



RUTH WASHBURN • COOPERATIVE • NURSERY SCHOOL

School Guidelines
2016-2017

Please retain for your records

Ruth Washburn Cooperative Nursery School
914 N. 19th Street
Colorado Springs, CO 80904
(719) 636-3084
fax (719) 636-9398
director@rwcns.org
www.rwcns.org

**Licensed by the State of
Colorado Department of
Health and Human
Services*

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INTRODUCTION

Ruth Washburn Cooperative Nursery School families are part of an important team. We have prepared these guidelines to provide the school community with information covering some aspects of their school experience and to answer many of the questions families might have about this experience. These guidelines are presented as a matter of information only. They neither describe all circumstances and situations in which Ruth Washburn Cooperative Nursery School Cooperative Members might find themselves, nor can they or do they describe all policies and procedures that might affect the contractual relationship. If at any time any Ruth Washburn Cooperative Nursery School Cooperative Member has any questions or concerns about these guidelines or any other aspect of their obligations, contractual responsibilities or any other matter, the Ruth Washburn Cooperative Nursery School Cooperative Member is responsible for contacting a staff or Board of Governors member (as appropriate) for clarification.

These guidelines supersede all prior Ruth Washburn Cooperative Nursery School Cooperative policies and procedures and all other statements or commitments, oral or written, concerning the terms and conditions of your contractual agreement. Ruth Washburn Cooperative Nursery School reserves the right to change, replace, withdraw, or deviate from any or all of the following guidelines without prior notice. Ruth Washburn Cooperative Nursery School's Board of Governors and the Executive Director are jointly responsible for the interpretation of the school's guidelines.

MISSION & PHILOSOPHY

Ruth Washburn Cooperative Nursery School (RWCNS) is a non-profit preschool dedicated to educating and nurturing children in an enriching play-based environment and engaging families in a supportive community.

Ruth Washburn Cooperative Nursery School Core Values

- At RWCNS we believe.....
- That by calling ourselves a “nursery” school we strive to honor the child at the developmental stage where he or she is now, rather than focusing on “preparation” for future schooling.
- Deeply in the value of play and the learning attained when children are invited to explore with a variety of materials including music, art, movement, and dramatic play.
- In providing an atmosphere focused on the “whole child;” where a child’s emotional, physical, social and cognitive needs are carefully nurtured.
- In helping children develop and sustain a positive self-image by learning to engage in caring interactions with others.
- In class sizes that are small and where teachers guide and facilitate activities, allowing children to make their own choices and direct their own work.
- In the blending of school and family life to create a cooperative community which provides the richest, most caring environment possible for children.

We operate:

- As a parent cooperative because we feel strongly that educating young children is best accomplished with the active presence of parents within the school.
- Where parents assist in the classroom and take responsibility for the maintenance and financial well-being of the school.
- So that in turn, RWCNS provides its families with opportunities for parent education and support.
- With a more than a 50 year history of excellence in play-based education, and thus, we strive to make the school and its teachers a community resource and to act as a model for local and national preschools and educators.

A BRIEF HISTORY OF THE SCHOOL

Miriam “Minnow” McPhee Howbert founded Ruth Washburn Cooperative Nursery School in 1961. Until her retirement in 1977, Minnow served as Director for 16 years and remained actively involved until her death in 1989. The school is named for nationally known child psychologist Dr. Ruth Washburn, Minnow’s aunt, because of her support during the school’s formative years. Her psychological understanding of each child and belief in each child as a valuable person was an inspiration to early childhood educators throughout the country.

The school began in 1961 with seven families in the Jerry Jones residence. In 1973, parents located the property and house where the school is currently. The major task of remodeling the building and landscaping the outdoor area was accomplished through parents in their volunteer time. A design by two Colorado College art students, along with the work of parent crews created the exciting, spacious natural environment that is now our playground. In 1990, contributions in Minnow’s memory made possible extensive renovation of the building, including the addition of Minnow’s Room. A garden project, spearheaded by a parent and through funding from a grant, further enhanced the outdoor curriculum and created the garden area in which children plant, cultivate, and harvest food each year. After many years of strategic planning and through fundraising and grants from generous donors, the school undertook an expansion project which was completed in 2004. The expansion added an additional classroom, offices, a better entrance and more parking, in addition to remodeling existing rooms.

Throughout the history of the school, parents have consistently supported the Cooperative in improving and expanding the program to its present dimensions. Our group of parents and staff form a community centered around and dedicated to our children’s development and happiness.

PROGRAM OVERVIEW

Ruth Washburn Cooperative Nursery School offers a complete program for the young child. For children aged two-and-a-half through five years, the school offers various two, three and four day classes, both mornings and afternoons. A typical three-hour preschool day involves a broad opportunity for the child’s stimulation and development. The classroom environment provides a variety of activities for experimenting, discovery and creative expression. Daily activities may include:

- **Circle Time** – a special sharing time as a group
- **Interest Center Time** – a time for choosing different centers such as blocks, art, manipulatives and/or puzzles, dramatic play, music, science, books/reading, writing
- **Outdoor Play** – a daily time for outside exploration and gross motor development
- **Snack Time** – an important part of the preschool curriculum. It is a time for refueling, learning about proper nutrition and establishing lifelong healthy eating habits. Children sit together family style and are encouraged to socialize and enjoy a healthy snack. This is a valuable opportunity for conversation and language development.
- **Field trips** are planned throughout the year for our older classes to expand the classroom activities.

*Computer usage and television viewing, including videos, are not a part of the regular curriculum at Ruth Washburn.

DIVERSITY

Ruth Washburn is open to all regardless of race, religion, sexual orientation, gender expression and ethnic or cultural background. We value diversity and acknowledge that diversity may include children with special needs or different behavior styles, and from families with different parenting styles. Children with special needs are welcome at Ruth Washburn if it is determined that we can reasonably meet their needs without

extraordinary effort on the part of the School and its personnel. We value students' home languages and cultures. We understand that the language of the home is a fundamental learning tool for all students and we support and encourage native language use at home. Further, we value participation by parents in their child's school. Translation and Interpreter Services: If requested, Ruth Washburn will seek the services of a qualified interpreter in a family's home language.

