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Cooperative Play Academy Inc. Membership Handbook

This handbook has been prepared as a guide for families and to show our day to day routines. Families will review other educational, age appropriate materials (received at Parent Orientation Night, Classroom Participation Training—CPT and the mid-year meeting), and find general information and statements of philosophy and procedure common to all. This Membership Handbook contains information specifically pertaining to Cooperative Play Academy Inc. It is important that you read all policies, guidelines and handbooks as you and your child begin your cooperative experience.

Chipmunks and Rabbits Class Times (ages 2 to 4 years old)

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

Foxes Class Times

9:30 am – 2:30 pm	Class location: CPA	Class days: Monday, Wednesday, Thursday	*Students must be 4 by Sept. 1 st
9:30 am – 12:30 pm	Class location: local park	Class days: First Friday every month (Sept- May)	Mixed age class for 4 through 6 year olds

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 school's equipment, but share a few things with the church (such as 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. One parent/guardian is required to attend Cooperative Play Academy Inc.'s Parent Orientation night provided by the school prior to the beginning of the school year. One parent/guardian is required to attend the C.P.A. Mid Year Parent Education meeting, held in January. If no family representative attends Orientation and 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 school.
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). This training takes place at the school in the fall, during a school day. Any family joining after the CPT training must make arrangements with the Director to participate in the winter 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, 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 CPA vendor for background checks. All background checks check the following- SSN Trace, Indiana Participating Courts, National Criminal Search & Sex Offender, County and Federal Criminal Search. All families will pay the fee associated with the background check (approx. \$26.00), due at time of background check.
5. A medical examination by a licensed physician is required for each enrolled child. A copy of the enrolled child's shot records or exemption form is due by the first day of school. 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 setup, 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. 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.
 - i. Participating adults for full time students, will participate in the classroom a minimum of one half day each month, Participating adults for Foxes students, will participate in the classroom a minimum of one full day (9:30am- 2:30pm). Participating adults for Foxes students, will participate on a Forest Day a minimum of once a year.
 - 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 the Participating adult and President(s) and Director, be charged a \$15 fee, and will be required to pick up an extra day of participation the following month.
 - iii. 3rd day missed – Dismissal of Membership.
7. 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 school's programs and to help educate parents on a variety of topics. These meetings provide an opportunity to learn more about parenting topics, as well as talk with other school parents and develop friendships. In addition, they provide an opportunity for us to voice our opinions and ideas on how events should be run.
 8. 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 and State car seat/safety belt laws.
 9. Maternity leave may consist of a total of, but not to exceed, one month immediately following the date of the baby's birth, unless placed under physician's restrictions (restrictions to include bed rest, etc. prior to or after the baby's birth).
 10. 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).
 11. 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. Committees will meet with the board approximately one to two months before their event, to start organizing and planning.

Membership Fees

1. A one-time Enrollment Fee of \$140.00, \$75.00 of which is non-refundable, is required for enrollment. There is a Sibling Discount (2nd Child would receive 20% 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: the Chipmunks and Rabbits students' tuition shall be determined by part time or full time, and how many days per week (Starting at \$120 -per month, September through May).
 - Tuition fees for Foxes students is \$335 per month (September through May).
 - There is a Sibling Discount (2nd Child would receive 20% off their tuition).
3. Tuition payment is due by the fifth 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 or by using the "friends and family" option. If a member sends a PayPal payment to CPA, and the school is charged a PayPal fee, an invoice will be sent to recover the fee, and will be due 10 (ten) days after invoice date. Venmo is also available to send payments through.
 - A late fee of \$15.00 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 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 Director the name of a prospective member who is subsequently enrolled that school year at CPA. Prospective members must pay the enrollment fee and two 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., special event expenses, playground items, special classroom projects, 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. has 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 school.

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.

