



# PARENTS' COOPERATIVE PRESCHOOL

*• Children, parents, and teachers learn & grow together •*

2434 E Battlefield Rd, Springfield, MO 65804

417-986-5330

parentscooperative@gmail.com

[www.parentscoopspringfield.com](http://www.parentscoopspringfield.com)

<https://www.facebook.com/ParentsCooperativePreschool>

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**Parents' Cooperative Preschool, Inc. (PCPS)** was founded in 1978 by a small group of parents who wanted to create something unique. It was established to share information and guidance regarding the young child, fulfilling the need for a closer understanding of all human relationships and the need for continuing education and research in early childhood.

Through our unique programs, PCPS has provided a service to families in Springfield and surrounding areas that differ from other preschools. PCPS brings the parents of our students into the classroom. Through this first-hand experience, each parent can observe how their child interacts in the classroom with teachers and other children their age. The parent becomes integral to the child's learning process by regularly participating in the classroom.

Owned, governed, and operated by the parents of currently enrolled students, PCPS is managed by a Director and a Parent Executive Board. The PCPS Board of Directors consists of parents and, over the years, has shaped the policies and procedures of the school, making it the institution it is today and providing the best possible early childhood experience for its children.

Parents' Cooperative Preschool has shared many spaces within Springfield and surrounding areas. In 2018, we partnered with Itty Bitty City and Fawn Rechemer to share the location. We are fortunate to have built that relationship with Fawn Rechemer and continue our business relationship with Itty Bitty City.

PCPS is a Not-for-Profit organization and is classified as 501 (c)(3) by the rules of the Internal Revenue Service. All costs of its operation are covered by tuition and associated fees of enrolled students.

Enrollment includes a tour of our school, a meeting with the teachers (upon request), a meeting with the director, and a series of paperwork. For your child to be officially enrolled, you must have all paperwork completed, a copy of immunizations, and a well-child form. You must also have submitted our non-refundable enrollment fee paid for your child to begin school with Parents' Cooperative Preschool.

To un-enroll your child, you must provide the director with an exit notice, preferably in writing, and complete an exit interview.

**IMPORTANCE OF BEING ACCEPTED:** We recognize that each child has their rate of growth and development-physically, socially, cognitively, and emotionally. Being able to accept each child as they are, helps the child in their growth, development, and ability to learn.

Children have an excellent capacity for sensing approval or disapproval. The more we can make a child feel good about themselves to create a sense of high self-efficacy. A great teacher helps a child feel proud and loved about themselves.

**FREEDOM WITHIN LIMITS:** A child feels secure when they trust and understand boundaries and structure within their lives. Through experiences and observation, a child learns what behavior and actions are acceptable.

A child needs to have the freedom to express their ideas through talking, singing, dancing, block-building, and more. We provide opportunities for children to satisfy their curiosities. Satisfying curiosity encourages more inquiring minds, which leads to a desire to learn.

These are the formative years. As teachers and parents, we want our children to develop their capacities for love of learning, laughter, and love. We must offer them boundaries and structures to encourage them to thrive. Children are sponges; they learn by observing and playing.

**THE VALUE OF PLAY:** Play has been called their work by many early childhood theorists. To children, play is a very serious business, requiring deep concentration. Play is a time to be absorbed into. Children have so many ideas and regularly try to find ways to let their ideas flow.

Free play may sound as if "anything goes"! However, it is far from it. Free play allows children to select what they do, how long they do it, how they play, and to whom. It is a time for thinking, language development, and a time to solve problems. Play is when children learn from each other. They are busy organizing their thoughts and impressions.

We learn so much about children by simply being fully present and watching them play.

**OUTDOOR PLAY:** Outdoor play is an integral part of the daily program. This type of play allows children to play actively, deal with problem-solving situations, and encounter unlimited sensory experiences.

Every child needs the opportunity and freedom to run, jump, climb, and explore in a safe environment. Our job as adults is to ensure the area is safe and the equipment children play on is secure. Outdoor boundaries and expectations are clearly defined, and children review boundaries and rules before playing outside. Large motor skills are practiced

extensively outside. Children also enjoy using their “outdoor voices” and playing at full speeds. These factors add up to a healthy and happy child.

