

## **South Austin Children’s Co-op Parent Handbook and Orientation Packet**

***\*\*\*There are pages of this packet that include paperwork that needs to be completed and brought to the co-op on your child’s first day.\*\*\****

### **Philosophy**

South Austin Children’s Co-op (SACC) is founded on the belief that the pre-school years are critical in a child’s physical, intellectual, and emotional growth. This is an exciting time for children, when they are busy discovering the world around them and how they fit into it. It is a time of experiencing life through the senses, and for children to explore their creative potential. SACC provides a bridge between home and this exciting outside world. Here, with the support of their parents and facilitator, children learn how to treat others, how to get along in a social setting, and how to build a sense of assurance about themselves as individuals.

Balance is the key word in the formation of our program: balance between individual and group experience; between free play and structured activity; between small and large muscle development. Freedom is stressed, but within limits imposed by concern for the group. A sensitive facilitator and members provide a warm and supportive atmosphere. As a group, we value a natural atmosphere and an environment that fosters play-based learning.

### **SACC Classes**

**Toddler Class** meets Tu/Th from 9:00 a.m. – 1:00 p.m. with approximate ages 18 months to 3 years. The maximum class size is eight children.

**Preschool Class** meets M/W/F from 9:00 a.m. - 1:00 p.m. with approximate ages 3 to 5 years. The maximum class size is eleven children.

*Note on class size:* At times it seems more appropriate for a smaller or larger class depending on the dynamics between the children and demands of the children on the adult caregivers. As issues arise, parents discuss class size as it does impact tuition. Promotion from the toddler to the pre-k class is determined by facilitator and parent evaluation of the child's readiness and space available. \*For more detailed information please see Move-Up Policy

### **Facilitator**

Ms. Maggie Tate is the facilitator for the toddler and preschool classes. Maggie believes a shame-free environment filled with creative opportunities for self-expression is vital for young people who are for the first time beginning to see themselves as separate and unique individuals. Her programming at the South Austin Children's Co-op is designed to tap into the natural curiosity of preschool minds and plant the seeds for a life-long love of learning and community. Ms. Maggie has been teaching at SACC since April 2018. The facilitator is not involved with the administration or maintenance work of SACC; the parents are responsible for this.

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**PARENTAL RESPONSIBILITIES**

SACC has been a parent-run cooperative since 1970. Parents share the work involved in both administering the program and in the day-to-day maintenance of the classroom and yard. This helps meet the goal of many parents for cost-efficient childcare and hands-on involvement in the care and education of their children.

**\*\*Parents should keep their phones on and nearby while children are at the co-op.\*\***

**Time Commitment**

Members participating in this program must be willing to:

- Assist the facilitator on a rotating basis according to the schedule and clean the school at the end of the session (see SACC Procedures).
- Attend monthly co-op meetings.
- Volunteer time and/or abilities for occasional workdays or special events. (Duties may include picking up trash, painting, fixing other playground toys, etc.) Also, Members must attend a "Quarterly Deep Cleaning" of the facility the co-op uses. (Duties may include painting, washing baseboards, etc.)

- Take on one additional co-op job duty. Descriptions of all co-op jobs are listed in this handbook.

### **Drop Off**

When leaving your child, let the facilitator and POD know of any special needs your child has that day.

Diaper bag supplies should include diapers, plastic bags, and ointment for those children not yet toilet trained, and extra change of clothes appropriate for the weather. Everything should be labeled with your child's name, including the outside of the bag, and be placed in your child's assigned box in the bathroom.

On cold weather days dress your child in layers and be sure to bring a warm coat. The children will be outside at least once every day unless it is raining.

*\*\*\*Do not send backpacks, toys, breakfast, candy, gum, or any other unnecessary items to school.\*\*\**

### **Pick Up**

**Toddler Class: 1:00pm**

**Preschool Class: 1:00pm**

Be on time. Children should be picked up promptly as a courtesy to the facilitator and the Relief POD. The Relief POD will wait until all children are picked up. If for some reason you are running late **you must contact the Relief POD** and let him/her know when you will be there to pick up your child. It is best to keep a copy of the monthly POD/Relief POD schedule and all of the parents' phone numbers in your car/phone.

*\*\*\*If a person other than the child's parent is to pick up the child, the parent must designate this person ahead of time, informing the facilitator and/or Relief POD of the person's first and last name. A physical description helps. This person may be asked to present state-issued identification to pick up a child.\*\*\**

### **Lunches/Snacks**

Every child needs to bring a lunch labeled with his or her name. The POD provides a nutritious snack mid-morning for the children. If your child has dietary issues, please send an appropriate snack for him/her.

PLEASE OMIT CANDY, COOKIES, AND OTHER SWEETS. The children tend to focus on these items rather than the social experience of lunchtime.

