

Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-11:00 AM		Toddler Day 10-36 Months	Family Day 0-5 Years	Family Day 0-5 Years	

- **Toddler Day:** This is a class for children 10–36 months and a parent or caregiver must attend. Ratio for adults to children is one adult to two children. Infant siblings are welcome.
- **Family Day:** This is a mixed age class and a parent or caregiver must attend. Ratio for adults to children must meet all ages present, the youngest being toddler with one adult to two children. Children age 10 months to 5 years may enroll. Infant siblings are welcome.

Our schedule is based on a quarter system, due to our affiliation with Community Colleges of Spokane, and aligns with Spokane Public Schools District 81 when possible.

Tuition and Fees 2018-2019

Enrollment and Supplies Fee: \$55

A fee of \$55 for registration is due once a year at the time of enrollment. This holds your space for enrollment and covers insurance and supply costs. Part of this fee also contributes to the Jean Payne Scholarship, which provides tuition assistance for families in need.

Co-Op Tuition:

	1 Day / Week	2 Days / Week
1 child	\$50	\$75
2 children	\$75	\$100
3 children	\$100	\$125
Infant Sibling (up to 9 months)	\$5 / month	

Spokane Community College Tuition:

3 credits \$49.05 / qtr	Families enroll for 3 credits if they are enrolling one child one day per week
4 credits \$65.40 / qtr	Families enroll for 4 credits if any of the following apply: - Two adults will be participating - One child is enrolled two days per week - Two or more children over 10 months in a family are enrolled

Co-op tuition is due the first week the month, if not paid by the 7th of the month a late fee of \$10 will be added. Please place payments in Treasurer's mailbox

Fees:

- Registration: \$55.00 per family, per year when you enroll.
- Insurance coverage for the children is through the college policy and payment is included in the registration fee.

Classroom Duties

As members of a community we all have roles and responsibilities that help keep Co-op running smoothly on a daily basis. Family/Toddler parents will be assigned duties each week.

- **Fine Motor Activity Prep:**
 - Prepare and lead an activity, this could be a table activity, craft, play dough, or the sensory table.
 - Activity should be age appropriate and (whenever possible) fit the class theme for the day.
- **Movement Activity Prep:**
 - Prepare and lead a large motor activity, this could be dancing, instruments, the tunnel, the parachute, or equipment set-up in the classroom or Large Motor Room.
- **Snack Prep:**
 - Please see Snack sections below regarding snack preparation.
- **Clean-up**
 - Stay for an additional 10-15 minutes after class to help clean the classroom. Including closing the blinds, vacuuming, and taking out the garbage.
 - Each class day may have a specific Clean-up task as well, as determined by the Facilitator(s).

Snack: Co-op is an ALLERGY AWARE site. DO NOT bring NUTS for snack, family events, meetings, or field trips

- Check the Allergy List on the Snack area cupboard for children's allergies on your Co-op day.
- If you are unsure about a food check with the parent.
- If your child has an allergy that others need to be aware of notify the Facilitator.

All parents can help model and encourage children to practice when (age) possible, serving themselves, sharing and waiting turns, trying new foods and clearing their own space and using garbage bin. Reminders about using manners are helpful, too.

Snack Preparation and Clean up:

- Begin preparing snack about 10 minutes before snack time.
- Latex gloves are available on the shelves above the sink.
- Clean tables and counter before and after snack.
- Toddlers may bring their own cups with lids marked with their name. Plates and cups are also available on site.
- Set table or assist preschoolers in setting the tables with napkins, cups and placemats.

- Clean dishes and utensils, snack counter and surfaces; bag or toss leftovers; and sweep the floor.
- Know where sharp utensils are at all times and put them up and away when through.

- You may bring a special snack for your child's birthday if you want. Give heads up to Snack parent so can adjust for a balance of "sweets" and some fruits, dairy or protein.

End of Co-op Clean up:

Parents assigned for cleanup may begin prior to the end of Co-op or choose to participate in Movement time with their child and complete cleanup when Co-op is over. List of tasks will be posted in your classroom. General, everyday clean up responsibilities include:

- Sweep or mop as needed.
- Empty all wastebaskets into the snack trash bag, take to dumpster at the northwest parking area.
- Put away any additional materials, toys or games left out from activities in all centers.
- Rearrange the staffing room if it was used on your day.
- Close blinds in all classrooms.

