

Rose City Cooperative Preschool

Rules and Regulations

Issued August 1994 - Amended March 1995, February 1996, July 1998, July 2002, June 2003, July 2004, May 2005, March 2006, September 2007

I. Enrollment

- A. The Stars class shall consist of a number to be determined by the board on an annual basis, each child having their third birthday on or before September 1st of the school year.
- B. The Rainbows class shall consist of a number to be determined by the board on an annual basis, each child having their fourth birthday on or before September 1st of the school year.

II. Registration

- A. When a prospective family contacts the membership person, the family name will be placed on a waiting list including parent names, child's name, child's birth date, address, phone number and date of initial contact. Younger siblings may be added to appropriate waiting lists.
- B. If requested, the membership person will send the family an information packet explaining the registration process, school policies, and the history of the school. This information is also available on the preschool website (www.rosecitycoop.org).
- C. Dates for registration and open house will be set as early as possible in the school year so it can be sent with the above information packet.
- D. Registration for returning students and siblings of RCCCP will be offered prior to the Open House. A deposit is required at the time of registration to secure a spot on the following year's roster.
- E. Open House will be held in February. Parents of prospective families and returning alumni are required to attend to be eligible for fall enrollment.
- F. The registration fee is required at the time of acceptance. Acceptance into RCCCP will be based on the following criteria:
 - 1. Alumni status
 - 2. Date of initial request for placement on RCCCP's waiting list
 - 3. Attendance at the Open House in February
 - 4. Classroom balance based on gender.

Subsequent openings will be filled from the waiting list. After registration, contracts, immunization records and other important forms will be sent to all families.

III. Fees

- A. There is a non-refundable registration fee due at the time of acceptance into RCCCP. The board shall determine registration amounts on an annual basis and shall notify members on the Contract & Registration form.

- B. There is a monthly tuition for both the Star and Rainbow classes. The board shall determine tuition amounts on an annual basis and shall notify members on the Contract & Registration form. The first month's tuition will be due at Orientation and the last month's tuition shall be paid by September 15th. Otherwise, tuition is due on the 5th of each month. Monthly tuition is considered overdue after the 5th of the month and will incur a late charge of \$5. Contact the treasurer to make special arrangements.
- C. Tuition is to be paid by check. If cash has to be used, contact the treasurer to make payment in person.
- D. Tuition checks should be slipped into the bottom file cabinet drawer (the one with the sticker and lock on it) located inside the classroom. This drawer will remain locked until the treasurer is ready to collect the checks.
- E. Checks should be made payable to Rose City Cooperative Preschool or RCCP.
- F. Families are encouraged to direct all questions regarding payments and payment arrangements to the treasurer.
- G. The amount of tuition covers each calendar month regardless of how many days the child is in attendance or absent, or how many holidays or special days occur in the month.
- H. If unexpected withdrawal is necessary, there is to be a four-week written notice to the President. The May tuition will be applied to the family's outstanding financial obligations, including outstanding tuition and fundraising requirements. Any remaining balance will be refunded. RCCP will make every effort to fill a vacancy created by withdrawal. However, it is the responsibility of each family to fulfill fundraising obligations. Families withdrawing during the school year may be asked to pay a pro-rated share of fundraising obligations, at the Board's discretion. The Board will consider the timing of withdrawal in relation to fundraising efforts and ability to fill the vacancy.
- I. Scholarships, if needed, may be given at the discretion of the Executive Board.
- J. Alumni families returning with outstanding financial obligations may not be allowed to enroll siblings, at the discretion of the Executive Board.
- K. There will be a fine for the second and subsequent missed meetings.

IV. Class Times

- A. The Stars class shall attend Tuesday and Thursday mornings from 9:00 a.m. to 11:30 a.m. unless otherwise stated.
- B. The Rainbows class shall attend Monday, Wednesday, and Friday mornings from 9:00 a.m. to 11:30 a.m. unless otherwise stated.
- C. School will be closed on all holidays and special days as indicated in the current Portland Public School ("PPS") calendar, unless otherwise noted on the RCCP Calendar.

