



KIDS' CO-OP PRESCHOOL
playing to learn, learning through play

Member Handbook

2021-2022

A Parent Cooperative Preschool Since 1982

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Welcome to Kids' Co-op!

We Are Happy to Welcome You to the Kids' Co-op Community!

Over 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.

We are a member cooperative preschool, operated and governed by our member families. Kids' Co-op Preschool is located at 4316 North Decatur in Las Vegas, Nevada and is the only licensed cooperative preschool in Southern Nevada. For more than twenty years the Co-op leased classroom space from various churches in the Las Vegas area until it purchased the property in 2003 at which it now resides.

Established as a preschool in 1982 with a grant received from the Junior League of Las Vegas, the Co-op incorporated in 1983. Our preschool is a non-profit 501(c)(3) organization, and is licensed through the State of Nevada and the Clark County Health District.

The Board of Directors (BOD) would like all Kids' Co-op members to know, we are a community, which strives to be inclusive and sustainable. This handbook outlines expectations and requirements for all of our community members. Should any member become unable to fulfill an expectation or requirement, at any time throughout the school year, please make direct (in-person or written) contact with any member of the Board. We want all of our members to maintain good-standing memberships and we are open to discussing alternative ways to support individual circumstances. It is imperative to keep open communication to ensure our cooperative community functions effectively. The Board of Directors may be able to find a way to accommodate members' special, extenuating circumstances while also fulfilling the Co-op's membership/participation requirements.

Please utilize your Member Handbook to become familiar with our methods of operation and educational philosophies, and keep it available throughout the year for easy reference.

We look forward to working together with you to provide the best educational experience and developmental environment for our children. We wish you and your child(ren) a happy and productive year!

MISSION STATEMENT

Our mission is to create a quality early childhood learning environment for Las Vegas families. We focus on the use of child-centered, play-based, developmentally appropriate practices to create a safe and nurturing place for children to learn. As a parent cooperative, our emphasis on parent education and family involvement make Kids' Co-op a place where parents and children learn and find a supportive community.

A PLACE FOR CHILDREN

Co-operate *v. to act jointly with others; to unite for a common effort.*

Our program is designed for children between the ages of 2 and 5. It is run by the parents/guardians who work together on a daily basis under the guidance of our teachers to offer an enriching learning experience.

A PLACE FOR PARENTS AND GUARDIANS

Co-operation *n. joint action; a union of persons for the same ends; collective effort in business or industry.*

Children are not the only ones who grow and learn at Kids' Co-op. Participating parents/guardians have the opportunity to work directly with the children alongside our experienced teachers. Central to our philosophy of early childhood education, and overwhelmingly supported by current research, is the belief that parental education and involvement play crucial roles in assuring a child's success, both in school and in life. Parents/guardians bring a unique understanding of their children to the classroom, and with this knowledge, teachers and members can work together to create learning experiences that meet the needs of each child.

THE END RESULT

Co-operative *adj. working jointly for the same end.*

We provide children with first-hand experiences in art, music and movement, manipulatives, science and nature. They have the opportunity to make social contacts, to work as a group, individually and to cooperate. Your child will learn to form caring relationships with other children and adults. They will also learn to communicate their needs and feelings in appropriate ways. We believe that through this positive first experience, your child will learn to love school.

What is a Co-op?

Definition A cooperative is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs, and aspirations through a jointly owned and democratically-controlled enterprise.

Values Cooperatives are based on the values of self-help, self-responsibility, democracy, equality, equity, and solidarity. In the tradition of their founders, cooperative members believe in the ethical values of honesty, openness, social responsibility, and caring for others.

WE BELIEVE that children need to Learn to Play and Play to Learn. Play meets the needs of the whole child. Child guided learning experiences, individualized learning, and developmentally appropriate learning are key to learning through play. Along with teaching specific academic skills, a play-based approach helps children “learn how to learn”. Through exploration, experimentation and play, children develop a concrete understanding of the world, which is the crucial foundation for all higher learning.

WE BELIEVE in a child-centered curriculum. We strive to balance teacher-directed and child-initiated learning with a focus on experience-based learning (learning by doing) and emergent curriculum (building on children’s strengths and interests). The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children are all designed to accomplish the goals of our curriculum and give your child a successful start in school. It is our goal to help children become creative, independent learners who grow in both self-esteem and self-control.

WE BELIEVE that early childhood education should meet the needs of the Whole Child. Our curriculum identifies goals in all four main developmental domains: social, emotional, physical, and cognitive. The acquisition of positive social skills is emphasized at Kids’ Co-op.

WE BELIEVE that teachers and parents/guardians work together to assess children’s strengths and needs. When a developmental delay is suspected, the teacher will advise the parent/guardian at the earliest possible time and make recommendations for intervention, support, and/or recommend an in-depth developmental evaluation conducted by a trained professional.

WE BELIEVE in family connection and education. At the Kids’ Co-op, each member is actively involved by volunteering in the classroom, sharing in the business operations of the school, and by participating in ongoing education to ensure their child’s emotional, social, and educational success.

WE BELIEVE in cooperation. At Kids’ Co-op, children, parents, and teachers grow and learn together.

PRINCIPLES

The cooperative principles are guidelines by which co-operatives put their values into practice.

1st Principle: Voluntary & Open Membership

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political, physical handicap or religious discrimination.

2nd Principle: Democratic Member Control

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives, members have equal voting rights (one member, one vote) and co-operatives at other levels are organized in a democratic manner.

3rd Principle: Member Economic Participation

Members contribute equally to, and democratically control, the capital of their co-operative. At least part of the capital is usually the common property of the co-operative. They usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surplus for any or all of the following purposes: developing the co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting activities approved by the membership.

4th Principle: Autonomy & Independence

Co-operatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

5th Principle: Educating, Training, & Information

Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public – particularly young people and opinion leaders – about the nature and benefits of co-operation.

6th Principle: Cooperation among Cooperatives

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional, and international structures.

7th Principle: Concern for Community

While focusing on member needs, co-operatives work for the sustainable development of their communities through policies accepted by their members.

ENROLLMENT AND REGISTRATION

PRESCHOOL PROGRAM

Our preschool program offers a play-based curriculum designed to promote the growth of each child, individually, in all spheres of development. The program is open to children aged 2 through pre-K. Rather than teaching specific academic skills, a play-based approach helps children “learn how to learn.” Through exploration, experimentation and play, children develop a concrete understanding of the world, which is the crucial foundation for all higher learning. The acquisition of positive social skills is also emphasized at Kids’ Co-op. It is our goal to help children become creative, independent learners who grow in both self-esteem and self-control.

SAMPLE SCHEDULE

9:00 – 10:10 Child Directed Play & Art Exploration
10:10 – 10:15 Clean Up
10:15 – 10:20 Music & Movement
10:20 – 10:30 Gathering Time
10:30 – 10:45 Snack
10:45 – 11:15 Outside Child Directed Play
11:15 – 11:25 Clean Up
11:25 – 11:55 Small Group Activities – Explorations
11:55 – 12:00 Goodbye Gathering

ADMISSIONS

Children are admitted regardless of race, creed, color, sex, national origin, religion or disability. Children will be placed in classes according to age. A child must be at least the age of the class they are registering for by September 30th of the same year. For example, a child who is three years old in the summer and whose next birthday is in November would register for the three-year-old class. When the child turns 4 in November, they will remain in the three-year-old class for the rest of the school year. A request for an exemption must be submitted in writing to the school’s Director.

RATIOS

Class	Students	Adults	Ratio
2s	9	3	3:1
3s	10	3	4:1
4s	20	5	4:1

The two-year-old class will have a 3 to 1 child to adult ratio. The three and four year old classes will have a 4 to 1 child to adult ratio.

SENIORITY

Classes are filled based on seniority. Seniority is based on the date of the original enrollment application the first time the family enrolled. Returning families must fulfill all cooperative requirements each year to maintain seniority.

WAIT LIST

Once classes are filled, a new family may opt to pay the waiting list fee and the child's name will be placed on the waiting list, which is maintained by the office. Upon payment of the waitlist fee, the child's name will remain on the waitlist for twelve (12) consecutive months. As vacancies occur during the year, they will be filled from the waiting list or from new registrations according to the above procedures. If space is available after the in-house and alumni registration period, then the family of the child on the waitlist will be contacted. If a waitlist family chooses not to take the vacancy, the child will be moved to the bottom of the waitlist.

MULTIPLE STUDENTS

In the case of a family wishing to enroll more than one child when only one vacancy exists, once the family has enrolled in the program, the second child will be given priority status over any prospective members.

SPECIAL NEEDS

The teacher will meet with the parent(s)/guardian(s) of a child with special needs at the time of enrollment. A planning session will be coordinated with the child's parent(s)/guardian(s), health, and/or education specialists to ensure that the child has access to all of the outside resources needed.

REGISTRATION

*For registration purposes, "Alumni" are defined as previous members enrolling only new students. Within each group, students will be placed in order of family seniority

Registration for the next school year is held in February and March. Currently enrolled families will be able to request a spot for the next school year by completing a registration form with a first and second class choices (where applicable) and paying a registration fee before the predetermined date. The submission of a registration form in no way represents a contract between the Kids' Co-op and the registering family nor does it guarantee a spot in the requested class. Specific class assignments are done based on seniority. It is possible that members may not get their first choice in class assignment. Placement of children repeating a class will be made at the discretion of the Director. All registrations and placements for the next year are contingent upon the currently enrolled family's fulfillment of all cooperative school requirements for the current year. If a member is not considered in good standing (as defined in the bylaws), Kids' Co-op reserves the right to refuse and revoke registration, enrollment, and/or seniority.

Registration will be filled in the following order:

1. Children of current staff members
2. Currently enrolled students
3. Siblings of currently enrolled returning students
4. Children of alumni families
5. Children on the waitlist
6. Open registration to the public.

*All families are placed on the waitlist and in classes based on a first come, first served basis. Seniority will be forfeited if registration and class placement requests are not submitted during the in-house registration period.

*In the case where there are more children wanting to enroll in a particular class than there are spaces available, an opening will go first to children of current staff, then to the member with the most seniority based on their family's original registration date.

ALUMNI BREAK

In the case of alumni with a break in attendance, their original family registration date will be modified as follows:

*For a one-year break in attendance, there will be no change in their family registration date.

*If more than one year passes between attendance dates, one year will be added to their family registration date for each year they are gone.

*If a family drops midyear, one year will be added to their family registration date.

*Families may take a "leave of absence" for medical reasons or if they temporarily move out of state. In this case, their seniority will follow the alumni with a break in attendance rule.

MEDICAL LEAVE OF ABSENCE

A family requesting a medical leave of absence for their child must provide a written request to the School Administrator, which must include documentation of a directive and justification from medical providers that the child will be unable to attend school for the requested period of time. The family may be required to fulfill some or all member obligations for the duration of their leave of absence to maintain their status as current members in good standing. These obligations may include, but are not limited to: full or partial payment of tuition, fulfillment of classroom participation and committee position requirements, fulfillment of fundraising requirements, completion of set-up week duties and weekend cleanings, and attendance at orientation and all business meetings.

A leave of absence will only be considered for a period of less than one full school year (September to May). The family will be allowed to register for the following school year under current member status contingent on fulfillment of all agreed upon obligations. Families who do not fulfill the agreed upon obligations will forfeit their current member status and will be allowed to register as alumni. In this case, seniority will follow the alumni with a break in attendance rule.

For a medical leave of absence of one full school year (September to May) or longer, the family will be asked to withdraw from the school and will be allowed to register for future school years as alumni. In this case, seniority will follow the alumni with a break in attendance rule.

