



SOUTH SPOKANE  
**Cooperative  
Preschool**

Where Families Learn and Grow Together

---

# PARENT HANDBOOK

---

2607 S Ray St.  
Spokane, WA 99223  
[coopsouthspokane@gmail.com](mailto:coopsouthspokane@gmail.com)  
[www.southspokanecoop.com](http://www.southspokanecoop.com)




---

# TABLE OF CONTENTS

---

1. Board & Facilitator Contact List.....	1
2. 2019-20 Calendar.....	2
3. 2019-20 Themes.....	3
4. Class Schedule.....	4
5. Tuition & Fees.....	5
6. Classroom Routines.....	6
7. Daily Classroom Duties.....	7-8
8. Classroom Rules.....	9
9. Emergency & Safety Info.....	10-11
10. Attendance Requirements.....	12-14
11. SSCP Parent Jobs	
a. Board Positions.....	15-16
b. Calendar Coordinator.....	17
c. Safety & Worknight Coordinator.....	18-19
d. Scholastic Book Order Coordinator.....	20
e. Makit Plate Coordinator.....	21
f. Memory Book Coordinator.....	22-23
g. Publicity/Facebook Coordinator.....	24-25
h. Website Coordinator.....	26
i. Social Coordinator.....	27
j. Parent Education Coordinator.....	28
k. Field Trip Coordinator.....	29
l. Supplies Coordinator.....	30
m. Membership Meeting Refreshments (see Attendance Requirements)	
n. Fundraisers.....	31
12. FAQ.....	32-33



SOUTH SPOKANE  
**Cooperative  
Preschool**

Where Families Learn and Grow Together

---

## 2019-20 CONTACT INFO

---

### **FACILITATORS**

Amanda Oliver	(509) 270-1258	<a href="mailto:amandapie81@gmail.com">amandapie81@gmail.com</a>
Casey Van Gerven	(509) 850-2230	<a href="mailto:cjvangerven@gmail.com">cjvangerven@gmail.com</a>

### **BOARD MEMBERS**

Micaela Owens	Chair	(360) 556-8218	<a href="mailto:micaelalbowens@gmail.com">micaelalbowens@gmail.com</a>
Bri Traylor	Co-Chair	(425) 773-7934	<a href="mailto:briannab1085@gmail.com">briannab1085@gmail.com</a>
Kaylee Thomas	Treasurer	(206) 849-3478	<a href="mailto:kmcgowan.153@gmail.com">kmcgowan.153@gmail.com</a>
Nicole Bjorklund	Secretary	(509) 990-1028	<a href="mailto:nicolembjorklund@gmail.com">nicolembjorklund@gmail.com</a>
Laura Neeri	Enrollment Coordinator	(509) 863-3446	<a href="mailto:lauraneeri@icloud.com">lauraneeri@icloud.com</a>
	PAC Rep		Position Open

Please direct all business-related questions to the Co-op email address: [coopsouthspokane@gmail.com](mailto:coopsouthspokane@gmail.com)



# SSCP 2019-20 CALENDAR

## FALL QUARTER 9/10/19-11/22/19

SEPTEMBER		OCTOBER		NOVEMBER	
9/3/19	Board Meeting	10/1/19	Board Meeting	11/5/19	Board Meeting
9/6/19	Welcome Picnic	10/15/19	Membership Meeting	11/19/19	Membership Meeting
9/10/19	Membership Meeting	10/8/19	Work Night	<b>11/14/19</b>	<b>CCS Registration &amp; JPS Applications due</b>
9/11/19	First day of Co-op!	10/26/19	Halloween Party	11/21/19	PAC Rep Meeting
<b>9/12/19</b>	<b>CCS Registration &amp; JPS Applications due</b>			<b>11/27-11/29</b>	<b>No Class</b>
9/17-20	Fire Drill Week				
9/19/19	PAC Rep Meeting				

## WINTER QUARTER 12/3/19-2/28/20

DECEMBER		JANUARY		FEBRUARY	
12/4/19	Work Night	1/7/20	Board Meeting	2/4/20	Board Meeting
12/10-13	Fire Drill Week	1/21/20	Membership Meeting	2/18/20	Membership Meeting
12/14/19	Holiday Party	1/30/20	Work Night	<b>2/13/20</b>	<b>CCS Registration &amp; JPS Applications due</b>
<b>12/23/19-1/3/20</b>	<b>No Class</b>			2/20/20	PAC Rep Meeting

