

Cooperative Child Care, Inc.



A place for growing minds.

POLICY AND INFORMATION GUIDE 2009-2010

**“Through parent involvement and teacher creativity,
we provide quality education enriching the lives of
our children & students.”**

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Purpose

Cooperative Child Care (CCC) is a non-profit corporation formed to provide a quality preschool program for children aged 2 to 5 years old. As its' name implies, CCC is a cooperative venture founded on the premise that active parental involvement is an essential element of early childhood education. The high level of parent involvement at CCC is a distinctive feature of our school, and enriches our program in multiple ways. As elaborated below, at CCC every parent is a voting member of the governing Full Parent Board. Additionally, through involvement in service committees, parents assume responsibilities that include upkeep and repair of our playground, arranging enrichment activities, supporting our staff, attending to our financial needs, providing nutritious snacks for the children, and facilitating communication of important information. Parents also participate in classroom activities, and share the responsibility with CCC teachers of fostering the development of their own children, as well as that of the larger CCC community.

Governance

The Executive Director, who is a member of the staff and is a non – voting member of the Executive Board, supervises the daily operations of the preschool. The preschool is governed by the Cooperative Child Care’s Executive Board who are voted members of the Full Parent Board.

Licensing and Accreditation



Cooperative Child Care is licensed by the **Tennessee Department of Human Services Child Care Services** to serve children from 2 to 5 years of age. The Child Care Evaluation and Report Card Program is required for all licensed child care providers in the state of Tennessee. During the annual review for license renewal, the State evaluates 7 areas of quality: Director’s qualifications, education and training; education, training, and previous work experience of teaching staff; Compliance history; Parent and family involvement; Ratios and group sizes; Pay and benefit plan for staff; Program assessment (which is an on-site observation). In addition to annual announced visits, the Tennessee Department of Human Services conducts 6 unannounced visits each year to ensure the center is providing quality care.



Cooperative Child Care is a **Three Star Center**. The **Tennessee Star-Quality program** recognizes child care providers who meet a higher standard of quality. Participation in Star-Quality Child Care Program is voluntary. Participating programs are evaluated using the Early Childhood Environmental Rating Scale (ECHERS) and Infant Toddler Environmental Rating Scale (ITERS). Based in this evaluation, one, two, or three stars are awarded. Each star shows that increasingly higher standards have been met. The Report Card showing the most recent scores is posted outside the Executive Director’s office on the bulletin board. For more information about the Child Care Evaluation and Report Card Program or Star-Quality Care Program, visit their website at www.tnstarquality.org.

Educational Philosophy

CCC’s goal is to create a safe and supportive environment for children that will foster self-esteem, individuality, creativity, and understanding of cooperation while challenging, nurturing, and enriching their lives through an educational program. CCC strives to encourage children to take cues from their innate curiosity and desire to understand the world around them. CCC is founded on the belief that group experience is beneficial to children at an early age, and further, that the ideal group experience is one that reflects a variety of values and lifestyles while remaining centered on the shared commitment of parents to be actively involved in their child’s education.

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Program Description

The program at CCC is comprehensive in scope, concentrating on the “whole” child, and planned to meet children’s intellectual, social/emotional and physical needs.

Cooperative Child Care provides developmentally appropriate preschool experiences designed to help each child develop:

- ⊗ Intellectually by encouraging learning through exploration and hands-on experiences.
- ⊗ Social/Emotionally by encouraging participation in group activities, getting along with others and developing a feeling of security and belonging.
- ⊗ Physically by encouraging experiences that develop large and small muscle coordination and motor skills.

In addition, classroom activities and celebrations reflect the cultural richness of our community and provide children opportunities to learn about diverse cultures and ways of living. Because of the educational program and the high quality of teachers in CCC’s classrooms, many find CCC to be much more akin to a small, private school than a daycare center.

Classes offered

Classes are formed on the basis of the age of each child on September 30th. Our goal is to place each child in a group which he/she can expect to attend Kindergarten. The Executive Director has some flexibility for individual differences in maturity.

Cooperative Child Care, Inc. offers the following classes:

2 Year old class (24-36months) – 1:5 ratio; Maximum group size is 10 children

3 Year old class (36-47 months) – 1:8 ratio; Maximum group size is 16 children

4 Year old class (4-5 years) – this class is for children who will be attending kindergarten the following year) – 1:8 ratio;

Maximum group size is 16 children

Cooperative Child Care Staff

Executive Director/Assistant to the Director/Teachers/Teacher Aides

Qualifications: Cooperative Child Care takes pride in our staff and goes above and beyond to ensure that all teachers meet or exceed the requirements of the State of Tennessee for training experience and early childhood education. Our full-time teachers must have a 4 year college degree in early childhood education or related field. They are carefully selected based on their education, previous teaching experience, love for children and the ability to communicate and bond effectively with the children. In addition, all teaching staff has been fingerprinted and has clearance from the Child Abuse Index. All full-time teachers are certified in First Aid & CPR and have been trained in blood-borne pathogens and universal precautions. The teachers continue to grow professionally by participating in early childhood workshops, seminars and classes.

CCC also employs teacher aides to work with teachers in the afternoon when formal classroom activities have been completed. Teacher-aides are college students currently working toward degrees in child development, early childhood education, or a related field.

Mandated Child Abuse Reporters: Cooperative Child Care staff is required by Tennessee State standards to report any sign of or suspicion of child abuse or neglect. Phone numbers for the appropriate reporting agencies are posted near each CCC phone.

Private Employment of CCC Teachers: Parents occasionally employ a CCC teacher as a baby-sitter. CCC does not accept responsibility in this matter.

Consultants: To insure consistent quality, CCC uses early childhood consultants or specialists to observe our classrooms, teachers and children, and the environment. Resource input is solicited from Tennessee Early Childhood Training Alliance (TECTA), Child Care Resource and Referral (CCR&R) and other reputable early childhood sources.

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School Schedule

Calendar: Please refer to the school calendar for all scheduled school closures and events. The calendar is available online at www.cooperativechildcare.org and in the Appendix at the back of the information guide.

Hours: The center is open from 7:00 a.m. until 6:00p.m. In order for your child to benefit from our educational program we ask that children arrive by 9:30 a.m. daily.

CURRICULUM

Creative Curriculum: CCC utilizes The Creative Curriculum for Preschool and The Creative Curriculum for Infants, Toddlers and Twos. The curriculum is research and evidence based and includes, but is not limited to, directed activities, free choice/self-initiated learning activities, outdoor physical development, thematic activities, instructional materials, special guests and outings. The curriculum is predictable yet flexible and responsive to the individual needs and interests of the children. The Creative

Curriculum Assessment is administered and provides the framework for developing appropriate activities for each child.

Development of the whole child is a team effort, with instruction and experience in the classroom being supported and reinforced at home. You can help your child get the most out of his/her learning opportunities as well as continue the learning experience at home by talking with your child about class activities. Ask your child's teacher for suggestions or activities to reinforce what is being stressed in the classroom.

Frog Street Press Phonics Curriculum: The curriculum systematically develops beginning reading and writing skills through multisensory activities and classroom instruction. This curriculum connects Early Reading and Reading First Initiatives of scientifically research-based reading instruction in the following areas: Oral Language, Vocabulary, Print Awareness; Alphabetical principle, Phonological awareness, Fluency, Phonics, Text Comprehension, and Phonemic awareness. The curriculum will provide countless opportunities for rich language exchange between teachers and children. Children hear and have opportunities to use a wide language of words as a result of the content, the process of playing, and interactions they have with adults and peers while playing and learning.

Spanish: CCC teachers incorporate basic Spanish into their weekly curriculum. Children are taught basic colors, numbers, and words in Spanish.

Developmentally Appropriate Practices (DAP)

CCC embraces Developmentally Appropriate Practices (DAP). Different levels of activity, development and learning styles are expected, accepted and used to design appropriate activities. In all activities we strive to build each child's self-concept in a loving, secure and accepting environment. With a balance of appropriate free choice and planned activities, children are offered the opportunity to learn through play.

What Do I Learn When I Play?

Block Area: When I play with blocks I learn concepts of shape, size, length, and location as well as reading and math skills.

Writing: In the writing center I learn to hold a pencil. I learn to control the pressure when using writing tools. I learn to express myself through pictures and words.

Dramatic Play: In the dramatic play area I learn to improvise and use things in a symbolic way to represent something else. This is abstract thinking. I also am able to try on different big people roles and to solve social problems through negotiation with friends.

Outside Play: When I am outside I use my energy in a constructive way. I am able to show my physical strength, coordination, and balance. I use my imagination and learn to cooperate with other when involved in group play

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Story Time: At story time I learn that letters on a page represent words and to interpret a picture to represent words and ideas. I learn to follow the development of are math and reading skills.

Art: I am able to use my imagination, creativity, and express my feelings. I learn about space, size, and concepts of symmetry, balance, and design. These are math and reading skills.

Sensory Activities: During sensory activities I learn to use new vocabulary while exploring concepts of texture, color, weight, and size. I observe differences and similarities. These are math and science skills.