ENROLLMENT FORMS AND REQUIREMENTS

Before any child can attend classes at Kids' Co-op the following forms must be on file:

- Kids' Co-op Registration/Enrollment form(s)
- Emergency Information form
- Background Check form
- Doctor's form to include immunization record
- TB test results (required every 2 years)
- A copy of the child's birth certificate from the county where the birth took place
- Media Release
- Permission to Release Information and Medical Release
- Other Forms as Needed

Nevada State law requires Kids' Co-op to keep a copy of your child's immunization record. A doctor or registered nurse must sign it before we can allow your child to attend classes. If your child's immunizations are not up to date, you may submit a written plan signed by a doctor or nurse as to how you will get up to date. Religious belief exemptions and medical exemptions are accepted in lieu of immunization records with notification in writing to the Kids' Co-op School Administrator.

WITHDRAWAL

Withdrawals must be given in writing with at least two weeks advance notice of the withdrawal date. All member obligations must be fulfilled as usual during the final two weeks of enrollment, including working parent shifts, committee positions obligations, fundraising participation, and weekend cleaning shifts. A member shall be considered to be leaving in good standing under these conditions and will be eligible for a tuition refund.

If a member fails to give at least two weeks notice and/or fails to fulfill a member obligation prior to withdrawal, the school will impose relevant fees, which will be taken from the amount of the tuition refund owed. Such fees could include substitute working parent fees, a committee or fundraising non-compliance fine, or a weekend cleaning buyout.

Any remaining tuition can be refunded after the withdrawal date. Registration, Membership Fee, Waitlist, Background Check, Supply and Key Fob fees cannot be refunded and supplies cannot be returned. Families that withdraw midyear will have an additional year added to their seniority date if they attempt to return as an alumni family.

TUITION AND FEES

A non-refundable registration fee is due from each enrolling family, every year. These fees must be paid before your child can be assigned to a class. Registration fees are determined each year and are set forth on the registration form. Additionally, a non-refundable Membership Fee is due from each enrolling family, every year. Once paid, these fees cannot be refunded or prorated if a family decides to withdraw from the school. The membership fee includes access to the parenting class for two caregivers, background check for working parents, one key fob, ability to rent the school backyard for birthday parties and events, and one child's size t-shirt.

Tuition is determined each year by the governing BOD based on expenses and enrollment and is due on the first day of each month for the following month's classes. Tuition is considered late after the fifteenth (15th) day of the month and a late fee will be assessed. Full tuition is due each month and is not affected by holidays, vacations, breaks, illnesses, or absences. Children will not be allowed to attend class if tuition has not been paid by the 30th day of the preceding month. If a family's circumstances change and they experience financial hardship, they should approach the BOD right away to see if a solution can be worked out. Decisions will be made within 30 days.

MISCELLANEOUS FEES

A member's account may be subject to fees for items including but not limited to: missed business meetings, late tuition, not working when scheduled to, failure to complete a committee or board position duty, or failure to complete required fundraising participation, etc. These fees are due and payable within thirty (30) days of billing. After thirty (30) days of billing, if the amount is not paid, that member's children will not be allowed to attend class until the account is brought current.

FINANCIAL OBLIGATION AND COMMITMENT

Each year a revised Financial Obligation and Commitment sheet will be provided that states the financial guidelines and penalties in use by the Kids' Co-op. The sheet will contain billing and collection procedures and the year's current fee assessments. A signed copy by each member will be kept on file. Delinquent accounts will be reviewed by the Executive Board of Directors (EBOD) and handled in accordance with the by-laws of Kids' Co-op. A returned check fee will be assessed for any returned check fees.

LUNCH BUNCH

Lunch Bunch is an after school program that is offered on selected days determined yearly by school staff and BOD. Lunch Bunch offers an opportunity for children from each class to socialize and eat lunch together. Members purchase a prepaid Lunch Bunch card from the office. At drop off in the morning, parents will indicate on the class sign in sheet if their child is staying for Lunch Bunch that day. If your child is in the big yard during this time period you will be charged a lunch bunch fee. Parents/Guardians are responsible for providing a healthy, prepared lunch for their child(ren).

LUNCH MAY NOT CONSIST OF ANY NUT PRODUCTS.

LUNCH BUNCH DISMISSAL

All students will be dismissed from Lunch Bunch at the south gate. Any parent/guardian who arrives to pick up their child more than 5 minutes late from Lunch Bunch will be assessed a late fee of \$10. An additional \$1 per each additional minute will be assessed after 10 minutes.

LUNCH BUNCH CANCELLATION

If Lunch Bunch must be cancelled due to extreme cold, high winds or thunderstorms, an email or text will be sent out no later than 8:00am that day.

ARRIVAL PROCEDURES

Non-Working Members

Start time for all morning Preschool classes is **9:00am**. If you are not working in the classroom, please do not bring children prior to the start of class. Please enter through the south gate (2s and 3s) or north gate (4s). Walk your child into the classroom and complete the sign-in sheet (please be sure to indicate and discuss with the teacher any atypical pick-up plans). Please also direct your child to put his/her belongings in the appropriate place. If you have matters to discuss with other parents, please adjourn to an area outside the classroom. All non-working members and siblings are requested to be out of the classroom no later than 9:15am.

Working Members

Each day that you are scheduled to work in the classroom, you must arrive to start work at **8:45am**. If you have more than one child to get signed in, it is a good idea to arrive around 8:40am so that you will be able to complete your set-up duties by 8:55 and deliver your children to their respective classrooms at that time. If you arrive after your start time, another working member will automatically do your setup duties. You will then be required to do the entire end of day clean- up/duties for both their working member shift and yours.

DEPARTURE PROCEDURES

NON-WORKING MEMBERS

Children are to be picked up promptly at their designated dismissal times and locations:

2's class	12:00PM	South Gate
3's class	12:15PM	South Gate
4's class	12:30PM	North Gate

Upon dismissal, complete the sign out sheet, pick up artwork, and give your child a chance to say goodbye. Any parent who arrives to pick up their child more than 5 minutes after dismissal time will find their child automatically placed in the Lunch Bunch program for the day and will be charged the daily fee for Lunch Bunch. Children will not be released to anyone other than the parents or those listed on the information form, unless prior arrangements have been made with the child's teacher. Proper identification will be required.

If you want to talk to your child's teacher, please wait until most of the other parents have left with their children. This will enable you to have an uninterrupted private conversation.

WORKING MEMBERS

Working members should plan to depart approximately 30 minutes after class ends to give the staff quiet time to complete their prep. For families new to the Co-op, cleaning procedures after class may initially require 45 minutes to an hour. Please plan accordingly. For complete information and procedures for working parents, please refer to the Classroom Participation Guidelines section, on the following pages.

CLASSROOM PARTICIPATION GUIDELINES

Members are required to participate in their child's classroom. Either parent/guardian may participate. Individuals who work in the classroom more than twice a year must fulfill the requirements otherwise mandated for the parents (TB test, Background Check Release Form, Parenting Class, etc.) Twice a year, the working member/family may have a guest work in their place within the classroom. All guest workers must be able to perform the duties listed in the classroom and participate fully in classroom routines. Families who are unable to work their scheduled shift on a regular basis, may either designate a representative on their own to work on their behalf in the classroom (grandparents, aunts, uncles, or any family member or close friend over the age of 18) or may opt to buy out of this commitment before paying first tuition. Once a family has committed to the buyout, monthly payments may be paid with tuition. Families must apply for this buyout and are still required to work 2 shifts per school year. Final decisions on working parent buyout are made by the current BOD.

Scheduling of member shifts is done on a rotating basis by the Class Coordinator. Two to three members are scheduled in each class each day. Class coordinators will make every reasonable effort to accommodate scheduling requests communicated prior to their deadline. Teachers solely reserve the right to modify the number of working parents needed on any given day, while maintaining ratios. Members **may not** independently make the decision to reduce the number of working members in a classroom.

WORKING MEMBERS

Your role when working in the classroom is to participate with your child and their classmates. Cellular phones may not be used while on duty, with the exception of emergencies. Working members are encouraged to wear clothing and shoes conducive to assisting the teacher and playing with the children. Inappropriate clothing and appearance are disruptive to the school program.

Your Class Coordinator is responsible for scheduling working members and distributing a schedule calendar. If you know ahead of time that you cannot work on a certain day, be sure to contact your Class Coordinator prior to the business meeting so the coordinator may adjust the schedule accordingly. Once the schedule is posted, you are responsible for that shift. If necessary, you may switch with another parent or arrange for a substitute to work in the classroom for you. If it is less than 24 hours prior to your shift, you must contact all class members prior to calling individuals on the sub list. If your shift is not covered by 7:00am that morning, a phone call to the school is required to discuss a plan for the day. Texting or emailing for a sub is not considered sufficient for last minute substitution. Please read and familiarize yourself with the working member substitute procedures in this handbook.

The duties for members working in the classroom include, but are not limited to those outlined below:

Art Parent: Assist teachers with preparation of the daily art project(s). Put out paint jars and brushes at the art easels. Assist teachers and children with the art project during child-directed play. Assist other art parents with clean up. Make sure glue or paper scraps are picked up from the tables and floor. Pick up paintbrushes and paints from the easel area. Retrieve art projects and set them out to go home at the end of class. Make sure all art supplies have been cleaned and put away. Additional duties are listed in the classroom.

Snack Parent: Provide a nutritional snack to all students and adults in the class that day according to the teacher's schedule and guidelines. We are a nut free campus, please do not bring any nut products or butters for snack. Clean and prepare table for snack (i.e., napkins, cups, and snack). Serve the snack and then clean up tables and wipe chairs. Take home any leftover snack. Place any lunch bunch lunches in the fridge. Additional duties are listed in the classroom.

Working members from **ALL** classes are responsible to help with the cleanup of outside toys.

Your list of duties is posted in the classroom and the teacher will guide you through the day. Working members are required to start work 15 minutes before class. Since parking in front of the school is limited, please park against the wall at Walgreens. If you have more than one child to get signed in, or if you need some extra time, plan to arrive 20 minutes before class so you will be able to complete your set-up duties 5 minutes before the start of class and deliver your children to their respective classrooms. Please do not arrive any earlier than 20 minutes before class, as the teachers use the morning time for meetings and/or lesson plan review. Please do not disrupt this “teacher time.”

Members must refrain from bringing non- enrolled children to school on the days you are scheduled to participate in the class. If you arrive after 8:45am, the other working member will automatically do your setup duties. You will then be required to do the entire end of day clean-up/duties for both snack and art parent.

You will be scheduled by your coordinator as either the Art Parent, Snack Parent, or Patio Parent. A duties checklist is posted in each classroom to assist you with the details of the job you are scheduled to perform for any given day.

END OF DAY PROCEDURES

Working members should plan to depart around 30 minutes after class ends. Please do not begin cleaning until after the children leave. Each classroom has their own cleaning supply box with items needed for daily cleaning. Mops, buckets, vacuums and supply refills are located in the cleaning closet, just outside the 4’s room on the playground. As a Working Member, you are responsible for supervising your own child while you are cleaning. Your child must stay with you, or you can enlist another parent to watch your child while you are cleaning. Some members like to enroll their children in Lunch Bunch (for \$5.00) on days they work.

