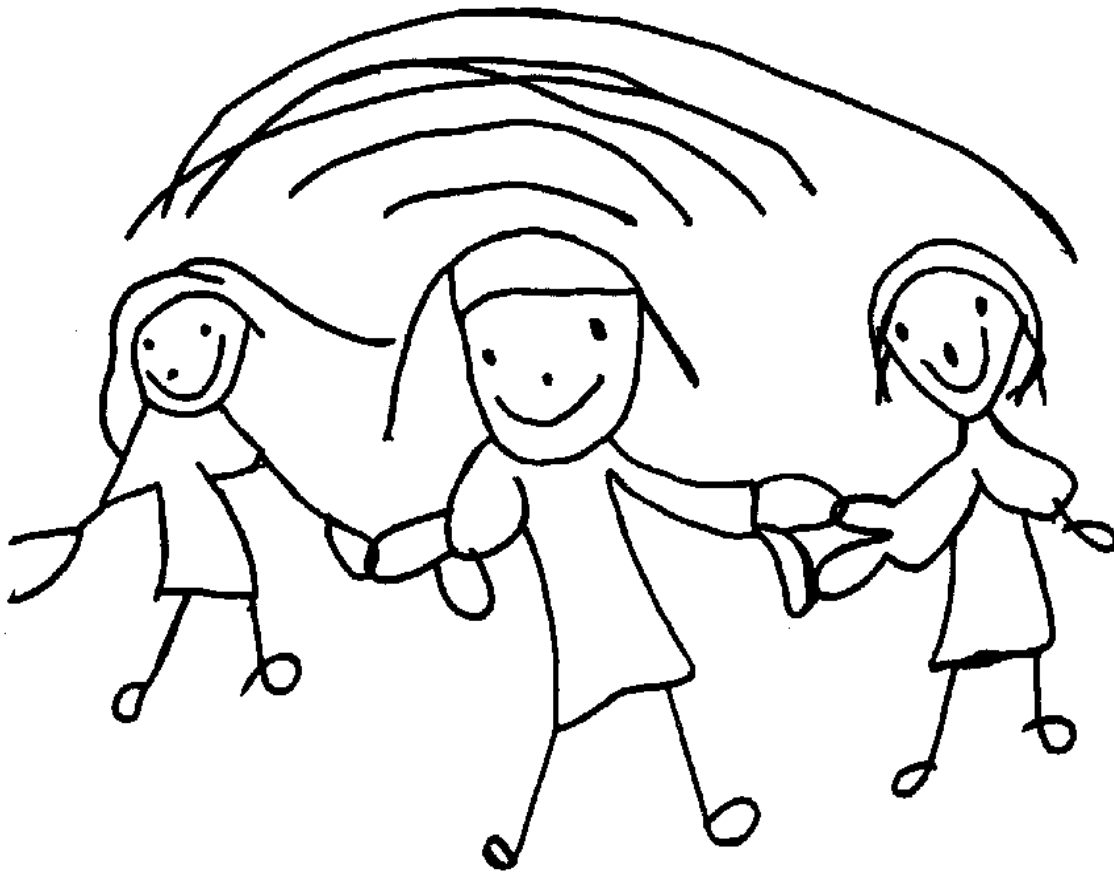


The Cooperative Playschool



Parent Handbook 2008-09

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Statement of Philosophy

The Cooperative Playschool, Inc., a state-licensed nursery school, exists for the purpose of enriching the lives of participating children and their parents in an atmosphere of relative freedom. Emphasis is placed on social interaction and the individual growth of each child. The children receive help in developing a feeling of belonging to a group that is interested in them and makes them feel secure. In addition to the professionally trained teachers, the program is enhanced by the involvement of the parents through observation, participation, and discussion. The school provides a unique opportunity for parents to grow and learn as they see their children from a different perspective.

Relationship between the Friends Meeting and the Playschool

The original idea for the Cooperative Playschool, organized in February 1949, came from Helen Fritz, a member of the Friends Meeting. She recruited 24 others, and together they organized the Friendly Cooperative Playschool. The founders decided that the Friends Meeting would not sponsor or in any way govern the policies of the school. The Religious Society of Friends (Quakers) was founded by George Fox in the 17th century with roots in the Christian tradition.

