

# CORNER CO-OP

HANDBOOK

2021-2022

*Celebrating our 50th year!*



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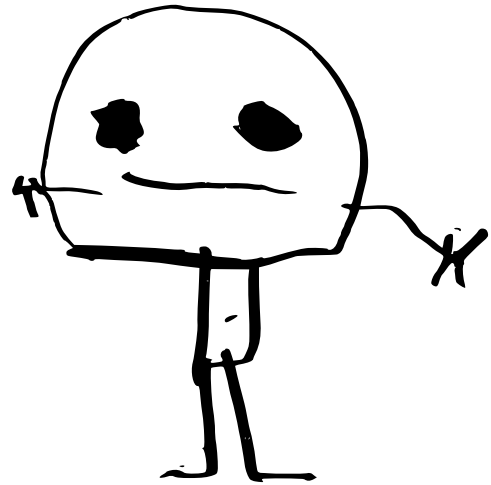


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## WHAT WE'RE ABOUT

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



## HOW WE DO IT

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

The morning program runs from 9:00 am to 1:00 pm. We offer an early drop-off option from 8:00 to 9:00 am and an Extended Day option from 1:00 to 2:00 pm. From 12:00 noon to 2:00 pm, we run a low key Children bring their own snacks and lunches. No items with nuts are allowed.

## ALL SAINTS PARISH

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

## PARENT INVOLVEMENT

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

1. Attendance at general meetings approximately once every six weeks.

2. Working as a teacher-assistant in the classroom from 8:50 am to 1:00 pm, 11 to 14 days per year.
3. Fulfilling a family job, some of which are also board positions.
4. Participation and support for fundraising events throughout the year.
5. Participating in 6 hours of clean-up and/or room renovation projects.
6. Completion of health forms and all other forms required by the Massachusetts Department of Early Education and Care.
7. Cooperation when extra help is needed, i.e. hiring committees, social events.

**Any parent joining the Co-op should understand and accept these responsibilities.** Also inherent in the cooperative is a spirit of community that allows for individual strengths and weaknesses, for family crises or illness, or for differences in energies or commitment. We enhance this spirit throughout the year with potluck dinners and picnics, speakers and workshops, outings and a camping trip, and informal interactions among families. **Note: these activities may be modified or postponed until we can all do them safely together.**



## HOW WE'RE ORGANIZED

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

In practice, the Board meetings are held every six weeks, usually prior to General Membership meetings to discuss and act upon the business of the Co-op. (The Bylaws, however, allow a meeting to be held with

as little as 24 hours notice.) All major decisions are made at these meetings, then brought to the members at the General Membership meetings. If any of these decisions are not acceptable to the members, they can be discussed and changed by a majority vote of the General Membership. We find this system of management very workable.

The entire membership meets approximately once every six weeks. At least one parent or guardian is urged to attend. The meetings are for business, discussing child development issues and making decisions. General Meetings also give members an opportunity to learn more about what is happening in the classroom, and to air concerns and make suggestions.

All General Membership meetings of the school are held at 7:30 pm at the Corner Co-op, (or 8:30 pm online.) The schedule for the year of both the board meetings and the general meetings is determined at the September board meeting and distributed to members at the September general meeting, and online. If you wish to suggest items for the agenda, please let the President know at least the day beforehand.

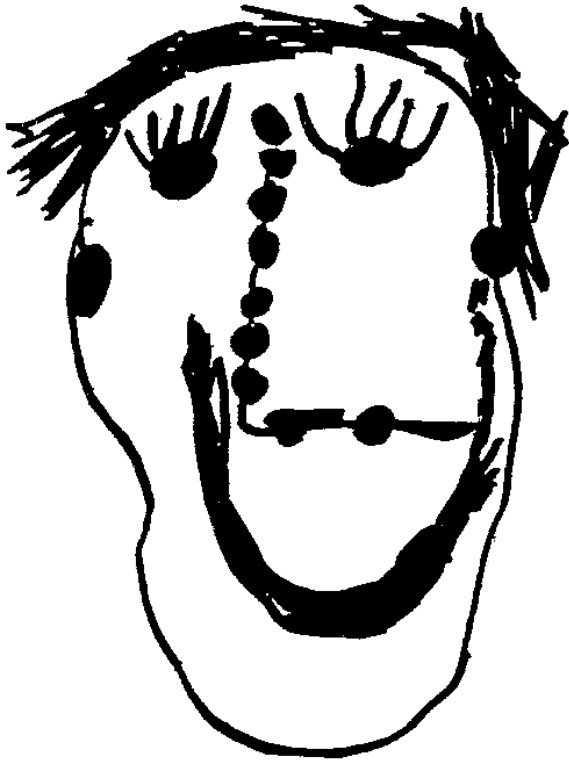
Parent job assignments, one of the major responsibilities each family has to the Co-op, are chosen each June at the General Meeting. A descriptive list of these jobs is found at the end of the handbook. The Vice President is available to help parents understand these jobs.

