

Kids' Co-Op Preschool & Kindergarten
2011-2012 School Year

Dear Parent,

I hope your summer is renewing and enjoyable. We are very excited to welcome both you and your child to Kids' Co-Op for the 2011-2012 school year. We want you to have a positive experience at Kids' Co-Op, thus we ask that you please begin your planning process by reviewing and completing the enclosed forms.

Licensed by the City of North Las Vegas, our facility is required to have various forms on file for all children and their families. Attached are blank copies of these forms to be completed and returned to the school office either by mail or in person on weekdays, between August 1 – 12 and between the hours of 9:00am – 11:00am. These forms are to be updated annually by all families and ***must be on file before your child can enter class.*** Returning children do not need to have a new Doctor Form on file if nothing has changed. The Consent and Release Form for Fingerprinting is for new families and any working parents who have not filled one out previously.

You will also need to provide us with a copy of your child's birth certificate, vaccinations, copy of current Clark County Health District card for Childcare and Food handling, original Certificate of TB Test Results, and other forms that are attached. Again, it is imperative that all documents are on file to ensure your child starts school as scheduled.

Please find a schedule of events in this mailing.

We are fortunate to have an amazing staff at the Co-op. Please log on to our website at www.kidscoop.org to learn more about them. We are excited to start the 2011-2012 school year with you and your child.

I look forward to seeing all of you toward the end of August. All families who have a child attending Kids' Co-Op for the 2011-2012 school year are required to attend the orientation session. We will welcome everyone back during orientation at 9:00am-12:00pm, Saturday, August 20. Attendance by at least one family member, preferably the parent whom will be working in the classroom, is required.

Please do not hesitate to call me with questions or concerns at 656-6600.

Very truly yours,

Teri Johnston, Director
Kids' Co-Op Preschool & Kindergarten

*Thirty years ago, a small group of Las Vegas families
Had the dream of a different kind of preschool – a place where the gentle rhythms of a child's life are
honored, where learning and play go hand in hand, and where families and teachers work together for the
good of every child...*

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Important Dates for Kids' Co-Op

August 2011

| | | | |
|-----------------|------------------------------------|---------------------|--|
| Monday | 1 st | | 1st Month Tuition & Fees Due * |
| Monday-Friday | 1 st -12 th | 9 am – 11am | Office hours– drop off or mail in paperwork |
| Friday | 12 th | | Deadline for Reg. paperwork |
| Saturday | 20 th | 9:00 am – 12:00 pm | Orientation |
| Tuesday- Friday | 23 rd -26 th | (by appt) | ***Set-up week*** |
| Friday | 26 th | 10:00 am - 11:00 am | Kindergarten Meet the Teacher |
| Monday | 29 th | 9:00 am | Kindergarten's First Day of School |
| Tuesday | 30 th | 10:00 am - 11:00 am | Preschool Meet the Teacher (T/TH Classes) |
| Tuesday | 30 th | 1:00 pm – 2:00 pm | Preschool Meet the Teacher (multi age (3/4) Afternoon) |
| Wednesday | 31 st | 10:00 am - 11:00 am | Preschool Meet the Teacher (M/W/F Classes) |

September 2011

| | | | |
|-----------|------------------|-------------------|---|
| Thursday | 1 st | | Tuition Due |
| Monday | 5 th | NO SCHOOL | Labor Day – No School |
| Tuesday | 6 th | 9:00 am | T/TH Preschool's First Day of School |
| Tuesday | 6 th | 12:30 pm | T/W multi age afternoon Preschool's First Day of School |
| Tuesday | 6 th | 6:00 pm - 9:00 pm | Make-Up Orientation (**) |
| Wednesday | 7 th | 9:00 am | M/W/F Preschool's First Day of School |
| Wednesday | 7 th | 6:30 pm – 8:30 pm | First Love & Logic Session Begins |
| Monday | 12 th | 6:30 pm - 8:30 pm | First Business Meeting |
| Tuesday | 27 th | 1:00 pm – 3:00 pm | Enrichment begins |

Love & Logic Classes

| | |
|---|-------------------------------|
| September 7 th – October 5 th | Every Wednesday, 6:30-8:30 pm |
| October 11 th - November 8 th | Every Tuesday, 6:30-8:30 pm |

Completion of one of these classes (or a previous class) is required.

**Tuition at the co-op is paid one full month in advance. Your September tuition and building fees/ supply fees are due on August 1st. Please mail your tuition to:*

Kids' Co-op
4316 N. Decatur Blvd
Las Vegas, NV 89130

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****Orientation** is mandatory. If you cannot attend the August 20th date, you must attend the makeup orientation. As a reminder, please be prompt. If you are late, you will not be admitted and will need to attend a make up orientation instead. Make up orientation will be scheduled for Tuesday, September 6, and will include a \$20 fee.

Registration paperwork MUST be received on or before Friday, August 12. A staff member will be in the office during the first part of August, however please call the school prior to dropping off, if you choose to do so. Paperwork may also be mailed in prior to this date.

*** **Set-up Week**

One 3-hour shift is required during the week of set up. There is a choice of dates and times available for your convenience. Please e-mail your requested set up shift to info@kidscoop.org. Choices for dates and times are as follows:

| | | |
|-----------|-------------------------|---|
| Tuesday | August 23 rd | 9:00 am – 12:00 pm or 6:00 pm - 9:00 pm |
| Wednesday | August 24 th | 9:00 am – 12:00 pm or 6:00 pm - 9:00 pm |
| Thursday | August 25 th | 9:00 am – 12:00 pm |
| Friday | August 26 th | 9:00 am – 12:00 pm |

If you have any questions regarding the information provided on this sheet, please do not hesitate to contact Kids' Co-op at 656-6600.

