

**Northpoint Co-op
Parent Member
Handbook
2009 – 2010**

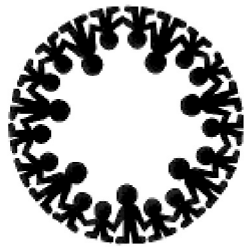


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Please visit our website (on front) to see important announcements regarding the preschool and to access the handbook. We will ask all members to sign that you will read the handbook and abide by all the rules set forth by Northpoint Co-op Preschool.

If you would like an additional hard copy, please note this with your class rep at Parent Orientation. One Handbook is available per member/family. Additional or replacement copies are available for \$5.00 each or may be printed off the website.

Thank you for helping us conserve resources.

Mission Statement

Northpoint Cooperative Preschool inspires children and families to reach their potential by creating a community that fosters learning and lifelong connections.

Vision Statement

Northpoint Cooperative Preschool aspires to be the community choice for early education and family activities.

Parent Orientation vs. Parent Training

Parent Orientation is held at the beginning of the preschool year. It is primarily to introduce members to the Co-op preschool staff and Board members, hear important information on the philosophies and business responsibilities of the Co-op, and learn the requirements of each member to remain in good standing. It is an opportunity for members to ask teachers questions, and to formally meet class representatives and other co-op members.

Attending Parent Orientation earns each member one (1) parent education credit. If two or more adults from a family attend, a second parent Ed credit will be awarded to the family.

Parent Training is always scheduled the week prior to the first day of class. It is held in the classrooms during the day. The Parent Training sessions are specifically directed to each of the 6 classes. The goal of Parent Training is to introduce a typical day in the child's class and your role in it. Health and Safety procedures are also presented. Parent Training is **MANDATORY** for any parent or guardian who plans to be a working parent in the child's classroom.

Attending Parent Training will earn each member one (1) parent education credit. Having more than one family member train does NOT earn the family extra parent Ed credits. If you are unable to attend the scheduled Parent Training for your specific class, an evening make-up session is provided during the same week. If you miss these scheduled trainings, contact your class representative or Teacher to join another class or for alternative training arrangements.

Your Northpoint Cooperative Home

The term "cooperative" means "a spirit of mutual helpfulness." This appropriately describes the exciting place you and your child will enter at the door of Northpoint Cooperative Preschool. Inside you will find everyone is working . . . everyone is learning . . . everyone is teaching . . . and EVERYONE IS HAVING FUN!

Northpoint welcomes the enrollment of all parents/guardians who have children between the ages of two and five. (Infant classes are offered by Bates for ages 0 – 12 months. Toddler classes are offered by Bates for ages 12 – 30 months. Please contact Bates directly for further information at 253-680-7500). At Northpoint, preschoolers attend class 2 or 3 times a week at various times depending on the class session. To assist the teachers and help keep things running smoothly, Northpoint parents work in the classroom an average of 2 to 3 times a month (parents of 2-year olds may work more frequently). This arrangement promotes an optimal teaching ratio, lowers tuition and provides a rich opportunity for parents to observe their own children interacting with others.

One unique fact about Northpoint is that the only paid personnel are the teachers. These salaries are drawn from the tuition we pay monthly. Teachers are responsible for planning the curriculum, and together with the able help of co-op parents who serve as assistant teachers, they carry out the curriculum. Northpoint parents are actually our administrators, as well as the staff of the school, and in this way each parent plays a part in the functioning of the school.

The overall administration is guided by our Board of Directors, made up of member-parents serving in various roles. Each spring, Northpoint parents are given the opportunity for nomination to the following school year's Board of Directors. Our Board is vital to the operation and effective functioning of our Co-op.

Our children are learning every week in our classrooms. At the same time Northpoint parents are also given opportunities to learn outside the classroom. As part of our commitment to the Co-op, members are required to earn at least eight (8) parent education credits throughout the school year. These Parent Ed sessions provide valuable information regarding parenting techniques, positive guidance, strengthening the family, and health and safety issues. Topics are presented through speakers and discussions.

Northpoint Cooperative Preschool is successful only because of the willingness of our members to participate, grow and learn right along with our children.

