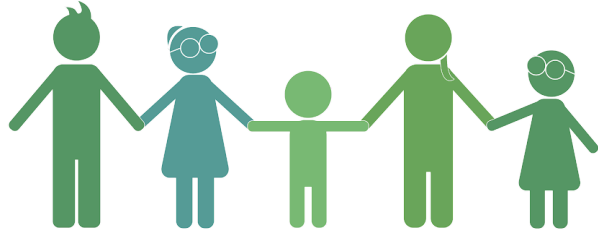


# Steele

Cooperative Preschool



# PARENT HANDBOOK

**2024-2025**

**SCHOOL YEAR**

## TABLE OF CONTENTS

	<u>PAGE</u>
<b><i>INTRODUCTION</i></b>	<b>3</b>
<b><i>PART A BYLAWS</i></b>	<b>4</b>
<b><i>PART B SCHOOL POLICIES AND PROCEDURES</i></b>	<b>8</b>
<u>SECTION</u>	<u>TOPIC</u>
1.	Preschool History 8
2.	Cooperative Philosophy 9
3.	Preschool Purpose 11
4.	Age Requirements and Admission Procedures 12
5.	School Term and Hours of Operation 14
6.	Holidays, Vacations, and Snow Days 15
7.	Tuition and Scholarships 16
8.	Payment Policy 17
9.	Transportation Policy 18
10.	Drop-Off and Pick-Up Policy 19
11.	Class Size and Ratio 20
12.	Governing Body 21
13.	Staff and Administration 23
14.	Classroom Program 24
15.	Field Trip Protocol 25
16.	Supply and Clothing Requirements 26
17.	Parent Responsibilities 27
	A. Parent Aiding Requirements 27
	B. Parent Committees 29
	C. Fundraising Responsibilities 29
	D. Meeting Requirements 29
	E. All-School Prep Weekend 30
	F. Summer Involvement 30
	G. Volunteer Activities 30
	H. Parent Accountability 30
18.	Withdrawal and Dismissal Policy 33
19.	Discipline and Guidance Policy 34
20.	Illness / Medication Policy 36
21.	Letters of Good Health and Immunization Records Policy 37
22.	Safety Procedures 39
	A. Child Supervision Policy 39
	B. Child Pick-Up Policy 39

	C. Weather Policy	39
	D. Medical Emergency Policy	40
	E. Lost Child Policy	40
	F. Evacuation Policy	40
	G. Lockdown and Tornado Procedure	40
	H. Child Abuse Reporting	41
23.	School Access and Visitation Policy	42
24.	Communication Policy	43
25.	Privacy and Confidentiality Policy	44
26.	Snack Policy	45
27.	Check Writing Policy	46
28.	Reimbursement Policy	47
29.	Summary of Parent Responsibilities and Withdrawal Policy	48

**PART C COMMITTEE OPERATION**

<u>SECTION</u>	<u>PAGE</u>
General Overview	49
Cleaning Committee	50
Building and Grounds Committee	52
Enrollment Committee	53
Fundraising Committee	54
Outreach and Tours Committees	55
Parent Involvement Committee	56
Finance Committee	57
Programs Committees	58

**PART D TEACHER CONTACT INFORMATION 59**

**PART E PARENT BOARD CONTACT INFORMATION 59**

**PART F LICENSING VIOLATIONS & CHILD ABUSE REPORTING 61**

## **INTRODUCTION**

Welcome to Steele Cooperative Preschool! The Parent Board and teachers have prepared this handbook for your information and reference. The handbook is based on the bylaws under which Steele Cooperative Preschool operates. References to the specific sections of the bylaws utilized in formulating this handbook appear throughout this document, and the bylaws can be found in Part A.

We ask that you read the handbook thoroughly at least once and then retain it for future reference. If you have questions not covered by this handbook, please ask your class parent, your child's teacher, a member of the Parent Board, or the preschool director for more information. We hope you and your child find this year at Steele Cooperative Preschool an enriching and rewarding experience!

## **PART A – BYLAWS**

### **Article I: Name and Description**

The name of this organization is the Steele Cooperative Preschool. It was established in 1982. The Steele Cooperative Preschool is a parent participation school, open to families of all races, religious preferences, political beliefs, national origins, disabilities, sexual orientations, marital status and economic backgrounds.

### **Article II: Philosophy**

- A. The Steele Cooperative Preschool has as its goal the establishment of an environment that allows the children enrolled to know that people care about them, to know that they can accomplish tasks and make choices, and to learn about themselves and the world around them. Through the guidance of qualified teachers, the children have the opportunity to explore and enrich their world physically, emotionally, and intellectually. The children are encouraged to know, accept, and honestly express their own feelings, wishes, aspirations, capacities, motives, and fears. Our school acquaints the children with the ideas and expectations of their peers and interested adults. The learning approach is meant to foster recognition of self-worth and individuality in enrolled children.
- B. The parents will cooperate in the planning, administration, and evaluation of the school program. Parent participation in the school provides the opportunity to increase parents' understanding of child development and to learn effective ways of dealing with children.
- C. The Steele Cooperative Preschool further recognizes its obligation to enhance the quality of life in the northwest Denver community and will strive to contribute to the needs of that community in any manner consistent with its primary educational function.

### **Article III: Membership and Membership Meetings**

- A. All parents or recognized custodians of children who are enrolled in the Steele Cooperative Preschool will be members of this organization. Each family or recognized custodial unit is entitled to one vote.
- B. The Parent Board will determine the frequency of regular parent meetings.

### **Article IV: Organization and Government**

- A. A Parent Board will serve as the governing body for the preschool.
  1. It will consist of, at a minimum, the following members: Director, Chairperson, Secretary, Treasurer, Enrollment Committee Chairperson, Fundraising Committee Chairperson, and Maintenance (grounds/cleaning), though the titles by which these members are called may differ from what is listed here. Two persons who share equal authority and responsibility may hold each office jointly.
  2. Each term of office will be one (1) year. No member of the Parent Board will hold the same office for more than two (2) consecutive terms without the approval of the remaining members of the board.
  3. Midterm vacancies arising on the Parent Board will be filled by appointment of the Chairperson for the remainder of the term of office.
  4. Additional members may serve on the Parent Board as determined by the needs of

the preschool. The Chairperson may also appoint special committees as deemed necessary. These positions may be elected or appointed for a particular school year, and their roles will be spelled out in the Parent Board Handbook and Parent Handbook.

B. Parent Board Responsibilities:

1. General Responsibilities – The Parent Board will be responsible for coordinating and making decisions about all areas necessary for the operation and maintenance of a quality preschool, as described in Article II.
  2. Financial Responsibilities – The Parent Board will be responsible for maintaining a school that is financially sound, including budgeting for current and long-range expenses, maintaining a contingency fund, and determining staff salaries. It will determine a satisfactory system of handling finances. The Parent Board will bring any purchase exceeding \$5000 to the membership for a vote of approval.
  3. Personnel Management Responsibilities:
    - a. Hiring – The Parent Board will determine a satisfactory procedure for considering applicants for staff positions. It will not discriminate on the basis of race, color, sex, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation or marital status. A personnel subcommittee, including professional advisors, may be established for screening applicants and making recommendations to the Parent Board, which, as a whole, will make final selections. New staff will, at a minimum, meet the requirements of the State of Colorado Licensing requirements.
    - b. Evaluation and Contract Renewal – The Parent Board will have the responsibility for evaluation and contract renewal for all staff positions. It will establish an evaluation procedure. When the prescribed process of evaluation has been completed, the Parent Board will make final decisions as to those contracts to be renewed or terminated according to the guidelines set forth in those contracts. No member of the Parent Board will vote on an employment decision in which he/she is directly involved.
  4. Program Evaluation and Guidance – It will be the responsibility of the Parent Board to make decisions about the programs and structure of the school.
  5. Communication – The Parent Board will be responsible for creating and distributing the Parent Handbook, which clearly defines the school’s policies and procedures. This handbook shall be updated and available at the start of each school year.
  6. Continuity – The Parent Board will be responsible for creating the Parent Board Handbook, which documents board functions that new board members should be aware of, such as the enrollment policy/schedule, board election timing, director evaluation process, licensing requirements, and payment schedules (e.g., mortgage, insurance, license). This handbook shall be reviewed and updated as needed prior to the board's transition each year.
- C. Standing Committees – Every school year, the Parent Board will establish committees to assist in the functioning of the preschool and achievement of its goals. The specific roles and responsibilities of each committee will be defined in the Parent Handbook. Two committees, enrollment and fundraising, must exist every year, but other committees may also be established as needed.

1. Enrollment Committee – The purpose of the Enrollment Committee will be to administer admission procedures in accordance with Article VIII of these bylaws. The duties of the Enrollment Committee will include soliciting and accepting enrollment applications and establishing class lists. Decisions of the Enrollment Committee may be appealed to the Parent Board.
  2. Fundraising Committee – The purpose of the Fundraising Committee is to raise money for the preschool as needed.
  3. Other committees – Other committees, such as maintenance, grounds, cleaning, etc., may be established as the preschool program and building needs require. The roles and responsibilities of these committees will be detailed in the Parent Handbook for that school year.
- D. Seating the Board – The Parent Board shall determine the best process of seating board members for the following year. Members of the cooperative either may be nominated with their consent or may volunteer for a particular office. For those positions where there are two or more people interested, a vote of the membership must be held, with the person having the majority winning the position.

**Article V: Attendance**

- A. The Parent Board and school staff will determine the preschool schedule and distribute a calendar to all members at the beginning of each semester.
- B. The preschool will meet Monday through Friday or as specified by the Parent Board.
- C. Closing of the preschool for any emergency will be at the discretion of one member of the Parent Board and the teacher.
- D. A one-month trial period will be required for each child before he/she is considered to be permanently enrolled. Whenever the relationship between the preschool and family is found to not be mutually satisfactory, continued enrollment will be reviewed jointly by the family, teacher, and Chairperson of the Parent Board, with the final determination of enrollment status resting with the Parent Board.

**Article VI: Tuition and Fees**

- A. Tuition fees shall be determined by the Parent Board, in advance of the distribution of applications for the following school year.
- B. A registration fee, to be determined by the Parent Board, will accompany all applications for enrollment. No child will be considered enrolled for a school term without payment of the application fee. The payment of the application and fee is not refundable.
- C. The Parent Board will determine the tuition payment schedule annually, in accordance with Article IV, Section B, Number 2 of these bylaws.
- D. Any additional fees must be approved by a vote of the membership.
- E. Discounts on the tuition rate may be applied at the discretion of the Parent Board. Such discounts must be determined prior to the start of each school year.
- F. The Chairperson and Treasurer of the Parent Board may make special fee and fee payment adjustments in individual cases, with consideration to the financial condition of the preschool.
- G. Withdrawals from enrollment shall be made only upon thirty (30) days notice to the Chairperson of the Parent Board. Early withdrawal means forfeiting the last month's

tuition. Members with extenuating circumstances may ask the Parent Board to consider a refund.

#### **Article VII: Licensing and Health Requirements**

The Steele Cooperative Preschool will comply with the rules and regulations for children's centers issued by the State of Colorado and the City and County of Denver. These include, but are not limited to:

- A. The requirement that each family provides written proof of an annual physical examination and documentation of up-to-date immunization status for each enrolled child prior to his/her entering preschool. These documents must be submitted to the school before the child's admittance to class.
- B. The requirement that the Parent Board and school staff will develop and/or maintain policies regarding child supervision, child drop-off and retrieval procedures, medical emergency protocol, and school evacuation and extreme weather procedures. These policies shall consider the best interests of the enrolled children and remain in accordance with state and county rules and regulations. These policies will also be documented in the Parent Handbook.

#### **Article VIII: Admissions Procedures**

- A. Children will be admitted to the preschool without regard to race, color, religious preference, sex, cultural heritage, national origin, gender identity, disability, or economic background.
- B. Preferential Placement – Children will be admitted in the following preferential order:
  - 1. Children of incoming Parent Board members and teachers
  - 2. Currently enrolled children
  - 3. Siblings of currently enrolled children
  - 4. Children from alumni Board members
  - 5. Children from alumni families
  - 6. All other applicants

#### **Article IX: Parent Role**

Parent participation is required, which includes serving in turn as teaching aide and participating fully in the responsibilities outlined by the Parent Board and school staff detailed in the Parent Handbook.