Bring a water bottle for your child. We make these available to the children throughout the day. If possible, please pack your child's lunch in containers that are easy for young children to open and close by themselves.

### **Parent Jobs**

There are more jobs than co-op members, so parents may sign up for a couple of the less time-intensive jobs. The jobs members perform are listed in detail at the end of the handbook.

## **Parent on Duty (POD)**

Our hired facilitator is responsible for the daily lessons/objectives of the class. The POD is the facilitator's assistant and helps with the day's activities. If the parent wants to do a special project or activity, she/he may discuss it beforehand with the facilitator.

**The parent on duty (POD) brings a nutritious snack for all the children.** Natural wholesome snacks are best. If you are bringing a processed snack please be sure it is free of high fructose corn syrup, and look for items that are made with whole grains. Please consult with the group if you are unsure of a snack. (EX: fresh fruit or vegetables, hummus, dried fruit, natural crackers or granola, homemade breads or muffins.)

**CONFIDENTIALITY:** When PODing, it is essential that events pertaining to particular individuals remain confidential. If you have any questions or concerns about a particular child, please speak directly with the facilitator and relevant parent. Parents must maintain confidentiality, both inside and outside of the classroom. Do not discuss children, other parents, facilitator, or school issues in the children's presence or while working. These issues can be addressed afterhours and at the monthly meetings.

**PODs should be one of the child's parents.** Non-family members (such as sitters) should not serve as POD, as they haven't been trained on POD duties and responsibilities and the rest of the co-op members don't know them. It is preferred that one of the parents POD but in an emergency situation another family member can POD if the parents clear it with co-op members ahead of time and everyone feels comfortable with that person being POD.

**POD Substitution:** If you cannot serve as POD on your assigned day, call the Emergency POD (ePOD) listed on the schedule. It is your responsibility to get on the phone and call to find someone to trade your POD day with. If you are scheduled to be the emergency POD, you should always be prepared. If the emergency POD is unable to cover, it is ultimately the original POD's responsibility to get the shift covered. This can be done by posting on Slack to notify everyone.

## **POD – Your Work Day**

### **Beginning of the day**

- Arrive by 8:45
- Place trash bags in cans
- Setup tables and chairs
- Hang hand towels in the bathroom
- Ask facilitator for instructions for the day
- Assist kids in finding something to do

### **During the day:**

- Help children play with toys or other kids (not with you)
- Keep children safe
- Wash hands before handling food
- Help kids wash hands before snack and lunch
- Clean tables after snack and lunch/wash any plates used
- Assist with diaper changes and potty runs as requested
- Wash hands after potty/diaper assists and after wiping runny noses

### **End of the day (half hour before pick-up.):**

Relief POD will arrive at 12:30pm to watch children with the facilitator while you complete your POD duties.

- Place all items from cubbies to inside table or outside, if applicable
- Put toys and books in proper place
- Wash out all art supplies
- Shake rugs
- Help children stack chairs
- Clean table again if art was done
- Sweep floors in all areas
- Clean bathroom (toilet, sink, mirror, changing area)
- Take out trash
- **Carry out your weekly chore (see days/chores listed below)**
- Turn off the lights and lock the doors if you're the last person to leave

### **\*\*\*Additional Weekly Chores\*\*\***

Monday: Mop.

Tuesday: Wipe down chairs.

Wednesday: Clean windows on front door.

Thursday: Mop.

Friday: Wash dish drying rack tray

### **Relief POD Duties**

#### **\*\*\*You are relief POD the school day AFTER your POD day\*\*\***

- Arrive at 12:30 to watch the children so the POD can complete his/her cleaning duties.
- De-clutter playground, putting toys into bins and parking riding toys on the periphery.
- You must stay until the last child is picked up.
- Please do a final check to ensure that the lights are off and the school doors are locked.

### **SACC DISCIPLINE POLICY**

Children will learn to consider and respect others and their environment around them. Clear and consistent age appropriate limits will be set, and with these limits, each child will gently learn what appropriate behavior looks and sounds like. Children are encouraged to solve as many of their problems as possible, but often need the **guidance of the facilitator and/or POD**. Children are encouraged to use words to handle their differences and are given ideas about how to do this. When a facilitator or POD must intervene, age appropriate and constructive methods of discipline are used, starting with a verbal intervention or redirecting the child.

Physical or emotional danger of a child will be grounds for the facilitator or POD to intervene immediately. The POD and facilitator work together in this discipline process so children can see that both the POD and the facilitator reinforce limit setting. Parents are notified verbally with regards to disciplinary action taken by the facilitator and/or POD.

