

DENVER COOPERATIVE PRESCHOOL

2016-2017 HANDBOOK



pioneering play since 1960

480 Marion Street
Denver, CO 80218

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www.denvercooperativepreschool.org

Hours 8:30am – 3:30pm
Monday - Friday

The Denver Cooperative Preschool is a non-profit, non-denominational preschool which does not discriminate in providing services to children and their families or in its employment practices on the basis of race, color, age, national or ethnic origin, religion, cultural heritage, political beliefs, disability or handicap, gender identity and expression, sex, sexual orientation, marital status and veteran status or any other characteristic protected under applicable federal, state, or local law. The Denver Cooperative Preschool's core values include a commitment to equal opportunity and inclusion. All DCP employees and community members are expected to join with and uphold this commitment. All personnel who are responsible for hiring and promoting employees and for the development and implementation of school programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

Our school is entirely owned and administered by member families. The Preschool is incorporated and is a non-profit 501(c)3 organization. The Preschool is inspected by the local fire department, health department and the Colorado Department of Human Services Division of Childcare.

Important Information

Tax Exempt #	98-00723
Federal Tax ID #	84-0535656
License #	47126
www.dcpplay.org	school closings

Please Note

The Denver Cooperative Preschool handbook is published by the school for confidential, non-commercial use by members and staff in order to increase the quality of communication within our community.

Please respect everyone's privacy by not using the information in this handbook for any commercial purpose or solicitation and by treating the handbook as a confidential document.

WELCOME TO DCP!

Welcome to Denver Cooperative Preschool (“DCP”). We have a wonderful tradition of serving children ages 12 months to 6 years 3 months. This booklet is a useful reference for all families and staff in the preschool.

We encourage all families to read the booklet carefully. It contains information about what your child will experience at preschool, how the DCP is organized and what you will need to know about its operation. Families are expected to become involved in the operation of the DCP.

If you have questions not answered in this booklet, please be sure to ask the Director or a Governing Board member.

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Vision

The Denver Cooperative Preschool envisions an active society where children and adults join in the exploration of life, the quest for understanding, and the journey to wisdom.

We believe that a child's early experience is the foundation for adult potential, that parents are key to a child's unique development, and that play is essential in the learning process of a child.

Mission

The Denver Cooperative Preschool guides young children on the adventure of self-discovery through play.

Things You Should Know

The Governing Board meets once a month at 7pm as announced in the newsletter (usually the third Wednesday of each month, September-May, excluding December and April) in the Assembly Room of the Church basement. Parents are always welcome.

Helping days are special for your child. Please do not bring siblings to school on those days.

Smoking is not allowed anywhere in the building or on the grounds.

Use of a cell phone is prohibited in the classrooms when class is in session.

Be considerate of the Marion Street neighborhood when you drop off and pick up your children. Please drive carefully.

When someone other than you will be picking up your child from school, remember to write this on the Sign-In Sheet located in each classroom. Also be sure that you have provided written authorization to the office.

There is a Visitor's Sign-In Sheet in the hall at school. Any visitors to the school (other than the parents of children enrolled) must sign in and be accompanied by a staff member or specially trained volunteer.

Philosophy and Curriculum

DCP strives to provide an environment which lets children know that people like them and accept them as they are. We hope that our children will become confident in themselves and their ability to do things and make choices as they learn about their world and themselves. To achieve these goals we use the Colorado Early Learning and Development Guidelines and individual student portfolios to help in building curriculum and with student assessment.

Your child will be learning and growing through:

Developing an awareness of their knowledge in a variety of areas	Celebrating their independence, and learning how to get their needs met in a group setting.	Learning, Practicing and <i>Repeating</i> important skills and knowledge
Developing an awareness of their thinking and different approaches to learning	Investigation, Experimentation & Curiosity	Learning how to ask questions, and Learning how to solve problems
Working with teachers (both directly and indirectly) to “scaffold” their thinking and learning through play	Modeling for, and learning from their peers.	Participating in a class community that supports all of these!

Our preschool day incorporates a balance of self-initiated and guided, group and individual, active and less active experiences. Our goal is to encourage growth for each child in the following areas:

Parent Toddlers & 2 / 3 Classes

- **Social/Emotional Development** (*peer interaction, social understanding, regulating emotions, self concept*)
- **Physical Development** (*gross motor, fine motor, & perceptual development*)
- **Language & Literacy Development** (*receptive/expressive language, communication, interest in print*)
- **Cognitive Development** (*symbolic play, classification, number sense, spatial relationships, cause & effect*)
- **Approaches to Learning** (*problem solving, memory, & attention maintenance*)

3 / 4 and Pre-K Classes

- **Social/Emotional Development** (*social relationships, self concept, self regulation, emotional/behavioral health*)

- **Physical Development** (*gross motor, fine motor, coordination, self care, healthy habits*)
- **Language Development** (*receptive/expressive language, vocabulary, comprehension, storytelling & conversation*)
- **Approaches to Learning** (*initiative, curiosity, persistence, attentiveness, and cooperation*)
- **Creative Arts Expression** (*music, creative movement & dance, art, drama & theater arts*)
- Cognitive Development is expanded into three additional domains:
 - **Literacy Knowledge & Skills** (*appreciation of books, phonological awareness, alphabet knowledge, print concepts & conventions, early writing skills*)
 - **Math Knowledge & Skills** (*number concepts, number relationships & quantities, spatial sense, patterns, measurement & comparison*)
 - **Science Knowledge & Skills** (*scientific skills & method, conceptual knowledge of the natural & physical world*)

Carefully chosen toys, equipment and activities allow the children to learn in a relaxed and joyful atmosphere called play. Through concrete, manipulative material we can refine the child's senses of touch, sight and sound and ready her or him for future academic learning.

Our teachers are the prime motivators and the experts in the classroom. By observing the children in group and individual activities, they set up an appropriate learning environment, which encourages children to grow physically, emotionally, intellectually and socially. Within the framework of the class, the specific details and approaches may vary from group to group, individual to individual and season to season, creating a freshness of program content as unique as the individual children and teachers involved.

Structure

Governing Board

The preschool is managed by a Governing Board consisting of a President, President-Elect, Vice President of Operations, Vice President of Planning, Vice President of Fundraising, Treasurer, Secretary, the Director and the Coordinators of the following standing committees: Indoor Maintenance, Outdoor Maintenance, Communications, Technology, Family Activities, Classroom; Parent Participation and Co-Coordinator of Fundraising, which is comprised of the Auction Co-Coordinator and the Social Fundraising Co-Coordinator.

The Governing Board meets once a month as announced in the newsletter (usually the third Wednesday of each month at 7pm at the school). Parents are welcome to attend.

Executive Committee

- **Executive Director & Assistant Director** - Oversees the hiring, development and evaluation of staff. Takes responsibility for program development including staff training and parent education. Ensures smooth daily operations of the school. Oversees the admissions process. Has ultimate oversight of the physical facility through supervision of the Indoor Maintenance and Outdoor Maintenance committees.
- **President** - Takes the lead on the supervision and management of the business operations of the Governing Board. Chairs meetings of the Executive Committee and Governing Board. Serves as chairperson of the Personnel Committee. Takes responsibility for Governing Board development. Makes sure all committee chairs are training their committee members. Works closely with the Director to ensure long-term viability of the school.
- **President-Elect** - Supports the President and, in his/her absence, performs the duties of the President. Assumes a “president-in-training” role. Exercises oversight of the Communications and Technology Committees. Serves as liaison to the Advisory Board, and as Chair of the Nominating Committee.
- **Vice President of Operations** - Takes responsibility for overall operations of the school through oversight of program evaluation and parent involvement. Supervises the Parent Participation Coordinator, the Classroom Coordinator and the Family Activities Coordinator.
- **Vice President of Planning** - Responsible for identifying and creating a plan to address the long-term needs of the DCP. Also responsible for assessing plans already in place.
- **Vice President of Fundraising** - Supervises and coordinates all aspects of fundraising, including the Fundraising Committee, the Social/Fundraising Subcommittee and the Auction Subcommittee.
- **Communications Coordinator** - Responsible for all systems of

communication within the Denver Cooperative Preschool parent body as well as managing the marketing and publicity of the school to the broader community.

- **Secretary** - Oversees and interprets all legal matters to the Board. Records the minutes of the Governing Board and Executive Committee meetings. Ensures compliance with bylaws and acts as custodian of the corporate records. Oversees the production of the school handbook and directory.
- **Treasurer** - Oversees all financial matters to ensure financial stability of the school. Has ultimate responsibility for all funds through chairing the Finance Committee. Takes the lead on developing the budget with staff needs in mind and assists the board in reviewing it for approval.

Governing Board Coordinators

- **Indoor Maintenance Coordinator** - Oversees the work of the Indoor Maintenance Committee, including Clean-Up Days. Responsible for regular maintenance of the classrooms, supplies and indoor equipment. Ensures the health and welfare of the school's animals.
- **Outdoor Maintenance Coordinator** - Responsible for the general maintenance of the outdoor play equipment, including care for the lawn and gardens. This involves interfacing with church officials, when necessary.
- **Technology Coordinator** - Responsible for the assessment and maintenance of the technological needs of the DCP, including information technology services, systems and equipment.
- **Family Activities Coordinator** - Responsible for the organization of educational events for the parent body and social events for the families of DCP.
- **Classroom Coordinator** - Oversees the work of the Classroom Liaisons who make up the Classroom Committee. Responsible for the efficient management of Parent Helpers. Ensures clear communication among parents in each classroom and between parents and the Governing Board. Plans and carries out a training program for the Classroom Liaisons.