*We are licensed by the Massachusetts Department of Early Education and Care.*



## ADMISSION

The Corner Co-op Nursery School, Inc. is open to children between the ages of two years nine months and five years. Four concurrent programs are offered: two, three, four or five mornings per week. Our total enrollment per day is 20 children or fewer. Our daily attendance varies, but always with a minimum 5-to-1 ratio of children to adults (a combination of teachers and parent helpers) in the classroom. Children are admitted without regard to race, religion, color, parent(s) marital status, cultural heritage, sexual orientation, disabilities or political beliefs. We value highly the strong international flavor that the Co-op has been acquiring over the years. Applicants, whenever possible, are accepted on a first-come first-served basis, although an attempt is made to keep a balance in the ages and sex of the group. **Families wishing to participate should understand and accept the responsibilities of being included in the Co-op.**



## TUITION 2021-2022

Our regular year begins in September and ends in June, following the Brookline Public Schools Calendar. If desired by families, we schedule home visits before the start of the year for staff and families to get acquainted in a familiar space to the child. The annual tuition for these 10 months is as follows:

The two mornings per week program is \$4,900; three mornings is \$7,300; four mornings is \$9,300; five mornings is \$11,150. Extended Day program (1-2 pm) is \$22 per afternoon & \$25 per afternoon for drop-ins; Early Drop-off (8:00-9:00 am) is \$22 per morning and \$25 per morning for drop-ins. **Note: In consideration of all that families have endured during the pandemic, we have decided to keep our current tuition the same as our 2019-2020 rates. In addition, to increase the amount of time we will have together, we have added an hour to the Morning Program, going from 3 to 4 hours for the same tuition.**

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

## TUITION PAYMENT POLICY

The Corner Co-op (Co-op) budgets expenses closely, and relies on all families to pay their tuition on time so

we can cover the program's operating costs. Our payment policy is not complicated, but we need everyone to comply with its provisions. **Please read the following carefully, as you will be asked to sign a copy of this as a contract.**

### General

You will receive two bills each year, for the first and second semesters. Your child's slot at the Co-op will be held until the bill's due date. If the tuition goes unpaid beyond the due date we cannot guarantee that your child's space will continue to be available. The fall bill is enclosed with this contract, the spring bill is sent at the end of December or early January.

Payments should be by check, made out to the "Corner Co-op Nursery School," and mailed to the Treasurer. The Treasurer's mailing address will be included on your invoice. An online option will be made available, too.

### Installment Plan

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

- A fee of \$30 will be added to the annual tuition, \$15 applied to each semester's bill.
- If payment is not made according to the set plan, the child may not be able to attend until payment is received.
- Only two bills will be provided each year and families are expected to meet the installment terms as described on each semester's bill.

### Withdrawal

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

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

If a child withdraws after November 1<sup>st</sup> of first semester or April 1<sup>st</sup> of second semester, there may not be enough time left in the semester for a new child and family to be successfully integrated into our community. Accordingly, the departing family will not be eligible for reimbursement.

## Other Provisions

If a child starts mid-year, the application fee, registration fee, deposit and prorated tuition must be received before the child begins attending school.

Under both standard and installment plans, if a payment is more than 30 days overdue a \$10 fee will be assessed and your child may be asked to remain out of school until payment, inclusive of the fee, is made.

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

No installment plans will be arranged for summer program.

Limited scholarship monies are available (see section below). While we endeavor to complete the scholarship process in a timely manner, tuition may come due before a scholarship determination is made. If you have a pending scholarship application, please contact the Treasurer to discuss an interim payment plan.