### **Behavior Guidance**

The facilitator and POD shall provide each child with guidance that helps the child acquire positive self-concept and self-control. Behavior guidance used by each caregiver will be constructive, positive, and suited to the age of the child at all times. The following rules and standards apply:

- To **prevent** undesired behavior from occurring the facilitator and POD will:
- **Circulate and interact** positively with the children while they are playing (“that looks

like a delicious meal you're making...how did you make it?!”)

- **Actively engage** children in learning/use teachable moments (“vegetables are so healthy for us! What kinds of vegetables do you like? I like...”)
- **Model** appropriate behavior. (“Thank you for sharing with me!” or “May I have a turn?”)
- **Use descriptive phrase praise** (“Look how high you are building the blocks! Let’s count them.”) (“I like how you said excuse me to Suzy when you needed to get by. What good manners!”)
  
- When unacceptable behavior is about to occur (or has), Teacher or POD will use:
  - **Redirection**—substitute a positive activity for a negative one (“Let’s dig over here with the shovel instead of throwing it.”)
  - **Distraction** –change the focus of the activity or behavior (“Try this puzzle...John is busy with that one.”)
  - **Active listening** to determine the underlying cause of the behavior (“So, you were angry because she knocked your tower down?”)
  - **Soothing and holding** a child when needed
  - **Thinking Spot** is used only when less intrusive methods have been tried and/or behavior of the child is dangerous to himself and others. (See guidelines below.)

#### **Thinking Spot Guidelines:**

- Lead or carry child to a quiet spot and sit down together.
- Ask child to tell you how he/she is feeling and why. Ask child to tell you what he/she thinks the other child is feeling.
- Explain that in the thinking spot, the child needs to think about treating others kindly and to calm down. Let him/her know you will give him/her a minute or two to do this. Facilitator or POD may choose to stay next to the child at this time.
- After a minute or two, remind the child that when upset, it’s important to show how you’re feeling by using words. Encourage the child to apologize to the other child, and then allow him/her to return to play.

Facilitator will always work to deal with persistent behavioral issues such as biting, hitting, or

other types of aggression. If a child appears unusually stressed or anxious, engaging in negative behavior, it is the duty of the facilitator to consult with the child's parent that day.

### **How to Step in and Direct a Situation**

Here are some general ideas for dealing with difficult play situations.

- If children are doing something dangerous, then stop them, saying "I'm afraid someone will be hurt. Let's try (suggest an alternate activity.)"
- If someone is hitting, pushing, or kicking, then stop the child and ask, "Are you trying to tell \_\_\_\_\_ something?" Make it clear that it is okay to be angry, but we cannot express anger by hitting, biting, kicking, etc.
- If you need to tell children not to do something or to censure behavior, then start by giving a gentle, clear explanation, and then make your warnings more severe if they don't change. For example:
  - 1st warning: "John, for this activity we want the dinosaurs to stay at this table."
  - 2nd warning: "John, please keep the dinosaurs on this table. We need them for this activity."
  - 3rd warning: "John, if you take the dinosaurs away from the table again, you will have to leave the table – without a dinosaur!"
- If children are having trouble doing a task or routine, show them how to manage and describe what you are doing. For example: "There are a lot of us washing our hands at one time. I can share my sink and soap. Angela, would you like to share my place?"
- If you think a particular unpleasant behavior is designed to get your attention, then you can ignore it. This avoids reinforcing undesirable behavior.

### **Suggestions for Working with Children**

- Respect the child as an individual. Be courteous to her, as you would be to anyone else.
- Allow children to work out their own difficulties when possible, unless a child's physical safety is at stake. If you feel hesitant, ask the facilitator for help.
- When inside, sit down as much as possible so that you are not conspicuous: remain on the child's level. Always sit facing the group for which you are responsible. Be sure you have a child's attention before speaking to him. Do not call across the yard to a child.
- Encourage independence in children. Allow and encourage as much free and creative activity as children can handle without possibility of frustration or danger. Remember that all activities are optional. If a child is struggling with a task, do not interfere unless you are sure he is becoming discouraged. Then help him only to the point where he can complete the task himself. Allow children choices whenever possible and let them make the decisions independently. Adults should stay in the background ready to help if

necessary but allowing freedom.

- We may disapprove of a child's actions, but never of a child. Children need to know that they are still liked even though they have misbehaved.

### **Endangering Others/Incident Reports/Removal from SACC**

At times a child's behavior may endanger others. We will address such behavior immediately following these guidelines:

- When a child seriously or repeatedly hurts another/others, an incident report (see attached) will be filled out by the facilitator and shown to the parent. It will be kept on file at the school.
- A plan of action will be presented to the parent and child with the aim to improve behavior.
- If behavior does not improve in the amount of time recommended by the facilitator, the parent will be asked to keep the child at home for a day or two (time determined by the facilitator).
- After all avenues to guide and correct behavior have been exhausted, chronic aggression against other students will result in that child's removal from SACC.

