

Alpine Community Center CO-OP PRESCHOOL

2018-2019

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 24 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
- **First Saturday Gatherings** are an activity that invites people to come together and share a meal while visiting on topics that interest the community. Some months we have 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. (This has currently stopped for now but may resume at some point in time.)

- **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.
- **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 our teachers. One parent 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 reason, including: race, religion, sex, or national origin.

Schedule

Classes are held five days a week: Monday through Friday. Three year olds attend from 8:30am - 11:30pm on Tuesday and Thursday. 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 teachers 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 different traditions. We also focus on teaching children skills for working with peers.

We are a play-based preschool and as such we believe in using curriculum that includes manipulatives and movement in the learning experience. We often choose themes that are holiday or seasonal in nature 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 teachers and/or board members 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 currently no child care.) These meetings are primarily business meetings. 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. We may sometimes provide an informational workshop on topics that are of interest to parents or caregivers.
- 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 of Directors. 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 several 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. We 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. We will need these forms filled out by the first day of school.

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. One family 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. It is a benefit to all when parents fulfill their obligation.

Drop Off and Pick Up

We will make every effort to keep your child safe. If you need to speak to the teachers 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 us 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, $\frac{1}{2}$ 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 may 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 is \$650.00 per school year or \$65.00 a month. NON co-oping families \$750.00 per school year or \$75.00 a month. Tuition for families of four year olds who are co-oping \$800.00 per school year or \$80.00 a month. NON co-oping families \$900.00 per school year or \$90.00 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 $\frac{1}{2}$ 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. 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 teachers are Kristen Norris and Samantha Collier. You can reach Kristen at 541-505-2446 and Samantha at 509-901-3507. You can also contact them through email or Facebook Messenger.

The preschool liaison on the board of directors is Joyce Long. Her number is 541-230-0315. She can also be reached on email at Longs4J@99w.us

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 Coop Preschool.

Dorothy Brinckerhoff 541-517-5943
Dena Elliott 541-847-5526
Roger Irvin 541-224-4251
Joyce Long 541-230-0315
John Scott 541-250-1139