## FUNDRAISING

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

## SCHOLARSHIPS

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

Rector  
All Saints Parish  
1773 Beacon Street  
Brookline, MA 02445-4299

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

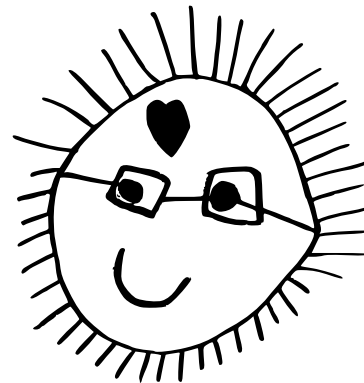
## STAFF

After 38 years of loving devotion to the Co-op, our Teacher-Director, Rosie Kamal, and our Teacher-Consultant, Sajed Kamal, have retired. After 20+ years, our teachers, Sue Shenkman, and Alex Vaillancourt have moved on. For the 2021-2022 September – June year, the Co-op will have long-term teacher, Beth Mahar, as our new Teacher-Director, along with two new staff members.

**Beth Mahar**, Teacher-Director, helps children create games and stories that span weeks, months, and maybe years. Beth is uniquely situated to help transition the Co-op through this uncertain environment. She has filled every role at the Co-op

except student: she has been a teacher, parent, and board Vice President and President. She's been recognized by Susan Linn in "The Case for Make Believe" as an effective, playful partner in child development. This Spring and Summer, Beth created 16 wonderful Corner Co-op Adventure Books using photos submitted by students and parents to create a new digital picture book each week. Though we were unable to meet in person, these books brought joy and connection to our community in such a lovely, creative, and personal way. In the realm of Architecture and Design, Beth has thirty years of experience designing residences, renovating childcare facilities, and creating schemes for Corner Co-op. She co-authored the article: "Seven Home Design Elements to Help Children Learn Language" and worked with the Town of Brookline on the design of the playground at Waldstein park adjacent to Corner Co-op. Beth also studies Renaissance music and plays the dulcian and recorder. Beth and her husband Kevin are former Co-op parents. Their son, Philip, now 30, is currently attending William James College pursuing a Masters in Clinical Mental Health Counseling. This is Beth's 21st year teaching at the Co-op, in addition to the 2 years Philip attended.

In addition to the teachers, one or two parents regularly assist in the classroom in the mornings. We also have a number of student teachers and volunteers, including some alums, throughout the year. **Note: this will be determined by current regulations.**



## PARENTS AS TEACHER ASSISTANTS

One or two parents are assigned to the classroom each day to assist the teachers. The schedule of work assignments is made for three months at a time, and emailed to parents and is posted at the Co-op. In the event that a parent cannot be at school on an assigned day, that parent is responsible for finding another Co-op parent to substitute. If such a change is made, please email the teachers and note it on the master calendar at the Co-op so that the teachers know who their assistants will be that day. We have an alternate system for emergencies, so that if someone realizes that (s)he cannot work at the last moment, i.e. due to

a sick child, (s)he can call the alternate parent by 8:00 am, who then comes in to parent help. If you switch your day as an alternate, please contact the parents who are scheduled to work that day, so they will know who to contact for emergency back-up. **EITHER YOU OR YOUR SUBSTITUTE MUST BE PRESENT FOR YOUR WORK DAY.** Please try to make other arrangements for younger siblings on your parent help days, as their presence can challenge your classroom duties.

On the days that you are assisting in the classroom, please arrive by 8:50 am and stay until 1:00 pm.

When you arrive to pick up your child you are responsible for getting your child ready to go home – i.e. getting on coats, boots etc. – **and for supervising your child during the time until you leave.** Please be prompt in picking up children at 1:00 pm or 2:00 pm. Teachers who have been working that day in the classroom now have other responsibilities, i.e. Extended Day program, clean-up, and administrative tasks.

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

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

The following books are good sources of ideas:

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

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

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

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

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

On your work day, if there is a problem such as acting-out behavior or a conflict situation between children, stop the hurting and suggest appropriate ways of dealing with the problem. If you are unsure of how to handle the problem, please consult with one of the teachers. Under no circumstances may a parent spank

or otherwise physically punish a child for misbehavior. Because conflict resolution is an important part of a child's nursery school experience, there will be workshops for the parents covering this topic, as well as other early childhood development issues, throughout the year. Open communication on any issues of concern is always encouraged.