**NAEYC Standards:**

Standard 1a: Understand the developmental period of early childhood from birth through age eight across physical, cognitive, social and emotional, and linguistic domains, including bilingual/multilingual development. 1b: Understand and value each child as an individual with unique developmental variations, experiences, strengths, interests, abilities, challenges, approaches to learning, and the capacity to make choices. 1c: Understand how child development and the learning process occur in multiple contexts, including family, culture, language, community, and early learning setting, as well as in a larger societal context that includes structural inequities. 1d: Use this multidimensional knowledge—that is, knowledge about the developmental period of early childhood, about individual children, and about development and learning in cultural contexts—to make evidence-based decisions that support each child.

Standard 2b,2c: Collaborate as partners with families in young children's development and learning through respectful, reciprocal relationships and engagement. 2c: Use community resources to support young children's learning and development and support families, and build partnerships between early learning settings, schools, and community organizations and agencies.

Standard 3a: Understand that assessments (formal and informal, formative and summative) are conducted to make informed choices about instruction and planning in early learning settings. 3b: Know a wide range of assessments, their purposes, and their associated methods and tools.

Standard 4a: Understand and demonstrate positive, caring, supportive relationships and interactions as the foundation of early childhood educators work with young children. 4b: Understand and use teaching skills that are responsive to the learning trajectories of young children and the needs of each child, recognizing that differentiating instruction, incorporating play as a core teaching practice, and supporting the development of executive function skills are critical for young children. 4c: Use a broad repertoire of developmentally appropriate, culturally and linguistically relevant, anti-bias, evidence-based teaching skills and strategies that reflect the principles of universal learning design.

Standard 5c: Modify teaching practices by applying, expanding, integrating, and updating their content knowledge in the disciplines, their knowledge of curriculum content resources, and their pedagogical content knowledge.

Standard 6c: Use professional communication skills, including technology-mediated strategies, to effectively support young children's learning and development and work with families and colleagues. 6d: Engage in continuous, collaborative learning to inform practice. 6e: Develop and sustain the habit of reflective and intentional practice in their daily work with young children and as members of the early childhood profession.

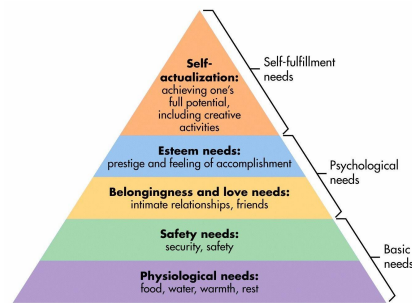
Revised Spring 2022

## MISSION/PHILOSOPHY

**Parents' Cooperative Preschool's philosophy is a simple and happy one:  
Children, parents, and teachers learn and grow together.**

### **“Maslow before Bloom”**

Per educational theorist Abraham Maslow, we share the belief that for a child to learn and thrive, their Hierarchy of Needs must be met. This graphic explains that statement:



**“A child's greatest achievements are possible in play, achievements that tomorrow will become her basic level of real action.” Lev Vygotsky(child developmental theorist)**

When a child learns at a developmentally appropriate pace, they will excel further and in more depth, as they grow and mature. This theory and methodology are why our program is considered play-based.

Together, teachers and parents guide our students through a program designed to enrich the children's lives based on their age, interests, and needs. We believe this environment will help them grow socially, emotionally, intellectually, and physically.

Our school is a child-sized world. The child thrives in this world created to fit their age, interests, and needs. As a parent/guardian, you have the positive benefit of being able to watch your child(ren) grow and thrive within our Preschool. You realize more clearly the pleasures of childhood and the challenges of parenthood and share those highs and lows with our school community. Trained, experienced teachers are the foundation of this world. They help you have more confidence in yourself and your child as they guide students daily.

We have developed a program to help your child explore their world and experience all aspects of learning. We want your child to grow cognitively, emotionally, socially, and physically at a most comfortable rate and prepare them for future experiences.

