

CORNER CO-OP
HANDBOOK

2009-2010

Celebrating our 38th year!



1773 Beacon Street, Brookline, MA 02445-4299
(617) 738-4631
www.cornercoop.org
questions@cornercoop.org

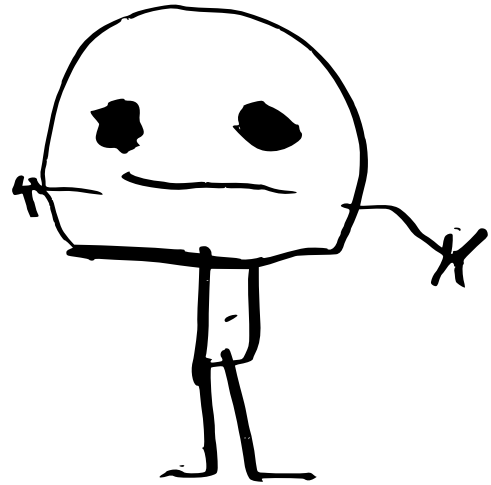


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WHAT WE'RE ABOUT

1. **School can be fun.** We want our children to look forward to school as a place to make new friends, explore the exciting world around them, and to get to know more about themselves.
2. More than anything, we want the children to feel good about themselves, and also to develop caring relationships, the ability to share, and the ability to initiate making choices and decisions.
3. At the Co-op we treasure each child as unique. We appreciate and encourage each child's personal style and pace. To us each child is a special child.
4. We nurture an environment where children's natural, organic need to learn and grow is facilitated through a participatory, holistic and dialogue-centered process. All the developmental aspects of a child are integrated: emotional, intellectual, social, creative, physical. We regard play as an essential medium of learning.
5. **Cooperation** is emphasized, rather than competition.
6. We want to get children out into the world, and bring the world around them into the nursery school.
7. In order to meet the changing needs and interests of the children, we want parents, teachers, and student teachers to take part in an on-going assessment of the program.
8. We try to be a place where parents and children share an enjoyable learning experience and a place where parents can learn more about the growth and development of young children.



HOW WE DO IT

Our goal is to provide an exciting and safe place for children to initiate and choose, be free and responsible, experiment and discover, play and make friends. We have both spontaneous and planned activities which children are free to propose and choose from. We have a multitude of raw materials for creative projects. Our rooms are divided into various interest areas, nooks, and crannies. There is a well-stocked dress-up and dramatic play area; a much-loved block room; a woodworking area; a quiet room; a fish tank (with Copper & Kipper!); a sand table; and cooking facilities. In addition to our own courtyard, we have direct access to one of Brookline's parks and playgrounds.

The morning program runs from 9:00 am to 12:00 noon. We offer an early drop-off option from 8:30 to 9:00 am. From 12:00 noon to 2:30 pm, we run a low key extension program called the lunch program. Its purpose is to provide a small group experience for the children that will be a complement to their participation in the morning. The smaller number of children provides a special opportunity for fostering friendships and doing special projects. Children bring their own lunches for lunch program. No candy is allowed.

ALL SAINTS PARISH

The nursery school is fortunate to have excellent facilities located in the All Saints Parish. The Parish has been very supportive of the school in many ways, including administering our scholarship fund.

PARENT INVOLVEMENT

The Corner Co-op Nursery School is a cooperative school. Our philosophy, goals, policies, budgets, tuition, staffing, and activities are governed by the parents and teachers. The Co-op puts parents in close contact with their child's nursery school experience. They can watch their child grow and develop. Children know that their parents are concerned and involved with their school. A cooperative requires work and time. Parent responsibilities at the Corner Co-op are:

1. Attendance at general meetings approximately once every six weeks.
2. Working as a teacher-assistant in the classroom from 8:45 am to 12:45 pm, 11 to 14 days per year.
3. Fulfilling a family job, some of which are also board positions.
4. Participation and support for fundraising events throughout the year.
5. Participating in 6 hours of clean-up and/or room renovation projects.
6. Completion of health forms and all other forms required by the Brookline Health Department.
7. Cooperation when extra help is needed, i.e. hiring committees, social events.

Any parent joining the Co-op should understand and accept these responsibilities. Also inherent in the cooperative is a spirit of community that allows for individual strengths and weaknesses, for family crises or illness, or for differences in energies or commitment. We enhance this spirit throughout the year with potluck dinners and picnics, speakers and workshops, outings and camping trips, and informal interactions among families.



HOW WE'RE ORGANIZED

The Co-op is set-up and run like any regular corporation. The Bylaws state: "The Board of Directors, subject to any action at any time taken by vote of the members of the corporation, shall have full power and authority to manage the business and property of the corporation." The Board is composed of the following officers: President, Vice President, Secretary, Co-Treasurers, Fundraising Coordinators, and Admissions. All members are encouraged to be on the Board if they so desire. **ALL BOARD MEETINGS ARE OPEN TO ANY CO-OP MEMBER WHO WISHES TO ATTEND.**

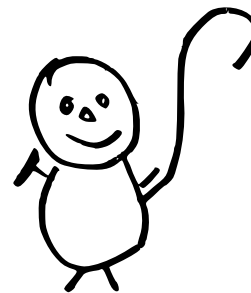
In practice, the Board meetings are held every six weeks, usually prior to General Membership meetings to discuss and act upon the business of the Co-op. (The Bylaws, however, allow a meeting to be held with as little as 24 hours notice.) All major decisions are

made at these meetings, then brought to the members at the General Membership meetings. If any of these decisions are not acceptable to the members, they can be discussed and changed by a majority vote of the General Membership. We find this system of management very workable.

The entire membership meets approximately once every six weeks. Both parents are urged to attend, but attendance is mandatory for one parent. **ONE MISSED MEETING PER YEAR IS EXCUSED.** After that, if you miss a meeting, you may need to do an extra parent help day in the classroom. The meetings are for business, discussing issues and making decisions. General Meetings also give members an opportunity to learn more about what is happening in the classroom, and to air complaints and make suggestions.

All General Membership meetings of the school are held at 7:30 pm at the Corner Co-op. The schedule for the year of both the board meetings and the general meetings is determined at the September board meeting and distributed to members at the September general meeting. **Please save this sheet and mark all these dates on your calendar.** If you wish to suggest items for the agenda, please note them on the sheet marked "Agenda" posted on the Co-op bulletin board or notify any member of the Executive Board.