- **Parent Participation Coordinator** - Responsible for assisting in the process of assigning families to committees and responding to any parent concerns regarding committee work throughout the year.
- **Co-Coordinator of Fundraising** - This position is comprised of the Auction Co-Coordinator and the Social Fundraising Co-Coordinator.
- **Auction Co-Coordinator** - Responsible for the planning and execution of DCP's annual auction.
- **Social Fundraising Co-Coordinator** - Responsible for the planning and execution of all social fundraising events.

Standing Committees

The Standing Committees are as follows:

Indoor Maintenance	Planning
Outdoor Maintenance	Social/Fundraising
Communications	Auction
Technology	Administrative
Family Activities	Classroom Liaisons

Every family is involved in the operation of the preschool as a member of the Board or as a member of a committee or subcommittee.

Advisory Board

The preschool has the services of a voluntary Advisory Board chosen by the Governing Board. They are professionals in education, medicine, psychology, and other professions helpful to the management and development of the school. They are consulted when teachers, the Director or the Governing Board seeks advice on a particular program or problem.

Administrative Staff

Assistant Director

The Assistant Director administers and maintains the admissions process, supports currently enrolled and prospective families, supports the Executive Director as needed, and maintains all records that pertain to students, families, and the facility. If the position of Assistant Director is not currently filled, the Executive Director assumes these responsibilities.

Administrative Assistant

The Administrative Assistant manages all accounts payable and receivable, oversees the Lunch Bunch program, and acts as the main point of contact for the school's relationship with the Denver Preschool Program. The Administrative Assistant supports the Executive Director in additional projects on an as needed basis.

Teachers

Teachers in a cooperative preschool are both the employees of the parents and their supervisors in the classroom. Each classroom has two Lead Co-Teachers and one Assistant Teacher working together as a “teaching team”. It is the goal of DCP to keep these teaching teams consistent throughout the school year in order to facilitate strong connections with students and their families alike.

The Classroom Teacher is responsible for planning and carrying out the classroom program. The Classroom Teachers hold parent conferences at the end of each semester for the 2, 3, 4, and 5 year-olds. Parent/Tot conferences are available at any time by parent request. All classroom teachers are always available for informal consultation to discuss any concerns or questions that you may have.

Parents

When you enroll your child in the DCP, you become one of the member families who help to administer the preschool. You agree to accept the following responsibilities:

- To complete all medical and developmental records as required by the State of Colorado before your child enters preschool by the specified due date.
- To be the helping parent in your child's classroom on a rotating basis. A parent must fulfill this responsibility, and nannies and other relatives may not substitute for parents. Working parents are not exempt and partners are encouraged to take a turn. (See the Helping Parent section of this handbook).
- Only parents may attend the Parent/Tot classes with a child. Nannies and other relatives may not substitute for parents.
- To participate on at least one standing committee or serve on the Governing Board.
- To attend All Parent Meetings.
- To participate in the spring auction fundraiser and other fundraising activities to the best of your abilities.

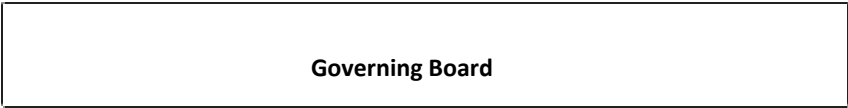
- To participate in the maintenance of a clean school environment. (Options are available when you sign your Cooperative Agreement prior to the start of school.)
- To keep informed about school activities. (See Communication).
- To complete and return any evaluation forms regarding the preschool, your child's class, or staff.
- To meet all financial obligations. (See Financial Policy and Tuition and Fees).
- To respond to calls for help and volunteer whenever and however you can.

Organizational Chart



DCP Community

Students – Staff – Parents



Governing Board

Matters of policy, finance, legal, and community

Consists of Executive Committee plus the 8 Governing Board coordinators



Executive Committee

Executive Director & Assistant Director

- Administration and Admissions
- Indoor and Outdoor Maintenance
- Administrative Staff
- Teaching Staff

President

- Governing Board
- Executive Committee
- Personnel

President-Elect

- Communications
- Technology
- Nominations
- Advisory Board

VP Operations

- Family Activities
- Parent Participation
- Classroom and Class Liaisons

VP Planning

- Planning

VP Fundraising

- Fundraising and Social
- Auction

Secretary

- Legal and Bylaws
- Handbook

Treasurer

- Finance
- Scholarship

History

The Denver Cooperative Preschool has a long, interesting history. It was founded in 1960 by a group of parents from the discontinued Colorado Women's College Nursery School. The head teacher of that school, Mrs. Kim Randolph, helped us to get started in a space at Montview Presbyterian Church. By 1962, the preschool had grown and a group of parents from south Denver branched off to establish the University Park Cooperative Nursery School near Denver University. In 1964, the preschool split again: Montview Community Preschool remained at the church and our preschool moved to 8th and Cherry and was named the Medical Center Cooperative Nursery School.

The name "Denver Cooperative Preschool" was adopted in 1966 with our move to St. John's Cathedral where we stayed fourteen years. We relocated to the JFK Child Development Center at 8th and Birch in 1980 at the invitation of that agency, which wished to utilize its excellent preschool facility. In 1983, DCP found a new home in the RLDS Church at 480 Marion Street. Mrs. Rosalie Houghton was the Director from 1966 until her retirement in 1986. Jan Tull served as the Director from 1987 to 1996. Doria Cladis was the Director in 1997, then Sharon Cella until 2000 and Karine Drechsel until 2002. Kim Siffring was the Director until 2008, and Jamie Whetstone until April of 2011. Her successor, Susan Wartchow, served as the director until January 2014. Janee McConnell is the current Director of the Denver Cooperative Preschool.

Communication

Communication in a cooperative preschool is a cooperative effort in every way. Each family has a "mail pocket" at the school where notices and communication between families may be distributed. Families are expected to check their "mail pocket" each day that their child attends class. There are bulletin boards in the hall on which notices of meetings and other announcements are posted. Notices are also posted on the walls outside the classrooms. The school's seasonal newsletter, The Crier, and weekly blast is distributed to families via e-mail and contains notices of meetings and events, Governing Board meeting summaries and other school news.

Email is another source for ongoing communication. All staff members may be emailed by their first name@dcppplay.org.

Our website and THRIVA database management system also provide parents with date information regarding happenings at the preschool. Our THRIVA system allows parents to check electronically account balances and payment histories.

Communication between parents and staff members is of the highest importance. If you need to get information to staff members, please call the office from 8:30am to 3:30pm, Monday through Friday. We check voice mail messages often throughout the day, making communication by telephone easy and timely. Be assured that messages at the school will be passed along and calls will be returned.

Please do not call staff members at home or on their personal cell phones about DCP-related matters. Our valued teaching staff gives their all at work. Please respect their private time so that they can rejuvenate and be 100% present for their families.

You may also e-mail staff members or leave notes for staff members in their work mailboxes located in the staff office. Staff members check their boxes every day they are at work. Remember, however, that some staff members work only one day a week. If you leave a message on a day that they are out, it will take them a bit longer to respond.

Drop-off and pick-up times can be a great time to communicate pertinent information that may affect your child's day at school. If you want to converse with the Classroom Teacher longer than a quick exchange, please leave a note or phone message stating that you would like to schedule a time to talk. Your Classroom Teacher will be happy to meet with you.

Governing Board officers and your Classroom Liaison are good sources of information. Contact information for Classroom Liaisons will be distributed early in the school year. Take it upon yourself to keep informed and be a parent in the know!

Conflict Resolution: Parental concerns about classes or children should be brought first to the Classroom Teacher and then to the Director. Parental concerns about other matters may be brought to the Governing Board directly, or through the Class Liaison or other Governing Board members.

Parent/Teacher Conferences

Scheduled Parent/Teacher conferences are held in the fall and again in the spring, as noted in the school calendar. Parent/Tot classes hold conferences on an as needed basis and by parent request. Typically, the Fall conference takes the form of a goal setting meeting using a common form to outline the collective goals for the child. The intent of the Spring conference is to discuss progress toward the established goals and within the age-appropriate objectives as set forth by TSG and the Creative Curriculum. Parents are welcome to schedule additional conference time with their child's Classroom Teacher or with the Director any time during the year.

Financial Policies

The DCP Governing Board is responsible for setting the financial policies of the preschool. Several of the policies follow. These policies are carried out by the Treasurer, who serves for two fiscal years, July through June.

Tuition and Fees

An enrollment/registration fee is required for each child enrolled at DCP. There is a fee if you choose to opt out of your cleaning responsibility. There is also a fee for participation in the Lunch Bunch Program and any enrichment program. These fees and tuition rates are determined by the Governing Board and published annually.

The preferred method of payment for monthly tuition is Electronic Funds Transfer (EFT)

Auto Bill Pay and checks are also acceptable and are payable to the Denver Cooperative Preschool or 'DCP'.

Families may make tuition payments monthly, or they may also elect to prepay tuition at any time.

Denver Preschool Program

Denver Cooperative Preschool is a proud participant of the Denver Preschool Program (DPP). DPP is a voter approved initiative that provides tuition credit to parents and quality improvement grants to participating preschools. The DPP program is open and optional to all families living in Denver to help with the preschool tuition the 12 months prior to kindergarten. The tuition credit calculator, application, as well as other valuable information is available online at dpp.org. Families also have the option of donating their credit to the preschool their child attends. Should you have any questions about this exceptional

opportunity, please see the Director. Denver Cooperative Preschool has a three star rating from Colorado Shines.