#### **Article X: Amending of the Bylaws**

The bylaws may be amended by a vote of two-thirds of the members present at any regular membership meeting or via an electronic or paper poll should amendment be needed between meetings, provided that a copy of the proposed amendments of the bylaws has been made available, either electronically or in hard copy form, to each member in advance of said vote with notification that it will be acted upon at said meeting or by a certain date. It will be assumed that those who do not exercise their right to vote on any amendments give their consent to the proposed changes.



## **PART B – SCHOOL POLICIES AND PROCEDURES**

### **SECTION 1 PRESCHOOL HISTORY**

Steele Cooperative Preschool is a non-profit founded in 1982 by a group of parents interested in developing a cooperative preschool program for children ages 2.5-5 years. Since our inception, we have operated continuously in Northwest Denver and are now located at 3746 Grove St, Denver, Colorado. [Bylaws: Article I] Since 1982, Steele Cooperative Preschool has been committed to involving parents actively and directly in their children's earliest education. The cooperative approach gives children a sense of continuity between home and preschool, fosters friendships, creates a sense of community for students and parents, and keeps tuition costs down.

One of the few cooperative preschools still operating in the Denver metropolitan area (and the only one in Northwest Denver), Steele was founded according to these principles:

- Cooperatives are voluntary and open to all people willing to accept the membership responsibilities.
- Cooperatives are democratic organizations; each member gets a vote in setting policy.
- Members invest equal amounts of money.
- Cooperatives are completely independent of school systems and other organizations.
- Cooperatives teach and train members, elected representatives, managers and employees.
- Cooperatives serve their members by working together through multi-level structures.
- Cooperatives work for sustainable development of communities.

## SECTION 2 COOPERATIVE PHILOSOPHY

Throughout our years of operation, Steele Cooperative Preschool has remained committed to the cooperative approach of involving parents actively and directly in their child's earliest education. There are many "parent participation" programs for young children, but we are one of the few cooperative preschools still operating in the Denver metropolitan area.

Steele was founded with the seven cooperative principles in mind:

- **Voluntary and Open Membership:** *Cooperatives are voluntary organizations, open to all people able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, cultural, political, religious, marital status, or sexual orientation discrimination.* Parents of all students enrolled in Steele Cooperative Preschool are automatically members of the cooperative, and admission to Steele is open to all. Translators are provided as needed so all families can fully participate.
- **Democratic Member Control:** *Cooperatives are democratic organizations controlled by their members, one member—one vote, who actively participate in setting policies and making decisions.* A parent-run board that is elected from the membership of the cooperative directs Steele Cooperative Preschool. Additionally, through their participation in the school and on committees, the parents are inherently responsible for the school's direction. Each family or custodial unit is entitled to one vote in the cooperative membership, allowing for equal participation of all. [Bylaws: Article III.A]
- **Members' Economic Participation:** *Members contribute equally to and democratically control the capital of the cooperative. This benefits members in proportion to the transactions with the cooperative rather than on the capital invested.* We expect the same participation from every family in the cooperative from a financial perspective. We also enlist the parents' opinion in terms of financial decisions for the preschool.
- **Autonomy and Independence:** *Cooperatives are autonomous, self-help organizations controlled by their members.* Again, because the school is entirely owned and directed by the parents, we maintain our independence from other organizations. This also means we do not have an organization like a school system supporting us with built-in services, such as a janitorial staff or a personnel department. We must rely on the active participation of our members to take on these responsibilities.
- **Education, Training, and Information:** *Cooperatives provide education and training for members, elected representatives, managers, and employees so they can contribute effectively to the development of their cooperative. Members also inform the general public about the nature and benefits of cooperatives.* One of our goals as a cooperative is to help educate parents on how to be involved fully in their child's education. This is a skill that will continue to benefit the child throughout his or her elementary and secondary years. There are a great many parents of former students who are now involved in Parent Teacher Associations, Parent Advisory Boards, and other parent-run groups at their child's current school. Even more parents are involved in some way in their child's classrooms and schools. Parents find they have a high comfort level when working with the schools because of their direct involvement at Steele Cooperative Preschool.

- **Cooperation among Cooperatives:** *Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional, and international structures.* We have worked with other cooperative ventures to share resources and ideas.
- **Concern for Community:** *While focusing on member needs, cooperatives work for the sustainable development of communities through policies accepted by the members.* By its very nature, Steele improves the community in which it is located and beyond by offering a comprehensive educational experience for preschool-aged children at an affordable tuition.

Through the cooperative, parents work together with a state-qualified director/teacher to provide quality early childhood education to enrolled students. We believe in a cooperative preschool because it forms a solid partnership among enrolled children, their parents, and the preschool. We believe parents are the first and primary teachers of their children. Educators believe that a partnership with parents is the biggest factor in a child's success in school.

Besides involving parents directly in their child's education, the cooperative also gives children a sense of continuity between home and preschool, fosters friendships, instills a sense of community for both students and parents, and keeps tuition costs down. [Bylaws: Article II]

### SECTION 3 PRESCHOOL PURPOSE

Through our cooperative approach to early childhood education, Steele Cooperative Preschool endeavors to create an educational environment that allows the children enrolled to know that people care about them, to know that they can accomplish tasks and make choices, and to learn about themselves and the world around them.

Steele Cooperative Preschool believes that children develop at different rates and that children learn best through play. Our qualified teachers utilize an age appropriate, play based curriculum that is aligned with the Colorado Early Learning and Development Guidelines to support the learning growth of all students. They are able to adapt the curriculum to accommodate the learning and growth needs of each child.

Through the guidance of the classroom teachers, enrolled children have many opportunities to explore and enrich their world physically, emotionally, and intellectually. The children are encouraged to know, accept, and honestly express their own feelings, wishes, aspirations, capacities, motivations, and fears. Parents are encouraged to share any special skill or interest with their child's class. Steele Cooperative Preschool acquaints the children with the ideas and expectations of their peers and interested adults. Recognition of self-worth and individuality is fostered. [Bylaws: Article II] As children progress through our program, they will become more independent and build on learning and growth each year to prepare them for kindergarten, both academically and socially and emotionally.

## SECTION 4 AGE REQUIREMENTS AND ADMISSION PROCEDURES

Any child between 30 months and five years of age may enroll in Steele Cooperative Preschool by completing our enrollment application, which is available upon request, and by paying required fees, as described in Sections 7 and 8. Children enrolling in Steele Cooperative Preschool must meet the age requirements outlined below by October 1st. Per our bylaws (Article V.D), ALL children are only considered enrolled permanently upon completing a one-month trial period at the school. For those children who are provisionally enrolled, the teacher will assess if the child is ready to continue after a two-week period in the classroom. Should a child be deemed not ready for school at the end of this time, any paid, unused tuition will be refunded.

Depending on enrollment, three to six classes are taught at the preschool, broken out by age:

CLASS	AGE AT CUTOFF DATE	POTTY TRAINED?
Tadpoles	30 months	Not required
Polliwogs	3 years	In training or trained
Frogs	4 years	Yes

For the Tadpoles class, children do not need to be potty trained, although the teacher and aides will work with children who are being trained at whatever level they are at and encourage them to use the bathroom. For the Polliwogs class, children must be “in training” for toilet usage—at the stage where Pull-Ups® or the like are being used. Children in the Polliwogs class who experience continued issues with bathroom accidents may need to be moved to a Tadpoles class (if there is enrollment capacity available), a second aide may be required to assist in the Polliwogs class, or the child may be temporarily dismissed from the school until the issue is resolved. For the Frogs class, children **must** be potty trained and fairly independent at using the bathroom. [Bylaws: Article IV.B.5]

Children will be admitted in the preferential order listed below. These categories are *not* cumulative. In the event that your child qualifies for more than one category he/she will be included in the lottery using the most preferred category.

[Bylaws: Article VIII.D]:

1. Children of incoming Parent Board members and teachers
2. Currently enrolled children
3. Siblings of currently enrolled children
4. Children of alumni board members
5. Children from alumni families
6. All new applicants. Additionally, currently enrolled families with two Parent Accountability Policy warnings.

Applications to maintain preferred enrollment status will be due by the 2nd week of March for current families (returning students and siblings). \*Applicants of currently enrolled families whom have been issued a second warning under our Parent Accountability Policy will be moved to group six in the lottery process. We will host a public open house no later than the 3rd week of March; applications for new students will be accepted until a posted deadline shortly thereafter.

Steele will employ a lottery process for any above category of applicants that has more applications than spaces available. The enrollment and board chair [if applicable, incoming board chair], with the preschool director present, will conduct a random lottery (as needed) by preferential category. Each family will be notified by email of their placement and acceptance/waitlist status the week following the lottery. Those families who do not obtain a spot or are not included in the lottery will be placed on the **Waitlist** in the following order (*applicants for a Tadpoles spot, please see below*):

1. Board Members
2. Currently enrolled families
3. Siblings
4. Families who have served on the board in the past
5. Alumni
6. New applicants

After the school year has started, openings may be filled with movement between classes at the discretion and guidance of the teachers. Otherwise, the waitlist will be followed according to the order listed above.

Tadpoles age eligibility vs spot on the waitlist:

Spots offered to students on the waitlist will be offered per lottery placement and preferential placement guidelines listed above. Anyone registering on the waitlist after the lottery will be added to the existing waitlist post-lottery in order of registration. Students who are not age eligible will not lose their spot on the waitlist, so if an open spot in the Tadpoles classroom is available when that child is age eligible, it will be offered.

Children are admitted to Steele Cooperative Preschool without regard to race, color, religious preference, sex, cultural heritage, national origin, gender identity, disability, or economic background. English is the primary language spoken at Steele, but children speaking any language are welcomed. A translator will be available as needed, to communicate with families.

Steele Cooperative Preschool will make all reasonable accommodations possible to provide access for children with disabilities or developmental delays. We know that young children with disabilities are best served in the same settings where their typically developing peers are found, and we will accommodate them to the best of our ability. [Bylaws: Article VIII.A]

In accordance with state regulations, for all children enrolled in Steele Cooperative Preschool, we must have on file a copy of the child's current immunization record showing that he/she is up-to-date with all required vaccinations and a note from the child's doctor indicating that he/she is in good health and can participate in activities without restriction. Failure to submit this information in a timely manner is grounds for dismissal from the school. [Bylaws: Article VII.A]

If class enrollment is not sufficient, as determined by the Parent Board, Steele Cooperative Preschool has the right to cancel the class. [Bylaws: Article IV. B.4]

**SECTION 5**  
**SCHOOL TERM AND HOURS OF OPERATION**

Classes at Steele Cooperative Preschool begin the Tuesday after Labor Day and conclude the week before Memorial Day. During the school term, Steele Cooperative Preschool classroom schedules are as follows: [Bylaws: Article V.A, B]

<b>CLASS</b>	<b>DAY(S)</b>	<b>TIME</b>
Tadpoles	Tuesday and Thursday	9:00 to 11:00 a.m.
Polliwogs	Monday, Wednesday, and Friday	9:00 to 11:30 a.m.
Frogs	Monday, Tuesday, Wednesday, and Thursday	12:00 to 3:00 p.m

## SECTION 6 HOLIDAYS, VACATIONS, AND SNOW DAYS

Classes at Steele Cooperative Preschool begin the Tuesday after Labor Day and conclude the Thursday before Memorial Day. For specific holiday and vacation closures, consult the calendar on Steele's website, [www.steelecooperativepreschool.org/events](http://www.steelecooperativepreschool.org/events). [Bylaws: Article V.A]

The Parent Board and/or Director reserves the right to close school or to adjourn classes early for unforeseen circumstances, including inclement weather, in which case all parents will be notified via email and/or text message. Steele Cooperative generally follows the DPS and Jeffco schedules regarding holiday schedules and DPS and Jeffco snow days. [Bylaws: Article V.C]



**SECTION 7  
TUITION AND SCHOLARSHIPS**

Each family enrolling a child in Steele Cooperative Preschool is required to pay an annual \$35.00 nonrefundable registration fee for the first child in the family (in addition to monthly tuition). Registration for additional siblings is \$15.00 per child. The tuition schedule established for the current school year is as follows. [Bylaws: Article VI.A, B, C]

<b>CLASS</b>	<b>TUITION</b>
Tadpoles	\$190.00/month
Polliwogs	\$320.00/month
Frogs	\$450.00/month *

**Denver Preschool Program - Frogs Class ONLY**

All Frogs families residing within the City and County of Denver are required to apply for the Denver Preschool Program (DPP) tuition credit as a condition of enrollment. DPP.org (303) 595-4377.