ENROLLMENT PROCEDURE

In order to keep our school at full enrollment for the continuity of the school community the following guidelines have been adopted:

1. Current Families will be automatically enrolled in the next progressive track each year after completing a new Registration Form, paying the Registration Fee AND the tuition deposit; and signing and returning the Membership Agreement Contract.
2. After Current Families have been offered positions, the first family on the Wait List will be notified of open positions and be given two business days to accept a position and begin the registration and enrollment process.
3. Any vacancies remaining will be filled by prospective children from the Wait List until the Wait List is exhausted.
4. Following the Wait List, children will be enrolled on a first come, first served basis.
5. Open enrollment period occurs each January. Current Families may withdraw their child from the school for the next school year without penalty during the open enrollment period.
6. All enrollment decisions must adhere to the enrollment guidelines. These guidelines are meant to provide consistent policies and procedures for enrollment. The Board reserves the right to make exceptions to these guidelines on a case by case basis, or delegate the decision to appropriate staff.

WAIT LIST GUIDELINES

When placed on the Wait List we encourage families to visit the school and consider the commitment required to have your child in the school. We aim to be fair, transparent, and embracing for those families who are waiting for the opportunity to participate in the RWCNS experience.

1. Our Wait List functions to fill class openings during our enrollment process. Our goal for the Wait List procedure is to place your child in an age-appropriate class in a consistent and equitable process.
2. We use a system where points are awarded to wait-listed children based on the following criteria:

<i>Criteria</i>	<i>Points</i>
Length of time on the Wait List	1 point/month
Siblings of RWCNS children	18
Children of former RWCNS children	6
Children of RWCNS staff who have completed at least one contract year	6
Children who have attended the Wee Explorers program	5

3. These points are cumulative. Your child may earn points for all criteria that meet your situation. The more points your situation warrants, the higher your child's position is on the list.
4. Each child's relative position on the list may move up or down due to the scoring of other children on the list at any given time.
5. A child cannot be added to the Wait List until after birth.
6. To place your child on the Wait List, you must request that your child be placed on the list with RWCNS. It is highly recommended that you also take a guided tour of the school to determine the appropriateness for your child, meet the staff, and have an opportunity to ask questions.
7. In January of the school year prior to when your child is eligible for enrollment, RWCNS will email an update to inform you of your child's current position on the Wait List and verify your contact information

8. Should your contact information change, it is your responsibility to inform RWCNS as soon as possible so we can update your records. If we cannot reach you during enrollment, we will move to the next family on the Wait List.
9. Should you no longer wish to have your child on the Wait List, we ask that you contact RWCNS as soon as possible.
10. In special circumstances when the need to accommodate the particular needs of an individual child or the school arises, RWCNS reserves the right to change the position of individual prospective children on the list at any time.

ENROLLMENT GUIDELINES

Ruth Washburn Cooperative Nursery School seeks to enroll classes for the best available child mix to provide the most ideal educational situation for all children. Toward that goal, we enlist the following enrollment guidelines:

1. Birth date of prospective child to place the child within the appropriate class track
2. Attempt to maintain a balance of gender in each class.
3. Other enrollment factors may include: current vacancies, appropriate fit for prospective children and the current class
4. Class Track Progression (children matriculate or move down the indicated track column each progressive year):

<i>Age</i>	<u><i>Birthday:</i></u> Late Fall/Early Winter	<u><i>Birthday:</i></u> Late Winter/Spring	<u><i>Birthday:</i></u> Summer to Early Fall	<u><i>Birthday:</i></u> Must be 3 or 4 years old on September 1
2	Older 2s (Must be 2 years 6 months on the day school begins)			
3	Older 3s	Middle 3s	Young 3s	Mixed Age
4	Older 4s	Middle 4s	Young 4s	
5	Young 5s			

5. Once assigned to a class, a child will remain with his or her class at RWCNS as long as he/she is a child at RWCNS, unless changed according to the change policy.
6. Enrollment actions will be documented by staff for tracking and/or auditing purposes by the Director or Board of Governors.
7. Enrollment in classes will never exceed best practice guidelines for adult to child ratio set forth by the NAEYC.

CHANGE POLICY

In rare circumstances parents may find a need to request a change in class track during open enrollment in January. In order to initiate a change, the family must:

1. Submit a request in writing during the first two weeks in January to the Education Director including:
 - a. Child's name, current class and teacher
 - b. Reason for Change Request
 - c. History of situation leading up to Change Request
 - d. Suggested class into which the family would like the child to move
2. The Education Director will review the request and in consultation with the Executive Director make the decision as to whether the request may be granted, and into which class the child is most appropriate to be relocated. Criteria for granting change requests include:
 - a. Space availability
 - b. Fit with class
 - c. Enrollment guideline criteria
 - d. History of situation leading up to change request
 - e. Teacher recommendation
3. By initiating the change policy, the family agrees to accept the decision on the child's change without further deliberation.

TERMINATION OF ENROLLMENT

The RWCNS Board of Governors has adopted these guidelines concerning families when on the rare occasion a child or family's enrollment is terminated. The Board, in consultation with the Executive Director, reserves the right to enforce the financial terms of the enrollment contract if it finds good cause to do so.

BEHAVIOR

In severe cases of inappropriate/illegal behavior by the child or parent, the following steps are taken:

1. A consultation will be held among the Education Director, parents, teacher or teachers and other professionals as deemed necessary.
2. A plan will be implemented to try to problem solve the situation.
3. If reasonable efforts have been made and the situation has not improved, the child may be dismissed by joint action of the Executive Director and the Board as stated in the Membership Agreement. The parents will not be responsible for tuition beyond the last day of the month during which the dismissal occurred.
4. In the case of inappropriate or illegal behavior by a family member, the Board of Governors along with the Executive Director may exclude offending family member(s) from the program, but allow the child to continue.

MOVING FROM PIKES PEAK REGION

1. In case of parents moving out of the Pikes Peak region, they will be responsible for tuition through the last day of the month that their child attends School, provided that the parents have given the School notice of the move at least thirty (30) days prior to the child's last day of School.
2. In all cases, the nonrefundable tuition deposit, the registration fee and/or the equipment fee, will not be refunded or credited against the amounts due in connection with a move.

FAILURE TO COMPLY WITH MEMBERSHIP AGREEMENT/POLICIES

1. Failure of parents/guardians to comply with Membership Agreement/Policies may result in dismissal from the program.
2. In all cases, the nonrefundable tuition deposit, the registration fee and/or the equipment fee, will not be refunded or credited against the amounts due.

