

# Parent/Member Handbook

## 2022/2023



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Please visit our website [www.northpointcoop.org](http://www.northpointcoop.org) to see important announcements regarding the preschool and to access this handbook. All members are required to attest that they will read the handbook and abide by all the rules set forth by 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.

## 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 the Standing Rules and Bylaws. 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.

## 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 Coop members.

Attending Parent Orientation earns each member one (1) parent education credit. If two or more adults from a family attend, a second parent education 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 7 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, 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. Having more than one family member train does NOT earn the family extra parent education 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. 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 daily functions and operations 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.



## 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 class calendar. Most importantly, check your email.
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 Representative 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, contribute to the newsletter, ask for conferences with any officer/teacher/Bates advisor, join the Board, and attend Board meetings to share suggestions and ideas or pass along to your Class Rep so he/she can pass along to the Board. Contribute to the success of the school.
15. Support parents when their child is acting out – it happens to everyone with a child and next time it might be your child.
16. It is important to maintain confidentiality.
17. Volunteer whenever possible. Members are expected to (but not limited to) volunteer for at least 4 hours/year outside of their regular committee duties.
18. Support our Auction or fundraising events – the money earned goes straight back to our school programs.
19. 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 school house facility
- Maintain the Non-Profit Status of the Preschool
- Manage membership “member in good standing” status.

## 2022-2023 Northpoint Board of Directors

<b>POSITION</b>	<b>NAME</b>
President	Sarah Larson
President	Holly Noland
Vice President	Jasmine Morton
Secretary	Amanda Ireton
Treasurer	Anna Zuluaga
Finance	Lisa Anderson
Membership	Kyle Richardson
Special Events	Abbey George
Special Events	Emily Hilde
Auction Co-Chair	June Everson
Auction Co-Chair	Carrie Reed
Facility Chair	Darrick Bartley
Class Rep: PreK	Lindsey Schmidt
Class Rep: Mixed Age	Lisa Robtoy
Class Rep: 3's	Berit Johnson
Class Rep: 2.5-3's	Nicole Kendrick
Class Rep: M/W 2's	Heather Kuns
Class Rep: T/Th 2's	Ashley Leavitt
Member at Large	Shauna Cortes
Newsletter	Frances Brady
Health and Safety Chair	Jenn Amdal
Marketing	Danielle Gilbert
Teacher	Melissa Bernovich
Teacher	Hilary Madsen
Teacher	Megan West
Bates Representative	Amy Mackey
Dash Point Hist Society Rep	Jill Barkley

## WHERE AND WHEN TO PAY TUITION

Tuition is due on the **1st of every month**.

2022 - 2023 Northpoint Monthly Tuition Rates

Class	Tuition per Month	Bates Fees Per Year
Pre-K	145.00	140.04
Mixed Age	140.00	140.04
T/F 3's	105.00	93.42
2.5-3's	90.00	93.42
M/W 2's	85.00	93.42
T/Th 2's	85.00	93.42
Parent/Child	50.00	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 attends 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, through Jovial. After that, you will pay monthly through Jovial. Please check your file folders and email regularly for tuition due date reminders.

If you need to mail a check for tuition, please use this address:

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

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 is in need of financial assistance, please contact the Finance Chair. We are here to support you and your child.

## BATES REGISTRATION & FEES

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

**2022-2023 Bates Fees** (amounts are per quarter; fees for 3 quarters are collected at Paperwork Day)

If the class meets 1 day per week, the fee is \$46.68/year.

If the class meets 2 days per week, the fee is \$93.42/year.

If the class meets 3 days per week, the fee is \$140.04/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 scholarships, purchasing special classroom equipment, and other special events. *To remain in good standing, members must contract in good faith to actively participate in fundraising activities by procuring 3 items as described: 1 fully assembled gift basket worth a minimum of \$50 and 2 additional items with individual minimum values of \$50.*

**Funds donated to United Way or other workplace campaigns can be designated for Northpoint Cooperative Preschool.** The designation should read:

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

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

**Amazon Smile:** Amazon will donate 0.5% of all eligible purchases to your favorite charity when you shop. Search for Northpoint Cooperative Preschool in Tacoma, WA in the AmazonSmile section of your Amazon account. Also, be sure to turn ON in your mobile app to generate donations.

## 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 Child Studies 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.

Here are some ways to get your credits:

- Attending Parent Orientation, Parent Training and Parent Shares will earn each member one (1) credit per event. NOTE: It is possible to earn 2 credits per parent at Parent Orientation.
- Additional opportunities other than those mentioned could include: with Program Chair approval:
- Attend a seminar or class pertaining to parent education offered through Bates. (Electronic trainings, traditional trainings, and parent shares offered)
- 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.

Your Class Reps, teacher, parent education chair, and Bates instructor will inform you of upcoming events and opportunities to earn credits. Please be sure to check your email regularly as well as the bulletin board at school. 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 one's ability to register for the upcoming school year.

## **VOLUNTEER CREDIT REQUIREMENTS**

Volunteers are vital to keeping our Co-op running smoothly. As a community of families, we come together to ensure events run smoothly and our Co-op thrives. Each family is required to earn 4 volunteer credits per year, outside of their committee roles.

Board members earn 1 credit per semester by volunteering to be on the board. They are still required to earn 2 more credits throughout the year.

Here are some ways to earn your credits:

\*Participate in an all school clean up. Members will receive one credit per family member attending the clean up.

\*Sign up and volunteer at the Harvest Festival, Welcome Back night, Holiday Sing Along, Auction, All School Picnic or other Northpoint Co-Op event. See emails from the Special Events committee for sign ups.

\*In the event a classroom teacher will be absent, a member could earn 1 volunteer credit for being the substitute teacher.

Additional opportunities:

\*Moving furniture for carpet or hardwood cleaning.

\*Other tasks needed by classroom teachers beyond committee roles which ensure that classroom projects run smoothly.

\*Support with all school projects if/when they come up.

## **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 to the full length of your child's class time. 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 it 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
- Equipment set up and use
- 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

## 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 main door. 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 and all three working parents must be present before leaving your child in the classroom.
- When picking up your child please 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. Waiting in the hallway will also help the teacher wrap-up from the class activities and prepare for the next class
- 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 gravel 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 time
- 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:

- 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.
- Northpoint Cooperative Preschool will call 911 first and parents second if an emergency health issue arises.
- 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.
- 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

- All parents and children must leave the building and playground when the teacher/staff locks up for the day.
- The playground is for children 2-5 years of age, and all children must be supervised by parent at all times.
- The downstairs of our building is for supervised play directed by teachers and trained members only.
- 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.
- In Ms. Megan's and Ms Hilary'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.
- 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