

BBCP, Inc. Handbook



Betsie Bay Cooperative Preschool, Inc.
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PREPARING YOUR CHILD FOR PRESCHOOL

Let your child know that they are coming to preschool to have a happy time. The adults are their friends and will help him/her when they want to be helped or will just play with him/her. Other children are there to play when he/she wants to play.

Explain to your child that you will stay with him/her the first day if he/she wants you to, and plan to do so. When he/she is willing to stay alone, be sure that he/she understands who will come for him/her at the end of the session. *Please send a note if the routine will be different.*

Encourage their questions about preschool and answer them carefully and honestly. Many children, improperly prepared, have come to preschool feeling that they were pushed out, or left behind, or sent from home because they were no longer loved. Your child may need a little extra attention when he/she comes home from preschool the first few times. If he/she is sure of your love and his/her place in the home, he/she will probably accept preschool eagerly.

PHILOSOPHY AND AIMS

It is the philosophy of the Betsie Bay Cooperative Preschool (hereinafter referred to as BBCP) that each child is a unique individual with social, physical, emotional and intellectual needs whose growth occurs in developmental stages that are sequential and continuous. BBCP respects each child's uniqueness and strives to provide an atmosphere in which each child may develop self-awareness and self-esteem.

BBCP stresses age appropriate learning experiences and activities (not focused on academics) fundamental to the child's growth and development. The program encourages each child to gain an understanding of himself/herself and the complex world in which they live through social interaction, active participation, manipulation of objects and free exploration as planned and facilitated by the teacher. Each child constructs its own knowledge through concrete, real life experiences.

It is the goal of BBCP to provide the opportunity for each child to:

- Build friendships
- Learn respect for and cooperation with others
- Grow in self-confidence and self-worth
- Play in a positive and guiding atmosphere
- Experiment with learning material and equipment
- Broaden their awareness of self and world

THE ESTABLISHMENT

A board of directors consisting of not more than eight members in good standing with five Officers and up to three Members at Large administers BBCP. Board meetings are held monthly. The president and board may make decisions, if necessary, between board meetings. The date, time and place of each board meeting will be posted on the hall preschool bulletin board the session prior to the meetings, and/or published in the

monthly newsletter. All members/parents are encouraged to attend these meetings. In an effort to promote the cooperative spirit of the preschool the following positions are non-board positions but will require member appointment:

- Librarian
 - A. Maintains BBCP library inventory.
 - B. Oversees book club orders.
 - C. Oversees any special literacy programs.
- Housekeeping
 - A. Shall sign "Permission Slip" with Frankfort United Methodist Church's secretary in order to obtain a key at start of school year; shall return key to church secretary and sign slip.
 - B. Is responsible for scheduling parents for once-a-month classroom cleaning (number of parents to clean each month dependent on enrollment). This schedule will be given to the Vice President of Program and Membership Health to be posted on the general preschool calendar. It also shall be posted on the bulletin board at the preschool.
 - C. Maintains cleaning supplies so that they are in good repair, plentiful and easily accessible. Maintains preschool vacuum, notifies Equipment/Supplies member when cleaning supplies are needed.
 - D. Divides all laundering between monthly cleaning crew.
 - E. Repairs torn clothing as needed.
 - F. Throws away or repairs, if able, any broken toys. Notifies Equipment/Supplies member if any toy is thrown away for inventory purposes.
 - G. Shall call President if scheduled parents do not show up on the designated cleaning day.
 - H. Works with Equipment/Supplies member on all aspects of equipment and maintenance.
- Storage Room Clean Up
 - A. Shall clean and organize the back storage room and be sure all toys and equipment are neat and in their proper places.
 - B. Maintains BBCP storage room inventory. Provides copy to Equipment/Supplies officer at the end of the school year.
 - C. Works with Equipment/Supplies member on all aspects of storage room supplies, equipment, and maintenance.
- Parties & Refreshments
 - A. Contacts parents to bring refreshment for every preschool function.
 - B. Organizes the decorating and clean up of major events, such as holiday or year-end parties.
 - C. Organizes any family events.
 - D. Is responsible to the teacher and president for all party plans.
- Field Trips
 - A. Contacts any person necessary to organize field trips.
 - B. Works with preschool teacher and board of directors on all fieldtrips. Must have board approval for field trips and special activities outside of the preschool.

