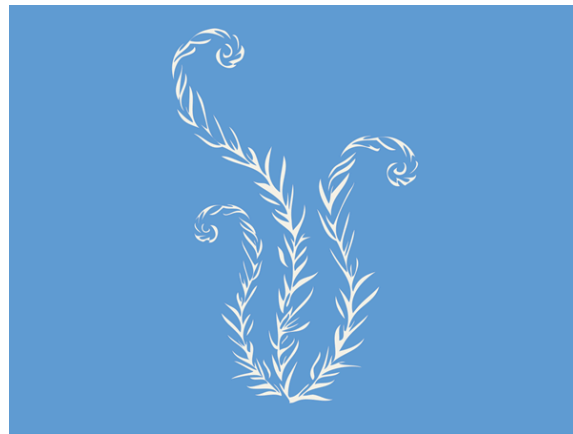


**Kenilworth Community Preschool
Family Handbook
Handbook 2024-2025**



Kenilworth
Community Preschool

Kenilworth Community Preschool (KCP): Established October 2008
Handbook Approved annually by the KCP Parent Board of Directors

-at-

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Overview

Welcome to our preschool! This is a parent-cooperative preschool where the Teacher and parents work together to extend the child's learning in a safe, healthy, and developmentally appropriate setting. Kenilworth Community Preschool (KCP) offers an opportunity for you to share in your child's experience away from home and to help them take steps toward independence. Through your classroom participation you can observe your child's interactions in the school setting, and then gather with parents and the Teacher to learn more about these experiences. We value our adult members and encourage you to help our school grow. You can help our school by contributing your unique talents and sharing your interests.

Our goal at Kenilworth Community Preschool is to provide a safe, emergent, and appropriate environment for preschool children. We seek ways to create community through our desire to form relationships. Children, parents, and the Teacher strive to support one another as co-researchers and lifelong learners. We promote each child's growth in all areas of development. At KCP, we teach the children how to learn and celebrate the process of their work more than the outcome. In the spirit of affirmation, the diversity and traditions of each family will be honored.

KCP is a Recorded Program with the State of Oregon. KCP is also a member of Parent Child Preschools Organization (PCPO), as well as Parent Child Preschools International (PCPI). Kenilworth Presbyterian Church sponsors KCP. KCP policies look to the guidelines from the standards and procedures of the Oregon Administrative Rules for Childcare and Preschools, PCPO, and recommendations from the best practices of early childhood educators and experts. The Preschool Family Handbook explains our commitment to these policies and procedures. It also explains our beliefs regarding the practices for early childhood education.

As a member of PCPO:

“KCP admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. KCP does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or school-administered programs.”

Section I: School Philosophy and Curriculum

Philosophy

The curriculum is emergent, constructivist, and play based. This means, the Teacher skillfully listens, observes, and works in collaboration with the children to build on what they already know. The goal is to develop, enhance, and provoke the interests and learning opportunities for the children. We provide developmentally appropriate materials in a Reggio influenced environment that encourages the children's curiosity, desire to investigate, explore their capabilities, create friendships, and develop problem-solving skills.

Early childhood leaders such as Piaget, Vygotsky, Greenspan, and Howard Gardner found through research that the *process* of learning is foundational in early childhood education. A child learns through experimentation. Learning occurs through play, social interaction, hands-on experimentation, and manipulation. These processes should be guided and reinforced by supportive adults. The Teacher and other adults are learners and researchers right alongside the children. Our school environment is set up to provoke their interests. We encourage the child to do their own work. The Teacher might model or discuss a technique or use of materials, but the process is then that child's to explore, and the final result is their own. Everyone is engaged in the learning process and the development of curriculum.

A Community of Learning

In our cooperative preschool we strive to create an inviting atmosphere of healthy respect for one another, for our materials, and for the spaces we use. We work to design a place where children, teachers, and parents research and learn together. We seek an atmosphere of comfort, fairness, and acceptance. By fostering a safe environment for children and adults, families should feel a sense of ownership and belonging.

Our primary goal is to instill a sense of self-direction and self-correction. We introduce literature and develop classroom experiences aimed at giving a child the tools for healthy self-confidence, the development of critical thinking, and problem solving skills in a social environment.

Curriculum: Play is a Child's Work

Children are capable, intelligent, creative thinkers. Classroom themes and projects emerge from the children's interests with prompting from the Teacher. The spaces are intentionally planned for preschool age children. We offer tools that stimulate a child's interest and desire for learning. While the children work and play, the Teacher observes, listens, and asks questions. From these observations, the Teacher works to inspire creative thinking and to stimulate learning possibilities. The Teacher carefully extends the children's investigations by searching for materials and resources to create an environment that provides experiences that support the children's ideas. The children and Teacher take time to research and study together.

Our curriculum incorporates the best practices of early childhood education. The daily activities and environment are designed to support, foster, and encourage learning in a play-based, supportive atmosphere. Children work at their own pace in all appropriate areas including, art, media, literacy, math, writing, science, motor skills, and social and emotional understanding.

The Words We Use With Children: Guidelines

Language is important and tone of voice makes a difference. It's okay to take your time, take a breath, be slow, and think about statements in a calm, positive, clear way when talking with children.

Think about using words that encourage rather than praise. Encouragement motivates, praise can be perceived by a child as what is needed to do for approval. Our goal is to instill in the children a sense of well-being and confidence. A list of encouraging phrases and open ended questions is in the classroom for reference.

Examples of phrases that encourage independent social development and safety:

- *“Strong work”*
- *“What is your plan?”*
- *“That is not a choice.”*
- *“Use gentle hands, please”*
- *“Send a clear message”*
- *“No bodies on bodies”*
- *“That’s a tool, not a toy.”*
- *“Tell me about this.”*

When the children start to explore something in a destructive manner, the Teacher may intervene and call the children for a meeting to come to agreements about the topic. If you are concerned about something you are observing, please let the Teacher know. It is always ok to stop an unsafe situation.

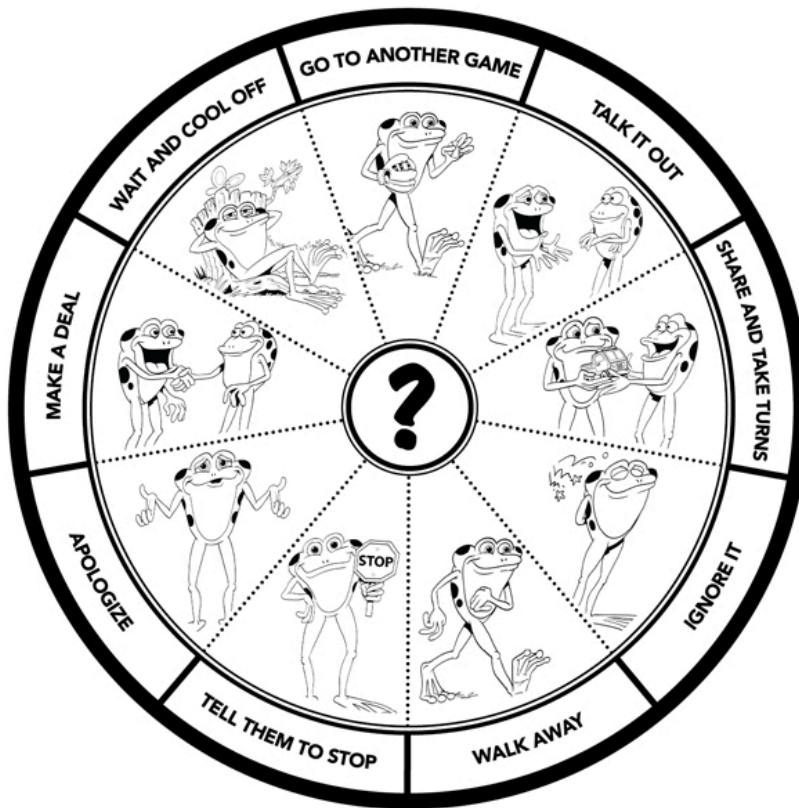
Be sure to use the words “please,” “thank you” and “you’re welcome.” Children learn from examples. Avoid labeling phrases like, “You’re so pretty” and “You’re so smart.” Avoid labeling the children good, bad, naughty, not nice, silly, etc. Instead, try to validate feelings: “I see you are happy, sad, frustrated, and giggly....”

Conflict Resolution between Children

Conflict arises as children play. This is a natural part of their social emotional growth. Adults need to support them in the process of conflict resolution if it seems not to resolve itself. These steps are for adults to follow when conflict arises between children.

- **Make sure the area is safe** - often this means neutralizing an object at the center of the struggle.
- **Gather the facts** - let each child speak
- **Restate the problem**
- **Support solutions** - if they are struggling to come up with solutions guide them to the Kelso wheel for options (see below)
- **Follow through** - check back in to make sure the agreed on solution is being used and working.

Kelso's Wheel



Equity, Diversity, and Inclusivity

We strive to promote an inclusive educational environment in which all children feel represented and celebrated, regardless of race, gender, ability, religion etc. Our goal is to foster a child's healthy development of identity and an understanding of the world around them. We promote equality of development for all gender identities by facilitating each child's participation in all of our activities through physical, cognitive, emotional, and social interaction. We promote an environment of acceptance for all people and strive for equitable representation. We help children to be respectful and comfortable in our environment. We promote the use of encouraging language with the children and stay away from gender specific praise. We strive to enable children to expand developing concepts of fairness and feelings of empathy for each other. We believe in helping a child to develop the language and critical thinking skills necessary to work towards accepting and tolerating differing opinions and experiences.

We would like to take this moment to recognize and honor all family constellations. We often refer to "parent teachers" in our program, and want to welcome all family members who are working in the classroom.

Section II: Parent Obligations

KCP is a parent cooperative preschool. Our school is based on voluntary parent participation. In order to qualify for enrollment, parents must take an active role in Kenilworth Community Preschool and sign the Membership Contract.

All KCP families are required to parent teach in the classroom, hold a family job, and participate in fundraising and school maintenance events. All volunteers are required to enroll in the central background registry through the Oregon Department of Education . All volunteers are required to go through the annual mandatory classroom training.

All School Meetings

KCP holds three All School meetings and work parties each school year, as well as at least two class meetings. The purpose of these meetings is orientation, education, discussion of school issues, and community building. Dates for meetings will be finalized before the start of the year and may be rescheduled as needed.

Parent Teaching

Every family is expected to have at least one adult available to teach in the classroom. See Section III for a detailed description of parent teaching responsibilities

Family Jobs

Every family is expected to hold a family job. See Section XI for a detailed description of family jobs.

School Board

The KCP Board guides the policies of the school. The board will be made up of parent representatives from both Cricket and Bear classes. Family jobs that are board positions are:

- President (elected), Executive Committee
- Vice President (elected), Executive Committee
- Secretary (elected), Executive Committee
- Treasurer (elected), Executive Committee
- Cricket Class Representative (elected)
- Bear Class Representative (elected)
- Membership Coordinator
- Fundraising Chair
- Marketing Coordinator

Fundraising

Fundraising is vital to KCP's goal of offering an affordable, high-quality preschool experience. Fundraising proceeds are dedicated to funding supplies, special projects, tuition support, and capital improvements. Each purchase is intended to enhance the learning environment for children and families.

There will be several annual fundraising events for the school. These events vary from year to year as set by the Board. Participation is expected in each event and will often require volunteer hours to make them successful. Fundraising is not only a source of income, but builds our KCP community.

KCP does not offer a "buy out" option in lieu of participating in our fundraisers. It does not fit our community model. We encourage families who struggle with fundraising requirements to talk with the Fundraising Chair. Families may solicit direct donations in lieu of sales on a case by case basis. Fundraising questions can always be addressed by speaking with your Fundraising Chair directly.

Section III: Parent Teaching

Parent Teaching in a Nutshell

Parent Teachers start early to help clean and set up the student spaces for the day. Support the Teacher in the classroom and encourage children's play and end by cleaning and closing up the space for the day.

