



# FAMILY HANDBOOK

2024-2025

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# Table Of Contents

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<b>Table Of Contents</b> .....	<b>2</b>
<b>Welcome!</b> .....	<b>4</b>
<b>The Co-op Philosophy</b> .....	<b>4</b>
<b>Nondiscrimination Policy</b> .....	<b>5</b>
<b>Privacy Policy</b> .....	<b>5</b>
<b>Class Start and End Times</b> .....	<b>6</b>
<b>Parking Rules</b> .....	<b>7</b>
<b>Parking and Pick-Up / Drop-Off Map</b> .....	<b>9</b>
<b>Family Consequences</b> .....	<b>10</b>
<b>Inclement Weather Days</b> .....	<b>10</b>
<b>School Holidays</b> .....	<b>11</b>
<b>Absences</b> .....	<b>11</b>
<b>Classroom Volunteer Requirements</b> .....	<b>11</b>
Participation Requirement.....	11
Background Checks.....	11
Arrival and Responsibilities.....	12
Scheduling and Substitutes.....	12
Dress Code and Conduct.....	12
Special Day for Your Child.....	12
<b>Healthy Snack Guidelines</b> .....	<b>12</b>
Nut-Free Policy.....	13
Allergy Management.....	13
Snack Examples.....	13
Beverages.....	13
Food Waste.....	13
Snack Rotation for 2's Classes.....	13
Birthday Celebrations.....	13
<b>Behavioral Guidelines</b> .....	<b>14</b>
1. Give Choices.....	14
2. Redirection.....	14
3. Natural Consequences.....	14
4. Provide Appropriate Words and Actions.....	14

Volunteer's Role.....	14
<b>Escalated Behavior Policy.....</b>	<b>15</b>
Initial Steps.....	15
School Conference.....	15
Outcomes.....	15
Removal from School.....	15
<b>What To Expect By Class Level.....</b>	<b>16</b>
1's Class.....	16
2's Class.....	16
3's Class.....	16
4's Class.....	16
5-12 Year Olds.....	16
<b>Potty Training Policy.....</b>	<b>17</b>
1's Classroom.....	17
2's Classroom.....	17
3's Classroom.....	17
4's Classroom.....	17
<b>Homework Support Program.....</b>	<b>18</b>
<b>Family Jobs.....</b>	<b>19</b>
<b>Tuition.....</b>	<b>20</b>
Tuition Schedule.....	20
Tuition Due Dates.....	21
Tuition Policies.....	21
<b>Withdrawal From Kids Village Co-op.....</b>	<b>21</b>
<b>Fundraising Events.....</b>	<b>22</b>
<b>Field Trips.....</b>	<b>22</b>
<b>Memory Books.....</b>	<b>23</b>
<b>Parent Team Meetings.....</b>	<b>23</b>
<b>The Co-op Coordinator Team.....</b>	<b>23</b>
<b>Concluding Remarks &amp; Contact Information.....</b>	<b>24</b>

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# Welcome!

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Welcome to Kids Village Co-op!

In this handbook, you will find an overview of all the essential information to ensure both your child and your family have a wonderful year in our learning community. We encourage you to read this handbook and keep it as a handy reference throughout the year.

After thoroughly reading the handbook, please acknowledge that you have read and understood the information and guidelines by electronically signing by the first day. If you would like a paper copy of this handbook, please contact a Co-op Coordinator Team Member, and we would be happy to provide you with a copy.

We hope that by providing you with this information, we can all have a successful year—one that you and your child will remember fondly as the time you were part of the Kids Village community!

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## The Co-op Philosophy

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Kids Village Co-op is run by Co-op Coordinator Team, consisting of Co-op parents, and a Parent Team, which is made up of all Co-op parents. The entire administration and maintenance of the learning community, including responsibilities such as hiring teachers, making classroom purchases, recruiting new students, fundraising, planning field trips, and cleaning and repairing facilities and equipment, are all done by parents. The Co-op Administrator, teachers, and accountant are the only paid employees.

- **Co-op Administrator:** Manages student enrollment, maintains emergency contact lists, organizes registration events and open houses, coordinates classroom and office supply inventory, handles the Co-op's website and social media presence, oversees advertising and promotion of events, updates the community on Co-op activities, assists with financial planning and budgeting, oversees teacher contracts and evaluations, and ensures the facility is safe and well-maintained.

- **Teachers:** Provide educational instruction, develop and implement curriculum, maintain classroom order, and support each child's learning and development. They also participate in planning activities and field trips, and ensure a safe and engaging learning environment.
- **Accountant:** Manages the Co-op's finances, prepares financial reports, assists with budgeting and financial planning, and ensures compliance with financial regulations.

The privilege of having our children participate in Kids Village is made possible partly by the tuition we pay, but to a much greater degree by the hard work contributed by the parents. The combined efforts of our fantastic educators and each family, all of whom play a crucial role in the success of our community, enable Kids Village to come together and maintain an excellent and long-standing reputation.