## SPRING QUARTER 3/3/20-5/22/20

MARCH		APRIL		MAY	
3/3/20	Board Meeting	<b>4/6-4/10</b>	<b>No Class</b>	5/5/20	Board Meeting
3/9-13	Fire Drill Week	4/7/20	Board Meeting	5/19/20	Membership Meeting
3/17/20	Membership Meeting	4/21/20	Membership Meeting	5/19-22	Last Week of Co-op
3/13/20	Work Night	4/28/20	Work Night	5/30/20	Bike Parade

## SUMMER

JUNE			
6/2/20	Board Meeting	6/3/20	Final Work Night



# SSCP 2019-20 THEMES

<b>SEPTEMBER</b>	<p><b>Ready, Set, Co-op!</b></p> <p>This month will be all about getting to know our classroom and our new Co-op friends. We will be learning Co-op routines and expectations, the names of our friends, and sharing things about ourselves.</p>
<b>OCTOBER</b>	<p><b>Apples and Pumpkins, Oh My!</b></p> <p>Fall is here and we will be celebrating by learning all about apples and pumpkins. This will include a field trip to Greenbluff to pick our own apples and pumpkins.</p>
<b>NOVEMBER</b>	<p><b>Thankful Hearts-Celebrating Family and Friendship</b></p> <p>We will be learning about families, friendship, and caring for each other. We will celebrate our classroom communities with a special Friendship Snack the week before Thanksgiving. No class 11/25-11/29.</p>
<b>DECEMBER</b>	<p><b>Winter Snow Days</b></p> <p>WE will be learning about all things winter! Snowflakes, snowmen, hats and mittens, and the winter holidays. No class 12/23/19-1/3/20.</p>
<b>JANUARY</b>	<p><b>Awesome Animals</b></p> <p>Get ready for all things animal! We will be learning about ocean animals, zoo animals, farm animals, and pets.</p>
<b>FEBRUARY</b>	<p><b>Growing Up Healthy</b></p> <p>We will be learning about our bodies, including the five senses, eating well, and doctors and dentists.</p>
<b>MARCH</b>	<p><b>Our Community</b></p> <p>We will be learning about the people, places, and things in our community, like policemen and firefighters, the grocery store, and cars and buses.</p>
<b>APRIL</b>	<p><b>Nature is All Around</b></p> <p>We will be learning about insects, planting flowers, weather, and seasons. No classes 4/6-4/10.</p>
<b>MAY</b>	<p><b>Let's Explore!</b></p> <p>This month we will follow the lead of our little learners and plan our activities around their current interests...it might be dinosaurs, space, or superheroes. It will be exciting to see what the kids are interested in!</p>



# CLASS SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
	<u>Preschool/Family Day*</u> 9:15-11:15 0-5 Years	<u>Family Day</u> 9:00-11:00 0-5 Years	<u>Preschool/Family Day*</u> 9:15-11:15 0-5 Years	<u>Toddler Day</u> 9:00-11:00 10-36 Months

- **TODDLER DAY**

This is a class designed for children ages 10 months to 3 years old. A parent or caregiver must attend and participate alongside each child. Programming focuses on the developmental stages of this age group as children participate in the learning environment through stories, art & crafts, free play, and movement activities. Infant siblings are welcome to attend as well!

- **PRESCHOOL DAY**

This is a class designed for children ages 3 to 5 years old. Children who turn 3 on or before 8/31/19 are considered old enough to attend Preschool Days. A parent or caregiver must attend and participate alongside each child, on the days they are scheduled to attend. Other days are drop-off, children must be potty trained in order to attend Preschool Day on their own. This is a pilot program, more details coming soon!

- **FAMILY DAY**

This is a mixed-age class for children 10 months to 5 years old and a parent or caregiver must attend. Ratio for adults to children must meet requirements for all ages present. Programming is geared towards the variety of ages present and tailored to fit the interests of those currently enrolled in each class. Free play, theme-based activities and songs, art, and stories are all used to provide opportunities for children to learn and grow together. Infant siblings are welcome to attend as well!

- **PRESCHOOL/FAMILY DAY\***

This is a hybrid day consisting of preschool children ages 3-5 years old with the drop-off option described above. This day will also cater to families with children 10 months to 5 years who are looking for a mixed-age curriculum (no drop-off option). Classroom activities will be provided for both age groups with the opportunity for all children to interact and grow together.

*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 as much as possible.*



# TUITION AND FEES

- **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 (college policy) and supply costs. Part of this fee also contributes to the Jean Payne Scholarship, which provides tuition assistance for families in need.

	<b>1 Day / Week</b>	<b>2 Days / Week</b>
<b>1 Child</b>	\$50	\$75
<b>2 Children</b>	\$75	\$100
<b>3 Children</b>	\$100	\$125
<b>Infant Sibling (up to 9 months)</b>	\$5 / month	

*Co-op tuition is due the first week of each 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.*

- **QUARTERLY COMMUNITY COLLEGES OF SPOKANE (CCS) CREDITS/TUITION:**

Members register for credits with CCS each quarter: Fall, Winter, and Spring.