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2011-2012 Tuition and Fee Schedule

| <u>Monthly Tuition by Program</u> | <u>Monthly Tuition</u> | <u>Tuition & Lunch Bunch Package</u> |
|---|------------------------|--|
| 3 Day Tuition (MWF class) | \$225 /month | \$270 /month |
| 2 Day Tuition (Tues/Thurs class) | \$150 /month | \$180 /month |
| 2 Day Tuition (Tues/Wed multi age afternoon class) | \$125/month | N/A |
| Kindergarten | \$375 /month | Included |
| Enrichment Only Program (Tues and Wed) | \$100 | |
| Total Monthly Price for Kindergarten & Enrichment | \$375 | Included |
| Lunch Bunch | \$5 /day | |
| Tuition Late Fee (after the 10 th of the month) | \$10 | |
| Returned Check Fee | \$20 | |
| <u>Multi-Child Discount:</u> \$20 discount per child starting with 2 nd child's tuition. | | |

Other Fees – Non-refundable

| | |
|---|------------------------|
| Building Fund – All Classes <i>(Payable with 1st Month Tuition)</i> | \$200/year, per family |
| Kindergarten Supply Fee <i>(Payable with 1st Month Tuition)</i> | \$50 /year per child |
| Enrichment Supply Fee | \$50 /year per child |
| Key Fob | \$10 per family |
| Registration Fee (Preschool and Kindergarten) | \$75.00 |
| Waitlist fee | \$30.00 |

All fees subject to change annually.

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Orientation Information

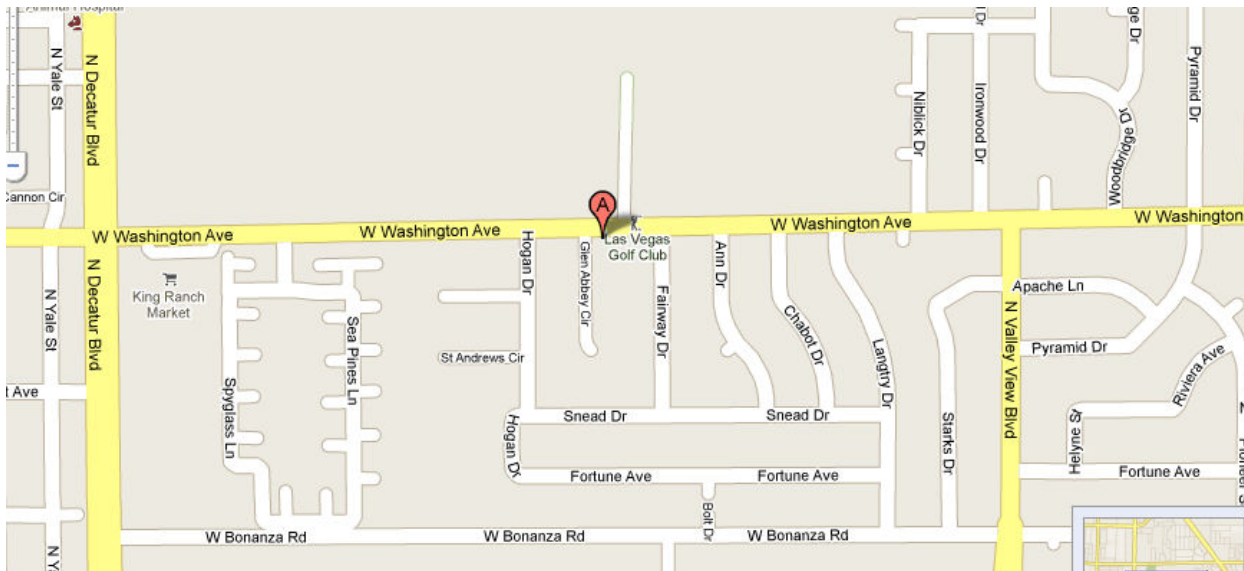
Location: All Saints' Episcopal Church
4201 West Washington, Las Vegas, NV 89107

Date: Saturday, August 20

Time: 9:00am – 12:00am

Orientation will take place at the All Saints' Episcopal Church. Attendance is required for each Family. As a reminder, please be prompt. If you are late, you will not be admitted and will need to attend make up orientation instead. Make up orientation is scheduled for Tuesday Sept. 6. There is a \$20 fee for those attending. Also, please no children with the exception of nursing infants.

Orientation is mandatory for your child to attend Kids' Co-op Preschool and Kindergarten, and all paperwork is due on or before Friday, August 12.



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Supply List

Please bring in the following supplies (except paper towels and Dixie cups) to **SET UP WEEK**. PAPER TOWELS AND DIXIE CUPS ARE BROUGHT IN THE MONTH SPECIFIED FOR EACH CLASS.

