

Newport Parent Co-operative Preschool

Policies and Procedures 2025-2026

I. Name:

The name of this co-op is the Newport Parent Cooperative Preschool (NPCP).

II. Purpose:

This cooperative is organized to provide a learning experience for both parents and children. Parents are provided an opportunity to work with and observe their children and other children in group situations. Parents are also given the opportunity to discuss common problems affecting their children and to receive instruction through seminars and workshops on subject matters pertinent to raising children. We help children thrive by enriching the parent-child relationship and providing an environment that will enhance the child's socio emotional, physical, and cognitive development.

III. Days and Hours of Operation:

The Preschool schedule will follow the holiday schedule of the Newport School District as well as special closure days, such as, but not limited to, snow days, in-service days, and parent-teacher conferences with no make-up time required. The preschool will operate on the days and times designated by the NPCP:

- Family Class: Wednesday 9:00-11:00 am and Friday 9:00-11:00 am
- Preschool Class: Monday, Tuesday, and Thursday 8:30-11:30am
- Pre-K: Monday, Wednesday & Friday 11:30 am -2:30 pm
 - Homeschool Membership by appointment only during these hours or other hours arranged or approved by the executive board. Appointments can be scheduled through the BAND app. Check the CALENDAR to see if your requested time has a block. Simply send a message to the Chair requesting that time. The first Friday of each month is not available due to parent led classes.
 - First Friday Homeschool Membership classes will be held from 9-11am. Parents enrolled may be required to teach up to 2 times.

IV. Parent Rights and Responsibilities:

The NPCP is for children ages infant to five whose parents are willing to accept the duties and responsibilities of active participation in the parent cooperative preschool. Only those meeting the membership requirements shall be considered eligible for membership. These duties and responsibilities are outlined in the Handbook.

V. Classroom Discipline:

1. NPCP uses a positive approach to discipline by directing children toward age appropriate behavior. The facilitator will help the children to develop self-discipline by:

- Using positive reinforcement of appropriate behavior choices.
- Redirecting the child
- Using patience, love, and understanding
- Setting clearly defined limits.
- Discussing acceptable ways of handling situations as they arise.

2. Biting is a serious offense. The parents will be notified of the event, and it is policy for the child that did the biting to be sent home.

3. NPCP reserves the right to remove students from the program if inappropriate behavior cannot be corrected. We will document incidents, have parent conferences, and make every effort to correct the issues before dismissing a student from the program.

VI. Tuition and Fees:

1. Preschool fees are to be paid by the 20th of the month for the following month. Tuition is to be paid prior to attending the following month.
2. Late payments: After the 20th of the month, the treasurer will give the parents one written reminder to have the fee paid by the last class day of the month. If a family is unable to make the fee payment in any month, special arrangements must be made with the treasurer/board before the fee is due.
3. Non- Payment: If no payments are made by the end of the month, and no arrangements have been made, the family cannot attend class the following month until payment is made or arrangements have been made or the family may be dismissed from the program.
4. Non-payment B: For the following year we will not be able to hold a spot for your child until the current year is paid in full.
5. All fees are non-refundable.
6. Tuition is due each month even if the child/children are away for vacation, sickness, or other reasons, unless prior written notice has been given to the treasurer- Executive Board approval required.
7. Tuition and fees:
 - Family Class: One day per week- \$45/mth.
 - Preschool Class: 3 days per week- \$190/mth. Two days per week- \$130/mth.
 - Pre-K Class: Three days per week- \$190/mth.
- Sibling fee: A flat rate fee of \$10 will be charged for an additional sibling (12 months and older) attending the family class. In the case of multiple children attending the Pre-K or Preschool class being dropped off, full monthly tuition is due for each child. Infants under 1 accompanied with a regular price membership are not charged the extra Child fee.
 - With the exception of Family Day, extra siblings are not permitted to attend Preschool and PreK classes. When volunteering, other arrangements will need to be made for other siblings, with the exception of nursing infants.
8. Families needing financial assistance may apply for two types of scholarships:
 - The Community Colleges of Spokane offers the "Jean Payne Scholarship". Applications must be completed quarterly. Due dates will be announced in advance at meetings/seminars.
 - Depending on funding, there may be local NPCP scholarships available based on donations from businesses and individuals. Parents can request help for one month, one quarter, or all year. Please direct inquiries to the PAC REP..
 - Donations of cleaning supplies and other crafting materials may be requested throughout the year on an as needed basis. This is to keep our costs lower than traditional preschools.

