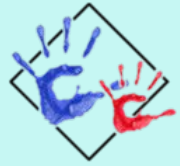


Boise Cooperative Preschool

Orientation 2016-2017



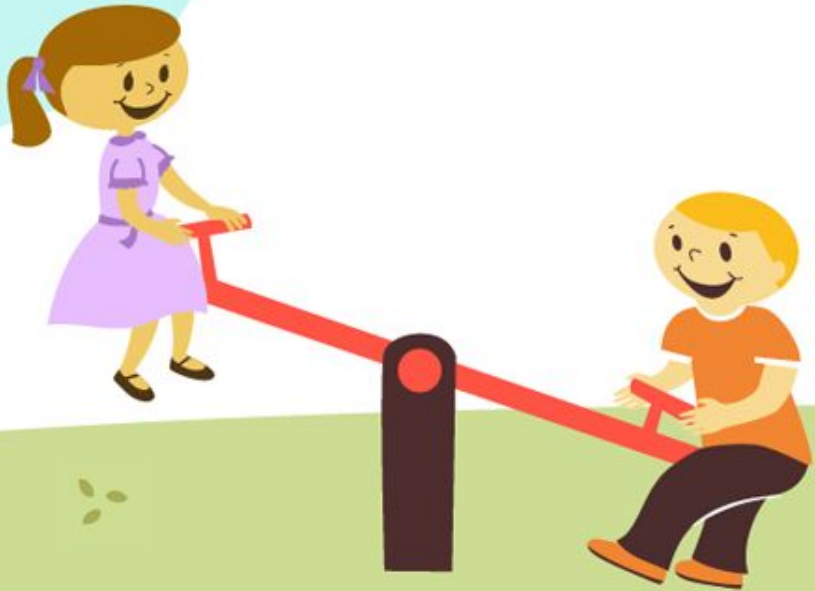


BCP is:

- Non-Discriminatory
- Non-Profit
- Non-Denominational
- Founded in 1973



Member Duties and Responsibilities



Responsibilities

- Abide by Bylaws
- Attend Orientation
- Vote at Fall and Spring Meetings
- Serve on a Committee
- Pay Tuition and Registration Fees
- Submit a School Evaluation (January)
- Help in Classroom (1-2 days per month)
- Attend a Housekeeping Day (1 per year)



Helper Parent Scheduling

- 2 parents assist classroom teachers each day
- September helper days scheduled at orientation
- October-May will be scheduled using SignUp.com
- If you are unavailable for remaining open days, ask other parents to trade
- If you have significant scheduling restrictions due to work, child care, or health, please contact the Scheduler
- Families that do not sign up will be added to the schedule where needed
- Completed helper schedule will be posted on the website and in the classroom
- Changes to Schedule
 - If you need to make a change, please trade with another parent in your class and notify Scheduler: scheduler@boisecooperativepreschool.org
 - If you have an emergency or illness, call the Emergency Helper for your class.

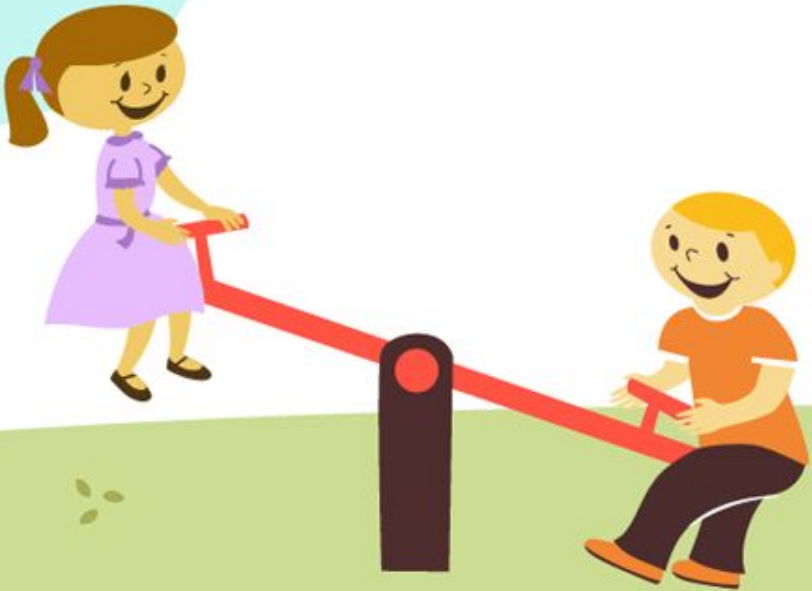


Helper Days

- Expected number of helper days varies by class and month.
- Sign-up calendar will note number of days needed per student for that month.
- 3/4 AM & 3/4/5 PM: Approximately 10 helper days.
 - Average of 1 helper day/month, but some parents will have months with 2 days and other months without a helper day.
- 4/5 AM and PM: Approximately 12 helper days.
 - 6 months with 1 helper day, and 3 months with 2 helper days.



