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 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, 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.   
the 2011 event at www.youtube.com/watch?v=dnt3NynJxT4

● **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 and aide. Parents will volunteer during class to assist with classroom duties as needed and/or volunteer toward the end of class to assist with cleaning duties.

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 Monday thru Friday. Three-year old’s, “LITTLES” attend from 8:30am-11:30am on Tuesdays and Thursdays. Four-year old’s “BIGS” attend from 8:30am-12:00pm on Mondays, Wednesdays and Fridays. 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, Winter Break, MLK Jr. Day, President's Day, Spring Break, Memorial Day. A copy of the Monroe Grade School 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 are a play-based preschool and as such we believe in using curriculum that includes manipulatives and movement in learning experience. 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.) We also use the skills list that the kindergarten uses to help prepare children for success in the coming years.

Field trips are planned throughout the year. Parents are asked to help provide transportation.

**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. If 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 6:00p-7: once a month the date will be on the monthly newsletter. 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 Alpine Community Center Board. We also work with the Alpine 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, the Poinsettia Sale and the Alpine Preschool Scamper, a fun run that has become an important source of income. Additional fundraisers are up to the group.

○ 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. A sign-up sheet will be provided at parent meetings. 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.

○ 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.

○ 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 to sign up for volunteers. one parent will sign up to volunteer during the class day to assist with classroom and cleaning duties as needed or come in at the end of the day to do cleaning duties. You must sign up to do both full day and end of day participation during each month. If a parent/guardian is not able to attend the day they signed up for, they must find a replacement. If it happens that the teacher or teacher aide is absent and there is no parent participant, all parents will be called to pick up their children and school will be canceled for that 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 teacher about transportation problems or changes in pick up and drop off 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 8:30am. Free play time is 8:30am -9:00am. Most children are happiest if they have a little play time, it works best to arrive before the 9:00am 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. Please make sure you keep track of size as children grow through the school year.

**Tuition**

Tuition for families of three-year old’s in ‘Littles” who **ARE co-oping** $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 old’s in “Biggs” 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 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. Thereafter payments are due on the first of each month no latter then the fifth. 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 you must provide written notice two weeks in advance, if you provide the two week written notice you will receive a refund for unused tuition.

**Tuition Assistance**

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

**Contacts**   
The preschool teacher is

Kristen Norris

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The preschool liaison on the board of directors is

Joyce Long

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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   
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