- C. Schedules all field trips one month in advance; notifies Vice President of Program and Membership Health so that the field trip is placed on the monthly general preschool calendar.
- D. Is responsible to call the parent helpers scheduled for the day of a field trip to ensure transportation is adequate and legal.
- E. Is responsible to the President
- General Maintenance & Equipment/Supplies
 - A. Arranges for storing and repairing equipment.
 - B. Provides a complete inventory at the end of the year to President no later than June 15.
 - C. Arranges for all necessary supplies used in the preschool.
 - D. Consults with teacher and board of directors concerning equipment.
 - E. Keeps the sand and play areas in good working order.
 - F. Is responsible to the President.
- Historian
 - A. Creates and maintains preschool scrapbook.
 - B. Creates posters for preschool to be used at preschool functions.
 - C. Is responsible to the President.
- Publicity
 - A. Prepares advertising to be used by the preschool.
 - B. Gives publicity on preschool to the media monthly.
 - C. Is responsible for design and placement of all special event posters.
 - D. Is responsible to the President.

MEETINGS

Planning and attendance of the parent preschool general membership/board meetings will ensure that decisions affecting BBCP will reflect the thinking of the majority, and that parent education will be a continuing process. Attendance at these meetings is stressed of every member. In this way, all members will be informed as to what is going on in BBCP.

SCHEDULE OF OPERATION

BBCP operates five days a week. Three-year old children (by December 1) attend Tuesday and Thursday mornings from 9:00 am to 12:00 pm. Four-year old children (by December 1) attend Monday, Wednesday and Friday mornings from 9:00 am to 12:00 pm.

BBCP operates on the same schedule as the Frankfort-Elberta Area Schools (with some exceptions). Holiday breaks will be in accordance with the FEAS schedule. Our start and finish dates will be slightly different, and we may hold our usual sessions during parent/teacher conferences and in-service days.

INCLEMENT WEATHER

BBCP will follow the FEAS school bus regulations in regard to canceling school in inclement weather. If FEAS are closed, BBCP will be closed also. If there is a two-hour delay, BBCP will be closed. Please listen to local radio and television stations for school

closings. If three or more sessions are cancelled in one month, a refund will be given upon request.

ENROLLMENT AND ENTRANCE INFORMATION

Children shall be between the ages of three (by December 1) and kindergarten age at the time of enrollment and have both bladder and bowel control. Class placement will be determined by the child's birth date. *A \$15 non-refundable registration fee must be paid before the beginning of the preschool year.*

A child may not attend preschool until the State Board of Health requirements have been met. The Dept. of Health and Human Services and the BBCP board of directors shall determine total enrollment.

TUITION

Tuition will be \$630 per year for two sessions a week, payable in nine installments of \$70 each. Tuition for three sessions per week will be \$765 per year, payable in nine installments of \$85 each. A multi-child discount will be given to any family who has 2 or more children enrolled. The first child would pay full tuition while the second child would be half tuition. Tuition is to be paid (postmarked) on or before the 15th day of each month, beginning August 15th and ending April 15th. *Invoices will be sent out at the beginning of each month. Payments should be mailed to the address on the invoice (P.O. Box 1561, Frankfort, MI 49635) and not left at the preschool. A \$2 penalty is assessed for late (postmarked after the 15th) payment of tuition.*

FUNDRAISING

Fundraising is essential in operating the preschool. The operational expenses (classroom supplies, new equipment, continuing education, repairs, etc.) are met by member fundraising. Fundraising amount for members shall be set at or before orientation upon recommendation of the board. Each member is obligated to participate in fundraising and meet the monetary requirement set. Board reserves the right to take action if fundraising requirements are not met. Alternatives to fundraising participation can be made by approval of the board. Parents will be financially responsible for meeting their fundraising goal. All fundraising money must be turned in by the Spring Raffle/Graduation Day.

PARENT HELPER WORK SCHEDULE

Each member will be required to be a parent helper throughout the school year. The number of times you are required to come in is dependent upon the total number of children enrolled in your child's class. The Vice-President will plan a work schedule will add this to the general preschool calendar of events to be placed in your child's mailbox about the third week of the month. This calendar will let you know of upcoming events as well as let you know when your work day(s) is/are for the following month. If you make any changes to the monthly work schedule (switch with someone), write it on the schedule posted on the hall preschool bulletin board. **You will be required to pay a \$50 fee if you do not show up when scheduled or your substitute does not show up and your substitutes name is not written on the posted schedule.** If there are certain days,

which you cannot work, or if you are going on vacation, please call the Vice President so he or she may amicably work around your schedule.

