



POLICY AND PROCEDURES MANUAL FOR CO-OP COORDINATION TEAM

July 2024

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1. ABOUT KIDS VILLAGE COOPERATIVE

1.1. Introduction

The Kids Village Co-op Coordination Team is dedicated to ensuring the smooth and efficient operation of our co-op. Given the rotating nature of the Coordination Team, critical practices and policies may not always be adequately communicated to the succeeding team. This manual aims to document, in one comprehensive source, the job functions, policies, and practices of the Co-op Coordination Team. We expect future teams to update and revise this working document as needed to reflect new practices and improvements.

1.2. Co-op Philosophy

The Kids Village Co-op is driven by a community-centric philosophy that emphasizes the active involvement of parents in the administration and maintenance of our co-op. Our co-op is managed by a Co-op Coordination Team, composed of dedicated co-op parents, and a Parent Team, which includes all co-op parents. This structure ensures that the responsibilities of running the co-op, such as hiring teachers, making classroom purchases, recruiting new students, managing finances, fundraising, planning field trips, and maintaining facilities, are shared collectively by the parents. The Program Supervisor, teachers, and accountant are our only paid employees, allowing us to keep tuition and registration fees low while maintaining the highest teaching standards.

For our children to attend Kids Village is a privilege made possible not just by the tuition fees but significantly through the hard work and contributions of the parents. The efforts of our fantastic educators, combined with the active participation of each family, help us maintain an excellent reputation within the community.

Our goal is to provide a positive introductory learning experience for children from 12 months to 12 years old, preparing them for their educational journey. This is accomplished through a cooperative effort between teachers and parents. We offer a flexible program that includes free time to explore classrooms, engage in arts and crafts, share stories, participate in music experiences, cook and eat together, observe nature, read and enjoy story time, and go on field trips.

We help children learn the importance of being good listeners, how to get along with peers and adults, how to be self-organized, and all the essential skills needed for kindergarten and beyond. Our pre-kindergarten curriculum for four-year-olds is theme-based, teaching skills such as writing, cutting, gluing, following directions, counting, and recognizing letters, numbers, patterns, and shapes.

1.3. Co-op Coordination Team Roles and Nomination Process

The Kids Village Co-op Coordination Team is comprised of several key roles, each essential to the smooth operation of our co-op. These roles are filled through a nomination process during our first meeting with parents each year. The process is as follows:

1. **Introduction of Roles:** During the first meeting, the existing team will introduce each role and explain the responsibilities involved.
2. **Nominations:** Parents are invited to nominate fellow parents for each role. Self-nominations are not welcome.
3. **Acceptance of Nominations:** Nominees will have the opportunity to accept or decline their nomination.
4. **Voting:** If there is more than one nomination for a role, a private vote will be held.
5. **Benefits Presentation:** Prior to accepting the role, nominees will be informed of the benefits, including a discount on tuition for serving on the Co-op Coordination Team.

1.3.1. Key Roles at Kids Village Co-op

Co-op Coordinator

- **Responsibilities:** Oversees the overall functioning of Kids Village, organizes and leads Parent Team meetings, coordinates with the Program Supervisor and other team members, acts as a liaison between Kids Village and external entities, and manages communications with parents and staff.

Assistant Coordinator

- **Responsibilities:** Assists the Co-op Coordinator in their duties, steps in for the Co-op Coordinator when needed, helps coordinate events and activities, manages parent job assignments, and assists in the preparation and execution of team meetings.

Finance Coordinator

- **Responsibilities:** Assists the Accountant by reading finance reports of all fundraisers, announces financial details at meetings with parents and the Co-op Coordination Team, prepares financial reports for meetings, and coordinates with the Program Supervisor. While not managing the co-op's finances, the Finance Coordinator ensures transparency and accountability in financial matters.

Documents Coordinator

- **Responsibilities:** Keeps minutes of team meetings, manages and updates contact lists, handles correspondence and documentation, maintains records of team activities and decisions, and assists in preparing for meetings and distributing agendas.

Events Coordinator

- **Responsibilities:** Plans and organizes social and fundraising events, manages seasonal sales and other fundraising activities, works with the Finance Coordinator to ensure funds are properly allocated, promotes community-building activities within Kids Village, and communicates fundraising goals and progress to the Parent Team and families.

This approach ensures that every team member and parent is actively engaged and valued, creating a supportive and collaborative environment for our children to thrive.

1.4. Paid Roles and Duties

The following positions are critical to the day-to-day operation of Kids Village and are compensated for their work:

- **Program Supervisor:** Manages student enrollment and registration processes, keeps emergency contact lists up-to-date, coordinates with parents regarding enrollment status and paperwork, assists in organizing registration events and open houses, manages the inventory of classroom and office supplies, coordinates with teachers to ensure supply needs are met, finalizes updates for the MSDS & Safety Manual, oversees the end-of-year inventory process, handles Kids Village's website and social media presence, manages advertising and promotion of events and registration, updates the community on Kids Village activities and achievements, acts as a point of contact for parents and team members regarding co-op operations, assists

with financial planning and budgeting, oversees teacher contracts and evaluations, coordinates rug and floor cleaning, manages beautification projects for the playground and flowerbeds, and ensures that the facility is safe and well-maintained.

- **Lead Teachers:** Develop and implement the curriculum, provide a nurturing and educational environment for the children, assess the progress of students, and communicate regularly with parents.
- **Teacher Assistants:** Support the lead teachers in classroom management, assist with educational activities, help prepare materials, and provide additional supervision and care for the children.
- **Accountant:** Manages the financial records of Kids Village, ensures compliance with financial regulations, prepares financial reports, assists with budgeting, and handles payroll for the Program Supervisor, teachers, and other staff.

This structure allows Kids Village to maintain a high standard of education while ensuring that the administrative and operational needs of the co-op are met efficiently.

1.5. Privacy Policy

1.5.1. Our Commitment to Privacy

Families' and students' privacy is extremely important. As a Co-op Coordinator, it is crucial to protect information given to us by families, including addresses, birthdates, financial matters, vaccination records, and family situations.

1.5.2. How We Collect, Use and Dispose of Information

Background Check Forms: WSP Background Check and OR Background Check forms are used to conduct background checks on parents and other relatives who may be helping in the classrooms or acting as chaperones on class field trips. These forms are held by the Program Supervisor and shredded or otherwise destroyed (not recycled) at the end of each year.

Class Lists: Class lists, which contain student and parent names, parent roles, phone numbers, and email addresses, are shared among class members, teachers, and the Co-op Coordination Team as contact lists. School policy dictates that these lists should not be used as mailing lists or otherwise distributed outside the co-op. While we cannot regulate what Parent Team members will do with the lists, we strongly encourage those who have these lists to destroy them at the end of the year.

Student Roster: The Program Supervisor keeps a roster of all students enrolled during a given school year. The roster may include all the information on class lists, as well as family mailing addresses and student birthdates. These rosters are kept securely indefinitely. Other information, such as Emergency Contact Lists or credit card information that we may have collected, will be shredded or otherwise destroyed (not recycled) at the end of the school year.

Privacy Policy: We do not share email addresses with outside parties.

Photo Release and Usage: Photos are taken by parents, teachers, and photographers throughout the school year of classroom and school activities for the purpose of creating class Memory Books and for the co-op's use on the school website and social media. Photo Release Forms are distributed at the start of the school year for parents to sign allowing the co-op to use photos including their children.

1.6. Preschool Accreditation

1.6.1. Accreditation and Certification

The question of accreditation comes up from time to time by parents looking to ensure our organization is a safe, responsible, and reputable one. While Kids Village Co-op is not certified by the NAEYC (National Association for the Education of Young Children), we use the Brightwheel Experience Curriculum, which is aligned with all 50 states' early learning standards and NAEYC standards. This ensures that while we are not officially accredited by NAEYC, our materials and practices meet their rigorous standards for early childhood education.

