

# Alpine Community Center

# CO-OP PRESCHOOL



## ALPINE CO-OP PRESCHOOL HANDBOOK

### A program of ALPINE COMMUNITY CENTER

**Our Community Center** is a valuable part of our community. Our mission is to provide a facility and resources that offer a wide variety of programs for all persons in South Benton County. We strive to strengthen and unite the community by bringing together diverse elements, through arts, education, and economic development.

ACC was started in 2003 and offers several programs and activities.

- **The Alpine Cooperative Preschool** serves the needs of 15 children and their families. In addition to preschool classes, parent education opportunities are offered.
- **ACC Website and Email List** offer communication opportunities that allow interested people to be involved in local happenings. This is a great way to know when and where volunteer help is needed in the community, learn about current activities such as Bingo and Potlucks, and help with more unique issues like helping a lamb find its way home. Visit the ACC website at [www.alpinecommunity.net](http://www.alpinecommunity.net)
- **First Saturday Gatherings** are a newer activity that invites people to come together and share a meal while visiting on topics that interest the community. Each month has a theme that is advertised and all are welcome.
- **Teens in Action** is a teen-led group that provides leadership opportunities and activities for local teens.
- **Music Jam Session** is an informal opportunity for local musicians to come together and play. People meet every Tuesday night at 7:00.
- **Alpine Recycling Center** is the only rural recycling center remaining in Benton County. The site is insured, maintained, and supported by ACC and dedicated volunteers.
- **Alpine Holiday Festival** is an annual festival with several purposes. It is a fundraiser that helps support ACC programs, but it also provides a low-cost venue for local artisans to sell their products and for musicians to find an appreciative audience.

- **Alpine Century Ride** is an important fundraiser that attracts cyclists to our community from throughout the west with a positive economic impact. You can see a brief video of the 2011 event at [www.youtube.com/watch?v=dnt3NynJxT4](http://www.youtube.com/watch?v=dnt3NynJxT4)
- **Monroe Resale Shop** is housed in a historic building in downtown Monroe. It provides opportunities for the community to donate unwanted items and for volunteers to staff the facility. It provides good quality, gently used clothing and household materials at very affordable prices.
- **Ford Foundation Leadership Training in South Benton County** has been encouraged and supported by ACC. This program provides incredible training opportunities to enhance leadership and community involvement.
- **Alpine Art Display Program** is a new program with a goal to display the work of local artists and share the talents of our community.
- **Bingo** is a monthly event and offers a chance for our community to come together and play.

The ACC Board welcomes ideas for programs and community involvement. The Board meets on the second Wednesday of every month and hopes you will join the Email list.

### **OUR Cooperative PRESCHOOL**

Parents are vital contributors in a cooperative preschool. It's a place where parents and children are encouraged to learn together. Our preschool operates under the direction of a teacher. Two parents will volunteer on each class day to assist with classroom duties as needed. We strive to provide a fun, educational, positive and developmentally appropriate environment for three to five year old children and their families. By providing a safe, playful learning environment we will be giving children the opportunity to develop intellectual, social and motor skills. We do not discriminate for any reasons, including: race, religion, sex, or national origin.

### **Schedule**

Classes are held three days a week: Tuesday, Wednesday, and Thursday. Three year olds attend from 8:30am - 11:00am. Four year olds attend from 8:30am -12:00pm. We follow the holiday and non-school day schedule according to the Monroe School District as well as weather related closures. The Holidays and breaks include: Veteran's Day, Thanksgiving, Christmas Vacation, MLK Jr. Day, President's Day, Spring Break, Memorial Day. A copy of Monroe's calendar will be made available at the beginning of the school year.

### **Curriculum**

It is important to celebrate and honor traditions of all the families in the program. Parents are encouraged to share family traditions that reflect their heritage and family history. With this knowledge the teacher can better plan activities that reflect the diverse cultures of our

group, which in turn allows the children to become more aware and respectful of our different traditions. We also focus on teaching children skills for working with peers.

We use a thematic based approach. Each week has a theme and then learning activities based around that theme. Some examples of themes are: Community Helpers, Five Senses, Seasons, etc. I often choose themes that are holiday related and of high interest to children (animals and nursery rhymes for example.) Field trips are planned throughout the year. Parents are asked to help provide transportation. We also use the skills list that the kindergarten uses to help prepare children for success in the coming years.

