pre-class duty list and lay out projects as the teacher suggests. Check with the teacher as to how you can best help. The parent often gets the paints ready and fills the water table.
9. Free play is an unstructured time when the teacher and you act as facilitators of activities. You may act on a one-to-one basis with a child, assist restless children in guided play, help a loner find a companion, sit with children and just watch, comment on what a child is doing and encourage her or him to talk about it in order to see new relationships, print children's names on their art work and basically **jump right in and enjoy!**
10. During clean-up time help, individual children find a clean-up job. Get involved with the children; reluctant children can be inspired. "How fast can we put these blocks away if we all work together? Which size blocks would you like to take care of?"
11. Snack time serves several purposes. It offers a change of pace and a chance to renew the child's energy. The experience of eating at preschool represents a step in the social development of the child. It provides an occasion for relaxed conversation with the children, parents and teacher. It is also an excellent opportunity to learn about preparing food, handling knives, setting the table, serving, pouring, and cleaning up.

Parents assist the teacher in this process by sitting with the children at the snack table. Parents are asked to join the children at the table during the snack. Parent and teacher together model appropriate eating habits, clean-up routines, and facilitate language and conversation. The food itself gives children experience in contrasting textures, shapes, tastes or colors. Some snacks demonstrate what happens in food processing; for example, making butter, applesauce, ice cream or peanut butter. (Remember that your toaster oven, electric frying pan, mixer, blender and other small appliances are all portable). Other snacks demonstrate different forms of a single food such as grapes, grape juice and raisins; or apples, apple juice and applesauce; or cucumbers and pickles. Generally, the snack should be nutritious or educational or both. Through the snack children can become acquainted with a variety of healthful foods. (See Snack Time Suggestions).

Don't forget to use your insulated thermos container or cooler for milk or milk products. This is a state requirement. We cannot count on having access to a refrigerator or a freezer.

You may wish to be the helping parent on or near your child's birthday and bring a special treat. Candles may be brought but it is a state requirement that they may not be lit.

12. For outside playtime you will help with boots, jackets and mittens when necessary. It is a state requirement that one adult be on the playground with the children at all times and that children are accompanied to and from the classroom by an adult.
13. After children leave, please follow the teacher's directions for clean-up.
14. The Parent/Toddler classes are structured differently because a parent attends with each child. The first part of class includes free play, some structured activities, story and songs. The snack parent serves the snack after the children have been outside. In the last hour of class the parents leave for discussion time with the teacher or a speaker. Two aides watch the children while the parents and teacher attend the group meeting (and have their own snack provided by the snack parent).
15. Only staff members who have completed the Universal Precautions training are allowed to diaper and help with toileting

of children. Parents may only diaper and help with toileting of their own child. (See Diapering and Toilet Training Policy).

Enrollment of Students with Special Needs

Denver Cooperative Preschool makes every effort to accommodate children with special challenges or disabilities in accordance with the Americans With Disabilities Act (ADA). Child care programs are required to make “readily achievable accommodations” for all children with disabilities. “Readily achievable” is defined as being “able to accomplish easily and without much difficulty or expense, or increasing safety or crime considerations.”

Excessively hot weather

Children will be given the opportunity to be outside whenever possible. If the outdoor temperature is excessive (above 95 degrees Fahrenheit) children will remain indoors. Sun in Colorado is intense at all temperatures. Please apply sunscreen to your child prior to coming to school.

Viewing of television and video

DCP does not generally view television or videos in the classrooms. Periodically, on rare occasions, a television may be used to view a clip of an historical or natural event to enhance classroom curriculum.

Caring for children who arrive late while class is away

If a child arrives at school after a class has left for a field trip, the parent will be informed of the field trip location. It is then their responsibility to transport and accompany the child to the field trip location or to make other arrangements for that time.

Medication storage and delegation of administration

In Compliance with the Nurse Practice Act, all prescription and non-prescription medication given in preschool settings require a written authorization from your health care provider, as well as parent written consent. This is a childcare licensing requirement. The medication authorization forms are available from the preschool director. The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration, route of medication, and the length of time the medication needs to be given. All medication must be brought in the original labeled container.

Preschool staff involved in medication administration receives special

training and is supervised by a nurse consultant. Preschool staff is not authorized to determine when an “as needed” medication is to be given. Specific instructions are necessary. For children with chronic health conditions, this can be determined in collaboration with the consulting registered nurse.