Board Officers and Committees



Board Members

- President-Devon Jacobson
- Vice President/Registrar-Betsy Fulcher
- Treasurer-Joe Kelly
- Assistant Treasurer-Jamie Corbin
- Secretary/Scheduler-Ahna Strand
- Purchasing and Maintenance-Jeni Blamires
- Social-Steph Simmons
- Fundraising-Dana Hedrick and Ashley Rowe
- Publicity-Brittany Joplin
- Scrapbook/Newsletter-Robin Hyde
- Teacher Support-Joslyn Bernhardt
- Housekeeping-Krista Rauch



Vice President

- New Student Registration/Alumni Registration
- Vaccination Records
 - IRIS Records or Exemption Forms
- Background Check Requests (\$20 per person)
 - Deadline to Add- September 25th
 - *Two Weeks to Clear*
- School Tours
- Scholarship- Apply by September 4th
 - Based on Availability of Funds



Treasurer

- Accounts Payables and Receivables
- Tuition-
 - \$90 3/4s and 3/4/5s Class
 - \$105 4/5s Class
- 30-Days Notice to Terminate Contract
- Drop-box in Classroom Storage Room
- *Checks/Money Orders, Please! No Cash!*

Fines-

- Tuition Late Fee (Due on the 1st, Late on the 6th): \$20
- NSF Fee (in addition to the late fee above): \$20
- Late Arrival on Helper Day, (15 minutes early): \$10
- Late Child Pick-up (more than 5 minutes): \$15
- Absent to Scheduled Housekeeping Day: \$25
- Absent at Membership Meetings: \$10
- Failure to Submit Teacher Evaluation: \$10
- Emergency Helper Fee: \$10
- *Fine Slips in Classroom



Secretary/ Scheduler

- Board Meeting Minutes
- Committee Lists
- Fall and Spring Meeting Voting
- *Book Orders*
- *Librarian*
- Online Helper Calendar
 - Assigns remaining open helper days
 - Posts completed schedule
 - *Scheduling Assistant*



Social

- Cooperative Meetings
 - Harvest Festival October 17th
 - Bike Rodeo April 15th
- End of School Year Picnic
- Summer Park Days
- Food and Entertainment

Fundraising

- Linder Farms Tickets
- Bicycle Rodeo Raffle Baskets
- Other: Fred Meyer Rewards Card and Amazon Affiliate
- *Funds go to Classroom and Playground Equipment, Scholarships, Teacher Bonuses*



Publicity

- Advertise
- Web Admin
 - Email lists
 - Calendar
 - Request updates from contracted company
- Open House Feb 18th
- Spirit Week T-Shirts
- *Word of Mouth*

Scrapbook/Newsletter

- Monthly Newsletter
- Scrapbook
 - One Scrapbook/Photographer from Each Class
 - Class Photos by Professional Photographer end of Year
 - Nominal Fee



