

Lincoln Cooperative Preschool



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1. The Lincoln Cooperative Preschool Community Philosophy

Welcome to the Lincoln Cooperative Preschool Community!

The Lincoln Cooperative Preschool is a community of parents, guardians, teachers, and children. As adults in this community, we collectively strive to partake in our children's earliest school experiences. We nurture the children's social, physical, intellectual, and spiritual growth so that they will enter kindergarten confident and well adjusted. The Preschool is a place for play and discovery, for new awareness of self and others, for non-competitive and non-judgmental relationships, for developing new abilities, and for just plain fun.

At LCP we strive to support the healthy development and growth of children. We promote:

- a curiosity and love of learning;
- respect for self and others;
- playfulness, independence and responsibility;
- a sense of belonging and community.

The Lincoln Cooperative Preschool strives to be a delightful place for children to begin their school years. As a member of a cooperative preschool you and your family are partnering in your child's experience. We provide a loving atmosphere where children are valued, safe, nurtured and respected.

2. Staff & Administration

Staff

The Preschool currently enrolls a maximum of fourteen children each morning and afternoon. We employ one head teacher/director to create the school's curriculum and direct the day-to-day flow of the preschool. She is accompanied daily by a teacher assistant. Parents are welcome to volunteer in the space at any time.

Board of Directors

Lincoln Cooperative Preschool is a parent-run cooperative. That means that member families own and operate the school, carrying out maintenance, cleaning, fundraising, hiring of staff, and anything else the school may require to operate smoothly. At the Annual Meeting each Spring, current and newly enrolled members elect a three to five-member board of directors to carry out the administration of the preschool for the coming year. They also serve as the scholarship committee. All board members are parents of children enrolled in the school for the year during which they are to serve. Families with a parent serving on the Board as one of the three main officer positions listed below will not be assigned an additional job, and tuition for one session (one half day a week per month) will be waived for their child.

The board consists of three main officers—President, Treasurer and Job Coordinator. Two additional at-large members may serve on the board per the 2016 by-laws. Responsibilities may be delegated to at-large members based on skills, experience and interest of the members. The board conducts monthly meetings to discuss all necessary business. Parents are always welcome to attend.

Board Positions:

- President: Presides over meetings and oversees all preschool business. Assists staff and families with ongoing day-to-day operations. Assists teacher with enrollment process. The president is the primary contact to the preschool teachers. The president keeps all preschool materials and records organized and current. Works with treasurer to grant tuition assistance and to prepare annual budget and projected budget. President represents the preschool at town meeting, and prepares documents for town meeting. President manages any personnel issues that may arise.
- Treasurer: Liaison between preschool and accountant, and has access to QuickBooks. Responsible for communicating with families when past due tuition is owed to the preschool. Sends all State

checks and fundraiser money to the bookkeeper. Pays the bookkeeper. Treasurer works with the President to prepare the annual preschool budget. Treasurer is responsible for keeping a record of each family's fundraising throughout the year. Treasurer will communicate with each family about fundraising progress two times a year, in the mailbox and/or via email.

- Job Coordinator: Oversees the preschool job system (Building and Grounds, Fundraising, Operations: website, snack schedules, grants) and reports back to Board about their activities. The Job Coordinator creates the calendar for all work days at the beginning of each year. The Job Coordinator communicates with families to ensure that all jobs are completed to the satisfaction of the preschool community.
- Secretary duties (to be performed by at-large board member or main board members): Records minutes during all meetings, writes monthly update. Secretary is responsible for emailing notes/minutes from every meeting (Board and All-family) to the preschool community.

3. Member Responsibilities

Participation in Running the Preschool

Each family must:

- Sign up for and carrying out the responsibility of a job (board or job),
- Participate in work parties,
- Bring snacks to the classroom on designated days (usually 2-6 times during the academic year per family) and
- Raise a minimum of \$200 annually in fundraisers organized by the fundraising committee

Families with more than one child at the school are asked to pay tuition for each child, but are treated the same as families with a single child at the school when it comes to the above responsibilities. Details about each are below.

Jobs

Every family is required to sign up for and carry out the responsibilities of a particular job. Jobs include serving on the board or a specific job assignment. Jobs vary greatly, so you can choose one that best fits your strengths. Please talk with the Job Coordinator or President if you need to sign up for or change your job assignment.

- Buildings and Grounds: Organizes annual work days, supervises and maintains records of maintenance projects, carries out or supervises

upkeep of building equipment (i.e. regular cleaning of furnace filter, septic cleanout, etc.) tracks building needs and reports on necessary upcoming maintenance projects (short-term and long-term).

