



SOUTH SPOKANE
**Cooperative
Preschool**

Where Families Learn and Grow Together

PARENT HANDBOOK



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| Effective Date: 09/14/2021 | Revision Date: 08/23/2021 |

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2021-22 CONTACT INFO

FACILITATOR

Rachel Zack (360) 927-5838 rachel.zack@gmail.com

BOARD MEMBERS

Bri Traylor Chair (425) 773-7934 briannab1085@gmail.com

Kaylee Thomas Treasurer (206) 849-3478 kmcgowan.153@gmail.com

Micaela Owens Secretary (360) 556-8218 micaelalbowens@gmail.com

Michelle Waud PAC Rep (509) 499-2842 cote2071@gmail.com

Enrollment Coordinator Position Open

Please direct all business-related questions to the Co-op email address: coopsouthspokane@gmail.com



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SSCP 2021-22 CALENDAR

FALL QUARTER 9/14/21-12/10/21

| SEPTEMBER | | OCTOBER | | NOVEMBER | |
|----------------|--|----------|--------------------|-----------------|--|
| 9/7/21 | Board Meeting | 10/5/21 | Board Meeting | 11/2/21 | Board Meeting |
| 9/9/21 | Ice Cream Social | 10/12/21 | Membership Meeting | 11/9/21 | Membership Meeting |
| 9/14/21 | First day of Co-op! | | | 11/11/21 | No Class |
| 9/14/21 | Membership Meeting | 10/23/21 | Halloween Party | 11/23- | No Class |
| 9/14/21 | CCS Registration & JPS Applications due | 10/28/21 | Work Night | 11/25 | |
| TBA | PAC Rep Meeting | | | TBA | PAC Rep Meeting |
| | | | | 11/29/21 | CCS Registration & JPS Applications due |

WINTER QUARTER 12/14/21-3/11/22

| DECEMBER | | JANUARY | | FEBRUARY | |
|--------------------|-----------------|---------|--------------------|---------------|--|
| 12/7/22 | Board Meeting | 1/4/22 | Board Meeting | 2/1/22 | Board Meeting |
| 12/11/22 | Holiday Party | 1/11/22 | Membership Meeting | 2/8/22 | Membership Meeting |
| 12/21-12/30 | No Class | 1/27/22 | Work Night | 2/8/22 | CCS Registration & JPS Applications due |
| | | | | TBA | PAC Rep Meeting |

SPRING QUARTER 3/15/22-6/3/22

| MARCH | | APRIL | | MAY | |
|--------|--------------------|----------------|--------------------|----------|--------------------|
| 3/1/22 | Board Meeting | 4/5-4/7 | No Class | 5/3/22 | Board Meeting |
| 3/8/22 | Membership Meeting | 4/5/22 | Board Meeting | 5/10/22 | Membership Meeting |
| | | 4/12/22 | Membership Meeting | 5/31-6/3 | Last Week of Co-op |
| | | 4/28/22 | Work Night | 6/4/22 | Bike Parade |



SSCP 2021 THEMES

| | |
|--|---|
| September 14, 15 & 17 | Exploring Our New Co-op Home |
| September 21, 22 & 24 | Water, Water, Everywhere |
| September 28, 30 & Oct. 1 | Apples, Pumpkins and Harvest Time |
| October 5, 7 & 8 | Community Exploration Week |
| October 12, 14 & 15 | It's Fall! |
| October 19, 21 & 22 | We Live in a Colorful World |
| October 26, 28 & 29 | Storing Up Seeds |
| November 2, 4 & 5 | Community Exploration Week |
| November 9 & 12 (no class Nov. 11) | Rocking Out With Rocks |
| November 16, 18 & 19 | Thankfulness |
| November 30, December 1 & 3 | Small, Medium & Big – Measuring the World Around Us |
| December 7, 9 & 10 | Community Exploration Week |
| December 14, 15 & 17 | Snow & Ice |



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CLASS SCHEDULE

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--|-----------|--|--------|
| | <u>Family Day</u> 9:00-11:00am 0-5 Years | | <u>Family Day</u> 9:00-11:00 0-5 Years | |

1. 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!

