



Member Handbook

2019-2020

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About Northpoint Cooperative Preschool

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.

Your Northpoint Cooperative Home

The term “cooperative” means “a spirit of mutual helpfulness”. Inside you will find everyone is working . . . everyone is learning . . . everyone is teaching . . . and EVERYONE IS HAVING FUN! 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. 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 help of Co-op parents, who serve as assistant teachers, they carry out the curriculum. Northpoint parents are our administrators, as well as the staff of the school, and in this way each parent plays a part in the daily functions and operations. The overall administration is guided by our Board of Directors, made up of parent members serving in various roles. Our Board is vital to the operation and effective functioning of our Co-op.

Bates Technical College Affiliation

When you enroll your child at Northpoint Cooperative Preschool, you are simultaneously enrolled in a continuing education course through Bates Technical College’s Child Studies program. To participate in this preschool/parent education course, a registration fee is paid to Bates Technical College. Bates-affiliated Cooperative Preschools follow the guidelines established by the National Association for the Education of Young Children (NAEYC). These guidelines, known as Developmentally Appropriate Practices (DAP), are based on the knowledge that early learning experiences are the building blocks for physical, social, emotional and cognitive development, and also demonstrate respect for a child’s individual age, strengths, needs and culture.

Contact Information

Classroom Phone Number: (253) 952-9285

Physical Address:

6546 Dash Point Blvd NE
Tacoma, WA 98422

Mailing Address:

6716 Eastside DR NE
Suite 1, PMB 134
Tacoma, WA 98422

Who to contact:

Question / Issue	What to do/ Who to contact	Contact Person
Membership questions (Registration, enrollment paperwork etc.)	Membership Chair	Jessica Lien northpointmembership@gmail.com
Job questions/ concerns	Vice President	Steph Parke vpnorthpoint1@gmail.com
Classroom questions (Working schedule, Field Trip info etc.)	Reach out to your Class Representative	Your Class Representative
Questions about tuition	Finance Chair	Erny Corcoro Marx financenorthpointcoop@gmail.com
Auction & procurement questions	Auction Co-Chairs	ncpreschoolauction@gmail.com
Letting everyone know your child will be out sick	Call the classroom for same day or contact your Class Rep if earlier	Classroom Phone Number: 253-952-9285
Need a shift covered?	Try to find a replacement	If you cannot find coverage for your working shift please contact your Class Representative ASAP
See something wrong with the building? Leaky sink etc...	Facilities Chair	Tyler Slaeker 253-656-0081

Meet the Northpoint Teachers

Rona Kahue – 3's, Mixed Age, and Pre-K teacher. Rona Kahue joined the Co-op in September of 1998 as the teacher for the 3's, Mixed Age, and Pre-K classes. Rona's educational background includes a BA degree in Early Childhood Education and a 5th year of Special Education courses. She has over 40 years of experience in the early childhood field, including teaching 2-year-olds to school age children, lead teacher in a special needs module, educational specialist, and assistant director of a military child development center. Rona is originally from Hawaii and brings a culturally diverse curriculum to the classroom and implements a developmentally appropriate program. Her innovative approach to teaching along with her heart for children is exemplary. She has three sons of her own and enjoys spending time with her new grandchildren!

Melissa Bernovich – 2's, 2.5/3's and Parent/Tot teacher. Melissa began teaching at Northpoint in 2009. 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 previous 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, and watching various sports.

Sandy Manthou - Bates Technical College Representative and Instructor. Sandy serves as an advisor to the Board of Directors and attends our classes monthly to observe and share her valuable professional insights. She also facilitates parent discussion groups both on and off campus. Sandy holds a degree in Early Childhood Education with over 25 years of experience, and has been a Bates ECEAP Director (ECE programs for families with limited incomes) for several years, previously having taught in the ECEAP program. She is passionate about parent education and supporting families. She is a great listener, a resourceful, skilled and confident problem solver, has a great sense of humor and loves working with our teachers and parents. Sandy grew up in the Browns Point area and still has many ties here.

Northpoint Board of Directors

The Northpoint Cooperative Preschool Board of Directors consists of a group of parent volunteers who have been elected to conduct business for our preschool. Elections are held each year in the spring, and voted on by the general membership. The following is a partial list of the business the Board might handle in a given year:

- Plan Orientation and all member events throughout the year
- Plan Parent Education opportunities
- Plan fundraising events – including our annual Auction
- Determine needed supplies and equipment for classrooms
- Maintain our historic school house facility
- Maintain the Non-Profit Status of the Preschool
- Manage membership “member in good standing” status

Board Meetings are held on a monthly basis. General Membership is encouraged to attend and will receive (1) Parent Education credit per school year. Please see the School Calendar for specific dates.

