Little Wildflowers
COOPERATIVE PRESCHOOL

Parent Handbook
Policies, Rules & Procedures

Little Wildflowers Cooperative Preschool
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Location: Emmaus Table at 7400 Woodlawn
7400 Woodlawn Ave NE, Seattle, WA 98115

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Welcome!
This Parent Handbook contains important information for you to know and refer to while you and your child are enrolled in Little Wildflowers Cooperative Preschool.

It includes the following sections:

SECTION 1: Summary

A. Our Philosophy and Purpose

Little Wildflowers Cooperative Preschool ("the Co-op" or “the Cooperative”) is part of the North Seattle College (NSC) Parent Education Program and is affiliated with the NSC Parent Advisory Council (PAC). The Co-op requires active participation by primary caregivers and children in a preschool setting. This environment provides an opportunity for caregivers to obtain information and practice skills in at least three major areas: child development and family life, teaching young children, and organization development and leadership. Basic program values include:

- respect for individual differences and differences in parenting styles
- freedom to explore options and practice skills
- respect for the knowledge and skills that individuals bring to the program
- strengthening families by forming supportive networks, and
- belief that parents are children's primary teachers.

B. Ages Served

The preschool primarily serves five age groups – Infants, Toddlers, Pre-3s, 3s, and pre-Ks -- children who are no more than 59 months old by August 31 of the upcoming school year. The children and their primary caregivers are members of the Cooperative.

Age Group Delineations

- *Bunnies (infants)*: no more than 12 months old by August 31
- *Otters (toddlers)*: at least 12 months and no more than 23 months by August 31
- *Orcas/Chickadees (pre-3s)*: at least 24 months and no more than 35 months by August 31
- *Eagles (3s)*: at least 36 months and no more than 59 months by August 31
- *Eagles with Pre-K Extension (Pre-Ks)*: must be concurrently enrolled Eagles who are at least 47 months and no more than 59 months by August 31

Age exceptions may be granted with Teacher approval. See *Admission: Membership Requirements* for more information.

C. Where We Meet

The Co-op meets at Emmaus Table, 7400 Woodlawn Ave NE, Seattle, in a basement classroom space and outdoor play yard.

D. When We Meet

See our website for the most up-to-date class offerings and times. Generally, we meet:

- Bunnies: 1.5 hours, once/week
- Otters: 2 hours, once/week

- Orcas/Chickadees: 2 hours, twice/week
- Eagles: 2.5 hours, four times/week
- Pre-K Extension: additional 1.5 hours following Eagles class, four times/week

E. What it Costs

Annual costs include (Current rates are listed on the school website):

- Registration fee (one-time and nonrefundable)
- Co-op tuition (paid in ten installments plus a one-time materials fee)
- NSC tuition (paid per quarter)

Scholarships are available through the Co-op and North Seattle College Cooperative Preschools Parent Advisory Council (PAC).

F. What Happens at Preschool

A typical day at preschool begins with outdoor time in an enclosed yard where activities are set up, or at a nearby public playground. Play during this time is open-ended and child-led. The children then wash their hands and have a snack or lunch. After this is exploration time with adult-guided activities such as art, sensory dough, and fine-motor activities. Working caregivers support the Preschool Teacher(s) by supervising the children at play, facilitating play, and ensuring the children's safety. The day ends with circle time where the children and caregivers sing songs and listen to stories led by the Preschool Teacher(s).

Some classes may begin the day in their classroom and move outdoors after snack or lunch.

G. The Caregiver's Role

A parent or other caregiver accompanies their child(ren) to one assigned class day per week. Caregivers' responsibilities as members of the Co-op include working in one of the play areas every week and attending a monthly business/Parent Education meeting. Members are also responsible for actively participating in the management and operation of the Co-op, which includes participating in one quarterly project/work party and one annual all-school project/work party, as well as performing one job/position per child enrolled (e.g., Secretary, Treasurer, Fundraiser, Photographer). The Parent Education discussion topics cover child development, parenting styles, discipline, health and safety, and self-esteem. Caregivers play an active role in determining the topics presented and in contributing to the discussions.

H. Our Teachers

There are two types of Co-op teacher. Preschool Teacher(s) are responsible for coordinating and leading the children's curriculum and activities, and a Parent Educator is responsible for coordinating and presenting the caregivers' curriculum.

SECTION 2: Required Information

All Co-op members must submit the following forms and fees prior to the first class:

- Non-refundable registration fee – may be paid electronically via Jovial or by check payable to Little Wildflowers Cooperative Preschool (usually paid during In-house or Open Registration)
- Tuition for the month of September – may be paid electronically via Jovial or by check payable to Little Wildflowers Cooperative Preschool
- Quarterly tuition for NSC – paid electronically via Jovial

- Forms printed and completed:
    - *Adult Emergency Contact Form*
    - *Child Emergency Medical Information and Consent*
    - *Child's Certificate of Immunization Status*
    - *Caregiver Contract*
    - *Health Guidelines*
    - *Video, Print and Digital Image Release*
    - *All About Me*
    - *RMM Form* (read and signed by each adult working in class)
    - *Emergency Comfort Kit* (Orcas, Chickadees, Eagles, Pre-K students only)
    - *Medical Emergency Response Plan* (completed only if your child has a severe allergy or medical condition that would require immediate intervention at school)

SECTION 3: Policies and Procedures

A. Purpose

The Cooperative is organized to provide a learning environment for both caregivers and children in several areas:

Caregiver-Child Education

- Caregivers work with and observe their own and other children in a group situation,
- Caregivers participate through small-group instruction and discussion to communicate common experiences and receive instruction from college faculty on topics pertinent to raising a toddler, and
- Caregivers improve their understanding of their children and their family relationships.

Skill Development

- Caregivers gain leadership and management skills through their active participation in the operation of a self-supporting cooperative,
- Caregivers develop skills that are useful for working successfully in other community groups, and
- The Cooperative promotes caregivers' ability to impact their children's intellectual, emotional, physical and social skills development.

B. Membership

Any parent or participating adult who enrolls in the NSC Parent Education Program and is willing to accept the responsibilities of active participation in the Cooperative is eligible for membership. Each member must fulfill the requirements for participation in the Cooperative as set forth below.

Admission Requirements

- Unless otherwise determined by the membership, children attending the preschool shall be between 0 months and 59 months of age by August 31 – before the commencement of the school year.
- In order to operate, the Cooperative must satisfy the minimum membership requirements set forth by NSC.
- Each class is limited to enrolling two sets of families of multiples.
- The All-School Board may vote, with Teacher(s) approval, to change the maximum number of students allowed per class.
- Age exceptions may be made pending approval of the Preschool Teacher(s) and Parent Educator in order to accommodate variations in class enrollment.

The Cooperative shall not discriminate against members, prospective members or their children on the basis of race, religion, sex, national origin, or physical, intellectual, or emotional disabilities. This policy includes, but is not limited to, all facets of the Cooperative's operations, including its policies, requirements for membership, scholarship fund, and all preschool-related activities. The Cooperative will not maintain separate facilities, nor partition existing facilities

into separate sections on the basis of race, religion, sex, national origin, or physical, intellectual, or emotional disabilities.

The Cooperative is organized and shall be operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the 1974 Internal Revenue Code. Consistent with the requirements of this section, the Cooperative shall not carry out any activities precluded by the Internal Revenue Code for an organization exempt from taxation under said section.

Priority of Acceptance

Priority will be given to currently-enrolled caregivers and/or children from a Little Wildflowers Cooperative Preschool class in accordance with the NSC registration process and recommendations of the Parent Advisory Council for the current year. Currently enrolled families must be in good financial standing with the preschool in order to register for the following year.

- *During "Transfer Registration" Period:* All other North Seattle Co-op Pre-3s groups for 3s, all other North Seattle Co-op Toddler groups for Pre-3s, and all other North Seattle Co-op Infant groups for Toddlers.
- *During "Open Registration" Period:* Individuals granted membership based on a lottery conducted by NSC
- *After "Open Registration" Period (ongoing):* Individuals who initiate contact with the Registrar and are granted membership immediately or after joining the Waiting List (see below).

Waiting List

Once a class reaches full enrollment, a waiting list shall be established and maintained by the Registrar for the caregivers of eligible children who are interested in attending the Cooperative. Prior to Registration for the next year, the Waiting List will be cleared and families on the list notified.

Facility Tour

A physical tour of the Co-op Preschool site is encouraged for all prospective new members. This tour will be conducted by Preschool Teacher(s), Class Parent Coordinators, or Registrar.

C. Participating Caregivers

Parent Contract

Each participating caregiver shall sign the *Caregiver Contract*, which is considered binding. Failure to assume the duties as enumerated therein may result in membership review by the Board.

Contact Information

Each participating caregiver agrees to provide contact information (i.e., a phone number and email address that they can access and are committed to monitoring regularly for class and school business).

Immunization
Caregivers must complete and submit a *Washington State Certificate of Immunization Status* form for their child, as required by state law. The form shall be on file at preschool by the first day of class. The *Certificate of Exemption* form must be completed if you choose to delay or exempt a child from one or more required immunizations.

General Health
Each caregiver is responsible for only allowing their child to attend preschool in good health, and must notify the Health & Safety officer if the child contracts a contagious disease.

D. Fees and Finances

In order to cover the expenses involved in running a Cooperative Preschool, Member caregivers pay Co-op tuition and fees, pay NSC tuition, complete fundraising, serve as assistant teachers in the classroom, and fulfill Class or All-School job(s). All of these payments (tuition, fundraising, classroom roles, and Member jobs) are completed on a per-child basis.

Fees and Tuition
Membership Registration Fee
The Cooperative preschool registration fee shall be set for the following year prior to the annual membership registration period (held in the spring), according to the financial conditions of the Cooperative. Payment of the registration fee is required at the time of registration and is non-refundable. The registration fee covers accident and liability insurance and a portion of the equipment fund.

Cooperative Tuition Fee
Cooperative preschool tuition fees are subject to change on approval of the Board. During the period of enrollment, full Cooperative tuition must be paid for each payment period whether or not the child attends school on every class day in such period, and whether or not preschool is canceled for any reason, including weather-related reasons.

Payment of Cooperative Tuition
Tuition payments are made to the Treasurer, via Jovial online payment or check, pursuant to a payment schedule determined by the Board. Upon acceptance, cooperative preschool members will be required to submit September Cooperative Tuition that is NOT refundable after June 30. *Members must submit September tuition payment by spring orientation or forfeit their assigned class space(s)*. Cooperative members who enroll after a tuition payment period has begun will be charged tuition for the period on a prorated basis, based on the number of classes remaining in the period at the time of enrollment.

Nonpayment of Cooperative Tuition
If a member's Cooperative Tuition is overdue by twenty days and payment arrangements have not been made with the All-School Treasurer, the member will be asked not to attend class until tuition is current or forfeit their membership in the Cooperative. See *Dismissals section*. Families may apply for Tuition Assistance if facing hardship.

Refunds of Cooperative Tuition
There will be no refund of tuition for classes held in June, except in cases of dismissal. Other tuition refunds will be made on a prorated basis, provided that two weeks' notice of a member's withdrawal has been given to the Registrar, and provided that the Registrar is able to fill the opening. If the opening cannot be filled, the withdrawing caregiver(s)'s paid tuition for the month of withdrawal will not be refunded.

