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**CACTUS WREN COOPERATIVE PRESCHOOL, INC**

ORIENTATION MANUAL

2022-2023

**Revised July 2022 (Changes approved 7/19/22, to be confirmed August 2022)**

Cactus Wren Cooperative Preschool, Inc.

Orientation Manual

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**THE CACTUS WREN PROGRAM**

**Curriculum Philosophy**

The staff at Cactus Wren are honored to have the opportunity to meet your child’s early development needs. We greatly respect and value the role that you play in your child’s life and we look forward to sharing this educational and social growth process with you. We intend to provide a setting that will further develop their large and small motor skills through activities as varied as manipulating playground equipment, to learning to cut with scissors and strengthening their prewriting skills. In addition, the teachers will provide a language rich environment utilizing, among other tools, rhymes, stories, and songs. As your child interacts with the teacher and their peers, they will develop new social skills and gain greater self-confidence in many areas, all within the context of the four C’s: cooperation, coordination, competence and confidence. We recognize that nurturing and caring for our children is one of the most important and challenging jobs parents face. Throughout the school year, we will strive to establish and solidify networks of support among our families and staff-members. This will serve as the foundation of an exciting and positive learning environment for all of our children.

**Statement of Services**

Each school day, your child will be learning many things. Our daily schedule includes free play, Pledge of Allegiance, calendar, weather, theme, days of the week, months of the year, routines, phonemic awareness, guided movement activities, story time, and centers focusing on letters, sounds, math, numbers, shapes, colors, and crafts. We follow the Arizona Early Learning Standards in our classes. Your child will also be having a snack and discussing manners each day.

**Your Commitment to Cactus Wren**

* Cactus Wren Cooperative Preschool is a non-profit Parent Co-Op, and we emphasize parental participation!
* A minimum donation in the form of classroom/school supplies, classroom volunteer time or payment of your co-op fee is required and participation in school fundraising events and programs is highly encouraged.
* Provide snacks for a week at a time under the direction of the teacher several times throughout the school year.
* Attendance at two General Membership meetings is mandatory. The two meetings are Orientation at the beginning of the year and the General Membership meeting in March or April.
* The Registration Fee is $50 (non-refundable) every year

The tuition fees are: 2 Day Preschool - $175/month, 3 Day Preschool - $250/month, and 4 Day Pre-Kindergarten - $285/month.

\**Please ask about our available Quality First Scholarships.*

Classroom volunteering is entirely optional, but highly encouraged. There are 2 ways you can volunteer in your child’s classroom:

 1. Informal Volunteer: Someone who comes into the classroom for a short time during the school hours to help the students with hands-on learning activities, read a book to them or generally be an extra set of helping hands to the teacher and the aide. This type of volunteering can be counted towards your co-op contribution and should be documented on a "co-op contribution ticket". Note: You WILL NOT be left alone with the students in this capacity unless you meet the requirements of an Official Volunteer.

2. Official volunteer: A volunteer who comes into the classroom to substitute for a contracted staff member (usually a teacher's aide). This person is required to fulfill all the duties as described on the Orientation Manual(Please refer to page x for the complete Job Description). An Official Volunteer will need to provide Cactus Wren with the following:

· A copy of a current Arizona DPS Fingerprint Card

· A negative skin TB test within the past 12 months

· Proof of a current TDaP vaccination and signing a statement that indicates you are up to date on current vaccinations.

An Official Volunteer is responsible for documenting their time on the “substitute board” and that will be reimbursed in the form of a tuition credit which amounts to$52.00 per day on the next month's tuition. Official Volunteers will coordinate with the classroom teacher or Director to understand their role in the classroom if clarification is needed.

**HEALTH AND SAFETY**

At the beginning of the school year, you will be asked to complete an Emergency Information & Immunization Record Form. The State of Arizona requires the completion of this form. To safeguard your child, it is very important to keep this form up to date so that someone may be reached who is responsible for your child in an emergency.

One of the responsibilities of a preschool is to maintain the best possible health standards for the

protection of all children. We try to reduce health problems by having each parent observe a few rules about themselves and their child.

Each Official Classroom Volunteer must have an AZ DPS Fingerprint Clearance Card, a TDAP shot, and a TB test or chest x-ray within the last twelve months. A form will be provided so that you can present proof of testing. Classroom volunteers must always be under the supervision of the teacher or the teacher's aide when in the presence of the students.

**\*\*All forms given to the parent must be fully completed and returned before the child or parent will be allowed to participate in Cactus Wren.**

You are the one who knows your child the best, so you are the key to our health program. We depend on the parents to notice early signs and symptoms of any illness. These are some symptoms for which a child should be kept home or sent home from school:

* Runny nose, sneezing, or coughing
* Fever
* Rashes of any kind
* Abdominal pain, nausea, vomiting, or diarrhea
* Marked loss of appetite
* Unusual irritability, listlessness, or fatigue
* Swollen glands or sore throat
* Inflamed or draining eyes

Please keep your child at home when they have signs of a cold. A number of more contagious childhood diseases begin with the same symptoms as a cold. Colds are most contagious when they start, so the County Health Department advises that a child with cold-like symptoms should be kept home for the first three days. After that, the cold is not as contagious unless the child has a fever. In that case, they should stay home until their temperature has been normal for twenty-four hours without medication that would artificially keep it down. The same applies to adults who are scheduled to work at the school.

If a child arrives at school and appears to have any of the above symptoms, the teacher can send the child home. If the symptoms appear after school starts, the child will be isolated until the parents can be reached. If a parent is not available, a person listed on your Emergency Information Card will be called and the child will be sent home with them. Our teachers have the ultimate decision as to who is well enough to remain in the class. In case of emergency, the parents will be notified and the child taken to the facility listed on the Emergency Information & Immunization Form. Children must be picked up within 30 minutes of being contacted by a school employee.