NAEYC is the most well-known national agency for certifying early childcare organizations. The accreditation process is arduous and expensive, albeit very helpful, and has not been seriously considered by Kids Village Co-op due to the cost, time, and feasibility of maintaining all conditions necessary for attaining and maintaining accreditation.

1.6.2 Local/State/Federal Certification

In 2010, the governor of Washington noted the intent to pursue a process by which all Washington state preschools become state certified. While the benchmarks of any future certification process are unclear at present, it should be noted that Kids Village does much to ensure its curriculum is focused on readying students for the kindergarten programs of the Winlock School District.

The Co-op Coordination Team should always strive to be aware of local, state, and federal influences and work to ensure programs constantly support those of our school districts.

1.6.3. Better Business Bureau

Frequently, someone from the BBB will call the Co-op Supervisor or school to tell of the "thousands of people who call them, looking for proof of an organization's good reputation." Be advised that these are sales calls aimed at getting a payment for their seal of approval. While this might not be a completely bad idea to pursue, we have not felt it worth our while to pay for their designations.

2. KIDS VILLAGE ADMINISTRATION

2.1 Teachers

Teachers at Kids Village Co-op are hired based on need and open positions throughout the year. We employ one Lead Teacher and two Assistant Teachers per session. Teachers are paid an hourly wage, which depends on their experience and education.

2.1.1. Hiring New Teachers

The Co-op Coordination Team follows a systematic process for hiring new teachers:

- "Equal Opportunity Employer and Services Provider" should be on all literature, ads, and paperwork.
- The Co-op Coordinator should assemble an Interview Team, including at least one other teacher and the Co-op Coordinator.
- A written job description should be posted and/or given to candidates.
- Refer to the Co-op Coordinator's files for past procedures.
- The Interview Team should make a recommendation to the Co-op Coordination Team, which then votes on the hire.
- A candidate questionnaire and résumé are required for each candidate.

2.1.2. Paid Time Off – Substitutes

Teachers' Paid Time Off (PTO) is specified in their individual agreements. PTO may be used for personal days, vacation, or appointments. Teachers should notify the Co-op Coordinator and Finance Coordinator of any days taken off for proper recording and pay. Substitute forms should be completed for any day a substitute is used.

2.1.3. Substitute Lists

Each teacher should submit a list of preferred parent substitutes by mid-October. This list, including phone numbers, should be updated annually by the teachers and the Coordinator Assistant. The Coordinator Assistant will create and distribute the substitute list and post copies in each classroom.

Teachers or Assistant Teachers are responsible for contacting their own substitutes for vacation or personal days. If a teacher or assistant teacher is sick, they will call the Coordinator Assistant, who will arrange the substitute using the parent sub list.

2.1.4. Parents as Teachers

If a teacher or assistant teacher has a child enrolled in Kids Village, their family will not be assigned a parent job. They may still serve as a Helping Parent if they wish. If they cannot be scheduled during their time off, Kids Village will pay for a substitute Assistant Teacher.

2.1.5. Teacher Rehiring

The Co-op Coordination Team uses teacher evaluations completed by parents, along with the Coordination Team's teacher evaluation, to decide whether to rehire teachers for the following school

year.

2.1.6. Teacher Personnel Files

A personnel file for each teacher contains items such as their First Aid and CPR cards, background check results, fingerprint search results, self-evaluation documents, evaluation results, and salary worksheets. All personnel records and documents will be maintained digitally within the Brightwheel platform.

Suggested Personnel File Contents:

- First Aid card (digital copy)
- CPR card (digital copy)
- WSP results (from Co-op Administrator)
- State and federal fingerprint search results
- Self-Evaluation/Goal Setting document
- Parent and Team Evaluation Results
- Salary & Compensation Worksheet
- List of continuing education courses
- Current contact information

Recordkeeping Guidelines: Personnel records should be kept digitally for the duration of each employee's employment and one year after separation. Important correspondence, old contracts, salary histories, and original applications should be retained indefinitely in Brightwheel.

2.1.7. Teacher Evaluations

Parent feedback on teachers is gathered each January. Evaluations are announced at the January Parent Team meeting and distributed to all parents via Brightwheel. Evaluations should be completed within two weeks. Teachers should not handle any evaluations to avoid the appearance of impropriety.

The Co-op Coordination Team should be made aware of a summary of the content. If feedback is overwhelmingly negative, steps should be taken to address problem areas. Evaluation results are included in the Teacher Salary & Compensation Worksheet, and points are awarded as specified therein. Anonymous feedback is provided to teachers when evaluations are discussed.

2.1.8. Teacher Credentials

Each teacher must have up-to-date CPR certification (every two years), First Aid certification (every three years), Washington State Patrol (WSP) background check (every two years), state and federal fingerprint record searches (every five years), and drug testing if necessary. The Finance Coordinator verifies upcoming costs during budget creation.

- **CPR & First Aid:** Teachers seek courses through local community organizations and may pay and be reimbursed or have the Finance Coordinator register and pay on their behalf. Certification must be completed before the start of the school year.
- **WSP Check:** The Program Supervisor initiates WSP background checks every other summer along with the parents. Copies of the results are included in the teacher's digital personnel file within Brightwheel.
- **Fingerprinting:** Fingerprint search records are obtained from the State of Washington and the FBI every five years. Kids Village pays for teachers to get fingerprinted, and the Documents Coordinator or Co-op Coordinator handles the necessary forms and payment.

- **Drug Testing:** Drug testing remains in the teachers' agreements indefinitely, though it is only enacted if necessary.

2.1.9. Continuing Education

Teachers are encouraged to take at least one continuing education course per school year. The budget allocates funds for classes and substitutes. Missed class periods for coursework do not count as sick days. Coursework should be relevant to the Kids Village Co-op classroom, though other coursework may be considered by the Co-op Coordination Team.

Teachers should provide names and dates of completed courses for reimbursement and for consideration in their Salary & Compensation Worksheet within Brightwheel. It is assumed each teacher will take a course for contract planning purposes.

2.2. Paid Roles and Duties

Program Supervisor

- **Responsibilities:** Oversees the overall operation of Kids Village, coordinates with teachers, manages the curriculum, handles parent communications, and ensures compliance with all local, state, and federal regulations.

Lead Teachers

- **Responsibilities:** Plan and implement the daily curriculum, lead classroom activities, and assess student progress. Work closely with Assistant Teachers to create a nurturing and educational environment for the children.

Teacher Assistants

- **Responsibilities:** Support Lead Teachers in the classroom, assist with preparing materials, and help manage student behavior. Ensure that each child receives individualized attention and care.

Accountant

- **Responsibilities:** Manages the financial records of Kids Village, including budgeting, bookkeeping, and financial reporting. Handles tuition payments, processes payroll, and ensures compliance with financial regulations.

2.3. Registration Guidelines

2.3.1. Registration Number Event

Kids Village Co-op will use an online system through Brightwheel for parents to secure their registration numbers. All registration numbers are assigned on a first-come, first-served basis based on the date/time stamp when the online form is received. Registration is offered on a first-come, first-served basis to ensure fairness and transparency.

2.3.2. Alumni Registration

Alumni families will have the opportunity to register prior to new families at the New Parent Registration Night. Families who have had a child enrolled within the past five years (beginning prior to the current school year) will fill out the online form via Brightwheel before open enrollment begins. This priority registration ensures that former families can secure spots for their siblings, maintaining continuity and fostering a sense of community within Kids Village.

Our families are the heart of our community, and it is essential to support their continued involvement in Kids Village whenever possible.

2.4. Tuition Refund Policy

Families are required to provide a two-week prior written notice for withdrawal from Kids Village. This notification can be sent via Brightwheel and will be considered effective based on the date and time stamp of the message.