FINANCIAL HARDSHIP

1. If a family was to find itself in financial hardship and be unable to continue at the school, the Board may release the family from its full year's contractual tuition obligation upon the completion of the Financial Hardship Process outlined below:
 - a. Submit a letter to the Executive Director initiating the Financial Hardship process
 - b. The Executive Director must approve a payment agreement for any outstanding balances and future accrued balances. This agreement may include suspending payments until the Financial Hardship process is completed.
 - c. A complete Financial Aid package is to be submitted to the Financial Aid committee
 - d. A review of the family's circumstances and availability of Hardship Funds by the board.
 - e. Recommendation from the Executive Director to the Board to release the family from all or a portion of the family's contractual obligations.
2. During this review process, tuition and fees continue to accrue.

EXPLORERS - EXTENDED CARE PROGRAM

The Explorers program provides child care primarily for the children enrolled in the school ages three through five years of age. Children of kindergarten age who are former Ruth Washburn students and siblings from three through six years of age of current students are eligible to attend. Children from non-Co-op member families may also utilize the program as space permits.

The Explorers program is an extension of the preschool program in philosophy and in activities. The Explorers day typically consists of:

- **Outdoor Play**
- **Lunch** brought from home
- **Rest** or nap
- **Informal Learning Activities** offered as a choice
- **Snack** provided by the school

Families may use this service by calling the office or signing up on the reservations bulletin board at least one day in advance.

EXPLORERS GUARANTEED OPTION

A Guaranteed Option (and discounted hourly rate) is available for RWCNS families only and is offered to help those families who depend on regularly scheduled care on a monthly basis. The Guaranteed Option Explorers Sign-Up Sheet (provided upon request at the office) must be completed by the 20th of the month prior to your desired start date (i.e. if you would like to begin in October, submit this form by September 20th). **To begin the Guaranteed Option in September, submit the form to the office by September 3rd.** Each month thereafter, monthly charges will be added to your account. You will be billed in advance on the first of each month. If you need to make changes to your child's schedule, please do so by the 20th of the month for the following month (i.e. if you need to make changes to March's schedule, please do so by February 20th). **Reminder:** Refunds will not be given for missed days when using the Guaranteed Option – you are responsible for payment for your child's scheduled time in Explorers including illness-related absences. You will not be billed for pre-scheduled school closures.

EXPLORERS FEES

The Rate for RWCNS families if not using the Guaranteed Option is \$4.00 for each half hour or portion of a half hour on a space-available basis. Non-Ruth Washburn families will pay \$10 per hour or portion of an hour on a space-available basis. The Rate for Explorers Guaranteed Option is \$3.50 for each hour half hour or portion of a half hour and of course the space is "guaranteed."

LUNCHES FOR EXPLORERS

Parents are required to send their child with a lunch if he/she will be in Explorers during meal time. Lunches sent for the Explorers program should be sent in non-breakable containers and clearly labeled with the child's name. Children need a well-balanced meal containing a variety of foods. The school has a responsibility to ensure that each child brings a balanced nutritious lunch. One third of the daily allowance of each food group should be included in the lunches brought to the Explorers Program. The following guidelines are suggested:

- Milk – 1 to 1 ½ cups daily, including whole milk, or skim milk. If juice is substituted, please send 100% fruit juice.
- Meat or other Protein Foods – 2 to 4 tablespoons daily of lean beef, pork, fish, chicken, egg, beans, or seeds (**no nuts**)
- Vegetables and Fruits – a total of 3 servings daily (a serving equals 2 to 4 tablespoons cooked, 2 to 4 tablespoons raw)
- Breads and Cereals – 2 to 3 servings daily of whole grain bread, rice, macaroni, noodles or cereals.

FINANCIALS

TUITION AND FEE SCHEDULE

The Board of Governors sets the Tuition Schedule each year. Tuition is based on a number of factors such as: anticipated operating costs, competitor rates, the previous year's tuition collected, estimated vacancy rate, etc.

Parents are responsible for the payment of tuition for the entire year. The filling of a vacancy created by a child’s enrollment termination has no bearing on the obligation to pay the remainder of the year’s tuition. No tuition refunds will be given. The Board of Governors sets the Fee Schedule each year. All fees are non-refundable. Fees are assessed to help offset the costs associated with providing specific services, such as registration and school materials.

FINANCIAL AID POLICY

The Financial Aid program enables any child of any background to attend the school who might otherwise be unable to attend because of financial limitations.

1. Financial need is the primary criteria for the selection of financial aid recipients. Other considerations may be used in allocating grants among those families with demonstrable financial need. Some of these considerations include:
 - a) *School families*: As a cooperative nursery school, we are serving families with young children. We want all children in a family to have an equal opportunity to attend our school if the family has limited resources.
 - b) *Minority families*: One goal of the school is to have a broader racial and ethnic population. The availability of financial aid is one component that can be used to realize that goal.
 - c) *Children with special needs*: The enrollment of children with special needs, within our ability to provide for their needs, is a valuable goal for our school.
2. A committee will review all applications for aid and determine the amount of aid to be granted. This committee is appointed by the Board of Governors and consists of two or more alumni parents. The committee will notify families of final decisions via the school’s Director within approximately one month of the application deadline. The review process will be confidential and anonymous.
3. In order to offer financial aid to as many families as possible, Financial Aid awards generally range up to a maximum of 50% of tuition costs, however the financial aid committee has the power to award an amount that is higher than 50% if deemed appropriate. Every financial aid family is required to pay the balance of tuition for their child/children.
4. Financial aid grants are confidential and carry no special requirements other than those shared by the general membership. The award will not be reduced or withdrawn during the school year unless the child is withdrawn or expelled from school with the following exceptions: Willful neglect of the member’s Co-op responsibilities could be the basis for reduction or rejection of a financial aid award in the current or subsequent years. Awards may be subject to reduction or be withdrawn should a child attend less than 90% of scheduled school days.

PROCEDURES FOR HANDLING PAST DUE ACCOUNTS

In the event that an account becomes past due, the following procedures will be followed.

Day 1	Send invoice via email
Day 15 (and every 15 days after)	Resend invoice via email
Day 60	Letter from Executive Director. Meet with Executive Director to create written plan for making payments
Day 90 (and every 30 days after)	Check in to make sure written plan is being followed. Change plan as necessary. If progress is not made, accountant sends letter. Explorers cannot be utilized at this time and family cannot enroll for following year.
30 days (after acct. letter)	If no plan in place or no progress made, letter to inform them that account will be sent to collections and enrollment terminated.
30 days after final letter	Terminate enrollment and send account to collections or small claims court.