**A NOTE ON MEDICATION**

Please give any medication to your child before they come to school. Cactus Wren teachers and aides are not allowed to dispense any medication (EXCEPT in rare cases and a medical waiver must be signed by a doctor, the parent and director). In those rare cases the director is the designated person responsible for the administration of the medication. In the event that the director is not present, the administration of the medication will be done by one staff member designated by the director at any given time. DO NOT SEND YOUR CHILD TO SCHOOL WITH MEDICATIONS IN THEIR BACKPACK. All medications have to be checked in and out through the director. They will then be recorded appropriately and stored in a locked, leak-proof storage cabinet or container, inaccessible to enrolled children, that is used only for storing medications belonging to enrolled children.

**Potty Training Policy**

Cactus Wren Cooperative Preschool prides itself on being a safe environment for children to learn and grow. We are currently not licensed to diaper children at our facility. Therefore all children must be fully potty trained before entering the classroom for the year. They may not come into the facility wearing any type of diaper to include Pull-Ups style training pants.

In the event that a child has a bathroom accident a staff member will attempt to assist the child in changing their clothes. If the accident is excessively messy, the parents of the student will be called to assist. A child may be asked to go home if they are in need of further cleaning.

If a child has more than three accidents they will be asked to remain home for a total of two weeks in order to re-potty train. After this time, they may reenter the school. If they have 3 more accidents, they will be asked to stay home for two weeks again to try one more time to re-potty train. In the event that a student cannot return to school after these breaks without any potty accidents we will ask parents to withdraw their student.

It is never our intention to be at the point of having to ask a student to leave Cactus Wren, however constant disruptions for our staff to have to stop and assist children having potty accidents and additional sanitizing in the place of the accident infringe on the other student’s ability to learn.

**THE FIRST DAYS OF SCHOOL**

Before the first day of school, explain to your child what to expect simply and in your own words. Tell them the teacher’s name and the teacher aide's name, and that you may be a classroom volunteer some days. Assure your child that the aide and the teacher are there to help them. Try to reinforce the idea that school time is a happy time together with friends. Your child may be one of the children who says “good-bye” cheerfully the first day, but be ready to bravely face some tears and protests. Some children who enjoy school initially may later become tearful and anxious about being left.

Let your child know when you are going to leave the room and when you will return. When the teacher and you agree it is time for you to leave, say “Good-bye” calmly and firmly. The teacher will lend the moral support that is needed. Never sneak away. Let your child know that you are leaving, but that you will be back at the end of class. Staying in class for more than 10 minutes causes more problems for your child and the other children. Also, make it clear to your child and the teacher if another person is going to pick them up after class.

Do not be disturbed if during the first few days your child is shy and clings to you, is aggressive and will not share, is whiny and demanding, or shows evidence of fatigue at home. These symptoms of tension from a new situation will disappear as your child gradually adjusts to the other children and the new school. Be sympathetic and supporting. Let them bring a favorite toy during the FIRST FEW DAYS if it makes your child feel better. Let your child stand and watch at first. Watching is one way of taking part. Your child may revert to “first days” behavior on your first volunteer day. Sympathize with your child’s feelings and let them be near you and help you with your duties. Reassure your child of your affection if needed.

Parents will be allowed to stay for one extra class time, in the classroom, after their child’s first day of school to aid with separation anxiety. After this, you will be asked to keep your attendance in the classroom in accordance with your scheduled Classroom Volunteer days. Our state regulatory agency prohibits you from staying in the classroom at all for the remainder of the school year, except for special programs. Please dress your child in an appropriate manner for preschool. They will be painting, playing with play dough, playing outside, etc. and will most likely get dirty. We suggest closed-toe shoes where possible as our playground safety material in some areas is small rocks which can easily get into flip-flops and sandals.

**THE OFFICIAL CLASSROOM VOLUNTEER**

As a classroom volunteer, you should check with your child’s teacher to find out what time you should arrive. There are several things that the State requires which must be taken care of before we begin class. There is a checklist for you to go through to make sure things are in order. It is your responsibility to see that the entire checklist is done before class starts. This is why it is so important that you are ready to work thirty minutes before the class starts. Wear clothing that is comfortable for an active and possibly messy day. No siblings or friends are allowed to come with you. This is to meet state regulations and allows you to give 100% attention to your assigned tasks.

**You may carry your cell phone when volunteering in the classroom, but please limit use to short, essential calls or texts only.**

*Snack Time*

Wash and put away all equipment, snack, and paper supplies except the items the PM class will use. Empty the trash. Extra trash bags are kept under the sink. RESTOCK paper plates/cups/napkins/plastic-ware. These items are also located in the cabinet.

*Bathroom*

Both classes must clean the sinks and toilets with bleach water and/or Clorox wipes and empty the wastebaskets.

*Playground*

Report any unsafe or broken equipment to the teacher.

*Play Areas*

Return all toys, games, and craft supplies to the PROPER areas. Re-organize pretend food and dishes in the kitchen play area. Straighten the play clothes. Wipe the tables. Vacuum the carpet. Put away or cover the easels and paints as needed. Wash the paint brushes. Take the garbage out when it is full and replace the trash bag.

When you are in the classroom with the children, you must be under the supervision of the teacher at all times, except when all the children are outside at recess, when you can be inside to begin cleaning/tidying. You can interact with your own child if time permits and help them with their work or sit with them, but you should direct questions from any other children to the aide or the teacher.