Science: During science I use my fine motor skills and tactile senses. I learn about real-life situations and experiences, cause and effect, questioning and logic.

Clean-up Time: At clean-up time I learn to cooperate and work with my classmates to put toys back where they belong. When putting the toys away, I learn to categorize.

Circle Time: In circle time I learn to listen, sit still and play with and understand language. I learn to take turns and listen to others.

Snack and Lunch Time: At snack time I practice using my manners. I visit with my friends and teachers as we eat snack and when we are done I throw away my trash. I am learning social skills and how to be independent.

Clean-up Time: At clean-up time I learn to cooperate and work with my classmates to put toys back where they belong. When putting the toys away, I learn to categorize.

ENRICHMENT

Music: Music is a natural and important part of a young child's growth and development; it provides a positive, warm learning environment for the children. Every weekly music class is 30 minutes and is designed to benefit and expose the children to many areas of growth and development. Our Kids Tune music specialist exposes the children to the following items:

- ♪ Basic Music Concepts
- ♪ Playing Musical Instruments
- ♪ Singing and Vocal Development
- ♪ Creative Movement and Dance
- ♪ Dramatization, Storytelling, and Puppetry
- ♪ Multi-Cultural Styles and Traditions
- ♪ Exploring Families of Instruments
- ♪ Creative Composition and Self-Expression
- ♪ Appreciation of Various Forms and Styles
- ♪ Selective Listening Skills
- ♪ Exposure to Orchestral Instruments
- ♪ Recognition of Music Symbols and Notation
- ♪ Cross-Curricular Activities and Literacy Enhancement
- ♪ And So Much More!

Personal Safety: The Department of Human Services (DHS) rules require a personal safety curriculum be presented each year to all children 2, 3, 4 and 5 year old children in our care. Keeping Kids Safe, the curriculum provided by DHS, was developed by Prevent Child Abuse Tennessee. Keeping Kids Safe allows providers to teach children the correct anatomical names for their body parts or use the general term "private body parts". CCC teaches children that whatever areas are covered by your bathing suit are private.

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Special Enrichment Programs and Events: CCC'S Enrichment Committee coordinates a special enrichment activity each month for the children. During these special enrichment programs and events, the children who are regularly scheduled to attend school on those may attend on the day. Children who are not scheduled to attend on those days may attend with a parent or guardian during the event.

Field Trips: Several opportunities for field trips are planned throughout the year in the older classrooms. **According to DHS requirements, in order for a child to participate in these**

special outings, a signed Field Trip Permission Form must be in the child's file (this form is included in the admission packet) and the specific permission slip given out by the child's teacher before each trip must be signed.

The transportation of all CCC children must comply with Tennessee law that was effective July 1, 2003 regarding the use of child restraint seats. Therefore, as required by this law, all children must travel in restraint seats. This means that **parents must leave a child restraint seat at CCC on days when field trips are planned** if their child is to participate in the outing. It is recommended that parents label car seats with their child's name, to ensure that their own seat is returned to them at the end of the day. **Parents of children in each classroom are responsible for providing transportation on field trips;** teachers are responsible for organizing the fun, *not* driving.

ADMISSION

Admission Policy

Classes are formed on the basis of the age of each child on September 30th. A child entering a CCC class must be the appropriate age for that class by September 30th of the current year. (Children who are 24 months of age by September 30th can begin in the Twos; Children who are three by September 30th and toilet trained can begin in the Threes; and children who are four by September 30th can begin in the Four/Fives). However, children's classroom placement is not strictly based on age. Their emotional, social and physical maturity is also considered in classroom placement decisions. The goal is to place each child in a group with which he/she can expect to attend Kindergarten.

Children with emotional, physical or cognitive special needs will be accepted if it is determined that they will benefit from the program and the staff is able to meet their needs in addition to the needs of the other children in the classroom.

CCC strives to maintain a diverse environment and does not discriminate on the basis of race, color, creed, national origin, religion or sex. Admission decisions are made based on several criteria. The goal of our admission process is to maintain CCC at the highest capacity allowed, in order to remain financially solvent, while meeting the needs of our families by keeping the option of part-time enrollment. In order to maximize our enrollment, we will only fill part-time requests when two part-time requests correspond to create a full time position. However, each classroom may have one unmatched part-time position available. Children are accepted on the basis of the application date along with the following guidelines for establishing priority.

- Ⓧ Full time siblings who are currently enrolled at CCC.
- Ⓧ Part-time siblings who are currently enrolled at CCC.
- Ⓧ Full time Siblings of CCC Alumni by date of application.
- Ⓧ Part-time Siblings of CCC Alumni by date of application.
- Ⓧ Full time new enrollment by date of application.
- Ⓧ Part-time new enrollment by date of application.
- Ⓧ Age of child

The date of application is a critical factor. Therefore, parents of ALL prospective students are advised to contact the Executive Director well in advance of the desired date of enrollment, in order to secure a place on the waiting list for their child.

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Admission Procedure

During the parent's initial contact with CCC, the Executive Director schedules an appointment with families to tour the school. Families who are interested in pursuing admission will complete the application and pay a registration fee of \$50.00. The application is then placed on a waiting list for one of the following enrollment categories.

- a. Full time; Monday – Friday
- b. Part-time; Monday, Wednesday, Friday
- c. Part-time; Tuesday, Thursday

The Executive Director will contact families when a spot becomes available. At that time parents can accept or decline the spot. If a family accepts the spot, the first month tuition is paid to hold the spot, and a start date is confirmed. When a start date is confirmed we strongly suggest that, parents bring the child by to visit with the class and teachers. These visits aid in the smooth transition into their new school. If a family declines the spot, their application will be placed at the end of the waiting list.

Upon admission of a child to CCC, parents are given enrollment forms along with a summary of the Tennessee Department of Human Services Licensing Regulations for Child Care Centers to review and sign. All enrollment forms must be completed and returned prior to the child’s start date.

A current medical form from your child’s pediatrician must be on file BEFORE your child can attend school. “Current” means that the form cannot be more than twelve months old and that, regardless of age, it reflects all immunizations which your child has been given. Please have your pediatrician complete the “Tennessee Preschool Immunization Certificate” which is provided in the enrollment packet, your pediatrician’s office will have this form as well. Please note-*only* the form listed is acceptable.

Transitioning Children into Pre-school

Classroom Visitation: Children and parents are comforted by the opportunity to visit their new classroom and meet the teachers before their start date. Parents should call and arrange a time that works best for them.

On Your Child’s First Day: Starting school for the first time can cause anxiety in some children and parents, too. Your child will sense your attitude. Be confident! Let your child walk into the classroom. Help the child engage in play quickly. As soon as your child is focused on play, give the teacher the signal that you are leaving. Say goodbye to your child and tell them you will be back at a specific time.

Separation Anxiety: is normal for preschool children, especially two year olds. If your child is experiencing difficulty leaving you, please try to make this separation process as quick as possible. Our responsibility, once you have departed, is to put your child’s fears at ease, comfort him/her, respect the child’s feelings and begin to gain their trust and yours. Feel free to phone the school to find out how your child is doing.

Each child is uniquely different. Some experience mild forms of separation anxiety (1-2 weeks), and some experience stronger, more severe forms of separation anxiety (3-4 weeks). When parents and teachers are working together to comfort and reassure the child, the anxiety disappears as quickly as it came and we are left with a beautiful, happy child who is eager to come to school.

Transitioning Children to the Next Classroom

The schedule for moving children up to the next classroom (i.e., Twos to Threes, Threes to Fours/Fives) occurs throughout the summer months (late May through mid August). However, in order to maximize enrollment, occasionally children who are developmentally ready for a more advanced classroom may be given the opportunity to move up early in order to open a slot for a new admission to CCC. The decision to move a child is not taken lightly; rather, the director, teachers and the child’s parents discuss the child’s readiness and agree to a decision together that they feel is best for the child.

Within a given classroom, there are three factors which affect the order in which children are transitioned: 1) the availability in the classroom that the child is transitioning to (full time vs. part time), 2) the age of the child – children are transitioned oldest to youngest) 3) the developmental readiness for the demands of

the classroom. When the combination of these factors allows, children are transitioned in pairs, so that they have a “buddy” from their own classroom transitioning at the same time.

Full Time vs. Part-time Enrollment

CCC provides opportunities for children to attend on a full-time or part-time basis. Part-time enrollment is available on a M-W-F or T-TH arrangement. It is the objective of CCC to maintain full attendance with the exception of one unmatched part time slot in each classroom; consequently, the number of full time and part time varies somewhat from year to year.

When a child is enrolled at CCC as a full time, M-W- F or T-TH student, the expectation is that the child will remain his/her schedule as a full time vs. part time student throughout the school year at CCC. That is, we expect that most children will maintain their original status as a full time, M-W-F or T-TH student for the school year (August – May). However, if a situation arises in which parents want to change a child’s status from full time to part time or vice versa, they must request a status change in writing. Written requests for status change should be addressed to the director. The requested status change will be permitted IF it allows CCC enrollment to continue to follow the guideline of having only one unmatched part-time slot per classroom. If accommodating this status change would violate this enrollment guideline, the child will maintain his/her original status until the desired slot becomes available. The Director maintains a waiting list of requested status changes for each classroom-these changes are granted in the order of the date of the written request from parents, as the desired slots become available. Please note that children who are moved to a new requested position are not guaranteed their former slot in the future. Their now-vacant former slot will be offered without condition to the next appropriate child on the waiting list. If a schedule change results in a reduction of days and occurs within the school year (August – May), a \$50.00 fee will be charged.

