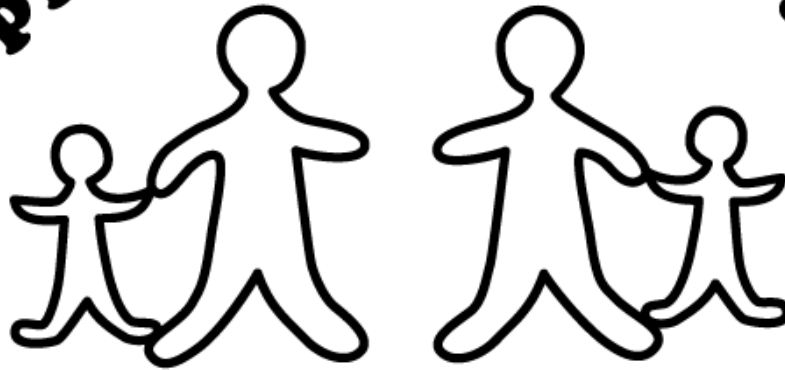


**Happy Time Cooperative**



**Preschool**

**Handbook  
2009-2010**

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## **Welcome to Happy Time Cooperative Preschool**

A cooperative preschool is one that is operated by parents under the guidance and direction of a paid professional and a trained teacher aid. A board of directors is composed entirely of parents and helps to assure that the work of operating the school is evenly distributed among the members.

We offer a developmental program that is designed to meet the needs of toilet-trained children aged 3 (by December 2<sup>nd</sup>) through 6 years. There are periods of time set aside for child selected activities as well as director/teacher directed experiences. There are opportunities for indoor and outdoor activities, individual, small and large group activities, fantasy and play, creative expression, language development, and large and fine motor skill development. Our director/teacher designs the curriculum and provides the materials and activities that are age and developmentally appropriate. The paid classroom aide (not for all classes) & parents act as support staff. Parent participation provides us with a ratio of one adult to five children, giving each child the opportunity to receive adult assistance when it is needed.

Happy Time will accept children outside of the age range determined by the December 2<sup>nd</sup> cutoff on a six-week trial basis, with either the parents of the child or the director/teacher making a decision after the trial period. Acceptance will depend on space available in the class at the time of registration.

Cooperative preschools are unique in offering education to both parents and children. We benefit through our exposure to a wide variety of materials, through our experiences, and through the relationships we develop at school. We believe that the time spent at Happy Time Cooperative Preschool will be enjoyable, educational, sometimes challenging, and time very well spent.

Happy Time Cooperative Preschool is a non-profit, non-sectarian, non-discriminating organization. The preschool has been in operation since 1952! We are licensed by the State of California as a childcare facility and we must comply with State licensing requirements. Many of our school policies reflect these regulations.

## **Goals and Philosophy of Director/Teacher Neita Oates**

My personal goals in directing and teaching an early childhood program are:

- To provide a safe, secure, nurturing place for children.
- To offer a wide variety of materials, opportunities and activities aimed at enhancing the overall development of the child.
- To promote social and emotional development through opportunities in play for problem solving, independent learning choices, and cooperative play.

I believe that children are unique and should be accepted and nurtured as such. Before children can develop successfully, they must feel safe, secure and valued as individuals. This statement guides my philosophy for our program and for the environment of the school. The program at Happy Time Cooperative Preschool will guide each child's development and offer many opportunities for exploration, play and learning in all areas of development – physical, intellectual, emotional and social.

## **Board of Directors**

The director/teacher has primary responsibility for planning and implementing the children's educational program, as well as guiding and supervising the working parents. The board of directors is made up of elected officers who are current members of the school. The board is responsible for the administration of the business matters of the school. The board members consist of the following:

1. President
2. 1<sup>st</sup> Vice President / Fundraising
3. 2<sup>nd</sup> Vice President/ Publicity
4. Secretary
5. Treasurer
6. Class Representative (MWF morning)
7. Class Representative (T/TH morning)
8. Class Representative (M,T,W,TH afternoon)

Meetings of the board of directors are held monthly at a time and place to be established by the board members. Notification of these meetings will be posted at the school as well as in the minutes. Announcements of actions taken by the board will be published in the school newsletter. Parents are welcome to attend board meetings and may request to be included on the agenda. Special meetings may also be called at any time by the president or upon the written request of three members of the board.

