

CORNER CO-OP

HANDBOOK

2023-2024

Celebrating our 52nd year!



1773 Beacon Street, Brookline, MA 02445-4299

(617) 738-4631

www.cornercoop.org

questions@cornercoop.org

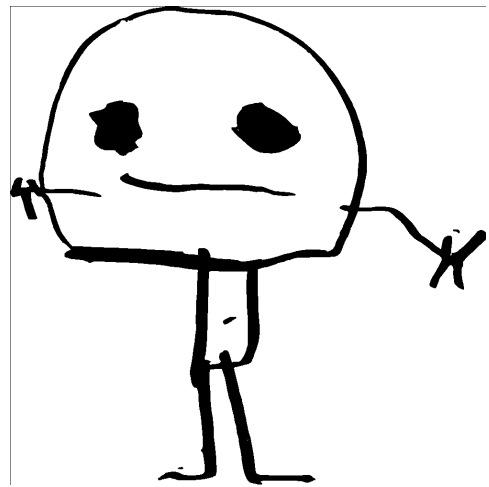


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WHAT WE'RE ABOUT

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



HOW WE DO IT

Our goal is to provide an exciting and safe place for children to initiate and choose, be free and responsible, experiment and discover, play and make friends. We have both spontaneous and planned activities which children are free to propose and choose from. We have a multitude of raw materials for creative projects. Our rooms are divided into various interest areas, nooks, and crannies. There is a well-stocked dress-up and dramatic play area; a much-loved block room; a 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 8:00 am to 12:00 pm. From 12:00 noon to 2:00 pm, we run a low key lunch program. 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.

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 gives parents the opportunity to be in close contact with their child's preschool experience. We can watch our children grow and develop. Children know that we are concerned and involved with their school. A cooperative requires work and time. We encourage families to be involved in whatever ways work best for them. Examples of parent responsibilities at the Corner Co-op include:

1. Attendance at general meetings four times per year.

2. Volunteering in the classroom during the school day.
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 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.



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, Secretary, Treasurer. 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.

Board meetings are held three times per year, 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.) Co-op Committees make updates at Board Meetings, budgets are created and approved, and other large decisions are made. Everything that comes out of the Board Meetings are 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 four times per year, usually on a Sunday or Monday evening via Zoom. 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. If you wish to suggest items for the agenda, please let the President know.

We also hold "kitchen meetings" three times per year at 8:15am in the Co-op kitchen, open to all families to discuss upcoming events, Co-op business, and to get to know one another more.

Parent job assignments, one of the major responsibilities each family has to the Co-op, are chosen each June at the General Meeting and on an ongoing basis as new families join the Co-op throughout the year and/or as needs change. A descriptive list of some of these jobs is found at the end of the handbook. The Director, Administrator, or Board 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 2023-2024

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 \$5,200; three mornings is \$7,800; four mornings is \$10,000; five mornings is \$12,000. Lunch program (12-2 pm) ranges from \$1,600 for 1 day/week to \$8,000 for 5 days/week. We charge \$50 per day for drop-ins.

A \$50 non-refundable application fee must be included at the time the applications are submitted.

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 Corner Co-op. An online payment option is 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 or bookkeeper before the bill's due date. There is no extra fee charged.

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 1st of first semester or April 1st 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.

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

TUITION ASSISTANCE

Our goal is to make it possible for any child to attend the Co-op, regardless of financial circumstances. Please discuss this further with the Teacher-Director.

FUNDRAISING

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

STAFF

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. 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." 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 pursuing a Masters in Clinical Mental Health Counseling. This is Beth's 22nd 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.

Marcy Girt, Lead Teacher, has worked with children for over 20 years. Eight years were spent at the Montclair Cooperative Elementary School in New Jersey where she began as an assistant teacher and was then the lead music and drama teacher. She spent 3 summers as a dorm parent and teacher at Idyllwild Arts Academy in California as part of their summer camp program. She is an actress and director and has been living and working in NYC until moving recently to Boston after marrying local muralist Alex Cook. She is so excited to be a part of the Corner Co-op and to spend time getting to know these beautiful families!

Christin Bushardt, Teacher, moved to Brookline from Arlington, VA this past September with her husband, 3 daughters, and labradoodle named Penny. She has her Masters of Arts in Teaching in Early Childhood

Education. She taught kindergarten and first grade in SC public schools and served as a mentor teacher and literacy coach. Christin was the Assistant Director of her church preschool in Arlington, VA and started a "Writer's Workshop" program that she taught to the 4 and 5 year olds. She served as the vice president on the board of her youngest daughter's cooperative preschool in Arlington, VA for two years.

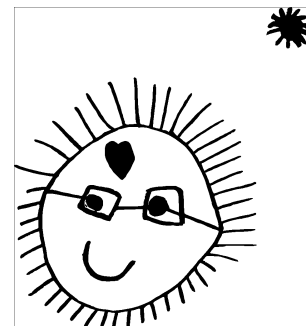
Mariangie Mercado, Teacher, has been an early childhood lead teacher since 2013 and has an associate degree in Early Child Development as well as her (CDA), a widely recognized credential that demonstrates her knowledge, skills, and abilities in the early childhood education field. She has been working with children both in center-based care and with families. Since then, her passion is to see them grow while they learn and have fun. She is eager to continue learning at the Co-op.

