

PARKVIEW COOPERATIVE

PRE-SCHOOL



Northwood Christian Church
4550 Central Avenue
Indianapolis, IN 46205

Handbook

Our Rules and Regulations

Revised and printed August 2011

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The handbook is intended to inform members about Parkview standards, services, common practices, and operating procedures. It is expected that all members and teachers be familiar with this handbook and its contents.

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Teacher & Member Positions 2011-2012

Teachers

<i>Froggies</i> (2-3s Class)	Vicki Reel	627-1397
<i>Turtles</i> (3-4s Class)	Linda Costlow	259-4147
<i>Caterpillars</i> (4-5s Class)	Virginia Snell	255-3892

Executive Officers

President	Dusty Rademacher	377-4165
President Elect	Jill Sandifur	352-6253
Membership	Jessica McNiel	847-4378
Treasurer	Miki Hamstra	250-7941
Secretary	Rochelle Stephenson	925-1377
ICPC Delegate	Alexa Hart	502-727-7370
Publicity	Mia Kary	753-4709
Fundraising	Amy Matthews	426-2421

General Positions

Churchyard 400	the Executive Board	
Bunny Hop Chair	Rochelle Stephenson	925-1377
Silent Auction Chair	Dusty Rademacher	377-4165
Event Food Chair	Angela Borowski	254-1727
Event Games Chair	Leah Crane	507-6360
Art Chair (Bulletin Boards/Bunny Hop)	Katie Bredehoeft	927-0976
Parent Education/ New Parent Orientation	Marianne Lusk	926-9025
Health	Fineman	765-461-6599
Librarian	Sonja Houle	645-6363
Class Clean Up	Shelandra Adeniyi	387-0422
Party Planner	Amy Lynch	919-6020
	Shana Ward	329-9619
Newsletter	Leah Crane	507-6360
Webmaster	Kelly Crowe	253-9182
Equipment (Indoor/Outdoor)	Blythe Mckenzie	
Rummage Sale Chair	Dusty Rademacher	377-4165
	Amber Fineman	765-461-6599
Yearbook	Cindy Tow	924-2467
Extended Day Coordinator	Jill Sandifur	352-6253
Field Trip Coordinator	Heidi Sexson	926-0955
Volunteer Coordinator	Sabaea Pipkin	726-0793
Outreach Coordinator	Traci Willis	771-1251
Class Representatives		
Froggies	Alicia Tharpe	205-9230
Turtles	Alexa Hart	502-727-7370
Caterpillars	Traci Willis	771-1251

Important Dates and Required Participation

Required Participation Events

<u>Event</u>	<u>Date</u>
Churchyard 400	9/24/11
Bunny Hop	3/17/12
School Clean-Up Days (must pick one per family)	
<u>Class Clean ups</u>	<u>Date</u>
<i>1st Class clean up (board and teachers)</i>	8/8/11
<i>2nd class clean up</i>	11/12/11
<i>3rd class clean up</i>	1/14/12
<i>4th class clean up</i>	3/10/12
<i>5th class clean up</i>	3/18/12
<i>6th class clean up</i>	5/28/12
<i>7th class clean up</i>	05/23/11

Fundraising Events

<u>Event</u>	<u>Date</u>
Rummage Sale	8/06/11
Bulb Sales	8/10/11-8/24/11
Churchyard 400	09/24/11
Bread Sales	10/4/11-10/24/11
Bunny Hop	03/17/12

Parent Education/Fun Events

<u>Event</u>	<u>Date</u>
CPT Training	TBD
Parkview Playground	8/15/11
Family Hayride/Cookout	10/2/11
Parent/Teacher Conferences	11/28/11-12/2/11
Parent Christmas Party	12/3/11
Progressive Dinner	TBD
Other Parent Ed Events	TBD

Vacation Days

<u>Days Off</u>	<u>Date</u>
Fall Break	10/10/11-10/21/11
Thanksgiving Break	11/21/11-11/25/11
Winter Break	12/23/11-1/6/12
Martin Luther King Day	01/16/12
President's Day	2/20/12
Spring Break	3/26/12-4/6/11

Welcome to Parkview Cooperative Preschool

Parkview Cooperative Preschool is an organization that has been in the Meridian-Kessler neighborhood for over 45 years. Parkview must follow both county licensing regulations and the Indiana Council of Preschool Cooperatives (ICPC) policies.

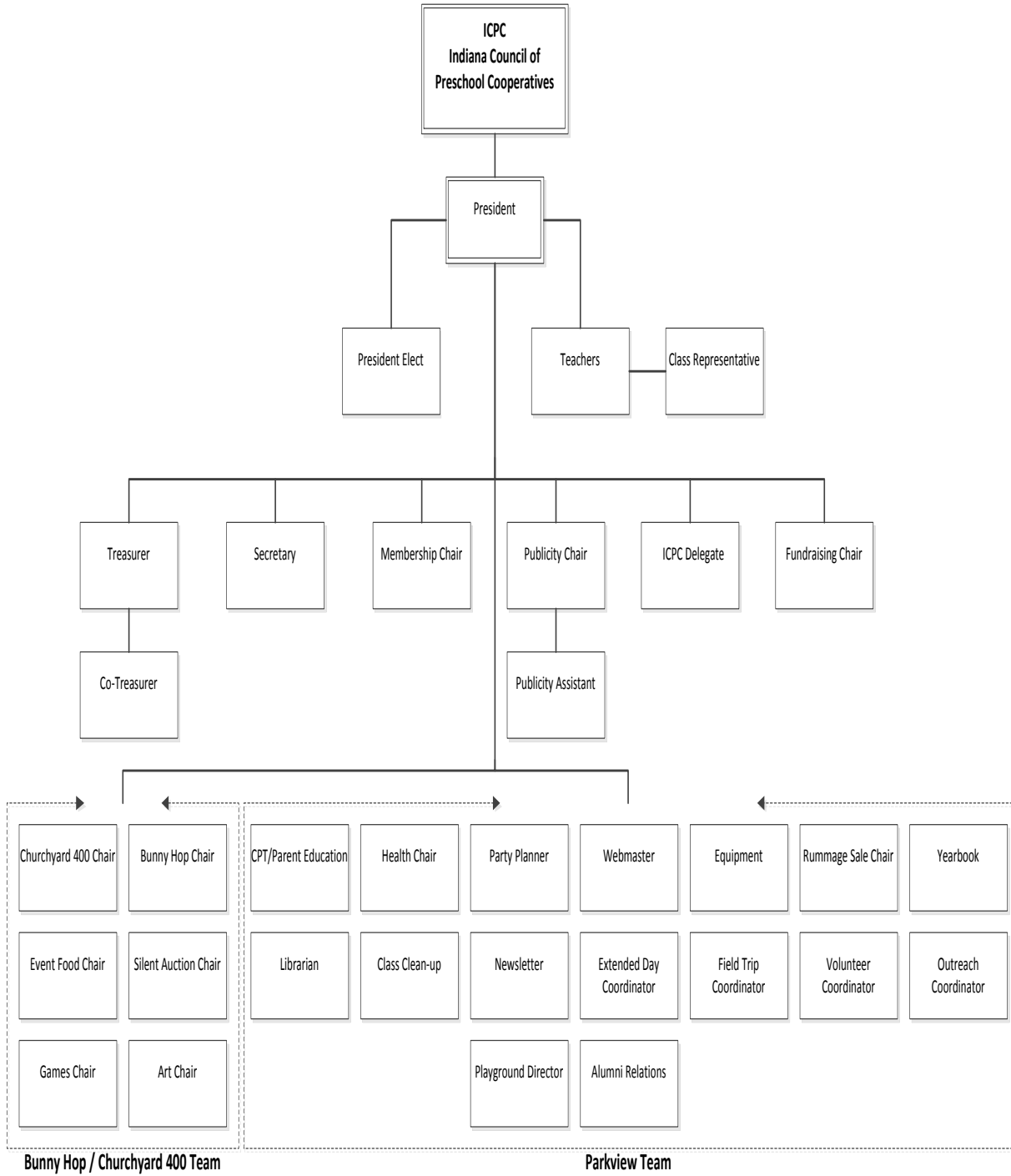
The mission of Cooperative Preschools is to create a safe and enriched play-based learning environment through the cooperative efforts of families, educators and community leaders.

The mission of Parkview Cooperative Preschool is to provide a safe and supportive environment where children, parents and teachers learn together; while fostering the spirit of volunteerism and collaboration.

Parkview Cooperative Preschool is a registered non-profit organization.

At Cooperative Preschools, our children learn:

- To use their bodies effectively
- To satisfy their curiosity
- To express self-confidence and independence
- To respect others
- To cope with their feelings
- To solve problems
- To express themselves
- To feel good about themselves
- To develop excellent social skills



General Information

Cooperative Preschools

What is a Cooperative Preschool?

A cooperative preschool is a group of families who hire trained teachers and work with them to provide a quality preschool experience for their children. Cooperative preschools are owned, maintained and administered by the families on a non-profit, non-sectarian basis.

All members are co-owners and must take an owner's interest in their school. Committees are formed each year and officers elected to administer school affairs. Each family is required to serve on a committee. An executive board, elected from the membership, assumes the major responsibility for running the co-op with the approval of the membership.

Cooperative preschools provide a developmentally appropriate learning environment that meets the social, emotional, physical and intellectual needs of young children. Programs are available for 2-5 year olds and kindergartners.

Under the guidance of a qualified teacher, the parents assist in the classroom and participate in all aspects of the children's activities. The direct involvement of parents in the preschool education of their children is unique to the cooperative preschool. The parent education program, an important feature of the cooperative preschool, enhances parenting skills.

ICPC- Indianapolis Council of Preschool Cooperatives

ICPC is an umbrella group, which guides Parkview as well as the other preschool cooperatives in Indianapolis. ICPC has its own board of directors and provides training to the executive boards of each preschool, teachers and parents.