- Fundraising Jobs: Oversees specific fundraising events: Wreath sale, Spaghetti Dinner, Seed sale, Mountain Magic Run.
- Operations Jobs: Works to ensure the daily operations of the preschool function -Website, Snack & Cleaning Coordinator, Grant Researcher/Writer.

Fundraising

Fundraising is one of the keys to keeping the Preschool's tuition costs down. All families are required to participate in fundraising activities, as directed by the Board. Each family is responsible for raising a minimum of \$200 in the fundraisers. If you do not meet this minimum or know you do not want to fundraise you can buy out the remaining amount.

Work Parties

Every year, in late summer and again in spring, the Preschool holds a Work Party, during which member families complete some of the larger maintenance projects needed at the Preschool. Each family is asked to send at least one adult to the "work" portion of the day, which usually lasts for about two to three hours. It's a great time to meet other families and to do the important projects that our aging building requires.

If your family is unable to attend the Work Party, you must contact the Buildings and Grounds Committee to figure out a project for you to complete at another time. Each family is responsible for approximately 4 hours of work/academic year. A buy-out is available for \$10/hour of work.

Snacks

Depending on enrollment, snack responsibilities consist of bringing in snack for your child's class between 2-6 times/academic year. On your Snack days, please bring at least 14 portions of a healthy, low-sugar snack **to school in the morning**. We are required to serve from more than one food group at each snack, so cheese and crackers, or fruit and popcorn, etc. Unless we are celebrating a special occasion and you have discussed it with our teacher, we ask that you do not bring candy as part of snack time. In general, we prefer all natural foods without preservatives, msg, or artificial ingredients. You will be notified before the start of preschool of food allergies of enrolled children. Parents have the right to keep food allergy information confidential and anonymous or to choose to share that information with all the parents since they are the snack providers. Should one of the children suffer from a

peanut allergy, you must take extreme caution in choosing appropriate snack foods. **Accidental eating of peanuts or peanut products by someone with a peanut allergy can be fatal.** Please carefully check labels of snack foods to ensure that they contain no peanuts or peanut oil if there is a known peanut allergy. There is a \$10 restocking fee if you neglect to bring a snack. The lists below are suggestions, we have had parents get very elaborate and bring fruit parfaits, fruit and cheese shish kabobs, nori rolls, mini English muffin pizzas, jello legos, etc. Feel free to be creative within the guidelines! Homemade creations are fine but depending on allergies we may need an ingredient list. Sometimes parents forget it's their snack day and they either run to the Lincoln Store or come back before 10:00 a.m. with a snack.

Snack suggestions:

Beverages

Water is our main drink at school, bagels)
it is free and healthy!
Milk, occasional chocolate milk okay
 (cream cheese & PB)
 Cider (must be pasteurized)
 dressing dip
 100% *fruit, or orange, juice with no*
 artificial colors or additives.
 slices, apple)
 seasoning,

cream cheese
 with raisins)

Foods

mini bagels & cream cheese (or ¼
 banana bread, zucchini bread, etc.
 pretzels, chips/salsa, rice cakes
 fresh veggie chunks with ranch
 Crackers and cheese, cheese sticks
 fresh fruits (watermelon, orange
 popcorn (possible toppings—Parmesan,
 butter...)
 muffins
 raisins, other dried fruit
 “Ants on a log” (celery pieces filled with
 or peanut butter, dotted
 Yogurt, squeeze yogurts, granola

Birthdays and holidays are special events at the Preschool and **we welcome** parents to send special snacks to celebrate them. There will be sign-up sheets at school for holiday party snacks and treats.

All-School Meetings

Mandatory (a.k.a highly encouraged) all-school meetings will be held 1-2 times during the year. The May meeting includes parents of children enrolled for the coming year, so they can meet and elect a board of directors for the coming year, set tuition rates, and conduct all other necessary business.

4. Day-to-day Information

Hours of Operation

The Preschool is in session Monday through Friday. There is a morning and a full day session. The morning session runs from 8:00-11:30 a.m. and the full day session from 8:00-3:00 p.m. You may send your child as many days a week as you wish, depending on space availability and in accordance with our enrollment policy. Parents who need earlier care, regularly or occasionally, for work, meetings, appointments, etc. can bring children to school starting at 7:30. Pick up time is promptly at 11:30 a.m. or 3:00 p.m. Some children are on a 1:00 p.m. pick up schedule as well. We follow the Northeast Supervisory Union School for holidays, conferences, in-service days, and snow days. You will receive a copy of this calendar.