2's Class

- 12 rolls paper towels – **M/W/F Class, March & T/TH Class, April**
- 1 box tissues - **M/W/F Class, March & T/TH Class, April**
- 2 bottles of Elmer's washable school glue (black Label 4 oz)
- 2 inch 3-ring WHITE vinyl binder (Clear front pocket) - ALL CHILDREN (please bring white only)
- Dixie Cups, 3oz size, 200 cups package - **M/W/F Class, March & T/TH Class, April**
- 1 roll of frog painters tape 1 inch (Home Depot)
- 1 box Crayola Brand Crayons (MWF bring Large sized/T/TH bring Regular sized)
- 1 box 50+ count Ziploc bags (sandwich size)

3's Class

- 12 rolls paper towels – **M/W/F Class, January & T/TH Class, February**
- 1 box tissues – **M/W/F Class, January & T/TH Class, February** 1 box 8-12 count Crayola Brand Markers (washable, assorted classic colors, NOT thin)
- 2 bottles of Elmer's washable school glue (black Label 4oz),
- 2 inch 3-ring WHITE vinyl binder (Clear front pocket) - ALL CHILDREN (white only please)
- Dixie cups, 3oz size, 200 cups package - **M/W/F Class, January & T/TH Class, February**
- 1 package of Elmer's extra strength glue sticks
- 1 roll of Scotch blue 2-inch painters tape (Home Depot)
- 1 box 30+ count Ziploc bags (MWF bring gallon size/T/TH bring quart size)

4's Class

- 12 rolls paper towels – **M/W/F Class, October & T/TH Class, November**
- Dixie Cups, 3oz size, 200 cups package – **M/W/F Class, October & T/TH Class, November**
- 1 box tall kitchen garbage bags (13 gallon)
- 2 inch 3-ring WHITE vinyl binder (Clear front pocket) - ALL CHILDREN (white only please)
- Sharpies (Must be Sharpies Brand) MWF – Chisel tip, black, 1 package/ T/Th – fine point, black, 1 package
- 1 pack (50 sheets) 8.5" x 11" page protectors – Avery Brand
- M/W/F 1 pack Crayola washable Markers – basic or fluorescent colors
- T/Th 1 pkg. THIN Crayola washable markers
- 1 package of Elmer's extra strength glue sticks

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Multi age (3/4) afternoon class

- Masking tape 1 3/4 inch Scotch Brand masking tape
- Chinet paper plates
- 12 rolls of paper towels - **May**
- 1 package THIN Crayola washable markers
- 1 package colored pencils
- 2 inch 3-ring **WHITE** vinyl binder (Clear front pocket) - ALL CHILDREN (white only please)
- 1 box quart size Ziploc bags
- Dixie cups, 3oz size, 200 cups package - **May**

Kindergarten

- 12 rolls paper towels - **August**
- Dixie Cups, 3oz size, 200 cups package - **August**
- 1 pack thin Crayola washable markers
- 1 pack thin dry erase markers (-not chisel tip) COLORED ONLY
- 1 – 2 pocket folder for your child's homework (plain color, no design)
- 2 inch 3-ring **WHITE** vinyl binder (Clear front pocket) - ALL CHILDREN (white only please)
- 1 pack (50 sheets) 8.5" x 11" page protectors – Avery Brand
- 2 white poster boards
- 2 colored poster boards
- 1 ream of copy paper

Enrichment Only Families (Families that are coming from other K Programs)

- 1 large pkg. (300ct) ribbed paper plates
- 2 reams (500 pages) of copy paper

In addition, all classes need to bring the following pictures:

****Pictures should be turned in with paperwork, no later than Set up Week.****

1. Child's family (2) ****3 FOR 2'S CLASS ONLY**** recent photo
2. 1 Picture of Child only (Recent shot)
3. Child as a baby (6 months)
4. 4's and multi age (3/4) afternoon classes only: Family pet(s), family house with #'s on it, street sign with child in it, and picture of dad

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Optional items to be purchased

- cheap ribbed paper plates
- Chinet paper plates
- large pkgs. plastic spoons
- large pkgs. plastic forks
- large pkgs. cereal size paper bowls
- outside push brooms
- inside brooms
- dust pans
- drinks for teacher fundraiser
- shaving cream
- copy paper
- stamp pads
- Ink Cartridges compatible w/ HP C6180 printer
- playground balls
- squirt bottles (small)
- misc. stickers, sequins, beans, jewels, craft items
- laminating pages
- photo pages for portfolios

New Wish List Items:

- juicer (whole fruit, not citrus juicer)
- snow cone machine
- laptop computer
- digital camera for school use
- IPod and speakers
- tape/cd player

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Kids' Co-Op Committee Preferences

Below is a description of each of the Committees on which you may choose to serve during the 2011-2012 school year. Service on one Committee is required to meet your participation requirement at the Co-op. The Board of Directors will make every effort to ensure that each family receives its first preference. However, there is the chance, due to the need to assign an appropriate number of members to each Committee, that you will be assigned your second or third choice. If necessary, seniority at the school will be utilized to determine the outcome.

If you have already been assigned a position for the 2011-2012 school year (i.e. on the Board of Directors, as a Class Coordinator, etc.), please write your name and the position you will hold next to it and stop. You do not need to rank the Committees. If you are not returning to the Co-op next year, please write your name and indicate this too.

Member Name _____

Please rank your preference for Committee Service with **1, 2, 3 & 4** in front of each committee title. If you are interested in working a specific position on the committee please indicate this in the comments/qualification section. If you have any comments or qualifications, please use the space provided.

Teacher Support Committee – Chaired by the Director, Teri Johnston

Under this committee, your family will be responsible for helping the teachers with curriculum and classroom related tasks. Please see attached list of possible positions.

Comments/Qualifications _____

Fundraising Committee – Elected Fundraising Chairperson, Shauna Turner-Beck

Fundraising is a big part of what keeps our school running. We need well-organized leaders to ensure a great year! Members of this committee will be expected to participate in the planning and implementation of all fundraising events for the school.

Examples of potential fundraising events may include: Entertainment Books, Cookie Dough, Scrip, Fresh and Easy, Restaurant Nights, Business Meeting Raffle, Campbell's Soup Labels and Box Tops for Education, Softball/Kickball Tournament, Fall or Spring 5K and 1 mile Fun Run.

A meeting will be held over the summer to discuss and begin planning for upcoming fundraisers for the year.