The objectives of ICPC are reached through services such as the New Parent Training Program, annual evaluation of the total program for member schools, ICPC newsletter, officer orientation for newly elected school officers, surveys of mutual interest, guidance to groups starting new cooperatives, workshops and parent education opportunities, and through a cooperative philosophy which says, "Children, Parents and Teachers go to school together, each learning from the other."

New Family Parent Participation Training

ICPC organizes and directs a Parent Participation Training workshop and **requires parents who are new to cooperative preschools to attend in their first semester**. The workshop familiarizes parents with the purpose of cooperative schooling and teaches them how to work with children in the classroom. The training is held early in the school year and **must be attended once by any family member who will participate in the classroom**. Training is typically six hours. There is a \$20.00 fee for this class that covers the cost of materials.

Information about Parkview Cooperative Preschool

History of Parkview

Founded in 1965 by a group of mothers from the Meridian-Kessler area. This intrepid group of women followed in the footsteps of mothers at the University of Chicago and started a school based on two principles: the involvement of the parents in every facet of the operation of the school and the idea that their children would benefit most from an environment that supported how they learned best....through their play.

Family Commitment at Parkview

Individual parental participation is a key ingredient in order for a Cooperative Preschool to function. Parkview's teachers are the only individuals who receive pay for their service to the school; therefore, parental commitment is vital to the school's overall success. By joining Parkview, you accept responsibilities that include those items listed below.

Family Responsibilities:

- Regular class participation (once or twice a month for each child enrolled)
- Attendance at Parent Education events
- Attendance at the Kick-Off Brunch
- Participation at the Churchyard 400 (fundraiser)
- Participation at the Bunny Hop (fundraiser)
- Willingness to take on some administrative duties
- One class clean-up per family
- Attendance at member's meetings

A "Learn Through Play" Environment

Since 1965, Parkview has educated children and parents in social skills, child development and in the ways to enjoy those short years before elementary school.

Parkview Cooperative Preschool is located in Northwood Christian Church, although it is a separate entity from the church. We offer a non-sectarian experience.

The curriculum of our school is that of all cooperative preschools -- a "learn through play" environment. Each day includes a variety of art projects, large muscle and small muscle activities, books, blocks, music and circle time. This allows children the freedom to learn from a variety of experiences.

The two and a half hour class session offers both structured and non-structured activities. At Parkview, we encourage the development of social skills, such as learning the rights and limitations of participating in a group. Most importantly, we strive to provide a fun, happy, enriched environment in which children can grow and build self-esteem. The differing classes offer unique experiences developmentally appropriate for the age level. A trained and salaried teacher who is assisted each day by at least one participating parent leads each class.

<u>Classes</u>	<u>Days</u>	<u>Times</u>
2-3s Class	MW	9:30-12:00 pm
3-4s Class	MWF	9:30-12:00 pm
3-5s Extended Day	W	12:00-2:00 pm
4-5s Class	MWF	9:30-12:00 pm
4-5s K-Enrichment	M	12:00-2:00 pm

Age Levels

Parkview uses Sept. 1st as a reference point for determining which class a child should attend. For example, a child who is two by Sept. 1st would be a member of the 2-3s class. We cannot make exceptions to this policy, although individual consultations with the teacher can be requested through the Membership Chair.

If it is decided that a child who does not meet the age criteria is accepted into another class, it is with an understanding that the decision will be evaluated 2-4 weeks after school begins. Typically the teacher and parent can agree upon a satisfactory class placement. If necessary, the teacher, parent and President will have a conference about appropriate placement.

Tuition

For the 2011-2012 school year, the tuition is \$70 each month for the 2-3s and \$85 for the 3-4s class. The 3-4s class has an optional extended day, which costs \$35 each month (total: \$120). The 4-5s class is \$85 each month with an additional \$35 for the extended day and/or \$35 for the kindergarten enrichment (total: \$155). Because we are a self-

sustaining organization, it is imperative that all tuition payments are received in a timely manner. All tuition payments are due on the 1st of the month; a late charge of \$5 will be added to all payments received after the 15th of the month. Payments should be placed in the Treasurer's folder located on the blue cabinet in the hallway. As outlined in the Member's Contract, any family that fails to pay tuition for more than 60 days will be suspended from school until full payment is received.

Parkview maintains a scholarship fund, which is intended to aid current families experiencing financial difficulty. To apply for a scholarship, current members can contact Parkview's President or Treasurer to request a scholarship application. Scholarship applications are treated with utmost confidentiality by the Executive Board.

Fees

Registration Fee

A non-refundable registration fee of \$30 confirms your child's enrollment at Parkview. This fee helps support our scholarship fund, as well as, covers the cost of tuition for a child whose parent also teaches at Parkview. In addition, a payment for the first and last month's tuition for the 2011/2012 school year will be required at the end of this year to secure your child's place in class. Tuition payment will be non-refundable.

Social Fee

A one-time \$35 social fee, payable by October 1st, helps cover the cost of all parent and family events outside of the classroom. This fee is charged per child.

Supplies Fee

A one-time \$35 supplies fee, payable by February 1st, helps cover the cost of art-related projects. This fee is charged per child since each child uses supplies in the classroom.

Field Trips

From time to time, individual classes will go on field trips outside the classroom. These trips are always optional and the fees typically range from no cost to \$10.

Fundraising

Parkview's tuition and fees do not cover the entire cost of your child's preschool education. In order to keep our cost affordable to many families in the community, we raise money from the following events: The Bunny Hop, Churchyard 400, Rummage Sale, and bulb sales. Many of these fundraising events are unique in that each are opportunities for families to be together. Since Parkview encourages family time, we feel this is a fair compromise - earn money for the school while spending time with our families.

Churchyard 400

The Churchyard 400 is a fundraiser and family fun event held on September 24 from 12pm-2pm. During the Churchyard 400, our children bike laps in the parking lot or Fellowship Hall at Northwood. Parents, grandparents, and friends sponsor each child by donating a dollar amount for each lap completed. Friends and family are also invited to cheer the children on to victory and each child is rewarded with a medal! It's great fun for the entire family.

Each family is expected to participate by requesting donations or "sponsorships" for the children as well as other race day duties, such as set up or tear down.

Bunny Hop

Bunny Hop offers lots of fun games and activities for children as well as the Silent Auction for adults. The silent auction has been a huge success and in the past two years has brought in about 5 times the revenue of the amount made from Bunny Hop ticket sales.

There are many ways to become involved with making the Bunny Hop a success! Each family will volunteer for Art, Food, Games, or the Silent Auction committee. Also, each family will need to donate three items for the Silent Auction and each class will supply a themed "basket" for the auction. **Mark Saturday, March 17th on your schedules, because we need (and require) everyone's participation!** The only way we can have continued success and keep tuition affordable is for each family to chip in and help.

*New fundraisers are being explored at this time. If you have any suggestions please contact Amy Matthews, Fundraising Chair.

Enrollment

Parkview's admissions policy is as follows: Parkview Cooperative Preschool does not discriminate in its admissions and educational policies on the basis of race, color, national, or ethnic origin.

Fall 2012 enrollment for current Parkview families will be from January 1, 2012 through January 31, 2012. Current families who do not complete their applications before January 31, 2012 will not be guaranteed a spot for Fall 2012. Fall 2012 enrollment for new families will begin February 1, 2012. Enrollment is complete when the registration form and deposit is turned in to the membership chair. According to the Member Contract, registration fee and first and last month's tuition is nonrefundable.

Parkview accepts new students any time during the year, provided there are openings. Parents who enroll after the ICPC Participation Training Orientation will be provided brief instruction during the child's first class, but this instruction does not release that parent from meeting the ICPC requirement the following fall.

Children with Special Needs

All children are welcome at Parkview. If your child has special needs, these should be discussed with the teacher. If those needs interfere with the teachers' ability to attend to the needs of the class as a whole, you will be asked to bring additional support to the classroom. Sometimes this may mean that you will need to participate in the classroom more than other parents. It may also mean that you may need to speak to the Membership Chair and the teacher to make arrangements before school begins.

Parkview's Peanut/Tree Nut Safe Policy

In recognition of the fact that preschool children are not old enough to make sound decisions when it comes to what should go into their mouths and are particularly susceptible to food allergies, Parkview has adopted a Peanut/Tree Nut Safe Policy as part of its commitment to making its school a fun and safe place for all of its children. All families and Teachers of Parkview must abide by the terms of such Peanut/Tree Nut Safe Policy, which shall be distributed to each family and Teacher, as well as posted on the bulletin board and on Parkview's website. In addition to cleaning hands and mouths before entering school, Parkview asks that no peanuts or tree nuts be brought into our school. All food brought in for the classroom snack, children's lunches, or any class event (including parties, extended day, k-readiness, or after hour events) should be carefully checked to ensure that it is peanut/tree nut free. The families and Teachers of Parkview can help ensure that our school stays peanut/tree nut safe by reading

packaging labels and by reminding children not to share food with other children at school. We need to work together to ensure that there is little opportunity for a child to be exposed to foods that could harm him/her.

Parkview Standards for Preschool Operation

Members of the Indiana Council of Preschool Cooperatives (ICPC) are expected to maintain high standards. ICPC requires that each member school have on hand a current copy of their Statement on Standards and Constitution in addition to all paperwork required by law. Parkview displays ICPC's Statement on Standards on the bulletin board above the mail folders. Parkview works closely with ICPC to maintain our cooperative preschool philosophy.

Teachers

Qualifications:

Meets all requirements set by ICPC

Practice:

Maintains the standards of operation as outlined in ICPC's Statement on Standards and Guidelines for Teachers in this handbook

Classroom Participants (Parents, Caregivers, Relatives, etc.)