### **Guidance and Discipline**

Our goal is to create a safe, fun and accepting environment for the children. We strive to have the children fully occupied and use positive diversions before a problem arises. We have three basic rules:

1. Children must respect others both emotionally and physically.
2. Children must respect themselves.
3. Children must respect our school.

No weapons, play or otherwise, will be allowed on the school grounds. In the event that a persistent behavior problem occurs, the teacher and/or board member have the right to suspend a child from the right to attend preschool if the problem cannot be resolved.

### **PARENT RESPONSIBILITIES**

A cooperative preschool depends on parent involvement for success!

Our parent responsibilities for **all** families include:

- Attend parent meetings (Meetings are usually about an hour. There is no day care.) These meetings are reserved for parent education, networking, and taking care of co-op business. It is our hope that you will use this opportunity to voice your compliments and concerns. We value your ideas! Together we can provide a positive and fun learning experience for you and your child.
- Assist in keeping classroom space clean and organized.
- Participate in fundraisers. It is necessary throughout the year to generate income for field trips, and other special events approved by the Community Center Board. We also work with the Community Center Board to make improvements to the facility. These improvements benefit the preschool and the greater community.
  - There are several fundraisers that we are committed to being involved in. These are the Holiday Fair and the Poinsettia Sale. For the last two years we have held the Alpine Scamper, a fun run that has become an important source of income.
  - Additional fundraisers are up to the group.
- Purchase student supplies. A list will be given out at registration.

- Parents are responsible for providing snacks. Your child will need to bring a snack each day. Please remember to include a beverage. Water is available but to save on paper cups please send a water bottle.
- Leadership for 1 event. Each family will be asked to take a leadership role in one event during the year. This could be a fundraiser, class party, or other event. I will provide a sign up sheet at the first meeting. Being the leader doesn't mean doing all the work or paying for things. It does mean organizing and being the person in charge if questions come up.
- Background Check. Our insurance requires background check information for people volunteering with our children. I will confer with the grade school on their background information, but if you are not on that list we will need to have a check done.

**If you chose to pay the co-op rate then in addition to the above you will be expected to:**

- Assist in the classroom 2-3 days each month or as needed. A calendar will be available at the first parent meeting to sign up for days to help. Two families will sign up for each class day. If a parent/guardian consistently fails to fulfill these obligations, a higher fee may apply or their child may be subject to release from enrollment. Parent co-op participation is vital. If it happens that there is no parent participant on any particular day, all parents will be called to pick up their children and school will be canceled for that day. It is a benefit to all when parents fulfill their obligation.
  - see appendix A for specifics of duties during volunteer day.

### **Drop Off and Pick Up**

We will make every effort to keep your child safe. If you need to speak to the teacher about transportation problems or changes in pick up plans it will need to be done before or after class times. In addition to verbally telling me please make a note on the sign in sheet. Drop off time is 8:30. From 8:30 -9:00 is a free play time. Most children are happiest if they have a little play time so it works best to arrive before the 9:00 circle start time.

Your child should be picked up at designated times. If an emergency arises please notify us so that we can reassure your child that they have not been forgotten. No unauthorized person is allowed to pick up your child without written consent and verbal verification. In the event that permission is granted, that person is also required to initial the sign in sheet. If the teacher has not met the person picking up the child before, she/he will need to show their identification.

### **Health**

Proof of all immunizations is required as determined by Oregon State law. Parents must

notify the school if your child has been exposed to a communicable disease.

If your child has any one of the following we consider them sick; a fever of 100 degrees or higher (temperature taken twice, ½ hour apart), diarrhea (more than one abnormally loose stool per day), Vomiting, nausea, severe cough, unusual yellow color to skin or eyes, skin or eye lesions that are severe, weeping, or pus filled, stiff neck or headache with one or more of the above symptoms, difficulty breathing, or wheezing, or complaints of severe pain. A child may not return to school until the symptoms have subsided without the help of medication for 24 hours. (This does not include antibiotics). Please let the teacher know if your child will not be attending school.

