



2022-2023

CANBY COMMUNITY PRESCHOOL PARENT HANDBOOK

Welcome to Canby Community Preschool. This handbook is designed to help families familiarize themselves with the school's program and the responsibilities of membership.

Our preschool began in the fall of 1995 as Canby Cooperative Preschool. When the program was separated from the Canby School District in the spring of 2002, we adopted the name Canby Community Preschool, also known as CCP.

The preschool is designed through a cooperative effort to include the thoughts and opinions of parents, staff, and community members. The preschool's goal is to provide a balance of experiences for children promoting physical, emotional, social, and intellectual development, along with education for parents. As a parent cooperative, responsibility is shared by all member families to ensure a successful ongoing program.

Canby Community Preschool is a member of the [Parent Child Preschools Organization \(PCPO\)](#). PCPO is a nonprofit organization of more than 50 cooperative preschools and kindergartens with a membership of approximately 1,500 families and teachers. PCPO was founded in 1956 by eight Portland preschools to promote the exchange of ideas among schools and to aid in forming new co-ops.

PCPO is an affiliate of Parent Cooperative Preschools International (PCPI), whose purpose is to cross state and national boundaries, sharing the philosophy that "children, parents, and teachers go to school together, each learns from the other."

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1. PHILOSOPHY

At Canby Community Preschool, our philosophy is to nurture a child's individuality and innate curiosities while instilling the desire to be lifelong, inquisitive learners inspired by the world around them. Our goal is for every child to find that learning is an exciting and enriching adventure.

Our preschool setting is designed to support a child's growth in four developmental areas: brain, self-regulation, social/emotional, and academic skills. We believe children learn best through direct interaction, referred to as "hands-on play," while exploring their surroundings. Children need time to play, problem-solve, observe, predict, explore, and create to begin to construct an understanding of the school, our community, and the world they live in.

Parent participation is an essential element of our school. Parents work alongside the teachers, bringing the classroom alive with fun activities the children thoroughly enjoy, and they support the preschool by fulfilling necessary administration, janitorial, and teacher assistant roles. Having parents in the classroom also increases a child's confidence.

We celebrate and accept that every child is a unique individual. We believe what truly makes a difference in a child's life, beneath all the methods, materials, and curriculum is a teacher who cares about each child and teaches from the heart.

2. OBJECTIVES

The preschool strives to meet the following objectives for each child:

- Help the child develop a strong sense of self and relate to others socially
- Promote growth in visual, auditory, and tactual perception
- Allow movement experiences for the development of physical and motor skills
- Provide exposure to different cultures, disabilities, and ethnicities
- Promote creative expressions through art, dance, music, cooking, and storytelling
- Encourage a foundation for basic math and science concepts
- Develop problem-solving techniques
- Build a foundation for abstract experiences
- Prepare the child for success with consideration of each child's developmental stages

3. BENEFITS FOR THE PARENT

As a member of a cooperative preschool, adults benefit too:

- Build friendships with other parents with preschool-aged children
- Expand upon problem-solving tools in handling children's frustrations
- Learn realistic expectations for the child
- Discover local child-friendly businesses and activities
- Gain comfort with school involvement
- Access to educational opportunities

4. PARENT INVOLVEMENT

4.1. RESPONSIBILITIES OF THE PARENT

To accomplish the cooperative preschool objectives, the parents must be willing to:

- Help in the classroom
- Support fundraising activities
- Participate in school meetings and parent education opportunities
- Have a fun and positive attitude

4.2. REQUIRED PARENT DUTY SUMMARY

4.2.1. Parent Duties

Canby Community Preschool relies on the parents of the students to make the program work successfully. The list below summarizes the required responsibilities for all parents. You can find details in **Section 5: Policies and Procedures**.

- Complete the registration process and pay the registration fee
- Complete all Orientation documents, including child's immunization records
- Pay assessed school fees for classroom supplies
- Pay tuition on time each month
- Parent help in classroom activities as scheduled
- Attend three mandatory parent meetings
- Complete assigned parent job
- Complete assigned auction job
- Complete one family cleaning day
- Procure \$300 of donated items/cash buyout for auction
- Sell 20 raffle tickets, \$5/ticket, for auction

4.2.1.1 Multiple Children

Parents with multiple children enrolled in the preschool have the following changes from the fees and duties listed prior:

- Tuition: calculated per child
- Number of Parent Help Days: calculated per child
- Parent Job: one per family
- Prorated Auction Procurement:
 - 2 children = \$450 total
 - 3 children = \$600 total

4.2.2. Unmet Parent Duties

The consequences of not adhering to the parent duties are as follows:

- 1st Offense: verbal and/or written warning from the Vice President
- 2nd Offense conference with President or Vice President
- 3rd Offense: the child is removed from the program and family will be "Not in Good Standing"

4.2.3. Requirement Tracking

We track parent requirements using Jovial, an online preschool management system. Each parent/guardian will have access to the [Jovial Family Portal](#) (via their provided email) to submit required forms and view met and unmet requirements. Board members update requirements as parents complete them through the school year.