Incident Report Form can be located at the back of the handbook.

**\*\*\*Please See Termination of Services under Policies and Bylaws\*\*\***

### **Disagreement between Facilitator and Parents**

SACC is committed to high quality care and learning. We hope that SACC is a pleasant experience for the facilitator and all families. Sometimes, however, conflicts will arise between the facilitator and a parent. We have found that through open communication, most conflict can be resolved promptly and to everyone's satisfaction. We encourage open dialogue and respectful sharing of our concerns. The parent/facilitator liaison should be informed of any conflict and will assist with a resolution if required.

### **SACC HEALTH POLICIES**

Your cooperation is needed in maintaining the health standards in our preschool program.

Parents are asked to keep their child home when the child:

- Has an unusually bad cough or developing symptoms that signal a potential illness
- Has a temperature of 99.6 or above
- Has sore or discharging eyes, ears or nose (if your child has a runny nose, please take his or her temperature to determine whether this is a simple allergy or an illness)
- Has an upset stomach and/or vomiting or diarrhea within the previous 24 hours

Your child must be free of all symptoms for 24 hours before returning to the group. If your child has allergies, please let the facilitator know on the first day. This information also needs to be included on the medical release form. Children who develop symptoms of illness will be sent home at the discretion of the facilitator and POD. Should a child have any illness diagnosed by a

doctor as a contagious disease, the parent must notify the facilitator and all Members immediately that the other children have been exposed.

### **Vaccination Policy**

South Austin Children's Co-Op does not require children to be vaccinated, and some parents at our co-op choose not to vaccinate. However, we have many families with babies under the age of 12 months who come to the co-op and cannot be vaccinated until they're older.

If you know your child has been exposed to chickenpox, whooping cough, measles, or other vaccine-preventable illnesses, you must let all members of the co-op know immediately via the co-op email group. Keep the child home until the incubation period is over. This will keep younger kids from being exposed.

## **SACC PROCEDURES AND BYLAWS**

### **OPEN COMMUNICATION**

New members sometimes find themselves asking, “How is information shared across the group?” SACC has two primary means of communicating information to its members:

- Slack
- Google Docs
- Monthly board meetings

Members are responsible for availing themselves of the group’s information. Stay informed by checking the messages daily and attending the monthly meetings. Issues can arise quickly, and if you don’t check in then you miss out on important topics. Miscommunications cause confusion at best and avoidable problems at worst. It’s best to stay informed.

### **Slack**

Slack is an app that is used for families to communicate with one another and the facilitator. It is important that members check Slack daily since this is our primary communication tool.

Examples are: a child being sick or parent needing to get POD shift covered. Once a new family has joined the Co-op they will be sent an invitation via email to join the SACC Slack channel.

### **Monthly Board Meetings**

The Co-op created a Board of Representatives to help streamline decision making. This however does not mean that final decisions are solely made by board members. All members of the Co-op are invited/encouraged to attend board meetings and participate.

Meetings last one hour. One week before the meeting, the secretary sends a message on Slack, reminding everyone of the meeting, noting the agenda, and asking for additional topics from co-op members. Please let the secretary know about topics you’d like to discuss.

### **Job Clusters**

The Co-op created job clusters for efficiency. Each job cluster is headed by a board member and that board member is charged with making sure their entire cluster carries out their duties in the Co-op. Please see Slack for current job cluster roster.

### **Calendar**

A calendar with holiday breaks is sent out at the beginning of the school year. During inclement weather days and when AISD closes or opens late, we follow roughly the same schedule. If AISD is closed for the day, SACC is closed. The facilitator is paid for that day. If AISD is on a 2-

hour delay that usually means AISD is open at 9:30. SACC will probably also open at 9:30. We try to remain in close communication on Slack and via telephone on these days. The facilitator is paid for a full shift, even if we open late.

### **Tuition**

Tuition is due at the parent meeting or handed to the Treasurer or Under-treasurer the first week of each month, in cash. Tuition fluctuates based on the number of children in the class. (Generally \$135 for preschool and \$125 for toddler.) A late fee of \$25 will be added if the payment is not received by the 10th of the month. In addition to monthly tuition, part of payment is your time given to the co-op. This includes parent on duty days, POD relief, time and/or abilities for occasional workdays, and a specific co-op job or duty. There is a \$25 supply fee for new members to cover the cost of art and cleaning supplies throughout the year.

### **Deposit**

A \$100 deposit is required when a family joins the co-op. This deposit is credited toward the family's final month in the co-op. Please see "Withdrawal from Co-Op" for more information.