<b>1 Child 1 Day / Week</b>	<b>3 Credits</b> \$51.00 / qtr
<b>1 Child 2 Days / Week OR 2 Adults Participating OR 2 or More Children over 10 months old</b>	<b>4 Credits</b> \$68.00 / qtr

- **FINANCIAL ASSISTANCE**

Scholarships are available through the college and through Co-op. Guidelines and applications are available from the treasurer or facilitator.

- **OTHER**

The member who serves as Treasurer for the Co-op shall have a scholarship made available to them.



---

# CLASSROOM ROUTINES

---

This is a general outline of what each Co-op day will look like. Times and activities may be adjusted as needed by the Facilitators.

- **TUESDAY and THURSDAY CLASSES**

**9:15** Arrival

**9:30** Circle Time

**9:45** Facilitator Guided Activity

**10:05** Snack

**10:20** Parent Guided Activity

**10:40** Free Play/Exploration

**11:05** Music & Movement/Closing Circle

**11:15** Co-op is over

- **WEDNESDAY and FRIDAY CLASSES**

**9:00** Arrival

**9:15** Circle Time

**9:30** Facilitator Guided Activity

**9:50** Snack

**10:05** Parent Guided Activity

**10:25** Free Play/Exploration

**10:50** Music & Movement/Closing Circle

**11:00** Co-op is over





---

# DAILY CLASSROOM DUTIES

---

As members of a community, we all have roles and responsibilities that help keep Co-op running smoothly every day.

- **FINE MOTOR ACTIVITY PREP**

- Prepare and lead an activity. This could be a table activity, craft, play dough, or the sensory table.
- Activities should be age appropriate and (whenever possible) fit the class theme for the day.
- Please utilize any and all supplies available in the classroom storage closet. You are not required to purchase supplies for your activity.

- **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**

*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, taking turns, trying new foods, clearing their own space, and using the garbage bin. Reminders about using manners are helpful too.

- **PREP and CLEAN-UP**

- Begin preparing snack about 10 minutes before snack time.
- Latex gloves are available on the shelves and above the sink. Please be aware if there is a latex allergy in your class.
- Clean tables and counter before and after snack.



Daily Classroom Duties	Page 2 of 2
Effective Date: 09/11/2019	Revision Date: 09/03/2019

- **SNACK PREP and CLEAN-UP cont.**

- 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, plates, and cups.
- Clean dishes and utensils, snack counter and surfaces.
- Bag or toss leftovers.
- Sweep/vacuum 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. Please give a heads up to the Snack Parent so they can adjust for a balance of “sweets”, fruits, dairy or protein.

- **END OF CO-OP CLEAN -UP**

Parents assigned for clean-up may begin prior to the end of Co-op or choose to participate in the Movement time with their child and complete clean-up when Co-op is over. A list of tasks will be posted in the classroom.

- Parents should expect to stay for an additional 10-15 minutes after class to help clean the classroom.
- Each class day may have a specific clean-up task as well, as determined by the Facilitator(s).
- General clean-up responsibilities include:
  - Sweep/vacuum or mop as needed.
  - Empty all waste baskets into the snack trash bag. Take to dumpster in the northwest parking area.
  - Put away any additional materials, toys, and games left out from activities in all centers.
  - Rearrange the staffing room 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. Facilitators and parents teach them by modeling, demonstrating, and providing practice and reminders.

- Hang up your coat when you arrive and put on your nametag.
- Wash your hands.
- Parents sign in and mark attendance sheet.
- 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 Facilitators, all Co-op parents, and teachers.
- Use walking feet and indoor voices for indoor play.
- Slide Use:
  - Use ladders to go up the slides
  - Only move down the slide on your bottom, back, or stomach, feet first.
  - It is NOT OK to walk down, go down headfirst, or climb/walk up the slides.
- Shoes:
  - 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 flipflop style).
  - Snow boots are not permitted during class time to prevent tripping and falling. Please bring extra shoes to wear indoors.
- 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 & SAFETY

---

- **EMERGENCY INFORMATION**

- Fire and earthquake drills are planned regularly to help familiarize everyone with procedures as required by the Risk Management Manual (RMM) and college.
- More specifics will be addressed in class.
- Guidelines are listed in the RMM (red notebook). The RMM 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** or on eating surfaces when children are present.
- Latex gloves are always available for use.
- All attention must always be focused on the children. **Cell phone use is not permitted during class time.** If you need to be accessible to others due to outside circumstances (emergency, etc.), please notify 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, 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.**



Emergency & Safety	Page 2 of 2
Effective Date: 09/11/2019	Revision Date: 09/04/2019

- **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.
- Children are only allowed in the Storage room while using the changing table.
- Both adult and child will wash hands after diapering.
- Children will wash hands in the classroom sink upon arrival and before eating snack or participating in cooking projects.