Families enter income information to receive up to 100% credit. If a family opts not to submit income info, a small standard credit is offered. A family can opt to pay the full tuition without DPP credit and donate the DPP credit to the school for a tax-deductible contribution. DPP credits are awarded monthly based on attendance; if your child misses school more than the attendance threshold allows, you will be required to make up any credit DPP withheld for that month.

Families enrolling more than one child in Steele Cooperative Preschool are entitled to a 10% monthly discount off stated tuition for every additional child. If the children are enrolled in different classes at Steele, the discount shall be applied to the tuition for the youngest child(ren). When applying this discount, please notify the payment coordinator of your enrollment status when paying the first month's tuition. [Bylaws: Article VI.E]

Also, limited scholarships are available to families with children enrolled in Steele Cooperative Preschool. To apply, you must complete and submit the school's scholarship application (available at the school and on the school's Website). Scholarships are evaluated on a year to year basis. When considering applications for scholarships the Board Chair and Board Treasurer take into consideration the federal guidelines for poverty in determining award amounts, as well as fulfillment of previous years of cooperative member requirements for current families. Current members must be in good standing in order to be eligible for a scholarship. Good Standing requires that the responsibilities as detailed in Section 17 (H) are being met. Timely payment of tuition will be taken into account for scholarship approval. Applications for scholarships can be submitted any time during the school year if a family is faced with unexpected financial hardship, such as loss of employment. Recipients of scholarships for the school year will be notified by email and/or letter. Scholarship awards cover one academic school year, September–April, with the exception of the deposit - the full monthly tuition rate is required and is applied to May's tuition. [Bylaws: Article VI.F]

*\* For Frogs families living within the City and County of Denver, scholarship awards will be approved after consideration of DPP credit.*

## SECTION 8 PAYMENT POLICY

Children accepted to Steele Cooperative Preschool will require a deposit equal to one month's tuition to hold the child(ren)'s spot at the preschool. This deposit will be applied to the last month's tuition (assumed to be May). If accepted after the enrollment period, the deposit is due within two weeks of acceptance to the school. Thereafter, **tuition is due on the first of each month**. September's tuition is due the second week of August for families enrolling in the fall. [Bylaws: Article VI.C]

Tuition is considered delinquent if it is not paid on or before the 7th day of each month, with the exception of January due to winter break (please see current calendar for date). After the specified date, a \$30.00 late fee will be assessed. Each occurrence of late tuition will be reported to the Board Chair and Parent Involvement Chair as part of Parent Accountability. Failure to pay tuition 3 days past the month's grace period, with three delinquent payments in one year, and/or failure to pay tuition within 30 days of its due date without making prior arrangements with the Payment Coordinator may be considered grounds for dismissal from the preschool. Families wanting to pay more than one month's tuition, or the entire school year's tuition in advance, may do so. However, no discount will be given. Timely payment of tuition will be taken into account for scholarship approval. Tuition credits are not given for missed days or class cancellations due to child illness, lack of parent aides, inclement weather conditions, or teacher illness. [Bylaws: Article VI.C]

Tuition payments should be dropped into the box marked "Tuition" found on top of the mail cubbies at the preschool. Tuition payments may also be mailed to the school's address at 3746 Grove St, Denver, Colorado 80211. Tuition may also be paid via Venmo or PayPal using the "Payments" tab on the school's Website: [www.steelecooperativepreschool.org/payments](http://www.steelecooperativepreschool.org/payments). Please note that each PayPal payment is assessed an additional processing fee. Please keep a record of your tuition payments; receipts are given only upon request. [Bylaws: Article VI.C]

Steele Cooperative Preschool accepts personal checks from its members in good faith for payment of tuition and other fees and programs at the school. However, in the case where a check is returned for insufficient funds, or any other reason, the bank's fee will be assessed for each occurrence. Thereafter, for members who have had a check returned, the school reserves the right to withhold services until their checks have cleared. Any member having three or more checks returned during their tenure at the preschool may be asked to provide payment for tuition and/or other services to the school in the form of a cashier's check, a guaranteed money order, or cash. Additionally, repeated occurrences of checks being returned may be considered grounds for dismissal from the preschool. If a family starts after the first class of the month, the member may ask the Parent Board for prorated tuition.

## SECTION 9 TRANSPORTATION POLICY

Steele Cooperative Preschool does not provide transportation to or from school or for field trips, but it does encourage parents to form carpools. While the school is not responsible for the transporting of children, drivers of students are expected to follow all Colorado laws pertaining to the safe operation of motor vehicles, use of child restraints, and insurance coverage.

When dropping off your child at school, please follow Colorado law and do not leave your parked vehicle running.

## SECTION 10 DROP-OFF AND PICK-UP POLICY

On regular class days, plan to arrive at the preschool no sooner than five minutes before class. If families arrive at school earlier than 5 min, parents are welcome to supervise their children on the playground until school starts. Teachers and parent aides will be preparing the classroom for the school day. Parents must escort their children into the building and must stay with their children until the scheduled teacher aide(s) arrives. (Please refer to Section 17-A for procedures that will be followed if a scheduled teacher aide is absent.) If the teacher is not present in the school, parents may not leave their children at the school.

Plan to pick your children up no later than five minutes after class is scheduled to conclude. Please pick up your children on time. If a parent or guardian fails to pick up a child within 10 minutes of class dismissal, the procedures outlined in Section 22-B will be followed.

A sign in/sign out sheet is maintained by each class. A parent/guardian signature and time of arrival is required at drop off and parent/guardian signature and time of dismissal is required at pick up.

For the safety of the children, Steele Cooperative Preschool will not, without written permission, release any child from the building to any person other than the custodial parent or guardian or to any other person who is not expressly identified on the child's enrollment application.

The written permission slip must:

- be signed and dated by the custodial parent or guardian,
- designate who is responsible for the child's transportation, and
- specify the dates on which the designated person is authorized to pick up the child.

If a child has trouble transitioning from home to school, the teacher will work together with the parent to develop a strategy to help the child adjust as the parent leaves. If a child is inconsolable for longer than 10 minutes after a parent leaves, the teacher will call to check in and consult the parent for a continued plan of action.

On field trip days, because the preschool does not provide transportation, plan to arrive at the field trip location prior to the meeting time. Each child must be cared for by an adult (not the teacher) during the field trip. A parent or caregiver must attend with each Tadpole and Polliwog. Older students may carpool with and be cared for by another adult, as arranged for by his/her parent or caregiver. [Bylaws: Article VII.B]

## SECTION 11 CLASS SIZE AND RATIO

In compliance with the Colorado Department of Human Services, up to 15 students may be enrolled in the Frogs class, up to 13 in the Polliwogs class, and up to 12 in the Tadpoles class.

For your review, a copy of the preschool's license is posted on a bulletin board in the classroom, and the preschool's licensing record may be reviewed upon request at:

Colorado Department of Human Services  
1575 Sherman Street  
Denver, Colorado 80203-1714

A booklet containing Colorado State Rules and Regulations for Child Care Centers, issued by the Colorado Department of Human Services, is also on file at the preschool and is available for review upon request. Any concerns regarding noncompliance with these rules and regulations should be directed to the above address or by calling the Colorado Department of Human Services directly at 303-866-5948.

During operating hours, one qualified teacher and at least one teacher aide (two teacher aides for Tadpoles classes) will be on the premises during each class session. (Please refer to Section 17-A for procedures that will be followed if a scheduled teacher aide is absent.) [Bylaws: Article VII.B]

If a teacher is ill or is otherwise absent, other Steele staff members will be asked to cover the class. If Steele staff is not able to substitute, the class will be conducted by a state-qualified substitute. If no state-qualified substitute can be arranged, the class session will need to be canceled.

## SECTION 12 GOVERNING BODY

A parent-run board, which is open to all the members of the cooperative, manages Steele Cooperative Preschool. In its management of the preschool, the Parent Board is guided by the Colorado State Rules and Regulations for Child Care Centers and meets regularly throughout the school year, typically once a month.. [Bylaws: Article IV.A]

Below is a general overview of the positions on the Parent Board for the current school year. A comprehensive view of the positions and their associated tasks and responsibilities can be found in the document “Board Roles and Responsibilities” on Steele’s website, [www.steelecooperativepreschool.org](http://www.steelecooperativepreschool.org).

- **Chairperson:** The chairperson works closely with the director and other board members to ensure the smooth operation of the preschool. The chairperson is responsible for presiding at all monthly Parent and Board meetings. Additional duties include coordinating special projects or programs that occur during the school year; delegating additional tasks or responsibilities as they arise; assisting the treasurer in the review and approval of scholarship applications; and managing the responsibilities of the various parent committees outlined in Section 17 to ensure their accountability to tasks assigned to them.
- **Secretary:** The secretary manages the written communications and documents for the school, including taking and distributing the minutes of the meetings to all Parent Board members.
- **Treasurer:** The treasurer has primary responsibility for maintaining or developing budgets, processes, and procedures to ensure the financial viability of the school. The treasurer also oversees the efforts of the school’s accountant (including accurate and timely payment of all bills and expenses; payment of appropriate federal, state, and local taxes; and submission of proper tax forms). The treasurer, in conjunction with the chairperson, reviews and approves all scholarship applications.
- **Building and Grounds Chair:** The building and grounds chair manages the school building interior and exterior.
- **Cleaning Chair:** The cleaning chair’s primary function is to oversee cleaning activities at the school to ensure that the building is kept clean throughout the school year.
- **Enrollment Co-Chairs:** The enrollment co-chairs are responsible for communicating with prospective families, processing applications to the preschool, and working to keep enrollment at an optimal level.
- **Outreach and Tours Chair:** The outreach and tours chair is responsible for coordinating tour schedules for families interested in attending Steele Cooperative Preschool, as well as marketing Steele by coordinating participation in local events, utilizing advertising and other mechanisms deemed appropriate for increasing awareness about the preschool, recruiting new families, and maintaining our presence as a community school.
- **Fundraising Chair:** The fundraising co-chair is responsible for oversight and coordination of all fundraising activities for the school.

- **Community Involvement Chair:** The community involvement chair is responsible for ensuring accountability of preschool families to meet parent participation requirements, including oversight of the aiding schedules. The Chair manages and supports the Class Parents for each class, helping them to meet their responsibilities of encouraging community development and fulfillment of family participation in the school. The Chair also arranges enrichment and community involvement activities for the parents, including all-school activities such as field day and school socials.

## SECTION 13 STAFF AND ADMINISTRATION

The permanent staff of Steele Cooperative Preschool consists of a state-licensed director/teacher and several state-qualified teachers, all of whom are experienced and trained in early childhood education. All staff must pass FBI, CBI and Trails (Department of Human Services) background checks. The director has authority and responsibility for administration of Steele Cooperative Preschool, according to its defined purpose and policies and Colorado State Rules and Regulations for Child Care Centers. All our teachers are certified in first aid and CPR. Teachers are responsible for conducting classes and determining the educational program and policies of Steele Cooperative Preschool. [Bylaws: Article IV.B.3, 5] They annually participate in ongoing professional development activities to continue their own learning and to bring that learning to the classroom.



## SECTION 14 CLASSROOM PROGRAM

The program offered to students of Steele Cooperative Preschool is designed to provide a broad range of learning experiences, including how to participate in groups, how to cooperate, and how to share. Students learn new skills, express their own creativity, and are guided toward greater independence, self-confidence, and self-fulfillment.

Teachers work within a framework that encompasses a play-based curriculum aligned with the Colorado Early Learning and Development Guidelines. During class, activities and play materials appropriate for each age group are offered. Teachers will adapt lessons and activities as needed, based on assessments, to accommodate the varied needs of the children in the class and to incorporate family and community perspectives into the classroom. Classroom activities include music and dance, supervised free play, discussion, lesson and circle time, arts and crafts, dramatic and creative play, gross- and fine-motor activities, share time, snack time, and storytelling. Each class follows a daily schedule. Class schedules are posted on the bulletin board immediately inside the front door.

Both observation and formal assessment strategies will be performed and utilized by the classroom teacher throughout the school year to provide feedback to parents, to guide classroom lesson and activity planning, and to inform planning for overall curriculum improvement at Steele. Assessments will be done in the classroom, either in groups or individually and with materials that are familiar to the children. An initial screening will be given to each child, in order to establish a baseline of where the student is both academically and socially and emotionally.