- Arrive 30 minutes prior to school on your scheduled day (9:00AM)
- Wash your hands and ensure your child's hands are washed
- Work with the other Parent Teacher to complete the morning set up checklist (see example below)
- Check in with the Teacher for further instructions and a focus meeting before school begins
- Facilitate children's play. Guide them into increased peer interactions.
- Observe children's play and conversations. Take observation notes daily
- Encourage and support art explorations; never show the "right" way
- Be aware of where each child is and don't leave any child unsupervised, count children regularly.
- Help children return to the classroom by hanging coats, getting water and washing hands as needed.
- Manage messes throughout the school day to maintain a clean classroom (i.e. sweep floors and wipe tables before and after snack)
- Follow closing checklist to ensure the space is ready for the next day
- Check in with the Teacher to review the class day
- If you have a question, don't hesitate to ask!
- Thank you for being here. You make it all possible!

Example Parent Checklist

<u>Daily Parent Checklist</u>	
BEFORE SCHOOL STARTS	END OF THE DAY CLEAN UP (as you go/after school)
<ul style="list-style-type: none"><input type="checkbox"/> Arrive at 9AM<input type="checkbox"/> Put out QR code kids sign in/rocks<input type="checkbox"/> Turn on fans, and Air Purifiers<input type="checkbox"/> Put out chairs around art studio tables (6 ea)<input type="checkbox"/> Sweep Hall<input type="checkbox"/> Clean bathroom-Mirror and sink then stall door; then clean urinal and toilet with bleach or wipe.<input type="checkbox"/> Steam-mop bathroom<input type="checkbox"/> Scrub Toilet WASH YOUR HANDS<input type="checkbox"/> Put out children's hand soap, hand towels and bathroom name tags (kids can do this)<input type="checkbox"/> Put out snack bin and water bottle box (in alcove)<input type="checkbox"/> One parent check outside in play yard for trash (report findings for documentation)<input type="checkbox"/> Fill water bucket(hand rinsing)<input type="checkbox"/> Hang towel by water bucket<input type="checkbox"/> Put away yesterday's dishes<input type="checkbox"/> Bleach handrails, doorknobs and other high touch surfaces. (classroom and both stairwells)<input type="checkbox"/> Move art from drying rack to cubbies<input type="checkbox"/> Divide Playdough at table<input type="checkbox"/> Ask Teacher if anything else needs to be done<input type="checkbox"/> Focus meeting to go over the day 5 min before class<input type="checkbox"/> LOCK THE DOORS @ 9:40	<ul style="list-style-type: none"><input type="checkbox"/> 12:20 unlock the door for parents<input type="checkbox"/> Clean any provocation messes, wipe tables<input type="checkbox"/> Check that the glue guns, melting table/light table are unplugged.<input type="checkbox"/> Turn off light under the loft, fans, and air purifiers are set to auto.<input type="checkbox"/> Wash all dishes, drying rack in workroom<input type="checkbox"/> Bleach tables, handrails, doorknobs and other high touch surfaces (classroom).<input type="checkbox"/> Sweep and steam mop classroom & art studio, be sure to move benches/stack chairs (this can be done during story/outdoor time)<input type="checkbox"/> Check in with Teacher about what can stay set up for the following day.<input type="checkbox"/> Clean all paint and brushes, empty/rinse hand wash bucket<input type="checkbox"/> Vacuum Rugs<input type="checkbox"/> Take trash to kitchen garbage<input type="checkbox"/> Wipe out snack bin with bleach solution and bring into classroom<input type="checkbox"/> Take down bathroom hand towels (to laundry) and name tags, put away hand soap<input type="checkbox"/> Move stool next to the sink<input type="checkbox"/> Tidy Dress Up area (hang items wrap up silks etc)<input type="checkbox"/> Leave classroom, art room and supply area clean for the next day's class<input type="checkbox"/> Write 2 observations<input type="checkbox"/> Check in with Teacher

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Cleaning

Parent Teachers will have access to and should wear disposable gloves when cleaning and disinfecting surfaces. Wash hands with soap and water as soon as you remove the gloves. All disinfectants will be in the back workroom and out of reach of children.

Diluted household bleach solutions are also allowable when appropriate for the surface. • Mix water (not hot water) with bleach using instructions on the bleach bottle. Leave diluted bleach mixture on the surface for at least one minute. • Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe.

In-Class Responsibilities

Our preschool environment belongs to the children. It is a place for three to five year olds to investigate, create, imagine and express themselves through play.

At our school we believe the classroom is a Teacher. The environment is set up very carefully to encourage inquiry, theories and imagination. The spaces are full of beautiful, simple loose parts. The materials are chosen with intention based on emerging and ongoing interests.

The Teacher will oversee the day by documenting and making observations to help design ways to encourage the work.

It is the job of the Parent Teachers to help facilitate, but not create, play. Do not show children how to play, draw, or paint. Encourage and support the children in their investigations without showing them the “right” way to play or starting to play for them. The idea is for the children to initiate their own work as well as interact with and learn from other children. Encourage the children to help each other. Take video and pictures, then upload to a shared parent drive for other families to see. We invite parents to explore projects as co-learners.

Listen and let the children’s voices be heard. We should hear more children’s voices than adult voices. Let their questions be the guide to all conversations. Respond with questions when possible to stretch their thinking. Be observant. Offer gentle suggestions or guidance when necessary. Ask for the Teacher’s advice if you are wondering. You may want to sit on the floor near a group or an individual and take notes.

We often want to catch the children’s stories about their work to expand on later. Parent Teachers are encouraged to use their own phone to take pictures and videos to upload on the parent portal album.

Parent Teachers should not be on their phone for personal reasons while parent teaching.

We ask that the children not chase each other or run in the room, “Walking feet in the classroom please”. Adults may not pick children up and carry them, swing them, run around, or seek to be the center of attention. Our preschool is designed as a space for children to seek their own pace for play. Parent Teachers should refrain from picking up their own children. Preschool should be a child’s “big kid place,” and we want the children to stand on their own.

If you witness an upsetting event, it is your responsibility to relay this directly to the teacher verbally or through a written observation. It is then the teacher’s responsibility to relay this sensitive information to the parent directly.

Confidentiality

Confidentiality is expected of Parent Teachers. When we work with young children, they come to us with perfect honesty and trust. We must not violate that trust. What we see a child do, what they tell us, what the Teacher may share with us in order to work effectively with a child, is confidential. Parents should not seek feedback from parent teachers about events in the classroom. An occasional bit of positive feedback may make a parent’s day and is appreciated. (“Sammy showed me how to do a puzzle this morning. She was so proud!” is appropriate; “Sammy punched Johnny this morning,” is not appropriate.)

Bathroom

Tell the Teacher or other Parent Teacher when you leave the classroom with a child. An adult should accompany a child to the restroom but remain in the hallway, outside the bathroom door.. Leave the door to the classroom open so that you are visible in the hall with a line of sight to the other Parent Teacher. Do not shut or lock the toilet stall door, and leave the door to the restroom open while you stand in the doorway. Always be visible. Never put yourself in a spot where you are totally alone with a child.

If a child needs assistance with wiping, please get the Teacher to take over. Parent Teachers are not licensed to perform this function. Encourage the child to pull up their own underwear and pants or skirt.

Always have the children wash after using the toilet or using the restroom in any way. Sing the “ABC” song to give the children a sense of the length of time it takes to wash hands. We will review handwashing skills regularly to ensure children are learning good habits. If you need help, please ask!

Playground/ Play Structure

Please supervise the outdoor structure as children play. Please position yourself near groups of children playing while outside. This is a wonderful time to observe children at play in nature.

What is Okay:

- Climbing up, down, and across
- Sitting on the sides or top
- Pretending - Imaginary Play

What is NOT Okay:

- Standing on the top
- Jumping off the top of the structure
- Pushing, holding, leaning, or intruding on another child in an unsafe way

Siblings

The preschool experience is specifically for children three to five years old. There are many small, loose parts that require adult supervision for younger children. We do not have onsite childcare available for siblings. Siblings are not to be present on a day the parent is a Parent Teacher. Families in the past have successfully traded childcare for younger siblings during parent teaching shifts. Siblings are welcome to all after school activities and special events with parental supervision.

Relatives and Visitors

All visitors to the preschool are by appointment only. Contact the Teacher for prior authorization to be in the classroom. If you have a caregiver that regularly works with your child/children, they are welcome to drop off and pick up only if they are listed on the Enrollment contact forms. If they will be in the classroom, they will need to complete the background check and training. One time visitors and children outside of your household unfortunately do not support our cohort model in the classroom for safety.

Expectation of Time







- Families are required to work as Parent Teachers in the classroom.
- You will sign up for roughly two or three days per month or as needed, based on the number of families enrolled in the class. The Parent Teacher schedule will be posted on KCP's Parent Portal.
- If you are unable to teach on a day for which you have signed up, please find a replacement by asking another parent to switch with you. There is an on-call parent listed on the Parent Teacher Schedule. The on-call Parent Teacher should only be used in case of last minute emergencies or illnesses.
- When scheduled for on-call shifts, please remain available and prepared to come in through the start of the school day.
- Parent Teachers arrive at 9:00 and remain until the classrooms are cleaned and all the children have gone home, usually until 1pm.

Parent Teachers are asked to read preschool policies, learn and know classroom procedures, respect the Teacher's leadership and knowledge of early childhood best practices, and adhere to the curriculum design.

Section IV: Health and Safety

Illness Exclusions

In line with Oregon Health Authority and the Oregon Department of Education the school shall not admit or retain in care a child who has the following symptoms, or combination of symptoms of illness:

PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL	
This list is school instructions, not medical advice. Please contact your health care provider with health concerns.	
SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER... *The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.
 Fever: temperature of 100.4°F (38°C) or greater	*Fever-free for 24 hours without taking fever-reducing medicine.
 New cough illness	* Symptoms improving for 24 hours (no cough or cough is well-controlled).
 New difficulty breathing	* Symptoms improving for 24 hours (breathing comfortably). <i>Urgent medical care may be needed.</i>
 Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	*Symptom-free for 48 hours OR with orders from doctor to school nurse.
 Vomiting: one or more episode that is unexplained	*Symptom-free for 48 hours OR with orders from doctor to school nurse.
 Headache with stiff neck and fever	*Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. <i>Urgent medical care may be needed.</i>
Skin rash or open sores	*Symptom free , which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.
Red eyes with colored drainage	*Symptom-free , which means redness and drainage are gone OR with orders from doctor to school nurse.
Jaundice: new yellow color in eyes or skin	*After the school has orders from doctor or local public health authority to school nurse.
Acting differently without a reason: unusually sleepy, grumpy, or confused.	*Symptom-free , which means return to normal behavior OR with orders from doctor to school nurse.
Major health event , like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide.	*After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.



If your child shows any of the above symptoms please keep them at home until 48 hours after the symptoms cease. Text or email the Teacher to inform them of the absence.

Communicable Diseases

Kenilworth Community Preschool participants will actively strive to limit or prevent exposing others to communicable and infectious diseases.

Teachers, parents and other people involved at the school **will wear protective gloves where there is a spill of blood, urine or any other body fluids**. Spills will be cleaned up immediately and sprayed with bleach water. Any contaminated materials will be disposed of in a plastic bag and then an appropriate container. After removing gloves and discarding them in the appropriate container, any **adult involved in clean-up will wash their hands**.

In the event of an infectious or communicable disease, exclusion of the child or adult will be necessary. If you or someone in your home is ill with a communicable or infectious disease, contact the preschool officials as soon as possible. Call or text the school for advice if your child is ill and you are in doubt. Parents are to notify the Teacher, Safety Coordinator, or Class Representative if a child (or a sibling or someone in the home) contracts any communicable disease, especially in the case of rubella or of fifth disease, which can cause complications during pregnancy, or COVID-19. Also, any child with a fever should remain away from school for 24 hours after the fever breaks without the use of fever-reducing medication. Children need not be excluded for uncomplicated respiratory illness. It is recommended that parents take responsibility for their own health and that of their children, updating the immunizations status of both if necessary. All infectious/communicable disease occurrences will be posted based on the Oregon Administrative Rules.

For more information on communicable diseases and symptoms see the Link to Oregon Health Authority website on the parent portal.

In the event your child shows signs of illness while at KCP, parents or guardians will be called to pick up your child before the end of the school day.