Responsibilities:

- To assist the Teacher(s) in any assigned class activity
- To be proactive in the classroom in support of the Teacher, i.e. Teacher is assisting another child and not able to deal with a conflict that arises over a toy, then the parent shall step in to resolve conflict
- To uphold the preschool's discipline policy
- To complete assigned responsibilities, i.e. family "job" position and co-op days
- To be on time for co-op days
- To be on time for member meetings and Parent Education
- To communicate with the Executive Board about programming, daily issues, preschool re-organization, meetings, and personal factors that may affect preschool operations

To ensure the highest quality of classroom education, ICPC requires that all participating parents complete a Parent Education program.

This must include:

- Six hours of classroom participation training (CPT) during the first semester for new members of the cooperative preschool, which involves a one hour observation in the classroom
- Two sessions per year of ongoing education that is designed to familiarize co-oping parents with topics such as growth and development and appropriate program activities for preschool children.

Orientation "Kick-Off Brunch":

- Meet the standards required by the State of Indiana for classroom participants (i.e. an annual written statement from a physician certifying freedom from tuberculosis determined by laboratory tests or chest x-ray)
- The President and Executive Board leads the discussion on Parkview's philosophy regarding program activities and specific policies
- An Executive Board member of Parkview presents information about the role of a parent in a cooperative preschool

Teacher-led Orientation (Class Coffees):

- The Teachers go through the school and explain what the parents should expect regarding routines and transitions
- Demonstration set-up and take-down of the classroom

Reading the Parent Handbook:

- Parents read the requirements and expectations of Parkview
- The handbook also contains the philosophy of the preschool and guidance for age-appropriate discipline and activities

Parent Education

Cooperative preschools such as Parkview have a double mission: to educate children and to educate ourselves to become better parents. This is a clear advantage not offered in most preschool settings.

Years ago, ICPC determined that educating parents about parenting was an important part of the preschool experience. By providing concrete and practical advice from teachers and experts in related fields, or by sharing in an organized manner with other parents, our members can improve their parenting skills.

Regular parent education occurs through active participation in the classroom and

attendance at parent education sessions (a minimum of one session per semester).

We shall monitor and regulate Parent Education in each individual situation by:

- Ensuring that all parent education is in accordance with ICPC's Statement of Standards.
- Setting up procedures and policies for monitoring parent education in the preschool. This is the Parent Education Chair's responsibility.
- Ensuring that parents who do not attend the regular parent education meetings are doing acceptable alternate parent education prior to attending their next scheduled co-op day.
- If a parent cannot attend regular school parent education due to circumstances beyond their control, the Executive Board and the Parent Education Chair must pre-approve and monitor the alternate parent education program undertaken.
- Recording all parent education undertaken in membership reports

ICPC requires that parent education is fulfilled each semester as parents are acting as an assistant to the Teacher on their co-oping day. Consistently missing parent education sessions without alternate parent education will result in a meeting with the President and/or Executive Board to discuss the family's continued membership in Parkview.

Parent Education alternatives may include:

- attending another cooperative preschool's parent education meeting
- reading parenting articles in books, magazines or on-line
- watching a parenting DVD
- attending another community parent education lecture
- attending planned community workshops: libraries or Red Cross

These suggestions maintain our high standards, but allow for flexibility to better meet the specific needs of our parents. Any topic that will improve home parenting skills or classroom participant performance is acceptable. Sessions such as educational savings plans or making memory scrap albums are **not** considered acceptable. All suggestions for topics and/or speakers can be shared with the Parent Education Chair.

Through these parent education meetings, we learn about parenting, other Parkview families and about the spirit of community that Parkview lends to our lives.

Examples of Acceptable Parent Education Topics:

- The importance of play
- Raising caring, confident children
- Emergency preparedness for home and schools

- Sibling rivalry
- The effect of television on children
- Bully-proofing your children
- Inspiring a love of reading
- Kindergarten readiness
- Teaching children about money – allowances
- Nutrition for toddlers and preschoolers
- Music and preschoolers
- Sexual health

Participation in Preschool Administration:

- The parents are responsible for the entire operation of the preschool including financing, facility procurement and maintenance, equipment, insurance, employment of the Teachers, and any other business.
- The parents operate under, and comply with, the State of Indiana regulations, ICPC's Statement on Standards, and Parkview's Standards for Preschool Operation.
- The parents operate under, and enforce, Parkview's policies and by-laws as agreed to in the Member Contract.

Adult-to-Child Ratio

One of the benefits of the cooperative philosophy is the smaller adult-to-child ratio allowing increased opportunities for learning and adult/child interaction.

Parkview follows the standards set by the Indianapolis Council of Preschool Cooperatives (ICPC) for adult-child ratios. These standards are followed in the classroom and also when Parkview provides babysitting at some parent events. **Babysitting is only provided for those families who have reserved a space for their child.**

Age Group	<i>Suggested Maximum # of Children</i>	Maximum # of Children	Minimum Adult: Child Ratio	Minimum Square Footage
18 to 24 Months	8	10	1:3	350 Square Feet 10 Children
2 Year Olds (by Sept. 1)	10	12	1:4	420 Square Feet 12 Children
3 Year Olds (by Sept. 1)	15	18	1:5	630 Square Feet 18 Children
4 Year Olds (by Sept. 1)	18	20	1:6	700 Square Feet 20 Children
5 Year Olds (by Sept. 1)	22	22	1:11	770 Square Feet 22 Children
2 and 3 Year Olds Multi-level	10	12	1:4	420 Square Feet
3 and 4 Year Olds Multi-level	15	18	1:5	630 Square Feet
4 and 5 Year Olds Multi-level	18	20	1:6	700 Square Feet

In a multi-level class, the adult-child ratio must follow the standards set for the age of the younger child.

There shall be a minimum of one teacher and a participating adult at all times regardless of class size. At no time should any child be left without the supervision of an adult. One adult on premises should have current First Aid and CPR training.

Participating adults shall not bring any non-enrolled children (e.g., siblings) with them to class.

Maintaining Adult : Child Ratios

The teacher shall be provided with parent assistants for each class according to the ratios set by ICPC. The teacher shall be responsible for ensuring that the required ratio is upheld for all classes. In the event that this ratio is not present for any given class, the teacher will delay the start of class and agree to do the following:

1. Contact scheduled co-oping parent
2. Contact Emergency Substitute Parent
3. Contact Class Representative
4. Close the class and inform the members of the reason for closing. Class cannot be reopened until Adult: Child Ratio is met

Space Requirements

A minimum of 35 square feet of space per child is required indoors, excluding storage space, pianos, bookcases and other items that would subtract from the area of free play. A minimum of 75 square feet per child is required outdoors. The 2-3's classroom offers 437.5 square feet (17.5x25). The 3-4's and 4-5's classroom offer 728 square feet (26x28). The muscle room offers 672 square feet.

Parkview Rules of Operation

Parental Leave

for Teachers:

- Parkview follows federal employment standards

for Participating Parents:

- Parkview arranges maternity leave for participating parents as appropriate. We suggest that participating parents be granted maternity leave immediately prior to the expected date of birth and immediately following the birth. Parkview gives two months off with the understanding that co-oping days will be made up before or after maternity leave.
- Additional leaves of absence may be granted before and/or after the birth if circumstances warrant and upon receipt of a doctor's note.
- Pregnant participating parents and those who have recently given birth will be scheduled with parents able to relieve them of moving or lifting heavy equipment.
- Parents on maternity leave and not co-oping may be excused from member meetings and Parent Education sessions during their leave if they choose.
- On co-oping days, breastfeeding mothers will need to make other arrangements during class hours for their infants. For example, a trusted friend or fellow Parkview parent might be willing to exchange childcare services during co-oping hours. Parkview tries to be as welcoming and supportive of parents as possible; however, the demands of a co-op day needs to be taken seriously and other non-enrolled children may not attend school.

Examples of maternity leave arrangements include:

- Scheduling extra co-op days prior to the due date
- Exempting parent from co-op days for the maternity leave period
- Encouraging another caregiver (grandparent, aunt) to complete co-op days

Non-Enrolled Children: Siblings of enrolled children, Teacher's children and/or other children

When a parent or Teacher is in the classroom during school hours, non-enrolled children may not be present in the preschool. There are a number of reasons for this policy:

- Our insurance does not cover non-enrolled children in the classroom. If there were to be an incident, our insurance might be voided.
- Non-enrolled children disrupt the adult-to-child ratio, every enrolled child is accounted for.
- Any additional children would compromise the safety and supervision in the classroom.

During the school year, Parkview has many social events where any siblings and other non-enrolled children and families are welcomed.

Health and Safety Requirements

All families must turn in an Emergency Form, Proof of TB Test, and Immunization Record to the Health Chair. These forms must be on file at Parkview at all times.

TB Test: According to health department regulations, every adult who participates in the classroom more than twice must have written proof of a yearly TB test. This test must be completed before the first day of school. Parkview provides the opportunity to get your TB test at the Kick-Off Brunch. Visiting Nurse Service will administer TB shots at Kick-Off and read the results 48 hours later for a low cost fee. TB tests may also be administered by a doctor or the Marion County Health Department. Proof of TB test must be on file at Parkview for every participating adult.

Immunizations: All children attending Parkview must be up to date on immunizations as outlined by current health department regulations. Parkview must have a current copy of immunization records on file for every child.

A Sick Child: Children don't benefit from school when they feel sick, so keep your child home if you see symptoms such as a fever within the last 24 hours, upset stomach, diarrhea, vomiting or unusual pain. Also keep children home when they have been exposed to a communicable disease. Be considerate of other families.

Fire/Tornado Drills: Parkview is required to conduct fire and tornado drills, these are conducted once a semester. The Health Chairperson is responsible for scheduling and monitoring these drills.