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

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

## **PARENT/TEACHER CONFERENCES**

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

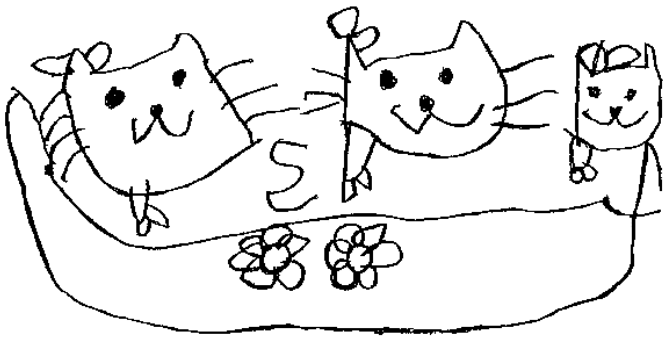
## **SNACKS/LUNCH**

Each parent is asked to supply his or her child with a healthy snack and water bottle, clearly marking their snack bag and bottle with the child's name. This includes fruit, vegetables, cheese, yogurt, etc. We encourage organic food as much as possible. We have available a "Guide to Healthy Foods for Preschool Children" by Dr. Henrike Winkler, a former Co-op parent and Gerolf and Gunther's mom, for you to read.

Because of the increase in allergies, please be aware that Corner Co-op is a NUT-FREE school. Additionally, there may be a child or children with an allergy, food sensitivity or intolerance to milk, eggs or other foods or has a medical condition, such as celiac disease. Everyone needs to be watchful, especially when you are supervising a snack table on your parent help day for a potentially adverse reaction to a food, as well as choking. We will talk about this at our First Aid meeting. An allergy and medical conditions list is posted on the wall near our food supplies shelves in the classroom and on the refrigerator in the kitchen.

We are happy to celebrate your child's birthday at the Co-op. Please check with the teachers about what is a safe snack for all for you to bring to school.

**Note: There may also be guidelines regarding safely eating during the pandemic. We will keep everyone informed of this.**



## FIELD TRIPS

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

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

An EEC Off-Site Activities Permission form must be completed by the Co-op and a parent prior to an off-site activity (unless the parent is the one driving). This form is available from the teachers and must accompany each child on the off-site activity and a copy be put in the child's folder at the Co-op. If you are not accompanying your child, this written permission form must be turned in, otherwise the child cannot go.

The insurance program for the school does not include automobile insurance. Any parent who agrees to drive on a field trip must make sure that (s)he carries appropriate liability insurance him/herself.

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

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

**Note: These trips may be modified or postponed due to the pandemic.**

## SPECIAL SUPPLIES

Each child should have at nursery school a complete change of clothes, including two pairs of underpants and socks, and an extra pair of mittens.

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

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

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

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

Successful toilet training, while desirable, is not a requirement for admission to nursery school. Please keep some diapers and wipes in your child's cubby if (s)he needs them.





## **GUESTS**

If a child wants to take a guest to the nursery school, previous notice to and approval of the teacher-director is required, and a fee of \$48.00 per day will be charged.

**Note: Depending upon current regulations, guest may not be allowed during the pandemic.**

## **HEALTH AND SAFETY POLICIES**

**Note: There will be additional health and safety protocols for COVID-19.**

### *FIRE PROCEDURE*

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

### *MEDICAL EMERGENCY PROCEDURE*

One of the forms you will receive asks you to indicate the order in which you wish people to be notified in the event of any medical emergency involving your child (for example, you and then your family doctor). We will follow the preferred procedure whenever possible.

In order to be prepared for an unusual circumstance in which the preferred procedure cannot be followed, we also request that each parent sign a waiver of liability allowing the teachers to seek alternative emergency medical attention for the child.

### *FIRST AID*

The teachers have been trained in the administration of first aid and CPR. In addition, all parents who will be working in the classroom are required to attend a first aid meeting which is led by a physician/Co-op parent in the fall. First aid supplies are stored in a black plastic box with red and yellow sections, which is kept on the counter by the glass cabinets.