### **Sibling Substitution**

Siblings that are 18 months old, have been approved by the co-op, and are on the waiting list (all siblings are automatically placed on the top of the waiting list), may take the place of their sibling. Substitution agreements are to be worked out between the Members themselves.

### **Move-Up Policy**

In most cases, a child moves from the Toddler class to the Pre-K class upon turning 3 years of age. During the month a child turns 3, the parent and facilitator will perform an informal evaluation about whether they think the child is ready to move up to the Pre-k class. A discussion between Facilitator, parent and Waitlist coordinator will take place to determine a decision. If need be, a Liaison can be brought into this discussion. The Facilitator has the final say about whether a child is ready to move-up or not. If it is determined that the child is ready to move up then the child will fill the next spot that becomes available in the Pre-K room. If the Facilitator determines that the child is not ready to move up, then clear reasons why need to be identified, a plan to work with the child on these items established, and a reevaluation the following month.

In special circumstances a child will be allowed to move up to the Pre-k room one month ahead of his/her third birthday. Again, this will be a decision reached by the Facilitator and parent together, with the Waitlist Coordinator included. In order for a child to move-up early the following criteria will be considered...

- Ability to sit through Circle Time
- Be able to sit for at least 10 minutes during snack and lunch time
- Be able to follow Facilitator instruction (ie putting away toys, changing of activities, etc)
- Be able to follow classroom routines (ie getting lunchbox from cubby, packing up lunch after they are finished, washing hands before eating, clearing plate after snack, etc)
- Be able to communicate with Facilitator or POD any needs, wants or concerns

### **Leave of Absence**

In the event a Member wants to take a Leave of Absence from the Parent on Duty responsibilities, but wants his/her child to continue to attend sessions (as in the case of maternity leave, surgery, etc.) he/she should notify the Scheduling Member.

### **Active Members**

A member will remain active so long as basic time and money commitments are fulfilled according to the current schedule and substitution rules. The scheduled time and money commitment remains, regardless of how often the child attends the group.

### **Withdrawing from the Co-op**

A Member should provide ample notice if his/her child is leaving (except for emergencies like serious illness in the family). Notify the co-op of your decision to withdraw before the first of the month on what will be your final month. The \$100 deposit will be used toward the child's final month in the co-op.

Please note that in cases of emergencies, the deposit is used toward maintaining the school's regular finances until we fill the departing child's spot in class. The deposit is not refunded.

### **Termination of Services**

- Non-payment for preschool services and/or lack of adherence to our tuition payment policies.
- Lack of cooperation by the parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/facilitator and POD meetings or conferences.
- Non-compliance with SACC expectations/POD duties.
- Abusive behavior and/or verbal threats by parents toward the facilitator or POD will not be tolerated. This will result in immediate termination.

### **Policy Changes, Additions, or Deletions**

A majority vote is required to change, revise, add or delete a policy.

### **New Member Policy**

South Austin Children's Cooperative may add new Members whenever there is a place available in the group. Siblings are always given first priority and an even male-to-female ratio is attempted. Anyone interested in joining the group should contact the Wait List Member. This Member will explain how the program operates and give current information about availability of places in the group.

Prospective Members should understand the cooperative basis of the group and agree with the philosophy of childcare provided in these bylaws before joining the waiting list or the group. Prospective members will be advised that most of our communication is through Slack or email so access to the Internet is important. New Members will be oriented by the New Member Orientation Coordinator, who will help them on the first day of their child's attendance. New Members should download the Parents Handbook including a copy of the bylaws, a liability release, and a medical information form. All forms should be completed by the first day a new child attends the co-op.

### **Current Location/Signed Waiver**

Metropolitan Community Church 8601 S. 1<sup>st</sup> Street. Austin, TX 78748  
SACC rents space from the church for a nominal fee. We maintain good relations by keeping the space clean and assisting with yard maintenance as needed. As part of our agreement with the church, they ask that each member submit a signed and notarized waiver and addendum releasing the church from any liability that may happen on their property.