4.3. ENCOURAGED PARTICIPATION

We ask families to actively participate as part of the CCP community. This includes volunteering during school activities, attending field trips with children, and participating in CCP activities outside of school.

4.4. FAMILY PORTAL

CCP uses [Jovial](#), an online preschool management system for enrollment, tuition, and other essential business functions of our preschool. The portal is at www.jovial.org/canby.

4.4.1 Family Access

The Family Portal gives each family direct access to invoices (including complete billing and payment history), requirements tracking, your child's class roster, and preschool information. Access is through your email address used at registration and will require authentication or a password.

4.4.2 Student Information

Student information records are kept in a digital archive on Jovial. Before school begins, parents must review and confirm all information submitted at registration via a Student Info form before school begins. You must keep all information regarding your child up to date: i.e., address, phone numbers, medical information, and caregivers using the student information forms provided and stored in Jovial. Any changes should be updated and submitted as soon as possible.

4.4.3 Caregiver Background Checks

Every caregiver who will assist in the classroom as a Parent Teacher volunteer must have a background check on file. This form is available throughout the year in the family portal.

4.4.4 Tuition Invoices

Families are invoiced in Jovial and will receive an email on the 1st of the month indicating payment is due. Electronic Payment methods allowed include ACH direct payment from a bank account (preferred) and Credit Card payments (Visa, MasterCard, Discover). Auto-pay is available for parents who choose to set it up. Parents may select to include covering the processing fees with their payments as a gift to the school.

5. POLICIES AND PROCEDURES

5.1. REGISTRATION AND TUITION

5.1.1. Eligibility

5.1.1.1. Non-Discrimination

In accordance with IRS Rev. Proc 75-50, 1975-2 C.B., Canby Community Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Canby Community Preschool does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship, financial aid or loan programs, or athletic and/or other school-administered programs.

5.1.1.2. Age Requirements

A child is eligible for the 3's program if they are 3 years of age by September 1st

A child is eligible for the 4's program if they are 4 years of age by September 1st

Exceptions are granted on a case-by-case basis, at the teacher's discretion and approval of the

Executive Board. The following criteria are used when applying for a five-year-old student to enter the preschool-aged program:

- Available space
- Special circumstances
- Discretion of the Executive Board
- Dependent on teacher evaluation

5.1.1.3. Toilet Training

Children are expected to be “potty trained.” If the child is not toilet-trained, a parent or adult must be available during school hours to attend to their needs. Parents must make special arrangements with the teacher before school starts. The teacher sets and encourages bathroom breaks.

5.1.1.4. “In Good Standing”

Returning families must have left the program “In Good Standing” with regard to all parental responsibilities. Provisions and parent volunteer requirements outlined within this handbook must be honored to remain eligible to participate in the Canby Community Preschool. To resume classes after Winter Break, a family must be “In Good Standing” as of January 1st.

5.1.2. Tuition and Registration Fees, for 2022-23

Class	Ages	Time	Teacher	Day(s)	Registration	Option A	Option B
Orange	3s	9:00-11:40 am	Rosalie	T / TH	\$80	\$115	\$160
Green	3’s	9:00-11:40 am	Jen	T / TH	\$80	\$115	\$160
Yellow	4’s	9:00-11:40 am	Rosalie	M / W / F	\$80	\$140	\$185
Blue	4’s	9:00-11:40 am	Jen	M / W / F	\$80	\$140	\$185

5.1.2.1. Assessed Fees

Fees for school supplies replace family responsibilities in 2022-23. A school supply fee of \$20 covers previously required supplies provided by families. The initial tuition invoice will include fees unless other arrangements are made with the Treasurer.

5.1.2.2. Payment Due Dates

Tuition for the current month is billed on the 1st and due on the 10th of each month. The date the treasurer receives payment electronically, tuition box, or by mail will be the credit date when determining late fees. If tuition payment is not received by the 11th day of the month, a \$10 late fee fine will be assessed, and the family will be considered “Not in Good Standing” until the next month’s payment is received on time. If tuition payment and late fees are not received by the 20th day of the consecutive month, a \$25 late fee fine will be assessed and suspension of the family from the program will occur until all tuition and fines have been paid.

Payment of the school year’s first (September) and last month’s tuition (May) are invoiced together in September. Tuition may be paid in full for the school year in September; however, no discount will be applied. Families may not switch plan options A/B once the first day of school commences.