- **Before the School Year Starts:** If the two-week written notification is received prior to July 31st, the prepaid tuition deposit is refundable.
- **After the School Year Starts:** Tuition is paid each quarter. No refund will be given for withdrawal from Kids Village after the quarter has been paid for.

In the event a family is asked to leave Kids Village prior to the returning parent registration, typically held in March, they will be given a refund. No refund will be given for withdrawal from Kids Village after the quarter has been paid for. This policy aims to discourage mid-quarter withdrawals and reduce the workload for the Co-op Coordination Team to fill vacant positions mid-year.

Exceptions to the tuition refund policy may be made by the Co-op Coordination Team due to unusual circumstances.

2.5. Tuition Increases

It is recommended that the Co-op Coordination Team revisit tuition costs every 2-3 years to account for Cost of Living Adjustments (COLA) and maintain the Kids Village budget health.

The Finance Coordinator is responsible for monitoring cost of living increases for teacher raises and supply spending on a yearly basis. Adjustments to tuition and registration/supply fees will be based on a vote by the Parent Team at yearly budget meetings.

2.6. Benevolent Fund Practices

At least once a year, a member of the Co-op Coordination Team is approached by parents asking if their child's tuition can be waived. Each Coordination Team should consider its options along with the needs of its Parent Team.

Considerations against maintaining a Benevolent Fund include:

- Payment plans are available upon request through the Finance Coordinator.
- Tuition at Kids Village is already lower than most preschools, daycares, and learning centers.
- Preschool for 2- and 3-year-olds is optional.

- Offering one family a tuition break but not others with similar needs could create issues.

2.7. Kids Village Co-op Evaluations

Each April, parent feedback on the operations of Kids Village is gathered through an online evaluation system. This evaluation process helps ensure continuous improvement and addresses any concerns from the Kids Village community.

2.7.1. Evaluation Process

1. **Review and Update Evaluation Template:**
 - **March/Early April:** The Co-op Coordination Team and teachers review the previous year's evaluation template. They make necessary edits and additions, focusing on current concerns such as recent fundraisers, purchases, and field trips.
2. **Announcement and Distribution:**
 - **April Parent Team Meeting:** The upcoming evaluations are announced. Evaluations are distributed to all parents the following week via Brightwheel to ensure broad participation.
3. **Completion and Compilation:**
 - **Timeline:** Evaluations should be completed within two weeks of the Brightwheel notification.
 - **Responsibility:** The Documents Coordinator sets up, monitors, and compiles the evaluations.
 - **Summary and Feedback:** The Co-op Coordination Team reviews a summary of the evaluation content. If feedback is overwhelmingly negative, steps are taken to address problem areas immediately or in the upcoming school year. Progress and changes are communicated to parents through meetings and newsletters to demonstrate responsiveness.

2.8. Class Schedule Changes

Class schedule changes at Kids Village Co-op should align with our four seasonal quarters to ensure smooth transitions and adequate planning. The timeline for considering and implementing these changes is as follows:

Quarter One (Fall)

- **October:** Discuss potential changes to class schedules for the upcoming year. Gather feedback from teachers, parents, and the Co-op Coordination Team.
- **November:** Review feedback and begin drafting proposed changes, considering budget implications and logistical challenges.
- **December:** Finalize the initial draft of proposed changes and prepare to present them at the January Parent Team meeting.

Quarter Two (Winter)

- **January:** Present proposed class schedule changes at the Parent Team meeting for open discussion and further feedback.
- **February:** Incorporate additional feedback and make necessary adjustments. Coordinate with teachers and the Program Supervisor to ensure all logistical aspects are covered.

- **March:** Finalize class schedules and communicate changes to all parents and teachers. Ensure preparations are made for implementation in the upcoming quarter.

Quarter Three (Spring)

- **April:** Begin necessary preparations for the new class schedules, including adjusting classroom setups and reassigning teachers.
- **May:** Conduct a final review to ensure readiness for new schedules. Address any last-minute concerns.

Quarter Four (Summer)

- **June:** Officially transition to the new class schedules. Ensure all parents and teachers are informed and prepared. Review the transition process for future improvements.
- **July:** Monitor the implementation of new schedules and address any unforeseen issues.
- **August:** Conduct a thorough review of the first quarter with new schedules. Gather feedback to assess success and identify areas for improvement.

By following this structured approach, Kids Village Co-op ensures that class schedule changes are well-planned, effectively communicated, and smoothly implemented, aligning with the needs and expectations of our community.

3. CO-OP COORDINATION TEAM RESPONSIBILITIES AND CALENDAR

3.1. Calendar of Major Events for the Co-op Coordination Team

Quarter One (Fall)

October

- Parent Team meeting (Co-op Coordinator)
- Pumpkin Patch Field trip (Program Supervisor)
- Fall Social Event (Coordinator Assistant assists Events Coordinator)
- Start work on Teacher contracts (Co-op Coordinator, Finance Coordinator, Coordinator Assistant)
- Start preparing budget for next school year (Finance Coordinator)
- Seasonal sale fundraiser, if scheduled (Events Coordinator)

November

- School Photos for 1s, 2s, 3s, and 4-5s classes (Coordinator Assistant)
- Continue work on Teacher contracts (Co-op Coordinator, Finance Coordinator, Coordinator Assistant)
- Continue preparing budget for next school year (Finance Coordinator)

December

- Rug and floor cleaning (Program Supervisor)
- Co-op Coordinator Elections Flyer & Candidate Sign-up Posted/Publicized (Co-op Coordinator, Documents Coordinator)
- Solicit Co-op Coordinator candidates if necessary (Coordinator Assistant, Co-op Coordinator)

Quarter Two (Winter)

January

- Parent Team meeting – announce any planned tuition raises and items set to be voted upon at April Parent Team meeting (Co-op Coordinator)
- Teacher evaluations (Documents Coordinator, Co-op Coordinator)
- At Co-op Coordination Team Meeting, vote to renew continuing officers (Co-op Coordinator)
- Announce any open Coordination Team positions to parents at Parent Team Meeting & Alumni (Co-op Coordinator)
- Hold Co-op Coordinator elections at Parent Team Meeting (Co-op Coordinator, Coordinator Assistant if current Co-op Coordinator is re-running)
- Determine any Teacher resignations by Feb. 1; if so, begin advertising (Co-op Coordinator)
- Finalize (if possible) Teacher contracts (Co-op Coordinator, Finance Coordinator, Coordinator Assistant)
- Finalize (if possible) budget for next school year (Finance Coordinator)
- Update Emergency lists (Program Supervisor)
- Advertise Open House, Seasonal Sales, and the two Registration events (Program Supervisor)
- Book 1s, 2s, 3s, and 4-5s class photos for the following Fall (Coordinator Assistant)
- Seasonal sale fundraiser, if scheduled (Events Coordinator)

February

- Hold second fundraiser if scheduled or planning for Spring Fundraiser (Events Coordinator)
- Prepare Registration Forms and events (Program Supervisor)
- Plan and assign jobs for the February Open House, as well as the March Returning Parents Registration and New Parents Registration (Program Supervisor)
- Discuss Teacher evaluations and finalize contracts (Co-op Coordinator)
- Have contracts to Teachers by March 1 (Co-op Coordinator)
- Set date for March Coordination Team meeting if holding one (Co-op Coordinator)
- Hold Open House (Program Supervisor)
- Continue advertising Returning and New Parents Registration (Program Supervisor)

March

- Teacher contracts due one week after distribution (Co-op Coordinator)
- Returning Parent Registration (Co-op Coordinator, Program Supervisor)

- New Parent Registration (Co-op Coordinator, Program Supervisor)
- Meet with Landlord for second bi-annual meeting (Co-op Coordinator, Coordinator Assistant, Program Supervisor)
- Finalize budget for approval at the April Parent Team meeting (Finance Coordinator)
- Spring Plant Sale Fundraiser (Events Coordinator)

Quarter Three (Spring)