## **ELIGIBILITY/ENROLLMENT**

PCPS accepts children from ages 2-to 6. Children should be potty trained or actively working on potty training. If a child is not entirely potty trained or has frequent accidents, we ask parents to place children in a pull-up. In addition, please dress children in clothes they can easily pull up and down. We are not licensed to change diapers, pull-ups, or clothes at our facility or assist children in the bathroom. If an accident occurs and the child cannot change their clothes, a parent/guardian will be called and required to address the issue. No child will be denied based on race, color, religion, national origin, or gender. Children with special needs are considered individually, though every effort will be made to accommodate them.

## **STAFFING**

Parents' Cooperative Preschool has a small but terrific selection of staff. Our staff consists of the Executive Director, preschool teachers, pre-kindergarten teachers, and our kindergarten teacher.

Much of our team have their B.S. and Master's degrees and experience in elementary education. All of our staff have experience in early childhood and have a love of teaching and children.



We require all staff to undergo seminars and conferences to stay current with early childhood practices. The team works collaboratively concerning all aspects of Parents' Cooperative Preschool.

Even more important than the experience each of our staff members have all of them chose teaching and early childhood education because they love learning and educating young minds. Each staff member knows the importance of relationship-building among students and their families. All of our staff want to provide a safe, loving, and happy environment for children to thrive.

Our team is required to undergo a physical, including a TB test. They must also fulfill the Family Care Safety Registry requirements and fingerprinting through the FBI and Highway Patrol. PCPS staff are mandated reporters. If a child's well-being is ever in question, we are required to call the Child Abuse and Neglect Hotline and report it.

## **The Family's Role**

Being a co-op member requires more involvement from the family. Families reap many rewards: a high-quality preschool, lower tuition rates, parenting support, and lasting friendships.

Co-op families must volunteer within our school. We provide a variety of opportunities for volunteering including but is not limited to the following:

- Work in the classroom,
- Serve on the nonprofit board
- Support fundraising and marketing efforts
- Participate in Parents Nights Out or other fundraisers.

Can families working outside the home manage this time commitment?

Absolutely! Many co-op members hold full- or part-time jobs outside the home. Many have more than one child in the co-op system. These families get creative with their schedules and often share co-op duties with their partners, parents, siblings, and close family friends. The whole community benefits. Bring them to the Executive Director to work out a plan if you have concerns.

1. **Be a "Teacher Assistant" in your child's classroom:** On the days you are the Teacher Assistant, you must arrive early to review the duties and areas of learning for the day. As a teacher's assistant, you must stay until all children are picked up. If you are unsure or nervous about your day, please refer to your Volunteering Handbook.

A rotating schedule is created and posted so that each parent knows in advance when they will work that month. Families who can't make their workday are expected to reach out within the community and find a replacement. Each Teacher Assistant must have completed a background check on file with the school. Your family is responsible for providing a snack consisting of fresh fruits and/or vegetables cut and washed.

2. **Submit a Family Care Safety Registry background screen:** We strive to keep our children as safe as possible. Not only do our staff undergo background screenings, but we ask that our teacher assistants also submit an FCSR screening. This screening can be done on the Missouri Department of Health and Senior Services website. Teacher assistants must have this background screen completed before their helper day. Failure to do so will result in not being able to do your teacher assistant day. Continued disregard for this screening will result in termination from the school, as performing Teacher Assistant days is one of our school requirements.

3. **Active participation in fundraising opportunities:** As our school is a not-for-profit institution, fundraising is a vital part of our organization. All families are expected to help with our fundraising efforts throughout the year. Fundraisers are a crucial part of our school, and having fundraisers helps us keep our tuition and other fees low and affordable.

4. **Active participation in Special Event Fundraisers:** This can be monthly, quarterly, or a wider variety. These events can include our Parents' Nights Out, our Paddle Party, and more.

5. **Active participation on a committee:** Each family will be given the opportunity or requested to serve on a committee for our school. An example of some of these committees include; the Spring yard-sale fundraiser, brainstorming other fundraising ideas, and bylaws updates.

6. **Serve on our nonprofit board:** In addition to these excellent options, please consider serving on our nonprofit board. The board meets all federal and state guidelines concerning the legality of being a nonprofit. We must have a president, vice-president, secretary, and treasurer. In addition to these required positions, we also have fundraising and marketing positions. We also encourage those from the community to volunteer their time for the nonprofit board.

