



STOWE COOPERATIVE NURSERY SCHOOL

FAMILY HANDBOOK

STOWE COOPERATIVE NURSERY SCHOOL
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1.) PHILOSOPHY

The Stowe Cooperative Nursery School (the “Co-op”) is committed to providing an affordable, stimulating, creative learning environment. We believe in each child’s right to develop a sense of self that is positive and capable. We offer a relaxed and warm learning atmosphere. A balanced program of indoor and outdoor activities encourages children to be curious, create, discover, choose, and interact positively with others.

Our staff goal is to work together as a team, involving parents and the community, in a positive manner, for the good of all of the children. The Co-op staff guides and organizes but does not impose. They are able to make standards clear, consistent, and understandable to all children, and at the same time be sensitive to each child’s needs.

Parents and teachers work together to run the school. The following paragraphs explain how.

BOARD OF DIRECTORS

The Board of Directors consists of parents elected by the membership at the Annual Meeting to serve in the following capacities: President, Vice President, Secretary, Treasurer, Vice President of Enrollment, Vice President of Fundraising, Bookeeper, and Advisory Members. The committee chairpersons attend Board meetings in an advisory capacity. The Board sets the time, date, and place for two (2) general membership meetings, to be held annually, usually in September and May.

PARENT PARTICIPATION

The school is owned and administered by the membership. Parents “own” the school in the sense that the tuition they pay for their child’s attendance and the funds they raise are used for the school’s expenses: salaries, rent, maintenance, supplies and equipment and day-to-day operating expenses. The parents, through the Board of Directors and committees, handle general operation of the school. All parents with children at the Co-op are encouraged to become involved in the school’s operation and class activities. However, parents in “participating families” can expect to be called upon to donate time and expertise outside the classroom to help in the smooth operation of all aspects of the Co-op, including fund raising and maintenance of the facility.

The cost of a good education is high: parents, therefore, fill many roles that help cut operating expenses and provide essential extras. In this way, the Co-op can continue to pay qualified teachers and rent the facilities, while keeping tuition costs competitive.

2.) MEMBERSHIP AND PRESCHOOL ENROLLMENT REQUIREMENTS

1. Membership in the Co-op is open to any interested person who is willing to participate in the operation of the school. It is not necessary to have a child currently enrolled in the school; former members and other interested persons are welcome and admitted upon approval of the Board.
2. Enrollment in the preschool program (morning classes) is open to children ages 3 to 5. There are two classes: one for 3 to 4 year olds and another for 4 to 5 year olds. To enter the younger class, children must be 3 years old by September 1 of the current academic. To attend the older class, a child must be 4 years old by September 1 of the academic year. In both cases the children must be toilet trained. Parents are required to enroll their child for specific days (e.g., Monday, Wednesday, Friday) for the preschool program at the start of the school year. If for any reason the child will be absent, the parents must contact the head teacher by 8:00 a.m. on the day of the absence in case another child wishes to fill the vacancy. Advance notice, when possible, is appreciated. Tuition is not credited when a child is absent on his or her scheduled day except for illnesses that exceed one week (see Billing Procedures, Section 4). Any enrolled child may attend preschool on an unscheduled day if there is space available; the child's customary charge will apply to the extra day.
The maximum number of children per day is 16 in the 4/5 year class and 12 in the 3/4 year old class.
3. Enrollment in the preschool program must be for a minimum of two (2) days per week.
4. To enroll a child in the preschool program, parents should submit to the Vice President of Enrollment a completed registration form accompanied by a non-refundable registration fee of \$25.00. Each year spaces will automatically be held for the following year for children currently enrolled until the enrollment deadline set by the Board, at which time the \$25 registration fee must be received.
5. Prior to the first day of school, the following forms (fully completed) are to be submitted to the Co-op for each child:
 - Admission Form
 - Statement of Understanding (for participating families)
 - Character References (for participating families)
 - Current Immunization Record (signed by child's physician)
 - Parental Agreement (Acknowledging receipt and understanding of handbook)
 - State of Vermont Licensing Record Check Form (for participating families)
 - Auto insurance card copy if you plan on driving on any field trips