Comments/Qualifications _____

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Facilities Committee – Elected Facilities Chair, Chuck Sudsberry

Responsible for all maintenance of the Co-op building and property. Please see the attached list of possible positions.

Comments/Qualifications _____

Auction Committee – Elected Auction Chair, Alex McGurk

Responsible for all areas of planning, coordination, procurement and implementation activities required to put on the annual fundraising auction. Positions on this committee require excellent communication and planning skills as well as the ability to procure donated items or services.

A meeting will be held over the summer to begin planning for this important event.

Comments/Qualifications _____

** See page 26 for committee descriptions*

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Emergency Form

Child's Name: _____ Birth Date: ____ / ____ / ____

Address: _____
(Street) (City) (Zip Code)

Mother's Name: _____

Address: _____
(Street) (City) (Zip Code)

Home Phone: _____ Cell Phone: _____

Business Name: _____ Business Phone: _____

Address: _____
(Street) (City) (Zip Code)

Father's Name: _____

Address: _____
(Street) (City) (Zip Code)

Home Phone: _____ Cell Phone: _____

Business Name: _____ Business Phone: _____

Address: _____
(Street) (City) (Zip Code)

Additional persons who may be called in the event of an emergency, and who are authorized to remove the child from the facility. (Your child will not be allowed to leave with any other person without written authorization from parent or guardian).

| | | | |
|--------|-----------|---------|----------------|
| _____ | _____ | _____ | _____ |
| (Name) | (Address) | (Phone) | (Relationship) |

| | | | |
|--------|-----------|---------|----------------|
| _____ | _____ | _____ | _____ |
| (Name) | (Address) | (Phone) | (Relationship) |

If your child has an identified special need, please explain here: _____

Is your child allergic to any foods? Please list: _____

In the event of an accident or illness (other than contagious disease) to my child, named above, I, the parent or guardian (signed below), do hereby authorize Kids' Co-op to secure any necessary medical treatment from:

_____ or from _____
(Doctor's name) (Telephone) (Hospital Name)

I further agree to be responsible for all charges and expenses connected with, but not limited to examination, diagnosis, removal and treatment of my child.

Signed: _____ Date: _____
(Signature of parent or guardian)

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Health Card Information & Instructions

Health Cards are required for working parents and are available at:

Ravenholt Public Health Center 625 Shadow Lane Las Vegas, NV 89106
For other locations and more info, please visit <http://www.southernnevadahealthdistrict.org>

Information you should know -

- The fee for a Child Care Health Card is \$40 and is valid for 2 years.
- Bring two forms of valid identification, one of which must contain a photo.
- If you need a childcare card, you will receive a Hepatitis A vaccination and either a skin test or x-ray for Tuberculosis. Single-step. **TB skin tests are not administered on Thursdays or on days when they cannot be read in 48 to 72 hours.**
- After your TB is read, you will receive a green slip. **DO NOT THROW THIS SLIP AWAY!** You will need to turn in this original green slip along with your health card and your registration paperwork.
- You must also attend an hour movie within 30 days of applying for the health card. Check the movie schedule for the time most convenient for you. You do not need to make a reservation. Please arrive on time as seating is limited and doors close promptly at each scheduled movie time. You will be given a 30 day temporary card to use until you view the movie.

Health card renewal -

- The renewal fees for a Child Care Health Card is \$40 and valid for 2 years.
- Please bring two (2) forms of valid identification, one of which must contain a photo.
- You must attend an hour movie when renewing your health card. Check the movie schedule for the time most convenient for you. You do not need to make a reservation. Please arrive on time as seating is limited and doors close promptly at each scheduled movie time.

Payment Methods Accepted -

Cash, Visa, and MasterCard is accepted in all our locations except Laughlin and Mesquite. If paying with Visa or MasterCard, the name on your card must match your ID EXACTLY. For example, if your name on your ID says Jane Marie Smith, your Visa/Mastercard would also need to say Jane Marie Smith not Jane Smith or Jane M Smith. Advice from the office, be safe, bring cash!

Ravenholt Public Helth Center Movie Schedule

Please visit website for schedule information.

<http://www.southernnevadahealthdistrict.org>



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Allergy Information

Child's Name: _____

D.O.B.: ___/___/___

Medication

My child has a documented allergy to the following medication(s):

My Child has no known allergies to medications

Food

Due to documented allergies, my child is unable to eat the following:

Due to religious beliefs, my child is unable to eat the following:

My Child has no known allergies to medications

Parent Signature

Date

All allergies require documentation from a doctor.

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Publicity Release Form

Dear Parents,

Throughout the school term, Kids' Co-Op staff or parents take pictures of the children for use in slide shows, scrapbooks, and other school uses. In addition, Kids' Co-Op is sometimes asked to take part in local publicity releases or seminars by way of pictures, slide shows and newspaper articles. If you do, or do not, want your child's picture or name to be used in such publicity releases, indicate your desire below.

_____ I see no objection to my child having his or her picture and/or name used in connection with the public relations program of Kids' Co-Op.

_____ I object to my child having his or her picture and/or name used in connection with the public relations program of Kids' Co-Op.

Legal Guardian/Parent (Print) _____

Legal Guardian/Parent (Signature) _____

Date _____

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Permission to Release Information

Date: _____

I understand that the time my child, _____ is in Kids' Co-op,
(Child Name)
the Director may be asked for information regarding my child.

I hereby give permission to release information to official persons only, who identify themselves, such as schools, health care personnel, welfare or other governmental officials.

Signature of Parent/Guardian

Date

Consent for Medical Treatment

In an emergency, Kids' Co-op has my permission to call an ambulance or to take my child to any available physician or hospital at my expense.

Yes____ No____

In an emergency, my child may receive first aid.

