

## Orientation Packet and Bylaws

### Classes

**Toddler Class** meets Tues./Thur. from 9:00 a.m. – 1:00 p.m. with ages from 18 months to 3 years.\* The maximum class size is nine children.

**Preschool Class** meets Mon./Wed./Fri. from 9:00 a.m. – 1:00 p.m. with 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 care givers. As issues arise, parents discuss class size as it does impact tuition. Promotion from the toddler to the pre-k class is determined by teacher and parent evaluation of the child's readiness and space available.

\* *Ages are approximate.*

### Teachers

Julie Rodgers teaches the Preschool class with an assistant, the parent on duty (POD), each day. Her class room philosophy includes having an emotionally supportive environment where the children can express themselves safely and explore through play and activity their developmental-appropriate interests.

Julie Rodgers teaches the Toddler class with an assistant, the parent on duty (POD), each day. Her class room philosophy includes creating an environment where toddlers play safely and build a vocabulary for their feelings. The class schedule includes independent and group activities, but we focus on supervised, freeform play, as well as basic personal responsibilities, such as hand washing and "clean up time."

The teachers are not involved with the administration or maintenance work of the co-op; the parents take care of that.

### What SACC Involves

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

### **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.

### Time Commitment

Members participating in this program must be willing to:

- Assist the Teacher on duty on a rotating basis according to the duty schedule and clean the room at the end of the session (see Responsibilities of the Parent-on-Duty).
- 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 "Spring Cleaning" of the facility the co-op uses. Duties may include painting, washing baseboards, etc.
- Volunteer or be assigned an additional duty listed under Co-op Jobs and Responsibilities. Further descriptions of all duties are listed below.
- Attend co-op meetings.

### **Parental Responsibilities**

- When leaving your child, let the Teacher and Member-on-Duty know of any special needs that your child might

have.

- Diaper bag supplies should include diapers, plastic bags, and ointment for those children not yet toilet trained, extra change of clothes, and plastic cup with your child's name written on it. **Everything should be labeled with your child's name, including the outside of the bag.**
- Do not send breakfast, toys, candy, gum, or any other unnecessary items to group.
- Children should be picked up promptly as a courtesy to the Teacher and the Member-on Duty. If a person other than the child's parent is to pick up the child, the parent must designate this person ahead of time. A late fee of \$1.00 per minute after a five-minute grace period will be charged, with a \$10.00 maximum.
- **Health Policy:** Your cooperation is needed in maintaining the health standards in our playschool program. Parents are asked to keep their child home when the child:
  - Shows evidence of a cold
  - Has a temperature of 99.6<sup>0</sup> 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 Teacher 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 Teacher and Member-on-Duty. Should a child have any illness diagnosed by a doctor as a contagious disease, the parent must notify the Teacher and all Members immediately that the other children have been exposed.

Please review the Chicken Pox Policy.

#### **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:

- **Treasurer** – notifies parents of the monthly tuition, collects monthly tuition, pays the teachers, church, pest control, and yard service. *This job can be held by a toddler or pre-k class parent.*
- **Secretary** - sends out an email for agenda topics, writes up an agenda for the meeting, take notes at the meeting and emails the minutes to the co-op. This helps keep everyone in the co-op up-to-date on what's going on in both classes. You also email the minutes to the teacher and print out a hard copy for the bulletin board. *This job is held by a parent in the toddler class and another parent in the pre-k class.*
- **Aztec Liaison**- Schedules quarterly visits for the school, meets with the Aztec rep at the school after school hours. This job can be held by a toddler or pre-k class parent.
- **Parent/Teacher Liaison** - act as liaison between parents and teachers, keep teacher updated on co-op issues that pertain to them since they're not on the email group, send them the monthly minutes, ask for monthly agenda items to cover, organize parent/teacher conferences, coordinate money collection and purchase of birthday gift for teacher, and head up teacher reviews (with feedback from parents). *This job is held by a parent in the toddler class and another parent in the pre-k class.*
- **Church Liaison** – acts as liaison between the co-op and the church; this way the church has one point of contact. *This job can be held by a toddler or pre-k class parent.*
- **Outdoor Maintenance** – responsible for the upkeep outside/playground, coordinates outdoor deep cleaning by the entire co-op as needed – mulch, pea gravel, sand, raking, etc. *This job can be held by a toddler or pre-k class parent.*
- **Indoor Maintenance** – responsible for the upkeep inside the building, repairs as needed, coordinates indoor deep cleaning by the entire co-op as needed. *This job can be held by a toddler or pre-k class parent.*
- **Email Group Facilitator** – adds new members to the co-op email group, removes former members and sends them an invitation to join the co-op alumni email group, approves possible spam emails, moderates email discussions as needed, etc. *This job can be held by a toddler or pre-k class parent.*
- **Website maintenance**- maintains the website. *This job can be held by a toddler or pre-k class parent.*
- **Roster** – keeps the roster updated with current co-op members contact information and co-op jobs, ensures that other members fulfill their job responsibilities, and keeps a hard copy print out in the art cabinet for the teachers. *This job can be held by a toddler or pre-k class parent.*
- **Scheduler** – creates and emails out the monthly POD schedule. *This job is held by a parent in the toddler class and another parent in the pre-k class.*