Parent/Staff Conferences

Scheduled Parent/Teacher conferences are held in the fall and again in the spring, as noted in the school calendar. (Parent/Tot classes hold one per year in the spring). The first conference is a time to meet and talk about your child’s experiences in school. The second conference of the year is more formal in nature and will have a written narrative portion. Parents are welcome to schedule additional conference time with your child’s teacher or with the director any time during the year to discuss ideas or concerns.

Filing a complaint about child care

The Colorado Department of Human Services licenses Denver Cooperative Preschool. The license that this facility meets the required standards for operation is located in the director’s office and outside the main school doors. DCP is committed to providing a safe and healthy environment. If you feel you need to report any licensing violations you should contact Denver County Department of Human Services, Division of Child Care at 1575 Sherman St. Denver, CO 80203, telephone 303-866-5948.

Snack Time Suggestions

The DCP is committed to reducing the quantity of non-nutritional snacks served on helping days. The only exception is for birthday celebrations, when less nutritious snacks are acceptable. Even on these occasions, however, you can balance cupcakes, for example, with orange wedges or apple slices. Please help us by not bringing cookies, cupcakes, donuts, or foods high in sugar for snack.

Many snacks can be prepared by the children. Check with the teacher for suggestions, particularly for theme-related ideas. If the children are not helping in the preparation, have your snacks ready to be placed on the tables to facilitate easy coordination with the teacher and her or his schedule. When setting the table, set places for yourself and the teacher. You become the role model for the children at your table for conversation, manners and good eating habits.

Snack Ideas

String cheese
Cream cheese and honey on crackers/bread
Cottage cheese
Cheese fondue
Cheese cubes or slices
Peanut butter and banana sandwiches
Peanut butter in celery with raisins
Peanut butter on apple slices
Salads of fruits or vegetables or both
Fresh fruit kabobs
Fruit dipped in yogurt and granola
Fresh vegetables with dips
Yogurt
Toast with toppings
Bread or muffins
Bagels
Granola bars
Oatmeal with raisins and brown sugar
Popcorn (inappropriate in Parent Tot and 2/3 classes)

Snacks That Can Be Made in Class

Salads
Breads
Muffins
Applesauce
Cranberry sauce
Peanut butter
Squeezed juices
Eggs
Pretzels
Pancakes
Waffles
Latkes
Blender drinks
(with fruit)
Ice cream
Butter Biscuits
Biscuits
Cornbread

Admissions Policies

Age guidelines for 2008-2009 classes:

<u>Class</u>	<u>Birthday Ranges</u>
Parent Tot	9/16/06-6/30/07
2/3s	9/16/05-9/15/06
3/4s	9/16/04-9/15/05
Pre-Kindergarten	Prior to 9/16/04

Class schedules for the 2009-10 school year will be proposed and voted on at the November Board meeting and printed in the December newsletter.

Lottery

1. The method for placing children into classes at the Denver Cooperative Preschool (DCP) shall be a lottery. The lottery shall be held each February in order to fill classes for the following school year.
2. A lottery form for each student (including twins) must be completed and submitted in order for that student to participate in the lottery. A \$50 non-refundable lottery fee will be collected with each form. \$25 of this fee will be applied toward the enrollment fee when your child is accepted to the school.
3. A family currently enrolled at the DCP must be in good standing with regard to financial obligations and the terms of the Cooperative Agreement prior to participating in the lottery. If a family is delinquent with regard to either of the above, the Director of the DCP will contact the family to make sure they are aware of their obligation.
4. Lottery forms, with specific age guidelines, will give families the opportunity to indicate a first, second and, where appropriate, third or fourth choice for class placements for each child. If a student does not get his/her first choice in the lottery, he/she will be placed in the second choice and put on a waiting list for the first choice. If the second choice is also not available, he/she will be placed in the third choice and put on a waiting list for both the first and second choice, and so on. If only one choice is indicated on the lottery form and it is not available, the student will be put on a waiting list for that class.

