

Alpine Community Center CO-OP PRESCHOOL

A program of ALPINE COMMUNITY CENTER

Our 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 ACC Cooperative Preschool** serves the needs of up to 24 children and their families. In addition to preschool classes; parent education, family involvement, and ways to connect with the community are also 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.
- **Alpine Recycling Center** is the only rural recycling center 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.

- **Monroe Resale Shop** is housed in a building in downtown Monroe. It provides opportunities for the community to donate gently used items, and for volunteers to staff the facility. It provides good quality, used clothing and household materials at very affordable prices.
- **Bingo** is a monthly event and offers a chance for our community to come together to play, have fun, and make connections.

The Board of Directors of the Alpine Community Center are listed below. You may contact them with your questions or concerns about ACC programs, including the ACC Co-op Preschool.

Dorothy Brinckerhoff 541-517-5943

Roger Irvin 541-224-4251

Joyce Long 541-230-0315

John Scott 541-250-1139

Melissa Meyer 310-408-5025

Rachelle Payne 541-968-1466 (teacher)

The ACC Board welcomes ideas for programs and community involvement. Board meetings are on the second Wednesday of every month. We hope to see you at a meeting. Please email info@alpinecommunity.net to be included on the Center's email list.

Our Cooperative Preschool

Parents are vital contributors in a cooperative preschool. It's a place where families are encouraged to learn together. Our preschool operates under the direction of a teacher and aide (when necessary). Parents may opt to volunteer to help in the classroom during the school day.

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, children have the opportunity to develop fine and gross motor skills, intellectually, and socially. We do not discriminate for any reasons; including: race, religion, sex, or nationality.

Schedule

Classes are held Monday thru Friday. 3-4 year olds (3/4s) attend from 8:30am-11:30am on Tuesdays and Thursdays. 4-5 year olds (5/6s) 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. A copy of the Monroe Grade School calendar will be given to all families at registration. Weather closures follow district guidance, with 2 hour delays closing the preschool for that day. The Holidays and breaks include: Veteran's Day, Thanksgiving, Winter Break (22/23 will include an additional week), MLK Jr. Day, President's Day, Spring Break, and Memorial Day.

Curriculum

It is important to celebrate and honor traditions of all families. 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, respecting differences, and dealing with adversity.

We are a play-based preschool. Our curriculum revolves around different themes that compliment the calendar. We explore these areas by using crafts, stories, movement, songs, discussions, and other active methods of learning. Examples of themes are: Community Helpers, Five Senses, Seasons, etc. Chosen themes relate with specific times of the year, and are interesting to children's tastes. In our 4/5s class we utilize these methods, as well as implementing skill work from Kindergarten readiness programs, to help ensure students are successful in entering Kindergarten.

Field trips are organized by parents with teacher guidance following themes for the year. Parents provide transportation to and from field trips. The teacher(s) may not provide transportation for students or parents on field trips.

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 for all:

1. People must respect others; both emotionally and physically.
2. People must respect themselves.
3. People 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 reserves the right to suspend a child from attending preschool if the problem cannot be resolved.

PARENT RESPONSIBILITIES

A cooperative preschool depends on parent involvement for success!

Our **parent responsibilities for all families, regardless of co-oping status** include:

- Attend parent meetings Meetings are monthly, on the 1st Wednesday of the month at 6:30PM, at the preschool. There is no child care. (Parents may rotate care) These meetings are reserved for discussing preschool business, parent education opportunities, and networking. 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 your child. Please ensure an adult from your family attends meetings. (You may miss one Parent Meeting through the school year. Any additional meetings will charge your account \$25 per missed meeting)

- Participate in fundraisers It is necessary throughout the year to generate income for Tuition Assistance, field trips and other special events approved by the Alpine Community Center Board. We also work with the ACC Board to make improvements to the facility and grounds. These improvements benefit the preschool and the greater community. There are three fundraisers that we are committed to producing: The Holiday Fair and/or online Holiday auction, Poinsettia Sale and the ACC Co-op Preschool 5k Scamper; a fun run that has become an important event to the community. Additional fundraisers are welcome, and decided by the group. Families will sign up to actively participate in at least one fundraiser at registration. All families are required to actively assist with fundraisers regardless of co-oping status.
- Student supplies There is a \$50 supply fee to be paid at registration. This fee will cover all supplies your child may use throughout the year. This does not include daily snacks or food for parties.
- Parents are responsible for providing snacks and a water bottle Your child will need to bring a healthy snack each day. Please send your child with a water bottle that seals. Water and snacks are available if a child's snack is left at home.