### *ILLNESS POLICY*

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

### *INFECTION CONTROL*

Staff, parents, and children wash their hands with liquid soap and running water using friction and dry with individual paper towels before eating snack or lunch and after visiting the toilet or diaper changes. Any diapering surface is washed with soap, water and diluted chlorine bleach disinfectant after each use. Each day all bathroom fixtures (toilet and sinks), tables, toys that have been put in mouths (such as play food) and cleaning rags are washed with the above solution. Uncarpeted floors are swept and mopped; carpeted floors are vacuumed.

### *MILDLY ILL CHILDREN*

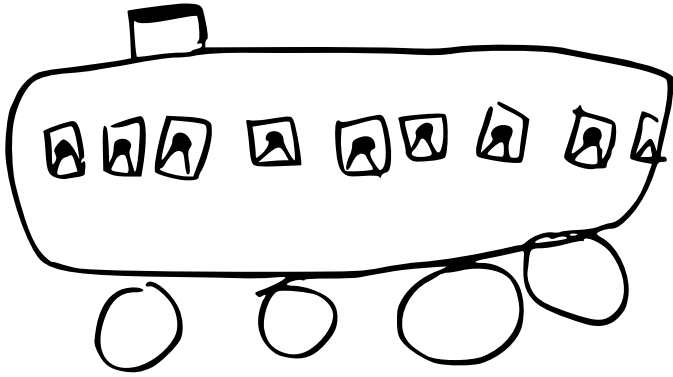
A mildly ill child will be allowed to rest isolated from the rest of the children, in a quiet spot until he or she can go home.

### *ADMINISTERING MEDICATION*

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

### **SPECIFIC HEALTH CARE NEEDS**

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



### **CO-OP MEMBER JOB DESCRIPTIONS**

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

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

#### **PRESIDENT**

With the Teacher-Director, oversees the operation of the Co-op.

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

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

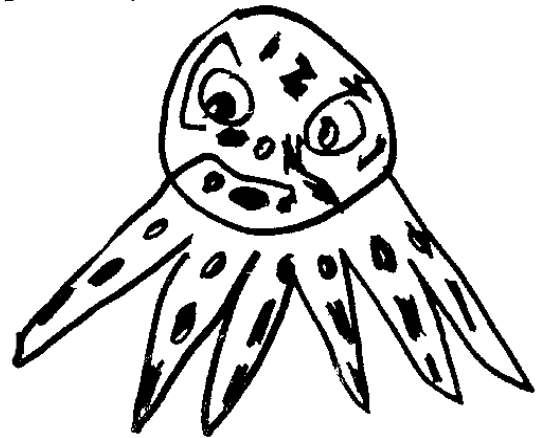
*TIME COMMITMENT:* may be daily

#### **VICE PRESIDENT**

Is the liaison between teachers and members of the Co-op and facilitates involvement of the Co-op's more than 400 alumni families:

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

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



#### **BOARD SECRETARY**

Records the proceedings of the Co-op Board meetings:

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

*TIME COMMITMENT:* moderate throughout the year

#### **FINANCE – BUDGET OFFICER**

Prepares the annual budget and monitors the Co-op's financial position during the year:

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

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

### **ADMISSIONS COORDINATOR**

Oversees the new members' admission process:

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

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

### **FUNDRAISING EVENT PLANNERS (6 positions)**

This team coordinates our Fun Fair, a fun fundraising event which takes place in late winter-early spring

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

*TIME COMMITMENT:* Greatest in the months before the Fun Fair. **Note: This may be modified or postponed.**

### **INTERNAL COMMUNICATIONS/ALUMNI LIASON (1 position)**

Coordinates and facilitates communications among Co-op member families; helps the Co-op maintain a vibrant alumni community:

- Works with the Teacher-Director to update and maintain the Co-op's alumni database;
- Prepares mailings and other contact initiatives.

*TIME COMMITMENT:* Moderate at intervals throughout the year.

### **EXTERNAL COMMUNICATIONS (3 positions)**

This team coordinates information transmitted to potential members and the public:

- Designs and produces recruiting materials (flyers, brochures);
- Attends recruiting events;
- Handles publicity and advertising for our open houses and any fundraiser;
- Produces communications for prospective members and the general public;

Knowledge of graphic design, layout and related software a plus. A public relations binder has been created that details the responsibilities and timetable.