First Aid: Each Teacher must have a valid First Aid and CPR certificate awarded upon completion of the course. It is required that each teacher is recertified every two years.

Peanut/Tree Nut Safe Policy: Parkview has adopted a Peanut/Tree Nut Safe Policy as part of its commitment to making its school a fun and safe place for all of its children. All families and Teachers of Parkview must abide by the terms of such Peanut/Tree Nut Safe Policy, which shall be distributed to each family and Teacher, as well as posted on the bulletin board and on Parkview's website. In addition to cleaning hands and mouths before entering school, Parkview asks that no peanuts or tree nuts be brought into our school. All food brought in for the classroom snack, children's lunches, or any class event (including parties, extended day, k-readiness, or after hour events) should be carefully checked to ensure that it is peanut/tree nut free. The families and Teachers of Parkview can help ensure that our school stays peanut/tree nut safe by reading packaging labels and by reminding children not to share food with other children at school. We need to work together to ensure that there is little opportunity for a child to be exposed to foods that could harm him/her.

Dressing Your Child

Children and parents should wear comfortable, washable, play clothes. Flexible, safe shoes are best for your child; some dressy, slick-soled shoes are dangerous when children use the climbing equipment.

On most days children will play outside, so please dress your child appropriately for outdoor play. Label all outerwear and boots.

In case of accidents during school, children should keep a change of clothes and/or diapers (if applicable) at Parkview. These should be placed in your child's bin above their coat.

Items to and From Home

Nearly every day the children make something at the craft table or on the easel. We have special bins with the child's name printed on it provided for this purpose.

If your child needs a special blanket or object to help make the adjustment to school, that is fine. You will probably want to discuss this with the teacher. Do not bring toys from home except when the teacher allows show-and-tell items on specific days.

Use of Northwood Property

Parkview rents five classrooms from Northwood Christian Church: the 2-3s' classroom, the 3-4s' classroom, the 4-5s' classroom, the science room and the large muscle room, as well as, a closet located on the third floor. We need special permission to use any other space at Northwood. If you are having a meeting and would like to meet in a room on the second floor, you must speak with the church secretary, Traci Willis, in order to reserve a room. You will be expected to pay a fee for this space reservation.

An alarm system protects church offices on the second floor; Parkview will be fined if any member sets off the alarm, so please do not go upstairs after hours or on weekends.

Parkview must remember that we are renters at Northwood Christian Church and should maintain a business relationship with them. In order to do this, we must remember that all windows and doors must be locked at the end of the day; no tape can be put on the walls and doors; and we share space, including the playground, with other renters at Northwood.

Drop-off and Pick-up Policies

If you are the participating parent for the day, you must arrive by 9:15 to help the teacher set up the room and get any details about the day. Plan to stay at the end of the day for at least another 15 minutes to sweep, wash brushes, tidy up the room, take out the trash, and have a brief conference with your teacher about the day's events.

All other students need to wait until the teacher opens the door to enter the classroom at 9:30. If you arrive early, you may spend some time with your child in the science or muscle room until it is time for class to start. Please be sure to supervise your children at all times (i.e., do not go through the folders in the hall if your child is in the science or muscle room.) It is best for the children if you say your goodbyes in the hall and encourage your little ones to come into the room on their own. Please keep adult conversations in the hall, not in the rooms.

If you should have a conflict getting your child to or from school on time, please seek assistance from another parent from any of the classes. If you are shopping and know

you are not going to make it through check out and to school on time, please call another parent from your class to see if they can stay with your child until you are able to arrive. Please do not call the teachers or expect them to "sit" for your child. Although our dedicated teachers love your children, they need to move on to their afternoon activities and personal matters.

Policies to Ensure Responsible Membership

At Parkview, we do our best to support each other and put strategies in place to ensure that all families can function as responsible members, participate in the operation of the preschool and in other school activities, such as meetings and fundraising, as outlined in Parkview's bylaws and this handbook.

This outlines policies in place to handle situations where individuals failure to carry out responsibilities compromises the entire program. Parkview tries to be respectful of each member. In the majority of cases, the problems outlined below can be resolved quickly. However, if a member does not make an effort to correct the following problems, the President and Executive Board will decide what is best for the preschool.

1. Late For or Absent From Co-oping:

If a parent is habitually late for co-oping, he or she will be asked to attend a meeting with the Executive Board so that we can work together to solve the problem preventing him/her from fulfilling this important membership responsibility. It is the responsibility of the teacher to notify the President and the Class Representatives of habitually late/absent parents.

2. Late for Pick Up:

Pick-up is at noon or 2 pm if the child is enrolled in the Extended Day or Kindergarten Readiness program. If a parent is late for pick up, there is a \$5.00 fine for every minute they are late. Any monies collected are put into a special fund dedicated to purchasing classroom materials for the preschool.

Members must understand that a failure to carry out their preschool duties has an impact on the Parkview community as a whole, and compromises the teacher's ability to offer our children a safe and stimulating preschool experience. In light of this, a consistent failure to live up to member responsibilities will be treated very seriously, and in certain cases parents' membership in the school may be re-evaluated and/or revoked.

Parental Involvement inside the Classroom

The First Few Days

For the first few days, some parents may need to stay during this transition period. If you feel that you will need to stay, please do not bring other children with you to school.

Children adjust in their own way, at their own rate. Let your child linger near you until his/her interest takes him into a group. You may also suggest a toy or puzzle and see if he/she will take interest. Don't be surprised if your child exhibits one or more of the following behaviors during the first few days -- shyness, clings to you, hits another child, refuses to take turns, or cries.

Don't feel like you need to entertain your child. If a child merely wants to stand and watch, that's fine -- watching is also a form of participating. When you feel that your child is ready to stay without you, tell him or her that you are leaving and that you will return. If your child cries when you leave, it will be difficult for you, but make a quick departure after saying good-bye. Amazingly, most children stop crying before the parent is out of the building.

Almost all children will be comfortable in the classroom within a few weeks, and they begin to look forward to their days at Parkview.

Arrival and Departure

Enter the church by the red door on the west side of the building. Parents should help their children hang up their coats and school bags and should encourage their children do as much for themselves as possible. As a courtesy to the teacher and the children, try to limit your conversation with other parents to the hallway or parking lot. If you are arriving late to school please quietly open the door to the classroom and let your child enter on their own, so as not to disrupt circle time.

As class ends, first check your file folder and pick up your child's school bag before finding your child (inside or outside) and any others in your car pool.

Departure is at 12:00 pm. Be prompt since it is not fair to expect teachers or the co-oping parent to sit with children until you arrive.

Classroom Participation

A member from each family is expected to participate in the classroom on a rotating basis with other families represented in that class. The only exception is when a nanny provides participation.

Successful Participation

- Arrive 15 minutes before class to help the teacher set up the room and to discuss the day's activities.
- Allow the teacher to remain in the classroom with children. If preparation needs to be done outside the classroom, do it for the teacher so he/she can greet the children upon arrival.
- Clean up the classroom. This includes putting away toys, wiping off tables, sweeping the floor, cleaning paint brushes, and putting away paint containers.
- Provide a snack for the children.
- Find a replacement if you cannot participate on your assigned day. Inform the teacher of the change.
- Remain with the children at the end of class until the parents have come for them.
- Debrief with the teacher at the end of the day so that you will know if he/she would like participation to be done differently the next time you are in the classroom.
- Remember that the children come first. Chat with other parents before or after class.
- If children ask to play with equipment that is not out that day, check with the teacher before getting it out.
- Sit whenever you can. Get down on the child's level and interact with the children.
- Be alert to the entire classroom and move to the area where you are most needed.
- Other children in the family do not come on your participation days. You can often exchange care for your children with other parents.
- Please do not discuss any of the children in their presence. The teacher's evaluation with you at the end of the morning will provide the time to talk about how to handle specific situations.

Participation Schedule

The classroom participation schedule will be established by the class representative for your class at the Class Coffees, held once each semester. It is important to provide them with any conflicting calendar dates. The class representative will also keep track of the number of times you participate in order to keep participation days fair to all members.

Trading Days

If you become unable to participate on your designated participation day, it is your responsibility to make alternative arrangements with another family. You may be able to swap or trade with another family. You are also expected to call the class representative to tell him/her the arrangement.

If you have not found a substitute arrangement when there is a conflict, **you will be expected to pay a \$25 fine**. Parkview also reserves the right to cancel class if a co-op parent cannot be found for a particular class. Keep in mind that it is not only unfair to the teacher, children, and other parents to not participate on your scheduled day, but it is also important for Parkview to have the adults necessary to meet child-adult ratios. If there are three (3) infractions to participating, the family will be asked to leave Parkview.

Snacks

We hope to foster good eating habits at Parkview. Please bring nutritious snacks. If your child has a specific food allergy, please make this known right away so that other parents can be considerate.

All "prepared food" snacks (such as crackers or pretzels) must be pre-packaged, according to the Indiana Department of Health. Parents or teachers can prepare food or drink in the school kitchen as long as all ingredients have not been opened. Any parent in violation of this department of health policy is liable for any fine imposed upon the co-op.

Remember: Parkview is a Nut Free school. Please do not send your child to any school activity with any nut products. This includes peanut butter sandwiches, peanut butter and crackers, nuts in trail mix etc.

Use of Cell Phones

The children at Parkview are very busy. If a participating parent is talking on the phone during class time, then they may miss something extremely important. The use of cell phones during school hours is strictly prohibited, unless of course, it is an emergency.

Field Trips

You will be asked to complete a permission slip for each field trip. You will also be asked to complete an insurance form, which lists your insurance coverage. Any person who drives on a field trip must maintain auto insurance limits of \$100,000/\$300,000 bodily injury and \$50,000 property damage.

Whenever we take field trips, the teacher or co-opping parent is responsible for taking the emergency information forms for each child. Prior to the trip, we ask that you secure a car seat in the proper vehicle.