Hand Washing

Children and Parent Teachers must wash hands upon arrival before entering class each day. Frequent hand washing is the best way to prevent illness. Everyone will wash their hands after toileting. Hand sanitizer or washing will be required after sneezing, or coughing. Always use a tissue to wipe a nose, then dispose of the tissue and wash hands. Wash hands before eating or engaging in a cooking project at school. Children will wash their hands before eating snacks. Hand sanitizer will also be available for children any time they change activities.

We will have hand sanitizer available outdoors and for children to use when moving between spaces.

Head Lice Policy

It is the responsibility of parents to immediately notify the Teacher or Class Representative if they or their child has head lice. Each case of lice must be reported for the Teacher's protection as well as that of the other children. It can happen to anyone. Please do not be embarrassed, there is no stigma attached. Following the recommendations of the American Academy of Pediatrics and the CDC, we have adopted a policy that excludes students for live lice, but not for nits (lice eggs). In the event that head lice are found, the student will be sent home to have lice removed or treated and then rescreened before returning to the classroom. The Safety Coordinator will notify the community, but no names will be used.

We recommend that all children be checked weekly for head lice for one month after parents are notified of the outbreak. What to watch for: itching at hairline on back of neck and over ears; tiny white egg sacks (nits) at the base of hairs which cannot be blown off; lice themselves which are approximately 1/8th inch long and grayish white with black edges.

We do not need to alarm the children unduly about head lice. If necessary, just explain briefly that you are looking for head lice, which are small bugs like fleas. We do not want the children to be frightened about lice or about interacting socially with the other children and their teachers.

The Classroom Coordinator will remove and launder dress up clothes, hats, blankets and pillows. These items will be returned in three full weeks if there have been no other outbreaks reported.

Medical /Accident Emergency Protocol

In the event of a serious accident resulting in an injury or illness, the Teacher will remain with the sick or injured child. The Teacher will designate a Parent Teacher to first call 911. Next, the child's first parent at home or work should be notified. A list of all students' emergency contacts will be posted near the preschool phone and inside the outdoor classroom. If a parent cannot be reached, the second contact will be called and then the third until an emergency contact is made. The other Parent Teacher supervises the class and continues activities as designated by the Teacher.

Landline phones are located in the preschool and church office. The Teacher's private cell phone is equipped with a google voice line which includes all of the contact information for students.

The First Aid Box and emergency supplies are located in the Teacher's office in a cabinet behind the door.

If a Parent Teacher is in need of medical assistance related to an activity, the Teacher or an appointed adult will make emergency contacts.

When an accident or injury to a child has occurred, whether it is major or minor, the Teacher must be immediately informed. If you are a Parent Teacher assisting in the classroom and witness a child injure themselves in any way, please let the Teacher know as soon as possible. The Teacher will respond to the child's needs.

When aware of an accident or injury, the Teacher will make every attempt to report all information to the child's parents. This includes any and all accidents or injuries including minor bumps and scrapes. The Teacher or responsible supervisor must complete an accident report if a child is involved in an accident resulting in a visible bruise or bump, open wound, or other serious injury. The accident report is primarily an informational tool for communication between the Teacher and parents in the event a child is the recipient of a visible bump, bruise, or scrape during their day at school. The Teacher and the parent must sign all accident reports. A copy of the report is to be given to a parent or guardian. All accident reports are kept on-site in the incident log.

Precautions/Missing Child

Never leave a child alone in the building or on the playground. Children must never leave the building without an authorized adult. Students must be signed in and out by parent or guardian. Children should be in classrooms, involved in activity, and not in hallways or on stairs unattended. They need to be supervised by Parent Teachers or the Teacher when in the restrooms. Count children frequently during the day. Always report any suspicious people or activity, related or unrelated to the program, directly to the Teacher, Church Liaison, or Parent Teacher as soon as possible.

In the unlikely event a child is missing or appears to be missing, follow these steps:

1. The Teacher talks to the Parent Teachers to establish when & where the child was last seen.
2. The Teacher will carry out a thorough search of the building and outside area. Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
3. Parent Teacher 1 will stay with the remaining children, keeping them calm.
4. Parent Teacher 2 will confirm children present and that no other child has gone missing.
5. Parent Teacher 2 helps the Teacher with the search.
6. If in 10 minutes the child is not found the Teacher calls 911, gives a description of clothing, last time seen and the location.
7. The Teacher also calls the child's parent, KCP Board President, and the Church Liaison.

Part of managing the incident is to try and keep everyone as calm as possible.

- The Teacher and Parent Teachers will feel worried about the child. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases. Support one another and let each adult in the situation take a moment to gather themselves as needed.
- The parent may feel angry and distraught. They may want to blame the Teacher or Parent Teachers. When dealing with a distraught parent, there should always be two community members available for their support.
- The other children may be worried. The Parent Teacher caring for them needs to be focused on their needs & must not discuss the incident in front of them. They should answer children's questions honestly, but also reassure them.

Allergy/Asthma Protocol

Children with allergies or asthma need to be reported in the enrollment form. If a child should develop an allergy or asthma at any time while attending the preschool, please be sure to notify the Teacher to complete the appropriate documents.

All medications for allergies or asthma must have the appropriate paperwork with doctor's directives dated, with a phone number for the doctor's office and signed by the physician. A signed parental permission form is mandatory. If medications are required, the parent, Teacher or with parental permission another trained adult, will administer medications for allergies if required. All medications for allergies must be kept up-to-date by the parents.

General Medication Information

Typically preschool teachers are not ever allowed to administer medications. The use of medications, over the counter or prescription, is to be left to the parents or guardians in a home environment. Only a child who has an extreme severe allergic reaction may receive medications. It is only under this special circumstance that a preschool teacher should ever be permitted to administer medications. Any medications for allergies or asthma will be kept with the directives in a location that will be accessible in the event of an emergency. If an allergic child is on a field trip, it will be suggested that the parent attend with the child and tend to any medications.

If a child should ever experience an allergic reaction requiring medication and immediate attention, 911 will be contacted first and the parent/guardians will be contacted second.

Child's Enrollment Documents and Emergency Information

All documents, including emergency contacts, must be provided with enrollment information via Jovial where they will be kept on file. Any changes that occur for emergency information must be reported to the Teacher, or appropriate committee person as soon as possible and updated in Jovial.

Fire Emergency Procedure

- Fire extinguishers are available, Pull, Aim, Squeeze, and Sweep (PASS).
- Phone 911, give address and cross streets (see address below)
- At direction of the Teacher, children will exit the building and gather away from the building (see exit routes below)
- If need be: drop, crawl, head down, and small breaths.
- Stay with the children. Count the children.
- Teacher will begin phoning emergency contacts if needed.
- Landline phones are in the church office and Teacher's office where the following information is posted:

Call 911

Kenilworth Community Preschool is in the basement level of:
Kenilworth Presbyterian Church
4028 SE 34th Avenue (Cross Street is SE Gladstone)
Portland Oregon 97202
503-757-7800 (School Cell -preferred)
503-235-3977 (church landline)

Give your name, the Teacher's name and Church Liaison's name

Depending on the location of the fire, exit as follows:

- Out a classroom door, up the stairs to the east door and to the sidewalk area. Stay on the sidewalk; go east away from the building on the Gladstone side of the building.
- If the stairs are not safe, then exit out the large classroom windows; go east (Gladstone Street) away from the building and stay on the sidewalk.
- If in the big room, go up the stairs out towards the playground to the sidewalk on 34th Ave. away from the building towards the parking lot.
- Teacher will be the last one out of the room/building

Earthquake/ Disaster Preparation

An earthquake kit is stored in a bench at the end of the coat hallway before the big room and includes:

- Enough food and water for 15 students and 4 adults
- Four flashlights with batteries kept separately
- A laminated emergency contact information for each class
- Wipes for cleaning hands
- Leak proof bag with a basic first aid kit
- Portable radio with batteries separate
- Foil blankets
- Rain ponchos
- Paper and pencils in a plastic bag

For Earthquake or Natural Disaster

Drop, cover, and hold on under heavy furniture or near a load bearing wall. When the shaking stops, evacuate the building and gather in the church parking lot on 34th Ave.. Bring the emergency kit. Account for all children and assess any injuries. Call 911 if needed. Listen to radios to determine if it is safe to pick up your child.

The Emergency Contact Information should be put in action if needed. If the situation is extremely dangerous, the children may be taken to Albina Early Head Start at 3647 SE Gladstone St or the closest public safety location such as Grout Elementary School or as otherwise directed by officials.

If Staying:

- Take attendance
- Contact others in the facility to ensure it is safe
- Remain calm and positive for the children
- Be prepared for aftershocks
- Know where the emergency supplies are

If leaving:

- Bring the emergency kit
- Leave a note for parents telling of your location. Agreed upon Evacuation site is the Albina Early Head Start at 3674 SE Gladstone St Portland OR 97202 (503) 236-9389.
- Delegate someone to start calling parents. The Teacher's phone, with google voice has phone numbers for all families and emergency contacts. This list is also in the classroom, workroom, play yard shed and on the Teachers clipboard.

Winter Storm and Preschool Closures

KCP will cancel school based on Portland Public Schools closures. If PPS buildings are closed, then KCP is closed. If PPS buildings have a two-hour delay, then KCP will be closed. School closures are usually announced on the PPS website, radio and television stations. If the district is making more localized closures we will follow Grout Elementary.

If you are aware that schools have closed while we are in session, pick up your child.

If PPS has not made a decision to close, but we are aware of weather that is predicted to cause closures in the evening or early morning before preschool, the Teacher will contact the preschool President and they will make a decision. The affected class will be notified.

KCP does not typically add make-up days to the end of the school year in the event that we need to cancel school for weather related reasons. However, in the event that there are more than five snow days, the Board will discuss adding days to the end of the year.

Section V: Daily Operation

Daily Schedule

This is an *approximate* rhythm of our day but is subject to changes depending on the energy of the class or involvement in their work. The Teacher may make changes to the schedule if needed. Please ask if you have any questions.

9:30-10	Arrive, Provocations and Explorations
10-10:15	Morning Meeting
10:15-10:45	Art Studio/Continue Provocation and Exploration
10:45-11:15	Clean up/Circle Time
11:15-11:30	Snack
11:30-12:10	Outside Play
12:10-12:30	Story time and end of day activity

Preschool Requirements for Student/Teacher Ratio for Daily Opening

It is the minimum required standard that three adults shall be present at all times for the preschool to open and operate. If this requirement cannot be met and the minimum numbers of adults are not present, school will be canceled for the day. Children will not be allowed into the preschool until all Parent Teachers are present for the day.

All Parent Teachers are required to complete a background check through Oregon Department of Education's Central Background Registry. All Parent Teachers are required to be trained by the Teacher before being scheduled to assist in the classroom as a Parent Teacher. Visitors and relatives do not count as qualified to work in the classroom unless they have gone through the background check and training process. Teenagers that are minors will not be eligible to be Parent Teachers.

Substitute Teacher Protocol

We ask a portion of our community to be CPR and First-Aid certified. In the event of the lead Teacher's absence, Parent Teacher who are CPR certified (and who have volunteered to be on a substitute list) will be contacted to step in for the Teacher. In the event that a CPR certified parent is already in the classroom, the on-call parent may be called in for the Teacher. If one of the adults in the classroom is not CPR certified, school will be canceled for the day.

Health Check Procedure

At the board's discretion we may have a daily health check as part of sign in.

The Teacher and Parent Teachers are also required to complete self health checks and confirm their status for the day.

Arrival and Departure Procedures

It is a preschool requirement that only authorized adults (no minors) drop off and pick up children. This includes parents/guardians and those documented on appropriate enrollment forms. No child will be allowed to leave the building with an unauthorized person. Anyone not known to the school may not pick up a child and leave the building. All persons on an emergency or alternative pick up list for any child must show a photo ID to the Teacher. Appropriate approval from parents or guardians, including day of notice, is required.

Siblings accompanying parents and a preschool student at drop off and pick up **must remain with the parent.**

Parents **must sign children in and out** each day of school via Jovial using a smartphone camera with QR code. It is important to accompany your child in and out of the building. It will be your responsibility to assist us as we teach your child not to run out of the building.