Parent-teacher conferences will be scheduled each semester that school is in session. [Bylaws: Article IV.B.1] The fall conference is an opportunity for the teacher to share her/his observations of the child during the first two months of school. The teacher and parent will also work together to set learning goals for the child. The purpose of the spring conference is to provide feedback to the parents on how the child has progressed toward the learning goals that were established. The teacher will share formal assessment results of the child. If there is a reason for concern regarding a child's development or behavior, additional parent conferences will be scheduled as needed to explain and give evidence of the concern, create next steps for the child with parent input and to share applicable resources.

Students do not routinely view television or videos during class, nor are computers utilized as part of the normal curriculum. If a teacher wishes to present a small portion of a video (less than 15 minutes) in order to support a lesson, the portion will be reviewed by the school's director prior to being shown to the class. The director will ensure that the video is age-appropriate, consistent with the school's philosophy, and an important complement to the lesson plan. [Bylaws: Article IV.B.5]

## SECTION 15 FIELD TRIP PROTOCOL

Classroom activities are enriched by age-appropriate field trips, including visits to local places of interest, events at cultural facilities, and seasonal outings.

For your child to participate in scheduled field trips, you must sign a field trip permission slip and return it prior to the field trip. Some field trips also require payment of a nominal fee, which will be collected prior to the trip. Field trips may leave the school at a scheduled departure time, or students may be asked to meet at the field trip location at a designated time. To avoid missing these trips, make sure your child arrives a few minutes early.

To ensure the safety of your child while on field trips, the following precautions are taken:

- Written permission is needed from the parent of each child transported to and from the field trip. The form must include the child's name, destination, date of field trip, and dated signature of the parent. These forms are required by the state even if you are attending the field trip with your child.
- Each child must be cared for by an adult (not the teacher) during the field trip. A parent or caregiver must attend with each Tadpole and Polliwog. Older students may carpool with and be cared for by another adult, as arranged for by his/her parent or caregiver.
- Each parent driving on field trips must have a valid driver's license and adequate liability insurance. Parents transporting children on field trips must maintain child restraint systems, as required by Colorado State Law.
- A person trained in first aid will attend each field trip or special event.
- Any field trip may be canceled at the discretion of the teacher if too few parents sign up to transport children to ensure a proper ratio of adults to children.
- Steele Cooperative Preschool does not assume any liability for siblings brought by parents to field trips.
- If a child is in an accident or is injured during a field trip, the procedures described in Section 22-D will be followed.
- The list of emergency contacts, including medical contact information and consent to treat forms, for all children enrolled at the preschool will accompany the supervising teacher for all field trips. It is the parents' responsibility to ensure that they provide this information to the school and keep it updated. [Bylaws: Article VII.B]

## SECTION 16 SUPPLY AND CLOTHING REQUIREMENTS

**Supply Needs:** Requests for supplies (such as paper towels or tissues for general consumption at the school) and contributions to various class projects or activities may be sent throughout the school year. Your cooperation in bringing these items to school is greatly appreciated. [Bylaws: Article IX]

**School Clothes:** In dressing your child for school, remember that play clothes are best, especially those that the child can easily maneuver by himself or herself during toileting. Clothing should also be suited to the weather since the children usually go outside every class session. All outside apparel (e.g., boots, gloves, coats, hats) should be marked with your child's name. Each child's personal clothing (such as coats) will be stored on a hook or in a cubby that is at a height the child can reach.

Children should only bring weather-dependent outerwear to school. They should not bring money or toys; when a security item is needed for a child to feel comfortable at school exceptions will be made. A lost-and-found is located near the entrance to the school if an item gets misplaced.

On the first day of school, please send an extra set of clothes for your child to be kept at the school. These clothes should be placed in a large plastic (Ziploc-type) bag with your child's name clearly marked on it. Please be sure to include clothes appropriate for various kinds of weather. These clothes will be stored in the closet by the bathroom on a shelf marked for his/her class. For children in the Tadpoles class, if the child is not completely potty trained, please also include two disposable diapers or training pants.

In addition to dressing your child in appropriate clothing for class and the weather, you are also asked to protect your child by applying sunscreen to his/her exposed skin as needed. Unless the weather is extreme (see guidelines in Section 22-C), all classes go outside during every class session, so it is important that the children be protected from sunburn. The teacher and teacher aide do not have the capacity to apply sunscreen to each child individually during class time. [Bylaws: Article VII.B]

## SECTION 17 PARENT RESPONSIBILITIES

While parents are encouraged to become involved as much as they wish to in Steele Cooperative Preschool, certain responsibilities are required to ensure the preschool's smooth operation. These requirements include classroom aiding, participation on a committee, and active involvement in fundraising events and activities. Each is discussed separately below. [Bylaws: Articles II.B and IX]

### A. Parent Aiding Requirements

On a rotating basis, parents are required to aid in their child's classroom. Parent aides will be under the direct supervision of the classroom teacher. The aiding calendars are posted on the bulletin board immediately inside the front door. Sign up for the aiding schedule is typically done online through your class parent. One teacher aide is required per class, with the exception of the Tadpoles classes, which require two aides. On average, you should only have to aid about once a month if your child's class is fully enrolled. We encourage both mothers and fathers to participate in aiding. Grandparents, relatives, or siblings (over the age of 18) are welcomed to substitute for parents if necessary. Per state regulations, an individual is limited in how many times he/she can aid in one class. This number cannot exceed 13 times in the school year. The community involvement manager will keep track of how many times each person has aided. If all families are doing their part, working within this limitation should not present a problem.

Prior to aiding, **all** people who will be aiding in your child's classroom are **required** to attend a preschool-sponsored training on physical and sexual abuse awareness. This abuse awareness training is required for our preschool to meet standards for state licensure. This training only needs to be attended by each aide once as long as there is not more than a one-semester gap in enrollment at the school or there is not a significant change to the content of the training program. At least one person per family must attend this training, and failure to do so will be grounds for dismissal from the preschool. There is no limit on the number of family members who can participate in the training and become eligible to aid in the child's classroom.

- **Substitution:** If you are unable to aid on a day you have signed up for on the aiding calendar, it is your responsibility to switch aide days with another parent in your child's class. Any substitutions in aiding must be indicated on the aiding calendar. You must also inform the class parent for your class of the switch, as he/she is responsible, in part, for keeping the aiding calendar fully scheduled.
- **Failure to Aide:** *If the scheduled teacher aide fails to arrive for class, class will be canceled.* The absent parent then will be assigned an extra aide day in addition to those already scheduled. The enrolled child of any parent who misses two scheduled aide days or fails to sign up for aiding responsibilities following contact from the community involvement manager will be dismissed from Steele Cooperative Preschool, according to the procedures described in Section 18.
- **Aide Day Responsibilities**  
(These are also posted on the bulletin board by the fish tank in the main room of the preschool.)
  1. Arrive 15 minutes before class convenes and sign your name at the bottom of the classroom sign-in sheet as the aide for that day.

2. If first aide in the morning: note the refrigerator temperature on the sheet hanging on the refrigerator door.
3. Do not bring your other children to class. The preschool is not equipped or licensed to accommodate non-enrolled children; more importantly, your aide day is a special time for you and your enrolled child. The exception to this rule is a non-mobile baby too young to be left for the length of time required for aiding.
4. Bring a nutritious snack (consistent with the Snack Policy in Section 26) for each child, the teacher, and any possible guests. If you don't wish to wash the reusable items provided by the school, you also need to bring small disposable cups, napkins, small plates, and/or utensils, as needed, for the food and drinks you provide. If you are an aide for a Tadpoles class where there are two aides, one is responsible for bringing a veggie/fruit and the other is responsible for bringing a protein/grain.
5. At snack time, clean the tables with soap and water, and then bleach solution. Let the bleach sit on the tables for 30 seconds before wiping. Then, set out food, drink, and required accouterments for each child, the teacher, and any guests. Make sure that each child washes his or her hands before snack. Clean the tables with soap and water and bleach solution after snack.
6. Bring to the teacher's attention any child you suspect is sick or any child with unusual cuts, bumps, or bruises.
7. Make sure children wash their hands after using the bathroom, before snack, after snack, after outside play and at other times, as needed.
8. Wash your hands after cleaning and handling garbage or cleaning supplies, before prepping snack and after serving food, after helping children in the bathroom and any other time as necessary when hands are dirty.
9. Help maintain general order and supervision during all activities and alert the teacher's attention to any situation regarding safety, discipline, etc. Defer to the classroom teacher for any out of the ordinary discipline occurrences.
10. Respect the confidentiality of each child and family by discussing a child's behavior only with the teacher and out of hearing distance of the children.
11. Assist the teacher in whatever manner requested, including but not limited to, helping set up activities for the day, cleaning up and putting away items, supervising individual and group activities, handwashing, helping children with outdoor garments and bathroom needs, and supervising outdoor play.
12. Aides in the morning classes take out sandbox toys (weather permitting). Afternoon aides put sandbox toys away, cover the sand and make sure the playground is picked up for the next day.
13. If it has snowed the night before and the snow removal family has not completed the shoveling, the morning aide will shovel or sweep the snow from the steps and sidewalk leading up to the school and public sidewalk. If it snows during class, the afternoon aide should shovel the steps and sidewalk leading up to the school after class so that there is less snow for the aide the next morning.
14. Before leaving, vacuum and sweep. Empty the trash cans and place in receptacles outside. Clean and sanitize the bathroom. Restock paper supplies and fill soap dispensers, as needed. Put any dry artwork in the children's mail slots. Clean the easels and refill paint cups as needed. Aides in the last class on Friday are asked to

- put the paint cups in the kitchen sink to soak. On trash/recycle/compost pickup days, ensure bins are placed on curb.
15. Stay with the class at dismissal time until all students have been picked up by their parents or appointed guardian.
  16. If the last person leaving the school, check all rooms to ensure no children are remaining in the school, turn off all lights and confirm that all exterior doors are locked, and then close and lock the front door.

## B. Parent Committees

Each member family is required to participate on one of the committees at Steele Cooperative Preschool:

- **Building and Grounds Committee:** The purpose of the Building and Grounds Committee is to coordinate facility and equipment maintenance for the school and to ensure that the playground and all outdoor areas are kept safe.
- **Cleaning Committee:** This committee includes the families who perform weekend and deep cleaning of the school.
- **Enrollment Committee:** This committee manages the enrollment process and works with the Outreach Committee to ensure that enrollment stays at an optimal level. Thi
- **Fundraising Committee:** The purpose of this committee is to help to raise funds for the preschool.
- **Outreach and Tours Committee:** This committee markets the school and works with the Enrollment Committee to ensure that enrollment stays at an optimal level. This committee also This committee is also responsible for leading the required tours of the school.
- **Class Parents:** The purpose of this committee is to serve as liaison between parents in their class and teacher/school board, assist the teachers in planning and executing class activities and to foster a sense of community among the families in their class. Additionally, they manage their class' aide calendar, assist with special enrichment activities, and help organize all-school activities such as field day and school socials. This committee reports to the Community Involvement Chair.
- **Payment Coordinator:** This one-person committee reports to the Treasurer and is responsible for the collection of monthly tuition and any other incoming funds for deposit into the school's bank account.

The Parent Board provides direction to the committees regarding goals and objectives. As a committee member, you're expected to attend any committee meetings and help your committee meet its goals and objectives. The board also welcomes and encourages any suggestions that committee members have regarding direction and goals. For a complete list of the parent committee roles and responsibilities, please see Part C of this handbook. [Bylaws: Article IV.C]

## C. Fundraising Responsibilities

As a parent-directed cooperative preschool with maintenance of affordable tuition as one of its goals, Steele does require its member families to participate in fundraising events throughout the school year. There are ample opportunities to participate and although participation in every event is not mandatory, a good faith effort in substantial participation is required. The Parent Board will determine main fundraising events and decide to what extent and how participation is required. This will be clearly

communicated to members by the Fundraising Chair. Failure to meet fundraising requirements for Steele may result in the dismissal of the enrolled child according to the procedures described in Section 18.

#### **D. Meeting Requirements**

To keep you informed and to give you the opportunity to participate in the school's operations, we hold parent meetings throughout the school year. This year, meetings will be held on the second Thursday of each month (October through April, with the exception of December) at 7:00 p.m. at the school.