---

# ATTENDANCE REQUIREMENTS

---

- **ENROLLMENT FORMS**

- Forms and fees must be turned in before the family can begin attending classes.
- Forms reflect that a parent is enrolled with the college and Co-op, and that the children are covered under the college accidental insurance.
- 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 and complete the Risk Management Checklist annually, before participating in the classroom sessions. The form will be kept on file at Co-op.

- **VOLUNTEER COMMITMENT\*\*\***

- 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 utilizing the current class contact list. Assistance is available from the Executive Board or Facilitators if necessary.
- General volunteer expectations (subject to change):
  - **Daily/Weekly Classroom Duties**
  - **SSCP Parent Jobs**
  - **Completing Long Term Duties**
    - Attending Executive Board Meetings
    - Fundraising Event Assistance

*\*\*\*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.\*\*\**



Attendance Requirements	Page 2 of 3
Effective Date: 09/11/2019	Revision Date: 09/04/2019

- **MEMBERSHIP MEETINGS**

Membership Meetings are held on the second Tuesday of the month 6:30-8:30pm at SSCP. Monthly meetings are held for several reasons:

- To build community and foster communication.
- To address SSCP business operations, including voting on issues and items as needed.
- To provide Parent Education opportunities.

- **ATTENDANCE**

- Attending meetings is a participation requirement of the program. We understand that life happens and that things come up. For this reason, every member has **one excused** absence for the year. For each absence after you will need to arrange a make-up activity with your facilitator.
- For every absence you will be expected to read the minutes from the meeting (a copy will be available in the classroom) and initial. This helps keep everyone knowledgeable about the business operations of SSCP.

- **SNACK**

- We ask members to sign-up to bring a snack to share with the group once a quarter. This does not need to be extravagant, expensive, or home made.

- **DATES FOR 2019-20**

9/10/19	10/15/19	11/19/19	No Dec. Meeting	
1/21/20	2/18/20	3/17/20	4/21/20	5/19/20



Attendance Requirements	Page 3 of 3
Effective Date: 09/11/2019	Revision Date: 09/04/2019

○ **PARENT EDUCATION TOPICS FOR 2019-20**

- During our orientation members will be given the opportunity to vote on the “parent choice” topics that will be covered this year.
- An additional, All Co-op Parent Education opportunity will be provided by the Community College.

September	Orientation
October	Sensory Play
November	*Parent Choice
December	Holiday Party will be held 12/14/19
January	Early Literacy
February	*Parent Choice
March	Early Math
April	*Parent Choice
May	*Parent Choice





---

# SSCP BOARD POSITIONS

---

- **CHAIR**

- The Chair serves as the Chief Volunteer of the Co-op. They work together with the Co-Chair to achieve our mission and provide leadership to the Board and Co-op Members.
- They lead meetings of the Board and Members after developing the agenda with the Co-Chair and encourages the Board's role in strategic planning.
- The Chair and Co-Chair discuss issues confronting the Co-op and helps to guide and mediate Board actions with respect to Co-operative priorities concerns.
- The Chair performs other responsibilities as needed.

- **CO-CHAIR**

- The Co-Chair works closely with the Chair to achieve our mission and provide leadership to the Board and Co-op members. The Co-Chair will act as Chair in the event the Chair is unavailable (see Chair Job Description).
- The Co-Chair performs other responsibilities as needed.

- **TREASURER**

- The Treasurer manages finances for the Co-op.
- They administrate fiscal matters and provide an annual budget to the Board and Members for approval.
- They will ensure development and Board review of financial policies and procedures.
- The Treasurer performs other responsibilities as needed.

- **SECRETARY**

- The Secretary maintains records for the board and ensures effective management of Co-op's records.
- They will manage minutes of the Board Meetings and Membership Meetings, including taking minutes and distributing as needed.
- They will manage permanent files and official records of the Co-op to ensure they are accurate and intact. Records include legal documents, meeting minutes, and membership lists past and present.



Board Positions	Page 2 of 2
Effective Date: 09/11/2019	Revision Date: 09/08/2019

- They will maintain current records of by-laws and applicable addendum's, standing rules and policies, and ensure the Parent Handbook is updated as needed.
- The Secretary performs other responsibilities as needed.
  