Daily attendance is recorded and kept on file. Please notify the school if your child is ill or will be arriving late by emailing the Teacher or calling/texting the school phone line at 503-757-7800. Please give prior notice if your child is ill and not able to participate in preschool.

All classes begin promptly at 9:30 AM and end at 12:30 PM. Please be consistent, it is important for your child. We will begin letting families into the building at 9:20.

Please enter the building at the east door and go down the stairs to the classroom door to drop off and pick up your child. **You must bring your child** to the classroom door for drop off and pick up. A child may never be dropped off or picked up without being accompanied by a parent, guardian, or authorized adult. The door is locked during non-school hours and while class is in session.

Clothing

Children should be dressed for play activities in comfortable and washable clothes. Remember, your child will be involved in many activities, so they will get messy! Children should be dressed appropriately for outdoor play. They may need sunblock, warm coats, or rain boots. **Please dress your child in clothes and shoes that they can easily take on and off by themselves. Rain gear is highly encouraged and recommended for children.**

Please bring at least one *complete* change of clothes in a plastic bag to school for your child every day. Regularly check that the set of clothes fit, are clean, and weather appropriate.

If a child needs to fully change their clothing at school they will do so following the same safety protocol used for the bathroom with assistance from the Teacher.

Snacks and Nutrition

Food allergies will be reviewed for each class before the start of the school year and accommodations will be made for documented food allergies.

At KCP, we do cooking projects with the children. In the case of documented food allergies, the Teacher will make arrangements with the parents regarding appropriate safety measures and food alternatives.

Parents are responsible for providing a snack in a labeled lunch box for their own child each day. Please pack nutritious snacks (low sugar with some protein) that your child can manage on their own. Be aware of student allergies and the dangers that certain foods present to young children.

Your child should bring their own labeled water bottle to preschool for snack time. This water bottle comes to school and goes home to be washed each school day.

Parent Teachers will distribute water bottles and lunch boxes to kids. Parents must wash hands prior to distribution.

Children will wash hands before snack.

Be sure that your child has eaten a hearty breakfast. An additional snack on the way to school can help set your child up for a successful day.

Section VI: General School Information

Conferences

Parent collaboration is essential in an early childhood preschool setting. Although the Teacher will always acknowledge parents and address immediate needs, the school day is very busy and the Teacher is focused on the whole class. The Teacher will always be able to touch base quickly each day to let you know of the context of your child's day. Documentation will be available for parents to see the ongoing development of preschool. Conferences allow us time to focus only on your child and to go into more depth about their preschool experience.

Two school days, each in the fall and the spring, are dedicated to Parent/Teacher conferences.

Conferences are a time to check in with the Teacher about your child and to celebrate your child's milestones. Time will be taken to look at the Teacher's assessments regarding your child's progress. It will be a time to talk about joys, concerns, and answer questions. It will be a time to develop a plan or strategy, if needed, to enhance your child's preschool experience.

In addition to the fall and spring conferences, parents or the Teacher may request a conference meeting at any point in the year.

Intervention

Our goal is for all children to have a positive and successful preschool experience. If the Teacher observes that a child does not seem to be benefiting from the program or environment, the following intervention procedure will follow to facilitate a successful experience for the child and the class as a whole. All communications will be kept in the strictest confidence. All conversations will be kept away from students and others. The Teacher will notify the President when they deem it appropriate.

1. **Professional judgment.** The Teacher will use their best professional judgment when making a determination that a student needs to be professionally evaluated for intervention in an area of development.
2. **Initial Communication.** The initial communication to the family of the Teacher's opinion and impressions should be made in private, either over the telephone or in a meeting outside school hours. Email is strongly discouraged as a venue for communicating on sensitive subjects with families.
3. **Parent Observation and Plan of Action.** The parent should be invited to observe behavior (if applicable/appropriate) in the school setting, while parent helping or otherwise. The parent and Teacher should communicate following the observation (also in private as described above). The Teacher in collaboration with the parents will determine whether an assessment is to be made by the Multnomah Education Service District or a private professional. Any cost incurred is the parent's responsibility. The Teacher will be included in recommendations and plan for action implementation. Input from the Teacher and consulting professional will be given primary consideration. At any time during this process the Teacher or the family may separately meet with the President, in confidence, to discuss their respective perspectives.

After implementation of the plan, if the goals are not attained and the child is not making progress, the family may need to find a new preschool.

4. **Impasse.** Occasionally, even after repeated good faith efforts to reach a consensus, the Teacher and the family cannot reach agreement on a plan of action. In such an event, the Teacher and the President will hold a meeting to determine how best to proceed for the good of the classroom as a whole. Reasonable accommodations for a child diagnosed with a condition recognized by the Americans with Disabilities Act must be incorporated into the determination, when appropriate. The process developed by the Teacher and President (which shall be presented to the family in writing after being reviewed by an attorney) may include a decision to require the family, as a condition to the child remaining in the classroom, to:
 - Seek professional help;
 - Provide a caregiver when the child is in the classroom; and/or
 - Any other solution the Teacher and President deem necessary and appropriate in the specific circumstances.

If the family refuses to abide by the decision of the President and the Teacher, the child will be removed from the classroom; provided that before such action is taken, the family will be offered the option to appeal the decision to the full Board of Directors. The school bylaws and state laws regarding termination of membership from a non-profit, membership corporation shall be followed should this action become necessary.

5. **Refund of Payments.** In the event a child is removed from the classroom as the result of the above-described procedures, a full refund of any prepayments or deposits will be made to the family. The Membership Coordinator and Treasurer will be notified in a neutral manner that the family is leaving the school.
6. **Confidential Nature of Decisions.** All discussions in Items 1 to 4 above will remain CONFIDENTIAL to the Teacher and the Executive Board unless the family involved wishes it to be discussed by the Board as a whole. This is intended to preserve the privacy of the child and the family.
7. **Referral List.** At a time the Teacher judges it appropriate, the family may be asked to contact their pediatrician for an appropriate referral. In addition, the Early Intervention program at each ESD (Educational Service District) provides diagnostic assistance and treatment for qualifying children. The Teacher may also maintain a file of articles and materials helpful to their professional judgment and to communication of such matters to parents.
8. **Deferral to Teacher's Judgment.** No policy can cover all aspects of this sensitive subject. At all times the professional judgment of the Teacher will be recognized and deferred to. The Teacher is strongly encouraged to consult with their fellow Teachers and/or PCPO, and from an administrative point of view with the President (or Vice President if the President is unable to serve) before taking any definitive action. If, after deferring to the Teacher, the issue has not been satisfactorily resolved, other avenues may be pursued such as filing a grievance with the Board.
9. **Supporting the Teacher.** The school may provide an extra Parent Teacher or additional classroom support as needed.

Confidentiality

Any student records are confidential. A parent/guardian may ask to look at their own child's records anytime, but we will not allow anyone else to look without authorized permission.

Parents should not seek feedback from parent teachers about events in the classroom.

Confidentiality also extends to school rosters and member contact information. This information should only be used for school related purposes.

Field Trips

Field Trips at KCP are limited to walks in the neighborhood.

Birthdays

We don't celebrate individual birthdays in the classroom, all birthdays are celebrated once a year during our annual Un-Birthday Party. Every year the children will plan the party. The community will be invited to join us in celebrating on the party day.

Communication

News from the Teacher and other KCP communications will be distributed by email.

A contact sheet with all preschool families listed is to be used for preschool communication purposes only. It will be used to convey contagious illness, emergency situations that close school such as weather, power outages, or natural disasters. This phone list will be for school information only - no solicitations.

Reimbursements

As part of your family job, you may be asked to make purchases of supplies or equipment occasionally for the school, and you will be reimbursed. Please get pre-approval from the Treasurer for any purchases over \$50 for which you expect/require reimbursement. Once you have made an approved purchase, please follow the reimbursement procedure outlined below.

Reimbursement Procedure:

1. Submit your receipts to the Treasurer within 30 days of purchase.
 - a. Place your receipt in an envelope, fill out the [expense form](#), then put the envelope inside of the lock box located in the Teacher's office.
 - b. Your expense form should include the following information: Your name (or the name of the person being reimbursed), date of submission, and a short description of what was purchased.
 - c. For online purchases, please print and submit the receipt.
2. The Treasurer will check the lockbox at least once per week.
3. The Treasurer will make copies of receipts and their corresponding expense reports and submit the originals to the church for reimbursement.
4. The church will write a reimbursement check and put it in the lockbox.
5. The Treasurer will put reimbursement checks in the cubby behind the lockbox where the reimbursement envelopes are stored and notify you.

Termination Policy

In the event that any participant of KCP conducts themselves in a way that is inappropriate and not in accordance with the bylaws, policies, procedures, operations, or code of conduct as described and found in the Policy and Parent Handbook, a written grievance will be brought against the individual or individuals, to be presented to the Board of Directors for review.

Members facing expulsion or suspension will be notified in person or by mail stating the reason(s) and the effective date. They will be given 15 days' notice and an opportunity to speak on their behalf or appeal the grievance orally or in writing. A majority of the Board of Directors must be present to review the appeal at least 5 days before the effective date.

After review, if the board agrees and there is failure on the individual's part to comply, the relationship with said individuals and KCP will be terminated. This termination will be in writing and a copy will be kept on file.

Background Check Policy

The Oregon Department of Education requires that all volunteers working with children in our facility enroll in the Office of Child Care's Central Background Registry. The Office of Child Care will confirm with the individual directly if there are any red flags that need to be addressed. The state's determination of enrollment is nonnegotiable and required for volunteers working in the classroom. All information and directions for the background check are included in the Jovial enrollment forms.

Every family must have one adult available to work in the classroom who is registered in the Central Background Registry.

Section VII: Tuition Information

Tuition payments are due by the 5th of each month (or the first day of school following). We use Jovial for tuition payment. Tuition can be set up as automatic payments through your bank or through Jovial. You may pay for a term or several months in advance. Upon enrollment a non-refundable deposit to cover the last month's tuition is due. For returning families, last month's non-refundable deposit for the following year is due in May.

Tuition Rates

2-Day (Cricket) Program for three and four year olds: \$170/month

3-Day (Bear) Program for four and five year olds: \$255/month

Costs have been averaged so that the fee remains the same for all months. Even if you are not there for the whole month, the fees need to be paid in full; this applies for the duration of the school year, September to May.

The Board of Directors will consider tuition increases every year.

Delinquent Tuition

If payment has not been received by the 5th of the month, a \$10 late fee may be added to the current amount owed. To avoid a \$10 late fee, we ask that you *notify the treasurer before the due date* if for any reason your payment will be late. Any fees charged to the school for checks returned by the bank for insufficient funds or any other reason will be added to the current amount owed, in addition to a \$10 late fee. Continued delinquency may result in being asked to withdraw from school. Please contact the church Liaison or session representative with tuition questions or concerns.

Tuition Assistance

The church offers tuition assistance to families needing financial support. If you have an unexpected financial need, tuition assistance is also available on a per need basis.

Families are encouraged to be proactive and request assistance before becoming delinquent in paying tuition. Tuition assistance takes the form of a reduction in the student's tuition to an amount the family can afford. In no case can tuition be fully waived. Requests for reduction of tuition are to be made in writing to the attention of the Session, Kenilworth Presbyterian Church, specifying the proposed reduced amount, and be for not more than three months. If the financial need continues, a subsequent request may be submitted and will be considered. Please contact the Liaison, Teacher, or Treasurer for more information.

Withdrawing a Child

Our goal is to successfully retain all families in our community for the full school year experience. If any issues arise that may cause a family to consider withdrawing, please speak to the Teacher, Church Liaison, President or Class Representative as soon as possible. The Teacher, Church Liaison and Board will try to help address any concerns. If withdrawal is deemed necessary, please give a 30-day notice *in writing* to the Teacher, President and Liaison. The Church Liaison or President will contact the parents for an exit interview.

The enrollment fee is non-refundable. Current month, and the school year's last month tuition is also not refundable. If 30-day written notice extends into the following calendar month a per diem amount of tuition will be due.

