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PARENT HANDBOOK

WELCOME!

The Oakland Cooperative Playschool (OCP) is a place where the parents and the teacher(s) work side-by-side to create a positive environment for children. We grow and learn together through play, exploration, creativity in art, music and literature. We strive to develop imagination, growth in self-esteem, and promote mental, physical and social development.

We are a non-profit organization. The OCP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students. OCP does not discriminate against color, race, nationality, religion and/or ethnic origin in administration policies, admission policies, scholarship and loan programs, nor athletic or other school-administered programs.

OCP POLICIES

- The Playschool accepts any child 18 months - 5yrs old.
- Parents must be willing to participate in the cooperative operation of the playschool
- Children must be the age of their intended class by Sept 1. (The teacher may evaluate eligibility and recommend to the board for a class that doesn't coincide with the child's birthday.)
- A parent must be present during Tots class with their child.
- Openings in classes will be filled off a waiting list OCP considers Sutherlin and Oakland school district schedules when planning our school year.
- In poor weather conditions, school cancellations will be based on surrounding district decisions. In the event of a two hour delay at a neighboring district, playschool will be cancelled.
- OCP strives to provide a collaborative and cooperative environment where member families feel informed and valued. The teacher, class coordinators and school board will work diligently to make important information known to all parents via Band and in designated classroom areas.
- Parent meetings are mandatory. Parents who do not attend will be billed a \$50 inconvenience fee. The school board will work to communicate through all available channels in an effort to reduce the amount of parent meetings scheduled.

CHILD SAFETY

- The safety of the children is the primary focus at OCP. All parents or family members who volunteer in class are subject to a criminal background check. Any info received will be filed confidentially and will only be available to the teacher(s), President and Vice

President of the school board. One initial background check per family is included in your registration fee.

- Families will be charged \$5 for any additional background checks required for classroom volunteers and working parents.
- OCP requires helmets to be worn any time a student is outside on a bike, scooter, or other wheeled device.
 - Helmets will be provided. They will be clean, fitted and tagged with your child's name for the duration of their time with OCP.
- OCP has a no weapons policy consistent with ORS 166.370.
- Any inhibitors or tobacco products are not allowed on the premises. This includes the school building, play yard, and gym area while children are present or during school hours.
- When volunteering for OCP, you will be assisting the teacher and will be responsible for the safety and well-being of the children. It is important to understand that doing anything which might impair your mental state, legal or not, is unacceptable while working with The Oakland Cooperative Playschool students.

CLASSES:

Tots

- Thursdays from 8:15-9:15AM
- All parents must attend and remain with their child throughout

3s Class

- Tuesdays and Thursdays from 9:30AM-12PM *Child must be potty trained
- One to three parents (depending on class size) are required to volunteer for each school day.
- Please arrive 20 mins before class to receive instructions for the day and prepare for students to arrive.
- Parents will sign up via Band around the 15th of each month for the next month's volunteer days.
 - The class coordinator will post sign ups.
 - If a parent cannot work on the day they signed up for, it is their responsibility to make arrangements for another family to take their place.
 - You must also notify your class coordinator and the teacher when a replacement is found. (\$15 fee paid to family taking over an in class shift)
- The working parent is responsible for bringing a snack or ingredient to prepare and share on their working day. (The job you sign up for will determine if you're bringing a protein, fruit/vegetable, and/or ingredient for your in class day. See snack option list in orientation packet on BAND.)

4s Class

- Mondays, Wednesdays and Fridays from 9AM- 12PM *Child must be potty trained
- One to three parents (depending on class size) are required to volunteer for each school day.

- Please arrive 20 mins before class to receive instructions for the day and prepare for students to arrive.
- Parents will sign up via Band around the 15th of each month for the next month's volunteer days.
 - The class coordinator will post sign ups.
 - If a parent cannot work on the day they signed up for, it is their responsibility to make arrangements for another family to take their place.
 - You must also notify your class coordinator and the teacher when a replacement is found. (\$15 fee paid to family taking over an in class shift)
- The working parent is responsible for bringing a snack or ingredient to prepare and share on their working day. (The job you sign up for will determine if you're bringing a protein, fruit/vegetable, and/or ingredient for your in class day. See snack option list in orientation packet on BAND.)

