

South Colby Cooperative School Parent Agreement

A private, non-profit, parent participation school

The Purpose of the South Colby Cooperative is to provide a stimulating environment to encourage creative thinking and a good feeling of self-worth. This is achieved through involvement with other children their own age with which they can share thoughts and ideas, under adult guidance. Each child is a unique individual and it is important they come to realization through physical, intellectual, social, and emotional interaction with peers and adults alike. Remember, it's not what your child brings home in his hand, it's what they bring home in their heart and head that counts.

Independent and Public School Funding

Independent schools are just what the name implies—independent of affiliation with the state, the county, or other supporting institutions. South Colby Cooperative derives all of its operating income from tuition and fundraising (80% from tuition for 2015-2016). With a ratio of one adult for every five students, your choice of South Colby Cooperative provides a significant advantage in adult to child attention. This is what your tuition pays for—a higher ratio of teachers who love teaching to students who love learning. Choosing independent education is a sign of parents who want to be involved at school. South Colby Cooperative, like most independent schools, provides a tremendous education at what can only be considered a bargain. It provides an outstanding teacher/student ratio, a charming facility with beautiful play space and great teachers. We make this possible through a focused educational program, responsible stewardship of our resources, and through contributions of time and money from our community.

If you are considering joining our school family, please think of the ways in which you will want to contribute your resources and time.

Registration: We recommend that parents and children visit the school and have a tour of the classes and facilities. Please call or email the President or Teacher to arrange a visit. A complete registration form must be returned before the child's first day of school. Submit the form with the non-refundable registration fee to reserve a space for your child.

Eligibility: South Colby Cooperative School is a non-discriminatory group, accepting enrollment from any gender, race, creed, religion, nationality or disability.

Duties of All Parents: All Parents must sign up for one cleaning day a school year. They must also participate in 2 fundraising events a year. Any extra help is always welcomed. We also appreciate Parents to sign up for food during our class/holiday potlucks if you are able to.

Duties of Co-Op Parents: To participate and work in the classroom on scheduled days. If you cannot work on your assigned day it is YOUR responsibility to find a substitute parent and notify your class representative as soon as possible. There must always be a minimum of 3-4 working parents, determined by the class size. If a substitute is not found, class must be cancelled for the day. Too many non-covered days will result in being charged the non co-op tuition.

If you are a working parent, you must **arrive 15 minutes before class begins** for class setup. You must stay until class is cleaned, back in order, prepare for the next class, and all children have been picked up.

Please note that there will be **no cell phone use**, including texting, permitted at any time while you are working in the classroom as this does not allow you to be as attentive to the children as they need.

Due to insurance policies, only currently enrolled children of the school can attend regularly scheduled class. **Working parents may bring younger siblings that are maintained in a backpack or other related carrier at all times, and is capable of being undistruptive to the class.** If you bring a younger sibling that does not fall into these guidelines, you and your children will be asked to leave, and class may have to be cancelled. You may be able to make arrangements with your teacher if a sibling must come.

If you have any questions or concerns, contact your Teacher, President or any other Board member. If they cannot assist you, they will direct you to the necessary member. We also have a suggestion box posted outside the classroom.

Tuition: Annual tuition is divided into 8 monthly payments for your convenience. Tuition is due on the 1st of the month. Please put it in the mailbox outside the classroom, with the child's name in the memo area. Please do not give it to the teachers. Tuition not received by the 10th of the month is subject to a \$25.00 late charge. If a problem with payment arises, please talk to the Treasurer before the 10th of the month. A 30-day delinquency shall constitute grounds for dropping the child from the program. The School Advisory Board reserves the right to drop a child from the program due to non-payment of tuition. No refund of tuition due to absence will be made. A \$25.00 service fee will be levied for any NSF checks.

Deposits: If a student is enrolled in school for 3 months or less and is choosing to withdraw, 50% of the program fee will be refunded and the fundraising deposit and cleaning fee will be returned.

If a student is enrolled for 3 months or more and is choosing to withdraw, the program fee will not be refunded. The fundraising deposit and cleaning fee will not be returned if the requirements have not been met.

We would be happy to set up a time to clean and/or a way to help with fundraising to have your checks returned.

Orientation: All parents will have a parent orientation in the end of August. Students will have a meet the teacher day before school starts.

Records: Consent for Emergency Treatment, the Certificate of Immunization Status, the Preschool Register and the Parent Agreement Contract must be filled out before the child begins the first day of class. These will be sent to you after you register but prior to the first day of school.

School Hours: Parents must pick up their children promptly at the scheduled time your class ends. Please observe these times closely. Parents who are habitually late picking up their children will be fined a late fee of \$5.00 for each 10 minutes; this is due directly to the working teacher. Prompt pick up of your student is a requirement for continued attendance. Please do not bring children early unless you are a working parent. Working parents are to arrive 15 minutes prior to class starting time and stay until all children are picked up.

Field Trips: Throughout the year our classes undertake several field trips. If there are to be extra costs involved with the trip, each parent shall be notified in advance. Unless notified, siblings are permitted on most field trips. Please notify the teacher or President in advance if siblings will be attending.

Each parent is responsible for attending and transporting their own child to and from all field trips. SCCP cannot be responsible for the transportation of children to or from field trips due to state car seat laws.