5.1.2.3. Payment Methods

Payment can be made by check, automatic bill pay from a personal bank, or e-payments through the Jovial Family Portal. ECH payments in Jovial are preferred and auto-pay is available for parents. Treasurer cannot accept cash payments. All payments made by check shall be made payable to

Canby Community Preschool and mailed to the P.O. Box. Do not give your payments to teachers. A \$25 “returned item fee” fine will be charged if checks are returned for insufficient funds. It is the family’s responsibility to set up recurring payments on Jovial or with their bank.

5.1.2.4. Refund for Withdrawal

The refund of last month’s tuition (May) may be available if parents withdraw their child within the school year **and** the Registrar receives a 30-day written notice.

5.1.2.5. Financial Aid

Contact the President, Vice President, or Treasurer if finances are a concern. The Executive Board will determine financial aid based on need; applications are presented for vote anonymously. CCP offers a **Scholarship**, a reduction in monthly tuition awarded for up to the full school year. **Financial Hardship** is a short-term aid, offered one month at a time, and will be limited to three months per family unless extenuating circumstances exist. Additional emergency assistance may be provided at the discretion of the Executive Board. The repayment of the tuition is appreciated but not required. Applications are on the [CCP website under “Parent Forms.”](#)

5.1.2.6. Tax Considerations

Preschool may qualify as child care arrangements for some and be tax-deductible.

5.1.3. Child Health

5.1.3.1. Immunizations

All children must be immunized as required by the State of Oregon unless a signed religious exemption is submitted. A “Certificate of Immunization Status” must be submitted by the beginning of school. Health records are filed with the Clackamas County Health Department and reviewed to comply with the state health regulations. Children without proper documentation or a declared exemption will be excluded from school starting on the state’s Exclusion Day.

CDC recommends COVID-19 primary series vaccines for everyone ages six months and older and COVID-19 boosters for everyone ages six months and older, if eligible. Our school recommends but does not require staying up to date on all routine vaccinations as a best practice for our community.

5.1.3.2. Allergies

Should your child have a physician-administered prescription for an epinephrine pen due to severe allergies; please fill out a Medication Authorization Form for a teacher to administer in case of an emergency.

5.1.3.3. Symptoms to Watch

Regular attendance is important to the child’s success in school. However, please keep your child home if they have: a fever (CDC considers fever over 100.4°, but low-grade fevers can be a sign of illness), sore throat, yellow or green discharge from the nose, unusual coughing, shortness of breath, chills, headache, diarrhea, head lice, skin rash, muscle aches, loss of taste or smell, inflamed eye, nausea, vomiting, or earache. Staying home when sick can lower the risk of spreading infectious diseases.

Lice checks are conducted as needed. A child found with live lice will be sent home. The presence of nits only will not be grounds to send a child home; this policy is adopted from Canby School District.

5.1.3.4 Daily Health Checks

Teachers will conduct visual health checks for every student entering the classroom. The teacher may review the Health Checklist with the parent/caregiver and student and may take the child's temperature as an additional safeguard. If the temperature is over 100.4 F, or the parent/child has answered "Yes" to any questions about illness exposure, symptoms, and medications, the child may not attend preschool that day. Even if no fever is present, Teachers can decide that a child is not healthy and should not attend preschool that day. The teacher's decision stands and cannot be disputed. Health Checks will not be recorded.

Staff members, including parent-teachers, may self-screen as they enter the building and attest to their own health daily.

5.1.3.5 Coronavirus Exposure

People who come into close contact with someone with COVID-19 should follow [CDC recommendations](#) to quarantine, get tested, and wear a well-fitting mask. Recommendations for close contacts depend on vaccination status or history of prior infection.

If a child has been exposed in the past five days to someone with COVID-19, they must follow current CDC guidance before being admitted to preschool.

The standard 5-to-10 day quarantine can be shortened by being up-to-date with COVID-19 vaccines. If your child develops COVID-19 within five days of their last attendance at preschool, please notify the President or Vice President as soon as possible.

5.1.3.6 Coronavirus Symptoms

Anyone who tests positive or has symptoms must follow [CDC recommendations](#) for isolation to stay home. If a child, parent-teacher, or teacher has symptoms including (but not limited to) fever, unusual cough, or shortness of breath, they will be excluded from school for the minimum days recommended by CDC at that time AND 24 hours symptom-free. They can be readmitted after 24 hours symptom-free **IF** cleared by a medical professional. Returning to school may require wearing a face covering until ten days have passed since the initial symptoms or positive test.

If a child, parent-teacher, or teacher has any other listed symptoms, they are excluded. They can be readmitted 24 hours after symptoms have resolved without medication **OR** can be readmitted after being cleared by a medical professional.