ALTERNATE WORKING MEMBER

If deemed necessary, the Board and Staff may invoke a plan in which an alternate working member would be scheduled for each school day. Given the dependency on member volunteers, alternate working members could be utilized to avoid any disruption of school operation. IF activated: alternates must be available to work when needed. The Coordinator Liaison will schedule one alternate working member per school day and post the calendar for all members to access. Alternate working members will be utilized as a last resort. The alternate working members shall NOT accept any trade or agree in advance to work on their scheduled day. The school will coordinate it if the alternate must be utilized. The alternate working member will arrive at school by 9:00am and be fully prepared to work in any class, if needed, on the day they are scheduled. The alternate working member will check in with the office to determine if they are needed and will only be released to go once school personnel has confirmed that their

services are not needed. If needed and assigned to a classroom, the alternate working member will be expected to complete all the standard working member duties, as usual, including before, during and after school tasks. The alternate working member will not be expected to bring snack unless prior arrangements have been made. If utilized, the alternate will be paid the substitute fee.

WORKING MEMBER SUBSTITUTES

If you are unable to work in your child's classroom on your scheduled day, it is crucial that you follow the proper procedures for obtaining coverage. We understand that some change of plans cannot be predicted. Please take all reasonable measures as described below, unless it is a true emergency.

Step One (for example, if you or your child are sick), please call and/or text all other members in your class to see if they can sub or trade days with you. Your Class Coordinator should be informed of any plans made.

Step Two If no other member from your class can sub, refer to the most current school list of members willing to substitute in other classes. Call or text everyone on the list who indicates they might be able to work that particular day of the week. If you are able to make arrangements to have a substitute work for you, please inform your Class Coordinator.

If a substitute from your class or the school list is arranged, be sure to pay the working member substitute fee to that person. Substitute fees are due immediately to the member subbing for you, but must be paid no later than the first day of the month following the substituted workday.

Step Three If you still have been unable to secure a sub after contacting your entire class plus those on the sub list, you must notify your Class Coordinator and the school, as soon as possible. The school will then make arrangements, and most likely will utilize the alternate working member. You will still be required to pay the school directly the sub fee of \$25, or \$40 if snack had to be provided by the school. Failure to follow these procedures and notify the Class Coordinator and school as required, will result in being assessed a working member no show fee of \$50 for the first incident. Additional fines and consequences can be imposed, at the discretion of the BOD, for recurrent incidents or a misuse of the alternate working parent option.

Step Four If you are a substitute, please make sure to write the change to who the working member(s) are that day on the classroom calendar that is posted at the school.

Please be respectful of the other members and the school staff by making reasonable efforts to cover shifts. We understand that rare circumstances require a sudden and urgent change of plans, in which case the Class Coordinator or school Administrator will step in to assist you, as needed. This is a last resort, but understandably necessary at times. Last resort circumstances include unpredictable situations and emergencies in which there is no way to know in advance or

make prior arrangements. For example: a flat tire as you go to leave for school, sudden onset of illness in you or your child (on the way to school, not the night before), or a sudden family emergency.

If you are scheduled as snack parent and require a substitute, you must provide the snack and deliver it either to the substitute parent or the school. If this is not possible, an additional fee of \$15.00 must be paid in accordance with the substitute payment policy.

If you are a substitute working member and have not been paid by the person you are subbing for, you may complete a Sub Slip, (available in the office) and place it in the mailbox of the other member. If you still do not receive payment, please communicate with your Classroom Coordinator or the School Administrator about the situation.

GUEST WORKING IN THE CLASSROOM

Twice a year, members may have a guest family member work in their place within the classroom. Individuals who work in the classroom more than twice a year, must fulfill the requirements otherwise mandated for the members (TB test, Background Check Release Form, Parent Training, etc.) Please give teachers advance notice if you'd like to have a guest work in your place. Guests working in the classroom must be at least 18 years old and be able to handle the physical demands of working in the classroom.

CELL PHONE POLICY

Cell phones and their hands free devices are not to be used at any time during the working shift. This policy will allow members to be present in the moment and to ensure that the children's play will not be interrupted. In case of emergency, working members shall have all calls directed to the school's phone number and the office staff will relay the message. All phones must be silenced or turned off and stored during the working shift. Failure to comply with this policy may result in confiscation or fines.

If a parent would like to take photos or videos of a specific event, the school's Director must approve first. Co-op Staff, Publicity Chair and the member responsible for Photography/Videography duties will be taking pictures and videos throughout the school year for portfolio, marketing, and annual video purposes.

Parents are welcome to take photos with their cameras or cell phone cameras at the following events: Meet the Teacher, first day of school, and last day of school; however they may not be shared online (e.g. social media, etc.).

Posting photos and/or videos online is a liability for the school. Photos and videos taken on school grounds are not to be posted on the internet or ANY social media channels. Any violation

of this policy may result in adverse consequences including monetary fines and/or your child's expulsion from the school.

The Kids' Co-op Publicity Chair and/or the Director of the Kids' Co-op may post photos and videos on the school's official website, blog, and/or social media channels taken of individuals the school has a signed media release form on file.

Current families and alumni may use the official share function on Facebook and Instagram to share posts (including those with pictures) directly from the Kids' Co-op social media channels to their own social media.

ASSESSMENTS

WHAT ARE ASSESSMENTS?

Assessment can be cumulative (a way to understand if children have mastered material) or formative (a way to understand what children know and what they need next). It includes a variety of methods—such as observation, clinical interview (an extended dialogue in which the adult seeks to discern the child's concepts or strategies), examination of children's work, individual child assessments, and talking with families. Assessment of children's development and learning is essential for teachers and programs in order to plan, implement, and evaluate the effectiveness of the classroom experiences they provide. Assessment is also a tool for monitoring children's progress toward a program's desired goals. In developmentally appropriate practice, the experiences and the assessments are linked (the experiences are developing what is being assessed, and vice versa); both are aligned with the program's desired outcomes or goals for children. Assessment of young children's progress and achievements is ongoing, strategic, and purposeful. The results of assessment are used to inform the planning and implementing of experiences, to communicate with the child's family, and to evaluate and improve teachers' and the program's effectiveness. Assessment focuses on children's progress toward goals that are developmentally and educationally significant. They should include results of teachers' observations of children, clinical interviews, collections of children's work samples, and their performance on authentic activities. Assessment looks not only at what children can do independently but also at what they can do with assistance from other children or adults. Therefore, teachers assess children as they participate in groups and other situations that are providing scaffolding. In addition to this assessment by teachers, input from families as well as children's own evaluations of their work are part of the program's overall assessment strategy.

KAYMBU

Kaymbu is an application that teachers use to capture the essence of your child's classroom experiences. Kaymbu is used to create a digital portfolio of your child's time at the Kids' Co-op. The use of a digital portfolio allows more frequent updates, allowing for a more continuous home-school connection. Teachers and member volunteers will use a tablet provided by the Co-op, at the teacher's direction, to capture photos and videos of children's school experiences. Teachers use these photos to document growth and development, as well as to share special school moments with families. Families are able to access the app at their convenience to review and/or download photos and comments. At the end of the school year, Kaymbu offers the ability for families to purchase a digital or hardcover photo book with all or some of the photos. Other families have chosen to download all the pictures and create scrapbooks or digital books themselves. Media captured via the Kaymbu app is treated as ultra-secure data and is never shared with anyone outside of our school communication and classrooms.

As a parent, you will receive updates every other week from your teacher, which may include photos, videos, or messages. These are customized to your child, so you only receive information directly relevant to you and your family. Updates are currently pushed directly to your email or phone number. You can also download the Kaymbu app on iPhone and/or Android devices.

HEALTH AND SAFETY

Kids' Co-op is allergy friendly. Do not bring any nuts or nut butter products to school.

Please notify the School Administrator and your child's teacher if your child has any food allergies. While staff and members alike try to adhere to a particular child's allergies, food allergies can be life threatening. Therefore, if your child does have a food allergy, the member will be asked to sign a waiver stating that it is the member's responsibility to check the snack at the beginning of each school day. If a member does not feel comfortable with the choice of snack for that day due to potential allergic reaction, the member must provide an alternative snack for their child on that day.

Snacks are served mid-morning. Snack time will provide opportunities for socialization, making choices and exercising independence, problem solving and concept development.

Snacks should be healthy, nutritious and low in sugar and no trans-fat. There should be one fresh food (e.g. fruit and/or vegetables). When purchasing snacks, please provide at least two choices (e.g. whole grain crackers and cheese). Please exclude food items that need cutting,

and slicing, per Clark County Health Code. However, you may choose snacks that require refrigeration. All food items must be commercially pre- packaged and sealed prior to snack time.

HEALTHY SNACK LIST

FRUIT

Apples - small whole or sliced
 Apple Sauce
 Apricots-fresh or dried
 Bananas
 Blueberries
 Cantaloupe
 Mango
 Nectarines
 Oranges
 Cranberries-fresh or dried
 Figs
 Cherries
 Grapefruit
 Grapes
 Honeydew Melon
 Kiwi
 Mandarin
 Strawberries
 Raspberries
 Raisins

Pears
 Peaches
 Pineapple
 Plum
 Star Fruit
 Tangerine
 Watermelon
DAIRY
A good source of calcium for strong bones, but often high in saturated fat. Choose low-fat or fat-free options.
 Cheese (Cubed or Sliced)
 String Cheese
 Cheese Sticks
 Cottage Cheese
 Yogurt (low-sugar flavors or plain and mix in fresh fruit or low-fat cereal

ADDITIONAL CHOICES

Cereal (whole grain)
 Cereal Bars
 English Muffin (Whole Wheat)
 Granola

SPREADS AND DIPS

Hummus
 Cream Cheese
 Sunflower Butter
 Ranch
 Pretzels
 Jelly
 Pita (Whole Wheat)

VEGETABLES

Broccoli Crowns
 Carrots Sticks
 Baby Carrots
 Cauliflower
 String Beans
 Tomatoes

As children are acquiring new cognitive skills, their sensory perception will often take a back seat. This is when “picky” eating often starts.

Children need to experience food with all their senses before they decide to try it. As a general rule, a new food must be offered at least 10 different times, in 10 different ways before you should eliminate it from their menu.

GENERAL CLEANLINESS

Children are encouraged to get themselves clean to the extent they are capable. Children are supervised in toileting and washing hands. They receive age-appropriate training in personal hygiene to include proper hand washing and proper bathroom procedures.

DRESS

Children are encouraged to wear play clothes and play shoes. Daily activities sometimes include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. Your child's name should be placed in all outdoor clothing and other belongings to help ensure the return of all the proper possessions and clothes.

CHANGE OF CLOTHING

It is very important that each child have a complete change of clothing at school. This is not just for bathroom accidents. Children paint, play in water, get in mud and may get their clothing wet or dirty in many ways. Please bring underpants, pants or shorts, socks and shirt for each child in a backpack every day. If your child is not potty trained, diapers and wipes must be sent along as well.

LOST and FOUND

Items in the Lost and Found Bin will be removed on the 4th Friday of every month. Bin is located in the front hallway. Please check the bin regularly.

SMOKING AND ALCOHOL POLICY

There is no smoking of tobacco or drinking of alcohol permitted on school grounds. For more information, see http://www.leg.state.nv.us/73rd/bills/AB/AB118_EN.pdf

EMERGENCY PROCEDURES

Our staff is trained in emergency procedures through licensing requirements and annual in-service first aid training. The child's parent, guardian or authorized person shall be notified immediately in the event of a serious accident or illness requiring emergency care. We conduct monthly fire drills and discuss safety issues on an ongoing basis. See Emergency Procedures Section at the end of this Handbook for more information.

SUPERVISION OF ILL/INJURED CHILDREN

If a child becomes ill or injured during the school day, parents/guardians are notified immediately and the child will remain in supervised isolation in the school office until a parent/guardian assumes responsibility.