Board Position	Board Member Name
President Co-Chairs	Sam Brocksmith & Katie Mattran
Vice President	Steph Parke
Treasurer	Zach Bowman
Secretary	Amanda Slater
Finance	Erny Corcoro Marx
Membership	Jessica Lien
Special Events Co-Chairs	Cecilia Bryan & Hilary Madsen
Auction Co-Chairs	Maria Ibanez & Cecilia Bryan
Facilities	Tyler Slaeker
Newsletter	Jessie Heap
Member at Large	Andrea Liddell
MW 2's Class Representative	Brittney Varner
TTH 2's Class Representative	Kate Colito
2 ½ 3's Class Representative	Shannon Easton
3's Class Representative	Heather Kuns
Mixed Age Class Representative	Jamie Bartlett
PreK Class Representative	Elizabeth Blanco
Bates Representative	Sandy Manthou
Dash Point Historical Society Representative	Jill Barkley

Membership Responsibilities

By enrolling in Northpoint Co-op, you have made a wonderful choice for your child. 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 the Standing Rules and Bylaws. For the most up-to-date version of our standing rules and bylaws please visit our website www.northpintcoop.org.

The 5 main components to fulfilling your membership responsibilities are:

1. Fulfilling your Committee Role / Job
2. Earning 8 Parent Education credits
3. Earning 4 Volunteer credits
4. Working in the classroom
5. Procuring required Auction items

On the next page, you will find a list of the opportunities you will have to complete your Parent Education credits as well as Volunteer Opportunities. Please refer to the School Calendar for dates.

**All Parent Education Credits & Volunteer Hours
must be completed by May 31st**

Your Committee Role

By now you have received your Committee Role (sometimes referred to as your Co-op job). The only way a Co-op can successfully operate is with full participation from all members. If you have any questions or concerns with this position, please reach out to our Vice President, Steph Parke.

How to earn Parent Education Credits and Volunteer Credits

Required Credits: 8 Parent Education and 4 Volunteer. Please reference the School Calendar for dates and times.

SEPTEMBER

- Board Meeting (1 PE credit*)
- Orientation (1 PE credit, 2 credits max)
- Classroom Training (1 PE credit, 2 credits max)
- All School Cleanup (1 Volunteer credit)
- New Member Night (1 PE credit)
- Online Parent Ed or Bates Campus event (1 PE credit)

OCTOBER

- Board Meeting (1 PE credit*)
- Parent Share (1 PE credit)
- Harvest Party (1 PE credit, Vol. credits available)
- Online Parent Ed or Bates Campus event (1 credit)

NOVEMBER

- Board Meeting (1 PE credit*)
- Online Parent Ed or Bates Campus event (1 credit)

DECEMBER

- Holiday Sing Along (1 PE credit, Vol. credits available)
- Board meeting (1PE credit*)
- Online Parent Ed or Bates Campus event (1 PE credit)

JANUARY

- Board Meeting (1 PE credit*)
- Special Person Night (1 PE credit)
- Parent Share (1 PE credit)
- Online Parent Ed or Bates Campus event (1 PE credit)

FEBRUARY

- All School Cleanup (1 Volunteer credit)
- Board Meeting (1 PE credit*)
- Caspar Babypants Concert (Volunteer credits available)
- Northpoint Auction (1 PE credit, Vol. credits available)
- Online Parent Ed or Bates Campus event (1 PE credit)

You must have 5 Parent Ed credits and 2 Volunteer hours logged to register as a Current Member on March 6th.

MARCH

- Board Meeting (1 PE credit*)
- Online Parent Ed or Bates Campus event (1 PE credit)

APRIL

- Board Meeting (1 PE credit*)
- Parent Share (1 PE credit)
- Family Night (1 PE credit, Volunteer credits available)
- Online Parent Ed or Bates Campus event (1 PE credit)

MAY

- Board Meeting (1 PE credit*)
- All School Picnic (1 PE credit, Vol. credits available)
- All School Cleanup (1 Volunteer credit)
- Online Parent Ed or Bates Campus event (1 PE credit)

Co-op members receive one Parent Education credit for fulfilling a committee position

Co-op Board Members receive one Parent Education credit for attending Bates board position training

*Board Meeting credits are limited to one PE credit/year

Reminder: Participation in 1 All School Cleanup is mandatory in order to receive your \$75 cleaning deposit check back.