Snow Days

In the event of snow or foul weather, listen to the following radio stations for information about Lincoln Community School: WFAD 1490 AM, K101 FM, WDEV 96.1 FM. I also like the VPR school closing website. Also, local TV stations list school closings. Our school district is the Addison Northeast Supervisory Union. If the Lincoln Community School is closed, we are closed. If LCS opens one or two hours late, we do so as well. **Icy roads can cause schools to be closed so if you are suspicious then please check closing info before heading out. If power is not out then I will send an email that school is closed.**

Notices

Please make a habit of checking notices in the Preschool mudroom each time you come to school to keep up-to-date on preschool happenings. Also, check your **mailbox** and your child's cubby for take-home materials. If someone else drops off and picks up your child, ask them to be a messenger for you, or make a point of stopping by after work so you don't miss important information. Important happenings will always be communicated by email as well.

Appropriate Clothing

Expect that the children will take part in plenty of active indoor/outdoor play and messy projects and dress them accordingly. **Please bring an extra set of clothes to keep at school**, and keep them in a name labeled bag in your child's cubby box. Check this clothing periodically for size and appropriateness to the season! It doesn't work to wear shorts in November.....

Assume that the children will go outside to play each day, regardless of weather, and send appropriate outerwear and footwear. If your child will stay for the afternoon, send plenty of spare clothing, especially in winter and spring, puddles are fair game!

General Rules for Kids

We have found that a few simple rules help children, as well as parents, create a safe and co-operative environment.

- No running in the school building.
- No climbing on the furniture.
- No chewing gum or candy in the classroom.
- Everyone must wash hands upon arrival at school, after using the bathroom, and before snack. Licensing regulations require handwashing at other times as well.
- No weapons or weapons play at school, except when teachers give children permission for hunting play. Small diameter sticks are not safe for outdoor play, large wood pieces may be used for outdoor play props and sculpting.
- We neither encourage nor discourage children to bring personal toys from home. Toys from home are allowed if your child is willing to share the toy with all other preschoolers or keep the toy in his or her cubby at preschool (if sharing is too hard.).
- The parking/gravel area is off limits to children's play at all times and children can not enter the parking area without an adult.
- No personal sleds or bikes at school. School will provide sleds.

Medications

We are required to follow strict guidelines regarding administering medications to children while at school. Any medication needs to be in the original prescription container, have child's name, dosage, doctors name, pharmacy name, and when prescribed. That is all standard on med bottles. The medication needs to not be expired or prescribed to another family member. Parents need to fill out paperwork at the school. We can't give over the counter medications unless we have a doctor note saying that they recommend the use of the over the counter medicine for your child, when, how often, dose, etc.

Illnesses & Injuries

Please keep your child home who: looks or acts very ill with a severe cold, is having difficulty breathing, fever causing behavior change, severe cough, sore throat causing an inability to swallow, vomiting, diarrhea which cause

“accidents” for toilet trained children or that requires excessive teacher care. We exclude for chicken pox, scabies, and impetigo. There are many other potential issues, feel free to call and discuss the problem your child is having with a teacher to find out whether coming to school is allowed and a good option. Most “pink eye” is not a cause for exclusion. Notify your child’s teacher if your child becomes ill with a concerning or highly contagious disease as soon as possible. All medical information is strictly confidential, parents substiting or aiding at the school are required to maintain confidentiality as well. If your child has any allergies, please notify the teacher at registration time. In case of a lice outbreak the preschool has a no nit policy.

Very basic first aid (Band-Aids, icepacks) will be given to your child as required. For more serious injuries, the teacher will contact you or the emergency contact person on your registration form and contact emergency medical support if necessary.

5. Beginning Preschool

Hours

Morning preschool runs from 8:00 to 11:30. Afternoon preschool is from 11:30 to 3:00. Generally, around 7:50 is a good time for starting arrivals, but if you need to come earlier that's fine. If you need to come earlier 7:30 a.m. is when we are open. Please try to be prompt at pick up time, especially in the late afternoon, because we still have work to do preparing for the next day. If you are running late at the end of the day please try to give us a call and let us know when you expect to arrive. Don't rush if you are late, your child will be fine with us. Parents are welcome to hang out and visit and watch their children play outside when they come for pick up but we assume you are in charge of your child once you have arrived.