When you are in the classroom, either at drop-off or pick-up times or when acting as a classroom volunteer, please make sure that you do not use inappropriate language or discuss inappropriate subjects in front of the children. They are always listening, even when you think your conversation is private!

**CLASSROOM MANAGEMENT**

Cactus Wren uses a positive approach to classroom management. The teachers at Cactus Wren use positive reinforcement and redirection with the children to keep the classroom running safely and smoothly. If a child is having a problem that cannot be addressed with the use of the above methods, then an individual management program will be worked out between the teacher and the parent. If a child is uncontrollable during a class session, their parent, or other person named on the emergency form if a parent can’t be reached, may be called to come and help the child cooperate in the class. It is our hope that the child be successful in the classroom; however, if needed, the teacher may ask the parent to take the child home if the behavior does not improve with the parent present.

**BEHAVIOR POLICY**

Cactus Wren Cooperative Preschool prides itself on being a safe environment for children to learn and grow. We understand that all children have a different level of expectations of behavior at home and therefore it may take time to help them to adjust to the behavior expectations in their classroom. Our teachers are trained to have great patience and understanding during this transition time.

Once a classroom routine has been established and students have had ample time to transition to the behavior expectations, if there is a child that is struggling to transition, we will call a parent teacher conference to discuss with the student’s parents what steps can be taken for their student to succeed at Cactus Wren. We will work with parents to make a plan for success and will be documenting students progress moving forward. If another meeting is called this will be used to help parents see a clearer picture of where their student is at. If the teacher feels that the student is not progressing in a positive direction, another conference will be called with parents. At this point the plan for success will be reviewed and edited as needed. If after the second conference the student is still struggling to be successful in the classroom, another conference will be called in which parents will be notified that their student will need to be withdrawn from Cactus Wren.

It is never our intention to be at the point of having to ask a student to leave Cactus Wren, however constant disruptive behavior in the classroom can infringe on the other student’s ability to learn and feel safe.

In these instances, below, Cactus Wren reserves the right to expel a student immediately depending on the severity of the incident.

* Student intentionally physically harming another student
* Student intentionally physically harming a staff member
* Student is having extreme verbally abusive outbursts toward students or staff

We at Cactus Wren Preschool will do what is necessary to protect our staff and students at all times. We never wish to ask a student to leave our school, but we also understand that not all schools are a good fit for every student. We do our best to help them be successful.

**CLASS PROCEDURES**

**School Hours**

The 2-Day Preschool is held Tuesday and Thursday mornings from 8:30 am to 11:30 am. This class is for 3 and 4 year olds.

The 3-Day Morning Preschool is held Monday, Wednesday, and Friday mornings from 8:30 am to 11:30 am. This class is for all ages 3-5 years old.

The AM Pre-Kindergarten class is held Monday, Tuesday, Wednesday, and Thursday mornings from 8:30 am to 11:30 am. This class is for 4 and 5 year olds who will be starting kindergarten the following year.

The PM Pre-Kindergarten class is held on Monday, Tuesday, Thursday and Friday afternoons from 12pm-3pm. This class is for 4 and 5 year olds who will be starting Kindergarten the following school year.

We encourage you to arrive on time for school so that the child can start class with their peers, but drop-off any time during the first 30 minutes of free play is permitted. If you cannot make it to school during that 30-minute time period, late drop-off is only permitted by special pre-arrangement with the teacher.

Pick up your child promptly at the end of their scheduled class. We don’t want them to worry about where you are. If you are going to be late due to circumstances outside your control, make sure you call and let the teacher know, especially if you are going to have someone else named on the child's emergency card pick up your child. Your child cannot be picked up by anyone not named by you on their emergency contact card.

There will be a late pick-up fee assessed for any parent who arrives after 12pm.

**Sign In and Out Each Day**

You must sign your child in and out each day with your first and last name using Procare or the physical sign in/out book. No initials allowed. This is required by the State.

**Birthdays and Holidays**

Birthdays are important occasions for our children. A simple celebration at school does much to help build the child’s self-image. If you wish to bring a special treat for the occasion, let the teacher know in advance, so it can be posted on the snack list. We must follow the State’s regulations on what is allowed, so please be sure to check with the teacher.

**Snacks**

Parents are required to bring snacks for their child’s class, at most, twice per year. It is on a rotating basis. You will be given a list from your teacher, following the state guidelines, as to what to bring and how much.

**Field Trips**

Field trips are an important part of the teacher’s curriculum. They allow the children to explore an environment with their teacher and classmates, outside of the classroom. Cactus Wren does not provide any transportation to and from the field trip destinations. Field trips will be treated as a regular school day with class commencing at the field trip site. Parents are responsible for bringing their own child to and from the field trip site, or you may want to coordinate carpools with other parents. Each parent is responsible for their own child during the entire field trip. Cactus Wren students may wear a Cactus Wren T-shirt on the field trip to help in distinguishing them from others. Families are responsible for any fees that may be associated with the Field trip.

**POLICY STATEMENTS**

**Eligibility Policy**

Students will be allowed to enter the Cactus Wren Cooperative Preschool as soon as they turn 3 and are toilet trained. However, if the student turns 3 prior to August 30th, They may start at the beginning of the school year with the teacher’s approval. Students may pre-register in the spring or summer if they turn 3 on or before August 30th of the following school year.

Students who are not going to be 3 by August 30 of the new school year may join a waiting list in spring or thereafter, but they will not be guaranteed a slot and we will contact the family shortly before the child's 3rd birthday to let them know if there is a place available. Families who join a waiting list will be asked to complete an application and pay the $50 non-refundable Application Fee only if a slot is available for their child just before their 3rd birthday.