One caveat to the policy just described – we recognize that occasionally families experience extraordinary, unexpected changes in their circumstances that would be accommodated best by a speedy change in their children’s enrollment

from full-time to part-time (e.g., in response to a parent losing his/her job) or from part-time to full-time (e.g., in response to a parent’s sudden serious illness). If a family informs the Director of their extraordinary/emergency need for a change in their student’s status, the Director and Executive Board will make every attempt to accommodate the family’s need without compromising the financial integrity of the school. One way this may be accomplished is having the Director confidentially ask the families at the top of the waiting list for the desired full-time/part-time slot if the family in dire circumstances may “jump” them to be next in line for an opening. The contacted families may elect to give away their top position on the waiting list (and remain next in line) or decline the request without penalty. Please note that these requests are made only in the direst of circumstances and that the Director and the Executive Board maintain the confidentiality of all families involved.

Arrival and Departure Procedures

Arrival and departure is a significant part of each day. DHS mandates that each child be signed in upon arrival and signed out before departure. The sign out sheet must have the signature of the responsible adult, the time the child was signed in or out, and a phone number where you or a responsible person can be contacted in case of an emergency. The sign in/out sheets are located outside each classroom door. Note: CCC is open extended hours; however we strongly suggest that children arrive by 9:30 a.m. daily. If you will be arriving after 9:30 a.m. or your child will not be attending for the day, please call CCC at 297-9256.

Arrival- For your child’s safety and protection, please follow these procedures for dropping off your child(ren) at CCC.

- Ⓢ Sign-in on the sign-in/out sheet located outside your child’s classroom door. DHS requires a responsible adult to sign each child into the preschool daily, noting the arrival time of the child. Include a contact number for the day.
- Ⓢ Take your child to the restroom to potty and wash their hands (If your child wears diapers or pull-ups please check to make sure it is dry).

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- ☉ If you would like for your child to have a daily note, please follow the classroom procedure for doing so.
- ☉ It is each authorized adult's responsibility to be sure that a teacher acknowledges his/her child's arrival and departure. Please NEVER leave your child unattended in the classroom or on the playground.
- ☉ LOOK and READ all notices posted in the hallways, on doors, on dry erase boards located outside each classroom, and check your child's parent pocket DAILY.
- ☉ Please place all of your child's LABELED belongings in their assigned cubby area.
- ☉ While their primary responsibility is supervising the entire class, teachers are available to have short conversations that are needed to help ensure a smooth transition from home to school for your child. Either verbally, or in writing, inform the teacher of any special needs for the day. Feel free to ask the teacher to call you at naptime to discuss an issue or to set up an appointment for a more extensive conversation.
- ☉ Inform your child's teacher when someone other than a parent will be picking up your child. Regularly review and update your list of authorized persons who may pick up your child.
- ☉ After your child has adjusted to the classroom, develop a short morning routine of saying goodbyes.

Departure- For your child's safety and protection, please follow these procedures for picking up your child(ren) at CCC.

- ☉ Sign-out on the sign-out on the sign-in/out sheet located outside the classroom. DHS requires a responsible authorized adult to sign each child out of the preschool daily, noting the departure time of the child and signature.
- ☉ LOOK and READ all notices posted in the hallways, on doors, on dry erase boards located outside each classroom, and check your child's parent pocket DAILY.
- ☉ Check your child's cubby for soiled clothes, lunch box and other belongings. At the end of each week please take your child's nap sheet and blanket home to be washed and return it on Monday.
- ☉ Children will be released only to parents or other authorized adults listed on the pick up list. Please inform all persons authorized to pick up your child that if the adult is unknown to the staff on duty, a valid photo ID will be requested. Verbal authorizations either over the phone or in person will not be accepted. You may stop by the office and make necessary changes on the pick up list or leave a signed and dated note with the Director or staff member authorizing the Director to make the changes.
- ☉ Under the influence: If a teacher believes that a parent or guardian picking up a child from school is under the influence of an intoxicating substance, the teacher or Director will not release the child into the custody of the impaired person. The teacher will immediately contact the listed alternative parent,, guardian or emergency contact and ask that person to pick up the child.
- ☉ Child Custody: For CCC to legally refuse release of a child to a parent, we must have on file a notarized copy of the court decree awarding custody to one parent and excluding the other parent. This document must clearly state one parent does not have the right to pick up the child at school. Please notify us immediately of any changes in custody.

Pick Up Policy

A child's teachers and/or the Executive Director should be informed early in the day (or as soon as it is feasible), **in writing**, about arrangements for the child to be picked up from CCC by someone other than his or her parent (or the person who regularly picks the child up). This information may be faxed to CCC, **provided that the parents provide a phone number at which they can be contacted, in order to verify that they themselves are making the request.** This written consent should include the pick-up person's full name. At the end of the day, the new pick-up person will need to show staff some legal identification such as a driver's license before the child is discharged into his or her care.

Late Pick-up policy

Parking Lot Etiquette

For the safety of all children, exhibit caution while driving in the parking lot. Adhere to all parking lot and traffic regulations. Please **do not** use the driveway which is located on the side of the building. All

parents must park in the parking lot which is located off of Hopkins and enter through the main entrance with the keypad.

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DO NOT leave siblings (older or younger) in locked or unlocked cars in the parking lot. This is against the law. If a younger sibling is asleep or an older sibling is sick in the car, the CCC director or assistant to the director will be glad to watch your vehicle while you walk your child to class or pick up your child.

All children must be within sight of an adult accompanying them into and out of the building. Please discuss with your child the importance of staying with you and not running or hiding inside or outside the building.

No Cell Phone Zone: Cooperative Child Care is a “no cell phone zone.” As a courtesy to the staff, other preschool families and for the safety of the children, cell phone use is not allowed while in the preschool or parking lot.

Discipline

At CCC, we believe the primary goal of discipline is to teach children self-discipline and self control. This discipline approach recognizes and values children as human beings. We believe children should be treated with respect and balance their freedom with responsibilities. This is accomplished by setting limits, providing choices within those limits, and using natural and logical consequences as the basis for discipline. Positive reinforcement and redirection allow our teachers to guide children as they make behavioral choices.

Children who are encouraged to make decisions learn their choices count. They can make mistakes and learn from them. These children have a sense of control and power in their lives and are responsible for their actions. At all times, we strive for the children to develop compassion for other’s feelings. It is our goal to eliminate conflict and replace it with cooperation and mutual respect. We believe this is a worthy and achievable goal. We welcome discussions regarding behavior and have some resources available for parent’s use.

Teachers focus on each child’s social/emotional development and plan curriculum experiences that assist them to learn the skills needed to regulate their emotions, behaviors and attention. Teachers plan varied opportunities for children to develop a sense of competence and positive attitudes toward entering into social groups, developing friendships, learning to help and other pro-social behaviors. Our teachers never use physical punishment, threats or derogatory remarks, engage in psychological abuse, or threaten to withhold food as a form of discipline.

Challenging Behaviors

We strive to facilitate conversation and communication among the children even in discipline issues. Our goal is to be proactive in preventing potential problems by redirecting a child or helping children resolve conflicts by using their words to communicate their feelings and thoughts. It is important to remember that at times mildly aggressive feelings in young children are a normal part of the developmental process of growing. Each teacher has a goal to help the child develop self-control over those feelings while still helping to build positive self-esteem. Most aggressive tendencies at school can be controlled by various techniques. Teachers are trained to be alert to potential areas of frustration both in the classroom and outdoors. When possible, teachers intervene before physical disruption takes place. However, excessive biting, scratching, kicking, and hitting behaviors can jeopardize the safety of other children.

If aggressive behavior becomes excessive, the preschool will communicate their concerns with the parent. We will implement discussion with the parent regarding the inappropriate behavior, redirection that has been effective at home and agreed-upon procedures for when at school. Continued occurrences may necessitate picking up your child from the school immediately following an incident. Also, we may request that the child stay home the following day. It is our ultimate goal to determine the reason for the disruptive behavior and help the child regain control. The teachers, family and other professionals (if

necessary) will work as a team to develop and implement an individualized plan that supports the child's inclusion and success for children who exhibit persistent, challenging behaviors within the classroom.

Special Events

Special Birthday Snacks: Parents are welcome to share their child's birthday with the other children in the class. Please notify your child's teacher in advance of your plans. The classroom teacher will be able to make you aware of the times for snacks and any special dietary restrictions in the class. Parents are strongly encouraged to provide nutritious treats for birthday celebrations.

Birthday Invitations: In consideration of the feelings of our young children, please do not send birthday or other invitations to school unless every classmate is invited. Due to space limitations, etc. we know that it may not be feasible to invite the entire class. In that case, we ask that invitations be mailed to the home. Your sensitivity in this matter will help us avoid hurt feelings.