Our goal is to provide a positive introductory learning experience for children from 12 months to 12 years old as a preparation for further education. This is accomplished through a cooperative effort between teachers and parents. We offer a flexible program that includes free time to play with age-appropriate toys, arts and crafts, sharing time, music experiences, cooking and eating, nature observation, reading and storytime, and 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 of the essential skills needed for further education. We teach a pre-kindergarten curriculum to classes for four-year-olds. It is theme-based and teaches skills such as writing, cutting, gluing, and following directions, as well as counting and the recognition of letters, numbers, patterns, and shapes.

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## Nondiscrimination Policy

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All classes affiliated with Kids Village Co-op adhere to the following nondiscrimination policy: we admit students of any religion, race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the community. There is no discrimination on the basis of religion, race, color, or national or ethnic origin in the administration of educational or admissions policies.

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## Privacy Policy

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It is the policy of Kids Village that class lists and the teachers' contact information will not be distributed to anyone outside of the Co-op. Additionally, these lists are not to be used as mailing lists for personal or business reasons. Please respect the privacy of the teachers and other parents and do not give out names, addresses,

phone numbers, or other personal information. When you dispose of these lists, please be sure to do so properly (shredding or burning). Do NOT simply recycle them.

In most cases, Kids Village does not allow any business information or solicitations to be distributed through the children's folders at school. If space is available, advertisements for parents' home-based businesses or for businesses that make donations or offer discounts to the Co-op may be placed in children's folders at school or on the bulletin board, with the permission of the Co-op Coordinator Team.

It is the policy of Kids Village that forms containing personal information that you have submitted to us (including WSP forms, contact info, etc.) will be destroyed at the end of the school year. If you have any questions about this, please contact the Co-op Administrator.

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## Class Start and End Times

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Kids Village Co-op operates three daily sessions to accommodate the diverse schedules of our families. Please adhere to the following times to ensure a smooth and organized routine for our learning community:

- **Morning Session:** Starts at 9:00 a.m. and ends at 12:00 p.m.
- **Midday Session:** Starts at 12:00 p.m. and ends at 3:00 p.m.
- **Afternoon Session:** Starts at 3:00 p.m. and ends at 6:00 p.m.

You may sign your child in no earlier than 10 minutes before the start of their session:

- **Morning Session:** Sign-in starts at 8:50 a.m.
- **Midday Session:** Sign-in starts at 11:50 a.m.
- **Afternoon Session:** Sign-in starts at 2:50 p.m.

Please do not arrive any earlier unless you are the assigned Classroom Volunteer, as our teachers need this time to prepare for classes.

We require that you walk your child into the school and check in with the teachers. All parents must stay at school until the Classroom Volunteer arrives or someone volunteers to take their place. Be sure you know who the Classroom Volunteer for the day is before leaving. Please observe the correct parking areas and do not leave other children in your car when you come into the school.

**BE ON TIME!** Give your child the benefit of the entire class time and be respectful of our teachers and the other students who are on time and ready for class to start. Often the teachers are waiting for everyone to arrive before starting a project.

### Pick-Up Times:

- Morning Session ends at 12:00 p.m.
- Midday Session ends at 3:00 p.m.

- Afternoon Session ends at 6:00 p.m.

Again, **BE ON TIME!** It can be scary for a child if their grown-up isn't there when all of the other children have been picked up. If you are delayed for any reason, please send your child's teacher a text message or call to let the teacher know.

If you are chronically late for drop-off and/or pick-up, consequences will be implemented (please see the Consequences section).

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## Parking Rules

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For the safety and protection of our students, Kids Village Co-op has adopted the following parking rules. Please adhere to these guidelines and share them with anyone in your support system who will be assisting with pick-up or drop-off duties. A map will be provided for further clarification.

1. **Short-Term Parking:** There are 5 short-term parking spaces in the front parking lot for drop-off and pick-up. If these spaces are full, you may utilize street parking.
2. **Drop-Off and Pick-Up Procedure:** For full-time students, a designated drop-off and pick-up area is located along the side of the building. Teachers will be there to greet the students. Please follow the map provided for the specific location. No backing up is allowed in the drop-off area. You must exit by going east along Canyon and around the block.
3. **Parking Restrictions:**
  - Do not park in the upper lot as it is reserved for the Supported Living Program.
  - No backing up in the full-time drop-off area. You must exit by going east along Canyon and around the block.
  - Do not cross traffic to park on the wrong side of the road. Always park on the correct side of the road, following the direction of traffic.
4. **Respect for Neighbors:**
  - Do not park in front of driveways or mailboxes.
  - Be courteous and respectful of our neighbors when coming and going to and from school.

If you violate the parking rules, consequences will be implemented (please see the Consequences section for details).

Abiding by these rules is crucial to ensuring the safety of our students. Thank you for your cooperation.

