

Tender Years Cooperative Preschool

Parent Guide

Payments:

Please visit our Payment tab on our website for the most up to date information. <http://www.lovelandtenderyears.com/payments>

Important information:

Once enrolled into our program please use our "**Members Only**" page for all updates and Monthly information. Reach out to our Director at directortytc@icloud.com for the password. Please also Download the GroupMe App and on the Members only Page you can subscribe to our text alerts.

Split Day:

This is the 1st Tuesday & Wednesday after Labor Day. You will get a letter mailed to you by your teacher which will include your specific time to come. This is an abbreviated day in which you attend with your child for 1 hour at the specified time. You will experience a shortened day with them as an introduction to the first official day of school. Only your child and 1 adult are able to attend. No other adults or siblings are allowed.

Parent Volunteer Schedules

I have a "Cooperative" or "Volunteer" status. What does this mean?:

You will sign up for 1-2 days per month depending on the class size. You will sign up online, and have access to the entire school year at once if you need to plan ahead. Not being at school on your scheduled day will happen at times due to unforeseen circumstances. When it happens, you are responsible for arranging your own replacement. Trading scheduled days with someone else in your class is the best solution. Then please notify the Director and Teacher that you have switched. No other siblings are able to attend with the parent. A background and medical check is required for this status.

I can't be in the classroom due to my family structure, what are my choices?

Great News! We have a "Non-Volunteer" option, you are able to still have your child attend our great school, without the worry of having to be there 1-2 times per month.

What is expected of the Parent Volunteers in the classroom?

Helping in the Classroom

Here are some helpful tips and guidelines for when you help in the classroom.

1. Arrive 10 minutes early to get an idea of the session's activities before all the children arrive.
2. If there is SNOW on your scheduled day, Shovel snow and salt
Please arrive 10-15 min early to do this the teacher will set the salt bag outside the red door
3. **Discovery Play-** Circulate around and interact with the students. Help the teacher with any last minute preparation for the day. Your child should place his/her show and tell in the basket in the carpet room.
 - Free Play Be aware of what is happening in the block area and with the larger toys. Small puzzles and games should be used on the tables or on the floor close to the shelf area. Help children adjust to the classroom when they arrive, encourage children to engage in free play and socialization with others, and participate in circle time activities.
 - Maintain a watch over about 3-5 children at a time and join them in play or reading if the opportunity arises. Experience will tell you when it is best to remain on the sidelines and when to join in or suggest activities to the children you are with.
 - If there are any games you would like to play or activities you enjoy doing with children, you may do so during Free Play or dismissal time.
4. **Circle Time-** Sit with the students and help them to stay on task. (i.e. help them stay seated, listen, stay focused on the activity, etc.)
5. **Art-** The teacher will assign you a table and learning activity to work on with a small group of students. Support and engage the students during this time. Parents may be asked to put newspapers in the hallway for painted or messy art work to dry.
 - Spread newspapers on tables, easel and floor (as necessary for painting)
 - Place supplies on tables as directed by teacher
 - Put names on all artwork before the child begins

- Assist child in project, keeping in mind that it is the creative process that is important, not the end product. Let the child fully explore the creative process.
 - Art and other creative work should be accepted as they are. Do not force a child to copy an adult example or tell you what he has drawn or painted. Certain crafts will necessitate an example for the children to see, but, by all means, let the child improvise when they would like to.
 - Clean up supplies, place artwork in cubbies or in the hallway to dry.
6. **Sensory Table**
- After the children are finished tidy the table and secure the lids. Clean around the table.
7. **Gross Motor-** Weather permitting, children will have recess on the playground. In the event that it is too cold or wet, we have recess in Nisbet Hall. No matter the weather, students get an opportunity each day to move!
- Assist teachers with group games and activities during recess (outside or in Nisbet Hall).
8. **Snack Time-** Snack is chosen by the Teacher from the approved snack list, usually it will coordinate with the theme for the day. Please reference the newsletter for the snack the day you volunteer. Provide Snack/drink on the day you volunteer. The parent helper will place the snack in the art room with their child in the morning. The snack supplies (plates, cups, and napkins) are in the cabinet above the sink if anything is needed. The Educational Aide will set up snacks. Parents sit with the children and participate in snack time. Help with any opening, pouring, etc. Interact with the children, this is a great time to get to know the students in class. After Clean tables as needed.
9. **Story Time-** After snack time, the class will return to the carpet room for story time. During this time will be the time for Show and Tell, Each child has a scheduled day to share 1 show and tell item with the class. Check the newsletter for your child's day.
10. **Dismissal-** The teacher will give the parents an overview of the day's activities and then dismiss the students individually. The parent helper and teacher's aide will entertain the students with songs, games, and pleasant conversation.
11. **Cleaning**

- Assist the teachers and children with activities. Clean and return supplies as directed.
- See attached Cleaning Process