REGISTRATION AND FEES:

Parents must be familiar with and follow the OCP financial policies that follow:

- Tuition is due on the 1st of each month. It is late after the 5th and a \$15 late fee will be charged.
- ❖ Tots annual tuition (Sept – May) is \$405 or \$45/month
- ❖ 3's annual tuition (Sept – May) is \$1575 or \$175/month
- ❖ 4's annual tuition (Sept – May) is \$1800 or \$200/month
- Tuition is discounted 10% each additional child per family, rounded up to the nearest dollar.
- Tuition paid in full by September 30 qualifies for 5% discount, rounded up to the nearest dollar.
- Families must keep their account with OCP current.
 - In the event of unforeseen circumstance, it is up to the family to discuss a possible financial arrangement with the treasurer and President.
 - Families failing to bring their account current after 30 days or make payment arrangements may be asked to withdraw.
- Tuition must be paid whether or not the child attends school full time. This may be negotiated with the board in the event of a family emergency, court ordered custody or vacation lasting longer than one month.
- A non-refundable annual \$50 registration fee, \$50 cleaning fee and \$50 supply fee is required to enroll.
- Any missed scheduled volunteer day will be billed \$15 to pay the family covering your shift. *If school has to be cancelled in the event your shift is not covered, a \$50 fee may be charged depending on the circumstances.

When you work the day you switched, or cover a day for someone, you will be paid/reimbursed \$15.

With board approval, the \$15 may be reduced or waived, due to extenuating circumstances. Common sickness is not an extenuating circumstance. *If a parent signed up to work in class should end up subbing, the school will cover the \$15 coverage fee.

\$10 fee is charged if the school or a parent not working in class that day provides the snack should the signed up parent not bring it.

PARENT OBLIGATIONS

All class helpers must be at least 18 years old and have a current background check on file. If parents are separated, it is their responsibility to work out signups for volunteering in class, events and fundraisers.

Parents are expected to be respectful of one another in front of the children and remain professional at all times. If an altercation were to happen at school or a school event, a temporary ban from school activities will be in effect until the board can meet to evaluate the need for withdrawal.

If any concerns need to be discussed with the teacher, please communicate in writing. Participate in Taco Sale the 3rd Saturday of May unless excused by the board. Not participating will result in a \$150 fee due before your child returns to school.

Participate in at least ONE additional fundraiser per school year. The OCP depends on fundraising events to keep tuition low. The board will choose the best options that require the least time away from our families and consider each individual's gifts and strengths. Volunteer for at least ONE special event (holiday party, winter performance) per school year. Special events are an opportunity for parents and children to socialize, celebrate and do projects together but they need volunteers to make them happen.

Sign up for at least ONE job committee (cleaning/maintenance) per year. Participating on a job committee that lasts for a specified amount of time is mandatory.

Job Committees – each family signs up for at least one per year:

-Maintenance and Repair/Outside Clean up of play yard/ Bike track.

Failure to participate in the above listed obligations will result in a \$50 inconvenience fee for each occurrence. No exceptions to this fee will be made for families enrolled for at least one term (3 months). Fee will need to be paid if not signed up and completed by April, before your child returns to school.

*You may “buy out” of the helping for a special event \$50, one time cleaning \$50 and one fundraiser \$100 at the time of orientation or enrollment, if after the school year begins. Failure to participate is a \$75.00 Fee.

