



Cooperative Play Academy Inc.
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Cooperative Play Academy Inc. Membership Handbook

This handbook has been prepared as a supplement to the Parent Handbook published by the Indiana Council of Preschool Cooperatives (ICPC). In the ICPC handbook (received at Classroom Participation Training—CPT), you will find general information and statements of philosophy and procedure common to all cooperative schools. This Membership Handbook contains additional information specifically pertaining to Cooperative Play Academy Inc. IT IS IMPORTANT THAT YOU READ BOTH OF THESE HANDBOOKS AS YOU AND YOUR CHILD BEGIN YOUR COOPERATIVE EXPERIENCE.

Class Times

Part time AM classes	9:00 am – 12:00 pm	Classes available One – Four days	Class days: Tuesday, Wednesday, Thursday, Friday
Part time PM classes	12:00 pm – 3:00 pm	Classes available One – Four days	Class days: Tuesday, Wednesday, Thursday, Friday
Full time classes	9:00 am – 3:00 pm	Classes available One – Four days	Class days: Tuesday, Wednesday, Thursday, Friday

Our Relationship with the Church

Our school is not a part of the church organization, nor does it teach religion in the classroom. Friedens United Church of Christ considers us a community outreach program. Cooperative Play Academy Inc. pays rent for the use of the facility. Cooperative Play Academy Inc. is a non-sectarian incorporation. We own most of our preschool equipment, but share a few things with the church (tables and chairs). Every effort is made to cooperate with the church on use of the building and outdoor play areas.

Obligations of Membership

1. Participating parents are required to attend the Cooperative Play Academy Inc.'s Parent Orientation night provided by the school prior to the beginning of the school year. Participating Parents are required to attend the C.P.A. Mid Year Parent Education meeting, held in January. If no family representative attends Orientation and/or the Mid year Parent Ed meeting, the family will be charged a \$50 fee per meeting. Any family joining after the beginning of the school year will need to work with a Board member or Director to go over specific aspects of the preschool.
2. Participating parents/adults that are new to the Cooperative (or have been away from the Cooperative for more than five years) must attend the Classroom Participation Training (CPT) required by ICPC. This training takes place at the preschool in the fall, during a school day. Any family joining after the CPT training must make arrangements to attend another school's CPT session (if available). The fee associated with this training (\$20.00) will be due prior to the training.
3. As required by the local Health Department and ICPC, all participating adults must provide proof of a negative TB test every year, in order to participate in the classroom.
4. All participating adults must provide proof of a passed Background check before the first day of school. Families use the ICPC vendor for background checks. All background checks check the following- SSN Trace, Indiana Participating Courts, National Criminal Search & Sex Offender, County Criminal Search. All families will pay the fee associated with the background check (aprox. \$18.00), due at time of background check.
5. A medical examination by a licensed physician is required for each enrolled child. ALL HEALTH FORMS MUST BE RETURNED TO THE SCHOOL PRIOR TO THE CHILD'S FIRST DAY OF CLASS.
6. Participation:
 - a. Participating adults must assist the Teachers in daily activities by participating in the classroom according to a schedule set up by the Class Representative. Participating adults are required to be in the classroom **at least 10-15 minutes** prior to the beginning of class to help with class set up, and stay after class for **at least 10-15 minutes** for clean up.
 - b. Participating adults will participate in the classroom a minimum of one time per month. Participating adults for full time students, will participate in the classroom a minimum of one half day each month. If you have to miss a class on a day when you are scheduled to participate, it is your responsibility to trade with another parent and find a substitute.
 - c. Penalties:
 - i. Any participating adult missing one day in which he/she was scheduled to participate (without obtaining a substitute), will receive a verbal warning (with notice slip) from the President(s) and/or Director. And will be required to pick up an extra day of participation the following month.
 - ii. 2nd day missed when scheduled to participate (without obtaining a substitute)- Will receive a written warning that requires signatures from Participating adult and President(s) and Director, be charged a \$10 fee, and will be required to pick up an extra day of participation the following month.
 - iii. 3rd day missed – Dismissal of Membership.