Vacancies in the board are filled by majority vote of the membership. Any officer may be removed from office with just cause by a majority vote of the membership at a regular or special meeting. Any officer may resign at any time by giving written notice to the president or secretary. The resignation will take effect immediately. Any policies not foreseen will be dealt with by the board of directors on an individual basis.

### **Parent Responsibilities**

Responsibilities of our parents depend on the membership option chosen. Happy Time Preschool offers three membership options:

**Option “A”:** **Full Participating Member.** Option “A” parents will volunteer 2-3 days per month in the classroom, complete a "School Helper Job" regular assignment, be available for 1 substitute day per month, provide a snack on a rotating basis, and participate in fundraising and parent meetings. T.B. test and a health screening are required. You must be a parent, grandparent, or legal guardian of the child in the program. D.O.J. Fingerprint clearance is required for all others.

**Option “B”:** **Partial Participating Member.** Option “B” parents will volunteer 1-2 days per month in the classroom, be available for 1 substitute day per month, provide a snack on a rotating basis, and participate in fundraising and parent meetings. TB test and a health screening are required. You must be a parent, grandparent, or legal guardian of the child in the program. Fingerprint clearance is required for all others.

**Option “C”:** **Full Tuition Member.** Option “C” parents will provide a snack on a rotating basis and participate in fundraising, fundraising events, and parent meetings.

## 1. Provision of snack on a rotating basis (per child)

On a rotating basis, each family is to provide a *healthy ready to serve snack* for all the enrolled children, teacher and working parents. Please note that *ready to serve* means that the working parent has to simply transfer the food onto serving trays. *The working parent cannot be involved in any preparation*, with the exception of cutting apples and bananas, which may brown if, cut earlier. This snack is to include:

### Morning Snack

100% juice or milk  
Fresh Fruit  
Bread/cracker  
Protein (meat, peanut butter, etc.) OR  
Dairy (cheese, yogurt)

### Afternoon Snack

100% juice or milk  
Fresh Fruit  
Crackers/pretzels

Please **DO NOT BRING THE FOLLOWING FOODS** – *nuts, popcorn, celery, whole grapes, whole carrots, or hot dogs*. They pose a choking hazard or are unhealthy choices for children. No packaged lunchmeats containing sorbates, nitrates or nitrites. Additionally, foods containing sugar (cake, cookies, fruit rollups, Gogurts, pudding, etc.) are not permissible except for special occasions such as birthdays and holiday parties.

Please remember to bring enough for the whole class plus the working adults. If there is a peanut allergy in a class, that class will not use peanut butter or any peanut products. Other allergies/restrictions will be up to the teacher, working adults and the child to supervise and make sure they are not eating restricted foods.

In addition to ensuring the nutritional content of each child's snack, the provision of snack is an integral part of the curriculum. It provides an environment that promotes, encourages, and teaches the following:

- manners
- sharing
- taking turns
- patience
- conversation/socialization

Please refer to the food allergy list posted at school. We attempt to make necessary accommodations for food allergies but cannot make such accommodations for food preferences. If your child has a food allergy, you must provide appropriate snacks for your child. Happy Time Preschool reserves the right to deny enrollment to children with severe allergy restrictions, given that serious medical complications for those children may result from extremely limited exposure to certain foods.

## **2. Attendance at parent meetings (see attached calendar)**

There will be a mandatory orientation meeting held before school begins. Attendance at this meeting is required for membership in the school. There will be parent education meetings throughout the school year. Parent meetings will be held periodically and you are strongly encouraged to attend. Parent meetings will cover discipline, behavior, child development and program related issues. Occasionally, guest speakers will be invited. If for some reason you are not able to attend the scheduled meetings please contact the director/teacher.

## **3. School helper jobs for option “A” parents**

**The reduced tuition for option “A” families is in exchange for an extra workday in the classroom, and a three-hour per month school helper job.** At the beginning of each month, the school helper jobs are posted for Option “A” families to sign up for, on a first come, first served basis. Some of the jobs need to be done at the school, outside of school hours; others can be done at home. A deadline date at the end of each month will be given, and jobs need to be completed by that date, unless arrangements are made with the teacher. The jobs include the cleaning and disinfecting of toys and materials at the school, maintenance and cleaning of the tricycles and some areas of the school. A detailed job description is given once the jobs have been signed up for, and usually the tools and/or materials needed for the job can be found at the school.