### **Checklist for New Members**

- **Liability Waiver, Enrollment Forms, Emergency Contact, and Allergy Information:** must be signed, notarized, and on file on your child's first day.
- **Tuition:** New parents must pay their \$100 deposit upon accepting a spot in the co-op. Tuition is due on their first day at the co-op. Each family is responsible for paying a \$100 deposit, which is refundable if at least 32 days notice is given before leaving the co-op. A late fee of \$25 will be added if the monthly tuition payment is not received by the 10th day of the month.
- **Supply Fee:** There is a \$25 supply fee to cover the cost of art and cleaning supplies throughout the year.
- **Parent-On-Duty Day/Early Relief:** Parents each take a turn every month to be POD. The scheduler will send out an email asking for days that will and won't work for you. Please let them know in advance if you are not available certain days of the month. If a conflict arises, you may trade with another parent. Remember to bring a healthy snack for all children on your POD day. The next school day after you POD is your Early Relief day; you must arrive 30 minutes before pick-up time.
- **Child Pick-Up:** Please be aware that pick-up time is by 1:00pm at the latest for the Toddler class and 1:00 pm at the latest for the Pre-K class.
- **Toys and Snacks:** Toys and snacks are provided in the classroom; favorite toys and special treats should be left at home. Discuss any exceptions to this rule with the facilitator, i.e. birthday or special occasion celebrations, or short show and tell activity.
- **Food:** Parents provide lunch for their child. Lunch boxes are kept in the child's cubby space (not refrigerated) so you may want to include an ice pack.
- **Labels:** Please label your child's lunchbox, drink cup, extra diapers, and season-appropriate change of clothing bag.
- **Change of Clothes:** Keep one season appropriate change of clothes at school. Please place in a large Ziploc bag with your child's name on the bag.
- **Supplies:** Keep approximately 5 - 10 labeled diapers in the bathroom changing area. Wipes are provided and paid for from our yearly supply fee. Most parents bring labeled diapers and a change of clothes in a Ziploc bag.
- **Cubbies:** Children keep their lunchboxes and jacket (as needed) in the cubby space.
- **Health & Safety:** Do not bring your child to school if he/she is ill (suspicious symptoms such as diarrhea, vomiting, persistent cough, or fever within 24 hours). Please keep your child's fingernails clipped. Remember to warn the facilitator and class if your child is going through a biting phase.

## SACC Tuition & Time Agreement

\*\*\*Please sign and date at the bottom.\*\*\*

South Austin Children's Cooperative is made up of parents who share the work involved in administering the program and the day-to-day maintenance of the classroom and yard.

SACC requires a commitment of time & tuition. Tuition is due at the first meeting or class day of each month and is given to the treasurer. A late fee of \$25 will be added if the payment is not received by the 10th of the month. In addition to monthly tuition, you pay with your time that you give to the co-op.

Time includes:

- Parent on duty (POD) days – Arrive at 8:45am with snacks.
- Relief POD- the following school day after you POD, arrive at 12:30
- Specific co-op job(s).
- Pick-up of children on time by 1:00pm.
- Participation on Slack
- Attendance of monthly co-op meetings.
- Time and/or abilities for work days.

As an SACC member, I agree to uphold my time & tuition responsibilities in order for the co-op to run in an efficient and trusting manner. If I don't uphold my responsibilities the following actions will be taken: 1st time - probation, 2nd time – vote from the co-op for removal, 3rd time - removal from the co-op.

Child's Name: \_\_\_\_\_

Parent(s') Name(s): \_\_\_\_\_

Parent(s') Signature(s): \_\_\_\_\_

Cooperative \Co\*["o]p"er\*a\*tive\, n

- Done in cooperation with others: a cooperative effort.
- Marked by willingness to cooperate.
- A commercial enterprise run for the benefit of its owners [syn: co-op]
- An association formed and operated for the benefit of those using it

**Church Waiver**

*\*\*\*Please sign both the waiver and the addendum and have it notarized before your child begins school at SACC.\*\*\**

As part of our agreement with Metropolitan Community Church, they ask that each member submit a signed and notarized waiver and addendum releasing the church from any liability that may happen on their property.

**WAIVER AND RELEASE BY PARENT OF MINOR CHILD FROM CHURCH FUNCTION**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (hereinafter referred to as "CHILD") HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge Metropolitan Community Church, a church, and its agents, employees, officers, directors, affiliates, successors, managers, members and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I or CHILD ever had or may have, arising from or in any way related to CHILD'S participation in any of the events or activities sponsored by, conducted by, on the premises of, or for the benefit of, Metropolitan Community Church provided that this waiver of liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct.

I understand that the activities and functions that said CHILD will participate in may be inherently dangerous and may cause serious or grievous injuries, including bodily injury, damage to personal property and/or death. On behalf of myself, CHILD, my heirs, assigns and next of kin, I and said CHILD waive all claims for damages, injuries and death sustained to me or my property, that I or said CHILD may have against the aforementioned released party to such activity.

CHILD has the necessary and requisite skills to participate in the requested activities and CHILD'S only limitations or activities from which said CHILD is prohibited are noted below. The nature of the activities has been fully disclosed and any flyer, advertisement, or brochure relating to the participating activities is expressly made a part of this WAIVER AND RELEASE.

By this Waiver, I, on behalf of said CHILD, assume any risk, and take full responsibility and waive and relinquish any and all claims of any sort whether in tort, contract, equity or otherwise including any claims of personal injury, death or damage to personal property associated with Metropolitan Community Church, including, but not limited to the participation in any volunteer activities, being transported to and from the volunteer site, consuming food, recreational activities or otherwise, or using the church facility and/or surrounding grounds or buildings, and its equipment, or other related activities on and off the premises.