## CLASSES

**(All classes are subject to change based on enrollment)**

**PRESCHOOL CLASS 1** – age 2 - 3; potty-training in progress or completed; developmentally ready for the school.

**Tuesday/Wednesday/Thursday** - 8:30 a.m. to 12:30 p.m.

**PRESCHOOL CLASS 2-** ages 3-4; potty-training in progress or completed; developmentally ready for school.

**Tuesday/Wednesday/Thursday-** 8:30 a.m.-12:30 p.m.

**PRE-KINDERGARTEN Class** – age 4 -5; this class is specifically intended for children ready to build a foundation for early literacy and mathematics skills, all while playing and learning!

**Monday-Thursday** - 8:30 a.m. to 12:30 p.m.

**KINDERGARTEN-** age 5-6(birthdate dependant); must be five by August 1st. In this class, children will be able to learn new and exciting concepts in the content areas of social studies, literacy, math, science, and health. Students will develop their phonetic abilities and learn how to decode words to learn how to read. Students will explore new scientific concepts through hands-on learning. Students will develop and practice their fine motor and gross motor abilities. Students will learn concepts concerning proper health (being active, washing hands, and more). Students will be assessed informally daily. Students will be assessed formally through content assessments. Parents will have the opportunity for seeing their children's progress in parent-teacher conferences. All content areas are linked to the Missouri Standards and can be found on the DESE's website. Parents will have an opportunity to converse daily with their child's teacher.

**Monday-Thursday** -8:30-12:30

**REGISTRATION FEE:** A non-refundable registration fee of \$75.00 is due at the time of enrollment and no later than August 1st. This fee guarantees your place in PCPS and helps pay the liability insurance that is required for our operation.

## **SCHOOL TIME**

Heading to a new school is an exciting time and even a little worrying time. Especially if this is your child's first experience in a school or daycare setting.

To work together to instill a love of early and love of the environment, we encourage families to review these helpful do and do not lists:

- **DO** bring a bag/backpack that can hold a **full-size folder**. This will help us keep track of the child's possessions, as well as give us a place to provide you with artwork and any notes/papers from the school.
  - **DO** send your child with extra clothes, a jacket, etc.
  - **DO** label everything.
  - **DO** bring a water bottle with your child's name on it.
  - **DO** wear play clothes and close-toed shoes. Preschool can be a messy business, and although we use washable markers and paint, accidents do happen. Please save your nice clothes and shoes for another time.
    - **DO** pack a lunch for your child for each day they are in attendance
    - **DO** communicate with your child's teacher concerning absences
    - **DO** pack an extra change of clothes for your child
  - **DON'T** bring toys from home unless instructed by the teacher (i.e., show and tell). These can be disruptive and cause sharing problems. Also, leave pacifiers at home. **Concerned about your child's separation from a lovey or a pacifier? Ask the executive director for ideas.**
  - **DON'T** enter the classroom after school has begun. If you need access to your child or staff, please let the staff at the front desk know, and they will page us. This not only disrupts your child's progress but is a safety concern.

A separate list of kindergarten supplies and information for activities will be sent out upon enrollment.

## COMMUNICATION

**MONTHLY NEWSLETTER:** Each month, parents will receive an electronic newsletter through the platform S'MORE. This newsletter is intended to update parents on upcoming events, share in-class photos, and more! This newsletter is created and sent out by staff within the first week of school.

**SCHOOL EVENTS AND ACTIVITIES:** We host many in-house field trips, such as the Springfield Fire Department and Springfield Recycling Center visits. We also attend many field trips for fun and educational purposes. It is essential to check the monthly school calendar for field trip dates.

The school hosts parties throughout the year for holidays, a Winter Program, graduation, and the last day of school activities.