5. Upon entering the DCP, each student receives a preference status designation which determines the order in which that student will be chosen during the lottery. Current students and children of teachers are granted the highest preference (1), followed by siblings of current students (2), students from DCP alumnae families (3), students from families belonging to the church where the preschool is located (4), and students who are new to the DCP (5).
6. Children who are age-inappropriate may lottery for a specific class only with prior Director-approval. However, any family may request that an age-inappropriate child be placed on a separate waiting list for a specified class. In mid-August, if a class is not full and there are no age-appropriate children on a waiting list, the Director may consider placement of age-inappropriate students.
7. Families who have participated in the lottery may subsequently request placement on any additional waiting lists, however, they will be added to the bottom of their preference status category according to the date of their request.
8. Families who miss the lottery may request placement on any waiting list of their choice. They also will be placed at the bottom of their preference status category according to the date of their request.
9. Following the lottery, class lists and waiting lists will be posted at the DCP and new families will be notified as to whether or not their children were placed in classes. Posted lists will include the child's name, preference status designation and the number representing the order in which they were chosen in the lottery. Please note: lottery numbers do not dictate future movement on waiting lists.
10. In order to secure a spot in a class, families must complete all necessary forms and pay all fees by the due dates.

Waiting Lists

1. A waiting list for each class will be maintained for the purpose of filling openings as they arise.
2. As with the lottery, preference status designations apply to all waiting lists. Current students (those students who have attended school and satisfied all appropriate financial requirements) and children of teachers (1) are granted the highest preference,

followed by siblings of current students (2), students from DCP alumnae families (3), students from families belonging to the church where the preschool is located (4), new current students (4.5) who are defined as those new students who have not yet attended school but have secured a spot in a class by satisfying the appropriate financial obligations and, finally, new families (5), who are defined as those new students who are on a waiting list but have not yet made any financial commitment to the school.

3. When there is an opening in a class, the spot will be offered to the student at the top of the appropriate list with the goal of achieving or maintaining a gender balance in that class. However, if the gender needed is from a new family and there is also a current student of the opposite gender at the top of the list, the current student will be offered the spot.
4. When a student from a new family is placed in a class, any siblings of that student who are on waiting lists for other classes will be changed from new status (5) to sibling status (3). The siblings will then be moved into the last position on any waiting list given this new preference status designation.
5. If a family from the waiting list declines to take a spot when offered, they will be asked if they wish to be taken off the waiting list. If they choose to remain on the waiting list, they will continue to be offered spots until they request to be removed.
6. If a current student participating in the lottery does not get their first choice and chooses not to commit to the spot in their second choice (by paying appropriate fees); they will be changed to alumni status on the waiting list for their first choice upon the end of the current school year or upon withdrawal from the school.

Bylaws

ARTICLE I: NAME AND DESCRIPTION

The name of this organization is the Denver Cooperative Preschool. It is a parent-owned, nonprofit organization, which does not discriminate by race, religion, gender, age, national origin, gender identity, ethnicity, color, political beliefs, marital status, sexual orientation, disability, economic or military status in either the hiring of employees or the inclusion of members to the school.

ARTICLE II: PHILOSOPHY

The Denver Cooperative Preschool strives to provide an environment which lets children know that people like them and accept them as they are. Our main goal for children is to help them grow in their belief that they can do things, make choices and learn about the world and themselves. Through the guidance of qualified teachers, children will have the opportunity to explore and enrich their world physically, emotionally and intellectually. Children are encouraged to know, accept and honestly express their own feelings, wishes, aspirations, capacities, motives and fears. Our school acquaints children with the ideas and expectations of their peers and interested adults. Recognition of self-worth and individuality is fostered.

Parents shall cooperate in the planning, administration and evaluation of the school program. Parent participation in the school provides the opportunity to increase understanding of child development and to learn effective ways of dealing with children.

ARTICLE III: MEMBERSHIP

All parents of children who are enrolled in the Denver Cooperative Preschool shall be members of this organization.

ARTICLE IV: ELIGIBILITY

Only parents who are able to participate in the preschool program as follows may enroll their children:

- a. Assisting teachers in the classroom on an arranged schedule;
- b. Attending each scheduled All-Parent Meeting (at least one parent);
- c. Serving on a preschool committee and/or serving on the Governing Board;
- d. Participating in school fundraising; and
- e. Participating in an all-school clean-up.

ARTICLE V: ENROLLMENT AND ATTENDANCE

1. A preschool calendar, specifying class meeting times, shall be made available at the beginning of each school year, providing it has the approval of the Governing Board.

2. Closing of the preschool for any emergency shall be at the discretion of the Governing Board President and the Director or if the President is unavailable, the Director and any other officer of the Governing Board or if the Director is unavailable, any two officers.

3. A month trial adjustment period shall be required for each child before s/he is considered to be permanently enrolled.