Parent job assignments, one of the major responsibilities each family has to the Co-op, are chosen each June at the General Meeting. A descriptive list of these jobs is found at the end of the handbook. The Vice President is available to help parents understand these jobs.



ADMISSION

The Corner Co-op Nursery School, Inc. is open to children between the ages of two years nine months and five years. Three concurrent programs are offered: five, four, and three mornings per week. Total attendance at any time is limited to 25 children in the morning, and up to 10 children in the afternoon lunch program, depending on the day.

Children are admitted without regard to race, creed, color, cultural heritage or parent(s) marital status, sexual orientation, disability or political beliefs. We value highly the strong international flavor that the Co-op has been acquiring over the recent years. Applicants, whenever possible, are accepted on a first-come first-served basis, although an attempt is made to keep a balance in the age and sex of the group. **Families wishing to participate should**

understand and accept the responsibilities of being included in the Co-op.



TUITION 2009-2010

Our regular year begins in September and ends in June, following the Brookline Public Schools Calendar. However, we begin our regular schedule later in September as the day after Labor Day we start home visits and the first six days of school are staggered (i.e., each child attends three of the six days). The annual tuition for these 10 months is as follows:

The five mornings per week program is \$6,647; four mornings is \$5,689; three mornings is \$4,546. Lunch program is \$30.00 per afternoon and \$33.00 per afternoon for drop-ins. Early Drop-off from 8:30 to 9:00 a.m. is \$7.00 per morning and \$8.00 per morning for drop-ins.

A \$50 non-refundable application fee must be included at the time the applications are submitted. Upon acceptance, a \$150 contribution to the scholarship fund and a \$300 tuition deposit will be required by one week from the date your acceptance letter is mailed to you. This holds your child's place. This is **NON-REFUNDABLE**. The \$300 tuition deposit is applied to the second semester tuition bill.

TUITION PAYMENT POLICY

Corner Co-op budgets expenses closely, and relies on all families to pay their tuition on time so we can meet our bills. Our payment policy is not complicated, but we'd like everyone to be familiar with its provisions. Please read through the following carefully, as you will be asked to sign a copy of this as a contract.

General

You will receive two bills each year, for the first and second semesters. Each bill will have a due date, and your child's slot at the co-op will be held until that date; if the tuition goes unpaid beyond the due date, we cannot guarantee that the space will continue to be available. Bills are sent out about two months before the beginning of each semester (the first day of class in September, and the first day in February). Payment for the first semester is due by the end of July; payment for second semester by the beginning of January.

Payments should be by check, made out to "Corner Co-op Nursery School," and given to the Income Treasurer (Billing Officer).

Installment Plan

Corner Co-op recognizes that some families may find it difficult to make the two lump-sum payments, and therefore offers an installment plan if necessary. Payment plans must be arranged with the Income Treasurer before the bill's due date, with the following conditions:

- A fee of \$30 will be added to the annual tuition.
- If payment is not made according to the set plan, the child may not be able to attend until the money is received.

Withdrawal

If a child is withdrawn from Corner Co-op for any reason, the family remains responsible for tuition through the end of the school year, or until a replacement family is found, with the following conditions:

- A new family is deemed a "replacement" when they have paid the application fee, scholarship contribution, and tuition for the remaining period.
- The departing family will be reimbursed for the period the vacancy is occupied by the replacement, less a \$50 fee.
- Corner Co-op does not guarantee that a replacement family will be found.

If a child withdraws after April 1st, the Corner Co-op Board may decide that there is not enough time left in the school year for a new child and family to be successfully integrated into our community. In that case, the departing child will not be replaced, and the

departing family remains responsible for tuition through the end of the school year.

Other Provisions

If a child starts at Corner Co-op mid-year, tuition payment must be received before the child begins attending school.

Under both standard and installment plans, if a payment arrives after the end of the grace period, a \$10 fee may be assessed. The Co-op also reserves the right to not let a child attend until payment is received.

If a check bounces, an additional \$25 fee will be assessed.

No installment plans will be arranged for Summer Program.

Limited scholarship monies are available (see section below). While we endeavor to complete the scholarship process in a timely way, tuition may come due before a given application has been dealt with. In such case, full payment must be made as described above; if the application is subsequently approved, a reimbursement will be made.

FUNDRAISING

One or more events will be held each year. Each family is encouraged to participate.

SCHOLARSHIPS

The \$150 non-refundable contribution made by each family in the Co-op supports our scholarship fund. Interested families are asked to complete a confidential application, which you can request from the Admissions Coordinator, and return it to:

Reverend David Killian
All Saints Parish
1773 Beacon Street
Brookline, MA 02445-4299

In the interest of confidentiality, the Reverend or his appointee has agreed to receive applications and to determine, based on need, those families who should receive aid.

STAFF

For the 2009-10 September – June year, the Co-op is pleased to have an exciting team of experienced teachers.

Rosie Kamal, Teacher-Director, has a B.A. in Psychology, Northeastern University; Ed.M. in Foundations in Education, Boston University; Ed.D. in Humanistic Studies, Boston University. Rosie has special interests in music and songmaking, recycling, and natural science. This will be Rosie's 29th year at the Co-op, and her 27th year as Teacher-Director.

Sue Shenkman, Teacher, has a B.S. in Therapeutic Services, University of Connecticut; Masters in

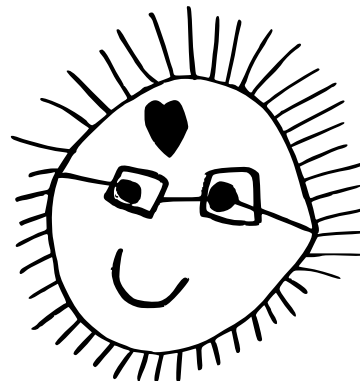
Management of Human Services, Heller School, Brandeis University. She enjoys reading, the outdoors, dramatic play, games, meeting new people and talking. This is her 12th year at the Co-op, the first three years as a parent and her seventh as a teacher. She and her husband Marc (former parent-helper) have a 14 year old son, Eli, who attended the Co-op for three years and was a home-schooled in Jamaica Plain for 6 years and now attends Sudbury Valley School, Framingham.

Alex Campbell, Teacher, has a B.S. in Human Development and an M.S. in Early Childhood Education, Wheelock College. She spent a year teaching English in rural Japan and teaches English conversation after school. She enjoys photography, humor, music, drama, and tattoos. This is her 13th year at the Co-op.