FUNDRAISING

Tuition and fees help offset the costs of operating Ruth Washburn Cooperative Nursery School, however each year we rely on the generosity and support of our Cooperative families, alumni, and friends to provide a significant stream of revenue for our school.

TAX DEDUCTIBLE CONTRIBUTIONS

Ruth Washburn Cooperative Nursery School is a 501(c)(3) nonprofit organization. Our federal tax identification number is 84-0561864. Charitable contributions beyond the value of products, services, or other items of value provided by the school to the donor are fully tax deductible to the extent of the law.

ANNUAL FUNDRAISING EVENT-FORK & BOTTLE AUCTION

The Fork & Bottle Auction Event (FBA) is an annual fundraiser for RWCNS. The event includes food samplings from our cities' restaurants and caterers and a substantial variety of quality wine selections during a silent and live auction. Attendance for this event last year was 250 people. We draw attendees from the Colorado Springs community in addition to Ruth Washburn families and alumni. Families are responsible for the following:

EVERY family in the school is required to do the following:

- Provide either an Auction Item or a Sponsorship Valued at least \$75.
 - Auction Item: An item or collection of items that will be offered for bidding in the silent or live auction.
 - Sponsorship: A personal or business commitment at any of the pre-set sponsorship levels from \$75-\$5000.
- Provide an item towards the class basket. More information about this is available at the family potluck.

FAMILIES

It is the cooperation between teachers and families that gives the school its unique character and strength in guiding the growth of our children. The School is organized as a cooperative in the belief that its educational aims can best be accomplished with the active presence of families within the school. Families assist in the classroom and take responsibility for the maintenance, governance, and financial well-being of the school, while the school, in turn, provides opportunities for family education and support. The school encourages each family to contribute its own personal skills and talents. This blending of school and family life eases the child's transition to the world beyond the family and creates a cooperative community dedicated to providing the richest, most caring environment possible for children.

These opportunities are organized into a basic framework, and accomplishment of the activities described below will fulfill all expectations of family involvement.

FAMILY EDUCATION

Families are the principal facilitators of a child's development in the earliest years. To encourage families in positive parenting skills and to provide additional support for the family, parent education is a valued part of the school. Workshops and discussion groups are held on topics of particular interest to parents of preschool children. Parents are encouraged to check out books from the parent resource lending library maintained at the school. Any suggestions for topics or speakers are welcome, as are donations to the lending library.

RESPONSIBILITIES

FAMILY HELPING IN THE CLASSROOM

One family helper assists in each class each day. The advantage of a family helper is increasing the adult-to-child ratio in the class. This is a unique opportunity for families to observe their child, to get to know their child's classmates, and to enrich their child's day with personal contribution. Each family is required to help

once every three to five weeks depending on the size and meeting frequency of the class. Families with more than one child enrolled must complete this requirement for each child.

A schedule is set up by the Class Coordinator in each class. Helping in the class is scheduled on a rotating basis, depending on the number of days your child attends. **If you cannot work on your scheduled day, it is your responsibility to find a replacement.** Normal procedure is to call families in your child's class. If no one can help or trade days with you, call the school to see if you should arrange for a paid substitute. Do send your snack if possible!

Families with newborns are given a 3-month-from-delivery exemption from family helping. However, to prevent overburdening of the other parents in the class, parents with newborns are responsible for working the same number of family helping days during the school year as the other families in their class. Your newborn is welcome in the classroom if he/she is nursing and not yet mobile. Otherwise, **we ask that siblings not accompany you at your scheduled time.** This will ensure we comply with our licensing regulations from the Department of Human Services. This is a day to focus on the enrolled child in his or her classroom experience.

a.) **Early arrival:** (10 minutes before class starts) – enables parent and teacher to discuss the day's planned activities.

i) This may require changes in normal car pool arrangements.

ii) Siblings (with the exception of non-mobile nursing infants) should not accompany parent helpers.

This is a day to focus on the enrolled child in his or her classroom experience. Additionally, the classroom is not organized for additional children or safe for younger children, or permitted by licensing regulations.

b.) **Snack:** The parent helper brings a nutritious, non-sugary snack. The child of the parent helper benefits from the experience of sharing with classmates and children get special attention and time with their parents. The class benefits from the greater variety of snacks presented from day to day. Because of increasing concern about harmful effects of pesticides, we recommend organic fruits and vegetables. Please be aware of the choking hazards posed by certain foods such as whole grapes and popcorn. **Check your class's allergy list before preparing any snack.** Please refer to the school's no peanut/nut policy in these guidelines. Snack guidelines are available online, in your home visit folder and at the potluck.

i) **Birthdays** – Our snack policy still applies. Some suggestions are: carrot cake with no frosting; tofutti or frozen yogurt; trail mix in colorful cups or muffin liners; sliced fruit in parfait glasses; yogurt sundaes topped with granola, fruit, Grape Nuts, etc.; muffins sweetened with apple juice; or banana, carrot, pumpkin or zucchini bread. So much of the enjoyment of food is in the presentation of it. Using real parfait or dessert glasses and cloth napkins can completely change the impact and appeal of the snack.

ii) **Colorado Department of Health regulations** require snacks furnished by parents to consist of only "non-potentially hazardous foods (hazardous foods are those in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms)."

c.) **Assist in projects and supervision** of children

ii.) Read to children

iii.) Share a song or finger play

iv.) Be a friend to a child out of sorts

v.) Clean up at end of day

d.) The family helper works alongside the Lead Teacher and/or Assistant Teacher and is not unsupervised with any children other than their own child while on school grounds.

e.) **Late departure** (15-30 minutes after class ends) – enables parent and teacher to do the necessary cleaning and discuss the day's events.

ATTENDANCE AT ALL-SCHOOL MEETINGS: Family meetings are typically held three times a school year to discuss major issues and to disseminate information. Attendance at these meetings is required. The All-Family Meeting at the beginning of the school year provides for introductions and school business. An evening meeting in January follows, and an All-School Picnic is held in May.

CLASS MEETING: In addition to the three All-Parent meetings, each class holds an important meeting, a family potluck, before the beginning of the school year in August.