Please be sure to share these procedures with **every person** (grandparents, friends, etc.) who will be picking up your child(ren). **Anyone** picking up children at the school will be expected to follow these procedures.

As a Co-op preschool, we encourage the relationships that are fostered between families. Pick-up has become a popular time to socialize. Please be aware that once your child is checked out, the safety of your child(ren) is your responsibility. We ask that you check out quickly and efficiently so our teachers can take their lunch and prep before the next class.

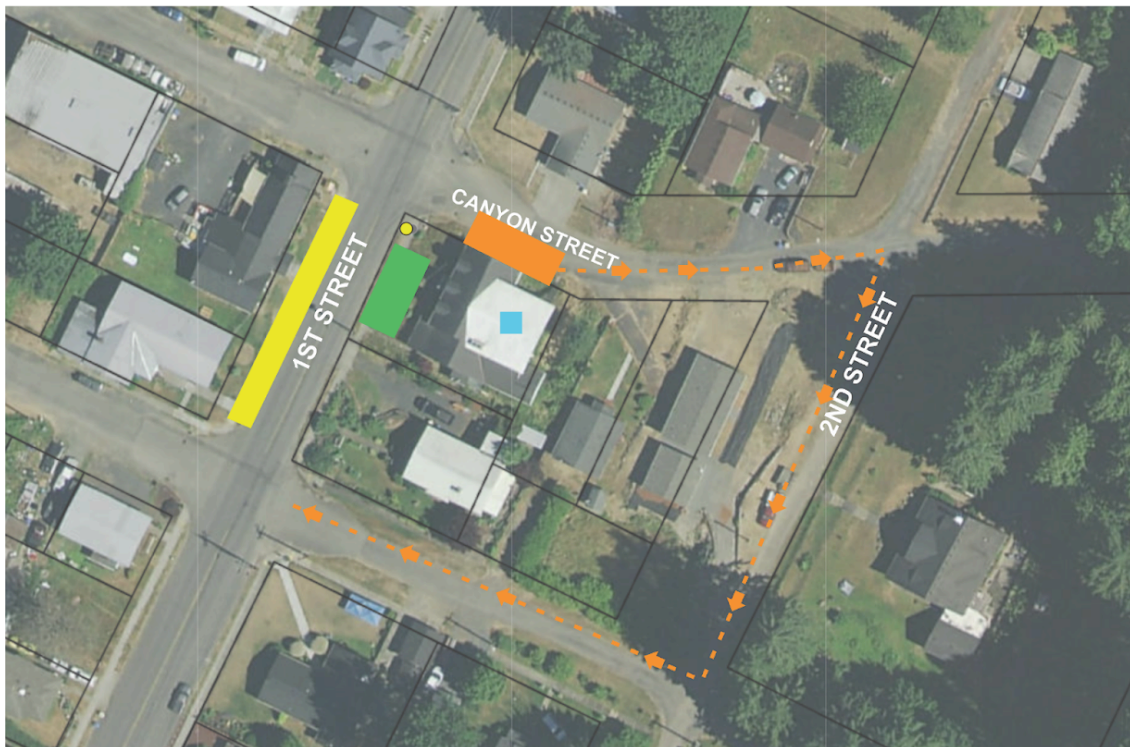








# Parking and Pick-Up / Drop-Off Map



## Kids Village Parking Procedures Map

402 SE 1st Street - Winlock, WA 98596



-  Full Time Student Drop-Off/Pick-Up Location
-  Short Term Parking Spaces
-  On Street Parking
-  Full Time Student Drop-Off/Pick-Up Route
-  Fire Hydrant
-  You Are Here

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## Family Consequences

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At Kids Village Co-op, keeping our learning community running smoothly is a collaborative effort that requires commitment from all families. To ensure fairness and consistency, we have established the following consequences for issues such as regular tardiness as a Classroom Volunteer, parking violations, or chronically late drop-off and/or pick-up:

- **First Offense:** A message will be sent to you via email.
- **Second Offense:** You will receive a call from a Co-op Coordinator Team Member.
- **Third Offense:** You will be required to pay a fine between \$50 and \$200.
- **Additional Offenses:** Further consequences will be determined by the Co-op Coordinator Team on a case-by-case basis.

Thank you for your cooperation and dedication to making Kids Village Co-op a supportive and thriving community.

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## Inclement Weather Days

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Kids Village Co-op traditionally follows the Winlock School District's inclement weather closure and delay schedule. If the Winlock School District closes for the day, Kids Village Co-op will also close. If the district has a delayed start, our staff and Co-op Coordinator Team will collectively determine if morning classes will be held; afternoon classes and Learning Enrichment & Homework Support will be held as scheduled. The decision to remain open or closed will be based on student and staff safety, the daily weather forecast, and road conditions for the majority of families. In the event of a school closure due to inclement weather, the Co-op will communicate information to enrolled families via email and phone call.

If the weather changes after you drop your child off at school, the teachers may decide to end class early to ensure everyone's safety. Be sure that your contact information is updated in the Brightwheel app and notify the Co-op Administrator if your contact information changes.