Cooperative Tuition for Multiple Siblings
Caregivers enrolling more than one child in the Cooperative will pay a Registration fee per family, per class and full Cooperative Tuition for each child. Caregivers of multiple siblings will hold one job for each child enrolled. However, at the discretion of the All-School Board, a single Board position may fulfill the caregiver's job requirement for multiple children enrolled in a single class (e.g., twins).

NSC Tuition
Participating parents and caregivers shall enroll in class(es) with NSC and pay quarterly tuition (a total of three payments in the September-June school year) for their enrollment in NSC's Parent Education Program. Attending parents and caregivers (who attend preschool class three or more times per quarter) shall enroll with NSC for 3-credit courses. This includes Nannies (*For more information about Nannies, see Nanny Policy).* If a child requires an attendant in class in addition to their primary caregiver, such as an ABA therapist, that attendant does not pay NSC tuition. Parents, after their partner has signed up for a 3-credit course, who plan to attend class three or more times per quarter, will register for 1-credit courses.

Additionally, parents and caregivers of multiple children in the school and/or in a given class shall register for one 3-credit course per child. Families of multiples are required to register two caregivers in 3-credit courses in order to ensure sufficient enrollment per class with the minimum requested by NSC being twenty members. For information about NSC PAC Scholarships, visit North Seattle Cooperative Preschools' Scholarship Information page.

Tuition Assistance
Awards of Cooperative Tuition Scholarships via PAC
Cooperative tuition scholarships are available through the PAC Scholarship Fund for members who choose to apply. Applications for scholarships are on a quarterly basis. PAC will award up to 50% of tuition to approved members quarterly. Upon award of PAC scholarship, members are then eligible for in-house scholarships. In-house scholarships are awarded up to 50% of the amount that PAC has awarded. Acceptance is based on members' active participation and availability of funds. Exceptions can be made upon review by the All-School Board.

Supplemental Scholarships for Cooperative Tuition
As a supplement to the PAC Scholarship Fund, the Co-op may establish and maintain a separate scholarship fund. The fund shall be built through fundraising and interest and administered by the Board. The fund's purpose shall be to finance partial tuition for a member in need. Written requests for scholarship awards should be referred one month in advance to the All-School Treasurer who will bring the requests anonymously before the Board for approval.

Payment arrangements can be made with the All-School Treasurer for those needing financial assistance until scholarships are awarded. Payment arrangements will be based on the known amounts families must pay (25% of the quarterly tuition). After consultation with the All-School Treasurer, the amount due may be spread out into multiple payments or one lump sum.

Financials

Conflict of Interest/Compensation

No Officer or Member of the Cooperative shall have any personal financial interest, direct or indirect, in any activity undertaken by the Cooperative. No Officer or committee Member shall receive compensation for their service but may receive reimbursement for approved expenditures incurred on behalf of the Cooperative.

Checks Written to/by the Cooperative

All checks written to the Cooperative shall be made out to Little Wildflowers Cooperative Preschool. All checks issued on behalf of the Cooperative shall be signed either by the All-School Chair or by another Board member of the Cooperative with the All-School Chair's approval. The Preschool Teacher's monthly supply fund will be made available as stipulated in the Preschool Teacher(s)' contract.

Carryover Reserve Fund

A carryover reserve fund to start the next year will remain in the Treasury at the end of the year. The reserve fund should equal at least two months' expenses, including rent, salaries, taxes, etc.

Insurance

The Cooperative shall carry insurance according to NSC policy. Insurance is provided by NSC and stipulates that every caregiver working in the classroom must be enrolled with the college.

Fiscal Year

The Cooperative's fiscal year shall run July 1 - June 30.

E. Weekly Preschool Sessions

School Calendar and Class Cancelations

The school year shall follow that of Seattle Public Schools, and the regular school holidays shall be observed. When Seattle Public Schools are closed or running late (one or two hours) due to weather conditions, preschool classes shall be canceled. Evening Parent Meetings may meet.

If SPS has not closed or delayed classes, the Preschool Teacher(s) or Parent Educator and the Board may decide to cancel preschool classes. Any parent or Board meetings canceled due to weather conditions shall be rescheduled, with make-up meeting times established by the Preschool Teacher(s), Parent Educator, and the Board.

Caregiver Work Schedule

Bunnies

Caregivers remain with their children through the class. No parent education is required.

Otters

For part of each class session, half of the caregivers are assigned a specific responsibility as teacher's aides to guide the children's activities while the other half of the caregivers attend parent education. For the remainder of the session, all caregivers are required to help the children in various play activities as directed by the Preschool Teacher.

Orcas & Chickadees

Half of the caregivers participate on the first school day of the week, and the other half participate on the second school day of the week, on a schedule overseen by the Class Secretary. This is to maintain a ratio of 1:2 adults:children. The working caregivers are assigned a specific responsibility as teacher's aides in order to guide the children's activities. For the remainder of the session, caregivers are to help the children in various play areas as directed by the Preschool Teacher.

If a caregiver has two or more children enrolled in the class, the caregiver is only required to work one day, unless due to enrollment or many sets of multiples, the Class Executive Committee and Parent Educator deem two work days to be necessary.

A primary objective of the Pre-3 age group is to help attain the goal of child-caregiver separation. Toward that end, caregivers will be encouraged to leave their child at preschool on their non-work day; the Teacher and Parent Educator will work with the parent to design a plan for separation.

Eagles

One third of the caregivers participate on each school day, on a schedule overseen by the Class Secretary. This is to maintain a ratio of 1:3 adults:children. The working caregivers are assigned a specific responsibility as teacher's aides in order to guide the children's activities; caregivers are to help the children in various play areas as directed by the Preschool Teacher.

If a caregiver has two or more children enrolled in the class, the caregiver will be required to work one day per child to maintain safe ratio standards. The Class Executive Committee and Parent Educator may deem one work day to be acceptable, depending on enrollment.

A primary objective of the 3s age group is to help attain the goal of child-caregiver separation. Toward that end, caregivers will be encouraged to leave their child at preschool on their non-work day(s); the Preschool Teacher and Parent Educator will work with the caregiver to design a plan for separation.

Pre-K Extension

One caregiver will participate on each school day, on a schedule overseen by the Class Secretary. The working caregiver is assigned a specific responsibility as teacher's aide to guide the children's activities; the caregiver is to help the children in various play areas as

directed by the Preschool Teacher.

If a caregiver has two or more children enrolled in the class, the caregiver will be required to work one day per child to maintain safe ratio standards. The Class Executive Committee and Parent Educator may deem one work day to be acceptable, depending on enrollment. A primary objective of the pre-K age group is to help attain the goal of child-caregiver separation. Toward that end, caregivers will be encouraged to leave their child at preschool on their non-work day; the Preschool Teacher and Parent Educator will work with the caregiver to design a plan for separation.

Attendance
Members are required to attend their assigned working day(s), and are responsible for informing their class via the designated class communication channel (e.g., Signal) if they are unable to attend a preschool session. In the event of a planned absence, members must arrange for a substitute for their work day. In the event of sudden illness or emergency, members must attempt to secure a substitute or contact the emergency substitute for the day.

It is the Class Executive Committee's responsibility, in conjunction with the All-School Board, to determine if a member's absences are interfering with the Cooperative's operation. If so, the Class Executive Committee may recommend that the Board, in the best interest of the Cooperative, dismiss that member according to the Policies and Procedures.

F. Emergency Substitute (E-Sub): Pre-3s, 3-5s, and Pre-K

In order for Co-op to function properly, caregivers must attend their assigned work day and provide Emergency Substitution for parents in true emergencies. Members are required to be an Emergency Substitute (E-Sub) on an assigned non-work day, in case a caregiver who is supposed to work that day has a sudden illness or emergency. The Emergency Substitute schedule is for true emergencies that become known the day before or in the morning before preschool. It is not for planned absences, such as a vacation or doctor appointments. All-School Board members will be exempt from working Emergency Substitute shifts in connection with the preschool class they represent in that role. See *All-School Elected Officers and Responsibilities* for more information.

Responsibilities of the Caregiver Requesting E-Sub
Caregivers should contact the Emergency Substitute as soon as possible when needed. Contact the E-Sub *by phone* two hours before the class begins to allow the class time to work together to make arrangements in the event that the E-sub is needed by multiple families. If you know that you will need a substitute the night before your work day, you may first attempt to make arrangements to trade a workday with another member, and then contact the E-Sub. Each caregiver is allowed one forgiven absence filled by an E-Sub. Any time you trade work days, use an E-Sub, or send a partner/relative to fill in, immediately inform your class members by email or agreed-upon forum (e.g., class Signal or WhatsApp channel) whom to expect in class that day. If the E-Sub is used excessively, as determined by the Class Executive Committee, the CEC

will notify the All-School Board of the behavior and resolution.

If a member sends a caregiver unfamiliar with Co-op, the caregiver should:

1. Review Section 4: Health Guidelines and Section 5, E. Role of Member Caregivers of this document.
2. Check in with other Co-op members when they arrive and be ready to receive direction.

E-Sub Responsibilities

At the discretion of the CEC, caregivers are placed on the E-Sub rotation on a per-child basis. For example, if a caregiver enrolls two children in a class, the caregiver will be assigned twice the E-Sub days. When you are assigned as the Emergency Substitute, expect to work that day and plan accordingly. A member needing a sub will contact you as early as they are able to. Please be available by phone the morning of class and up to 20 minutes after class has started. If you are contacted by multiple families, notify your Class Chair so they can help make the necessary arrangements.

Caregivers may also trade E-Sub days in advance. If a member is unable to fill in as a substitute on their non-work day (due to a job, for example), they can fulfill their obligation ahead of time by securing a partner or another relative to be the E-Sub, or they can arrange for another Co-op member to take their E-Sub shift.

G. Monthly Class Meetings

Monthly class meetings shall be held pursuant to a schedule determined and accepted by the members of each class at the first parent meeting of the school year – typically fall orientation. The scheduled time must accommodate the Parent Educator's schedule and should be AFTER the All-School Board's monthly meeting for proper information flow.

One hour of each monthly class meeting will be devoted to Cooperative business; the other hour will be devoted to Parent Education.

Attendance

Attendance at monthly class meetings is a mandatory requirement of Cooperative membership and to fulfill accreditation as a student at NSC; the meetings also build community in your class. One absence from these meetings will be excused regardless of reason for absence. Additional absences require further action: the member must (1) review the minutes, sign them, and turn them into the class secretary before the next meeting, (2) as determined by the CEC, come up with something to benefit and build the co-op community within that month (e.g., plan a play date), and (3) complete the Missed Meeting Form (i.e., perform an alternate activity designated by the Parent Educator). The Class Secretary will notify the Class Executive Committee of any absentee problems, and the Class Executive Committee will promptly review the matter.