School Bus

We do offer afterschool bus service from the preschool on the local school district buses within Lincoln. Children are picked up in the "small" bus at the preschool. They go across the street to the elementary school and they may be switched to a bigger bus depending on which bus route they live on. Children who are riding the bus home, to a friend's house, or another childcare location get picked up by the bus at the preschool at about 2:55. You can contact me if you want to try to find out what time your child would arrive home from the bus, I will ask the bus driver for that information. An adult or teen babysitter needs to be outside to meet the child when they get off the bus. The bus drivers will not drop off a child at a house with no one home. Occasionally the small bus is over full and we are told that preschoolers cannot ride for part of the year. Ridership changes with the local sports seasons. **If your child is going to ride the bus you need to sign in on the BUS RIDERS sheet each day.**

Toilet Training

Children are supposed to be toilet trained before they start school. But, some children just aren't all there yet. It is fine for children to come to school wearing a waterproof "pull-up" pant. Send spares too! Let me know if this is an area of "growth" so we can be working on it too and coordinating our strategies. I let all children know that accidents are no big deal! We change into dry clothes and get back to play. It helps some children's motivation to see their peers using a toilet. Remember SPARE CLOTHES.....

What to Bring

A camera, if you want, for that first day at school picture. **Everyone needs to bring a change of clothes, or two, in a labeled plastic bag** which

will stay in your child's cubby. This is very important because everyone has spills and other mishaps; it is also a regulations requirement. We always have spare clothes available but some children are particular about having their own clothing. Many children keep slippers in their cubbies which are nice when it gets wet and muddy outside or snowy. Children are required by fire codes to have shoes or slippers on their feet in cold weather to facilitate fast exits in the snow. We do go outside most every day, except when it's raining hard, so please send outerwear. Toys from home are neither encouraged nor discouraged. Children are asked to share toys from home if they want to bring them in or they can choose to keep them in their cubby so they have the security of their presence without the problems of sharing. Weapon toys and toys that make noises are not permitted.

Arrival Time

I love it when children arrive close to the 8:00 start time and get settled in for the day. The first hour, hour and a half for early arrivers, is a super important , coveted free play time. Children learn to socialize, teachers can spend individual time with children, we can learn about children's interests by what they choose to play, we can give lots of attention to a child having a rough time with separation, etc. Arriving around 9:00- 9:10 a.m., **which is clean up time**, instead of the hour morning playing time, is less fun! The first hour of school is an unstructured time which is important for many reasons, particularly, making friends and developing a relationship with the teachers through one on one or small group interactions. Everybody is late sometimes, some children come late most (or all) of the time, and it's not a big problem for us (it might be for your child) but try to make it the goal to get to school on time. It's good practice for elementary school years too. Try to get in an earlier routine the week before school starts, unless you have one of those children who are up at 5:30 every morning!

Preschool A.K.A. Hand Washing School

Licensing regulations require us to wash hands pretty much all day. Really, we have to wash hands a lot. At the beginning of the school year you can help your child learn the morning routine of hanging up their back pack, putting their lunch in the fridge, and then washing hands before they sign in or start to play. They need to use soap, are supposed to rub for 20 seconds (singing a song while rubbing can help), get a paper towel to dry hands AND turn off the water with the paper towel. We will be practicing this with everyone, talking about why we do it, and joking around with puppets about how often we need to do it. We do look for children to become self- sufficient with the school routines and understand that these are their jobs to do independently.

Separation Anxiety

This is common and normal at this age. Your child might love going to school (especially once they give it a try), but having to choose (or feeling like they should be choosing) between their parent and school... well, wouldn't you expect difficulty with that choice? It really helps children to have clear expectations. If you say you will read them a story or build a block castle and then you will be leaving, please try to follow through. Some children will try many strategies to get parents to keep staying a little longer and it actually makes it much harder for the child in the long run. In general, they tend to get more upset the longer you stay, instead of less upset. Some children will not begin making friends, playing, or interacting with the teachers while their parent is still there. We have many strategies for helping children get settled in so let us know if you need help with the morning goodbye. We will happily go to the "waving window" with your child when you let us know you are ready to go. Also, watch out for this common scenario... you say a nice happy goodbye and then hang out talking with other parents for a while before you head out the door. Suddenly we hear "I didn't get my goodbye hug!" They are watching you! Separation problems can crop up at different times of the year for children and be affected by different things happening in their lives, new baby, sibling home sick, parent was away for a few days, family stress, overly tired, etc. In my experience, the children who stay upset are the ones coming down with an illness which manifests as the day goes on. I've had parents leave me with their screaming child and call when they get home, they are settled down and doing fine by then, usually within 1 -3 minutes. Please feel free to call and get reassured! If I have a chance I often e-mail or text a photo of your child settled down and engaged. Once they know they will be saying goodbye and staying at school they get less, or not upset at all, and they learn this is a safe place. If parents feel and act confident about leaving their child at school the children gain that confidence as well.