VII. Membership

Eligible parents shall become members of the NPCP and their children officially enrolled when all enrollment and college forms have been submitted and all fees have been paid.

VIII. Duties of Parent Members:

1. The Parent Handbook provided by the CCS applies to all NPCP members.
2. Parents are expected to assist the teacher with duties including, but not limited to: setting up for activities, cleaning tables between activities, helping to serve snacks, taking their own children to the restroom, assisting children with hand washing, and cleaning up after activities. If you are not sure what to do, please ask the facilitator for directions.

3. In the family class, parents must accompany their children.
4. In the Preschool and Pre-K group, at least two parent volunteers must accompany their child and assist the facilitator for each class. Parents need to sign up in advance at least twice a month. If each class for the month is not covered a third volunteer day will be required. If a parent is unable to attend on a day they signed up for, a substitute must be arranged in advance by the parent.
5. Families will provide snacks for their child(ren).
6. The parent/caregiver will accompany the child(ren) on field trips. Transportation is not provided by NPCP. Additional fees may apply for certain events, but will be announced prior to the event.
7. Parent Meeting/Seminar Procedures:
 - Attendance at parent meetings and seminars is required. We are a cooperative community of parents and parent meetings are our primary method of communication. Seminars are planned with the preschool parent's needs in mind and are a requirement for the college credits we receive for participating in NPCP.
 - Absences: Attendance is required at seminars/parent meetings. If a meeting will be missed, a parent must speak with a board member prior to the meeting, and an alternative option may be arranged. Each family is allotted two absences per school year from seminars/meetings. Parents also need to read the minutes from the missed seminar and sign off they have read them.
 - The parent meetings and seminars can be up to 2 hrs. Dates are subject to change. Be sure to watch for meeting announcements. Seminars/meetings are scheduled at the beginning of the year. Please refer to the calendar for dates and times.

IX. Dismissal

A family not meeting the above requirements may be subject to dismissal from the program. The Executive Board will consider special circumstances on an individual basis.

X. Dress Code

Volunteer and Teacher Dress Code Policy

To maintain a respectful, professional, and safe environment for all children, families, and staff, we ask that all volunteers and teachers adhere to the following dress code while participating in activities or representing our organization:

General Guidelines:

- Clothing must be clean, neat, and in good condition.
- Clothing should be modest and appropriate for a learning environment with young children.
- Avoid clothing with offensive or inappropriate graphics, logos, or language.
- Undergarments should not be visible.

- Clothing should allow for active participation including sitting on the floor, bending, and engaging with children.
- Personal hygiene must be maintained, including regular bathing and oral care.
- All personnel must present a neat, clean, and well-groomed appearance at all times.
- Hair must be clean, well-maintained, and styled in a manner that does not obstruct vision or interfere with activities.
- Beards and mustaches must be neatly trimmed and well-kept.
- Unnatural hair colors (e.g., bright green, neon pink) are discouraged in settings where they may be disruptive.
- Fingernails must be clean and of a reasonable length to avoid posing a safety risk during physical activities or when working with children.
- Excessively long or decorated nails that may interfere with job performance are not permitted.
- Use of scented products should be minimal out of consideration for individuals with allergies or sensitivities.
- Visible tattoos should be non-offensive and appropriate for a school or childcare environment.
- Tattoos with violent, explicit, or otherwise inappropriate imagery or language must be covered while on duty.
- Co-op is a non-smoking environment. No traces of smoke shall be permitted when volunteering.

Special Notes:

- On field trip days or outdoor activities, volunteers and teachers should dress appropriately for the weather and wear suitable footwear.
- On themed or spirit days, attire may be more relaxed but should still follow basic modesty and appropriateness guidelines.

XI: Other Policies

- During Fall and Spring sessions, caregivers are to meet at the side door. Doors will open 10 minutes before class starts.
- Two volunteers are required at every class if the child count is above five.
- Appropriate attire for each season is required. Co-op cannot apply sunscreen.
- Communication with members is done through the BAND app. Please ensure notifications are turned ON so you can stay up to date on classes and events. Should a class be cancelled this is where that communication will be conveyed.
- Teachers will have 6 months of curriculum loaded into BAND for members viewing.