Involvement outside the Classroom

Board Positions

Parkview has an executive board that operates the school. Parents with special interest and abilities volunteer for these positions. A member may also nominate another member for a position on the board.

Being a member of the board involves volunteer time but also holds special rewards. A board member, by nature of serving, becomes closer to decision-making and understanding the many facets of Parkview.

The executive board meets monthly and the general membership meets at the members' meetings several times a year.

Member's Meetings

Member's meetings are held several times a year. It is a great time to discuss upcoming events, the school budget, and any other matters of importance. Teachers and class representatives attend and report on the happenings in each class.

All parents are required to attend every member's meeting. It helps to ensure that you are aware of any changes in events or in your child's classroom. After completing discussion items, there is time for socializing. It's a great way to get to know other parents in the co-op.

Parent-Teacher Conferences

Parent/teacher conferences are important times when you are able to learn about your child-socially, emotionally, cognitively and physically. Conferences are held once a year in November. So that you will be able to attend conferences without children, you may be asked to help with taking care of other families' children.

You can feel free to talk about your child with the teacher at other times during the school year. If something arises that may affect your child's behavior, you should feel free to discuss this with the teacher so that he/she will be able to better understand and meet the needs of your child.

Teacher Evaluations

Teachers at Parkview are willing to listen to parental feedback at appropriate times. We also offer more formal feedback to teachers through evaluations. Sometime before Christmas, you will receive a brief evaluation survey, which we ask that you complete promptly. All evaluations are anonymous; teachers receive a composite evaluation and individual comments are included on the composite form.

Communications

Class Rosters

Families will be given a roster of each class, which lists the names, addresses, parent names, e-mails and phone numbers of each family. Please keep this handy, since you may need to call other families throughout the year.

Family Folders

Our primary means of communicating on a daily or weekly basis is our folder system and e-mail. Each child and teacher has a folder, which is located in the main hallway underneath the Parkview bulletin board. The files are arranged alphabetically by class. If you have more than one child at Parkview, you will have a file for each child. Teachers, board members, and other parents put notices, newsletters, and other items in these folders on an ongoing basis. It is important to check your folder every day in order to not miss out on important dates, etc. If you don't check your folder daily, your

family will undoubtedly miss out on important information. The system is there to facilitate your communication with others as well. Feel free to use the folders to pass on information to other members of the co-op or to our teachers.

This system works quite well. It ensures that important materials do not get lost among the crafts in our children's bins. However, it will only continue to work if everyone checks his /her folder frequently and regularly empties them of old materials.

Bulletin Board

Notices and sign-up sheets are typically posted on the bulletin board in the main hall. Check the bulletin board weekly for new information.

Class Representative

The President and Teachers rely on the class representative to pass along important information. Throughout the year, you will receive calls and emails from your class representative reminding you of field trips, special theme days, or to ask if you will be attending a certain event. It is important to return calls or emails promptly to your representative since he/she is often responsible for relaying information back to the teacher or President.

The Parkviewer

The Parkviewer is Parkview's regularly published newsletter. There are several regular columns, which include: The President's Message, Teacher Talk, Upcoming Events, a Thank-You column, as well as others. Everyone is encouraged to submit materials for the publication. All submissions will be made to the Newsletter Chair. There is a folder marked "newsletter" in the folder file mentioned above. All articles or releases for *The Parkviewer* should be placed by the fourth Wednesday of each month.

Scholastic Book Club

About once a month, you will receive notices in your folder from the school librarian regarding purchasing books from the Scholastic Book Club. If you choose to order books, you will receive them in about 3-4 weeks. There is no obligation to order books.

Individual book orders earn points for the school. Teachers are given opportunities throughout the year to order books, games and posters as a result of our free points.

E-mail Policy

E-mail is an increasingly popular and convenient method for communicating with the entire preschool membership. However, mass e-mails can have several detrimental effects, consuming a lot of time for the Teachers and Executive Board. In addition, it is easy to misinterpret e-mail content, causing unnecessary upset and potential conflict.

Newsletters, announcements, meeting minutes, and other items will be sent out electronically, although paper copies will be available to parents without e-mail access and kept on file by Executive Board. Where last-minute issues arise, e-mail should not be the standard form of contact. We maintain a phone list to facilitate rapid dissemination of information such as an emergency closure and so on.

Guidelines for Teachers

Parkview employs dedicated teachers who devote time and attention to each child. Many times, our teachers have been parents in the co-op, which helps them understand the unique environment of a cooperative preschool.

Teacher Substitutes

Teachers are provided paid days off in their contracts, which can be used for sick and personal time or professional development.

Teachers are responsible for finding their own substitute, which may be a parent or another teacher in the co-op. Teachers will provide lesson plans and have the room ready for the day. If you have substituted for a teacher, notify the Treasurer in order to receive payment at the current rate of \$10 per hour.

Preschool Partnerships

- In the Classroom - the Teacher is in charge and the parents are assistants to the Teacher.
- In Administration - the parents have the responsibility and the Teacher shall act as an advisor, with no vote, in all aspects.
- In Parent Education, Enrollment, and Equipment - there is a partnership and a joint responsibility of parents and Teachers.

Role of the Teacher

The Teachers shall establish and maintain harmonious relations with the children, and adults. The Teacher shall also demonstrate confidence and maturity in guiding and nurturing children, professional rapport, and confidentiality when liaising with adults.

Supervision of Children:

- Responsible for direct supervision and safety of children enrolled at Parkview
- Provides positive guidance to children including the following practices: redirecting, positive language, and positive reinforcement
- Ensures that all activities offered at and away from the preschool are carried out in a safe manner
- Recognizes, documents, and takes appropriate action in the case of suspected abuse, illness, or accident, reporting the incident as a serious occurrence
- Responsible for the safe arrival and departure of the children

Program Planning:

- Plans the lay-out of the preschool room, i.e. set-up, and clean-up. It is important to be aware of all housing restrictions and of the necessary movement and storage of equipment that will affect the program
- Plans, carries out, and assesses developmentally appropriate activities and experiences
- Uses a variety of teaching techniques including modeling, observing, questioning, demonstrating, and reinforcing
- May suggest and/or organize excursions with the support of the Field Trip Coordinator
- Teacher input is required for any new equipment planning and purchasing. Actual purchase is the responsibility of the Executive Board.
- Gives specific book requests for the library and acts in cooperation with parents for new book purchases

Administration:

- Ensures that the preschool is maintained in a neat, organized, and safe manner.
- May be responsible for administrative tasks that could include:
 - Preparing of teacher's article for newsletter
 - Preparing of teacher's report for member's meetings
 - Communicating plans to parents re: special events
 - Preparing special events, i.e. Special Person's Night
 - Tracking children's attendance records
 - Checking telephone messages each morning
 - Participates in monthly planning meetings
 - Attends monthly Teacher's Study Group

- Attends all required member's meetings
- Stays within the budget and accounts for all monies entrusted to them by the Executive Board

Responsibilities to Parents:

- Provides direction to co-oping parents in the classroom. This may include sharing plans for the day, goals for the group and individuals, tasks to be completed before and after class, and answering parent questions
- Fosters a regular exchange of information about children's progress and the program with parents
- Participates in parent/teacher conferences
- Attends required member's meetings
- Conducts respectful and cooperative interactions with parents. For example, if a parent makes a suggestion regarding the school or program, the Teacher will be receptive. However, if the suggestion is not feasible, the Teacher will clearly explain and provide feedback
- Involves parents to the best of their individual abilities and talents
- Communicates the philosophy, room set-up, procedures, and guidance
- Informs the Executive Board of need for equipment repair and maintenance

Staff Relations:

- All teachers must be willing to develop and maintain a cooperative team approach

Teachers and Parents: Joint Leadership

Jointly, teachers and parents are responsible for all of the organizational functions within cooperative preschools.

Operations: Communicating with members and prospective members, ensuring day-to-day quality and other roles involve Executive Board members working in partnership with Teachers to delegate and follow-up with participating parents.

In the Classroom: In matters such as preparation, field trips, compliance with ICPC requirements and identifying the need of children, the Teacher is the leader and the parents are assistants to her. As with any Teacher relationship, parents desire the opportunity for discussion via conferences, evaluations and phone calls.

Effective Parent – Teacher Relationships

Teachers and parents work together to provide the best possible environment for all children to play, grow, and learn together. Open communication is a key part of this partnership.

- By talking and working together, Teachers and co-oping parents can clarify their understanding of group dynamics.
- The Teacher will provide direction in the classroom. This may include sharing plans for the day's program, discussing group and individual goals, and assigning tasks.
- Parents should accept the Teacher's guidance and should ask questions to clarify if they do not understand. Any concerns or issues that arise must be discussed and acted on in a timely manner and at the appropriate time, i.e. after school.
- Parents must feel free to express their ideas about the children's program, operation of the group and to offer suggestions.
- Parents should know that Teachers are available for formal or informal interviews to discuss the progress of their own child.
- Parents need to understand that cooperative preschools are volunteer organizations full of people committed to play-based learning and fostering a sense of community. Parents are encouraged to voice their concerns to their Teacher, Class Representative, or Executive Board in order to bring about a positive resolution to any issue.
- Parents experiencing personal difficulties that may affect their performance should notify the President. Details are not necessary. Two-way communication is important to prevent major conflicts from developing.

Tips for Successful Preschool Relationships:

- Remember that Parkview is run by parent volunteers. The Executive Board tries not to over-schedule members with excess meetings, fundraising, phone calls, and blanket emails.
- Positive and respectful communication is the best way to approach any problem.
- The President tries his/her best to keep meetings productive, focused, and on-time.
- The Teacher is a valuable resource in resolving situations that may arise between children and affect the classroom dynamic.
- Personal conflicts that arise at school can be addressed and resolved with the help of the Executive Board.