Orientations

Two orientation meetings are held each year: a Spring Orientation in or around May after the new class is registered and a Fall Orientation in or around early September before the school year begins (See All-School Elected Board Members for information about Board-Specific Orientations). At the spring meeting, the Parent Educator will ensure that the Class Executive Committee positions are filled for the incoming Cooperative classes during class break-out sessions. The Preschool Teacher(s), Parent Educator, and all Cooperative members must attend the fall meeting (with the new All-School Board and Class Executive Committee members in place and facilitating the meeting). The purpose of this meeting is to solidify the Preschool's leadership positions, fill remaining positions, set calendar dates, and orient new members.

H. Parent Education

Parent Education is the foundation of the Cooperative program, and is the basis of membership and participation in the Cooperative. It consists of four elements:

- Toddler (Otters) Parent Education Meeting: Each week, one-half of the caregivers spend part of the school session in a parent education meeting during which various parenting topics are discussed with the Parent Educator.
- Monthly Class Meeting: Half of the monthly Class Meeting shall be devoted to Parent Education, provided by the Parent Educator. This monthly meeting also serves as the only Parent Education Meeting for Orcas/Chickadees and Eagles caregivers.
- Teacher's Aide: The caregivers participate as teacher's aides, on their assigned work day, during the weekly preschool sessions.
- Management of the Cooperative: The caregivers participate in the management and operation of the Cooperative.

I. Preschool Teacher(s)

Teacher Agreement

An agreement between the Cooperative and a Preschool Teacher shall be made and considered binding. It shall be signed by the All-School Chair and the All-School Treasurer on behalf of the Cooperative. The Preschool Teacher's agreement may be terminated by majority vote of members and upon one month's severance pay. The Preschool Teacher may terminate their agreement by giving thirty days' written notice to the All-School Board.

Agreement Renewal

The Preschool Teacher will inform the Board no later than March 15 of the current school year whether they intend to return for the following school year. The decision to hire a new Preschool Teacher will be made by a majority vote of the Cooperative membership on or before April 1 of the current school year. If a decision is made to renew a Preschool Teacher's agreement, such agreement must be renewed and signed by both parties by April 30 of the current school year.

J. All-School Elected Officers and Responsibilities

All-School Officer Positions shall include a Chairperson, a Registrar, a Treasurer, a Secretary, a Communications Coordinator, and a Health & Safety Coordinator. These officers, as well as the Chairperson from each class Executive Committee, will constitute the Board. The Board may also include discretionary positions, such as Fundraiser and Access, Community, & Opportunity Chair.

To fulfill role obligations, in addition to the duties listed under Member Positions, All-School Board members are required to attend All-School Board meetings, All-School Orientation(s), and the Outgoing Board/Incoming Board Meeting (more information below). All-School Board members may have one excused absence from these meetings and must arrange for a representative to fill in their role. All-School Board members must reply to Board-related emails within two business days as topics may be time-sensitive.

All-School Board members may only fill one Board position at a time. See *Cooperative Tuition for Multiple Siblings* under Fees and Finances for more information.

Preschool Duty Exemptions

Unless otherwise determined by the All-School Board, Board members shall be exempt from All-School upkeep duties and working Emergency Substitute shifts in connection with the preschool class they represent.

Board Meetings

Monthly Board Meetings

Regular meetings of the All-School Board shall be held monthly and shall be open to the membership. A simple majority of the Board shall constitute a quorum, and a quorum must be present at all times to transact business.

Outgoing Board/Incoming Board Meeting

This meeting should be held after all Board positions for the incoming Cooperative have been filled (during May) and may be combined with the Spring Orientation Meeting.

Spring All-School Board Orientation Meeting

The outgoing officers will be present to transfer all business, except for Treasurer responsibilities, to the newly-elected officers, all of whom must be present. This meeting is typically the second half of the last All-School Board meeting of the year. The outgoing Treasurer will complete the end of the current year fiscal responsibilities prior to transferring all business to the Incoming Treasurer. These meetings can be held as one-on-ones with each outgoing Board member meeting with their incoming replacement.

All-School Board Voting

In order to ensure that the Membership is represented while centralizing the administrative decisions of the Cooperative, voting shall proceed as follows:

1. Prior to or at an ASB meeting, a voting item may be created, suggested, and/or discussed over email.

2. The All-School Chair will email the Agenda to the Class Chairs in order for them to share the agenda with their classes. Chairs will request feedback from the class at monthly meetings and bring the feedback back to the Board at Board Monthly meetings.

*For a Bylaws change, the process would be similar except the classes, according to the bylaws, would officially vote on it. If less than 60% of membership approved the change, feedback would go back to the Board to edit and submit for voting again at the next Class Meetings.

All-School Board Electronic Mail Voting

According to Washington State Law, electronic mail voting is only available for resolutions before the All-School Board, due to the difficulty of obtaining 100% participation from Cooperative membership. The Cooperative membership must vote during parent meetings. If an item arises that requires action prior to the next scheduled All-School Board meeting and if the Chairperson deems it necessary and advisable, the Board may vote on an item by electronic mail pursuant to the following requirements:

- All current Board members must have an active and current email address that has been provided to the Cooperative;
- The member making the motion must make reasonable efforts to notify all current members that an email vote will be sought and shall provide information as to when the motion by email will be sent;
- A member must make a motion by email, which must then be seconded by another member;
- All Board members must respond to the email vote within a timeframe stated in the motion;
- If the motion is unanimously approved, the motion passes;
- The results of the email vote shall be shared with the Board members by email within a reasonable time, and shall be recorded in the minutes of the next All-School Board meeting and by a special note to the files of the Chair and Secretary; and
- An email vote should be used rarely and is viewed as an exception to the rule of conducting Cooperative business at Parent Meetings.

Emergency Voting

In an emergency situation, the All-School Board may make decisions and transact Cooperative business without submitting such actions to a vote by the membership.

All-School Board Recommendation Process

The following year's All-School Board will be nominated by current Board members or those interested may self-recommend. If more than one Member volunteers for a role, a meeting can be called to discuss it or the Members may run for positions and the classes may vote at the Spring Orientation. If only one Member volunteers for a position, they will be confirmed at the Spring Orientation with a vote from the members.

All-School Board Summer Preparatory Meeting

This meeting should be held in the summer after the Outgoing/Incoming Board meeting and

before the start of the year set-up. The new All-School Board, Preschool Teacher(s), and a Parent Educator attend this meeting and finalize decisions for the coming year, including the schedule for monthly meetings.

Summer Meetings with Class Executive Committee Counterparts
In or around July, the incoming All-School Chair will meet with the Class Chairs to solidify and review roles, answer questions, and build relationships. The other All-School Board officers will organize and hold these meetings with their Class-level counterparts in or around August, either prior to or following the All-School Board Summer Preparatory Meeting. These meetings will include AS Secretary with Class Secretaries, AS Health & Safety with Class Health & Safety, Registrar with Parent Coordinators, and AS Treasurer and AS Fundraiser with Class Fundraisers. The AS Communications Coordinator will meet with their class counterparts after the roles are assigned at Fall Orientation.

All-School Board Responsibilities
The All-School Board is responsible for the following:

- Reviewing the written performance evaluation of the Preschool Teacher(s) and recommending a new teacher agreement or termination to the membership.
    - Should a Preschool Teacher's agreement be terminated, in accordance with Washington State law, the Cooperative will be responsible for paying the Preschool Teacher unemployment insurance.
- Appointing and supervising a Teacher Selection Committee, if needed, to recruit, interview, and hire a new Preschool Teacher.
- Signing the annual renewal contract with the facility.
- Any other tasks necessary to ensure the smooth operation of the Co-op.

Typical All-School Committee Meetings Requiring Volunteers
Scholarship Committee
At the beginning of the year, a committee of volunteers – one parent from each class – will be requested to review scholarship applications with the All-School Treasurer.

Employee Contract and/or Hiring Committee
A committee composed of parents from each class, convened by the All-School Treasurer and All-School Chair, will review the Preschool Teacher(s) contract(s) and make recommendations to the Board. This committee shall also create and review contracts in case of Co-op interest in hiring Preschool Teacher(s) or other Staff Members. This committee should begin in or around February.

K. Class Executive Committee Elected Officers and Responsibilities

Class Executive Committees shall include a Chairperson, a Parent Coordinator, a Class_Fundraiser, a Health & Safety Coordinator, and a Secretary. This committee also includes the Preschool Teacher(s) and Parent Educator as advisors.

Class Executive Committee Responsibilities

The Class Executive Committee is responsible for the following:

- Assisting the All-School Board with reviewing the written performance evaluation of the Preschool Teacher(s) and recommending a new teacher agreement or termination to the membership.
    - Should a Preschool Teacher's agreement be terminated, in accordance with Washington State law, the Cooperative will be responsible for paying the Preschool Teacher unemployment insurance.
- Assisting the All-School Board with Cooperative business and ensuring communication of Cooperative business to the individual classes.
- Ensuring smooth function of the individual classes and serving as familiar points of contact for members within their representative class.
- Any other tasks necessary to ensure the smooth operation of the Co-op.

Class Executive Committee Meetings

Class Executive Committees shall meet monthly, and the timing of these meetings shall be determined by the members of the CEC. In times of regular in-person monthly caregiver meetings, these meetings were typically held immediately before the caregiver meeting. When regular monthly caregiver meetings are held virtually, the CEC often prepares asynchronously via email or a channel in the class communication platform (e.g., WhatsApp, Signal). Any meetings shall be open to the membership. These meeting dates should be scheduled to begin prior to Fall Orientation in or around August.

Summer Preparatory Meeting - ASB with Class-level Counterparts

As noted above (in *All School Elected Officers and Responsibilities: Summer Meetings with Class Executive Committee Counterparts),* these meetings should be held in or around August after the Outgoing/Incoming Board meeting, before the start of the year set-up, and following the All-Chairs Meeting scheduled by the All-School Chair (around the end of July). For example, the All-School Treasurer schedules a meeting with the Class Treasurers/Fundraisers, the Registrar meets with the Class Parent Coordinators, and so on.

The meeting goals are to: familiarize members with the All-School Model (supervision and questions), review the job responsibilities, share important documentation, and prepare for Fall Orientation.

L. Parental Leave and Nanny Policy

Parental Leave

Parental leave shall be granted to Cooperative members for up to six full weeks following the birth or adoption of an infant. The parent will inform the Class Executive Committee of the

need for leave. During the leave, the member shall be excused from all regular Cooperative responsibilities (including, but not limited to, attendance, cleaning, snack, assistant teaching, committee assignment, and parent meetings falling within a continuous six calendar week period, regardless of school breaks) without obligation.

*Note that parents are allowed by NSC to miss one Parent Education Class (at monthly evening parent meetings) but must make up any missed meetings after that (Missed Meeting Form).

Those planning to take parental leave are encouraged to trade E-Sub responsibilities in advance. Parents with in-class jobs, such as Teacher's Assistant, Opener, Trash Removal and Cleaning, etc., are encouraged to email the class ahead of time to ask for volunteers to cover or trade for job coverage.

During the leave, parents can still send their child to class on their drop-off day. Parents may also still send the child to class on their workday and are encouraged to send the child with a responsible adult (such as a partner who doesn't regularly attend, a grandparent, or nanny). In order to maintain a functioning class, this policy is applied at the discretion of the CEC and is subject to insurance guidelines and class enrollment. Parents may apply to the CEC for accommodation if they encounter hardship (e.g., the parent's doctor does not approve "return to work" until 8 weeks post C-section).