If your personal schedule does not allow you to work as often as required at BBCP, you may opt to ask another BBCP parent to work in your place. You must pay the substitute \$20 and provide juice and snack.

SNACKS

In order to minimize expenses, BBCP asks parents to provide a nutritional snack and drink on the day that they work. Paper cups and napkins are provided by BBCP. If your child has any food allergies or is a diabetic, please inform the teacher & Vice President. The Vice President will notify all parents so they may choose to bring snack and drink accordingly.

MONTHLY HOUSEKEEPING

All members shall share responsibilities of cleaning the preschool room, disinfecting toys and bathrooms and laundering all washable items a minimum of once per month, dependent upon the total number of children enrolled in BBCP.

Housekeeping is scheduled for an evening during the month and you will be notified which date you are scheduled to work via the general preschool calendar of events. If you make any changes to the monthly cleaning schedule (switch with someone), write it on the schedule hanging on the hall preschool bulletin board and call the housekeeping chairperson. **You will be required to pay a \$50 fee if you do not show up when scheduled or if you have not written your substitute's name on the posted schedule and your substitute does not show up.** If you are unable to attend your scheduled work date and cannot obtain a substitute, call the housekeeping chairperson (prior to your scheduled date) to make other arrangements.

Children are not permitted during the monthly housekeeping. Please make other arrangements for your children during your scheduled time.

PENALTY FEES

As stated above, there is a **\$2** fee for late (postmarked after the 15th) payment of tuition, a **\$50** fee if you do not show up when scheduled on a housekeeping day, a **\$50** fee if you do not show up on the day you are scheduled to be a "parent helper" in the classroom, unless you have secured a substitute to work in your place and have written the substitute name on the schedule posted on the hall bulleting board. If you are unable to get into the church to write your substitutes name on the posted schedule, call the preschool teacher in advance of your scheduled workday. The board may assess a fee for those members who arrive consistently late when scheduled to be a parent helper. If this becomes a problem, you will be required to sign-in upon arrival to verify any late fee assessed. All late fees shall be payable (postmarked by) 30 days from the date of written notice from the Treasurer.

PARENT HELPER RESPONSIBILITIES AND GUIDELINES

- Arrive at BBCP by 8:45 AM
 - Shovel snow, if necessary
 - Provide nutritious snack and juice as per scheduled
 - Help set up preschool room
 - Prop open bathroom door, turn on lights, check paper products and soap and put step stools by sinks
 - Interact and play with children
 - Assist teacher during session under teacher's direction
 - Clean up after each session *only after majority of children have left the preschool*: sweep, vacuum classroom floors, sweep hallway floors and vacuum door mats at preschool entrance and in front of cubbies, mop preschool floor, wash tables tidy and disinfect bathroom. If necessary, replenish paper products, empty trash dumpster, and stay after class session to discuss the days activity with the teacher. Always check with the teacher before leaving to be sure all necessary tasks are completed.
1. Please be prompt on the days that you are scheduled to work at BBCP. Be in the classroom 15 minutes prior to the start of class. You will need that time to set up and to be briefed by the teacher on the activities of the day. Plan to stay 30 minutes after the class session ends to discuss the day's activities with the teacher and for any final clean up.
 2. On the day that you are the working parent, please be responsible for your child prior to class session (15 minute set-up time). Your child may wish to help you set up and prepare for the class session.
 3. Please refrain from bringing other children to class on the day that you are the working parent. State regulations limit the number of children in the classroom. State adult-to-child ratios are very specific and must be adhered to maintain licensing. You may wish to exchange childcare with other preschool parents.
 4. During the winter months, the working parent should bring appropriate clothing, as a portion of each session may be spent outdoors.
 5. Visualize children as competent and caring. Children often act as we think they will. Spend time thinking of them as successful.
 6. Recognize children as individuals. Look for ways each child is special. Avoid judgmental comparisons between children.
 7. Help children learn to ask for attention constructively. Children will get attention when they need it. Adults can influence how.
 8. Help children learn how to negotiate with others. Encourage children to look at alternatives, consequences and how their behavior affects others.