Some of the school equipment - hallway benches and wall cupboards - belong to the Meeting. Most of the play equipment belongs to the Playschool. The sharing of space and equipment between the First Day School of the Meeting and the Playschool demands a spirit of mutual tolerance, understanding, and cooperation.

Pre-Admission Requirements

Children may be enrolled who are three, four, or five years old at the opening of the school. A child who is almost three may be admitted at the discretion of the Board of Directors and the teachers. The maximum number of children admitted is regulated by law and the minimum by the school's budget. A reasonable attempt is made to maintain a balance between boys and girls.

Admission is considered using the following criteria: date of application and payment of registration fee, age of child, sex of child, and adaptability of the family to the Cooperative Playschool philosophy and regulations. Priority is given to currently enrolled children until January 31st. A four-year-old will not be enrolled for fewer days than attended as a three-year-old, unless requested. Any child who may have been in a lottery the previous year and did not receive the days they requested will also be assigned at this time. A lottery will be held for the remaining spaces, as well as for the priority waiting list. Two-day children applying for the three- or five-day programs will be given priority through the second week of February. A detailed explanation of the lottery and waiting list procedures is available from the Registrar. A teacher, Co-Chairperson of the Board (hereafter referred to as Co-Chair), or the Registrar will meet with the parent(s) and child prior to enrollment.

The Cooperative Playschool is open to all children within the specified age range. The school does not discriminate on the basis of race, color, sex, national origin, or ancestry.

Before a child enters school the Registrar must have:

1. The health form completed by an attending physician. Returning children, without changes in health status, are *not* required to submit a form signed by a physician. Parents are required to inform the Registrar of changes in health during the school year.
2. A physician-signed record that indicates the child's immunizations are up to date (part of the health form). The Cooperative Playschool follows the immunization policies of the State College Area School District.
3. The *completed* emergency medical information form.
4. The medical agreement form signed by a parent.
5. A signed membership agreement that indicates that the parents understand the responsibilities involved in becoming members of the Cooperative Playschool.

Members' Obligations

Each and every family is required to have a parent representative at the fall and spring parent meetings. The Fall Parent Meeting is an essential orientation session held at the beginning of the school year to acquaint families with the daily routine before they assist the teachers. Additional work obligations will also be explained at this time.

Two or three parents are scheduled to help at school each day. Parents sign up to work on a calendar maintained and monitored by the Scheduling Officer. The number of days a family must work is determined by the number of days their child(ren) attend(s) the Co-op and our enrollment numbers. A parent who is unable to work on a scheduled day is responsible for obtaining a substitute. Workdays may be exchanged with other members. However, relatives, baby-sitters, etc., are not permitted to work in a parent's place.

Other children in a family may not be brought to school on parent working days, with the following exception: Co-op mothers who are scheduled to work are allowed to bring their nursing infants. At approximately 6 months, when the child begins to crawl, or if in the teacher's judgement the child's presence is disruptive to the classroom, the child should not accompany the working mother. Parents expecting another baby are encouraged to plan workdays around the delivery date and to schedule more heavily in convenient months. The Scheduling Officer should be consulted in such a case. Also, parents have the option to bring another caregiver (even non-family) to attend to the infant while at Co-op. Not more than one working parent per day should bring a nursing infant to school.

In order to maintain a child-centered atmosphere at the playschool, parents should be prepared to leave their child(ren) at school after orienting them and saying goodbye. If you have special concerns about separation, please discuss them with the teachers or co-chairs and review our helpful handout "Adjustment to the Cooperative Playschool." After an initial transition period, most children, with the support of the teachers, working parents and other children, will relax and enjoy his/her morning.

Each family agrees to fulfill their commitment for our annual fundraising sale(s). The Co-op is committed to these fundraisers in order to support scholarship opportunities. Each family is also strongly encouraged to attend at least one board meeting and is required to serve on one school committee for the entire year.

These committees are designed to support the daily school routine and foster community among members. A Board position shall serve as one committee assignment

Families applying for membership must be aware of the principles and obligations of the Cooperative Playschool, Inc. Failure to demonstrate these principles and adapt to the school's philosophy could result in a vote for dismissal.