April

- School Photo Day for retakes for 1s, 2s, 3s, and 4-5s who missed Fall Photo dates (Coordinator Assistant)
- Co-op evaluations distributed and results posted (Co-op Coordinator, Program Supervisor)
- Parent Team meeting – present any tuition raises and tentative budget (Co-op Coordinator)
- Approve budget for next year at Parent Team meeting if not already done (Finance Coordinator)
- Seasonal sale fundraiser, if scheduled (Events Coordinator)

May

- End-of-year Picnic (Program Supervisor)
- Gather binders and other Parent Job Supplies (Coordinator Assistant)
- End of year meeting with Teachers to review any Supply issues or needs (Program Supervisor)
- Hold New Officer Transition Meeting at end of month, where new officers sit in and see how the meetings operate – official transition date is June 1 (Co-op Coordinator)

June

- Official transition date to new Co-op Coordination Team is June 1 (Co-op Coordinator)
- Set dates for Orientation night, Meet-the-Teacher Day, the first day of school (Program Supervisor)
- End-of-year inventory (Program Supervisor)
- Update Coordination Team & Landlord contact lists for next school year (Documents Coordinator)
- Work on finalizing Registration and preparing for Orientation (Coordinator Assistant, Program Supervisor)
- Taxes (Finance Coordinator)
- Stock up on supplies for the coming school year with Teacher guidance (Program Supervisor)

Quarter Four (Summer)

July

- Parent Team meeting (Co-op Coordinator)
- The remainder of July is to be left without duties to allow for family vacations.

August

- Parent Jobs assigned and emails sent to parents (Coordinator Assistant)
- Start-of-year rug and floor cleaning (Program Supervisor)
- Beautify play yard and flowerbeds (Program Supervisor)
- Website updated (and throughout the year as needed) (Program Supervisor)
- Finalize updates for MSDS & Safety Manual for September distribution (Program Supervisor)
- Update Coordination Team Contact List (Documents Coordinator)
- Send Welcome emails to parents (Co-op Coordinator) with final paperwork that needs to be filled out for Program Supervisor

September

- Orientation (Documents Coordinator)
 - Meet-the-Teacher Day (Program Supervisor)
 - Emergency lists (Program Supervisor)
 - Meet with Landlord for first bi-annual meeting (Co-op Coordinator, Coordinator Assistant, Program Supervisor)
 - Parent Substitute Lists (Coordinator Assistant)
-

3.2. Co-op Coordination Team Member Responsibilities

All members of the Co-op Coordination Team are charged with upholding the high standards of integrity and cooperation. Kids Village Cooperative began with the spirit of involving parents seeking to offer excellent education without a high cost. Members should strive not only to continue the hard work performed by those before them but also to improve their office and Kids Village for the benefit of all. Any breakdown of duties or communication affects the running of Kids Village.

Kids Village Coordination Team Members have a few key commitments:

- Perform duties outlined in their monthly checklist.
- Update their checklist each month in Google Drive based on actual requirements of the job and all duties performed.
- Maintain ownership of all digital assets, including files and records, provided to them by the previous member, and pass them on when leaving their office.
- Initiate and respond to communication from parents, teachers, and other Coordination Team members via Brightwheel, and in-person, in a timely, professional manner.
- Engage in discussions regarding school matters. All members should put forth their input when feedback or help is requested. The onus should not fall on the shoulders of a select few.
- Attend Orientation, Open House, Returning Parents Registration, New Parents Registration, five (5) Parent Team Meetings, and approximately eleven (11) Coordination Team meetings (including summer meetings).

- Take part in the interview process for new members and teachers, as needed.
- Pitch in when and where needed.
- Serve, at all times, as a professional and caring representative of Kids Village Cooperative.

3.2.1. Key Roles

1. Co-op Coordinator

- Oversees the overall functioning of the co-op.
- Organizes and leads Parent Team meetings.
- Coordinates with the Program Supervisor and other Coordination Team members.
- Acts as a liaison between the co-op and external entities.
- Oversees the election process for new Coordination Team members.
- Manages communications with parents and staff.

2. Coordinator Assistant

- Assists the Co-op Coordinator in their duties.
- Steps in for the Co-op Coordinator when needed.
- Helps coordinate events and activities.
- Manages parent job assignments.
- Assists in the preparation and execution of team meetings.

3. Finance Coordinator

- Assists the Accountant.
- Reads finance reports of all fundraisers.
- Announces financial details at meetings with parents and Coordination Team meetings.
- Prepares financial reports.
- Coordinates with the Program Supervisor on financial matters.

4. Documents Coordinator

- Keeps minutes of team meetings.
- Manages and updates contact lists.
- Handles correspondence and documentation.
- Maintains records of team activities and decisions.
- Assists in preparing for meetings and distributing agendas.

5. Events Coordinator

- Plans and organizes social and fundraising events.
- Manages seasonal sales and other fundraising activities.
- Works with the Finance Coordinator to ensure funds are properly allocated.
- Promotes community-building activities within the co-op.
- Communicates fundraising goals and progress to the Parent Team and families.
- Assists with event logistics and setup.

3.2.2. Coordination Team Meetings

It is essential that each member attends every Coordination Team and Parent Team meeting throughout the year as part of their commitment to the team. Members are expected to participate in the many important decisions that this Coordination Team makes through meetings, Brightwheel, and phone calls. Each individual's opinion is highly valued and

necessary for the Team to function effectively.

All Kids Village meetings follow parliamentary procedures, as outlined in Robert's Rules of Order. An abridged version can be found in the Co-op Coordinator's materials.

3.2.3. When and Where to Meet

Members should work together to decide on the ideal day that meetings are held each month, with consistency suggested, e.g., the first Tuesday of every month. It is best to avoid Election Days, elementary schools' PTA meeting nights, etc., if possible.

Any meeting of Coordination Team members expressly for the purpose of conducting team business, including but not limited to Team meetings, special topics meetings, registration events, and parent meetings, should take place at the co-op or at a Coordination Team member's home.

3.2.4. Coordination Team Meeting Preceding Parent Team Meetings

The Coordination Team meetings will precede Parent Team meetings in January, April, July, and October. They will begin at 5:30 p.m. and wrap up by 6:30 p.m., when the virtual Parent Team Meeting starts. It is strongly recommended that topics discussed for the first time at a Coordination session preceding a Parent Team meeting not be discussed at that Parent Team Meeting, as ideas are not likely to be solidified. At best, mention may be made of a certain topic but thorough details saved for a future meeting.

3.2.5. Other Coordination Team Meetings

There are several months when Parent Team meetings are not held, and the Coordination Team convenes on its own. Typically, the Team meets in May, June, August, and December. Additionally, a Special Topics Meeting on Salary & Compensation (and/or the budget) is usually held in January. The May meeting will serve as the transition meeting where outgoing team members officially turn their responsibilities over to the incoming team members. Both outgoing and incoming team members should be present at the May transition meeting.

The Team should decide on the meeting schedule together, including optimal days, times, and months. These meetings can be held at the Linden House or at one of the Team member's homes. These meetings might be held at a later time (e.g., 6:30 p.m.). During the summer, Coordination Team meetings are scheduled at the beginning of the month but sometimes at different times and locations to suit the vacation schedules of all team members.

3.2.6. What to Discuss

Coordination Team meetings always include updates by members. If material is covered outside of meetings, addendums to the minutes should be added so that a written record of proceedings exists. Discussions between Team members about matters that only concern them should be deferred until after the meeting.

3.2.7. What to Wear

During Orientation and at each Parent Team Meeting, Coordination Team members are usually identified by name badges provided by the Documents Coordinator. Coordination Team Members should assume a Business Casual dress code or Co-op branded shirts for all Parent Team meetings, Orientation, Open House, and Registration.

3.2.8. No Alcohol

Alcohol should not be consumed during any meeting where the purpose of conducting team business is happening. Alcohol may be served after the meeting is adjourned to ensure all topics are treated thoroughly and in a professional manner.