Siblings ("Babes-in-arms" Policy)

No siblings are allowed at preschool except for newborn infants as defined below.
Newborn infants up to the age of six months may attend class with their enrolled caregiver(s) under the following circumstances:

- Infant is listed on the roster and daily sign-in sheet
- Infant health and safety paperwork is maintained during the time the child attends
- Infant is held or in a carrier to maintain safety; or they may be in a pack-and-play in a safe space designated by the Preschool Teacher(s)

The number of infants enrolled in any class at a given time is at the discretion of the Preschool Teacher and the Board, up to a maximum of two.

Infant seats, strollers, and playpens may not be brought into any of the regularly used classrooms of the school.

Any sibling policy other than the "Babes-in-arms" Policy may be determined by the class involved and NSC.

Nanny Policy

For the purposes of this policy, "Nanny" is defined as "a non-custodial caregiver." This may be a grandparent, au pair, traditional nanny, or other non-custodial caregiver.

Although the Nanny may attend preschool, the primary caregiver will be required to fulfill all Cooperative duties, such as work parties and class projects (e.g., fundraising). The primary

caregiver and Nanny shall both be required to enroll in 3-credit NSC courses and attend the monthly Parent Education meetings. This Nanny Policy does not apply to caregivers who are occasionally unable to attend preschool and send a Nanny or babysitter in their place. However, this Nanny Policy shall be activated anytime a parent anticipates sending their child to preschool with a Nanny three or more times per quarter. At such a time, a Nanny must enroll in a 3-credit course with NSC. *See NSC Tuition under Fees and Finances for more information.*

M. All-School Work Parties

In order to maintain and improve a fun, safe, and educational space for our children, all Co-op families participate in Class and All-School Projects or Work Parties (see *All-School Elected Officers and Responsibilities: Preschool Duty Exemptions*). Each family must participate in at least one quarterly Class Project and one annual All-School project.

Projects and Work Parties will be scheduled by the All-School Health and Safety Coordinator and overseen by the Class Health and Safety Coordinators. These Work Parties shall be used to accomplish tasks necessary to the continued functioning of the Co-op, such as cleaning, organizing, and outdoor classroom projects. These Work Parties also help build cohesion and a sense of community within the Co-op.

N. Grievances

Grievances Between Co-op Members

Grievances between Cooperative members shall be handled as follows:

1. The aggrieved party contacts the Class Parent Coordinator (PC) or All-School Registrar (or an alternate Class Executive Committee member, if requested by the aggrieved) and explains the problem.
2. The Registrar or PC (or alternate) may act as the mediator between the involved parties, but shall immediately inform all parties, the Preschool Teacher(s), the class Parent Educator, and the Class Chairperson of the problem.
3. At the request of any party to the grievance, the Class Chair will inform the All-School Registrar of the dispute (if not already informed); the Registrar will bring it to the attention of the All-School Board. The All-School Board will then promptly appoint a Grievance Committee to investigate the matter.

A Grievance Committee shall consist of one member of the All-School Board (other than the Registrar or alternate), one randomly chosen Cooperative member from the same class not involved in the dispute, and the Parent Educator.

The Grievance Committee shall promptly evaluate the dispute, including consulting the Preschool Teacher(s) if appropriate, and make a recommendation to the All-School Board regarding its decision. The decision of the All-School Board shall be final and binding.

If an All-School Board member is found to be negligent in their role obligations, the aggrieved party or parties shall notify the Registrar or Parent Coordinator. The Registrar or Parent

Coordinator will then convene a committee composed of one Parent Educator, the Preschool Teacher(s), and one other Co-op member not in the class of the member in question. Recommendations made by the committee will be returned to the Board.

Grievances Between Co-op Members and Preschool Teachers or Parent Educator
Grievances between Cooperative members and Preschool Teacher(s) or Parent Educator shall be handled as follows:

1. The aggrieved party shall contact the cooperative member or Parent Educator/Preschool Teacher(s) directly over phone or email to resolve the matter.
2. If the matter cannot be resolved directly between the parties, the aggrieved may contact the Registrar (or an alternate All-School Board Member, if requested by the aggrieved, who shall be designated by the Board) and explain the problem. If the grievance pertains to violation of the Policies & Procedures or Bylaws, is subjectively minor in nature, and can be easily resolved, the matter does not need to be brought to the full Board but rather to the Registrar and All-School Chair. This will trigger a review of the Policies & Procedures and Bylaws.
3. If beyond subjectively minor in nature, the Registrar (or alternate) shall immediately inform the rest of the All-School Board, all site Parent Educator, and the Preschool Teacher(s) of the problem. The Board will then promptly appoint a Grievance Committee to investigate the matter.
4. The Grievance Committee shall promptly evaluate the dispute, including consulting the Preschool Teacher(s) if appropriate, and shall make a recommendation to the Board regarding its decision. The decision of the Board shall be final and binding.

A Grievance Committee shall consist of one member of the All-School Board (other than the Registrar or alternate), one randomly chosen Cooperative member (if a class-level dispute, from the same class not involved in the dispute), and the Parent Educator. If the PE is involved in the dispute, another PE will be appointed. The PE's supervisor will be notified of the committee. If a Preschool Teacher is involved in the dispute and there is another Preschool Teacher employed by the co-op, the uninvolved teacher will be asked to consult.

O. Dismissals

Grounds for Dismissal
Failure to perform the duties as outlined, or failure to cooperate in fulfilling membership obligations, as set forth in the *Caregiver Contract*, shall make a participating caregiver subject to dismissal from the Cooperative.

Procedure for Dismissal
If the Class Executive Committee or All-School Board is considering dismissing a member from the Cooperative, they shall give a written warning to the member (Membership Review Notification Form). Dismissal from the group shall be by majority vote of the Class Executive Committee members, with voting by secret ballot. The vote will then be elevated to the All-School Board, which will review the decision and, if necessary, hold a second vote by secret ballot as soon as possible. On the day of the ASB vote or review, the All-School Chair shall give

written notice of the dismissal to the member (Dismissal Form).

Within two weeks of the All-School Board vote to dismiss, the member may file a written notice of appeal of the Board's decision to the All-School Chair. While the appeal is pending, the member shall not attend preschool sessions, All-School Board, CEC, or Parent Education meetings, or other Cooperative events or gatherings. Within one week of receiving the appeal, the All-School Board shall convene a Review Committee composed of an All-School Board member, a CEC member from the dismissed parent's class, the Parent Educator from that class, and a representative from the Parent Education Program at NSC. They shall set a date for the Committee to hear the appeal. The matter shall be heard by the Review Committee no later than three weeks from the date on which the dismissed member delivered written notice of appeal to the All-School Chair.

The Review Committee shall evaluate the matter and, within two weeks of hearing the appeal, shall make a recommendation to the All-School Board regarding its decision. The decision of the All-School Board, following consideration of the Review Committee's findings, shall be final and binding.

P. Facility Repairs

Whenever the Cooperative needs to contract and hire service to provide repairs, improvements, or maintenance for either leased property used by the Cooperative or Cooperative assets and materials directly owned, the Preschool Teacher(s) will obtain and present to the All-School Board three estimates for labor and/or materials. This process is designed to ensure that Cooperative repairs, improvements, or maintenance expenditures are cost-effective and meet any and all applicable codes or standards of service.

Q. Member Photo Use Policy

At the beginning of the school year, each class will have a discussion around personal usage of photos of their family. Members are encouraged to share their preferences with their classmates and ask that each member respect others' decisions regarding usage of photos of them or their children.

The Co-op will abide by member preferences as collected during enrollment (Video, Photo & Digital Release Form); members may update that preference at any time. If necessary, members may contact the Communications Coordinator to remove a photo from our website or social media.

R. Changes to Section 3: Policies and Procedures

These Policies and Procedures may be amended, repealed, or altered upon motion of any member in good standing. The All-School Board may alter the P&P at Board Meetings, which are open to all of the Membership. The proposed change shall first be presented to the Board, which will in turn present the proposed change to the membership at either a regular or special

business meeting. The proposed change shall also be posted at the preschool. After a 14-day notice period, the proposal will be adopted if approved by two-thirds of the current membership.

S. Dissolution of the Cooperative

In the event the Cooperative should be dissolved, the membership shall be responsible for liquidation and disposition of all assets. Upon dissolution, all assets remaining after payment of all liabilities shall be distributed to such organizations operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code. Any plan of dissolution and liquidation must meet with the approval of NSC.

T. Certification

I hereby certify that the preceding *Little Wildflowers Cooperative Policies and Procedures*, as amended and restated, were duly adopted by vote of its current membership on August 20, 2025.

_____
Brittany Strachota, All-School Chair

_____
Margaret Ullman-Hess, All-School Registrar

SECTION 4: Health Guidelines

Both children and caregivers should not attend preschool if exhibiting any of the following symptoms:

- congestion / runny nose / coughing (not related to seasonal allergies)
- shortness of breath or difficulty breathing
- positive COVID-19 test
- fever within last 24 hours (confirm temperature has returned to normal for 24 hours without medication)
- sore throat
- chills
- new loss of taste or smell
- muscle or body aches
- nausea / vomiting / diarrhea within last 24 hours
- unusual fatigue
- bacterial infection not yet treated or within 48 hours of starting antibiotic treatment
- any evidence of headlice
- any unusual rashes (not associated with diapering, heat, or allergies)
- any unusual sores

Sickness at School

A child who becomes ill while at preschool (e.g., vomiting, fever) should be taken out of class at once.

Chronic Medical Concerns

Parents should let the Preschool Teacher(s) and Class Health & Safety Officer know of any medical concerns their child has (e.g., allergy, asthma, epilepsy). All caregivers working in the classroom should be informed of serious medical conditions affecting children in their preschool classroom in order to be alert to risks and respond appropriately if needed. Little Wildflowers may share health information such as allergies, medications, and other serious health conditions with caregivers working in the classroom. In the case of allergies, especially food, the decision may be made to restrict the allergen from the classroom for safety. If any child has a chronic condition that conflicts with the Health guidelines, the parent may submit an exemption request with supporting documentation to the All-School Health and Safety officer. Please consult the classroom Health & Safety Coordinator or All-School Health & Safety Chair with any questions.

Medication

If a child is taking medication which might affect the child's behavior, that information should be brought to the attention of the Preschool Teacher(s) and classroom Health & Safety Coordinator, and may be shared with other caregivers if needed.

SECTION 5: Roles and Positions

A. Role of the Parent Educator

The Parent Education faculty at NSC believes that parenting is one of the most important careers in an individual's life. And, as with any vocation, preparation and continuing education are necessary for success. The goal of our program is to provide information and skills to enable parents to act more confidently and competently in their own families, to make informed family decisions, and to be an active participant in this educational process.