9. Foster independence by allowing children to do things for themselves (art work, self-care, getting toys and materials). Be ready, however, to step in when children really need help.
10. Take time to sit with children at snack time. This is a very good time for communication.
11. Feel free to join in children's play when invited.
12. Any discussion of children in the classroom should be done in a positive manner. Any discussion of problems encountered in the classroom should be done in confidence with the teacher after the class session has ended.
13. Each staff member, parent, guardian and/or classroom volunteer shall answer and sign a form entitled "Staff Volunteer Screening Statement". If such person answers "yes" to a question, it would be brought before the board on a "case-by-case" basis. If the board thinks it should endanger any child, staff or volunteer, or it would have a negative impact (i.e. stealing) or the operation of the preschool, the person who answered "yes" would be asked *not* to work at the preschool.
14. Pursuant to the Health and Human Services dept. recommendation, BBCP has the following restroom policy: Staff, parents or volunteers may not go into the bathroom stall with a child. Two children may not go into a bathroom stall together under any circumstances. If there is more than one child in a bathroom, an adult needs to be present at the bathroom entrance door. This policy is to help avoid adult/child or child/child molestation.

CLOTHING

Your child's usual type of play clothing is recommended for the preschool program. Please keep the following guidelines in mind when dressing your child for preschool:

- Clothing should be comfortable and loose enough to allow active play.
- Clothing should be easily removable for restroom duties.
- Children should wear clothing, which will not be easily ruined by paint, mud or juice spills.
- Rubber soled shoes are recommended for your child's safety in climbing and playing (not fancy dress shoes or cowboy boots).
- Indoor clothing should be large enough to put on with ease.
- Dress your child in appropriate outdoor clothing, as they will usually spend a portion of each session outdoors. If not properly dressed, they will be held in for outdoor session.
- We recommend that each child bring a bag with him/her each day with her/her name clearly visible on it. This bag is for artwork, newsletters, calendars and other information.

- Participating parents clothing should be comfortable and practical. Spills and stains happen to parents as often as to children. Wash ability is advised.
- Clothing mix-ups can be avoided by writing your child's name on all articles of clothing (including shoes and boots) and by placing mittens on elastic or clipping mittens to your child's jacket.

CONFERENCES

If a parent has any questions regarding their child in BBCP or is disturbed in any way about a child's behavior, the teacher is available after the preschool session by appointment or you may call the teacher at home. **DO NOT CALL THE TEACHER DURING PRESCHOOL HOURS.** A conference about any individual child may be requested at any time by the parent of the teacher. Please feel free to inform the teacher or the board of any unusual event in the home that may have a bearing on the child's behavior.

An oral conference with the teacher will be scheduled in the fall. There will be optional (at the discretion of the parents) written progress reports in the fall and at years end. There will also be a time in the spring during which the teacher will be available for optional parent/teacher conferences.

BIRTHDAYS

Birthdays are special days for children. BBCP would like to participate in birthday celebrations; therefore, parents are usually scheduled to work on or near your child's birthday. Parents may choose to do something special if they wish. Please do not bring trinkets or other gifts to be taken home. Parents of children with summer birthdays may bring something special at another time during the year. Please do not pass out party invitations at preschool unless the entire class is invited.

FIELDTRIPS

BBCP schedules several field trips throughout the year. Plans for these trips will be announced with the monthly schedule or via a note on the hall bulletin board outside the preschool room, and a note will be put into your child's mailbox. Please dress your child according to the weather of the day and the nature of the fieldtrip.

Children will not be able to participate in the fieldtrips if a signed permission slip is not on file. *Three-year-old children are required to be buckled in regulation car seats and seated in the back seat. Four-year-old children must also be buckled in seat belts in the back seat.* Each child shall be buckled in his/her own seatbelt and not buckled with another child. One adult is required to be in the car at all times when transporting children to and from field trips.

If you are scheduled to work on the day of a field trip, please plan to drive or make other arrangements for transporting children to and from the field trip. If you do make alternate arrangements, please inform the fieldtrip chairperson. BBCP does not allow any

person suspected of alcohol and/or chemical consumption to drive (transport children) on the day of the fieldtrip.

INSURANCE

BBCP carries liability insurance for the protection of each member of the group for preschool program activities. Included in the tuition is a student accident plan that covers your child during all program activities, including fieldtrips. Travel to and from fieldtrips; however, is not covered by BBCP insurance. If you are scheduled to drive for a fieldtrip, check your auto insurance for details of your coverage.

Travel to and from the BBCP for regular program sessions is not covered by BBCP insurance. Individuals participating in car pools should check personal auto insurance policies regarding insurance coverage.