Delinquent Fees

A late charge of \$20 per month for delinquent fees will be assessed. A family may not register for the next preschool year until all current tuition fees and any other fees due have been paid. A child may not begin second semester classes if first semester fees are outstanding. In the event of a financial problem during the year, it is the responsibility of the parents to contact the Treasurer and/or Director to make arrangements for payment. (Also, see Scholarships, below). Tuition is non-transferable.

Refunds

<i>Type of Fee</i>	<i>Amount</i>	<i>Refund Available</i>
Enrollment/Registration	\$175.00	No
Facilities Fee	\$75.00	No
Lottery Fee	\$60.00	No
Waitlist Fee	\$40.00	No
First and Last Month's Tuition	Monthly Tuition x 2	No
October through April Monthly Tuition	Monthly Tuition	Refundable with thirty (30) days written notice to the Director of withdrawal from DCP
October through April Monthly Tuition for Free Form Friday	Monthly Tuition	Refundable with thirty (30) days written notice to the Director of withdrawal from DCP
Enrichment Fees like Lunch Bunch and Summer Camp	Posted Fee Amount	No

DCP does not refund or prorate any tuition or fees for planned or unplanned absences. Tuition and enrichment fees are non-refundable regardless of absences. We do prorate tuition and enrichment fees for families who are accepted after school begins and experience a late start date (see 2016-2017 Tuition and Fees, Section 5, Late Entrants). We do not prorate any Fees. Families who dis-enroll mid-year, with thirty (30) days written notice to the Director, may also request proration/refund of tuition payments already made

as detailed in the Refunds table. Tuition and fees are non-transferable.

Scholarships

Confidential scholarships for monthly tuition assistance are available and are based on family need. A portion of revenue raised through DCP fundraising events is set aside and dedicated for this type of assistance. We also utilize personal and corporate donations for scholarships when available. DCP does not waive any annual fees.

In addition to the income eligibility numbers utilized by the Denver Public Schools free lunch program, Denver Cooperative Preschool will utilize the DPS Early Education Tuition Estimates – ECE 3 & 4 year olds as a guideline for awarding scholarship funds. While DCP does not have the extensive financial resources of Denver Public Schools, and therefore cannot always match the discounts provided, DCP considers the discounts based on family size and income levels to be a helpful guideline that considers the cost of living in Denver more than the National Poverty Level guidelines.

The families who seem most in need will have their requests met first. Funds will generally be awarded in the following order: 1) families that meet the National Poverty Level guidelines; 2) families at 150% of National Poverty Guidelines; 3) families that do not meet the National Poverty Levels but do qualify for the DPS ECE discounts; 4) Others

Pre-K Families should utilize Denver Preschool Program funds first but can apply for additional scholarship if needed. Their application will be considered using their income level compared to the tuition after DPP funds.

Applications have names redacted by the Administrative Assistant. Because names are kept confidential from the Scholarship representative, responses to the applications are done via email by office staff (the Scholarship representative drafts the emails for the Administrative Assistant).

In the event a need for scholarship arises during the school year, it is the responsibility of the parents to contact the Administrative Assistant or the Director and submit a scholarship application. The scholarship application is available on the DCP website.

If scholarship needs within a fiscal year exceed the amount budgeted, variances can be made to accommodate such requests by appeal to the Governing Board by the Scholarship Representative.

Fundraising

In keeping with the cooperative nature of the school, a portion of the balance of the annual operating budget is to be raised by parents, guided by the Social/Fundraising and Auction Committees. There are at least two fundraisers each year, one of which is the traditional Raffle/Auction. Parents are expected to donate items for the auction and to support fundraising efforts however possible. These events are not only profitable, they are fun! Any fundraising income above what is budgeted will be used to directly enhance the school or to keep tuition low. It is important to note that fundraising helps to support our operating budget and is not just for “extras.”

2016-2017 Tuition and Fees

- The 2016-2017 fee schedule is as follows:

<i>Description</i>	<i>Fee</i>
Lottery Fee	\$60 per child
Enrollment/Registration Fee	\$175 per child
Wait List Fee	\$40 per child
Facilities Fee	\$75 per child
Clean-up Day Non Participation Fee	\$350 per child
Lunch Bunch Fee	\$10 per child per day
Late Payment Fee	\$20
Returned Check Fee	\$20

- 2015-2016 Monthly Tuition Rates (also located on our website):

Class	Days	Times	Monthly Tuition
Parent Toddler	Fridays	8:30, 11:00 & 1:30	\$130
2 / 3s Classes	M/W and T/Th Sessions	AM - 8:30-11:30 PM - 12:30-3:30	\$285
3 / 4s	MWF	AM - 8:30-11:30 PM - 12:30-3:30	\$380
3 / 4s	T/Th	8:30-12:30	\$340

Pre-K	M-Th	AM - 8:30-11:30 PM - 12:30-3:30	\$495
Free Form Friday (FFF)	Fridays	8:30-12:30	\$170
Lunch Bunch (sold in 5 packs)	M-F	11:30-12:30	\$50 (\$10 per session)
Summer Camp	Tue-Fri	8:30-11:30	\$185 per session

*Pre-K tuition is eligible for tuition credit through the Denver Preschool Program

**FFF and Lunch Bunch will begin the 2nd week of school and end the week before the last week of school, and are priced accordingly.

3. Tuition payments are due on the first (1st) of each month (October through April) and are considered late after the 10th of the month.

If late, a \$20 late fee should be submitted with the tuition check with a notation in the “memo section.” If tuition and late fees are not paid by the 10th of the following month, the child/children will not be allowed to attend school as of the 11th of that month. If you have any problem concerning payments, please contact the Treasurer at treasurer@dcpplay.org or the Administrative Assistant at heather@dcpplay.org. EFT payments can be processed once an EFT enrollment forms has been filled out and processed by the office. Any tuition checks should be put in the “tuition box” (black mailbox) near the entrance area of our lobby or sent to the Treasurer:

DCP, Attn: Treasurer, 480 Marion St., Denver, CO 80218

4. Prepayments help the school with its cash planning and can help you avoid late fees. Tuition may be prepaid at any time throughout the year. Full prepayment (October through April) amounts are:

<i>Class</i>	<i>Per Child</i>
Parent Tot	\$910
2/3s	\$1,995
3/4s (Tues/Thurs)	\$2,380
3/4s (MWF)	\$2,660
Pre-K	\$3,465
Free Form Friday	\$1,190

5. Late Entrants

When a child and family enter the Denver Cooperative Preschool after the official start date of the school year, tuition payment and registration paperwork requirements will be as follows:

Once a verbal acceptance is made, the family has ten (10) calendar days to turn in all necessary paperwork and required tuition and fees. The cost for the month the child enters the school may be prorated. This will be done based on the number of classes remaining in the month the child enters the school. Fees will not be prorated. If a family fails to provide the necessary paperwork and money during the ten-day period, the spot for their child will be forfeited.

Financials

2015-2016 WORKING BUDGET

As a cooperative preschool, we want our families to be as informed as possible. If you have questions about the school's annual budget, please contact the Executive Director or Treasurer.

2016-2017 REVISED BUDGET - September 2016	
OPERATING REVENUE - TUITION & FEES (Net)	\$570,965
OPERATING EXPENSES	
Payroll & Staff Benefits	\$503,066
Rent and Facility costs	\$52,528
Classroom & Office Supplies	\$20,186
Insurance, Taxes, Professional Services	\$21,792
Other Overhead Costs	\$6,200
TOTAL OPERATING EXPENSES	\$603,772
NET SHORTFALL FROM OPERATIONS	(\$32,807)
SCHOLARSHIPS & RESTRICTED FUNDRAISING	
CO Gives Day & Restricted Scholarship Fundraising	\$20,000
2016-17 Scholarship Need	(\$23,000)
NET SCHOLARSHIPS	(\$3,000)
GENERAL FUNDRAISING	
Grants	\$10,000
Social Fundraising & Auction (excluding Paddle Raiser)	\$28,000
TOTAL GENERAL FUNDRAISING	\$38,000
NET INCOME	\$2,194

School Policies

Enrollment of Students with Special Needs

Denver Cooperative Preschool makes every effort to accommodate children with special challenges or disabilities in accordance with the Americans With Disabilities Act (“ADA”). Child care programs are required to make “readily achievable accommodations” for all children with disabilities. “Readily achievable” is defined as being “able to accomplish easily and without much difficulty or expense, or increasing safety or crime considerations.”

Viewing of Television and Video

DCP does not generally view television or videos in the classrooms. An iPad may

be utilized in the classroom as an extension of learning or to support discussions. An example of this might be a group discussion of the ocean and the creatures who live there. A teacher may then use the classroom iPad to show students images of ocean life.

Transportation

DCP does not provide transportation for children to and from school or for field trips. It is each family's responsibility to provide for the transportation of their children. Please read the section on Field Trips.

All School Clean-Up Days

The Cooperative Agreement that each parent signed prior to enrollment requires that each DCP family participate in one school clean-up day per child enrolled in the school. One parent is required to attend clean-up for each child enrolled.

If your family has two children enrolled, you are obligated to participate in two clean-up days. If you have two children enrolled, either: 1) two parents can participate in one clean up day; OR 2) One parent needs to participate in two separate clean up days.

If you have more than two children enrolled, then you only need to fulfill the requirements stated above for two children enrolled. It will also be your responsibility to contact the Indoor Committee Coordinator at indoor@dcpplay.org to communicate how you will handle your clean up commitments if you have more than two children enrolled.