Parent Education Model

The Parent Education model for Co-op programs was established in 1938 and housed in Seattle Public Schools. It is based on a "laboratory approach," with parents and children participating in a learning experience together. In the late 1960s, NSC assumed responsibility for the program as part of adult education. Our program has been adapted to serve parents of infants, toddlers, pre-three children, and preschool-aged children. At NSC, the model includes three major curriculum components:

- An *Early Childhood Laboratory* setting where parents participate in a variety of roles as teachers; parents observe the social, emotional, cognitive, physical, and creative development of their children and others of a similar age. Parents practice positive guidance techniques and the presentation of age-appropriate activities.
- *Adult Education* sessions and group discussions offer skills and information for use in the laboratory setting. The parent education classes also focus on parenting concerns and interests appropriate for the parents in the Co-op.
- A *Leadership and Business Management* component offers experience in leadership and management skills which empower parents and increase self-esteem and personal competence. Group members learn the process of collaboration, decision making, and problem solving while they operate their child's early childhood laboratory. The program at NSC serves over 40 co-op programs annually.

Parent Educator's Role in NSC

Your Parent Educator is a faculty member of NSC's Child and Family Education Division. The Parent Educator is assigned to a cooperative, which is officially a "Parent/Child Study Laboratory" class. They have knowledge and skills in the areas of child development, early childhood education, adult learning, parenting issues and relationships. The Parent Educator attends bi-monthly meetings at NSC and is involved in continuing education.

Parent Educator's Role in the Co-op

Although parent-student needs are different in each Co-op, the Parent Educator's overall responsibilities are the same: to provide Parent Education, serve as a consultant for the Preschool Teacher(s), act as an advisor for the Board, and to be a resource for individual parents. Each of these aspects is more fully described below.

Parent Education

The Educator provides Parent Education instruction at the parent meetings and/or discussion sessions. College instructors select curriculum from the following student objectives established by the State Board for Community College Education:

- To develop realistic age-related expectations from knowledge of stages of childhood behavior and growth.
- To clarify childrearing values, attitudes, and methods of child guidance.
- To learn about the physical needs of family members such as nutrition, safety, first aid, childhood illness, exercise, and stress management.
- To experience and understand the role of parent involvement in maintaining a quality learning environment for children.
- To develop skills and practice in teaching young children in the following areas: art, science, concept development, language, music, motor skills, and cooperative play.
- To share support, consultation, and resource information concerning childrearing and family life.
- To gain knowledge of contemporary family concerns such as child abuse, divorce, sexual assault, illness and death, and family resource management.
- To develop skills in group organization and leadership.
- To develop and/or increase confidence in managing the demanding role of the parent in a changing society.
- To strengthen family communication and relationships.

Consultant to Teacher(s)

The Parent Educator serves as a consultant or resource to the Preschool Teacher(s) to ensure a developmentally appropriate program for the children. The Parent Educator provides information, makes recommendations, and presents ideas as needed to the Preschool Teacher(s). This will vary from lab to lab and depend on the skill and experience of the Preschool Teacher(s). It may consist of advice on a guidance problem, observations on a child of concern, material to enrich the environment, or suggestions for providing direction to the parent teacher's aides.

Advisor to the Board

The Parent Educator acts as an advisor to the All-School Board and conveys general information from NSC on matters such as insurance, health and safety issues, or general announcements about business matters. The Parent Educator also provides information and insight for special problems and group processes as needed. For example, they provide direction when a Co-op needs to hire a new Preschool Teacher or find a new school location. The Parent Educator's role with the Board will vary depending on the experience and expertise of the Board.

Resource Person

The Parent Educator acts as a resource to individual parents. The Parent Educator is aware of NSC and community resources available to individuals. They may make referrals to other agencies if a matter is outside the areas of their expertise or role.

The Parent Educator must be flexible to meet the responsibilities of the college program and may work with a Co-op that meets one day a week or four days a week. Therefore, they must include attendance at monthly board meetings, Parent Education sessions, and preschool sessions, as well as making time to act as a resource in their schedule.

B. Role of the Preschool Teacher(s)

The Preschool Teacher(s) acts as head teacher and manages the group experience, with the assistance of the parents and the support of the Parent Educator. The smooth and successful functioning of the Co-op program depends mainly, however, on the Preschool Teacher(s). The Preschool Teacher(s) is hired by the Co-op's hiring committee, and their salary comes from the Co-op membership.

General Responsibilities in the Co-op

- Plan and organize developmentally- and age-appropriate curriculum,
- Involve parents and caregivers in the program and help them to assume assistant teacher roles,
- Attend monthly Board and parent meetings,
- Follow the Health & Safety Guidelines included in the Washington State Risk Management Manual for Parent Co-ops, and
- Participate in professional development.

Teaching Responsibilities

The primary responsibility of the Preschool Teacher(s) is to set up a developmentally appropriate program for young children. In doing this, the teacher(s) work to establish routines and activities that will be most effective in promoting social, physical, cognitive, emotional, and creative growth for each child. The Preschool Teacher(s) and Parent Educator work with caregivers individually to assure each child's success at preschool. Each teacher has their own style and strengths in working with young children and their parents.

The Preschool Teacher(s) interacts with the children in the classroom and evaluates their progress to determine what developmentally appropriate materials and activities will be presented. The schedule they provide is very important to the security of the young child. The Preschool Teacher(s) knows that young children learn best by first-hand experience and through play; therefore, the environment is set up to promote these activities. The Preschool Teacher(s) always keeps in mind the need to preserve creativity, develop inner controls, and encourage problem solving.

The Preschool Teacher(s) plans the curriculum and informs the parents of this plan. However, they maintain the flexibility to change this curriculum when another activity appears to suit the children better. The Preschool Teacher(s) explain all parts of the program so that the parents will understand the reasons for the benefits of an activity. Most Preschool Teachers have the ability to anticipate and prevent difficulties when working with a group of volatile children. They also know how to alert parents to ways of working and getting involved with children in their co-op setting.

C. Role of the All-School Co-op Board

The Co-op Board discusses the needs and concerns of the membership, from mouse traps to a chicken pox epidemic. The officers of the Board are special supporters of the Co-op and keep attuned to areas that might need improvement or situations that might be breeding discontent. This way, any problem can be handled quickly and resolved, and the Co-op can move on in a positive way.

Composition of the Board

The Co-op elects (or otherwise selects as described in the handbook) the officers for their group to serve for the full preschool year. The elected officers include a Chair, a Registrar, a Secretary, a Treasurer, a Communications Coordinator, and a Health & Safety Officer. The All-School Board also includes the Chairs of the individual classes and may further include discretionary positions, such as Fundraiser and Access, Community, & Opportunity Chair. The officers, Preschool Teacher(s), and Parent Educator constitute the Board. The Preschool Teacher(s) and Parent Educator are non-voting members. Initially, the Board will assume a major role of leadership in the group. The aim, however, is to involve all members in the planning and execution of the Co-op program.

Role of the Board

The Board functions primarily in an advisory capacity and makes decisions for the group in accordance with the Bylaws. For example, the Board must obtain member approval for determining registration and tuition fees and in hiring a Preschool Teacher. In addition, the Board serves as a clearinghouse for ideas, reports, and concerns from any officer or individual member. Minutes are kept of all recommendations and should be made available to all members. The Board conducts monthly meetings beginning in August and concluding in May. The final meeting will consist of approximately one hour of Board business and one hour of role handoff to the newly selected Board for the following school year.

All meeting times shall be posted on the Co-op online calendar and be open to the membership. The Board will meet approximately one to two weeks before monthly class meetings, when possible, in order to facilitate better communication between the Members and Board. Ideally, two weeks should allow sufficient time for 1) the All-School Secretary to finalize and share the meeting notes with the school prior to Class Parent Meetings and for 2) the All-School Chair to share potential agenda topics for Member review with the Class Chairs.

Activities of the Board

Activities of the Board may include: planning All-School fundraising events, recommending equipment and supply purchases, overseeing building and safety maintenance, ensuring compliance with the Risk Management Manual, proposing enrollment maxima for students and class times, being fiscally responsible, recommending hiring procedures, paying teachers, informing members of the activities of the Board, keeping records of all Board activities, developing and proposing revisions to the Bylaws, planning for an easy transition from year to year, solving disputes that elevate beyond the class level, and staying in compliance with NSC Parent Education Program directives.

In addition to the work of the Board, each officer has a specific role and responsibilities. It is recommended that each officer keep a file to be passed on to incoming officers. Such files should include: materials from NSC's Parent Education Program relevant to the specific officer, materials relating to the current functioning of the group, recommendations for future policies, and helpful hints to pass on to future officers.

D. Role of the Class Executive Committee

The Class Executive Committee manages the business of the Co-op at the class level, acting as deputies of the All-School Board. The Class Executive Committee manages things like forms, job completion, tuition, and questions and concerns of the members at the class level, elevating issues to the All-School Board as necessary. They are attuned to the needs of the Co-op at the individual class level. Class Chairs also serve on the All-School Board.

Composition of the CEC

Each Co-op class elects (or otherwise selects as described in the handbook) the officers for their class to serve for the full preschool year. The officers include a Class Chairperson, a Class Parent Coordinator, a Class Fundraiser, Class Health & Safety Coordinator, and a Class Secretary. The officers, the Preschool Teacher, and the Parent Educator constitute the Class Executive Committee. Initially, the Class Board will assume a major role of leadership in the individual classes. The aim, however, is to involve all members in the planning and execution of the Co-op program.

Role of the CEC

Class Executive Committees shall meet monthly, and the timing of these meetings shall be determined by the members of the CEC. In times of regular in-person monthly caregiver meetings, these meetings were typically held immediately before the caregiver meeting. When regular monthly caregiver meetings are held virtually, the CEC often prepares asynchronously via email or a channel in the class communication platform (e.g., WhatsApp, Signal). Any meetings shall be open to the membership. These meeting dates should be scheduled to begin prior to Fall Orientation in or around August.

As decision-making remains at the level of individual Co-op members, they serve as intermediaries between the All-School Board and the individual classes, bringing recommendations of the All-School Board to the members, and vice versa. Class Executive Committees also serve to resolve issues that occur throughout the year among class members, as they are likely to be more familiar with these situations than the All-School Board.

Activities of the CEC

Activities of the Class Executive Committee may include: Planning parent orientations, running monthly class meetings, passing on important information from the All-School Board to the classes, solving disputes at a class level, ensuring classroom jobs are completed, collecting fees and tuition, orienting new parents to the co-op, maintaining communications between class members, addressing job change or hardship requests, and maintaining class records.

In addition to the work of the Class Executive Committee, each elected officer has a specific role and responsibilities. It is recommended that each officer keep a file to be passed on to incoming officers. Such files should include: materials from NSC's Parent Education Program relevant to the specific officer, materials relating to the current functioning of the group, recommendations for future policies, and helpful hints to pass on to future officers.

E. Role of the Member Caregivers

Participating caregivers have several responsibilities to the ongoing Co-op program, the Preschool Teacher(s), the Parent Educator, and the Co-op Board.

Ongoing Responsibilities

- Work as a Teacher's Aide in the classroom on your assigned work day.
- Attend monthly Parent Meetings. Parent meetings are mandatory (see handbook for exceptions and make-up procedure) and cover Co-op business and Parent Educator discussions.
- Perform a job for the cooperative functioning of the group per child per class enrolled, such as Class Opener, All-School Communications, Class Secretary, or Parent Coordinator.
- Participate in quarterly class projects/work parties and one annual all-school project.
- Sign and abide by the Parent Contract.