If a child, parent-teacher, or teacher develops symptoms, including diarrhea, vomiting, headache, sore throat, or rash while at the preschool facility, they will immediately separate from the class. If they cannot go home immediately, they will quarantine in a designated room, and the school will call parents to get their child. An adult will supervise children in quarantine. Those in a quarantine room must wear masks and appropriate PPE and maintain social distancing.

If your student develops symptoms or tests positive for COVID-19 within five days of their last attendance at preschool, please notify the President or Vice President as soon as possible.

5.1.3.7 Assumption of Risk Related to COVID-19

CCP will adhere to the Health and Safety Guidelines for Child Care and Early Education Operating in COVID-19 set by Oregon's Early Learning Division and the Center for Disease Control. Yet, we acknowledge we cannot eliminate the potential risk of infection. Families must recognize risks related to Coronavirus (COVID-19) and accept community standards of duty to abide by

recommendations from health authorities.

A comprehensive [COVID-19 Health and Safety Plan](#) is available for parent review. Updates or revisions will be distributed to families and staff as necessary.

5.1.4. Registration Procedures

Registration for the preschool begins in February for the upcoming school year. Registration is completely online. The registration link is found on the preschool's "Enrollment" webpage and at <http://jovial.org/canby/hello>.

The school Registrar processes enrollments from completed registration forms submitted online. Email confirmation indicating a child's registration status is sent after the Registrar has processed registration, upon which the Registration fee is assessed. Class assignments may change after enrollment, and the Registrar will work with families to communicate if and when it happens.

5.1.4.1.1. Preschool Registration Priority

1. Current and incoming Executive Board members
2. Returning students and alumni families
3. New preschool families

Note: Plan A selections are prioritized over Plan B selections for co-op sustainability

5.1.4.2 Enrollment Wait List

Once classes are filled, the Registrar will create a waiting list for each age group. If spots open, the Registrar will contact the next in line to offer enrollment. Waitlist registrations will remain active through January of the new school year.

5.1.4.6 Holding A Registration Spot

If parents have health and safety concerns about returning to preschool, they may opt to hold their registration spot by informing their Teacher and the Registrar. Families will be invoiced three months of tuition at plan B rates on September 1. Children are welcome to join the class in progress anytime between September and November.

Parents may opt to renew their registration hold for another two months by paying two months' tuition in full on December 1. Students must join the class by January 31st. Parent help day requirements start when the child begins school. Parents must participate in mandatory meetings and auction fundraising responsibilities in the school year unless they decide to withdraw.

5.1.5. Late Entrance

Families joining the preschool program after January 1st are responsible for 50% of the registration fee, the current month's tuition, and last month's tuition. Students wishing to join the program after February 1st may be admitted at the teacher's discretion. The number of parent help days and the prorated auction procurement amount are determined at the registration time. A parent must attend an Orientation and Parent Training with the Vice President or Teacher.

5.1.6. Withdrawing from the Program

A family withdrawing a child from the program must give written notice to the Registrar. Parents who wish to cancel registration due to health and safety concerns may ask the Registrar to be placed on the waitlist for the class. If space allows, students can be admitted to class on or before January 31, 2022.

After September 10th, to receive a refund on May's tuition, parents must submit a letter to the Registrar providing information regarding the circumstances of the request at least 30-days before May 1st. The Executive Board votes on refund approval and decides on a case-by-case basis.

5.2. PARENT RESPONSIBILITIES

5.2.1. Meetings & Events

5.2.1.1. Mandatory

- Preschool Orientation, September
- Parent Training with Teachers, September
- Auction Meeting, Fall
- Meeting of the Members, April
- One Parent Job per family
- One Auction Job per family
- One Monthly Cleaning day per family

The consequence for not attending a mandatory meeting will result in a \$25 fine and attendance at a make-up meeting. The consequence of not completing an assigned auction job is a \$300 fine.

5.2.1.2. Encouraged

Although these events are not mandatory, parent participation is vital for fostering our children's pride in their school, and attendance is strongly encouraged:

- Monthly School Meetings
- Parent Education Opportunities
- Trunk or Treat in October
- Special Friends Days in May (KISS Dessert, Field Day, Donuts with Grownups)
- End-of-year celebration in May

5.2.2. In-Class Responsibilities

All families are required to assist in the classroom as a Parent Teacher. Parent Teachers are essential to the preschool's day-to-day operations; they support the teacher's curriculum and child engagement with preschool. Parent teachers will also be responsible for cleaning and sanitizing the classroom, toys, furniture, and equipment during and after class. All parents or caregivers working in the school must have a current background check and attend a Parent Training meeting to understand their responsibilities and the importance of performing them. Class representatives oversee in-class helper schedules.