- **New Member Orientation** – when people visit the co-op you stay and answer their questions, express to them the work involved in being a co-op member, and try to give them a sense of what the coop is like. Once someone joins the coop, you give them the new member packet and collect their paperwork on the first day. The waiver goes to the church and the rest of the paperwork goes in the red medical folder. You also walk the parent through their POD responsibilities. *This job is held by a parent in the toddler class and another parent in the pre-k class.*
- **Wait List** – This is a very important job. This person is in charge of the waiting list, calling potential new members and setting up times for them to visit. A person doesn't "officially" get on the wait list until they come to visit and let us know they want to stay on the list. You'll work with the rest of the co-op on feedback from people's visits and keeping a balance of boy/girl and ages. *This job can be held by a toddler or pre-k class parent.*
- **Substitute Teacher** - has first right of refusal on subbing and getting paid for the day. If they aren't able to sub, they call other parents to get a sub; if no one can do it, they let parent's know class is canceled for the day – which rarely happens. *This job is held by a parent in the toddler class and another parent in the pre-k class.*
- **Editor** - Edits files when needed, keeps paperwork up to date. *This job can be held by a toddler or pre-k class parent.*

### **Monthly Meetings:**

To organize the month and discuss any issues, a short meeting is held in the morning at the first of the month.

### **Email Group:**

To facilitate communication among co-op members, we have a Yahoo! Group at [southaustinchildrencoop@yahoo.com](mailto:southaustinchildrencoop@yahoo.com). The email group facilitator sends an email invitation to new coop members. **It is important that coop members have an email address since this is our primary communication tool.**

### **Parent On Duty Days**

Our hired teachers are responsible for the daily lessons/objectives of the class. The parent on duty is the teacher'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 teacher. **The parent on duty brings a nutritious shared snack for that day and is responsible for cleaning the bathroom and classroom that day.**

PODs should be one of the child's parents. Non-family members (such as sitters) should not do POD days since they haven't been trained on PODing and cleaning 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 and teacher sick day procedures:**

**PODs:** It is OK to send out an email to the group to let everyone know you are sick and need to switch POD days, but it is your responsibility to get on the phone and call to find someone to trade your POD day with.

**Teachers:** Call the Substitute for your class. If they can't do it, then it's their responsibility to call around and find someone else to sub. That way, the teacher doesn't have to call everyone.

### **Tuition & Time**

Tuition is due at the first class day of each month and placed in the tuition box, located on the cubbies in the hall. Tuition fluctuates based on the number of children in the class. The Treasurer will email members with the monthly tuition amount at least a week before the start of the next month. A late fee of \$25 will be added if the payment is not received by the 10<sup>th</sup> class day. The Member will pay current bank charges for checks returned for "insufficient funds." **In addition to monthly tuition, part of payment is your time given to the co-op. This includes parent on duty days, time and/or abilities for occasional work days, and a specific co-op job or duty.**

### **Location**

SACC is currently located at:

St. Annie's AME Church

1711 Newton Street

Austin TX 78704

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

*Note: you may read "member" for "parent."*

## **New Member Policy**

South Austin Children's Cooperative may add new Members whenever there is a place available in the group. Siblings are always giving first priority and an even boy-to-girl 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 need to 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 e-mail so access to the internet is important. New Members will be oriented by the Orientation Member and receive an Orientation Packet. This packet will include 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.

