



Presbyterian Parent  
**Cooperative  
Preschool**  
2025-2026 Parent Handbook

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# MISSION STATEMENT

“Our Mission is to provide a unique preschool where the Director, the Teacher, and Parents work together in a cooperative effort to create a caring Christian environment, nurturing the whole child by allowing them to grow and develop according to their individual needs.

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**COOPERATIVE PRESCHOOL PHILOSOPHY**

A cooperative preschool seeks to create a family environment in which the Director, the Teacher, and Parents work together in the classroom, participating in the daily operations of the preschool to allow each child to grow and develop according to their individual needs. We believe the involvement and commitment of the parents to the co-op reinforces happy learning experiences for the child in one of his or her first ventures away from home.

The preschool is a child-sized world devoted to the child’s main business, playing. Play lays the groundwork for more specific and formal academic learning which will follow in years to come.

At the Presbyterian Parent Cooperative Preschool (PPCP) we believe that our program provides a nurturing and creative atmosphere that allows a child to function at their developmental level while stimulating him to his next stage of growth. The environment is carefully planned to help a child learn to become independent and make choices, yet limits are set that allow a child to feel secure.

Preschool provides an opportunity for a child to become familiar with a group setting, to develop self-expression, creativity, a sense of responsibility, and an interest and joy in learning. We respect diversity and strive to explore many cultures. Through new experiences a child may broaden the spectrum of his or her world.

The PPCP operates within a Christian context, with weekly chapel, and daily songs and prayer before snack, at circle time, and at the end of the preschool day. Families are also provided with the opportunity to meet with the Pastor and/or the Director of Family Ministries of the First Presbyterian Church if so desired.

Preschool is a learning experience for parents as well as children. Parents may observe and interact with different children as well as watch their own child interact with other children and adults. A cooperative preschool nurtures the whole family by helping parents achieve a greater understanding and enjoyment of their child as they share in this very important chapter in their child's life.

## LICENSING INFORMATION

Our school is state-licensed and regularly inspected to ensure everything meets or exceeds standards, including child-to-teacher ratios and safe facilities. The PPCP is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding licensing or regulations, please speak with the Director or refer to:

State Licensing Phone Number (San Marcos): (512) 753.2233

Abuse Hotline: (800) 252.5400

Texas Department of Family Protective Services: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## POLICIES OF PRESBYTERIAN PARENT COOPERATIVE PRESCHOOL

### PRESCHOOL SESSIONS

1. Hours of operation are from 8:15 a.m. to 1:30 p.m. on Monday, Tuesday, Wednesday and Thursday.
2. The preschool will have school mid-August until May. The first day of school will be the Tuesday two weeks before Labor Day. The last day of school will be the Wednesday before Memorial Day.
3. All SMCISD holidays, including inclement weather days and professional development days will be observed unless otherwise stated. Inclement weather days will be determined by SMCISD school closures or decided upon between the Director and Board Chair. The Board Chair and/or the Director will notify parents via REMIND the morning in question by 7:00 a.m.
4. The PPCP will have early release for the Thanksgiving celebration and hold one Teacher/Parent Conference Day each school year, usually in the Spring semester. No classes will be held that day.

### PARENT GUIDELINES

1. Support Jobs: Parents are required to hold a support job. Job descriptions will be provided.
2. Parents are required to attend or help complete tasks for 2 Parent Workdays, fundraisers,

and graduation.