Students turning 3 after August 30th may register and begin class on or any time after their 3rd birthday following the NEW STUDENT POLICY. New students are subject to a 2-week probationary period to give the class teacher time to assess whether the child is ready for the preschool environment.

Once started in a class, the student cannot change from a Preschool to a Pre-K class and vice-versa without the Teacher and Director’s approval. Students entering the Preschool class mid-year will be able to either repeat the Preschool class or enter the Pre-K class if they are starting Kindergarten the following year. When a child is eligible for either class, it is recommended that parents receive teacher input when deciding to enroll their child. Recommendations will be based upon the needs of the child, the child’s preschool experience, and the parental objectives.

**New Student Policy**

During the school year, after a family has indicated an interest in having their child attend Cactus Wren, a tour may be scheduled or they may fill out an application form and pay the required (non-refundable) registration fee if there is an opening. After a completed application form and registration fee has been received, the remaining paperwork will be given to the family to be completed and returned 3 days prior to the child’s first day of school.

The teacher is to be given all known information on the new student as soon as possible to allow time for making any necessary preparations.

**ALL PAPERWORK AND PAYMENTS MUST BE SUBMITTED THREE BUSINESS DAYS PRIOR TO THE CHILD STARTING CLASS**

The first and last month's tuition and registration fee will also be due three business days prior to the first day of class. The individuals involved in registration will confirm that all paperwork is complete prior to a student beginning classes at Cactus Wren. When registering, students will be given a start date and will be charged tuition based on said date. If all paperwork is not submitted and tuition paid three business days prior to the start date, the student may not start, however, the family is still responsible for all tuition from that date. The tuition rate will not be prorated for actual start date without board approval.

**Registration Policy**

The earliest registration possible is the in-house registration, usually held in spring. No registration date will precede this. Any changes, like switching from one class to another, will be based on your child’s original registration date. Registration is done on a first-come-first served basis with the following priorities:

* Children previously enrolled or with siblings currently or previously enrolled (alumni families) will also be permitted to register before open registration, after currently enrolled students have been accommodated. In such cases, it is the parent’s responsibility to contact Cactus Wren in order to find out the date of alumni registration. When inquiring, the necessary forms will be emailed, mailed out or delivered with a reminder of the date and time of the alumni registration.
* Children not previously enrolled or without previously enrolled siblings may register after the in-house and alumni registration. Open registration is usually held immediately after the in-house and alumni registration. When a parent inquires about Cactus Wren, they will receive registration materials and information about open registration.
* After in-house, alumni and open registrations are complete, the Director may fill any vacant spaces with children whose parents did not attend registration but have submitted their completed application and the non-refundable registration fee.
* Once all the available space in each class is filled, all inquiring families will be placed on a waiting list. Once a space is available, the first eligible child on the waiting list will be given an opportunity to apply for the space. Families have 48 hours to verbally commit to an open waiting list spot. They have an additional 24 hours after verbal confirmation to complete an application form. Additional time may be given if there is only 1 family on the waiting list. *Families who withdraw a child any time after registration are not protected by their original registration date. If they elect to re-register and no vacancies exist, they must be placed at the end of the waiting list*

**Tuition Policy**

Cactus Wren Cooperative Preschool is a non-profit organization and relies on the tuition payments from enrolled families to meet its obligations. Please remit tuition in a timely fashion. Tuition must be paid in full each month at the correct amount. Pre-payments can only be made in full monthly increments.

| **2-Day Preschool**Tuesday & Thursday mornings | **$175 per month****(10% off if paid in full $1350)**$50 Application Fee |
| --- | --- |
|  **3-Day Morning Preschool**Monday, Wednesday & Friday mornings | **$250 per month** **(10% off if paid in full $1,980)**$50 Application Fee |
| **4-Day Pre-K**Monday, Tuesday, Wednesday& Thursday morningsOrMonday, Tuesday, Thursday & Friday afternoons | **$285 per month****(10% off if paid in full $2,430)**$50 Application Fee |

| 1st of the month | Monthly tuition due. |
| --- | --- |
| 7th of the month | $20.00 late fee on any tuition received after this date. Contact the Financial Director **BEFORE THE 7th** if there is a good reason for a late tuition payment. The Financial Director will notify any member who is late with an email or written reminder sent home in their child’s folder. Regardless of the reason, if, by the 7th, tuition has not been paid, the late fee is due, along with the tuition. |
| 15th of the month | For any tuition and late fee not received by this date, the matter is referred to the Board for a decision of removal from the Cooperative. |
| 20th of the month | Removal of child(ren) from the Cooperative as decided by the Board. |

**Deposit your tuition payment in the grey mailbox inside the office door** or mail to:

Cactus Wren Cooperative Preschool

P.O. Box 1112

Sierra Vista, AZ 85636

Please write your child's name and class in the "Memo" portion of your check. **DO NOT PUT CHECKS IN THE FINANCIAL DIRECTOR'S BOX.** We are not responsible for any checks left in any student/parent mailbox or folder.

The returned check charge is $25.00 and any further tuition payments must be paid either electronically or with a cashier’s check or money order.

Tuition may also be paid electronically with a debit or credit card. If a parent wishes to submit an electronic tuition payment, they can access their invoice via email. Card payments for tuition will NOT be accepted in the office, they will only be accepted online via Brightwheel. When paying tuition electronically, the parent agrees to pay a non-refundable convenience fee at the time of the transaction.