## **Co-op 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 care givers. As issues arise, parents discuss class size as it does impact tuition. Promotion from the toddler to the pre-k class is determined by teacher and parent evaluation of the child's readiness and space available.

## **Leave of Absence**

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

## **Withdrawing from the Group**

A Member should give at least four weeks notice if their child is leaving (except for emergencies like serious illness in the family). The \$100 deposit will be used as all or part of your last month's tuition when 30 days notice is given. The Member will be expected to fulfill current time commitments up to the time of withdrawal. The withdrawing Member also needs to inform the Orientation Member of their "Co-op Job" so that the Orientation Member can, in turn, assign that duty to the replacing Member.

**Supply Fee:** There is a \$25 yearly supply fee to cover the cost of art and cleaning supplies through the year.

## **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.

# Teacher's Job Description

The Teacher's primary responsibility is to provide a safe, stimulating place where each child can grow and learn in a warm, accepting social environment. In addition, the Teacher will be concerned about the child's physical, emotional, intellectual, and social self. The Teacher will also establish a relationship with the parents so a mutual sharing of support and concern for each child occurs. The following guidelines have been set to meet these needs:

## Teacher Qualifications

The Teacher shall have a minimum of a high school diploma and prior experience with preschool children.

## Attendance Policy

- Be reliable, punctual and regular in attendance.
- Notify the parent teacher liaison when an absence will occur.
- Attend co-op meetings as requested.

## Teaching Responsibilities

- Plan age-appropriate activities that meet the needs of the children.
- Use positive statements when correcting a child's behavior.
- Establish a predictable routine during the sessions.
- Use positive, nonverbal techniques when guiding children (e.g., touching and physical proximity)
- Maintain a balance of quiet and active play, child-directed and teacher-directed activities.

## Health and Safety

- Know the number of children in attendance at all times.
- Never leave the children unattended. The Member-on-Duty or Teacher must be with the children at all times.
- Enforce the health policy (i.e., call the parents of a child who becomes ill during a session).
- Supervise children carefully or redirect an activity when in a potentially dangerous situation.
- Report any case of child abuse to the appropriate authorities (Texas Department of Protective and Regulatory Services Abuse Hotline at 1-800-252-5400).
- Follow necessary sanitation procedures in diapering areas, during snack times, and in the bathroom.
- See that the children are dressed appropriately for existing temperatures.

## Room Responsibilities

- Arrive in time to unlock the room in the morning (8:30 am) and adjust the temperature and lights as necessary.
- Check that the Member-on-Duty has turned off the H/V/AC unit, lights, etc., and lock the door when all parents and children have left.
- Keep the room as neat as possible, and keep teaching and cleaning supplies, and medicines out of the reach of the children.

## Interaction with Parents

- Keep a positive and respectful attitude toward the parents.
- Respect parents' differing values and cultural backgrounds.
- Communicate regularly with parents, sharing the skills their child is developing or activities their child is interested in.
- Share any concerns about the child in a professional manner.
- Conduct parent conferences upon request.
- Model appropriate guidance techniques for the Member-on-Duty.

### *Teacher Salary and Fee Structure*

The Teacher's salary is paid monthly based on an hourly rate, multiplied by the number of hours worked. This includes 30 minutes of preparation time for each day. This rate is decided upon by the co-op Members.

Payment is made on the first day of the month by each Member. This fee is based on the Teacher's salary, a monthly supply fee, and rent to the church. Any leftover money is put into the petty cash fund to be kept by the treasurer.

The group will not meet and the Teacher will be paid for the following holidays: New Year's Day, Independence Day, Thanksgiving and Christmas, and any other days voted upon by the Members.

The Teacher is asked to give as much notice as possible with a minimum of four weeks before leaving the position.