ABUSE AND NEGLECT REPORTING PROCEDURE

The Director and staff of Kids' Co-op are required by law (NRS 432B.220) to report suspected child abuse/neglect in child's home, facility, or elsewhere to a reporting agency, such as Child Abuse Hotline (399-0081) or Child Protective Services. Failure to report is a misdemeanor per NRS 432B.240. The Kids' Co-op staff is trained in reporting requirements. Please see the abuse prevention manual for more information.

CPR AND FIRST AID

Staff members of Kids' Co-op are trained in CPR and First Aid. Certifications are located in their employee files.

CONCERNS

If you have any questions concerning your child or the program, please feel free to discuss them with your child's teacher. However, please do not do so in the presence of your child. We want the best possible program for your child and welcome your suggestions and assistance. Discussions with other parents regarding school procedures, or other parents' children, and "gossiping" are strongly discouraged. Solutions to problems are rarely found under these conditions. Most often problems are compounded by resulting misunderstandings. The parents and teachers at Kids' Co-op are in very close contact and this provides the opportunity for very strong mutual support. However, parents are encouraged to discuss their child's development and specific behavior with the child's teacher. Working parents should not discuss other children's behavior in class with children's parents or anyone else.

We urge you to notify your class coordinator of any oversights, inconsistencies, unfairness or any other unacceptable situations. You are welcome at any time to have an audience with the Board of Directors or the Board President individually. We welcome your input to help us find solutions together. Contact information for the Staff and Board of Directors is listed under a separate section.

Members have the right to an expectation of confidentiality concerning their children. Federal Education Right to Privacy Act (FERPA) protects the identity of all children in the educational system. Employees, teachers, and members of the Co-Op are not permitted to provide any

information regarding any child enrolled in the school to anyone other than the parent or legal guardian unless the parent or legal guardian of the child grants specific written permission. Parents having concerns about a child should address those concerns with the Director.

DISCLOSURE OF INFORMATION

Nevada Licensing, the Clark County Health Department, the Las Vegas Police Department, Co-op teachers and Board Members all have access to your child's file. Any of these parties may access student files to ensure that Kids' Co-op is in compliance with the requirements as set forth by each of the above listed organizations.

DISCIPLINE

Our philosophy and purpose encompass compassionate, supportive interaction with our children. The main goal of discipline is to teach. Children learn best and are most open to correction when they experience connection with a trusted adult. Correction that relies on punishment is less effective in the long term. Corporal punishment is not an accepted method of dealing with children's behavior. Children will not be hit, slapped, spanked or verbally abused in any manner while attending this school, on school grounds (to include the parking lot) and within any vehicle within the parking lot. Rather, we use positive reinforcement techniques.

While our teachers respect the right of every parent/guardian to discipline his or her own child in their own way (except where child abuse and/or neglect is suspected), parents/guardians who participate in the school may not hit or use name calling of any child, including their own. At times, it is preferable to allow the teacher to suggest appropriate responses to a child's behavior.

The policies of our school regarding discipline do not mean that we permit inappropriate behavior. Instead, we wish to change behavior by modeling or redirection.

Some of these techniques include:

- Developing with children rules that are stated to the children at their developmental level.
- The use of natural or logical consequences.
- Having age-appropriate expectations of children.
- Allowing children time to practice new guidelines.
- Ignoring some kinds of inappropriate behavior. Misbehaving can be an attempt to get attention. The more attention the child gets, the more likely it is that the behavior will be repeated.
- Reinforcing desirable behavior by praising and encouraging the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue. Children are most likely to respond to attempts to

discipline them when the adults involved are consistent; that is, when every adult who disciplines the child uses similar techniques.

One of the many goals of Kids’ Co-op is to work together with members to help children develop appropriate behavior. Members are invited and urged to discuss their concerns about their children’s behavior with teachers during private parent/guardian conferences.

LIMITATION AND DISCIPLINE

1. Be positive! Try as much as possible to eliminate the words “no,” “don’t,” “can’t,” “quit,” “bad,” etc., from the vocabulary while in the classroom.
2. Tell children what they can do, not what they can’t do.

SAY	INSTEAD OF
“Chairs are for sitting.”	“Don’t sit on the table.”
“You may hit the pegs with the hammer.”	“Don’t hit the puzzle with the hammer.”
“It hurts Pete when you hit him. Tell him if he is doing something you don’t like.”	“Quit hitting Pete.”
“You may play with the clay on the table.” “You may throw the bean bags inside or we will find you a ball to throw when we go outside.”	“Don’t throw the clay.”
“We use inside voices when we are inside. You may yell when we go outside.”	“Be quiet.”

3. Unless a child is hurting himself, another child or toys and equipment, try as much as possible to ignore inappropriate behavior. Pay attention to children when they are behaving appropriately.

Example: You have asked the children to put away the toys, after reminding Jeff several times, he still isn’t helping. Name the children who are helping and be sure to recognize Jeff if he puts away even one toy. (After a while he will want to earn the praise by helping.)
“Johnny is putting blocks away, and Suzy is cleaning the table.”

4. When you see a child behaving inappropriately, always tell him how and when consequences will end. "You may go back to the sandbox when you are ready to play without throwing sand." "You can join us when you have calmed down."
5. Try to help the child who is being disciplined understand that you do not like what he is doing, but that you still like him.
6. If a child hurts another child ask him if he would like to tell the other child that he is sorry. However, do not force a child to say he is sorry. When he is not, nothing will be gained by saying he is. You can model that you are sorry, "I'm sorry Billy hit you."
7. Let one adult handle a situation to the finish whenever possible. Do not "gang up" on a child. If you want the teacher's assistance, however, always feel free to ask.
8. Once a child has been disciplined, do not continue to try to make him feel guilty. When it is over, let it drop.
9. Never hit or spank a child! This includes your own, not even in the parking lot. There may be times that an angry child needs to be restrained, but try to do it in a calm fashion, or let the teacher do it.
10. Do not feel responsible for disciplining your own child while she is at school. Allow the adults who are supervising her area to guide her if necessary. (Try to treat her as you would any other child.)
11. When you become irritated and upset, the children usually get worse, not better. If you find yourself getting angry, count to 10 or leave the area temporarily.
12. Try to anticipate problems rather than waiting for them to happen. Often just moving close to a possible problem situation calms the children.
13. The few "hard and fast" rules we have are for the safety of the children and the equipment. They apply to all children at all times and are to be consistently enforced.
14. When you see a child behaving inappropriately tell him what he is doing wrong, explain to him the consequences if he continues, and then follow through if he continues the behavior.
Example: Johnny is throwing sand. Go to him and tell him, "Sand is not for throwing. You are welcome to play in the sandbox as long as the sand stays low." If he continues to throw sand, tell him to go to another activity.
15. A common consequence used in the school is removal from a desired activity. Continued disobedience may require placing a child temporarily on the chair or bench, but this is usually not necessary.

16. Help a child to find an outlet for his hostility or anger. "You feel like hitting something, you may hit the pegs with the hammer." "Tell Pete that you are angry with him."
17. If a child sulks after some difficulty or after being disciplined, ignore it. You may suggest a new activity, but not in a manner of pacifying the child. If he refuses to join the activity, ignore the sulking; do not enforce it with further attention.
18. Look for genuine opportunity for fun with, or appreciation of, a child you have had to discipline. It helps him learn to like himself again and to believe that you still like him

THE LANGUAGE OF ENCOURAGEMENT

Phrases that communicate confidence:

- "Knowing you, I'm sure you'll do fine."
- "You'll make it."
- "I have confidence in your judgment."
- "You will figure it out."
- "Would you like to tell me about what you have done?"
- "That's a rough one, but I'm sure you will work it out."
- "What do you think?"
- "Keep trying; you can do it."
- "Just a little more and you'll have it!"

Phrases that focus on contributions, assets, and appreciation:

- "Thanks; that helped a lot."
- "It was thoughtful of you to _____."
- "Thanks, I really appreciate _____, because it makes the job easier."
- "I need the help on _____."
- "You have skill in _____. Would you do that for the family?"

Phrases that recognize effort and improvement:

- "It looks as if you really worked hard on that."
- "It looks as if you spent a lot of time thinking that through."
- "I see that you're moving along."
- "You're really improving in ___." (Be specific)
- "I can see the effort that went into this."

Phrases that value the child as he or she is:

- "I'm glad you enjoy _____."
- "I like the way you handled that."
- "I'm glad you're pleased with _____."
- "It looks as if you enjoyed that."

- “How do you feel about that?”
- “You are very special.”
- “I love you.”
- “You’re a neat kid, you know that?”
- “Since you’re not satisfied, what do you think you can do so that you will be?”
- “I love you, its (specific behavior) I don’t like.”
- “I guess you made a mistake. What can you do about it?”

Phrases that stimulate independence:

- “How do you think we should do this?”
- “You can handle it.”
- “You’re getting able to take care of that yourself now.”
- “Would you like to practice__?”
- “Would you like_____or_____?”

MEMBER PARTICIPATION GUIDELINES

MATERNITY/MEDICAL LEAVE POLICY

We offer a pregnancy and postpartum leave in which you would be excused from your classroom participation duties for 6 consecutive weeks and are excused from one business meeting. The 6 week maternity leave may begin up to 2 weeks prior to your due date. Upon written request, members may be given special consideration approved by the Board of Directors. Maternity leave must be scheduled with your Class Coordinator. Maternity leave does not excuse members from fulfillment of committee position duties and scheduled weekend cleaning, unless granted special consideration.

Upon written request, members may receive special consideration because of a medical condition and/or other extenuating circumstances approved by the Board of Directors. Requests must be in writing, and contain the reason and estimated time of leave. The school’s Director and BOD will review leave requests. Medical leave does not excuse members from fulfillment of committee position duties, scheduled weekend cleaning, and business meeting attendance, unless granted special consideration.

BUSINESS MEETINGS

Co-operative members (one member per family) are required to attend all regularly scheduled monthly business meetings. Business meetings are an integral part of operating a cooperative. Your attendance is important and mandatory. Meetings are held on the second Monday of each month, unless it falls on a holiday. Please have your handbook easily accessible to reference, as needed, during our business meetings.

In the event the member cannot participate in the monthly Business Meetings, a family may request approval from the BOD to have a permanent proxy. A current member may not represent their family and another family at the same meeting. The proxy must be able to attend all three breakout sessions (listed below) at all meetings.

If you are unable to attend, your Class Coordinator must be notified 24-hours prior to the meeting. Attendance is taken at the beginning of the Classroom/Teacher Break Out, General Business Meeting and Committee Break Out. Members must be present at the time of attendance or will be considered absent. Missed business meetings will result in a penalty as outlined below:

Missed Meeting

- 1st missed meeting
- 2nd missed meeting
- 3rd missed meeting
- 4th missed meeting

Penalty

- May be excused with prior notification to your Class Coordinator
- Perform a 3 hour cleaning shift OR pay the penalty of \$100
- Perform a 3 hour cleaning shift AND pay the penalty of \$100
- Must appear before BOD; may be subject to member termination

SCHOOL SET-UP

In August, four days are set aside for organizing and cleaning the school in preparation for the new school year. Each family is required to fulfill a three-hour set-up shift per enrolled child. A non-participation fee will be assessed.

ORIENTATION

All members are required to attend annual orientation held in August before the start of school. At least one member in the family must attend this mandatory meeting; both parents/guardians are welcome to attend if they would like. It is preferable that the member who will be working in the classroom attend orientation. If you cannot attend the orientation on its original date you must pay the \$20 fee to attend the make-up orientation held in the evening during the first few weeks of school. No proxies or representatives are permitted.