All Parent Education and Volunteer Hours must be completed by May 31st

Parent Education

At the same time our children are learning in the classrooms, our 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. Northpoint Cooperative Preschool is successful only because of the willingness of our members to participate, grow and learn right along with our children.

Parent Education Requirements

Parent education credits are considered classes and completion is required for a total of eight (8) credits per school year. This is necessary to ensure continual Bates sponsorship for our program. Please be sure to check your email regularly as well as the bulletin board at school. 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 one's ability to register for the upcoming school year. If you have any concerns in meeting these eight (8) credits, please reach out to your Class Representative.

Parent Orientation

Parent Orientation is held at the beginning of the school 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 questions, and to meet your Teacher, Class Representative and other Co-op members.

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 Parent 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.

Parent Education Sessions

Parent Education sessions provide valuable information regarding parenting techniques, positive guidance, strengthening the family, and health and safety issues. Topics are presented through speakers and discussions and usually held at the Bates Campus.

Monthly Electronic Submissions

Each month, our Bates Representative will email a Parent Education topic along with supporting articles to read. By reading the articles and answering the proposed questions, you are able to earn one (1) Parent Education credit per month.

Classroom Training

Classroom training is specifically designed for each of the classes offered at our school. Teachers will highlight the routine of a typical day and you will learn your role and responsibilities as a working parent in the classroom. Health and Safety procedures are also presented.

Parent Training is MANDATORY for any parent, guardian, child care provider or grandparent who plans to be a working parent in the child's classroom. Attending Parent Training will earn each member one (1) Parent Education credit (2 credits max/ family).

Annual Auction and Fundraising

Through careful planning of our Auction committee, 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.

To remain in good standing, members must contract in good faith to actively participate in our Annual Auction by procuring three items as described:

- 1 fully assembled gift basket worth a minimum of \$50 and
- 2 additional items with individual minimum values of \$50.

Please refer to the School Calendar for procurement dates. Traditionally, each class also contributes an experience that is entered into the live auction. More details will be given by the Auction Committee and your Class Representative once school starts.

Finance / Tuition

Tuition is due on the 1st of every month.

2019-2020 Northpoint Monthly Tuition Rates + Bates Yearly Fees. Discounts are given for multiple children enrolled in the school. Please contact the Finance Chair for more information.

Class	2019 - 2020 Monthly Tuition	2019-2020 Bates Fees (Collected with Enrollment Fees)
Pre-K	\$124	\$140.04
Mixed Age	\$118	\$140.04
3's	\$91	\$93.42
2 ½ - 3's	\$75	\$93.42
2's	\$70	\$93.42
Parent / Tot	\$45	\$46.68

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.

Ways to pay

For your convenience, you have several options to pay your tuition:

1) **Online via Jovial** - Each month you will receive an email from our Finance Chair with a link to your Jovial account. Our school currently is not able to absorb the credit card fees for this service. In order to use this service, you must choose to donate the processing fee to complete the transaction or it will be cancelled.

2) **Check** - If you prefer to pay by check, 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.

3) **Bank Pay** - Use online auto pay from your bank to pay your tuition. These checks can take 7-10 days to arrive to us, so be sure to plan accordingly. Please have these checks mailed to:

Northpoint Cooperative Preschool
6716 Eastside DR NE, Suite 1
PMB 134, Tacoma, WA 98422

Late Fees

If you have not paid your tuition by the 10th of the month, you will be assessed a \$10 late fee. Returned checks as well as credit card chargebacks will be assessed a \$25 fee, in addition to the late fee. If there are any special circumstances or if your family needs financial assistance, please contact the Finance Chair. We are here to support you and your child!

Bates Registration and Fees

The Bates Registration Form and Fees registers you, the parent or guardian, in a continuing Parent Education Program through Bates Technical College. 2019-2020 Bates Fees (amounts are per quarter; fees for 3 quarters are collected at Paperwork Day) If the class meets 2 days per week, the fee is approximately \$93.42/year. If the class meets 3 days per week, the fee is approximately \$140.04/year

2019-2020 Northpoint Co-op School Calendar

September

3rd Board Meeting – 6:30pm
6th Parent Orientation 6:30-7:30
(Alumni Training immediately following)
11th - 13th Classroom Training (held during class time)
12th Classroom Training make-up 6:30-8pm
14th All School Cleanup 9am-12pm
16th First Day of School (Slow start for all classes except PreK)
27th New Member Night 6-8pm

October

1st Board Meeting 6:30pm
4th First Day of School – Parent/Tot Classes
15th Parent Shares 3's
17th Parent Shares 2's
21st Parent Shares 2's and 2.5/3's
23rd Parent Shares Mixed Age & PreK
26th Harvest Party 11am-1pm