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

2. 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.

| | 1 Day / Week |
|--|---------------------|
| 1 Child | \$50 |
| 2 Children | \$75 |
| Infant Sibling (up to 9 months) | \$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.

3. QUARTERLY COMMUNITY COLLEGES OF SPOKANE (CCS) CREDITS/TUITION:

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

| | |
|---|-----------------------------------|
| 1 Child 1 Day / Week | 3 Credits \$51.00 / qtr |
| 1 Child 2 Days / Week OR 2 Adults Participating OR 2 or More Children over 10 months old | 4 Credits \$65.40 / qtr |

4. FINANCIAL ASSISTANCE

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

5. 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 Facilitator.

6. FAMILY DAY CLASSES (Tuesday/Thursday/Friday)

9:00 Arrival & parent guided fine-motor activity on the tarp under the beech tree

9:20 Circle time and story

9:40 Walk to our next learning location & facilitator guided activity based on the weekly theme

10:10 Snack

10:20 Free play and/or guided exploration

10:30 Return to home base area & parent guided movement activity

10:50 Closing circle under the beech tree



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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 tarp activity, craft, or the sensory activity.
- Activities should be age appropriate and (whenever possible) fit the class theme for the day.
- Please utilize any and all supplies available at the church you are not required to purchase supplies for your activity.
- Please let communicate with the facilitator a week in advance to coordinate getting supplies you might need for our activity.

- **MOVEMENT ACTIVITY PREP**

- Prepare and lead a large motor activity. This could be dancing, instruments, the parachute or nature walk. Anything that gets the body moving!

- **FACILITATOR'S ASSISTANT**

- Helps to carry supplies from site to site around the arboretum as needed.

- **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.
- Parents should expect to stay for an additional 10-15 minutes after class to help clean or pick up activities.
- Each class day may have a specific clean-up task as well, as determined by the Facilitator(s). ○ General clean-up responsibilities include:
 - Gather sitting circles
 - Clear all garbage and recycling from any areas we used
 - Help gather any additional materials, toys, and games left out from activities in all areas used that day.
 - Wipe down and fold up tarp.



CLASS RULES

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

- Before attending class check the weather report and ensure that you and all family members are dressed appropriately. In the event of adverse weather please consider bringing a change of clothes for everyone, particularly if the ground will be damp, snowy, etc.
 - Everyone must wear shoes. No bare feet or unsafe footwear. This includes waterproof shoes on rainy (or recently rainy) days, snow boots in snow, etc.
 - If you need help sourcing appropriate weather gear please speak with the Facilitator or a member of the Executive Board and we will do everything in our power to help.
- Check if you have any volunteer duties for class today and prepare as necessary.
- If you are unable to attend or complete a volunteer duty please communicate with our Facilitator as soon as possible.
- Wash your hands or use the provided hand sanitizer. Wear face masks when not eating or drinking.
- Adults sign in and mark attendance sheet(s).
 - **Adults are responsible for the safety of their children at all times.** Children must be accompanied by their adult (or another trusted adult) at all times.
- Respect each other and yourself! Listen to and cooperate with everyone and assume good intent.
- Volunteer to help as you are able, to foster an atmosphere of support and care.
- Respect our Co-op belongings (toys, equipment, materials).
- Respect our Arboretum. Only pickup items found on the ground. Please do not pull anything off of bushes, trees, or other large plants.
- Stay with the rest of the Co-op group as much as possible.
- Help children use walking feet and quiet voices at appropriate times.
- Play and work at the Arboretum means others may be using the space at the same time as Co-op. Please be courteous to all guests of the park!
- Help put away toys, blocks, dishes, or other materials at clean-up times.
- Clean up your own snack area, including packing out (keeping your wrappers and other waste with you until you are able to find a garbage can) as necessary.