Nutrition Policies

Nutrition education is a component of our program. We continue to educate children and others in the preparation of well-balanced meals; children are encouraged to try new foods. Although young children usually have food preferences, often a fruit or vegetable in a different form or consistency will be appealing to them. Food is never denied to a child as a form of punishment or redirection. At school, snack and lunch times are pleasant social learning experiences for children. Conversation is encouraged, self-help skills are fostered, and good nutrition habits are promoted.

Snack: Each classroom and parent is provided with a monthly snack calendar. Each child is assigned one to two snack days per month. On your child's assigned snack day, we ask that you bring a morning and afternoon snack for your child's classroom. All classrooms eat snack at 9:00a.m., so parents should plan to have snack at CCC no later than 8:45a.m... Parents are encouraged to bring a snack that is healthy and nutritious. We suggest that parents bring some kind of carbohydrate along with either a fresh fruit or vegetable. Remember, if you choose to bring grapes for the class they **MUST** be cut up. **CCC is not allowed to serve carbonated drinks, popcorn, or peanuts to the children.** If you forget to bring snack on your assigned day, CCC will provide snacks for the class using operating expenses and/or CCC's backup supply. However, you **MUST** bring in snacks on the next school day to replace those taken from the backup pantry.

Special treats are welcome to celebrate a child's birthday or a holiday being observed in a classroom. If a parent chooses to bring birthday or holiday snack, this should be discussed with the classroom teachers.

Parents are responsible for notifying classroom teachers and the Executive Director of their children's food allergies.

Lunch: Just as we strive to provide the very best learning environment for young children, we strongly encourage parents to provide the most nutritious food choices for children. Avoid processed foods, high fat/high salt items and high sugar items. Our DHS standards do not recognize any nutritional value in cookies, chips, fruit roll-ups, or sprinkles on yogurt; therefore, we ask parents not include these items in their child's lunch.

Lunches brought into a licensed child care center must conform to the Meal guidelines provided by the USDA Food and Nutrition Service (www.nal.usda.gov/childcare/Cacfp/index.html). The DHS requirements state that a child's lunch must contain 4 items; 1 protein, 1 whole grain, 1 fruit and 1 vegetable. If a staff member determines that your child's lunch does not meet the requirements, a

supplement will be provided for the missing group at a cost of \$1.00 per item. CCC provides milk and water for snacks, and lunch. If your child is allergic to milk, is lactose intolerant or dislikes milk, then you are required to bring a milk supplement for your child. No refrigeration is available for lunches; cold food must be sent in cold thermos containers or in a lunch bag with ice packs. Parents are welcome to send foods that need minimal heating; we have microwaves for this purpose. Please do not send foods that require more than 30 – 35 seconds as this does take teachers' time and attention away from the classroom. In addition, choking hazards must be avoided. If you choose to put grapes or hotdogs in your child's lunch, please make sure that they are cut up in small pieces. (Un sliced hot dogs and grapes will not be served)

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**TENNESSEE DEPARTMENT OF HUMAN SERVICES
SUGGESTIONS FOR PREPARING NUTRITIOUS SACK LUNCHES**

Children's lunches must meet the guidelines provided by DHS. These guidelines emphasize low fat, sugars in moderation, salt in moderation and increasing high fiber foods. If desserts are packed, keep the guidelines in mind and choose low-fat, low-sugar selections. Fresh fruit or light syrup canned fruits are suggested.

EACH DAY INCLUDE FOOD FROM EACH OF THE 4 FOOD GROUPS BELOW:

Meat or Meat Alternate (1-2oz)

Any kind of meat	Roast beef	Navy, pinto, or
white bean soup		
Egg	Beef Stew	Ham
Chicken	Egg Salad	Tuna or
Salmon		
Cheese	Turkey	Chili

Enriched or Whole Grain Bread, 1 serving (1/2 -1 slice)

Loaf bread	Roll	Biscuit
Muffins	Cornbread	Raisin bread
Crackers (5)	Banana bread	French bread

Vegetables and Fruit, 2 servings (1/4 to 1/2 cup each)

Select a vitamin C food everyday and a vitamin A food 3 times a week

Soup	Celery	Strawberries	Peaches
Grapes	Lettuce	Apple/applesauce	Plums
Cabbage	Fruit Cocktail	Cantaloupe	Dried fruits
Watermelon	Cauliflower	Orange	Pear
Carrots	Cucumber	Tangerines	Pineapple
Green beans	Green Pepper	Banana	

Milk (1/2 – 1 Cup)

Cooperative Child Care provides 2 % milk with lunch. If your child is allergic to milk or is lactose intolerant, parents are responsible for providing a milk substitute (Soy or Rice, etc....). This can either be brought in their lunch box or a carton can be stored in the refrigerator at CCC.

Easy to Pack Sources of Vitamins A & C and Iron

Vitamins A (3 days a week)

Liver	Cantaloupe	Apricots
Broccoli	Tomato Juice	Spinach
Tomatoes	Carrots	
Eggs	Green Pepper	

Vitamin C (1 daily)

Orange juice
Cabbage
Strawberries
Orange sections

Green pepper
Cantaloupe
Cauliflower
Broccoli

Spinach
Grapefruit
Tangerine
Tomatoes

Iron (as often as possible)

Liver
Raisins and dried fruits

Enriched bread
Lean meats

Enriched cereals

The following foods are considered to be choking hazards to children younger than five years: hot dogs, whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, chunks of raw carrots or meat larger than can be swallowed whole. Please help your child develop healthy eating habits, and help us meet our DHS licensing requirements by packing lunches that meet the guidelines.

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NAPTIME

The Department of Human Services requires that “all preschool children in care six hours or more must be allowed a reclining rest period of one hour” during the school day. At CCC, from approximately 1:00-3:00p.m. each day, the children rest on two-inch foam mats provided by the school. In the two year old classroom, typically all the children sleep during this time. However, the children in the 3 & 4 year old classroom sleep/rest for shorter periods of time and then are permitted to look at books quietly on their mats.

CCC requires that all children purchase a nap sheet from CCC at the cost of \$20.00 per nap sheet. It is a CCC policy as well as a DHS licensing rule that all children’s bedding be taken home to be washed at the end of each week. All children must have their CCC nap sheet to cover their mat each day. If you forget to bring your child’s nap sheet, you will be asked to bring it back, if you can not bring it back to the center by nap time which begins at 12:30p.m., you will be asked to purchase a new one from CCC for \$20.00.

HEALTH POLICIES

We must have a current Health/Immunization record on file **BEFORE** your child can attend school. If you are new to CCC, please obtain a TN Preschool Immunization Certificate from your pediatrician’s office, showing the child has received all immunizations required by the State of Tennessee. Current families, please provide our office with an updated card. Your pediatrician’s office can fax the immunization form to the preschool office. If you choose to have the pediatrician fax, please follow up with them to verify they were sent.

Exceptions to this requirement may be made if the child’s physician or the health department provides a signed and dated statement, giving a medical reason why the child should not be given a specified immunization or the child’s parent provides a signed written statement that such immunizations conflict with his/her religious tenets and practices.

In addition to the immunization record, foreign-born children must present evidence of tuberculosis screening. Children with special needs must provide a physician’s statement which identifies the condition and which gives the physician’s special instructions for the care.

Communicable Diseases: We follow strict sanitation and hand-washing guidelines to prevent the spread of disease. Please help us keep the spread of communicable diseases to a minimum. Do not send your child to school if he/she has any of the following symptoms **within the last 24 hours:**

- ⊗ a fever 100 degrees or higher
- ⊗ an unexplained rash
- ⊗ diarrhea
- ⊗ sore throat
- ⊗ vomiting
- ⊗ Swelling, redness or discharge from the eyes
- ⊗ Green runny nose or thick, colored nasal mucus, indicating an infection
- ⊗ Respiratory symptoms (difficult or rapid breathing or severe coughing)

- ⊗ Unexplained rash (red or purple rash, welts that appear quickly, open sores) and burns
- ⊗ Ear Pain

If the teacher questions the health of a child at the beginning of the school day, the teacher will send the parent and the child to the Director's for a determination of whether the child is well enough to attend school. If your child suffers from allergy symptoms, a physician's confirmation and a list of suspected allergies is required.

If symptoms of an illness appear during the course of a school day, parents will be contacted to pick up their child immediately. It is imperative that sick children be picked up from CCC within one hour of parent contact. All home, work and personal phone numbers on file at CCC for a family will be called in an effort to locate the parents of a sick child. If a child's parents cannot be reached at one of the phone numbers on file, all emergency phone numbers listed in the child's file will be called until arrangements can be made for the child to be picked up from school. Sick children will be separated from the other children until a parent arrives. All sick children will be taken to the office and provide with a mat to rest comfortably until their parent arrives.