Yes____ No____

In an emergency, Kids' Co-op has my permission to call Dr. _____ at (phone number) _____ and, if necessary, give consent to any doctor or hospital to administer medical or surgical treatment and care for my child at my expense.

Yes____ No____

Signature of Parent/Guardian

Date

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Financial Obligation and Commitment

Kids' Co-op is operated by its members and governed by an elected Board of Directors. A request for an exception to these rules must be submitted in writing to a board member who will present requests to the Board of Directors for review. Please see fee schedule in your handbook for actual fees.

Billing Procedures

Billing is 30 days in advance. For example: September tuition will be billed in July and due August 1. October Tuition will be due September 1st, etc. Tuition and other fees are due 30 days in advance. Our billing procedures ensure that every member's account will be current and that every member will share the same financial responsibility.

Tuition:

Tuition is assessed on a monthly basis and is due 30 days in advance. Preschool runs September through May. Kindergarten starts in late August and ends in June. Kindergarten Tuition will be prorated for actual days in August and June.

Late Tuition:

5th day of the month
30th day of the month
45 days past due

A late fee will be added to balance owed.
Your child will not be allowed to attend classes. Written notice will be given.
A certified letter will be sent to member's home. Account can be submitted for collection upon review by the board of directors. Collection fees will be added to the outstanding balance.

Fundraising Buy-out:

A fee will be assessed to any member who does not participate in a required fundraiser.

Cleaning Buy-out:

To buy-out of a scheduled cleaning requirement, a member must coordinate and pay the buy-out fee to the cleaning coordinator at **least** one week prior to the cleaning date. A substitute cleaner must be found by the Co-op member or the Cleaning Coordinator.

Working Parents:

Members are required to pay and arrange for a substitute in case of unavoidable absences. Work schedules are posted at school at the beginning of each month and are distributed to each Co-op member family. Parents can trade days as long as they mark the classroom calendar to indicate changes. A list of Co-op members who volunteer to work as substitutes in the classrooms will be made available at the beginning of the school year. Any member who is scheduled to work and does not arrange for a substitute to take his/her place in the classroom will be charged the substitute fee plus a penalty. The penalty fee for not showing up to work in the classroom on a scheduled work day is \$30 for the first incident and \$60 for the 2nd offense.

Registration Fees:

Non-refundable.

Kindergarten/Enrichment Supply Fees:

Non-refundable.

Building Fund Fee:

Non-refundable.

Lunch Bunch:

Pre-paid Lunch Bunch cards will be available for sale in the office.

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Returned Checks: Member is responsible for a returned check fee for each returned check. After 3 returned checks a member will be asked to pay all fees via Money Order.

Refunds: Tuition refunds will not be given except upon written request and approval by the Board for one or more of the following reasons: 1) Moving out of town 2) Severe illness of the parent or child, with the written recommendation of a physician. Two weeks prior written notice is required for a refund request, refund will be prorated. A drop form is for office use only and does not qualify as prior written notice.

Methods of Payment: Checks or money orders are our only acceptable payment options. When paying multiple items with a check or money order, a breakout must be provided with the payment. For example: Johnny \$210 May tuition, Lunch Bunch \$50 , etc. Members paying from an invoice can reference the invoice number.

Late Pick up: Any child still waiting for pickup more than 5 minutes after class dismissal will be enrolled in lunch bunch and a lunch bunch fee will be charged. **Any parent who arrives to pick up their child more than 5 minutes after lunch bunch dismissal time will be assessed a late fee of \$10 and an additional fee of \$1/minute thereafter. A late slip will be filled out on the day of the occurrence and signed by the parent, agreeing to the date and time of pick up.**

Member's Name: _____

Child's Name: _____

Member's Signature: _____

Date: _____

Please see Kids' Co-op Handbook and By-laws for a more complete understanding of your financial obligation to the school. We are a non-profit school and strive to keep costs as low as possible. Your help in meeting these goals is required in order to continue to operate and offer the finest education for your child.

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Child Questionnaire

To help your child's transition to our school go as smoothly as possible, please take a moment to answer these questions. We hope you will give Kids' Co-Op the benefit of your greatest and most compassionate thinking about your child.

Child's Name: _____ Nickname: _____

Date of Birth: _____ Age: _____

Mother's name: _____ Father's name: _____

Who does the child live with? _____

List any siblings and their ages: _____

List the following:

Fears: _____

Likes: _____

Dislikes: _____

How does your child react in times of frustration? _____

Does your child have an attachment to a special item? If so, what? _____

Is your child potty trained? If yes, at what age did this occur? _____

What does your child say when they need to urinate? _____

What does your child say when they need to have a bowel movement? _____

Please list any information that you would like to share about your child that would be helpful to our staff. _____

What are your goals for your child at our school?

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Doctor Form

Child's Name: _____ Birth Date: ____ / ____ / ____

Immunizations

Please attach copy of child's immunization record.

Heath Assessment

Status of Child's heath: _____

Any known conditions under treatment or allergies: _____

In your opinion, is the above named child physically able to participate in a regular preschool program? YES/NO

If not, please explain: _____

Signed: _____ Date: _____

(Physician or Physician sponsored practitioner)

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Kindergarten Attendance Policy

Dear Kindergarten Parents:

Please be advised that, as a kindergarten program licensed by the State of Nevada and Clark County School District, the Kids' Co-Op kindergarten is compelled to adhere to Clark County School District Regulations 5111 and 5113 governing attendance enforcement and the transition of students from kindergarten to the first grade. The aforementioned regulations are attached for your information and records.