Responsibilities to the Preschool Teacher

- Familiarize yourself with general classroom procedures, including the schedule of the day, the routines involved, and the guidelines of the class.
- Arrive on time. Be ready to assume teacher aide duties by the beginning of the class session on your assigned work day.
- Ask classmates and consult the P&P before asking questions of the Preschool Teacher.
- Be aware of planned classroom activities and bring in materials requested by the Preschool Teacher (e.g., buttons, egg cartons, old greeting cards).

Other Responsibilities

- *To the Parent Educator:* Attend and participate at all Parent Education sessions, and apply the material learned in the classroom.
- *To the Co-op Board and CEC:* Share concerns and opinions in a timely fashion, and assist the Board by supporting fundraising projects and helping out in any way needed. Communicate if one encounters difficulties fulfilling co-op job role(s).
- *To your child:* Help your child become comfortable at preschool, including leaving your child on your non-work day. You will have the support of the Preschool Teacher and the Parent Educator in doing this.
- *To classmates:* Create a positive environment in which you complete your job(s), respect others' parenting choices, and attend monthly meetings in order to be involved in your class community.

The Caregiver as Teacher's Aide

Following are some useful techniques for working with the children during preschool. With experience, and as relationships are built with individual children, you may apply them in an increasingly individual way.

- State suggestions or directions in a positive, rather than a negative form. Instead of saying, "Don't fall," it is better to say, "Two hands to climb," or "Hold tight." "Good drivers look out for people" is better than "Don't hit the children." "Throw your ball over here" is better than "Don't break the window."
- Give the child a choice only when you intend to allow them to choose. If it is time for the child to go home, don't ask if they want to go. Allow for a choice only when you can accept "no" for an answer.
- Use your voice as a teaching tool. A low, confident voice gains a child's attention much more quickly than a shrill or loud one. First gaining the child's attention, and then speaking directly and quietly to them will be less confusing and produce better results than a call across the room.
- Avoid using words, labels, or a tone of voice that make a child feel ashamed or afraid, such as "bad boy," "naughty girl," "aren't you ashamed?"
- Avoid competitive remarks, such as "Zach can beat you in the race," or "Amir paints better," or "Why can't you play nicely like Ashley?" There is no need to foster competition between children. It should be avoided at all times.
- Watch the children. No talking on the phone, no checking email, and limited side conversations with other adults. When an adult is assigned to supervise a play activity, they should give their undivided attention. All areas of activity are supervised, and the adult in charge limits the number of children to what they think they can adequately supervise. Other children are asked to wait their turn or directed to another activity.
- Redirect any dangerous activity. If a child throws sand, redirect them to tunneling or sieving, or some activity outside the sandbox before they fill their companion's eyes with grit. It may be necessary to remove a child from a piece of equipment if they are endangering others or interfering with their enjoyment. A child pushing another on a high place is immediately lifted down to play on the ground until they can remember to play safely.
- Ensure the safe use of equipment. The adult sets an example by their own quiet, alert supervision of activities, foreseeing possible dangers, and directing children's attention to the need for care. Stop the child who is getting ready to rock the rocking boat while another child is only half on; you can say, "Wait for Kyle to get on," and remember to thank the child who waited for Kyle. Praise should be given for safety and for good manners as well as accomplishments. "You are learning to take turns." "Juan, you remembered to use good brakes." "Thank you, Amanda. Heather has been waiting a long time for a turn."
- For safety reasons, smoking and hot beverages are prohibited in the preschool.

Helpful Hints for Your Success at Preschool

- Be on time! Be ready to serve as Teacher's Aide on time on your assigned work day.
- Contact the Class Listserv or the class's chosen communication platform (e.g., WhatsApp, Signal) if you are unable to attend class. See E-sub policy section if E-sub is required.
- Direct questions about the Co-op to the Class Parent Coordinator, Class Chair, and classmates.
- Focus your attention on the children and their activities. Save adult conversation for later.
- Have a good time! This is preschool!

F. Member Positions

All-School Board Positions

*Recommended to be filled by a returning member.

**Recommended to be filled by a new member.

See Role of the All-School Co-op Board and All-School Elected Officers and Responsibilities for more information.

(a) All-School Chairperson*

Role: Coordinates the Co-op business. Mentors Class Chairs. Delegates tasks to members as needed. Mentors PAC Reps.

Duties:

- Represent the Co-op
  - Attend NSC parent Co-op training, sign or approve all checks, and sign the agreement with NSC.
  - Execute contracts and other documents on behalf of the Cooperative unless otherwise provided by the bylaws or by Board resolution.
- Oversee smooth functioning of the Co-op
  - Be primary custodian of Policies & Procedures and Bylaws.
  - Arrange monthly Board meetings and other meetings as needed.
  - Plan and post agendas for group and Board meetings.
  - Preside at monthly Board meetings.
  - Oversee committees and their functioning, be a resource/share information with class chairpersons.
  - Define issues and problems and ask for help in solving them.
  - Ensure that officer and committee jobs are assigned and complete, including ensuring the All-School Treasurer has provided a monthly report of income/expenses for members' and teachers' review.
  - Oversee Preschool Teacher(s) evaluation and rehiring processes or establish a hiring committee – Class Chairpersons to help support.
  - Serve as primary contact person for the Preschool Teacher(s) and Parent Educator regarding Co-op business and functioning.

(b) All-School Registrar*

Role: Coordinates Co-op registration/enrollment with the Class Parent Coordinators and is the conflict resolution/liaison to the Co-op Board to support the parents. See Membership for information about Registration. Mentors Class Parent Coordinators and delegates tasks to them as needed.

Duties:

- Create alias and communication plan for Class Parent Coordinators to respond to email requests about the school.
- Coordinate plan with the Class Parent Coordinators to cover incoming parents' visits/tours. In other words, connect prospective families with class PCs to conduct tours.
- Create and maintain class rosters using Jovial software.
    - Individual Class Parent Coordinators are responsible for notifying the All-School Registrar of changes to class roster.
    - All-School Registrar is responsible for managing the school wait lists for all classes.
- Coordinate with Class Chairs and Parent Coordinators for Fall and Spring Orientation preparation.
- Spring Orientation: Email new members regarding the Spring Orientation meeting and provide class documents and any forms needed for incoming students. Email should include All-School and Class Executive Committee job descriptions and the school
- Policies and Procedures.
- Fall Orientation: Update forms, prepare documents for the meeting, send email that includes information and forms for incoming members.
- Ensure members who join later in the year have all forms and are connected with the class PC for introduction into class.
- Ensure new families are added to communication lists (e.g., Google Groups).
- Coordinate Preschool Open Houses – work with Preschool Teacher(s) and Class Parent Coordinators to determine plan for coverage among the open houses.
- Keep the roster full (current year and spring registration for the following year).
- Inform PAC Webmaster of membership, openings, changes in the waiting list.
- Inform Class Parent Coordinators of registration process for next year of preschool.
- Work with All-School Communications Coordinator to determine levels of support needed based on enrollment and open house needs.
- At registration time, send the emails to class PCs to distribute to their classmates so that the Class PC is the point person.

(c) All-School Treasurer*

Role: Responsible, along with the Bookkeeper, for Little Wildflowers Co-op Finances. See Fees and Finances for information about tuition. Mentors All-School Fundraiser. Delegates tasks to them as needed. Suggested skills: Google Drive and Excel.

Duties:

- Meet with the Preschool Teacher(s) prior to the start of the school year to formulate a purchase plan based on the budget for the coming school year.
- Collect registration fees for incoming parents.
- Work with Bookkeeper to track tuition payments by members in Jovial software.
- Represent the Co-op in financial matters with NSC and PAC:
    - Attend workshops sponsored by NSC or by PAC, unless replacement training is available from Little Wildflowers Bookkeeper.
    - Arrange for an audit as needed or recommended by the membership or NSC.
- Work directly with the Little Wildflowers Bookkeeper to manage finances:
    - Maintain a bank account with All-School Chair as co-signers.
    - Work with Bookkeeper to ensure quarterly taxes are completed. If not completed, the Treasurer must bring the issue to the Board.
- Renew the school's Business License with the state.
  • Attend training and meetings with the Bookkeeper as needed.
- Review and sign the summary of annual income and expenses at year end, prepared by the Bookkeeper, which they will need to send to NSC.
- Work with the Bookkeeper to create a budget and present to Co-op members for approval, for the following school year. Includes recommending tuition for the following school year.
- Work with Fundraisers:
    - Work with All-School Fundraiser to provide training to Class Fundraisers in the fall.
    - Ensure that all members are current with fees and tuition and communicate with members when overdue.
    - Prepare a monthly report of income/expenses for members' and teachers' review at monthly parent meetings.
    - Keep Class Fundraisers informed of family payment status so they may follow up, if delinquent.
- Provide scholarship forms to members on request, and assist in completing them according to the guidelines of PAC and NSC.
- Maintain financial confidentiality for all families.
- Ensure rent and teacher salary is paid monthly, and track spending and reimbursements.

(d) All-School Fundraiser*/**

Role: Responsible for overseeing fundraising. Mentored by and works closely with All-School Treasurer. Coordinates fundraising activities at the All-School level. Holding this job is a good way to gain the experience necessary for being the All-School Treasurer. Mentors and works closely with Class Fundraisers. Suggested skills: Google Drive and Excel.

Duties:

- Must attend Fall orientation training with Treasurer.
- Maintain financial confidentiality for all families.
- Work with the Class Fundraisers over the summer and present proposals for the year's fundraising calendar to All-School Board prior to Fall Orientation. Continue to work with Class Fundraisers through the school year as a sort of committee to continually improve fundraising efforts.
- Coordinate with venues (when applicable) to schedule All-School quarterly fundraising events (e.g., Chuck's Hop Shop, Reuben's Brews, Couth Buzzard).
- During Orientation, speak about Fundraising: Purpose, Monetary Obligation, Options, and Whom to Contact.
- Work with each Class Fundraiser to take ownership of and execute one event (e.g. cookie dough, car wash tickets)
- Manage fundraising efforts with the Class Fundraisers, including distribution of paper forms and answering questions about specific fundraisers.
- Serve as the central repository for all forms/checks for all Class Fundraisers.
- Maintain a list of all money collected including: the source/buyer, corresponding member, and the type of fundraiser (e.g., winter greens, donation by family, donation by other, spring bulbs).
- Prepare deposit slip of checks and other fundraising documentation for All-School Treasurer, and make bank deposits if requested by All-School Treasurer.
- Work with All-School Board Communications Coordinator to create social media fundraising templates to share with Co-op members.
- Share ongoing fundraising opportunities with the school: Kroger Community Rewards, Ballard Market receipts, corporate donations for volunteer hours (e.g. Microsoft, Boeing), etc. Keep this list of year-round fundraisers up-to-date and provide info to successors.

(e) All-School Secretary**

Role: Record keeper for the Co-op and caretaker of its records. Mentors Class Secretaries.

Duties:

- Meet with the outgoing All-School Secretary to be trained.
- Record minutes of the Board meetings and promptly distribute drafts to the Board for edits.
- Take attendance at monthly Board meetings.
- Set up and maintain the online school calendar (on the Chair's account) for the year. Update the calendar to be in line with the Seattle Public Schools calendar.

