



ACP Working Parent Guidance

Membership

To be a member of our cooperative, a family must have at least one child enrolled in the school and remain up to date on all required paperwork, certifications, tuition and fees. Major decisions about the direction of the school, changes in the curriculum, capital expenditures, budget approval, board member elections, and ratification of teacher contracts are items voted on at regular meetings by the general co-op membership. Each family has the power of one vote, no matter how many children are enrolled.

co-op duties

Without each family's participation, the co-op would not be able to function as it should. The time and talent of our families is essential to the success of our preschool. Each family is expected to participate in the cooperative in the following ways:

Working Parent

Working parents generally work in the classroom 1-4 days per month (this depends on how many days per week your child is enrolled.) They also serve as "alternate" (on call) 1-2 days per month. Working parents follow the classroom checklist, which includes duties like cleaning and maintaining the classroom according to DSS requirements, guiding children and assisting the directress, preparing snacks, and supervising outdoor activities.

Co-op Meetings

A minimum of eight co-op meetings will be held each year. The September orientation meeting is mandatory for every enrolled family. Each family is required to attend four meetings over the course of the year. Only votes of attending members will be counted at each meeting; votes of non-attending members are forfeited. Children are not allowed to attend co-op meetings.



ACP Working Parent Guidance

Training

Each working parent is required to complete 4 hours of licensing training by February of the school year. Training will be offered at several co-op meetings throughout the year. Requirements may be prorated for midyear enrollments. At least two of the trainings offered during the first half of the year will be Montessori-based, and each working parent is required to attend at least one.

Board/Committee

Each family is required to participate in one board, committee, or service position during the school year.

Volunteer Hours

Each family is required to volunteer two hours each in Grounds & Maintenance and Events. We also require each family to volunteer for at least two hours for our host, the HAAC, which we exchange for 2 months of waived rent over the summer. Families with multiple enrolled children will be required one more hour for each additional child.

Laundry

On Tuesdays and Fridays, a family will receive the school laundry (rags and towels, mop heads) to wash. Each family will take home laundry two or three times a school year.

Important Co-op Meeting Dates

- September: Orientation
- March: Budget, Teacher Contract, Board Nominations
- April: Board Elections
- May: Bylaw Changes



ACP Working Parent Guidance

Day-to-Day Operations

In order for the classroom to be opened for the day, two ***working parents*** and one ***alternate*** (on call) working parent must be present and signed in. Working parents arrive at 8:45am and begin preparing the classroom for the day. A complete working parent checklist is posted in the classroom for parents to follow throughout the day. The checklist includes duties such as preparing the classroom for the day, guiding children and assisting the directress as needed, cleaning and maintaining the classroom according to DSS requirements, preparing snacks, and supervising outdoor activities and recess.

The Alternate

An alternate is needed in case of an emergency that causes a working parent to become unavailable, or if the Directress needs additional assistance with the students. The alternate must sign in upon arrival and leave a phone number where he/she can be reached. The alternate should come to school prepared to work that day, including bringing a lunch. The alternate should be available to assume the responsibilities of a working parent quickly if needed, and should not have any appointments scheduled for the school day. The alternate may not leave the classroom until both working parents have arrived and signed in.

Licensing Requirements

Before they are allowed to work in the classroom, all working parents must fulfill a series of licensing requirements, which are determined by the Department of Social Services. Working parents can complete documents and review their requirement status via the Jovial Family Portal. Some requirements, once satisfied, will remain valid for multiple years.

- Department of Social Services Sworn Statement (valid for 3 years)



ACP Working Parent Guidance

- State Police Fingerprint Background Check (valid for 5 years)
- Department of Social Services Background Check (valid for 3 years)
- Tuberculosis Screening (valid for 2 years)
- Adult & Pediatric CPR & First Aid Certification (valid for 2 years)
- Two Letters of Reference (from non-family members)

Scheduling

Each working parent will work 1-4 days per month (this depends on how many days per month your child is enrolled). In the event of low enrollment or other extenuating circumstances, parents may be needed for more working days. However, every effort is made to keep working days as evenly distributed as possible and to accommodate schedules as needed. The class scheduler will work with each family to create fair and balanced schedules.

Siblings

Un-enrolled siblings of students may accompany the working parent on a scheduled working day. Siblings 18 months and older must pay the sibling fee (\$5/month). Accompanying siblings are the sole responsibility of the working parent.

Kindergarten Prep Assistant

Kindergarten Prep requires an assistant to help the Directress monitor and instruct the children participating in the class. A volunteer will be sought from the working parents in the three-day (MWF) class with a child enrolled in K-Prep. The assistant may not bring a sibling to K-Prep. If no singular volunteer is available, K-Prep assistant duties may be split among multiple volunteer parents.



ACP Working Parent Guidance

Methods of Communication

Jovial

Online portal for viewing all family-related information, including billing, requirements, forms, class roster.

Slack

Private forum for co-op business, working calendar, meeting minutes, documents, and other information. .

Voicemail

Messages can be left on the school voicemail. Current members should follow the procedure outlined in the handbook for leaving messages with the directress.

Remind

Urgent messages, such as closings or schedule changes. Download the smartphone app and join your class using the code provided by Technology.

Email

Group email addresses for all co-op members, each class, and the board are listed in the handbook. Volunteer opportunities and field trip plans will be emailed through SignUpGenius.

Monthly Newsletter

The Directress will email a monthly newsletter to all families at the beginning of each month. Includes monthly themes, important calendar notes, and other classroom-related information.



ACP Working Parent Guidance

Whiteboard

Outside of the classroom each morning during drop-off. The Directress will post daily announcements, lesson descriptions, and other classroom-related information.

File Box

Outside of the classroom each morning during drop-off. Routine communication from Directress, committees, and other sources. Check daily at drop-off. board mailboxes. Located in the Art Room. Board members will check their boxes regularly. Any communication for a specific board member can be placed in the appropriate mailbox.