



Handbook Excerpts

About the Preschool

Rehoboth Cooperative Preschool is a non-profit organization that was established in 1969. Since its inception the preschool has been giving children a foundation for learning. The preschool offers learning experiences, which are stimulating and challenging in our nurturing, fun-filled environment.

Our curriculum integrates language arts, math, science, social studies, art, and music. The preschool also has a computer lab, which provides an opportunity for the children to learn interactive skills.

Rehoboth Cooperative Preschool prides itself in being the stepping-stone for all future learning endeavors.

The preschool is a State Licensed educational facility. Rehoboth Cooperative Preschool is a voluntary participant in the Delaware Stars for Early Success Program.

Purpose

The purpose of Rehoboth Cooperative Preschool is to develop self-reliance in each child and provide a comfortable transition between home and school.

Our program strives to develop the child's social skills, self-esteem, and love of learning.

Cooperative

As a Cooperative, parents are involved with decision-making of the preschool by participating on the Executive Board or their choice of committees.

Parents also have an opportunity to play a role in their children's education by helping in the classroom, fundraising (*See Active Parent Participation*), working on projects at home, sharing special talents with the students and teachers, and chaperoning field trips.

Program Objectives, Curriculum and Planning

Our preschool programs have objectives, curriculum and daily lesson plans that are age and developmentally appropriate. Our educational objectives include physical, social, emotional, language/literacy, cognitive development. Our curriculum covers language arts, mathematics, science, social studies, health/safety, and creative arts.

Parents will receive a copy of our Curriculum Book. Parents will receive a yearly outline which highlights the subject matter that will be covered. Parents will also receive a daily/weekly review of the lessons covered.

The preschool includes activities and materials that give multicultural learning experiences.

Programs

Two-year-old program: Monday, Wednesday and Friday mornings

Three-year-old program Tuesday and Thursday mornings plus Wednesday afternoon

Four-year-old program Monday, Wednesday and Friday mornings plus Tuesday afternoon

Morning sessions: 9:00AM-12:00PM and Afternoon sessions 12:30PM-3:00PM

Documenting Children's Progress

Progress reports will be given out at the end of the school year. Parent conferences are set up mid-year. However, a parent or teacher may have a conference at anytime if the need or desire arises.

Staff

The staff at Rehoboth Cooperative Preschool love teaching preschoolers and are devoted to providing the best learning opportunities to your child. Everyone has an Early Childhood background and must continually take classes to further develop their teaching skills. The staff has been fingerprinted and had a background check done on State and Federal levels. Plus the staff must keep up with CPR/First Aid training.

All classes have a teacher and a teacher assistant

The preschool's ratio for staff/children is as follows:

- Two-year-old class- 2 staff to 8 children
- Three-year-old class- 2 staff to 14 children
- Four-year-old class- 2 staff to 14 children

Classroom Design

Our classrooms are designed to give children opportunities to explore the following areas: language/literacy area, dramatic play area, construction/block area, creative arts area, manipulative/mathematics/problem solving area and science/nature/exploration area.

Physical Environment and Safety

To the best of our knowledge, all areas of the facility are in a clean, safe condition, free from hazards to the health and safety of the children.

Daily Schedule

An *example* of activities included in a daily schedule:

Arrival, Free play, Circle Time/Lesson, Snack, Art Project, Songs/Movement, Story time, Dismissal

A detailed daily schedule will be available upon request from the teacher.

Snack

Preschool will provide a snack for your child. A monthly snack calendar will be provided. State regulations require that all snacks be nutritious and all juice must be 100%.

Adjustments can be made to accommodate food allergies, religious dietary requirements and other special needs upon parental consent or request.

Computer Lab

Internet is not available on any of our computers in our lab. All programs are age-appropriate and educational. Time is available to use the computers during free play and possibly later if class time allows.

Television, DVD and VCR Viewing: This equipment is only used for 15/20 minute viewing of educational material that would be enrichment to a subject of study.

Parties

Parties are held for the children for various events during the year. Each child also has the opportunity to share his/her birthday (or un-birthday) with the class.

Field Trips and Guest Speakers

Parent-chaperoned field trips are organized by our teachers. This is an excellent way children explore their world.

A parent needs to attend field trips with their child. If this is not possible the parent needs to make arrangements with another child's parent to ride with them. A car seat or booster seat must accompany the child.

In addition, guest speakers are invited into the classroom as enrichment to an area of study.

Parents are welcome to give ideas for field trips or guest speakers.

Discipline

Discipline will be provided in a manner appropriate to each child's age, development stage and individual needs.

Redirecting a child to an alternative activity and encouraging positive behavior we feel are better solutions.

Persistent behavioral problems will be handled discreetly by the teacher and the child's parents.