In summary, Clark County School District Regulations require that kindergarten students physically attend at least ninety percent (90%) of class time in order to receive an attendance certification. An attendance certification is required from kindergarten if the student is to be admitted to first grade without being required to take an entrance examination. If a kindergarten student at the Co-Op fails to physically attend in conformance with Clark County School District Regulations, the Co-Op will not certify the student's attendance and that student will be required by the School District to take an examination in order to be admitted into first grade.

Please acknowledge that you have received copies of Clark County School District Regulations 5111 and 5113 by signing below. The summary of those Regulations contained in this letter are not to be construed as a substitute for those Regulations and in all events, the text of those Regulations and interpretation of the same by the Clark County School District shall control.

ACKNOWLEDGMENT

The undersigned, as parent(s) of the kindergarten student identified below, have received copies of Clark County School District Regulations 5111 and 5113 and understand that the student identified below will be required by the School District to take an entrance examination in order to transition from kindergarten to first grade, unless the minimum attendance standards set forth in the Regulations are met, enabling the Co-Op to certify the student's attendance in compliance with those minimum standards.

If the student identified below is subjected to the entrance examination due to failure to meet the minimum kindergarten attendance standards set forth in Clark County School District Regulations 5111 and 5113, and fails to pass said examination in order to enter first grade, the undersigned, on behalf of himself/herself/themselves and on behalf of the kindergarten student identified below, in the capacity of his/her legal guardian(s), hereby fully and completely releases the Clark County Parent Co-Operative, Inc., d/b/a Kids' Co-Op, and holds it harmless from any and all damages arising or which may arise from said student's failure to pass said examination.

Date: _____

Parents' signatures:

(print name below)

(print name below)

Name of kindergarten student: _____

Kids' Co-Op Preschool & Kindergarten
2011-2012 School Year

Love and Logic

Early Childhood Parenting Made Fun®!

Creating Happy Families and Responsible Kids *from BIRTH to SIX*

A five week parent training program designed by the Love and Logic Institute, Inc.

Would you like to feel more confident as a parent?
Would you like to have more fun parenting?
Would you like to feel more relaxed at the end of the day?

Topics Covered:

- Putting an end to exhausting whining and arguing.
- A proven plan for ending bedtime battles.
- Fun potty training tips.
- Getting ready in the morning.
- Practical tips for handling misbehavior in public.
- Tips to get your kids to behave without having to repeat yourself or raise your voice.
- Techniques for avoiding power struggles over eating, picking up toys, etc.
- And much, much, more.

This course in parenting is designed to give you practical skills that can be used immediately.

Dates: September 7, 2011 – October 5, 2011. Every Wednesday for five weeks
Time: 6:30—8:30 p.m.
Location: The Kids' Co-Op Preschool and Kindergarten, 4316 N. Decatur Blvd.
Cost: Current Members: \$65 per person/\$100 per couple (book included).
All Others: \$75 per person; \$110 per couple (book included).

Space is limited; please register by 8/20/11.

Register early and receive a free subscription to the Love & Logic Newsletter!

Please mail registration and check made payable to:

Kids' Co-Op Preschool and Kindergarten
Love and Logic® Seminar
4316 N. Decatur Blvd.
Las Vegas, NV 89130
Phone: 702-656-6600 www.kidscoop.org

✂ ----- ✂

Course Date: September 7, 2011 – October 5, 2011. Every Wednesday for five weeks.

Please register me for your upcoming 'Early Childhood Parenting Made Fun®' seminar:

Name: _____ Email: _____

Address: _____

Phone: _____

Number & Age of Children: _____

Kids' Co-Op Preschool & Kindergarten
2011-2012 School Year

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- And much, much, more.

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Dates: October 11, 2011 – November 8, 2011. Every Tuesday for five weeks.

Time: 6:30—8:30 p.m.

Location: The Kids' Co-Op Preschool and Kindergarten, 4316 N. Decatur Blvd.

Cost: Current Members: \$65 per person/\$100 per couple (book included).

All Others: \$75 per person; \$110 per couple (book included).

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Please register me for your upcoming 'Early Childhood Parenting Made Fun®' seminar:

Name: _____ Email: _____

Address: _____

Phone: _____

Number & Age of Children: _____

Kids' Co-Op Preschool & Kindergarten 2011-2012 School Year

Contact Information

| <u>Teachers</u> | <u>Home</u> | <u>Cell</u> | <u>E-Mail</u> | <u>Position</u> |
|----------------------------------|-----------------|-----------------|--|----------------------------------|
| Michelle Valenti | 463-5755 | 592-8580 | michval@hotmail.com | 2's |
| Teri Johnston | 395-4121 | 845-5318 | terijlvn@cox.net | 3's/Director |
| Lisa Fitzgerald | 395-7543 | 234-6386 | mrsfitzie@aol.com | 4's |
| Mindi Cooley | 658-7604 | 340-7730 | Lvcooley5@cox.net | Kindergarten |
| Vicky Thompson | 256-4313 | | vicky_thompson@juno.com | Teacher Support |
| <u>Board of Directors</u> | | | | |
| Erika Lovold | | 576-1746 | octdesertlover@gmail.com | President |
| Cindy Kawasaki | 396-5775 | 858-232-6242 | cindylum13@hotmail.com | Vice President |
| Jen Elliot | 876-4140 | 376-0928 | jennijmarco@yahoo.com | Treasurer |
| Bonnie Toth | | 296-4106 | bonnieLtoth@gmail.com | Secretary |
| Shauna Turner-Beck | 633-0028 | 813-6725 | shauna.turner.beck@gmail.com | Fundraising |
| Chuck Sudberry | 655-6594 | 491-4590 | csudberry@fiskcorp.com | Facilities |
| Almendra Johnson | 405-9153 | 584-5276 | almndjoy18@hotmail.com | Coordinator Liaison |
| Alex McGurk | 649-3978 | 807-7044 | a.mcgurk@hotmail.com | Auction Chair |
| Katie Halvorson | 395-3301 | 292-5046 | peachyandpip@gmail.com | Publicity Manager |
| Angie Dobney | | 580-5355 | angelainvegas@hotmail.com | Special Projects |
| Danielle Cape | 656-9414 | 217-8185 | daniellecape@gmail.com | Ombudsman |
| Aaron Lovaas | 220-3523 | 612-6655 | aaron@lovaas-lehtinen.com | Board Advisor |
| <u>Coordinators</u> | | | | |
| Almendra Johnson | 405-9153 | 584-5276 | almndjoy18@hotmail.com | Tues/Thurs 2's |
| Bonnie Brown | 481-8545 | 481-8545 | dbbfam@cox.net | M/W/F 2's |
| Tia May | 228-0464 | 285-6397 | tiaghan@yahoo.com | Tues/Thurs 3's |
| Leia Brown | 658-0574 | 376-6431 | Brownfamof5@gmail.com | M/W/F 3's |
| Jen Fontes | 256-9985 | 256-5713 | jenfontes@yahoo.com | Tues/Thurs 4's M/W/F 4's |
| OPEN | | | | |
| Jen Fontes | 256-9985 | 256-5713 | jenfontes@yahoo.com | T/W multi afternoon class age |
| Kerry Oppenheim | 547-9945 | 234-4252 | kerryopp@gmail.com | Kindergarten & Enrichment |

Kids' Co-Op • Ph: 702-656-6600 • Fax: 702-656-6669

Kids' Co-Op Preschool & Kindergarten

2011-2012 School Year

Committee Position Descriptions

Fundraising Committee Positions:

All members of this committee will be working collectively as a whole on all fundraising endeavors. Individual assignments or positions may be assigned by the Fundraising Chairperson or by the Board of Directors. Assignments on this committee include, but not limited to, fall fundraiser, annual race, softball tournament, restaurant fundraisers, acquiring business raffle items and the selling of raffle tickets.

Teacher Support Committee Positions:

Classroom Coordinators: One parent from each class to represent their respective classes and are responsible for creating monthly in-classroom work schedule; outlining activities, fund-raisers, field trips, and meetings. These individuals work with new families to orient them to the classroom and the school as a whole, work with teachers to support planned activities (i.e. requesting needed items from families) and arrange services for families in need (i.e. schedule meals for families after surgeries or medical emergencies, births, or deaths). Maintains a participation checklist of all class members to ensure they are fulfilling requirements, which include but are not limited to participation in school set-up and tear-down, attendance at orientation and business meetings, receiving required supplies on the supply list from families in their assigned class, and reports non-participation to the Coordinator Liaison. Other duties include posting notes taken during classroom breakouts at monthly business meetings and organizing any teacher gifts with the class (i.e. holiday, end-of-year, auction catalog or yearbook pages, etc.). If requested, participates in periodic Board of Directors meetings. Coordinators must have a child currently enrolled in class they are coordinating.

Art/Prop/Dramatic Play: One parent from each class who will assist the teacher with preparing items needed for activities. As requested, the parent will assist with props needed for class and gather items for monthly themes. As requested by the teacher, the parent will set up items needed for dramatic play each month according to monthly themes. Parent will assist the teacher to assemble/maintain student portfolios, whereby direction for assembling portfolios will come from each teacher. Art/Prop/Dramatic play people should be creative, crafty, resourceful, and enjoy art.

Play dough: Parent(s) will be responsible for making play dough for the participating classrooms. This can be done ahead of time and in bulk so the teachers can use it on an as needed basis. Responsible for cleaning and sanitizing each classroom's play dough utensils monthly. **1 position – new family only**

Sensory Table / Pets: Parent(s) will be responsible for maintaining the sensory table in all participating classrooms and changing the material once a month, or at the direction of the Director. Parent(s) are responsible for cleaning and disinfecting the sensory table and all table-related toys every time the material is changed. Responsible for purchasing pets and/or pet supplies for teachers as needed. **1 position**

Librarian / Scholastic Book Orders: Parent(s) will be responsible for working with the teachers to provide books that coincide with monthly themes. Parent(s) are responsible for maintaining the physical appearance and organization of the library, responsible for conducting an inventory of all

Kids' Co-Op Preschool & Kindergarten 2011-2012 School Year

books at the beginning of school year, and ensuring that all books are added and that the inventory list is kept current. This parent is also responsible for assisting teachers to create props that

correspond to book selections. Props may include, but are not limited to: manipulatives, flannel characters, and real-life objects. Will organize and place book orders every 4-6 weeks. Responsible for distributing order forms and informational e-mails to families, compiling all received orders, placing order with Scholastic and then separating and distributing filled orders to families. This person should be creative, crafty, well organized and enjoy children's literature. **1 position**

Inventory/Purchase Teacher Supplies: Parent(s) will work with the Director to create, maintain, and update the inventory list of teaching and staff supplies. Parent(s) will purchase supplies as needed or as requested by teachers. Parent(s) shall purchase supplies and be reimbursed by the School. **1 position**

Inventory/Purchase Office and Cleaning Supplies: Parent(s) will create and maintain an inventory list of cleaning shed supplies. Will purchase supplies as needed or as requested by teachers and office staff. Parent(s) will purchase supplies and be reimbursed by the School. This person should be pro-active and able to anticipate needs before they become emergencies (i.e. when cleaning product supplies are depleted, purchase more BEFORE there is none left.) **1 position**