If a family finds they are experiencing financial hardship, moving or in a circumstance that is a life-changing event, a tuition reduction or partial refund may be considered. In these occurrences, the KCP Board will hold a review, on a case by case basis.

Considering the cooperative nature of our school, please consider the impact withdrawal of a student will have on our community.

Section VIII: Application Information

Age

Age qualifications will generally be the same requirements used by Portland Public Schools. A child must be three years of age for the Cricket Class and four years of age for the Bear Class by September 1. Exceptions to this policy will occasionally be made for birthdays in the month of September on a case-by-case basis.

Class Size

Enrollment continues until each class is full. The class is considered full at 12 students, with a maximum class size of 14.

Application and Enrollment

The enrollment process for new students for the next school year begins each year in late January or early February with an Open House. Additional tours can be scheduled following the Open House. Dates are chosen annually and will be made public.

Applications are submitted through Jovial with enrollment to the general public opening after the open house. Applications are accepted following the open house along with an \$125 enrollment fee per student. The fee is non-refundable but will be returned if a lottery is needed at the end of our Open Enrollment and your child is not offered a spot at KCP.

Applications must be submitted by the first week of March (date determined annually). First priority is given to returning and alumni families. If we receive more applications than remaining spaces available, new family applicants will be entered into a lottery. If we have sufficient spaces for all applicants, each new family will be offered enrollment and registration will remain open until all spaces are filled. New families who are not offered a spot after the lottery will be placed on the waitlist.

Email notifications will be sent out to all families, within one week of the lottery, offering them either a space in an upcoming class *or* on the waitlist. Families offered enrollment are given two weeks to formally accept, fill out the enrollment packet, and pay last month's tuition. The enrollment process is complete when the enrollment packet, including registration forms, and last month's tuition check are received.

Waitlist

An enrollment waitlist will be created and maintained by the Membership Coordinator, Assistant, and Teacher after the roster is complete. Families will be informed of their placement on the waitlist in a timely manner and their \$125 application fee will be returned at that time. Any family on the waitlist may ask to be removed from the waitlist at any time; otherwise the applications for waitlist families will be kept on file for the year. If an opening should become available (class size dropping below 12) in a preschool class, the wait list will be used to contact families. When a position is offered the enrollment process continues with enrollment paperwork, last-month's tuition, and the submission of a new \$125 application fee.

Re-enrollment

When the registration process begins, the priority for pre-registration will be as follows:

- Currently enrolled students who are re-enrolling
- Siblings of returning, currently enrolled students
- Siblings of outgoing and past students

Former members must inform the Membership Coordinator that they wish to return to the school before the pre-registration process ends and preferably before it begins. If they fail to give early notice of their wish to enroll, they will be given the next opening available, or placed immediately after any other former members or siblings on the waitlist. Currently enrolled members who miss the pre-registration deadline will be treated equally with regard to placement on the waitlist. They will be placed ahead of people on the regular wait list in the order they informed the school of their desire to rejoin. Re-enrolling students will be asked to sign a membership contract for the coming year in February to secure their spot for the following school year.

Medical

Parents shall sign a statement authorizing emergency treatment for injuries sustained at school and granting authorization for the school to take the child for emergency medical or hospital treatment if it is warranted. They will be taken to the closest hospital to our facility, Oregon Health and Science University (OHSU), unless otherwise specified by parents.

Enrollment Immunization Requirements

Before a child may enter school, KCP must receive signed verification that the child has met all immunization requirements of the State of Oregon and the Multnomah County Health Department.

- The preschool is directly accountable to the County and State for reporting Immunization records to enroll children each year of operation.
- The Safety/Immunization Coordinator will provide the form about requirements to the Membership Coordinator. This document will be included in the enrollment packet at the time of enrollment.
- It is required that the form provided by the State Department of Human Services included in the enrollment packet be complete and signed by the parents or guardians. Printouts from doctor's offices are not accepted, we must use the State of Oregon form or we will not be able to enroll your child.
- All immunization information must be submitted.
- Parents are responsible for updating the forms as children receive current vaccinations.
- If parents are opting out of immunizations for their child for any reason they must sign the exemption box or KPC cannot enroll the child.
- The Membership Coordinator will work in collaboration with the Teacher in order to maintain the immunization records for the preschool. They will ensure our records are in compliance.
- The Safety/Immunization Coordinator and Teacher will receive and be responsible for using materials and attending the training sessions provided by the county each fall.

- All deadlines for required immunization updates will be made known to families.
- Parents are accountable for all follow through with all required immunization policies and potential changes of requirements as directed by the County or State.
- If parents fail to comply with appropriate data on dates as required, your child can face exclusion from preschool until all current data is submitted and signed by the parents.
- The Safety/Immunizations Coordinator and Teacher are responsible for turning in all forms and records as required to the county each preschool year so that KCP is in compliance with operational standards. If KCP does not comply it can be potentially closed until compliance is met.

Section IX: Conflict Resolution

Conflict Resolution Between Members

All adults and children have the right to be treated respectfully and fairly. Any inappropriate actions (such as yelling at someone else), language or subject matter will not be tolerated. If you display disrespectful behavior or language in the preschool and/or with other members, the conflict resolution protocol will be implemented. The school reserves the right to discontinue a student's enrollment due to extreme or repeated disruption on the part of the child or parent.

If any adult member of Kenilworth Community Preschool has a concern, conflict, complaint or problem with any other adult member of the preschool, he/she will follow the steps of the conflict resolution protocol. All individuals involved in a conflict will maintain strict confidentiality; discussing the conflict with anyone other than those directly involved, the President, or members of the Resolution Team is not appropriate.

Any contacts made to or by the President, members of the Resolution Team, and/or the Teacher will be carefully documented at the earliest opportunity, rather than replicated from memory at a later date. Each documenter will keep a confidential copy of their records until the end of the school year, when they will be turned over to the President, who will keep all such documents in a confidential file. Duplicate documents will be destroyed.

Conflict Resolution Protocol:

1. One-to-one Communication

Adult members of Kenilworth Community Preschool are expected to contact an individual with whom they have a conflict directly, respectfully, and in a timely manner. The parties involved should use the following guidelines to work together toward a solution:

- A. Listen actively to each other
 - Paraphrase what was said; check your understanding
 - Acknowledge and clarify your understanding of the other person's feelings and perceptions
- B. Ask each other to express wants and needs
 - Paraphrase and clarify
- C. Jointly brainstorm many possible solutions to meet needs
 - Accept all solutions as possibilities
 - Do not evaluate at this point
- D. Evaluate possible solutions together and select one
- E. Make an action plan together
- F. Implement the action plan
- G. Check back with each other to establish each party's satisfaction with the resolution

2. Calling the Resolution Team

If attempts to resolve the conflict one-to-one fail, the President is contacted and the situation is referred to the Resolution Team for mediation. The Team consists of three people drawn from the members of the Board of Directors, at least one of whom must be from the Executive Committee. Each party of the conflict may nominate one Resolution Team member from the Board. The Board will then select the three Resolution Team members, none of whom may be family members of the parties in conflict. One member of the team acts as chairperson; the chairperson must not be one of the Team members nominated by either of the two parties in conflict.

The Team follows the Resolution Team Guidelines below:

- A. Listen actively to each person
 - a. Paraphrase what was said; check your understanding
 - b. Acknowledge and clarify your understanding of each person's feelings and perceptions
- B. Ask each person to express wants and needs
 - a. Paraphrase and help clarify
- C. Jointly brainstorm many possible solutions to meet needs
 - a. Accept all solutions as possibilities
 - b. Do not evaluate at this point
- D. Evaluate possible solutions together and select one
- E. Make an action plan together
 - a. Distribute copies of the action plan to those involved
- F. Implement the action plan
- G. Check back to establish each party's satisfaction with the resolution
 - a. Phone each party in one week to assess their satisfaction with the steps taken
 - b. Phone back one week after that to reevaluate
 - c. Modify action plan and/or call additional meetings as necessary

3. Calling in a Professional Mediator

If the conflict is still unresolved after action by the Resolution Team, the Board (at the Resolution Team's recommendation) will decide whether to call in a professionally trained mediator and continue the process with their support.

Section X: Membership Contract

Code of Conduct

Participating families will act in such a way that their words and actions promote the unity and encouragement of KCP.

Issues or concerns must be brought up *immediately* with one of the following people: The Teacher, Class Representatives, the President, or Liaison. Clear, respectful, direct, and timely communication is a cornerstone of our school.

Participating families will avoid acting in a disrespectful, offensive, immoral, intimidating, or rude manner. We are to lead our children by example and our conduct should reflect that goal.

Participating families will avoid gossiping to or about other KCP families, children, the Teacher, the board, or the church session, either personally or on social networking sites such as, but not limited to, Facebook, Instagram and Twitter. In addition, families are not to publish photos or names of any KCP child, other than their own child, on any social networking or other website, without permission.

KCP requires that all participating families clearly abide by this code of conduct, including the Social Media and Photo Usage Consent statement. Unacceptable conduct can result in termination of a family's membership in the Preschool, as determined by the termination policy.

By enrolling my child in KCP I agree to, please initial each item:

- _____ Be enrolled as active participants in the preschool for the full membership year.
- _____ Sign up for the required number of parent teaching and on-call shifts by the end of the first week of each term. The Class Representative will determine the required number of shifts each term.
- _____ Support my child and the Teacher with regular attendance at preschool.
- _____ Bring my child to preschool by 9:30 each day.
- _____ Support my child by communicating and collaborating with the Teacher, and attending Teacher conferences.
- _____ Fully participate in all preschool fundraising events each year as directed by the Fundraising Chair.
- _____ Attend three mandatory all-school meetings, two class meetings and a parent-teaching training. If a family is unavailable for a required meeting, they must inform the board in advance and provide a valid reason to be excused. Being excused from meetings is reserved for emergencies or conflicts of high importance. Failure to comply with this step will result in an official letter documenting the absence and a \$40 fine.
- _____ Participate in at least three work parties to beautify the school, or arrange make-up work hours with the parent in charge of the missed work party (one family member).
- _____ Hold a preschool family job (one parent/guardian).
- _____ Pay tuition by the fifth each month during the preschool year, or late fees will be incurred.

- _____ Read the parent handbook and become familiar with preschool guidelines and policies. Handbooks will be distributed to new families at the beginning of the preschool year.
- _____ Read and sign all the necessary documents in the enrollment packet.
- _____ Complete the background check form with ODE's Central Background Registry as part of the enrollment process. If there is a criminal history, all determinations of eligibility will be made by the Oregon Department of Education.
- _____ Complete the State of Oregon immunization form before the beginning of the school year, and update as needed.

Failure to comply with the membership contract will result in:

1. Warning
2. \$40.00 fine
3. Board review
4. Termination of enrollment

By signing this document you affirm that you have read, understand, and agree to abide by these guidelines while participating in the KCP. Signatures of all parents, guardians and Parent Teachers are required.

Name: _____

Relationship: _____

Signature: _____

Date: _____

Name: _____

Relationship: _____

Signature: _____

Date: _____

Name: _____

Relationship: _____

Signature: _____

Date: _____

Name: _____

Relationship: _____

Signature: _____

Date: _____

Section XI: Family Job Descriptions

Each family will be assigned a family job and will be provided with a job description defining their duties. The Board will update family job descriptions as needed.

Family jobs may change to respond to the current needs of the school and current enrollment numbers. For reference, the following descriptions offer an example of the types of jobs and responsibilities families could be assigned. These are guidelines and some years jobs will be combined or separated depending on enrollment and community need.

Board Positions:

These are positions for people who want to take a very active part of the community. While it would be ideal for you to have experience in the position, we mainly ask that you have genuine interest in your board job as it requires regular time commitments. The board meets once a month.

1) President – Must be a Bear family, elected position

- Serves on the Executive Committee.
- Is the executive officer of the preschool.
- Prepares for and runs all meetings for members and the Board.
- Prepares agendas for meetings after consultation with the Teacher(s).
- Works with the vice President to be the Teacher's advocate, meeting with them regularly.
- Notifies members and Board of scheduled and emergency meetings.
- Monitors the operation of committees
- Performs duties that insure the efficient and proper conduct of preschool business.
- Encourages and supports the Teacher and all other family job positions.
- Oversees school records such as the Handbook, Enrollment, and Family Job Descriptions.
- Serves as one of the main "faces" of KCP.
- Regularly communicates to KCP members about preschool business.
- Invites non-board members to board meetings, particularly when pertinent to agenda topics.