3.) GENERAL CO-OP POLICIES

1. At the beginning of the school year, each child should bring a complete change of clothing to the Co-op (contained in a sealed, zippered bag) to be left in the child's classroom. All clothing should be labeled with the child's name. For the use of the whole class, each child is requested to bring a box of tissues, one box of wipes and an age appropriate book.
2. Children should come to the Co-op dressed in clothing appropriate for indoor and outdoor play. Children should be prepared for play outdoors whenever the temperature is above ten (10) degrees Fahrenheit (at the discretion of the head teacher). Outdoor clothing should be clearly labeled with the child's name.
3. The Co-op has plenty of wonderful and appropriate toys. Personal toys are very distracting, and keeping track of them is time consuming. Therefore, we request that personal toys stay at home unless for rest time or sharing.
4. The request to leave personal toys at home does not apply to comfort objects or nap time "friends". For children away from home in the first weeks, a comfort object can help ease the transition into a new environment. Naptime friends are welcome at naptime.
5. Lunch boxes and thermos bottles should be labeled with your child's name. Candy, gum, and treats should be left at home.
6. Any prescription or nonprescription medication must be labeled with your child's name, its contents, and directions for administration. It must be given to the head teacher upon arrival at the Co-op. **Please do not place medication in your child's lunch box or cubby.**
7. If a child will be absent, please notify the head teacher by 8:00 a.m. This is especially important on field trip days.
8. According to the Vermont regulations, a child will not be permitted at the Co-op if she/he has any of the following symptoms:
 - Fever of 100 degrees F or higher
 - Conjunctivitis (pink eye)
 - Unexplained rash
 - Diarrhea (unless it is induced by food)
 - Vomiting
 - Severe cold
 - Contagious diseases of infections such as bronchitis, strep throat, measles (red or German), chicken pox, mumps, bacterial meningitis, shigellosis, Giardia, Campylobacter, salmonella, polio, impetigo, diphtheria, hepatitis A, whooping cough, (Pertussis) scarlet fever, Rosella, or infections such as scabies or lice

Before any child may return to the Co-op after any of the above, all the following must be true:

- The child must be medically improved, that is, free of fever and persistent diarrhea for at least 24 hours without the use of Tylenol or similar medications

- If a child was suffering from a communicable disease, she/he is no longer in a contagious stage of the disease
- If the child is suffering from an undiagnosed rash, runny eye, or any other potentially communicable disease, a doctor's note has been obtained and brought to the Co-op
- The child has been on antibiotics for at least 24 hours in the case of bacterial infections, or has been treated for and is free of any infestation of lice or scabies

Please note: The head teacher may ask that a child be taken home from preschool or childcare, if a child's symptoms warrant.

9. The State of Vermont Licensing Division requires that the heat at the school be 64 degrees, 12 inches from the floor. On an average day, the temperature at the children's height is about 68 degrees. It is advisable to dress your child in layers. Some children find it too warm at this temperature, others too cold. If possible, keep a sweater in your child's cubby.
10. If the Co-op is closed because of inclement weather, a message will be left on 253-8686 and closings/delays will be announced on Channel 3 News. Whenever possible, the Co-op will adhere to Stowe Elementary School closure.
11. Computers may be available for the children at the Co-op. Supervised computer time may be set-aside for each child during one of his/her school days. The purpose will be to introduce children to the computer through the use of educational games and activities. In addition, parents are free to work with their children on the computers after school. Please contact your child's head teacher to arrange a time.
12. "Show and Tell" is an event at the Co-op. The following is a list of items that are appropriate for show and tell:
 - a) Nature Items: shells, leaves, pine cones, flowers, rocks, a bag of sand from a faraway beach, a robin's egg, etc.; Fruits and vegetables that the child likes or has planted and wants to talk about.
 - b) Craft Items: Special drawings or crafts that the child has made (or was made by a friend or someone in the family)
 - c) Music and Books: a special tape or book that is learning appropriate
 - d) Musical Instruments
 - e) Sports/Activity Items: (baseball glove, basketball, hockey stick/puck, canoe paddle, ballet slippers, etc.)
 - f) Photographs: places the child wants to talk about, family, friends, pets, or animals special to the child
 - g) A puzzle or game that is learning and age appropriate that may catch the imagination of the whole class
 - h) An activity that is learning appropriate and is of interest to your child e.g. your daughter loves catching butterflies and other bugs, she can bring in her butterfly net and bug condo (without live animals) to explain what she does and why she enjoys it. Or your son loves to swim with flippers and a mask and he can bring them in and explain how he uses them
 - i) An item that corresponds to the theme of the week. For example, if the theme is "red", then a red fire fighter's hat; if the theme is "ten" then ten pennies, if the theme is "sky" then cotton balls glued on blue paper. Look on the monthly calendar for these themes.