4. At any time during the school year when the relationship between the preschool and the family is not found to be mutually satisfactory, continued enrollment shall be reviewed jointly by the family, Director, teacher, and President of the Governing Board. The final decision rests with the Governing Board.

5. Physical punishment or violation of the disciplinary policy of Denver Cooperative Preschool will not be tolerated and will result in immediate expulsion or termination. Offender may petition the Governing Board for reinstatement. Reinstatement or refund will be at the Governing Board's discretion.

ARTICLE VI: FEES

1. The amount and payment schedule for registration and other fees shall be determined by the Governing Board upon the recommendation of the Executive Committee and published in the Handbook.

2. Tuition shall be due and payable on the first day of each month. Tuition is considered delinquent if not paid by the tenth of the month. If tuition has not been paid within thirty days of its due date, the Governing Board may drop the child from enrollment. A late penalty fee may be assessed by the Governing Board. All tuition payments must be made current before families may register for subsequent years.

3. Families that fail to pay tuition for two consecutive months may not continue to send their children to the preschool. Families may resume sending their children to the preschool only if a payment plan or tuition relief is arranged with the Treasurer.

4. Additional fees may be required of the membership if so determined by the Governing Board.

5. The Scholarship Committee may make special fee and fee payment adjustments in individual cases according to the Denver Cooperative Preschool scholarship program, and keeping in mind the financial condition of the preschool.

6. Withdrawals from enrollment shall be made only upon thirty (30) days' notice to the Director.

7. In the event of any mechanical failure, natural disaster or other catastrophic event resulting in the closing of the school, no refunds will be given. However, in the event the school is closed for more than 15 consecutive calendar days as a result of such failure, disaster, or event, the Executive Committee shall convene and take all appropriate steps to fairly address the matter of refunds, including considering issuing partial refunds. Issuance of any refunds would be at

the discretion of the Governing Board acting upon the recommendation of the Executive Committee.

ARTICLE VII: LICENSING AND HEALTH REQUIREMENTS

The Denver Cooperative Preschool shall comply with the rules and regulations for children's centers issued by the State of Colorado and the City and County of Denver. These include, but are not limited to:

- a. Each child is required to have an annual physical examination and booster shots prior to entering preschool. This health form must be at the school before s/he is admitted to class.
- b. New staff is required to have a CBI check and be fingerprinted.
- c. Staff is required to have a current first aid certificate and at least one staff member on the premises is required to have a CPR certificate.

ARTICLE VIII: OFFICERS

1. Denver Cooperative Preschool shall have the following officers: President, President-Elect, Vice President of Planning, Vice President of Operations, Vice President of Fundraising, Secretary, and Treasurer.

2. The President shall preside over all membership, Governing Board and Executive Committee meetings and be an ex-officio member of all committees.

3. The President-Elect shall meet with and supervise the Communications and Technology Committees, serve on the Personnel Committee, oversee Governing Board development, chair the Nominating Committee and serve as a liaison to the Advisory Board. The President-Elect shall also supervise and coordinate committees as necessary at the discretion of the Executive Committee. The President-Elect shall preside in the absence of the President.

4. The Vice President of Operations shall supervise and coordinate the Family Activities and Community Education Coordinator, the Parent Participation Coordinator, and the Classroom Coordinator. The Vice President of Operations shall also be responsible for the evaluation of classroom programs.

5. The Vice President of Planning shall oversee the identification of and solutions to long-range needs of Denver Cooperative Preschool.

6. The Vice President of Fundraising shall supervise and coordinate all aspects of fundraising for the Denver Cooperative Preschool, including the Fundraising Committee, the Social/Fundraising Subcommittee and the Auction Subcommittee.

7. The Secretary shall oversee and interpret all legal matters to the Governing Board, record minutes of the Governing Board and Executive Committee meetings, and ensure compliance with these bylaws. The Secretary shall act as custodian of the corporate records and oversee the production of the Denver Cooperative Preschool Handbook.

8. The Treasurer shall receive and disburse all funds of the Denver

Cooperative Preschool and shall report at Governing Board and general membership meetings. The Treasurer shall also act as chairperson of the Finance Committee. The Treasurer may be bonded for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Governing Board shall determine.