Teacher Support

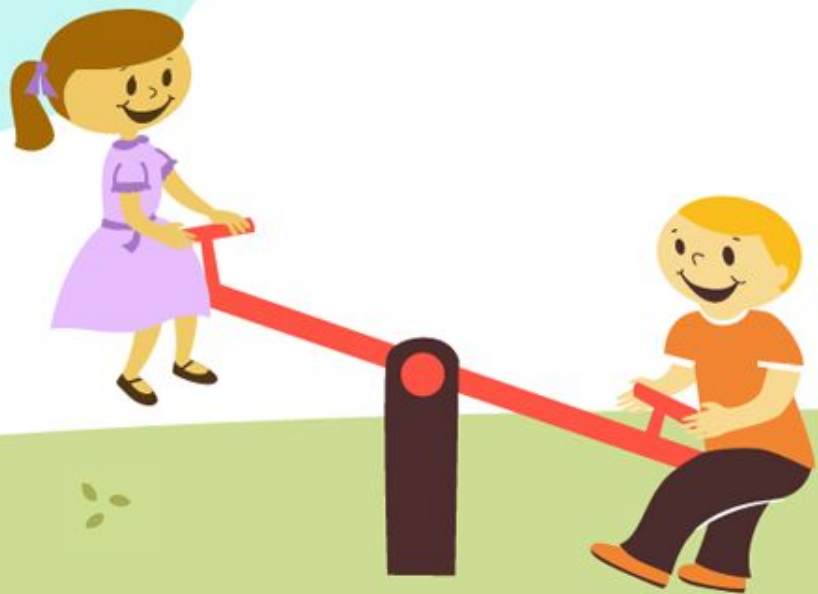
- Field Trips
 - Thursday or Friday
 - Excluding December
- Holiday Shopping (December)
- School Survey (January)
- General Resource for Teachers

Purchasing and Maintenance

- Classroom Supplies Purchasing
- Classroom and Playground Maintenance
- Snow Removal

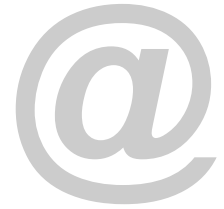


Contact Information



Email Groups

- 34am@boisecooperativepreschool.org
- 34pm@boisecooperativepreschool.org
- 45am@boisecooperativepreschool.org
- 45pm@boisecooperativepreschool.org
- bcpparent@boisecooperativepreschool.org



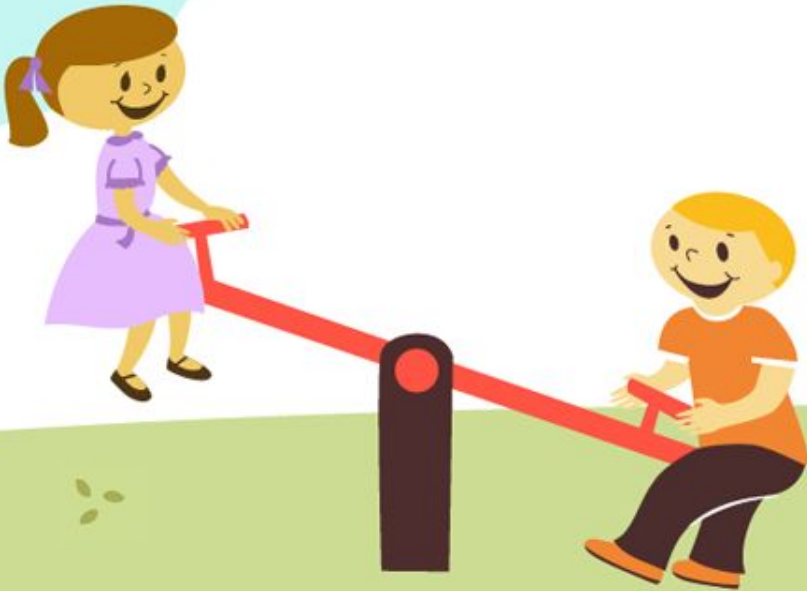
Teachers

- Tara Arellano-322-6282
 - arellanofamily5@gmail.com
- Grace Casper (4/5 Assistant)
- Stacie Fischer-440-8278
 - fischer_stacie@yahoo.com
- Korey Russell (3/4 Assistant)