Parents

Parents are welcome always. If you want to stop in and have lunch with your child, starting about 11:50-12:00, feel free. Join us for field trips, parties, or come early to play outside with children. Just be aware of separation anxiety and notice if your visiting is making it harder for your child when you try to leave mid-day. Watch for postings of specific things you might want to do with us. Let me know if you have an activity, project, talent, or any idea you would like to share with the children at school!

Afternoon Meals and Rest Time

Morning snack is provided by one family at school each day. **If your child stays for the afternoon you should send their lunch food in a lunch box/bag with them in the morning, which gets put into the refrigerator on arrival.** We are willing and able to heat up food you send

for lunch. Food and drinks can be in glass containers as well as plastic. We do not heat items in plastic in the microwave but transfer them to a plate or glass container for heating. You can send silverware but you don't need to as we have it at school. The children usually don't finish all of their food at lunch and we bring it back out for an afternoon snack near the end of the day. If your child has finished all of their food then we will provide snack food.

A labeled bag with a blanket from home for rest time can be kept in your child's cubby if they want one, and most children do. We will provide a rest mat and fitted sheet. Children are not required to sleep and most of the children don't. Children are given a choice of quiet activities to do and we actually call it "Quiet Time" instead of rest time. Quiet time is usually for 20-30 mins. Children who fall asleep are allowed to stay asleep until they wake up or get woken up before the end of the day when we go outside.

Miscellaneous

Please try to let a teacher know if your child has not eaten breakfast, or ate little, if your child slept very poorly, has been ill, or had a challenging morning for any reason. Please check the parent handbook or call to find out if you are unsure if an illness your child has means they should stay home.

The school bus comes to the preschool between 2:55 and 3:00. Please leave the parking spot right next to the fence gate free for the bus to use. Parking on the far side of the parking area is preferable if you are not sure if the bus has come yet or not.

Please notify a teacher if there are any changes in your address, phone numbers, or emergency contact information. ASAP!

We make as much use of the shade outdoors as we can and make sure children are not getting too much sun exposure. If you want sunscreen on your child then put it on them or send some for us to use. Hats can be a good plan on sunny hot days. We always recommend parents check their child for ticks as a regular thing to do. We have an outdoor classroom and are outdoors a lot.

Call or e-mail Kerry if you have questions! 453-5595 Home or 453-3113 preschool,
kerrym@gmavt.net or preschool@gmavt.net

6. A Typical Day

We follow a daily schedule at the preschool but time flexibility is the norm. The day begins with an hour, or more, free play time. There are optional special activities such as cooking muffins or making and playing with play

dough, which children may participate in as long as they wish. Children have free access to a wide range of art materials, toys, puzzles, books, games, dress-up clothes, and hands-on exploratory materials. Children also pick their “job” for the day in the morning at this time.

After our morning playtime, we all clean up together. Following clean up, children look at books together for a short period, and then we begin “moving time” with a movement and/or music activity together. This may be dancing to music with scarves, circle songs and games, yoga, stretching, acting out stories, pretending to be different animals to music, etc...We then sit down for circle time. Circle time is for talking together, singing, jokes, finger plays, learning centered on themes, and a time to let children know about activities available at the tables after circle time. The children then move to our project tables for age-appropriate arts and crafts exploration, cooking, or science, math, literacy, and nature activities. Children are allowed to decide when they are “done” with their work at the table. Children are allowed to work at more than one area each day.

Next comes the ever-popular snack time! The children do their chosen jobs of passing out plates and glasses and serving food. After snack time we settle into the pillows for story time which usually lasts 20 minutes to a half hour. Our morning ends outdoors playing for the last half hour. On very rainy days and extra cold days we setup an indoor playground with special equipment kept upstairs. We have seasonal parties, field trips, and special event days such as an indoor pool party and pajama day.

In the afternoon, we continue to play outside a little longer then come inside for lunch or eat lunch outside at the picnic tables. After lunch children have 45-60 minutes of free play time, clean up again, have a short puzzle time while we get mats ready, then rest for a half hour “quiet time”. After quiet time children have a snack and then have a choice of activities. We end the day with another story time and outside play.

7. Tuition Information

Tuition is based on “sessions”. Sessions are ½ days. The session rate is \$85/session for sessions beyond the first three. The first three sessions (10 hours) an eligible child attends are paid for by the State’s Public Preschool funding. We charge a different rate to match the funding amount (currently \$3178 per child), which is intended to cover 10 hours of preschool attendance each week for the school year. Ten hours is about 1.5 days (3 sessions) at our school. This disparity in tuition rates is intended to both meet the goals of the Public Preschool funding program and to keep out-of-pocket costs to families low.