- D. Weather cancellations by Portland Public Schools also pertain to our preschool. If PPS starts late then there is NO preschool. The only exception is if PPS has a scheduled late open, RCCP will operate on regular hours.
- E. If your child is to be absent for more than two days, please notify the teacher.
- F. Please arrive between 8:55 a.m. and 9:00 a.m. to drop off your child and arrive between 11:25 a.m. and 11:30 a.m. to pick up your child. Sign your child in and out, and note any special instructions regarding pick up or departure with other adults in the notebook on the file cabinet.
- G. Parents may escort their child into the classroom and get them settled before leaving. If accompanied by siblings or other children, please limit your time in the classroom to the first 10 minutes.
- H. To pick up children, parents should wait until the teacher opens the door. Try to keep noise to a minimum. Please exit quickly with your child through the front door to help ease congestion and to aid the parent helpers in classroom clean up.
- I. The teacher must be advised, in writing, if someone other than a parent is picking up your child or transporting your child from preschool.
- J. Please be on time to arrive and depart with your child. Late Pick Up Policy: 1st time a verbal reminder, 2nd time and the situation will be reviewed by the Board to consider a fine or termination from the preschool.

V. Dress

- A. Dress your child in comfortable clothing. Remember that clothes can and most probably will get messy. The classroom tends to be warm.
- B. Be sure to label all coats with your child's name for identification.

VI. Communication

- A. Please check your mailbox each day. Family mailboxes are located outside the classroom door. You will find messages, newsletters and important announcements in your mailbox. If a grandparent or guardian does the pick-up and delivery, please instruct them to bring your mail home to you.
- B. Be sure to check the preschool bulletin boards. Notices concerning general membership meetings, board meetings, field trips and special events are regularly posted. Minutes from Board Meetings and Parent Meetings are posted on a bulletin board inside the classroom.
- C. Rose City Park United Methodist Church has offered the use of its library to preschool parents. You are encouraged to check out books at any time. If you have younger children using the library while waiting for class dismissal, please see that they return books to their proper place and that the library is left in an orderly fashion.

VII. Parent Helping

- A. Each enrolled child shall have one parent take a turn as scheduled parent helper every three to four weeks. Two parent helpers are required per class each day it meets.
- B. In the event that one or both parent helpers are not present when class is scheduled to begin, NO parents may leave the classroom and class may not begin until the scheduled parent helpers arrive or another parent volunteers to replace the missing parent helper(s).
- C. It will be the responsibility of the parent help coordinators to post a sign up sheet for parent helpers. Parents are required to sign up for parent helping for the year during Orientation. Changes may be arranged using the calendars posted in the classroom.
- D. Please arrive promptly at 8:45 a.m. on your parent help day. Your timely presence is essential to help the teacher get things ready for the day.
- E. Promptly arriving at 8:45 a.m. is an important aspect of parent helping. The teacher and children are depending on you. If you are habitually late, the situation will go before the Executive Board for consideration of a fine or termination from the preschool.
- F. Each time you parent help, you are responsible for providing a fruit or snack. Please alternate signing up for fruit and snack when you sign up at Orientation.
- G. If for any reason you can't parent help on your day, you are responsible for arranging for a replacement and then notifying the parent help coordinator. Be sure your replacement's name is noted on the parent help calendar in the classroom, or that you call the teacher if the change is unanticipated in advance.
- H. Please sign up with the parent help coordinator if you could serve as an emergency parent helper substitute or as an emergency baby-sitter.
- I. Parent helpers will be given a sheet listing their duties for the day. The preschool rooms will be left clean each day.
- J. Parent helpers are asked to park in the church parking lot, not in front of the church building.
- K. Plan to stay an additional 30 minutes after class dismissal to clean the classroom. On Fridays, (or the last class before a weekend), parents should allow an extra 15 minutes to clean the classroom and prepare it for the weekend. Please wait until class is over before beginning clean up.
- L. Parents unable to help in the classroom due to employment or a physical disability may ask the Board for "working parent status." The "working parent" is to make arrangements with another parent or alternate individual to substitute and assume parent help responsibilities. The substitute is expected to attend orientation and is to act as a "surrogate" for the child's parent, not just be in the classroom as a third adult. The "working parent" is to furnish snack or fruit. "Working parents" are expected to fulfill all other responsibilities of member families at Rose City Cooperative Preschool.