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

### **PARENT WORK SCHEDULE COORDINATOR**

Is responsible for the creation and use of the Co-op's Parent Work Schedule. The coordinator will email all families details about the upcoming scheduling period, including the start and end dates and what an alternate is. Once the schedule's parameters have been set, the Work Coordinator will then need to:

1. Enter the enrollment information for each family;
2. Generate the schedule;
3. Proof read the schedule for errors;
4. Email a draft of the schedule to the Teacher-Director to look over;
5. Distribute the final schedule to families and staff.

The parent work schedule coordinator has the option to create this schedule by hand or to use available, appropriate software. Over the years we have done the schedule both ways. Each way has its advantages and challenges. It depends on the parent work schedule coordinator's preference in creating the schedule.

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

### **SUMMER PROGRAM COORDINATOR**

Coordinates the Summer Program:

Administers the summer program: sending out applications, scheduling children & parent helpers, preparing tuition bills, distributing several letters to attendee families, and preparing a summer families contact list;

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

### **HEALTH CARE CONSULTANT/HEALTH FORMS COORDINATOR**

Oversees medical issues:

- Fills out the immunization survey for the Massachusetts Department of Public Health;
- Reviews and approves the Co-op's Health Care Policy;
- Leads or arranges for a medical person to lead a First Aid Workshop for parents;
- Is available to Co-op families to answer medical questions as the need arises;
- Prepares and maintains the medical emergency procedure contact list, including a separate page highlighting any children with allergies and medical conditions, updating it at the beginning of each semester and as needed during the year.

*TIME COMMITMENT:* considerable activity in September and moderate throughout the year.

### **CLEANUP COORDINATOR/LAUNDRY**

Oversee all major cleanups (usually in September, December, and June), maintain the courtyard, launder all fabric items used at the Co-op, keep track of parent work hours:

- Create a task list and obtain appropriate cleaning products;
- Make sure boat is drained and sandbox periodically filled in the courtyard;
- Investigate other possible equipment that the children could use in the courtyard;
- Removes pillow cases from pillows, towels from racks, and any dirty dress-up items and washes and replaces them every week;
- Washes all blankets, quilts and dress-up clothes monthly;

*TIME COMMITMENT:* regular activity throughout the year.



### **SUBSTITUTE TEACHER (6 positions)**

Work in the classroom one morning every month, in addition to the mornings required of all Co-op families (these mornings will be scheduled with the teachers in advance. Occasionally we need someone on short notice, so please let us know if you are available in this way as well).

*TIME COMMITMENT:* regular activity throughout the year

### **SPECIAL PROJECTS/REPAIRS (2 positions)**

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

- Prepare arts and crafts projects;
- Collect natural materials for seasonal activities and crafts
- Prepare for traditional and ethnic festivals
- Obtain scrap wood for woodworking
- Maintain woodworking tools and purchase nails;
- Repair books and other items, as needed;
- Purchase all arts and crafts supplies as requested;
- Help to organize cupboard and storage areas.

*TIME COMMITMENT:* regular activity throughout the year

### **GENERAL MEETING SECRETARY**

Records the proceedings of the Co-op General Meetings, which take place approximately every 6 weeks:

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

*TIME COMMITMENT:* Moderate throughout the year.