- **ENROLLMENT COORDINATOR**
  - The Enrollment Coordinator manages the Co-op email and fields questions as necessary.
  - They handle all stages of enrollment management from being the point of contact for prospective families, to ensuring applications and requirements are taken care of.
  - They collaborate with the Board in attending and organizing summer recruitment events and take point on Open Houses and/or Orientation events before the following school year.
  - The Enrollment Coordinator performs other responsibilities as needed.
  
- **PAC REPRESENTATIVE**
  - The PAC Rep is responsible for attending the SCC meeting as a representative of the Co-op.
  - They will share the information with the Board members at the following Board meeting.



---

# CALENDAR COORDINATOR

---

- **RESPONSIBILITIES**

- Provide calendars for each class to sign up for classroom duties each month. Parents will be allowed to volunteer first. Anything left over will be assigned. It is the responsibility of the parents to find a substitute should an assigned task/day not work for them.

- **PLANNING**

- At the end of each quarter, print blank calendars for parents to sign up for classroom duties for the following quarter.
  - Print 3 months' worth at a time for each class.
- Print the list of Jobs that need to be signed up for.
- Bring the Job list and calendars to the membership meeting. Work with the Board to set aside time to allow parents to sign up for duties. Parents are required to sign up for 3 duties each month.
- Parents who do not sign up for duties will be assigned to remaining days and tasks as needed.

- **NOTIFICATION**

- Provide a copy of the calendar to the Website/Facebook Coordinator to post in the private Facebook Group.
- Provide a copy to the Board.
- Send a Co-op All email with the final calendar.
- Provide a copy to have on-hand in the classroom, either posted or in a file in the Supply Room.



---

# SAFETY/WORK NIGHT COORDINATOR

---

We hold two Work Nights every quarter, at approximately 6-week intervals. This is a time for members to come together and complete deep cleaning tasks and classroom projects. The duration will be approximately two hours, and generally run 6-8pm. Members are expected to sign up for one Work Night each quarter.

- **RESPONSIBILITIES**

- Parents will sign up or be assigned to at least one Work Night per quarter.
- The coordinator will work with facilitators to plan and follow up with parents.
- The safety checklist will be completed at each Work Night
- The coordinator will assist the Facilitators with planning fire drills each quarter.

- **DATES**

- Fall Quarter Tuesday 10/15/19 and Wednesday 12/4/19
- Winter Quarter Thursday 1/30/20 and Friday 3/13/20
- Spring Quarter Tuesday 4/28/20 and Wednesday 6/3/20

- **WORK NIGHT TASKS**

- Facilitators will provide a list of things to be completed at each Work Night. This may include the following, as well as other tasks that members may suggest throughout the year.
  - Wipe down and clean toys on the large white shelf
  - Update items in our dramatic play area
  - Update bulletin board(s)
  - Switch out sensory table materials
  - Wipe down large motor area
  - Wipe out fridge
  - Wipe down and clean coffee cart
  - Clean/organize play kitchen



Safety & Work Night Coordinator	Page 2 of 2
Effective Date: 09/11/2019	Revision Date: 09/04/2019

- Clean kitchen area
- Organize art supplies
- Clean garbage cans
- Dust blinds
- Wipe doorknobs and light switches
- Complete quarterly Safety Checklist
- The coordinator will follow up after Work Night to ensure the necessary tasks were completed and determine if anything is left to be done.
- All cleaning supplies for work night are provided by Co-op and can be found in the Storage Room or under the sink.
  - Large tubs can be used for soaking/cleaning toys.
  - Cleaning solution and dilution spray bottles are located under the sink.

- **FIRE DRILLS**

- Each class is required to perform a fire drill each quarter.
- Discuss with the Facilitators what days will work best for each class.
- Set aside a time in class to perform the fire drill.
- Explain to the children what will happen just before so they can be prepared.
- Ring the classroom bell to signify the fire alarm.
- Line up children in a single-file line with adults and lead them out of the classroom, up the stairs to the main entrance, and out across the parking lot to the far South East corner of the lot near the trees.
- Explain to the children they are to remain in this location, with their trusted adults, until the Firefighters give the okay that the building is clear of fire.
- Lead the children back to the classroom.
- Record that the fire drill was completed on the appropriate form.



---

# SCHOLASTIC BOOK ORDER COORDINATOR

---

- **RESPONSIBILITIES**

- Hand out order forms monthly, remind members when orders are due, and handle orders when books arrive.