Classroom Rules

Parents will assist the children in learning these classroom rules and guidelines. Facilitator and parents teach them by modeling, demonstrating and providing practice and reminders.

- Hang up your coat when you arrive, wash your hands, and put on your nametag.
- Respect each other and yourself.
- Volunteer to help as you are able, to foster an atmosphere of support and care.
- Respect our Co-op belongings (toys, equipment, materials).
- Listen to and cooperate with Facilitator, all Co-op parents and teachers.
- Use walking feet and indoor voices for indoor play.
- Use ladders to go up the slide; only move down the slide on your bottom, back or stomach, feet first. It is not OK to walk down, go down head first, or climb or walk up the slide.
- Everyone must wear shoes. No bare feet, socks only, or unsafe footwear. Sandals must have a strap going around the back of the heel (no flip flop style). Snow boots are not permitted during class time (please bring extra shoes), to prevent tripping and falling.
- Play and work in the classrooms, not in the hall or on the stairs.
- Never leave the Co-op building without your parent or other trusted adult.
- Help put away toys, blocks, dishes, or other materials at clean up times.
- Clean up your own snack area.
- After singing our goodbye song and or dismissal routine, get ready to leave Co-op with your parent or other trusted adult.
- Take home your work, show and tell or other possessions and return your nametag to your cubby at the end of the day.

Emergency and Safety Information

Emergency Information:

- Fire and earthquake drills are planned regularly to help familiarize everyone with procedures as required by the RMM and college.
- More specifics will be addressed in class and guidelines are listed in the Risk Management Manual (red notebook). The Risk Management Manual is the primary resource for all safety information; please always refer to the RMM first for safety procedures and concerns.

Safety Information specific to SSCP:

- Parents are required to sign themselves and their children in on the clipboard attendance page and sign out at the end of the session.
- Emergency information (such as evacuation routes) is posted near the main door of the classroom.
 - Emergency contact forms for each family are in the beige file cabinet in the storage room.
- Bleach solution is **NOT TO BE USED IN THE PRESENCE OF CHILDREN** and on eating surfaces when children are present.
- Latex gloves are always available for use.
- All attention must be focused on the children at all times. **Cell Phone use is not permitted during class time.** If you need to be accessible to others due to outside circumstances (emergency, etc.) please tell the Facilitator ahead of time.

Siblings:

- Only children enrolled in the Co-op will attend the regular program.
- Non-enrolled siblings may attend designated special event activities arranged by the group, such as Family Nights, field trips, etc. **(or public school observed holiday sessions).** A Special Events Form will be submitted **to the college office** for those events. **To request that siblings or guests may attend a session, notify the Facilitator at least the day before so the college office can be notified also.**

Diapering:

- A changing table is provided in the Storage room, please dispose of diapers by wrapping in an individual bag and placing them in the storage room trash. Trash must be disposed of at the end of class time.
 - Children are only allowed in the storage area while using the changing table.
 - Both adult and child will wash hands after diapering. Children will wash hands upon arrival and before eating snack or cooking projects in the classroom sink.

Attendance Requirements:

- Enrollment forms and fees must be turned in before the family can begin attending classes. These reflect that a parent is enrolled with the college and Co-op, and that the children are then on the college accidental insurance coverage.
- All enrolled children must have an immunization record (or waiver) on file, including infants. Babies **under 10 months** must be registered and enrolled with Co-op to attend and be covered under the insurance policy.
- Parent members are required to watch the Safety video/CD and complete the Risk Management Checklist before participating in the classroom sessions. The form will be kept on file at Co-op. This is done annually.
- Parents will fulfill their volunteer commitment to the Co-Op, and will communicate as soon as possible when a commitment cannot be fulfilled. When a parent cannot fulfill a volunteer commitment they must find a substitute (with assistance from the Executive Board or Facilitators if necessary).
- The general volunteer expectations are as follows, and are subject to change: ***
 - Volunteering to fill a Classroom Duty as outlined on pages 2 and 3 each week.
 - Completing long-term duties as committed (such as attending Executive Board Meetings, assisting in fundraising events, etc.).

****Volunteering is the backbone of our Co-Op community. The more all members volunteer on both a weekly and long-term level the less each individual member will need to volunteer. Many hands make light (and fun!) work. ****