13. Discipline and Play in the Classroom and on the Playground

The Co-op feels that all discipline should be positive and appropriate. The goal of classroom and playground discipline is to aid the child in learning self-control and constructive problem solving techniques. Each adult that participates in the Co-op shares responsibility for this guidance. Basic methods include:

- eye contact and body language to stop or redirect inappropriate actions
- distraction/focusing the child's attention on another project or activity
- reminders of cause-and-effect principals
- redirection to a more positive place in the classroom or with a different child.

Efforts should be made to allow children to communicate together and work out differences on their own. Children should be reminded that it is not okay to take something without permission, it is not okay to harm anyone else, and that problems are resolved by talking about them and finding solutions together. Some examples of how this is used in the classroom are through 123 Magic, <http://www.parentmagic.com/>. Also, through reinforcing, redirecting and reminding. These methods are instilled in our programs through positive language.

The policy against physical harm—biting, punching, kicking, shoving, and pushing is clear. If a child has hurt another, both parents will be notified. Appropriate disciplinary action will be taken to reinforce the notion that the behavior is not allowed.

14. All publicity, articles, notices, and items of interest concerning the Stowe Cooperative Nursery School must be cleared by the Board before they are released.
15. Any parent of the day, head teacher, or assistant who has reasonable cause to believe that any child has been abused or neglected must report it within 24 hour to the Vermont Department of Social and Rehabilitative Services at 800-540-7942. The person making the report shall be covered by the Good Samaritan Law, keeping all information and names confidential.
16. The Co-op is a non-profit, independent educational institution. All donations are tax deductible.
17. The Co-op is an equal-opportunity employer.
18. All new employees of the Co-op may be required to have a physical and submit a signed release from their physician.

4.) TUITION, CHILDCARE RATES AND OTHER FEES

The Board of Directors annually establishes tuition and other fees. Rates for the current year are listed below:

Nursery School Tuition (8:00 am-1:00 pm)

Participating Family	\$30 per session per child
Nonparticipating family	\$33 per session per child

Extended Care Rates

7:30 am- 8:00 am	\$7.00 per hour per child
1:00 pm- 5:30 pm	\$7.00 per hour per child

Daily Rates (7:30am – 5:30pm)

Participating Family	\$43 per day per child
Nonparticipating family	\$47 per day per child

Weekly Rates

Participating Family	\$185 per week per child
Nonparticipating family	\$200 per week per child

Other Fees

Late Pick-Up Fee (after 5:30 pm)

\$25.00 per child

Parent of the Day No-Show \$25.00 per incident

Late Payment Fee

Bills not paid by the 15th day of the month are subject to a \$25 late fee. Timely payment is necessary in order to keep the school operational.

Registration Fee

\$25 per year (non-refundable)

5.) BILLING PROCEDURES

1. Parents will receive a monthly tuition bill from the bookkeeper at the start of each month. The bill will reflect anticipated tuition days for that month as well as childcare expenses and any other charges incurred during the previous month.
Parents should review the number of days and programs listed on the bills to be sure the bill reflects their current situation.
2. Payments should be placed in the tuition boxes located by the parent's mailboxes or mail checks to: Stowe Cooperative Nursery School, P.O. Box 95, Stowe, VT 05672. Checks should be made payable to: Stowe Cooperative Nursery School.
3. Bills not paid by the 15th of the month are subject to a late fee of \$25.00. **The bookkeeper will refer any bills that are 30 or more days overdue to the Board of Directors, which at its discretion, may request that the child for whom the charges have been incurred not be admitted to Co-op programs until the overdue balance has been paid.** Parents with extenuating circumstances are urged to contact the bookkeeper to discuss temporary changes in their billing schedule.
4. A child who is absent because of family illness for more than one week of his/her schedule may apply to the bookkeeper for a tuition credit towards future attendance starting with week two. Absences other than for illness will not be given this credit consideration. Parents who do not wish to pay tuition during an extended vacation must formally withdraw their child and then reapply for admission. The child will be readmitted if space is available; however, there will be a reinstatement fee of \$25 that is not credited toward tuition.
5. All prepayments will be forfeited unless the Board requests withdrawal.
6. Financial assistance may be available on a case-by-case basis. Anyone seeking assistance should contact the Vice President of Enrollment, who will present the request to the Board for consideration.