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The staff at CCC does its best to keep the school healthy, but we need your help! It is best to keep your child at home if s/he is not feeling well or exhibits lethargic behavior. We recommend that a child stay at home if s/he is not acting like himself/herself, or if the child cannot participate in the daily activities for the day. Please notify the office immediately if your child has a communicable disease. All parents will be notified of the occurrence of a communicable disease.

Recovery: If a child is sent home with symptoms of illness, the child may not return until s/he is free of symptoms for 24 hours. If the physician has prescribed an antibiotic, the child must stay home until s/he has completed the first 24 hours of the antibiotic. If a child has been absent due to surgery, broken bones or other atypical medical conditions/symptoms, a physician's release may be required.

- ⊙ Child is fever free for 24 hours
- ⊙ Nausea, vomiting, or diarrhea has subsided for 24 hours
- ⊙ Antibiotic has been given over a 24 – hour period for any type of strep or bacterial infection
- ⊙ Child is feeling well again and normal behavior has returned

Medication Policy: Prescribed medications, as well as over-the-counter medications that are labeled with "Keep out of reach of children," must be kept under lock and key and **MAY NOT** be stored in the child's school bag. Many over the counter medical products have this label – sunscreen, diaper ointment, Chap Stick. If your child requires sunscreen, please apply it prior to arrival at school. These products are considered "medicines" by the State and are regulated accordingly.

The Department of Human Services, the government agency that has oversight of child care centers, closely monitors dispensing medicine in a child care center. The state's laws are clear about our responsibility as a licensed center. At CCC, teachers will not administer prescribed or non-prescribed, internal or external medications. Administrative staff administers prescribed medication after all necessary documentation has been completed. Check with the Executive Director to obtain the appropriate forms. All prescribed medication will require documentation of the physician's signature. Medication must be in the original container, labeled with the child's name, dosage and instructions for administering.

Parents must complete a Medication Permission form, found in the preschool office. Parent presents the completed Medication Permission Form and medication to the Director, or teacher in charge in director's absence. The director or teacher will review the form to verify we are meeting the DHS health and safety codes. The medication and form are then place in a locked cabinet.

CCC's Executive Director will administer the medication at the designated time and record on the form the dispensing of the medicine and any side effects observed. Please note: we are not allowed to give fever-reducing medications.

At the end of the day, the parent retrieves medicine from the locked cabinet and signs the bottom of the Medication Permission Form stating the parent has received the medicine. This form indicates the time the medicine was given, by whom and any observed side effects.

Failing to comply with any of these regulations is a "Critical Violation" with the Department of Human Services and puts our license in jeopardy. Our medication policies are designed to minimize the potential for error.

Special Health Care Needs: When a child enters the program with an identified special health care need (i.e. asthma, diabetes, seizures, hearing or vision impairments, feeding needs, urinary or other ongoing health problems), the parent is responsible for notifying and providing the school specific written instructions for the child's special health needs PRIOR to a child's enrollment date (NAEYC 5B05) The child's health provider should provide the school with a written individualized care plan.

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Allergies: Parents who have a child with food, medical or environmental allergies have a responsibility to communicate that fact to the teachers at the beginning of the term, or as soon as the condition is discovered. All allergies to medications and other substances including insect stings must also be stated on the emergency and medical forms. Information about children with allergies will be posted in the child's classroom and in the class Emergency binder which remains with the class at all times. Parents of children with food allergies should maintain a supply of alternate treats compliant with their child's dietary restriction, which their child will be given when we have a birthday celebration. These alternate treats must be labeled with the child's name and will be placed in a freezer until needed.

Developmental Assessment: All children receive comprehensive developmental assessment. Results of this assessment are discussed during parent teacher conferences held in the fall and spring. If teachers identify possible developmental delays after careful observation, teachers will communicate their concerns with the parent in a sensitive and confidential manner. Parents will be provided with documentation and explanation for the concern, suggested next steps and given resources for assessment.

Diapering

Teachers check children for signs of wetness/BM at least every two (2) hours when children are awake and when children awaken from nap. Parents must supply at least (6) diapers each day. It is the parent's responsibility to check and make sure enough diapers & clean clothing is available. Clothing and underwear soiled by urine or feces will be immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day. (NAEYC 5A08).

Toilet Training

Potty training should be a happy, relaxed time when a child's self-esteem soars. We believe it is best to begin potty training when the child is comfortable in the classroom and secure at home and shows signs of readiness. Typically developing children who are physically able should be potty trained prior to entering a 3-year-old classroom.

Prior to beginning potty training at the school, parents and teachers will meet and discuss readiness and overall procedure. The child must show signs of readiness at both home and school. 1) Interested and eager to learn,

2) Possesses self-help skills to manage clothing, 3) Language skills to express oneself. Parents and teachers will communicate regularly about the progress seen at school and home.

When potty training begins at school, parents must provide at least 2 clean changes of clothing a day. Clothing should be easy for the child to manage by him/herself.

Be aware that clothing and underwear soiled by urine or feces will immediately be placed in a plastic bag (without rinsing or avoidable handling) and sent home that day (NAEYC 5A08). For health /sanitary reasons when underwear is badly soiled with feces, we will throw it away. When soiled clothing is sent home, remember to replace them immediately.

Each child is different. Often a child will be reliably using the toilet within 2-4 weeks if the child is ready to learn and home and school are working together with a consistent plan. Prepare to be patient!

Safety Policies

Accidents and Injuries

Minor bumps and scrapes are an everyday part of your child exploring and learning through experience. All of our teaching staff is certified in infant/child CPR and first aid. In the case of a minor accident, assessment and treatment of the injury will be administered by the classroom teacher or Executive Director. Minor injuries sustained at school are reported to the parents on a "Ouch Report". A copy of the report is given to the parent and one copy is retained in the child's file.

If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. Parents are called immediately in the event of any serious or questionable injury. In the event of an emergency, children will be

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transported by ambulance to Vanderbilt Children's Hospital, unless otherwise noted by the parent. The Executive Director will accompany any child requiring hospital attention. In the absence of the Executive Director, the Assistant to the director/Floater or classroom teacher will accompany the child requiring medical attention.

Safety Plans

The safety of Cooperative Child Care is of paramount importance to our staff. We have emergency plans and evacuation routes posted in each classroom. The teachers and children conduct regular emergency drills. This allows the children to become familiar and comfortable with the various evacuation procedures. Fire evacuation is practiced monthly, while severe weather and lock-down drills are practiced once quarterly.

The preschool office has a weather alert radio. If electrical service is interrupted, the radio switches to battery power. CCC office staff closely monitor and weather situation and warns teachers when there is potential for severe weather.

In case of severe weather, children are taken to interior safe rooms within the church.
The 2 year old children will be taken to the women's bathroom located across from the church kitchen.
The 3 year old children will be taken to the women's bathroom located across from the church kitchen.
The 4 year old children will be taken to the women's library located next to the handicap bathroom.

Emergency Management Plan

In the event of an extreme emergency, requiring the building to be evacuated, the following procedures will be followed:

In case of FIRE, we will walk next door to: The First Universalist Unitarian Church Offices located at 1800 Woodmont Blvd. 615-383-5760.

If we must EVACUATE the area, we will drive the children to: YWCA 1608 Woodmont Blvd. Nashville, TN 37215; 615-269-9922

OR a site assigned to us by professional Emergency Management personnel

Transportation/Supervision:

Preschool staff and evacuation drivers will drive the children or walk with the children to the relocation site. An emergency management professional might call in additional transportation. Preschool teachers are required to stay with the children until parents or authorized persons come for them. The staff will use the emergency information you provide to help to keep the children safe and secure.

Communication: In the event of evacuation, a sign on the front entrance door will identify the evacuation site. The classroom teachers will take their sign in book, class roll book as well as the Emergency information binder which hold information for all children in their care.

Parental Responsibility:

Be familiar with this emergency management plan in order to act quickly.

Familiar yourself ahead of time with the Emergency evacuation locations.

Keep your child's records up to date. We must have current phone numbers to contact you!

Make certain that your child has a bag with a set of extra clothes that fit the child and the season.

Relationships

School –Family Relationship

You have chosen Cooperative Child Care to partner with you in the education of your child and we count it a privilege to do so. One of the central concepts around CCC was conceived and organized is that parents should take responsibility for, and assume an active role in, the development of their children even while their children are in the care of staff at CCC. We are fortunate to have so many generous, creative, compassionate parents enrich our classroom activities. Your support is essential to the success of the school and vital for your child's self-esteem. Active parent participation is essential. Working with your child's teacher is one of the first steps in helping your child achieve academic success.