7. **Parents must pick up their child by the end of class.** Parents must notify the Teacher if someone else will be picking up their child. Frequent late pick-up incidents will result in fee of **\$10.00 per incident**. Multiple incidents may result in DISMISSAL from Cooperative Play Academy Inc.
8. **Parents must walk in with their child/ren and sign the attendance sheet. Parents should not leave if a Teacher is not present in the muscle room.** The first Tuesday of every month, the afternoon class will enter through the Main Church Door (Door #1).
9. One of the parents of each enrolled child is required to attend at least one parent education meeting held in connection with the school. Parent Education meetings are designed to help enhance the preschool's programs and to help educate parents. These meetings provide an opportunity to learn more about parenting topics, as well as talk with other preschool parents and develop friendships. In addition, they provide an opportunity for us to voice our opinions and ideas on how the school should be run.
10. Parents assume all responsibility for transportation of their children to and from school. Persons transporting children will comply with Health and Safety rules, including the minimum automobile insurance coverage adopted by the Cooperative and State car seat/safety belt laws.
11. Maternity leave may consist of a total of, but not to exceed, 2 months immediately following the date of the baby's birth, unless placed under physician's restrictions (restrictions to include bedrest, etc. prior to or after the baby's birth).
12. One of the parents of each enrolled child may choose to either serve as a committee member or an officer on the Board of Advisors. This position must be held for the school year (June- May).
13. One of the parents of each enrolled child is required to serve on a Special Event's committee. Each Special event will have a committee, that will plan and facilitate, set up and tear down the event., with the assistance of the Staff.

Membership Fees

1. A one-time Enrollment Fee of \$135.00, \$75.00 of which is non-refundable, is required for enrollment. There is a Sibling Discount (2nd Child would receive \$30.00 off their enrollment fee). Enrollment fees will be prorated for members enrolling mid year.
 - The Enrollment Fee covers costs of insurance, administrative costs, field trip costs (for the enrolled child and one parent), cleaning costs and a t-shirt for the enrolled child.
2. Tuition fees shall be determined by part time or full time, and how many days per week (Ranging from \$100 - \$580 per month). There is a Sibling Discount (2nd Child would receive \$50 off their tuition).
3. Tuition payment is due by the first of each month from September through May. Payments are to be paid by check, money order or cashier check (made out to Cooperative Play Academy Inc.). No cash will be accepted. PayPal is available, with a PayPal processing fee.
 - A late fee of \$10.00 per month will be charged for any tuition payment not made by the 5th of the month.
 - If a tuition payment is not paid by the 10th of the current month, and no communication is received, the enrolled child may not return to class until overdue payment is paid in full.
 - Personal or financial issues should immediately be brought to the attention of the Treasurer(s), President(s) and/or Director so that arrangements can be made.
 - An additional \$25.00 will be charged each time a check is returned due to insufficient funds or a closed account.
4. A referral discount shall be given to any member who submits to the Vice President of Membership the name of a prospective member who is subsequently enrolled that school year in the Cooperative. Prospective member must pay the enrollment fee and three months of tuition before referral discount is granted.

Fundraising

Whereas tuition and fees pay our Teachers' salaries, classroom rent and school insurance, other costs associated with running the school (i.e., classroom supplies, health and safety inspections, special event expenses, etc.) are funded through fundraising. Cooperative Play Academy Inc. has made every effort to minimize the amount of fundraising required by families, and to find fundraising opportunities that are fun and engaging for the whole family and community. We know that families are often consumed with "fundraising", especially if they have older children in school, sports, etc. Cooperative Play Academy Inc. have a few EASY and manageable fundraising opportunities throughout the school year. All Cooperative Play Academy Inc. families are strongly encouraged to participate in our programs that help raise money for our preschool, including the Santa Breakfast and the Earth Day Festival.

Policies

Attendance

Regular attendance is necessary. It allows you and your child to benefit from the school and helps our program run smoothly. We do understand that family circumstances come up, and encourage family time through vacations, etc. If a child misses school because of an illness or vacation, full tuition applies to retain membership. If missed attendance is reoccurring, a conference may be called with the family, the President(s) and the Director to reevaluate the family's membership with Cooperative Play Academy Inc.

Illness Policy

Please do not bring your child to school if he or she:

- has a fever or has had a fever within the past 24 hours.
- has diarrhea.