### **CO-OP STAFF JOB DESCRIPTIONS**

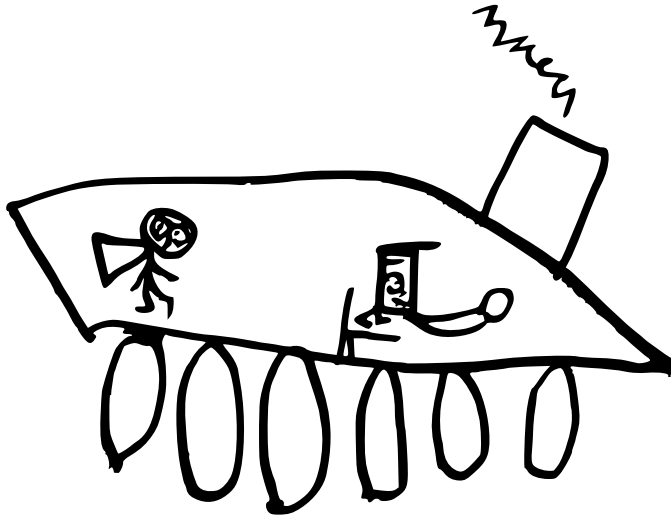
#### **TEACHER-DIRECTOR**

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

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

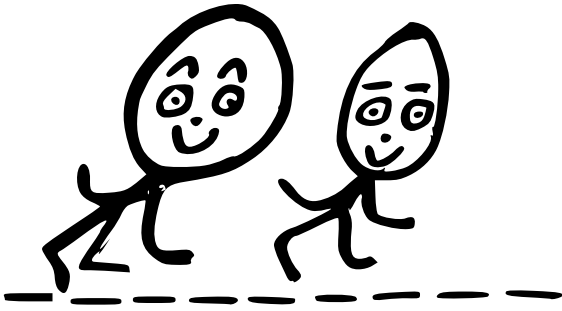
1. Attends all Board meetings.
2. Be receptive to parent suggestions, and responsible for reporting all these with regard to educational policy. If additional input is needed, or a compromise cannot be reached, the issue is taken to a general membership meeting. A vote of two-thirds of those present at that meeting could override a TD decision.
3. Attend all general membership meetings; help plan and carry out the educational portions of these meetings.

4. Provide orientation for all parents to familiarize them with the materials; guide parents toward better techniques of working with children; help parents gain understanding of child growth and development.
  - i. Plan and conduct a fall workshop for parents before school begins.
  - ii. Plan and conduct at least one other parent workshop during the year.



5. Supervise and participate in writing the handbook and orientation materials; work with the president and other Co-op members to compile and distribute this information.
  6. Schedule and conduct parent-teacher conferences for every member of the school.
  7. Suggest parent projects for classroom participation and supervise parents in school.
  8. Take note of what needs doing in the school (e.g. clean-up, groceries, art supplies, books, records, etc.) and notify appropriate parent; contact vice president if members are slow in performing their necessary tasks.
  9. Keep careful attendance records of parent-helpers and notify the parent work coordinator if a parent-helper doesn't show up.
  10. Be familiar with recognized agencies in the fields of parent education and guidance, and agencies that can assist with special problems.
  11. Represent the school at activities or functions when requested.
- B. Maintain a relationship with the Teachers, Volunteers and Student Teachers; oversee their activities.
1. Supervise the teachers; conduct a professional meeting once a month for the purpose of planning and evaluating how things are going.

2. Initiate contacts for volunteers and student teachers to assist with the program; recruit them and coordinate their efforts, design their programs and guide their participation.
  3. Remain in the school for an extra two hours per week for office work; post a schedule of these hours, and be available to parents at this time.
  4. Keep strict attendance records for all the staff.
  5. Interview prospective teachers and recommend their employment.
- C. Maintain a relationship with the children; plan and carry out a well balanced program of daily activities designed to meet the needs of the children, based on the school's philosophy and the parents' wishes.
1. See that the best possible physical environment, equipment and supplies are provided; introduce new ideas and educational materials into the curriculum; purchase these materials (with Board approval if costly).
  2. Plan and administer the school program; determine the activities of the school day and assign duties to the staff during the school period.
  3. Share responsibility of supervising the extended day program with the Teachers.
  4. Plan activities that require advance preparation and work with parents and teachers to see that the preparations are carried out appropriately.
  5. Plan and implement field trips (by semester) and adventures. Choose places to go; consider suggestions from parents; decide who will go (and with whom); work with teachers to coordinate all arrangements.
  6. Supervise all educational administration of the school; see that the school files, records, and licenses are up-to-date and in order; notify appropriate parent or agency if not.
  7. Keep strict attendance records of the children in the classroom on a daily basis.
  8. Keep a written record of each child's activities or major interests in the classroom, friends, and other relevant information.