All parents, working outside the home or not, are responsible for participating in OCP duties. OCP recognizes that parents working outside the home during school hours may have difficulty fulfilling their responsibility of volunteering during class. In this instance, the following options may be useful:

- Parents may provide a substitute (like a grandparent) who would like to volunteer in their place. This substitute must pass the criminal background check in order to be approved.
- Arrange for an “in-classroom parent for pay” to take their monthly shifts. This parent is willing to volunteer extra shifts in the classroom in addition to their own requirements. The parent that makes this arrangement will be billed \$20 each shift. The parent who volunteers for additional shifts will be paid the \$20 each time they work in addition to their own monthly shifts. This arrangement MUST have prior teacher and board approval 24 to 48 hours prior to shift.
- Parents who do not make it when scheduled to work in class are still responsible for providing the ingredient or snack they were signed up to bring, Unless the other parent agrees to bring in the snack, which will be an additional \$5 charge.
- Parents are expected to attend parent meetings, stay in communication on Band, and monitor your child’s weekly folder to learn about upcoming fundraiser events, school activities, field trips, teacher info, and policy changes.

CLASSROOM RULES AND GUIDELINES

Parents are responsible for the safe & timely arrival and pick up of their child.

****No late admittance past 9:10 for 4s class & 9:40 for 3s class.** If you are running late, communicate via Band or phone, as soon as possible if it’s past 10 minutes, we will see you the next school day. Our goal is to not interrupt the entire class due to tardies.

Upon arriving at school, you must make contact with the teacher or a working parent before leaving your child in the building. Be on time for pick up. Notify the teacher in advance if someone other than the active parent is scheduled to pick up.

Immunizations must be up to date, per state recommendations in order to participate in OCP. Immunization records will be accessed through the state system. Exemptions from your child’s doctor need to be turned in by December 1st.

OCP is a learn-by-play school. Children should wear clothes suitable for playing with paint and other messy materials and dress appropriately for the playground in inclement weather conditions.

A gallon-sized zip lock bag with a clean change of clothes and clean, closed toe shoes for classroom use only must be provided prior to the start of school.

Please, no toys from home to school with the exception of agreed-upon show and tell items. No violent toys will be permitted.

Siblings In The Classroom

-Siblings are welcome to come with the parents for in-class volunteer days. They are expected to follow the same rules as the children in class.

-Parents are responsible for the safety of the siblings they bring. If the parent is unable to attend to them in a situation of disruptive behavior, or possibly injury, the other in-class working parents have the authority to handle the situation in a manner they see fit.

-If a sibling(s) becomes continuously disruptive during class, you will be asked to please make other arrangements for them on your working days.

If your child (or their siblings when planning to attend) have a fever, diarrhea, or colored nasal

discharge, please DO NOT attend school. All children must be symptom free for 48 hours before returning to school.

FIELD TRIPS

Field trips are included in the OCP curriculum. All classes are welcome & encouraged to participate in field trips. Written consent must be on file at school. While walking field trips are supervised by the teacher and in-class parents, all parents are encouraged to join.

Notification and reminders will be sent in advance via Band and/or the school newsletter. Tots are encouraged to join in for field trips with their parents as chaperones.

TIPS FOR YOUR FIRST DAY AT SCHOOL

Please be on time. If your child is more than 10 minutes late they may not be permitted to stay for class as it can be too disruptive once class has begun. Don't miss out on Meet the Teacher Day so your child will have had a chance to be introduced to their new teacher and classroom.

Each child adjusts in their own way, at their own rate. Talk about going to playschool to get them excited. It's not unusual for a child to be shy, to stand around, want to cling to parent, refuse to take turns, or to cry. Find a quiet, unobtrusive place to sit near your child and allow them to move away from you as they find activities that interest them.

The teacher has experience with children. She will see your child each school day. If you have any particular problems concerning your child, please feel free to discuss them with her. It will help her to better understand your child and support you.

Dress your child in older, comfortable clothes. Make sure they have their zip lock bag of extra Clothes, including socks & underwear, at school & their classroom shoes to change into at their cubby.

Label

whatever necessary, including jackets, sweaters, backpacks, and water bottles.