Background Check Policy

In an effort to balance safety with the idea that all parents should play an active role in their child's education, Cooperative Play Academy Inc. follows the background check guidelines established by the CPA Board of Advisors. Background checks are valid for three(3) years. All participating adults who volunteer more than once a year and CPA staff, are required to have a current background check on file. Please refer to our Background Check Policy for more details.

Discipline Policy

We believe discipline is not about punishment, but rather about teaching appropriate forms of behavior and problem solving. We will praise and recognize positive behavior, while discouraging & constructively addressing negative behaviors. You can refer to the Discipline Policy for our steps and guidelines.

Social Media and Photography Consent Policy

The use of Facebook, Twitter, Instagram, YouTube, blogging and various other social media is commonplace. This policy is intended to provide Cooperative Play Academy Inc. families with guidelines for the use of any photographs and social media. Please refer to the Policy for set guidelines.

Child Protection Policy

Each CPA member has numerous daily contacts with children. It is, therefore important that all cooperative members, but especially teachers and participating adults who are responsible for the care of children, protect the rights and dignity of children and be alert to incidents of child abuse. Cooperative members who know of or suspect any incident of child abuse must comply with all applicable reporting or other requirements of state and local laws. The cooperative takes immediate and decisive action on all accusations of child abuse or sexual misconduct in accordance with the applicable provisions of law. Please refer to the Policy for set guidelines.

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.
- Has been in contact with a person who has tested positive for Covid-19. (Please refer to our Health and Safety Policy)
- Has any symptoms related to Covid-19 (Please refer to our Health and Safety Policy)
- Has tested positive for Covid-19. (Please refer to our Health and Safety Policy)

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.

*****Please read and refer to our Health and Safety Policy and protocols regarding Covid-19. This policy will be reevaluated and updated throughout the school year as needed.*****

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

Withdrawal Policy

If for some reason you need to withdraw your child, please contact the 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 Director 30 days in advance, if at all possible. No tuition refunds will be given if a student withdraws mid month.

Participation Guidelines

Each member is required to participate in the classroom a minimum of 1 day each month, (Parents of full time students will participate a minimum of one half day each month. Foxes participating adults will participate a minimum of one full day (9:30am – 2:30pm), and once a year for Forest Days. Class Representatives create each month's calendar and will contact parents about which days you would/ would not like to participate. Monthly calendars are created in advance, and parents 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.

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

- Participating adults and students: 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.
- Conflicts between children are most likely to happen. The CPT 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 are uncomfortable with a conflict, please do not hesitate to ask the teacher(s).
- An adult should be in arms reach on a balance beam and outdoor climbers.
- The stage in the muscle room/ Hayden Hall 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, comfy corner 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 school has ample toys for the children. This does not include "loveys". 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.

What to Do Before the Children Arrive

Wash your hands upon arrival (using the restrooms in the hall outside the muscle room). Discuss the activities for the day with the Teacher(s). Help the teacher(s) set up activities.

Arrival

When arriving, please park your car in the parking lot. Please walk your child through door #9 to the muscle room to sign-in. Students will take care of their coat and backpack (Chipmunks/Rabbits: on a fence post —one per child, leaving one post empty in between backpacks/coats—in the muscle room. Foxes: on the end of the table closest to the hallway doors). Children will be encouraged to find their name tag, and place it with their belongings. Doors will stay locked during the day. Chipmunks/ Rabbits: Once your child has set their items down, please walk them to the restroom in the hall to wash their hands before playing in the muscle room. Foxes: Please have your child use the hand sanitizer before playing in the muscle room.

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) or door #7, exiting the playground, and out to safety. Once we meet at our gathering place (fire hydrant), we do a head count. For tornado drills- Teachers will lead students to classroom #3 (Chipmunks/Rabbits's Art room). Everyone will kneel on the floor in a designated area, and we will do a head count.

Chipmunks and Rabbits Participation Guidelines (ages 2-4)

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, finger plays, etc. Children do not have to join in; they may observe instead. Circle time will take place in the Circle/ Lunch room (room 4). Once the whole class is finished, students will participate in a Teacher directed drawing in their monthly journal.