ARTICLE IX: GOVERNING BOARD

1. An elected Board shall serve as the governing body for Denver Cooperative Preschool. Any office may be held jointly by two persons who share equal authority and responsibility. Each Board position shall have one vote. The members of the Governing Board shall be comprised of officers of the Denver Cooperative Preschool, The Director, the Coordinators of the following standing committees: Indoor Maintenance, Outdoor Maintenance, Communications, Technology, Family Activities and Community Education, Classroom; and the Parent Participation Coordinator.

2. The affairs of the Denver Cooperative Preschool shall be managed by its Governing Board and all the rights, powers, duties and responsibilities relative to the management and control of the preschool's property and affairs are vested in the Governing Board. These powers exist in the Board members meeting as a group and not in individual members, except as delegated by the Board.

3. Each term of office shall be two years, except for the President and President-Elect. After serving one year as President-Elect, the individual will move into the President role. No member of the Governing Board shall hold the same office for more than two (2) consecutive terms. Each officer shall serve beginning on June 1st, except the Treasurer, whose term will begin with the Denver Cooperative Preschool fiscal year on July 1st.

4. The Governing Board shall meet at least eight (8) times a year to discuss policies, programs, budget and any other Denver Cooperative Preschool business brought before the Governing Board.

5. The Governing Board shall have the following committees:

a. Executive Committee, composed of the offices of President, President-Elect, Vice President of Operations, Vice President of Planning, Vice President of Fundraising, Secretary, Treasurer, and the Director. The Executive Committee shall meet when necessary to expedite the business of the Governing Board and except as restricted by this paragraph or by resolution adopted by the Governing Board, shall be empowered to exercise all of the powers of the Governing Board. The Executive Committee may not: change the articles or bylaws; select or remove committee members, officers or Board members; adopt plans of merger, consolidation or distribution of assets; authorize a sale, lease, exchange or mortgage of substantially all corporation assets; effect a dissolution or change any resolution that prohibits such changes. The Executive Committee has the ability to annually create special task forces, not to be considered part of the Governing Board, deemed necessary by the Executive Committee.

b. Nominating Committee composed of the President-Elect and four (4)

members appointed by the President. The President shall serve as an ex-officio member of the Committee.

c. Personnel Committee, composed of the President, President-Elect, Director, and other parent members of the preschool as deemed necessary by the President. Chaired by the President, this committee shall be responsible for the hiring and firing of all employees of the Denver Cooperative Preschool. When considering matters directly involving the employment of the Director, the Director shall not sit on the committee.

d. Scholarship Committee, composed of the Treasurer, Director and one member of the Finance Committee, shall manage the Denver Cooperative Preschool scholarship program.

ARTICLE X: TEACHERS

An annual contractual agreement shall be made between the teachers and the Governing Board prior to the teachers' employment. Class assignments shall be made by the Director and may be changed any time prior to the beginning of fall classes. Class assignment changes occurring during the school year need Governing Board approval.

ARTICLE XI: DIRECTOR

The Governing Board of the preschool shall employ a Director who will administer and assist in developing the total preschool program, be responsible for staff class assignments, oversee the admissions process and who will carry the responsibility for the daily operation of the preschool in cooperation with the Governing Board, the Advisory Board and the teachers. The Director shall be responsible for the implementation of all admission policies and procedures approved by the Governing Board. The Director shall, at all times, meet the requirements set by, and function in accordance with rules and regulations established by all state, federal and local regulatory agencies having licensing or other authority over the preschool.

In addition, the Director will act as liaison between the Governing Board, the Advisory Board, the Executive Committee, the Long-Range Planning Committee and teaching staff, but her/his responsibility is directly to the Governing Board. Immediate decisions regarding the everyday operation of the preschool will be made at the discretion of the Director. The performance of the Director will be evaluated by the Governing Board. The Director shall be a member of the Governing Board, Advisory Board, and Executive Committee.

An Administrative Committee shall provide the Director with whatever administrative support is deemed necessary.