Sajed Kamal, Teacher-Consultant, has a B.S. in Economics, Northeastern University; Ed.M. in Curriculum and Instruction, Northeastern University; Ed.D. in Humanistic Studies, Boston University. He is in charge of the Lunch Program and leading parent and staff education workshops. Sajed brings to the Co-op his extensive expertise in human development, education, university teaching, poetry, psychotherapy, the arts, and solar energy. This is Sajed's 28th year at the Co-op, the first 3 years as a parent. Rosie and Sajed have a 30-year old son, Ashok, who lives and works with youth in New York City, and who attended the Co-op as well.

Beth Mahar, Teacher, has a B. Arch. from the Boston Architectural Center. She and her husband Kevin are former Co-op parents and Beth is a past Co-op president. Their son, Philip, is now 18 and attends the Sudbury Valley School. Beth is also a part-time architect and an amateur musician. This is Beth's 9th year teaching at the Co-op.

In addition to the teachers, two parents regularly assist in the classroom in the mornings. We also have a number of student teachers and volunteers throughout the year.



PARENTS AS TEACHER ASSISTANTS

Two parents are assigned to the classroom each day to assist the teachers. The schedule of work assignments is made three to four months at a time, and a copy is posted at the Co-op and on the internet. In the event that a parent cannot be at school on an assigned day, that parent is responsible for finding a substitute or another Co-op parent to substitute. If such a change is made, please note it on the master calendar at the Co-op so that the teachers know who their assistants will be that day. We have instituted an alternate system for emergencies, so that if someone realizes that (s)he cannot work at the last moment, i.e. due to a sick child, (s)he can call the alternate parent by 8:00 am, who then comes in to parent help. If you switch your day as an alternate, please contact the parents who are scheduled to work that day, so they will know who to contact for emergency back-up. **EITHER YOU OR YOUR SUBSTITUTE MUST BE PRESENT FOR YOUR WORK DAY.** Please try to make other arrangements for younger siblings on your parent help days, as their presence can challenge your classroom duties.

On the days that you are assisting in the classroom, you must arrive by 8:50 am and stay until 12:45 pm for a thorough cleanup. On the days that you assist, you should bring a lunch for your child (and yourself, if you want to!). If you can possibly avoid it, please do not drive carpool on the day you work at the Co-op. Having lots of children around makes clean-up much harder. The specifics of what are entailed in the daily and Friday cleanups will be posted. Friday cleanups are more extensive and may require extra time. It is mandatory that all assisting parents clean up at the end of each session. All parents must be prompt in picking up children by 12:00 noon (or make other arrangements for them to be picked up) since this facilitates the cleanup job of those working that day.

When you arrive to pick up your child you are responsible for getting your child ready to go home – i.e. getting on coats, boots etc. – **and for supervising your child during the time until you leave.** Teachers and parents who have been working that day in the classroom now have other responsibilities, i.e. lunch program, clean-up, and administrative tasks.

Parents work as teacher assistants by interacting with the children, leading an activity, helping to maintain the general classroom discipline, and helping to clean up at the end of the day. When you arrive in the morning, tune into areas needing supervision such as the block room, welcome rug area or dress-up.

Parents are welcome to plan a special activity for their teaching day, such as cooking a favorite recipe, art projects, introducing a new game, and the like. Let the teachers know in advance so that they can plan the program accordingly. The program is flexible enough to accommodate any projects or ideas that parents bring. The staff will be glad to discuss your ideas with you and offer suggestions about how to implement them.

The following books are good sources of ideas:

Great Explorations (Nolan & Gulino, Pocket Books, 1997). Amy Nolan, a Co-op parent, is Charlie, Emma and Eli Ruckle's mom and she has given a copy of her book to the Co-op!

Kids are Natural Cooks (The Parents' Nursery School, Cambridge, Mass., 1972).

Learning Through Play (Marzollo and Lloyd, Harper and Row, 1972).

Child's Play in Nature (Hamilton, The Berkeley Publishing Group, 1998).

365 Days of Creative Play (Ellison & Gray, Sourcebooks, 1995).

On your work day, if there is a problem such as acting-out behavior or a conflict situation between children, stop the hurting and suggest appropriate ways of dealing with the problem. If you are unsure of how to handle the problem, please consult with one of the teachers. Under no circumstances may a parent spank or otherwise physically punish a child for misbehavior. Because conflict resolution is an important part of a child's nursery school experience, there will be workshops for the parents covering this topic, as well as other early childhood development issues, throughout the year. Open communication on any issues of concern is always encouraged.

The initial orientation for parent helpers will be held in September at the Co-op. Parents will be given a booklet of articles and useful handouts, as well as a questionnaire on topics for workshops. At that time, the teachers will outline the daily program, indicate where and how supplies are stored, and explain how parents can assist them in classroom activities.

They will also discuss cleanup routines and projects parents may wish to initiate on the days they are helping in the classroom. A special first aid training session for parents will be given in the fall.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences may be initiated by either the parent or the teacher at any time during the school year. The teacher-director is generally available in school until 2:30 pm. Please feel free to ask teachers at any time for a conference concerning your child. Conferences for all children will be scheduled periodically during the year.

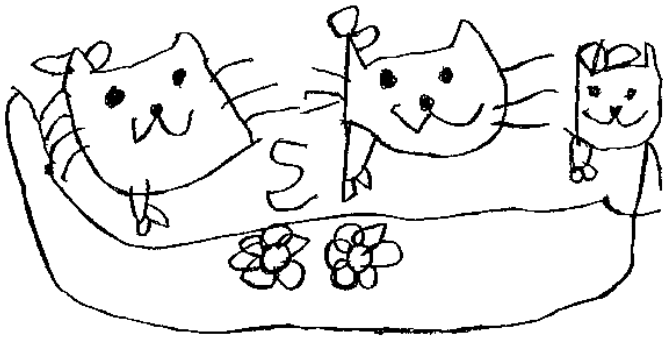
SNACKS

Water (and occasionally juice) is available to children at snack time. Each parent is asked to supply his or her child with an unbreakable cup and spoon, clearly marked with the child's name. These implements are washed each day after school session and kept at school. We sometimes make our own snack and will serve crackers, fruit, etc., on the days we don't cook. We try to include as much organic food as possible in

our snack. To offset this additional expense, each family is asked to bring in organic fruit twice a year, enough for 2-3 days of snack. Families are assigned fruit days by the Groceries Coordinator. You will also be given a "Guide to Healthy Foods for Preschool Children" by Dr. Henrike Winkler, a former Co-op parent and Gerolf and Gunther's mom.