As the weather in the Northwest can change quickly, please ensure that your child comes to school each day in comfortable, weather-appropriate clothes and shoes, with a jacket or sweatshirt for outdoor time. Write your child's name on everything, including their backpack.

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# School Holidays

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Kids Village Co-op conforms to the Winlock School District's school holidays. Note that this does not include in-service days, during which Kids Village will be in session unless otherwise noted. Please refer regularly to the School Year Calendar, which is kept updated on the Co-op's website.

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## Absences

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If your child is unable to attend class for any reason, including illness, please send a Brightwheel message to your child's teacher.

If your child has an appointment that requires them to arrive late or leave early, please notify the teacher beforehand if possible.

If your child will miss class due to vacation or another engagement, please inform the teacher of the dates your child will be absent and when they will return to class.

If you are unable to fulfill your role as a Classroom Volunteer due to a planned or unplanned absence, you have the option to trade days with another family or pay \$25 for a substitute to cover your shift. You are responsible for arranging for a substitute (do not contact the Classroom Coordinator) and for paying that parent directly. Please check email notifications each week from your Classroom Coordinator to confirm the upcoming Classroom Volunteer schedule.

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# Classroom Volunteer Requirements

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## Participation Requirement

Every family in Kids Village is obligated to help in the classroom. This cooperative effort is what makes Kids Village a Co-op. This duty can be performed by an adult of your choice (mom, dad, grandparent/relative, babysitter, neighbor, etc.).

## Background Checks

Every adult who works in the classroom or chaperones on field trips must complete a "Washington State Patrol – Crimes Against Children" form available on our website or provide a background check in their state of residence. These documents must be submitted to the Documents Coordinator before participating in any activities. Once we confirm that your name does not appear on the WSP or Oregon Background Check reports,

our teachers will be informed of who is approved to work with the children.

If you choose not to complete a background check, no questions will be asked. However, you will not be allowed to work with the students until the background check is submitted and approved. The Oregon Background Check must be completed and paid for independently.

### **Arrival and Responsibilities**

Classroom Volunteers need to arrive 20 minutes before the session starts. If you are consistently late, consequences will be implemented. Volunteers should arrive prepared to assist the teacher and bring at least one food item for the class. Volunteers are also responsible for preparing the snack table during the time designated by the teacher, usually Circle Time. Please refer to the Snack section for more guidelines. Children will provide their own water bottle for snacks.

Classroom Volunteers help the teacher prepare for class, assist during the session as directed, and stay after class to clean up and set up for the next session.

### **Scheduling and Substitutes**

Classroom Volunteer schedules are assigned and communicated via Brightwheel by your Classroom Coordinator. Please check Brightwheel each week to verify your upcoming schedule. If you cannot volunteer on your assigned day, you may hire a substitute Classroom Volunteer from your class for \$25. You are responsible for arranging and paying the substitute directly. Alternatively, you may trade helping days with another volunteer. Any changes must be marked on the Classroom Volunteer calendar posted outside the classroom so teachers know whom to expect. Please communicate all trades and absences to your Classroom Coordinator and teacher.

There must be a Classroom Volunteer, or there will be no class that day. We will not make up classes canceled due to the absence of a Classroom Volunteer. All parents must stay at school until the Classroom Volunteer arrives or someone volunteers to take their place.

### **Dress Code and Conduct**

Please wear appropriate and non-revealing clothing when helping in the classroom. The attire of our Classroom Volunteers directly impacts the impression we make on visitors and our reputation in the community.

Cell phone use is permitted in class for taking photos only. Please do not email, text, or access social media sites during class time. Making or receiving calls during class is only allowed in an emergency.

### **Special Day for Your Child**

Remember, the day you volunteer in the classroom is very special for your child. They are excited to show off their school and are happy to have you there. To ensure your focus is on your child and their class, siblings are not allowed in class. Please make childcare arrangements for other children well in advance.

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## **Healthy Snack Guidelines**

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At Kids Village, we prioritize healthy eating habits for our children. Below is a list of suggested balanced snacks

that align with our health and safety standards.

## **Nut-Free Policy**

Kids Village is a **NUT-FREE** school. Nuts, nut products, and items manufactured in facilities that process nuts are **NOT** allowed.

## **Allergy Management**

If your child has a food allergy, this should have been noted on previously completed forms. A list of all allergies will be maintained in the classroom and on the Classroom Volunteer Calendar as a reminder to all parents. Weekly email updates will also include this information.

Parents of children with allergies should:

- Work with teachers to check snacks before class.
- Keep a spare snack in the child's backpack.
- Ensure that all snacks containing more than one ingredient are accompanied by an ingredient list. A recipe card or original packaging for pre-packaged items will suffice.