Job Descriptions

Executive Board

President- This parent is the executive officer of the corporation, responsible for upholding Parkview bylaws and policies. The President oversees the financial affairs of the corporation, and sees that all orders and resolutions of the Board of Directors are carried out. The President presides at all meetings of the board and serves as an *ex-officio* member of all committees.

President Elect- This parent is responsible for assisting the active President with their responsibilities while learning the role of President. This individual will be expected to be President for the upcoming school year.

Treasurer- This parent is responsible for maintaining all of Parkview's financials. They will pay taxes, rent, and calculate and disperse teacher's salaries. They will provide an updated budget at each Member and Board meeting.

Secretary- This parent is responsible for attending all Member and Board meetings and taking minutes. The minutes must be distributed in a timely manner after the meeting has occurred. They are also responsible for duplicating the calendar, handbooks, and parent folders, and family folders for the Kick-off Luncheon; and for keeping the phone list (roster) current and distributed.

Membership- This parent is responsible for assembling membership folders, making initial contact with new parents and conducting tours of Parkview. They will run the Open House in March with the Publicity Chair. They should also conduct follow-ups with new parents 30 days after their start date to make sure that the new families have adjusted to life at Parkview, as well as, finding out if they have any questions or concerns. Also, they set up registration for current families in the spring for the next school year.

Publicity- This parent is responsible for publicizing all Parkview events. They duplicate fliers for parents to distribute for events or the school. They also ensure that our brochures are current.

ICPC Delegate- This parent is responsible for attending all ICPC Board Meetings and reporting the information back to Parkview's Executive Board and relevant information at the Member's Meetings.

Fundraising- This parent is responsible for all aspects of fundraising including, bulb sales, bread sales, Campbell's Labels for Education and Dining Out nights/days.

Non-Board Positions (Board of Directors)

Class Clean-Up- This parent is responsible for signing parents up for the scheduled class clean-ups, making reminder calls to parents before each clean-up, and following up with parents who were unable to come. They must also stay and assist with each clean-up.

Extended Day Coordinator- This parent is responsible for making phone calls to set up vendors for extended day activities. They need to follow up with vendors coming in to ensure they arrive and are set up for our children on time.

Social/Party Chair (2 people) - These parents are responsible for planning holiday parties for the children and the parent Christmas party and Progressive dinner. This person is NOT responsible for hosting the parent parties, but should provide the entrée.

Froggies Class Representative- This parent is responsible for gathering dates from parents and setting co-op schedule for the class. Should call parents to remind them of upcoming events. Also responsible for coordinating gifts for the teacher at holidays and the end of the year.

Turtles Class Representative-see above

Caterpillar's Class Representative-see above

Churchyard 400 Chair (2 people) - These parents are responsible for planning the Churchyard 400 Event. Coordinate volunteers and committees for the event.

Health- This parent is responsible for gathering TB forms, immunization records and emergency forms from Parkview families. Keep records organized at school for Health Department visits and emergency notifications. Responsible for scheduling the Visiting Nurse Service to administer TB shots for the kick-off luncheon and coordinating with Springwood to be included.

Webmaster- This parent is responsible for maintaining the website for Parkview and keeping it up to date. Need to maintain the listserv for Parkview families. Distribute e-mails to entire school.

Equipment- This parent is responsible for making minor repairs to Parkview equipment and toys that belongs to Parkview. Do various “handy man” type activities throughout the year. Keeps playground clean and safe (i.e., rakes leaves in spring and fall and picks up fallen sticks, etc.)-if the Playground Director position is not filled. Research replacement costs on equipment if needed.

Art Chair- This parent is responsible for updating the bulletin boards in the main hallway. Head committee for preparing art needed for events such as Churchyard 400 and the Bunny Hop.

Librarian- This parent organizes and labels books in the children’s library. Run Scholastic drives and the large Scholastic fair at Churchyard 400. Pick up pulled library books for the teachers at College Avenue Library and return when necessary.

Rummage Sale Chair (2 people) - These parents organize and work with publicity to publicize the rummage sale. Recruit volunteers to assist with the sale.

Co-Treasurer- This parent will assist the Treasurer with their position and learn the position so they can become Treasurer for the upcoming school year.

Bunny Hop Chair (2 people) - These parents are responsible for coordinating all activities related to the Bunny Hop. Is committee chair for the Silent Auction committee. Will be responsible for assigning Chairs for committees and following up with those chairs.

CPT/Parent Education- This parent is responsible for coordinating new parent training through ICPC at the beginning of the year. If we do not have 8 new families to attend training at our school they must call other schools to place our parents in their training classes. Also responsible for planning 4 parent education activities at Parkview and keeping parents up to date about parent education opportunities at other cooperatives.

Publicity Assistant- This parent assists the Publicity chair.

Newsletter- This parent receives letters from each teacher and the President to post in Parkview’s monthly newsletter that is distributed to parents at the beginning of each month. The newsletter tells of upcoming events and anything special that has happened over the past month. May also receive information from other co-ops or ICPC to be included.

Field Trip Coordinator- This parent coordinates all field trips for the entire school. Collects money and permission slips from each member prior to each field trip. Coordinates with families and teachers on types of field trips. Provides families with directions to each field trip prior to the scheduled field trip.

Yearbook- This parent creates a yearbook for the entire school year. The yearbook can be in any format (i.e., photo cd, scrapbook, a bound book). It is best if parents are able to have a copy for themselves. This person is not required to take all of the pictures, they are just asked to compile them in some sort of manner. Should communicate with other parents to get photos from parties, field trips, etc.

Games Chair- This parent is responsible for all of the games for the Churchyard 400 and Bunny Hop fundraisers, as well as, coming up with ideas for games. Work with volunteers and parents to coordinate these events.

Volunteer Coordinator- This parent is responsible for coordinating all of the non-Parkview volunteers for the Bunny Hop. Other responsibilities include working closely with the Games Chair to make the Bunny Hop and Churchyard 400 a success, and arranging babysitting services for Parkview children during Parent Education meetings, member's meetings, etc.

Playground Director- This parent manages the needs for the playground. This includes keeping the playground clean and safe (i.e., raking leaves in the spring and fall and picking up fallen sticks, etc.), and researching replacement costs on outdoor equipment, if needed.

Outreach Coordinator- This parent is responsible for maintaining Parkview's presence in the larger community by coordinating joint activities with local partners, especially Northwood Christian Church and the Meridian-Kessler Neighborhood Association (MKNA). They are also responsible for applying for a grant in the spring from MKNA.

Alumni Relations- This parent is responsible for creating and maintaining a database for all alumni. Other responsibilities include sending reminders to alumni about upcoming events like the Churchyard 400 and Bunny Hop, and organizing an Alumni Dinner.

ICPC Child Protection Policy

Definitions:

(For the purpose of this statement only):

**Child abuse* means any form of intentional or negligent infliction of injury to the detriment of a child's physical or mental well being

**Sexual misconduct/abuse* means any form of sexual conduct that is unlawful

**Cooperative members* means any member as defined in the bylaws or standing rules or agent of any member

**Teacher* means any person employed by the cooperative

**Cooperative* means ICPC member cooperative preschools

Statement of Purpose

Each ICPC member preschool has numerous daily contacts with children. It is, therefore, important that all cooperative members, but especially teachers and participating parents who are responsible for the care of children, protect the rights and dignity of children and be alert to incidents of child abuse. Cooperative members who know of or suspect any incident of child abuse must comply with all applicable reporting or other requirements of state and local laws.

The cooperative takes immediate and decisive action on all accusations of child abuse or sexual misconduct in accordance with the applicable provisions of law.

Policies:

- A. In cases involving allegations of child abuse of sexual misconduct by cooperative members, it is the policy of the cooperative to:
 1. Respond promptly to all allegations of abuse where there is reason to believe such abuse has occurred
 2. If such allegations are supported by sufficient evidence, relieve the alleged offender promptly of any duties
 3. Comply with the requirements of the law as regards reporting of the incident and cooperating with the investigation.
- B. Child abuse under the law includes the following:
 1. Failure to provide a child with necessary food, shelter or medical care so as to cause physical or mental condition to be seriously impaired
 2. Causing physical injury
 3. Sexual abuse of a child
 4. Allowing a child to endanger her or his own health or the health of another.
- C. This reporting law applies to all persons without exception.
- D. Even if there is no evidence legally admissible in court, one must nevertheless make a report if there is reason to believe that abuse has occurred. "Reason to believe" means evidence that, if presented to individuals of similar background and training, would cause those individuals to believe that the child was abused or neglected.
- E. One is not bound to report unreliable rumors or alleged abuse with "no reason to believe." In case of doubt, one should dialogue with the immediate supervisor or the local child protection service using a hypothetical situation. If one is advised to report, it should be done.
- F. The reporting person is given legal immunity for making the report.

Procedures:

- A. Mandate to report under Indiana State Law:

Indiana law requires that when a child is a victim of child abuse or neglect it must be reported immediately to:

 1. The local child protection service
 2. A local law enforcement agency
- B. Any individual who has reason to believe that abuse has occurred shall immediately notify one of the teachers or the President of the Cooperative.
- C. Any individual who has reason to believe that a child has been subject to child abuse by any teacher must immediately make a report, by telephone or other means, to the President of the cooperative.
- D. Upon notification, the teacher and/or President of the cooperative is then bound to report the incident or suspicion of an incident to the proper authorities. However, multiple reports are not necessary.
- E. The teacher and/or the President shall inform the Executive Board of the report.
- F. A report to the teacher and/or President does not relieve the individual from reporting child abuse as required by Indiana law.
- G. Teachers and the President must familiarize themselves with the telephone numbers and procedures of the local child protection service. These should be obtained and kept on file.



Parkview at a Glance

August

Kick-off Brunch: This is a chance to meet the teachers, other families and the year's board members. The President explains the upcoming events and what to expect for the school year. Each family is asked to bring a covered dish for the occasion.