HEALTH REGULATIONS

In order to ensure the health and safety of all children in the preschool program, please abide by the following health regulations:

1. Before your child enters the preschool program, he/she must have a physical examination. BBCP will provide you with a health form to be completed by you and your family physician.
2. All immunizations must be up-to-date or a waiver for immunizations must be signed and on file.
3. The board of directors and teacher should be informed of any special problems (allergies, physical limitations, etc.) of your child.
4. Inform the teacher or Vice President/President if your child is exposed to or has contracted any contagious disease, including but not limited to what is set forth below.
5. Do not send your child to school if he/she shows any sign of:
 - Head (or body) lice or nits (eggs); child may not return to BBCP until treated and nits are completely removed.
 - A fever or has had one during the previous 24 hour period.
 - A heavy nasal discharge.
 - A constant cough.
 - Is fussy, cranky or generally not themselves. Rest at such time may prevent the development of serious illness.
 - Other signs of illness could be sniffles, reddened eye, sore throat, headache or abdominal pain.

The preschool teacher will:

- Inform parents or guardian immediately of any symptoms which arise when your child is at BBCP. Give first aid to bumps, scratches or any other minor injuries that occur and tell parents or guardian about them when the child is picked up at the end of the preschool session.

- Notify parents or guardians if your child has been exposed to any contagious disease.

PRESCHOOL CLEANING

During the monthly preschool cleaning, parent volunteers will clean and disinfect all surfaces, toys and equipment.

Preschool tables will be cleaned and disinfected daily prior to snack time.

WASHING HANDS

All volunteer and preschool staff must sanitarly wash their hands either before or after the following conditions:

- Use of the bathroom facilities including personal use and assistance of a child
- Before serving food or drink, wash hands and wear provided plastic gloves
- Anytime you have wiped a blown nose or may have come in contact with nasal discharge
- Discretionary times which would require an additional hand wash (i.e. equipment or grounds which may have been contaminated or unexpected exposure to bodily fluids)

Children will wash their hands after going the bathroom. They will also wash their hands prior to snack time on a daily basis. Hand washing prompts will be posted in the preschool bathrooms.

UNIVERSAL PRECAUTIONS

All staff and volunteers will use universal precautions to limit the spread of infection. Information about universal precautions is posted in the preschool.

Protective gloves **MUST** be worn under these circumstances:

- Anytime you have been exposed to a bodily fluid (i.e. blood, urine, feces) you must wear gloves before handling or cleaning the person or environment

DISCIPLINE POLICY

Pursuant to the Health and Human Services Dept., staff shall use positive ways of discipline that encourage self-control, self-direction, self-esteem and cooperation. Staff shall be prohibited from using the following means of punishment:

- Hitting
- Shaking
- Biting
- Inflicting any type of corporal punishment
- Restriction on a child's movement by binding or tying them
- Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child

- Depriving a child of meals, snacks, rest or necessary toilet use
- Confining a child in an enclosed area, such as a closet, locked room, box or similar cube.

Positive methods of discipline that encourage self-control, self-esteem, self-direction and cooperation are used at BBCP. Emphasis is placed on the child controlling his/her own behavior. When noticing inappropriate behavior, the adult will offer guidance to the child in one of the following ways:

- Distract the child
- Ignore misbehavior (when appropriate)
- Structure the environment
- Control the situation, on the child
- Involve the child through choices and consequences
- Plan time for TLC (tender loving care)
- Let a child know they may use “words” to communicate his/her feelings
- Increase consistency
- Notice positive behavior
- Exclude the child with a time out

If a time out is required, the child will be seated. When they are calm, they may return to the group. In extreme cases, such as a tantrum, a child may be removed from the group. The child will be handled in a firm, but caring manner. When the child is calm, he/she may return to the classroom group.

This policy shall apply to all adults (teacher, aide or volunteers) working in conjunction with BBCP. Parents/guardians are expected to follow the BBCP discipline policy while attending any school function with their child. Additional guidelines may be found in Licensing Rules of Child Care Centers, effective December 7, 2006, Department of Human Services.

Helpful Discipline Hints

- Positive discipline is growth
- Negative discipline is punishment

Children are disciplined when...

- They are shown positive alternatives rather than just told “no”.
- They see how their actions affect others.
- Good behavior is rewarded.
- Adults establish fair, simple rules and enforce them consistently.

Children who are disciplined...

- Learn to share and cooperative.
- Are better able to handle his/her own anger
- Are more self-disciplined.
- Feel successful and in control of themselves.

Children are punished when...

- Their behavior is controlled through fear.
- Their feelings are not respected.
- They behave to avoid a penalty or to get a bribe.
- The adult only tells what not to do.

Children who are punished...

- Feel humiliated.
- Hide his/her mistakes.
- Tend to be angry and aggressive.
- Fail to develop control of him/herself.