**Tuition Discount Policy**

For families enrolling more than one child at a time into the Cactus Wren program, a 15% discount on tuition will be given on the second child's tuition. The 15% discount will be applied to the lesser of the two children's tuition amounts. Board members will have a 20% discount on their child’s tuition. Employees will receive a 50% discount on their child’s tuition. A discount in the amount of 5% will be given for paying 5 months tuition in one payment. A discount in the amount of 10% will be given for paying the full 10 month tuition at the beginning of the school year. Only one discount per family will be honored at a time. Please discuss all tuition discounts with the Financial Director. A limited quantity of Quality First Scholarships are available on a first come first served basis.

**Withdrawal Policy**

A two-week written notice must be given to the Assistant to the Director prior to withdrawing your child from Cactus Wren. This will allow time to find a replacement during said notice period. The Financial Director will notify you about the status of your account. Tuition paid, including May's, is not refundable, and any tuition owed to Cactus Wren is to be paid prior to withdrawal. However, if a two-week notice is given and your tuition is paid as due, May's tuition is refundable if one of the following applies:

i. If there is a replacement on the waiting list;

ii. If you are leaving the Sierra Vista area;

1. At the approval of the Director and Finance Director.

A prorated refund will be provided if you meet one of the above qualifications and your current tuition is paid in full. August and May's tuition will be refunded only when the child has not started school.

##### Teachers with Preschool Children Policy

The child of a Cactus Wren Cooperative Preschool teacher or teacher's aide wishing to enter the preschool must meet the established age requirements. The child will have priority over choice of class and will receive half price tuition.

**Parent Participation Policy**

Parent participation is crucial to the success of Cactus Wren as a Cooperative Preschool. As such parents/guardians are required to participate in at least one of the following ways: a)Become an official Volunteer and work for a minimum of 2 class days OR b) fulfill the Outside Participation Hours Requirements. Make 2 donations per semester to the school and document them on a Co-Op Contribution Ticket. b) Volunteer for 6 hours total in the classroom as an informal or official volunteer c) serve as a member of the Board of Directors d) Pay your Co-Op Fee. As members of Cactus Wren Cooperative Preschool, each family is required to work on a committee or help out in other capacities during the school year for a minimum of 6 hours. See the “outside participation hours” section below.

**Being a Classroom Volunteer**

All classroom volunteers must apply for a DPS Fingerprint Card and provide a recent TB Test and proof of a current Tdap immunization prior to their first classroom volunteering session. Any associated costs are the responsibility of the classroom volunteer.

**Outside Participation Hours**

Parents can fulfill their Co-Op responsibility by working in a wide variety of ways:

1. Executive Board positions: President, Vice-President, Secretary/Office Manager, Fundraising Coordinator, etc.
2. Committee Members (working under the direction of the board member chairing the committee): Communications, Fundraising, Outside Volunteer Hours, Events, and Social Activities
3. Helping out the teacher of your child’s class by cutting or assembling things together.
4. Purchasing classroom supplies at minimum 2 times throughout the year and completing a Co-Op contribution ticket.
5. Paying a $50 co-op fee, to be assessed twice per year in the amount of $25 each time. The Co-Op Fee is assessed at the onset of each semester. Your donations and volunteer time are your responsibility to document via Contribution Tickets and turned in to the Finance Director in the gray box in the office. Tickets are to be completed within 2 weeks of the end of each semester, Fall and Spring. If your tickets are turned in your Co-Op Fee will be reimbursed to you.

If in doubt about what qualifies as hours, ask your aide or teacher. The more participation from parents, the faster, better, and smoother things run. Remember that any position you take in Cactus Wren is important to our function. We are a cooperative and must keep the school and our children in mind.

**Outdoor Play Policy**

We at Cactus Wren Preschool believe that children’s safety is a priority. Therefore we have established guidelines for extreme weather exposure for the time that our children are engaging in outdoor play.

**Heat Exposure**: Time outside will be limited to 30 minutes during the warmer months. They will be provided shade and water during this time. Parents are asked to dress children in appropriate clothing for the weather and are able to provide hats for their children, and to apply sunscreen prior to drop off. The staff will check the heat index through the National Weather Service daily and will keep children indoors if the heat index is above 91%. For our area, this means that the temperature is not above 98 degrees with the humidity above 5%.

**Cold Exposure**: Time outside will be limited to 30 minutes during the colder months. Children will be provided shade and water during this time. Parents are asked to dress children in appropriate clothing for the weather and to provide additional winter attire such as hats, jackets and gloves. The staff will have children put on these items before they go outside to play. The staff will check the Wind-Chill Factor through the National Weather Service daily and will keep children indoors if the Wind-Chill Factor is below 25 degrees. For our area, this means that the temperature is not below 30 degrees with the wind speed above 5mph.

**Transportation Policy**

It is the policy of Cactus Wren Cooperative Preschool that we do not transport our students in vehicles. If we are having a field trip or off-site activity, it will be the policy of the parents to transport their student.

**Sunscreen Policy**

It is the policy of Cactus Wren Cooperative Preschool that we do not apply sunscreen or other lotions or sprays to children during school hours. If a parent wishes to have these items applied to their child, they will need to do so, before school or come into the classroom to apply them at the desired time. We thank you for your understanding and cooperation.

##### STAYING INFORMED

**Board Meetings**

Our school cooperative board meetings are held on a monthly basis. They are informative and give parents a chance to get to know the board members and parents from the other preschool classes. Each board meeting is open to all parents. These are advertised in our monthly newsletter, on our Parent Board in our main hallway and via messages in Procare. Parents that attend are able to hear about the events and issues that are currently happening in our school. They are able to weigh in through open conversation and voting on important decisions and issues. There are 2 mandatory board meetings each school year: one in August and one in March or April. Executive Board sessions are held monthly which are closed for confidentiality and for subjects of a sensitive nature.