School clean-ups are very important to the quality of our school, and it is very important for families to participate in their assigned cleaning days. DCP hires year round maintenance service to take care of daily cleaning. However, four times a year we ask parents to spend a few hours at the school, setting up or cleaning specific areas and toys that are not taken care of thoroughly by the daily cleaning service. In keeping with the cooperative nature of DCP, we ask parents to carry out this important task to help keep our school safe, clean and healthy.

Although it is not encouraged by the school, parents may pay a "non-participation fee" of \$350. This fee must be paid in full before your child begins school.

Clean-up days are held on Saturdays from 9am to 12 noon. Please refer to the annual DCP calendar to find your assigned clean-up day. Please bring your own gloves and bucket for cleaning.

If, for some reason, you cannot attend your assigned clean-up day, you may trade clean-up days with parents assigned to a different date. It is your responsibility to: 1) find a parent to come in your place; 2) notify the Indoor Committee Coordinator one week prior to the clean-up day of the trade; and 3) attend the clean-up day of the parent with whom you traded.

Families that do not opt out of their clean-up day by paying the non-participation fee, and then neither attend their assigned clean-up day nor follow the procedures identified above for switching clean-up days will be assessed a fine in the amount of \$350. A check made payable to the DCP and given to the Director will be due within one week of the missed clean-up date. If payment is not received, then your child(ren) will not be permitted to attend school until the payment is made in full.

The money that is collected from this policy will be held until the following clean-up day, and will be refunded to the family upon their attendance. If the family in question does not attend the clean-up day immediately following their missed date, then the money will be forfeited.

Enrollment

Classes are available for children aged 12 months to 6 years 3 months as of the beginning of the school year. Specific age guidelines for each class are published annually in this Handbook. (See Admissions Policies below).

If a class enrollment is not sufficient, as determined by the Director and Governing Board, the preschool has the right to cancel the class.

No child can begin preschool until all of the required medical, immunization, and developmental forms are submitted.

To withdraw your child from DCP, you must notify the Executive Director or Assistant Director. This notification should be made in writing thirty (30) days in advance of the child's departure from school.

Registration for the next year's classes occurs in January/February. No one

student may enroll for more than one class unless the second class is not fully enrolled by the start of school and the Director has approved the second enrollment. For more information on being enrolled in two classes and the licensing restrictions related to this type of enrollment at DCP, please see the Director.

Families of students enrolled in more than one class must fulfill the helping and cleaning day responsibilities for both classes.

At any time during the school year when the relationship between the preschool and the family is not found to be mutually satisfactory, continued enrollment shall be reviewed jointly by the family, Director, Classroom Teacher, and President of the Governing Board. The final decision rests with the Governing Board. Parents will be notified in writing if preschool services are to be withdrawn.

Field Trips

Field trips are organized by Classroom Teachers as learning opportunities for their students away from the school grounds. The intention of field trips is to enhance students' experiences at DCP. Since these experiences take place outside the classroom, parents are responsible for the transportation and supervision of their children. The Classroom Teachers are not permitted to transport students to and from field trips. The Classroom Teachers are responsible for planning and communicating on the front end and then for facilitating the learning process during the trip itself. The following guidelines should be followed whenever a field trip is planned:

- Parents will be given a minimum of three weeks' notice prior to any field trip. Teachers will include field trip dates and driving directions in their monthly calendars or newsletters.
- All field trips for all classes must have relevance to topics and learning opportunities that have been presented in the classroom leading up to the field trip.
- The Director must be informed in writing by the Classroom Teachers of all field trips a minimum of three weeks prior to the field trip taking place.
- Teachers will post a sign-up sheet at least one week prior to the scheduled field trip

- Parents who plan to have their child attend the field trip should sign up for the trip, indicating whether they themselves or a designated adult will be responsible for the transportation and supervision of their children.
- Classes will meet at the field trip destination and leave from there when the trip is completed, as opposed to meeting at school, unless the Classroom Teacher indicates otherwise.
- Children and their parents who arrive at DCP on a field trip day will be directed to the location of the event because the class will not be meeting at the preschool. Classroom Teachers will post a notice on their classroom door on the day of each field trip, explaining the field trip location, including directions, along with the start and end time of the field trip.
- On the field trip day, the children's regularly scheduled class will not meet in their classroom. Parents will have to make other arrangements for their children should they not want to attend the field trip.
- If a child arrives at school after a class has left for a field trip, the parent will be informed of the field trip location per the notice to be posted by the Classroom Teachers as described above. It is then the parent's responsibility to transport and accompany the child to the field trip location or to make other arrangements for the child.
- Field trips will not be scheduled during the last three weeks of the school year in order to respect families with school-aged children whom are expected to help at their children's elementary school during the last three weeks of the school year.

Lunch Bunch

Lunch Bunch is a program that gives children an opportunity to socialize with children from other classes. It is a way to have fun and feel good about having lunch away from home in a supportive environment. The Lunch Bunch program is open to children three years and older. Lunch Bunch begins the second week of school and ends the week before the last week of school.

Children bring their lunch and are supervised by DCP staff members from 11:30am to 12:30pm each day. If your child attends a PM class, a Lunch Bunch teacher will take them to class at 12:30pm. If your child attends an AM class, they must be picked up promptly at 12:30pm. If parents are consistently late for pick-up, participation in the lunch program may be restricted.

There are two types of Lunch Bunch slots, rotating or drop-in, and permanent slots. In order to give all families the opportunity to participate, Lunch Bunch slots are limited to two days per week per child. This two day per week restriction includes both rotating and permanent slots. A third day may be offered on a space available basis.

Permanent slots give a child permanent weekly slot(s) in Lunch Bunch for the term. These slots are normally offered for October-December and again for February-May. Sign-up usually takes place in September for the fall term and in January for the spring term.

Permanent Lunch Bunch spots for the fall term will be available (via a lottery system or sign-up process) to only those children who are in the Pre-K and 3/4's classes. Permanent Lunch Bunch spots for the spring term will be available (via a lottery system or sign-up process) to those children who are 3, 4 and 5 year-olds regardless of their class.

Permanent slots must be paid in full prior to the start of the term. Like a child's space in class, permanent slots are non-transferable and non-refundable.

For drop-in slots, sign-up is required. Sign-up sheets are posted in the lobby of the school. Sheets are put out on Monday morning for the following week and sign-up is on a first-come, first-served basis. If there is still space available two days before a given Lunch Bunch day, then a child may be signed up for a slot on that day even though it is in excess of the two day per week restriction.

A Lunch Bunch card must be purchased from the office before you sign-up your child for a drop in slot. Lunch Bunch cards cost \$50.00 each and are good for 5 Lunch Bunches. Cards may be purchased with a check made out to "DCP" with the child's name and "Lunch Bunch" written in the memo section. Each student attending Lunch Bunch will have an alphabetically listed page in the Lunch Bunch Binder, which will be used for attendance and payment tracking purposes. The Lunch Bunch Binder is kept in the hall outside the main office. Attendance and use of Lunch Bunch services are recorded daily. Please check the binder as needed to see if you have lunches remaining or need to purchase a new punch card. If payment is not up-to-date, you may not sign-up your child. Cards expire at the end of each school year.

If you need to cancel your child's space in a rotating slot, you must do so before

8:45am on the Lunch Bunch day or your card will be charged. No-shows (children who are signed up but do not attend) will be charged.

The playground area in the front of the school is closed off and reserved for Lunch Bunch participants from 11:55am to 12:30pm.

Please be mindful of sending a healthy, well-balanced lunch with your child for Lunch Bunch, and do not pack any peanut or nut products (see Snack Time Suggestions for more information).

**Any changes to the Lunch Bunch program are made at the discretion of the Executive Director and the Governing Board.*

Reimbursements

Reimbursement is made for actual cash expenditures on behalf of the preschool. All reimbursement checks must be approved by the committee coordinators.

Reimbursement requests must first be submitted to and approved by a committee chair, the Executive Director or the Board President. Requests are then submitted to the Administrative Assistant. Reimbursement forms are available in the office. Any items purchased for use by the school must have receipts submitted for them even if the intent is to donate the item. Please collect your receipts throughout the month and submit one reimbursement request, but please do itemize your expenditures on the request form and make clear on the form the reason for the expenditure and the name of your committee.

We are a tax-exempt organization and our tax-exempt number is 98-00723. Please use this number when making purchases for the school and please remember that DCP does not reimburse for taxes since we are a tax-exempt business.

School Safety & Security

Child safety at DCP is of utmost importance. We review our safety and security policies and procedures on an annual and an as needed basis. DCP works with the local authorities as well as the Colorado School Safety Resource Center to be sure that our safety and security protocols are current and responsive to the needs of our community.

School Access

All families should use the main school entrance (the doors that face 5th avenue) for both entering and exiting our building. This entrance is protected by a mechanical door lock that requires a 4 digit security code in order to gain access to the building. All current families will be given the security code for this door when school begins. The door code is changed at least once a year, and if it becomes necessary to change the code more often than that, the staff and parent body will be notified right away.

If you have caregivers that you would like to share this code with, they must be listed in your child's student record as being authorized for pick-up/drop off OR as an emergency contact.

Please do not share the door code with your child.

Please do not share this code with visitors to the school or anyone who is unfamiliar to you. All school visitors should be escorted in by a current school member/parent/staff, where they can then be checked in with someone in the office, and signed in to our school visitor's log.