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As an Early Childhood Program, we will

- Accept, respect and nurture each child
- Provide a safe environment
- Present a stimulating and developmentally appropriate curriculum
- Strive to build self-esteem and confidence in each child
- Provide an environment free of any form of harassment or discrimination
- Facilitate open communication and cooperation between parents and school regarding a child's academic social and physical development
- Be available, by prior arrangement, to discuss progress, behavior or any concern about your child
- Maintain confidentiality of personal information, see Maintaining Confidentiality of Personal Information statement

As the parent/guardian, we ask that you

- Support the preschool in its mission, philosophy and policies
- Cooperate with the school in the guidance and discipline of your child
- Make the staff aware of any problems or situations that might affect your child's learning or behavior
- Facilitate open and appropriate communication, expressing concerns constructively through appropriate channels
- Attend bi-monthly Full Parent Board meetings and vote on issues discussed
- Participate on a service committee
- Volunteer to help with classroom activities, such as field trips, parties, and special projects
- Participate in fundraising efforts
- Strive to have your child arrive at school on time and attend school regularly
- Notify the preschool if your child will be absent
- Provide prompt payment of monthly tuition and other school fees
- Upon appointment, serve on the Executive Board

Parent Involvement Opportunities
Committees

It has become a truism that the best predictor of a child's educational success is the degree of their parents' involvement in their school program. CCC both requires and welcomes parent participation in various aspects of the program, for a number of reasons. Parent participation helps create an interconnected community in which parents get to know each other, as well as the other children that constitute their child's earliest peer group. Parents bring diverse talents and skills to CCC which enriches our program immeasurably. Throughout the year, there are many opportunities to be involved with CCC and your child's educational experience. We require that every parent participate in one of the following service committees. The specific roles and responsibilities that parents fulfill at CCC are described below.

Cooperative Child Care Executive Board: This board is comprised of parents holding the following officer positions appointed by the Full Parent Board: President, Vice President, Secretary and Treasurer. The chairpersons of the Building and Grounds, Fundraising, CCC Liaison and Enrichment service committees also attend Executive Board meetings once a quarter. Additionally, the Executive Director of CCC sits on the Executive Board as a non-voting member. The executive Board meets monthly and makes recommendations to the Full Parent Board regarding policies concerning the daily operation of CCC. Current executive Board members are listed in the appendix.

Enrichment Committee: The committee is responsible for bringing in monthly educational programs for all classes using funds allocated in the preschool's annual operating budget and those generated through fundraising efforts. In addition to classroom enrichment, the committee will coordinate one parent educational program. The committee will also coordinate outside enrichment activities such as the Nashville Symphony Pied Piper tickets.

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Building and Grounds Committee: The committee is responsible for continual upkeep and improvements to the playground and interior of the preschool. Typically there are several "clean-up" days scheduled throughout the year. The Executive Director will help coordinate these dates with the church.

Fundraising Committee: The committee is responsible for initiating and organizing at least 2 fundraising events each year. The committee will work with the Enrichment Committee to determine goals for funds, amount and use.

CCC Liaison: This is a parent who oversees and coordinates events with the room Parents and Secret pals. The Liaison attends quarterly Executive Board meetings and provides update for the committee.

Room Parents Committee: The committee is made up of 2 parents from each classroom and they are responsible for the following activities within their respective classrooms: (1) helping teachers plan parties by posting sign-up sheets and making follow-up phone calls, as needed; (2) Organizing and helping with Teacher Appreciation Week (which is typically the first week of May); (3) Organize efforts to celebrate events in the lives of families and staff (e.g., birth of a baby, adoption of a child) and to offer support in times of stress or loss (e.g., a death in the family); (4) Calling to remind parents of upcoming events.

Secret Pal Committee: The committee provides small monthly tokens of appreciation to the entire staff at CCC (examples are bagel breakfast, favorite snack and beverage, hand written card of appreciation, favorite flower, lunch etc...). The committee will also organize efforts to celebrate a staff member's birthday (providing a gift, card, cake etc... using money that is in the committee's budget).

Events Committee: The committee is responsible for planning and organizing a fall social and a spring social for all the parents. The purpose of these events is to bring CCC families together for fun and festivities.

Marketing Committee: The committee is responsible for maintaining the current website, help promote and publicize the school to increase visibility and reach our goal of 100% enrollment, offer technical support and consultation and make recommendations to the Executive Director.

Parent Communication Opportunities

Open Door Policy: Communication between home and school is one of the best ways to ensure that your child's school experience is successful. We encourage and welcome parents to be active participants and visit anytime. The Executive director is available to address any questions or concerns you may have. Please try to avoid bringing up issues and concerns during pick-up and drop-off times, as these are hectic and do not allow us the opportunity to give you our full attention. Call, email or stop by if you would like to set up an appointment to meet.

Orientation/Open House: An annual orientation/open house is scheduled in the fall (mid August) when children have entered CCC or have transitioned to a new classroom. This meeting is very important for everyone; it gives parents an opportunity to hear about the philosophy, curriculum, policies and procedures of CCC. Parents gather in the Social area to meet with the Executive Director. After this brief meeting the parents go to their child's classroom to meet with the teachers and the other parents in the classroom to hear about the fun and exciting activities planned for the year. One parent from each family is required to attend this meeting.

Parent/Teacher Conferences: Parent conferences are an important time for sharing and goal setting between parents and teachers concerning the child's development and learning. CCC teachers perform observations of the children throughout the year. A progress report addressing a variety of aspects of your child's development is reviewed during scheduled conferences which are held in the fall and spring of each year. Classroom teachers will post a list of possible times to schedule a conference on the designated day.

Ongoing Check-ins: We value ongoing communication between parents and teachers. In addition to regularly scheduled conferences, you may request a meeting with your child's teacher. It is beneficial to children for parents to explain to staff about events occurring at home that may influence changes in a child's behavior at school.

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Please be mindful that when children are present, the teacher's primary responsibility is for the safety and well being of the children. Please make conversations brief or schedule an appointment to talk at a later time. The best time to communicate with your child's teacher is during nap time which is 1p.m. until 3p.m., parents may call the school, stop in the office to schedule a time to talk with your child's teacher or the Executive Director. It is our hope that quality care and clear communication with parents will provide children with the best opportunities for success.

Parent Information Board: A bulletin board is located at the front entrance. This parent information board is used to communicate reminders, announcements etc... The Abuse/Neglect Hotline is posted here.

Parent Information/Community Resource Info Area: On the wall located outside the preschool office we have a parent Resource area. This area has parenting resources, Parenting articles, CCC's monthly newsletter, community resources and reminders of upcoming events. Our DHS License and 3 Star Report Card is posted in this area. We also have a bulletin board at the front entrance which is used to communicate reminders, center birthdays and announcements.

Classroom Parent Communication Areas: Each classroom has a designated parent communication area where announcements, lesson plans, schedules, and snack calendars are posted. Every classroom has a dry erase board posted outside their classroom to inform parents about upcoming events. These boards provide very important information about daily happening and class reminders for the next day or week.

Classroom Communication: Daily notes are sent home upon request of a parent each day. Parents can choose to receive a daily by writing your child's name at the top and giving it to the teacher. These notes are to inform parents of their child's daily events. Teachers have the option of communication electronically with their entire class. Some teachers communicate reminders and requests through printed notes home while others send notes by email.

School Communication: CCC publishes a monthly newsletter which goes out at the beginning of each month. The Executive Director sends reminders and information via email and handouts in parent pockets.

Parent Evaluations: Annually, parents have an opportunity to complete an evaluation to help us determine the effectiveness of our program. A continuous program improvement plan is developed using the results.

Parent Seminars: CCC offers an annual parent education class which is coordinated each year by the Enrichment committee.

Keeping Child's File Current: Parents must maintain current information in all of the following areas: home, work, and cell phone numbers, home, business and email addresses, the child's medical information including the Tennessee Preschool Immunization Certificate, emergency contact information, custody issues, and persons authorized to pick-up your child. Please notify the Executive Director immediately if any of this information changes.

Administrative Policies

Withdrawal/Discharge: A family wishing to withdrawal their child from CCC, is required to notify the Executive Director in writing at least 30 days prior to the last day of attendance. If notice is not given 30 days prior to the withdrawal date, families will be charged for 30 days from the date that the family provided written notice.

CCC reserves the right to request the withdrawal of a child who requires a high level of supervision which adversely affects the rest of the class. CCC may also require the withdrawal of a child from the program if tuition is severely past due. (see the Tuition payments section for more details.) In both of the latter cases, CCC will provide 30 days notice prior to the date that the child is asked to leave the program.

Holiday and In-service Closings:

CCC will be closed on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Holiday (Wednesday – Friday), Christmas Holiday. The preschool is closed for approximately one week between Christmas and New Year's Day. (See School calendar for closure dates)

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CCC closes for 4 staff development days per year; these are determined by the Executive Director in cooperation with the Executive Board. This allows teachers to renew certifications such as CPR, and to meet continuing education hours, as specified by the DHS licensing requirements. These dates are provided in the yearly school calendar and parents are reminded of these days a month in advance. Two in-service days each year are set aside for Parent teacher conferences, one in the Fall and one in the Spring. **Please refer to the section on Parent Teacher Conferences.**

Unexpected Closures: We do our very best to open CCC every day. DHS has determined guidelines we must follow in order to insure the safety of your children. Your child's safety is the chief concern.

In the unlikely event the center must close the facility for a reason beyond their control, such as a sustained loss of power, water or phone, the director will notify parents as early in the day a possible or if the closure occurs mid-day, as soon as possible. In the event the school is closed after the school day has begun, the Executive Director will call the parents as well as send out an email to all parents. Please be certain that all contact information is updated so we can reach you in a timely manner.