Snow Closure Days: If SKSD is closed due to weather, we will also be closed. If SKSD is late, we will be closed.

Sign In and Out: All children and working parents must be signed in and out of every class. Any person other than the parent or regular carpool driver must be duly authorized to pick up a child and must sign on attendance register. Please inform your child's classroom teacher of any carpool or pickup changes.

Clothing: Our activities include messy play such as painting, water, sand and clay, and we suggest that children wear comfortable play clothes and sturdy non-skid soled shoes, no open toe shoes will be allowed. Our Northwest weather changes quickly and children should always come dressed for outdoor

play. Remember to label all coats, hats, mittens and other belongings. Please be sure your child is wearing clothes she/he can undo and do up her/himself as the teacher cannot leave the classroom to assist in the bathroom except during emergencies

Health: Children who have a fever, diarrhea, vomiting, excessive coughing, runny nose or eyes, or a strange rash should not come to preschool. Children should remain at home until such symptoms subside. If your child is too ill to go outside, she/he is too ill to attend school. Please notify the school immediately if your child has a contagious disease (i.e. lice, chicken pox, measles, etc.). Children who experience any symptoms while at school will be immediately isolated from the other children and the parents contacted to come and take the child. If an outbreak of illness, we will follow the SKSD policy.

Fundraising: For 2019-20, tuition will cover only 80% of the total budgeted cost of educating a child at South Colby Cooperative. The remainder comes from donations and fundraising. This helps keep tuition affordable to more families and promotes the economic diversity of our community. Every family at South Colby Cooperative is **REQUIRED** to participate in two fundraisers (One specified by the school, the other to be selected by the family). We ask that families help as much as possible at other fundraisers. This helps us when we apply for grants and is a powerful statement of our families' commitment to education. Our annual Holiday Festival helps us attract funds from outside the school community as we rally to ensure the continued excellence of South Colby Cooperative School. These events provide numerous volunteer opportunities: procuring auction items and services, cataloging items, developing our audience, setting up, and joining in the fun as we auction off an impressive array of one-of-a-kind items and amazing experiences. A fundraising deposit of \$100 is required at the beginning of the school year. This deposit will be refunded at the end of the school year IF the requirements are met.

An important part of joining the Cooperative community is involvement at school. Each family is required to hold a class job and participate in one of the class clean up days. Opportunities vary widely. You may "do your bit" after hours, at home, or on the school grounds. You may assist with holiday and special event projects, curriculum craft projects, serve on a Board of Trustees' committee, and/or provide grounds and maintenance assistance, to name a few.

Class Job Descriptions

1. **Substitute Teacher:** Responsible for teaching the class during the absence of the teacher. Substitute will be provided with other specifics from the teacher. Must have a current first aid and CPR certification.
2. **Working Parent Sub:** Must be available to substitute for parents who aren't able to come in on their work days. If any extra days are worked during a month they

will count toward the next months working days.

3. **Public Library Parent**: Responsible for going to the public library and getting particular books or theme packets that pertain to that month's lessons. Must also keep a list of these books to ensure their safe return at the end of the month.
4. **Cut out ABC Letters**: Will assist teacher in cutting out specific letters for the classroom. Paper will be provided by the school. If taken home, MUST be returned when specified by the teacher.
5. **Craft Parents**: Will assist teacher in preparing specific crafts for the classroom such as tracing, cutting, etc. Crafts taken home MUST be returned when specified by the teacher.
6. **Play Dough Parent**: Responsible for providing homemade or store bought play dough as specified on play dough chart. Recipe can be obtained from the teacher.
7. **Scrapbook Committee Member**: Creates a photo stream for the class and collects pictures from parents throughout the school year. Along with a photo stream, parents may email their pictures to the committee member. Along with collecting the photos, the member will need to upload the pictures to the teacher's Snapfish website create a yearbook for each student in the class. The teacher will give the specified committee member the log in information. (25% tuition break)
8. **Dress Up Clothes Washer**: Take home dress up clothes to be washed, folded and returned to school. Laundry days will be posted on the laundry schedule.
9. **Puppet and Stuffed Animal Washer**: Take home puppets and stuffed animals to be washed, and returned back to school. Laundry days will be posted on the laundry schedule.
10. **Laundry**: Take home soiled towels to be washed, folded and returned back to school. Laundry days will be posted on the laundry schedule.
11. **Writing Center Organizer**: Make sure there are stickers, paper, envelopes and the center is clean and organized.
12. **Class Library Organizer**: Responsible for getting the books out that are going to be read each month (ex: Halloween, fall, spiders) and put the others away.
13. **Scholastic Book Order Organizer**: Responsible for taking apart and stapling book order forms, adding sticker and writing the due date on the order form. Refer to the Scholastic schedule for scheduled month.
14. **Rover Room Toy Organizer (Every 2 Months)**: Organize the toys in the rover room. Days will be posted on the rover room toy schedule.

Safety: SCCP prohibits the use of alcohol, smoking, and drugs at any school function, in or outside school grounds (including field trips and special events).

No weapons of any kind, real or PLAY, including items brought for sharing, are allowed on SCCP school grounds. This is a NO TOLERANCE POLICY.

In case of a Lock down, children will not be allowed to be released to anyone (including immediate family members) until proper authorities have given the approval to release the children.