## **Snack Examples**

- Cheese cubes or sticks with pretzels
- Granola bars
- Cheese crackers
- Applesauce pouches
- Fruit leather
- Fig bars
- Dried fruit: raisins, apricots, unsweetened pineapple, apples, plums, or mangoes
- Fresh fruit

## **Beverages**

Children will use their own water bottles for snacks.

## **Food Waste**

Snacks are typically pre-served in individual place settings to prevent food sharing between children. For pre-packaged items, it is strongly encouraged to ask a child if they want it before opening to reduce waste.

## **Snack Rotation for 2's Classes**

When there is more than one helping parent in the same class, there will be a snack rotation assigned by the Classroom Coordinator.

## **Birthday Celebrations**

In keeping with our belief in balanced snacks, please avoid bringing large cupcakes to school for your child's birthday celebration. Consider smaller cupcakes or cookies paired with a more nutritionally dense second item.

By following these guidelines, we ensure a safe and healthy environment for all children at Kids Village.

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# Behavioral Guidelines

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At Kids Village, we strive to create a supportive and positive learning environment for all children. Our behavioral guidelines are designed to help children learn appropriate social interactions and self-regulation. Teachers will use age-appropriate strategies to address behavior, considering the child's maturity and the frequency of the behavior. Here are four strategies commonly used:

## 1. Give Choices

Choices empower children to take responsibility for their behavior.

- **Example:** "You may choose to stay in the block area and keep your hands to yourself, or you may choose another area to play in." Once a choice is made, the child must follow the rules.

## 2. Redirection

Redirection helps children achieve their desires in acceptable ways.

- **Example:** "I see you want to knock over some blocks. Let's move over here and build a tower that you can knock down."

## 3. Natural Consequences

Natural consequences teach children the outcomes of their choices.

- **Example:** "Since you chose to continue knocking over your friend's buildings, you need to leave the block area and choose another activity. You can try the blocks again later."

## 4. Provide Appropriate Words and Actions

Teach children to express themselves and solve problems verbally.

- **Example:** If two children are arguing over a toy, one child can be taught to say, "May I use that block when you're done?" and the other can respond, "I will give it to you when I am finished."

## Volunteer's Role

Volunteers are essential in maintaining a supportive atmosphere.

1. If your child is affected by another child's behavior, speak directly to the teacher first. Arrange a time to discuss your concerns privately.
2. If unresolved, speak to another teacher or a Co-op Coordination Team member.
3. Respect the privacy of all children and adults. Never discuss another child's behavior with other parents.
4. When volunteering, allow the teacher to handle disciplinary matters.

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# Escalated Behavior Policy

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If a child's behavior does not improve or if it poses a safety risk, the following steps are taken:

## Initial Steps

1. Discuss the behavior with the parent(s) privately.
2. Implement a plan of action with parent(s) input.
3. Document the behavior and the response.
4. Notify the Co-op Coordinator with details and the plan of action.
5. File an incident report if the child harms themselves or others.

## School Conference

If the behavior continues, a school conference is held with the child's teacher, the Co-op Coordinator, and the parent(s) to:

1. Review the behavior.
2. Discuss any underlying issues.
3. Develop a written two-week behavior modification plan.
4. Provide additional resources.
5. Set goals for behavior improvement.

## Outcomes

Depending on the child's response to the plan:

1. **Improvement:** The child receives positive feedback and continues to meet behavior standards.
2. **Continued Issues:** A new plan is developed, and parents may need to accompany the child to class.
3. **Persistent Harmful Behavior:** If issues persist after four weeks, removal from the school is considered.

## Removal from School

A meeting with the child's teacher, the Co-op Coordinator, and the parent(s) will determine:

- **Temporary Removal:** Duration and conditions for return.
- **Permanent Removal:** If the child cannot return for the remainder of the year. Families are not eligible for tuition reimbursement if removal occurs.

By following these guidelines, we aim to support each child's development while maintaining a safe and positive environment for all.

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# What To Expect By Class Level

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## **1's Class**

The 1's class is designed to introduce your child to a social environment outside the home. This class focuses on sensory play and simple interactive activities to promote cognitive and motor skills development. Children will engage in activities such as music, storytime, and simple crafts. Emphasis is placed on language development through songs and interactions with teachers and peers.

## **2's Class**

The 2's class allows your child to develop through play and various hands-on experiences. We recognize each child as a unique individual who will progress at their own pace. By the end of the year, our goal is significant language development and socialization in a classroom setting. We achieve this by providing opportunities for children to play with peers of the same age and developmental level. Children learn to share, take turns, play with age-appropriate toys, sing songs, develop self-expression, learn new skills, and interact with adults other than their parents.

## **3's Class**

The 3's class introduces many children to their first school experience and prepares them for the 4's class. It offers children a chance to develop self-expression, strengthen fine and gross motor skills, and learn to work within a classroom routine. Social skills are emphasized, providing tools for problem-solving and cooperation with friends. The curriculum connects children to the world they are beginning to explore with age-appropriate, hands-on projects. Children are introduced to letter recognition, phonics, and number sense through games, stories, and songs. Activities offer a range of skills to meet individual needs in a fun and supportive environment.