Cooperative Child Care will be closed when weather conditions make attendance hazardous or unsafe for children, parents & teachers. We must take in consideration whether or not adequate staff can safely reach the center during icy/snowy weather. If our ratios cannot be met, we are unable to accept children. We will make every effort to make this determination as early as possible. Parents should watch local morning snow reports on Channel 2 (WKRN) and Channel 5 (WTVF). Any change in our hours will be listed on these channels if the center chooses the option of "Snow Schedule" then the center will be open from 9 a.m. to 4 p.m. If there is no information concerning Cooperative Child Care, the center will be open. On rare occasions, CCC may need to close after children have arrived. In this case, parents are notified in a

timely fashion. Please refrain from calling CCC to “double check” the new information. When teachers are constantly answering the phone, it hinders them from caring for the children already present at CCC.

CCC keeps a weather radio on at all times, thereby receiving notification of potentially dangerous weather at the time that the National Weather Service issues a warning. CCC has DHS-approved safety plans and procedures to follow in the event of tornado warnings, or other comparable weather conditions. Parents are requested to refrain from calling the center and or picking up their children during tornado warnings, as this will interfere with the implementation of the safety plans.

Unexpected closure days are not made up and tuition attributable to those days is not refundable.

Maintaining Confidentiality of Personal Information

Confidentiality Policy Statement

Cooperative Child Care Preschool Executive Board has adopted this Privacy Statement to express a firm commitment to protecting the privacy of our children, their families and our staff. This statement applies to our handling of personal information of children, their families and our staff whether or not currently enrolled in, associated with or employed by Cooperative Child, Inc.. Cooperative Child Care shall abide by all applicable laws and regulations governing the sharing of personal information, including Tennessee Code Annotated section 1240-4-3-.06(10) “Right to Privacy/Confidentiality” stating that licensed institutions for child care “shall not disclose or knowingly permit the use by other persons of any information concerning a child or family except as required by law, regulation or court order, or as may be necessary to be disclosed to public authorities in the performance of their duties and which may be necessary for the health, safety, or welfare of any child enrolled at the center or of the child’s family.”

Child Files: Personal information about children is collected and maintained. This information is used to safely and effectively maintain their learning experience at an optimal level. Permanent files for children may include, without limitation, application, parent consent information, developmental health history, court orders/records, family instructions, immunization history, allergy information, medication logs and accident/incident reports. These files are stored in the preschool office and are accessible only to teachers and administrators throughout the work day. After regular school hours or during times when the school building may be vacant, these files are stored in the preschool’s locked office. Past screenings and assessment documents on children are located in the child’s file; all current

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assessments are maintained in a file in the child’s classroom. No information from a child’s file may be released without a written request from the parent.

Staff Files: Personal information about employees is collected and maintained. This information used to safely and effectively maintain employees and optimize work experience or performance. Some information collected and maintained also permits the school to meet certain state regulations. Files on our staff include confidential personnel files, and may include, without limitation, applications with record of experience, transcripts of education, health-assessment records, and documentation of ongoing professional development, disciplinary records, background checks and results of performance evaluations. All such records are maintained in a secure area at all times, accessible only by the Executive Director. Information about staff is released only where required by law, regulation or court order or where we deem it permissible within our employment policies and the worker has consented to such release.

Sharing of student’s information: except as otherwise required by law or regulation, we do not share a student’s personal information or information about a student’s family with any third party without a written consent from a parent. Screenings and assessments of children are used only by staff with a “need to know” in order to plan curriculum and to evaluate the effectiveness of teaching strategies.

Grievance Policy

It is essential that the concerns and grievances of parents, teachers and staff are addressed and resolved quickly. It is important that the Executive Director be made aware of all grievances so that all parties involved are assured the proper course of action is taken. Grievances should not be discussed with the parents, teachers or staff not directly involved. Please express your concerns only to the person(s) who

should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved with the problems or situations.

Summary: In the event that a parent has a complaint regarding a classroom, the parent should first discuss & attempt to resolve the issue with the classroom teacher. If an acceptable resolution cannot be reached, then report the concern to the Executive Director. Questions regarding policies and procedures should be taken to the Executive Director. For issues that are still unresolved, the parents may address the Executive Director. Lastly, if the matter involves several families, a group of five or more families/parents may request a special Full Parent Board meeting to discuss the issue. At the end of this special Full Parent Board meeting, a confidential vote on the issue will be taken. The outcome of this vote is binding for all parties.

Procedures: If you have a concern or a grievance that you would like to have addressed, please take the following steps:

1. Request a meeting in a private setting to discuss your grievance with the person whom it concerns. The person with the grievance is responsible for setting up the meeting at a time convenient for both parties. The meeting cannot interfere with running of a class. Give written notice of this meeting and the grievance to be addressed to the director. The meeting should take place within five (5) school days of the written notice. If requested, the director will be able present at the meeting. If the Executive Director presence is not needed, a full written account of the results of the meeting should be shared with the executive Director.
2. If you are not satisfied with the outcome of this meeting, request a private meeting with the CCC Executive Director. The director will arrange a date to meet with the parent, teacher or staff within five (5) school days to seek a resolution to the grievance.
3. Lastly if the matter involves several families, a group of five or more families/parents may request a special Full Parent Board meeting, a confidential vote on the issue will be taken. The outcome of this vote is binding for all parties.

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Financial Policies

Tuition Payments

Monthly tuition payments are paid by automatic bank withdrawal on the 6th of every month. If the 6th is on a weekend or a holiday, the withdrawal will happen on the next business day. Families need to provide CCC with a voided check prior to enrollment. If families switch banks while enrolled, please inform the center director as soon as possible so we can update the bank information. On the 1st of the month, each family will receive a notice stating the amount to be withdrawn. If your account is returned as having insufficient funds, there will be a fee of \$30.00 added to that month's tuition. You must then pay your tuition by writing CCC a check for the full amount due within 5 business days of notice. If your tuition is not paid within 5 business days, your spot will be given to the next child on the waiting list. If you incur any additional charges for buying days, purchasing a lunch, late pick up, etc., these need to be paid on the day of purchase.

In case of extraordinary financial hardship, the Executive Director, in consultation with the Executive Board, may make reasonable allowances in establishing a written payment plan and in determining the time-frame within which the balance must be paid. Families who anticipate financial difficulties are strongly encouraged to speak with the Executive Director so the situation can be addressed as soon as possible.

Monthly tuition accounts for the majority of CCC revenue, and prompt payment of fees by parents helps to ensure the financial stability of the center.

When families have more than one child concurrently enrolled at CCC, a 10% discount is applied to the older child's tuition and full tuition is charged for the younger child. No credit is given for holidays,

teacher in-services, absences, or the very rare unplanned program closure (e.g., due to power failure following severe weather). **Checks should be made payable to Cooperative Child Care. (NO CASH IS ACCEPTED).** They can be placed in the Directors mailbox located on the wall in the office, or given directly to the Executive Director (See Fee Schedule for current tuition costs). A fee will be charged for returned checks (See Fee Schedule). Upon request, a monthly receipt for tuition can be obtained from the Executive Director.

Increases in tuition are proposed by the Executive Board when deemed necessary and are voted on at Full Parent Board Meetings. This increase takes place in January.

Purchasing Additional Days: Parents of children who are enrolled in a part-time status may purchase additional days, when slots are available in that child's class. There are two ways to purchase extra days. If the child's classroom enrollment is not at capacity, additional days must be purchased from CCC. If the child's classroom enrollment is at capacity, families may sell extra days to each other. Each classroom has a sign-up sheet for parents wishing to buy or sell days.

When days are purchased from CCC, payment should be made on the day that the child attends. If days are purchased from other parents, payment should be made directly to the selling parent. **Whether additional days are bought from CCC or from another family, the Executive Director and the classroom teacher should be notified in advance in writing.**

Credits/Refunds: No credit is given for regular scheduled school holidays or vacation periods. No tuition credit is given for any of the days a child is absent due to illness or vacation. Application and tuition fees are non-refundable. Unexpected closure days are not made up and tuition attributable to those days is not refundable.

Late Pick-up policy

CCC closes at 6:00 p.m. each day. Consequently, parents should arrive to pick up their children early enough to be able to exit the building by 6:00 p.m. It is expected that, barring unforeseen emergencies, pick-up will always occur by this time. However if an extraordinary situation does arise, parents must make every effort to arrange an alternative pick-up arrangement, and must call CCC to inform them of this plan. As a last resort, if no alternative arrangement is

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possible, parents must inform CCC as early as possible that they will not be able to pick their child up by 6:00 p.m., and should provide a best estimate of their arrival time.

No matter what the reason is for late pick-up, families are charged a late pick-up fee and a monetary penalty for each minute past 6:00p.m., that a staff person supervises their child. When picking up their child after 6:00 p.m., parents are requested to sign a form verifying the time of their arrival, and thus the amount of the late fee. The late pick-up penalty is \$10.00 at 6:00 p.m. plus \$1.00 per minute there after per child. If a family consistently picks up their child late, they will be asked to consider another preschool program that can meet their scheduling needs.