2) Vice President & Jobs Coordinator – Must be a Cricket family, elected position

- Serves on the Executive Committee.
- Plans to become board President the following year.
- Attends all board and all-school meetings.
- Sends an email summary of board meetings to the community directly following board meetings
- Leads new-family orientation in April.
- Works in an ongoing collaboration with the Teacher and the board President and provides support where needed.
- Vice President serves as Jobs Coordinator
- Checks-in with each family at the beginning of the school year and then periodically throughout the year to make sure they understand their job responsibilities and are well-equipped to succeed at their family job.
- Provides ongoing family job clarification and problem-solving assistance as needed throughout the year.

3) Secretary – 1 family, either a Bear or a Cricket, elected position

- Serves on the Executive Committee.
- Attends all board, class and all school meetings and takes attendance, records minutes, and acts as timekeeper (or delegates timekeeping to another member) in order to keep us on track.
- Makes minutes available for Board approval within one week following the board meeting.
- Posts minutes for the community once they have been approved.
- Is the keeper of all documents for KCP and assists in producing handbooks and informational brochures, etc., when needed.
- Maintains organized files within the Google Suite of meeting minutes and agendas
- Manages and updates the KCP Google Calendar
- Ensures that sign-in/out through Jovial is available for All School Meetings and Work Parties.
- The Secretary also acts as the schools' Parent/Child Preschool Organization (PCPO) Representative
 - Attend monthly PCPO general meetings
 - Distribute mail and other materials passed out at the meeting promptly to KCP.
 - Publicize, facilitate registration for, and attend PCPO events.
 - Alert and invite members to upcoming meetings--especially for New Officer Workshops
 - Reminds the President and Treasurer of deadlines, memos, etc. from PCPO.

4) Treasurer - 1 family, either a Cricket or a Bear, elected position

- Serves on the Executive Committee.
- Prepares the following year's annual budget for review by the Board and approval by the Session at May's board meeting. Includes proposed tuition rates and fundraising goals.
- Works closely with the Liaison and the Church bookkeeper to monitor the KCP budget.
- Creates monthly budget balance sheets to share with the Liaison and President for review.
- Collects and records all money transactions and deposits them to the Church bookkeeper.
- Regularly reports the preschool's financial condition to the board.
- Submits reimbursement forms to the Church bookkeeper.
- Serves as a liaison between the preschool and the church session; attends session meetings to provide updates twice a year or as needed.
- Approves spending over \$50 for family jobs and Teacher spending.

5 & 6) Bear Class Representative/Cricket Class Representative – 1 family from each class, elected position

- Oversees parent-teaching shift sign-up and scheduling process and ensures equality among families.
- Coordinates and leads parent meetings twice a year
- Encourages and facilitates communication and relationship building among families.
- Brings parent issues and concerns to the board.
- Creates and maintains class contact information for their class in the parent portal.
- Organizes Teacher gifts.
- Facilitates community outreach for families in need (new babies, illness, etc.)
- Assists in delegating the "Support Family Job" as needed.
- Keeps postings on the hall bulletin board up to date.

7) Fundraising Chair - 1 family, ideally a Bear/Returning Family

- Evaluates, coordinates, executes, finds volunteers, publicizes and participates in fundraising events.
- Informs KCP community after each fundraiser of the money raised.
- Manages direct sales fundraising, such as holiday wreaths or any other.
- Does accounting for funds and ensures the Treasurer receives them promptly.
- Reminds the community of each fundraiser and coordinates with marketing to be sure they are promoted.
- Fundraising Chair stays in close contact with the auction team and relays progress and needs to the board.

8) Membership Coordinator – 1 family, ideally a Cricket

- Is the first main contact to KCP via membership@kenilworthcps.org email, which should be checked regularly.
- Maintains wait lists, arranges tours for prospective families, and answers inquiries regarding enrollment through phone, and email.
- With the help of the Assistant Membership Coordinator, sets up Open House and follows up with visitors.
- Enrolls and orients families.
- Sets up and promotes KCP at school fairs as deemed appropriate, with Assistant Membership.
- Coordinates with marketing to promote enrollment and the Open House and with technology ensure the website information is current.
- Prepares and edits Jovial enrollment forms. Keeps track of changes that need to be made to the forms throughout the year.
- Works with the Treasurer and Assistant Membership Coordinator to ensure enrollment forms are complete and deposits are paid. Attends and participates in orientation meeting for new families, held in late spring.
- With the Teacher, President, Vice President and Assistant Membership, assigns family jobs in the spring.

9) Marketing/Outreach Coordinator - 1 family, either a Cricket or a Bear

- Promotes KCP in the larger community.
- Identifies and secures partnerships with other nonprofits, community-based organizations, and businesses.
- Uses Social Media and MailChimp as marketing tools for KCP.
- Coordinates booth and attends Woodstock farmers market in the fall, and in late spring/early summer.
- Works with Membership Coordinator, Teacher, Fundraising Chair, and other board members to produce content for the website.
- Implements ideas to better establish KCP's online presence/reviews.
- Markets online auction fundraiser.
- Identifies and pursues grant opportunities.

Non-voting board positions:

Church Liaison – Liaison of Kenilworth Presbyterian Church

- Along with the Treasurer, the Liaison serves as a liaison between the school and the church, relaying information and requests about program activities and physical plant issues.
- The Liaison is responsible for encouraging the flow of information between members of the preschool and members and friends of the church, and fostering a collaborative relationship between the preschool and the church.
- The Liaison is responsible for keeping the preschool and the church mutually aware of each other's priorities, goals, accomplishments, challenges and concerns.
- Receives requests for tuition reductions, and makes a recommendation to the Session (Board) of Kenilworth Presbyterian Church regarding the request. The Session is the approving entity for any tuition reduction.
- As Head of Staff of the church, the Liaison serves as the day-to-day supervisor of the Teacher, and participates in the Teacher's annual performance review completed by the church Session.
- The Liaison seeks confidential input from preschool members that can be used for the Teacher's annual performance review.
- Prepares and signs statements documenting tuition and fees payments for parents seeking documentation for flexible spending accounts and/or tax purposes.
- Is available to parents in the event they have questions, concerns, or other information to share regarding the Teacher.
- Is a mandatory reporter in instances of suspected abuse of children or vulnerable adults.
- Assists in coordinating the preschool's use of the church building for meetings of the preschool board, all school meetings, and special events.

Teacher

- Plans, implements, and assesses a developmentally appropriate program for three- to five-year-olds.
- Organizes the classroom and materials, to establish an environment to interest and challenge children.
- Provides opportunities for social, emotional, and intellectual growth.
- Supervises the training and classroom participation of parent volunteers.
- Acts as a consultant regarding typical growth and development of children.
- Plans and conducts orientation and philosophy meetings.
- With the Membership Coordinator, plans and participates in an open house.
- Orientation of families to the preschool.
- Conducts parent-teacher conferences twice a year, more often as needed.
- Works with the Board and parent membership.
- Attends Board meetings. Attends and participates in three All School Meetings.
- Sends a monthly classroom update.
- Trains preschool Parent Teachers.

Non-Board Positions:

These jobs are a vital part of the community. If these positions were not filled by you, our preschool would not work as wonderfully as it does! Each job has a different time commitment, and we encourage you to bring your own ideas and experiences with you.

10) Technology Coordinator

- Maintains school website using WordPress updating it regularly with content from membership, marketing, and other community members. Updates include events, photos, new/pertinent information, open house dates, enrollment information, fundraising information, and any changes in information.
- Maintaining the Parent Portal on the web page adding documents and resources as needed.
- Setup and maintain Google Photo albums for each class.
- Bi-yearly password reset of the Parent Portal
- Maintain the organization's Google Suite helping to archive files and keeping the shared drive organized.
- Acts as tech support as needed.
- Attends board meetings as needed.

11) Classroom Coordinator/Librarian – 1 Bear family

- Regularly visits the library picking up books for the classroom.
- Works with the Teacher to obtain books that are relevant to current classroom themes.
- Keeps a variety of quality books flowing through the classroom.
- Keeps book shelves in the classroom tidy.
- Works with the counterpart from the other class and Teacher to make a schedule/plan, set goals, and clarify/maintain the vision for the classroom.
- Aids Teacher in creating classroom materials, such as play-dough, dramatic play areas, and art materials.
- Works with Teacher to delegate/facilitate repairs of classroom equipment when needed.
- Helps supply classroom, and asks for/collects school supplies.
- Keeps bulletin boards in the stairwell current.
- Solicits craft materials from KCP community.
- Waters plants/makes sure classroom plants are happy.
- Together with Teacher, discusses and recruits Artist in Residence for the spring.

12) Classroom Coordinator/Supply Room Organizer - 1 Cricket family

- Maintains loose parts and supply room organization weekly.
- Helps the Teacher solicit and manage loose parts.
- Keeps the supply room clean and organized.
- Works with the counterpart from the other class and Teacher to make a schedule/plan, set goals, and clarify/maintain the vision for the classroom.
- Aids Teacher in creating classroom materials, such as play-dough, dramatic play areas, and art materials.
- Works with the Teacher to delegate/facilitate repairs of classroom equipment when needed.
- Helps supply the classroom, and asks for/collects school supplies.
- Solicits craft materials from KCP community.
- Waters plants/makes sure classroom plants are happy.

13) Assistant Membership – 1 family, either a Bear or a Cricket

- Sets up and promotes KCP at PCPO Events with Membership Coordinator.
- Assists Membership Coordinator with membership drive including checking email and giving tours of the school
- Identifies any children whose parents have *NOT* signed release form for photos to be shared on social media, and shares that information with Marketing and Membership (anyone with access to Social Media).
- Staffs our booth at the Woodstock Farmers market
- Attends the open house.
- Works with Membership Coordinator to ensure enrollment forms are up-to-date. Attends and participates in orientation meetings for new families, held in late spring.
- With the Teacher, President, Vice President and Membership, assigns family jobs in the spring

14) Assistant Marketing – 1 family, either a Bear or a Cricket

- Assists Marketing in identifying and pursuing grant opportunities, partnerships with other nonprofits, community-based organizations, and businesses.
- Staffs our booth at the Woodstock farmers market in the fall.
- Uses Social Media as well as alumni and membership lists (e.g. MailChimp) as a marketing tool for KCP.
- Implements ideas to better establish KCP's online presence/reviews.
- Assists with marketing the auction and fundraisers.

15 & 16) Housekeepers - 1 family from each class

- Coordinate with Bear/Cricket class partners to do laundry and recycling each week.
- Clean and sanitize the classroom tables, benches, chairs, and doorknobs monthly, especially during cold/flu season and before Open Houses and events.
- Keep the Art Studio work area organized and clean.
- Work with Teacher, Liaison, and Groundskeeper to plan required all-school work parties twice per year.
- Plan/organize twice yearly work parties.
- Make sure the downstairs kitchen is clean before events.

17 & 18) Groundskeepers - 1 family from each class

- Regularly clean and organize the outdoor classroom and work with the Teacher to make sure it is up-to-date with supplies.
- Work with the Teacher to identify maintenance work and ensure repairs in the play area are done to keep a safe and clean environment: Delegate/organize/do repairs for outside play area.
- Coordinate with the Teacher regarding planting projects for the kids to participate in.
- With Housekeeping, organize and facilitate required all-school work parties.
- Keep the blueprints for the outdoor play area moving along by working with the church and board to maintain and expand playground resources.
- Keep the playground weeded, raked and clean; delegate/solicit help for this as needed.
- Refill water pump and maintain functionality.
- Solicit/gather supplies for outdoor projects.
- Wash classroom windows as needed.
- Clear window well and doorway of leaves/detritus.