Inclement Weather

For school closings and delays due to inclement weather check our web site (rehobothcooperativepreschool.org), listen to WGMD-92.7 FM or watch the local television stations. Cape Henlopen School District would have details on their web site as well.

If Cape Henlopen is closed or delays opening for two hours due to snow, ice, or fog then Preschool will be closed.

If Cape Henlopen delays less than two hours, Preschool will open at the usual time.

Drop Off/Pick Up

An adult must bring all children to the classroom. Children will only be released to a parent(s) or guardian.

A release form must be filled out listing the people that can pick up your child if you are unable to do so.

When someone on this list will be picking up your child, please notify your child's teacher. A photo ID may be asked to be seen.

If an unauthorized person, a non-custodial parent, a person that appears to be intoxicated or otherwise incapable of safely bringing the child home request release of child this release will not be granted.

Parking

The front of the building is reserved for parents with babies. That way they can park and quickly drop off their child. Keep in mind the preschool is located on a residential street so please do not block our neighbors' driveways. Please be aware of the yellow driveway lines and do not park over them.

Enrollment

When enrolling it is advised to visit the preschool to see if your child's developmental and educational needs can effectively be met.

Parents can have an opportunity to observe in the classroom if desired and enrollment occurs during the school year.

Tuition and Fees

Tuition is due the first day of each month. Two children in the same family receive a \$20.00 per month reduction in total monthly tuition.

There will be a \$10.00 charge if tuition is not received by the 10th of each month.

(See separate tuition sheet for monthly tuition and fees.)

Supply fee

There is a supply fee for each program which is payable in two or three installments depending on which program.

Registration fee

Registration fee for all classes is \$50.00 and the fee is non-refundable.

For two children in the same family, the fee will be \$60.00.

Tuition and fees are not pro-rated for shorter months.

Child Information

Your child must have the following forms on file: Registration form, Health Appraisal**, Release Form*, Permission for Health Care*, Permission Slip*

**Form must be in the first day of school*

***Form must be in by the second week of school*

If there is a change of information on any of your child's forms let the teacher or director know of this change Your child's records need to have current information at all times. If there are any changes during the school year notify your child's teacher or the director. That way the new information can be added to your child's file. (Examples of changes: phones numbers, address, new doctor.)

Meetings

The Preschool will hold a General Meeting in September for new and returning families. At this meeting the director, the executive board and the teachers will be introduced. School business will be discussed as well as the plans for the school year. Please try to attend. This meeting usually takes places during Get to Know You Day.

During the first week of September, preschool will have a Get Acquainted Day. You and your child can visit their classroom; meet the staff and other children. While your child gets familiar with his/her classroom, teacher and classmates, you can meet other parents.

Board

The Board consists of parent volunteers. List of Board members names and phone numbers is posted on the parent information bulletin board. The objective of the Board is to oversee the running of the preschool. As a Cooperative if major decisions must be made all enrolled families will have the opportunity to vote and be a part of the decision making process.

Director/Administrator

The Director carries out the daily management of the preschool and is in continual contact with the Board. The Director fulfils the following functions: administrative, fiscal, clerical and supervisory. Director's name and phone number is included on the list with the Board members.

Parent Communication

Our belief is that an open communication between the teachers and parents is always the best policy.

When dropping your child off at school, we encourage parents to come in. This gives your child a chance to show off their Art work or something of interest in the classroom and parents time to briefly ask questions or discuss concerns with the teacher.

9:15 is the time for clean up from free play so the teacher can begin class. All questions for the teacher and looking about the classroom needs to be completed by that time so not to delay class beginning.

If you have to speak to the teacher at length then a meeting or a call after school should be set-up or an email sent to the teacher

Teachers will provide parents with a monthly calendar and/or a daily/weekly activity sheet. Parents may observe their child's classroom at anytime without prior approval.

Parents need to review the Parents' Information Bulletin Board each week.

The Executive Board will periodically send letters to inform parents of various events during the school year.

If you or your child have any problems with other students, the curriculum or methods of the staff, please contact your child's teacher, the director or a Board member. All complaints will be handled discreetly and in a timely manner.

Our web site, www.rehobothcooperativepreschool.org, is an additional way of communication. School closings, for inclement weather, are posted there as well as other information. Plus, there is a parent login where you can see what is happening in your child's class for the month as well as class pictures.

Parents will receive/sign *The Parents Right to Know* form. Parents will keep a copy of this form and one copy will remain on file. Parents are entitled to inspect the active record and complaint file of any licensed child care facility.

Active Parent Participation through Fundraising

The key to our financial success is fundraising. The continual success of Rehoboth Cooperative Preschool has come from the work and commitment of our families since its “cooperative” beginning in 1969.