The number of parent help days depends on the tuition option chosen, the number of children in a class, and the number of school days for a class. Assuming full enrollment:

- Option A: ~ 15 days per year for MWF classes / ~ 11 days per year for T/TH classes
- Option B: ~ 8 days per year for MWF classes / ~6 days per year for T/TH classes

If you are unable to attend a scheduled parent help day:

- Find a replacement or trade by contacting families from child's class, or other classes
- Inform the class representative of the change

If unable to find a replacement, contact the class representative. A fine can be assessed for hiring a paid helper at short notice.

5.2.2.1. Parent-Teacher Responsibilities

Before arriving for a parent teaching day:

Wear comfortable, neat, and washable clothing

Arrive at the school 30 minutes before class time as an AM class parent helper

Call the classroom if arriving late: (503) 266-2720, a parent helper could be a No Show if they are late and no phone call is made

While parent teaching:

Carry out activities and responsibilities assigned by the teacher

Assist with clean-up and supervise children until pick up

Check-in with the teacher before leaving

While performing cleaning duties:

Wear gloves and personal protection equipment

Carry out cleaning responsibilities assigned by the teacher

Assist with inside/outside sanitization as directed

Check-in with the teacher before leaving

5.2.2.2. Parent Teacher Guidelines

Parent Teachers should not be at a higher risk of COVID-19 complications. People with serious underlying medical conditions are more at risk for severe illness from COVID-19. Vaccinations are highly recommended for all adults helping in the classroom. Individuals not enrolled in the program (i.e., siblings) are not allowed to accompany parent-teachers without advanced permission from a teacher.

Cell phone use is prohibited unless approved by teachers or in case of emergency.

Smoking, drugs, alcohol, and other substance abuse are NOT allowed on the school's property, nor while parents are on duty with the preschool children.

5.2.2.3. Unmet Parent Helper Responsibilities

The consequences of not adhering to the parent helper responsibilities are as follows:

1st Offense: verbal and/or written warning from the Vice President

2nd Offense: conference with the President or Vice President

3rd Offense: the child is removed from the program and family will be "Not in Good Standing."

In an emergency or extenuating circumstance, the executive board may waive any or all of this process.

5.2.3. Parent Job

Each family is required to fulfill a Parent Job. The list of jobs can be found online and provided before Orientation. Parent Jobs include volunteer positions on the Executive Board and Parent Advisory Committee. More information about these roles is in 5.4.6 and 5.4.7.

5.2.4. Auction Responsibilities

5.2.4.1. Auction Job

Each family is required to fulfill an auction job. A list of auction jobs is provided at the mandatory auction meeting in the Fall, and assignments will follow. Executive Board members support the Auction in their position and do not have to complete an additional Auction Job.

5.2.4.2. Auction Procurement

Each family must procure a specified dollar amount (based on the number of children enrolled in the preschool program) of new and/or unused donated items or cash buyout:

\$300 for 1 child enrolled

\$450 for 2 children enrolled

\$600 for 3 children enrolled

All donations are due on a date determined by the Auction Chairs. Families will be assessed a fee of the buyout or remaining dollar of procurement 14 days after the due date and be considered "Not in Good Standing." Families joining the preschool after January 1st will pay a prorated auction fee determined at the time of their registration.

5.2.4.3. Auction Raffle Tickets

Each family is required to sell 20 raffle tickets at \$5/ticket. Any unsold ticket value, up to \$100, will be assessed as a fee to the family.

5.3. CLASSROOM POLICIES

5.3.1. Guidance Goals

These daily classroom rules for children to follow daily:

Respect yourself

Respect others

Respect equipment

Give as well as take

Take turns, not always able to be first

Use words instead of physical actions

Each individual is responsible for their own actions and behavior

5.3.2. Program Hours

Children may not arrive before 8:55 am and must be picked up by 11:45 am. The classroom is closed after 12:00 pm except for Parent Teachers and Teachers.

5.3.3. School Closures

School closure due to weather conditions will follow the Canby School District. If Canby goes to "2-Hours Late," morning classes are canceled. Please check local radio stations, television stations, and websites for this information. For the safety of your own family, please use your discretion when bringing your child to school in inclement weather.

The Executive Board will decide about school closure due to COVID-19 exposure or outbreak at the facility in conjunction with ELD staff and the local public health authority. In the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort -- and anyone who came into contact with the group -- is excluded from preschool and must quarantine at home for 5 days.

If more than two school days in a row are canceled due to uncontrollable circumstances, make-up days may be added to the calendar at the discretion of the Executive Board. Please refer to the current school-year calendar for the tentative makeup day schedule. The Board will vote during the April meeting on any end-of-year schedule changes that allow the school to fulfill its goal for classroom days provided.