**Option “A” parents must complete their school helper jobs by the 30<sup>th</sup> of the month.** If the job is not completed by the 30<sup>th</sup>, the board of directors will send a reminder notice to option “A” parents informing them that they have two weeks to complete their job or be subject to a fine of \$35. This fine will be used to pay someone to come to the school and complete the school helper job. If the school helper job is not completed by option “A” parents by the end of the two week notice, the board of directors will assess the \$35 fine and send a notice to the parents informing them that their children will be removed from the school in 2 weeks if their fine is not paid. If option “A” parents do not complete their school helper jobs for two consecutive months; they will be moved to option “B”. As always, if a family has questions about this system, they should contact the teacher. Happy Time is extremely grateful for those families who take these jobs to keep our school clean, healthy and organized.

## **Finances**

### **HAPPY TIME COOPERATIVE PRESCHOOL IS FINANCED ENTIRELY BY MONTHLY TUITION, FEES AND VARIOUS FUND-RAISING ACTIVITIES**

#### **1. Registration**

A registration fee for each child is required. The fee is to be paid at the time of enrollment. This entitles the family to membership in Happy Time Cooperative Preschool and, at all elections, gives one vote per child enrolled in the school. This also entitles the registered child to a Happy Time tee shirt. **This registration fee holds your child's "space" and is therefore non-refundable.** This fee is due annually even if your child was enrolled the previous year. If your child is entering the school March 1<sup>st</sup>, the registration fee is prorated 50%.

#### **2. Tuition**

The tuition fee, the amount determined by the board, is due the first of each month. The exception is June tuition which is due by June 1st. Tuition is considered late after the 10<sup>th</sup> and a late fee of \$10 imposed. If tuition is not paid by the 20<sup>th</sup> of the month, the assessed late fee increases to \$20. If other arrangements need to be made, please contact the treasurer. Checks are to be made payable to Happy Time Cooperative Preschool and deposited in the treasurer's envelope. Drop box for after hour payment is available.

**TUITION IS A YEARLY FEE DIVIDED INTO MONTHLY PAYMENTS. THERE IS NO REDUCTION FOR ABSENCES, HOLIDAYS OR VACATIONS. A MEMBER ENTERING AFTER THE FIRST OF THE MONTH WILL PAY A PRORATED FEE.**

#### **3. Fundraising, Committee & Volunteer Hour (Special Events) Requirements**

All families of Happy Time Cooperative are required to fulfill an annual fundraising commitment, an annual special event planning committee commitment and annual volunteer hour commitment requirements. (This is new for 2010, so if you are a returning member, please take special note of this section! Please keep in mind the spirit of the cooperative preschool. While these changes have been prompted by our needs and parent feedback, we hope that you will see them more as wonderful opportunities to be involved with your children, this school and its families.)

##### **a) Volunteer Hours:**

Each family is required to donate three (3) volunteer hours as part of the Happy Time Cooperative. There are many opportunities for member families of all options to volunteer hours during the year (orientation, graduation set-up, school prep, etc.) Watch for volunteer sign up sheets to be posted as opportunities arise.

**b) Fundraising:**

A family with one child enrolled has a fundraising commitment of \$150 per year, and a family with two or more children enrolled has a fundraising commitment of \$100 per child per year. There will be opportunities throughout the year to work at fundraising events at a payment of \$10/hour toward your family fundraising dollars. Fundraising commitments can also be filled by cash donation.

**c) Special Event/Fundraising Planning Committees:**

Each family is required to serve annually on one of our Special Event/Fundraising Planning Committees. Each committee will be led by a Board Member and will plan, organize and prepare any materials, as necessary, for its designated event(s) or projects.