Annie Peterson, Teacher, graduated from Lasell University in May 2023 after working for over a decade in early childhood education in various teaching roles. She is coming from a role as program coordinator at another co-op Infancy to Independence Waltham, where she also did diversity, equity, and inclusion work. Annie has experience working with diverse student populations, of all learning styles and abilities. She values connecting with her students both as a group and individually. She uses a whole-person collaborative approach to teaching. Annie also works in victim advocacy and policy reform. She loves hiking, traveling, and going to the beach with her 3 year old Lilly, who will be joining Annie at Corner Co-op this fall.

Celia Green, Administrator, comes to the Co-op with a background in higher education administration. For ten years at both Harvard and Columbia, her work centered on creating connections and building community among students and alumni. She has two kids, Oscar (7) and Amy (4). She is thrilled to be a part of the Corner Co-op community.

Recognizing Past Teachers

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. We thank them for their service to the Co-op. They will always be a special part of our community.



PARENTS HELPING IN THE CLASSROOM

One or two parents volunteer in the classroom each day to assist the teachers. A schedule will be determined in the fall and can be adjusted throughout the year. On the days that you are assisting in the classroom, please arrive by 8:00 am and stay until 12:00 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 12:00 pm or 2:00 pm. Teachers who have been working that day in the classroom now have other responsibilities, i.e. Lunch program, clean-up, and administrative tasks.

Parents work as teacher assistants by interacting with the children, participating in activities, and helping to maintain the general classroom discipline. When you arrive in the morning, tune into areas needing supervision such as the block room, activity areas 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.

On the first day a parent helps in the classroom, s/he will have an orientation where the teachers will outline the daily program, indicate where and how supplies are stored, and explain how parents can assist them in classroom activities and clean up.

They will also discuss projects parents may wish to initiate on the days they are helping in the classroom.

PARENT/TEACHER CONFERENCES

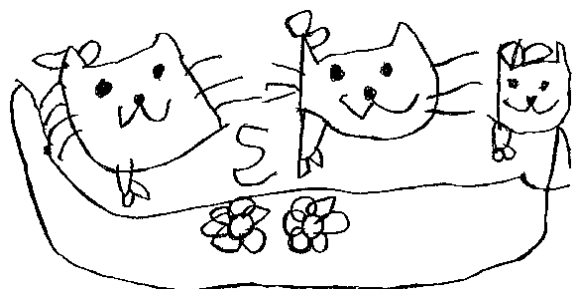
Parent/teacher conferences may be initiated by either the parent or the teacher at any time during the school year. The teacher-director is generally available in school until 2:30 pm. Please feel free to ask teachers at any time for a conference concerning your child. Conferences for all children will 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. If you would like snack ideas, 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. An allergy and medical conditions list is posted in the main 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.



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 Arnold Arboretum, Natick Community Organic Farm, and the Puppet Showplace. On field trip 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 circulated in the weekly email. We do require assistance from parents both to drive cars and to supervise children on field trips, including ones on which we use the subway. 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.

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.

Please be sure that all clothing is clearly marked with your child's name, and that mittens and belts are attached securely to coats.

At morning meeting, we generally have a sharing time when children 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!

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 \$65.00 per day will be charged.

HEALTH AND SAFETY POLICIES

FIRE PROCEDURE

In case of fire, your first priority should be to conduct all children safely from the building. The exits of choice are the exit to the outside courtyard and the staircase leading directly to Dean Road. The second priority is to notify the Brookline Fire Department. To give the alarm, use the fire alarm box located next to the courtyard door or at the bottom of the stairs or call 911 from the telephone on the desk in the classroom or the telephone in the Parish office on the first floor, or from your phone. 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 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 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

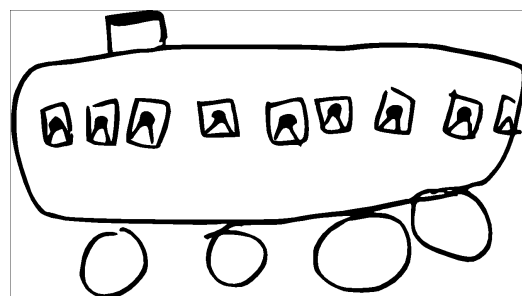
A mildly ill child will be allowed to rest isolated from the rest of the children, in a quiet spot until he or she can go home.

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 trash can 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. During the summer, each family signs up for a job(s) that they are interested in performing.

Board Positions: (board members attend three 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 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:

- o To assure that all tasks assigned to Co-op families are completed;
- o To renew the school's license (every two years);

TIME COMMITMENT: may be daily

SECRETARY/CLERK

Records the proceedings of the Co-op Board and General meetings:

- Takes minutes at all board and general 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 – TREASURER/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.