MEMBER EDUCATION

New members are required to complete a parent training class. The class will include research-based information about childhood development, early childhood education, discipline, and more. It will also cover special topics, working in the classroom, and managing common challenging behaviors. Some parenting class components will be completed online and others will be in person. Our goal is for parents and caregivers to gain knowledge and skills that will help them feel more confident and effective in their interactions with children at school and at home. The exact schedule is to be determined. This program requires an additional fee and must be taken and completed the first semester your child is enrolled in Kids' Co-op. Completion is not

optional. This parent-training program must be satisfactorily completed to maintain membership at Kids' Co-op.

As with business meetings, there are no children allowed (except nursing infants). This is a necessity in order to comply with licensing codes. In addition, numerous continuing education opportunities will be incorporated in our business meetings for parents that have already completed the classes. Opportunities within the community will be publicized throughout the year.

FUNDRAISING

Kids' Co-op is a non-profit 501(c)(3) organization. We strive to keep tuition at a reasonable rate. Tuition only covers our teacher salaries and some daily operating expenses, if all classes are at capacity. In order to provide the school with educational materials, supplies and equipment, and other daily operating expenses, the funds must come from other sources.

Fundraisers are considered and scheduled throughout each year on an as-needed basis. Factors such as enrollment, expenses and tuition are all considered when deciding which fundraisers are needed and when. Information on events will be provided well in advance of the events. To meet our goal for each year, possible fundraising activities include: Business Meeting Raffles, Back to School Fundraisers, Pancake Breakfast, Read-a-Thon, Nascar, EDC or other Speedway events, and our Annual Auction. Kids' Co-op does not sponsor or endorse its Members' personal businesses. Members are welcome to pay to advertise their businesses in the Co-op's publications or sponsor fundraising events.

FUNDRAISING PARTICIPATION POINTS SYSTEM

Fundraising events have been extremely successful in the past because of members like you, who care about the school and want to provide the best for their children. It is necessary for each and every one of us to take on our share of the work and only in this way can we reap the rewards of our labors. This enables us to maintain a quality early childhood program for our children that will set the stage for a lifetime of learning.

Each family will be required to help with planning and operating some portion(s) of the major fundraising events. Each year, depending on enrollment and what fundraising events are planned, the Board of Directors will determine the minimum amount of Fundraising Participation Points each family will need to earn by helping out. The exact number of points required might vary from one school year to the next, but typically each family can expect to contribute 4-7 hours of their time, yearly, for these fundraising events to run successfully. Fundraising Participation Points will be assigned to the various tasks and roles associated with the events and posted at the beginning of the school year. Then members will sign up ahead of time for the tasks/roles they are interested in and decide which events work best with their schedule. The Fundraising Chair(s) and BOD can also help members by providing more information as requested.

Fundraising participation points are NOT earned by merely attending an event or purchasing tickets for an event. A limited number of buyouts can be approved at the discretion of the Board of Directors. Failure to participate and earn points as required will result in penalty fines. The Fundraising Participation Points System is separate and distinct from the monetary fundraising requirements described in the handbook.

WEEKEND CLEANING

Twice a month the school must be thoroughly cleaned by the membership. This is a requirement of membership and is done not only for our children's health and safety, but also due to licensing and health department requirements. Each month, four families are appointed to complete the cleaning on two designated weekends. Each family will be required to clean a minimum of twice a school year. The cleaning schedule is completed prior to the beginning of each school year and made available to all members. A list of duties to be completed during the cleaning and the needed cleaning supplies are provided at the school. Board members will be required to complete a weekend cleaning shift once a school year, and are exempt from a second shift.

If you are unable to clean on your appointed day(s), you must arrange to switch with another member or buy-out of this requirement. In either case, you must notify the Cleaning Scheduler as soon as possible. If you decide to buy-out of this requirement, a buy-out fee previously decided by the Board will apply and must be paid prior to your scheduled cleaning date. Please submit the required fee in cash, in a sealed envelope marked "cleaning buy-out." Also include your name and your appointed cleaning date. The sealed envelope must be put in the secured tuition box so that your fee can be given directly to a substitute member who may opt to do the cleaning for this fee.

If there are open weekend cleaning spots toward the end of the year, the Cleaning Scheduler will hold a random lottery at one of the business meetings after winter break. Members whose names are drawn will be assigned one additional weekend cleaning shift. These lottery cleaning shifts will be excused in the order that they were drawn in the event that a new family enrolls, or if a member is assigned a cleaning shift as a disciplinary action.

MEMBER NOTIFICATION

A written "Member Notification," will provide notice to members for the following:

- Missed Business Meeting
- Missed Board Meeting
- Late Tuition and/or Fees
- Not working when scheduled to do so and not securing a substitute to cover you.
- Not fulfilling your committee or Board position and tasks required.
- Excessive tardiness when scheduled to work in class.
- Not fulfilling any other member requirements, including fundraising participation.

Upon receiving three Member Notifications, your account and membership is reviewed by the Board to determine if further action is required.

GRIEVANCE PROCEDURES

From time to time, grievances may arise between members of the Kids' Co-op school, including member families and staff. The following sets forth the school's guidelines for settling disputes and grievances:

- Settle the matter informally. The Kids' Co-op strongly urges members and staff to attempt to resolve any grievances amicably, informally, and privately. Please attempt to do this off school property and outside of school hours.
- Conversations between members and Staff/Board: if a staff or BOD member is having a conversation with a member about a sensitive or emotional topic, they can request for support from another member of staff or BOD
- Request the assistance of the Ombudsman. The Ombudsman is a Co-op Alumni who assists member families and staff in resolving conflicts. The Ombudsman is a position appointed by the Board. The Ombudsman acts as the liaison between the Board and the general membership. S/he is responsible for representing and resolving all concerns, complaints and suggestions from members or others. The Ombudsman will attend Board meetings on an as needed basis to resolve issues that may be elevated to the Board. In the event that the grievance cannot be satisfactorily resolved informally with the concerned party, the member may submit his grievance in written form to the Ombudsman. The Ombudsman will attempt to address the concern with the affected parties and submit a written response in a timely manner to the submitter(s).
- Bring a grievance to the Board. In the event that the grievance cannot be satisfactorily resolved, the matter will be brought to the Board for discussion and resolution. The Ombudsman will be required to attend the next scheduled board meeting and bring the grievance before the Board. The Ombudsman is required to keep the submitter(s) name confidential. Upon discussion and direction from the Board, the Ombudsman will submit a written response in a timely manner to the submitter(s).

Co-op bylaws and member handbook are available in the members only section of www.kidscoop.org

KIDS' CO-OP COMMITTEE AND BOARD OF DIRECTORS POSITIONS

All members are required to hold a Board of Directors (BOD) position OR serve on a Committee (Administrative/BOD Support, Facilities, Fundraising or Teacher Support) each year. As outlined in the bylaws, The Board of Directors is elected by the general Membership annually. The process of nominating and voting for new BOD members occurs in the spring to determine who will hold positions for the upcoming school year. Committee positions are filled based on seniority, with the exception of Class Coordinators, Gardening, Grant Writer, Maintenance, Outdoor Curriculum, Photographer and Project Constructor, which are Board appointed positions, in order to consider a member's qualifying skills/experience. The Board of Directors will make every effort to ensure that each family receives its first preference. In the event there are multiple requests for board appointed positions, class vote may be utilized. If you enroll midyear, a member of the Board of Directors will contact you for Committee placement. Specific direction regarding the fulfillment of Board or Committee positions will be given by the Director, Teachers, Board of Directors, or Committee Chairs. Committee tasks are not to be completed while working in the classroom. Committee Chairs should instruct members to make other arrangements to complete tasking, such as before/after school, on a weekend, etc.

One missed Committee/Board duty will result in a written warning and the completion of the duty, the 2nd time a duty is missed it will result in a \$100 fine or weekend cleaning shift, the 3rd time a duty is missed it will result in a \$100 fine AND a weekend cleaning shift and a possible reassignment to a new position.

COMMITTEE POSITION SELECTION PROCEDURES

At registration time, each family will receive a Committee Preference Form. Each family is to specify which position they are interested in holding for next school year and detail any relevant experience. If there are any vacant BOD positions at that time, members may also nominate themselves for those positions. Families are expected to:

- Write their existing job, and if they wish to continue to maintain (if seniority permits).
- Number the committee/board position in order of preference (1 thru 5) for preferred choice. This is mandatory and must be completed in order to properly place members.

Families that do not turn in their preference form in the allotted time, will lose their seniority for position choices, and will be placed in available positions after other families have been placed. The Board of Directors will work with families in certain situations to find the best outcome for both the Co-op and the family, however, the bylaws and vision of the Co-op comes first. A family may have two positions but their seniority will only carry on their first Board/Committee choice. Their second choice will be given the least seniority if another family

chooses that same position. Any questions regarding placement, selection, due date, and seniority may be directed to the school's Administrator, Director, or Board Vice President.

EXECUTIVE BOARD OF DIRECTORS (EBOD)

All Executive Board members are required to attend or otherwise participate in Board meetings. EBOD members shall maintain Kids' Co-op Gmail accounts to conduct Board related correspondence. EBOD members shall be available to train their replacements in May.

PRESIDENT (1 position)

Oversee and supervise the governance of the Co-op including such duties as may from time to time be prescribed by resolution of the Board or that are otherwise incidental to the office of President. Participate in the preparation of an agenda and preside at Board meetings and business meetings. If a BOD member or position is not filled, the President is responsible for ensuring that those duties are still complete (by completing themselves or by delegating). Serve as the teacher liaison and attend monthly staff meetings. Review staff meeting minutes, respond to staff needs, check in monthly with staff, and oversee accountability for BOD members. Oversee the Director, conduct yearly evaluations, review and approve staff contracts. Collaborate to create a budget for the school year.

VICE PRESIDENT (1 position)

Work closely with the President and assume his/her duties when necessary because of illness or resignation. Act as first responder to alarm and other school emergencies. Attend monthly staff meetings if the President is unable to attend. Assist the Treasurer with planning for capital improvements and expenditures thereof. Coordinate renovations or major improvement projects. Assist the Director on issues pertaining to the upkeep and safety of the school and grounds. Maintain an Operations manual with organized documentation of work that has been completed at the property, warranties, preferred vendor list, etc. Collaborate to create a budget for upcoming building improvement projects or prospects. Place members on committees and keep a roster of all committee assignments throughout the year. Maintain job descriptions and checklists for all committee positions. Check-in with committee chairs and staff regarding committee position fulfillment. Fill vacant committee positions and let new families know where they are to serve. Before Board elections (February-March), update any position descriptions with input from the Director and Board. Accept nomination forms and facilitate elections if needed. Assist, if requested, with internal school communication such as the school calendar and newsletter. Work with Facilities Event Support to arrange for set up and break down of business meeting venues.

SECRETARY (1 position)

Maintain school correspondence including thank you to school visitors, get well cards, etc. Maintain shared document files with all Board members through Google Drive to include meeting agendas, meeting minutes, forms and any other pertinent documents. Prepare an agenda for Board meetings, Executive Board meetings and business meetings. Take attendance and keep minutes of Board meetings, to be completed and posted within one week of each meeting. Keep minutes for the all school portion of the business meetings. Draw up verbiage for policies and procedures, as voted on by the BOD. Update handbook within 7 days of BOD decision/vote to amend. Work with the Executive Board to update the Handbook in June. Work with the Director and President to review Registration forms and Enrollment paperwork. Send non-compliance letters as needed. Assist, if requested, with internal school communication such as the school calendar and newsletter.