*Tentative Committees for 2010 are:*

Harvest Festival (September)

Parades/Decorations (mostly Oct through Dec)

MNO's/Story Time/Doc Burnsteins/Misc Events (throughout the year)

Rummage Sale Fundraiser (April)

Children's Day in the Plaza (April)

Window Displays/Display Boards (throughout the year)

**Fundraising, Special Event Committee Service, and Volunteer Hour Commitments must all be met by March 31 of the current school year. Failure to fulfill these three annual commitments will result in a withdrawal from school.**

**Daily Procedures**

**1. Arrival**

The school day is as shown in your schedule. *With the exception of your work day, your child should not arrive earlier than five minutes before class begins.* All children need to be signed in, as mandated by the State Licensing Board. Include *first and last name, time in, and your signature.* Please sign your first and last name legibly. Also note if anyone other than yourself is taking your child home that day. The Teacher will check I.D.'s for anyone picking up children other than the parent/guardian. Please notify the person to bring I.D. Each child has a place in which to put his/her belongings.

**2. Check Parent Folder**

Important information will be placed in your folder so it is imperative to check it everyday.

### 3. Clothing

Your child will be painting and playing in sand and water. We suggest that you send your child in older, well-worn play clothes. They should provide freedom for action, be sturdy and washable, allow for self-dressing, and be suitable to the temperature. Please mark your child's name on all removable clothing. Return borrowed clothing washed.

### 4. Departure

Sign out your child. Please note that no child will be permitted to leave the school unless the director/teacher has been notified by the parent. If anyone other than the parent(s)/Legal Guardian will be signing your child out, their name must be on our list of authorized adults, or written authorization must be sent with your child. Parents must pick up their children ***promptly at the end of the class*** unless other arrangements have been made. Habitually late pick-ups will result in disciplinary action by the board of directors. Parents and their children must also leave the grounds promptly so that the working parents may clean without interference. Please see the appendix for the Daily Schedule.

### 5. Late pickup policy

1. First-time offense will result in a warning (we're not talking about an occasional late pick-up) please call if you are stuck somewhere
2. Second offense = \$10.00 and \$1.00 a minute for every minute late after that. Example 15 minutes late = \$15.00.
3. Third offense = Board of Directors notified and membership contract reviewed meeting with parent
4. Habitual late pick-ups are a breach of membership contract and may result in termination of the program.
5. If the parent fails to pick up their child within ½ hour of pick up time; The Pismo Beach Police Department will be notified along with County Social Services. The child will be taken by the authorities until the parents can take custody of the child.

## **Health and Accident Procedures**

### 1. Health

- a) New participating parents must have medical examinations and TB tests (all are required for licensing and insurance) prior to the first day of school. Children must have medical examinations and immunizations (unless you file an immunization exemption) on file at the facility before they may attend school.
- b) ***Please, in consideration of the health of others, ill children or ill working parents are to remain at home.*** It is the individual parent's responsibility to see that the child is kept home at least 3 days after the onset of a cold or cough. Keep your child home for a minimum of 24 hours after the symptoms of fever, diarrhea, or vomiting have disappeared. If the child requires an adult to wipe their nose on a continual basis the

parent will need to keep the child home or will be called to pick the child up. ***Keep in mind that a simple cold for one child may mean asthma, bronchitis, ear infection, or worse for another.*** Please help us protect the health of all of our families. If a child has exhibited symptoms of a severe cold/illness, and has been sent home from school, we require a note from the doctor clearing the child to return to school.

- c) The director/teacher will give each child a general check each morning. If a child shows signs of illness at school, the director/teacher will request that he/she be taken home. This is mandated by the State of California.
- d) If you or your child contracts a communicable disease (chicken pox, pink eye, lice, hand-foot-mouth disease or Fifth's disease, etc.), notify the teacher immediately so that the other parents in the school can be informed.
- e) Children with cold sores should remain at home until the sore has formed a scab.
- f) There is to be no smoking/alcohol on the school premises or in the presence of the children at any time.
- g) Sunscreen Policy: Community Care Licensing Requires by law for our school to "obtain written approval or instructions from parents prior to administering non-prescription medication to children in care. Sunscreen is considered a non-prescription medication. The approval or instructions must be maintained in the child's file." If you would like us to put sunscreen on your child, you must sign a permission slip which will be kept on file at the school. We will keep your child's name on their bottle of sunscreen. Permission slips are located in the appendix of this handbook.