ARTICLE XII: STANDING COMMITTEES

The members of the preschool are eligible to participate in any one or more of the standing committees listed below. The standing committees may be divided into sub-committees as necessary.

a. Administrative Committee is responsible for assisting the Director on

duties associated with administration of the preschool.

b. Fundraising Committee shall work to raise funds for the Denver Cooperative Preschool. This committee shall include the sub-committees of Social/Fundraising and Auction.

c. Communications Committee shall be responsible for all systems of communication as well as managing the marketing and publicity of the school to the broader community.

d. Indoor Maintenance Committee shall be responsible for regular maintenance of the classroom and indoor equipment, and care of the school's animals.

e. Outdoor Maintenance Committee shall be responsible for the general maintenance of the outdoor play space and equipment, including care of the lawn and gardens.

f. Family Activities and Community Education Committee shall be responsible for the organization of educational events for the parent body and social events for the families at Denver Cooperative Preschool.

g. Technology Committee shall be responsible for the assessment and maintenance of the technological needs of the DCP, including information technology services, systems and equipment.

h. Finance Committee shall manage the preschool's finances. The Finance Committee is responsible for handling tuition, accounts receivable, payroll and accounts payable.

i. Classroom Committee shall be responsible for ensuring clear communication among parents in each classroom, between parents and the Governing Board and between parents and teachers. This committee is also responsible for the scheduling of parent-helper days and the coordination of various class gifts and special activities in the classroom when asked by the teacher.

j. Long-Range Planning Committee shall be responsible for identifying the long-term needs of Denver Cooperative Preschool and creating a plan to address those needs.

ARTICLE XIII: ELECTIONS

1. At the spring All-Parent meeting, the Nominating Committee shall present its recommendations for members of the Governing Board. Nominations may also be made from the floor, with the consent of the nominee.

2. Election shall be by written ballot for contested positions.

3. Vacancies shall be filled by appointment of the Governing Board upon recommendation by the Nominating Committee.

4. Any officer may be removed for cause by a two-thirds vote of the Governing Board.

ARTICLE XIV: MEMBERSHIP MEETINGS

1. The number of required All-Parent meetings shall be determined by the Governing Board. There must, however, be one meeting in the spring at which elections shall take place.

2. Each parent is entitled to one vote.

ARTICLE XV: AMENDMENT OF BYLAWS

The bylaws may be amended at any All-Parent meeting, by a vote of two-thirds of the members present, provided that a copy of the amended bylaws has been submitted to each member in advance of the meeting with written notification that it will be acted upon at that meeting.

ARTICLE XVI: ADVISORY BOARD

The preschool shall have an Advisory Board, which shall be comprised of from five to twelve non-salaried individuals, not otherwise associated with the preschool, but chosen by the Governing Board on the basis of their special interest in the preschool and their willingness to be of assistance to it. The members of the Advisory Board shall function both as general consultants to the preschool and as consultants in particular problem areas. Those who are considered by the Governing Board for the Advisory Board shall be knowledgeable in one or more of the following areas or other professions considered to be helpful in the management and development of the school: child development, psychiatry and/or psychology, pediatrics, early childhood education, kindergarten and primary education, psychiatric social work and related fields.

The term of commitment of the members of this Board shall be not less than one year. Upon resignation from the Advisory Board or the completion of his/her term, such member shall be requested to nominate a replacement whose name shall then be submitted to the Governing Board for final approval and appointment. An effort should be made to allow for continuity on the Advisory Board by providing overlapping terms for its members.

The Advisory Board shall be available to advise the Governing Board and the Director on matters with which they request help. Members of the Advisory Board may be asked to observe at the preschool at least one time per year and to submit to the Governing Board a written summary of their observations and advice. The parents may bring concerns they may have about the preschool to the Director or the Governing Board and, at the discretion of the latter, such concern may be taken to a member or members of the Advisory Board. The members of the Advisory Board may attend all preschool meetings but have no voting power.

ARTICLE XVII: INDEMNIFICATION

To the extent permitted or required by the Act (as defined below) and any other applicable law, if any director or officer (as defined below) of the Denver Cooperative Preschool is made a party to or is involved in (for example as a witness) any proceeding (as defined below) because such person is or was a director or officer of the Denver Cooperative Preschool, the Denver Cooperative

Preschool (a) shall indemnify such person from and against any judgments, penalties, fines (including but not limited to ERISA excise taxes), amounts paid in settlement and reasonable expenses (including but not limited to expenses of investigation and preparation, and fees and disbursements of counsel, accountants or other experts) incurred by such person in such proceeding, and (b) shall advance to such person expenses incurred in such proceeding.

The Denver Cooperative Preschool may in its discretion (but it is not obligated in any way to) indemnify and advance expenses to an employee or agent of the Denver Cooperative Preschool to the same extent as to a director or officer.

The foregoing provisions for indemnification and advancement of expenses are not exclusive, and the Denver Cooperative Preschool may at its discretion provide for indemnification or advancement of expenses in a resolution of its members or Governing Board, in a contract or in its Articles of Incorporation.