3.2.9. Special Topics Meetings

Special topic meetings may be held during the year any time the Coordination Team or the Co-op Coordinator feels additional time for discussing a matter is required. Such topics typically include teacher salaries and contracts, lease renewal, and budget discrepancies. These meetings are not mandatory; rather, whoever is available to meet on the decided-upon time attends. If a majority (6 members) is not present, all voting must take place over Brightwheel or at another meeting where the majority may be reached.

3.2.10. Teacher Attendance

Except for meetings where salaries and contracts are discussed at length, teachers should be invited to attend Special Topics Meetings. Teachers are not obligated to attend.

3.2.11. Special Topics Meeting Content

Regular reporting—e.g., enrollment status, financial reports—is not done at these meetings to keep the focus on the discussion at hand. However, an agenda should be created, and minutes taken. Minutes should be circulated to all members and teachers following the meeting unless the topics pertain to specific individuals. As a result, two versions of the minutes should be saved, and the appropriate one circulated to the appropriate audiences, with the omissions noted and an explanation provided.

3.2.12. What to Do Between Meetings

Check Brightwheel

Each member should regularly check Brightwheel for parent and teacher communications.

Follow Your Member Checklist

Each member has a checklist for their office. At the end of each month, every member should edit this listing as needed and update the file on Google Drive. The Documents Coordinator should regularly remind all members to update their checklists.

3.2.13. Absence/Vacation

When Coordination Team members go on vacation or will be temporarily unable to perform their job functions, they should notify the entire Co-op Coordination Team and their designated alternate. The

alternate should be apprised of ongoing matters and may be asked to report for the other at meetings. Traditionally, the alternates have been as follows: Co-op Coordinator/Program Supervisor or Coordinator Assistant, Coordinator Assistant/Finance Coordinator, Finance Coordinator/Events Coordinator, Program Supervisor/Documents Coordinator. These alternates should also have a good grasp of the other's monthly checklist and should assist where possible.

3.2.14. Purchases & Reimbursements

The Co-op Coordination Team has one debit card account, though it has multiple actual cards. One card is held by the Program Supervisor for purchasing school items, field trips, supplies, maintenance items, etc. In the past, the debit card has been used by other team members when needed, such as the Coordinator Assistant for purchases for the memory book, bulletin Team, social events, etc. It would be in the best interest of Kids Village for procedures regarding debit card use to be developed.

Members with budgets may make purchases so long as the expense falls within the approved budget. Members without specific budgets and all Teachers must receive pre-approval for all purchases. One exception is if a needed item has not been purchased by the Program Supervisor as directed; in this instance, a Teacher may get the necessary item and submit a reimbursement request, apprising the Finance Coordinator, Co-op Coordinator, and Program Supervisor of the situation.

Members and Teachers who have used their personal money to make a co-op purchase should fill out a Reimbursement Form, including the original receipt. Forms are available electronically from the Finance Coordinator and in the classrooms.

For tax purposes, all purchases should be made in the state of Washington.

3.2.15. Miscellaneous

Co-op Coordination Team meetings should not be held at a restaurant as a "Team Appreciation," at the expense of Kids Village Funds. Spending needs to be approved by and communicated to the Parent Team. The reason is that in a year where money is tight, the expense can seem frivolous. Should future teams reinstate this "perk," it is recommended that it be approved by and communicated with the Parent Team.

3.2.16. Privacy Issues

Team matters should be contained in meetings and private conversations. While it is convenient to discuss Team issues at the Kids Village Co-op with the Teachers or other Team members, it is important to remember that when you are picking up or dropping off your child, you are there as a parent, not as a Team member. Certain duties, such as signing checks, picking up mail, or posting notices, are acceptable, but discussion about Team issues is greatly discouraged. Even when you think no one is paying attention, there are often parents in the hallway who may overhear and misinterpret conversations.

3.2.17. Storing Data

Each Team Member should have their pertinent files saved in Brightwheel. This should include an editable file that can be updated from year to year, as well as any PDFs that can be referenced as needed for historical/procedural reference or in the case of preserving recorded minutes, etc. The goal

is to keep one past year of documents and remove outdated files as they are no longer needed or being used.

3.3. Co-op Coordination Team Roles and Nomination Process

The Kids Village Co-op Coordination Team is comprised of several key roles, each essential to the smooth operation of our co-op. These roles are filled through a nomination process during our first meeting with parents each year. The process is as follows:

- **Introduction of Roles:** During the first meeting, the existing team will introduce each role and explain the responsibilities involved.
- **Nominations:** Parents are invited to nominate fellow parents for each role. Self-nominations are not welcome.
- **Acceptance of Nominations:** Nominees will have the opportunity to accept or decline their nomination.
- **Voting:** If there is more than one nomination for a role, a private vote will be held.
- **Benefits Presentation:** Prior to accepting the role, nominees will be informed of the benefits, including a discount on tuition for serving on the Co-op Coordination Team.

3.4. Procedures for Filling Team Positions

3.4.1. Annual Nomination Process

- Each year, all Co-op Coordination Team positions are refilled through a new nomination process.
- Returning team members must be re-nominated to fill their previous positions. They will have the opportunity to accept or decline their nomination.
- The Co-op Coordinator should inform the parents of this potential change of positions before the vote is taken by the Co-op Coordination Team. Any concerns or input from the Parent Team can be taken into consideration by the Co-op Coordination Team.
- After discussing any input from the parents and nominee for the new position, the Co-op Coordination Team would then vote with these options:
 - **Yes to this team member remaining in their current role**
 - **No to this team member remaining in their current role**

3.4.2. Voting

- A majority vote is needed for a position to be assigned. Quorum for the Co-op Coordination team is six (4), meaning at least four team members must submit votes.3.4.9. Notifying Candidates

3.4.3. Transitioning / Job Shadowing

- Transitioning begins March 1st. The outgoing member sets up at least two meetings before performing duties. The incoming team member should receive as much hands-on training as possible, meaning they should try their hand at specific, delegated tasks.

3.5. Discretion and Other Coordination Team Pitfalls

This manual would not be complete without addressing a few potential pitfalls that may come up. Maintaining the reputation of the Co-op Coordination Team is crucial, and accessibility and willingness to listen are key components.

Common Pitfalls:

1. Informal Meetings:

- Conducting Co-op business in hallways or during drop-off/pick-up times can lead to miscommunications and a lack of professionalism.
- Solution: Hold all Coordination Team discussions and decisions in formal settings to maintain professionalism and clarity.

2. Delegation to Non-Team Members:

- Delegating responsibilities such as delivering messages or handling checks to family members can lead to errors or miscommunication.
- Solution: Ensure that only Coordination Team members handle official duties to avoid such issues.

Maintaining Good Communication:

- Regular phone calls, emails, and meetings are essential for an efficient team. Ensure that all communication is timely, clear, and professional.

3.6. Suggested Guidelines for Handling Meeting Requests from Parents Regarding Co-op Coordination Team Conduct

1. Meeting Setup:

- Arrange meetings at Kids Village or another neutral site.
- Always have at least two Co-op Coordination Team members present, including one who is neutral to the situation.

2. Prioritizing Parent Concerns:

- Allow parents to express their concerns fully and work collaboratively to identify problems and solutions.

3. Documentation:

- After the meeting, involved and neutral Co-op Coordination Team members should document the discussion and outcomes.

4. Voting on Incidents:

- If a vote is required for change, involved members can be asked to recuse themselves, but cannot be compelled to abstain according to Robert's Rules of Order.

3.7. Guidelines Regarding Replacement of Co-op Coordination Team Members

A Co-op Coordination Team member may be subject to probation and/or dismissal for the following reasons:

1. Attendance:

- Missing three or more regular team meetings without a valid reason.

