

# Unity Cooperative Preschool

## General Information 2007-08

Pam Timms 484-9070 [pktiam@comcast.net](mailto:pktiam@comcast.net) or [Pamela.Timms@colostate.edu](mailto:Pamela.Timms@colostate.edu)

Itty-Bitty First Day - We will have a practice 'first day' the week before school begins. The arrival times will be staggered so the teacher has an opportunity to talk individually with each child as they arrive. They will learn how to: separate for a short period (30 minutes) from parent (who stay either in the hall or outside), find her/his cubbie, choose a learning center, find his/her nametag, clean up after centers, participate in a short circle time, and locate and use the restroom. Afterward we will have a B.Y.O.P. (bring your own picnic) on the playground. Hopefully, this very short practice day will leave them wanting more and also facilitate easier separation from parents.

Classroom Involvement - Please arrive at preschool least by 8:50 and be ready for your parent workday. There is a parent helper reminder sheet (yellow) hanging on the bulletin board by the classroom door. It tells you where everything is located and what to do before, during and after class. If you have interests that you would like to share with our class, please let me know!! **The children MUST have adult supervision at ALL times.** If the teacher has to help a child elsewhere (in the restroom, outside, in the hall, etc.) and leave the class for any reason, PLEASE do not leave the other children!

Lunch Bunch - Each class will have a "lunch bunch" day. No \$\$\$. Each child/parent that is interested may bring a sack lunch to eat at preschool from 11:30 to noon. Parents of the participating children will alternate supervising in the room next to the kitchen or outside, if weather permits. Please sign up on the lunch bunch schedule next to the classroom door. Usually the best day to supervise Lunch Bunch is when you are the in-the-classroom parent.

Changes in the Work Schedule - If you are unable to participate on your assigned parent workday please call another parent on your class list and make a switch. Then note the change on the master schedule. You are responsible for making ALL changes on the master schedule posted inside the cupboard door. You may check this schedule and make changes at any time. This master schedule will be used when preparing the children's monthly calendar.

Snacks - On your parent helper day, you are responsible for bringing our mid-morning snack (food and drink) for the class. Please bring a healthy snack. At snack time, we will talk about "junk" food and "growing" food. Also, please check the allergy list periodically (posted in the hall). Cooking projects are welcome but the teacher needs advance notice. KEEP SNACK SIMPLE, please. Too much variety and quantity confuse young children. Everyone is encouraged to pour his/her drink, and each child will be asked to clear his/her own snack place--trash/crumbs on the table, chair, and floor. Occasionally, a note may be attached to your monthly calendar with some snack ideas for your workday. For example, if you are the helper on RED DAY, there may be some ideas for red snacks. These are only suggestions. Snack idea books are in the classroom cupboard. Some previously successful snacks are: apple slices and crackers, cheese and crackers, carrot sticks & dip, tortilla wraps (tortilla with peanut butter or another "spread", etc.

Accidents - Sometimes an accident will occur. If someone spills, or has an accident, it is neither a problem nor a big deal. "Everyone spills, even Moms, Dads, Grandmas, Grandpas, Pam, etc." Usually they tell me that Mom and Dad NEVER spill! (So you might want to casually point out your next goof.) It's very comforting to hear, "**That's OK, everyone spills**" ("has a bathroom accident", "drops something", etc.). "Grown-ups, clean up." We want to allow the children to be responsible for their own accidents and lend support as needed. Extra clothes and underwear (boy and girl) are kept in the classroom for accidents. If your child wears these clothes home, please launder and return on the next school day.

Birthdays - Birthday celebrations are at snack time and the birthday child puts the correct number on candles on our classroom birthday cake (a permanent one that is kept in the cupboard) then we will sing. If you would like to bring birthday favors for the children to take home, your child may distribute them at dismissal.

Show & Tell Day - Your child may bring one item to share on your parent workday. It is stored in his/her cubbie all morning. At circle time, s/he may tell us about the item. Some days we may have a group Show & Tell. Then, everyone may bring something (teddy bear day, hat/cap day, etc.). Throughout the year, S & T time will allow us the opportunity to learn a variety of things: questions & answers, descriptions, clues, etc. In the Pre-Kindergarten class in January, the children will bring their S & T in a sack or box to hide it from the rest of us. Then s/he will give us clues about the item (**ONLY ONE THING, PLEASE**) and we will ask questions and then guess what it is.

What We Did Today - At the end of the morning, the parent helper fills out the clipboard form, "Today we...." This method of communication allows us to be more flexible with our schedule and still keep you informed (especially carpools). The clipboard is located outside the classroom door. These forms will be kept and given to you at the end of the school year.

Sick Children - Please keep your child at home if he/she has a fever or is vomiting, coughing excessively, etc. The best rule of thumb is "Would I want another parent to send their child this sick?" We all want healthy happy children, parents and teacher at preschool. If it is convenient for you, call me at home, 484-9070, or at the church, 482-1620, and let me know your child is ill and won't attend. If you are exposed or contract an illness that is contagious (strep, pinkeye, chicken pox, etc.), please let me know so other parents can be alerted.