20 Tips for Working Cooperatively at Northpoint

1. Know what it means to be a member – read the policies, bylaws and handbooks – know what you’ve agreed to do when you signed your registration form.
2. Learn about your committee or Board position – know who to ask for help.
3. Stay informed – check the website, read the announcements, newsletters, bulletin boards, and work and field trip schedules.
4. Help each other succeed and take pride in each other’s successes – say thanks!
5. Speak positively about each other and our organization at every chance – do things with enthusiasm . . . it’s contagious!
6. Ask questions when in doubt – go to the source for the straight scoop.
7. Let people know they can trust you – show up when you say you will and take responsibility to find someone to sub for you if you can’t work in the class.
8. Let your Class Rep or a Board Member know if you are unable to fulfill your Board or Committee role.
9. Remember that adult discussion in the classroom is limited to the projects at hand and to clarify your responsibilities.
10. Schedule teacher conferences before/after class – avoid discussing concerns during class or in front of children.
11. Know that if we all pitch in and do our share, no one person will be left with the burden.
12. Remember what it was like to be new and a little overwhelmed. Take the time to introduce yourself to new members and help explain procedures.
13. Remember teachers speak with and listen to many parents throughout the day, and direct all adult activity in the classroom. Teachers welcome any and all suggestions – but understand they have made plans for what happens in the classroom and need to be responsive first and foremost to the children.
14. Let your voice be heard: Answer all surveys, put suggestions in the suggestion box, contribute to the newsletter, ask for conferences with any officer/teacher/Bates advisor, join the Board!
15. When your Class Rep or a Board member calls with school business, keep it short – you are one on a long list!
16. Support parents when their child is acting out – it happens to everyone with a child and next time it might be yours.
17. Keep any confidences to yourself.
18. Volunteer whenever possible. Members are expected to volunteer for at least 4 hours/year outside of their regular committee duties.
19. Support our Auction – the money earned goes straight back to our school programs.
20. Believe in what you are doing: attend and read materials from the Parent Shares; attend as many Parent Education Classes as possible – there will never be a better time to learn and to share!

Purpose of the Northpoint Board of Directors

The Northpoint Cooperative Preschool Board consists of a group of parent volunteers who have been elected to conduct business for our preschool. The following is a partial list of the business it might handle in a given year:

- Plan Orientation
- Plan Parent Education opportunities
- Plan fundraising events – including the annual Auction
- Determine needed supplies and equipment for classrooms
- Maintain the facility
- Determine membership requirements: enrollment, number of classes, ages of children, class times, etc.
- Plan and prepare the budget
- Inform the membership of Board activities
- Hire and pay teachers

- Record all Board activities
- Develop and revise as necessary the Constitution/Bylaws and Standing Rules
- Plan for an easy transition period from year to year – find a place on the Board or a committee for each member and see that they are properly trained
- Provide a means for new members to register and be informed
- Develop innovative and appropriate programs as requested by members and staff

Board members are required to attend monthly meetings. Aside from earning one (1) parent ed credit for an entire year’s active participation, they are required to meet the same member requirements as any other member of the Northpoint Cooperative Preschool, including maintaining “member in good standing” status.

2009-2010 Board of Directors

Position	Name	Phone	Email
Co-President	Nicole Stice	206-510-9181	nicolestice@comcast.net northpointpres@gmail.com
Co-President	Amanda Rambayon	253-216-3774	adecoteau@hotmail.com northpointpres@gmail.com
Co-President	Annita Twomey	253-943-5218	annita2me@hotmail.com northpointpres@gmail.com
Vice President	Jamie Richard	360-581-0608	jamielisamarie@hotmail.com northpointvp@gmail.com
Vice President	Annie Vaughn	253- 223-4223	ahabedank@aol.com northpointvp@gmail.com
Secretary	Heather Campbell	253-529-8736	npc.secretary@gmail.com
Treasurer	Michelle Faker	253-952-6699	michellefaker@msn.com npc.treasurer@gmail.com
Finance Chair	Shannon Cocke	253-517-9004	smm7797@comcast.net
*Member-at-Large	Stephanie Pape	253-924-1830	aniepape@comcast.net npc.memberatlarge@gmail.com
Membership	Kelly Penswick	253-350-8548	kellyv75@yahoo.com
Newsletter	Karen Judish	253-925-8553	otternest@earthlink.net npc.newsletter@gmail.com
Publicity	Stacee Flynn	253-943-5476	srfrmf@hotmail.com
Co-Auction Chair	Monika Mathisen	206-713-6980	write2monika@hotmail.com
*Co-Auction Chair	Sharon Fox	253-942-7080	sharon@facewurks.com
PreK Rep	Jen Gabrio	253-334-9588	ember2536@yahoo.com
Mixed Age Rep	Megan Matthew	253-661-0747	me-again36@comcast.net
3's Rep	Anne Gintz	253-941-5279	annegintz@yahoo.com
M/W 2/3's Rep	Phedra Redifer	253-927-7115	phedraredifer@yahoo.com
M/W 2's Rep	Stacy Montemayor	253-927-5479	tmonte2@comcast.net
*T/Th 2's Rep	Kim Hatch	253-232-5020	kjv1021@hotmail.com
Teacher	Rona Kahue	253-925-1319	kahnaks@comcast.net
Teacher	Melissa Bernovich	253-952-3761	bernovich@yahoo.com
Bates Coordinator	Sandy Manthou	253-680-7506	samanthou@bates.ctc.edu