Please be aware that there may be a child or children with a severe allergy to peanuts, milk, eggs or other food, and everyone needs to be watchful, especially if you are supervising a snack table on your parent help day. We will talk about this at one of our meetings, and give out an allergy list to all.

If you would like to have your child celebrate his/her birthday at nursery school, please supply us with 4 boxes of Tofutti Cuties or a non-dairy, no-egg cake or cupcakes for snack time and let us know of these plans in advance. This could change in any given year based on particular children's allergies.



FIELD TRIPS

Getting children out into the "real world" is a part of the program at the Corner Co-op. We go on group trips such as Tougas Farm, the Boston Nature Center, and the Natick Community Organic Farm. These field trips take place over two days, with about half the children remaining at school and the other half attending on each day. If a child does not want to go on one of these trips, he or she can remain at school. We also go on a couple of whole group trips, such as the Puppet Showplace and the Big Apple Circus. On these days, there is no school at the Corner Co-op. Children who do not regularly attend school on the day of a trip are invited to join us with one of their parents. If you have an idea for an exciting trip, please talk to a teacher.

Generally, field trips are announced a week or more in advance. A sign-up sheet is posted on the bulletin board asking for drivers. We do require assistance from parents both to drive cars and to supervise children on the field trips, including ones on which we use the subway. Though this doesn't count as one of your parent help days, field trips are a wonderful way to experience and explore together the wonderful resources for children in the Boston area.

A written permission slip is needed each time your child takes a car trip. Forms are available from the teachers, or a signed note can be written with the following information:

"My child, _____, has permission to go to _____ on (date) with _____." (List all parents who will be driving.)

Though the names of drivers will be posted on the sign up sheet, sometimes we do not know for sure in which car each child will be riding until the day of the trip. The insurance program for the school does not include automobile insurance. Therefore, if you are not accompanying your child, this written permission slip must be turned in, otherwise the child cannot go. These permission slips should be given to a teacher to keep in the child's folder. Any parent who agrees to drive on a field trip must make sure that (s)he carries appropriate liability insurance him/herself.

Cars used on field trips must be equipped with a seat belt for each child to be used with a car seat. All children must use car seats. Parents need to provide a child's own car seat to the driver unless authorizing the driver to use one of the driver's own car seats. Please make sure that your child is at school at the announced trip departure time so that the trip is not delayed.

We also have some special events at Corner Co-op, such as a visit by a dental hygienist and the Traveling Treasure Trunk, a group of Tufts University students who perform plays.

SPECIAL SUPPLIES

In addition to the unbreakable cup, and spoon for snack time, each child should have at nursery school a complete change of clothes, including two pairs of underpants and socks, and an extra pair of mittens.

Each item should be clearly marked with your child's name. Put these clothes in the shoebox provided in his/her cubby. **Be sure to replenish the supply of fresh clothes when items are used or outgrown and as the season changes.** Please provide clothes that are not particularly important to you, since these items may be worn by someone else who needs a change of clothes, and sometimes these items do not find their way back to school.

In general, dress your child in clothes that do not matter a lot to you, since we do a lot of messy projects. Though we have smocks, some children do not like to wear them, and we feel that their participation and experimentation in a project are more important than protecting their clothes.

At morning meeting, we generally have a sharing time when children who would like to can share some news or a special item. We especially encourage things they have made or a found nature object, or a book. On Mondays and Tuesdays we generally have performance time at the end of the morning, when children who want to can share a song, dance, twirl, jump, climb or do some other special presentation!

Please be sure that all clothing is clearly marked with your child's name, and that mittens and belts are attached securely to coats. Lost items that are unmarked are placed in a lost and found box next to the mail pouches and periodically will be donated to Goodwill if not claimed.

Successful toilet training, while desirable, is not a requirement for admission to nursery school. Please keep some diapers in your child's cubby if (s)he needs them. We are happy to use cloth diapers if you provide them.



GUESTS

If a child wants to take a guest to the nursery school, previous notice to and approval of the teacher-director is required, and a fee of \$45.00 per day will be charged.

HEALTH AND SAFETY POLICIES

FIRE PROCEDURE

In case of fire, your first priority should be to conduct all children safely from the building. The exits of choice are the exit to the outside courtyard and the staircase leading directly to Dean Road. The second priority is to notify the Brookline Fire Department. To give the alarm, use the fire alarm box located next to the courtyard door or at the bottom of the stairs leading into the nursery school or call 911 from the telephone on the desk in the classroom or the telephone in the Parish office on the first floor. The fire procedure will be clearly displayed in each of the nursery school rooms and next to the telephone. If you use the fire alarm box, follow it up, if possible, with a telephone call. In any event, do not attempt to fight the fire yourself. At the beginning of the school year, teachers will establish the fire drill procedure and drills will be held regularly.

MEDICAL EMERGENCY PROCEDURE

One of the forms you will receive this summer asks you to indicate the order in which you wish people to be notified in the event of any medical emergency involving your child (for example, you and then your family doctor). We will follow the preferred procedure whenever possible. In order to be prepared for an unusual circumstance in which the preferred procedure cannot be followed, we also request that each parent sign a waiver of liability allowing the teachers to seek alternative emergency medical attention for the child.

FIRST AID

The teachers have been trained in the administration of first aid and CPR. In addition, all parents who will be working in the classroom are required to attend a first aid meeting which is led by a physician/Co-op parent in the fall. First aid supplies are stored in a black plastic box with red and yellow sections, which is kept on the counter across from the woodworking area. Please notify the Groceries Shopper parent if replacements are needed when you have used supplies.

ILLNESS POLICY

IF YOUR CHILD HAS ANY SIGN OF ILLNESS, DO NOT SEND HIM/HER TO NURSERY SCHOOL. In the case of fever, the child must be fever free for 24 hours prior to return to school. The Co-op must first consider the health of the children as a group. If you work outside the home or have another obligation, you must make other arrangements for a sick child, rather than sending her to nursery school when she shows signs of illness. The school reserves the right to make arrangements to send a sick child home. The teachers have sole discretion to make this judgment. Please notify the teacher-director and the health and safety officer if your child contracts a contagious disease, so that other parents can be notified.

You will receive information about the up-to-date protocols from the Dept. of Public Health for dealing with the H1N1 virus.