If you chose to pay the co-op rate, you will also 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. (special arrangements may be made with the teacher to come in at the end of the day, or non-school days to volunteer) If possible, parents should sign up as a backup volunteer in the event a volunteer isn't able to perform their duties. If a parent/guardian is not able to attend the day they signed up for, they must find a replacement. If you are unable to make your shift or find coverage, a \$25 fee is charged for each missed shift. If it happens that the teacher is absent and there is no parent participant, school will be canceled for that day.

If a parent/guardian consistently fails to fulfill these obligations, a higher fee will be applied. Parent co-op participation is required when paying the co-oping fee. Please be sure you are clear on the commitments of co-oping. An excellent school day requires parents to fulfill these obligations.

Our insurance requires background checks for people volunteering with our students. These forms are filled out at registration. In class volunteers must have a current child/infant first aid/CPR card, have up-to-date COVID19 vaccinations, and agree to wear a mask indoors.

The preschoolers perform a Holiday Program, put on by co-oping volunteers. You may sign up to help at registration.

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 issues, or changes in pick up and drop off plans; please text, email, or wait until before or after class times. Please text or email the teacher if your child will be absent from school. Drop off time is 8:30am; the teacher will not accept students before 8:30. Choice Play is from 8:30-9:00am. This is an important time for your student to develop many new and important skills; while they play! Kids love beginning the day with “playtime”. Please bring your student to school on time. The teacher may not accept children who arrive after 9:00; as it disrupts the whole class. Check-in/out is done at the front door; this greatly reduces instances of upset children.

Your child should be picked up promptly at designated times. If an emergency arises please text the teacher so we can assure your child they have not been forgotten. Each family receives up to 3 instances of being 10 minutes late to pick up. If 3 instances are reached, your account will be charged \$25 per each additional instance of 10 minutes late or more. Persons not listed in your file are not allowed to pick up your child without your written consent (text or email) and/or verbal verification. That person will be required to show their identification and sign the child in/out. Our current check-in/out is done through ‘Jovial’, an app you will be introduced to at registration.

Health

Proof of all immunizations is required by Oregon State law. You will need to fill out a Certificate of Immunization at registration. 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.

A COVID19 addendum will be supplied to you if mandates or restrictions are required by the State of Oregon. Our current school Health Addendum will be

given to you at registration. Please note we may apply any requirements we feel are necessary for the safety of children, families, and staff.

Enrollment

The age of your child on September 1st determines their placement for the entire school year. Children must be fully potty-trained. This includes wiping themselves. The teacher may only help with straightening clothing, buttoning, etc. Please send a spare set of clothes, for any accidents that may occur. Please supply additional items as children grow through the school year.

Tuition

Tuition for families of 3/4s who **ARE co-oping** is **\$125.00** a month(**\$1250.00** per school year). **NON co-oping** tuition is **\$150.00** a month(**\$1500.00** per school year).

Tuition for families of 4/5s who **ARE co-oping** is **\$175.00** a month(**\$1750.00** per school year). **NON co-oping** tuition is **\$200.00** a month(**\$2000.00** per school year).

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 value tuition.

Tuition is payable in monthly installments by EFT through Jovial. The first payment is due at registration. This will be applied to your child's last month of school and holds your child's spot in class. It is **non-refundable**. Thereafter payments are due on the 1st of each month. If payments are received after the 1st of the month, there is a \$25 administrative charge. If you choose not to make EFT payment through Jovial, half of the year's tuition will need to be paid at registration, in addition to all other required fees. Checks should be made payable to ACC or Alpine Community Center. Please pay promptly to avoid unnecessary fees, or having your child held from class.

If it is necessary to withdraw a student during the school year you must provide written notice 30 days in advance. The last month of tuition is paid from the registration deposit.

Tuition Assistance

We wish for all children in our community to be able to attend preschool regardless of income. In keeping with that wish we have a tuition assistance fund. Applications are provided at registration. Please speak with the teacher for additional inquiry.

Contacts

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