MAINTENANCE/OPERATIONS

Each family shares in the responsibility for the repair, maintenance and improvement of the building and grounds. There are many opportunities available for families to fulfill their school support obligation and to enjoy the flexibility and creativity available within this system. We value each individual's contribution and encourage you to find the work that is the best match for your family and the Ruth Washburn family.

Families can meet the ten (10) hours maintenance/operations obligation by:

Work Days: Families can participate in any of several Work Days organized by the Maintenance Committee. *At least two hours must be completed at summer Work Days.* Three Work Days are scheduled before school starts, two Work Days are scheduled in September and one or two in April, as needed.

Jobs Board: Opportunities for additional maintenance/operations hours are posted on the Jobs Board in the school hallway as special projects and needs arise throughout the year. For example, extra help may be needed to complete maintenance projects that are not completed on Work Days.

Regular Commitments: Families can be assigned jobs such as laundry, pet care, aquarium cleaning, litter patrol, lawn mowing, watering, snow removal, etc., on the basis of interest shown on the Maintenance Questionnaire included in the enrollment packet.

COMMUNICATION

PRIVACY POLICY

Information collected by the school is for school purposes only. Parents, employees, subcontractors, or vendors may only use any information obtained for on-going school related communications.

PARENT-TEACHER CONVERSATIONS AND CONFERENCES

Parent-Teacher Conversations and Conferences are held twice each year. In the fall, families will meet with their child's teacher to discuss goals for the child. In the spring, a more formal conference will be held with the teachers providing information on the assessments of the child completed over the school year.

SCHOOL AND STAFF EVALUATIONS

Once each year, parents are asked to complete a written evaluation of the school and the staff to aid in the objective administration of the school. The evaluations are extremely important in setting goals and aiding in school and staff development.

CONCERNS/GRIEVANCE PROCEDURES

To file a complaint about this facility contact: The Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street, Denver, CO. You can also call at (303) 866-5958 or 1-800-799-5876. Any parent who believes that an act or omission of the administrative staff or the Board of Governors has materially impacted the experience of the parent or the parent's child(ren) at RWCNS may file a grievance under this policy. This grievance policy should typically not be used to raise issues involving a teacher and a student that is limited to the classroom.

Any parent who wishes to file a grievance under this procedure must do so in writing. A grievance must be signed by the parent, and must state in sufficient detail the grounds for the grievance, including alleged act or omission of the administrative staff or Board of Governors and the alleged material impact on the experience of the parent or child(ren). The grievance shall be filed with the Executive Director. Whenever any grievance has been filed, the Executive Director (or in the event of his/ her absence or interest in the subject matter of the grievance, the Board President) may attempt to resolve the grievance through informal means, including

mediation if agreed to by both parties. In the event that the grievance is not resolved through informal means, the Board President shall appoint three (3) members of the Board of Governors, who shall not have a direct interest in the subject matter of the grievance, to serve as the grievance panel. The Board President shall also appoint the chairperson of the grievance panel from among the three (3) panel members.

The grievance panel shall consider the arguments and evidence presented by the grievant, as well as the arguments and evidence presented by the administrative staff or Board of Governors, as the case may be. If appropriate, the grievance panel may, in its sole discretion, convene a hearing to allow the parties to present their arguments and evidence. The panel shall also invite any other parent who may be directly impacted by the decision, or whose child(ren) may be directly impacted by the decision, to present arguments and evidence and to participate in the hearing, if one is held. All proceedings shall remain confidential. The grievance panel shall, as soon as reasonably practicable after reviewing the evidence or conducting a hearing, issue a written decision on the subject matter of the grievance. The decision of the grievance panel shall be final and binding.

SCHEDULE

ABSENCES

Please notify the school when your child is going to be absent for any reason.

ARRIVAL AND DEPARTURE

Arrival: Please bring your child to school at the scheduled start of your child's class. If you arrive unexpectedly ahead of schedule, please feel free to read to your child in Minnow's Room. There are two very important reasons for this:

- The teacher needs the time before class to prepare for the children. If you come at the specified time, she can be ready to greet the children warmly with undivided attention. Also, the classroom will look its most inviting and be ready for exploration.
- When children enter at approximately the same time, they feel more comfortable separating from you. Arriving on time, they will have the opportunity to move into activities at their own pace. The teacher, your child, and you will start the school day with a more relaxed, confident feeling. Parent helpers should plan to arrive 10-15 minutes before the start of the school day.

Departure: Picking up your child at exactly the scheduled end of your child's class is also important for the following reasons:

- Teachers need time to clean up and prepare the classroom for the next class.
- Children worry when their parents are late. They begin looking for you as soon as the first parent arrives, and they get increasingly uncomfortable as more children depart. If you should be detained unavoidably, please call the school if possible.

LATE PICKUP AND NO PICK UP

Children who are not picked up within fifteen minutes of class dismissal time will be signed out of class by the teacher and signed into Explorers. The minimum charge of one hour will apply. In the unlikely event a child does not get picked up from Explorers, the parents will be called. If the parents cannot be reached, emergency contact numbers for the child will be called. If no emergency contact person can be reached, a staff member will wait at the school with the child until 6 PM. If no one can be reached by that time, authorities will be called.

SCHOOL SCHEDULE

DAILY SCHEDULE

Prior to the May Board Meeting the Board will set the daily schedule with hours of operations, specific program hours, and any other times pertinent to the operation of the school.

CHANGES TO SCHEDULES

In rare circumstances the Board of Governors may need to make changes to the established schedule, these changes may be made through formal action of the Board of Governors.

Each year before the May Board meeting, the Board of Governors will approve an annual school calendar with specific dates for the upcoming school year. The Board uses the following guidelines to set the annual school calendar:

Event/Item	Typical date
Start of School Fiscal Year	July 1
Staff In-Service	Week Prior to Labor Day weekend
Maintenance Work Days	Weekends in August, September, and April
First day of school	First Tuesday, Wednesday and Thursday after Labor Day
Final Enrollment Materials Due	Before First Day of Class
All-Family Meeting	October
Picture Day (3 and 4 day classes)	First Tuesday in October
Picture Day (2 day classes)	First Thursday in October
Teacher Work Day	October and March
Fall Break (School Closed)	Monday prior to the third Thursday in November through Friday (5 days)
Parent-Teacher Conversations – (No Classes Meet)	October
Winter Break (School Closed)	Two weeks at the end of December
MLK Day (School Closed)	Third Monday in January
All Family Meeting	January
School Auction/ Fork & Bottle Fundraiser	Saturday in February or March
President’s Day (School Closed)	Third Monday in February
Spring Break (School Closed)	Last full week in March
Parent-Teacher Conferences - (No Classes Meet)	March
All School Picnic	Sunday in May
Last day of School	Friday before Memorial Day
Memorial Day (School Closed)	Last Monday in May
Staff In-Service	Tuesday or Wednesday following Memorial Day
Summer Session – <i>to be determined annually</i>	June, July & August
End of School Fiscal Year	June 30