## **4's Class**

The 4's class prepares your child socially and emotionally for kindergarten. Through cooperation during open classroom play, small group time, and large motor play outside and in the gym, your child will learn essential language skills needed for appropriate communication with peers and adults. They will practice problem-solving skills to navigate various situations. The curriculum incorporates early academics through literature, social studies, math, music, and science. Small group time offers opportunities to work on listening skills, follow directions, and develop fine motor skills. The curriculum focuses on the alphabet (both letter recognition and sounds) and provides meaningful ways to work with numbers. Activities are age-appropriate and hands-on for active and fun learning. We recognize that all children learn at different levels and appreciate each child as an individual, including all children in every aspect of our curriculum without undue pressure.

## **5-12 Year Olds**

For children aged 5-12, the program focuses on further developing social, emotional, and academic skills. This includes advanced projects in science, math, and language arts, as well as continued emphasis on physical development through sports and outdoor activities. Children will be encouraged to work on team projects, develop leadership skills, and participate in community service activities. The curriculum is designed to be



flexible to cater to individual learning styles and interests, ensuring each child is challenged and engaged.

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## Potty Training Policy

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### 1's Classroom

- **No Potty Training Required:** Children in the 1's classroom are not required to be potty trained.
- **Supplies:** If your child is in diapers, please send diapers, wipes, and a change of clothing in their backpack each class.
- **Diaper Changes:** Classroom Volunteers are responsible for changing diapers during class time. For safety and well-being, volunteers will leave the bathroom door propped open, use gloves, and dispose of diapers in a plastic bag. These procedures are posted above the changing table.
- **Concerns/Requests:** If you have specific concerns or requests, please speak with your teacher directly.

### 2's Classroom

- **No Potty Training Required:** Children in the 2's classroom are not required to be potty trained.
- **Supplies:** If your child is in diapers, please send diapers, wipes, and a change of clothing in their backpack each class.
- **Diaper Changes:** Classroom Volunteers are responsible for changing diapers during class time. For safety and well-being, volunteers will leave the bathroom door propped open, use gloves, and dispose of diapers in a plastic bag. These procedures are posted above the changing table.
- **Transitioning to Underwear:** If your child is transitioning from diapers to underwear, we recommend using Pull-ups during class. Teachers and volunteers will encourage your child and offer potty breaks, but accidents can happen. Please pack additional clothing and a Pull-up in your child's backpack and inform the teacher about the transition period.
- **Concerns/Requests:** If you have specific concerns or requests, please speak with your teacher directly.

### 3's Classroom

- **Potty Training Expected:** Children in the 3's classes should be potty trained or transitioning by the beginning of the school year.
- **Transitioning with Pull-ups:** If your child is transitioning and wearing Pull-ups, please notify your teacher.
- **Bathroom Independence:** Children will be escorted to the bathroom by an adult but need to be independent in cleaning themselves.
- **Accident Policy:** Three accidents in one month requiring Pull-up or clothing changes may result in the child needing to stay home from school for two weeks to work on potty training before returning to school. Tuition will not be reimbursed for time spent potty training at home.

### 4's Classroom

- **Potty Training Required:** Children in the 4's classes are required to be potty trained and should be completely independent when visiting the bathroom.
- **Bathroom Independence:** After the first month of school, children will visit the bathroom on their own and should be able to clean themselves; pull up and down their pants, tights, and/or skirts; fasten zippers, snaps, and buttons; and work with belts. Please dress your child appropriately to make it easier

for them.

By setting clear expectations and providing support, Kids Village ensures a comfortable and safe environment for all children as they progress through these important developmental milestones.

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## Homework Support Program

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**Our Homework Support Program** for children aged 5-12 aims to help students complete assignments in a supportive environment. With dedicated time and personalized guidance from educators, we will cultivate good study habits and a positive attitude towards learning, balancing academics with enriching activities.

### **Guidelines for the Homework Support Program:**

#### **1. Start & Stop Times**

- **Start Time:** The program begins at 3:00 p.m., after school ends.
- **End Time:** The program ends at 6:00 p.m. Please ensure that you pick up your student on time.
  - It can be distressing for a child if their guardian isn't there when all of the other children have been picked up. If you are delayed for any reason, please inform the teacher.
  - After your second late pick-up, you will be charged a late pick-up fee of \$5.00 per minute for every minute past 6:00 PM. Additional consequences may be determined by the Co-op Coordination Team on a case-by-case basis.

#### **2. Inclement Weather**

- If the Winlock School District is delayed, the Homework Support Program will be held as scheduled. If the Winlock School District closes for the day, the Homework Support Program will be canceled.
- Days missed due to inclement weather will be made up if possible.

#### **3. Classroom Volunteer Requirements**

- There are no Classroom Volunteers for the Homework Support Program. The class coordinator for your child will be notified of which days your child is enrolled in the Homework Support Program to avoid scheduling conflicts with volunteer days.