Monthly Calendars - You will receive a calendar the first week of each month. It will tell you at least one event and the parent helper/child for each school day. **ENCOURAGE YOUR CHILD TO BE RESPONSIBLE FOR HIS/HER OWN SCHEDULE!!** The monthly calendar is an excellent teaching tool for helping children to learn about a variety of subjects (time--yesterday, today, tomorrow, math--the number for today is? how many more days until? reading skills--who has share day today? days of the week, etc.) Pictures that correspond to the event for that day will be put on the calendar so your child may "read" these pictures. Also, the parent helper will be indicated by the child's name each day (show and tell day). These monthly calendars are kept inside the cupboard door, if you need an extra at any time.

Learning Centers - The color-coded streamers and clothespins are for a smooth transition to learning centers. The teacher chooses which centers are "open" (available) and control how many children can be at each by using a basket with clothespins that correspond to the streamers overhead. Then the

children choose a center according to his/her own interest and comfort level. It is wonderful to observe the growth of the children as they make different and varied choices for centers throughout the year.

Arrival and Dismissal - Class begins at 9:00, but we'd much rather have late, happy, unhurried children (parents, too) at 9:15 than grouchy ones. We have set a schedule that allows for a calm beginning. Usually, we will have free-choice centers upon arrival. When you arrive, please allow your child to be responsible for his/her own coat, lunch and name tag. The unspoken message when we allow them to do what they are capable of doing is: YOU ARE VALUED. YOU ARE CAPABLE. I TRUST YOU. (It also helps "Johnny & Susie" know where his/her coat is located when we go outside if s/he has put it up!)

Field Trips - Field trips are arranged according to individual class abilities, interests, and attention spans. We will take cars from preschool and you are always welcome to accompany us. Please let me know if you want to go with us so the teacher can make the correct number of advance reservations.

Class List Changes - If any of your information changes, please let me know. If you need one, extra class lists will be inside the cupboard door.

Sibling Babysitting Co-Op - If you are interested in participating, please sign up on the list that is outside in the hall. This list will be copied and distributed in October. You may use this list to find someone to trade for parent workdays and/or for play days for your preschooler. We cannot have toddlers in the classroom on your parent workday. While we appreciate the difficulty in getting a sitter, please remember that your focus as a parent helper in the classroom is your special time with your preschooler not a younger sibling.

Scholastic Book Orders - At least once a month during the school year, we will be sending home flyers from Scholastic Books. These materials range from preschool to elementary grade levels. There is a variety of very affordable paperback and hardback books, cassettes, computer software and other age-appropriate learning materials. With every class order that we send in, our classroom receives free learning materials (books, posters, stickers, puppets, computer software, etc.). These flyers home will go home at the first of the week; they are due by the end of the same week. Please write your child's name on the order form and make your check to Scholastic Books. **You are not obligated to order at any time and you are not committed to ordering at another time.** If you order one month there is no obligation to order again, also. When the books arrive, we will put them in your child's cubbie. If your order is a "secret", please indicate on the order form and they will be given to you directly.

Tuition - Tuition is due in full on August 1, November 1, and February 1 for each three month session. You may make special arrangements to pay monthly if necessary. Tuition can only be refunded if a vacancy is filled. There is a \$10 rebate for tuition (one session) when you recommend UCP to another family that enrolls.

Holidays & School Cancellations - We will follow Poudre School District's holidays and inclement weather schedule. UCP's school year is from Labor Day until Memorial Day. If you would like a complete calendar of the school year, see the PSD web page at: <http://www.psd.k12.co.us/psdinfo/calendars.aspx>

Committee Work - As part of your "cooperative" experience, you are asked to complete at least six hours of committee work per school year.

Registration - Upon enrollment, the following must be furnished to UCP: an up-to-date immunization record of the preschool child, a negative test results for a Purified Protein Derivative for Tuberculosis (required by the state) and an authorization form which gives permission to preschool personnel to get emergency care for the child. Registration is open with the following priorities: 1. Children whose family attends/has attended Unity Church 2. Children who have previously attended Unity Cooperative Preschool 3. New applications for enrollment

Immunizations - Please be aware that some children may not have been immunized. By law, we can not require immunizations but are obligated to keep a form with either the immunization record or the statement of exception to the immunization law. If you would like to know which, if any, children are not immunized, let me know. (F.Y.I. There are three exemptions allowed: medical, religious and personal.)

Teacher Availability - PLEASE call Pam at home if you have any questions or comments. Sometimes a quick phone call can clear up questions before they become problems. We are scheduled for conferences in the fall and spring. If you want to get together at any other time during the year, I will be available. You can contact me at [pktiam@comcast.net](mailto:pktiam@comcast.net) or 484.9070.

Themes for School Year - Some of the themes that we'll be investigating this year are:

Apples	Autumn	Western Days	Winter/Snow
Colors	Numbers	Letters	Listening
Small Motor Develop.	Large Motor Develop.	Pajama Day	Field Trips
Fish	Valentine's Day	Assertive Behavior	Thanksgiving
Friends	Dogs	Dinosaurs	Magnets
Cooking Projects	Big/Little	Music	Caterpillars/Butterflies
Clifford	"The Little Red Hen"	Ladybugs	Mother's Day
"Three Billy Goats Gruff"	"If You Give a Mouse a Cookie"	"Brown Bear, Brown Bear"	Rain/Rainbows/Umbrellas
Pigs	Pumpkins	Farm	Halloween
Spiders	Bears	Hats/Caps	Imagination
Bubbles	Cough/Sneeze	Veterinary Hospital	Food
Pam's House	Restaurant	Snakes	Dramatic Play

I'm looking forward to a wonderful school year!  
Thanks.  
Pam