3. Helper Days: Parents are required to assist at the preschool once a month (please see section V for families with two children enrolled at the same time.) The calendar is posted throughout the year so that parents may choose their Helper Day a month in advance. Remaining school days beyond those covered by each family working each month will be filled by families willing and able to volunteer.
4. If you are unable to come on your scheduled Helper Day for any reason, it is your responsibility to arrange to have your day covered by trading days with another parent or making arrangements for a parent to substitute. When alternative arrangements are made, please immediately notify the parent in charge of Calendar Coordination and the Director or so that they may update the calendar and be aware of the changes.
5. Helper parents typically work about a 5 hour volunteer shift beginning at 8:15 a.m. and ending at 1:15 pm. Alternative starting/ending times may be arranged with prior approval from the Director or the Chair.
6. We understand that a parent may need to step away to make a phone call, grab coffee, or get a bit of work done during the Helper day. Please communicate with staff if you need to do so. We are flexible, but please communicate your needs.
7. Dress comfortably. Bring snacks and/or lunch for yourself.
8. Parents are not to assist at the preschool with any symptoms of a cold or another contagious disease.
9. Parent volunteers should not bring any children who are not enrolled in the preschool with them on their workdays.
10. Alcohol, drug and tobacco use, is prohibited while on duty or at any time in the schoolhouse or on any other Church property.
11. The Director is the final authority at the preschool. Should differences arise, parents should carry out the Director's wishes and discuss the matter with the Director and Board Chair or the Executive Board after preschool hours in a scheduled meeting.
12. In providing quality care for our children it is important to conduct ourselves professionally. Parents must never discuss any of the children's behaviors during class time.
13. In setting a positive example for our children, any conflicts that arise between parents or the Director, during school hours, should be discussed calmly and respectfully after school hours, as appropriate.
14. Be consistent with the standards set by the Director and Executive Board.
15. Safety Rules for the children are set and posted by the staff for the classroom and playground. These positively stated rules will be sent home with each parent at orientation. To reduce the risk of injury to a child we ask that you please abide by these rules before, during, and after school hours of operation. This is to provide consistency for the children as well as respect for the liability issues of the school and Church.
16. Do not expect your child to behave typically on the day you assist. Your child might not be as cooperative as usual. Remember, you are a parent first and a volunteer second. As a general guide, if your child is having difficulty with the class routine or behavior, the staff will be supportive as you attend to the needs of your child in helping them feel secure and in managing their behavior. The staff will not intervene unless they believe it necessary. This promotes more positive interaction between the parent, child, and staff. It also makes it less confusing for the child during their time of adjustment to the school setting. This is especially important at the beginning of the school year until the staff has had time to build rapport and a positive working relationship with the parent and child.

## WORKING WITH THE CHILDREN

1. Be constantly alert to the safety of the children. Help them to avoid activities that can be harmful or dangerous, such as throwing toys, climbing on shelves, etc.
2. Be genuine and friendly in working with the children
3. Get down on the child's level. Make eye contact with the children when you speak with them. Be sure to approach the children when you speak to them to ensure you have their attention; then speak briefly and simply.
4. Be generous and sincere in giving praise. Hugs are certainly permissible.
5. Remember that manners are caught rather than taught. Give the children the same respect you would give adults. "Catch Them Being Good"
6. When conflict between children occurs do not be too eager to help. Many times, children can settle conflicts on their own and learn in the process.
7. Be positive. Use "do" instead of "don't".
8. Foster independence by waiting to be asked for help and helping children help themselves.
9. Remember it is the child's "doing" not the "finished product" that is most important.
10. It is best to warn children in advance of a change in activity to help them transition from one activity to another. This will be accomplished through transition activities and songs.
11. Do not expect all children to participate in all activities at all times. A child may choose to look on so long as they do not disturb those who are participating.
12. Never laugh at a child's efforts.
13. Expect spills and messes – this is a part of learning.

## MEALS AND FOOD SERVICE

1. Parents will pack for their child a daily snack and lunch following the nutritional guidelines outlined in the "Minimum standard Rules for licensed Child-Care Centers". Sugary snacks are not accepted, birthdays and special holidays are exceptions. Choking hazards are prohibited. A list of foods that present a risk for choking, healthy snack suggestions, and preparations will be provided at orientation.
2. The Helper Parent should follow the "Minimum Standard Rules for Licensed Child-Care Centers" regarding proper handwashing, and food handling, as well as cleaning procedures. These are posted in the kitchen at the school.
3. The PPCP is a Peanut-Sensitive Environment. If advised by the Director, please do not bring any snacks that contain peanuts or peanut butter.

## PREPARING FOR SCHOOL

PPCP cannot assume responsibility for providing or arranging transportation for children to and from preschool. In the interest of safety and convenience, the following suggestions are made.

## AT HOME

1. Parents should check their children for rash, flushed cheeks, or runny noses. (Children with runny noses, coughs, or colds are not sent to preschool until symptoms subside.) Notify the Director of all allergies and serious illnesses. Call the Chair to report any communicable diseases. If the child is not well enough to play outdoors they should not come to school.
2. Children should be dressed for play and prepared to participate in indoor and outdoor activities with consideration for the weather. For maximum safety, soft-soled shoes that cover the entire foot are required i.e. tennis shoes. Please provide a pair of rainboots (labeled with the child's name) to be kept at school.
3. Clothing that might be removed, including jackets, hats, and sweaters should be clearly labeled with the child's name.
4. Please leave personal items i.e. toys etc. at home unless directed otherwise by the Teacher and/or Director.
5. Please apply sunscreen or mosquito spray at home before arriving at school.