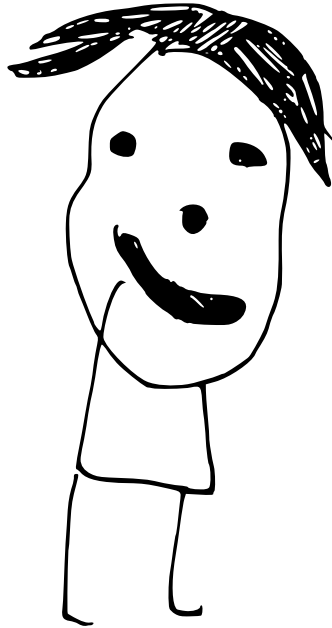
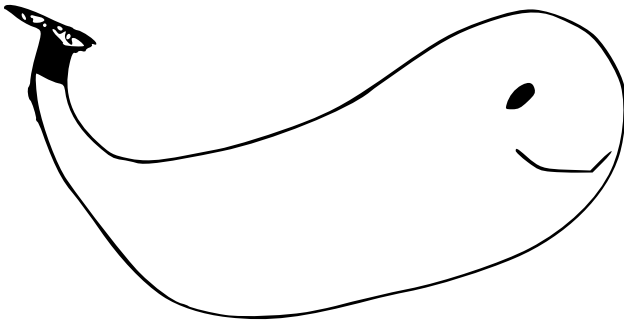
## TEACHERS

- A. Relationship with the school and parents.
  - 1. Attend all general membership meetings; help the TD to plan and carry out the educational portions of these meetings.
  - 2. Share with the TD the responsibility of providing orientation for all parents, to familiarize them with materials and techniques of working with children, and to give them a basic understanding of child growth and development.
  - 3. Participate in parent-teacher conferences twice a year for every member of the school, and ongoing informal contact with the parents.
  - 4. Share with the TD the responsibility for supervising parents on their parent help days in school.
- B. Relationship with Teacher-Director and student teachers.
  - 1. Communicate with the TD as needed (by phone, email or in person) for the purpose of updating and dealing with issues that come up.
  - 2. Meet monthly with the TD for a full staff meeting for the purpose of planning and evaluating the educational program.
  - 3. Share with the TD the responsibility for supervising, evaluating, and having conferences with any volunteers and student teachers on a regular basis.
- C. Relationship with the children.
  - A. Share with the TD the responsibility for planning activities.
  - B. Share with the TD the responsibility for keeping a written record of each child's activities or major interests in the classroom.
  - C. Work in the extended day program.
  - D. Staff early drop-off time.
  - E. Share with the TD the responsibility for the planning and implementation of the educational program.

- i. Helping with room maintenance, including keeping the recycle art bins well stocked and neat and a fresh and unmuddied supply of paint at the easel.
- ii. Undertaking special construction projects, errands.
- iii. Performing special committee work and programs.

## TEACHER-CONSULTANT (if hired)

- A. Relationship with the school and parents.
  - 1. Provide general consultation on all aspects of the philosophy, policies, programs and practices of the school.
  - 2. Coordinate Parent-Staff Education Program.
  - 3. Plan and lead a fall workshop for parents before school begins.
  - 4. Plan and lead a series of workshops throughout the year.
  - 5. Develop and make accessible a list of books, articles, and other educational resources.
  - 6. Attend all general membership meetings; lead the educational portions of these meetings.
  - 7. Share with the Teacher-Director and Teachers the responsibility of providing orientation for all parents, to familiarize them with materials and techniques of working with children, and to give them a basic understanding of child growth and development.
  - 8. Participate in parent-teacher conferences twice a year for every member of the school, and ongoing informal contact with the parents.
  - 9. Work in the Lunch Program.
  - 10. Participate in room maintenance.
  - 11. Special projects as needed.
- B. Relationship with the Teacher-Director, Teachers, and Student Teachers.
  - 1. Meet with the Teacher-Director and Teachers monthly.
  - 2. Supervise, evaluate, and have conferences with volunteers and student teachers.
- C. Relationship with the children
  - 1. Plan with the Teachers activities that are responsive to the needs and interests of the children in the extended day program.
  - 2. Work with children two mornings per week in the morning program and two afternoons in the lunch program.
  - 3. Share with the other staff the responsibility for keeping a written record of each child's activities or major interests in the classroom.



### **PART TIME TEACHERS**

- A. Relationship with the school and parents.
  - 1. Provides input to parents on children's development.
- B. Relationship with Teacher-Director, Teachers and Teacher-Consultant.
  - 1. Meet with rest of staff monthly.
- C. Relationship with the children
  - 1. Share with the Teachers the responsibility for planning activities for the children.



**\*6 Have Fun,  
Be Safe,  
Use Your  
Imagination  
and Be Kind!\*9\***

## Corner Co-op Theme Song

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

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

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

### Chorus

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

### Chorus

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

### Chorus

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

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

### Chorus

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

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

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

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

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