At least one representative from each family must attend. Attendance at these meetings is MANDATORY. Missing meetings is noted under Parent Accountability (Section 17 (H)) and missing more than one (1) meeting per year may affect your good standing at the school. We make every effort to keep the meetings to under an hour in length. If you are unable to attend, you must talk with either your class parent or a member of the Parent Board to be excused. In an effort to keep meetings running smoothly, we only allow non-mobile babies too young to be left for the length of the meeting. [Bylaws: Article III.B]

#### **E. All-School Prep Weekend**

One weekend, at the end of August, we perform a cleaning of the entire preschool in preparation for the start of school. Toys are washed and organized, closets are cleaned out, the playground is raked, etc. In addition to making sure the students start the year in a clean and welcoming environment, the all-school prep weekend is an opportunity for new families to meet other Steele families and become acquainted with the school. Each family is required to sign up for a designated block of time during this all-school preparation. The Cleaning and Building and Grounds Chairs provides a list of tasks to choose from. If you are unable to attend during that cleaning weekend, contact the cleaning and buildings & grounds chairs, who will assign you with another task to help get the school ready for the new school year.

#### **F. Summer Involvement**

Although classes are not in session from June through August, some tasks need to be done during the summer to keep the school running smoothly (such as landscape maintenance and manning of Steele booths at outreach events). For the current school year, committee sign up for continuing families will be in May; this will allow continuity of committee members over the summer in order to address any needs that arise.

#### **G. Volunteer Activities**

There are other preschool activities that require parental participation, including driving on field trip days, assisting with parties, and helping with other special events. We encourage your participation in these activities as it helps build community and fosters a sense of enthusiasm for these activities in your child. [Bylaws: Article IX]

#### **H. Parent Accountability**

Because the involvement of the parents is so crucial to the success of our school, it is important that all parents do their fair share. Therefore, we have a parent accountability program. In addition to meeting the responsibilities outlined above in Sections 17-A through 17-G, prompt payment of tuition is required to stay in good standing as a member of the cooperative.

To ensure accountability and fairness, the Parent Board tracks the participation of the member families. The file of a member family will be reviewed, and action for dismissal of the enrolled child may be taken under the following circumstances:

- Failure to provide a valid email address to obtain school communications.
- Failure to sign up for aiding in proportion with other families in your child's class and/or failure to show up for aiding without finding a substitute or notifying the class parent or teacher .
- Failure to participate in all-school cleaning activities without making arrangements with the cleaning chair.
- Failure to meet fundraising requirements without discussing the situation with the co-chair of the Fundraising Committee.
- Repeated absence from parent meetings without any communication.
- Being more than 7 days late with tuition twice in the year without making arrangements with the Payment Coordinator.
- Failure to provide all required paperwork for the proper enrollment of your child.
- Failure to attend the required abuse awareness training.
- Failure to participate fully in meeting the requirements of your committee.
- Consistent late pick up from school.

[Bylaws: Article IX]

In the case of a family not meeting the requirements of the cooperative, the following three-warning process will be initiated:

**First warning:**

*Oral check-in with the school's director or the Parent Board chairperson*

If obligations are not being met, the director or the board chair will talk with you to identify how to bring your membership back into good standing.

If not meeting obligations because of difficult life circumstances, please tell your class parent, the school's director, or a member of the Parent Board. If there is any way Steele can help, we will. If your class parent or a member of the Parent Board does notice that obligations are not being met, she/he will approach you and ask how we can help.

**Second warning:**

*Oral and written check-in with the school's director and the Parent Board chairperson*

If obligations still are not being met, the director and the board chair will talk with you and provide a written warning and a written plan of action to keep your child from being dismissed from the school. In addition, placement on second warning drops you to number five in the preferential order in the lottery enrollment process for the following year. (Please refer to section 4: Age Requirements and Admission Procedures in this Handbook)

If you are not meeting the responsibilities in the preceding section, you may receive a written warning like the one below. Please let your class parent, the school's director, or a Parent Board member know if there is any way Steele can help make this a successful experience for everyone.

Dear XXX,

The Steele Cooperative Preschool Parent Board has created the three-warning process. Our hope was to support every family in meeting the obligations agreed



upon by signing their Steele Cooperative Preschool parent contract. This process is a formal avenue that the school and the family can use to resolve participation concerns that arise during the school year. Because we are a cooperative, individual family participation is vital to enhancing the preschool experience for our children.

Your family is receiving this letter along with a copy of your signed Parent Participation Contract because one or more of the obligations are not being fulfilled. If there are ways that Steele can support your family, please contact your class parent, the school's director, or a Parent Board member.

We depend on participation from all families to maintain the high quality and successful operation of our program. Your participation, in the highlighted areas, is not meeting Steele expectations. If you are unable to fulfill these obligations, it may be necessary for us to revisit the appropriateness of this school/program for your family. Unless improvement is shown during the next month, you may be dismissed from Steele and/or denied enrollment for the next school year.

Sincerely,  
Steele Cooperative Preschool Parent Board chairperson

**Third warning:**

*Final Check-in with the school's director and the Parent Board Chairperson*

If obligations have continued to be ignored, then you will be notified that our cooperative is not the best fit. At the Parent Board's discretion, your child/ren may be dismissed from the cooperative for the remainder of the school year. A letter of denial of re-enrollment for the next school year/s will be mailed to you. Siblings of un-enrolled students may also be ineligible to enroll.

**SECTION 18**  
**WITHDRAWAL AND DISMISSAL POLICY**

Any parent withdrawing a student from Steele Cooperative Preschool should give the teacher, the director, and the enrollment chair 30 days advance notice. No tuition or registration fee refunds will be granted. If a student must be dismissed from Steele Cooperative Preschool because of the parent's failure to attend the required training on physical and sexual abuse awareness; failure to pay tuition; or failure to meet aiding, committee, or fundraising requirements, the three-warning process described in Section 17-H will be implemented.

[Bylaws: Article IV.B.1]

## SECTION 19

### DISCIPLINE AND GUIDANCE POLICY

Steele Cooperative Preschool endeavors to provide an atmosphere of acceptance and professional understanding of the needs of young children. To minimize unacceptable behavior, we provide a variety of activities suited to the age, interests, and needs of each class. To keep discipline problems to a minimum, teachers provide regular reminders and positive reinforcement of the established guidelines, school rules, and limits. Through these methods, we strive to create a safe environment where children learn to make appropriate choices, learn from mistakes and grow in their social and emotional skills as they interact with their peers and adults in their class. Discipline measures that physically harm a child (ie. spanking, shaking, hitting) or methods that belittle a child (ie. shaming, ridiculing, blaming) and creating barriers to the formation of a positive self-image are prohibited. Restraining a child may only be used when it is necessary to protect the child or others from harm.

If a situation does arise that requires disciplinary measures, the teacher will:

- attempt to determine the underlying cause of the misbehavior;
- redirect to other activities, friends to work with;
- provide suggestions to work out the situation or disagreement, modeling problem solving words for the students;
- issue a gentle reminder in positive terms of what is acceptable behavior;
- limit the use of an activity or toy if the child makes poor choices when participating in or with it; occasionally an area of play will be closed.
- In certain situations, a child may be asked to sit away from peers with a teacher for a short period of time to help the child regulate and feel ready to enter back into classroom participation.
- If a child is injured by another child in their class, an Accident Report form needs to be filled out. A copy must be placed in BOTH of the children's files.
- If a child is exhibiting excessively disruptive behavior or is consistently harmful to other children or adults, a Discipline Documentation Log/Form will be started.
- When this log is needed two parent teacher meetings will be scheduled and an Individualized Strategy Plan will be developed with the parents, the child's teacher and the director. Occasionally with parental consent we may ask for professional advice from an outside organization to help This I.S.P will be used for 2 weeks (or other set time) to see if progress is being made, at which point the second meeting will be held. If progress is not being made and there is still concern for the safety of others or to the learning environment a child may be asked to explore other options (see details below).

Every effort will be made to meet the social and emotional needs of all children enrolled at Steele Cooperative Preschool. However, if a child consistently exhibits excessively disruptive behavior, behavior that interferes with their own and other students' learning or is harmful to other children and/or adults, the teacher will contact the parents to set up a parent/teacher conference. Together, the teacher and parents will address the child's behavior and develop an Individualized Strategy Plan. There will be two of these meetings scheduled. The goal of this plan is to keep the student in their class and for the child and their peers to have a positive and inclusive learning experience, and to make every effort to avoid an expulsion situation. The second follow up conference will be scheduled to assess if the Individual Strategy Plan is

working and goals are being met, and adjustments will be made to the plan if necessary. Sometimes with the consent of the parents it might be suggested to have an outside observation done. If there is no change in the child's behavior after these two parent-teacher conferences, then the parents will be asked to explore other educational options. If this is the best outcome an agreement will be signed by both parties. Steele Cooperative Preschool can assist in finding services or a more appropriate school for the family in compliance with state and federal laws including our bylaws. [Bylaws: Article IV.B.1]

## SECTION 20 ILLNESS/MEDICATION POLICY

**Please use good judgment; don't send your child to school if he or she is showing symptoms of illness.** If your child has had a 100° or higher fever, diarrhea, or vomited twice in the past 24 hours or has crusty eyes, please keep your child at home.

To protect the health of children enrolled in Steele Cooperative Preschool, the following procedures are rigorously enforced:

- Children will not be admitted to Steele Cooperative Preschool without a current and valid record of all immunizations required by the State of Colorado for children of that age and a healthy child letter signed by their doctor. Please note that if you are opting out of immunizations for your child, you must still provide a record of immunizations signed by the child's doctor.
- Children must wash hands on arrival at school.
- During class, children must wash their hands after each trip to the bathroom, before snack time, after outside play and whenever deemed necessary by the teacher or teacher aide.
- Any child showing symptoms of communicable illness during class will be isolated from the other children, and his or her parents will be notified to pick the child up immediately. Those symptoms include, but are not limited to, loss of consciousness, diarrhea or vomiting, severe coughing, difficult or rapid breathing, extreme sore throat / difficulty in swallowing, yellow skin or eyes, conjunctivitis, 100° or higher temperature, infected skin patches or unusual spots or rashes, dark urine, gray or white stool, stiff neck, lice, scabies, or other parasites.
- The decision to isolate and send a child home is strictly that of the classroom teacher. Any child isolated because he/she is showing symptoms of illness will not be left unsupervised.
- If a child at Steele has a confirmed doctor's diagnosis of an infectious disease, Steele will inform all families both verbally and in writing of the disease, signs and symptoms of the disease, mode of transmission, period of communicability and control measures that are being implemented at the preschool. The confidentiality of the student/students involved will be maintained.

### MEDICATION POLICY

- Our teachers are prohibited by law from dispensing ANY medicine to children except as prescribed by a physician, in its original container, and only with the parent's permission.
- All student medications and epinephrine auto-injectors, such as EpiPens®, will be stored in the first aid cabinet that is not able to be accessed by children. If a medication requires refrigeration, it will be placed in the refrigerator in the kitchen. [Bylaws: Articles IV.B.1 and VII.B]

## SECTION 21

### ***Letters of Good Health and Immunization Records Policy***

The Letter of Good Health: This must be on the letterhead of your health care provider's office. The date of the last exam must be given. The letter must contain verbiage stating your child is healthy and able to participate in school. The letter must be signed (stamp ok) and dated by your child's health care practitioner. The letter is valid for 365 days from the date of the LAST EXAM.

You will receive a courtesy notification one month before expiration, but it is your responsibility to have this Letter of Good Health turned in on or before the date of expiration.

Although we do not require your child to be fully immunized, we do require the following as part of our licensing:

The Immunization Record must be recorded on the official State of Colorado form. Most healthcare providers participate in the Colorado Immunization Information System and can print out your form completely. If your office does not participate, it is YOUR responsibility to print out the state form and copy your child's immunizations on to it. The Immunization Record must be signed and dated, and is valid for one year from the date of signing.

NOTE THE FOLLOWING AS PER STATE STATUTES:

You must provide one of the following to your child's school in order to comply with the law:

1. A completed Certificate of Immunization certifying that the student has received minimum immunizations.
2. If a student's Certificate of Immunization is not up to date, the parent, guardian, or emancipated student has 14 days after notification to provide documentation that the next required immunization was administered and submit a written plan for completion of any additional required immunizations. If the plan is not completed, the student shall be expelled or suspended from school for non-compliance.

Exception to this is a shortage of vaccines.

3. Statement of Exemption to Immunization Law printed on the reverse side of the Colorado Department of Public Health and Environment Certificate of Immunization:

a) a medical exemption signed by a licensed physician stating that the student's physical condition is such that immunizations would endanger life or health or is otherwise medically contraindicated; or

b) a religious exemption signed by the parent, guardian, or emancipated student that the student adheres to a religious belief opposed to immunizations; or

c) a personal exemption signed by the parent, guardian, or emancipated student that the student adheres to a personal belief opposed to immunizations.