- is coughing excessively.
- has a constantly runny nose or a “new” cold (under 3 days along—Pediatricians say that after 3 days the cold is usually no longer contagious unless new symptoms develop).
- has vomited within the last 24 hours.
- has an unidentified rash.
- has a pink, swollen eye. (This is commonly known as pink eye and is highly contagious. This requires antibiotics from your doctor.)
- has Chicken Pox. (A child is contagious 24 hours before breakout. It usually takes at least 3 days for the child to completely breakout. The child is contagious until all of the pox are scabbed over. The incubation period for chicken pox is 7—21 days.)
- is on antibiotics and has not been taking them for at least 24 hours.

If your child has allergies or other conditions which produce symptoms that could be mistaken for an illness, please let your class members know—it may save worrying.

*Please report the outbreak of any communicable disease such as measles, chicken pox, etc. to the school (President and/or Director). Information will be sent to alert other members.

Refer to Illness Guidelines and Common Infectious Diseases in Preschoolers Chart for specific conditions.

All above statements are also valid for participating parents. Sick parents belong at home, too!

Withdrawal

If for some reason you need to withdraw your child, please contact the Teacher and Director as soon as you know the last day your child will be attending school. Written notice of withdrawal should be given to the school board 30 days in advance, if at all possible.

Procedures

Arrival

Walk in with your child to sign-in and take care of their coat and backpack (place coat and backpack on a fence post—one per child, leaving one post empty in between backpacks/coats—in the muscle room). Allow your child to find their name tag, and place it with their belongings. Please **sign in your child EACH DAY**—do not drop off your child at the door to run inside by himself/herself. Read the bulletin board, check for parent reminders/notes, and visit with other parents (in the muscle room). You will need to stay with your child until a teacher is present in the muscle room. The door to the classrooms/hall will be closed until circle time begins. Parents that are not scheduled to participate that day, may exit out the muscle room doors (Doors will lock behind you).

Dismissal

Class ends in the muscle room, and doors will remain locked until 11:50am / 2:50pm. Please park your car, and enter Hayden Hall (door #9). Before taking your child(ren) home, you must sign out. No children will be allowed to leave, unless they are signed out by their parent/ guardian.

Participation Guidelines

Each member is required to participate in the classroom a minimum of 1 day each month, as Snack Parent (Parents of full time students will participate a minimum of one half day each month). Class Representatives create each month’s calendar and will contact you about which days you would like to participate. Monthly calendars are created in advance, and you will have the following month’s participation calendar 2 weeks prior. A master calendar will be posted on the Parent Info Bulletin Board (found in the muscle room). The monthly participation calendar will also be emailed, placed in your child(ren) mailboxes, and posted on the Class Private Facebook Group. **IF YOU ARE UNABLE TO PARTICIPATE ON AN ASSIGNED DAY, IT IS YOUR RESPONSIBILITY TO TRADE WITH ANOTHER PARENT.** Any changes to the schedule must be clearly written on the master copy located on the bulletin board and communicated to the Class Representative and teacher(s), who uses this information to track actual participation days.

On the days that you participate in the classroom, it is your responsibility to bring enough snacks for your entire class. Generally, children will have water to drink (unless it is a special occasion). Each child has a water bottle. Please fill these up for snack time. There is a water pitcher available to use. Cups, napkins, and paper towels are already at school. You will need to provide any additional items necessary for serving snack.

- Snacks may be any kind of finger food (depending on Student Allergies) preferably something nutritious. Please save candy or cupcakes for special occasions, such as your child’s birthday (however, a birthday treat is not mandatory!). No Nuts of any kind!
- Snacks need to be prepackaged and unopened.
- Please refrain from bringing items that could present a choking hazard such as uncut grapes, etc.
- Be aware of any allergies children in the class may have. Please refer to Snack guidelines for snack suggestions.
- Full time students will bring their own lunch. Full time participating parents will provide snack for the entire class (am or pm class).

In order to create the safest environment for all children, we ask that participating parents do their best to refrain from bringing siblings on participation days. If you foresee having siblings with you on your participating day, please communicate this with the teacher(s).

General Guidelines

- Wear comfortable clothing. You will likely get dirty and/or messy!
- Members with more than one child enrolled will be expected to participate with each child. If scheduling permits, leniency will be given.
- If you and your child need time alone, please tell the teacher. Also tell the teacher if you feel uncomfortable with an activity.