- Maintain a permanent place for all Co-op records in a central repository (e.g., Google Drive) with minutes from all meetings and attendance sheets for classes and Parent Education classes. The State requires these sheets to be kept for three years.
- Coordinate with Class Secretaries:
    - Introduce them to example meeting minutes and orient them to the online system for saving minutes.
    - Remind them to provide and maintain attendance records from preschool class sessions and monthly parent meetings.
    - Ask them to ensure meeting make-up assignments are met in a timely manner for caregivers who miss more than one monthly parent meeting, and notify the Board if a caregiver does not comply with make-up requirements.
    - Remind them to provide you with monthly meeting minutes in the correct folders collected for record-keeping (online folder or otherwise).
    - Help them with developing their in-class job schedules and sign-in sheets, if needed.

(f) All-School Health & Safety Coordinator**

Role: Oversees the health and safety of the Co-op members. Recommended background in Emergency Response or Medical Field. See SECTION 4: Health Guidelines for more information. Mentors Class Health & Safety Coordinators, and Class Closers.

Duties:

- Work with All-School Registrar to verify that all Health and Safety forms are up to date in the Registration Packet, including information about Comfort Kits for Pre-3's and 3's families. Toddler and infant classes do not have Comfort Kits.
- Work with Preschool Teacher(s) and Class Health & Safety Coordinators to plan and organize Work Parties. Make sure Class Health & Safety Coordinators can attend and take attendance.
- Work with Class Health & Safety Coordinators to verify that all Health & Safety forms, including children's immunization forms, are current. Collaborate with the Class H&S Coordinators on any follow-up actions needed.
- Work with Class Parent Coordinators to collect necessary health forms and Comfort Kits (Pre-3s & 3s/Pre-Ks) from new parents.
- Maintain confidentiality for all medical information about children and families.
- Post a list of allergies of children in the school. Collaborate with Class Health & Safety Coordinators to have completed and posted Medical Emergency Response Forms for relevant children.
- Notify all primary caregivers if a child contracts a contagious disease such as chicken pox, maintaining confidentiality
- Ensure the first aid kit(s) and emergency supplies are complete and that caregivers are familiar with their locations.
- Mail insurance forms for special events, or assist Class Health & Safety officer with this task.
- Assist the Preschool Teacher(s) with safety inspections and compliance with the

NSC *Risk Management Manual*. Send required forms to NSC (e.g. accident reports and quarterly reports).
- Work with Class Health and Safety Coordinators to share information with classes as needed and to coordinate fire and earthquake drills.

(g) **All-School Communications Coordinator***
Role: Coordinates internal and external communications. Mentors Class Photographers. Delegates tasks to them as needed.

Duties:
- Maintain All-School and Class email communication groups.
    - Coordinate with All-School Registrar and Class Parent Coordinators to keep members of the entire school, All-School Board, and Class mailing lists current in Jovial and other communication groups (e.g., Google Groups).
    - Manage and monitor communications to the All-School mailing list (e.g. updates from the Preschool Teacher(s), Health and Safety information). Create and distribute guidance for group email usage, specifically all-school communications.
- Keep the school website and NSC page up-to-date.
- Regularly contribute to the school's social media pages (Facebook, etc.).
- Develop a recruitment advertising plan, including tools such as posts online, flyers, and yard signs. Work with All-School Registrar to determine which classes need to be emphasized to increase enrollment.
- Coordinate collection and storage of all appropriate forms/templates from all class jobs at the end of the year (e.g., Google Drive). Include all resources that future classes can use/update as needed (e.g. class schedules, newsletter templates, tuition schedules, fundraising tracking, welcome letters, cleaning schedules).

(h) All-School Access, Community, & Opportunity Coordinator*
Role: Promotes the Co-op in the surrounding/wider community through outreach, advertising, and other methods. Seeks to hold the Co-op, its operations, and Board decisions accountable to its inclusion and equity values in decision making.

Duties:
- Conduct regular advertising and outreach for the Co-op throughout the area surrounding the school and wider North Seattle community.
- Attend Board meetings.
- Work with Preschool Teacher(s) to promote diversity and inclusion in programming, materials, etc.
- Seek Caregiver/member feedback on any barriers to inclusion and access that the Co-op can improve.
- As able, plan events or promote community events that touch on themes of Diversity, Equity, and Inclusion.

- As needed, assist with other overall needs of the Board (fundraising, communications, etc.)

Class Executive Committee Positions
Note: Class Executive Committee jobs MUST be performed by a person who plans to regularly attend class. Many of these positions serve as the point of contact in the classroom for the All-School Board. These roles are difficult to share with multiple family members.

(a) Class Chairperson
Role: Part of the All-School Board. Coordinates Class business. Mentored by All-School Chair. Works closely with CEC, Class Social Coordinator.

Duties:
- Represent the class:
    - Attend, participate, and represent the class in monthly All-School Board meetings on behalf of the class.
    - Attend parent NSC Co-op training.
    - Work with All-School Chair and Class Executive Committee to resolve class issues as needed.
- Oversee smooth functioning of the class:
    - Arrange monthly caregiver meetings and other meetings as needed.
    - Plan and post agendas for group and any Class Executive Committee meetings.
    - Preside at monthly caregiver meetings.
    - Define issues and problems and ask for help in solving them.
    - Work with Class Secretary to ensure that class jobs are assigned and completed; create a job list for the class and post at the school to provide an easy reference for all classes.
- Check in regularly with class members about their job roles and their comfort level with their role as a Co-op participant.
    - Oversee teacher evaluation for the class and work with All-School Chair as needed to compile and resolve issues.
    - Prep for Spring orientation and arrange for the selection of officers for the coming year.

(b) Class Parent Coordinator
Role: Supports the caregivers in the class and acts as the liaison with the All-School Registrar. Mentored by the All-School Registrar.

Duties:
- Manage enrollment for the class:
    - Available to answer emails for information on class, as directed by the All-School Registrar, who will determine a communications plan among the classes.
    - Arrange for incoming and prospective parents to visit/observe the Co-op and

guide tours of preschool - All-School Registrar to determine plan for tour coverage among the classes.
    - Work with All-School Registrar to provide an updated roster to all class members when new members join during the school year, notify All-School Registrar immediately of enrollment changes.
    - Collect all forms from incoming caregivers and distribute them to the correct class position for maintaining documents (e.g., Health & Safety forms to Health & Safety officer).
    - Coordinate with Registrar for Fall and Spring orientation prep.
    - Spring Orientation: Support Class Chairperson as requested.
    - Participate in Preschool Open Houses - All-School Registrar to determine plan for coverage among the classes.
- Support parents throughout the year:
    - Help members become familiar with the operation of the preschool.
    - Introduce members who enroll after Fall Orientation into the class, and make sure they are familiar with the P&P and Bylaws, classroom procedures, their new job roles, and other co-op responsibilities.
    - Help parents work more effectively with the Preschool Teacher(s) and other parents.
    - Act as a sounding board for member concerns and assist members in resolving any problems they may encounter in the class/co-op.
      o Act as mediator to grievances brought up by class members.
- Coordinate with All-School Registrar to inform members of registration process for next year of preschool.
- Send Welcome/acceptance communication to new families that join mid-year (own this workstream).

(c) Class Fundraiser

Role: Responsible for class fundraising and finances. Works closely with All-School Treasurer and All-School Fundraiser. Mentored by All-School Fundraiser. Coordinates fundraising activities at the class level.

Duties:

- Track all checks received (fundraising) and ensure they are put in the correct place for collection and deposit by the All-School Treasurer or All-School Fundraiser.
- Must attend Fall orientation training with Treasurer.
- Contact class members who aren't current with school fees, tuition, and fundraising as directed by the All-School Treasurer and All-School Fundraiser. Receive monthly report of income/expenses for members' review from All-School Treasurer to present at monthly parent meetings.
- Communicate with families regarding late payments.
- Share All-Site Treasurer's monthly report of income/expenses for member and teacher review at monthly parent meetings.
- Communicate scholarship information at the class level.

- Maintain financial confidentiality for all families.
- Work with the other Class Fundraisers over the summer to determine which fundraiser they will run on behalf of the school for the year.
- Manage the final accounting of one fundraiser for the school each year and work with the All-School Fundraiser to place orders.
- Present the school fundraising plan during the first parent meeting so that fundraising can kick off at the beginning of the school year.
- Coordinate and manage the fundraising efforts for the class, including distribution of paper forms, tracking and collecting fundraising checks, distributing fundraising items, and answering questions about fundraisers.
- Tracking fundraising amounts.
- Share ongoing fundraising opportunities with the class: Kroger Community Rewards, Ballard Market receipts, corporate donations for volunteer hours (e.g. Microsoft, Boeing), etc.

(d) Class Secretary

Role: Record keeper for the class and the caretaker of its records. Mentored by All-School Secretary.

Duties:

- Build a schedule for in-class responsibilities, including daily classroom jobs and emergency substitute. Update schedule as needed based on roster changes.
- Provide a sign-in sheet for classes based on roster information.
- Record minutes of the class executive committee and monthly caregiver meetings.
- Provide and maintain attendance records at the preschool class sessions and monthly caregiver meetings, to be delivered to the All-School Secretary.
- Work with Parent Educator to ensure meeting make-up assignments are completed in a timely manner for any caregivers who miss more than one excused absence.
- Promptly distribute copies of the minutes online via the class mailing list. Ensure All-School Secretary is provided with a copy of class minutes for record-keeping.
- Work with Class Chair to track class job assignments and completion, and work with Class Parent Coordinator to ensure new class members have jobs. Email job descriptions to each person in the beginning of the school year. Coordinate with Class Executive Committee if a class member is not performing their job adequately.

(e) Class Health & Safety Coordinator

Role: Oversees the health and safety of the co-op members. Mentored by the All-School Health and Safety Coordinator.

Duties:

- Work with All-School Health & Safety Officer to organize the work party or project hosted by your class. Attend each work party and take attendance. Note: The school's process or format for work parties may change from year to year, so

classes may not host different events.

- In collaboration with All-School Health & Safety Officer, review and store the Health & Safety forms for the class and verify that children's immunization forms are current.
- Work with Class Parent Coordinators to collect necessary health forms and Comfort Kits (Pre-3s and 3s/Pre-Ks) from new parents.
- Maintain confidentiality for all medical information shared by children and families.
- Collaborate with All-School Health & Safety Officer to complete and post Medical Emergency Response forms for children in class who have severe allergies.
- Notify the class of any severe food allergies so that packed snacks and lunches avoid these foods.
- Work with All-School Health & Safety officer to notify parents if a child contracts a contagious disease, such as chicken pox.
- Ensure the first aid kit is complete and that working caregivers are familiar with its location.
- Work with All-School Health & Safety Officer to submit insurance forms for special events.
- Assist the Preschool Teacher(s) with safety inspections and compliance with the Washington State Risk Management Manual.
- Complete accident reports when needed. Work with All-School Health & Safety Officer to submit them to NSC.
- Work with All-School Health & Safety Officer to coordinate fire and earthquake drills.