Working Parent Guidelines

1. Assisting parents should arrive by 8:45 a.m.
2. A child's behavior or appearance should not be discussed in his/her presence. Only teachers should make comments on a child's inappropriate behavior to his/her parents.
3. Always be accepting of a child. Refrain from teasing, ridiculing, or humiliating a child.
4. Respond to the children in a quiet and calm voice, for the tone of your voice affects the entire environment. If the nursery school experience is new to you, observe how the teachers handle the children.
5. A handout will be distributed in the fall describing specific responsibilities for parents assisting in the classrooms.

Working Parents' Classroom Contributions

All parents are expected to help enrich the school environment by presenting experiences of interest to the children. Arts and crafts, science, music, math, language arts, physical movement, cooking, and woodworking are examples of activities that parents can provide for their workday activity.

In addition to regularly planned activities, parents are encouraged to pursue a unique and creative activity to offer a more enriching experience for our children. One or a group of parents may plan this special child-oriented activity. Examples include: planning a cultural experience (e.g. Senegal, India, China days), a puppet show, music and play acting, or inviting a guest speaker (e.g. fireman, policeman, music teacher). Planning a special activity will require close interaction and guidance from the teachers so that timing, supplies, and projects can be successfully coordinated.

Criteria to use in evaluating a planned activity:

1. Does it encourage creativity?
2. Are any new skills involved? If so, will all the children be able to achieve some degree of success?
3. Will the project require considerable direction or teacher assistance? If so, how can the experience be changed to lessen the direction required?
4. Will each child have his/her own set of materials or will he/she have to wait a long time for a turn?

Parent-to-Parent Interactions

The unique environment of Co-op requires a great deal of interaction, not only among the children and teachers, but also between parents and children and among parents. The vast majority of these interactions are positive; however, occasionally conflicts may arise between your child and other children at Co-op. It is vital to the workings of Co-op that these conflicts not extend to the parents.

The children are our first priority, and in order to maintain a safe, healthy learning environment, working parents must maintain friendly “cooperative” relationships. An important lesson that our children learn at Co-op is how to relate to and interact with a diverse group of people, and one of the best ways for our children to learn to treat people respectfully is to model that behavior in our interactions with the children, other parents, and the teachers.

In order to help maintain positive relationships among parents, Co-op has maintained a longstanding policy that ***no parent should approach another parent about his/her child’s behavior***. It is important that any conflicts that arise at Co-op be addressed as quickly as possible and do not escalate to the point where you are feeling frustrated. If your child or you are witness to, or affected by, behavior that you deem inappropriate (especially behavior that could be dangerous) you should do all of the following:

- *Discuss the situation with the teachers* – The teachers interact with the children on a daily basis and are the best resource for understanding the nature and severity of a particular issue. They are also best able to try to diffuse or correct the situations that may be troubling you. The conversation should be held in private, away from the children. **Only the teachers should discuss a child’s behavior with his/her parents.**
- *Notify the Co-Chairs* – This allows the co-chairs to track the situation, and where necessary, inform the board for possible intervention.

If this course of action does not solve the problem to your satisfaction or the problem persists, consult the ***Grievance Policy*** below.

Grievance Policy

In the event of a situation that has not been resolved by the steps recommended above or which you feel is imminently dangerous, you should:

- Submit a written description of the situation (i.e., grievance) to one of the Co-Chairs or any member of the Board. The co-chairs will confirm receipt of the grievance within three (3) business days. Or,
- Attend a board meeting to discuss the situation. If a regular board meeting is not scheduled to be held within ten (10) business days, you may request that a special meeting of the board be held in order to resolve the situation in a timely manner.

The board or its appointed representative will investigate the grievance and attempt to gain all relevant information regarding the grievance. Subsequently, a conference including the parties involved, one or both co-chairs, and one or both teachers will be held in an attempt to resolve the situation.

If a resolution is not obtained at the conference, the board will consider the grievance and will render a final decision. The board’s decision will be communicated to the parties involved in writing and will outline any actions to be taken and a specific timeline for those actions.

Discipline Philosophy

The Cooperative Playschool offers individual attention as a child's need for growth in self-control in a social setting arises. The school readily acknowledges that expectations of behavior differ as a child matures from three to five years of age. The social setting of school presents many opportunities for helping children learn self-control, good judgment and respect for themselves and others.