What to Do Before the Children Arrive

Check in and discuss the activities for the day with the Teacher(s). Help the teacher(s) set up activities.

What to Do During Free Play/Guidelines for the Classroom

Children may move freely from classroom to classroom (rooms 4, 7 and 8). We may use the large muscle equipment (in the muscle room/ Hayden Hall) any time during Free Exploration. If necessary, you may suggest an activity for the child to begin. Be sure to invite children who have not experienced your activity to do so (although they do not have to).

There is to be an adult in the classroom at all times. The Teacher(s) will often "assign" a parent to a certain room and/or area. Children must be accompanied by an adult to other areas such as the kitchen, outside, etc. The teacher(s) will accompany the student to the bathroom if needed. Encourage children to use "walking feet" in the classrooms, and to "be aware of your surroundings" in the muscle room, hall way and playground.

Conflicts between children are most likely to happen in this area. The ICPC handbook (received at Classroom Participation Training) provides helpful information to help prepare you for these situations. If you ever feel you need further assistance or uncomfortable with a conflict, please do not hesitate to ask the Teacher(s).

An adult should be in arms reach on balance beam.

The stage in the muscle room/ Hayden Hal is not to be played upon. The stairs leading to the stage should be blocked during class.

The rule for blocks is we do not throw them, we build with/ balance/etc. with them. We do not want to hurt any friends.

The reading/library and desk area should be a quiet, more peaceful area. This is a good place to suggest when you think a child could use a break.

Toys are not to be brought from home, as the preschool has ample toys for the children. This does not include "loveys", etc. Those special items are to be stored in their backpacks during class time. PLEASE NOTE: TOY WEAPONS, SUCH AS GUNS AND SWORDS, ARE NOT ALLOWED ON THE SCHOOL GROUNDS. Please leave these toys at home.

All toys, puzzles, etc. from Rooms 7 and 8, must remain in those rooms (unless given special permission by the Teacher). Dramatic Play items, books, etc. must remain in the rooms 7 and 8 (please do not take dramatic play items and books in the art room/ room 4). Be aware of broken or worn toys and equipment and report these to the Teacher(s) and/or Director.

What to Do During Clean-up Time

Everyone helps put away toys, especially the children! You are to encourage the children to put the toys in their proper places. For example, the food toys go in the kitchen area, dress up clothes in the dress up area, etc. Make requests in a positive way and be aware of learning opportunities for the children (counting, sorting, colors, shapes, etc.)

What to Do During Snack Time

The Teacher(s) will excuse parent to set up for snack in the snack room/ room 3. The parent should ready snack and water for the children. Please set out any student lunches for the day (Student lunches can be found in the refrigerator in the Nursery). Your child is welcome to help with the set-up of the snack. Please use the Student Water Bottles (each student has one) or the school's paper cups and napkins. We do not begin eating until everyone is seated. During snack, be prepared with seconds, we do not offer thirds. Before eating, we will say a Snack Verse. Conversation is encouraged during snack time. We will also do songs and rhymes or read a book during this time. After eating, children are to clean up after themselves by putting their items into the trash. Refer to Snack Guidelines for snack suggestions, and always check the class allergy list.

Snack Verse: Open, shut them. Open, shut them. Give a little clap. Open, shut them. Open, shut them. Lay them in your lap. Thank you for our food. Thank you for our friends. Thank you for our school. Amen.

What to Do During Circle Time

Parents should join in during circle time, unless the Teacher(s) asks that he/she be involved in another activity during this time. If a child leaves the circle, encourage them to return. It is also the participating parents' responsibility to maintain discipline at this time so the Teacher(s) can concentrate on sharing stories, songs, fingerplays, etc. Children do not have to join in; they may observe instead. We have two circle times scheduled for the day. The first circle time will take place in the Circle/ snack room (room 3).

What to Do During Outside Play

Participating parents must accompany the teacher(s) and children outside. Children must be accompanied by an adult at all times when outside/on the playground. Encourage children to give and take turns on the equipment. When using the slide, children should slide down on their bottoms, feet first. Children will want to climb up the slide. Remind them to check and make sure no friends are coming down the slide. Watch for collisions on the slide and any riding toys. Keep children away from stray animals. The First Aid Kit and procedures are kept on the shelf in the "Art" classroom.