5.3.4. Classroom Activities

Activities for each day will vary. However, the following is a general list of activities presented to the preschoolers at age-appropriate interaction levels:

Learning Centers
Science & Math
Arts and Creative Experiences
Large Motor Playground/Outside Time

Free Choice/ Discovery Time
Group Time
Circle and Story Time
Snack Time (together)

5.3.5. School Supplies

Students must bring a personal lunchbox, backpack, and water bottle. Please label these items. Additional school supplies used in the classroom will be funded through the School Supply fee (\$20) and purchased by teachers for the students' use at school.

5.3.6. Clothing

Clothing should be simple, washable, sturdy, and fit appropriately. We suggest the child's name is printed on outerwear clothing. Shoes with hard, slippery soles should be avoided for safety. Each child should have a raincoat and rubber boots for use outside in rain and winter conditions.

5.3.7. Face Coverings

Preschool-aged children in designated preschool classes are not required to wear face coverings during class time. Parents may request their child to wear a face covering inside the school by providing written notice to the teacher. Children must be able to put on and remove the face covering to the best of their ability. Children will not be disciplined for the inability to wear a face covering safely.

The school follows national and local guidelines for COVID-19 safety, including the use of face coverings. When COVID-19 transmission is "high," ELD recommends universal indoor masking for all individuals ages two and older. Face coverings can be either fabric mask or face shields. They must be clean (washed or sanitized) or new every day. Hands must be washed or sanitized after touching the face covering or taking it off.

Exemptions are made in case of a medical condition or disability that prevents them from wearing a face covering, as documented by doctor's orders.

5.3.8. Playground Rules

Everyone should play safely and be careful with others' property. Everyone is to be considerate and respectful on the playground. Preschoolers may leave the playground only upon permission from the teacher or Parent Teacher and never by themselves.

5.3.9. Snacks

Please send a nutritious snack in a lunchbox with a full water bottle. Easily eaten foods are best. Please do not send sugary dessert foods, pop, juice, or candy. Please limit beverages to water only. Remember, this is not lunch. Please keep snack items small and quickly eaten within 10 minutes.

Snacks are eaten at small tables in the classroom or outside at the teacher's discretion.

5.3.10. Birthdays

We celebrate each child's birthday at school. We recognize their special day with a birthday crown during snack time. We cannot accept items from home to give out to children. The class celebrates summer birthdays in May. Optional: Your child can present a gift to their class in honor of their birthday (e.g., a book or game). Parents should not exchange invitations to personal birthday parties at school.

5.3.11. Field Trips

Scheduled field trips are planned during the year. Permission forms are distributed and must be signed for each child on every field trip. Parents must drive their children from school at the designated time set by the teacher. Plan to be on time and to be able to drive both ways. Insurance requires seat belts and proper child safety seats for each child, and parents must complete an auto insurance verification before school begins.

5.3.12. Classroom Visits

Family members entering the facility must follow requirements for adults in the facility. Parents are always welcome to visit their child's classroom to observe. Visits by other children (cousins, big brother on vacations, etc.) are discouraged, as they tend to be disruptive and are only allowed if arranged in advance with the teacher.

5.3.13. Discipline Procedures

Our goal is to teach the child appropriate responses and provide problem-solving ideas and choices:

- Talk with the child about the problem/situation
- Time outs or natural consequences will be used for the child
- Teacher will notify a parent if the problem/situation continues

If a problem persists, Teacher will hold a conference with the parents. Suppose the problem behavior continues and disrupts the other children or the classroom environment. In that case, the child may be removed from the program with approval from the Executive Board.

If other students, teachers, or parent helpers are in danger of being hurt by a student, that student will be immediately removed from the preschool and may not return until the behavior is addressed and the child no longer poses a threat. Re-entry will require a conference with the teacher and President.

5.3.14. Conferences

Conference days for each class are in the fall and spring. However, if a teacher is concerned about a child, the family will be contacted through a note or phone call home. If a family member is concerned about their child's education, they are encouraged to contact the teacher. A teacher or parent can set a conference to discuss in-classroom progress and behavior at any time. Early communication between home and school can help keep small problems from growing. This encourages and helps build a pattern of close involvement in the child's education.

5.3.15. Social Media Photo Policy

The preschool maintains a website, Facebook page, Instagram account, and private Facebook group for CCP parents. The school will only post photos of children for which there is a signed photo release. The children in these photos will remain unidentified. When posting pictures to your personal social network profiles or photo-sharing site, CCP recommends doing so **only with parental permission for all children in the picture**. Please withhold the names of children other than your own.

5.3.16. Keypad Policy

The main entry to Canby Community Preschool is safeguarded with a keypad lock. Any parent or guardian with a child in the preschool program and adults listed as the child's emergency contacts may know the keypad code. The church Pastor and Secretary may also know the keypad code. For the safety of the children, please do not share the keypad code with individuals not associated with the preschool, the preschool student, or anyone under the age of 16. Only adults will open the door as it is heavy and closes quickly.