## **2. Accidents**

All accidents need to be reported to the director/teacher. ***All first aid will be administered by the director/teacher or under her supervision.*** In case of serious injury, the parent will be called. Life threatening injury policy is as follows:

- a. phone 911
- b. phone the parent
- c. phone the child's physician

## **3. Reporting Requirements**

Please note that the teacher/director and administrator are mandated reporters for cases of suspected child abuse.

## **Emergency Information**

For everyone's safety, please become acquainted with the following emergency information:

1. The fire evacuation plan is posted at school and a copy is enclosed in this handbook. Earthquake & fire drills are performed in each class two times a year.

2. The fire extinguisher is attached to the wall and is connected to the fire and police departments.
3. There is a wrench available for turning off the gas and water. It is hanging on the wall next to the main entrance door to the school.
4. The first aid kit and protective gloves are kept in the "kitchen" on a shelf behind the door. *All the first aid will be administered under the supervision of the director/teacher.*
5. Emergency phone numbers and class rosters are posted on the bulletin board beside the telephone.
6. There is a battery-operated radio on a shelf above the board member's boxes.
7. In case of evacuation from school because of an accident at Diablo Canyon Nuclear Power Plant, the working parents will drive the students to:

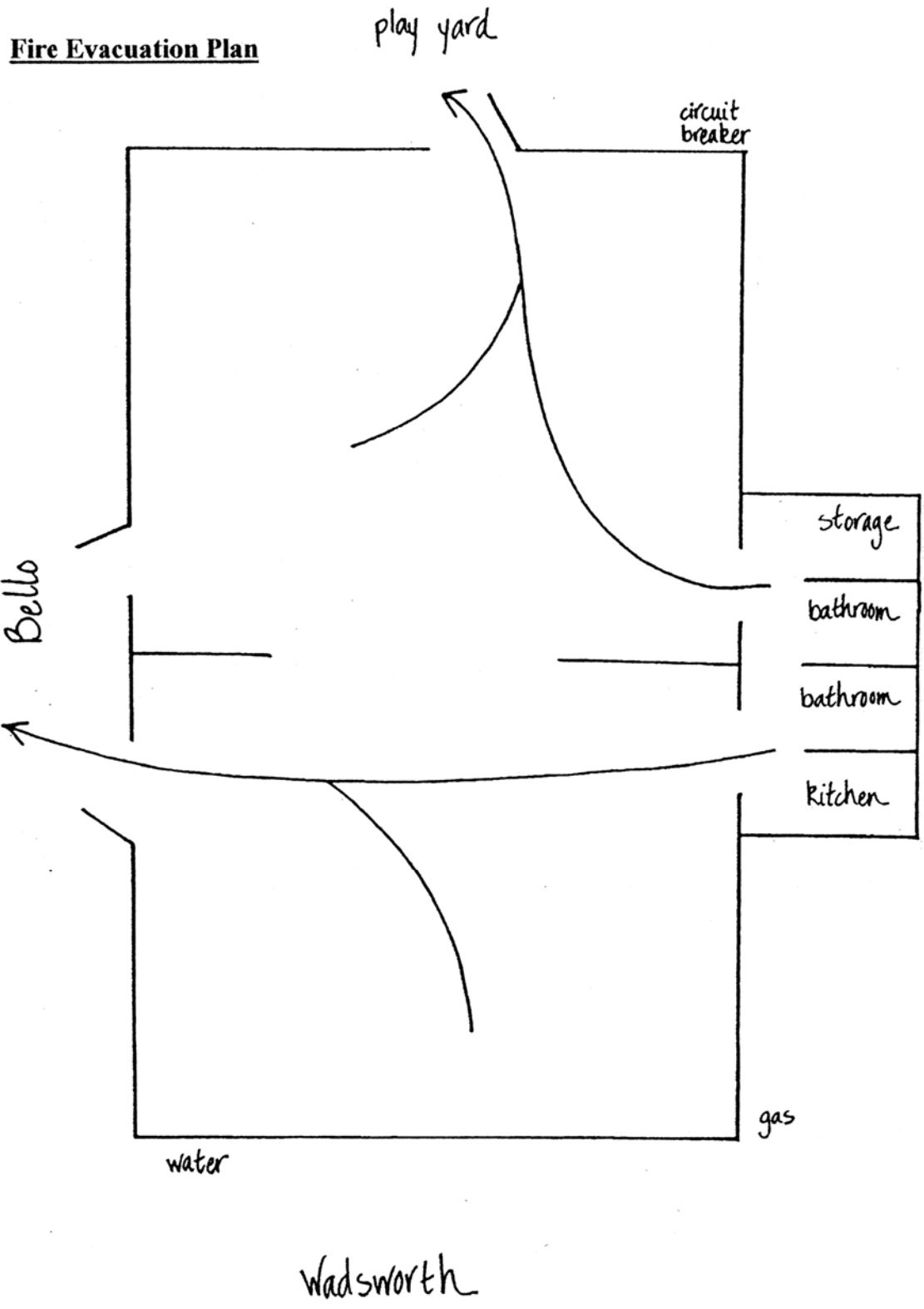
Allan Hancock College  
800 S. College Drive  
Santa Maria  
922-6966