Example:

If your child is enrolled in 4 session/week (i.e. 2 full days), your tuition payment will be \$85/month, as the first three sessions are covered by the State funding. (note: families must apply for State funding each year; Kerry will provide paperwork during registration. Children who are not 3 by Sept. do not qualify for the state funding.)

Families will receive an emailed statement each month from the preschool’s bookkeeper, Davis Associates Business and Tax Services. Each month’s payment, from September through June, is due on the date indicated on the invoice. You are required to pay each month in full regardless of absences caused by such things as personal vacations, illnesses, or public holidays.

Tuition is due to the preschool’s bookkeeper, address below, however **tuition checks should be made out to Lincoln Cooperative Preschool.** *Please indicate on your check what payment is for (for example, “January tuition”).*

Tuition checks should be mailed to:

**Lincoln Co-operative Preschool
Box 688
Middbury, VT 05753**

For specific account information, please contact Cindy Growney at (802) 388-6300 or cindy@marbletrail.com

If you alter your child’s attendance schedule, be sure to inform the Treasurer. If you sign up for a preschool or afternoon slot and later decide to drop it, please give one month’s notice before you drop. We need time to advertise the space.

Late Payments

Enrolling a child in the school is a commitment to pay tuition, and members must take responsibility for their commitment. Members are required to pay their bills within two weeks of receiving their monthly bill. If an invoice is over 30 days past due, you will receive a reminder notice. If a family is having difficulty paying their preschool tuition, they can request a meeting with the Board's President and/or Treasurer to discuss the possibility of setting up a payment plan. First, the group will make sure that the family has explored all available resources for payment assistance (see below; including our preschool's scholarship fund). If tuition is still 60 days past due and/or a payment plan has been established and is not honored, immediate action will be taken to reduce the child's hours at school to only the publicly funded hours of 3 sessions or 1.5 days per week.

Tuition Assistance

If families have difficulty paying, the following options are available based on income.

Mary Johnson Children's Center (MJCC) Subsidized tuition funding is available from the state Child Development Division CDD. More information is at <http://www.mjccvt.org/paying/>. The local contact person to get information and sign up for that funding is Jane Reilly at the MJCC, 388-4304. There are eligibility requirements for this funding, the state requires that parents in the home be **employed** to qualify for assistance. Exceptions might be a parent who is disabled or is attending school.

If you feel that your individual situation is unique please feel free to contact Jane Reilly for assistance with questions or paperwork.

Tuition Assistance from the Preschool

We require that families seek state subsidies **before** requesting financial assistance from the preschool. Ideally, you should contact the subsidy specialist in the spring or early summer, prior to the start of the school year. If you are denied assistance from the above organizations, you may apply for tuition assistance through the school. The Board may require written proof of denial before considering your tuition assistance application.

Needs-based preschool scholarships will cover one session (a half day per week) per child. Applications are available from the Treasurer, President, at the preschool and for download on our website under Admissions/Financial Aid. Applications are accepted and reviewed on a rolling basis. Applicants will be asked to submit tax returns as proof of income; families with an income up to 400% of the current federal poverty guideline will be eligible (~\$103,000 for a family of four in 2019). As the preschool is a cooperative, we reserve the right to deny or remove tuition assistance money to any family not actively participating in required cooperative tasks.

8. Enrollment Policy

Once you have decided to enroll your child at LCP we will work with you to ensure a smooth transition. The following is our enrollment policy for the preschool to ensure equitable enrollment procedures during years of heavy enrollment:

- a) **ENROLLMENT PERIOD FOR CURRENT AND NEW STUDENTS (BEGINS LAST MONDAY IN FEBRUARY AND END 2ND MONDAY IN MARCH):** By the first of February, application forms will be distributed to families with children currently enrolled and new families who wish to enroll their children in the preschool for the following year.
- b) Application forms shall be submitted to the **Enrollment Committee**, consisting of the preschool's Board and Teachers, and one other graduating member parent to be selected by the President. (The other member shall be selected by taking volunteers, then choosing a name out of a hat). At least three out of five members must be present to call a meeting of the Enrollment Committee.
- c) The **deadline** for submitting application forms to the Enrollment Committee shall be the **second Monday in March**.
- d) The Enrollment Committee shall meet to review application forms and create a **preliminary schedule** with names of returning students and new students based on the following **enrollment criteria**, as applicable (ranked in order of importance):
 - i) Favorable past parental participation in school membership responsibilities
 - ii) Lincoln resident
 - iii) Sibling attended the preschool previously
 - iv) Past record of paying tuition in a timely manner without reminders
 - v) Other special circumstances will be considered if brought to our attention
- e) The Enrollment Committee shall post the **preliminary schedule** at the Preschool by **the 3rd Monday in March**
- f) If any slots remain after each child has received two days of instruction, the Enrollment Committee will conduct a lottery for any **returning** students who desire a 3rd day of instruction.
- g) If any slots still remain, the Enrollment Committee will then conduct a lottery for **new** students who desire a 3rd day of instruction.
- h) Should any slots remain, the Enrollment Committee will again conduct lotteries for any **returning** students desiring a 4th day of instruction. And so on.
- i) A **child turning three in the middle of the school year** may enter the Preschool after their third birthday if space is available. (These children would have to spend three years in Preschool, as the cut off for Kindergarten is September 1.) It is suggested that parents submit an application to the Enrollment Committee by the **second Monday**