*To be vote in by the Board.

Meet the Northpoint Teaching Staff

Rona Kahue – 3's, Mixed Age, and PreK Teacher

Rona joined Northpoint Cooperative Preschool in September of 1998. Rona's educational background includes a B.A. in Early Childhood Education and a 5th year of Special Education courses. She has over 20 years of experience in the early childhood field, including as a teacher for 2-5 year olds, lead teacher in a special needs module, and assistant director of a military child care center.

Rona is originally from Hawaii and brings a culturally diverse curriculum to the classroom, as well as an enthusiastic approach to a well-balanced program. When she is not a teacher to the children of Northpoint, she is spending time with her own three boys.

Melissa Bernovich – 2's and 2/3's Teacher

Melissa began teaching at Northpoint in 2009. She has lived in Browns Point for 17 years. Both of her children attended classes at Northpoint Cooperative Preschool starting with the Bates Infant/Toddler classes and ending with Pre-K. As an active member of the Co-op she chaired Membership, Auction and served as a class representative. Her most enjoyable experiences were the times spent in the classrooms with the teachers, parents, and the kids.

In the past three years, Melissa worked for Bates as an Early Childhood Educator in their Parent Infant/Toddler classes. In the classroom, she brings stimulating sensory experiences utilizing music and movement activities that keep the younger children interested. Above all, she believes that preschool is a place to practice social interaction and that it truly benefits a child in these early years. Outside of the classroom, she enjoys baking, travel, reading, gardening, watching various sports, and attending her kid's activities.

Your Northpoint Membership Responsibilities

By enrolling your child in Northpoint Co-op, you have made a wonderful choice for your child. But you have also promised to fulfill a number of commitments. In order to remain a member in good standing, you must fulfill your duties and responsibilities as written in Article IV of the Bylaws. (A copy of the Bylaws and Standing Rules is distributed to each member at Orientation; since the Bylaws and Standing Rules can change throughout the year, the website is a great place to look for the most up-to-date version of those documents.) As long as everyone does their part, our Co-op will run smoothly and efficiently to the benefit of all our children.

WHERE AND WHEN TO PAY TUITION

Tuition is due on the 1st of every month.

2009 - 2010 Northpoint Monthly Tuition Rates

2's & 2/3's (meets 2 days per week)	= \$63.00/month
3's (meets 2 days per week)	= \$80.00/month
3, 4, 5's Mixed Age (meets 3 days per week)	= \$100.00/month
Pre-K (meets 3 days per week)	= \$100.00/month

Your monthly tuition amount is simply the total for the year divided by 9 months of school. You are responsible for this amount whether or not your child misses class.

At the beginning of the year, you will be required to pay for first (Sep) and last (May) month's tuition plus the Bates fees. Please **put all tuition checks (for the months of October -April) in the black metal locked box in Ms. Rona's room** near the door. **NO CASH PLEASE.** Please check your file folders and hallway postings regularly for tuition due date reminders.

For those of you interested in using online banking to pay your tuition, please have tuition checks mailed to:
Northpoint Cooperative Preschool
1000 Town Center NE Ste 180, PMB # 134
Tacoma, WA 98422-1194
(253) 952-9285

If you have not paid your tuition by the 10th of the month, you will be assessed a \$10 late fee. This will appear on an invoice in your child's file folder at school. Returned checks will be assessed a \$20 fee.