## AT SCHOOL

6. A parent or guardian should accompany children onto the schoolhouse porch at 8:15/8:30. Drop-off is staggered to avoid waiting in lines. Children should be checked in no later than 8:45, barring extenuating circumstances. Mark the sign-in form with time and your initials when you arrive. Children must be left in the presence of the Director or the Teacher.
7. Be positive and be firm. If your child is having a difficult time saying goodbye do not be alarmed. The Director and Teacher will support you in making the transition for you and your child.
8. If anyone other than those people authorized on the enrollment form is to pick up your child a note must be presented to the Director in advance. **Children will not be released without prior written approval by a parent or guardian and a valid driver's license displayed by the person picking up the child.** (Parents, just in case a volunteer Parent is unsure who you are please bring your driver's license for proper identification.) We appreciate your openness and cooperation concerning this important safety issue.

## AFTER SCHOOL

9. Arrive promptly on the porch at 1:15/1:30. p.m. to sign out and pick up your child. If you dropped off at 8:15 pick up is at 1:15. Same for 8:30/1:30. Children may become

alarmed if they are kept waiting. If a parent arrives late, this detains not only the Teacher and the Director but also the Helper Parent from completing the day's clean-up. If something out of their control detains them, parents will text the teacher or director to let them know that the pick up adult is running late.

10. To encourage your child's self-help skills staff will allow your child to collect their belongings from their cubbies and assist them as needed. They will escort your child to the door to be released to you (or an authorized adult). Mark the sign-out form with the time and your initials before you leave.

## **EXCLUSION POLICY**

**To ensure the health and well being of your child and other children, please keep your child home if any of the following circumstances exist. Please refer to the Addendum, PPCP Illness and Exclusion Policies, for more detailed information.**

1. Your child has an oral temperature of 100.4° (99.4° armpit). Please do not bring your child back to school has been fever-free **without medication** for at least 24 hours.
2. Your child has diarrhea.
3. Your child is vomiting or has vomited twice within 24 hours.
4. Your child has a rash accompanied by a fever.
5. Your child shows other signs that indicate illness such as lethargy, abnormal breathing, wheezing, mouth sores with drooling, green discharge from the nose, behavior changes.
6. Your child's illness prevents your child from participating comfortably in preschool activities including playing outside.
7. If a healthcare professional has diagnosed your child with a communicable illness and the healthcare provider has not cleared your child to be able to return to school. Please bring a written notice from your health care professional of your child's clearance when returning your child to school.
8. Your child's illness results in the need for care that is greater than the preschool can provide without compromising the safety, health, and proper supervision of the other children at the preschool.

*\*We will contact you and ask that you pick your child up should your child exhibit any of these symptoms. We will provide care and supervision of your child while separating them from the group to prevent them from infecting other children. Proper handwashing and sanitation procedures will be followed according to the "Minimum Standard Rules for Licensed Child-Care Centers".*



## **DISCIPLINE POLICY**

**Under no circumstances will physical punishments (i.e. spanking, slapping, or paddling) be a part of the discipline procedure at the Presbyterian Parent Cooperative Preschool.** No one – not the Director, Teacher, Assistant, or any Parent – shall ever strike a child while at school.

The goal of discipline is to teach each child to learn responsible behaviors. Each child must learn to respect others and the property of others. The following basic directives will assist in achieving this goal by:

1. Using positive verbal communication with the child, encouraging verbal expression of their feelings, redirecting, offering positive choices, and setting consistent guidelines.
2. Removing the child from the group until they have had time to calm down and regain control.
3. Conferencing between the staff and parent(s) to gain further insight and ideas, and to develop a plan of action.

In the best interest of the child and of all the children, if a child's behavior continues to be disruptive, destructive, or aggressive after all steps in the discipline policy have been exhausted, withdrawal may become an option because the child is not making proper adjustments to the preschool.

## **ANIMAL POLICY**

To be sensitive to all individuals with chronic allergies and asthma we ask that you not bring any animals to visit the preschool unless prior approval is obtained from the Director. State guidelines for animals must be followed for the safety of all children. See the "Minimum Standard Rules for Licensed Child-Care Centers".

## **WATER ACTIVITIES**

State guidelines for water activities must be followed for the safety of all the children. See "Minimum Standard Rules for Licensed Child- Care Centers".

## **MEDICATION POLICY**

Due to being a part-time program medication is only given for chronic conditions such as asthma and severe allergies. The following steps will be followed when administering medications;

1. Parents must sign and complete a medication authorization form which includes the child's full name, the name of the medication, the date, the time, the amount of medication

- to administer (according to the prescription label), the expiration date, and the symptoms.
2. Medication brought to the preschool must be in its original labeled container with the child's full name, date, and directions for administration, and will only be administered to the child to whom it is prescribed.
  3. Medications should be given directly to the Director or the Teacher for safekeeping
  4. Medications cannot be administered after the expiration date.
  5. When administering medication, the Director will document on the preschool's medication form the name of the child, the date, the time, the amount of medication given, the name of the medication given, along with, their signature and that of a witness. See "Minimum Standard Rules for Licensed Child-Care Centers" for rules on storage, length of time to keep medication, proper disposal, and return of medications to parents.