- **ORDER FORMS**

- Order forms are delivered to Co-op monthly and will be placed in the SSCP Mailbox at the top of the stairs in front of the Church office when they arrive.
- Obtain order forms and place in cubbies once they have arrived.
- Class Code: QPWR7
- Send a Co-op All email reminder 1 week prior to deadline.
- Families can place orders online at the Scholastic website (<https://clubs.scholastic.com/>) or complete a paper order form and return it to the Scholastic folder in the SSCP Mailbox.
- Order deadline is the last Friday of the month.
- Finalize the order by logging onto the Scholastic website.
  - Email: [coopsouthspokane@gmail.com](mailto:coopsouthspokane@gmail.com)
  - PW: Southspokane1!

- **DISTRIBUTION**

- When the orders arrive, organize and place items in the child's cubby.
- Send an email to let members know their items have arrived and are in their child's cubby.



---

# MAKIT PLATE COORDINATOR

---

- **RESPONSIBILITIES**

- Plan Makit plate event in March/April.

- **PLANNING**

- **PLAN IN CLASS**

- Work with Facilitators to decide what day(s) work best for making the plates.
- This will need to be done for each class to make sure all children are covered and have an opportunity to make their plate.
- Allow for a make-up day for anyone who missed out.

- **ANNOUNCE EVENT**

- Send a Co-op All email letting everyone know when the plates will be made in each class.
- Announcement should be made in April, after Spring Break.
- A flyer can be created using Canva or another app and distributed with the email.

- **TEMPLATES**

- Print and read information from the Makit website:  
[www.makit.com/Content.aspx?Page=Make+a+Gift&PK=8253e113-969a-4285-bba6-7528e8f6fab4](http://www.makit.com/Content.aspx?Page=Make+a+Gift&PK=8253e113-969a-4285-bba6-7528e8f6fab4)
- Print templates and have them available in the classroom throughout the month of April.
  - Collect completed templates, order forms, and payments.
- Scan templates and place order.

- **DISTRIBUTE**

- Group together plates for families and make available the last week of school for pickup.
- Any missed orders can be brought to the Bike Parade for pickup.



---

# MEMORY BOOK COORDINATOR

---

- **RESPONSIBILITIES**

- Maintain photo/art files for each participating child and assist in the final construction of the memory books.

- **PREPARATION**

- Obtain a list of all participating children from the Board.
- Make sure there is one person responsible for taking photos in each class.
  - Have a sign-up sheet at a Membership Meeting if needed.
- Discuss with designated photographers the location of the classroom camera and expectations for photos.
- Classroom camera is not to be taken out of the classroom and is to be put back in its designated storage area at the end of class.
- Collaborate with Facilitators to choose or allow parents to choose 1 piece of artwork each month that will be added to the memory book.
- Towards the end of each month check the camera to ensure that each participating child has a photograph to be used in the memory book. Delegate the parent photographer to take any missing photos.
- Make sure each child has a piece of artwork in their memory book file and obtain one for any missing participants.
- Have 1 photograph of each child printed and placed in their memory book file.
  - Submit receipt in the Treasurer's black box in the Supply Room for reimbursement. Make sure to include your name and reason for purchase on the receipt.
- Coordinate with Facilitators the best time to have a class photo taken at the end of the year to be added to each child's memory book.
- Have class photos printed, enough for each child in each class, and add to the appropriate files for final construction.
  - Submit receipt (see above).





Memory Book Coordinator	Page 2 of 2
Effective Date: 09/11/2019	Revision Date: 09/08/2019

- **FINAL CONSTRUCTION**

- It is not expected of the coordinator to fully construct all memory books. Get together with a group of parents to put together the books.
- Our vision of each memory book includes but is not limited to:
  - Each page designated 1 month at Co-op. Make sure each page is nicely labeled accordingly.
  - 1 photograph of the participating child from the corresponding month.
  - 1 piece of artwork (it does not need to be the same for every child).
  - A final page with a class photo for the participating child.
  - A simple binding is all that is necessary (i.e. 3-hole punching the pages and tying them with string/ribbon).
- Coordinate with Facilitators the best method of distributing the Memory Books



---

# PUBLICITY/FACEBOOK COORDINATOR

---

- **RESPONSIBILITIES**

- Assist in advertisement/recruitment activities including hanging flyers and Facebook. Work with the enrollment coordinator in the spring to advertise classes for the following year including open houses. Look for other advertising opportunities.
- The role of the Publicity/Facebook Coordinator will be temporarily filled by the Board while we decide the true scope of this position in all it entails.
- With the increased use of social media in our culture, it is an important tool we must take advantage of to help grow and support our community. It is crucial we take all necessary steps to maintain anonymity on our private page to protect all children and their families.
- Please bring all your questions and concerns to the Board during this time as we determine exactly how the use of social media can be beneficial in supporting our community.