SOCIAL COORDINATOR / FUN EVENT PLANNERS

This team coordinates our gatherings, be they informal meetups at a playground, to fundraising activities. The Event Planners nurture a sense of community among Co-op families by encouraging participation & connections.

- Manages communication group (Slack, What's App) for families
- Posts on Co-op social media pages (Facebook, instagram)
- Sets up photo sharing for families
- Encourages families to set up social activities outside of school (picnics at the park, play dates, etc)

TIME COMMITMENT: moderate throughout the year, additional effort before events

INTERNAL COMMUNICATIONS/ALUMNI LIAISON

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.
- Helps prepare weekly newsletter to families

TIME COMMITMENT: Moderate at intervals throughout the year.

MARKETING COORDINATORS

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.

WELCOMING NEW FAMILIES

- Is in touch with new families to help ease the transition into the Co-op
- Meets with new families in person, over the phone, or on zoom, to talk about starting at the Co-op, best practices for the transition, etc.
- Available to answer questions as they arise
- Checks in with new family periodically and ensures they have what they need; encourage them to attend social events, etc.

TIME COMMITMENT: moderate at the beginning of the school year and ongoing as new families join.

WEBSITE

- Updates the website as needed
- Maintains an online calendar of events
- Ensures that Co-op policies and handbook are posted on the website

TIME COMMITMENT: moderate activity throughout the year.

CLEANUP COORDINATOR/LAUNDRY

Oversees all major cleanups (usually in September, December, and June), maintains 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;
- Keeps outdoor space tidy: shovels sand back into the sandbox, rakes leaves; 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;
- Coordinates a fall and spring clean up at the Co-op (usually on a Friday afternoon / Saturday morning).

- Keeps art supplies organized (cleans out paint containers every 2 weeks)
- Window sill cleaning

TIME COMMITMENT: regular activity throughout the year

SPECIAL PROJECTS/REPAIRS

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
- 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



CO-OP STAFF JOB DESCRIPTIONS

TEACHER-DIRECTOR

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

- A. Maintain a relationship with the Board, parents and the school.
 1. Be 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.
 2. Attend all general membership meetings when possible; help plan and carry out the educational portions of these meetings.

3. 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. Plan and coordinate workshops.
4. 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.
5. Supervises the admission process.
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. Be familiar with recognized agencies in the fields of parent education and guidance, and agencies that can assist with special problems.
10. Represent the school at activities or functions when requested.

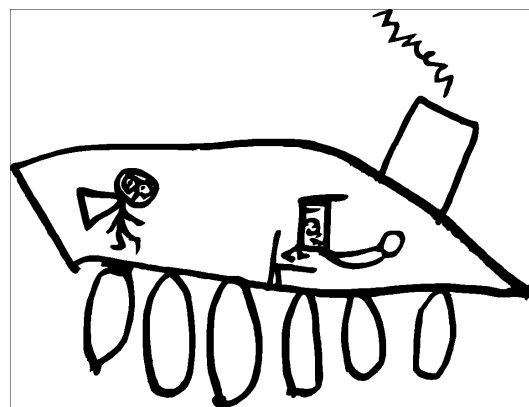
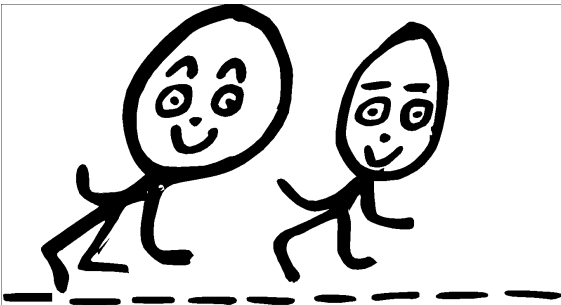
- B. Maintain a relationship with the Teachers, Volunteers and Student Teachers; oversee their activities.

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.

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. 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.



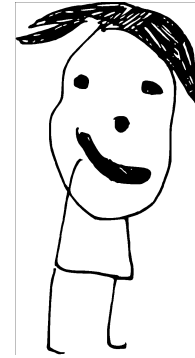
TEACHERS

- 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.

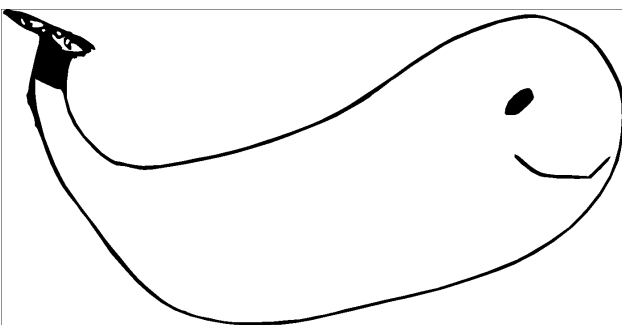
TEACHER-CONSULTANT (if hired)

- 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 Family-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.



**“Have Fun,
Be Safe,
Use Your
Imagination
and Be Kind!”**



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/CD!
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