If anyone approaching the school looks unfamiliar to you and it seems as though they need assistance, please ask them who they are planning to meet with at the school, and/or what they need. Any of our staff members will gladly assist you in this matter.

The church doors that face Marion st, on the corner of 5th avenue are locked at all times and must remain closed - please do not use these doors to enter or exit our building.

Drop-Off and Pick-Up

Morning classes are held from 8:30 to 11:30am and afternoon classes are held from 12:30 to 3:30pm.

- At the beginning of class each child is signed in by the adult that brings that child to school. This adult should designate on the sign-in sheet the person who is authorized to pick up that child on that day and the phone number where they can be reached in case of an emergency during class that day.
- DCP will only release children to parents or legal guardians or the adult(s) for whom written authorization has been given and is maintained in the child's record. In the event of an emergency or a change in pick-up plans, the child may also be released to an adult for whom the child's parent or guardian has given written or verbal

authorization. If the staff member who releases the child does not know the adult, identification will be required to ensure that the adult is authorized to pick up the child, in accordance with the school's policies stated above.

- If an unauthorized person arrives to pick-up a child without prior notification, a school employee will call the parent or legal guardian to get permission to release the child.
- Parents must pick-up their child no later than when the class is scheduled to end.

In the event a child is picked up late from the school, or not picked up at all, a staff member will stay with the child until the child's parent or emergency contact comes for him or her. In the event no one can be reached on the contact lists, after an appropriate amount of time, the authorities will be notified.

Classroom Safety

All classrooms are continually monitored visually for identification of children. At the beginning of class each child is signed in by the adult that brings that child to school.

This adult should designate on the sign-in sheet the name of the person who is authorized to pick up that child on that day, and they are responsible for filling out the sign in sheet completely; including accurate contact numbers and a full signature.

The Classroom Teacher will take attendance and note the number of children present on that day with a "head count". All children are accounted for before going outside for play, and they are counted again when they return to the classroom. Head counts are taken at regular intervals throughout the class day.

At the end of class the teachers will check the sign-in/out sheet to make sure each child is accounted for and has been picked up.

DCP will not release any child to an unauthorized person. (See Drop-Off and Pick-Up Policy). The adult who picks up the child must sign the child out on the attendance roster at the end of class.

At the close of each school day, the Director or her/his assigned substitute, will review the attendance sheets, walk through the school and confirm with each lead teacher that each child has been picked up by a parent, legal guardian or other authorized adult.

If a child becomes lost at DCP, each classroom will be immediately alerted and staff members will spread through the school and areas surrounding the school

to locate the child. If the child is not found immediately, then 911 will be called as well as the child's parent/guardian. If the child's parent/guardian cannot be reached then the child's emergency contact will be called. The DCP exercises a strict child supervision protocol to prevent such an incident.

Should the tornado sirens sound, the children will be removed from the upstairs classrooms and taken into the basement rooms of the church. Children will also be gathered in the hallway near the basement bathrooms. Staff members will accompany children at all times and will keep the sign-in/out sheets with them. The children will be counted and any missing children will be located. Also, any necessary emergency medications and supplies will be available.

If there is a fire, the building will be immediately evacuated according to the emergency exit map. Staff members will accompany children at all times and will keep the sign-in/out sheets with them.

Should the staff be directed by authorities to evacuate the children from the school because of an emergency, we will relocate to our designated off site evacuation location. In such an event, ALL staff and volunteers, the attendance sheets, appropriate supplies and emergency contacts will be with the children.

Visitors

DCP welcomes visitors to our school. The following is required of visitors to DCP:

- The visitor must be escorted in by a current school member/parent/staff to the main office where they can check in.
- Visitors must show a photo id and sign-in on the visitor's log.
- We do not share our door code with visitors
- If anyone approaching the school looks unfamiliar to you and it seems as though they need assistance, please ask them who they are planning to meet with at the school, and/or what they need. Any of our staff members will gladly assist you in this matter.

If parents wish to visit a classroom other than their own they need to make prior arrangements with the Classroom Teacher and the Director.

Parents are welcome to show friends our school by making prior arrangements with the Director.

Formal tours for interested families are held on a regular basis. Please contact the main office for more information on these tours.

Observations in Classrooms

On occasion, the Director will be contacted by a college student needing to observe in an early childhood classroom for a course requirement. Permission will be granted with proper documentation of coursework and the agreement that actual student names will not be utilized or any other personal identifying information. Students conducting observations will need approval from the Director and follow the “visitor” protocol. The Classroom Teachers will also be informed of the observation taking place.

Also, at times parents may give permission for an early childhood professional from Child Find or other agency to observe his or her child. If this decision is made, please contact the Director and Classroom Teacher. Professionals entering the DCP for this purpose will also need to follow the “visitor” protocol. Written authorization will need to be obtained for any sharing of information about a child.

Health & Wellness at DCP

Illness Policies & Procedures

Young children frequently become mildly ill. Infant, toddlers and preschoolers can experience an average of six respiratory infections (colds) and can expect one or two gastrointestinal infections (vomiting and/or diarrhea) each year.

Deciding whether or not to keep your child at home when they are not feeling well can be difficult. Clearly there are instances when it is necessary for a child to remain at home. Three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities, (e.g. extreme signs of tiredness, unexplained irritability or persistent crying).
2. The child requires more care than program staff is able to provide, without affecting the health and safety of the other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.

Children with the following symptoms or illness should be kept (excluded) from school (refer to chart on following page):

Illness	Is Exclusion Necessary?
Diarrhea - Frequent, loose, or watery stools as compared to a child's normal pattern that are not caused by food or medications	Yes - If child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting.
Fever - With behavior changes or other illness.	Yes - For at least 24 hours after the fever has subsided, without the use of fever reducing medications
"Flu-Like" Symptoms - Fever over 100F with a cough or sore throat. Other symptoms include tiredness, body aches, vomiting, and diarrhea	Yes - For at least 24 hours after the fever has subsided, without the use of fever reducing medications.
Coughing - Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment.	Yes - If severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary.
Mild Respiratory or Cold Symptoms - Stuffy nose with drainage, sneezing, mild cough	No - May attend if able to take part in school activities. Please keep home if symptoms are severe. This includes fever and behavioral changes.
Rash with Fever -Note: body rash without fever or behavior changes usually does not necessitate staying home from school. If you have any questions, call your physician.	Yes -Call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated.
Vomiting	Yes -Until vomiting stops or a doctor says that it is not contagious. If the child has a recent head injury, watch for other signs of illness and for dehydration.
Chicken Pox	Yes - Until blisters have dried and crusted (usually 6 days)
Conjunctivitis (Pink Eye) - pink color of eye <i>and</i> thick yellow/green discharge	No (bacterial or viral) - Children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
Croup - (See Coughing) - Note: May not need to stay home unless child is not well enough to take part in usual activities.	Seek medical advice
Fifth's Disease	No - Child is no longer contagious once the rash appears.

Hand Foot & Mouth Disease (Coxsackie Virus)	No - Unless the child has mouth sores, is drooling and isn't able to take part in usual activities
Head Lice or Scabies	Yes - From the end of the school day until after the first treatment.
Hepatitis A	Yes - Until 1 week after the start of the illness and when able to take part in usual activities.
Impetigo	Yes - For 24 hours after starting antibiotics.
Ringworm	Yes - From the end of school until after starting treatment. Keep area covered for the first 2 days.
Roseola	Yes -If the child has a fever and a rash, call the doctor
Strep Throat	Yes -For 24 hours after starting antibiotics and until the child is able to comfortably take part in classroom activities.
Vaccine Preventable Diseases - Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Exclusion requirements vary according to the disease. Please check with your physician and the Director for more information.

Please contact DCP when your child is ill and describe the illness. If a specific diagnosis is made (e.g., strep throat, conjunctivitis, flu, etc.), let the school know so that other families may be notified (without giving the name of the child). The Executive Director and Assistant Director with the assistance of our school nurse will report any of the reportable communicable diseases to the State Department of Public Health and Environment.

Please help us provide a healthy environment and be respectful of children who come to school healthy by keeping your child at home when necessary. If your child sounds or appears “sick,” but has seen a doctor and that doctor has evaluated the child as non-contagious and able to go to school. Please let the classroom teacher know.

Remember, being exhausted makes a child more susceptible to germs and itself may even be a sign of impending illness. Also, a child is most contagious right before and 24 hours after the onset of a symptom. We love to have each child in class with us and healthy children are usually happy ones.

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When a child becomes ill at school

When a child becomes ill at school, DCP will contact the parents or legal guardian first, and then (if the parent or legal guardian cannot be reached) the emergency contact. The ill child will be isolated from the rest of the class until the child is picked up. When a child is hurt or injured at school, DCP will administer first aid to the child and fill out accident report.

Depending on the severity of injury, the child will either be returned to the class or the parent or legal guardian will be called to pick up the child. If a staff member feels that calling 911 is necessary, then an emergency call will be placed to 911 and then the parent or legal guardian will be called. If the parent or legal guardian cannot be reached, the emergency contact will then be called.

Immunization Policies and Requirements

DCP enrolls children who are either partially immunized or fully exempt from immunizations due to medical, religious, or personal reasons.

In compliance with the most recent requirements of the Colorado Department of Public Health and Environment (CDPHE) and HB-1288 - Our school regularly audits all staff and student health records for the purpose of tracking immunization and exemption rates for our enrolled student population. This most recent requirement for school states that this information must be made publicly available upon request of the CDPHE in order to provide assistance with the analysis and interpretation of immunization data.