6.) PRESCHOOL PROGRAM DAILY SCHEDULES

THREE/FOUR YEAR OLD CLASS

- 8:00-9:00 Greet children/parents/project/free play
- 9:00-9:30 Morning Meeting
- 9:30-10:00 Areas
- 10:00-10:15 Read Aloud/wash hands
- 10:15-11:30 Snack/Outside
- 11:00-11:30 Group activity
- 11:30-12:00 Lunch
- 12:00-12:30 Read aloud/project/areas
- 12:30-1:00 Free supervised play

FOUR/FIVE YEAR OLD CLASS

- 8:00-8:30 Arrival Time
- 8:30-9:00 Morning Meeting
- 9:00-10:00 Center Time or Specials
- 10:00-10:15 Read Aloud/Large Group Activity/ Wash hands for snack
- 10:15-10:30 Snack
- 10:30-11:30 Outside (weather permitting)
- 11:30-12:00 Lunch
- 12:00-1:00 Project or Free Time

7.) Extended Care

The Co-op offers an extended care program Monday through Friday from 7:30 am until 8:00 am and from 1:00 pm until 5:30 pm. Enrollment in the extended care program is open to any potty-trained child between the ages of 3 and 5. Extended care is limited to 16 children. If your child is not enrolled in extended care, parents must receive approval from teachers prior to attending extended care after 1pm. Space may be limited for non-scheduled extended care.

Children who attend childcare regularly during the year are asked to enroll for specific days and times at the start of the school year. If at any time your child will not be using his/her days, the parents should contact the appropriate head teacher by 8:00 am on the day the child will be absent in case another child wishes to fill the vacancy. Enrolled children not regularly scheduled for childcare may participate on days when space is available; parents should check with their head teacher by 8:00 am on the day the child plans to attend.

Extended Care Schedule

1-1:30 Outside time or Free supervised play

1:30-1:45 Bathroom time

2:00-2:30 Rest time without quiet items

2:30-3:00 Quiet toys permitted

3:00-3:30 Snack

3:30-5:30 Group project and free play

Snack

If staying for extended care, children must bring their own nut-free snack.

Rest/Quiet Time

There is an afternoon rest and quiet time period from 2:00pm until 3:00 pm. Children attending during the rest period must provide their own mat covering (a crib sheet or large towel- not a pack and play sheet as they do not fit the mat) blanket and pillow in a canvas bag or backpack that is separate from their everyday items; the Co-op provides the mats. Children are also encouraged to bring their own special stuffed animal to cuddle or books to read or quiet activity to play with on their mat during the rest period. Examples of appropriate quiet time activities include: doll with bottle, magnetic dress-up sets, magna doodle, etch and sketch and small plastic people or animals. Parents must bring the child's rest coverings home to be washed every week.

Closing Time

The Co-op closes at 5:30 pm, so please retrieve children prior to 5:30 pm. Please allow adequate time to gather your child and leave the school no later than 5:30 pm. A late fee of \$25.00 will be charged for any student in the school past 5:30 pm. Please respect this closing time.

8.) PARENT RESPONSIBILITIES

All Parents

All parents are encouraged to participate in the Co-op's operation; this may include actively working on committees, spending time in their child's classroom, volunteering for field trips, fundraising, attending general membership meetings, and parent/teacher conferences.

Parents are also welcome to bring special projects to the classroom. A parent planning a special project should consult with their child's teacher at least one day in advance.