INFECTION CONTROL

Staff, parents, and children wash their hands with liquid soap and running water using friction and dry with individual paper towels before eating snack or lunch, after visiting the toilet or diaper changes, after handling the fish tank and equipment after cleaning. Any diapering surface is washed with soap, water and diluted chlorine bleach disinfectant after each use. Each day all bathroom fixtures (toilet and sinks), tables, toys likely to be put in mouths (such as play food) and cleaning rags are washed with the above

solution. Uncarpeted floors are swept and mopped; carpeted floors are vacuumed.

MILDLY ILL CHILDREN

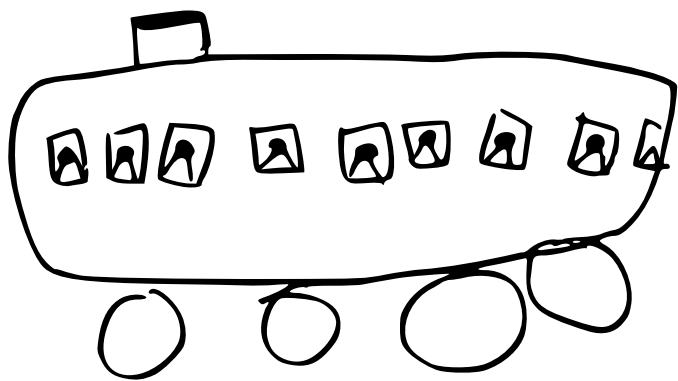
A mildly ill child will be allowed to rest isolated from the rest of the children, either in the quiet room or another quiet spot until he or she can go home.

ADMINISTERING MEDICATION

Prescription and non-prescription medications (excluding topical preparations) will be administered only with written parental permission and written physician's orders. Topical non-prescription medications will be administered only by staff people. Medication will be kept in an area not accessible to children. We will use the authorization for medication form GDC-8 and the medication log GDC-9. We will return unused medication to the parents or dispose of it in a trashcan that is not accessible to the children.

SPECIFIC ALLERGY NEEDS

Parents notify the school regarding their children's known allergies and these are posted. All parents will be made aware of any children with known severe allergies. Appropriate medication will be available for children with known severe allergies. We are also attuned to watch for new allergies that might arise at school.



CO-OP MEMBER JOB DESCRIPTIONS

Each family in the Co-op is responsible for a job as described below. At the new members' meeting in June, each family submits to the Vice President the names of three (or more) jobs that they would like to perform. The Vice President and the Teacher-Director then match each family to a job, and inform them of their new job by the beginning of September.

Board Positions (board members attend six board meetings per year)

PRESIDENT

The President, with the Teacher-Director, oversees the operation of the Co-op. The President:

Acts as Chairperson of the Board and calls the monthly board meetings, presides at General Membership meetings, prepares and posts agendas for meetings;

- Supervises the writing of the Co-op Handbook and other orientation materials;
- Anticipates the needs of the school and plans for them.
- The President also works with the Teacher-Director:
- To assure that all tasks assigned to Co-op families are completed;
- To renew the school's license (every two years).

TIME COMMITMENT: may be daily

VICE PRESIDENT

The Vice President is the liaison between teachers and members of the Co-op. The Vice President:

- Introduces her/himself to each family in September;
- Oversees all parent committees, making sure that they function smoothly, are evaluated each year, recommends changes to the Board, and oversees the job assignment process in June;
- Assists the President when needed, runs meetings in the absence of the President;
- May require tactful dealings with families on sensitive issues i.e., tuition payments and other co-op commitments.

TIME COMMITMENT: may be considerable in intervals throughout the year.



BOARD SECRETARY

The Secretary records the proceedings of the Co-op Board meetings:

- Takes minutes at all board meetings;
- Types and posts one copy of the minutes on the bulletin board within one week of each meeting, and files one copy.
- E-mails the minutes to board members.

TIME COMMITMENT: moderate throughout the year

FINANCE – BILLING OFFICER

One of three positions on the finance team, the Billing officer keeps track of money owed to the Corner Co-op:

- Prepares tuition and drop-in billing statements for families throughout the year.
- Collects payments and conveys them to the Banking officer.
- Oversees payment plans, for families that establish them.
- Reports status of billing accounts to the board.
- Prepares financial information for the banking officer, as needed.

TIME COMMITMENT: Ongoing, with somewhat more to do before each term starts.

FINANCE – BANKING OFFICER

(Currently a paid part-time position)

The Banking officer maintains Co-op bank accounts and investments.

- Deposits cash and checks received from the Billing Officer.
- Monitors and rolls over Certificates of Deposit and, if necessary, other investments.
- Oversees bank accounts and reports holdings to the board.
- Prepares financial information for the external accountant's annual financial review of the Co-op.

TIME COMMITMENT: Ongoing throughout the year.

FINANCE – BUDGET OFFICER

The Budget officer prepares the annual budget and monitors the Co-op's financial position during the year.

- Prepares draft budget (February) for the following year; works with board to finalize the financial plan.
- Oversees the external accountant's preparation of our annual financial review, during the summer.
- Monitors expenditures against budget throughout the year.
- Reports overall financial position vs. plan and provides updated year-end estimates to the board.

TIME COMMITMENT: Ongoing throughout the year; additional effort during January - February.

ADMISSIONS COORDINATOR

The Admissions Coordinator oversees the new members' admission process:

- Revises application forms, if necessary, and prepares new ones;
- Talks with prospective members over the phone, and recruits new members;
- Processes applications;
- Maintains the waiting list and fills any vacancies which occur during the year after consulting with the Board and the teachers (notifies the Board and membership of any new family as soon as possible);
- Keeps current membership list up-to-date;

TIME COMMITMENT: considerable amount of work from October to June.

EVENT PLANNERS (3 positions)

The Event Planners coordinate our Fun Fair, a fun fundraising event which takes place in late winter-early spring

- The Fair includes children's activities and games, food and baked goods, a raffle and silent auction.
- One event planner coordinates the children's activities; one coordinates the food; one coordinates the donations for the raffle and silent auction.
- There may be other fundraising events throughout the year.
- The Event Planners nurture a sense of community among Co-op families by encouraging participation & connections.

TIME COMMITMENT: Greatest in the months before the Fun Fair.

INTERNAL COMMUNICATIONS

Coordinates and facilitates communications among Co-op member families:

- Maintains the Co-op's Yahoo! Group and helps members sign up and maintain their participation in the email group.
- Maintains an Alumni Yahoo! Group for interested alumni.
- Updates children's attendance sheet.