Class Jobs (Non-Executive Committee)

(a) PAC Representative

Role: Representative to the Parent Advisory Council (PAC). The PAC votes on guidelines and recommendations on issues common to all Co-ops; the PAC rep is the Co-op's voice. Mentored by the All-School Chair.

Duties:

- Attend and promote/represent the Co-op at monthly PAC meetings.
- Participate on a PAC committee, which may vary depending on the interest of the PAC membership.
- Monthly, summarize results of PAC meetings and describe completed tasks in a paragraph. Combine these summary paragraphs with the other Class PAC Reps by email.
- Share the summaries from all Class PAC Reps via class email groups and at the monthly caregiver meetings.

(b) **Teacher's Assistant/Substitute**
AT LEAST ONE per workday: 1 in Otters, 2 in Orcas/Chickadees, 4 in Eagles. *This job may include heavy lifting; it is not recommended for members who are pregnant, planning to be pregnant, or who have limited mobility*. Mentored by Preschool Teacher(s).

Role: Acts as the Preschool Teacher's main assistant during class and substitute if the Preschool Teacher is unable to attend class. This person must be First Aid Certified or find a proxy who is for the class. (One adult attending class, other than the Preschool Teacher, must be First Aid Certified per NSC insurance policies.)

Duties:

- Assist the Preschool Teacher on a weekly basis; assignments are given by the Preschool Teacher.
- Schedule a tour with the Preschool Teacher over the summer to really know the space.
- Arrive at school 15 minutes prior to start time to assist in setting up for class.
- Stay at school 10 minutes after class to assist the Preschool Teacher in cleaning up.
- Place art created by the class that day in appropriate cubbies.
- Make sure art projects are cleaned up after checking in with Preschool Teacher.
- Help prepare various props and art projects.
- Clean and organize the cubby area
- Perform clerical tasks, such as copying and making/organizing file folders.
- Save and organize items for future art projects or science activities.
- Assist with special events.

(c) **Social Coordinator**
Role: Organizes social gatherings and nurturing/caring for Co-op members and their families when needed (e.g., new baby, illness, etc).

Duties:

- Set up and maintain an online group for social communications for the class (e.g. Google group, Signal or WhatsApp channel). Caregivers can opt in. Ideal to keep separate from mailing list dedicated to preschool business.
- Coordinate gatherings:
    - Coordinate play dates over the summer so that kids and caregivers get to know each other before the school year starts.
    - Organize fall back-to-school party/picnic for families (may choose to coordinate with other classes or have an individual class party).
    - Organize holiday/end-of-calendar-year class party for caregivers (in lieu of December caregiver meeting).
    - Organize end-of-school-year class party for caregivers (in lieu of May caregiver meeting).
    - Coordinate play dates and parent outings throughout the year as desired by

the class.

- Coordinate care & gifts:
    - Organize/schedule meals for families as needed (e.g., new baby, illness).
    - Coordinate/prepare gift baskets for end-of-year class gifts for the Preschool Teacher and Parent Educator.
    - Organize caregiving/charity efforts for the broader community if Co-op members have interest.

(d) **Class Communications & Media Coordinator/Photographer**
One photographer per class.
Role: Photographs and documents the class experience throughout the year. Mentored by the All-School Communications Coordinator.

Duties:

- Obtain photo releases from the Class Parent Coordinator; the Co-op must have a photo release on file before photographing/sharing/posting any photos of a child. See Member Photo Use Policy for more information.
- Compile and display photos of all children on a consistent basis throughout the school year in class newsletter, bulletin board, or online as desired by class (e.g., Google photos album(s)).
- Work with the All-School Treasurer to determine the budget for printing class placemats.
- Coordinate with the All-School Communications Coordinator to supply photos as needed.
- Arrange and assist class photos with Preschool Teacher.
- Prepare photo placemats early in the school year to help the students get to know each other. Note: the school's contracted professional photographer may take on this task.
- Prepare any photo-related mementos, such as an end-of-year "yearbook" or photo memento. Check with the All-School Treasurer on budget for these items, or discuss with the class paying individually.

(e) **Trash/Compost/Recycling Removal & Bathroom Cleaning**
Role: Help Preschool Teacher keep space clean.

Duties:

- Collect trash, compost, and recycling from all common areas (Meadow Room and Bathroom) and take out to bins once a week in the parking lot by the shed.
- Replace bags with bags from the bathroom cabinet.
- Once a week, wipe down/sanitize all sinks and clean toilets with provided cleaners and toilet brushes in the bathroom cabinet.
- Check the bathroom floor for any spills and cleaning needs.

(f) **Outside Opener**
Role: Help Preschool Teacher prepare outside space before class.

Duties:

- Help pull out any outside equipment needed for the day and put it in the appropriate space. Outside equipment will be stored in the storage containers outside and inside behind the bench by the building.
- Take off canoe cover and set out appropriate sand toys.
- Set out a book basket on the bench
- Weather dependent: Assist in putting out pop up tents
- Ensure the play yard is clean of any hazards or trash, and that all gates are securely shut.

SECTION 6: Classroom Information

A. General Classroom Rules

- Aggression against another person is not allowed or tolerated.
- Destructive use of school equipment is not allowed or tolerated.
- Redirect an inappropriate behavior before it becomes a problem. Suggest a new activity or a new way of playing and try to follow through so the child actually begins the new activity.
- A toy "belongs" to a child until they are through playing with it. When a child is done playing with a toy, it "belongs" to the next child waiting for a turn or to whoever wants it. Emphasize "turn taking" rather than "sharing." Children at this age use things individually and do not usually take well to "cooperative" use of toys.
- The Preschool Teacher will generally move about the room, visiting all the children and checking in on all the areas. If you need help, let the Preschool Teacher know and they will be glad to assist. When the Parent Educator is available, they can also help.
- Feel free at any time to make suggestions or constructive criticisms. We rely on feedback from parents and on parents adding their abilities to the group. This is a Co-op preschool; the Preschool Teacher can't be and do all things for the children. With each of us adding our part, we can have a rich curriculum and experience.

B. Snack Time

Parents provide a snack or lunch (depending on class time) for their child(ren) each class day. Containers should be labeled with the child's first and last name. Children should have access to a water bottle during this time. The class Health & Safety Officer will notify the class of any severe allergies to foods and parents must ensure those items are avoided when packing a snack or lunch.

During snack or lunch time, encourage children to remain seated with their food items until they are finished eating. Food may not be taken away from the dining area. Try to center the conversation around the children.

C. Play Time

- No rules are hard and fast. Decisions often need to be made with each situation, using the rules as guidelines.
- There are several children in close proximity sharing space, equipment, and materials, so it sometimes takes some quick thinking from the adult to avoid troublesome situations. Make sure the area does not get too crowded and that there is enough equipment to go around. When your area is full, redirect any new children to other areas until there is room in yours.
- Let the children be the creators. Adults can suggest new ideas or approaches, but we should not teach them that our way is the way to do things.
- Let the children move freely about the preschool space doing those things that interest

them. If they seem to be overwhelmed or wandering, help get them interested in something. There is no required participation in any activity.

- Supervise climbing carefully; assist children when needed. Be ready to "catch" or provide a hand when needed. Allow children to do whatever they can do. Lead them through rather than carry them up or down from something.
- Keep your focus on the children, showing interest in what they are doing, commenting on their activity, labeling the actions and properties of the materials with which they are working. Having a word for things helps their language development at this stage.
- Encourage children to do the activity themselves. Assist only when the child begins to get frustrated or discouraged.
- Since sensory play is so popular with children at this age, a few words must be said about supervising it. Encourage the children to wear aprons or smocks when the sensory substance is wet or messy. Aprons are recommended but not required. If a child won't put on an apron, do not prohibit them from playing. Encourage the children to keep the substance in the sensory table and discourage them from eating it. A certain amount of experimenting must occur before the child will be able to do this, so be understanding.
- Discourage disregard for small pieces; lost pieces mean less use of the toy. Discourage taking toys away from the area. Discourage gender stereotypes; anyone of any gender can be anything they want, use any piece of equipment they want, and play in any area they want.

D. Clean-up

- Encourage the children to help put away materials and equipment (many often like to carry things). There is no hurry to finish, so let the children do as much of the work as they can at their own speed. It is important to reinforce their desire to help.
- Make sure your area is completely clean before coming to Circle Time. Ask for help from another caregiver if your area is extra messy. The children may come to Circle Time as soon as most of the cleaning is done. We will start Circle Time as soon as most of the children and adults are present.
- When you are not tasked with a lot of cleaning, complete your tasks and guide the children to Circle Time.

E. Circle Time

- All the children are encouraged to participate in Circle Time.
- If a child resists participating, they may leave the Circle as long as they are not distracting others. Please stay at Circle Time yourself and acknowledge your child when they return. If the child is still distracting others by either crying or screaming, quietly take the child out of the Circle Time space until they are ready to return. We do not want this to be punitive, but we also do not want the child to be rewarded for this behavior.

- Encourage the children to participate as much as they will, but try not to be disappointed if your child won't sing the songs or join in on the actions. Children will participate when they are ready.
- Be sure to participate in Circle Time yourself. You encourage your child to participate by your example and enthusiasm. A word of caution, however: this is your child's activity, so be careful not to overpower them with your participation.

Section 7: Appendices

Missed Meeting Notice -- Little Wildflowers Cooperative Preschool

Dear _____,

We missed you at our last parent meeting on _____.
Your presence at the monthly parent meetings allows you to give input into decisions, ensures good communication, and enables us to better understand and thus support one another. In addition, our affiliation with North Seattle Community College requires that each parent spend a certain number of hours in parent education, which is part of each parent meeting.

Attendance at the monthly parent meeting is mandatory. However, we acknowledge that circumstances occasionally make it impossible to attend.

Please read the minutes of the meeting to find out what was covered during parent education and the parent meeting, and then notify the secretary that you have read the minutes. Let the secretary know if you have any questions.

Please check in with the Parent Educator to find out what you missed. If this meeting is the first you have missed during this academic year, then no further action is required.

For any missed meeting beyond the first one, a make-up activity is required. Our affiliation with North Seattle Community College requires that parents participate in parent education "homework" to fulfill their college class and Parent Agreement requirements for this meeting.
Please check one of these boxes before signing and returning this form to the secretary:

___ I want this missed meeting to count as my first (and only) missed meeting for this academic year.

___ I plan to make up for this missed meeting by completing a Parent Education assignment as indicated below. Make-Up work should be coordinated with our Parent Education Instructor. Some ideas to consider that have worked well for others are:

- Reviewing a magazine article or book on an early childhood education topic of interest to you and submitting a brief summary via an email to the class;
- Attending a PAC Lecture (offered quarterly) or other parent education event in the community and sharing what you learned via an email to the class.
- Working with the Parent Education Instructor to develop a written plan to deal with a parenting challenge and sharing a brief summary via email to the class.

Please indicate your plan on this form after conferring with your Parent Education Instructor, sign and return to the secretary before the next parent meeting. Be sure to notify the secretary when your make-up activity has been completed. The class secretary reports to the board and Parent Education Instructor regarding missed meetings.

_____ _____
Parent's signature Date