#### **4. Food**

- Please provide a snack in a labeled bag for your student. Students will also need a water bottle.
- All food in your student's snack should be ready to eat, with the exception of help opening packages.
- The school is 100% nut-free. Please pack your student's snack with options that do not include peanuts or tree nuts.
- If your student has a food allergy, staff will adjust the seating arrangements to ensure that food is not shared between students.

#### **5. Absences**

- Absences can be made up on a different day, as long as there is open space. Please contact the teacher to confirm a make-up day.

#### **6. Pick-Up Procedures**

- Enter through the front doors and head to the designated classroom to pick up your child.
- Gather your child's belongings, including their snack container and folder.
- Check in with the teacher to confirm that the child is leaving.
- Exit through the front door.

#### **7. Tuition**

- The fees for this program are non-refundable. Fees must be paid quarterly at the start of each season.

By adhering to these guidelines, we aim to create a productive and enriching environment that supports our students' academic growth and overall well-being.

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## Family Jobs

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All families at Kids Village are required to hold a school job in addition to performing their helping parent duties in the classroom. The jobs are assigned per child (e.g., if you have two children enrolled, you will be assigned two family jobs). Each job is crucial for the efficient running of our cooperative school. If a family does not fulfill their job duties, it affects everyone in the community.

### **Job Requirements and Responsibilities:**

- If you encounter a conflict or problem with your assigned job, please contact the Co-op Coordinator Assistant for assistance.
- If you are unable to meet your job requirements, you may hire a substitute for \$25. A list of available substitutes will be provided.
- Failure to show up for your assigned job will result in a \$50 fine per missed shift. We strongly encourage you to either show up or arrange for a substitute if you cannot make it.

### **Job Adjustments:**

- Family job assignments are adjusted annually to better match the needs of our community. We strive to ensure that family jobs are equally divided and will continue to evaluate and make necessary adjustments throughout the year as needed.

By adhering to these guidelines and fulfilling your family job, you help maintain the cooperative spirit and ensure the smooth operation of Kids Village. Thank you for your commitment and dedication to our community!

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# Tuition

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**Each session is 3 hours long. The available times for sessions are:**

1. Morning: 9:00 AM - 12:00 PM
2. Midday: 12:00 PM - 3:00 PM
3. Afternoon: 3:00 PM - 6:00 PM

**Discounts:**

- Families with two or more children enrolled receive a 20% discount on the combined tuition.
- Linden House employees receive an additional employee discount.

**Tuition Schedule**

**1's Class**

- Full-Time (5 days/week, all sessions): \$19.70 per session
- Part-Time (3 days/week, any sessions): \$24.62 per session
- Once a Week (1 day/week, any session): \$28.25 per session
- Daily Drop-In: \$28.25 per session or \$9.41 per hour

**2's Class**

- Full-Time (5 days/week, all sessions): \$18.88 per session
- Part-Time (3 days/week, any sessions): \$23.60 per session
- Once a Week (1 day/week, any session): \$27.02 per session
- Daily Drop-In: \$27.02 per session or \$9.01 per hour

**3's Class**

- Full-Time (5 days/week, all sessions): \$17.74 per session
- Part-Time (3 days/week, any sessions): \$22.18 per session
- Once a Week (1 day/week, any session): \$24.57 per session
- Daily Drop-In: \$24.57 per session or \$8.19 per hour

**4-5 Year-Olds Class**

- Full-Time (5 days/week, all sessions): \$16.92 per session
- Part-Time (3 days/week, any sessions): \$21.15 per session

- Once a Week (1 day/week, any session): \$23.34 per session
- Daily Drop-In: \$23.34 per session or \$7.78 per hour

### **Ages 5-12 Class (3 PM - 6 PM Session Only)**

- Full-Time (5 days/week, all sessions): \$16.10 per session
- Part-Time (3 days/week, any sessions): \$20.13 per session
- Once a Week (1 day/week, any session): \$22.11 per session
- Daily Drop-In: \$22.11 per session or \$7.37 per hour

### **Additional Fees:**

- **Lunch Bunch (12 PM - 3 PM session):** \$50 per quarter
- **Homework Support:** \$70 per hour

**Note:** A 20% sibling discount is applied to the lowest tuition rate when enrolling multiple children from the same family.

### **Tuition Due Dates**

- October 1, 2024
- January 1, 2025
- April 1, 2025
- July 1, 2025

### **Tuition Policies**

- Tuition, deposits, and fees are paid per enrolled student.
- Tuition is paid quarterly and must be received by the due date to ensure continued enrollment.
- Late payments may result in a \$50 late fee and the child being unable to attend class until payment is received.
- Tuition will not be reduced for absences due to illness or other reasons.
- Families with two or more children enrolled receive a 20% discount on the combined tuition rate.