M. Guides for Parent Helpers:

1. Parent helpers are present to assist the teacher, not to visit with each other.
 2. Print the child's name on their work so they will learn to recognize it. Use capital and small letters (Jane, not JANE).
 3. Never discuss a child's behavior or appearance in the child's presence or within any child's range of hearing.
 4. Try to keep the children quiet in the halls, as other church activities may be in progress.
 5. Parents having a talent in music, storytelling, puppets, crafts, etc. should feel free to volunteer their services, notifying the teacher at least two weeks prior to parent helping to allow for class time.
- N. With the exception of nursing babies, up to and including six-months of age, siblings are not allowed to attend with parents on parent help days.

VIII. Board Meetings and General Meetings

- A. Board meetings are held monthly throughout the school year at board members' homes. Times and locations for these meetings will be posted on the preschool bulletin board. All parents are welcome to attend board meetings. If you plan to attend, please contact the host for the meeting prior to the meeting date.
- B. One parent per family **MUST** attend each general membership meeting. Parents are encouraged to offer suggestions and take an active part in general membership meetings.
- C. Each family is allowed to miss one meeting. A fine of \$15 will be levied for each additional missed meeting. The fine shall be delivered to the treasurer.
- D. The secretary will keep a record of attendance at all general membership meetings. If you will not be attending, please contact the secretary or president.
- E. Childcare is available at general meetings at a charge of \$5.00 per child. There is a limit of 20 children, first-come, first-served basis. Prompt pick-up of children is necessary. Parents will phone or e-mail the childcare coordinator by the Saturday prior to the Tuesday meeting if childcare is needed. If you reserve space for your children, you remain responsible for appropriate payment regardless of attendance. Parents will sign up at the beginning of the year to provide snacks for general membership meetings. Snacks and juice for the children will be provided.

IX. Health and Safety

- A. Every child shall have a completed RCCP Family/Medical Information form and a State of Oregon Certificate of Immunization Status form on file with the preschool by the first day of school. Immunization status will

be reviewed during the school year and may need to be updated, according to state law.

- B. Child abuse: The teacher is required by law to report any suspected cases of child abuse or neglect to the proper authorities.
- C. Please give other children the protection you want for your child. Keep your child home if discomforts such as rash, fever (greater than 100° taken orally), vomiting, a cough that is deep, barking or congested, strep throat are present, or if your child has required medication (i.e. Tylenol) in the last 24 hours. Also, if your child is overly tired due to illness or schedule disruption, please keep them home where they are happier. Children must be free of symptoms at least 24 hours before returning to school.
- D. The teacher may refuse to admit a child if the teacher determines s/he is too sick to be in school. If a child becomes ill during the morning, the teacher may remove the child from the rest of the class and notify the parents to come and pick up the child before dismissal time. Parents should list adequate emergency numbers on the RCCP Medical/Health Information to expedite this process.
- E. If a child is absent with a communicable disease, e.g., chicken pox, strep throat, etc., the parent should notify the teacher or president. A notice will then be posted on the preschool bulletin board, including when symptoms first appeared and incubation period.
 - 1. Chicken pox is a common and very contagious disease, frequently occurring in young children. It is spread by direct contact with the chicken pox rash or by infected respiratory secretions. Generally, the rash starts 2- 3 weeks after exposure (commonly 13 – 17 days). It can spread from one person to another from five days (usually one or two) before the rash begins, to six days after it starts. A child with chicken pox needs to remain home from school until six or seven days after the rash first begins and all blisters are crusted over.
 - 2. If you have detected head lice on your child, apply complete home treatment before returning to school.
- F. An adult shall accompany every child to and from the classroom. All parents are asked to see that no child leaves the classroom without his/her parent or another authorized person.
- G. Smoking is not allowed in the church building. Fire doors between classrooms are to be kept clear at all times.