What to Do During Free Play/Guidelines for the Classroom

Children may move freely from classroom to classroom (rooms 3 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, hallway and playground.

All toys, puzzles, etc. from room 8, must remain in that room (unless given special permission by the Teacher). Dramatic Play items, books, etc. must remain in room 8 (please do not take dramatic play items and books in the art room/ room 3). 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 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. Children on the climber should be observed by an adult within arms length. The First Aid Kit and procedures are kept on the shelf in the lunchroom (room #4)

What to Do During Lunch Time/ Circle Time

The Teacher(s) will excuse the participating adult to set up for lunch in the lunch room/ room 3. Please set out all student lunches and water bottles (Student lunches can be found in their backpacks or the refrigerator in the Nursery) on the bench. Your child is welcome to help with the set-up of lunch. Please use the Student Water Bottles (each student has one) or the school's paper cups and napkins. Once students come in from outside/ muscle room time, please help with hand washing, before allowing them to grab lunches from the bench and enter the lunch room. We do not begin eating until everyone is seated.

Before eating, we will say a Thank You Verse. Conversation is encouraged during lunch time. After eating, children are to clean up after themselves by putting their items into the trash and lunch box on the bench.

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.

After a student cleans up their lunch area, they may read a book, draw on the chalkboard, dry erase board, etc. while waiting for their classmates to finish. While the students are eating lunch, please refer to the Cleaning Checklist for specific cleaning instructions.

Afternoon class/ snack time- If your child attends an afternoon class, they are free to bring a packed snack for themselves. Your child is welcome to enjoy the afternoon snack that is provided by the school. Snacks will be allergy friendly for all our students.

Dismissal

Class ends either outside or in the muscle room at 12pm/ 3pm. Please park your car in the parking lot. Enter through door 9 when class is in the muscle room. If the class ends outside, please walk around to the playground for pick up. Teachers will give any updates and other important information at that time. Parents must sign their student out before leaving. Parents must notify the Teacher if someone else will be picking up their child. Frequent late pick-up incidents will result in a fee of **\$10.00 per incident**. Multiple incidents may result in **DISMISSAL** from Cooperative Play Academy Inc.

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.

Foxes Participation Guidelines (ages 4-6)

What to Do During Morning Meeting time

On our way from the muscle room, students will stop at the restrooms to wash hands before proceeding to room 5 for Morning meeting. Participating parents should join in during morning meeting time, unless the Teacher(s) asks that he/she be involved in another activity during this time. If a child leaves the rug, gets distracted, starts to talk, etc., encourage them to return, listen with our ears so everyone can enjoy this time, etc. It is also the participating parents' responsibility to maintain discipline at this time so the Teacher(s) can concentrate on sharing stories, phonics, counting etc. Children do not have to join in; they may observe instead. Morning meeting time will take place on the rug in room 5.

What to Do During Morning Centers

Activities will be set on the tables in room 5 (long table and small round table) and room 7 (Lego table and two long tables). Participating parents assist the teacher by encouraging the students to try every activity on the tables during morning centers. Toys on shelves, play kitchen, etc. are to be avoided at this time. Participating parents are to go with the flow of the students, allowing the teacher time with each student.

What to Do During Clean-up Time

Everyone helps put away items from the morning centers, especially the children! You are to encourage the children to put the toys in their proper places. Make requests in a positive way and be aware of learning opportunities for the children (counting, sorting, colors, shapes, etc.).

What to Do During Outside Play

Participating parents must accompany the teacher 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. Children on the climber should be observed by an adult within arms length. The First Aid Kit and procedures are kept on the shelf in the lunchroom (Room 4).

What to Do During Lunch Time

After outdoor play, the students will stop at the restroom to wash hands and use the restroom/change messy clothes as needed. The Teacher will monitor and assist as needed in the restrooms. The participating parent will assist children in gathering lunch boxes & water bottles from the classroom and line up to head to the lunchroom. We will walk to the lunchroom together as a class and do not begin eating until everyone is seated.