**FOLDERS:** We use fantastic school-home folders for documents that need to be signed, crafts to go home, and the monthly calendar. **Please check your child's folder every day.**

## OBJECTIVES AND GOALS FOR CLASSES

### PRESCHOOL 1:

- Sort objects by shapes, colors, sizes, and texture.
- Use a variety of materials for arts and crafts.
- Play in dramatic play centers.
- Practice empathy by observing staff and playing.
- Learn to use their words when feeling “big feelings.”
- Learn to use their words instead of their hands.
- Practice zippers, buttons, and snaps.
- Answer “who” and “where” questions.
- Count aloud 1-5
- And more!

### PRESCHOOL 2:

- Identify the letters in their name
- Follow three-step commands
- Begin scribble writing, and mixed letters.
- Pretend to write by using opportunities and materials given.
- Count to 10 aloud with objects, snacks, and toys.
- Use a wider variety of words to describe their feelings.
- Take turns and share.
- Self-correct scissor use
- Use a variety of writing utensils.
- And more!

### PRE-KINDERGARTEN:

- Recognize the letters in first and last name and write their names with scaffolding
- Count 0-20 aloud
- Count 0-20 aloud with one-to-one correspondence
- Practice tying their shoes
- Listen to fiction and nonfiction texts

- Retell fiction and nonfiction texts with a beginning, middle, and end
- Pump their legs on the swing
- Stand on one foot for up to 20 seconds
- And more!

#### **KINDERGARTEN:**

- Know and recognize all 26 letters, upper and lowercase
- Know all 26 letters phonetically
- Be able to decode level-appropriate texts
- Learn level-appropriate CVC words(consonant-vowel-consonant)
- Identity, write, order, and count objects 0-30.
- Add and subtract according to the state of Missouri Standards
- Learn and identify 2D and 3D shapes
- Cut along lines, curves, and points with scissors with the correct grasp
- Write full name and identify letters
- Use a variety of materials for writing and crafts
- And more!

### **CURRICULUM**

**OVERVIEW:** Since we serve various ages, our goal is to provide the best early childhood education in the area. We use a variety of methods within our school. You will see aspects of multiple theories of learning. The most current approach you will see is one of play-based learning. Each week we have a theme, and our lessons are linked according to the themes. For example, in the Spring, we do an excellent butterfly study in conjunction with the Nathanael Greene Park. We always want to be building your child's sense of wonder and love of learning.

The curriculum can be seen in more detail in a separate document.

**ASSESSMENTS:** Staff works together to assess students at the beginning, middle, and end of the year. These assessments are intended to help the staff determine how to provide the best education for their children. These assessments also help you, as a parent/guardian, to see what modes your child is growing and thriving in and how you can work with your child at home.

**Parent-Teacher Conferences:** We offer beginning and end of the year parent-teacher conferences linked to our beginning and end of year assessments. We require families to sign up for parent-teacher meetings at least two weeks before they occur. Middle-of-year parent-teacher conference assessments are not required but are offered.

#### **Overview of Goals:**

- To encourage the development of a love of learning
- To shape the minds of children positively and lovingly

- To create and hold ties within the community
- To support families at home and at school
- To encourage respect for themselves and others
- To provide a wide variety of experiences for children

### **General Daily Schedule for Classes**

**\*Please note, drop-off and pick-up times are flexible. You may drop off as early as 8:20 and pick up as early as noon. You must pick up your child by 12:30. Please plan to arrive no later than 9:00 to avoid disrupting the school day.**

<b>8:20</b>	<b>School Opens</b>
<b>8:30</b>	<b>Arrival, and check-in</b>
<b>9:00</b>	<b>Snack and bathroom breaks</b>
<b>9:30</b>	<b>Circle Time</b>
<b>10:00</b>	<b>Outside Play Time</b>
<b>10:30</b>	<b>Center and Movement Time</b>
<b>11:00</b>	<b>Art and Center Time</b>
<b>11:30</b>	<b>Lunch</b>
<b>noon</b>	<b>Sensory Tables and read aloud</b>
<b>12:30</b>	<b>School is closed...Enjoy your time with your family!</b>

### **HEALTH**

**MEDICAL AND IMMUNIZATION RECORDS:** Per the state of Missouri, we must have a "well-child" form on file. This form must be filled out by your child's pediatrician. This form helps staff to make sure we are meeting any health concerns with proper conduct. Per the state of Missouri, we are required to have an up-to-date copy of immunization reports. If one is medically or religiously exempt from immunizations, we must have that form on file from a pediatrician.

