



SOUTH SPOKANE
**Cooperative
Preschool**

WHERE FAMILIES LEARN AND GROW TOGETHER

PARENT HANDBOOK



Effective Date: 09/20/2022	Revision Date: 08/09/2022
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2022-2023 CONTACT INFO

FACILITATOR

Lori Gagnon (206)359-1005 logagnon@gmail.com

BOARD MEMBERS

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

Co-Chair Position open

Andrea Sellers-Johnson Treasurer (509) 496-2620 andreasellers13@gmail.com

Secretary Position open

Eya Santana PAC Rep (509) 299-0134 evamonster@gmail.com

Jessica Knapp Enrollment Coordinator (403) 336-7450 jessknapp818@gmail.com

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



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SSCP 2022-2023 CALENDAR

FALL QUARTER 9/19/22-12/09/22

SEPTEMBER		OCTOBER		NOVEMBER	
9/13/22	Board Meeting	10/4/22	Board Meeting	11/1/22	Board Meeting
9/17/22	Ice Cream Social	10/11/22	Membership Meeting	11/8/22	Membership Meeting
9/20/22	Membership Meeting				
9/20/22	First day of Co-op!	TBA	Halloween Party	11/21/22- 11/25/22	No Class
9/30/22	CCS Registration & JPS Applications due				
TBA	PAC Rep Meeting			TBA 11/30/22	PAC Rep Meeting CCS Registration & JPS Applications due

WINTER QUARTER 12/12/22-3/17/22

DECEMBER		JANUARY		FEBRUARY	
12/6/22	Board Meeting	1/3/23	Board Meeting	2/7/23	Board Meeting
12/13/22	Membership Meeting	1/10/23	Membership Meeting	2/14/23	Membership Meeting
TBA	Holiday Party			2/28/23	CCS Registration & JPS Applications due
12/19/22- 12/30/23	No Class			TBA	PAC Rep Meeting

SPRING QUARTER 3/20/23-6/2/23

MARCH		APRIL		MAY	
3/7/23	Board Meeting	4/3/23- 4/7/23	No Class	5/2/23	Board Meeting
3/14/23	Membership Meeting	4/4/23	Board Meeting	5/09/23	Membership Meeting
		4/11/23	Membership Meeting	5/30/23- 6/2/23	Last Week of Co-op
				6/3/23	Bike Parade



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CLASS SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
	<u>Family Day</u> 9:30-11:30am 0-5 Years		<u>Family Day</u> 9:30-11:30am 0-5 Years	

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.



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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.

	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.

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 \$54.00 / qtr
2 Adults Participating OR 2 or More Children over 10 months old	4 Credits \$72 / qtr

FINANCIAL ASSISTANCE

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



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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.

FAMILY DAY CLASSES (Tuesday/Thursday)

9:30 Arrival & free play

9:50 Circle time and story

10:00 Facilitator Guided Activity

10:30 Snack

10:45 Parent Guided Activity

11:20 Closing circle

11:30 Co-op is over



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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.

CLASS SET UP

- Parents assigned to set up should arrive at least 20 minutes prior to class.
- Each class day may have a specific set up task for that day as determined by the Facilitator.
- General set up responsibilities include:
 - Bring any supplies/toys to the classroom from the storage room.
 - Make sure tables and chairs are set up appropriately.
 - Check that supplies are stocked and ready for activities.

GROSS MOTOR 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. (if you would like to use the ballroom please check with the facilitator to see if it will be available as we share it with the seniors)

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:
 - Take all toys, equipment and supplies to the storage room
 - Wipe down all tables.



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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.

- 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).
- 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).
- Use walking feet and indoor voices for indoor play
- Help put away toys, blocks, or other materials at clean-up times.
- Clean up your own snack area.



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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.
- Emergency information (such as evacuation routes) is posted near the main door of the classroom.
- Emergency contact info for each family is with facilitator
- Bleach solution is **NOT TO BE USED IN THE PRESENCE OF CHILDREN** or on eating surfaces when children are present.
- Non-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.