TREASURER (1 position)

Oversee all monies and present a monthly report at the Board and business meetings. Permit inspection of the books by any member, at any time, upon request. Attend fundraising events to collect and ensure proper handling of all funds. Request a report from the school's Administrator to present to the EBOD on a monthly basis of any Members who are 30+ days delinquent. File or cause to be filed all government reports and IRS returns. Assist the school's Administrator in the preparation of an annual operating report for the fiscal year (July 1 to June 30). Prepare an annual statement in September and submit books for review by a CPA annually for tax purposes (taxes due in November). Submit monthly Profit & Loss statements to BOD for review and present an overview to all membership during either the February or March business meeting. Oversee the creation of budgets in July for the following school year.

BOARD OF DIRECTORS COMMITTEE CHAIRS

Committee Chair members attend Board meetings at the discretion of the EBOD. Board members shall maintain Kids 'Co-op Gmail accounts to conduct Board related correspondence. Board members shall be available to train their replacements in May.

FACILITIES CHAIR (1 position)

Supervise the overall maintenance of the school facilities by members appointed to the Facilities committee, including building maintenance and repairs, grounds keeping, front grounds and patio maintenance, gardening, sprinkler maintenance, carpet cleaning and floor waxing, weeds, and trash pick-up. Conducts breakout meeting at monthly business meeting. Gives clear instructions and trains their assigned committee members to perform the basic necessary tasks in assigned areas. Check-in with facilities positions fulfillment. Work with EBOD to follow-up on non-compliance as needed. Oversee and help coordinate facility needs when events are held on school grounds.

FUNDRAISING CHAIR (1 position)

Attend and assist with all fundraising events. Oversee Fundraising Participation Points system and Auction Coordinator. Oversee procurement team and either facilitate or delegate raffle at business meetings. Meet regularly with fundraising coordinators during the times of the events. Address membership at orientation/business meetings. Conduct breakout meeting at monthly business meeting. Submit information for monthly newsletter, website, and social media when needed. Work with the Treasurer in May to create a budget for all fundraising activities. Evaluate proposals for new fundraising opportunities. Coordinate and place T-shirt orders.

COORDINATOR LIAISON (1 position)

Oversee Classroom Coordinators. Help Classroom Coordinators with making schedules. Serve as the Classroom Coordinator in their child's classroom. Serve as a liaison between parents, teachers, and BOD. Hold a coordinator orientation before school starts in the fall. Set up a master calendar and spreadsheet for monthly calendars. Maintain a master participation checklist to ensure members are fulfilling all obligations. Report non-participation to the Board. Conduct breakout meeting at monthly business meeting. Communicate to Classroom Coordinators any pertinent information from BOD meetings. Bring before the BOD any issues that have arisen in the classroom. Initiate and schedule summer play dates for the purpose of maintaining and fostering member relations. Create and update a working parent substitute list and assist coordinators with finding substitute parents as needed.

PUBLICITY CHAIR (1 position)

Help maintain the school website and social media accounts. Check the website monthly to ensure updates are current. Get final approval on all printed materials from the Director and/or President. Maintain photos for publicity purposes (social media, press releases, event flyers etc.) while following parent preferences as indicated on the Media Release Form. Deliver press releases to the media, when applicable or as needed (phone, fax, email, web). Contact groups/schools/expos for teacher speaking engagements, school promotion. Maintain interior and exterior bulletin boards. Help plan and facilitate school events including Orientation, Picture Day, Harvest Festival, Holiday Party, Open House, Splash Day, seminars and workshops. Help plan and facilitate field trips as requested by the staff.

ADMINISTRATIVE/BOD SUPPORT POSITIONS

Members in these positions will work as directed by the school Administrator, Director, and/or Board of Directors. Each member must check in a minimum of once a month, at the breakout portion of Business meetings or as otherwise arranged, to provide updates on the fulfillment of duties associated with their position.

COMMUNITY EVENTS COORDINATOR (1 -2 positions)

Collaborate to plan and facilitate annual community events, such as Orientation, the Harvest Festival, Pancake Breakfast, Holiday Party, Read-A-Thon, and Open House. Work with staff and Board of Directors to promote, budget, and organize school-wide events. Upon request, might assist staff with field trips, class photo coordination, Sharing Feast, Earth Day, etc. Share event information with membership, encourage attendance, and enhance overall participation and enjoyment. Communicate with other committee members and volunteers, and delegate tasks associated with special event set up, operation, and clean up. Reach out to new families to inform them about events and invite them to attend. Communicate with staff at least 3 weeks prior to events in regards to planning and budget.

GRANT COORDINATOR (1 position)

Responsible for presentations to potential grant governing boards; researching possible grants and funding sources; and handling the administrative tasks associated with applying for the grant. Maintain a database of grants that have been received by Kids' Co-op, grants that have been applied for in previous years, and contact people for potential future grants. Provide regular updates to the Director/President each month prior to each BOD meeting, or when requested by the BOD. **(For this position, experience/skills will be given preference over seniority.)**

SUPPLY INVENTORY AND PURCHASING (1 position)

Work with the Director/BOD/Admin to maintain supply inventory, and purchase teaching, office and cleaning supplies on an as-needed basis in the most cost effective method possible. Must be able to purchase supplies and submit a check request form for reimbursement. This person should be proactive and able to anticipate needs before they become emergencies (i.e. when cleaning product supplies are depleted, purchase more BEFORE there is none left). Maintain records of where items have been purchased and in what quantities are usually purchased. Maintain an inventory of all supply sheds under the direction of the Director/BOD.

CLEANING SCHEDULER (WEEKEND CLEANING/CARPETS/FLOORS) (1 position)

Create and post weekend cleaning schedules prior to the first day of school. Send reminder emails with instructions one week prior to cleaning dates to scheduled families. Verify that buyouts are paid and substitutes are scheduled. Assign families to vacant shifts as directed by the BOD and/or hold a lottery for remaining shifts at a business meeting toward the end of the school year. Inform Inventory and Purchasing Coordinator when weekend cleaning supplies are needed. Schedule and oversee the required carpet cleaning (4 times a year) and floor waxing (2 times a year) as directed by state licensing (MUST be available to work two days in early June, over Labor Day weekend, two days early in winter break, and first weekend of spring break). Carpets and floors must be cleaned on alternate days or weeks. Move all furniture before carpet/floors are cleaned and replace all furniture after the carpet/floors are dry (two adults may be required to move furniture). Scheduling must be done one month in advance of desired day/weekend, must be verified with the Director/staff, and must not coincide with cleaning weekends or other events held on school property.

PHOTOGRAPHY/VIDEOGRAPHY (1-2 positions)

Coordinate and execute photo/video documentation throughout the school year. Take student and class photos as requested by the Administrator or Director. Create class photos for the Auction. Be available to photograph school events including but not limited to the Auction, Field Trips, Pancake Breakfast and Read-A-Thon. Assist with promotional photos and videos at the request of the Director/BOD. Should have photography, videography, and editing skills and equipment. *(For this position, experience/skills will be given preference over seniority.)*

TEACHER SUPPORT POSITIONS

Members in these positions will work as directed by the Director, Administrator, and teachers. Each member must check in a minimum of once a month, at the breakout portion of Business meetings or as otherwise arranged, to provide updates on the fulfillment of duties associated with their position. However, teachers and staff may request more regular communication, as needed.

LAUNDRY (1 position)

Wash the dress up clothes and blankets from each classroom twice per month, or at the request of the Director/staff. Items should be taken on Thursday and returned no later than the morning, before class begins, on the first school day that very next week. For example, if the classes start on Tuesday then laundry is to be returned before 9:00am on Tuesday morning. Wash and return mop heads once a week. Wash and return cleaning rags to the cleaning shed

after each cleaning weekend. Unclaimed items in lost and found are to be washed and donated to charity on the last Friday of every month.

SENSORY TABLES (1 position)

Maintain the sensory tables in all classrooms and change the material once a month, or at the direction of the Director. Clean and disinfect sensory tables and all table-related toys every time the material is changed. Purchase sensory table materials for teachers as needed, and submit a check request form for reimbursement.

LIBRARIAN & BOOK ORDERS (1 position)

Maintain an inventory of all books in the library, which should be updated monthly. Maintain the physical appearance of the area, and re-shelf books that have been used. Work with the teachers to provide books that coincide with monthly themes, and assist in creating props for said themes. Props may include, but are not limited to: manipulatives, flannel characters, and real-life objects. Research, reserve and check out books from the Clark County Library at the request of staff. Promote and educate membership on Scholastic and Usborne purchase opportunities at various business meetings, and assist with book fairs when needed. Place book orders every 4-6 weeks: distribute informational book ordering forms/emails to families, compile all received orders, place orders with Scholastic/Usborne and distribute orders to families. Librarian should be creative, crafty, well organized and enjoy children's literature.

ART/PROP/DRAMATIC PLAY (3 positions)

One parent from each class will assist the teacher with preparing items needed for classroom activities. Assist with props needed for class and gather items for monthly themes. Prepare items needed for dramatic play each month according to monthly themes. Should be creative, crafty, resourceful, and enjoy art.

CLASSROOM COORDINATORS (3 positions)

One parent from each class will serve as a resource for their fellow families and teacher. Duties include creating the monthly working parent schedule, sharing information about activities, fundraisers, field trips and meetings, and planning class play dates to help children and parents build relationships; working with new families to orient them to the classroom and the school as a whole. Assist and support teachers with planned activities (i.e. requesting needed items from families). Arrange for services and assistance to families in need (i.e. meal train, etc.) after surgeries, medical emergencies, births, or when a family member passes away). Maintain a participation checklist of all class members to ensure they are fulfilling requirements, which include but are not limited to: scheduled working parent days, attendance at orientation and business meetings, and report non-participation to the Coordinator Liaison. Other duties include taking notes during classroom breakouts at monthly business meetings that will be

added to Meeting Minutes compiled by the Board Secretary and organizing any teacher gifts with the class (i.e. holiday, end-of-year, auction catalog or yearbook pages, etc.). Coordinators must have a child currently enrolled in class they are coordinating and should be outgoing and organized.

PLAY DOUGH & CLASSROOM TOOLS (1 position)

Make play dough kits for participating classrooms. This can be done ahead of time and in bulk so the teachers can use it on an as needed basis. Make a pre-made specialty play dough every month (recipes and schedule provided). Clean and sanitize each classroom's play dough utensils monthly. Clean tools used in the classroom, such as scissors on a weekly basis or as requested by the staff; clean and refill glue bottles in all classrooms.

OUTDOOR CURRICULUM COORDINATOR (up to 2 positions)

Plan, prepare and execute set-up and cleanup of specific activities set forth by teachers in the outdoor space. Set-up must occur prior to 9:15am on all school days. Help create and organize activities for school events such as Sharing Feast and Earth Day upon request. Must be able to bend, kneel, lift and carry up to 50 pounds and work in all weather conditions. ***(For this position, experience/skills will be given preference over seniority.)***

PROJECT CONSTRUCTOR (1 position)

Assist Director and teachers in planning, budgeting, designing and constructing projects for classroom or outdoor use; for example, making the small wood block houses for the 3s classroom, refinishing tables/benches, designing and constructing an outdoor stage for the big yard. Should have skills in woodworking, carpentry, painting, design and/or construction. ***(For this position, experience/skills will be given preference over seniority.)***

FACILITIES COMMITTEE

Members on the Facilities Committee will work as directed by the Facilities Chair, and/or school Director or Administrator. Each member must check in a minimum of once a month, at the breakout portion of Business meetings and as otherwise arranged, to provide updates on the fulfillment of duties associated with their position.