## **CONFLICT RESOLUTION**

If you need to address a concern or problem regarding the PPCP, its members, or employees, please speak to the Chair and the Director as they will be happy to set up a time to meet with you (without children present) outside of preschool hours, school events and board meetings, which are not appropriate times to share your personal grievances. If your behavior is incongruent with our code of conduct, you will be asked to refrain from this behavior and address this with the Chair and Director and communicate professionally at the appropriate time.

## **CODE OF CONDUCT and DISMISSAL POLICY**

Members may be dismissed from the preschool for behaviors or actions that are incongruent with or undermine the preschool's mission or philosophy. If a member, through whatever means, consistently creates a negative, hostile, divisive, or otherwise inappropriate atmosphere, action will be taken for the removal of that member.

The following list of behaviors may result in action, up to and including dismissal. This list is not exclusive:

1. Refusal to comply with the state-mandated "Minimum Standard Rules for Licensed Child-Care Centers" or the policies, rules, and guidelines of the PPCP as set by the Executive Board.
2. Conduct, or behavior, whether by action or omission, that interferes with, disrupts, or adversely affects the inclusive, positive, orderly, efficient operation of the PPCP.
3. Insubordinate acts towards the Director or Teacher that interfere with, disrupt, or impede their ability to efficiently manage students or the operations and functions of the PPCP.
4. Any other behavior that is not in the best interest of the preschool or that undermines our children's preschool experience.

The following is a list of possible actions that may be taken:

A. Member will be asked to meet with the Director to discuss behavior. Member will sign a written statement outlining the reason for the requested meeting. The statement will be placed in the Member's file.

B. Member will be asked to meet with the Director and Board Chair to discuss behavior. Member will sign a written statement outlining the reason for the requested meeting. The statement will be placed in the Member's file. Member will be put on a 30-day probation period with additional incidents within that time frame resulting in immediate dismissal.

C. Member will be asked to come before the Session of the First Presbyterian Church to discuss behavior. Director and Board Chair will attend the meeting. Member will sign a written statement outlining the reason for the requested meeting. The statement will be placed in the Member's file.

D. Member will be given written notice of dismissal.

E. Member will be asked to leave the preschool immediately.

## **INCIDENT PROCEDURES**

An incident or accident report will be filled out for a child as needed due to a minor or major injury. Parents will be required to sign the form which only acknowledges that they have been notified and are aware of the incident.

## **EMERGENCY PROCEDURES**

Emergency procedures for an accident or critical illness that requires medical attention and/or an ambulance:

1. Contact emergency medical services or take the child to the nearest emergency room.
2. Give First Aid/CPR when needed.
3. Contact the physician identified in the child's record.
4. Contact the child's parents.
5. Ensure supervision of other children in the group.

## **FIRE DRILL PROCEDURES**

Fire drills as well as fire extinguisher and smoke and carbon monoxide detector inspections will be held once a month.

In case of fire or drill:

1. The Director will designate one parent to direct the children. She will then indicate the exit to be used by standing in front of that exit. The children will then be escorted out of the preschool and onto the playground.
2. The Director or the Teacher will be responsible for bringing the attendance book and emergency book with her to the playground.
3. The Director and the Teacher will remain on the playground with the children while a designated parent checks all rooms in the preschool to ensure that every child has been safely escorted out.
4. Procedures are posted in each classroom along with a diagram clearly marking all exits.
5. Fire extinguishers are located at the front entrance, in the kitchen, and in the Director's office's closet.

*Information about recalled products, Gang free zones, child abuse, and emergency preparedness are located in the addendum section at the end of the Handbook.*

## **ACCEPTED BY-LAWS FOR THE PRESBYTERIAN PARENT COOPERATIVE PRESCHOOL**

### **NAME**

The name of this organization shall be the Presbyterian Parent Cooperative Preschool (PPCP).

### **LICENSE AND AFFILIATIONS**

The Texas Department of Family and Protective Services shall license the PPCP.

The PPCP shall operate as a Mission of the First Presbyterian Church of San Marcos, Texas.

The policies and practices of the PPCP shall be under the supervision of the Session of the First Presbyterian Church of San Marcos, Texas.

The PPCP shall hold all property and assets coming into its possession in the name of and on behalf of the First Presbyterian Church of San Marcos, Texas, and in the event of termination of the possession of said preschool shall thereupon be distributed unto First Presbyterian Church of San Marcos, Texas.