This WAIVER AND RELEASE contains the entire agreement between the parties, and

supersedes any prior written or oral agreements between them concerning the subject matter of this WAIVER AND RELEASE. The provisions of this WAIVER AND RELEASE may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of all parties.

The provision of this WAIVER AND RELEASE will continue in full force and effect even after the termination of the activities conducted by, on the premises of, or for the benefit of, Metropolitan Community Church whether by agreement, by operation of law, or otherwise.

I have read, understand and fully agree to the terms of this WAIVER AND RELEASE. I understand and confirm that by signing this WAIVER AND RELEASE said CHILD and I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress or threat of duress, without inducement, promise or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law.

Medical Conditions. CHILD is subject to the following allergies or medical conditions, and I authorize the facility to disclose these conditions to a physician or other medical professional in the event said CHILD should require emergency medical care:

Prohibited Activities. As a result of the above-mentioned medical conditions, I, on behalf of said CHILD, am prohibiting involvements in the following specific activities:

In addition to Metropolitan Community Church, the pastors and officers past and present, are also indemnified under this waiver.

**Date:**

**Printed Name of CHILD:**

**Printed Name of Parent (Guardian):**

**Signature of Parent (Guardian):**

**Notary:**

**EMERGENCY CARD**

CHILD'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

BIRTHDATE \_\_\_\_\_

**CONTACTS:**

CONTACT #1 \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE #1 \_\_\_\_\_

PHONE #2 \_\_\_\_\_

CONTACT #2 \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE #1 \_\_\_\_\_

PHONE #2 \_\_\_\_\_

CONTACT #3 \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE #1 \_\_\_\_\_

PHONE #2 \_\_\_\_\_

**MEDICAL CONCERNS:**

ALLERGIES \_\_\_\_\_

SPECIAL MEDICAL CONCERNS AND NOTES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent Jobs**

There are more jobs than co-op members, so parents may sign up for a couple of the less time-intensive jobs. The jobs can be done by either a toddler or pre-k class parent unless otherwise specified.

The jobs members perform are:

**Secretary** - The Secretary notifies all co-op members of the date and time of the upcoming meeting. He or she calls for a list of topics and creates an agenda for the meeting. The Secretary compares the agenda items from the previous month and ensures the proper co-op members are completing their tasks. At the meeting, the Secretary keeps notes of the meeting minutes, and then organizes them into a post-meeting message to all co-op members. The Secretary plays a crucial role in communicating important information to all co-op parents and the teacher. A parent in the toddler class or a parent in the pre-k class holds this job.

**Treasurer** - Tuition is due at the first of the month. The Treasurer sends a notification to all co-op members one week before it is due. He or she keeps track of all members payments and contacts members who do not pay on time. The Treasurer determines tuition based on the teacher salary, rent and other monthly expenses. The spreadsheet in the Google documents of the southaustincoop Google Account is used to calculate everything due. This spreadsheet is maintained and updated by the treasurer as needed. The treasurer pays the teacher salary, bonuses, church rent, church gifts, and other monthly expenses. The treasurer maintains the cash box. The treasurer coordinates with other members for special projects, and verifies any receipts that are presented as part of tuition. This job can go to either a Pre-K or a Toddler parent, and should *NOT* be in the same class as the Under-Treasurer.

**Under-Treasurer** collects tuition from the class that the Treasurer is not in. This job can go to

either a Pre-K or a Toddler parent, and should *NOT* be in the same class as the Treasurer. Fills in for the Treasurer as needed

**Church Liaison** is the go between person between the Co-op and the church. If there any issues that we need to let the church know about - i.e. maintenance issues, painting, cleaning, etc. the church liaison lets them know. If we have a deep cleaning for example, we let them know in advance so that we can clear the date in case they have a church function and will need the building. Conversely, if they are going to use the building on a weekend for a function, they will let the liaison know so that we can clear the room on the Friday before. The liaison will let Julie and the Friday POD know, and put it on the calendar. A parent in the toddler or pre-k class can hold this position. Also, for Easter and Christmas the liaison will buy the church flowers (i.e. Poinsettia or Easter Lilies) and a card, and get a check from the treasurer to add as a donation.

**Editor** updates our official documents such as bylaws and SACC descriptions, and converting them to PDF format. This position ensures that all online documents are current, and archives all non-current documents.

**Website Maintenance** - maintains the SACC website including ensuring web hosting is continued and domain name is preserved. Updates documents and data about the school as needed.

**Indoor Maintenance** is responsible for the general upkeep of the indoor areas. Makes minor repairs. Removes broken / outdated toys. This person is also responsible for scheduling periodic deep-cleans involving all members of the co-op. Works with Outdoor Maintenance to coordinate this project.