Rehoboth Cooperative Preschool is a cooperative program that relies on the involvement of parents to make our school a success. When every family gets involved, our school and our children benefit.

The school fees just cover the teachers’ salary, which leaves a shortfall that has to be raised to cover everything else, from equipment to utility bills. While fundraisers tap into our time, energy and commitment, they are important to help us cover expenses, keep tuition down, and balance the budget. Our goal is to raise enough money to be able to continue making improvements to our school environment in addition to covering the day to day operating costs.

Over the years, we have found that the best way to raise the funding we need is to offer a variety of opportunities for participation. We are amazing when we work together in this way, and every job, no-matter how small, is crucial to the success of the programs offered.

As members of the RCP Family, with a student in the 2's, 3's, and/ or 4's class, your minimum obligations are:

1. Volunteer your time and presence at one (1) fall fundraising event (September to December) as designated by the Board of Directors at the onset of the school year.
 1. Examples of events: Annual Yard Sale, Coastal Clean-Up

1. Volunteer your time and presence at one (1) spring fundraising event (January to May) as designated by the Board of Directors at the onset of the school year.
 1. Examples of events: Annual Vendor Fair, Coordinating Restaurant fundraiser

1. Participate in “take-home”, direct sales fundraisers throughout the school year to the best of your ability
 1. Examples: Nic-O-Boli fundraiser, Cookie sales, Teacher raffle

The Board of Director’s Secretary will maintain a log of parent/ family participation. A memo will be sent home in November and April detailing your family’s level of participation thus far.

If you are unable to commit to obligation #1 and #2, as described above, you are required to submit \$50.00 per missed one (1) Fall event and/ or \$50.00 per missed one (1) Spring event, made payable to Rehoboth Cooperative Preschool.

If we work as a RCP TEAM, Together Everyone can Achieve More!

State Requirements

State of Delaware Child Licensing (Delacare) requirements for daycare centers and preschools are available at the preschool for anyone that would like to read the requirements or you can view them online.

Sick Child

Please do not send your child to preschool if he/she is sick. Consideration of the other children and staff is a must.

If your child will be absent, please notify the school at 227-2242.

If your child has symptoms or is diagnosed with a communicable disease, please notify your child's teacher and follow your child's health care provider's guidelines for when your child should return to school.

Some guidelines are listed under Return to School Policy.

If your child becomes ill or injured at school, a parent or guardian will be notified to pick up the child.

If the parent or guardian cannot be reached, the emergency contact person provided by the parents will be called.

An ill child will be placed away from classmates where the child can lie down on a mat with clean bedding until parent arrives for pick-up.

Health Exclusion

State Regulations states that a child who has symptoms of illness specified below can not be admitted to preschool or remain in preschool unless written documentation from a licensed physician or verbal with a written follow up, stating that the child has been diagnosed and poses no serious health risk to the child or to others. The symptoms of illness for possible exclusion shall include, but not be limited to any of the following:

- Severe pain or discomfort particularly in joints, abdomen, ears;
- Acute diarrhea, characterized as two times the child's usual frequency

of bowel movements with a loose consistency within twenty-four hours;

- Two or more episodes of acute vomiting within twenty-four hours;
- Severe coughing or sore throat;
- Oral or maxillary temperature of 100.0 degrees F. or over;
- Yellow (jaundiced) skin or yellow eyes;
- Red eyes with discharge
- Infected, untreated skin patches or lesions;
- Difficult or rapid breathing
- Severe itching of body or scalp
- Skin rashes, excluding diaper rash, lasting more than one day;
- Swollen joints;
- Visibly enlarged lymph nodes;

N. Stiff neck;

O. Blood or pus from ear, skin, urine or stool;

P. Loss of appetite characterized by refusing all solids

Q. Symptoms which indicate any of the following:

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| • Chicken Pox | • Bacterial (Spinal) Meningitis |
| • Impetigo | • Rubella |
| • Lice | • Tuberculosis |
| • Scabies | • Giardiasis |
| • St rep Throat | • Hepatitis A |
| • German Measles | • Salmonellosis |
| • Measles (Rubella) | • Shigellosis |
| • Mumps | • Pinworm |
| • Prussia (Whooping Cough) | • Ringworm |
| • Hemophilia influenza | • Diphtheria |

Return to School Policy

Chicken Pox: one week after onset of rash or when all Chicken Pox is scabbed.

Conjunctivitis (Pink Eye): when child is well

Fever: 24 hrs. after fever breaks

Head Lice: As soon as treated

Impetigo: 48 hrs. after treatment begins

Scabies: 72 hrs. after treatment has been applied

Strep/Scarlet Fever: 72 hrs. after treatment has begun

Viruses: 24 hrs. after fever breaks.

Updated August 30, 2008