### **Redirecting**

Redirecting and guidance of the children should be consistent and based on an understanding of individual needs and development. Punishment of a physical nature will not be used, nor will the child be humiliated or embarrassed. The co-op's technique is a positive approach of helping children develop self-discipline and inner control of their actions.

If the usual redirecting measures are unsuccessful, the Teacher will ask the parents to come for a conference to discuss the situation. If the parent's and Teacher's cooperative efforts do not change the problem, the child may be asked to withdrawal from the program. Every effort shall be made to resolve the problem before that step is taken.

### **Substitutions**

**Teachers:** Call the Substitute for your class. If they can't do it, then it's their responsibility to call around and find someone else to sub. That way, the teacher doesn't have to call everyone. If a substitute cannot be found, the session is canceled and all Members must be notified before the session. The substitute will be paid for the hours worked. If this substitute is a Member, the money will be deducted from the fee at the end of the month.

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

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

### **Checklist for New Members**

- **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 30 day's 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 10<sup>th</sup> day of the month.
- **Supply Fee:** There is a \$25 yearly supply fee to cover the cost of art and cleaning supplies through the year.
- **Parent-On-Duty Day:** Parents rotate the on duty day with the schedule provided at the first of each month. 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.
- **Child Pick Up:** Please be aware that pick-up time is by 1:00 pm at the latest (cost is \$1 a minute after 1:00 pm) if you're consistently late. Most parents arrive around 12:45 -12:55 to pick up their child.)
- **Enrollment form and allergy information sheet:** Please provide information for the safety of your child.

- **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 teacher, i.e. birthday or special occasion celebrations, or short show and tell activity.
  - **Food:** Parents provide **lunch** for their own child. Please send a cloth napkin or kitchen towel in your child's lunch each day to use as a placemat for their lunch. This makes it easier for them to clean up when they are done. They can wrap it up, roll it up, and put it in their lunchbox when they're done eating. Lunchboxes are kept in the child's cubby space (not refrigerated) so you may want to include an icepack to keep things cold.
- The parent on duty provides a shared **snack** for all the children. **Due to peanut allergies, avoid peanut butter snacks.** A good alternative for snacks is almond butter, cashew butter or something similar. There is a list of healthy snack ideas at the end of this packet.
- **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 zip lock 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 zip lock bag.
  - **Cubbies:** Children keep their lunchboxes and jacket (as needed) in the cubby space in the hallway.
  - **Cleaning Supplies:** Procedures for cleaning are posted above the cubbies. Cleaning supplies are located in the cabinet in the restroom and by the kitchen sink. The mop and bucket are located by the backdoor in the kitchen area.
  - **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 teacher and class if your child is going through a biting phase.

#### Parent On Duty (POD) Checklist

##### Beginning of the day (8:50 a.m.):

- Place trash bags in cans
- Ask teacher for instructions for the day
- Assist kids in finding something to play with

##### During the day:

- Clean tables after snack and lunch
- Help kids wash hands for snack and lunch
- Help children play with toys or other kids (not with you)
- Assist with diaper changes and potty runs as requested
- Preschool class: Assist children with their "job"
- Wash hands before handling food
- Wash hands after potty/diaper assists and after wiping runny noses

##### End of the day (12:30 p.m.):

Cleaning supplies are located in the cabinet in the restroom and by the kitchen sink. The mop and bucket are located by the backdoor in the kitchen area.

- Place all items from cubbies to inside table or outside, if applicable
- Put toys and books in proper place
- Wash out all art supplies
- Help child do dishes (preschool) or do dishes (toddler)
- Shake rugs
- Clean bathroom (toilet, sink, mirror, changing area)
- Help child stack chairs
- Clean table again if art was done
- Sweep floors in all areas and mop
- Take out trash (child assists)

- The Monday POD takes the trash to the curb
- The Tuesday POD brings the cans in from the curb
- The teacher will turn off the lights, AC/heater and lock the doors

**Weekly Chores**

Monday: Wipe toy shelves

Tuesday: Wipe baseboards (move shelves away from the wall)

Wednesday: Wipe doorways and light switches, straighten under changing table and wash potty seats.