In case of evacuation because of a more local hazard, the children will be taken to:

South County Regional Library  
800 W. Branch  
Arroyo Grande  
489-3415

8. Enough food and water is stored at the school to sustain the children for 24 hours.

Fire Evacuation Plan



## **Withdrawal/Termination from School**

We regret the withdrawal of any family from our school. When a family wishes to remove their child from school, they are to give 30 days written notice by submitting the withdrawal form to the Teacher Director. The family will continue to be responsible for all work days, tuition, helper jobs, & snack for the 30 days after the notice is given. If these items are not met a fee will follow: \$35.00 for helper job, \$25.00 for snack, work days \$35.00 for each day scheduled to work in the classroom.

The board of directors has the authority to terminate the membership of a family with two weeks written notice. Cause for termination may include failure to fulfill parent responsibilities (involving tuition, scheduled workdays, missing licensing paperwork, etc.) or for inappropriate/disruptive *parental* behaviors. If the school cannot meet the needs of a *child*, the board can terminate the membership immediately.

Occasionally a member needs to ask for a leave of absence from our school. A written leave of absence needs to be requested from the board of directors stating the reason for the request. These requests are usually granted for medical reasons. If granted, the student's place will be held in the school for one month. After that time, the parents will be contacted regarding the child's status for returning to school.

## **Birthday Parties**

Birthday or half-birthdays (for summer birthdays) are welcome to be celebrated during school. Please notify the director/teacher in advance if you have planned something such as cupcakes, cookies, etc. Otherwise, we will announce your child's birthday and sing a song.

Please note that balloons are a health and environmental hazard and are prohibited at the school. Additionally, whenever you bring food to school to be shared with others, avoid sending foods that are considered a choking risk for young children. These foods include nuts, popcorn, hard candies, carrots, celery, hot dogs and whole grapes. Grapes and hot dogs sliced in half are acceptable.

**The facility is available for parties on non-school days or after 2:00 p.m. on Friday to members of Happy Time.** There is a fee of \$50.00 for the use of the school and a contract must be signed stating that the user agrees to clean the school after the party. A checklist will be provided to the responsible party and must be signed and turned in to the teacher's box after the party. A cleaning deposit of \$75 will be held and returned once the facility has been inspected after the party by the teacher or a member of the board. If you wish to hold a party at the school, the following steps must be taken.

1. Check the school calendar for any school events that may be occurring on your date.
2. Obtain a contract (contracts are available in the parent folder box).
3. Complete and sign the contract.

4. Submit the contract and the \$50.00 party fee and a Separate check for the cleaning deposit of \$75 to the Class Representative who will verify the date and route it to the treasurer.
5. Have a great party!
6. Sign a completed task form and place it in the teacher's box after the event for her signature.

## **Grievance Procedure**

It is assumed that the parents, board and director/teacher of the school will develop a close working relationship through informal and open communication. There are many opportunities for having your concerns or questions addressed. The following shows the order in which a concern must be addressed.

1. Contact director/teacher
  - a. during school day
  - b. phone call at home
  - c. before or after school meetings
  - d. meeting outside of school
2. Contact your class representative if this is a *scheduling concern*.

If however, a parent feels that he/she has not received ample consideration, the following steps may be taken *after* meeting with director/teacher.