- in March** and get on the **wish list** to make this possible.
- j) In early February the preschool will conduct an **open house**, inviting new preschool students (children who will turn three before September 1) and their families to become acquainted with the Preschool.

Emergency Response Plan

Evacuation Sites

In case of emergency, the first on-site evacuation meeting place is by the swing set at the upper playground. The assistant teacher will lead the children to that area and do a head count to make sure all children are out of the building. The head teacher will be in charge of calling 911, if applicable, and gathering the following materials : emergency backpack, first aid kit if needed, two binders with student registrations containing all emergency contact information, teacher emergency contact folder (which is in between the registration binders), any required prescribed medications on site, and the daily sign in sheet. Teacher cell phones will be brought. The head teacher will do a quick sweep to make sure the building is empty then will join the assistant teacher and children at the swings to re-count children and make sure the number matches with the daily sign in and roster.

If it will not be safe to return to the building in a short time then both teachers will evacuate to off-site #1 with all the children across the street to the Lincoln Community School library. The designated evacuation route is down the neighbor's driveway and across the street. If that route is not safe then down the preschool driveway and directly crossing the road will be used. At the library, the assistant teacher will re-count the children and engage the children with a story while the teacher contacts parents. A group email will be sent and then parents will be called. If parents can't be reached then emergency contacts will be called. In the Emergency Bag will be a release form with the date, time of and reason for the evacuation, every child's name who has been evacuated, teachers present, and time each child has been picked up and name of person picking up. When the children and teachers arrive at the evacuation site, the release form will be filled in with all teacher and children's names who are present. Children will only be released to parents, or to emergency contacts if the parent has given verbal permission over the phone to release the child to them and if they have a proper car seat. The head teacher will be in charge of filling in the release information as children are picked up. Emergency contacts who are not parents will need to sign their name to the release form, parents will not need to sign. The H. teacher will also call the CDD division to report the emergency evacuation.

If for any reason the Lincoln Community School is deemed unsafe, then the children will be moved to the off-site evacuation #2 spot, the Lincoln United Church (across the street from the general store). A school bus driver will be contacted to provide transportation. In an extreme emergency, and if a bus is not immediately available, children will be transported in teacher cars. Children will be in the upstairs classrooms at the Lincoln United Church and the same protocol for accounting for all present, contacting parents and emergency contacts, and releasing children, will be used.

Shelter In Place

In the event children need to shelter in place at the preschool the following preparations will be made. Two 5 gallon buckets of water will be kept in the basement for flushing toilets in case of power outage. Drinking water in half gallon glass jars will also be in the cellar. Extra food will be kept in a plastic bin in the cellar. Blankets and quilts will be available. Pull Up pants will be available if needed for night time. Matches will be available for using the stove in case of power outage. The emergency Bag contains multiple flashlights and a battery operated radio. A working cell phone and a plug-in phone will be available to call or attempt to call parents. As soon as it is determined that an emergency is occurring, the assistant teacher will gather and count the children, and engage in a calming activity such as reading or having a snack. The H. teacher will send a group email notifying parents of the situation and then begin calling parents. Parents will be notified as to whether it is safe to pick up their children or of the situation at the school which prevents immediate pick up, teachers present, and the care which will be provided to the children until parents can get to them.

In general, the assistant teacher will be put in immediate charge of the children and the head teacher will make 911 call, contact local authorities if needed, gather the emergency materials, contact parents, and contact emergency transportation if needed. If the head teacher is not present then the assistant teacher will take on the role of the head teacher and the part time teacher or substitute teacher will take on the role of gathering the children and filling in the Emergency Release form with the names of the children present. In any emergency, the Emergency Release form in the Emergency Bag will be filled out, as soon as the children are safe, with all names of teachers and children present. Any child who is picked up will have time and person picking up noted on the form. The person who is not in full charge of the children, usually the head teacher, will be responsible for checking the environment for any safety hazards, such as fallen tree branches, downed power lines, gas leaks, or other hazards. All staff will know where power, gas, and water shut offs are located.

