

# Comstock Co-operative Preschool

*Co-op Guidelines — Revised February, 2009*

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1. Your child must be 3 or 4 years of age by December 1st of the school year.
2. Your child must be potty-trained.
3. Each child **MUST** have a physical exam before nursery school begins in September. Immunizations must be current with Michigan state law. Exams must be updated on the child's birthday.
4. Spaces are filled on a first-come, first-served basis:
  - 16 children for each 3-year old session
  - 18 children for each 4-year old session
5. In order to insure a place for your child, a \$50.00 non-refundable registration fee, a pre-payment of May's tuition (\$70.00 for 3-year-olds and \$105.00 for 4-year-olds), and the attached registration form must be returned. Please make check or money order payable to Comstock Cooperative Nursery, Inc. **DO NOT SEND CASH, PLEASE.**
6. If you withdraw your child from school, your tuition pre-payment (month of May) will not be refunded until that spot has been filled again.
7. September tuition and the cleaning fee are due the night of Parent Orientation. If you enroll your child after the school year begins, you must pay your \$70 (3-year-olds) or \$105 (4-year-olds) and cleaning fee at that time.
8. Tuition is due on the first class session of each month, and no later than the 10th day of the month. A late fee of \$5.00 will be charged for all late payments.
9. This is a Co-op. You, or someone you designate, will be responsible for working about 2 class sessions per month, per child enrolled. If a worker needs to be scheduled for more than 4 hours in a two week period, they will be required to submit proof of a physical examination and TB test in accordance with State Law. These are good for two years. If you are unable to work on your assigned day, you are responsible for finding your replacement and notifying the Work Schedule Chairperson of the change.
10. Each family takes turns throughout the year to bring in a nutritious and tasty snack, including a beverage. Some ideas include muffins, cheese and crackers, raisins and fruit or veggies. Drinks can be milk or 100% juice. Bring enough to serve approximately 22 people (depending on class size).
11. Parents are responsible for attending and providing transportation to and from field trips. If parents cannot attend, you may find another parent to be in charge of your child. There is a fee for field trips: \$5.00 for 3-year-olds, and \$25.00 for 4-year-olds.
12. Each family **MUST** serve on a committee. A brief explanation of each committee is attached. You may sign up for a committee at the time of enrollment or at Parent Orientation. You may serve as a board member instead of a committee. All Board Members serve a two-year term. Meetings are on the 1st Monday of each month, and **ALL PARENTS** are encouraged to attend.
13. Each family is responsible for bringing in a few supplies twice during the year for each child enrolled.

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14. There is a very important Parent Orientation night the 1st Wednesday in September, prior to the first class session. All family members that intend to work in the classroom **MUST** attend this meeting. It is best if **only the adults** attend this meeting. The teacher will lead an informal discussion explaining the duties of the working parent when in the classroom. A mandatory movie from OSHA on blood-borne pathogens will be shown. If you enroll your child after school begins, you will be required to attend the next board meeting and have an informal orientation at that time.
  15. Classes begin the first Thursday/Friday in September, and end the third week in May.
  16. A parent must attend the first class session with the child. This class period will not last the full 2 or 2½ hours.
  17. The school schedule is the same as the Comstock Schools for closings, delays and holidays. We are not closed for conferences or records days. If school is delayed, there will be no AM preschool. The PM preschool session will be up to the discretion of the teacher.
  18. A “normal” daily class schedule looks something like this:
    - Arrival 8:50am  
(Hang up coats, attendance, put backpacks in boxes. Find rectangle for 1st circle)
    - First Circle 9am-9:30am  
(Calendar and weather, Show and Tell, Love Box, Feely Box, The Projects and focus of the day, Stack rectangles)
    - Center and Project time 9:30-10:45am (Move from center to center, projects with Mrs. J and helpers)
    - Pick-up bell—10:50ish (Centers and floor tidied)
    - Second Circle (Parents set up for snack, Poems, songs, talk, story time, To the bathroom as a group for hand-washing before snacks)
    - Snack Time—11:15 or earlier—depends on outdoor days
    - Outdoor time— Say Good-bye
- PM sessions are dependent on AM sessions being filled. PM sessions would run from 12:30-3pm