Any repeal or modification of the foregoing provisions of this Article shall not affect adversely any right or protection stated in such provisions with respect to any act or omission occurring prior to the time of such repeal or modification. If any provision of this Article or any part thereof shall be held to be prohibited by or invalid under applicable law, such provision or part thereof shall be deemed amended to accomplish the objectives of the provision or part thereof as originally written to the fullest extent permitted by law and all other provisions or parts shall remain in full force and effect.

As used in the Article, the following terms have the following meanings:

1. Act: the term "Act" means the Colorado Nonprofit Corporation Act as it exists on April 20, 1993, the date this Article is adopted, and as the Colorado Nonprofit Corporation Act may be thereafter amended from time to time. In the case of any amendment of the Colorado Nonprofit Corporation Act after the date of adoption of this Article, when used with reference to an act or omission occurring prior to effectiveness of such amendment, the term "Act" shall include such amendment only to the extent that the amendment permits a corporation to provide broader indemnification rights than the Colorado Nonprofit Corporation Act permitted prior to the amendment.

2. Director or Officer: The term "director" or "officer" means (I) a member of the Governing Board or an officer of the Denver Cooperative Preschool, (II) while an individual is a member of the Governing Board or any officer of the Denver Cooperative Preschool, the individual's serving at the Denver Cooperative Preschool's request as a director, officer, partner, trustee, employee or agent of any corporation, partnership, joint venture, trust, other enterprise or employee benefit plan, and (III) any other position (not with the Denver Cooperative Preschool itself) in which a member of the Governing Board or an officer of the Denver Cooperative Preschool is serving at the request of the Denver Cooperative Preschool and for which indemnification by the Denver Cooperative Preschool is permitted by the Act.

3. Proceeding: The term "proceeding" means any threatened, pending

or completed action, suit or proceeding whether civil, criminal, administrative or investigative, and whether formal or informal.

2008-2009 Calendar

August 2008

Class Kickoffs	August –19-20	9:00 a.m. - 1:00 p.m.
New Parent Welcome Night	August 27	7:00 p.m.

September 2008

First Day of School	September 2	9:00 a.m.
Helping Parent Workshop	September 9-10	7:00 p.m.
Governing Board Meeting	September 16	7:00 p.m.
Individual Pictures	September 15-17	During Class Time

October 2008

Staff Retreat	October 1	No School
Speech, Vision and Hearing Screening	October –7-8	During School Hours
Governing Board	October 21	7:00 p.m.

November 2008

School Clean Up	November 1	9:00 a.m. - 12:00 p.m.
	AM PREK, WF AM 2/3, TTH 3/4	
Conferences	November 4	No School
Veterans Day	November 10	No School
Governing Board Meeting	November 18	7:00 p.m.
Thanksgiving Break	November –26-28	No School

December 2008

Winter Break	December 22 - January 4	No School
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January 2009

Return to school	January 5	9:00 a.m.
Martin Luther King Day	January 19	No School
Governing Board Meeting	January 20	7:00 p.m.
School Clean Up	January 24	9:00 a.m. - 12:00 p.m.
	F AM PT, WF PM 2/3, MWF AM 3/4	
Open House	January 28	6:30 p.m. - 8:00 p.m.

February 2009

Lottery forms due	February 7	3:00 p.m.
Lottery Results Posted	February 14	9:00 a.m.
Presidents Day	February 16	No School
Governing Board Meeting	February 17	7:00 p.m.

March 2009

Staff Retreat	March 3	No School
School Clean Up	March 7	9:00 a.m. - 12:00 p.m.
	PM PREK, M AM PT, TTH AM 2/3	
Governing Board Meeting	March 17	7:00 p.m.
Spring Break	March 23 - 27	No School

April 2009

All Parent Meeting	April 21	7:00 p.m.
	Sign Up for Summer Camp	

May 2009

School Clean Up	May 16	9:00 a.m. - 12:00 p.m.
	M PM PT, TTH PM 2/3, MWF PM 3/4	
Governing Board	May 19	7:00 p.m.
Last Day of School	May 22	

June 2008

Summer Camp	June 1 - 4	9:00 - 1:00
Summer Camp	June 8 - 11	9:00 - 1:00
Summer Camp	June 15 - 18	9:00 - 1:00

All dates and times are subject to change.