What to Do After Class

When class is over, the participating parent(s) and the Teacher(s) will debrief, discussing any observations, questions or concerns about the day's session. Be prepared to stay until the class is ready for the next day/ class period. Refer to the Set-Up and Cleaning Checklist for specific cleaning instructions.

What to Do during a fire/ tornado drill

There are maps in each room, posted by the doors, for fire and tornado drills. Participating adults will assist the teacher(s) by calmly gathering all the students together by the classroom doors. For fire drills- Teachers will lead students out door #6 (exiting out classroom 6), exiting the playground, and out to safety. Once we meet at our gathering place, we do a head count. For tornado drills- Teachers will lead students to classroom 3. Everyone will kneel on the floor in a designated area, and we will do a head count.

Board of Advisors, Committees and Duties

The Executive Board of Advisors may consist of the following officers: President, Vice President of Membership, Secretary, Treasurer, Teacher(s) and Director. The Executive Board of Advisors meet once a month, in the evening, to discuss school related topics. The Board of Advisors may consist of the following officers: Class Representative, Co-Fundraising Chairs, Field Trip Coordinator, and Parent Education/CPT chair. The Board of Advisors meet every other month (Sept, Nov, Jan, Mar, May) in the evening, to discuss school related topics. Board members are expected to attend 75% of board meetings. Descriptions of the duties of the board positions and committees are contained in the Board of Advisors and Committee Info sheet. Each position will receive a folder/binder with information. This folder/binder will be given to you at the beginning of the school year by the President and/or Director. Members may be elected to more than one office.

Board meetings are open to the entire membership. The dates for upcoming board meetings will be posted on the Parent Info Bulletin Board and on monthly Participation calendars. Minutes from meetings will be kept in a binder in the teachers cabinet.

If a member can not commit to a Board position, they may hold a committee position (such as Art Committee, Garden Committee, etc.). A list with details will be sent for members to pick from before school starting. Committees and Board positions will be delegated within the first two weeks of school starting.

Miscellaneous Notes

Information: Each time you come into school, please be sure to check the Parent Indo bulletin board and your child's bookbag for special notices. You are welcome to use the bulletin board to post anything of interest to other preschool parents.

Diapers: Parents of each class may need to change diapers when they participate. Please do NOT place wet or dirty diapers in the adult bathroom trash cans. All diapers can be placed in one of the trash cans in the classrooms—dirty diapers can be placed in a Ziploc baggy before being thrown in the trash can.

Communication: Communication is important to the cooperative atmosphere of Cooperative Play Academy Inc. If you have a question or a complaint, take it to the Teacher, President, or Director so that it can be resolved. Teacher(s) and the Director can be reached via email and phone, during reasonable hours.

Prep and Clean up: Cooperative Play Academy Inc. has procedures for setting up and putting away the equipment. There is a Set-Up and Clean-Up Checklist available to help parents know what to do. It takes about 10-15 minutes to set up before beginning the first class of each day. All class members are encouraged to help out. However, it is the day's participating parent(s) who are responsible for making sure everything is completed. Clean up takes about 10-15 minutes after class.

Telephone Policy: There is a telephone located in the hall. This phone is connected to the church phone line. The church secretary generally answers all phone calls between the hours of 8:00 am and 12:00 pm. After the church secretary leaves, Cooperative Play Academy Inc. is able to answer incoming calls. The phone is only to be used for urgent/emergency situations. . Please do NOT use the phone to make personal phone calls. The Teachers will also make their cell phones available to parents to use in urgent/emergency situations. If you can not contact the Teachers on their cell phone during the day and need to speak to them immediately, please call the Church phone line. Let it ring, then call back immediately (this will let the Teachers know you are trying to reach them and it is urgent).

Please keep your cell phone in your pocket during class time. Phone calls, social media, games, etc. can wait until after class. Emergency phone calls only.

School Closing: Cooperative Play Academy Inc. follows the schedule of Perry Township for most holidays and for all delays and closings to due inclement weather. If Perry Township cancels for the day, CPA will be canceled as well. If Perry Township goes on a two hour delay, then the morning class will be canceled for the day. CPA has several make up days built into the calendar. The CPA Executive board of Advisors will determine if more days are needed to make up school days. Check local television station listings for school closings due to inclement weather. Delays and cancelations will be posted on Facebook and sent via email and text.