## OBJECTIVES

The primary objective of the PPCP shall be to provide Christian preschool education that is set apart by its collaborative structure, onsite parental involvement, and play-based, child-directed curriculum, resulting in conceptual learning.

A further objective is to establish a cooperative structure benefitting both students and families and creating an active community. Parents will contribute time and personal skills toward the development and nurturing of the whole child.

A further objective is to offer support to families, if so desired, in the religious nurturing of their children. A collaborative partnership between First Presbyterian Church and the PPCP will make available pastoral care, resources, and service opportunities.

## PRESCHOOL MEMBERSHIP

### ELIGIBILITY

Children who will be at least 3 years of age by September 1 of the current year will be eligible for enrollment. If enrollment is not at maximum capacity, the Board and Director will determine if a child turning 3 by Nov.1 will be allowed to enroll.

Children who are 4 or 5 years of age will also be eligible for enrollment. The

Executive Board may establish other groups as needed.

Toilet training is required.

### PROCEDURES FOR MEMBERSHIP

Families currently enrolled in the program (this includes siblings of currently enrolled students) will be given preference for registration for the upcoming school year. Registration materials will be provided upon request and a non-refundable registration fee of \$150.00 will need to be paid by **February 1st** of the current year to secure a place on the roster for the following year.

***After February 1st enrollment will be opened to the community at large and the roster will be filled on a first-come basis.***

After the roster is full (15 students) families interested in Membership for the following year will be placed on a waiting list that will be maintained throughout the current year. The following information is required to be placed on the waiting list:

Child's Name

Child's Birthdate (determines eligibility to fill a vacancy in the current class)

Parent Name(s)

Email address

Phone Number

Date of request for placement on the waiting list

Families on the waiting list shall be contacted for registration by February 1st of the current year. The registration form must be completed and returned along with the registration fee of \$150.00 and first of two installments materials fee of \$85 (materials fee is a total of \$170) to secure a place on the roster for the following school year.

Families will receive, by email or mail, a copy of the Parent Handbook, additional registration forms, and information about Orientation, and August Play Dates.

The Director will review and accept new applications. Applications will be reviewed without regard to the child's sex or a family's race, ethnic heritage, religion, political affiliation, or financial status. Final acceptance is at the discretion of the Board.

The number of children accepted into the program shall not exceed 15.

### **HEALTH REQUIREMENTS**

The State requires:

Each child shall have a medical examination performed by a qualified physician a maximum of 12 months before admission to preschool, and annually thereafter, or within 1 week of admission.

Each child enrolled shall have a health record signed by a qualified physician, kept on file by the Director of the Preschool, and available to representatives of the State and Local Health Departments. The Health record shall include the following:

Any history of recent exposure to communicable disease,

A health statement that the child has been examined and has been found to be free of communicable disease,

An up-to-date copy of your child's immunization records completed by a physician, and

A copy of a hearing and vision screening if your child is 4 years of age.

PPCP requires that completed health forms be due on or before the first day of class.

## **FEES AND TUITION**

All fees and tuition shall be established by the Executive Board.

A non-refundable fee of \$150.00 is due *at the time of enrollment*. A \$170 materials fee payable in two installments: \$85 due at the time of enrollment, and \$85 due in January.

When the class roster becomes full, registration forms may be accepted without fees and placed on a waiting list.

The tuition cost is \$237 in August and \$475 monthly September through May.

Tuition will be collected in monthly installments. The first installment of \$237 is due on August 19th. Tuition for May (\$475) will be paid by October 1<sup>st</sup> (as well as October tuition). This May tuition may be paid with September tuition, with October tuition, or split between the two months. The remaining installments will be one month's tuition each for the months of November through April (six installments), due by the 1st of each month. Outstanding amounts or credits for May tuition are due May 1<sup>st</sup>.

If a child is enrolled after the start of the year, tuition for May will be paid by their second month of attendance.

Tuition may also be paid in advance by the year (monthly tuition x 9.5) or by the semester (half of monthly tuition x 9.5) in August and January.

Tuition is due on August 19th and the first day of the month thereafter. There will be a \$10.00 late fee added to tuition checks paid after the 10th of the month and a \$30.00 charge on returned checks.

Tuition will not be pro-rated or waived if an absence is taken during the school session. If failure to attend is due to a medical reason, tuition reimbursement may be requested in writing and will be voted on a case by case basis through the PPCP Board.

If a previous monthly installment is not paid, the child, as decided by the Executive Board, may not be allowed to return to school until previous installments and current installments are paid.

If a child is enrolled after the start of the school year, tuition will not be prorated.