TIME COMMITMENT: Moderate at intervals throughout the year.

EXTERNAL COMMUNICATIONS (3 positions)

The External Communications team coordinates information transmitted to potential members and the public:

- Designs and produces recruiting materials (flyers, brochures);
- Attends recruiting events;
- Handles publicity and advertising for our fall open house and any fundraisers
- Produces communications for prospective members and the general public.
- Produces the member handbook

Access to a computer is required. Knowledge of graphic design, layout and related software a plus.

A public relations binder has been created that details the responsibilities and timetable.

TIME COMMITMENT: Considerable in late August & the fall, modest throughout rest of the year.

HOSPITALITY COORDINATOR

The Hospitality Coordinator works to provide a sense of community for all families and teachers at the Co-op:

- Welcomes all new families in September;
- Encourages the growth of an integrated Co-op community;
- Coordinates special events and gatherings (i.e., reunions, graduations, and farewells) for all current and former Co-op families;
- Fosters caring and outreach to Co-op families during intense or stressful times (i.e. births, deaths, accidents or illness).

TIME COMMITMENT: regular activity throughout the year.

PARENT WORK SCHEDULE COORDINATOR

The Parent Work Schedule Coordinator is responsible for the setup and use of the Co-op's Scheduler Application and uses it to create the Parent Work Schedule. The coordinator will input data about the upcoming scheduling period, such as the list of families enrolled for the period, the start and end dates, the number of parents required for each day, the days a child attends. Much of this is accomplished using a web page application or by editing text files. Once the schedule's parameters have been set, the Work Scheduler will then need to:

1. Enter the enrollment information for each family.
2. Generate the schedule.
3. Proof read the schedule for errors.
4. Distribute the schedule to families and staff.

The person holding this position will need some knowledge and experience with installing and configuring software. While it would be a benefit, you do not need to be a programmer or software developer. Some of the requirements and tasks involved are:

1. A relatively modern computer and operating system.
2. The ability to install and configure software.
3. Software: A web server to run on that computer, which is capable of executing PERL CGI scripts. It will be a private web server; no Internet access is required.
4. Software: The PERL Programming Language Interpreter. Free of charge
5. Software: The Python Programming Language Interpreter. Free
6. Software: The Corner Co-op scheduling program, data files and enrollment information for each family. Free of charge.

TIME COMMITMENT: may be considerable in intervals throughout the year.

HEALTH FORMS COORDINATOR AND SUMMER PROGRAM COORDINATOR

The Health Forms Coordinator takes care of all health and attendance forms and coordinates the summer program:

- Prepares and maintains the medical emergency procedure contact list, including a separate page highlighting any children with allergies and medical conditions, updating it at the beginning of each semester and as needed during the year,
- Maintains the master attendance schedule
- Administers the summer program: sending out applications, scheduling children & parent helpers, preparing tuition bills, distributing

several letters to attendee families, and preparing a summer families contact list.

TIME COMMITMENT: considerable activity in September and again from April to June.

HEALTH CARE CONSULTANT

The Health Care Consultant oversees medical issues:

- Fills out the immunization survey for the Massachusetts Department of Public Health;
- Reviews and approves the Co-op's Health Care Policy;
- Leads or arranges for a medical person to lead a First Aid Workshop for parents;
- Is available to Co-op families to answer medical questions as the need arises.

TIME COMMITMENT: moderate throughout the year.

CLEANUP COORDINATOR

The Cleanup Coordinator oversees all major cleanups (usually in September, December, and June), and maintains the courtyard:

- Create a parent work schedule
- Create a task list and obtain appropriate cleaning products;
- Coordinate snow removal and raking with Parish and Parish liaison;
- Make sure boat is drained and sandbox periodically filled in the courtyard;
- Investigate other possible equipment that the children could use in the courtyard.

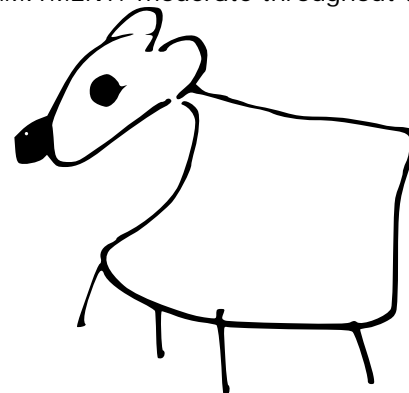
TIME COMMITMENT: moderate throughout the year.

GROCERIES

The Grocery Shopper oversees the food needs for the Co-op:

- Works with the teachers to create an inventory list of food and paper products needed at the Co-op;
- Maintains inventory weekly;
- Purchases products within the food budget;
- Makes sure that all food items are in airtight containers, and that the food supply and storage area are orderly;
- Assigns members to bring fruit for snacks;
- Posts a sign-up sheet for members to bring food to general meetings and cleans up afterwards.

TIME COMMITMENT: moderate throughout the year.



SUBSTITUTE TEACHER (5 positions)

The Substitute Teachers will each work in the classroom one morning a month, in addition to the mornings required of all Co-op families. These mornings will be scheduled with the teachers in advance. Occasionally we need someone on short notice, so please let us know if you are available in this way as well.

TIME COMMITMENT: regular monthly activity

WEBSITE COORDINATOR

The website coordinator enhances the Co-op's presence on the web for both internal and public use:

- Identifies areas of improvement to the Co-op's current website.
- Moderates discussion among the general membership about new ways to use the website.
- Works closely with the Internal & External Communications persons to identify how the website can be used for internal communication and recruitment purposes.

TIME COMMITMENT: Regular activity throughout the year.



LAUNDRY

The Launderer cleans all fabric items used at the Co-op:

- Removes pillow cases from pillows, towels from racks, and any dirty dress-up items and washes and replaces them every week;
- Washes all blankets, quilts and dress-up clothes monthly.

TIME COMMITMENT: regular activity throughout the year.

REPAIRS

Responsible for maintaining the classroom equipment and constructing new projects (carpentry skills needed):

- Repairs things that tear or break, i.e. books, toys, mushroom stools.

- Constructs new items as requested by teachers and Co-op members.

TIME COMMITMENT: moderate throughout the year.

SPECIAL PROJECTS

Prepares material for art projects and other special activities as requested by the teachers:

- Prepares arts and crafts projects;
- Collects natural materials for seasonal activities and crafts
- Prepare for traditional and ethnic festivals
- Obtains scrap wood for woodworking
- Maintains woodworking tools and purchase nails;
- Purchases all arts and crafts supplies as requested;
- Helps to organize cupboard and storage areas.