Before eating, we will say a Thank You Verse. Conversation is encouraged during lunch time. After eating, children are to clean up after themselves by putting their items into the trash and lunch box on the bench.

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.

After a student cleans up their lunch area, they may read a book and/or utilize any available learning materials & toys while waiting for their classmates to finish. While the students are eating lunch, please refer to the Cleaning Checklist for specific cleaning instructions (sanitizing tables in room 5 and 7, cleaning lunchroom tables after students leave, etc).

What to do during Cool-down/Teacher Check-In:

After lunch is complete, the Teacher will lead the students in a short "Cool-down" session. This will include time for breathing buddies, meditation, and emotional acknowledgement strategies. Parents are encouraged to participate and model calming techniques along with the group. After the group session, Teacher will play calming music and allow students opportunities for reflection and relaxation. The Participating Parent will monitor this portion of the class and encourage students to engage with quiet and calm activities. During this time, select students will meet individually with the teacher, work in journals, dictate stories, and more. The students will rotate on a weekly basis, to allow for at least one individual teacher check-in per child each week.

"Free Play" immediately follows the calming time. During free play, students may play with all items in rooms 5 and 7. Free play is child-led and open ended/unstructured. Students will be encouraged to explore all open classrooms and be given a ten minute "warning" before clean up time begins. During clean up time, students are encouraged to help assist the teacher in putting away all items for the day. During this time, Teacher will also gather student belongings/schoolwork to have items for pickup. The participating parent will continue to assist children with clean-up and check-in with the Teacher to complete any additional needs for the day.

After cleaning-up, the students will wash their hands and go to the lunch room for a small snack. Afternoon snacks will be provided by the school, and be allergy friendly for all of our students. Students will be encouraged to clean up after themselves by throwing away their trash and taking their place mats to the sink. Similar to lunch time, students may read a book or play with available toys, etc. while waiting for their classmates to finish. Once everyone is finished with their afternoon snack, everyone will walk together to the muscle room/playground (weather permitting). Students will spend their last 10-15 minutes in the muscle room/playground while waiting for their parents/ guardian to pick them up.

Dismissal

Class ends either outside or in the muscle room at 2:30pm. Please park your car in the parking lot. Enter through door 9 when class is in the muscle room. If the class ends outside, please walk around to the playground for pick up. The teacher will give any updates and other important information at that time. Once other parents arrive for pick-up, Participating Parent will be expected to ensure the cleaning checklist has been completed for the day and check-in with the teacher to make sure nothing else is needed before leaving for the day.

Parents must sign their student out before leaving. Parents must notify the Teacher if someone else will be picking up their child. Frequent late pick-up incidents will result in a fee of **\$10.00 per incident**. *Multiple incidents may result in DISMISSAL from Cooperative Play Academy Inc.*

Board of Advisors, Committees and Duties

The Executive Board of Advisors may consist of the following officers: Co- Presidents, Vice President of Membership, Secretary, Teacher(s) and Director. The Board of Advisors may consist of the following officers: Class Representatives, Co-Fundraising Chairs, Field Trip Coordinator, and Parent Education/CPT chair. The Board of Advisors meet once a month, outside school hours, 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 and in a shared google folder.

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 starts. Committees and Board positions will be delegated within the first two weeks of summer (June).

Miscellaneous Notes

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

Diapers: 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 baggie 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 Director and Teachers 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 an approved calendar by the executive board. If class is to be canceled/ delayed due to weather, membership will be contacted via email, Facebook private page/ main page, and text. If class is delayed, the morning class for the Chipmunks/Rabbits and the Foxes class will be delayed one hour.-Class will end at regular time for all classes. After three days of missed class (canceled due to weather), the school will make up days later in the school year. School may also be closed due to building conditions, communicable diseases, inclement weather, etc.).