If there are any special circumstances or if your family is in need of financial assistance, please contact the Tuition Finance Chair. We are here to support you and your child! Keep the lines of communication open and have a great year!

BATES REGISTRATION & FEES

The Bates Registration Form and Fees registers you, the parent or guardian, in a continuing Parent Education Program through Bates Technical College.

2009 - 2010 Bates Fees (amounts are per quarter; fees for 3 quarters are collected at Registration)
If the class meets 2 days per week, the fee is approximately \$70/year.
If the class meets 3 days per week, the fee is approximately \$101/year

RAISING FUNDS FOR NORTHPOINT

Through careful planning of our auction and other fundraisers and through expense management, Northpoint is able to keep its tuition reasonably low, offer a variety of Parent Education programs, and cover most operating expenses. Fundraising dollars can also provide for scholarships, purchasing special classroom equipment, and other special events.

Funds donated to United Way can be designated for Northpoint Cooperative Preschool. There should be a place to check on your United Way card received at your workplace. The designation should read: Northpoint Cooperative Preschool, Tacoma-Pierce County Council, PMB # 134, 1000 Town Center, NE Tacoma, WA 98422.

For anyone wishing to do Corporate Matching: Please fill out the form and put the address and phone from above. We are a 501©3 non-profit organization. Donations may be tax-deductible. Please contact your tax advisor.

WHY PARENT EDUCATION?

Parent cooperatives are unique educational enterprises because they include as learners two diverse populations: Parents and Children. When a child enrolls in Northpoint Cooperative Preschool, each parent is automatically enrolled in a parent education class coordinated by the Home and Family Life Department of Bates Technical College. Parents learn through meetings and participation in the classroom. Intensive education takes place in watching your children learn and grow in groups guided by good teachers and, by serving as assistants to the teachers.

Parent Education Requirements

Parent education meetings are considered classes and attendance is required for a total of eight (8) credits per school year. This is necessary to ensure continual Bates sponsorship for our program. In order to register for the next year, you must have completed at least 4 credits by registration in March.

Attending Parent Orientation, Parent Training and Parent Shares will earn each member one (1) credit per event. Other opportunities for earning credits include attending the annual auction, Spring Fling and Family Night. NOTE: It is possible to earn 2 credits/family at Parent Orientation. See Parent Orientation vs. Parent Training on page 2 of the Handbook.

Additional opportunities other than those mentioned could include, with Program Chair approval:

- * Attend a seminar or class pertaining to parent education offered through Bates.
- * Attend a seminar or class pertaining to parent education offered elsewhere.
- * Write a book review relevant to a parenting topic to be published in our newsletter. Locate articles of interest to share with parents (i.e.: sleep problems, too much TV, potty training).
- * Offer your expertise by providing or demonstrating a special project for the classroom, with teacher approval.
- * Attend a Board meeting.
- * Make a teacher-approved table toy or game for classrooms.
- * Complete a First Aid or CPR course.

If these do not fit your circumstances, please propose additional ways to meet the parent education requirements. If a member is NOT meeting the parent education requirements necessary to maintain "member in good standing" status, membership in the Co-op will be reviewed by the Board of Directors and it may affect ones ability to register for the upcoming school year.

Parent Shares

Parent Shares are group discussions held quarterly for each of our classes. Our Bates advisor, a guest, or a Co-op member facilitates each Parent Share. The purpose of Shares is to share information, support, and the understanding of those who have been there. Members earn one (1) Parent Education Credit each time they attend a Parent Share.

Shares are most often held in the basement of the school during class time beginning 10 minutes after the start of class. Sessions last anywhere from 30 minutes for the 2's classes (half the parents at a time), to an hour for the other classes. Participants can come and go as available depending on the needs of their child in class. During the first 15 minutes, handouts and topic highlights are usually presented with group participation in the remaining time. A wide range of topics will be presented and time during each Share is planned for discussion of additional issues. Occasionally an evening Parent Share will be scheduled to benefit the working parent. The school calendar will have the Shares scheduled but additions or time/date changes may occur and will be posted on the bulletin board or on class calendars.