Please be aware that if your child comes down with a fever, vomits, or presents other contagious symptoms between 8:30-12:30, we will call and request you come to pick up your child.

**CLEANING AND SANITATION:** Per the state of Missouri, we use the 3-step-method of cleaning. This ensures we are properly cleaning surfaces and toys. Toys are cleaned daily. Hard surfaces are cleaned daily. Staff and children must wash their hands before serving/eating snacks and lunches.

**SNACK GUIDELINES:** Please make sure you are following the allergy list for the current school year. **All snacks consist of fresh fruit and vegetables and a dry snack; a few examples are listed below.**

- Cut and washed grapes
- Cut apple slices
- Bananas
- Blueberries
- Cut and washed strawberries
- Orange slices
- Baby oranges
- Baby carrots
- Cut and wash cucumbers
- Cut and wash celery
- Washed sugar snap peas
- Cut cantaloupe
- Cut peaches

**MEDICATION AUTHORIZATION:** If your child takes any medication, oral or topical, etc., and they **must** have it during school hours, **we must have a medication authorization form on file. We cannot administer anything without that file.**

**ALLERGIES:** Please notify staff of any allergies. Volunteers and staff will review all allergies before distributing snacks every day.

**CLOTHING AND PERSONAL BELONGINGS:** Please make sure to pack an extra set of clothes, socks, and shoes. **Learning can be messy work!** Please also make sure to **label everything**. If your child still has the occasional accident, make sure to include underwear/pull-ups.

## **SAFETY**



**FIRE AND STORM DRILLS:** Per the state of Missouri, we must practice fire drills once a month and storm drills every three months.

**ACCIDENTS AND INJURIES:** Families will be notified by phone in the event of an injury or accident during school hours. An accident report may have to be written and kept on file depending on the circumstances. In the event of this occurring, the staff will review the file with the parent or guardian and have the parent or guardian sign. The parent or guardian will have a copy of the file. In an **emergency**, we will still contact families but follow our emergency protocol to determine the severity of the situation.

**INCLEMENT WEATHER:** We follow the Springfield Public Schools calendar, including the policy for inclement weather. If the Springfield Public Schools are closed, we will also be closed. Please check all forms of communication to make sure you are up-to-date.

## POLICIES

**TUITION POLICY:** Tuition and registration fees for the school year are determined by the Executive Board during the spring semester.

Tuition payments are due on the first of each month and are considered delinquent after the 10<sup>th</sup> of that month. A \$10.00 late fee will be assessed for each late payment unless arrangements have been made with the Director or Board of Directors. In addition, any collection fees due to lack of payment and bank fees charged due to returned checks will be the parent's responsibility. If tuition is not paid or arrangements have not been made for payment, the child may be dropped from the program.

You have the option of paying tuition on a semester basis or even yearly; please speak to the Executive Director if you wish to know more about this option.

All checks should be made payable to PARENTS' COOPERATIVE PRESCHOOL or PCPS. Checks may be mailed or dropped off with the director. Please note that if a check is returned from the bank, there is a \$35.00 returned check fee.

Credit card payments can be made via PayPal or Venmo using the Friends & Family option and paying to [ParentsCooperative@gmail.com](mailto:ParentsCooperative@gmail.com). You may also pay on the platform Jovial. Please note that any changes that occur from not selecting the "Friend and Family" option will be the responsibility of the parents. All cash payments must be made in person by the parent to the Director. There are **NO** refunds issued for illness or cancellations of school because of inclement weather. If several snow days require school closing, the Executive Board will decide if "make-up" days are needed.

Tuition for the Preschool Program is \$225 a month.

Tuition for the Pre-Kindergarten Class is \$250 a month.

Tuition for the Kindergarten Class is \$325 a month.

### **SCHOOL HOURS:**

**T/W/Th – Preschool Class 1 and 2: 8:30 a.m. to 12:30 p.m.**

**M/T/W/Th Pre-Kindergarten: 8:30 a.m. to 12:30 p.m.**

**M/T/W/TH/F- Kindergarten: 8:30-12:30**

At drop-off, help your child drop off their belongings in their cubby. If your child feels more comfortable with you walking them into their class initially, please feel free to do so.