1. Submit *in writing* a clear description of the suggestion, idea or concern. Grievance forms are available in your handbook and at the school.
2. Return your grievance form to your Class Rep.
3. The Class Rep will take the form to the Board and the Board will address the grievance and report back to you with the outcome.

## **Parent Education**

Throughout the year, members of the preschool will be offered opportunities to increase their skill as parents. The preschool provides:

- parent meetings
- a parent resource library providing parenting books and videos
- articles published in the school newsletter
- notices of local classes or lectures
- occasional guest speakers

## **Parent Conferences**

The Teacher Director is available for conferencing either by phone at home or by appointment after school. Concerns and questions are *welcome and encouraged*.

End of April/Early May: End of the year conferencing for the 4&5 year old classes only. Parent meetings are the best way to keep informed and classroom development and learning.

## **Miscellaneous School Policies**

1. You will receive a newsletter containing information about the school, a calendar of events, educational materials, etc. Please read your newsletter, it's an important communication tool. Please check your parent folder daily.
2. In the spring, a professional photographer may come to the school to take individual and/or group photographs. You will be notified of the date, time and cost. Individual participation is optional.
3. The front gate must *always be closed and fastened* securely so that the children remain safe within our yard. The gates in the lower yard and by the bikes must also remain secure when children are present.
4. Personal toys must stay at home except on "share" days. Toy weapons are never allowed. "Comfort" toys/blankets are, of course, allowed. Share days are available during the 4 & 5 year old preschool classes.
5. Keep the children off the fences.
6. Chewing gum is not permitted at school.
7. Smoking is prohibited on or around school premises or in the presence of the children at any time.
8. Balloons are a health and environmental hazard and are prohibited at the school.
9. Whenever you bring food to school to be shared with others, do not prepare foods that are considered a choking risk for young children. These include such foods as nuts, popcorn, hard candies, carrots, celery, hot dogs and whole grapes.
10. Parents will be notified if a health screening is required for a child to return to school after a prolonged or contagious illness.
11. If a professional health screening is offered at school a written notice and signature will be required for any professional to examine your child. On occasion we have an eye screening or dental.

## **Attachments**

Membership Contract

Board of Directors Roster

Change of Option Form

Sunscreen Permission Sheet Child and Parent

Withdrawal Form



**Preschool  
Board Members  
2009-2010**

<b><u>President:</u></b> <i>Director of the Board</i>	Ann Murphy Arroyo Grande	H: 489-0849 C: 459-1335	<a href="mailto:colvilleincali@hotmail.com">colvilleincali@hotmail.com</a>
<b><u>1st V.P.:</u></b> <i>Fundraising</i>	Nicole Loughead Pismo Beach	H: 773-1526 C: 471-8367	<a href="mailto:elgnccatering@aol.com">elgnccatering@aol.com</a>
<b><u>2nd V.P.:</u></b> <i>Publicity &amp; Special Events</i>	Kathy Castle Pismo Beach	C: 704-5244	<a href="mailto:kittycastle6@yahoo.com">kittycastle6@yahoo.com</a>
<b><u>Treasurer:</u></b> <i>Budget/Finance</i>	Adriana Reynolds Nipomo	H: 929-4929 C: 280-5074	<a href="mailto:alreynolds@charter.net">alreynolds@charter.net</a>
<b><u>Secretary:</u></b> <i>Board Minutes School Photo Album</i>	Candace Brown Nipomo	H: 929-3695 C: 305-7375	<a href="mailto:candacebrown@sbcglobal.net">candacebrown@sbcglobal.net</a>
<b><u>Tuesday/Thursday Class Rep:</u></b> <i>Calendar/Class Gifts Class Rosters</i>	Heather Hartley Arroyo Grande	H: 489-4061 C: 234-3558	<a href="mailto:jhhartley12@aol.com">jhhartley12@aol.com</a>
<b><u>MWF Morning Class Rep:</u></b> <i>Calendar/Class Gifts Class Rosters</i>	Sabrina Jeffers Grover Beach	H: 481-1891 C: 284-2865	<a href="mailto:jeffers.sj@sbcglobal.net">jeffers.sj@sbcglobal.net</a>
<b><u>M-Th Afternoon Class Rep:</u></b> <i>Calendar/Class Gifts</i>	Melanie Pasquini Arroyo Grande	H: 481-9678 C: 709-2107	<a href="mailto:smellanie@aol.com">smellanie@aol.com</a>