In the event that an under-immunized child shows symptoms of a vaccine preventable disease, the child may be excluded from class to prevent putting other children in the program at risk of contracting the disease.

Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902.

- If your child's Letter of Good Health has expired, or you do not submit Immunization Information as detailed above within 14 days of notification, your child will not be allowed to attend school until paperwork is completed. You WILL be responsible for all tuition, aiding days, and other committee responsibilities during this time.

## SECTION 22 SAFETY PROCEDURES

We take every precaution necessary to protect your child while he or she is at Steele Cooperative Preschool. The preschool is inspected annually by the local fire department, health department and Department of Human Services Division of Childcare. Children are never left alone or unsupervised. The playground is fenced and restricted to enrolled students during school hours. Smoking is not permitted on school grounds. Fire, Tornado and Lock Down drills are conducted quarterly (fall, winter, spring). Teachers are trained in first aid and in infant and child CPR, and two first aid kits are maintained at the school. Children must be escorted into and from the preschool by a custodial parent or guardian and may not be left at the school if the teacher is not present. The preschool maintains a working telephone, and emergency numbers and emergency procedures are posted by the telephone. [All policies in this section per Bylaws: Article VII.B]

### **A. Child Supervision Policy**

To ensure that all children are accounted for at all times they are at Steele Cooperative Preschool, children are supervised by both sight and sound. A head count will be taken before going outside, while outside, when returning inside, and periodically throughout class time inside the school building. Head counts will also take place before, during, and after any school-sponsored field trips. If a child requires assistance in the bathroom, the teacher or parent aide will leave the door cracked open unless **the child** requests it be fully closed for privacy. Sight and sound supervision will be maintained by the other adult in the classroom.

### **B. Child Pick-Up Policy**

Children should be picked up from class on time. Should a child not be picked up within 10 minutes after a class period ends and the teacher has not been notified of extenuating circumstances, the following steps will be taken:

1. A \$25 late fee will be charged to the child's account.
2. The child's parent/guardian will be called and texted.
3. If there is no answer at home, people on the emergency contact list on file at the school will be contacted.
4. If we are unable to contact anyone on the emergency contact list, the teacher will stay with the child at the school until able to reach someone on the emergency contact list.
5. In extreme circumstances, the teacher will take the child with her, and a message will be posted on the door of the school and left on any answering machines or voice mailboxes for the emergency contacts and parents as to where the student and teacher are.
6. If we are unable to reach anyone after 24 hours, the Denver County Department of Social Services will be contacted.

### **C. Weather Policy**

In general, all classes go outside every class period except in the following conditions:

- **Extremely Cold Weather:** If the temperature is 20° or less or if it is raining or snowing excessively, the children will not go outside. If it is cold, but above 20°, the children will go out for a short time and should come dressed in adequate clothing, including a warm coat, boots, a hat, and mittens.
- **Extremely Hot Weather:** If the temperature is 100° or more, the children will not go outside, but if it is less than 100°, they will go out and should have sunscreen applied to any exposed skin before class time.



- In the event a class is not able to go outside, students will be provided opportunities for inside gross motor play.

#### **D. Medical Emergency Policy**

In the event of an accident or medical emergency, the following procedures will be employed:

1. The teacher will administer first aid and, if necessary, CPR.
2. The teacher or teacher aide will make every effort to contact the child's parent or guardian.
3. If deemed advisable by the teacher, the teacher or teacher aide will dial 911 and summon the Denver Fire Department and paramedics from Denver Health Medical Center.
4. If deemed advisable by the paramedics, the child will be transported by ambulance to Denver Health Medical Center at 777 Bannock Street, Denver, Colorado 80205 (303-436-6000). Parents are responsible for all costs associated with emergency medical transportation. In preparation for this unlikely event, an emergency medical authorization statement is required for each child and is included in the enrollment application.

#### **E. Lost Child Policy**

Chimes are mounted on all outside doors to alert teachers of students and adults entering and exiting the preschool and a strict supervision policy is followed, but in the unlikely event a child is lost, the following procedures will be followed:

1. The teacher will notify authorities (the police).
2. The teacher will notify parents.
3. Simultaneously, information will be gathered to determine how the child became lost, and a search will begin immediately by the adults present while the teacher will supervise the remaining children.

#### **F. Evacuation Policy**

In case the need arise to evacuate Steele Cooperative Preschool for any reason, the teacher and aide(s) shall take all emergency contact information and accompany the students to the former Denver Puppet Theater at 3156 W. 38th Ave., Denver, 80211. Teacher and aide(s) will accompany children west through the alley between 38th and Clyde to the Puppet Theater Courtyard. The teacher and aide(s) will assist children with special needs who require extra help in the evacuation process. The teacher will notify parents by phone to pick up their child(ren) there. This would take place only if the immediate area around the school had to be evacuated by the police or if we had to leave the building and grounds for other safety reasons.

#### **G. Lockdown Procedure and Tornado Procedure**

In the event of a lockdown during school hours, the teacher present will call for help from another school teacher who will maintain the role of liaison with authorities, parents, and presiding teacher. Presiding teacher will keep all doors locked. In the case of an active shooter or request from Police, teacher and students will shelter in the basement. If tornado sirens sound, the teacher and students will shelter in the basement. Parents will be kept informed about current status and pickup procedure.

## **H. Child Abuse Reporting**

By Colorado law, childcare center workers are required to report suspected child abuse or neglect. If at any time a staff member reasonably suspects abuse or neglect, it is the responsibility of the staff member to report or cause a report to be made of this suspicion through the state hotline number 1-844-CO-4-KIDS. It is not the staff's role to investigate the suspected abuse, only to report it. Confidentiality of the student and reporting staff will be maintained.

Steele Cooperative Preschool follows a strict supervision policy. All classroom teachers have to pass FBI, CBI and Trails (Department of Human Services) background checks. Parent aides are required to attend a preschool-sponsored training on physical and sexual abuse awareness. In the unlikely event a staff member is accused of abuse or neglect, a report will be made of this suspicion to the local authorities. The staff member will not return to the classroom until an investigation by the school and the authorities is complete. Confidentiality of both the staff member and the child will be maintained.

## SECTION 23

### SCHOOL ACCESS AND VISITATION POLICY

Since Steele Cooperative Preschool is owned entirely by the membership, enrolled families are welcome to access and use the preschool during non school hours. The door code will be given to membership at the beginning of the school year. This code is confidential and is not to be shared with persons or families not attending the preschool. Families who use the preschool outside of school hours are expected to clean up any materials used and tidy the classroom or playground for the next class session. The door code will be changed at the beginning of each school year. During class time the front door remains locked from the outside; only those with the code or those with a scheduled appointment will be allowed inside.

## SECTION 24 COMMUNICATION POLICY

In an effort to keep you informed, we utilize several forums for communication.

The primary forum is email. Members of the Board and/or teachers will send parent meeting minutes, fundraising information, or other relevant class or school information to the email address(es) provided on registration forms. This includes information such as schedule changes and school closures. Additional email addresses can be provided to the Board Chair. At least one parent is required to maintain a valid email address to receive school communications.

The school's Web site ([www.steelecooperativepreschool.org](http://www.steelecooperativepreschool.org)) has the parent handbook and other pertinent school documents, the most up-to-date calendar, fundraising opportunities, all payment links to Venmo and PayPal, and serves-as a source of information for prospective parents.

Additionally, we will post events and activities on the school's Facebook page [www.facebook.com/Steele.Cooperative.Preschool](http://www.facebook.com/Steele.Cooperative.Preschool) and Instagram [@steelecooperativepreschool](https://www.instagram.com/steelecooperativepreschool). It is encouraged that each class maintains a private Facebook group for continuing to build a sense of community.

It is the policy of Steele Cooperative Preschool to communicate all information about the school and the child, including but not limited to, policies, events, tuition and payments, and developmental assessments to all parents and /or guardians involved in the caretaking of the child. Every effort will be made to provide communication in the family's primary language.

Steele Cooperative Preschool encourages communication between parents and their child's teacher on any question or issue of concern or to determine how their child is doing at school. Teacher contact information will be posted at the beginning of the school year. Drop off and pick up times are a good time for a quick check in regarding your child's day. Aiding days are another good time for a quick check in to ascertain how your child is doing during class. If parents need more time to address a question or concern, please contact your child's teacher to schedule a meeting time to allow for longer conversations. In addition, parent-teacher conferences will be scheduled once during each semester that school is in session. [Bylaws: Article IV.B.1]

If parents have concerns about their own child, another child or their child's class, they should first be brought to their child's teacher. If resolution is not reached, they should then be brought to the director. Concerns about the school can be brought to the Board Chair or members of the Parent Board.

## SECTION 25 PRIVACY AND CONFIDENTIALITY POLICY

Steele Cooperative Preschool publishes the name, address, phone and email information of its member families solely for school-related purposes that aid in the operation of the school, such as class rosters and emergency contact lists. We do not share this information with any outside source, nor do we make it available to member families for purposes not relating directly to school. Despite these assurances, if you do not wish to have your information published, please contact the enrollment chair. [Bylaws: Article IV.B.1]

All other enrollment information is maintained by the enrollment chair(s) and is considered confidential. It is only accessible to the director, the child's teacher, the child's parents/guardians and regulatory authorities, if requested.

Classroom teachers will perform assessments on each child and gather information relevant to establishing a relationship with each family. This information will also be kept confidential and used solely by the classroom teacher for the purpose of classroom planning and monitoring a child's academic and social and emotional progress throughout the year.

## SECTION 26 SNACK POLICY

Parents who are aiding in the classroom are required to bring safe and nutritious snacks on their designated day. Items must be from commercial sources; please do not bring homemade items. We encourage fruit and vegetable snacks, or other items found on the Meals Standards Charts for Children at <https://www.fns.usda.gov/cacfp/meals-and-snacks>. Please avoid bringing snacks that are high risk foods for choking incidents. These include, but are not limited to hard pretzels, popcorn and whole grapes. Make sure all fruits and vegetables are washed thoroughly and check all food for freshness before serving it to the children. Do not use food with expired dates. If food needs to be microwaved, **ONLY** use the glass bowls and containers found in the food prep area cupboards and closet.

Steele Cooperative is a Peanut-/Nut-Free Zone. This means that nuts must be avoided in snacks as well as in classroom activities, playground events and other gatherings. Please carefully check the ingredient list on snacks to ensure that they do not contain any of the following:

- Peanuts/nuts (hazelnuts, pecans, walnuts, almonds, pine nuts, cashews etc.)
- Peanut/nut butter
- Peanut/nut oil
- Peanut/nut flour
- Peanut/nut meal or any statement such as "may contain traces of peanuts/nuts" or "manufactured in a facility that also processes peanuts (and/or other nuts)"

Not all products list nuts in the allergy warning labels, so please read the ingredient list. Nuts are very common in foods like trail mix, bulk foods, granola bars, and many cereals. Please avoid snacks that specify processing in facilities that handle nuts. Additionally, please note that Gluten-Free products often substitute wheat with nut-based flours, such as almond.

In general, snacks that focus on fruits and vegetables are the easiest way to avoid nuts. However, please be careful of cross contamination when using cutting boards. The school has a nut-free cutting board and knife for cutting fruits and vegetables at school. Please use a disposable paper plate on top of the cutting board to further reduce any chance of cross contamination.

Your class may also have students with additional allergy concerns. The school and your class parent will inform you if there are additional allergies in your class. An allergy chart for each class is posted on the side of the upper cabinet in the food prep area. Bring a snack that all students in your class can enjoy. In addition to allergies, there may be preferences like vegetarian in a class. Please try to be as inclusive as possible by providing a snack each child can enjoy.

If your child has an allergy, please make sure that the director, your teacher, and your class parent know about the allergy. You also are responsible for bringing a safe snack to keep at the school as a backup. Please check the snack for the day when you drop your child at school and let the teacher/aide know if your backup snack should be used. If your child has to use your backup snack, the teacher will notify you at pick up that day.

SECTION 27  
CHECK WRITING POLICY

From time to time, members and teachers of Steele Cooperative Preschool will require that a check be provided to them in order to pay for goods/services on behalf of the school. In this instance, the following guidelines should be followed and the attached form should be submitted to the school's treasurer no less than one week in advance of the check date. Blank forms can be found below or requested from the Board Treasurer.