Members assigned to the Facilities Committee must have the ability to work outside in the heat, cold and/or light rain and must be able to bend, kneel and stoop while performing their duties. Groundskeeping duties must be performed

between 4pm Friday and 9am Monday. Members may arrange to trade duties, with proper notice given to the Facilities Chair. Members must discard all associated trash to the dumpster and report any safety issues and concerns including but not limited to toys, play structures, and surrounding areas immediately to the Facilities Chair.

FACILITIES EVENT SUPPORT (1 position)

Prepare grounds at the school or offsite location for business meetings or community events. Upon request, help secure a site, and ensure that any permits or other requirements are communicated to the staff and Board. Facilitate setting up any necessary equipment and physically arranging the space to accommodate the meeting attendees and event needs. At the end of the meeting/event, reset the space and oversee that all clean-up is completed. Help create sign-ups for member volunteers to bring supplies and food/beverage, as requested for a meeting. Report to Facilities Chair and work closely with a community event team, when necessary.

BUILDING MAINTENANCE AND FIX IT / REPAIRS (1-2 positions)

Complete Monthly Maintenance List on a monthly basis. This list includes: changing out air filters as needed, replacing light bulbs as needed, emptying/changing vacuum bags, setting up water coolers, cleaning out the P Trap of the outside sink, checking bikes and repairing them, turning the compost, cleaning the eye wash station, checking fire extinguishers, cleaning out the refrigerator, and completing tasks written onto the Fix-It List. The Fix-It List is a list written by staff and other members for issues which repair or maintenance is needed (ex. Leaking sink, toilet won't flush, vacuum lost suction, etc.). A check request form may be submitted for reimbursement of all expenses. ***(For this position, experience/skills will be given preference over seniority.)***

SIDE AND FRONT GROUNDS MAINTENANCE (4 positions)

Clean both side and front grounds on the assigned weekend of the month. An example of some of the responsibilities include: removing trash and leaves; power washing all turf and easels; cleaning toys, play structures; "turning" mud bog in 2's/3's side yard; adding gypsum to mud bog once a quarter. A checklist will be provided.

BACK GROUNDS MAINTENANCE (4 positions)

Clean the back grounds on the assigned weekend of the month. An example of some of the responsibilities include: raking the playground sand and removing all foreign materials; cleaning sand toys and play structures in ALL outside areas (i.e. playhouse, mud kitchen and toys);

cleaning 4's patio and lunch bunch area (toys and sensory tables should be removed from the patio during cleaning to allow access to the entire patio); power washing the patios; removing weeds; raking and discarding dead leaves unless otherwise requested or instructed. A checklist will be provided.

GARDENING/COMPOST (1 position)

Work with the Director and staff to plan, execute and coordinate appropriate uses for the garden and curriculum possibilities. Should be available during each season (one T/Th day and one M/W day) to spend a full day at school helping children work in the garden (i.e. plant, water, maintain, etc.). Weed the flower and vegetable beds regularly and maintain the school compost bin, including turning bins at least once a week. Facilitate hiring of professionals to fertilize and prune all trees as needed. Maintain, till, aerate bedding and planting areas, and replace dead and diseased plants upon Board approval. Mow and edge the lawn as needed. Check bubblers and sprinkler heads monthly and inform the Facilities Chair of broken or leaking sprinkler heads. Ensure water restrictions and guidelines established by the Las Vegas Valley Water District are followed. Discard all associated trash to the dumpster. Must be able to bend, kneel, lift and carry up to 50 pounds and work in all weather conditions. ***(For this position, experience/skills will be given preference over seniority.)***

FUNDRAISING COMMITTEE

Members on the Fundraising Committee will work as directed by the Fundraising Chair, and/or school Director or Administrator. Each member must check in a minimum of once a month, at the breakout portion of Business meetings and as otherwise arranged, to provide updates on the fulfillment of duties associated with their position. During times of big fundraising events, more communication and coordination may be necessary.

READ-A-THON COORDINATOR (1 position)

Manage event logistics, permits, insurance, etc. Create an event budget to be approved by BOD. The Read-A-Thon Coordinator is responsible for coordinating vendors, publicizing the event, selling tickets, managing registration through Rally Up, sending emails and all other forms of communication associated with event. Prepare small prize/certificate for each student for participating in the Read-A-Thon. Manage volunteers that will be staffing the event.

AUCTION COORDINATOR (1 position)

Manage event logistics, permits, insurance, etc. Create an event budget to be approved by BOD. The Auction Coordinator is responsible for coordinating vendors, overseeing procurement and creating/managing a database of procured items/experiences to be auctioned off. Determine donation placement in online, silent, or live auctions. Publicize the event and oversee the design of the auction catalog. Create sign-up for members to volunteer and manage volunteers that will be staffing the auction.

FUNDRAISING CREATIVE ASSISTANT (1 position)

Work closely with the Fundraising Chair and coordinators to create art props and decorations for fundraising events hosted by the Co-op. Should be creative, crafty, resourceful, and enjoy art.

PROCUREMENT (up to 3 positions)

Responsible for procurement of raffle items (for monthly business meetings and fundraising events), auction items, event sponsors, partners, and advertisers. Procurement team members will share and rotate the responsibility of running the raffle at monthly business meetings. Send thank you/tax donation letters to all donors. Manage database of procured items. Members in this role should have an outgoing and proactive personality.

Ongoing Material Collection List - Science /Art Projects

Don't Throw It Away, Donate It To Our School!

▪ Aluminum Foil	▪ Filter paper	▪ Paper (asst types)	▪ Snaps
▪ Ball Bearings	▪ Flashlight	▪ Paper Rolls & Spools	▪ Soap
▪ Balloons	▪ Floor Covering	▪ Paper Tissue	▪ Spatulas
▪ Barrel Hoops	▪ Flowers	▪ Paper Towels	▪ Sponges
▪ Baster	▪ Funnels	▪ Paper Tubes	▪ Spools
▪ Beads	▪ Gears	▪ Paper Wrapping	▪ Stockings
▪ Belts	▪ Glass	▪ Phonograph Records	▪ Stones
▪ Binoculars	▪ Gourds	▪ Photographs	▪ String
▪ Bird Nests	▪ Hat boxes	▪ Picture Frames	▪ Styrofoam
▪ Bones	▪ Hooks	▪ Pinecones	▪ Sweaters
▪ Bottles	▪ Inner tubes	▪ Pins	▪ Tacks
▪ Bowls	▪ Insect nests	▪ Pipe Cleaners	▪ Tape
▪ Bracelets	▪ Jacks	▪ Plants	▪ Thermometers
▪ Braiding	▪ Jars	▪ Plastic Bags	▪ Thread
▪ Brass	▪ Jugs	▪ Plastic Boards	▪ Tiles
▪ Buckles	▪ Kaleidoscope	▪ Plastic container w/ Lids	▪ Tin cans
▪ Burlap	▪ Lacing	▪ Plastic Paint	▪ Tin foil
▪ Buttons	▪ Lampshades	▪ Plastic Tubing	▪ Tongs
▪ Candles	▪ Leather Remnants	▪ Pocket Books	▪ Tongue Depressors
▪ Canvas	▪ Linoleum	▪ Pots	▪ Tools (Hammer,Pliers)
▪ Cartons	▪ Locks & Keys	▪ Pans	▪ Towels
▪ Cellophane	▪ Magnets	▪ Trays	▪ Tubes
▪ Chains	▪ Magnifying Glasses w/ Good Lenses	▪ Muffin Tins	▪ Tweezers
▪ Chalk	▪ Marbles	▪ Prism	▪ Twine
▪ Chamois	▪ Masonite	▪ Pulleys	▪ Tuning Forks
▪ Clay	▪ Measuring Cups & Spoons	▪ Reeds	▪ Wallpaper
▪ Clock	▪ Metal Foil	▪ Ribbons	▪ Wax
▪ Cloth	▪ Microscope	▪ Rings	▪ Waxed Paper
▪ Cocoon	▪ Milk Cartons	▪ Rocks	▪ Weeds
▪ Colored Pictures	▪ Mirrors Moths	▪ Rope	▪ Wheels
▪ Confetti	▪ Musical Instruments	▪ Rubber bands	▪ Window Shades
▪ Containers	▪ Muslin	▪ Rubber tubing	▪ Wire
▪ Copper Foil	▪ Nails, Screws, Bolts	▪ Rug Yarn	▪ Wire Eyelets
▪ Cord	▪ Necklaces	▪ Ruler	▪ Wire Hairpins
▪ Corks	▪ Neckties	▪ Safety Goggles (child size)	▪ Wire Hooks
▪ Cornhusks	▪ Newspapers	▪ Safety Pins	▪ Wire Mesh
▪ Costume Jewelry	▪ Oilcloth	▪ Sand	▪ Wire Paper Clips
▪ Costum Jewelry	▪ Ornaments	▪ Sandpaper	▪ Wire Screen
▪ Crayon Pieces	▪ Oils	▪ Scales	▪ Wire Staples
▪ Crystals	▪ Paper Bags	▪ Scissors	▪ Wood & Other Building Materials
▪ Cups	▪ Paper Boxes	▪ Screen wire	▪ Wood Beads
▪ Clock	▪ Paper Cardboard	▪ Seashells	▪ Wood Blocks
▪ Dishpans	▪ Paper Corrugated	▪ Seeds	▪ Wood Clothes Pins
▪ Drinking Straws		▪ Sheepskin	▪ Wood Sticks
▪ Drums			
▪ Egg Carton			
▪ Eggbeater			
▪ Emery Cloth			
▪ Eyedropper			

- | | | | |
|-----------------|-------------------|---------------|-------------|
| ▪ Eyelets | ▪ Paper Dishes | ▪ Shoe Polish | ▪ Wool Yarn |
| ▪ Fabric Scraps | ▪ Paper Doilies | ▪ Shoelaces | ▪ Zipper |
| ▪ Felt | ▪ Paper Napkins | ▪ Sieves | |
| ▪ Felt hats | ▪ Paper Newspaper | ▪ Sifters | |

ABC'S and 123'S - EARLIER IS NOT BETTER

Many members are concerned when their children aren't practicing letters and numbers. They feel that ditto sheets and homework will prepare their children for elementary school.

- We could give your children workbooks.
- We could make them memorize the alphabet.
- We could drill them. We could test them.
- But if we do, your children may lose something very important.

Children who are rushed into reading and writing too soon miss important steps in learning and may suffer later on because they lack the foundation they need for using language. Children who are taught to read before they are ready may be able to sound out and recognize words, but they also have little understanding of what they are reading. If they haven't been given time to play, they won't have explored objects enough to know what words (like "hard, harder, and hardest") mean. If they aren't allowed to string beads, button, dress up, cut, paste, pour, and draw, they won't develop the small muscle skills they need for writing.

Because math involves more than memorizing facts (like $2+2=4$), because it involves logical thinking, children shouldn't be pushed into paper and pencil arithmetic too soon. To acquire the foundation for logical thinking, children need many opportunities to count objects, sort them into piles, and add some to a pile and take some away. It is by playing games like these that they will learn to truly understand addition, subtraction, division, and multiplication. Without these concrete experiences, children may give correct answers but probably won't understand what they are doing and why.

Worst of all, if children are rushed into academic subjects too soon, they may lose their enthusiasm for learning and lose their sense of themselves as learners. If children are **told** what to learn and memorize by the teacher, they may become more passive and dependent learners, and be less excited about learning something new.

Children who are given plenty of time to play, however, learn to ask their own questions and figure out their own answers. They are responsible for their own learning.