Participating Families

1. In addition to fundraising responsibilities, participating families are required to become a member of a **standing committee**. At the first General Membership Meeting held in September, sign up sheets will be made available and parents can sign up for the committee of their choice. This is done on a first come, first served basis. Once the committee has enough members, any overflow will be reassigned to committees that need participants. If you do not sign up for a committee, you will be assigned one. See *Parent Committee* section for details on each committee.
2. Participating parents are required to sign up for a set number of days to assist the teacher as the Parent of the Day. Some exceptions are made for twins in the same class or in the case of siblings in upper and lower classes. The number of required days is based upon the number of families participating in any given school year and the average number of participating days is 9-12, although parents are certainly welcome to volunteer as often as they wish.

Participating families are expected to fulfill their responsibilities. Any family who does not do so will be billed as a non-participating family from the date the failure to participate occurs. If parents have conflicts that prevent the fulfilling of their commitments in the normal course of Co-op functions, a request can be made to the Board of Directors to fulfill such requirements in some other equitable way.

3. All participating parents are also expected to attend two (2) General Membership meetings and the parent/teacher conferences held during the academic year.
4. A parent who cannot be present as the Parent of the Day when they have scheduled it is responsible for finding a substitute and notifying the head teacher of the replacement. Failure to find a substitute and being absent for a scheduled Parent of the Day date will result in a charge of \$25.00. This fee shall be assessed in the sole discretion of the head teacher (e.g., if the Parent is absent because of an unexpected trip to the emergency room a charge will not be assessed).
5. The Parent of the Day should arrive promptly at 8:15 a.m. to assist the head teacher in preparing for the day. The parent is also responsible for bringing the morning snack for the entire class. Snacks should be low in sugar, and the Co-op encourages that they not have additives, artificial colors, or preservatives. Refer to section 10 for a suggested snack list. Please provide snacks that are peanut and tree nut free. Parents of the Day are also expected to clean up after snack, wiping the tables, sweeping, and helping to clean up after art and other projects.

6. Co-op classes take several field trips during the year and depend upon parents to help with transportation. Field trips may occur at least once per month and information will be posted for the trip, at which time parents can volunteer to provide transportation. In addition, the children may take a school bus once a month to attend story hour at the library. Please refer to section 11 for details on field trip policies.

9.) PARENT OF THE DAY CHECKLIST

- Arrive no later than 8:15 a.m.
- Bring morning snack for the entire class.
- Discuss with teachers what you will do during the day and how you will be assisting the head teacher by supervising projects or free play.
- Prepare the snack and set the snack table, lay out snack and clean up afterwards, including wiping down the tables, sweeping the floor, and washing any dishes or utensils.
- Please write down what you bring for snack on your respective days. There is a form posted in each room, please consult with the Head Teacher about this. State regulations require that the Co-op keep a record of all snacks served.
- Help children with projects and cleaning up afterwards.
- Help the children get ready for outdoor play.
- Accompany the class outside to the playground and help supervise playground activities. Lead the group game of the day if requested to do so by the head teacher.
- Be prepared to stay until 1 p.m.
- Be prepared to participate 9-12 days per school year.
- Parent may be billed \$25 for being absent on a scheduled day and failing to find a substitute.

10.) SNACK POLICIES

The Parent of the Day in each class will provide a morning snack for their child's class. The Co-op asks that snacks be healthy and peanut and tree nut free. Please check with the Teachers regarding any additional food allergies.

A chart will be posted on both refrigerators each week. Please write down what you bring for snack on your respective days. State regulations require that the Co-op keep a record of all snacks served.

To determine how many snack servings to provide, check with the teacher for the number of children attending on the day that you are the Parent of the Day. Please bring some extra servings in case there are more children on hand.

Recommended Snack List

Strawberries
Cantaloupe
Pretzels
Kiwi
Animal crackers
Apples
Muffins
Bananas
Yogurt
Oranges
Graham crackers
Watermelon
Pears
Cheese Sticks
Pineapple
Cheese and crackers
Grapes
Carrots and other vegetables, with or without dip
Cereal
Bagels and Cream Cheese
Juice
Milk

11.) Playground Policies

Unless the weather is below ten degrees Fahrenheit, children will likely play outside each day. If children stay for extended care in the afternoon, an additional outside playtime takes place.