**Board Meeting Minutes**

The minutes from each Board Meeting are posted on the bulletin board as you enter Cactus Wren through our main entrance in our school office. These are posted within a week of the last board meeting held. Copies of these notes are available to any parent who requests them within one week of their request. Reviewing them gives an excellent summary of upcoming events and the issues affecting Cactus Wren.

**Newsletter**

There is a monthly newsletter that is drafted by the President of the Executive Board. This newsletter includes information for all upcoming events, holiday closures and messages from the President, Director, each teacher and the Executive Board. This letter is sent out to each family through email via Procare and posted on our Parent’s Board in our Director’s Office.

**Parent Teacher Conferences**

Parent Teacher Conferences are held in the fall and spring of each school year. Our fall conference is a way for our teachers to communicate with our parents at what level their children are starting their year developmentally and socially. The fall conference is less formal and is not typically at a scheduled time. Our spring conference shows parents the growth that their children have had throughout the year. Parents will be notified and be able to sign up for a desired time and date prior to the day of conferences. Parents are also welcome to request a conference with the teacher at any time during the year. If a teacher is having difficulties in any area with a student, they may request a conference with a parent outside of our regular schedule for conferences.

**Curriculum**

Cactus Wren teachers send out weekly emails and/or Procar messages to each family with their lesson plans for the week. These lesson plans can also be found on each class bulletin board in their classrooms at their parent center. Copies of each class’s lesson plans are located in the office and are available upon request. We post an overview of our curriculum and activities on our webpage at [cactuswrenpreschool.com](https://cactuswrenpreschool.com/).

**Screening and Referrals**

If our staff observes concerns regarding a student’s development we work with the child’s parent or guardian to make the appropriate referral. If a family brings concerns to a Cactus Wren staff member that staff member will work with the family and Director to provide appropriate referral resources such as Child Find to ensure the child receives proper assessment.

##### EMERGENCY PROCEDURES

In the event of an emergency during the school’s hours of operation, the teacher will direct the safe and timely evacuation of the class through the classroom door on the east side of the building, out to a clearing near the north side of the parking lot, or through the breezeway to the south parking lot. In the event that a 9-1-1 call is necessary, the teacher or aide will do so immediately. If the emergency applies to less than the entire class, the parents of those involved will be called. If parents cannot be reached, then the emergency contacts will be called. First aid kits are located on the wall to the right of the cabinets and directly by the classroom door leading outside.

State law requires the exercise of one fire drill each month. Please acquaint yourself with the fire safety equipment. Other instructions and information on fire safety and disaster procedures will be reviewed at the beginning of each school year. In order to comply with the Arizona Department of Health Services requirements, smoking is not permitted at our school. As a courtesy to other families, smoking is not permitted in the parking lot or in the vicinity of the school.

A list of those individuals from Cactus Wren who are CPR/First Aid certified is posted on the bulletin board in the Cactus Wren entry way.

All facility inspection reports are available for public viewing. They are located in the black filing cabinet in the office.

Cactus Wren has commercial general liability insurance and documentation of that is available for review at our facility.

Our facility is sprayed with pesticides once each month. We will notify our parents of this in the handbook and orientation manual. We will also post a notification at the facility at least 48 hours before our facility is treated.

Cactus Wren Cooperative Preschool, Inc. is located at:

800 Taylor Drive

Sierra Vista, AZ 85635

(520) 459-3535

Mailing Address:

PO Box 1112

Sierra Vista, AZ 85636

Cactus Wren Cooperative Preschool, Inc. is licensed by the Arizona Department of Health Services.

Contact Information:

Arizona Department of Health Services

Office of Child Card Licensure

400 W. Congress, Suite 100

Tucson, AZ 85701-1352

(520) 628-6540

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**Cactus Wren Cooperative Preschool, Inc.**

**Organizational Chart**

**President\*\*(\*)++**

**Vice President\*\*(\*)++**

**Office Manager/Secretary\*\*(\*)++**

**Financial Director\*\*(\*)++**

**Fundraising Coordinator\*\*(\*)++**

**Director (\*)++**

Responsible for Employees and

Maintenance of Facility

**Assistant to the Director (\*)++**

Responsible for Registration and

Scholarships

**\*Required Board Meeting Attendance and Voting Power**

**\*\*Elected Officer of Executive Board**

**++Member of the Board of Directors**

The elected officers are the President, Vice-President, Financial Director, Assistant to the Director, Office Manager/Secretary, and Fundraising Coordinator, and they are each elected yearly by the general membership. They are voting members and are required to attend all Board meetings. The Director is also a voting member of the Cooperative and is required to attend all Board meetings. The Director, Teachers, and Aides are hired by the Elected Officers.

**Board Agreement**

Each member of the executive board will sign an agreement at the beginning of the year. If any member of the board does not fulfill their duties as outlined in the by-laws for 2 months, they will be relieved of their duties and will no longer receive the discount.

The Governing Board will meet at least once a month at a place designated by the President. Governing Board meetings are always open to attendance and participation by all members. The meeting times and places are to be publicized to all members in advance. General Membership meetings will be held at least two times yearly as called by the President: (1) Orientation and (2) Mid-year review where nominations for next year's Executive Board are received. Attendance at the General Membership Meetings is mandatory.

The elected officers shall remove a Board member after two unexcused absences from Board meetings per term of office. The President is empowered to validate absences.