Bulb Fundraiser: This is our first fundraiser of the year. Parkview receives 50% of the total we sell; so, if we sell \$500 worth of bulbs, Parkview receives \$250. The order forms and money are due the first week of school.

First Day of School

September

First Member's Meeting: This is a chance for members to convene to talk about what's happening at the school. We discuss the budget, upcoming events, and any problems that have been noticed in the first weeks of school. Since Parkview is a parent-led school, all parent feedback is welcomed. One parent from each family is expected to attend. Babysitting is provided free of charge. Refreshments are provided by each class; for example, Froggies will provide them the first meeting, Turtles the second, etc. Member's meetings will occur every month.

Churchyard 400: This is our second fundraiser of the year. It occurs on a Saturday from 12 pm-2pm. The students race around a "track," either inside, in Fellowship Hall or outside, in the parking lot. Each family is asked to send out sponsorship letters to family and friends. The letters ask to donate money for each "lap" the children take; it is very similar to a walk-a-thon sponsorship letter. There will also be a bake sale, games and a book fair; sometimes hot dogs, chips and drinks are also available for sale.

Extended day: The first Wednesday of the month will be the start of optional Extended Day classes for the Turtles and Caterpillars. This is from 12-2 pm every Wednesday. Parents are asked to pack a lunch for their child(ren). Every month will be a new theme. In the past, the children have participated in yoga, tumbling, and karate. Parkview has teachers that are specialized in the field come to the school.

Kindergarten Readiness: The first Monday of the month will be the start of optional Kindergarten Readiness for the Caterpillar class. Mrs. C and Miss Virginia teach your child(ren) the art of Kindergarten. They practice raising their hand and taking turns. They also conquer writing their name and the alphabet. This is from 12-2 pm every Monday. Parents are asked to pack a lunch for their child(ren).

October

Fort Harrison Hayride, Bonfire and Dinner: This is a Parkview tradition. Every year the families at Parkview take a trip to Fort Harrison. While there, we partake in s'mores and hot dogs over a fire and a hayride through the park. Parkview provides the main course. Families are asked to bring a side dish and their own beverages. Families pay Parkview a small fee (usually \$5) and are also responsible for the fee into the park (usually \$5).

LaBraid Fundraiser: flaky pastries (hand-braided with fillings) and gourmet frozen cookie dough. We can make a 40% profit with this fundraiser! Items will be delivered November 15th.

Pumpkin Carving with a Special Person: This is held the week before Halloween. The children invite their special person to come to school to help them carve a pumpkin. This takes place from 6:30-7:30 pm. Parkview asks that you bring your own pumpkin.

Halloween Party: This is our first party of the year. All family members are encouraged to attend. Costumes are also encouraged. Parkview provides the main course and families are asked to bring a side dish and/or dessert. There will always be a sign-up sheet in the hall prior to any event asking for volunteers to bring items. This will occur in Fellowship Hall at 11 am. Each class will also perform a song or two. The Caterpillars have been known to put on fabulous plays.

November

Class Clean-up: Every few months Parkview has a "class clean-up." This takes place on a Saturday morning from 9 am to noon. Every member is expected to participate in at least one. The Class Clean-up Chair receives notice from the teachers what they would like completed and s/he coordinates with the parents to do so.

Parent/Teacher Conferences: Parents sign-up to have a conference with the teacher regarding the development of their child(ren). Babysitting is not provided.

December

Special Person's Night: The teachers have the children write invitations to give to their one special person inviting them to this fun-filled evening. The teachers help the children and special person make holiday themed decorations. This is usually held the first week of December and runs from 6:30-7:30 pm.

Parent's Holiday Party: This occurs on a Saturday evening starting at 7 pm. Parkview provides the main course and parents are asked to bring a side dish and their beverage of choice. This is a NO KIDS event. This is a wonderful time to get to know the other parents at Parkview. One family volunteers the use of their home.

Holiday Party: This usually occurs the Wednesday before winter break. See above.

January

Mandatory Member's Meeting: This meeting is very important and one person from each family should attend. This is where we start preparing for our biggest fundraiser of the year, the Bunny Hop. Parents will break off into committees and brainstorm ideas. Please see **The Bunny Hop** handout for more details.

Class Clean Up-see above

February

Valentine's Day Party: This is held the Monday or Wednesday before Valentine's Day. See above.

Mandatory Member's Meeting: This meeting is to determine what issues have surfaced regarding the Bunny Hop.

Bunny Hop Contributions Due: Everyone should bring in any items they have received for the silent auction. The silent auction chair will be collecting these items; receiving the silent auction items early helps with planning the program layout.

March

Mandatory Members Meeting

2 Class Clean-ups: See above.

Bunny Hop Set-up: This occurs the Friday before Bunny Hop. We set up the tables for the silent auction and all of the games. We also prepare any food items that will be for sale at the event. Please see **The Bunny Hop** handout for further details.

Bunny Hop: This is our biggest fundraiser of the year, averaging \$5000 per event. Each family is expected to donate 2 hours of their time for the event. Please see **The Bunny Hop** handout for further details.

April

Last Day of Extended Day

May

Last Member's Meeting: This is the last meeting of the school year. Prior to this meeting, the current President-Elect will pass out job descriptions to each returning family asking them to pick one position that they would be interested in for the next school year. At this last meeting, positions will be determined.

Mother's Day Tea: This occurs the week before Mother's Day at 11 am in Fellowship Hall. The teachers and children make snacks for the moms and the children shower mom with gifts.

Last Day of School

All School Field Day: This is just a fun day where all of the children come to school and get to be wild and free. There will be bubbles, sidewalk chalk and a wade pool for outside fun. Each family is asked to bring their own lunch. If weather permits, you may want to bring your child's bathing suit.

Graduation Day: All Parkview families may attend. This is where we send our Caterpillars off into the world to become butterflies. There is a small ceremony with cake. The children wear hats and robes and receive a diploma.

Last Class Clean-up: See above

June

Progressive Dinner: This takes place on a Saturday evening starting at 7 pm. This is a NO KIDS event. Parkview provides the main course and parents are asked to bring an item of food and your beverage of choice. Each class will be responsible for a

category of food. For example, Froggies bring appetizers, Turtles side dishes, and Caterpillars dessert. This type of dinner party requires three families to volunteer their home. In the past, we have had appetizers at one person's home, and then go somewhere else to have dinner, etc. This is a fabulous way to end the school year!

Broadway Splash Park & Playgound Play dates: Parkview alumni and students convene on the splash park to have a wonderful day in the sun. We ask that everyone bring a lunch.

July

Broadway Splash Park: See above

**There will be field trips scheduled throughout the school year. Permission slips and fees associated with these will be posted on the "Field Trip" board in the hallway. There will be ample notice of all field trips. These take place during school hours. **

Bylaws of Parkview Cooperative Nursery School, Inc.

ARTICLE I – Name

Parkview Cooperative Nursery School, Inc. hereinafter called Parkview.

ARTICLE II – Purpose/Goals

2.1 Purpose-

The purpose of this corporation will be to conduct and carry on a non-profit cooperative nursery school, which will provide experiences, adapted to the growth needs of preschool children of members, and to provide for guided parent education to promote the understanding of preschool children.

2.2 Goals-

The goal of the school will be to provide for those classes as set by the Board of Directors; and if there be separate classes for the two/three year olds, the three/four year olds and the four/five year olds, then the two year old class(es) will meet two days a week, the three year old class(es) and the four year old class(es) will meet three days a week during the school year, with the days to be determined by the Board of Directors. Each class session will be two-and-a-half hours in length. The school year generally will correspond with, and vacations and holidays will be similar to those of the Indianapolis Public Schools (IPS). The school may be closed for any emergency upon action of the Executive Board. Additional classes may be added if cost effective.

ARTICLE III – Membership

3.1 Types-

A. There will be only one class of members, which will consist of any parent or guardian of a child, whose application has been accepted in accordance with these bylaws and whose child has been admitted into the two/three year old class, the three/four year old class or the four/five year old class. The school will be open to all persons without regard to race, creed or national origin.

B. Scholarships are available on a year-to-year basis and an as-needed basis if monies are available; the Executive Board will determine eligibility.

3.2 Responsibilities-

A. Members must pay the required fees and furnish the required forms on behalf of each child and parent, without right of assign ability or refund.

B. A child of a member must be able to have one parent, guardian, or other relative willing to participate in those activities normally associated with and assigned to such a parent in cooperative nursery schools. Any replacement participating person, other than a relative, must receive the Board of Directors approval.

C. A fee will be paid for each child upon registration into the nursery school. The Board of Directors will recommend the amount of such fee. This fee will not be refunded for any reason except the cancellation of class.

D. A tuition fee for each child of a member will be paid monthly in advance. The Board of Directors will recommend the amount of such fee. Any increase in the tuition fee must be approved by an affirmative vote of two-thirds of the members.

E. A registration form will be completed on each child seeking admission and submitted to the Membership Chair with the fee referenced by 3.2.A.

F. A medical form will be completed and submitted to the Health Chair on each child and each participating member prior to the time the child attends school.

G. New members (the participating adults) are required to attend a minimum of six hours of orientation in the state of Indiana led by trained leaders appointed by the Indiana Council of Preschool Cooperatives (ICPC). Any participating adult who has been away from co-op for more than five years will also attend this orientation.

H. Because of the nature of the cooperative nursery school, attendance by each member at one "Parent Education Meeting" per semester is required.

I. All members are required to attend a yearly "Officer Led Orientation", commonly known as the "Kick-off."

J. All members are required to attend the "Teacher Led Orientation" in the fall, commonly known as the first "Class Coffee."