At the Cooperative Playschool, we believe the most meaningful and lasting discipline comes from within each child. Hence, the school offers a policy of freedom of choice with defined boundaries for each child. When a child exhibits behavior that does not respect him/her self or others, the child will be asked to refrain from the behavior and, if necessary, will be redirected to an activity which omits the behavior. If the child continues to exhibit the behavior after redirection, they will be offered a choice of 1.) Teacher-guided activity, or 2.) Quiet time until they gain self-control.

When typical discipline opportunities arise, teachers and working parents handle them in the classroom. A child's parents become more involved when a discipline issue shows a pattern that concerns us or is significant. Examples of significant discipline issues include any form of physical violence or dangerous behaviors affecting another child or adult. As standard policy, teachers will notify a child's parents and school board co-chairs of violent/dangerous behavior patterns. A teacher/Co-Chair/Parent conference will be set to discuss the child's needs and choices of actions.

Parents may find details for their role and teachers' roles for supporting positive interactions among children on the last page of this handbook, "**Guidelines for Managing Classroom Behavior**". A copy of this handout is also kept with the Parent Handbook at school in the Quiet Room. Additionally, we have developed a list of Playschool Rules for the children (see below). These rules are the basics to be developed in a participatory exercise with the children each year. Wording may change and additional rules may be added as necessary. These rules exist for the happiness of the individual and the harmony of the community.

General School Rules

1. Use kind and friendly words with each other.
2. Listen to each other and your teacher.
3. The Cooperative Playschool is a friendly school. Play involving guns, knives or weapons is not permitted.
4. "Good groups vs. bad groups" or "girls only" and "boys only" games are discouraged. Children are actively encouraged to play cooperatively to win a game.
5. Be respectful of people, toys and school belongings.
6. The hallway is to be used to access the three classrooms. Children may not gather or play in the hallway.
7. Running is not permitted in the classrooms or hallway.

Specific Outdoor Play Rules

1. Stay within the limits of the playground.
2. Walk to and from the playground.
3. Tag or chase may only be played in the open field next to the playground. And only with children who want to play that game.
4. Only one child at a time is permitted to be on the slide. Children may not climb up the slide, but should access the slide by using the steps.
5. Adult assistance is required on the monkey bars. All children need to go in the same direction.

Accident, Health, and Safety

Children should begin the playschool experience feeling their very best. Your child should remain home if any of the following symptoms are present: sniffles or running nose, red watery eyes, swollen glands, skin eruptions (rash or spots), vomiting or coughing during the night, fever, pain and/or diarrhea **DURING THE PREVIOUS TWENTY-FOUR HOURS.**

For accidents of a serious nature, the doctor listed on the medical form will be called. Full responsibility for payment of any fee incurred rests with the parents. A **Medical Agreement** form is to be signed by the parent at the beginning of each school year. The Cooperative Playschool carries fire and liability insurance.

Safety Rules for Children's Behavior at School

Rules and limits exist for ensuring the personal safety and emotional well being of each child and the preservation of school property. These rules include the following:

1. Children are to stay within the limits of the outdoor play area and are not permitted outdoors to play before an adult is in the yard.
2. While we follow the generally accepted standards concerning hitting, throwing, spitting, etc., we prefer not to list specific rules. Management depends upon the child and the situation.
3. If you wish to send your child home with someone other than the parent or regular car pool driver, the parent must notify the teacher.
4. Children should leave the building accompanied by an adult.
5. A child must always receive a handshake, or farewell gesture from his/her teacher. This lets the teacher know who has been formally dismissed.

Calendar and Hours

The school year approximates the calendar established by the public school system, except that the Playschool begins the Thursday following Labor Day and ends the last Friday in May. In-service days and school holidays are determined prior to the start of the school year by the Board and the teachers.

Playschool hours are 9:00am-11:30am. The doors will remain locked until 9:00am or until all teachers and working parents are present. Doors will be locked again at 9:15am to maintain a secure environment. Children must be picked up promptly at 11:30am, except for unusual circumstances, which have been previously cleared with a teacher.

Snow Day Policy

The safety of our children at the Cooperative is our priority when school is canceled due to poor travel conditions. The closing of the Cooperative coincides with the State College Area School District closing. The Co-op will also be closed when there is a morning delay. The Co-op has the option of closing independently of the public school. In cases where SCASD remains open during inclement weather, the teachers can override our usual policy and cancel school if they feel strongly that conditions are hazardous. The phone tree will be used in such a case. Parents who are scheduled to work on a day that is canceled receive work credit for that day. The Cooperative does not make up snow days.