 **JOB DESCRIPTIONS**

## PRESIDENT – Elected Officer on the Board of Directors

* Main job is to oversee the smooth operation of all areas of the cooperative including: call all officers and chairpersons to see that they know what their jobs are, give them a list of their job descriptions and check with them periodically.
* Formally evaluate the Director once a year, or designate an appointee to perform this function.
* Be aware of special projects and areas of concern ahead of time; set up new committees to take care of them as needed, or contact pertinent members.
* Call two Membership meetings; one in August for Orientation, and one mid-year to review budget, update members, discuss and/or change policies, etc.
* Call regular Board Meetings as needed, usually once a month.
* Attend all Board Meetings as a voting member.
* Field questions and comments from members of the community.
* Set up the process and dates for hiring new teachers as needed and as outlined in the by-laws.
* Work directly with the Financial Director on the yearly budget and/or long-range financial goals.
* Write the monthly newsletter.
* Work closely with the Vice President to help plan special events during the year by establishing committees of volunteer parents. (Ice Cream Social, Fall Festival, Holiday Program, Spring Potluck, Graduation, & School Wide Fieldtrips)
* Assist the Director with publicity, newspaper, fliers, etc.
* Maintain the website and update as needed.

## VICE PRESIDENT – Elected Officer on the Board of Directors

* Attend all Board Meetings as a voting member.
* Establish a calendar of events throughout the year.
* Coordinate with the President to plan all special school-wide events during the year. These events may include but are not limited to the following:
	+ Ice Cream Social
	+ Fall Festival
	+ Ramsey Canyon Field Trip
	+ Holiday Program
	+ Community Helpers Week
	+ Around the World Week
	+ Spring Potluck
	+ Graduation
* Collect and maintain parent volunteer lists for helping support events (set-up, running booths, providing supplies, food, clean-up, etc.)
* Create and send out Sign-up Genius lists for each event.
* Coordinate volunteers for all events.
* Attend all events.
* Set-up and take-down events with volunteer help.
* Assist teachers in coordinating Community Helpers Week.
* Provide thank you notes to those who visit and/or provide demonstrations during Community Helpers Week.
* Provide support to the President as needed.
* Assume the role of President in the event that the slot becomes vacant until it can be filled.

## OFFICE MANAGER/SECRETARY – Elected officer on the Board of Directors

* Attend all Board Meetings as a voting member.
* Take minutes at the Board Meetings, and keep a record of dates, minutes, newsletters, and official correspondence.
* Copy notices to be handed out to parents, i.e. notices of meetings, information on fundraising, information on other projects as requested by chairpersons heading those projects, and any papers required by teachers.
* Inventory all legal forms:

 Application, Emergency Information & Immunization Form, Adult Participation Contract, By-laws Agreement, TB form, DPS Fingerprint

 Clearance Card.

* Set up member files; ensure all information is up to date.
* Put all TB forms together prior to the start of school to be sure everyone is covered, including Classroom Volunteers. It should be easily accessible for licensing inspections.
* Review the student immunization records and paperwork. Prepare immunization record per state requirements to be submitted in September.
* Work with the Assistant to the Director to create a new email list and Facebook Group each year.
* Work with the Assistant to the Director to update the email list and Facebook Group as new members join.
* Handle putting out all school wide information on the Brightwheel App.
* Maintain the school library (check books in when teachers turn them in, catalog new books, weed out books that are not used (to be reviewed with the Director), repair damaged books, give the Director updates on what books or topics we need and what books we need to get rid of).

## Financial Director – Member of the Board of Directors / Hired by the Elected Officers

**Monthly duties:**

* Remind parents of tuition payment due by the 7th of the month. Provide late notices to teachers of delinquent tuition.
* Send out invoices to parents who have signed up for electronic payments by the 1st of each month.
* Deposit tuition into the checking account and keep a running ledger of tuition payments by child.
* Collect timecards of employees by the 15th of the month and submit payroll via email to the school’s accountant. Payroll is to be on the 20th of the month, or the soonest school date following the 20th of the month.
* Create a monthly financial statement for the executive board to review the month’s income and expenditures.
* Collect and retain all receipts from preschool employees and provide reimbursement as needed.
* Obtain the minutes from the monthly board meetings from the preschool secretary to be kept with financial documents.
* Pay all bills, including but not limited to payroll (accountant and employees), telephone/internet, rent, federal taxes, etc.
* Manage all bank accounts to include both checking and savings. Advise board accordingly.
* Attend all Board Meetings as a voting member.

**Quarterly duties:**

* Accountant will prepare quarterly tax returns. The Financial Director is to pay state taxes and workman’s compensation on a quarterly basis, as well as file all appropriate quarterly tax statements as provided by the accountant.

**Annual duties:**

* Prepare an annual financial statement, profit and loss, of income and expenditures.
* Provide all receipts, paperwork, annual financial statements, board meeting minutes, bank statements, etc. to the school’s accountant to prepare the annual tax return. The end of the fiscal year is June 30th, and all documentation should be turned in shortly following the end of the fiscal year.
* Ensure that the annual tax return is filed per the accountant.
* Provide parents of students with annual tax statements by January 31st stating tuition paid during the previous tax year. Tax statements include only tuition, and does not include items such as t-shirts, late fees, registration fees, etc.
* Obtain W-2s for all employees working the previous tax year from the school’s accountant and deliver to employees by January 31st.

## DIRECTOR– Member of the Board of Directors / Hired by the Elected Officers

* Attend all Board Meetings as a voting member.
* Evaluate the teachers formally once a year.  (New teachers at 3 months and yearly)
* Oversee the daily operation of the school, making sure all state regulations are met and school policies are followed.  Meet with Fire Marshal and Arizona Child Care Licensure for mandatory yearly inspections.
* Serve as a liaison between teaching staff and board, making sure there is open communication. Be sure Board policies are followed by the teachers and communicate teacher concerns to the Board.
* Oversee maintenance of school facilities; making sure problems are corrected, keeping safety a priority.
* Serve as a liaison between Cactus Wren and St. Andrews, ensuring a smooth working relationship with the church vestry.
* Inform the vestry about needed repairs and communicate with the vestry on dates the school will need to use the building.
* Serve as a spokesperson for the school answering telephone calls about the programs.
* Promote Cactus Wren to the community and local businesses.
* Perform a variety of jobs that aid in the smooth functioning of the school, such as:

-Ordering supplies.