Every effort should be made to obtain an invoice from the vendor prior to the check being cut to ensure a proper paper trail and documentation for school records. If an invoice is provided, the invoice should be given to the treasurer and she will process the check and mail it directly to the vendor. Additionally, every effort should be made to utilize the school's non-profit status and have the sales tax waived by the vendor. Provide the vendor with our tax ID number.

**Tax ID #: 84-0402599**  
**License #: 71619**

If an invoice cannot be provided, then the payee and amount due **MUST** be provided in order for a check to be processed. If either of these items is unknown, the treasurer will be unable to provide a check. A check with a blank payee or amount presents unnecessary risk to the school to have funds misappropriated. Therefore, if the payee or amount is unknown, the member/teacher should purchase the item with personal funds and request reimbursement from the school as per the Reimbursement Policy in Section 28.

CHECK REQUEST FORM:

DATE CHECK NEEDED: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

PAYEE: \_\_\_\_\_

PERSON REQUESTING CHECK: \_\_\_\_\_

PURPOSE OF CHECK: \_\_\_\_\_

DELIVERY METHOD FOR COMPLETED CHECK (i.e., Should it be given to the person requesting the check or should it be mailed directly to vendor?): \_\_\_\_\_

For Treasurer use only:

APPROVAL: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_

## SECTION 28 REIMBURSEMENT POLICY

From time to time, members and teachers of Steele Cooperative Preschool will pay for goods/services on behalf of the school with personal funds and will require reimbursement. In this instance, the following guidelines should be followed and the attached form should be submitted to the school's Treasurer. Blank forms are available at school, in the Parent's Handbook and by request from the school's Treasurer.

A copy of the receipt(s) **MUST** be attached for reimbursement

1. Reimbursement Forms should be submitted on a monthly basis at the end of the month. Amounts will be reimbursed by the 15th of the following month.
2. In certain instances, if the amount purchased by the member/teacher exceeds \$100, the Reimbursement form can be submitted immediately to the Treasurer and reimbursement will occur 7-10 business days after receiving the form.
3. The form should also be completed and submitted on a monthly basis for any items purchased with the school debit card to track items purchased and ensure all receipts are accounted for.

Additionally, every effort should be made to utilize the school's non-profit status and have the sales tax waived by the vendor, if possible. This can typically be done by providing the vendor with our tax ID number, which is 84-0402599.

In the Classification/Description field below, please include a detailed description of the purpose of the goods/services that were purchased. Please include one of the following classifications in your description:

Fundraising Expense	Licenses	Advertising/Marketing
Maintenance & Repair	Board Member Expenses	Supplies
CPR/First Aid	Meals & Entertainment	Training
Playground Equipment	Field Trip Fees	Landscaping
Postage	Gifts	Other



**STEELE COOPERATIVE PRESCHOOL REIMBURSEMENT REQUEST FORM**

Date	Payee	Amount	Classification/Description

**For Treasurer use only:**

Approval: \_\_\_\_\_ Date Processed: \_\_\_\_\_  
 Reimbursed by which account:  Operating  Fundraising  Raffle  
 Reimbursed with check #: \_\_\_\_\_

**SECTION 29  
 SUMMARY OF PARENT RESPONSIBILITIES AND WITHDRAWAL POLICY**

In summary, in order to make the school function, as a member of Steele Cooperative Preschool, every family is required to:

- pay tuition in a timely manner;
- provide a valid email address;
- aide in the classroom regularly (approximately once per month, depending on enrollment) and lightly clean after class;
- when aiding, bring a nutritious and safe snack and drink for all students, the teacher, and any guests;
- assist the director and teachers whenever possible with classroom and extracurricular activities;
- actively participate in fundraising activities;
- attend parent meetings;
- submit all required enrollment paperwork in a timely manner;
- attend the abuse awareness training prior to aiding in the classroom;
- participate on one of the parent committees or be a member of the Parent Board;
- pick up your child from school in a timely manner.

**Withdrawal Policy**

Any parent withdrawing a student from Steele Cooperative Preschool should give the director, the teacher, and the enrollment chair 30 days advance notice. **No** tuition refunds will be granted.

Thank you for your efforts in making the learning experience for your child truly enriching. We are very happy to have you as a member of our preschool cooperative!

## **PART C – COMMITTEE OPERATION**

### **GENERAL OVERVIEW**

All member families of Steele Cooperative Preschool, with the exception of those serving on the board, are required to serve on one of the seven parent committees. These committees help to support the school and keep tuition costs down. Your active support of, and participation in, your assigned committee is a requirement for the school's success.

On the subsequent pages, you will find the general responsibilities for each committee outlined, as well as detailed descriptions of the specific roles on each committee. Each member of the committee is accountable to the general responsibilities for the committee in addition to fulfilling the responsibilities of his/her specific position. To ensure accountability for these responsibilities, the chair of each committee, a member of the Parent Board, will communicate what specifically is expected of committee members at the committee meetings held in conjunction with the parent meetings.

Each committee also has access to a notebook and/or the Google Drive cloud share with information specific to its committee and the completion of its tasks. It is the responsibility of the chair of each committee to ensure this notebook and/or google docs are maintained and updated throughout the year. Documents must be updated and/or archived before the transition to the next Parent Board in May.

The Parent Board does provide direction to the committees regarding specific duties, but you are strongly encouraged to take ownership in this process and make suggestions for what your committee should be doing to help support the school and improve the educational experience of your child. That is part of what being a cooperative preschool is all about!

If you have any questions about committee operation, specific committees, or their responsibilities, please contact the Parent Board chair for this school year.

## **CLEANING COMMITTEE**

The purpose of the Cleaning Committee is to ensure a sanitary and well-organized environment at the preschool.

### **Roles of Cleaning Committee Chair**

- Ensure the weekend cleaning calendar is fully scheduled. Sign Up Genius can be used for this. Call families to schedule them if necessary.
- Make sure Sign-Up Genius is scheduled to send an email to remind committee members a few days before their scheduled cleaning time.
- Report any families not meeting weekend cleaning requirements or any complaints about cleaning to the Parent Involvement Manager for tracking and possible review by the Parent Board.
- Manage the all-school (late August) and all-committee (Cleaning and Buildings and Grounds) cleaning/grounds days (in early January and early April), including ensuring families are signed up.
- Work with the teachers to create a comprehensive list of duties organized in a logical sequence for deep cleaning events.
- Report any families not meeting the deep cleaning requirement to the parent involvement manager for tracking and possible review by the Parent Board.
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of their committee.

### **Roles of Cleaning Committee**

- Clean the school in turn on the weekend throughout the school year, approximately three times each semester. The cleaning list (see below) takes about two hours to complete.  
You are encouraged to sign up early in the year to get your preferred weekends. The sign-up document will be sent out via Sign Up Genius in August so families may choose preferred weekends for cleaning throughout the year. The schedule will also be posted on the side of the cupboards by the kitchen sink. To enter the school on the weekend for cleaning, use the key code on the front door. The access code will be emailed to you. Cleaning may take place anytime after Friday classes end and before Monday classes begin. Please report any issues with weekend cleaning immediately to the cleaning coordinator.

- **Weekend Cleaning Task List**

(These are also on the laminated paper in the box near the kitchen)

- In the kitchens, clean any dishes, paintbrushes and cups, and water toys. Clean off all counters and sinks. Use microfiber cloths and paper towels for cleaning.
- Clean out and refill paint cups and place back on the easel. There is no need to throw paint away if it is in good condition. Clean the easels and floor around the easels.
- Clean the following items with warm water and bleach solution:

\*Water table if it has been used during the week

\*All tables and chairs

\*Sinks, toilets, and changing table in both bathrooms. Check around the toilet area as well.

\*Doorknobs and well-traveled wall areas that may have lots of fingerprints

- Wash and dry laundry (at your home). The hamper is in the back room. Return the clean laundry and place it in the appropriate location (towels in the cabinet or plastic drawers, etc.) before classes start Monday morning, or early in the week if it doesn't seem to be crucial to have there Monday before class.
  - Refill any empty hand soap containers.
  - Reorganize imaginative play area. Put food, dishes, dolls, and instruments back where they belong; hang up dress-up clothes.
  - Ensure that blocks are organized into proper bins
  - File dry artwork in student mail slots.
  - Empty recycling bin into the outdoor container.
  - Mop the floor.
  - Vacuum the rugs.
  - Sweep the porch and steps, as needed, to ensure they have no slipping hazards, such as rubber mulch and pea gravel.
- **Cleaning Substitution:** If you are unable to clean on the weekend you have signed up for on the calendar, it is your responsibility to make every reasonable effort to find another family from the cleaning family list to substitute for you. If you are unable to find a substitute, you must contact the cleaning coordinator. You are expected to make up your missed duty by signing up again or, if all weekends are scheduled, you will be assigned a comparable task to complete.
  - **Failure to Clean:** If you fail to perform your cleaning and do not provide the cleaning coordinators with a valid reason for doing so, you will be assigned another time to clean or, if all weekends are scheduled, you may be given another comparable task to complete. The enrolled child of any family who misses weekend cleaning repeatedly may have their file sent for review to the Parent Board, according to the procedures described in Section 18.

Participate in the twice-yearly (August and January) deep cleaning of the school, where toys are washed and reorganized; the kids' artwork is sorted and distributed; closets are cleaned out, etc. Cleaning and Buildings/Grounds families at the preschool sign up for a two-hour block of time during the deep cleaning weekends to fulfill this obligation to the preschool. The Cleaning Committee provides a list of tasks to choose from when you arrive. Please report any issues with deep cleaning immediately to the cleaning coordinator.

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## **BUILDING AND GROUNDS COMMITTEE**

The purpose of the Building and Grounds Committee is to coordinate facility and equipment maintenance and landscape and playground care.

### **Roles of Building and Grounds Board Chair**

- Ensure necessary actions are being taken (weeding, watering, and occasional removal of gravel and wood mulch that may migrate from the play area) to care for the plants and trees and any other landscaping that requires it, including during the summer months.
- In conjunction with the cleaning committee chair, manage the all-school and all-committee cleaning days (in late August, early January, and April), including ensuring families are signed up.
- Plan and execute a “Grounds Rejuvenation Day” in the spring (April clean), including soliciting families to help, determining projects to be accomplished (e.g., sand replacement, any necessary equipment repairs, clean old growth from landscaping, even out playground surface, seal all wood) and participating the day of.
- Oversee snow and weed removal, sending reminders or making calls as necessary to snow and weed removal families.
- At the beginning of the school year, see that the fire extinguishers are up-to-date with annual certifications/service and plan for future service.
- Replace HVAC filter quarterly
- Manage weed, insect and pest control as needed. Use the safest and least toxic options first (i.e. peppermint spray for ants, no kill traps, etc). If these options are not working, more aggressive actions can be taken, such as the use of pesticides. Record all actions on log sheet. If pesticides need to be used, spray after school hours so the school and/or school grounds have time to ventilate to avoid child exposure to chemicals. If possible, weekends would be best.
- Work with teachers on any extra grounds projects both inside and outside the school as needed.
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of their committee

### **Roles of the Building and Grounds Committee**

- Maintain the integrity of the painted surfaces to ensure compliance with state licensing requirements (it is a violation of our license to have any peeling or chipping paint). Do repairs, painting, and sealing during school off-hours so surfaces have time to dry and ventilate before children use them again.
- Maintain any appliances and arrange for repairs, as necessary.
- Maintain play equipment, inside and out, and playground area to ensure safety.
- Maintain outside of school building, as necessary, including trash removal, maintenance of sign, cleaning of gutters, etc.
- In the fall and winter months, sign-up for weekend yard maintenance and on-call shoveling duty.
- In the winter months, ensure that any accumulated snow is removed from the front sidewalk, steps leading up to the school, sidewalk and steps between the school and playground, and back steps, in a timely manner on the day for which you have signed up

to shovel.

- In the spring and summer months, sign-up for weekly weed mitigation from the playground and front landscaping.
  - Participate in Grounds Rejuvenation Day, which takes place in April and is when the exterior of the building and playground are cleaned up in preparation for warmer weather. New sand is put in the sandbox, playground equipment is repaired if needed and wood surfaces resealed, yard debris is cleaned up, sandbox toys are organized, etc.
  - Participate, as needed, in the twice-yearly (August and January) deep cleaning of the school in conjunction with the Cleaning Committee.
- 

## **ENROLLMENT COMMITTEE**

The enrollment committee works to ensure that enrollment stays at optimal levels.