SCHOOL CANCELLATIONS

Cancellations of school may be announced due to unsafe conditions such as inclement weather conditions (including winter storms or excessively hot weather.) Families will be notified by telephone calls from the class coordinators or teachers. We follow District 11 decisions on school closures. When District 11 decides on a late or delayed start, however, Ruth Washburn’s policy will be to open one hour later than the normal start time in the morning. The school’s Executive Director and Board President will confer with each other, as well as with the teachers affected, to decide if morning classes will be held. Afternoon classes and Explorers will be held if a late start is warranted in the morning. When in doubt, please call the school or your child’s teacher. We will leave an outgoing message by 6:30am stating whether we are delayed or closed for that day.

*When District 11 is not in session or chooses not to delay their school start time, we may still elect to delay one hour or cancel classes for the day if weather conditions warrant. The safety of our families and staff traveling to school will continue to be the most important factor in any decision to delay or close. Of course, in all cases, parental discretion is advised.

HEALTH

Medical Forms

Medical forms are required by Colorado state law and must be in the School office before your child may attend the first day of class. Each child must have a medical examination by a physician every twelve months. Immunizations must be kept current (RWCNS does enroll children who are not immunized because of religious, medical or personal reasons).

MEDICATION

Prescription, non-prescription, or homeopathic medications can be administered only with the written order of a person with prescriptive authority and with written parental consent. The written order must include: the child's name; the licensed prescribing practitioner's name, telephone number, and signature; date authorized; name of medication and dosage; time of day medication is to be given; route of medication; length of time medication is to be given; reason for medication (unless information needs to remain confidential); side effects or reactions to watch for; and any special instructions. The medication must be kept in the original, labeled container bearing the original pharmacy label that shows the name of the medication, date filled, expiration date, physician's name, child's name, and directions for dosage. All medications must be kept in the school's designated storage area for medicines (not child's backpack or cubby) and dispensed by a designated staff member only. These regulations are Colorado law for the safety of all children in our care. Parents should meet with the Executive Director to establish a health care plan if their child will have medical needs while at school.

SUNSCREEN

Individual skin types and sensitivities need to be considered when selecting a sunscreen. Therefore, according to licensing regulations, parents must either apply sunscreen to their own child, or send sunscreen labeled with the child's first and last name and complete a permission form that allows the school to apply a specified type of sunscreen.

ACCIDENTS AND INJURIES

Ruth Washburn staff members are trained in CPR, First Aid, and Universal Precautions. If a child is injured at school, first aid will be administered and parents notified. In case of a medical emergency, 911 will be activated. All accidents or injuries are recorded and reported to parents.

SNACK AND FOOD ALLERGIES

To promote good nutritional habits, please bring only healthy non-sugary snacks to school. Organic fruits and vegetables and non-choking foods are recommended. These policies extend to birthdays and other special occasions. Parents are required to notify the school of any food allergies their child may have so that adequate precautions and preparations may be made. Please check with the teacher for any allergies in your child's class before planning snack or special cooking projects. RWCNS is a nut-free school. No nuts/peanuts, nut/peanut products, or foods prepared in facility with nuts/peanuts are permitted.

ILLNESS POLICY

Young children frequently become mildly ill. Preschoolers experience a yearly average of six respiratory infections (colds) and can expect one or two gastrointestinal infections (vomiting and/or diarrhea) each year. The following list gives guidelines and recommendations for deciding whether to bring your child to school or keep your child home.

1. A child should not attend if the illness prevents him/her from participating comfortably in activities, or if the illness results in a greater care need than Ruth Washburn staff can provide without compromising the health and safety of the other children.
 - a.) Please call the RW office when your child is ill and describe the illness.
 - b.) If a specific diagnosis is made, e.g. strep throat, chicken pox, pink eye, etc., please let the School know so other parents can be alerted.

We will be able to limit the contagious illnesses at school only if parents cooperate in preventing the spread of contagious illness. Obviously ill children should not be sent to school. If your child becomes ill at school, you will be called to take your child home. A detailed Illness Policy is distributed to parents at the time of August Home Visits and is also posted throughout the year in the office.

SAFETY

FIELD TRIPS

Field trips give children the opportunity to expand their learning beyond the school environment and attend special activities in the community. Field trips are only scheduled when it is developmentally appropriate for the group. There may be occasions when an additional fee is required.

FIELD TRIP PERMISSION

Parents will be notified in advance of any scheduled trip away from the school and must give written authorization for their child to participate.

CHILDREN ARRIVING LATE FOR FIELD TRIPS

In the event a parent has not provided written authorization for their child's participation on a field trip or the child arrives after the class has left the premises for the field trip, the child will remain at the school under the supervision of other staff members, or the parent may have the option of bringing the child to the field trip location.

FIELD TRIP DRIVER REQUIREMENTS

In order to comply with the Colorado State Department of Human Services' guidelines concerning transporting children for school activities, each parent who drives must have a valid driver's license and current liability insurance on their vehicle. To transport children on a school trip, you must confirm these qualifications (Please submit a copy of your current driver's license and proof of liability insurance to the office.):

1. Possess a valid Colorado driver's license.
2. Will use a vehicle for transporting children that is appropriately licensed, inspected and maintained.
3. Carry proof of current liability insurance on the vehicle
4. While driving for the field trip the driver must:
 - a. Have all doors locked when the vehicle is moving.
 - b. Drivers must carry a first aid kit (one can be provided by the school).
 - c. Children must be properly fastened into an appropriate child restraint system.
 - d. Children other than your own must not be permitted to ride in the front seat of a vehicle.
 - e. Each vehicle will carry a cell phone or have two adults in case of an emergency.

SUPERVISION

At Ruth Washburn children are under adult supervision by sight and sound at all times. Each staff member has responsibility for a specified group of children, and children are accounted for at each transition and at regular intervals. On field trips, the driver of the vehicle is considered a staff member, and proper staff-child ratios are maintained. Parents must closely supervise their child(ren) at all times when not in the classroom.