2. Procedural Violations:

- Repeatedly not following established procedures, such as mishandling purchases or checks.

3. Inflammatory Comments:

- Making negative comments about Kids Village, its teachers, students, parents, or Co-op Coordination Team business.

4. Failure to Perform Duties:

- Not completing checklist items for three consecutive months.

Immediate Dismissal:

- Mismanagement, embezzlement, theft of funds, or selling personal information will result in immediate dismissal and potential criminal prosecution.

Actions by the Co-op Coordination Team:

1. Probation:

- The member may be put on probation until the issue is resolved satisfactorily.

2. Vote on Status:

- A majority vote is required to dismiss a member if necessary.

By following these guidelines, the Co-op Coordination Team of Kids Village can ensure smooth operations, maintain transparency, and uphold the integrity of the co-op.

4. PARENT Team MEETINGS

4.1. When & How

All the aforementioned Co-op Coordination Team Meeting guidelines apply to Parent Team meetings as well. These meetings are run according to Robert's Rules of Order and are scheduled during the summer when the Co-op Coordination Team meeting schedule is created. Parent Team meetings take place twice a year, typically in October and April. An Co-op Coordination Team meeting always precedes every Parent Team meeting.

All Parent Team meetings will be held virtually to promote ease of participation for parents. To encourage attendance, it is suggested that meetings start promptly at 7:00 p.m. and last no longer than an hour.

4.1.2. Presenting Information to the Parent Team

The time and place of the vote, as well as any pertinent information—especially regarding tuition raises—should be communicated to the Parent Team well in advance of the actual meeting and through multiple modes. It is helpful to have a meeting where the topic is introduced and initially discussed, followed by email or folder communications, and then a second meeting where discussion (with a set time limit) is encouraged before a motion is made to vote or table the topic.

4.1.3. What Requires a Majority Vote From the Parent Team

Determining what requires a majority vote from the Parent Team. The following Kids Village Co-op matters require the vote of the Parent Team:

- Any and all changes to the Bylaws – As needed
- Tuition changes – April, if needed
- Budget for the coming school year – April

These votes should take place every year. Any other topics the Co-op Coordination Team feels are important should also be presented to the Parent Team and voted on after a quorum of 10 is reached.

4.1.4. Why a Quorum of 10?

The quorum of 10 is proposed due to the smaller size of Kids Village. With up to 30 slots for students, the quorum was set to ensure decisions are made with sufficient parental involvement while acknowledging the reality of attendance patterns.

While a quorum of 10 might seem low, it was found that many non-profits, which often experience low participation, have low quorums based on the usual number of meeting attendees rather than a percentage of their total membership.

Per the Bylaws, parents—but not Teachers—are members of the Parent Team and are the only ones allowed to vote on Parent Team matters. An exception is made if a Teacher has a child enrolled in the co-op; they would have a vote as a parent.

4.1.5. When Quorum is Not Met

When quorum is not met, the vote goes to a referendum vote. Each family in Kids Village shall then receive a ballot with which to vote. Assuming the topic being voted upon was adequately communicated previously, ballots may be distributed straight away.

- Families should receive a hard copy ballot via their child's take-home folder.
- A due date of two weeks past the distribution date should be specified. If too few ballots have been collected, extend the process until enough are received.
- If ballots are trickling in too slowly, have Co-op Coordinator members sit at a table near the front door and have parents fill out ballots there. This process is essentially "on your honor," as there is not currently a way to ensure each family only submits one ballot.
- Parents should submit ballots in the designated comment box or in either tuition box.
- Co-op Coordination Team members, as they are also parents at Kids Village Co-op, may vote. This allows a Co-op Coordination Team member who disagreed with the Co-op Coordination Team majority to express their opinion as a parent.
- The Documentation Coordinator should collect and tally the votes, and the Coordinator Assistant should verify the votes.
- A majority vote—or 50% + 1—of all Kids Village Co-op families, not students, shall determine the outcome of the vote.

5. CO-OP PROCEDURES

5.1. Kids Village Co-op Procedures Requiring Co-op Coordination Team Involvement

5.1.1. Parent Job Challenges

When a concern arises about a parent's failure to fulfill their job duties, these steps should be taken:

- **Step 1:** The Events Coordinator contacts the parent and communicates the concern and expectation.
- **Step 2:** The Coordinator Assistant contacts the parent (if no response from the Events Coordinator).
- **Step 3:** The Co-op Coordinator sends a letter of warning to the parent explaining that their family may be eligible for removal from the Co-op if the parent continues to neglect their job duties.
- **Step 4:** The family is considered for removal.
- **Step 5:** As an alternative to removal, a fee of \$150 for uncompleted parent jobs may be instated.

Each contact with the family should be conducted with the intent of finding a way to help the family complete their parent job. The communication should not be done in a threatening

manner. In some instances, it is simply a matter of not understanding the responsibility or lacking necessary training. If a Co-op Coordination Team member reaches out in a caring, concerned way, often the situation can be discussed and resolved without conflict.

5.1.2. Closures Due to Inclement Weather or Emergency

When Winlock School District is not in session due to inclement weather or emergencies, Kids Village Co-op will follow their delay and cancellation procedures. If Winlock School District is canceled entirely, the Co-op will either cancel morning classes or the entire day of classes.

- If Winlock School District has a delayed start, the Co-op will make the best decision for the Kids Village in regards to canceling morning classes. The Co-op will not automatically cancel classes based on Winlock School District's decision made by 7 AM for their bus routes, as the Co-op starts sessions at 9 AM.
- The responsibility of determining whether a weather or emergency situation is occurring is shared among parents, teachers, and the Co-op Coordination Team.
- Winlock School District notifies all parents of emergencies with an automated phone system. Coordination Team members or teachers with students in Winlock schools are usually the first to provide insight to the Co-op Coordinator.
- The Co-op Coordinator, or Coordinator Assistant if the Co-op Coordinator is unavailable, may check with local authorities if information is not being broadcasted.
- Refer to the Safety Manual for exact procedures to be enacted at the Co-op.

5.1.3. Scheduling Make-up Days

- The Program Supervisor is in charge of working with the teachers to schedule make-up days when sessions are missed due to weather. Note: cancellations due to a Parent Helper not showing up cannot be made up.
- The Program Supervisor may suggest make-up days to the teachers, such as meeting on a day during the week of a field trip or on a day scheduled as a holiday day-off. However, it is ultimately the choice of the teachers. When possible, the teachers may consult with the class's parents about their preferences.
- When decided upon, the teachers and the Program Supervisor will communicate with the class and Parent Team about the make-up day via Brightwheel.
- The Program Supervisor should also update the master calendar to reflect the make-up day.

5.1.4. Notices in Folders / Emails Sent Home to Parents

- It is suggested that the number of notices to appear in children's folders be limited to avoid overwhelming parents with paper. The Co-op aims to utilize Brightwheel instead of folder flyers to save paper and expense, and to increase efficiency.
- Classroom Coordinators send weekly message updates via Brightwheel to each of the parents in their class and their teacher. This includes information on the upcoming helping parent schedule, classroom or monthly reminders, helping parent policies, allergy/snack policies, and any associated allergies in their classroom, helping parent substitutes, and their contact information.

- The Co-op Coordination Team can request updates to be included in these emails and can send requests to the Coordinator Assistant. Coordinators should send their messages out each Friday for the following week.
- The Co-op Coordinator should be aware of all notices going out to the Parent Team in folders. It is also important that anything going in the folders (social notices, field trip notices) be reviewed by at least one member of the Co-op Coordination Team (usually Co-op Coordinator and/or Coordinator Assistant) besides the person who generated the notice.
- Notices for events outside of the Co-op, such as community events and courses, should be posted on the Brightwheel online bulletin Team rather than put in folders.
- Advertisements by vendors are strictly prohibited in folders, on the bulletin Team, and in messages. Exceptions may be made for families of the Co-op, as determined by the Co-op Coordination Team.
- It is suggested the Co-op's families be faced with as few outside fundraisers as possible so the Co-op's own fundraising efforts remain at the forefront.