-Buying bulk supplies.

-Ensuring grounds are kept.

-Making minor repairs or recruiting others to repair items.

-Organizing the school set-up in August.

* Meet with the Quality first coach each month for training.
* Maintain Quality first standards for facility and teachers.
* Prepare center for all Quality First Assessments.
* Inventory materials every 2 years.
* Oversee curriculum and teaching.
* Review weekly lesson plans.
* Approve and maintain all scholarship records.  Input monthly reports.
* Set up and/or provide training for all of our staff.  This includes the beginning of the year training and training for Quality First.
* Meet with teachers once a month or once every other month.
* Oversee the Financial Director and keep track of balances.
* Track and keep receipts for all incentive dollars purchases.
* Maintain all items required for the information board including city business license, state license, and the emergency plan.
* Contact the state licensing office of any changes or questions pertaining to our facility.
* Ensure that all forms required in our staff employment folders are up to date and in compliance with the state of Arizona.
* Keep track of the training and certificates for all staff in their folders.
* Contact the Department of Public Safety when school begins and/or a new employee starts to make sure their fingerprint card is valid.
* Help with the Immunization Report.
* Update and maintain Arizona Early Learning Standards.
* Answer all questions from parents and others about our curriculum.
* Each year, collect all the scholarship applications and run it through the website for approval.
* Attend yearly training for scholarships.
* Oversee scholarship applications and monthly reporting.
* Schedule Kino Hall for our Welcome Event, Fall Festival, Holiday Program and Graduation Ceremony.
* Attend the annual Quality First Meeting for new school year’s scholarship requirements.
* Update Extranet monthly.
* Registration.
* Organize, attend, and facilitate orientations.
* Purchase the folders for Orientation. Set up an official registration packet, make a list of the contents, and make sure all interested families receive them.
* Provide campus tours.
* Facilitate family connections with the school.
* Assume responsibility for all communications throughout the entire year from parents wanting information about Cactus Wren.
* Set up and maintain a waiting list for the following year.
* Keep a current list of all members, and see that the Board of Directors is kept informed of any new members.

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## ASSISTANT TO THE DIRECTOR – Member of the Board of Directors / Hired by the Elected Officers

* Attend all Board Meetings as a voting member.
* Work closely with the Office Manager to maintain a mailing list, email list, Remind list, and Facebook group for current members each school year.
* Work closely with the Office Manager to see that all members have proper forms filled out and handed in.
* Type up, copy, and distribute class lists; make sure they are updated as needed.
* Work with the Office Manager to ensure that all proper forms are run off and available to all members throughout the year.
* Provide back-up support and be the second in command for all scholarship information and responsibilities.
* Oversee the board as a liaison.
* Have alternating office hours.
* Provide any additional support to the director as needed.

## FUNDRAISING COORDINATOR - Elected Officer of the Board of Directors

* Attend all Board Meetings as a voting member.
* Head all of the fundraising events.
* Ensure that the members are aware of the fundraiser.
* Plan calendar for fundraising events in advance.
* Gather input from parents and board members for new fundraising events.
* Present fundraising events to the board members for voting and approval.
* Attend all fundraising events.
* Create and distribute flyers and/or posters for fundraisers.
* Keep track of fundraising goals and progress towards meeting goals and inform parents and board of progress.
* Maintain communication with teachers to ensure parents are aware of fundraisers.
* Keep a log of all proceeds and notify the board of such.
* Create thank you letters, cards, etc. to any businesses holding a fundraiser.
* Research new fundraising ideas/opportunities.
* Maintain a folder of all materials and resources of past fundraisers.
* Provide thank you notes to those who assist the school through donations.

**TEACHER** – *Hired by the Elected Officers*

* One per class is needed.
* Reports to the Director.
* Responsible for overall class preparation and function.
* Responsible for lesson plans and assessments.
* Responsible for communicating with the parents.
* Responsible for maintaining and keeping all records.
* Responsible for maintaining a clean and orderly classroom and closet.
* Required to go on field trips, attend all trainings and monthly Co-op meetings.
* Responsible for portfolios for each student that meet Quality First standards.
* Responsible for preparing their classroom for assessment when applicable.

## TEACHER’S AIDE – Hired by the Elected Officers

* One per class is needed.
* Report to the Teacher & Director.
* Assist the teacher if needed with new student administration duties.
* Report to the teacher any suggestions, comments, complaints from parents.
* Help the teacher with classroom events or parties as requested by the teacher.
* Help the teacher with her duties as stated above.
* Required to go on field trips and attend all trainings and monthly Co-op meetings.
* Required to clean rooms and restrooms each day after class to include floors, counters, trash cans, toilets and carpets.

If you have questions, or need to contact one of us, please email the following:

**President**

Vacant

cactuswrenpreschool@gmail.com

**Vice-President**

Vacant

cactuswrenpreschool@gmail.com

**Finance Director/Treasurer**

Jennie Ambrose

CactusWrenFinancial@outlook.com

**Office Manager/Secretary**

Vacant

cactuswrenpreschool@gmail.com

**Fundraising Coordinator**

Michelle Meyer

cactuswrenpreschool@gmail.com

**Assistant to the Director**

Jennie Ambrose

**Director**

Jacque Raftery

directorcactuswrenpreschool@gmail.com