19) Safety Coordinator/Immunizations Coordinator – 1 family, either a Bear or a Cricket

- Attends Multnomah County Immunization Records online training in the fall.
- Responsible for submitting all immunization forms and records as required to Multnomah county each preschool year so that KCP is in compliance with operational standards. If KCP does not comply it can be potentially closed until compliance is met.
- Makes all deadlines for required immunization updates known to families.
- Reviews immunization records to ensure all families are up-to-date on required immunizations in compliance with the Health Department.
- Serves as a resource to the community regarding immunizations.
- In cooperation with the church and the Teacher, reviews and updates a comprehensive earthquake and disaster preparedness plan for KCP.
- Maintains and updates emergency bench and first aid kits.
- Organizes the first aid cabinet.
- Conducts monthly safety inspection.
- Creates a master emergency contact list and posts copies in the classroom, outdoor classroom, with the emergency kits, Teacher's clipboard and in the office.
- Coordinates with the Parish Nurse or PCPO to schedule a CPR class for parents.
- Keeps list of CPR trained parents for Teacher sick days.
- Ensures that regular fire drills are performed and documented.
- Sends out sick policy reminders when illness is prevalent.

Stays informed on health statistics through Oregon Health Authority and is an advisor to the board to recommendations put forth by the Oregon Early Learning Division.

20) Special Events/Hospitality Chair – 1 family, either a Bear or Cricket

- Works closely with the Teacher and enlists party-planning committees in order to coordinate special events, which may include: Harvest Party in October, the Un-Birthday Party, and the end of the year party in May.
- Is a member of the Auction Committee.
- Takes the lead in and hosts the auction event.
- Creates content and sign up sheets as needed for events enlisting volunteers in the parent portal, including membership and marketing events.
- Attends booths and tabling events.
- Takes photos at events and parties and shares them.
- Comes to two board meetings per year or as needed to discuss/present Harvest Party and End-of-the-Year party ideas.
- Coordinates for an extra parent clean up volunteer for the Un-Birthday Parties

21 & 22) Auction Committee Chair and Auction Committee Person - 2 families, ideally Auction Committee Chair is a Bear, and Auction Committee Person is a Cricket

- These 2 families are in charge of the online Silent Auction.
- Guide the community in procuring donations
- Collect the minimum procurement from each family, give item ideas, and ensure all items are tastefully categorized, photographed and uploaded to auction site.
- Work with Marketing to get them the materials to ensure the auction is posted to social media.
- Work with the Events Chair to plan and host the auction kick-off event.
- Ideally, a Cricket member of the auction committee becomes the chair during their Bear year.

23) Fundraising Assistant – 1 family, ideally a Cricket [Position Filled At Full Enrollment]

- Works closely with the Fundraising Chair and Auction Chair to help coordinate all fundraising activities as needed.
- Participates in the Auction Committee.
- Potentially becomes Fundraising Chair as a Bear.
- Coordinates and promotes Dine Out fundraising nights.

24) Support - 1 family, either Cricket or Bear [Position Filled At Full Enrollment]

- Assist where needed on unforeseen projects.
- Extra hand at party clean ups.
- Assistance when another family has a hardship and we have a void to fill.

Section XII: KCP EXAMPLE School Year Calendar

The school year will begin in September and end in May.

KCP generally follows the Portland Public School Calendar for holidays, but there are some exceptions
(e.g. different Teacher planning days)

KCP Teacher will schedule one Teacher-planning day and four conference days a year.

PLEASE SEE THE OFFICIAL SCHOOL CALENDAR

TYPICAL ACADEMIC CALENDAR			
Date	Time	Event	Notes
MAY			
<ul style="list-style-type: none"> - PCPO New Officers Meeting 			
JUNE			
<ul style="list-style-type: none"> - Weekly playdates in the park or at school - Welcome New Board Members. 			
JULY			
<ul style="list-style-type: none"> - July 1: Official start date of board terms. - Weekly playdates in the park 			
AUGUST			
<ul style="list-style-type: none"> - Weekly playdates at school - First Board meeting of the year and Board Work Party - All School Meeting and Parent Teacher Orientation 			
SEPTEMBER			
<ul style="list-style-type: none"> - Deadline to sign-up for teaching shifts - New Student Day: Open house for new families and students to stop in and say hello to the Teacher. - First Day of School! - Class Meetings - Fall Fundraiser kicks off! 			
OCTOBER			
<ul style="list-style-type: none"> - Harvest Party - Harvest Mixer (for adults only!). A gathering to strengthen connections and build community among KCP families. - Table at Woodstock Farmers Market 			
NOVEMBER			
<ul style="list-style-type: none"> - Veterans Day - No School - Stone Soup Day at school - Table at Woodstock Farmers Market 			

- Parent-Teacher Conferences
- Thanksgiving Break - No School

DECEMBER

- Deadline to sign-up for teaching shifts
- Gingerbread Day at school
- Winter Break - No School

JANUARY

- Teacher Workday - No School
- All School Meeting and Work Party
- MLK Day - No School

FEBRUARY

- KCP Open House -- Volunteers needed!
- Presidents' Day - No School
- Enrollment for the new school year begins!

MARCH

- Online Auction and Event
- Un-Birthday Parties (in school). Families are invited to help us celebrate our un-birthdays!
- Parent-Teacher Conferences
- Spring Break: No School

APRIL

- Playdate at KCP for new families
- New Family orientation
- All School Meeting and Work Party

MAY

- End of year party
- PCPO New Officers Orientation
- Last Day of School
- Memorial Day: No School
- Two Classroom Clean-Up Days

Section XIII: Bylaws

BYLAWS

of

KENILWORTH COMMUNITY PRESCHOOL

a Program of KENILWORTH PRESBYTERIAN CHURCH

An Oregon non-profit corporation

ARTICLE I — Purpose

Kenilworth Community Preschool (Preschool) is a program of Kenilworth Presbyterian Church (Church). This Preschool shall be organized and operated exclusively for charitable, scientific, literary, and educational purposes. The purposes of this Preschool shall be to engage in any lawful activities, none of which are to be for profit.

This Preschool's primary purposes shall be to operate a preschool and provide education and play for children through the cooperative efforts of parents, children and Teacher(s).

ARTICLE II — Offices

The principal office of the Preschool shall be located at the Kenilworth Presbyterian Church 4028 SE 34th Ave., Portland, OR 97202

ARTICLE III — School Structure and Classes

The Preschool shall have four groups:

1. parents and/or legal guardians of those children enrolled in the preschool operated by this Preschool (Members);
2. the Teacher of the preschool (Teacher);
3. the Liaison of the Church (Liaison);
4. the Session of the Church (Session).

ARTICLE IV — Members

Section 1. Membership Voting

Each family shall accept the duties and responsibilities of membership as evidenced by signing a Membership Contract. When a membership vote is required, each family group shall have one vote and shall designate one family member (which may change from time to time) to vote, who

will be referred to in these bylaws as the “voting member.” If the Teacher has one or more children enrolled in the preschool, the Teacher and the Teacher’s family group shall have a total of one vote.

Each voting member shall be entitled to vote on all matters for which a membership vote is required by the bylaws of this Preschool, such as voting for officers and the budget, and other matters required by the Board of Directors.

Section 2. Qualifications

Membership shall be available without regard to race, color, creed, national or ethnic origin, religion, gender, sexual orientation, family composition or disability.

The preschool abides by The Oregon Department of Education’s Central Background Registry Enrollment policy. All parents/guardians teaching in the classroom are required to be enrolled in the Registry. At least one parent or guardian must be enrolled for a child to attend KCP. Failure to enroll in the Registry will result in a student’s disenrollment from KCP..

The membership year is from July 1 to June 30. Membership becomes effective upon signing of the Membership Contract. Prospective members wishing to serve on the Board of Directors may sign the Membership Contract before July 1 in order to be elected by the members and serve in a Board position whose term begins July 1.

Each Member, and Teacher shall provide the Membership Coordinator with a current email address, mailing address and telephone number, which may be used by the Preschool for the purpose of providing such Members and Teacher with notices of meetings of members, the Board of Directors, committees, or any other business of the Preschool.

Section 3. Expulsion or Suspension

A member can be expelled or suspended by the Board of Directors after giving the member and the Session at least 15 days’ notice of the expulsion or suspension, and the reason(s) for the act. The member shall be given an opportunity to be heard by the Board or its designated agent, orally or in writing, at least 5 days before the effective date of expulsion or suspension. The written notice of the expulsion or suspension shall be given in person or by first class or certified mail, sent to the last address of the member shown in the Preschool’s records. The decision of the Board or its designated agent shall be final, and shall not be subject to any review or appeal by any court or other persons.

ARTICLE V — Meetings of Members

Section 1. Annual Meeting

The annual meeting of the members of this Preschool shall be held on the third Saturday of April at 10 a.m. at the preschool, or at another date, time, and place designated by the Board of Directors. The annual meeting shall include the election of Officers.

Section 2. Regular Meetings

Regular meetings of the members of this corporation will be scheduled by the Board of Directors. There will be at least two meetings annually in addition to the Annual Meeting. The additional meetings will be held on the last Saturday of August at 10 a.m., and the first Saturday following winter break at 10 a.m. at the preschool, or at another date, time and place designated by the Board of Directors.

Section 3. Special Meetings

Special meetings of the members of this Preschool may be called at any time by the President, by the Board of Directors, or by petition of no less than 33% of the voting members by a demand signed, dated, and delivered to the Preschool's secretary. Such demand shall describe the purpose of the meeting.

Section 4. Notice

Notice of the Annual Meeting shall be given or caused to be given by the Secretary, or other person designated by the Board of Directors. Notice shall be given either personally or by email, to each member at the email address of such member as shown by the records of the Preschool. Such notice shall be given at least 10 days before such annual meeting, and shall include the date, time and place of the meeting.

Notice of all other meetings of the members shall be given or caused to be given by the President or Board of Directors no less than 24 hours before the meeting. Notice of such regular meetings shall be given to each member via one or more of the following means: electronic mail, school calendar in parent's handbook, telephone, school newsletter, or hallway bulletin boards. The notice shall include the date, time, and place of the meeting.

Notice of the following must be given personally or by first-class mail to each Member seven days prior to the meeting and must include a description of the proposed action: dissolution of the Preschool, merging, indemnification, conflict of interest situations, and selling assets.

Section 5. Quorum and Voting

Twenty-five percent of voting members shall constitute a quorum for transaction of business at any annual, regular or special meeting of the members. The affirmative vote of a majority of the voting members present shall be necessary and sufficient for the adoption of any matter voted upon by the members, including the election of Officers and Board members. The President shall adjourn the meeting if there is not a quorum.

Section 6. Proxy Voting

There shall be no voting by proxy.

ARTICLE VI — Officers

Section 1. Number and Titles

The Officers of the Preschool shall be the President, Vice President, Treasurer, Secretary, Cricket Class Representative and Bear Class Representative.

Section 2. Qualifications, Manner of Selection, and Terms of Office

Officers shall be elected by the voting members at the spring membership meeting, or at a subsequent regular or special meeting. Each Officer shall serve for a term of one year, beginning July 1, and until a successor shall take office.

The Vice President with the assistance of the membership team will present a slate of Officers no less than 10 days before the spring membership meeting. Nominations and self-nominations will also be accepted by the nominating committee at previous regular meetings and during orientation of new Members.

All Officers shall be members of this Preschool for the governing year with the exception of years where there is less than full enrollment. In the event of low enrollment an Alumni member may be called upon to fill an officer position on an interim basis until either full enrollment is reached and/or a current member of the Preschool steps in to fill the position. Alumni Officers must have acted on the Board of Directors during their time as members of the Preschool. No more than 30% of the Board of Directors may be made up of Alumni members.