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 OUR OUTDOOR SETTING**

- Our location is unfenced and includes several potential hazards, including a parking lot, street, creek, and tall rocks. It is the responsibility of parents to monitor their child’s location at all times and keep them away from potential hazards.
- One wonderful part of our co-op community is that we work together as a team. However, when it comes to monitoring children outside it is essential that all adults clearly communicate who is watching each child at all times. An adult may step in to help with another parent’s child (such as chasing after a child who has wandered away or watching a child whose parent is otherwise occupied). In these cases it is crucial that adults clearly communicate a “hand off” AND a “hand back”, so that responsibility for monitoring each child is always clearly defined.
- Children and adults should be dressed appropriately for the weather each day, so that they can stay warm and dry for the entire class period. A list of necessary clothing and information about waterproof, cold weather gear will be supplied to parents at the orientation.



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- **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.
- 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.**

- **DIAPERING/RESTROOM**

- There are only portable facilities at the Arboretum. They are located near the main road and parking lot, please be careful and walk with your children when using the facilities.
- Both adult and child will wash hands or use hand sanitizer after diapering.



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.****



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| Attendance Requirements | Page 2 of 2 |
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- **MEMBERSHIP MEETINGS**

Membership Meetings are held on the second Tuesday of the month 6:30-8:30pm at Bethany Presbyterian 2604 S Ray St. Spokane, WA 99223 or remotely via ZOOM or Google Duo. 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.

- **DATES FOR 2021-2022**

| | | | | |
|---------|----------|---------|-----------------|---------|
| 9/7/21 | 10/12/21 | 11/9/21 | No Dec. Meeting | |
| 1/11/22 | 2/8/22 | 3/8/22 | 4/12/22 | 5/10/22 |

- **PARENT EDUCATION TOPICS FOR 2021/22**

- 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.



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.



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- 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 one Work Night every quarter. 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 year.

- **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 10/28/21
- Winter Quarter Thursday 1/24/22
- Spring Quarter Tuesday 4/28/22

- **WORK NIGHT TASKS**

- Facilitators will provide a list of things to be completed at each Work Night.
- 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.



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| Safety & Work Night Coordinator | Page 2 of 2 |
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- **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 Arboretum, and out across the parking lot to the far Southeast 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.
- Lead the children back to our circle.
- Record that the fire drill was completed on the appropriate form.



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
- Print templates and have them available in class 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 class camera and expectations for photos.
- Collaborate with Facilitator 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 to the for reimbursement. Make sure to include your name and reason for purchase on the receipt.
- Coordinate with Facilitator 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).



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| Memory Book Coordinator | Page 2 of 2 |
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- **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 Facilitator 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



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- 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

- 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:
 - Zoom Happy hour
 - Outdoor movie showing
 - Lawn chair meet up at park

- **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.

- **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 in the classroom at Bethany Presbyterian
- 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.
- Send receipts to the Treasurer 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 2021-2022 school year is \$2,000.
- We would like to use some of our fundraising funds to purchase items for a 'Gear Library' that our families can utilize during the school year.

- **FUNDRAISERS**

- We traditionally plan two fundraisers a year, one in Fall/Winter and one in Spring.
- Each class day is responsible for organizing and coordinating one Fundraiser a year.
- Details of each fundraiser can be discussed and organized in class.
- Each class day will introduce their fundraiser at a Membership meeting as well as through email.
- If there is any distribution that needs to be organized that will need to be scheduled outside of class time.



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 made online at www.jovial.org/sscoop or mailed to the Treasurer at 1618 E 13th Ave Spokane, WA 99202.

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: Field trips will be scheduled during our Community Exploration Weeks. Field trips will be on one of the three class days (we will make an effort to rotate days) and all co-op participants are invited to attend. The other two class days will be a guided family hike in different locations around Spokane. Families can choose to attend one or both events during this 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 talk to the facilitator a minimum of one week prior to your activity to discuss any supplies you may need.



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| Effective Date: 09/14/2021 | Revision Date: 09/09/2021 |
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Q: What do I need to bring for Snack?

A: Parents should bring a snack and water bottle for their child and themselves every day. Part of outdoor preschool is that we get to explore all the different areas of the arboretum! Because snack time is during the middle of our class, we will generally not be close to the parking lot for snack. Parents should bring a backpack each day for carrying water and snack with them during class.