5.3. Child Abuse and Neglect Policies

5.3.1. Child Abuse and Neglect Training and Procedures

If a child is in immediate danger or if it would place a child in danger to release them at the end of class, the Teacher, Assistant, or Helping Parent should call 911.

A binder is kept in the 4s classroom that contains:

- A guide for recognizing and reporting child abuse and neglect
- Incident report forms
- Phone numbers for reporting an incident
- A copy of this section of the P&P manual and the appropriate section of the Parent Handbook
- A sign-off sheet to record who has fulfilled the required training

Teachers, Assistant Teachers, and Co-op Coordination Team Members are, by law, mandatory reporters. They are required yearly to complete the Abuse and Neglect training. This consists of reading the guide for recognizing and reporting and watching the training video. Here are the links:

- VIDEO (Video Link To Be Inserted)

After this training is complete, each person should print and sign the certificate of completion and file it in the safety binder.

Helping Parents are also, by law, mandatory reporters; however, they are not required to complete the training. The only parents who are required to complete this training are those assigned to the babysitting committee.

If a Teacher, Assistant Teacher, Co-op Coordination Team Member, or Helping Parent sees something that leads them to suspect that a child is being abused or neglected, they should fill out an incident report form and discuss the situation with the Co-op Coordinator. This needs to be completed within 24 hours of the incident. The Co-op Coordinator can choose to discuss the incident with other Co-op Coordination Team Members and/or with the Teacher(s) and Assistant Teacher. The Co-op Coordinator will then decide if a report to CPS (Child Protective Services, also known as DSHS: Department of Social and Health Services) is necessary and who should make the report. If so determined, a report should be made to CPS within 24 hours of receiving the report. The person also has the option of reporting directly to CPS.

If the Co-op Coordinator is unreachable, the Co-op Coordinator Assistant should be contacted, or, if needed, another Co-op Coordination Team member.

5.3.2. Suspected Abuse Perpetrated by a Co-op Staff Member

If anyone suspects that a child has been abused by a Teacher, Assistant Teacher, Helping Parent, or Co-op Coordination Team Member, the procedure is the same as explained above: an incident report should be filled out and the person should report to the Co-op Coordinator (or other Co-op Coordination Team Member, if needed) within 24 hours. The person also has the option of reporting directly to CPS.

5.3.3. General Policies

The Parent Team should be informed yearly of the document location within Brightwheel in case they need to fill out an incident report form or need to determine what qualifies as reasonable cause for abuse or neglect.

A person can submit an incident report form anonymously by placing a printed version of the report in the comment box mounted in the staff room. If desired, the form can be placed in an envelope and addressed to a specific Teacher or Co-op Coordination Team Member and then placed in the comment box. The Co-op Coordinator will check the black comment box weekly.

For the safety of our children, Helping Parents, and staff members, we must prevent a one-on-one situation with a child. When changing a child's diaper, the bathroom door should be propped open using the doorstop. When taking potty-trained children to the bathroom, you should make every effort to take at least 2 children at a time when possible.

5.4. Discipline Protocol

The Kids Village Co-op Co-op Coordination Team has outlined the following discipline protocol to ensure a consistent and fair approach to handling behavioral issues in the classroom. This protocol is designed to help teachers and parents work together to address and improve children's behavior constructively.

1. Initial Steps by the Teacher:

- **Discuss Privately:** The teacher discusses the situation with the parent(s) privately to inform them about the behavior and seek their input.
- **Plan of Action:** Implement a plan of action with input from the parent(s) to address the behavior.

- **Documentation:** Begin documenting the child's behavior and how it was addressed.
- **Notify Co-op Coordinator:** Email the Co-op Coordinator with pertinent information and the plan of action.
- **Incident Report:** If the child harms themselves or another person, file an incident report.
 - The harmed child will be consoled and treated, and given words to express their feelings to the child who harmed them.
 - The harmed child's parent(s) will be notified of the incident at pick-up, if feasible, or as soon as possible thereafter.
- **Escalation:** If the plan of action does not work within an appropriate length of time, or if an incident report is filed, proceed to step 2.

2. Conference with Parents and Teachers:

- **Schedule a Conference:** A conference will be scheduled with the child's teacher, a second teacher, and the parent(s).
- **Review Behavior:** Review the harmful behavior taking place.
- **Discuss Other Issues:** Discuss other issues that may be affecting the child.
- **Behavior Modification Plan:** Develop a written three-week plan of behavior modification for the classroom and the home.
- **Additional Resources:** Review additional resources, such as reading materials.
- **Understanding Goals:** Ensure a mutual understanding that the goal of the three-week plan is to modify the child's behavior for continued success after the three-week timeframe and throughout their enrollment at Kids Village.

3. Implementation of the Behavior Modification Plan:

- **Inform Co-op Coordinator:** The student's teacher will inform the Co-op Coordinator of the meeting and the terms of the three-week plan of behavior modification.
- **Document Behavior:** The student's teacher and the parent(s) will document behavior at Kids Village and at home, and record how it was addressed, to track how parent and teacher responses affect the child's behavior.

4. Review and Further Action:

- **Improvement:** If the child's behavior improves, the child and parents receive feedback from the teacher, and the child continues to adhere to the behavior standards of the classroom.
- **Recurring or Different Harmful Behavior:** If the same behavior or a different harmful behavior occurs within the three-week period:

- Teachers and parent(s) will repeat step 2 and meet to reassess the current plan, changing it for greater impact if necessary.
 - If the behavior warrants another incident report, proceed to step 5 immediately.
- **Post-Three-Week Timeframe Behavior:** If the same harmful behavior occurs after the three-week timeframe, notify the parent(s) and proceed to step 5.

5. Special Meeting for Removal Determination:

- **Schedule a Special Meeting:** A meeting will be called to determine the removal of the student from Kids Village.
 - The meeting will include the student's teacher, a second teacher, the child's parent(s), and one Co-op Coordinator Team member (usually the Co-op Coordinator).
- **Removal Decision:** The removal may be either:
 - **Temporary:** The amount of time away and conditions for return will be determined by the Co-op Coordinator Team and the two teachers involved in earlier discussions.
 - **Permanent:** As approved by the Co-op Coordinator Team and the two teachers involved in earlier discussions, the student will not be allowed to return for the remainder of the year.
- **Tuition Reimbursement:** Families of children removed from the Kids Village, either temporarily or permanently, are not eligible for tuition reimbursement as per the bylaws.

This protocol ensures that all parties are involved in addressing and resolving behavioral issues in a consistent and fair manner, promoting a positive and safe learning environment for all children at Kids Village Co-op.

5.5. Contagious Illness Guidelines

In preparation for potential outbreaks and learning from experiences of similar institutions, Kids Village Co-op has established detailed procedures for handling contagious illnesses. The following guidelines should be followed in the event of any contagious illness outbreak:

1. Contact Lewis County Public Health:

- Call the Public Health Nurse at (360) 740-1223.
- Follow all recommendations and guidelines provided by the county.

2. Track Reported Cases:

- Maintain a spreadsheet of all reported cases including:
 - Date of Birth (DOB)

- Date of first symptoms
- Vaccine dates
- Class
- Date last attended sessions
- Date doctor confirmed
- Date reported to the co-op
- Date returned to Kids Village
- High-risk status
- Any additional notes

3. Parent Notification:

- Notify all parents of the reported case.
- Provide a FAQ sheet of the illness via email and in folders. FAQ sheets are available in the Co-op Supervisor's File or from Lewis County Public Health.

4. Identify High-Risk Individuals:

- Identify non-vaccinated and immunocompromised students, as well as students, teachers, or family members who may be in a high-risk group.
- Call to verify they are aware of the outbreak and have notified their doctor.