At pick-up, please wait at the pick-up/drop-off station while staff escorts your child to the station.

- **NO** child will be allowed to leave the building without an adult in hand.
- **NO** child will be released to a person other than the parent or guardian without prior notification. The parent's responsibility is to notify the school if their child is dropped off or picked up by someone other than the parent or guardian. **A written notice must be on file for the release of your child(ren) to someone not originally on the pick-up list.**
- Students must be picked up within 5 minutes of the class ending time. A **\$50** fee will be charged if the guardian is late. In addition, if no contact is made within 15 minutes, emergency contacts will be notified. If no contact has been made within 30 minutes, child services will be called.

\*\*Please remember, the school does not begin until 8:30 a.m. We will not be able to accept children into the school before 8:20 a.m.

### **PICKUP:**

Lunch will be completed by noon. Pickup begins at noon and is to be completed by 12:30 p.m. To be respectful of our teachers' time and our school's finances, please be sure to have your child picked up by 12:30 p.m. **If you are running late, please call and let us know.**

### **ATTENDANCE:**

It is essential to bring your child to school on time and regularly. Children respond well to routine and structure. Regular attendance will also reinforce the importance of

School and help them establish good attendance habits while they are young. **We ask that you arrive no later than 9:00 to prevent disruptions to other learners. Please reach out if your child will not be in attendance/late/picked up early.**

### **ABSENCES:**

Please notify the school if your child will not be attending school due to illness or any other circumstances.

Please note that the tuition is a flat rate, and we cannot prorate our tuition.

Please notify the school if your child has a contagious illness or communicable disease. (See health policies)

### **SCHOOL CLOSINGS:**

Any school closings due to inclement weather shall follow the guidelines of Springfield Public Schools. **If they are closed – we are closed. Please check your email or the community chat to ensure you are up-to-date on school closings.**

### **HEALTH POLICIES:**

Each child is required by the state of Missouri to submit to PCPS a physician's completed and signed health evaluation form. This form, including dates of immunization- DPT/DT/DTaP, polio, MMR, Hib, Hep B, and Varicella- are due before the beginning of school.

The school should also be aware of any physical, mental, emotional, or social conditions of the child that might need special attention while attending PCPS.

**ALL** children attending PCPS should be potty trained or actively working towards this. If a child is not entirely potty trained or has frequent accidents, we ask parents to place children in a pull-up. We are not licensed to change diapers, pull-ups, or clothes at our facility or assist children in the bathroom. If an accident occurs and the child cannot change their clothes themselves, a parent/guardian will be called and required to address the issue. If the parent does not address the issues within a response time and this becomes a frequent occurrence, a meeting will be scheduled between the parents and director/teachers to decide the best course of action moving forward.

### **ILLNESSES:**

We ask that you keep your child at home if any of the following conditions exist before school or were present the night before:

1. Upset stomach, diarrhea, or vomiting
2. Excessive runny nose or any unusual cough

3. FEVER
4. Allergic reactions, undiagnosed rashes, etc.
5. Pink or irritated eyes with discharge
6. COVID-19 positive tests

If your child becomes ill while at school, they will be removed from the classroom, and the guardian will be contacted to pick up your child as soon as possible. Sick children rest much better at home.

If your child has had a contagious illness such as flu, strep, pink eye, etc., please check with your physician before returning to school. **It is advised if you take your child to the doctor, we have the “all-clear” for them to return to school.**

If your child has a communicable condition, such as chickenpox, head lice, COVID-19, Flu, etc., please notify the school so we can notify other parents of possible exposure.

### **DISCIPLINE POLICIES:**

Discipline at PCPS is used as a learning opportunity. Should behavioral issues arise, the following steps will be taken:

1. The children are informed of the expected behavior and reminded of classroom rules. When inappropriate behavior is noted, the teacher will privately address the child and their behavior. The child may be redirected to another area or activity at that time. If the misbehavior includes another child, they will be directed to the correct way to handle the conflict, i.e., “I can tell you’re feeling very angry. You can give the toy back to your friend and ask to share, or give the toy back and find another area to play in.”