- **FACEBOOK**

- Below you will find information regarding our current Facebook presence including what posts you may see and where you may find them.
- Public Facebook Page: <https://www.facebook.com/southspokanecoop/>
  - This page is used to gain community interest and provide information to the public.
  - Acceptable posts include but are not limited to:
    - Public Fundraising Events
    - Public Family Events
    - Public Advertisements
    - Classroom activities
- Private Facebook Group: <https://www.facebook.com/groups/southspokanecoop/>
  - This group is for current SSCP members to share, learn, and grow together as a community.
  - Acceptable posts include but are not limited to:
    - Event announcements
    - Classroom updates/important information



Publicity & FB Coordinator	Page 2 of 2
Effective Date: 09/11/2019	Revision Date: 09/08/2019

- Field Trip flyers, reminders, and information
- Calendar updates and information
- Membership Meeting Minutes
- Do NOT post pictures of children without parental permission. Please see the Media Permission List.
- Do NOT post any pictures of our children or families on our public Facebook page.



---

# WEBSITE COORDINATOR

---

- **RESPONSIBILITIES**

- Maintain and update SSCP website.

- **SSCP WEBSITE:** [www.southspokanecoop.com](http://www.southspokanecoop.com)

- This website is used to provide information to the public regarding our program.
- An annual review of website content is a great way to keep our community updated on latest SSCP information.
- Obtain website permissions from the Board.
- The Board may provide you with a list of regularly updated items/features. Decide if there are any additional updates you would like to make and provide a list to the Board.
- Collaborate with the Board to provide you with training and make your updates.
- The Board will notify you throughout the year of additional updates as needed. Please provide the Board with an estimated timeline of completion.



---

# SOCIAL COORDINATOR

---

- **RESPONSIBILITIES**

- Plan 1-2, Parent's Night Out events, per quarter. These give parents an opportunity to visit and get to know one another outside of the formal classroom environment. This is an important aspect of building our community.

- **PLANNING**

- Organize an informal meeting or discussion with other Social Coordinators.
- Decide when, where, and any other details that may pertain to the event, i.e. cost.
  - Examples include:
    - Happy hour/restaurant
    - Movie showing
    - Bowling

- **NOTIFICATION**

- Send a Co-op All email with the details.
  - A flyer can be made using Canva or another app to send with the email as desired.
  - Punchbowl can be used to send an invitation.
- Follow-up with members the week before the event to verify attendance.
- Follow-up the day before with a friendly reminder.



---

# PARENT EDUCATION COORDINATOR

---

- **RESPONSIBILITIES**

- Collaborate with Facilitators to determine Parent Choice Seminar Topics for November, February, April, and May.

- **PLANNING**

- Create a list of Parent Education topics of interest with Facilitator assistance.
- Contact speakers and make necessary arrangements for them to present at the appropriate Membership Meeting.
- Send a Co-op All email notifying parents prior to the meeting so members know what to expect for their Parent Education topic.
- Provide information to the Board to be used in a private Facebook group post.
- Send a Thank You card (and possibly a gift card) to the presenter following the meeting.



# FIELD TRIP COORDINATOR

- **RESPONSIBILITIES**

- Organize Co-op field trips with the guidance of Facilitators and member assistance.

- **FIELD TRIPS FOR 2019-20**

<b>OCTOBER</b>	Greenbluff and Finch Arboretum (end of Oct. or beginning of Nov.)
<b>JANUARY</b>	Blue Zoo
<b>FEBRUARY</b>	Great Harvest Bread Company
<b>MARCH</b>	Fire Station
<b>APRIL</b>	Finch Arboretum or Dishman Mica (nature hike)
<b>MAY</b>	Planetarium or Mobius Kids

- **PLANNING**

- Contact each organization and schedule field trips accordingly.
  - Field trips should be scheduled on alternate class days so they are not always on the same day (i.e. The first could be a Tuesday, the next on Wednesday, etc.).

- **NOTIFICATION**

- Create a flyer for each field trip with all the necessary information including:
  - Field Trip Name, Date, Time, and Location
  - What is provided and what parents will need to bring
- Send a Co-op All email with the flyer to notify parents prior to the field trip.
  - Include if any fees are required and when they need to be submitted and how.
- Provide a digital copy of the flyer to the Board to be used in the private Facebook group.
- Collect fees prior to field trip as needed.
- Send a Co-op All email the week of the field trip to remind parents when and where to go.
- Send a Thank You card after the event.
  - Include a class photo from the event.



---

# SUPPLIES COORDINATOR

---

- **RESPONSIBILITIES**

- Update the Co-op Amazon wish list once a month with current supply needs. Send an all Co-op email reminder when the list is updated.