If enrollment is not at full capacity and a member enrolls after the first day of school, the Board will make a determination of pro-rating the days missed.

## **WITHDRAWALS**

If a child does not make proper adjustment to the preschool, the Executive Board may

request in writing that the parents withdraw the child from the preschool.

Parents may withdraw a child at any time. PPCP requests that this intent be presented to the Executive Board in writing at least two weeks before the child's final class day. This allows time to find a replacement for the child.

In case of withdrawal from preschool for the reason of illness, leaving town, or child not making the proper adjustment to school, parents may, in writing, apply to the Executive Board for a refund of the unused portion of their tuition payment.

Refunds for other reasons may be considered by the Executive Board only if there is a student available to fill the vacancy and circumstances prohibit the parent(s) from communicating their intent to withdraw at least two weeks before the child's final day.

A parents' evaluation and exit survey of the program should be completed at the time of withdrawal. We do not intend to neglect the input of families who are not available to evaluate the program at the close of the school year.

## **PARENT MEMBERSHIP**

Parents of children enrolled in the preschool shall be members of the Presbyterian Parent Cooperative Preschool.

Members are required to assist at the preschool once a month, perform a support job, attend 2 scheduled parent workdays, and participate in and contribute to annual fundraisers. Any deviation from this by-law is subject to the approval of the Director.

Families with two children enrolled will assist on the "extra days" of longer months; and at least 1.75 times as many total days as families with one child enrolled. Families with two children enrolled will only be required to perform one parent support job.

If a family becomes unable to fulfill their commitment and fails to seek the Director and Executive Board's approval, the family may be disqualified from membership. A family's refusal to fulfill their commitment will result in immediate disqualification from membership by the Executive Board.

A mother with a newborn baby shall be relieved unconditionally of her volunteer responsibilities for a period of three months following the baby's birth and does not need to make up this time. A comfortable chair is available in the Director's office for any mother who would like privacy while breastfeeding her baby. We are a breastfeeding-friendly organization.

In cases of extended illness or other special needs, the Director and the Executive Board, after reviewing the circumstances, may grant a reduction in a parent's volunteer schedule for a stated period.

Per State guidelines, the PPCP requires that **all adults who assist at the preschool** submit to a background check and complete all required paperwork before they are allowed to volunteer at the preschool. In addition, and also per State guidelines, Teacher Substitutes



will be required to be fingerprinted and certified in CPR and First Aid.

Parents shall fill out and return an annual evaluation provided by the Board Chair.

Parents of enrolled children will be notified before the first day of school, via Handbook or email, of any State-made changes to the Minimum Standard Rules for Licensed Child-Care Centers. Parents will be notified of any changes made during the school year promptly.

All parent jobs outlined must be divided among families even in cases of low enrollment. The available jobs must be filled and conducted by the families. These are not to be absorbed by the Director/Teacher.

Please see the list of Parent Support Jobs and descriptions of each.

## **ORGANIZATION**

### **OFFICERS**

The officers shall be the Chair, Vice-Chair, Secretary, Treasurer, Fundraising Liaison, and the PPCP-FPC Liaison, which may be the Minister/Pastor or another representative from the church.

### **EXECUTIVE BOARD**

The Executive Board shall consist of the officers of the Preschool, the Minister and/or Church Liaison of the First Presbyterian Church, the PPCP Director, and the Lead Teacher. The Director and Lead Teacher shall be voting members of the Executive Board, except in those issues that relate to the Director's and Teacher's contracts, salaries, or benefits.

Regular meetings of the Executive Board shall be held as prescribed by the Executive Board at its first meeting that shall be called by the Chair during the first month of its term. Members of the PPCP are encouraged to attend all Executive Board meetings; however, to protect the privacy of a Member, the Chair may call for a closed meeting.

### **COMMITTEES**

Committees will be set up as determined by the Executive Board in the first summer meeting.

Parent Support Job descriptions, including Officers' positions, will be provided during enrollment.

## **RESPONSIBILITIES**

### **OFFICERS**

The duties of the officers shall be those customarily performed by such officers, together with those responsibilities prescribed by those by-laws and such other duties as may be assigned.

Shall work with and assist the Director with the responsibilities and duties for the organization and operation of the Preschool.

Shall interview all potential employees and offer, negotiate, enact and terminate all employee contracts. The hiring of a Director and Director Assistant is subject to final approval by the Session.

Shall supervise all employees of the preschool.

Shall provide a copy of the most recent board minutes and budget, as well as the PPCP news for the newsletter to the church administrative assistant by the first Tuesday of each month.