Section 3. Duties of Officers

a. President

The President shall be the executive officer of the Preschool, and shall preside at all meetings of the Board of Directors and of the members. The President shall prepare the agenda for each meeting of the Board of Directors, and of each meeting of the members, after consultation with the Teacher(s); shall act as a clearinghouse for the receipt and dissemination to members of information pertinent to the business of the Preschool and the operation of the preschool; shall give or cause to be given notice of all meetings of the Board of Directors and of the members in accordance with these Bylaws; shall, in consultation and monitor the operation of committees of the Board or of the members, and shall perform such other duties as may be necessary from time to time to insure the efficient and proper conduct of the business of the Preschool and the operation of the preschool, which duties are not in conflict with these Bylaws, any applicable laws, or the actions of the members of this Preschool.

b. Vice President

The Vice President shall support the President in his/her duties as outlined in Section 3a, above; shall act as Jobs Coordinator by overseeing the jobs and committee positions assigned to and performed by the preschool's members; lead new member orientation in spring; and shall perform such other duties as may be required from time to time by the Board of Directors or by the members.

c. Treasurer

The Treasurer shall have overall responsibility for all corporate funds and shall perform or cause to be performed the following duties: keeping of full and accurate accounts of all financial records of the Preschool; providing the President and Liaison with monthly statements for review; preparing the annual budget for review by the Board and approval by the Session; depositing all moneys and other valuable effects in the name and to the credit of the Preschool to the Church; submitting requests for disbursement of funds from the Church when proper to do so; making financial reports as to the financial condition of this Preschool to Board of Directors; and such other duties as may be required from time to time by the Board of Directors or by the members. As revenue is generated in any given year through tuition and fundraising activities, the Board shall consider establishing or increasing a reserve fund to provide for future unanticipated or emergency expense requirements.

d. Secretary

The Secretary shall take minutes of each meeting of the Board of Directors and of the members, and shall transcribe, duplicate, and make a draft available to the Board of Directors one week prior to the next meeting of the Board of Directors. Minutes will be approved at the next Board of Directors meeting and made available to the members within one week of approval; shall maintain a record of the minutes of all such meetings and of any other actions of the Board or of the members; shall attend PCPO meetings regularly and act as the liaison between the Board and PCPO and shall perform such other duties as may be required from time to time by the Board of Directors.

Minutes taken during meetings classified as confidential shall remain confidential. Minutes will be shared with the President for safe keeping. The minutes will be destroyed, and documents deleted by the Secretary at the end of the year.

e. Cricket Class Representative

The Cricket Class Representative shall act as liaison between the members whose children are enrolled in the two-day (Tuesday-Thursday) class and the Teacher and Board; shall oversee parent-teaching shift sign-up and scheduling process and ensure equality among families; shall lead any Cricket class meetings; and shall perform such other duties as may be required from time to time by the Board of Directors or by the members.

f. Bear Class Representative

The Bear Class Representative shall act as liaison between the members whose children are enrolled in the three-day (Monday, Wednesday, Friday) class and the Teacher and Board; shall oversee parent-teaching shift sign-up and scheduling process and ensure equality among families; shall lead any Bear class meetings; and shall perform such other duties as may be required from time to time by the Board of Directors or by the members.

ARTICLE VII — Board of Directors

Section 1. General Powers

The business affairs of this Preschool shall be managed by its Board of Directors. The Board of Directors shall in all cases act as a Board, and they may adopt such rules and regulation for the conduct of their meetings and the management of the business affairs of the Preschool as they may deem appropriate, not inconsistent with these Bylaws.

Enrollment or dismissal of particular students is the purview of the Board. Full enrollment for each class is 12 students. However, on a case by case basis, the Board can approve up to 14 students for each class.

Decisions made by the Board pertaining to the management of the Preschool may be overridden at a meeting of the Members called expressly for that purpose by a vote of a majority of the voting members attending such meeting.

Section 2. Number of Board of Directors

There shall be nine Directors of the Board and two non-voting participants.

- President (elected),
- Vice President (elected),
- Secretary (elected),
- Treasurer (elected),
- Cricket Class Representative (elected),
- Bear Class Representative (elected),
- Membership Coordinator,
- Fundraising Chair,
- Marketing Coordinator, and
- Teacher (non-voting)
- Liaison (non-voting).

Section 3. Qualifications, Manner of Selection, and Terms of Office

Board positions that are not elected Officers, will be appointed by the current Board at the May meeting.

The term of office for Board members shall be one year, beginning July 1.

Section 4. Vacancies, Resignation, and Removal

Any Officer vacancy may be filled by the affirmative vote of the members. An Officer so elected to fill a vacancy shall be elected for the unexpired term of their predecessor in office. The Board of Directors may fill a vacancy temporarily by majority vote, but only until the next scheduled regular meeting of members.

The Board may by a two-thirds vote suspend an Officer and appoint a new person to serve, but only until the next scheduled regular meeting of members.

Any appointed Board vacancy may be filled by a majority vote of the number of Board members then on the Board of Directors.

Any Director may resign at any time by giving written notice of such resignation to the President, which resignation shall be effective upon receipt by the President. In the event that the President resigns, written notice shall be given to the Secretary.

Any Director may be removed, with or without cause, at a meeting of the members called expressly for that purpose by a vote of a majority of the voting members attending such meeting. The meeting notice must state that one of the reasons for the meeting is the removal of the Board member.

Resignation, suspension, or removal as a Director shall constitute resignation, suspension, or removal as an Officer, and vice versa.

ARTICLE VIII — Meetings of Directors

Section 1. Annual Meeting

An annual meeting of the Board of Directors shall be held prior to the end of the fiscal year. Notice of such meeting shall be given or caused to be given by the President to each Director.

Section 2. Regular and Special Meetings

Regular meetings of the Board of Directors shall be held approximately each month at the times and places to be designated by the President.

Special meetings of the Board of Directors may be called at any time by the President.

Notice of such regular or special meetings shall be given or caused to be given to each Director by the President in the manner provided for the giving of notice of regular or special meetings of the members.

Section 3. Quorum

A majority of Directors then serving shall constitute a quorum for the transaction of business at any meeting of the Board. Every act or decision of a majority of the Directors present at a duly convened meeting at which a quorum is present shall be valid as the act or decision of the Board of Directors.

If a quorum is present, action is taken by the affirmative vote of a majority of members present.

Section 4. Meetings by Telecommunication

Any regular or special meeting of the Board of Directors may be held virtually or in person.

Section 5. No Salary

The Board of Directors of this Preschool shall not receive any salaries for their Board services, but may be reimbursed for expenses related to Board services.

Section 6. Action by Written Consent

Any Board action may be taken without a meeting if all Board members consent in writing.

Section 7. Conflict of Interest

A transaction in which a Board member has a conflict of interest may be approved in advance by a vote of the Board of Directors or a committee of the Board of Directors if the material facts of the transaction and the Board member's interest are disclosed or known to the Board of Directors or a committee of the Board. Only those Board members not having a conflict of interest may vote on the transaction.

Section 8. Committees

a. Executive Committee

The President, Vice President, Treasurer and Secretary shall form an Executive Committee. The Executive Committee shall have the power to make ongoing decisions between Board meetings, except termination of the preschool Teacher's contract; changing the location of the preschool; dissolving, merging, or selling the corporation; electing, appointing or removing Directors; filling vacancies on Boards or committees; or adopting, amending or repealing Articles or Bylaws.

A quorum at an Executive Committee meeting shall be three members. If a quorum is present, action is taken by an affirmative vote of a majority of Directors present. In the event of a tie vote, the President shall be able to cast a second, tie-breaking vote.

b. Other Committees: The Board of Directors may establish such committees as it deems necessary and desirable. Such committees are advisory, and may not exercise functions of the Board of Directors.

ARTICLE IX — Corporate Indemnity of Officers

This Preschool will indemnify its Officers and Directors for all actions and omissions to the fullest extent of the law and consistent with the Church's insurance qualifications.

ARTICLE X — Session and Liaison of the Church

Section 1. Session

The Preschool operates as a program of the Kenilworth Presbyterian Church. The Church is governed by applicable laws and regulations of the state of Oregon, and requirements set forth in the Constitution of the Presbyterian Church (USA). The church's affairs are directed by the Session of Kenilworth Presbyterian Church, the Presbytery of the Cascades, and the General Assembly of the PC(USA), none of which are for profit.

The Session of Kenilworth Presbyterian Church is a six member board. Session members are elected by the congregation of Kenilworth Presbyterian Church to fill a three year term. The Liaison serves without vote as Moderator of the Session, convening and moderating both regular and special meetings.

With regard to the Preschool, the Session is responsible for:

1. Provision of space in which the preschool functions. This includes classroom, storage, main floor kitchen and indoor and outdoor play space. As needed and as available, the preschool may have use of meeting space throughout the church building.
2. Provision of utilities, including electricity, heating, water, restroom facilities, custodial services and rubbish disposal. Provision of mail service using the church's mail box. Provision of telephone landline service and wifi connectivity. Provision of liability insurance as a part of the church's liability policy.
3. The church is the employing entity of the Preschool Teacher.
4. Provision of bank services within the checking and savings accounts of the church, for the purposes of depositing and safeguarding tuition, fees, fundraising, and other money coming into the Preschool and payment going out of the Preschool. Such payments include Teacher salary, payroll taxes, Social Security, Worker's Compensation insurance, other benefits per contract, and payroll service costs. They also include payment of membership and other fees to the PCPO and reimbursement for approved purchases.
5. The Session has the final approval of the annual Preschool Budget.
6. The Session has final approval for tuition rates, which are recommended by the Parent Board. The Session approves individual tuition reductions in a case by case manner, based on need.
7. The Session retains the rights to the use of the name "Kenilworth Community Preschool."
8. Other matters pertaining to the relationship between the Session and the Preschool may be defined and periodically updated by a written memorandum of understanding between the Parent Board and the Session. It can contain, for example, such information as needed for the Preschool's own operational budget and long term plans.

Section 2. Liaison

The Liaison serves as a liaison between the Preschool and the Church Session relaying information and requests about program activities and physical site issues. As the Head of Staff of the Kenilworth Presbyterian Church, the Liaison serves as the day-to-day supervisor of the Teacher and participates in the Teacher's annual performance review completed by the Session.

The Liaison receives and recommends to the Session any reduction in tuition based on need. The Liaison prepares and signs statements documenting tuition and fees payments for parents seeking that documentation for flexible spending accounts and/or tax purposes.

The Liaison, as the immediate supervisor of the Teacher, shall be available to parents in the event that they have questions, concerns, or other information to share regarding the Teacher.

ARTICLE XI - Employees

The Session establishes the rate of pay and employment benefits, and other terms and conditions of employment in the Teacher's annual contract. Employment of other than interim Teachers will be nominated by the Parent Preschool Board and approved by the Session. Interim Teachers may be appointed by the Session. The Parent Preschool Board may make recommendations to the Session concerning the terms and conditions of the Teacher's annual contract.

The Session shall have authority to hire, supervise, direct, pay, and fire such other employees as may be necessary to conduct the business of the Preschool and to operate the preschool; provided, however, that such other employee positions shall have first been authorized by the members of the Preschool.

ARTICLE XII — Fiscal Year and Budget

Section 1. Fiscal Year

The fiscal year of the Preschool shall be from Jan 1 to Dec 31.

Section 2. Budget

Prior to the Spring membership meeting, the Treasurer, President and Liaison shall prepare an operating budget for the Preschool which shall be reviewed and approved by the Board of Directors. The budget shall then be submitted to the membership for voting as described in Article V, Section 5. An affirmative vote shall authorize the Board of Directors to submit the budget to the Session for final review and approval. Approval by the Session shall authorize the Board of Directors to expend funds of the Preschool in accordance with such budget. The Board of Directors shall not have the authority to substantially exceed or alter such budget without the prior approval of the members and the Session.

ARTICLE XIII — Amendment of Bylaws

These Bylaws may be altered, amended or repealed, and new Bylaws may be approved and recommended to the Session, at any meeting of the Directors of the Preschool by a vote of a majority of the Directors in attendance at such a meeting. Based upon approval and recommendation by the Board of Directors, the Session may adopt the new bylaws.

Prior to the adoption of the amendment, each Director shall be given at least seven days' notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the bylaws and shall contain a copy of the proposed amendment.

ARTICLE XIV — Dissolution of the Preschool

In the event of the dissolution of this Preschool, the Session shall, after paying or making provision for payment of all liabilities of the Preschool, donate the assets of the Preschool to another organization(s) of like nature which qualifies as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code.

Any such assets not so distributed shall be disposed of by an appropriate court for such purposes.