ACCESS TO FACILITY

All families and visitors must enter and leave the school building through the main entrance. Visitors are required to sign in at the office. To enter the school families must enter the current code or be let in by a staff member. All premise doors with panic bar equipment will remain locked each day. All doors equipped with panic bars allow classes to exit while the door is locked from the outside in case of emergency.

LOST CHILDREN

In the event a child would appear to be lost, staff members will take the following action in the order listed:

1. Contact all staff who might have knowledge of the child's whereabouts
2. Conduct a thorough search of the premises
3. Contact the parents to see if they have removed their child without informing the staff
4. Notify the police.

VISITORS

Visitors are required to sign in and out of facility. In order to gain access to facility, the following information may be required at any time:

- Name and contact information
- Copy of driver's license

Visitors will be escorted throughout the facility at all times.

SIGNING IN AND OUT

Legal requirements state that each child must be signed in and out by the parent or driver each day. The parent's or driver's signature (initials are not enough) must appear on the forms provided in each classroom each day at arrival and departure times. Parents should indicate who will pick up their child when they sign in each day.

AUTHORIZED PERSONS TO PICK UP CHILDREN

Parents are required to provide the school with a list of authorized people who are permitted to pick up their child. This list shall be updated immediately by the family should any information change. This information must be updated in writing including through electronic means (Fax, E-mail, and similar technology). If someone other than the regular person is to pick up your child, please ensure this person is named on the pick-up authorization in your child's file, and his/her name is written in the appropriate space on the class sign-in sheet. For obvious safety reasons, we cannot allow a child to leave with a stranger.

EMERGENCY PROCEDURES

Ruth Washburn has written procedures for dealing with medical emergencies, fires, tornadoes, and evacuations. We practice and document emergency evacuation monthly. Emergency procedures and evacuation plans are posted in each classroom and throughout the school.

EMERGENCY RESPONSE PLAN

Ruth Washburn Cooperative Nursery School Emergency Response Plan includes preparations and procedures that are in place in the event of an emergency identified by local law enforcement officials.

Preparations include:

- First aid kits and supplies
- Flashlights and batteries
- Battery operated radio
- Television for news broadcasts
- Blankets, rest mats and extra clothing
- Water supply (from hot water tank, if needed)
- Food supplies (on hand for Extended Care program)
- Up-to-date Pick Up Authorization Form (all students)
- Up-to-date Emergency Contact Cards (all staff and students)

Shelter-in-place procedure:

- Administrative staff would monitor public access emergency broadcasts
- Staff would be advised of emergency status and All children are accounted for at all times in their classrooms
- Class schedule would be adhered to as much as possible to avoid creating any fears in children
- Children would be released to parents or authorized pick up persons at any time
- Voice message would be placed on the school answering machine to indicate that children may be picked up at any time and that staff would be available until parents could reach the school
- Voice message would also indicate that other classes for the day would be cancelled as necessary
- Staff and children would relocate to Minnow's room if precautions indicate a more secure room is necessary
- Outgoing calls would be made on personal cell phones available to keep the school line free
- Board President and Class Coordinator Chairperson would be called to indicate that the Emergency Response Plan is being activated

Evacuation from school – to another site:

- Procedures above would be followed until that evacuation is determined necessary by authorities
- Evacuation procedures in place for other emergencies would be followed to gather children and staff at the southeast corner of the property
- Staff members would account for all children with daily sign in sheets
- Administrative staff would ensure that building is vacated (and locked if time allows) and information posted on the front door of the school
- Emergency contact and pick up authorization information would be carried with staff and children to off site location
- Off site location would be determined by local authorities and/ or administrative staff (likely locations include ARC store parking lot or SecureCare Self-Storage on King Street)
- Voice message on the school's answering machine would be updated remotely with the off-site location information and to cancel other classes for the day
- Board President and Class Coordinator Chairperson would be called to indicate that the Emergency Response Plan is being activated
- Class coordinators would be charged with contacting parents to request pick up at an alternate location

CHILD ABUSE REPORTING

If you suspect your child has been physically or sexually abused, you are advised to seek assistance immediately from the local El Paso County Department of Human Services at (719) 444-5700. If you are concerned about problems of this nature at our school, you can make a report to the Colorado Department of Human Services, 1575 Sherman St., Denver, CO 80203 or phone the office at (303) 866-5958 or (800) 799-5876.

WEAPON-FREE SCHOOL

For the safety of all, guns, knives and any other weapons are not allowed on the school facility or at school sponsored events.

CHILDREN

SPECIAL NEEDS

Children with special developmental or physical needs are welcome in our school, within our ability to meet such needs. Parents of children with special needs are encouraged to discuss those needs in detail with the Director and the teacher. During the school year, observations, screenings or assessments might indicate the need for outside services for a child. A parent will be given a list of resources to the appropriate community service agency. This could include a referral to the local school district's child find office, the child's health provider or specialist. The referral might be for speech, development, health or behavior. Our staff are not developmental specialists so will only make recommendations based on reporting from families and observations of the child. Please feel free to speak with our Education Director or your child's teacher any time you have concerns.

TOILET TRAINING

Children who are not toilet trained are welcome to attend Ruth Washburn. The proper procedure for diapering is posted by each changing table. When children are ready for toilet training, we support the toileting routine that parents use at home to the best of our ability.

PRIMARY CAREGIVING

Research indicates that best practices for caring for young children include having the same caregivers/teachers daily. Our policy at Ruth Washburn is to having the same Teaching Team throughout the year. This will allow your family and child to form relationships with the Lead Teacher and Assistant Teacher. We utilize other staff only when one of the teachers is out due to illness or planned absence. We do not utilize "floaters" in our program so children will not have to get to know new staff regularly.

TRANSITIONS

Transitions involve how children enter our program, how they move through the program from year to year, how they move through activities throughout the day and how they make the move to Kindergarten. All orientations and classes will be shared on our school calendar at our website rwcns.org and also through weekly eblasts and flyers in parent pockets.

Entering Ruth Washburn:

Beginning preschool is a special time in a child's life. We work to make this transition as smooth as possible for the parents and the child. Parents are asked to visit the school with their child before enrolling for the following

year to see the facility, observe the classrooms in action and find out about the cooperative. After enrollment there are four important pieces to the transition process.