- **SUPPLIES**

- Check supplies weekly to verify stock.
  - Supplies can be found in the Supply Room, under the sink, and on the Coffee Cart.
- Most Used Consumables
  - Paper towels
  - Hand soap
  - Kleenex
  - Coffee cart supplies
  - Garbage bags
  - Ziploc bags
  - Sponges
  - Cleaning solution
  - Emergency snacks
  - Nitrile gloves
- Purchase supplies as needed (before items are gone) keeping in mind the limited storage space available. Be mindful not to buy too much in bulk.
- Place receipts in the Treasurer's black box in the Storage Room for reimbursement. Make sure the receipt has your name and reason for purchase.





---

# FUNDRAISERS

---

- **RESPONSIBILITIES**

- SSCP members are asked to participate in several fundraisers throughout the school year. The purpose of the fundraisers is to:
  - Supplement SSCP income to ensure that all operating costs are met and to keep monthly tuition as low as possible.
  - Raise funds for more expensive purchases or special events.

- **GOAL**

- Our fundraising goal for the 2019-20 school year is \$2,500.
- We would like to use some of our fundraising funds to build a fenced in outdoor play area. This will allow us to spend more time learning and playing outside.

- **FUNDRAISERS**

- We will be doing two fundraisers in 2019-20. In the fall we will be partnering with Equal Exchange to sell delicious fair-trade chocolate, coffee, and tea. In the spring we will hold a Zumba dance party.
- The **Equal Exchange Fundraiser** will be led by the Preschool class; however, all members are expected to participate by buying, selling, AND distributing items. This fundraiser will run for three weeks in November and delivery of items should occur the second week of December. This is great timing for holiday gift-giving!
- The **Zumba Dance Party** will be led by the Toddler and Family day classes; however, all members are expected to participate by attending the event, donating items to raffle baskets, OR volunteering at the event. This fundraiser will occur in March or April. It is a fun social event where we can gather with our family, friends, and community members to dance.
- Details of each fundraiser will be discussed and organized in class.



---

# FAQ

---

**Q: Do I have to fill out the CCS Parent Education Program Registration Form again?**

**A:** Yes. The registration form must be filled out at the beginning of each quarter for every attending parent/caregiver.

**Q: Where do I submit my monthly tuition checks and what are the guidelines?**

**A:** Payments can be placed in the Treasurer’s secured black box in the Supply Room. They can also be mailed to the Treasurer. Checks must be made payable to South Spokane Cooperative Preschool OR SSCP.

**Q: Where do I submit receipts for reimbursement?**

**A:** Include on the receipt, Your Name and Purpose of Purchase. Submit receipt in the Treasurer’s black box in the Supply Room.

**Q: Can I bring my whole family on field trips?**

**A:** No. Only registered parents and children are covered by the college insurance plan. This covers parents and children in the classroom and on field trips. Other Family members CAN come to specific Family Events. The distinction will be made clearly to parents.

**Q: Do I still have my regularly scheduled class the week of a field trip?**

**A:** Yes. If a field trip is scheduled on your class day, that will take place of your class. All other classes are invited to join the field trip and will maintain their regularly scheduled class day that week.

**Q: Am I responsible for supplying what I need for my Classroom Activity?**

**A:** No. Please do not feel like you need to go out and buy supplies for your Classroom Activity. Co-op has a fully stocked Supply Room with nearly everything you should need. Please take time to go through the supplies before your designated activity day.



Effective Date:  
09/11/2019

Revision Date:  
09/08/2019

**Q: What do I need to bring for Snack?**

**A:** Parents will sign up or be assigned a designated day to bring snack. You do not need to bring a snack for your child every day. You of course are welcome to do so if you'd prefer. Please see Daily Classroom Duties for more information.

**Q: What do I do if the building is locked on a class day?**

**A:** Please ring the designated SSCP Classroom doorbell. This will notify someone in the classroom that you are there.

**Q: Where do I go for Membership Meetings?**

**A:** Membership Meetings are held at Bethany Presbyterian in a conference room on the North-West side of the Church unless otherwise noted. Enter in the main entrance and go down the hallway to the left. The conference rooms are past the stairway at the end of the hall on the left.

**Q: What do I need to do if I can't fulfill my classroom duty?**

**A:** Parents are required to find their own replacement. Please utilize the parent contact list. Send and email or call parents in your class. If no one can cover, please notify your Facilitator.

**Q: Who do I contact if I can't come to class?**

**A:** Please contact your Facilitator to notify them you and your child(ren) will not be attending class. This ensures we are not waiting around for additional families to start the day.

**Q: How do I know if class is canceled due to inclement weather?**

**A:** Our Co-op follows the Community Colleges of Spokane school closer system. Your facilitators will message your class to notify you of a closure.