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<b><u>Teacher/ Director/ Administrator:</u></b>	Neita Oates Oceano	H: 489-5476 C: 459-5876	<a href="mailto:neita@charter.net">neita@charter.net</a>
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**MEMBERSHIP CONTRACT  
2009-2010**

Child's Name: \_\_\_\_\_ Parent's/ Legal Guardian's Name: \_\_\_\_\_

This contract is for the year **2009-2010** school years at Happy Time Cooperative Preschool, a parent cooperative preschool in Pismo Beach, CA. This contract begins September 1, 2009 and ends June 16, 2010.

There is a **non-refundable** registration fee of \$100, which is due at the time of enrollment.

***Tuesday/Thursday Morning Class 9-12***

Participation Option	A	B	C
Yearly	\$1187.50	\$1710	\$2137.50
Monthly	\$125	\$180	\$225
June	\$62.50	\$90.00	\$112.50

***Monday/Wednesday/Friday Morning Class 9-12***

Participation Option	A	B	C
Yearly	\$1377.50	\$1950	\$2517.50
Monthly	\$145	\$210	\$265
June	\$72.50	\$105.50	\$132.50

***Mon/Tue/Wed, Thur Afternoon Class 1-4 pm***

Participation Option	A	B	C
Yearly	\$1567.50	\$2280	\$2850
Monthly	\$165	\$240	\$300
June	\$82.50	\$120	\$150

*please circle option and class:*

***All tuition is due on the FIRST of the month and late after the Tenth.***

Families withdrawing children from the school need to submit a resignation in writing **30 Days prior** to the withdrawal date. They will be responsible for tuition and all duties for options until the withdrawal date.

**Each family is responsible for:**

1. Reading and complying with the School Handbook, and also the Working Parent Handbook if you are Option A or B.
2. Having **ALL** required registration and health forms completed and returned before the school year starts (Sept. 1, 2009).
3. If Option A or B, completing assigned workdays each month. (If unable to work, a replacement worker must be found (and you should work for the replacement at a later date)! (This includes substitute days.)
4. Completing the Option A monthly jobs by the end of each month or a \$35 dollar fee will be charged. (pg. 7)
5. Attending all MANDATORY MEETINGS as indicated on the calendar (approx. 5 per year).
6. Participation in fund raising and fundraising/public events (\$150 school year/ \$200 for more than 1 child enrolled, volunteer service hours per family) due in full before April 30<sup>th</sup>, 2009
7. Paying tuition each month. (DUE BY THE FIRST OF EACH MONTH)
8. Late Pick-ups and Late fee's (see parent handbook for fee cost)
9. **HAVING A GREAT TIME WITH YOUR CHILD!**

I, the undersigned, understand that if I fail to comply with the above requirements, we may be asked to resign from the school.

Print Name of Parent/Legal Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Teacher/Director: \_\_\_\_\_ Date: \_\_\_\_\_



1091 Bello St., Pismo Beach, CA 93449 805-773-2095

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**SUNSCREEN PERMISSION SLIP**

I give Happy Time Cooperative Preschool permission to administer sunscreen to my child \_\_\_\_\_ . I will provide sunscreen with my child's name written on the bottle. I will verbally notify the teacher when my child needs sunscreen and will make every effort to apply sunscreen before my child arrives at school. All sunscreen is kept in the locked kitchen near the first aid kit.

Signature of Parent or Legal Guardian \_\_\_\_\_

Print name of Parent or Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_





**WITHDRAWAL FORM**

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I hereby withdraw my child \_\_\_\_\_ from Happy Time Cooperative  
Preschool effective \_\_\_\_\_.

I understand that I am required to give the school at least 30 days notice and must fulfill all work and snack requirements up to the date of withdrawal. See parent handbook for detailed information.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Today's date: \_\_\_\_\_

We are always interested in improving our school and would be interested in knowing your reasons for withdrawal. Please give your comments below.

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Please complete and return to the teacher/ director.