X. Classroom Content and Management

- A. The teacher is in charge of what happens in the classroom.
- B. The curriculum is at the discretion of the teacher.
- C. Please inform the teacher of any events that might affect your child's behavior, such as visitors, medications, and death in the family.
- D. A problem between parent and child, including a child other than the parents' own, should be discussed privately with the teacher.

- E. **Birthday Policy:** Birthday celebrations are a part of our school program. You may want to schedule your parent help day on or near your child's birthday. Please check with the teacher to determine the best day to celebrate. You may provide a special snack for that day. As with all snacks, the birthday snack should not be overly sweet. Suggestions include muffins, fruit roll-ups, or other treats your child doesn't normally get and considers special. Please distribute all birthday party invitations outside of class time; best if mailed. Please be considerate of children's feelings.

XI. Field Trips

- A. Every child shall have a signed field trip permission slip on file prior to participating in each field trip. In addition, every child shall have a signed Walking Field Trip Permission Form on file prior to participating in walks around the neighborhood with the preschool class.
- B. On all field trips or other preschool activities where car transportation is required, each child needs to ride in an approved child safety seat. Any child between the ages four and six and between 40 and 60 pounds is required by law to use a booster seat. Parents must provide the appropriate seat and mark it so it is clearly identified. If parents choose to transport RCCP children other than their own on a field trip, a Parent Driver Information form must be completed and signed in advance of the field trip. The Parent Driver Information Form does not need to be filled out by parents who only transport their child/ren on a field trip.
- C. Siblings and unregistered children may not participate in field trips for insurance reasons. Nursing mothers are asked to leave infants home if they plan on driving children other than their own for a field trip.
- D. Children should wear RCCP t-shirts on field trip days. RCCP t-shirts make the children visible and help keep the group together. The t-shirts are issued free to Stars class children and to new Rainbows children. Please consider purchasing a RCCP sweatshirt for use on field trips during cooler months.

XII. Committee Assignments and Board Positions

- A. Each family is required to hold a job position. Board positions are filled in the spring for the following school year, in accordance with our Constitution & By-laws. If committees are required during the school year, parents may be asked to volunteer for service.
- B. Once during the year, each family will sign up to bring refreshments to a general meeting (cake, two dozen cookies, etc.) One snack and one beverage are designated for the children in the child care room.

XIII. Monthly Clean Up

- A. At the end of each month during the school year a thorough classroom clean up is done. This clean up session lasts for two hours and starts at 12:00 p.m.
- B. The teacher will supply the parents with a list of jobs to complete.
- C. Each family is expected to participate in one clean up during the course of the year. A \$20 fine will be charged for failing to complete a monthly clean up.

XIV. Classroom Setup and Breakdown

- A. Star families are expected to clean and close the classroom at the end of the school year, at the teacher's direction.
- B. Rainbow families are expected to unpack and set up the classroom at the teacher's direction at the beginning of the school year.

XV. Finances and Supplies

- A. All expenditures must be made with the approval of the treasurer before purchases are made.
- B. The board, with the approval of the membership, shall determine teacher salaries and raises.

XVI. Criminal History Verification

- A. To ensure the safety of our children in the classroom RCCP requires criminal history verifications be performed for all parent helpers. These verifications are completed in association with the Oregon Department of Education. Families are asked to cover the processing fees. These forms and fees are due before the first day of school.

Members shall carefully read all the Rules and Regulations the accompanying Constitution and By-laws and all appropriate literature provided by the preschool board and teacher.

Failure to comply with any of the parents' obligations set forth in the Rules and Regulations or the Constitution and By-Laws shall be grounds for terminating enrollment.