DAILY ROUTINE DUTIES OF IN-CLASSROOM WORKING PARENT

There are 1-3 parents assigned to assist in the classroom each day. Parents sign up for volunteer days on the calendar posted on Band. Please arrive at class 20 mins prior to school starting, to get directions and help the teacher prepare for the day. Upon entering school, Parents and children must change their shoes and wash their hands.

Please do not focus solely on your own child while you are working in the classroom; working parents are there to assist and interact with all the children in class. During class, assist the teacher and supervise the children's playtime. Make a group effort to focus on shy or aggressive children. According to the work schedule, each working parent is responsible for providing a protein, fruit or veggie OR ingredient for snack. *Reminder: this is a snack during a 2.5-3 hour class. We mimic Roseburg playschools snack options. OCP will consider any dietary and allergy

needs of enrolled students when developing policy and snack plans. Children may bring their own snack instead of having the communal snack. If a parent chooses to pack their child's snack, they are still responsible for bringing the ingredient or snack for which they signed up on their volunteer day. (Please do not send cookies, cake or candies ect without prior approval from the teacher) Snack idea lists can be found on BAND, posted at school and on our website.

Parent volunteers must be familiar with OCP discipline policies and assist the teacher in controlling situations that arise in the classroom. The teacher and parent volunteers must stay at school until every child has been picked up. If unsure of your responsibilities during class, ask the teacher. The first priority is making sure the children's needs are met and teacher's expectations are met before taking a break.

The parents volunteering for the day are responsible for cleaning the kitchen, and bathrooms. Vacuuming classroom rugs and spot mopping as needed after class. The class coordinators & school board are responsible for making sure each parent is familiar with the cleaning routine and responsibilities for which they sign up. The list of cleaning duties will be hanging in the kitchen and bathroom areas as well as found on BAND.

IN-CLASSROOM PARENTS AS ASSISTANT TEACHERS

You are in a special environment at OCP. You have the opportunity to improve your parenting skills by working with children in supervised learning and play situations to constructively guide their behavior. Here are some pointers to help ensure positive interaction with the children. Please work closely with the teacher for guidance and help in situations where you are unsure.

How Can I Help At Playschool?

- Follow schedule and instructions pertaining to your in class job, hanging in kitchen, bathroom and classroom areas.
- Supervise a learning center with direction from the teacher. Encourage a group of children to interact with the activity, get them involved and help them to interact constructively with each other.
- Get down on the child's level and spend time getting to know them.
- Encourage and help clean up when they are finished or when teacher calls them to a new project.
- Take the time to teach yourself about the playschool classroom. Learn where supplies are kept, ask questions and observe the teacher. There is a lot to learn, and no one expects you to know everything in the beginning.
- Plan and implement an activity for a small group of children with guidance from the teacher. Pre-planning is essential, but remember to be flexible and alert to the children's needs. For example, you may read a story, use a flannel story board, offer an art or science activity, play a game or work with the children in a creative dramatic experience. The teacher can assist you as needed.
- Contribute to curriculum planning. The more ideas that are shared, the richer the learning experience will be for parents and children.

- Note and communicate to the teacher the progress and needs of individual children with whom you are working.
- Be accepting and non-judgmental of differences in children and adults, such as behavior, personality and lifestyle.
- Try to acknowledge the feelings of each child, while calmly & firmly communicating clear boundaries/limits.

What Techniques Can Help In My Interaction With Children?

State suggestions or directions in a positive, rather than a negative, form. Tell children what they can do rather than what they cannot do. "Use both hands to climb," instead of "Don't fall!" When possible, do activities you enjoy. For example, if you don't enjoy reading to a small group, find another activity you do like, such as an art project, table game, or just seeking out a child and spending a few moments on their level getting to know them. Give children a choice only when you intend to allow them to choose. For example, say, "time to go," instead of "do you want to go?" Recognize and congratulate acceptable behavior. Praise the deed, and do not use labels. Define basic limits in the school. Children are free to explore so long as they do not hurt themselves or others, do not destroy equipment or materials, and do not disturb other people.

Really listen to the children when they talk to you. Try to understand what they are attempting to communicate to you.