Thursday: Wipe down window sills

Friday: Wipe down fan ducts and vents

**Enrollment Form & Allergy Information**

Starting Date of Child:

Name of Child:

Date of Birth:

Address:

City, State, Zip:

Email:

Parent(s) Names:

Home Phone:

Mobile Phone(s):

Work Phone(s):

Other Numbers:

Health Care Provider's name and telephone number:

Allergies or special health issues:

Please provide immunization information:

Authorization for Medical Treatment in case of emergency:

*Signature:*

## Tuition & Time Agreement

South Austin Children's Cooperative is made up of parents who divvy up 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 class day of each month and is placed in the purple tuition box on top of the cubbies. *A late fee of \$25 will be added if the payment is not received by the 10<sup>th</sup> of the month.* In addition to monthly tuition, part of payment is your time given to the co-op.

**Time** includes:

- Parent on duty (POD) days – on-time at 8:50am with snacks.
- Specific co-op job(s).
- Pick-up of children on-time by 1:00pm. Cost is \$1 a minute after 1:00 pm if you're consistently late.
- Attendance of monthly co-op meetings.
- Time and/or abilities for occasional 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: 1<sup>st</sup> time – probation, 2<sup>nd</sup> time – vote from the co-op for removal, 3<sup>rd</sup> time – removal from the co-op.

Child's Name:

Parent's Names:

*Parent's Signature:*

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

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

**As part of our agreement with St. Annie's AME, 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.** If you need a notary you can use Mary Alarcon. She is on the north side of W. Mary between S. 1st and S. 5th Streets. Her phone number is 447-9185.

### **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 St. Annie AME, 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, St. Annie AME 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 St. Annie AME, 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 supercedes 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, St. Annie AME 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 St. Annie's AME, the pastors and officers past and present, and the African Methodist Episcopal Church, Inc. are also indemnified under this waiver.

Date

Printed Name of CHILD

Printed Name of Parent (Guardian)

Signature of Parent (Guardian)

### **My Child's Interests**

Please let your child's teacher know a little more about him/her so they can make their days at the co-op even more enjoyable and fun.

Date: \_\_\_\_\_

Child's Name and Age: \_\_\_\_\_

Class:  Toddler Class

Pre-K Class

Your child's loves/interests:

Your child's fears:

They find security in:

They're uncomfortable with:

They could use extra support concerning:

My goals for my child are:

My concerns are:

Anything health/diet/allergy/med related you're teacher should know about?

### **SACC Chicken Pox Policy**

Since the co-op doesn't require vaccinations we've run into problems of chicken pox exposure in the past. Some parents choose not to vaccinate for chicken pox and expose their child to it so they can get it at a younger age. However, we have a lot of babies (siblings) under the age of 12 months at the co-op who can't be vaccinated for it until they're a year and they run the risk of getting them if someone brings their child who's knowingly been exposed to it to school - so we agreed on the following:

- If you know your child has been exposed to chicken pox, you must let all members of the coop know immediately via the co-op email group.
- AISD guidelines say kids exposed to chicken pox can stay in school until they start showing symptoms – fever, cold, pox. They stay home until the last pox is healed. Siblings are allowed to stay in school until they show symptoms. Dr. Brown says that 99% of breakouts occur 8 days after being exposed and it's a 21 day incubation period.
- For the co-op, we suggested that if you knowingly expose your child to chicken pox or any other sickness that you could vaccinate for, let the rest of the co-op know and keep the child home until the incubation period is over (21 days for chicken pox). **This will keep younger kids whose parents may want to vaccinate but they aren't old enough yet from being exposed.**
- You may not know that your child has been exposed to chicken pox. If your child has a fever for any reason, please keep them home until they've been fever free for 24 hours.
- The co-op agrees to use the CDC website as our guidelines for anything that may come up in the future.