Fees

1. Registration

A registration fee, set by general membership, is paid for *each* child when enrolling for each year. Registration fees are *non-refundable* once a student is enrolled.

2. Tuition

Annual tuition, payable monthly, shall be levied to cover costs: teachers' salaries, school housing expenses, supplies, and other necessary expenditures. The tuition is proposed by the Board, based on annual budgetary considerations, and approved by the membership. Tuition is collected one month in advance. The first tuition payment is due by August 1, and the second payment is due September 1. Subsequent payments are due the first of each month, October 1 through April 1. The Board establishes penalties for late payment. Checks should be made payable to **The Cooperative Playschool, Inc.** Parents with special difficulties may ask the Treasurer for special arrangements concerning fees.

Families must give at least two months' written notice to the Registrar if they intend to withdraw their child or reduce the number of days their child attends. Families who withdraw their child or reduce the number of days their child attends with less than two months' notice are responsible for the tuition for the vacated spot for the two months after the Registrar receives the written notice.

In the case of an extended leave of absence, families are responsible for fulfilling their work and financial commitment.

3. Scholarships

Scholarship funds are available for the purpose of providing partial or temporary tuition assistance to children who would not otherwise be able to attend. These funds are raised by school families at the annual scholarship fundraiser. Eighty percent of the funds are available for disbursement at the beginning of the school year. The remaining twenty percent will be used for situations arising during the school year when families need emergency assistance.

If partial or temporary aid is required, a scholarship application, available from the Registrar, must be completed. Completed scholarship applications should be given to the Treasurer. The Scholarship Committee, consisting of the Treasurer and the teachers, will review the applications and notify the applicant if aid is available. Preference is given to returning students if funds are limited. Excess funds may be rolled over into the Spielvogel Scholarship Fund. A reasonable amount should be held for starting the following year's fund.

4. Teacher and Family Enrichment Fund

The primary purpose of this fund is to support the continuing education of our teachers through conferences, classes, etc. This fund may also finance guest speakers on child-related topics for the general membership. Parents who wish to organize a special enrichment activity for the children, (e.g. Shavers Creek program) may submit their request to the Board for consideration and approval, in order for the school budget to cover expenses. Enrichment fund monies should be reasonably distributed between two- and three-day children.

Teaching Staff

The Board of Directors employs professionally qualified teachers on a nine-month contract basis. The terms of the state license stipulate a minimum of one certified teacher for every twelve three-year-old children, and one teacher for every seventeen four-year-old children enrolled.

At school, the teachers shall be in charge at all times. Members are responsible to them during the hours they assist at school and on field trips. The teachers, in turn, are responsible to the parent group for carrying out its wishes with regard to the school program. Teachers will be available for individual conferences with parents. Parents are encouraged to talk with the teachers regarding questions or concerns whenever the need arises.

The Board must approve any changes in the teachers' responsibilities.

When a vacancy occurs, a Hiring Committee will seek teacher applicants. The Hiring Committee will consist of the Co-Chairs, the remaining teacher, a Non-Board parent, a Board member, and one former Board member no longer at the Co-op. The following describes the process to form a Hiring Committee and how they should proceed: the Co-Chairs and remaining teacher generate possible candidates for the Hiring Committee, based on experience in the fields of education, hiring, interviewing, as well as commitment to the Co-op. The Board must approve the list of candidates for the Hiring Committee at the next Board meeting or a specially called Board meeting.

Substitute Teacher Policy

Substitute Personnel: Each teacher is entitled to a total of 12 days personal and/or sick leave per year.

1. For planned absences, the teachers will be responsible for arranging their own substitutes from a "Substitute List" which may include willing alumni parents (no more than 2 years removed), who are approved by the board, and parents of currently enrolled children. In the case of an extended absence, a certified nursery school teacher will be hired as a substitute.
2. For emergency absences, the teacher shall call the Scheduler who will arrange for a substitute.
3. Substitutes will not bring their own children to school unless they are enrolled Playschool children.

* It is school policy to have at least one full time teacher present during every school day. If the situation arises when both teachers are NOT ABLE to attend, school will be cancelled for that day.