The correct keypad code will not unlock the door outside of school hours. All other entrances to the preschool, including the hallway door to the church, must remain locked unless otherwise permitted by a teacher. Please be aware entering and leaving the building, and do not share the code or hold the door open for people you do not recognize.

5.3.17. Fire & Earthquake Drills

As part of a building safety check, fire and earthquake drills are held to teach students the safest way to evacuate the building in case of an emergency. See the posted Safety Procedures for details.

5.3.18. Lockdown Drills

Lockdown drills do not happen at CCP. Parents will be instructed by the teachers at the Parent Training with the protocol in place. See the posted Safety Procedures for details.

5.3.19. Emergency Kit

The student's Emergency Kits stay in the shed along the south fence inside the playground. The supply list and instructions for your child's Emergency Kit are in Orientation documents.

5.4. ADMINISTRATION

5.4.1. Teachers

The Program teachers are hired under the Hiring Committee's supervision and approved by the Executive Board. Canby Community Preschool and the Program Teacher(s) sign an annual contract that runs from July to June. When named, a Program Director of Canby Community Preschool will serve as the administrator for the daily needs of the program.

5.4.2. Accidents

Every effort is made at school to provide a safe environment for our students. Despite all precautions, accidents can happen. If a child injures themselves at school, CCP will contact the family while care is given by someone certified in first aid procedures. School employees are trained in first aid and CPR. In case of serious injury, the Canby Fire Department will be called, and an Emergency Medical Technician will assist. The school will reference the child's file stating who the authorized physician is to contact. In any event, a family member will be contacted as soon as possible. Blood-borne pathogen kits are available to immediately and adequately clean any blood spills.

5.4.3. Insurance

Canby Community Preschool students and parent-teachers have insurance coverage through PCPO for school day activities, including field trips and special events. If your child is involved in an accident that requires medical care, you must take a school insurance form (yellow packet) for use as primary insurance. Siblings not enrolled in CCP are not covered by school insurance.

5.4.4. Conflict Resolution

Conflicts will be dealt with openly and informally between involved parties. Should this method leave a conflict unresolved, the conflict resolution process described below is utilized. Issues or concerns should never be addressed in front of students or other parents unless they are involved. Whenever a matter involves a child, it should be addressed with the teacher immediately.

Conflicts or concerns with a teacher must also be brought to the attention of the teacher in private. Document conflict resolution process before and when reaching Vice President Resolution. All

information must be tracked so that when an outcome is decided, it can be referred to. Documentation is kept on file with the Executive Board for the duration of the family's ties with the school.

5.4.4.1. Individual Resolution

The individuals shall immediately discuss the issue between them, using the "Conflict Resolution Model." If a conflict is resolved between individuals, the case closed. If the conflict is not yet resolved, move on to Class Representative Resolution.

5.4.4.2. Class Representative Resolution

The Class Representative will review the parent handbook to see if the school can resolve the conflict through our procedure. If the conflict is not yet resolved, the Class Representative will evaluate the "Conflict Resolution Model" and move to Vice President Resolution.

5.4.4.3. Vice President Resolution

The Vice President will verify that the previous steps are followed, and a meeting with the individuals is scheduled within two weeks of the issue being brought to the Vice President's attention. If the conflict involves the Vice President, the President shall oversee this step. If all efforts have been followed and the conflict is not yet resolved, the conflict will be brought to the Executive Board by the Vice President at the next board meeting.

5.4.4.4. Mediation

When the Executive Board cannot resolve a conflict, a mediator may be contacted and scheduled to meet with the individuals and Executive Board members. Mediation is available through PCPO.

5.4.5. Preschool Executive Board

The Executive Board's purpose is to serve as volunteer advisors to the program. The Board can make decisions regarding procedures, organization, fundraising, parent responsibilities, etc. A majority vote of a quorum of the officers is required to approve any issue brought before the Executive Board. Decisions are followed unless found to be harmful to the stability and health of the program or are of nature not under their responsibility.

The Executive Board is voted upon annually by the preschool membership at the Meeting of the Members in April. A Letter of Interest is due by April 1st from those interested in serving on the Executive Board for the following year. A decision of the Executive Board will fill vacancies throughout the year. Non-Voting or Advisory Members of the Executive Board will include teachers and independent contractors.

Executive Board members receive priority registration for the following year's enrollment in the year(s) they successfully fulfill their Board duties.

Officer Job descriptions are outlined below.