### **Some Healthy Snack Ideas for POD days**

\* The only known allergy is peanuts – so no peanut butter/products please

\* There are many healthy brands beyond what is listed below

\* This list does not apply to birthdays and special celebrations

- **Any fresh fruit or vegetable:** bananas, apples, pears, pineapple, berries, grapes, watermelon, oranges, baby carrots, celery sticks, jicama, cherry tomatoes, etc.
- **Dips/spreads/pate:** Hummus, tofu, bean, yogurt, pesto, nut and bean pates
- **Nuts and seeds:** Almonds, cashews, sunflower seeds, soy nuts, pumpkin seeds, walnuts, pecans, pistachios, peanut-free trail mix, popcorn (easy and cheap to make at home)
- **Dried Fruit (unsulphured and unsweetened):** Raisins, apricots, figs, apple, goji berries, pineapple, mango, dates, bananas, blueberries, cherries, strawberries (all cheaper in bulk)
- **Frozen Fruit:** cherries, blueberries, strawberries, pineapple, mango, bananas
- **Processed Snacks (“brands” are chosen based on a higher nutritional value and natural and/or low sugar content, and do not contain hydrogenated oils, artificial sweeteners and additives:**
- Veggie Booty, Pirates Booty, Fruity Booty, Tings, Snap pea crisps

- Whole grain rice, spelt, and sesame sticks (cheaper in bulk)
- Whole grain pretzels, Vita Spelt pretzels
- Rice cakes, Rice crackers
- Dr. Krackers, Mary's Gone Crackers (Plain, Herb, Caraway, Onion)
- Multigrain or natural corn chips (many brands, sometimes found in bulk)
- Veggie chips (contains pieces of yam, green beans, carrots, taro, and potato – also in bulk)
- Whole grain, whole wheat, and corn tortillas (with dips, spreads, and nut butters)
- Whole wheat or whole grain pita or pita chips (great for dips)
- Toasted nori (sushi seaweed) – can cut into strips and eat as is or roll stuff inside: nut butter, rice balls with sesame salt, hummus, veggies and dip
- Midel whole wheat honey graham crackers, and ginger snaps
- Fruit leathers (made with just fruit and fruit juice)
- Barbara's fruit-sweetened fig cookies (regular, blueberry, raspberry, apple cinnamon, or gluten-free)
- Fig Newman's
- Pamela's cookies (without peanuts)
- Whole wheat/grain fruit bars (Health Valley is one of the brands and are made with real fruit, some found in bulk)
- Unsweetened apple sauce and yogurts without added sugar (there are many sweetened with fruit, real maple, honey, and concentrated fruit juice which are lower in sugar grams). There are cow, goat, sheep and even water buffalo versions!
- **Nut Butters:** Almond, cashew, pecan, sesame tahini, pumpkin seed
- **Fruit spreads** (made with real fruit) Bionaturae is excellent, Cascadian Farms, Central Market and Whole Foods make their own brands that are usually cheaper
- **Cereals:** made with whole grains and low sugars Barbara's fruit-sweetened breakfast Os, Cascadian Farm Os, Oatios, Barbara's shredded oats, Mother's, Arrowhead Mills, Nature's Path, and Erewhon brands, Cheerios (original). The bulk bins also carry multigrain O's, fruit-sweetened and/or low sugar corn flakes and raisin bran and other cereals, and a large variety of granola (**\*please read ingredients, many contain peanuts**). Some are exactly the same as the stuff in the boxes but much less expensive.
- **Cheese:** Horizon is less processed (there are other brands out there as well – just check the ingredients). Goat and sheep cheeses (Goat cheddar tastes great and some kids love chevre) There are all kinds of soy, rice, and almond on the market but can be very highly processed – check the labels
- **Homemade breads, muffins and scones:** banana, pumpkin, zucchini, blueberry, cranberry, etc.

#### Where to shop?

- **HEB** – Natural Food section better than you'd expect, decent organic produce section, has bulk section
- **Wheatville Coop** – great bulk selection at lower prices, also carry most of the popular healthy snacks, great organic and local produce (cheaper too)
- **Sun Harvest** – decent selection of snacks, weak in the bulk area, weak in the organic produce, best prices on supplements
- **Central Market** – carries most healthier brands, big bulk section, fewer organic and pesticide-free choices, decent organic produce but expensive
- **Whole Foods** – has it all but is generally more expensive
- **Farm To Market** – is expensive, but if you are crunched for time they've got many items on our list and are right up the street (ditto P&K and Cissi's).
- **Local Farmer's Markets** and places like **Boggy Creek Farm** have great locally grown produce, unique locally made snacks and baked goods, and fun attractions and events for kids)