### **Enrollment**

The age of your child on September 1 determines their placement for the entire school year. Children must be fully potty trained. Please send a spare set of clothes just in case though.

### **Tuition**

Tuition for families of three year olds who ARE co-oping \$500.00 per school year or \$50.00 a month. NON co-oping families \$650.00 per school year or \$65.00 a month.

Tuition for families of four year olds who ARE co-oping \$600.00 per school year or \$60.00 a month. NON co-oping families \$750.00 per school year or \$75.00 a month.

We have a limited number of spaces available for students whose parents cannot participate in the classroom activities (NON co-oping). In the event that a second child from the same family is enrolled for the same year, tuition for the second child is ½ of the higher amount.

Tuition is payable in monthly installments with first month payment due at registration. It holds your spot for the fall and is non-refundable. The last month's payment is due at the beginning of school the school year. Thereafter payments are due on the first of each month. Checks should be made payable to - ACC or Alpine Community Center. Please pay promptly as your child will not be allowed to attend if payment has not been made.

If it is necessary to withdraw a student during the school year and you have provided written notice two weeks in advance you will receive refund for unused tuition.

### **Tuition Assistance**

We have a small scholarship fund. Tuition Assistance Applications are available on the hallway bulletin board.

We also have a couple of positions for doing building maintenance in exchange for tuition reduction. Applications are available for those slots as well.

## **Contacts**

The preschool teacher is Sherrie Deaton. You can reach her at 541-424-2119. You can also contact her via email at [sheri@peak.org](mailto:sheri@peak.org) or through snail mail at 25938 Foster Rd., Monroe, OR 97456.

The preschool liaison on the board of directors is Dorothy Brinckerhoff. Her number is 541-517-5943.

The following is a list of the Board of Directors of the Alpine Community Center. These people may be contacted at any time with your concerns or questions about the Alpine Co-op Preschool.

Dorothy Brinckerhoff 541-517-5943

Dena Elliott 541-847-5526

Roger Irvin 541-766-6010

Joyce Long 541-230-0315

John Scott 541-847-5227

Patty Parsons 541-424-5321

Jenny Gray 541-913-3259

Appendix A

**Toy Room Volunteer**

**8:30-9:00** Help students get name badges, put away materials and feel welcome.

**9:00-9:25 First Group** Supervise play time. Encourage children to put toys away properly as they finish. Allow children to choose between play room and activity room. If a child needs to go potty one adult goes to front of building, other moves to hallway to watch both groups.

**9:25-9:50 Second Group** Same as with first group :=)

**9:50-10:10 Snack** Help students as needed.

**10:10-10:30 Recess** Help supervise students

**10:30-11:20 Project** Help students as needed. Supervise in toy room as they finish the project. Help students leaving at 11 put away their badges. Have students help clean up around 11:15.

**11:20-11:40 End of Day Clean Up** Students are in circle room for readiness prep. Check room for any broken or misplaced toys. Clean anything kids put into their mouths :-)  
Sweep front entrance area.

**11:40-12:00 School Readiness Skills** Help students put name on paper (dotted lines for tracing-guide hand if they need a little extra help). Assist students that get frustrated.

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**Activity Room Volunteer**

**8:30-9:00** Help students choose activities and feel welcome.

**9:00-9:25 First Group** Supervise play time. Encourage children to create and explore. Keep materials in separate spaces. Allow children to choose between play room and activity room. If a child needs to go potty one adult goes to front of building, other moves to hallway to watch both groups.

**9:25-9:50 Second Group** Same as with first group :=)

**9:50-10:10 Snack** Help students as needed.

**10:10-10:30 Recess** Wipe down tables and vacuum activity, play and circle rooms.

**10:30-11:20 Project** Help students as needed. Help with clean up (vacuum, wipe down tables) and help set up for School Readiness Activity.

**11:20-11:40 Bathroom Check** Students are in circle room for readiness prep. Please check restrooms to be sure they have enough soap, paper towels and toilet paper. Wipe any visible messes.

**11:40-12:00 School Readiness Skills** Help students put name on paper (dotted lines for tracing-guide hand if they need a little extra help). Assist students that get frustrated.

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