TIME COMMITMENT: regular activity throughout the year.

GENERAL MEETING SECRETARY

The General Meeting Secretary records the proceedings of the Co-op General Meetings, which take place approximately every 6 weeks:

- Takes minutes at all general membership meetings.
- Types and posts one copy of the minutes on the bulletin board within one week of each meeting and files one copy.
- Takes attendance at all meetings and gives the lists to the Parent Work Coordinator.
- E-mails the minutes to all families.

TIME COMMITMENT: Moderate throughout the year.

ALUMNI LIAISON

Alumni liaison helps the Co-op maintain a vibrant alumni community and facilitates involvement of the Co-op's more than 400 alumni families:

- Maintains the Co-op's alumni database.
- Coordinates communication with alumni, including invitations to Co-op events and volunteer opportunities at the Co-op.
- Prepares mailings and other contact initiatives.

TIME COMMITMENT: Moderate throughout the year.

CO-OP STAFF JOB DESCRIPTIONS

TEACHER-DIRECTOR

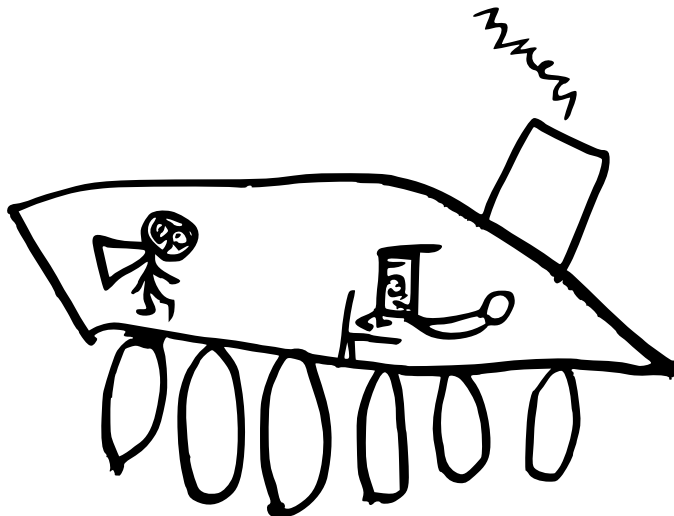
The Teacher-Director is responsible to the Board, and thus to the parents, for the overall operation of the school. Aside from teaching, the Teacher-Director (TD) has the following responsibilities:

- A. Maintain a relationship with the Board, parents and the school.

1. Be a voting member of the Board; attend all Board meetings.
2. Be receptive to parent suggestions, and responsible for reporting all these with

regard to educational policy. If additional input is needed, or a compromise cannot be reached, the issue is taken to a general membership meeting. A vote of two-thirds of those present at that meeting could override a TD decision.

3. Attend all general membership meetings; help plan and carry out the educational portions of these meetings.
4. Provide orientation for all parents to familiarize them with the materials; guide parents toward better techniques of working with children; help parents gain understanding of child growth and development.
 - i. Plan and conduct with Teacher Consultant a fall workshop for parents before school begins.
 - ii. Plan and conduct at least one other parent workshop during the year.



5. Participate in writing the handbook and orientation materials; work with the president and other Co-op members to compile and distribute this information.
6. Schedule and conduct parent-teacher conferences for every member of the school.
7. Suggest parent projects for classroom participation and supervise parents in school.
8. Take note of what needs doing in the school (e.g. clean-up, groceries, art supplies, books, records, etc.) and notify appropriate parent; contact vice president if members are slow in performing their necessary tasks.
9. Keep careful attendance records of parent-helpers and notify the parent work coordinator if a parent-helper doesn't show up.

10. Be familiar with recognized agencies in the fields of parent education and guidance, and agencies that can assist with special problems.
11. Represent the school at activities or functions when requested.

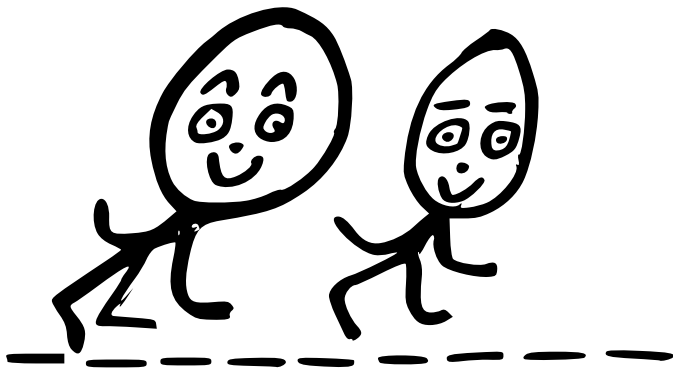
B. Maintain a relationship with the Teachers and Student Teachers; oversee their activities.

1. Supervise the teachers; conduct a professional meeting once a month for the purpose of planning and evaluating how things are going.
2. Initiate contacts for student teachers to assist with the program; recruit them and coordinate their efforts, design their programs and guide their participation.
3. Remain in the school for an extra two hours per week for office work; post a schedule of these hours, and be available to parents at this time.
4. Keep strict attendance records for all the staff.
5. Interview prospective teachers and recommend their employment.
6. Alternate being project teacher and floating teacher in the classroom on a regular basis.

C. Maintain a relationship with the children; plan and carry out a well balanced program of daily activities designed to meet the needs of the children, based on the school's philosophy and the parents' wishes.

1. See that the best possible physical environment, equipment and supplies are provided; introduce new ideas and educational materials into the curriculum; purchase these materials (with Board approval if costly).
2. Plan and administer the school program; determine the activities of the school day and assign duties to the staff during the school period.
3. Shares responsibility of supervising the lunch program with the Teachers on the afternoons the Teacher-Consultant is not there.
4. Plan activities that require advance preparation and work with parents and teachers to see that the preparations are carried out appropriately.
5. Plan and implement field trips (by semester) and adventures. Choose places to go; consider suggestions from parents; decide who will go (and with whom); work with teachers to coordinate all arrangements.
6. Supervise all educational administration of the school; see that the school files, records, and licenses are up-to-date and in order; notify appropriate parent or agency if not.

7. Keep strict attendance records of the children in the classroom on a daily basis.
8. Keep a written record of each child's activities or major interests in the classroom, friends, and other relevant information.