When monitoring the children, staff members move throughout the playground based on where the children are, in order to properly monitor free play.

Each teacher brings their class list onto the playground and conducts frequent head counts. Teachers redirect unsafe behavior when needed and they make sure that children are playing fairly together.

When it is time to go back into the building, head counts are conducted and teachers count the children that are on their class list. A teacher always does at least one comprehensive sweep of the playground to make sure that all children are accounted for. Upon arrival back in the building, all children are counted again.

If children are picked up by their parents from the playground, teachers ask that the parents check in with the child's teacher as well as sign the child out on the form located in the classroom.

12.) FIELD TRIP POLICIES

All children, whether enrolled on the day of the field trip or not, are welcome to come with the class on the field trip, *provided space is available*. It may be necessary for children who are not enrolled on the field trip day to be driven to the location by their own parent and the parent should remain with their child. In these instances, the parents will not be billed for the extra enrollment days. Parents should sign their children up on the field trip roster as soon as possible so that the teachers know how many children will be attending.

All parents interested in driving for the field trip must sign field trip permission slips attached to parent letter. Notification of the field trip will be written in the parent letter, if a 7-day notification is not possible, parents will be given a phone call. Teachers will do their best to post field trips on monthly calendars at the start of the month.

Below are Vermont licensing regulations that apply to field trip drivers; all drivers are responsible for knowing and abiding by such regulations.

Vermont Licensing Regulations, Section H- Transportation

- The vehicle used for transporting children shall be registered, inspected, and insured according to the law;
- The operator of the vehicle shall hold a valid operator's license, appropriate for that vehicle. The operator shall have a valid commercial driver's license if 16 or more persons, including the driver, are transported at one time;
- Children in vehicles shall not be left unattended or unsupervised at any time;
- The driver shall wear an individual seat belt;
- When being transported in a motor vehicle, all children, except children who have physical conditions that prevent the use of a child safety seat or seat belt, must be properly restrained in accordance with the following Vermont Child Restraint Law:

The Vermont Child Restraint Law states that any child under the age of eight (8) is required to be in a federally approved infant/child safety seat. Children 8 through 12 must be restrained in a car seat, booster seat or car's seat belt. Children aged 13 and above and adults are also required to wear a seat belt.

- The practice of allowing more than one child in the same seat belt is prohibited.
- Automobile insurance at limits of bodily injury liability of not less than \$100,000/\$300,000 and property damage of not less than \$50,000 shall be carried.

Procedures for Field Trip Drivers

- Please park in the lower parking lot
- All children must wear nametags
- Drivers shall carry a list of the children in their vehicle
- Teachers will introduce drivers to the children riding with them so all parties know each other
- All children have a partner for the day and will return with that partner
- Drivers are responsible for putting the children in their vehicle to and from the trip
- Each driver is responsible for obtaining directions to the site and knowing who the designated leader is
- Drivers should leave and return together, and try to stay together on the road if possible
- The head teacher will be in the last car with the children's information records in case of emergency

Other Safety Features

- The head teacher carries a list of all the drivers and their respective children
- The head teacher checks the cars before leaving and returning
- The head teacher does a full head count before leaving, upon arrival, before returning and as often as needed during the trip
- The head teacher knows and understands the licensing regulations, including applicable adult/child ratios

Safety, interest, enthusiasm, and fun turn a field trip into an incredible adventure. Help the Co-op stay safe and fun!

13.) PARENT COMMITTEES

Each participating family is required to serve on one of the standing committees. At the first General Membership Meeting held in September, sign up sheets will be made available and parents can sign up for the committee of their choice. This is done on a first come, first served basis. Once the committee has enough members, any overflow will be reassigned to committees that need participants. If you do not sign up for a committee, you will be assigned one, and expected to fully participate on that committee.

Active participation on each parents' part is a major factor in the smooth operation of the Co-op. Committee chairs are responsible for the organization and delegation of duties concerning their projects. It is also helpful to have a representative from each committee attend regular board meetings.

The Board may form or activate other committees on an as needed basis (e.g. the Search Committee).