Administration

The Cooperative Playschool is a not-for-profit corporation formed by the members, which consist of the parents of current students. The school and corporation are governed by a Board of Directors selected by and from the members. The members work together to provide children who attend with varied social and educational experiences. Members participate on a day-to-day basis to ensure that the program runs as smoothly and efficiently as possible. The general membership's participation is requested in the form of a vote on the annual budget and nominations to the Board of Directors. The Board implements the school's policies and procedures and makes decisions on behalf of the membership at large. However, it is through the exchange of ideas among parents, teachers, and the Board of Directors that the school maintains flexibility and provides itself with a continuous evaluation of its programs and methods. The growth and improvement of the Playschool is dependent upon the interest and active participation of its members.

Board of Directors

The Board shall consist of the Co-Chairs, Registrar, Scheduling Officer, Treasurer, Recorder, Communications/Publicity Officer, Newsletter Editor, School Programs Officer (Programmer), Fundraising Chair, and Social Chairperson. *Board positions are subject to change on a yearly basis, depending on areas of need and the interest of membership.*

The Board shall have the power to make decisions for the benefit of and the smooth functioning of the school. The Board shall meet as necessary to transact business and form policy. All decisions of the Board shall be published in the monthly newsletter following the Board meeting. Three-fourths of the Board shall constitute a quorum.

Board meetings, other than executive sessions, shall be open to all members. The teachers are regularly invited to Board meetings but have no vote.

A Nominating Committee is convened and a chair is to be elected. It will include: the Scheduling Officer, the School Programs Officer, the Treasurer, two teachers, and two non-returning Board members. The board then approves of this committee. Board officers for the following year are nominated by the Nominating Committee in March and elected by the membership at the Spring Parent's Meeting. Additional candidates may be nominated from the floor. The term of office extends from June 1-May 31 of the following year. All Board officers are required to attend monthly board meetings and share administrative responsibilities. A Board position shall serve as one committee assignment. Should any Board member be unable to fulfill his/her responsibilities, the Co-Chairs will choose a replacement, after consulting with the teachers.

Officers of the Board

The Co-Chairs shall preside at all meetings. The Co-Chairs shall call membership meetings when necessary and shall see that the purposes of the school are fulfilled to the mutual benefit of the parents, teachers, and children.

The Registrar shall accept all membership applications and keep all records pertaining thereto. The Registrar shall familiarize prospective members with the idea and ideals of a cooperative nursery school. Whenever necessary, the Registrar shall act in the place of a Co-Chair.

The Recorder shall keep minutes of both Board and general membership meetings, and be responsible for keeping the Cooperative Playschool, Inc. Documents Book up to date.

The Communications/Publicity Officer shall handle all general correspondence for the school, and shall be responsible for the school's publicity.

The Treasurer shall be responsible for all financial records, collection of tuition, payment of authorized bills, preparation of tax statements, and any other financial matters relating to the school. The Treasurer, Registrar, and Co-Chairs, in consultation with the teachers, shall be responsible for the allocation of the scholarship funds.

The Scheduling Officer shall be responsible for developing and ensuring distribution of the Playschool schedule for parent workdays. The Scheduling Officer also determines the numbers of days parents are required to work. Special working arrangements can be made by mutual consent of the Scheduling Officer.

The Fundraising Chairperson shall oversee the organization and direction of all fundraising efforts.

The Newsletter Editor shall be responsible for coordinating and producing the monthly newsletter, "The Coop Scoop."

The School Programs Officer (Programmer) shall be responsible for determining, with Board approval, needed committees for the school year, organizing of committees, and working with teachers and parents to make available suitable activities throughout the year.

The Social Program Chairperson shall be responsible for organizing the set-up and planning of member gatherings.

Dismissal Policy

The Co-op's Dismissal Policy pertains to serious behavior problems in a child, or to a member family's repeated failure to fulfill their obligations to the Co-op.