5.4.5.1. President

- Conducts monthly Executive Board Meetings, General Board Meetings, and Orientation
- Oversees Executive Board and Parent Advisory Committee
- Attends PCPO president meetings and related informational meetings
- Oversee employees, hiring, contracts, and insurance
- Updates handbooks, policy and procedures, and nonprofit documentation to the State
- Acts as an overall liaison for the school

5.4.5.2. Vice President

- Attends monthly Executive Board Meetings and General Board Meetings
- Coordinates the selection of and oversees Parent Jobs
- Records parent attendance at required meetings, events, and parent help days
- Oversees parent help day schedules with the assistance of the Class Representatives
- Manages the conflict resolution process
- Oversees the financial aid process with the Treasurer

5.4.5.3. Treasurer

- Attends monthly Executive Board Meetings and General Board Meetings
- Sends tuition invoices, and fine notices and assures collection & reconciliation of monies
- Process all family payments through Jovial and other means
- Prepares federal and state taxes
- Oversees payroll
- Completes monthly and year-end financial reports
- Oversees the financial aid process with the Vice President

5.4.5.4. Secretary

- Attends monthly Executive Board Meetings and General Board Meetings
- Takes notes and prepares minutes for Executive Board and General Board Meetings
- Assembles and produces monthly newsletters
- Picks up and distributes mail
- Conducts monthly bank statement reviews
- Manages updates to the school calendar

5.4.5.5. Registrar

- Attends monthly Executive Board Meetings and General Board Meetings
- Coordinates the registration of all students, including preparing registration forms
- Processes all enrollment, drops, and waitlist using preferred technology
- Advertises school registration dates

* Registrar term runs from January to January

5.4.5.6. Auction Chairs

- Attends monthly Executive Board Meetings and General Board Meetings
- Coordinates the selection and oversees auction jobs and committees
- Plans auction budget and provides Treasurer with all financial records
- Organizes and oversees the entire auction event
- *Has the option to be compensated as a contractor for \$599 in lieu of maintaining voting rights

5.4.6.7 Website / Social Media Coordinator

- Attends monthly Executive Board Meetings and General Board Meetings
- Coordinates all website changes per Executive Board, Auction and teachers
- Moderates CCP Families group on Facebook
- Creates social media posts and responds to inquiries on Facebook & Instagram
- Advises on technology for the preschool

5.4.6. Parent Advisory Committee

The Parent Advisory Committee's purpose is to monitor the administration duties and operations of the preschool. Though these roles are advisory, they are actively involved in defining operating procedures, fundraising, developing parent education opportunities, communications, and many other activities.

The Executive Board appoints the Parent Advisory Committee.
The responsibilities of each position are outlined below.

5.4.6.1. PCPO Representative

- Attends monthly School Meetings
- Attends PCPO General Meetings and provides a report from meeting to the board
- Coordinates PCPO conference registration and carpooling
- Distributes PCPO newsletters, mailings and information
- Submits information for the preschool newsletter regarding PCPO topic information
- Organizes parent education opportunities

5.4.6.2. Special Events Coordinator

- Attends monthly School Meetings
- Coordinates special events for the school with teachers, such as the:
Parades, Trunk or Treat, Special Friends Days, End-of-the-Year Picnic, etc
- Submits special event insurance to PCPO's insurance coordinator

5.4.6.3. Health & Safety Coordinator

- Attends monthly School Meetings
- Coordinates emergency drills, procedures, and PPE supplies for school
- Coordinates head lice checks as needed
- Keeps student immunization records organized and up-to-date
- Submits student immunization records to the county

5.4.6.4. Fundraising Coordinator

- Attends monthly School Meetings
- Organizes fundraisers to supplement school budget, including wreath sales.
- Manages t-shirt orders and sales
- Point person for any changes to Fred Meyer Rewards points and Amazon Smile programs

5.4.6.5. Playground Supervisor

- Attends monthly School Meetings
- Oversee Playground and outdoor facilities and conducts weekly checks
- Communicate about the condition of the playground, toys, and equipment.
- Coordinate with Landscape, Playground, Woodworker and Pressure Wash roles

5.4.6.6. Classroom Representative

- Attends monthly School Meetings
- Keeps master class schedule for parent help days
- Checks in with parents regarding parent help days, parent jobs and auction jobs
- Facilitates conflict resolution process with parents when needed
- Communicates weekly and as-needed on behalf of the teacher to class parents

6. FINES

All fines are due within 30 days of being invoiced and 10 days before the school's last day.

Amount	Reason	Section Reference
\$10	Tuition not received by the 10th of the month	5.1.2.1
\$25	Tuition not received by the 10th of the consecutive month	5.1.2.1
\$25	Returned check fee	5.1.2.2
\$25	Failure to attend a mandatory meeting, each missed meeting	5.2.1.1
\$300	Failure to complete an auction job	5.2.1.1
\$44	Unable to find parent helper replacement, paid helper fee	5.2.2.1
\$50	Second offense to an unmet parent helping responsibilities	5.2.2.2
\$100 max	Value of unsold auction raffle tickets (20 tickets x \$5 each)	5.4.2.3