12. Reminders-

- Parent helpers will not be asked, nor should they ever be alone with a child that is not their own. The teacher or educational aide should be present at all times.
- Please keep in mind the teacher's role as an authority figure. If you feel you need to contradict or feel strongly about something they are doing, talk privately away from the children.
- Parent helpers should respect the confidence and privacy of students and their families.
- We will all make mistakes at one time or another. Do not let them discourage you. Keep a sense of humor.
- If you should get into a situation with which you feel you cannot cope, call on the help of the teacher or teacher's aide.
- Coming to school rested makes the time there easier and more pleasant.
- Read and follow the rules for discipline and safety included in the handbook.
- Preschool is a continual learning process. Most of what the children are learning are woven into daily activities, play, and conversation.
- Maintain limits on behavior. Rules must be consistent if they are to be effective.
- Keep in mind these three limits of behavior.
 - Don't allow a child to do anything that, by doing, he/she may hurt themselves.
 - Don't allow a child to do anything to hurt another child.
 - Don't allow a child to damage the equipment.
- If you have any questions please ask!

Guidelines for the children's use of toys

1. Treat toys with respect. Do not damage them or use them in a way which completely disregards the purpose for which they were meant. (This leaves a lot of leeway, for there are many creative uses for a toy that the manufacturer never dreamed of. Use your judgment in determining misuse of a toy.)
2. Whenever possible, finish working with a toy before putting it away. For instance, puzzles should be completed, but some children are not capable of the attention span necessary to complete them. Watch for such cases and provide more appropriate puzzles, shorter tasks, etc. Seeing their work completed brings a feeling of accomplishment to children.
3. Toys that require individual work should always be put away by the user or passed on by he/she to another child who is waiting for the toy. Please encourage the children to support this goal so it can eventually become a habit without adult reminders.
4. Toys that are played with by a group, such as blocks, should be put away by the whole group at the end of the session. Everyone participates in closing clean up.

Educational Activities Guide

The following guidelines are given to help you and your child get the most out of our school Educational Activities. Please read them carefully and abide by all the rules when you participate in Educational Activities days.

1. You will be notified of the date of each Educational Activity in the Newsletter and/or on the school bulletin board
2. Fill out required google form associated
3. Dress your child in comfortable clothes appropriate for that specific activity and weather.
4. Have your child at school at the time designated by the teacher.
5. Written permission from the parent shall be obtained for each Educational Activity as required by the location of the Educational Activity.
6. A first aid kit will be available on all Educational Activity.
7. A person trained in First Aid/Communicable Diseases shall be available on each Educational Activity.

8. Siblings are allowed to attend some Educational Activities, as long as it is approved by the Educational Activity destination. If there is a cost, the family is responsible to pay.
9. Each child will ride with his/her own parent on all Educational Activities. If the parent is not able to attend they should make transportation arrangements for their child. It is the parent's responsibility to inform the teacher in writing of the arrangements.
10. If bad or uncertain weather occurs the morning of a scheduled Educational Activity, the decision of whether or not to cancel the trip will be made by the Executive Board. This decision will be made after checking with the weather bureau and considering all the various factors involved. A new time will be scheduled if possible. The teachers will be consulted first, the parents will receive a group text to make the change in plans known.
11. Each parent will be responsible for their own child.
12. Appropriate manners, voices, and behavior should be maintained at all times.

School Party Guide

Parties are held throughout the school year for Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Easter and Graduation. Each "Cooperative" parent is expected to sign up to volunteer for one of these parties. 1-2 parents will be responsible for planning and providing the snacks and supplies needed for their party. These parties may be as simple or as elaborate as the parents decide. The party parents are responsible for all expenses for anything they decide to do. Non-Volunteer Parents are able to help by sending in party supplies, if they choose to.

Party Guidelines-

1. Consult with the teacher approximately two weeks prior to the party. Find out what activities are planned. Ask for suggestions and/or any specific items the teacher may want at the party.
2. The parent helpers provide a snack from the Approved snack list, drink, party supplies, 2 activity/ craft and small favor for each party.
3. Do not put any item on a child, without expressed permission from each parent.

Graduation/End of Year Celebration

Each class holds a special celebration at the end of each school year. These are organized by party parents, but are more involved than the other parties throughout the year. The following is meant to be a guideline for those parents.

Party parents should work with the Operations Director, Helping Hands Coordinators, and the teachers to plan the parties. Decorations are the shared responsibility of all classes, so party parents should work with those of the other classes in order to coordinate decorations for the events. We have a generic party supply stash, that parents are welcome to use.

Party parents for the 4's classes will also arrange for a cake, cupcakes or cookies, to be shared at the graduation celebration in addition to snacks. **Please make sure that all food items comply with TYCP's snack policy. All functions at Tender Years are peanut/tree nut free.**

Party parents will coordinate a small gift or treat for each student in the class. Party parents may choose what the gift is and decide whether to seek contributions from the class.

Party parents will help set up prior to the 3's celebrations and 4's graduation, and assist with cleaning up if necessary after the final celebration.