### **Roles of Enrollment Board Co-Chairs**

- Provide information about Steele Cooperative Preschool and the application process to interested parties.
- Inform teachers of all students with allergies, students with immunization exemptions and students without photo consent so they can maintain the health and safety of all children at the school.
- Provide current information about Steele at any outreach opportunities that arise, including those happening during the summer, and follow up with any interested parties afterwards
- Run enrollment lottery in March as needed with Board Chair and Director
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of their committee
- Maintain and update Enrollment pages on Steele Cooperative Preschool Website and documents in Google Drive.

*\* If a new enrollment co-chair needs to be elected for the upcoming year, this will take place before the lottery and the new co-chair will begin responsibilities the day after the lottery for the following school year*

### **Roles of Enrollment Committee**

- Review and refer to enrollment folder for detailed explanation of responsibilities
- File applications, medical forms, and permission slips into appropriate student files as needed
- Transfer Abuse Awareness training documentation from old files to new ones for continuing families.
- Follow-up with students who are missing any necessary forms or paperwork.
- Add student and family info to Alumni Database.
- Hardcopy student files must be kept for 3 years. After 3 years, files may be shredded, but ensure they are in the Alumni database first.
- Access all application and lottery data
- Generate emergency contact lists and necessary paperwork for field trips from database and update as needed.

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## **FUNDRAISING COMMITTEE**

The purpose of this committee is to raise funds for the operation and maintenance of the preschool as directed by goals set forth by the parent board. This is done chiefly through appropriate goods and activities that provide value and entertainment for our supporters and community. Fundraising is integral to being able to implement school improvements, offer affordable tuition, and support scholarships.

### **Fundraising Events (some examples below - subject to change)**

- Steele the Night Away – A ticket-based adult-only event featuring live entertainment
- Steele-a-Deal – An annual event featuring an auction with items gathered by our members and primarily donated by the community
- Steele Merch – Merchandise with the Steele Preschool logo you can purchase
- Steele-a-Shot – Photography mini sessions both in the fall and spring that can be purchased
- Steele-your-Heart – a school/community-wide kids fun run and/or 5K
- Various Community Events - Including partnerships with local restaurants, pizza nights, kids movie nights, and happy hours, etc.

### **Roles of Fundraising Board Chair**

- Plan and implement fundraising projects with the Parent Board’s direction and members’ input.
- Publicize Steele's fundraising activities, including updating the Steele website calendar and post to Steele and other relevant social media accounts as it relates to your committee
- Lead efforts in raising funds and fostering financial support for the school.
- Attend Board Meetings and be a liaison for the committee
- Support the efforts of all fundraising sub-committees and coordinators.
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of the committee

### **Roles of Fundraising Committee**

- With the input of the Parent Board and fundraising chair, actively participate in scheduling events
- Working with other committee members, create publicity materials for fundraising events.
- Work with Board Chair to publicize any of these opportunities to current cooperative members, alumni, and the local community.
- Consult with outreach coordinator to combine publicity for fundraising and recruitment as is possible.
- Promote fundraising events on social media and through other community outlets.
- Research local retailers that are willing to contribute a portion of profits to Steele.
- Send out letters to corporations and local businesses requesting donations and follow up on these requests.

- Write thank-you notes to all donors within a timely fashion upon receipt of donation.
  - Secure entertainment and food vendors for various events with guidance from Fundraising Chairs
  - Plan and coordinate setup and teardown of the venue with the help of Building and Grounds and Cleaning committees members.
  - Rally with other fundraising chair members to maintain a positive outlook and an exciting atmosphere at fundraising events and opportunities.
- 

## **OUTREACH AND TOURS COMMITTEE**

The outreach and tours committee works to publicize Steele in the community using a variety of tactics and to arrange tours of the preschool for prospective families throughout the school year.

### **Some of the outreach events may include:**

1. Sunnyside Music Festival (September)
2. Highland Haunt (October)
3. First Friday on Tennyson at BookBar
4. Highlands Street Fair (June)
5. Open House (March)
6. Possible Summer Open House, if needed (August)

### **Roles of Outreach and Tours Board Chair**

- Plan and execute outreach booths for appropriate outreach events, including those happening during the summer, which is the busiest time for Outreach
  - Coordinate staffing for each event and be available for shifts requiring extra staffing
  - Work with team to help setup and teardown of the booth
  - Be on-call as needed the day of event
  - Most events set up at 9 a.m. and tear down between 5 and 6 p.m.
- Plan and coordinate participation in additional local events.
- Manage all supplies, materials and transportation for outreach events.
  - Booth table and chairs
  - Tent
  - Steele banner
  - Advertising materials
  - Additional supplies as coordinated
  - Large vehicle for transport to and from event
- Restock and organize supplies as needed.
- Help with advertising to alumni families for fundraising efforts
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of their committee
- Oversee school advertising efforts (digital ads, mom's groups)
- Update website calendar and post to social media accounts as it relates to your committee



### **Roles of Outreach and Tours Committee:**

- Work with prospective families to arrange tours of the preschool throughout the school year.
  - Each class with the exception of the Frogs class will have one Tour Assistant responsible for giving tours during that class period. (Depending on the number of families enrolled, the Frogs class may be assigned its own tour guide.)
  - Tours will start in October to give current students a chance to acclimate to their surroundings.
  - Tours are typically given 15 minutes prior to class and then prospective families may stay and observe the class.
  - Help advertise events Steele Cooperative Preschool is involved in throughout the year.
  - Help with marketing efforts as needed based on enrollment
    - Highland Mommies and other social media/parent groups
    - Digital advertising
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### **COMMUNITY INVOLVEMENT COMMITTEE**

Building community and supporting the parents in their child's first educational experience are hallmarks of the cooperative preschool experience, and those are the primary purposes of the Community Involvement Committee.

### **Roles of Community Involvement Board Chair:**

- Build a sense of community within each class and across the school.
- Provide information on resources that parents may find helpful and useful and support parent enrichment on child-/school-related topics they wish to learn more about.
- Schedule speakers or other enrichment activities as necessary regarding these topics to follow the parent meeting at least once a semester.
- Plan a food, clothing, and/or toy drive during the holidays in which the students can actively participate.
- Prepare and print sign/in and sign/out sheets for each class
- Put names by class on cubbies prior to the start of school
- Coordinate with class parents to plan summer playgroup schedule with input from members of the cooperative.
- Maintain an accountability roster of all family members for parent meeting attendance.
- Inform teachers of all parent/guardians who take the Sexual Abuse Awareness Training for aiding in the classroom. Follow up on parent/guardians who need to complete training.
- Coordinate the all-school picnic. Set date and arrange a venue in early May. Publicize event. Plan activities. Recruit volunteers for clean up.
- Plan all-school and community socials as necessary.
- Plan end of year Field Day.
- Create a binder of pictures of activities and documentation of events for the annual rating process.
- Post agenda items to both Board and Parent agendas for monthly meetings as it pertains to updates of their committee.
- Update the website calendar and post to social media accounts as it relates to your committee.

## **Roles on the Community Involvement Committee**

### **Class Parents – 1 per class**

- At the beginning of the school year, contact all the parents in your class to introduce yourself and ensure that all of the parents in your class have been introduced to each other.
  - Plan summer playdates for families to meet one another
  - Create a Sign-Up Genius for organizing the parent aiding schedule for your class. Assist the parent involvement coordinator by ensuring that the aiding schedule for your class is filled for the next three to five weeks and encouraging parents to sign up when you see open days. Report any problems with the aiding schedule to the parent involvement coordinator.
  - Assist teacher with any special needs for various holiday parties and class field trips or other class events, including soliciting extra aides or help, if necessary, and answering questions that other families in the class may have.
  - Assist with any items that need to be communicated to all parents in the class, such as school closings for weather, class cancellations, etc.
  - Help with the parent sign in for your class at monthly meetings and turn in to parent involvement coordinator
  - Check-in with community involvement chair during committee meeting time at parent meetings.
  - Plan occasional social events (at least four per school year) for families in the class to have an opportunity to get to know each other better and foster a sense of community. These can take place either during class time or at another time. Ideas include having a picnic before or after school, meeting at a playground, or going for coffee or lunch.
  - Serve as fundraising representative for your class, as needed. (Teacher gifts: birthday, holiday, end of the year)
  - Serve as an admin for Facebook class page
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## **FINANCE COMMITTEE**

### **Role of Treasurer**

- Maintains or develops budgets, processes, and procedures to ensure the financial viability of the school.
- Oversees the efforts of the school's accountant (including accurate and timely payment of all bills and expenses; payment of appropriate federal, state, and local taxes; and submission of proper tax forms).
- Reviews and approves all scholarship applications in conjunction with the chairperson,

### **Role of Payment Coordinator**

- Responsible for the collection of monthly tuition and any other incoming funds for deposit into the school's bank account.

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## **PROGRAMS COMMITTEE**

### **Field Trip Coordinator** *(Role filled by Teacher Debbie for the 2024-2025 school year)*

#### Responsibilities:

- Organize the following all-school field trips, including publicizing them, coordinating necessary payments, securing any needed volunteers, and coordinating collection of permission slips:
  - Harvest-themed trip in October
  - Curriculum-themed trip in early spring
  - One other field trip may also be scheduled

### **Book Order Coordinator** *(Role filled by teachers for the 2024-2025 school year)*

#### Responsibilities:

- Distribute Scholastic Book Order catalogs to all families several times throughout the school year (before the holidays, in February, and before the end of the school year).
- Collect orders and money and process the order.
- Distribute the books and other materials when they come in from Scholastic.

### **School Nurse** *(This is a paid position for the current school year)*

- Per state requirements, develop care plans for children at the school with special medical needs.
- Help maintain compliance with letters of good health and manage all immunization records. Nurse reports to the director.

### **Technical Support (1 Family)**

- Maintain and update Steele Cooperative Preschool Website
- Manage Website hosting, domain name, security, and ensure payments are up to date.
- Coordinate email forwarding from Website and updates Board member access to Website.

### **Grant Writer (1 Family, to be filled on an as-needed basis)**

- Becomes familiar with Steele Cooperative Preschool's goals and financial needs.
- Researches and identifies potential funding sources.
- Prepares grant applications and proposals.
- Works closely with Treasurer, communicates pertinent information to the Board.

## PART D – TEACHER CONTACT INFORMATION

**Vanessa Sweeney**                      **Tadpoles and Polliwogs Teacher**  
vanessagsweeney@gmail.com  
303-817-9769

**Debbie Keller**                         **Frogs Teacher**  
dkeller4538@gmail.com  
720-855-6294

## PART E – PARENT BOARD CONTACT INFORMATION

**Kelly Fletcher**                         **Board Chair**  
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303-588-7726  
*Committee oversight, general operations*

**Ashley Sukenik**                        **Treasurer**  
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804-317-9188  
*General accounting/scholarships*

**Helen Fields**                          **Secretary**  
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720-610-2601  
*Meeting minutes, Parent Handbook*

**Kathryn Tower**                        **Outreach & Tours Chair**  
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*Marketing, recruitment, Website, School tours*

**Ian & Melanie Brown**                **Building & Grounds Chair**  
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*Building and grounds maintenance*

**April Gallo**                             **Cleaning Chair**  
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401-935-0870  
*Cleaning of school building*

**Ellen Rotroff**                          **Enrollment Co-Chair**  
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650-922-4288  
*Enrollment, roster, emergency lists*

**Lauren Miller**

**Enrollment Co-Chair**

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*Enrollment, roster, emergency lists*

**Meghan Butz**

**Fundraising Chair**

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*Fundraising efforts*

**Sara Bitting**

**Community Involvement Chair**

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214-733-7096

*Aiding calendars, class parent oversight, parent resource information*

**Vanessa Sweeney**

**Director/Teacher**

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303-817-9769

**Debbie Keller**

**Teacher**

[dkeller4538@gmail.com](mailto:dkeller4538@gmail.com)

720-855-6294

## **PART F – LICENSING VIOLATIONS & CHILD ABUSE REPORTING**

Thank you for choosing Steele Cooperative Preschool for your child's early education. We are pleased that you have entrusted your child to our care.

According to the General Rules For Child Care Facilities, you have the right to file a complaint concerning suspected licensing violations. To do this, you may contact the Colorado Department of Human Services, Division of Child Care, 1575 Sherman St., Denver, CO 80203-1714. Their phone number is 303-866-5958.

If you suspect child abuse or neglect, the hotline number for reporting is: 1-844-CO-4-KIDS.