Snack Time and Birthday Celebrations

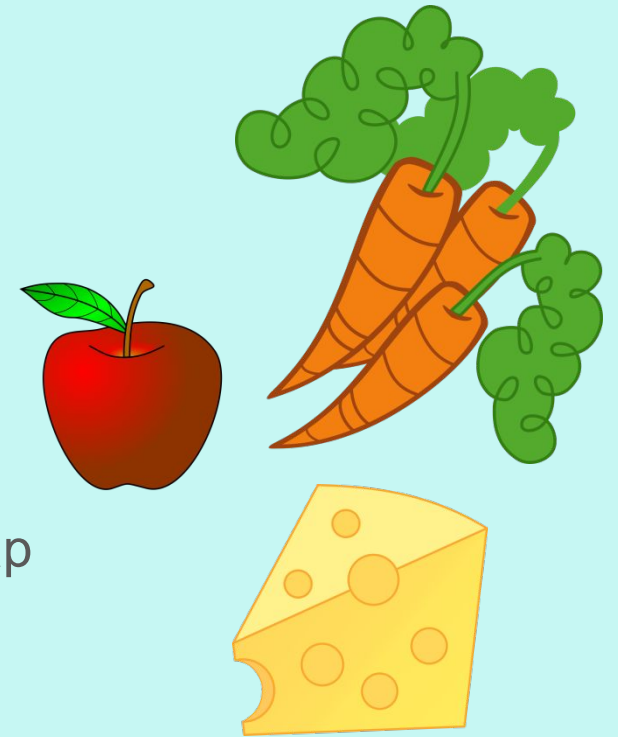
- Helper 1 brings a snack for the whole class.
- On Cooking Days, both Helper 1 and Helper 2 will bring the specified ingredients.
- On Field Trips, Helper 1 brings snack, in individual servings. All parents should bring a water bottle for their child.



Snack Suggestions (*Check Class Allergy List*)

Please
Avoid
Sugary
Snacks!

- Whole Grains-Popcorn, Crackers, Rice Cakes, Pretzels, Muffins
- Protein-Cheese, Yogurt, Cottage Cheese, Hummus, Nuts
- Fruits-Apples, Bananas, Grapes, Oranges, Watermelon, Strawberries, Mangos, Dried Fruit
- Vegetables-Carrots, Celery, Bell Peppers, Cucumbers, Snap Peas, Grape Tomatoes
- Beverage: Water
- Served Family Style
- Cooking Days: students will prepare their snack
 - 1st Thursday in the 3/4 am and 3/4/5 pm Class
 - Every Wednesday in the 4/5am and 4/5pm Class



Birthdays-

- Parents are welcome to sign-up as **Helper #1** to bring the regular snack on the child's birthday.
- Please no sugary birthday treats or drinks!
- Students can bring a small special token or sticker to pass out to his/her friends on their birthday.
- Student will get a toy from the prize box and get their very own paper crown.

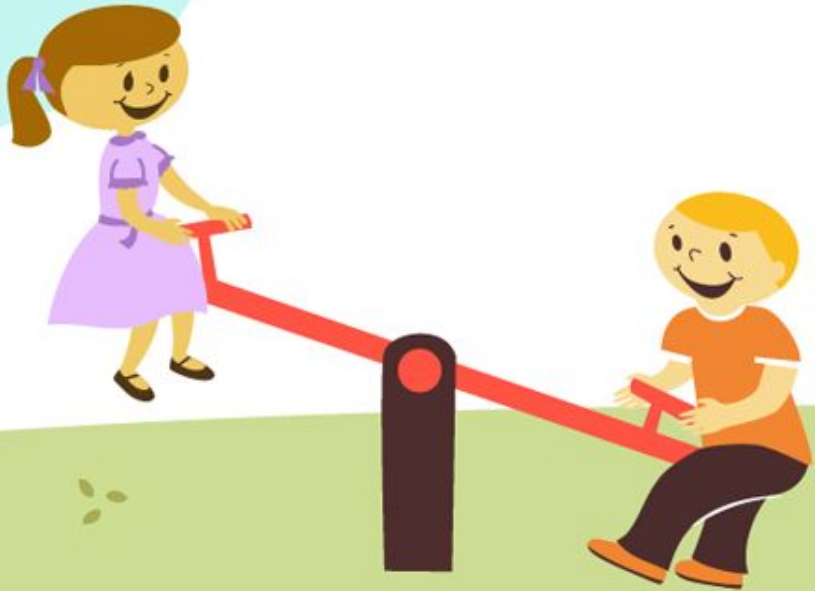


School Cancellations/Substitute Teachers

- Classes will be cancelled, if Boise School District closes for weather.
- Classroom teachers and assistant teachers will substitute for each other.
- Communication will be sent via email.
- Emergency Helpers:
 - 1 per class, must attend CPR/First Aid Class and receive Volunteer License
 - Substitute for other parent helpers and, rarely, staff



Extracurricular Activities





Magic Tumble Bus

- Tuesdays
- (2) 30 minute classes
 - 11:30am-12:00
 - 12:00-12:30pm
- Limit 12 per Session
- *Interest Form*





Spanish Music Class

- Wednesdays
- Between AM and PM Class
- October and March
- Limit 10 per class
- *Interest Form*