The Director, Chair, and Vice-Chair will work and communicate directly with one another weekly for 15-30 minutes to discuss the needs of the school, and topics the Director would like to address. Any items needing attention will be delegated to parents after the Director, Chair, and Vice-Chair have prioritized and determined the importance and time-sensitivity of the topics.

Before making decisions, information needs to be transparent with all members of the Executive Board, thinking of all parties involved, and consult all parties before making this decision and acting upon it, including but not limited to: school events, interns and extended care, play dates, church relations, and social media.

Please see the attached list of Executive Board Positions and descriptions of each.

## **ELECTION OF OFFICERS**

### **MANNER OF ELECTIONS**

Officer nominations to the upcoming Executive Board shall be solicited from current or past Members during the period from April 1-15. The current Officers shall review the nominations, query those nominated as to willingness to serve, and present a slate of Officers to be approved or amended by the upcoming general Membership at its first meeting.

In the event of a vacancy in the office of Chair, the Vice-Chair shall assume the duties of Chair for the unexpired term (or until a special meeting can be called to elect a new chairperson)

The Executive Board shall fill all other vacancies by interim appointment for the period until the next annual election.

The term of office shall be at least two years with the exceptions of a change in membership status, a request to be relieved of duties, or an Officer's inability to fulfill their duties. Each Officer of the Executive Board shall relinquish his/her duties to the newly elected Officer by June 1.

### **VOTING REQUIREMENTS**

One-half plus one of those members present when voting shall constitute a majority. There shall be one vote per family.

A majority vote shall define action.

### **AMENDING OF THE BY-LAWS**

Proposed amendments to the by-laws must be submitted to the Executive Board. The Executive Board will notify the membership of items that will be presented for discussion before the next Executive Board meeting so that members may choose to be present for the discussion and cast their votes.

The By-laws shall be amended by a majority of those members and Executive Board Members present for voting.

### **ADDENDUMS**

#### **(included below)**

1. PPCP Illness and Exclusion Policies

#### **(provided separately)**

1. Emergency, Evacuation and Relocation Plans
2. Gang Free Zone
3. Keeping the Children Safe
4. Attention Parents Poster (where to find Minimum Standards, Inspection Reports, Liability Insurance and Child Care Center policies)



## ADDENDUM: Presbyterian Parent Cooperative Preschool Illness and Exclusion Policies and Procedures Information for Students/Parents/Staff

Our top priority is the safety of the children in our care and we are taking every precaution for the health and safety of our students. We rely on a shared sense of community responsibility to ensure the health of all of our students and staff. In the event of illness (staff, parent, guardian or child) at our preschool,, the following policies and procedures must be followed:

### Guidelines for Excluding Children, Parents & Staff with Illness (revised 01/2023)

The children’s health is of major importance to us. Licensing requires that precautions be taken to safeguard the health of all children enrolled. This includes excluding children from attending with symptoms outlined below. **Parents, please be responsible and notify the school when your child is out sick and if any testing/diagnosis are confirmed and must keep them at home until exclusion criteria are resolved.** The school will notify families about any illnesses.

Admittance staff/parents will question all adults at drop off and if a child appears to be sick. It is also the admitting adult’s responsibility to ask a parent to take a child back home if the child is deemed not well enough to be at school. Teachers may also conduct health checks on each child during the day including temp checks.

A child who becomes ill at school will be separated from the group and cared for in a separate space by one caregiver until their parents are able to promptly pick them up from school.

Symptom/Diagnosis	When child will be sent home/excluded	When child may return
Child/Staff has any COVID/FLU symptoms: Fever 100.4 Cough Shortness of breath/Trouble breathing Chills Muscle pain Sore throat New loss of taste or smell	Immediately	Must be tested before being allowed back to school. If they test positive for COVID-19 they must stay home according to CDC guidelines.  Children/Staff who do not test positive may return to school after being fever and symptom free for a period of 24 hours <b>without medication.</b>
Child/Parent/Guardian/Staff has a confirmed COVID-19 Positive Test	Protocols that include; No entry Notification of illness to members/staff Complete sanitation of the classroom  If parents test positive, their children must be symptom-free and need to have a negative test before returning to school..	In the case of a confirmed positive COVID-19 test, 1) the individual may return when all three of the following criteria are met: at least 72 hours (3 days) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g. cough, shortness of breath); and at least 5 days have passed since symptoms first appeared; or 2) In the case of symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the preschool until the individual has completed the same

		<p>three-step criteria listed above (in item 1)</p> <p>3) In the case of symptoms that could be COVID-19 and the individuals want to return before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.</p>
Child/Parent/Guardian/Staff has been in contact with someone with a confirmed case of COVID-19	Test for COVID.	Test for COVID and follow procedures as outlined above.