November

5th Board Meeting 6:30pm
5th & 6th Auction Procurement #1 Due
11th Veteran's Day – No School
12th - 13th Class Pictures (15th for Parent/Tot)
27th - 29th Thanksgiving Break – No School

December

7th Dash Point Holiday Sing-A-Long
3rd Board Meeting 6:30
10th - 11th Auction Procurement #2 Due
23rd - 31st Winter Break – No School

January

1st – 3rd Winter Break – No School
7th Board Meeting 6:30
7th Parent Shares 2's and 2.5/3's
14th & 15th Auction Procurement #3 Due
15th Parent Shares Mixed Aged & PreK
17th Parent Shares 3's
20th Martin Luther King Jr. Day – No School
21st Parent Shares 2's
27th, 28th & 29th Special Person Night

February

1st All School Cleanup 9am-12pm
4th Board Meeting 6:30pm
8th Open House 10am-12pm;
8th Caspar Babypants Concert 5pm
17th President's Day – No School
29th NCP Annual Auction at Emerald Downs

March

3rd Board Meeting 6:30
6th Registration – Current Members in Good Standing
11th Registration – Current Members, Alumni & general public

April

6th - 10th Spring Break
14th Board Meeting
15th Parent Shares Mixed Age & PreK
23rd Family Night 7-8pm
27th Parent Shares 2's & 2.5/3's
28th Parent Shares 2's & 3's

May

5th Board Meeting 6:30
11th All School Picnic
15th Last Day of School
16th All School Cleanup 9am-12pm
18th Graduation

Field Trips

Several fun experience-based Field Trips will be scheduled throughout the school year. You will be responsible for transportation and supervision of your child if you choose to attend. Your Class Representative will give you further information regarding dates, times and costs. Costs associated with Field Trips are not included in your monthly tuition.

Health and Safety

When to keep your child at home

- Vomiting – in the past 24 hours
- Diarrhea – in the past 24 hours
- Fever – in the past 24 hours
- Rash – especially with fever or itching
- Over tired, cranky or not acting like themselves - when in doubt, keep them home!
- Eye infection - Thick mucus or pus draining from the eye
- Lice – please keep child home until Teacher and Health & Safety Chair are notified

- Any child who has contracted an infectious disease such as chickenpox, measles, hand, foot and mouth etc. must contact the Teacher who in turn will inform the Health and Safety Chair so the membership can be informed. If you have any doubts about your child's health – KEEP HIM OR HER HOME!

Allergies and Special Health Issues

Northpoint Cooperative Preschool will do its best to ensure the safety and health of all its members. The following guidelines are in place to help meet Special Health needs.

1. Northpoint Cooperative Preschool is a nut free school. We will assist parents to ensure children with food allergies are not given the foods the parents have indicated the child is allergic to.
2. Northpoint Cooperative Preschool will not administer medications prescribed by a doctor unless a written medical plan is signed by a physician and proper Bates paperwork is filled out.
3. Northpoint Cooperative Preschool will call 911 first and parents second if an emergency health issue arises.
4. Northpoint Cooperative Preschool does not employ medically trained personnel. Every effort will be made by both Teachers and Parents to ensure special health needs and issues are met.

Parking

For safety, please park in the lower parking lot when dropping off and picking up your child or at any time school is in session. Please use the main door to enter and exit the building. Please do not leave children unattended in the parking lot at any time.

Classroom Adult-to-Child Ratios

To ensure a safe classroom environment, Northpoint Cooperative Preschool uses the following adult-to-child ratio for every class:

Children age 18 months or younger: 1 adult to 2 children (Parent/ Tot Classes)

Children age 19 months - 35 months: 1 adult to 3 children (2's, 2.5/3's Classes)

Children age 3-5 years: 1 adult to 5 children (3's, Mixed Age & Pre-K Classes)

School Closures Due to Weather

Northpoint Cooperative Preschool follows Tacoma Public School's holiday calendar and inclement weather schedule. If TPS is delayed two hours, morning classes will be cancelled but afternoon classes will continue as normal. If TPS is cancelled, all classes will be cancelled.

School closures, other than what is stated on our calendar, will be communicated to you by your Class Representative. Classes cancelled due to inclement weather will not be made up.

Weapons

Per Bates policy, no weapons or firearms, whether concealed or not, or any other dangerous items or devices are allowed on the school property at any time.

For more information about Northpoint Cooperative Preschool, please visit our website Northpointcoop.org. There you will find the most up to date version of our Standing Rules, Bylaws, Bates Parent Handbook and other helpful information.