TEACHERS

- A. Relationship with the school and parents.
 1. Attend all general membership meetings; help the TD to plan and carry out the educational portions of these meetings.
 2. Share with the TD the responsibility of providing orientation for all parents, to familiarize them with materials and techniques of working with children, and to give them a basic understanding of child growth and development.
 3. Participate in parent-teacher conferences twice a year for every member of the school, and ongoing informal contact with the parents.
 4. Share with the TD the responsibility for supervising parents on their parent help days in school.
- B. Relationship with Teacher-Director and student teachers.
 1. Meet with the TD once a week for the purpose of updating and dealing with issues that come up.
 2. Meet with the TD and Teacher Consultant for a full staff meeting weekly at the beginning of the year, and monthly after that, for the purpose of planning and evaluating the educational program.
 3. Alternate with the TD on a regular basis the roles of floating teacher and project teacher.
 4. Share with the TD the responsibility for supervising, evaluating, and having conferences with the student teachers on a regular basis.
- C. Relationship with the children.

- 1) Share with the TD the responsibility for planning activities.
- 2) Share with the TD the responsibility for keeping a written record of each child's activities or major interests in the classroom.
- 3) Supervises the lunch program with the TD on the days the Teacher-Consultant is not there. Works in lunch program two afternoons a week.
- 4) Staffs early drop off time.
- 5) Share with the TD the responsibility for the planning and implementation of the educational program.
 - i. Helping with room maintenance, including keeping the recycle art bins well stocked and neat and a fresh and unmuddied supply of paint at the easel.
 - ii. Undertaking special construction projects, errands.
 - iii. Performing special committee work and programs.

TEACHER-CONSULTANT

- A. Relationship with the school and parents.
 - 1) Provide general consultation on all aspects of the philosophy, policies, programs and practices of the school.
 - 2) Coordinate Parent-Staff Education Program.
 - 3) Plan and lead a fall workshop for parents before school begins.
 - 4) Plan and lead a series of workshops throughout the year.
 - 5) Develop and make accessible a list of books, articles, and other educational resources.
 - 6) Attend all general membership meetings; help the Teacher-Director and Teachers plan and carry out the educational portions of these meetings.
 - 7) Share with the Teacher-Director and Teachers the responsibility of providing orientation for all parents, to familiarize them with materials and techniques of working with children, and to give them a basic understanding of child growth and development.
 - 8) Participate in parent-teacher conferences twice a year for every member of the school, and ongoing informal contact with the parents.
 - 9) Functions as the Lunch Program Head Teacher.
 - 10) Participate in room maintenance, including:
 - 11) Organizing repairs for the Educational Materials person.
 - 12) Special projects as needed.

B. Relationship with the Teacher-Director, Teachers, and Student Teachers.

- 1) Meet with the Teacher-Director and Teachers for a full staff meeting weekly at the beginning of the year, and monthly after that.
- 2) Supervise, evaluate, and have conferences with student teachers working in the lunch program.

C. Relationship with the children

- 1) Plan with the Teachers activities that are responsive to the needs and interests of the children in the lunch program.
- 2) Work with children two mornings per week in the morning program and two afternoons in the lunch program.
- 3) Share with the other staff the responsibility for keeping a written record of each child's activities or major interests in the classroom.

PART TIME TEACHERS

A. Relationship with the school and parents.

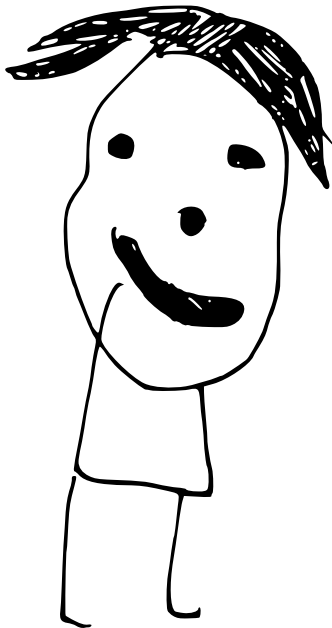
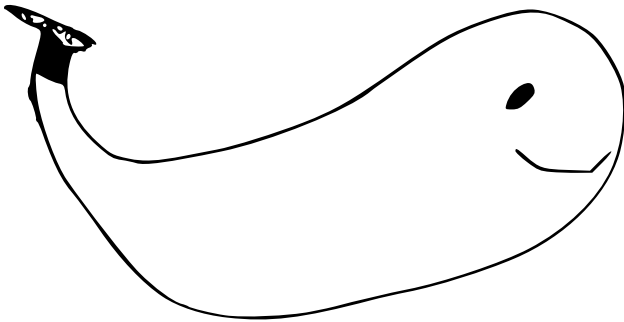
- 1) Provides input to parents on children's development.

B. Relationship with Teacher-Director, Teachers, and Teacher-Consultant.

- 1) Meet with rest of staff periodically for meetings.

C. Relationship with the Children

- 1) Share with the Teachers the responsibility for planning activities for the children.



“HAVE FUN, BE
SAFE
AND USE
YOUR

IMAGINATION!

”

Corner Co-op Theme Song

(Chorus) Come to the Corner Co-op
Come laugh and play all day
Come to the Corner Co-op
We would like it if you'd stay

Climb on the climbing structure
Spin on the tire swing
Read a book or paint a picture
Life is full of zip and zing

Goldie, our fish, is happy
He likes to swim and play
Worms in the compost bucket
Help our food scraps decay

Chorus

Slide down a snowy hilltop
Kick at a soccer ball
Play in the courtyard sandbox
There is time to do it all!

Chorus

Visit the fire station
Pick an apple from a tree
Join the circus, ride the swan boats
We'll have fun, just wait and see

Chorus

How does a magnet hold on?
Why does a lion roar?
What is that creepy crawly?
Let's discover, let's explore

Decorate a piñata
That is made with a balloon
Newspaper, flour, water
We will burst it open soon!

Chorus

Eat pretzels with your parent
Sit on your grandparent's knee
Show something to your teacher
Here we are a family

The world is here at Corner Co-op
Here the fun will never end
Come visit Corner Co-op
Share adventures, make a friend!

Words by Alex Campbell, Bindu John,
Rosie and Sajed Kamal; Music by David
Rockwell

Listen to it on the "Corner Co-op Sing-
Along" tape!

Vocals: Emily and Gregory Palena,
Henry and Hannah Rockwell, Julie and
Eric Spackman, Alex Campbell, Debra
Hall, Bindu John, Rosie and Sajed
Kamal, and Lou Palena; Piano: David
Rockwell