The Shares are not only a great place to get information and support for the challenging job of parenting, but it is the best way to meet the voices of experience - the wise, warm and wonderful members of the Co-op!

CLASSROOM SAFETY GUIDELINES

As members of Northpoint Cooperative Preschool, it is important to be clear about our responsibilities and how our actions will help ensure the safety of all children attending the Co-op - whether in the classroom, on field trips, or on the playground.

The following outline of safety procedures will be covered in depth during Parent Training. If any item is unclear, please discuss with your child's teacher or the Class Rep.

Participating adults must be familiar with:

- * Health and safety guidelines;
- * School routines;
- * Location of supplies and equipment;
- * Individual responsibilities for the day;
- * Large muscle equipment set up and use.

Participating adults must know:

- * Location of first aid supplies;
- * Reasons for and use of latex gloves;
- * Location of children's emergency numbers;
- * Location of allergy information;
- * Location of children's medical information;
- * Medication policies;
- * Special safety issues relevant to facility;
- * Fire and earthquake procedures.

General Procedures

Arrival and Departure

- * Parking for Preschool is located in the lower parking lot in front of the school, adjacent to the north door (water side). Children are to be escorted up the concrete stairs on the west side of the building, and everyone will enter the preschool through the south door - where Ernie's train mural is located. If you have a handicapped placard or license plate, you may park in the top level parking lot next to the playground, but as far away as possible from the entrance to the playground and the door to the preschool. Extreme care and caution must be used when driving into this area of the school, as parents and children will be present in that area throughout the day. As a courtesy, please notify teachers and the President of your reason for parking on the upper level.
- * When arriving, the teacher or substitute, and all three working parents must be present before leaving a child in the classroom.
- * When picking up your child, wait in the hallway until your child's class is over, and your child is escorted to the door by a working parent. Children are the responsibility of the parent after dismissal. At least two adults must remain in the classroom until all children have left.
- * Children will be released only to individuals listed on release forms.
- * The Co-op assumes no responsibility for unescorted children on the grounds.
- * Children should not be left unattended in or out of the classroom or in a car.
- * Keep all traffic lanes clear. Respect traffic cones. Do NOT park or drive on graveled play area.

RISK MANAGEMENT

All parents working in Northpoint Cooperative Preschool classrooms are required to receive and understand the Risk Management policies and procedures of the Co-op. You will be expected to sign off on an expanded list during your Parent Training session. Please read the Standing Rules, Section VII, for further information. In the event of a conflict between the Member Handbook and the Standing Rules, the Standing Rules prevail.

Emergency Information

- * Location of phone - calling 911;
- * Location of emergency contact phone/address numbers for each child and community emergency resources;
- * Location of emergency consent forms for each child, which gives permission to treat;
- * Location of allergy list;
- * Location of first aid supplies;
- * Medication Policies;
- * Emergency procedure plan – know who does what;
- * Fire & earthquake procedures;
- * Location of emergency kits;
- * Use of latex gloves when handling bodily fluids (universal precaution);
- * Special safety issues relevant to our Preschool facility.

Safety Regulations

- * Ratios of adult-to-child must be followed when conducting a regular preschool class;
- * No one adult will be left alone with a child/children that is not their own;
- * Evaluate classrooms and outdoor area for hazards daily;
- * Hot beverages and smoking are not permitted;
- * Poisons must be clearly marked and stored in a locked cabinet at all times;
- * Supervise and encourage safety guidelines with children in the play area.

Indoor Safety Guidelines

- * Children should use walking feet (adults too);
- * Blocks should be stacked no higher than shoulder height of the shortest child;
- * Impact absorption mats are required under climbing equipment and slides.

Outdoor Safety Guidelines

- * Area is secured and free of hazards when children are playing;
- * No child should be outside the classroom without adult supervision;
- * Digging areas will be checked to ensure they are free from animal contamination.
- * Children must wear helmets in order to ride the trikes, wagon, or roller board - no exceptions.