Time-out may be used when verbal redirection has failed.

2. If misbehavior is excessive and disruptive to the entire class, the child may be temporarily removed from the classroom until the child and teacher/director can have a brief discussion. **We value the safety of all children.**
3. If there are ongoing behavior problems, the parents will be notified of the situation and our course of action for correcting the behavior. If the behavior continues, a conference may be called with the teacher, parent, and director. **We are grateful for you trusting us with your child(ren). We want to work together to develop a plan to help your child and family succeed.**
4. If a parent is concerned, please contact the child’s teacher. If that concern cannot be resolved with the teacher, they should contact the Director. If the concern is still not resolved to their satisfaction, the parent should request to meet with the Executive Board of Directors.
5. When behavior is noted and there is a slight improvement, an ABC form will be created at the parent-teacher-director conference. This form is intended to help determine what

Situations or factors are causing your child(ren) to become frustrated, angry, or sad. This form is shown and discussed with the parents.

6. If, after the action plan has been implemented, improvement isn't seen, the Executive Board will decide on further action, including removing the child from school.

### **FIELD TRIP POLICIES:**

All PCPS field trips are scheduled in advance, with notices given to all parents concerning the times and location. The teachers will carry a list of all students' emergency information.

Students will be transported to the destination by their parent/guardian. Alternative arrangements can be made, but PCPS will not coordinate them.

### **Volunteering**

Parents are encouraged to volunteer in the classroom throughout the school year. Parents and families are strongly encouraged to volunteer on the Board of Directors and assist in fundraisers. Parents should plan to volunteer for the school for up to forty hours a school year. **(Four hours in the classroom once a month times ten months for the school year; on the board; fundraising.)**

Please refer to the virtual sign-up for dates that work for your family's schedule. Please coordinate with the Executive Director if you have a conflict with your volunteering time.

### **SNACK:**

Parents' Cooperative Preschool provides a fresh snack daily. For questions on snacks, please refer to the snack ideas sheet provided with your enrollment package.

### **ARRIVAL:**

Plan to arrive at 8:20 a.m. on your workday. This gives us time to set up the room for the day, prepare any crafts or other items, and be able to help as children are dropped off early. Plan to stay at least 5 minutes after school lets out.

**Please refrain from bringing nonenrolled children on your work day.** Exceptions can be made for nursing babies, but the parent needs to be still able to assist the teacher on that day entirely. **If you have a conflict with bringing an additional sibling, please reach out to the Executive Director.**

### **WORK DUTIES:**

Check with the teacher after arrival for any special instructions concerning projects or activities for the day. Your duties may include but are not limited to cutting, laminating, sorting pom-poms, getting items together for the day, interacting with children in their play and work, assisting them with games, puzzles, etc., and assisting them during cleanup by helping them put all toys, games, and puzzles in their appropriate place. **Requiring children to clean up their messes is crucial for their development.**

Snack preparation shall include disinfecting the tables and getting paper towels and cups of water if a child doesn't have a water bottle. Clean-up shall include disinfecting the tables, sweeping the floor, and cleaning the snack area.

#### **END OF THE DAY:**

General, CLEAN UP!! Please check to see that all toys and supplies are in order. You will need to sweep.

Please help clean paint and glue brushes and clean sinks and sink area—empty trash. Check with your teacher for any other possible clean-up needs.

I have read the PCPS handbook concerning the school's philosophy, classes available, school schedule and hours, and policies concerning tuition, attendance, health, discipline, field trips, and parent responsibilities.

I understand and agree to abide by these policies.

Please sign and return one copy to the PCPS office and keep one clean copy for yourself.

Child's Name \_\_\_\_\_

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

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I have read the PCPS handbook concerning the school's philosophy, classes available, school schedule and hours, as well as the policies concerning tuition, attendance, health, discipline, field trips and parent responsibilities.

I understand and agree to abide by these policies.

Please sign and return one copy to the PCPS office and keep on copy for yourself.

Child's Name \_\_\_\_\_

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(Parent/Guardian Signature)

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(Date)