If you have any questions regarding tuition payment or other financial needs, please contact the Kids Village Accountant.

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## **Withdrawal From Kids Village Co-op**

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If, for any reason, you need to withdraw from the preschool before the end of the year, please notify the

Documents Coordinator as soon as possible in writing with the date of your child's intended last day of class and the reason for withdrawal. You may email the Documents Coordinator in Brightwheel. Upon receipt of your withdrawal notice, you will receive an Exit Survey from our Documents Coordinator. Completion of this survey helps the school, and we kindly request that you complete it.

Prepaid registration fees are non-refundable. After the school year has begun, no refunds will be given for withdrawal from school after the quarter's tuition has been paid.

Please also notify your teacher of your plans to withdraw your child from the preschool.

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## Fundraising Events

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We will have several fundraisers throughout the year, including pies, cookie dough, coffee, and more. Fundraising is a critical component of supporting the mission of Linden House community and Kids Village Co-op. The funds raised provide resources for field trips, events, and various activities that enrich the children's educational experience. Everyone's participation is crucial in helping us achieve our goals and maintain a vibrant, supportive community.

As a member of this school, every family commits to raising a minimum amount as outlined in the Final Registration Paperwork. Some fundraisers have a greater or lesser profit margin, and notices of these margins will be given in accompanying fundraiser information. For example, if the pie fundraiser has a profit margin of 35%, and the coffee fundraiser has a profit margin of 50%, and you buy \$100 worth of pies and \$100 worth of coffee, \$35 would go toward your total fundraising commitment from the pie sales and \$50 from the coffee sales.

The Fundraising Coordinator will keep you updated on profit margins for each fundraiser and maintains a running balance per child of the profit totals that contribute to the required amount. The coordinator will send you a remaining balance mid-year and at the end of the year. There is also a buyout option available at any point during the year. However, even if you choose the buyout option, we encourage you to participate in as many fundraisers as is a good fit for your family to support our community goals.

By participating in these fundraisers, you help to support the overall mission of Linden House and Kids Village Co-op, ensuring we can continue to provide enriching experiences and maintain a strong, connected community.

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## Field Trips

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All of the field trips (except walking field trips) are listed on the School Year Calendar. Please note the day your child is scheduled to go. Your child may not be going on his/her regularly scheduled day of school. Any adult who has filled out a state background check form and passed may go on the bus. Siblings are welcome to

attend.

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## Memory Books

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Memory Books will be available for purchase by the parents of each student at the end of the year. There will be a separate book for each class. We need your help to make this a success! We do not have a class photographer; parents are responsible for taking photos and uploading them to the shared Google photo album. Please help your Memory Book maker by taking photos during fun class times, field trips, and other special days. Pay particular attention to the teacher's calendar. Note any special days (i.e., Teddy Bear Picnic) on which you are the Classroom Volunteer, and be sure to bring your camera. For this project to be truly special at the end of the year, we need everyone's enthusiastic support!

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## Parent Team Meetings

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One of the great things about belonging to a Co-op preschool is that you truly have a voice in your child's education! Every parent in our school is automatically a member of the Parent Team.

Each family is required to attend the mandatory orientation meeting before school starts. Additionally, parents are encouraged to attend Parent Team meetings during the school year.

Meetings are held in October, November, January, February, and April. Please refer to the School Year Calendar for scheduled dates. Parent Team meetings for the 2024-2025 school year will be virtual. A link to attend the meeting will be sent via email and Brightwheel. These meetings will begin at 8:00 PM. All parents are encouraged to attend every meeting! At these meetings, we discuss many aspects of our school, including fundraisers, field trips, and financial information. We also vote on issues that are important to the management of the preschool.

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## The Co-op Coordinator Team

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The administrative duties of the school are carried out by the Co-op Coordination Team, which consists of a Co-op Coordinator, Co-op Coordinator Assistant, Documents Coordinator, Events Coordinator and Financial Coordinator. The Co-op Coordinator positions are nominated by the Parent Team in January of the previous year. Excluding the Teacher Representative, all persons on the Co-op Coordination Team are required to have at least one child attending the preschool.

The Co-op Coordination Team meets once a month year-round to make important decisions about the preschool, determine a budget, and to discuss fundraisers, maintenance, and other pertinent issues. In addition, each member carries out a number of specific duties as part of the job. These unpaid positions are compensated with the Linden House employee tuition discount. If you have any questions about the job functions of the Co-op Coordination Team, or if you are interested in volunteering more of your time to the preschool, please contact the Co-op Coordinator.

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## Concluding Remarks & Contact Information

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We hope that any questions you might have about this preschool or our procedures have been addressed in this handbook. If you have further questions, concerns, or comments, please feel free to contact the Co-op Coordinator or any Co-op Coordination Team Member at any time. All contact information will be available to you via Brightwheel.

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**Preschool Mailing Address: P.O. Box 999 - Toledo, WA 98591**

**Address: 402 SE 1st Street - Winlock, WA 98596**