Allow plenty of time for transition from one activity to another. Give an adequate warning because it is difficult for children to stop doing something in which they are involved.

Don't make fun of the children or talk about their behavior in their presence. Embarrassment can reduce their sense of self-worth.

Avoid competitive remarks such as, "Throw the ball as far as Leslie does." There is no need to foster competition between children.

Redirect dangerous activities. "The sand needs to stay in the box," rather than "Don't throw the sand."

Set a good example. Children imitate what they see and hear.

Children are never left unsupervised. If you must leave the area, alert another classroom parent or the teacher to watch the area for you.

Limit the number of children in your area to the number you can safely supervise, or ask the teacher or another parent for help until some of the children move to another area.

Generally, avoid confrontation with your own child at the playschool. Often, children respond more positively to an adult other than their own parents.

Try to relax and enjoy the experience at playschool. An accepting attitude on the part of the Parents are the most important ingredient of a good playschool.

The teacher is your resource person. Consult her when you have doubts about handling situations with children or need help at OCP. Another resource would be a parent returning from the previous year.

Physical Safety of the Children

General rules of all equipment are based primarily on safety and on helping children to learn

cooperation through play.

Let the children use equipment as flexibly and creatively as possible.

Allow nothing under the large equipment which might make a fall dangerous.

Do not permit climbing with toys in their hands or while wearing costumes.

Do not allow sand or rocks to be thrown.

Do not leave your area unsupervised.

Remove sharp or rusty materials and sticks from the area.

Report equipment problems.

Keep alert constantly.

Use your judgment in situations demanding immediate attention.

Oakland Cooperative Playschool Discipline Policy

The need for discipline can often be met by redirecting the child toward one of these more appropriate uses of energy. OCP believes in a positive approach. Simply saying "please walk," instead of "don't run," can have positive results. Remind the children to use words to express their feelings. When the teacher and in-classroom parent displays appropriate behavior, the child is allowed the opportunity to observe the positive choice in a given situation. These positive approaches toward practicing "self-discipline" will also aid the child in his or her social development.

When circumstances indicate a child is in need of constant adult attention for a short period of time, the child may become "partners" with the teacher or parent teacher until she or he can be self-directing again. In a situation during school where a child is screaming, pinching, kicking, or hitting, the child may be sent to a time out or body break bench in the designated area of the classroom, thus giving him or her an opportunity to regain their self-control.

Under no circumstances is there to be any physical punishment or threat of physical Punishment. Not even to your own child while in the classroom.

Behavioral Concerns

In situations where there is an on-going problem, the first step will be to contact the parent to schedule a meeting to determine more about the child's behavior at home and discuss any possible underlying problems or concerns the child might be having. The parent and teacher will make an effort to observe the child and record the instances of behavior and the circumstances in which it occurs and brainstorm possible solutions.*ESD can sometimes be on site to assess children's needs and offer guidance to the adults and teacher in the classroom.

Adverse Situations

It is important to the playschool that all children feel safe and secure and protected from injury. Biting, pulling hair, kicking, hitting and any purposeful hurting of others is not permitted during school. Any child exhibiting extreme or consistently violent behavior will be sent home from school. If these problems persist, a parent/teacher conference will be arranged as soon as possible.

At the conference the following information will be discussed:

- Study records kept on the child's behavior and discuss any alternatives that can be made in the positive discipline approach, both at school and at home;

- Establish goals that are acceptable to both the teacher and the parents;

- Discuss the schedule for evaluation (weekly/bi-weekly) and arrange a follow up conference

*If the behavior doesn't change to a satisfactory level, the teacher and school board will meet to discuss if further goal setting is an option, or discuss alternative placement.

The OCP reserves the right to dismiss any child if and when the school board believes that placement of the child in playschool is not in the best interest of the child or the class members as a whole. Additionally, we reserve the right to exclude a parent from classroom activities and parent meetings if the parent is not acting in the best interest of the school.

Amended/approved by the OCP Board of Directors August 1 2025