Our goal is to maintain a high “[community immunity](#)” rate for all students and staff at DCP being fully immunized according to the [most recent immunization schedule](#) according to the Colorado Department of Public Health and Environment.

Immunization requirements for students who are either partially or fully exempt from immunizations due to non-medical reasons:

1. If a family chooses to “opt out” of any or all vaccines for non-medical reasons, we will require documentation of “*Informed Refusal*”.
2. **Informed refusal** means that it will now be required that the parent/guardian of the child seeking exemption(s) hold an exemption-specific conversation with a health-care provider, and then to present signed evidence of such a conversation to the school before that child can begin attending classes.

- a. This documentation will need to be renewed with your health-care provider every year.
- b. Documentation of informed refusal will be required along with a copy of an immunization record showing exemption(s), and a current general health appraisal. All forms must be signed by a health-care provider.

Measles Specific School Exclusion Policy

Per 6 CCR 1009-2 of the Code of Colorado Regulations for Child Care Centers - If someone becomes ill with measles in any of our classrooms, all children, and staff who have been exposed to that person and who cannot provide a record of vaccination or immunity will be required to be excluded from the preschool setting for 21 days. Exposed individuals include those who have been in close proximity to a person with confirmed measles or those who have been in a room (or a room that shares heating, ventilation, and air conditioning [HVAC] system) where a person with measles has been. Individuals who develop measles will be required to stay home for four days after the measles rash develops.

ALL FAMILIES will be required to submit current health appraisal and immunization records that have been signed by a health-care provider to the school as they occur throughout the year.

ALL STUDENTS are required to have current health and immunization paperwork that has been signed by a health-care provider on file before they can begin attending classes at the beginning of each school year. **No exceptions will be made.**

After all enrollment and health/immunization paperwork has been collected at the beginning of each school year, the DCP administrative staff makes it a priority to maintain current student health records at all times. As such, we will notify you by email when your child's health records have either expired or are nearing expiration and you will have 30 days to submit current paperwork to the main office.

1. Should a student's health/immunization records remain expired (non-compliant) for more than 30 days after notifying the parent/guardian, they will not be allowed to return to class until current health/immunization paperwork that has been signed by a health-care provider has been submitted. **No exceptions will be made.**

Rather than eliminating personal choice in this matter, we are choosing to make a strong organizational recommendation with the release of this position statement in order to reflect the fact that making the personal choice to go unvaccinated does have an affect on our community at large. At DCP we believe that children deserve both a good education and good health. It is our position that these updated immunization requirements will protect both.

Thank you for your help in reducing the likelihood of communicable diseases spreading in our community.

If you have any questions please call Denver Public Health at 303-602-3614. For more information about measles, visit www.cdc.gov/measles

Medication Storage and Administration

In Compliance with the Nurse Practice Act, all prescription and non-prescription medication given in preschool settings require a written authorization from your health care provider, as well as parent written consent. This is a childcare licensing requirement. The medication authorization forms are available from the Executive Director or Assistant Director. The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration, route of medication, and the length of time the medication needs to be given. All medication must be brought in the original labeled container.

Preschool staff members involved in medication administration receive special training and are supervised by a nurse consultant. Preschool staff is not authorized to determine when an “as needed” medication is to be given. Specific instructions are necessary. For children with chronic health conditions, this can be determined in collaboration with the consulting registered nurse.

The use of medication at school is discouraged. Since most medications are available in longer-acting forms, parents are encouraged to administer such medication at home.

Prescription medications that need to be taken at school require a DCP medication release form that is completed by both the parent and the physician. These forms are available from the Executive Director or Assistant Director. Non-prescription medications are not to be brought to school (including cough drops). In the rare instance that a child needs to take a non-prescription drug at school, it requires the same prescription medication form signed by both the parent and the physician.

Only medications that are in the pharmacy container, with a current prescriptive label, that match the physician’s medical directive will be accepted at school. It is the parent’s responsibility to inform the school and Classroom Teacher(s) of food allergies.

Any medication dispensed will be done by staff members who have completed medication training required by the state and have been delegated to do so by our school nurse.

Food Allergy

At DCP we do everything we can to ensure a safe and healthy environment for all children in our program. In consideration of both life threatening allergies and food sensitivities that may affect any of our students, DCP has developed the following allergy policies and procedures:

If a Child Has a Life Threatening Allergy

The parent(s), along with the child’s health care provider will need to fill out the appropriate health care plan for your child’s allergy. These forms are available through your child’s allergist/care provider, the Executive Director at janee@dcpplay.org, or by clicking on [THIS](#) link.

The parent(s) will need to provide the medications necessary for DCP to keep on site. Please refer to the guidelines in the *“Medication Storage and Administration”* section of this handbook for further information regarding medications that are to be kept on site for allergies.

The Parent(s) will need to provide a recent photo of your child to accompany their care plan paperwork.

It will be required that the parent(s) (or an appointed guardian) of the child with the allergy to review the monthly Snack Calendar as it is released, and to also visually check the snack that is brought in each day to their child’s class to approve of the ingredients and suggest substitutions if necessary.

Below you will find a few optional (but highly recommended) suggestions for helping us to keep your child safe while they are at school, in regards to allergies and school snack:

1. **Alternative Safe Snack “Stash”** - For all students with severe and minor

food allergies, parents are *strongly* encouraged to bring a small container (Ziploc or tupperware) labeled with your child's name and class that contains a few safe alternative snacks that can be served at any time in the event that the snack provided by the parent helper is deemed inappropriate, or the ingredients cannot be verified. This way, your child will have a safe and preferred snack on hand at all times. Please provide this snack stash to your child's teachers on your first day of school or as soon as possible, and the teachers will keep it in the classroom.

2. **Additional Documentation** - The parent(s) along with the child's medical care provider may provide a letter with additional information regarding the nature and any additional details of the allergy that you would like DCP to be aware of. In the case of some more severe allergies, it can be helpful for the administrative staff, and the classroom teachers to have a list of symptoms that signify an allergic reaction, your child's behaviors surrounding an allergic reaction, and specific, prohibited food ingredients/allergens, including any alternative terminology that may be used to describe the allergen on food packaging. This will be included in the child's file and will be shared with all appropriate DCP staff members so that they may be fully aware of the nature and scope of the child's food allergy/sensitivity.
3. **Class Celebrations and Treats** - Please be aware, there are certain times during the year, such as birthdays, where families are allowed to bring in homemade treats. It is up to you if you would like to share approved recipes for certain homemade items with other parents in your class. You may also provide an alternate snack for your child on these days if you would prefer.

*Distributing a list of suggested pre-packaged foods to parents in your child's class is NOT allowed, as the manufacturing process and ingredients can frequently change.

Before school begins, our school nurse reviews and authorizes all allergy and school health care plans for our students based on the information provided.

****No child will be allowed to attend school until the office has received and reviewed the child's completed allergy care plan along with all required**

medications which include the original packaging and pharmacy labels.

If a Child Has a Minor Allergy/Food Sensitivity/Personal Dietary Preference - But Does Not Require Medication

In the case of minor allergies, food sensitivities or personal dietary preferences, the online enrollment forms must accurately reflect the nature of the child's sensitivity/allergy/preference.

Because life threatening allergies need to remain a top priority for the health and safety of our students, we cannot guarantee accommodations for minor allergies, food sensitivities or personal dietary preferences unless they are accompanied by care plans and/or medication orders that have been filled out and signed by a health care provider.

In some cases, we may require a *Medication Opt Out* form from the family stating that the child's allergy is non-life threatening as well as the family's choice to "opt-out" of keeping any medications on site. This is especially important in cases where the family's choice not to keep medications at school is contraindicated by your child's health care provider. Alternatively, a signed letter from the family stating the above is also satisfactory.

No additional paperwork will be necessary other than making sure that the online enrollment forms accurately reflect the nature of the child's sensitivity.

***The optional suggestions numbered 1-3 as listed above (Alternative Safe Snack Stash, Additional Documentations, and Class Celebrations/Treats) in reference to life threatening allergies also applies to minor food allergies, food sensitivities and personal dietary preferences.**

Allergies and Snacks at School

Due to the nature of how snack is provided at our school, we cannot *guarantee* that DCP is a "nut-free" school, but we do strongly discourage any nuts or nut products from entering the school.

At times, it happens that certain foods are medically necessary for some students. In these cases, those foods will be made available on the monthly DCP Snack Calendar with the exception of those foods that could potentially cause any severe allergic reactions.

In classrooms where there are several life threatening and major allergies, the classroom teachers may elect to set up snack with the assistance of the helping

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parent. Classroom teachers will be in charge of preparing snack for any children who are specifically providing their own snack due to allergies and/or medical conditions.

Allergies and Classroom Materials

DCP classrooms use homemade play dough that does typically contain white flour. If your child has a gluten sensitivity that will also prevent them from being able to play with our usual homemade play dough, please let us know so that we can make the proper arrangements.

Celebrations, Food Sharing and Allergies

Please be aware, there are certain times during the year, such as birthdays, where families are allowed to bring in homemade treats according to the guidelines that are set out by their child’s teachers at the beginning of the year. Any parent may provide an alternate snack for their child on these days if they would prefer.

The DCP staff will discourage children from sharing food as an additional safety measure while in our care and we will always encourage awareness and acceptance of inclusive practices for the different needs of children.

The health and well-being of our students is a top priority at our preschool. The above list of procedures will help us work together to maintain this priority. Please do not hesitate to contact our Assistant Director or our Director should you have any questions regarding allergies and how they are handled at DCP.