FIRE DRILLS

- Each class is required to perform a fire drill each quarter.
- You may be asked to help line up children in a single-file line and help guide them out of the classroom, to the main entrance, and out across the parking lot to the far Northwest corner of the lot.

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.**



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DIAPERING

- A changing table is available in the restroom or you may change your child's diaper in the classroom
- Both adult and child will wash hands or use hand sanitizer after diapering.
- Soiled diapers must be sealed in plastic bag before disposing of.

COVID 19 PROTICALLS

- At this time masks are required for all adults. Children over 2 are strongly encouraged to wear a mask as much as possible.
- Children are not currently required to be vaccinated from COVID-19
- As required by Community Colleges of Spokane and their "Fully Vaccinated Campuses" proclamation, all registered caregivers and parents must be fully vaccinated or complete a valid exemption form.
- Please screen yourself and your children for any symptoms of Covid-19 prior to attending co-op. A child, parent or teacher with a temperature of 99.9F or higher, cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell or have been in contact with someone with confirmed or suspected positive Covid-19 in the last 2 weeks please stay home.
- If anyone in your household has had a temperature of 99.9F or higher in the last 24 hours please stay home.
- Only registered children and parent(s) are allowed to attend co-op. No guests or visitors at this time due to increased infection prevention measures.
- Upon entering the classroom, please thoroughly wash hands with soap and water prior to touching anything. Disposable paper towels will be provided for drying. In the event hand washing is not possible (ie outdoor events), hand sanitizer will be provided and should be used at arrival.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with hand washing, including infants who cannot wash hands alone.



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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 at Coop.

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**
 - **Community Center Events**
 - **Completing Long Term Duties**
 - Attending Executive Board Meetings
 - Fundraising
 - Our fundraising goal for the 2022-2023 school year is \$2,100.

****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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MEMBERSHIP MEETINGS

Membership Meetings are held on the second Tuesday of the month 6:30-8:30pm remotely via ZOOM. 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.
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- **DATES FOR 2022-2023**

9/13/22	10/11/22	11/08/22	12/13/22	
1/10/23	2/14/23	3/14/23	4/11/23	5/09/23

PARENT EDUCATION TOPICS FOR 2022/23

During our orientation members will be given the opportunity to vote on the “parent choice” topics that will be covered this year



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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.



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- 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.
- 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 part in 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.
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OTHER VOLUNTEER OPPORTUNITIES

CALENDAR COORDINATOR

- Provide calendars for each class to sign up for classroom duties and community center events 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.

SAFETY COORDINATOR

- The safety checklist will be completed each quarter
- The coordinator will assist the Facilitators with planning fire drills each quarter.

MEMORY BOOK COORDINATOR

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



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PUBLICITY AND SOCIAL MEDIA COORDINATOR

- help promote the coop on social media, at community events and any other avilunse for promotion. this position will also keep the website up to date

PARENT SOCIAL COORDINATOR

- 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.

FIELD TRIP COORDINATOR

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

FUNDRAISING COORDINATOR

- 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.



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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 2425 E Marshallth Ave Spokane, WA 99207.

Q: Where do I submit receipts for reimbursement?

A: Include on the receipt, Your Name and Purpose of Purchase. Receipts can be submitted either through email to coopsouthspokane@gmail.com or handed directly to the Facilitator or Treasurer.

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 two class days (we will make an effort to rotate days) and all co-op participants are invited to attend. The other class day will be a guided family hike in different locations around Spokane.

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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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. Please be mindful of any allergies in your class. Information is available in Jovial.

Q: Where do I go for Membership Meetings?

A: Until further notice, meetings will be held remotely via ZOOM. You will have an access link emailed the day prior.

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 an 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 Spokane Public School system. Your facilitator or a board member will contact your class to notify you of a closure. A makeup class will be scheduled at a later date.