Family picking up one child	\$10.00 plus \$1.00 per minute
Family picking up two children	\$10.00 plus \$2.00 per minute
Family picking up three children	\$10.00 plus \$3.00 per minute

WHAT TO BRING EACH DAY

All items sent to CCC with your child must be clearly marked with your child's name.

1. Nutritional Lunch – Sack lunches brought into a licensed preschool must conform to CACFP and USDA nutrition guidelines. (Please see lunch section for guidelines)
2. Mat Cover – (guidelines under Naptime)

3. Complete change of clothes – Each child has a plastic bag in their cubby to store their extra change of clothes. Please check to make sure your child has Pants or shorts, a shirt, underwear, and socks everyday. If your child tends to have accidents we ask that you bring several changes of clothes. Please update the change of clothes in your child’s cubby according to the season.

Personal Items/Toys from Home

All children are welcome to bring a “lovey” or special soft toy from home for comfort at naptime. Please remember that the “lovey” must be small enough to fit in the child’s cubby. Each class has a scheduled “Show and Share” day that provides children with the opportunity to bring special items from home that relate to the topic the class is discussing. This activity assists children in developing their ability to share with classmates, as well as their communication skills. Children are not allowed to bring toys from home unless it relates to the topic of discussion and is a scheduled show and share day. Please remember that CCC is not responsible for lost or broken toys. Toy guns or any type of weapons are not permitted at school. All toys and questionable items will be sent home with the parent or placed in the office until the child is picked up from school.

What to Wear Each Day

Rubber soled, closed toe, closed heel shoes - Help us enforce this rule. Children are **NOT ALLOWED** to wear cowboy boots, sandals, flip-flops, clogs, etc. Well built, washable tennis shoes allow the greatest freedom of movement and the highest degree of safety for children.

Clothing – We paint, cook, play in sand and water, slide, run, jump, fall down, ride bikes – all activities that are hard on clothes. Send your child in “I Can Do It Myself” play clothes! Teachers and children appreciate easily managed clothing. Dresses and two-piece outfits are the easiest to manage for all ages. If your child has an outfit of which you are particularly fond, save it for dressy occasions such as picture day.

DHS mandates children play outside when the temperature is between 32 and 95 degrees. Please dress your child in appropriate clothing for outdoor play based on the weather.

- ☉ Warm weather: Help your child choose clothes that are comfortable, breathable and easy to climb and slide in.
- ☉ Cold weather: Prepare your child for the temperature by dressing them in a coat, hat and gloves or mittens. Help your child dress in layers of clothes that are comfortable and easy to climb and slide in.

Sun block – Please apply appropriate sun block before your child comes to school. Children are exposed to the sun when they go outside, regardless of the temperature.

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APPENDICES

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APPENDIX A DIRECTORY OF EXECUTIVE BOARD

PRESIDENT

Jake Jacobs
(H) 646-2329
(Cell) 497-0273
Email: jakej6775@yahoo.com

VICE PRESIDENT

Lisa King-Rowan
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(Cell) 474-6020
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TREASURER

Sunday Camp

(H) 385-2438
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SECRETARY

Mark Gauthier
(H) 891-7379
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CCC LIASON

TBA

BUILDING AND GROUNDS CHAIR

TBA

ENRICHMENT CHAIR

TBA

FUNDRAISING CHAIR

TBA

EVENTS CHAIR

TBA

MARKETING CHAIR

TBA

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**APPENDIX B
CURRENT FEE SCHEDULE**

1. Admission waiting list application \$50.00 (non – refundable)

2. Tuition

2 year old class

Full Time - \$785.00
Part Time - \$505.00 M-W-F
Part Time - \$375.00 T TH

3, 4 & 5 year old class

Full Time - \$740.00

Part Time - \$485.00 M-W-F
Part Time - \$360.00 T TH

- | | |
|--------------------------------------|--|
| 3. Additional Day drop-off) | \$45.00 per day (paid at the time of |
| 4. CCC – prepared Lunch | \$5.00 per lunch |
| 5. Late payment fee | \$30.00 |
| 6. Returned check/Insufficient Funds | \$30.00 |
| 7. Late Pick up penalty 6:00p.m. | \$10.00 plus \$1.00 each minute past
(see late pick up section in the handbook) |

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APPENDIX C

SNACK IDEAS

APPENDIX D

LUNCH IDEAS AND MEALS GUIDELINES

APPENDIX E



cooperative CHILDCARE

2009-2010 Calendar of Events

August - 2009

- 11 Executive Board Meeting
- 14 Teacher In-service – CCC Closed
- 17 Cookie Dough/Pretzel Fundraiser begins
- 18 Open House – 5:30 p.m. – Babysitting for \$5.00
- 26 Department of Human Services annual re-evaluation of the center
- 27 ECHERS – 3 star evaluation
- 28 Deadline for Cookie Dough/Pretzel fundraiser – All money and orders need to be turned in by 6:00p.m. on this day.

29 HAPPY BIRTHDAY MS ASHLEIGH SPEIGHT!! (Assistant to Director/Floater)

September - 2009

- 7 Labor Day – CCC CLOSED
- 15 Executive Board Meeting
- 16 HAPPY BIRTHDAY MS CHERYL REEVES!! (4 year old teacher)
- 22 Full Parent Board Meeting
- 22 First day of autumn begins
- 25 Fall Social 6:00p.m. - 8:30 p.m.
- 30 HAPPY BIRTHDAY MS LESLIE HILBURN!! (Afternoon Aide)
- TBA Pied Piper Tickets (This event is arranged by the Enrichment committee)

October - 2009

- 4 HAPPY BIRTHDAY LANDIS BECK!! (Afternoon Aide)
- 12 Columbus Day – CCC OPEN
- 13 Executive Board Meeting
- 16 HAPPY BIRTHDAY MS CARLY WOODFIN!! (3 year old teacher)
- 23 **CCC CLOSED FOR PARENT TEACHER CONFERENCES** (sign up sheets will be available 2 weeks prior to this date for parents to sign up for a time slot)
- 30 Halloween Parties – 3:00 p.m. (Bring a costume for your child to dress in after nap)

November - 2009

- 1 Daylight saving time ends – Set clocks back 1 hour
- 3 Picture Day – School pictures/Family Pictures
- 10 Executive Board Meeting
- 11 Veterans Day observed – CCC OPEN
- 17 Full Parent Board Meeting
- 25-27 Thanksgiving Holiday – CCC CLOSED

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December - 2009

- 8 Executive Board Meeting
- 18 Class Holiday Parties (3:15 p.m.)
- 21 Winter Begins
- 22 CCC Open from 7:00am - 4:00pm
- 23-31 CCC CLOSED for the Holiday Season!!!

January - 2010

- 1 New Year's Day – CCC Closed
- 4 CCC re-opens
- 9 HAPPY BIRTHDAY KAITLYNN PASSON!! (Afternoon Aide)

- 18 Martin Luther King Day – CCC OPEN
- 19 Executive Board Meeting
- 26 Full Parent Board Meeting

February

- 2 Groundhog Day
- 14 HAPPY VALENTINES DAY!!
- 15 Presidents Day – CCC OPEN
- 16 Executive Board Meeting

March

- 12 **CCC CLOSED FOR PARENT TEACHER CONFERENCES** (sign up sheets will be available 2 weeks prior to this date for parents to sign up for a time slot)
- 14 Daylight Savings Time starts – Set clocks ahead 1 hour
- 16 Executive Board Meeting
- 17 St. Patrick Day (Wear GREEN)
- 20 First day of spring!
- 23 Full Parent Board Meeting

April

- 1 April Fool's Day
- 2 School Field Trip Egg Hunt/Cook Out at Edwin Warner Park Site 5 – Parents and children meet at the Park at 10:00a.m. Egg Hunt will begin at 10:30a.m.
- 3 HAPPY BIRTHDAY MS CHELSEY PIPER!! (Afternoon Aide)
- 4 HAPPY BIRTHDAY MS MELISSA RAINONE!! (Executive Director)
- 4 HAPPY EASTER !!! Happy Passover
- 20 Executive Board Meeting
- 29 4 & 5 Year Old Art Show
- 30 Spring Social

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May

- 3-7 Staff Appreciation Week
- 4 HAPPY BIRTHDAY MS. CALLIE ANN STARKEY!! (3 year old teacher)
- 9 Mother's Day
- 11 Executive Board Meeting
- 21 4 & 5 year old Graduation
- 25 Full Parent Board Meeting
- 29 HAPPY BIRTHDAY MS JILL SPEIGHT!! (4 year old teacher)
- 31 Memorial Day – CCC CLOSED

June

- 15 Executive Board Meeting
- 18 CCC Closed for Teacher in-service
- 20 Father's Day
- 21 Summer Begins
- 21 HAPPY BIRTHDAY MS STEPHANIE JENKINS!! (2 year old teacher)

July

- 2 HAPPY BIRTHDAY MS KATIE RUTSCH!! (2 year old teacher)
- 5 CCC CLOSED IN OBSERVANCE OF INDEPENDENCE DAY
- TBA Executive Board Meeting