#### Additional Illness Guidelines

Symptom/Diagnosis	When Child will be sent home/excluded	When Child may return
<b>Fever – No other COVID-19 symptoms</b>	If your child has a temperature of 99.6 or higher as currently recommended by Travis County	The child shall be fever free for 24 hours without fever reducing medication before returning to school. For example, fever on Tuesday means the earliest return to school can be Thursday - NOT Wednesday.
<b>Respiratory Symptoms – No other COVID-19 symptoms</b>	If a child exhibits difficult or rapid, shallow breathing or severe coughing, the child shall be excluded from the program. If the child makes high pitched croup or barking sounds after he/she coughs, and the child is unable to lie comfortably due to continuous cough, the child shall be excluded from the program.	When exclusion criteria are resolved (no symptoms present) or with a <b>doctor's note</b> stating the child can return
<b>Cold Symptoms Runny Nose Stuffy Nose Sneezing Watery eyes Cough (see above)</b>	If accompanied by Fever (see fever criteria)	When exclusion criteria are resolved (no symptoms present) or with a <b>doctor's note</b> stating the child is not contagious
<b>Diarrhea</b>	<b>After 2 occurrences within a 24-hour period</b>	When diarrhea subsides for 24 hours without medication or <b>doctor's note</b> stating the child is not contagious.
<b>Hand, Foot &amp; Mouth Syndrome</b>	When spots/bumps/lesions are noticed or present in the following areas: <ul style="list-style-type: none"> <li>• Hands, feet &amp; mouth</li> <li>• Diaper area</li> <li>• Thigh/legs</li> </ul>	When exclusion criteria are resolved (no symptoms present) or with a <b>doctor's note stating the child is not contagious and has taken medication for at least 24 hrs.</b>
<b>Active Head Lice</b>	When nits/eggs are noticed or present	When exclusion criteria are resolved and <b>24-hrs</b> after first treatment. For example, treatment on Monday means the earliest return to school can be Wednesday - NOT Tuesday.
<b>Irritability</b>	If irritability cannot be redirected and/or prevents child from being able to participate comfortably and safely	When child can be redirected
<b>Itching</b>	If itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria are resolved or with a <b>doctor's note</b> stating the child is not contagious

<b>Appearance or Behavior Changes</b> <b>-Lethargy</b>	If the child looks or acts differently, is lethargic, pale, lacking appetite, confused, irritable, or difficult to awaken, the child should remain at home for further observation. If the child is not able to participate in the daily activities and routine of school, they should remain at home.	When exclusion criteria are resolved (no symptoms present)
<b>Mouth Sores</b>	When sores cause drooling	When exclusion criteria are resolved (no symptoms present) or with a doctor's note stating the child is not contagious and has taken medication for at least 24hrs
<b>Eye Discharge</b> <b>-Pink Eye (Conjunctivitis)</b> <b>- Allergies</b>	<ul style="list-style-type: none"> <li>● Thick mucus or pus from eyes</li> <li>● When discharge is noticed</li> </ul> Pinkish/red swollen or irritated eyes	When exclusion criteria are resolved (no symptoms present) or with a doctor's note stating the child is not contagious and has taken medication for at least 24hrs
<b>Rash – Skin/Scalp</b>	When unidentified rash is noticed and is accompanied by: <ul style="list-style-type: none"> <li>● Behavior change</li> <li>● Persistent itching</li> <li>● Fever</li> <li>● Has oozing/open wound/sores</li> <li>● Child is unable to participate</li> </ul>	When exclusion criteria are resolved (no symptoms present) or with a doctor's note stating the child is not contagious and return date
<b>Chicken Pox</b>	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days and doctor's return date
<b>Strep Throat</b>	If child has a positive strep culture	After at least 24 hours of antibiotic medicine and <b>doctor's note with return date</b>
<b>Vomiting</b>	After 1 or 2 occurrences within a 24-hour period. (Gagging/minimal drool/spit-up due to excessive crying/anxiety does not constitute vomiting.)	When vomiting subsides for 24 hours <b>without</b> medication and able to participate. For example, if vomiting occurs on Monday night, this means the earliest return to school can be Wednesday - NOT Tuesday.

Children who are sick must be taken home immediately or within one hour of being contacted as we do not have facilities to care for sick children. If neither parent can be reached, other persons listed on your enrollment forms will be called. It is especially important that all telephone numbers and information be kept current, in case we need to call you.

Your child's exclusion and readmission to the program is subject to review by their receiving classroom staff. If your child has a chronic illness or disability, please discuss a plan for reasonable admission/exclusion criteria with the director and/or the teacher.

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