Shelter In Place Lockdown

In the event of an intruder, hostage incident, disturbance, trespassing, or at the discretion of the teachers if they feel the children are endangered, lock

down protocol will be put into place. Whichever teacher realizes the danger first will announce “Lock Down”. One, or both, teachers will immediately guide the children quietly up the stairs to the office area and lock the door. If possible, staff will dial 911 as soon as danger is perceived and while moving the children. Staff and children will remain in lock down until it is safe and/or safety personnel have arrived on the scene and announced it is safe.

9. Lincoln Cooperative Preschool History

Lincoln Cooperative Preschool is one of the oldest parent-run, cooperative preschools in Vermont. It began in 1972 like so many good ideas, bantered about among friends concerned about the lack of both preschool and kindergarten in Lincoln. In the spring of 1972, a group of Lincoln parents met with school superintendent Keith Hall to discuss the need for a kindergarten. The following spring, they formed the Lincoln Cooperative Preschool, and that fall, thirteen five-year-olds attended the school's first class in the basement of Burnham Hall.

In 1974, parents expanded the program to include an afternoon class for three- and four-year-olds. Both kindergarten and preschool classes continued to meet in Burnham Hall through the spring of 1977—a challenging situation, since the school had to be completely dismantled each weekend so the space could be used for other town functions.

By September of 1977, parents had relocated the school to the Downingsville School, an old, one-room schoolhouse. The following March, at the Lincoln Town Meeting, voters defeated a proposal supported by the Preschool to establish a public kindergarten. With this option eliminated, the Preschool Board adopted as one of its goals the construction of their own schoolhouse.

Thus began one of Lincoln's most creative and successful grassroots fundraising efforts. Spurred on by the offer of an anonymous donor to match any funds raised, parents orchestrated pizza nights in the basement of Burnham Hall. Townspeople dropped by on their way home from work and ordered pizzas. Preschool parents, tutored by parent Mary Isham, the original owner of Cubbers Pizzeria, not only tossed the dough and made the pizzas, but delivered them as well. Pizza by pizza, and with many other fundraisers (like the annual fall craft fair) along the way, parents raised \$20,000, which, when matched, purchased the building supplies for the new schoolhouse.

They were still a long way and many more generous donations away from having a finished building. Mary Gemignani, the Preschool's teacher from 1974-1984, and her husband John, donated a piece of their land for the school to be built on, in a prime location opposite the Lincoln Community School. The preschool hosted a design competition to come up with a pleasing and functional layout for the building, won by John Gemignani.

Parents coaxed businesses to donate fixtures and appliances, and townspeople donated all the labor for erecting the building.

All, that is, except for the demolition expert called in to blast a basement hole into solid bedrock. But even then, community spirit prevailed, as preschool dads learned how to set charges, cover them with dirt and heavy metal mesh, and duck while the rocks flew.

By 1979, the preschool building was complete. Parents continued to fundraise to equip the inside of the building, most memorably hosting monthly coffeehouses showcasing some of Lincoln's fine musical talent. In 1986, publicly funded kindergarten classes began at the Lincoln Community School. Since that time, the Preschool offered morning classes four days a week for Lincoln's three- and four-year olds.

In spring of 2004, the membership decided to undertake the challenge of fundraising and building a larger welcome room for the school. In just over one year's time, a very ambitious group of parents raised funds, made plans, and through a lot of extra effort, built a bigger welcome room that opened in the fall of 2005.

In 2005, kindergarten in Lincoln changed to full days Monday through Thursday, and a half-day on Fridays. This changed our afternoon program to be comprised of mostly preschoolers, with kindergarteners joining only on Friday afternoons.

In 2013 the kindergarten changed to full day Monday through Friday and the preschool became exclusively for preschoolers offering half or full days Monday through Friday.

Within the community-forged framework of its permanent structure, the Preschool continues to evolve, defined and illuminated by the work and play of the parents and children involved each year.

Lincoln Cooperative Preschool Teachers

Abi Sessions 1973-1975
Mary Gemignani 1975-1985
Dwight Irish 1985-1986
Jane Buck 1986-1989
Karen Manell 1989-1990
Laura Hannah 1990-1994
Nancy Stevens 1994-1997
Kerry Malloy 1997-present