STANDING COMMITTEES

Fundraising

Parents may sign up for this committee specifically to assist with the details, including publicity, of specific events. Guidelines for fundraising projects are as follows:

1. No more than four (4) projects per academic year
2. Whenever possible, projects should involve all members
3. The amount to be raised shall be determined on a yearly basis
4. Projects should raise the esteem of the Co-op in the eyes of the community

The Fundraising Committee is also responsible for seeking out and applying for available grants. It may also be responsible for informing the community of Co-op programs and special Co-op activities

Maintenance

This committee is responsible for the overall maintenance, repair, and renovation of the classrooms, building, and playground. It is also responsible for seeing that the fire extinguishers and smoke alarms are in good working order and when necessary, contacting the landlord to effectuate repairs.

Evaluation/Personnel/Curriculum

This committee is composed of the head teachers, the Vice President, and three (3) parents who serve as evaluators of all aspects of the school's operations. A tabulated report prepared by this committee is to be submitted to the Board at the Board meeting prior to the subsequent General Membership Meeting. A checklist and copy of the questionnaire used in prior evaluations are kept on file at the school and are used as a template for this report. The committee (exclusive of the head teachers) also handles grievances. The committee acts as a liaison between Co-op staff and/or members and the Board of Directors, and works to resolve any issues between members and the Co-op staff. This committee also evaluates new employees during their initial three-month probationary period. This committee also assists the head teachers in developing, finding, and preparing resources and projects for class activities. They also work with the head teachers to plan field trips and arrange for necessary transportation. These committee members also help plan special programs, guests, and holiday and special occasions. Finally, these committees help publicize Co-op activities and special programs to foster continued community support for the Co-op.

The Advisory Members are responsible for coordinating the schedule of parent participation in the classrooms. Advisory Members are in charge of the Parent of the Day sign up calendars and seeing that spaces are filled. Advisory Members handle emergency substitutions in the event that the Parent of the Day is absent and could not find a replacement. Advisory Members also finds replacement teachers in the event of an absence by the head teacher.

SPECIAL COMMITTEES

Special committees are organized as needed. For example:

Search

This committee forms when it is necessary to hire a new employee or employees. The committee will consist of three (3) Board and three (3) non-board members.

14.) MEMBER COMMUNICATION

1. Board and General Membership Meeting minutes will be available for all members on a regular basis. This handbook, along with attendance at general membership meetings, will help keep all members informed. Notices of upcoming events will be posted in the classroom. Parents should make a habit of reading these notices. Board meetings are open to all. The time and place of these meetings are posted the week prior.
2. Parent/teacher conferences for all parents will be held twice during the school year to discuss a child's progress and growth. These meetings are usually held in November and May. Parents who feel the need for additional conferences should feel free to contact their child's head teacher.
3. **Matters concerning your child and the daily program of the school are best handled between you and your child's head teacher.** Matters concerning school philosophy, the overall program, and policies are best directed to your child's teacher. In all instances, working principles should be followed:
 - Speak directly to the person
 - Act Respectfully
 - Act Honestly and Openly

15.) Staff and Board of Directors

TEACHERS

Crystal Porter, Director and Teacher
Amanda Brochu, Teacher
Janice Porcelli, Assistant Teacher
Christine Flynn, Assistant Teacher

BOARD OF DIRECTORS

Walter Frame, President
Erica Bryan, Vice President
Kelly Lyden, Secretary
Deana Hailey, Treasurer
Tiffany Donza, Bookkeeper
Lori Tilgner, VP Enrollment
Barry Lyden, VP Fundraising
Noel Howe, Advisory Member
Alissa Kissell, Advisory Member
Kristi Lovell, Advisory Member

16.) School Calendar

Stowe Cooperative Nursery School						
2009-2010 School Calendar						
August 2009						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September 2009						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October 2009						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November 2009						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December 2009						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
January 2010						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
February 2010						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
March 2010						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
April 2010						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
May 2010						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
June 2010						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
July 2010						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- School Closed
- SES vacation, Co-op in Session
- EP Employee Planning (no school for students)
- Report Cards
- First and Last Day of School
- Parent Teacher Conferences

188 School Days