1. Child's Behavior

Our dismissal policy is intended to address serious, aggressive, negative behavior in a child that can hurt another person. Such behavior includes, but is not limited to, biting, kicking, scratching, pinching, and hair pulling. When an offense occurs, the procedures below will be followed:

- A. As soon as a teacher identifies a child's aggressive/dangerous behavior, the teacher notifies the parents of all children involved and the board. An incident report is filed.
- B. The teacher observes and documents the child's behavior, and provides teacher interventions (e.g., redirection, teacher guided play, if necessary keeping the child within arm's reach at all times) for approximately three weeks. Daily check-in of the parent with the teacher is required.
- C. A Teacher /Co-Chair/Parent conference is set to discuss the child's needs.
- D. The following conclusions are possible:
 - i. The child responds to teacher intervention.
 - ii. If the child does not respond well to teacher intervention, the teacher may recommend that parents provide "wrap around" 1:1 with child during school, i.e., a parent must always be

- present when the child is in school.
- iii. If the child still does not respond, placement in a preschool better suited to the child's needs will be suggested. A CIU (*Central Intermediate Unit*, an agency providing early intervention for eligible young children between the ages of three and school entry) worker may be able to evaluate the child and provide a referral to an appropriate setting.
 - iv. If the family does not voluntarily withdraw the child after receiving a referral, the Co-op may choose to dismiss the child.

2. Parent's Fulfillment of Co-op Requirements

All parents must do their share to ensure the successful operation of our school. If parents are found abusing the trust of the Co-op in fulfilling their requirements and are disruptive to the flow of the school, dismissal is an option.

- A. Work commitment is not at least one-third completed by January 15, the mid-point of the year. (Exceptions may be made if the parent discusses extenuating circumstances with the Scheduler and Co-chairs.)
- B. Parents fail to attend/participate in required events, including:
 - i. Fall and Spring Parents Meetings
 - ii. Winter Cleanup and Last Day Cleanup
 - iii. Mandatory Fundraisers (i.e. Bake sale)
- C. Parents fail to complete their committee assignments.
- D. Parents who fail to pay tuition for 2 consecutive months without notifying the treasurer.
- E. Parents are repeatedly late to pick up their child, without advance notice to the teachers.

Comments Regarding the Cooperative Experience

Upon reading this manual, you may feel overwhelmed by the obligations and expectations required of a Cooperative Playschool family. It is difficult to measure the worth of the cooperative experience until you've been a part of it. We would like to share with you what some parents have shared with us about their time spent at the Cooperative Playschool.

"It was an opportunity for me to grow as a parent in a supportive, creative environment. I expected growth for my child and was pleased that I too grew from the experience."

"We were new to the community and the Co-op provided us with a network for developing friendships with families who shared similar interests and values."

"I appreciated the non-competitive, creative learning that seemed to occur spontaneously with little effort as I learned to listen and trust the wisdom of children."

The Cooperative Playschool Guidelines for Managing Classroom Behavior

The social setting of school presents many opportunities for helping children learn self-control, good judgment and respect for themselves and others. At the Cooperative Playschool, we seek to balance the needs of both the child and the class. These guidelines exist for the happiness of the individual and the harmony of the community.

For All Children:

- **Redirection:** teachers and working parents direct children from one activity or group to another and help the child become engaged.
- **“I” messages:** teachers and parents encourage children to verbalize their feelings with an “I message.” For example, “I wish Bobbie would ...” or “I don’t like it when...”
- Reference the "**School Rules**" and "**Playground Rules**" posters at school.**
- **ABCD Guidelines:** *Ask*, What’s the problem? *Brainstorm* some solutions. *Choose* the best solution. *Do* it.
- **Teacher-Guided Play:** teacher/parent initiates play with children, working parents expected to seek teacher if needed.

For Challenging Behaviors:

- **Redirection**
- **Teacher offers child choice:** of quietly relaxing away from the activity (either alone or with adult) OR teacher guided-play (teacher’s choice of activity).
- Reference the "**School Rules**" and "**Playground Rules**" posters at school.**
- **Verbal warning** from teacher or parent to omit behavior.

For Physically Violent or Dangerous Behaviors:

- **Parents are expected to stop behavior to the best of their ability & notify teachers immediately.** The teacher is responsible for notifying the child’s parents of the incident.
- **Time with teacher:** pick up child as needed. Child is within arms reach of teacher (may hold hands) and teacher discusses inappropriate behavior with child.
- **Immediate time out:** approximately 1 to 3 minutes with teacher close enough to see them at all times.

*** Teachers will host a fun Green Rug Activity in which all children are invited to help create The Cooperative Playschool’s "School Rules" and "Playground Rules" posters. These will be displayed at school.*