Snack at DCP

The DCP is committed to offering nutritious snacks for our children to enjoy. Our helping parents provide snack each day for their child’s class.

USDA Guidelines

It is important that the children receive offerings from at least two different food groups in their snack each day. If a sweet treat is served because of a birthday or other special celebration, two food groups will still need to be represented. The following are the various food groups recommended by the USDA:

- Bread/Cereal/Rice and Pasta
- Fruits
- Vegetables

- Milk/Yogurt & Cheese
- Meat/Poultry & Fish
- With the exception of Field Trips or special occasions, water will be the beverage served.

Snack Calendar

In order to keep students safe and healthy, DCP provides a monthly Snack Calendar on our website that takes into consideration the diagnosed food allergies in each classroom on any given day of the week. This way, helping parents who are bringing snack to school each day can be assured that the choices listed on the Snack Calendar are safe for all students in the class. Due to the nature of how snack is provided at our school, we cannot *guarantee* that DCP is “nut-free” but we do strongly discourage any nuts or nut products from entering the school.

The Snack Calendar is a suggested schedule, in the event that you need to make substitutions, please try and select comparable items if possible and always be sure to check with the Executive Director, Assistant Director or the classroom teachers regarding allergies when choosing substitutions.

Classroom teachers will always check to see that the snack that has been provided by the helping parent is in accordance with the monthly DCP Snack Calendar.

Please choose two of the four items listed for each day. State licensing regulations require that any part of snack other than fresh fruits and vegetables be prepackaged. Note that fruits and veggies need to be on site here at school in our kitchen, as it has been inspected and approved by the Colorado Department of Public Health and Environment.

Snack Procedures

When setting the table, set places for yourself and the classroom teachers. You become a role model for the children at your table for conversation, manners, and good eating habits.

In classrooms where there are several life threatening and major allergies, the classroom teachers may elect to set up snack with the assistance of the helping parent. Classroom teachers will be in charge of preparing snack for any children who are specifically providing their own snack due to allergies and/or medical conditions.

Classroom teachers will always check to see that the snack that has been provided by the helping parent is in accordance with the monthly DCP Snack Calendar.

Please remember that parents and staff must utilize and help the children with proper hand-washing techniques prior to having snack.

When preparing and serving snack, parents and staff should always use the food service gloves provided.

As required by the health department, staff members will assist parents in completing the recommended table cleaning and sanitation procedures prior to eating snack and afterward as well.

Child Care Licensing

The Colorado Department of Human Services licenses Denver Cooperative Preschool. Our licensing reports, fire inspections and other documentation are conveniently located in the Director's office for your review. DCP is committed to providing a safe and healthy environment. Please always feel welcome to address any and all concerns with the Director or board member. Parents may also contact:

Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203
303-866-5700

- To review provider files: 303-866-5088
- To file a complaint or report licensing violations:
303-866-3755
- To obtain licensing information: 303-866-5958
- DCP's license number is 47126.

Child Abuse Reporting

Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, child care center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker has "reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or

conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency.”

“Abuse” or “child abuse or neglect” means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling or death; any cause in which a child is subjected to sexual assault or molestation, sexual exploitation or prostitution; in any case in which a child is in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services at 720-944-3000 or the police department. It is not the staff's role to investigate suspected abuse, only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, laws provides for the protection of the identity of the reporting agency.

A child care worker who fails to report suspected child abuse or neglect commits a class three misdemeanor and will punished as provided in section 18-1-106, C.R.S. The staff person could also be liable for damages “proximately caused thereby.”

Dressing For Success

DCP embraces outdoor play. Children are expected to come prepared and be properly dressed for outside play in all weather, including inclement weather. The Director will decide if the weather is not favorable for outdoor activity. Should weather prevent outdoor play then outdoor time will be replaced by additional time in the classroom or in fellowship hall. Your child should also be properly dressed for all the possible classroom activities (painting, sand and water play, etc.).

Snow/School Closing/Inclement Weather

When the Denver Public Schools are closed due to inclement weather, the DCP will also be closed. The parent body will be notified via an all school email and parents may also receive phone calls from their classroom liaisons as an additional measure of communication if deemed necessary by the Director.

In the event the DCP closes for other reasons, these same forms of communication will be used.

Excessively Hot or Cold Weather

Children will be given the opportunity to be outside whenever possible. If the outdoor temperature is excessive, children will remain indoors. Sun in Colorado is intense at all temperatures. Please apply sunscreen to your child prior to coming to school. Should you plan to have sunscreen applied by a staff member, a permission form will need to be completed indicating whether you want the school sunscreen applied (Rocky Mountain Sunscreen) or your own labeled with the child's name.

At all times, common sense will be used when determining if it appropriate for children to play outside. On days when the wind chill is too low, the children will participate in active learning indoors.

Diapering and Toilet Training

All children will be supervised when using the restroom by a classroom teacher and at least one other adult. Only teachers and other staff members who have completed the Universal Precautions training will provide bathroom and diapering assistance. Parent helpers will only be used as a second supervisory presence in the bathroom or to help with the diapering and toileting of their own child. Children are diapered as needed. Teachers will also be responsible for facilitating appropriate hand washing techniques with all students at all times.

Children's Personal Belongings and Money

Students often have special things, which they want to share with their classmates. We recommend that any personal objects of value not be brought to school. An adult may bring in the item and take it home immediately. DCP provides small cubbies for storage of personal belongings while at school. We cannot be responsible for any loss or damage to students' personal property. Please do not send any extra money to school with your child.

Insurance

The DCP carries insurance protecting the property of the preschool and the children against negligence. It is assumed that all parents carry medical insurance to cover accidents that happen during school hours.

Discipline and Guidance

Our policy is to interact with each child in a way that promotes a sense of self-worth, while reinforcing classroom guidelines or behavioral standards. The underlying goal of discipline is to help a child make more appropriate choices and learn better skills for interacting with others and the environment.

Our approach is to have an enriching environment for children, establish classroom guidelines which are reasonable and which promote a safe environment, and interact with children in a manner which promotes positive self-esteem.

Our method of discipline encourages the use of the positive rather than the negative. Our positive approach to discipline recognizes the development of children at varying ages and stages. Expectations for a two-year-old differ from those for a four-year-old. This is taken into consideration in the planning of the environment, the activities offered, and implementation in the classroom of such times as transitions, clean-up and group time.

We prohibit the use of physical touch as a method of discipline except in the case of needing to restrain a child from injuring himself or herself or others. Spanking or physical punishment is an unacceptable method of discipline and will result in immediate expulsion or termination (please see Article V. Number 5 of the bylaws). Discipline which blames, criticizes, discourages, and creates barriers to the development of a positive self-image is not appropriate.

The role of the Classroom Teacher at the DCP is unique. She or he is assisted in the classrooms by the parents who rotate the helping parent responsibility on a scheduled basis throughout the year. The children experience a variety of personalities and interpersonal styles of parents with this emphasis on parental involvement. The role of the Classroom Teacher is particularly important as they are the primary people in the classroom every day. To assure consistency in approach, the Classroom Teacher has the responsibility to model appropriate discipline for children and parents alike.

If the Classroom Teacher notices a child is having behavior difficulty or is causing extreme disruption in class, the parents will be notified by the Classroom Teacher or the Director. The Director, Classroom Teacher and parents will then work together to develop a strategy to address the areas of concern. It may be determined that it is necessary to have the child observed and evaluated in class or off-site by an appropriate professional using appropriate evaluation methods (Child Find or an alternative). The DCP Advisory Board will be contacted, when

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appropriate. This process will enable the Director and Classroom Teacher to have the information necessary to ensure a positive classroom experience for the child and the other children in the classroom. The school will use best efforts to maintain the child's and the parents' confidentiality.

Developmentally Appropriate Guidance Techniques

- Helping children to identify and label emotions
- Helping children learn to identify the emotions and feelings of others (empathy)
- Helping children to learn to identify body cues such as facial expressions
- Utilizing puppets or dolls or other props to act out common situations
- Utilize photos, books and posters to discuss feelings
- To work towards building the child's emotional vocabulary
- Create opportunities for role playing
- To offer a cozy corner/privacy space when a child wants some alone time to work out his/her feelings (space in complete view of the Classroom Teacher)
- To teach the children the 3 basic safety rules: I will keep myself safe; I will keep my friends safe; and I will keep our things safe
- To redirect children to other activities when appropriate
- To coach children in social situations when necessary
- To use words of encouragement to build self-confidence
- Facilitating regular class meetings to discuss common problems
- Encourage children to brainstorm ideas
- To teach the children the five steps of peaceful conflict resolution:
 - What is the problem? What can I do? What might happen if I...?
 - Choose a solution and use it and ask: Is it working? If not, what can I

do now?

Recommended Approaches to Discipline

Discipline is an area of great importance in the classroom. Our approach is one of positively supporting the child, not negatively punishing. To be consistent in the classroom please talk with the Classroom Teacher if you have any questions in regards to discipline in the classroom.

Guidelines for the Helping Parent

You, as a helping parent, are an assistant to the Classroom Teacher periodically. Guidelines for the helping parent are listed below. However, details may be adjusted by the individual Classroom Teacher.

Due to the timing of activities, it is necessary to have you arrive at least 15 minutes before class convenes and to stay 15 minutes after class.

If you are unable to make your parent helping day, it is your responsibility to find a replacement parent helper. Please be sure to note this change on the class calendar in advance if you are switching days, and to call the Classroom Liaison. In the event of an emergency, please let the Classroom Teacher and Classroom Liaison know.

You are to provide the snack on your helping day. In consideration of classroom allergies, please be sure to use the DCP Snack Calendar.