Laundry: Parent(s) will be responsible for washing the dress up clothes and blankets from each classroom. 2's/3's items should be washed every other week. 4's, K's items should be washed once a month. Items should be taken on Friday and returned either the same day or on Monday. Also responsible for washing and returning cleaning rags to the cleaning shed to be used for weekend cleaning. **1 position**

Carpet Cleaning / Floor Waxing: Parent(s) will be responsible for scheduling and overseeing the required carpet steam cleaning and floor waxing (end of August, during winter break, during spring break). Carpet and floors must be cleaned on alternate days or weeks. Responsible for moving out all furniture before carpet / floors are cleaned and for replacing all furniture after the carpet/floors are dry. **1 position**

Grant Coordinator: Parent(s) will be responsible for presentations to potential Grant governing Boards. Responsible for researching possible grants and funding sources, and handling the administrative tasks associated with applying for the grant. **1 position**

Kids' Co-Op Preschool & Kindergarten
2011-2012 School Year

Facilities Committee Positions:

Assistant Facilities Chair: Parent works with and reports to the Facilities Chairperson while overseeing assigned duties and that of parents assigned under him/her. This individual attends board meetings on an as needed basis. Writes one article for the newsletter each year. Gives clear instructions and trains their assigned parents to perform the basic necessary tasks in assigned areas. Must be able to bend, kneel and stoop while performing their duties. **1 position**

Building Maintenance and Fix It / Repairs: Parent(s) will be responsible for ensuring the facility, grounds, and equipment are safe and in good repair. Responsible for cleaning out the gutters monthly, and for odd jobs and repairs as needed. **Report any potential issues immediately to the Facilities Chair.** May include roto-tilling "Big Yard". Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. **1 position**

Back Groundskeeper: Parent(s) will be responsible, on their appointed weekend of the month, for raking the sand in the "Big Yard" and removing all foreign materials. Responsible for cleaning sand toys and play structures in ALL outside areas, i.e. playhouse, doghouse and toys in the 2's/3's yard, structures in the "Big Yard", and all "Mud Bog" toys. **Report any safety issues and concerns with but not limited to toys, play structures, and surrounding areas immediately to the Facilities Chair.** Responsible for raking and discarding dead leaves in the fall. **Responsible for discarding all associated trash to the dumpster.** Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. Alternating weekends. **4 positions**

Front Grounds Maintenance: Parent(s) will be responsible for pulling weeds (including bermuda grass) and trash pickup from the parking lot and fronts grounds. Responsible for collecting and disposing of dead leaves in the fall. Responsible for keeping the dumpster in position and the lid closed. Also responsible for cleaning spills on the front walkway and in the parking lot. **Responsible for discarding all associated trash to the dumpster.** Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. Alternating weekends. **4 positions**

Gardening: Parent(s) will be responsible for weeding the flower and vegetable beds on an ongoing basis and for assisting teachers in any gardening projects. Responsible for fertilizing and pruning all trees and maintaining all bedding and planting areas. Gardening parent is responsible for tilling and aerating bedding and planting areas, and replacing dead and diseased plants upon Board approval. **Responsible for discarding all associated trash to the dumpster.** Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. **1 position**

Lawn and Sprinkler Maintenance: Parent(s) will be responsible for maintaining all lawn fields and sprinklers on school grounds. Responsible for mowing and edging lawn as needed. Responsible for maintaining lawn mower and supply of gasoline. Responsible for aeration and fertilization of lawn in the spring. **Responsible for checking the sprinkler heads twice a month and reporting any problems to the Facilities Chairperson.** Responsible for ensuring watering restrictions and guidelines established by the Las Vegas Valley Water District are followed. Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. **1 position**

Kids' Co-Op Preschool & Kindergarten
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Cleaning Scheduler: Parent(s) will be responsible for scheduling Parent(s) to clean the school every other weekend. Responsible for making reminder calls to Parent(s) about their cleaning date and verifying those buyouts are paid and substitutes are scheduled. **1 position**

Vacuum and Mop Maintenance / Purchase Air Filters and Light Bulbs: Parent(s) will be responsible for vacuum cleaner maintenance, i.e. emptying and replacing bags. Responsible for taking mop heads home every Friday to wash and return on Monday. **Responsible for discarding all associated trash to the dumpster.** Responsible for purchasing and replacing air filters and light bulbs. Parent(s) can fill out a check request form for reimbursement of all costs. **1 position**

Recycling and Patio Maintenance: Parent(s) will be responsible for cleaning and maintaining school recycling bins. Responsible for placing the recycling bins out front for the weekly pickup, and returning the bins to their proper place when they are empty. Responsible for Capri Sun pouch recycling program. Parent(s) will also be responsible for all concrete patios twice a month. Toys and

sensory tables should be removed from the patio during cleaning to allow access to the entire patio. **Responsible for discarding all associated trash to the dumpster.** Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. **1 position**

Weeds and Trash Pickup: Parent(s) will be responsible for pulling weeds (including bermuda grass) and picking up trash on assigned weeks to maintain school grounds (flower and vegetable beds not included). This includes the front grounds, side yards, and all of the back grounds. Gloves and masks are to be used, and kitchen tongs should be used to pick up any cigarette butts. **Responsible for discarding all associated trash to the dumpster.** Herbicide is to be used in the front grounds ONLY, no children should be present and the winds should be calm. People may enter the treated area after spray has dried. Parents must have the ability to work outside in heat, cold, and light rain. Parents must be able to bend, kneel and stoop while performing their duties. **2 positions**

Auction Committee:

All members of this committee will be working collectively as a whole on all Auction endeavors. Individual assignments or positions may be assigned by the Auction Chairperson or by the Board of Directors.