- a. Attend a New Parent Orientation in August. This is usually 2-3 weeks before the school year begins and will cover information about the Cooperative, parent helping and committee work.
- b. Have a Home Visit with your child's teacher. During this time, the teacher will visit your child at your home in order to facilitate a strong relationship and bond in the child's space before the school year begins.
- c. Attend the Parent Potluck for your class. During this time, you will meet with the parents of the children in the classroom, learn more about parent helping, sign up for your parent helping days and get all of the important, class specific information for your family to have a successful start at the school.
- d. Attend Child Orientation which is the week before school begins. This is a short day where children find their cubbies, visit the classroom, have a snack and a story.

Transitioning to the next school year:

If your child is of age to continue in the school for the following year, registration will open in January. Once assigned to a class, a child will remain with his or her class at RWCNS as long as he/she is a child at RWCNS, unless changed according to the change policy (outlined in enrollment section). This allows families and children the continuity of the same classroom community for at least two years.

Transitions within the classroom:

Transitions during a school day between activities are minimized in order for children to truly become engaged in the activities of the day/week. When a transition to a new activity is within 5 minutes, the teacher will speak to each child individually to ensure they are aware and ready for the transition. Extra support is given during transitions because this is a time in the day which can be difficult for young children. You can observe transitions in the classrooms with songs, finger plays, a change in music, lighting, etc. For children really engaged in their play, the transition to home can also be difficult. Feel free to speak with your teacher with any questions about transitions throughout the day.

Transition to Kindergarten

Leaving the open ended free play of preschool for the structure and long days of Kindergarten can be challenging. In order to prepare for this transition, we offer a class to parents called Confident Preschoolers/Confident Kindergarteners in January of each year. There will also be a Kindergarten Panel during the year where teachers/administrators from many local schools (including public, private and charter) come to answer questions about Kindergarten readiness.

DISCIPLINE

Discipline is an important aspect of any preschool program because young children in the process of growing need positive guidance in many areas. The word 'discipline' comes from the word 'disciple', which means 'to teach'. In using this definition rather than the negative connotation of punishment, discipline becomes a teaching tool. Discipline then becomes guidance of growing children in a positive, teaching way.

At Ruth Washburn Cooperative Nursery School (RWCNS), positive guidance is used in the classroom. The foundation for teaching young children how to successfully and safely negotiate their needs and feelings is built upon respectful, meaningful relationships. If a child feels that you respect him or her, it will make it easier for him/ her to behave in a way that pleases others. Teachers use many strategies to develop respectful

relationships with each child, such as establishing eye contact and using a soft, positive tone during all interactions with a child, offering choices to a child whenever possible, asking children for their input and ideas, and giving children suggestions of what they can do rather than telling them what they cannot do.

The second building block in promoting social emotional competence is in the design of the preschool environment. At RWCNS, environments are spacious and well defined, allowing several children to play side by side in cooperative play. Learning materials are displayed to clue children to the various uses for the materials and art materials are available to promote process versus product oriented expression.

Relationships between children are supported through teaching strategies which promote the safe expression of feelings. Each classroom teacher at RWCNS incorporates an age-appropriate social emotional curriculum into circle time activities. Children are taught preventatively that all feelings are acceptable, that there are several safe ways to express feelings, and that the classroom community cares about each other's feelings.

At RWCNS, we expect that children will struggle with the expression of feelings from time to time. As the need for additional support arises, the Director is available to each classroom teacher and parent to design a plan that will optimize each child's preschool experience. Since preschool children often lack the vocabulary to express their feelings and needs verbally, we understand that at times children will do so through their behavior. It is our goal to team with parents to understand what motivates a child's behaviors and to design an individualized plan to support the child's strengths and needs.

In some instances, separation from the group for a short time is necessary. Corporal punishment is totally unacceptable.

SCHOOL CLOTHES, TOYS AND ACCESSORIES

CLOTHING

Play clothes are appropriate for school. They allow the child to participate in a variety of activities without inhibition. Shoes should be comfortable and preferably rubber soled. Any removable clothing should clearly bear the child's name for ready identification. Various accidents happen at school; therefore, every child is required to bring a change of clothing in a gallon-size zip-lock bag. Parents are asked to replenish the clothes as needed. The plastic bag and all clothing, boots, jackets, etc. should be labeled with the child's name. Boots are recommended for muddy and snowy days.

PERSONAL TOYS AND POSSESSIONS

We ask that personal possessions be left at home unless your child is asked to bring something relating to special events or programs. Items brought for "Show and Tell" must be clearly marked. Breakage, loss, or just sharing a favorite item may be difficult for the young child.

CELEBRATIONS

BIRTHDAYS

Birthday celebrations at school focus on the child rather than on decorations or favors. Parents may bring a special treat at snack time if they wish, adhering to the school's nutrition policy and the allergy requirements of the class. To avoid hurt feelings, please do not bring invitations to parties to school unless everyone in the class is invited. If desired, the birthday child may wish to give a simple gift to the school, such as a book or CD in honor of his/her birthday.

RELIGIOUS, CULTURAL, AND OTHER HOLIDAYS

The school is sensitive to the strong feelings engendered among families belonging to various religious and cultural groups with respect to the questions of celebration of various holidays. Either a strong emphasis on

such holidays or complete avoidance of reference to them is inappropriate and unrealistic. The school prefers to acknowledge such holidays, but in a minimal fashion. In reference to school closings for holidays, Ruth Washburn is closed Labor Day, MLK Day, President's Day, Memorial Day, Monday through Friday of the Thanksgiving week, two weeks at the end of December, the first of January, and a week in March. The school remains open for all other holidays.

BOARD of GOVERNORS

The Board of Governors is a group of twelve members, including current and former (alumni) parents and community members who serve three year terms. The Board of Governors is responsible for the operations of the school legally, fiscally, ethically and philosophically. Their duties include setting a budget, hiring the Director, and assisting in problem solving and looking at future directions and needs of the school in order to plan effectively for the future. One Board member serves as the liaison to the Parent Advisory Committee (Class Coordinators).

WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is an employee, volunteer, or board member of the Organization who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee or volunteer is to contact the Board Treasurer or the Board President who is responsible for investigation and coordinating corrective action. The employee or volunteer must exercise sound judgment to avoid baseline allegation. An employee or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are to cover two important areas-confidentiality and against retaliation. Insofar as possible, confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Organization will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Board Treasurer or the Board President immediately, the right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees or volunteers with any questions regarding this policy should contact the Executive Director or the President of the Board.