**Outdoor Maintenance** is responsible for the upkeep of the outside/playground area. Some specific tasks include, but are not limited to: buying sand for the sandbox and other outdoor supplies as needed, researching and overseeing bug elimination, ensuring outdoor area stays trash-free and well-maintained throughout month, and being in charge of the outdoor area during deep cleaning days. A toddler or pre-k class parent can hold this job. *Coordinates outdoor deep cleaning by the entire co-op as needed* – mulch, pea gravel, sand, raking, etc. **The Outdoor Maintenance member schedules yearly arborist inspections of the tree swing and other trees on the grounds.**

**New Member Orientation** - works closely with the Wait List Manager to communicate with incoming members. Helps to schedule visits, gives tours of the co-op, explains the procedures, and answers questions. When new members officially join the group, the New Member Orientation verifies they have downloaded the Parents Handbook. This position involves giving a tour of the co-op, explaining how our co-op works (jobs, parent involvement-including POD duties, child involvement, role of the teacher) answering all questions. You collect the new family's paperwork on their first day of class and place it in the Red Binder. Then you notify the Roster that a new family's contact information is ready to be added to our spreadsheet. A parent in the toddler class and another parent in the pre-k class hold this job.

**Parent/Facilitator Liaison** - Acts as liaison between parents and facilitators, keep facilitator updated on pertinent co-op issues, as the facilitator is not on the email list serve. The Liaison forwards monthly POD schedules, communicates upcoming meeting topics, and takes the facilitator's concerns to the co-op group. The liaison organizes parent/facilitator conferences, sets up meetings, and so forth between facilitator and member(s) as needed. He or she coordinates

money collection and purchase of birthday gift for facilitator, and lead facilitator reviews (with feedback from parents). There is a Pre-K Liaison and a Toddler Liaison.

**Roster** - ensures that all members have current contact information and membership documents such as notarized releases, before their child begins school. These documents include emergency contact information, allergies, etc. and are stored in the Red Notebook. Some emergency contact info is posted on walls, which the Roster keeps current. He or she destroys documents of outgoing members. The Roster position updates the roster document in Google Docs and archives all outdated rosters. The Roster updates the jobs list and keeps a copy in the Red Notebook.

**POD Scheduler** - About two weeks before the end of the month, send out an email asking for requests. When asking for requests, note the holidays that month. A few days later send out a "last call" email. On the schedule, note meetings and holidays. A few items to watch for - if the secretary is a parent from the class that you are scheduling, don't schedule that person as POD for a meeting day. This also goes for someone that needs to often give info at the meetings - such as wait list, parent-facilitator liaison, etc. The scheduler needs to keep track of new members and leaving members, for scheduling purposes. If a new member joins, work them in the existing calendar by giving them another member's POD later in the month. Sometimes, a member joins but is not yet part of Slack. Email that person directly asking for POD requests. New members need to shadow a POD before their first POD day. This shadow is from 12-1. It's best to schedule new PODs toward the end of the month. Send them a direct email introducing yourself as scheduler and letting them know about the shadow POD requirement. Suggest a couple of good PODs to follow, those that have been here a while, for them to choose from for their shadow day. Let the regular POD know that they will have a shadow. Rotate double PODs among all members. Members get two months maternity leave of their choice (some pick the last month of preg and first month after baby for example.) **\*NOTE\* This position also updates the calendar on the white board with the POD and e-POD schedule.**

**Supplies** - keeps track of supplies in the co-op such as cleaning supplies, kleenex, wipes, paper towels, soap, etc. and purchases them as needed. Keep the receipts and turn them in to our treasurer for a reimbursement / tuition credit.

**Towel Washer**- Washes and folds hand towels at home and returns them to school as needed.

**Wait List Coordinator** - receives emailed requests to join the school. Maintains the wait list to school and communicates to potential newcomers. Coordinates move ins and move ups. Keeps co-op updated on the need for open houses. Coordinates open houses as needed.

**Calendar** – Plans the yearly SACC calendar, noting national, SACC, and AISD holidays. Sends the holiday to Slack in January.

INCIDENT REPORT

<b>Child's Name:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Location of Incident:</b>	
<b>What the child was doing:</b>	
<b>Caregiver response and any first aid:</b>	
<b>Name of Caregiver that responded:</b>	
<b>Additional Information:</b>	
<b>Parent(s) contacted?</b>	No
<b>Name(s) of Parent contacted:</b>	

<b>Who contacted parent(s):</b>	
<b>How parent(s) was contacted:</b>	Other:Other:
<b>Time parent(s) was contacted:</b>	
<b>Other Contacts or Actions:</b>	

Facilitator Signature