5. Handle Exclusions:

- If exclusion is recommended by Lewis County Public Health, call the excluded families to explain the situation.
- Note that there is no tuition reimbursement for days missed due to exclusion.
- Notify teachers of students who are being excluded.
- Review the Helping Parent calendar to make arrangements if an excluded family is scheduled during the exclusion period.
- Review parent jobs to arrange coverage for any excluded families who have responsibilities at Kids Village during the exclusion period.
- Modify drop-off and pick-up procedures to be done entirely outside the building's door if Lewis County Public Health requires proof of immunity during the incubation period.

These guidelines aim to ensure the health and safety of all students, staff, and families while maintaining clear communication and efficient management of the situation.

5.6. Allergy Protocol

In response to the high rate of allergies among students and the need for clear procedures, Kids Village Co-op has established the following allergy protocol. This protocol is reviewed annually by the Co-op Coordinator Team to ensure it meets the needs of the current student population and provides the safest environment possible.

Allergy Protocol:

1. Allergy/Medical Conditions Form:

- Parents of children with allergies or medical conditions that may impact the classroom must complete an Allergy/Medical Conditions Form each year.

2. Class Allergy List:

- An allergy list will be created for each class, noting each child's name and their specific allergies.
- These lists will be posted prominently in the classrooms.

3. Parent Notification:

- At the beginning of the school year, letters explaining the allergy protocol and specific class allergies will be sent to all parents.
- Parents must sign off acknowledging that they received this information.

4. Snack Ingredient Requirements:

- All snacks brought into the Co-op with more than one ingredient must include an ingredient list.
- For homemade items, the recipe should be provided as an ingredient list.

5. Prohibited Items:

- Peanut or tree nut products, and products that may contain peanuts or tree nuts, are not allowed in any snacks brought into the Co-op.

6. Verification of Snacks:

- Teachers will double-check the snack brought by the helping parent against the class allergy list.
- For children with serious or life-threatening allergies, the parent of the child shall also double-check the ingredient list at the start of each class. Parents are encouraged to keep a backup snack in the child's backpack.

This protocol aims to provide a safe environment for all students, particularly those with severe allergies, by ensuring thorough communication and strict adherence to food safety guidelines.

6. EXTERNAL AFFAIRS

6.1. Parent Vendors

At Kids Village Co-op, we value the contributions and support of our community, including parents who wish to donate a portion of the proceeds from their products or services to us in return for advertising. These opportunities are considered on a case-by-case basis by the Events Coordinator and the Co-op Coordinator Team.

Policy for Parent Vendors:

1. **Proposal Submission:** Parents interested in offering their products or services should submit a written proposal to the Events Coordinator, outlining the nature of their business, the proposed donation or service, and any specific advertising requests.
2. **Evaluation:** The Events Coordinator and Co-op Coordinator Team will evaluate the proposal, considering factors such as the relevance to the co-op's mission, potential benefits to the co-op, and alignment with our community values.
3. **Approval:** If the proposal is accepted, a formal agreement will be drafted, specifying the terms of the donation or service and the advertising commitments by the co-op.
4. **Recognition:** Approved parent vendors will be recognized through various channels, including newsletters, social media, and at Parent Team meetings. Special appreciation events or acknowledgments may also be arranged.
5. **Advertising:** The co-op will promote parent vendors by including their information in our communications, ensuring that the community is aware of their contributions and services.

Examples of Potential Contributions:

- **Services:** Carpet cleaning, legal consultations, photography sessions, etc.
- **Products:** Handmade crafts, food items, educational materials, etc.

Current Parent Vendor Partnerships:

- While we are establishing our vendor relationships, we anticipate collaborating with various parent-owned businesses to support our co-op's activities and needs.

6.2. Rental Agreement

Kids Village Co-op rents a portion of Linden House at 402 SE 1st Street, Winlock, WA. The rental agreement with the landlord includes stipulations about the use and maintenance of the rented space. All communications and interactions with the landlord regarding rental matters are managed by the Co-op Coordinator and the Co-op Supervisor.

Responsibilities:

- **Co-op Supervisor:** Ensures that the rented facilities meet safety and maintenance standards. Any issues or concerns about the rented space should be promptly reported to the Co-op Supervisor, who will coordinate with the landlord to resolve them.
- **Co-op Coordinator:** Manages overall interactions with the landlord, ensuring that the terms of the rental agreement are upheld and addressing any higher-level concerns or negotiations.

In summary, Kids Village Co-op is committed to fostering positive relationships with parent vendors and ensuring a safe, well-maintained environment through our rental agreement with Linden House. These policies help us build a supportive and engaged community that benefits all members.

6.3. Working with Linden House Management

6.3.1. Bi-annual Meetings

The Kids Village Co-op Coordinator, along with the Co-op Supervisor and Co-op Coordinator Assistant, should meet with representatives of Linden House at least twice each school year, typically in September and March. More than two meetings may be beneficial for maintaining good relations between Linden House and the co-op.

The Co-op Coordinator usually provides an agenda via email prior to the meeting and printouts of the agenda at the meeting. It is up to the co-op to schedule meetings via email with the Linden House management team. In these emails, information is provided about topics to be covered during the meetings.

The Co-op Supervisor should advise on any building- and grounds-related matters. Issues may include things such as:

- **Water Damage:** It should be reported to the Co-op Supervisor, who will then notify the landlord.
- **Broken Windows:** Any broken windows should be reported immediately.
- **Supply Needs:** If the janitor closet needs restocking with items such as fluorescent lights, this should be communicated.

Representatives from Linden House, including the property manager and maintenance staff, will attend these bi-annual meetings.

6.3.2. Communicating with Linden House Management

The co-op typically communicates with Linden House through the property manager. This liaison will help address and solve problems and might bring them for consideration to the landlord's administrative team.

If, on any given day, something needs immediate attention, such as:

- **Mess in the Community Center:** If a teacher arrives to find food and dishes left over from a previous event, they should contact the Linden House Events staff for immediate cleanup.
- **Maintenance Issues:** For issues like plumbing or electrical problems, the Co-op Supervisor should be notified to contact the landlord promptly.

The Co-op Supervisor should keep the property manager in the loop of all communications with Linden House.

Conversely, if Linden House needs to communicate immediately with the co-op, they may contact a teacher or the Co-op Supervisor directly and later follow up with the Co-op Coordinator. For instance, if Linden House has a function in a shared space during scheduled session hours and needs equipment moved, they will reach out to the Co-op Supervisor or the relevant teacher.

By maintaining open and frequent communication with Linden House management, Kids Village Co-op ensures a cooperative and smooth operation within the rented space at 402 SE 1st Street, Winlock, WA.

6.3.3. Lease Negotiation and Renewal – Every Two Years

Kids Village Co-op operates under a lease agreement with Linden House at 402 SE 1st Street, Winlock, WA. The lease agreement is ongoing and can be terminated by either party with a 30-day notice. If Linden House decides to provide notice of termination, they are required to take our school calendar into consideration to minimize disruption to our operations.

The lease agreement is reviewed and renewed every two years to ensure that all terms remain up-to-date and mutually beneficial. This process involves:

1. **Review of Current Lease Terms:** The Co-op Supervisor, Co-op Coordinator, and Financial Coordinator review the existing lease to identify any areas that need adjustment or clarification.
2. **Meeting with Linden House Management:** A meeting is scheduled with the landlord to discuss any proposed changes and negotiate terms.
3. **Drafting the New Lease:** Based on discussions, a new lease agreement is drafted, reviewed, and approved by both parties.
4. **Communication:** The new lease terms are communicated to the Co-op Coordination Team and relevant stakeholders within Kids Village Co-op to ensure transparency and preparedness for any changes.

By maintaining this regular review and negotiation process, Kids Village Co-op ensures a stable and supportive environment for our operations while fostering a strong relationship with Linden House management.