Q: Where do I go for Membership Meetings?

A: If the meeting is held in person, meetings are held at Bethany Presbyterian in the Main Sanctuary. Enter in the main entrance doors and take a right to go down the stairs into the Sanctuary. Most of the year we will be meeting remotely, and you will have an email with an access link the day ahead.

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. Will we still have class outside if it is raining/snowing/really cold?

A. Yes! Our goal is for children and families to learn how to keep themselves warm and dry during all weather conditions, so that we can continue to explore and learn throughout the year. We will discuss needed supplies at the orientation, as well as share ideas for economical places to purchase rain gear and winter gear. In the event of hazardous conditions (i.e. thunder/lighting, extreme cold or wind, unhealthy air quality) class will be rescheduled and parents will be notified.

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

A: While we do class outside in all weather, we recognize that people need to be able to drive to the Arboretum for class to occur. If Spokane Public Schools closes due to unsafe road conditions, then our co-op will be closed as well. Your facilitator will message your class to notify you of a closure.



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OUTDOOR PROGRAM RECOMMENDED CLOTHING AND GEAR LIST

As a nature-based program we will be outside all year round with exceptions for only extreme weather conditions. Making sure you and your child are dressed appropriately for all outdoor play is critical to the success of our program. We want to keep outdoor exploration fun and accessible for everyone. In order to make the most of this experience, it is important that both parents and children come to co-op dressed appropriately for the weather to maximize learning and fun. If you have concerns about finding appropriate clothing, please reach out to us! Thrift stores are great places to look for children's wool clothing at more affordable prices. Please see the list at the end of this document for local suggestions of where to find some great deals on children's gear.

Depending on the season, participants (including students and parents) will need rain gear, boots, warm clothing, waterproof/warm snowsuits, hats and mitts, waterproof shoes, sneakers, wool socks, thermal underwear, etc.

As the weather gets colder, it is recommended that participants wear base layers to stay warm and dry through the changing seasons.

1) Insulation (base layer): Natural fabrics such as wool or silk work well as an inner layer, as does fleece. Polyester pajamas are another good option. The key for this layer is to wick moisture away from the skin and insulate it with a breathable layer.

2) Middle Layer: This is another insulation layer that creates 'dead-air space' between skin and the elements. This airspace helps in keeping warm. Wool sweaters (Merino wool is exceptionally warm and soft on sensitive skin) and fleece tend to work well.

3) Outer Shell: This layer should be waterproof and windproof, as well as breathable.

Please refer to the following articles explaining base layers.

<https://www.rei.com/learn/expert-advice/layering-basics.html>

<http://talesofamountainmama.com/2013/11/layering-kids-cold-weather.html>



FALL/SPRING

- Waterproof trail shoes or boots
- Fleece coats and puffy vests work well with the varying temperatures.
- A knit hat that covers the ears
- Sun hat for warmer days
- Waterproof raincoat and pants OR one-piece waterproof rain suit.

WINTER

- Base layers, both top and bottom.
- Insulated snow pants or bibs
- Warm socks. We recommend wool socks.
- Balaclava or knit hat and neck gaiter.
- Heavy fleece or thin insulated coat rated for cold weather under a one-piece rain suit OR insulated waterproof winter coat.
- Warm waterproof mittens or gloves
- Waterproof boots rated for cold weather

In terms of boots, we recommend boots that are one size larger than your child’s foot. Again, this creates dead-air space to assist in insulation. Socks help to wick moisture away from the skin, (please note: cotton tends to sweat and doesn’t do a great job at wicking moisture).

SUGGESTED RETAILER/OPTIONS FOR USED GEAR

Local suggestions:

- <https://sweetrepeatspokane.square.site/> (local children's thrift store, also has online shopping options)
- Local “Buy Nothing” groups though Facebook <https://www.facebook.com/BuyNothingProject/>
- <https://gnthrift.com/>
- <https://spokane.jbfsale.com/>
- Asking friends/family/co-op members for items older children may have outgrown and are ready to pass on.

Online options:

- <https://www.rei.com/used>
- <https://www.geartrade.com/>