They see themselves as explorers, discoverers, problem solvers, and inventors.

Play Today?

You say you love your children,
And are concerned they learn today?
So am I - That's why I'm providing
A variety of kinds of play.

You're asking me the value
Of blocks and other such play?
Your children are solving problems.
They will use that skill each day.

You're asking what's the value
Of having your children play?
Your daughter's creating a tower;
She may be a builder someday.

You're saying you don't want your son
To play in that "sissy" way?
He's learning to cuddle a doll;
He may be a father someday.

You're questioning the interest centers;
They look like useless play?
Your children are making choices;
They'll be on their own someday.

You're worried your children aren't learning
And later they'll have to pay?
They're learning a pattern for learning;
For they will be learners always.

Leila P. Fagg

RECOMMENDED READING

101 Secrets a Good Dad Knows

By Walter Browder and Sue Ellen Browder

A is for Ox

By Barry Sanders

Believing It All

By Marc Parent

Boys

By Daniel Hodgins

Failure to Connect – How Computers Affect Our Children’s Minds for Better and Worse

By Jane Healy

Get Over It

By Daniel Hodgins

Grand Parenting with Love and Logic: Practical Solutions to Today’s Grand parenting Challenges

By Jim Fay and Foster W. Cline, M.D.

Helicopters, Drill Sergeants, and Consultants: Parenting Styles and the Messages They Send

By Jim Fay

High Tech Heretic – Why Computers DON’T belong in the Classroom and Other Reflections by a Computer Contrarian

By Clifford Stoll

Hold On To Your Kids

By G. Neufeld/G. Mate

How to Talk So Your Child Will Listen

By Faber and Mazlish

In Their Own Way

By Thomas Armstrong

It’s Ok Not to Share, and Other Renegade Rules for Parents

By Heather Shumaker

Parenting Teens with Love and Logic: Preparing Adolescents for Responsible Adulthood

By Foster W. Cline, M.D. and Jim Fay

Parenting Well In a Media Age

By Gloria de Gaetan

Liberated Parents, Liberated Children

By Faber and Mazlish

Love and Logic Magic: When Kids Leave You Speechless

By Jim Fay and Charles Fay, Ph. D.

Love and Logic Magic for Early Childhood: Practical Parenting from Birth to Six Years

By Jim Fay and Charles Fay, Ph.D.

Mind in the Making

By Ellen Galinsky

Parenting with Love and Logic: Teaching Children Responsibility

By Foster W. Cline, M.D. and Jim Fay

Peaceful Parent, Happy Kids

By Dr. Laura Markham

Play

By Lisa Murphy

Punished by Rewards – the Trouble with Gold Stars, Incentive Plans, A’s, Praise and Other Bribes

By Alfie Kohn

Queen Bees and Wannabes

By Rosalind Wiseman

Raising Our Daughters

By Kathy Masarie, M.D.

Raising Our Sons

By Kathy Masarie, M.D.

Reclaiming Childhood

By William Crain

Siblings without Rivalry

By Faber and Mazlish

The Male Brain

By Louann Brizendine

The Power of Play

By David Elkind, Ph.D.

The Whole Brain Child

By Daniel J. Siegel, M.D.

The Wonder of Boys By Michael Gurian
Together we are Better

**Tales of Successes with Kids from Parents
and Educators who use Love and Logic**

By Jim Fay

Tattoos on the Heart

By Gregory Boyle

Tear Soup: A Recipe for Healing After Loss

By P. Schwiebert & C. DeKlyen

The Art of Roughhousing

By Anthony T. DeBenedet & Lawrence J. Cohen

The Female Brain

By Louann Brizendine

The Happy Child: Changing the Heart of Education

By Steven Harrison

The Hurried Child

By David Elkind

By Bev Boss

Unconditional Parenting

By Alfie Kohn

Understanding Children's Play

By Ruth Hartley

Your Child and His Art

By Vicktor Lowen

The opinions and views expressed throughout the above reading material are the opinions of the designated authors and do not necessarily reflect the opinions or views of The Kids' Co-op.

WHERE TO GO IF YOU HAVE QUESTIONS

Ask a Teacher or Director of Curriculum about:

- Your child or other children at school
- Your child's daily program
- Scheduling a parent-teacher conference at any time to talk through any concerns you may have
- Parent workshops

Ask the Board President about:

- The general functioning of the school
- Projects or improvements you would like to initiate or suggest

Ask the Vice President about:

- Your cleaning responsibilities
- Any skills or services you would like to contribute (i.e. carpentry, painting, etc.)
- A needed repair
- Suggestions for improvements
- Committee Positions and Assignments

Ask the Treasurer about:

- Questions regarding fees and tuition
- Profit and Loss Statement

Ask the Fundraising Chair about:

- Fundraising opportunities and ideas
- Your fundraising obligations
- Suggestions or contacts for donations

Ask the Publicity Chair about:

- The newsletter, social media or website
- Public relations or marketing ideas
- Speaking engagements for our staff

Ask the School Administrator about:

- General questions (examples: invoicing, monthly tuition and fees, key fobs, paperwork, vaccination policies, illness, policies, etc.)

Ask Class Coordinators about:

- The scheduling of your workday
- Special classroom activities
- Business meetings and other participation requirements

2021-2022 Tuition and Fees

All Fees Are Subject To Change

MONTHLY TUITION

4 Day Tuition	\$454.00
3 Day Tuition	\$336.00
2 Day Tuition	\$235.00
Tuition Late Fee (After the 15th of the month)	\$10.00

Returned Check Fee \$20.00

Preschool monthly tuition will automatically be increased 2% effective every August 1st.

MULTIPLE CHILD DISCOUNT

Applied to lowest tuition rate

First Child	Full rate
Second Child Discount	\$20.00
Each Additional Child	\$20.00

LUNCH BUNCH (per child, per day)\$5.00

BUYOUT OPTIONS

School Set-Up Buyout \$100.00
Paid directly to the school.

Weekend Cleaning Buyout
(cost per shift) \$100.00
Paid directly to the office to pay the working family.

Working Parent Buyout
Paid monthly in addition to monthly tuition. Fee is per child. (BOD approval required)

4 Day schedule	\$200.00
3 Day schedule	\$150.00
2 Day schedule	\$100.00
Partial Buy-out	TBD

SUB FEES

Working Parent Substitute Fee \$25.00
Paid directly to the substitute in cash.

Working Parent Substitute Fee
Including Cost of Snack \$40.00
Paid directly to the substitute in cash.

Working Parent No Show
1st Incident Fee \$50.00
Subsequent No Show Fee \$100.00
Paid directly to the school.

REQUIRED NON-REFUNDABLE FEES

Registration Per year for 1st child \$100.00
Per year add. child \$50.00

Membership Fee (per year, per family)

New Families \$300.00
Returning Families \$200.00

Wait List \$30.00

Supply Fee \$45.00

PARENTING CLASS

Nonmember \$75.00
Nonmember (couple) \$110.00

FINES

Make-up Orientation Fee \$20
Missed Business Meeting Fine \$100
Committee Non-Compliance Fine \$100

LATE PICK UP FEES

After 5 minutes, the child is sent to lunch bunch and the family is billed accordingly. More than 10 minutes late for lunch bunch pick-up results in charge of \$10.00 plus \$1 for each additional minute

Monetary Fundraising Requirements for 2021-2022 (Subject to change)

Members are expected to assume the following monetary fundraising responsibilities:

2021-2022 FUNDRAISING REQUIREMENTS					
EVENT	PARTICIPATION	OR	SPONSORSHIP	OR	BUYOUT
<p>READ-A-THON (NOVEMBER)</p> <p><i>MUST BE PAID IN FULL WITHIN ONE WEEK AFTER THE READ-A-THON</i></p>	<p>\$150 raised per one child (total raised in donations)</p> <p style="text-align: center;">AND</p> <p>\$50 raised per additional child</p>	OR	<p>\$250 sponsorship</p> <p><i>Benefits for sponsor:</i></p> <ul style="list-style-type: none"> ▪ Company logo or name on promotional materials, t-shirts, website ▪ Right to have a table at event and/or provide promotional items to be distributed 	OR	<p>\$150 first child</p> <p style="text-align: center;">PLUS</p> <p>\$50 per additional child</p>
<p>AUCTION</p> <p><i>MUST BE PROCURED AND/OR PAID IN FULL BEFORE 2020-2021 REGISTRATION</i></p>	<p>Procure auction item(s) worth at least \$100 per child (value can be obtained by 1 or more items to reach total amount)</p> <p style="text-align: center;">AND</p> <p>\$50 ticket per family (Ticket prices subject to change)</p>	OR	<p>\$250 sponsorship</p> <p><i>Benefits for sponsor:</i></p> <ul style="list-style-type: none"> ▪ Full page ad in the auction catalog ▪ Featured / “sponsored” ad on our Facebook page ▪ Tickets for 2 to auction event 	OR	<p>\$100 value per child</p> <p style="text-align: center;">PLUS</p> <p>\$50 ticket per family (ticket prices subject to change)</p>

Families are strongly encouraged to fundraise for events, but are given the option to buyout.
All buyouts must be paid in full within 30 days of the event.

OPTIONAL BUYOUT PAYMENT PLAN				
# OF CHILDREN	READ-A-THON	AUCTION	TOTAL	5 MONTHLY PAYMENTS (DUE OCT 1 – FEB 1)
1	\$150	\$150	\$300	\$60
2	\$200	\$250	\$450	\$90
3	\$250	\$350	\$600	\$120

KIDS' CO-OP PRESCHOOL

Our phone number here is: (702)656-6600

Our address here is: 4316 N. Decatur Blvd. Las Vegas, NV 89130

We are located on the southeast corner of Decatur and Craig, next to Walgreens.

IN CASE OF EMERGENCY DIAL 911

LOCATIONS OF PRIMARY AND SECONDARY SAFE EVACUATION SITES

Primary Evacuation Site	Secondary Evacuation Site
Walgreens 4771 W. Craig Rd. N. Las Vegas, NV 89030	Advent United Methodist Church 3460 N. Rancho Blvd. Las Vegas, NV 89130

EMERGENCY NUMBERS

Child Abuse Hotline:	(702) 399-0081
Poison Control:	1-800-222-1222
Police Department (Non-emergency):	(702) 828-3347 OR 311
Fire Department (Non-emergency):	(702) 633-1102
UMC Quick Care:	(702)383-3800

NRS 394.170 Drills to instruct pupils in appropriate procedures to be followed in event of emergency; regulations of State Fire Marshal; posting of section; enforcement; penalty.

1. The authorities in charge of every private school within this State shall provide drills for the pupils in the schools at least once in each month during the school year to instruct those pupils in the appropriate procedures to be followed in the event of a fire or other emergency, except a crisis governed by NRS 394.168 to 394.1699, inclusive. Not more than two of those drills may include instruction in the appropriate procedures to be followed in the event of a chemical explosion, related emergencies and other natural disasters.
2. In all cities or towns which have regularly organized, paid fire departments or voluntary fire departments, the drills required by subsection 1 must be conducted under the supervision of the chief of the fire department of the city or town.
3. The State Fire Marshal shall prescribe general regulations governing the drills required by subsection 1 and shall, with the cooperation of the Superintendent of Public Instruction, arrange for the supervision of drills in schools where the drills are not supervised pursuant to subsection 2.
4. A copy of this section must be kept posted in every classroom of every private school by the principal or teacher in charge thereof.
5. The principal, teacher or other person in charge of each school building shall cause the provisions of this section to be enforced.
6. Any violation of the provisions of this section is a misdemeanor.