Disease Control

- * If you suspect you or your child is ill, or getting ill, keep your child at home;
- * All enrolled children must meet the Co-op's immunization requirements and have an immunization form on file before a child can start class;
- * Use bleach solution, made daily (**1 Tbsp bleach per quart of water; 1/4 Cup per gallon**) to clean and sanitize tables and equipment;
- * Toys that have been mouthed are to be removed and disinfected with bleach solution;
- * Tables and place mats must be cleaned before and after eating;
- * Children and adults must wash hands prior to eating; after toileting, coughing, nose blowing and diapering;
- * Use running water and liquid soap to wash hands;
- * Garbage is to be disposed of daily to prevent insect/rodent problems.

Food Preparation Guidelines

- * Select age-appropriate and healthy foods for children;
- * Foods must be stored properly to prevent spoiling or contamination;

- * Wash hands before and after preparing/handling food;
- * Food preparation areas must be sanitized before and after preparation;
- * Dishes are to be washed with hot soapy water, sanitized with disinfecting rinse and air dried;
- * No food shall be prepared or served to any adult or child containing peanuts or peanut oil.

HEALTH GUIDELINES

Northpoint Cooperative Preschool would like to provide a safe environment for all children, working parents, and teachers. We would like to minimize the negative effects of illness with a more aggressive approach to preventing the spread of germs and viruses. Our goal is well children and parents. Not only so families do not have to cope with the worry and disruption; but also, so children can attend class and working parents don't have to scramble to find replacements.

We are asking parents to do a brief health check before sending a child to school and to follow the school policy of keeping a child home if he or she:

- * Has had a fever in the past 24 hours
- * Has had a cold for less than four (4) days
- * Has experienced vomiting and/or diarrhea in the past 24 hours
- * Is fussy, cranky, and overall acting like they do not feel well, even though no fever
- * Is overtired
- * Has a productive cough
- * Has any skin or mouth eruptions, such as chicken pox, cold sores, etc...

Our teachers will send a child home if any of the symptoms listed above are observed during school, so please keep all emergency information updated. Keeping a child who is ill out of school is not only a good way to prevent the spread of disease; but, it also reduces the risks to the child who is already ill and vulnerable to other germs and viruses.

While adults may have more immunity, we too are at risk. This is why all parents scheduled to work in the classroom are asked to find a substitute when they are ill. It will be helpful to find out now who might be willing to work in the classroom on short notice before the flu bug hits.

One of the easiest ways to prevent germs from traveling is to have children wash their hands at school before they enter the classroom and once again, upon leaving school.

Please put toys and other objects which have been in a child's mouth into the classroom container marked for that purpose. After class, those items will be washed, bleached, and set out to air dry.

Special Health Issues

Northpoint Cooperative Preschool will do its best to ensure the safety and health of all its members. Sometimes special health needs exist, and the preschool cannot ensure that these needs can be met. The following guidelines address some of the special health issues:

1. Northpoint Cooperative Preschool will not administer prescription medications prescribed by a doctor or any other treatments required for special health needs. However, the preschool will assist parents in implementing a plan to either give food/drink or withhold food/drink as stated in a written medical plan signed by a doctor.
2. Northpoint Cooperative Preschool will call 911 first and parents second if an emergency health issue arises.
3. Northpoint Cooperative Preschool will assist parents to ensure children with food allergies are not given those foods the parents have indicated the child is allergic to.
4. Northpoint Cooperative Preschool is not liable if a child does not receive specific food or drink due to working parent oversight, school programming, lack of time, or other circumstances.

Northpoint Cooperative Preschool does not employ medically trained personnel and does not require that the teachers assume that responsibility. To the extent preschool teachers are made aware of special health issues, they will try to ensure these special needs are met by the teachers and working parents.

IMPORTANT REMINDERS

1. All parents and children must leave building and playground when teacher/staff locks up for the day.
2. Playground is for children 2-5 years of age, and all children must be supervised by parent at all times.
3. The downstairs of our building is for supervised play directed by teachers and trained members only.
4. In Ms. Melissa's classes, a working parent can have a baby (up to six months old) in a front pack only. Please understand that additional children create a safety risk and change the supervision ratio of the class.
5. In Ms. Rona's room, any child not enrolled in that specific class must leave the classroom once class begins. Again, any additional child creates a safety risk and changes the supervision ratio.
6. The minimum adult to child ratio is as follows:
 - Children aged 1 1/2 - 35 months: 1 adult to 3 children
 - Children aged 3-5yrs: 1 adult to 5 children

Thank you for your co-operation in making our school a safe and fun place for our children!