Siblings are not allowed to attend with you on your parent helper day as per state licensing regulations. It is distracting for you, your child, the class and the Classroom Teacher. This is your child's special day. This time alone with you and the Classroom Teacher can be a rewarding experience.

The role of the helping parent may be as large as you choose to make it. You will enjoy your year far more if you go beyond simply helping the Classroom Teacher with routines. Learning about young children's growth and development, observing their different personality patterns, how they resolve conflicts and interact with their peers will make your days at the preschool more rewarding to both you and the children.

The helping parent role is a unique one. You serve as the assistant to the Classroom Teacher and in that capacity must follow the school policy and

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guidelines with relation to classroom discipline and procedure. The general rule is to defer to the Classroom Teacher for any out of the ordinary discipline requirements. The Classroom Teacher is responsible for discipline consistent with our discipline policy. (See Discipline and Guidance and/or Recommended Approaches to Discipline above).

Special skills or interests that you have can add much to the classroom. It need not be on a professional level to appeal to the children. Playing an instrument, potting plants, playing special games, doing crafts, job-related skills, etc., all are important in the classroom. At all times, however, the responsibility rests with the Classroom Teacher, so please clear special activities with him or her.

Before the children arrive, check the Classroom Teacher's posted pre-class duty list and lay out projects as the Classroom Teacher suggests. Check with the Classroom Teacher as to how you can best help.

Free play is an unstructured time when the Classroom Teacher and you act as facilitators of activities. You may act on a one-to-one basis with a child, assist restless children in guided play, help a loner find a companion, sit with children and just watch, comment on what a child is doing and encourage her or him to talk about it in order to see new relationships, print children's names on their art work and basically jump right in and enjoy!

During clean-up time help, individual children find a clean-up job. Get involved with the children and provide choices; reluctant children can be inspired. "How fast can we put these blocks away if we all work together? Which size blocks would you like to take care of?"

Snack time serves several purposes. It offers a change of pace and a chance to renew the child's energy. The experience of eating at preschool represents a step in the social development of the child. It provides an occasion for relaxed conversation with the children, parents and Classroom Teacher. It is also an excellent opportunity to learn about preparing food, handling knives, setting the table, serving, pouring, and cleaning up.

Parents assist the Classroom Teacher in this process by sitting with the children at the snack table. Parent and Classroom Teacher together model appropriate eating habits, clean-up routines, and facilitate language and conversation. The food itself gives children experience in contrasting textures, shapes, tastes or colors. Some snacks demonstrate what happens in food processing; for example,

making butter, applesauce, or ice cream. (Remember that your toaster oven, electric frying pan, mixer, blender and other small appliances are all portable). Other snacks demonstrate different forms of a single food such as grapes, grape juice and raisins; or apples, apple juice and applesauce; or cucumbers and pickles. Generally, the snack should be nutritious or educational or both. Through the snack children can become acquainted with a variety of healthful foods. (See Snack Time Suggestions).

You may wish to be the helping parent on or near your child's birthday and bring a special treat. Candles may be brought but it is a state requirement that they may not be lit.

For outside playtime, you will help with boots, jackets and mittens when necessary. It is a state requirement that one adult be on the playground with the children at all times and that children are accompanied to and from the classroom by an adult.

After children leave, please follow the Classroom Teacher's directions for clean-up.

The Parent/Tot classes are structured differently because a parent attends with each child. The first part of class includes free play, some structured activities, story and songs. The snack parent serves the snack after the children have been outside. In the last hour of class the parents leave for discussion time (about 30 minutes) with the Classroom Teacher or a speaker. Two teachers watch the children while the parents and Classroom Teacher attend the group meeting (and have their own snack provided by the snack parent).

Only staff members who have completed the Universal Precautions training are allowed to diaper and help with toileting of children. Parents may only diaper and help with toileting of their own child. (See Diapering and Toilet Training Policy).

Use of DCP Classroom Teachers or DCP Staff as Babysitters, Caregivers or Advisors

Should parents, family members or friends of DCP students (the "Requesting Party") request that a DCP Classroom Teacher or DCP staff member provide any sort care, supervision, guidance or activity for a child or children outside of the DCP standard classroom hours established for that child or children, and that DCP Classroom Teacher or staff member agrees to the request, such an arrangement

(the “Arrangement”) will be an independent contractor relationship between the Classroom Teacher or staff member and the Requesting Party. During any Arrangement between the Requesting Party and a DCP Classroom Teacher or staff member, that teacher or staff member is acting as an independent contractor and not as an employee, agent or representative of DCP. Any manner, method, and means used by the Classroom Teacher or staff member to perform babysitting, supervision or other guidance or activity during the Arrangement shall be under the Classroom Teacher or staff member’s sole discretion and control, and in the capacity as an independent contractor. DCP is not responsible for the Classroom Teacher or staff member’s conduct during any such Arrangement and the Requesting Party assumes all risk associated with the Arrangement, including, but not limited to, property damage, and physical or mental injury to any person or animal.

Cell Phone Policy

When caring for children, all staff, Classroom Teachers and parent helpers shall refrain from using personal electronics, including but not limited to cell phones and MP3 players.

Admissions Policies

Age Guidelines for 2015-2016 Classes

<i>Class</i>	<i>Birthday Ranges</i>
Parent/Tot	12 months by September 1
2/3s	24 months by September 1
3/4s	36 months by September 1
Pre-Kindergarten	4 years of age by October 1

Local kindergartens have varied cut-off dates for starting. Parents are encouraged to explore their options.

Lottery

The method for placing children into classes at the Denver Cooperative Preschool shall be a lottery. The lottery shall be held each February in order to fill classes for the following school year.

A lottery form for each student (including twins) must be completed and submitted in order for that student to participate in the lottery. A \$60 non-refundable lottery fee will be collected with each form.

A family currently enrolled at the DCP must be in good standing with regard to financial obligations and the terms of the Cooperative Agreement prior to participating in the lottery. If a family is delinquent with regard to either of the above, the Director of the DCP will contact the family to make sure they are aware of their obligation.

Online lottery forms, with specific age guidelines, will give families the opportunity to indicate a first, second and, where appropriate, third or fourth choice for class placements for each child. If a student does not get his/her first choice in the lottery, he/she will be placed in the second choice and put on a waiting list for the first choice. If the second choice is also not available, he/she will be placed in the third choice and put on a waiting list for both the first and second choice, and so on. If only one choice is indicated on the lottery form and it is not available, the student will be put on a waiting list for that class.

Upon entering the DCP, each student receives a preference status designation which determines the order in which that student will be chosen during the lottery. Current students and children of teachers are granted the highest preference (1), followed by siblings of current students (2), students from DCP alumnae families (3), students from families belonging to the church where the preschool is located (4), and students who are new to the DCP (5).

Children who are age-inappropriate may lottery for a specific class only with prior Director approval. However, any family may request that an age-inappropriate child be placed on a separate waiting list for a specified class. In mid-August, if a class is not full and there are no age-appropriate children on a waiting list, the Director may consider placement of age-inappropriate students.

Families who have participated in the lottery may subsequently request placement on any additional waiting lists; however, they will be added to the bottom of their preference status category according to the date of their request.

Families who miss the lottery may request placement on any waiting list of their choice. They also will be placed at the bottom of their preference status category

according to the date of their request.

Following the lottery, class lists and waiting lists will be available on the DCP website and new families will be notified as to whether or not their children were placed in classes. Posted lists will include the child's name, preference status designation and the number representing the order in which they were chosen in the lottery. Please note: lottery numbers do not dictate future movement on waiting lists.

In order to secure a spot in a class, families must complete all necessary forms and pay all fees by the due dates.

Each year, the President-Elect is guaranteed his or her first choice for classes for any children he or she has enrolled at DCP for his or her upcoming year as President, as voted on by the Governing Board.

Waiting Lists

A waiting list for each class will be maintained for the purpose of filling openings as they arise.

As with the lottery, preference status designations apply to all waiting lists. Current students (those students who have attended school and satisfied all appropriate financial requirements) and children of teachers (1) are granted the highest preference, followed by siblings of current students (2), students from DCP alumnae families (3), students from families belonging to the church where the preschool is located (4), new current students (4.5) who are defined as those new students who have not yet attended school but have secured a spot in a class by satisfying the appropriate financial obligations and, finally, new families (5), who are defined as those new students who are on a waiting list but have not yet made any financial commitment to the school.

When there is an opening in a class, the spot will be offered to the student at the top of the appropriate list with the goal of achieving or maintaining a gender balance in that class. However, if the gender needed is from a new family and there is also a current student of the opposite gender at the top of the list, the current student will be offered the spot.

Notwithstanding the foregoing described wait list process, once the President-Elect is elected at the Spring All-Parent Meeting, if the child or children of that President-Elect have not been placed in their first choice class, that child or children will automatically be placed in the number one spot on the waiting

list for their first choice class.

When a student from a new family is placed in a class, any siblings of that student who are on waiting lists for other classes will be changed from new status (5) to sibling status (3). The siblings will then be moved into the last position on any waiting list given this new preference status designation.

If a family from the waiting list declines to take a spot when offered, they will be asked if they wish to be taken off the waiting list. If they choose to remain on the waiting list, they will continue to be offered spots until they request to be removed.

If a current student participating in the lottery does not get their first choice and chooses not to commit to the spot in their second choice (by paying appropriate fees); they will be changed to alumni status on the waiting list for their first choice upon the end of the current school year or upon withdrawal from the school.

Bylaws