K. Members will not solicit their products at school functions.

L. Members will be given a 10 percent discount on the monthly tuition for those families that have two or more children enrolled within the same year excluding extra programs for all enrolled children.

M. Members may be assessed a fine if the above regulations are not adhered to, as determined by the Executive Board.

3.3 Eligibility-

A. A child of a member will be either two, three, four or five years of age as determined by the cut-off date used by IPS for entry of children into kindergarten. ICPC must determine eligibility by age or any other standards exception via variance submitted by the school.

B. The Membership Chair will receive applications on those children seeking admission into school. Enrollment priority based on complete applications will be: Currently enrolled families (deadline of Jan. 31st of the current school year), then Alumni families and Northwood families (Feb. 1-March 1), then open enrollment. All registrations are subject to date stamping and will be accepted in the order in which they are received until the classes have been filled according to the size and number set by the Board of Directors. Upon acceptance of the application, payment of fees and furnishing of forms, the child will be deemed admitted to the school.

3.4 Removal-

A member will lose his/her status as a member upon loss of eligibility or the loss of eligibility of his/her child under these bylaws; or a member may be removed as a member by the affirmative vote of two-thirds of the Board of Directors and the child of such removed member will no longer be eligible hereunder.

ARTICLE IV – Board of Directors

4.1 Board of Directors-

A. Number: The Board of Directors will consist of that number of members as will be determined by the Executive Board, and should include the seven members on the Executive Board, Class Representatives, and the chairpersons, and, if applicable, the assistant chairpersons of each committee.

B. Duties and Powers: The Board of Directors in addition to the foregoing general powers as noted by these bylaws will have the duty to assist and advise the Executive Board in the management of the corporation.

C. The following are expected to attend board (member) meetings as stated in their job descriptions: Class Representatives, Indoor/Outdoor Equipment Chairperson, Newsletter Chairperson, Classroom Participation Training Chairperson, Health Chairperson, Librarian Chairperson, Art Chairperson, Publicity Chairperson, Bunny Hop Chairperson(s), and Fundraising Chairperson.

D. Nominating Committee: At the February meeting of the members, the members will appoint from their number no fewer than four members who will constitute the nominating committee. The committee when formed, will organize itself, and will perform the functions and surcharge the duties of selecting a slate of officers to be presented to the March meeting of the members. Additions may be made to such slate by any members present at the April meeting.

E. Election: Elections will be held annually by the members at the regular April meeting of the membership. If the election is not held at such meeting, such election will be held as soon thereafter as convenient. Publicity Chairperson will be elected annually by the members at the regular November meeting of the membership, and must be a member having a child in school for that and the next succeeding school year.

F. Vacancies: the balance of the Board of Directors, or vacancies, will be appointed individually by the members of the Executive Board. A chairperson appointed or elected to fill a vacancy will serve for the unexpired term of his predecessor in office.

4.2 Officers of Executive Board-

A. Executive Board: The officers, also called the Executive Board, will consist of the President, President-Elect, Secretary, Treasurer, Membership Chairperson, Publicity Chairperson, Fundraising Chairperson and the ICPC Delegate Chair. The Board of Directors may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it will deem desirable, such officers to have the authority and perform the duties prescribed from time to time by the Board of Directors. The same person will not hold two offices.

B. Duties and Powers: The officers of the Executive Board will have such powers and will perform such duties as may from time to time be specified in resolutions or other directives of the members in addition to what is specified in the corporation's goals and bylaws. In the absence of such specifications, each officer will have the powers and authority and will perform and discharge the duties of officers of the same title serving in non-profit corporations having the same or similar general purpose and objectives as this corporation. The President will serve as ex-officio member and chairperson of the Executive Board.

1) The President will appoint committees at the beginning of the term of office for various duties needed for the operation of the school. The President will serve as ex-officio member on all committees.

2) Contracts: The Executive Board may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these laws, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the corporation, and such authority may be general or may be confined to specific instances.

3) Checks, Drafts, or Orders: All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, and in such manner as will from time to time be determined by resolution of the Executive Board. On the absence of such determination by the Executive Board, such instruments will be signed by the Treasurer or Assistant Treasurer and countersigned by the President or a Vice-President of the corporation.

4) Deposits: All funds of the corporation will be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositaries as the Executive Board may select.

5) Gifts: The Executive Board may accept on behalf of the corporation any contribution, gift, bequest or devise for any purpose of the corporation.

C. Attendance at Meetings: Because of the nature of the cooperative nursery school, attendance at monthly Board Meetings by the Executive Officers is required.

D. Elections: The Executive Board will be elected at the regular meeting of the members held in April of each year.

E. Term of Office: the term of office of each Officer will commence in June of each year unless otherwise noted and will continue until the election and qualifications of his/her successor.

F. Vacancies: New offices may be created and filled at any meeting of the Board of Directors. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, will be filled by the members for the unexpired portion of the term. Each officer will hold office until his/her successor has been duly elected and qualifies.

G. Removal: Any officer elected by the members may be removed by the members whenever in their judgment the best interests of the corporation would be served thereby, but such removal will be without prejudice to the contract rights, if any, of the officers so removed. Removal will require a majority vote by all members.

H. Nonliability of Directors: The directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

I. Indemnification by Corporation of Directors and Officers: The directors and officers of the Corporation shall be indemnified by the Corporation to the fullest extent permissible under the laws of this State.

J. Insurance for Corporate Agents: Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including a director, officer, employee or other agent of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws or provision of law.

ARTICLE V – Meetings

5.1 Meetings of the Members-

A. Parent Education Meetings: Because of the nature of the cooperative nursery school, attendance at, at least one meeting per semester by the members is required.

B. Regular Meetings: Special meetings of the members may be called by the President, the Executive Board, or not less than one third of the members having voting rights, at a place designated by the Executive Board or in the notice of the special meeting. If no designation is made, the place of meeting will be the school, but if all of the members will meet at any time and place, and consent to the holding of a meeting, such meeting will be valid without call or notice, and at such meeting any corporate action may be taken.

C. Notice of Meetings: Written or printed notice stating the place, day and hour of any meeting of the members will be delivered either personally or by mail to each member entitled to vote at such meeting, either at the beginning of the school year or not less than ten days before the date of such meetings, by or at the direction of the President, or the Secretary, of the Officers or persons calling the meeting. In case of a special meeting or when required by statute or by these bylaws, the purpose or purposes for which the meeting is called will be stated in the notice. If mailed, the notice of a meeting will be deemed to be delivered when deposited in the United States mail addressed to the member at his/her address as it appears on the records of the corporation, with postage thereon prepaid.

D. Informal Action by Members: Any action required to be taken at a meeting of the members, or any action that may be taken at a meeting of members, may be taken without a meeting if a consent in writing, setting forth the action so taken is signed by all the members entitled to vote with respect to the subject matter thereof.

E. Quorum: Members holding one-third of the votes that may be cast at any meeting will constitute a quorum at such meeting. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting from time to time without further notice.

F. Proxies: At any meeting of the members, a member entitled to vote may vote by proxy executed in writing or telephonic communication by the member or by his duly authorized attorney in fact. No proxy will be valid after two months from the date of its execution, unless otherwise provided by the proxy.

G. Voting: Voting at the meetings of the members may be by voice vote, or at the request of one-third of the members, the voting will be by secret written ballot.

H. Order of Business: 1) Welcome/Introduction; 2) Approval of Minutes; 3) Treasurer's Report; 4) Announcements; 5) Vice-President's Reports; 6) Other Officer reports; 7) Old Business; 8) New Business; 9) Next Meeting; 10) Adjourn; it is suggested that the meetings follow Parliamentary Procedure at all times.

5.2 Meetings of the Executive Board-

A. Regular Meetings: Regular meetings of the Executive Board will be held as the Executive Board may provide by resolution.

B. Special Meetings: Special meetings of the Executive Board may be called by or at the request of the President or any two Officers and will be held at such place the Board may determine.

C. Notice: Notice of any special meeting of the Executive Board will be given at least two days previously thereto. If mailed, such notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with proper postage thereon prepaid. Any officer may waive notice of the meeting. The attendance of an Officer at any meeting will constitute a waiver of notice of such meeting, except where an Officer attends a meeting for the purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these bylaws.

D. Quorum: One-third of the members of the Executive Board will constitute a quorum for the transaction of business at any meeting of the Board; but if less than one-third are present at any meeting, a majority of those present may adjourn the meeting from time to time without further notice.

E. Proxies: At any meeting of the Executive Board, a member entitled to vote may vote by proxy executed in writing or telephonic communication by the member or by his/her duly authorized attorney in fact. No proxy will be valid after two months from the date of its execution, unless otherwise provided in the proxy.

F. Order of Business: The President or proxy will set an agenda for all Executive Board meetings.

G. Rules of Order: Roberts Rules of Order will be followed.

H. Emergency: The President, or proxy in the event of any natural disasters, that necessitates immediate action (less than two day's notice), may call Emergency meetings. Any action taken must have a minimum quorum of 10% of the Executive Board through telephonic or written communication.

ARTICLE VI – Miscellaneous

6.1 Books and Records-

The corporation will keep correct and complete books and records of account and will also keep minutes of the proceeding of its members, and the Executive Board will keep a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his/her agent or attorney for any proper purposes at any reasonable time.

6.2 Fiscal Year-

The fiscal year of the corporation will begin on the 1st day of July in each year and end at midnight the 30th day of June.

6.3 Amendment of Bylaws-

These bylaws may be altered, amended or repealed and new bylaws adopted by two-

thirds voted of the members present at any regular meeting or at any special meeting, if the proposal therefore to alter, amend or repeal or to adopt new bylaws has been duly presented to the meeting of the members at the previous regular meeting of the members, or sent to the members at least ten days prior to the meeting at which the vote will occur.

6.4 Official Mailing Address-

4550 Central Avenue, Indianapolis, Indiana, 46205