



Christian CO-OP Preschool

Letter from the Board of Directors

Dear Parents:

We are pleased that you have chosen to be an active part of your child's preschool experience. This handbook has been planned as a guide to acquaint you with the goals of Humpty Dumpty, your responsibilities as a team member and basic operating policies and procedures. Please read through it carefully. Your participation is vital to the quality and success of the program.

The program at Humpty Dumpty will provide a variety of experiences and activities, many of which the children may not experience at home. By participating in the many aspects of the program, the children will have the opportunity to mature into enthusiastic learners. Creative expression of individual ideas will always be encouraged through participation in art activities, dramatic play, block building, and shared discussions.

The children will grow socially as they make new friendships, learn to interact with others individually and participate in large and small group activities while sharing, listening and taking turns.

The children will grow emotionally by learning to express feelings in a healthy way while adjusting to many new experiences, by controlling impulses and tempers and by learning how to appropriately engage in conflict resolution by using learned problem solving skills.

The children will grow physically while participating in activities and using equipment designed for growth and development of large motor skills as well as refining small motor skills.

The children will grow intellectually as they participate in curriculum designed to follow the Missouri State Standards in academic areas of literacy, math and science.

The children will grow spiritually as they begin to receive and understand foundational Biblical teachings.

We hope that you will enjoy watching your child grow and progress from one stage to another through the mastery of new skills. We also hope that you will make new friends as you work together with other parents. We anticipate your parenting skills will be further enhanced as you observe the teachers, share ideas with other parents, and read and learn through the opportunities that Humpty has to offer.

Thank you,

The Board of Directors

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HUMPTY'S HISTORY AND PHILOSOPHY

Background and Philosophy

Humpty Dumpty, a parent-owned cooperative established in 1966, is both alike and different from other good schools for three, four and five year old children. The school is owned by the children who are currently enrolled. The high level of parental involvement allows tuition rates to be kept to a minimum while maintaining a high quality preschool program. Predetermined class size and favorable adult-child ratios insure a maximum of individual attention for each child. The positive influences of both teachers and parents, working closely together, creates an extended family atmosphere in the classroom. This relationship provides an excellent bridge between home and school. Not only does the enrollment of a child at Humpty Dumpty provide opportunities for the child to become acquainted with new friends, it provides the same opportunity for the parents.

The Board of Directors of Humpty Dumpty Preschool is chosen to represent the majority of parents. The board manages the business of the school, which includes securing a location for the school, hiring qualified staff, providing funding for curriculum and equipment, scheduling and training parent helpers, and administering teams of parents who assist the teachers in various ways. It is vital to the success of the school that the board provides support, physically and emotionally to the staff in order for the school to function smoothly.

The most important goals the teachers and parents have for the children are to insure that each child feels loved and secure while at school and that they have many opportunities to learn individually, in small and in large groups.

The curriculum is designed to provide enrichment opportunities, to provide social development and encourage creative expression. A “hands on” or constructivist philosophy guides the planning and implementation of activities in dramatic play, block building, teacher-guided and self-guided art, rhythm and music, language experiences and Biblical teachings. Thematic based centers will also engage the children in science, math, and literacy activities that are cognitively and developmentally designed to meet the goals as set by the Missouri State Standards.

The teachers are responsible for planning and carrying out the program or curriculum, providing a safe, healthy and happy environment, establishing opportunities for social and intellectual growth for each child, and maintaining close communication with each family and with the members of the board. Because the teachers are the constant in the organization, it is important for them to establish a cooperative rapport with the church liaison and minister of the church where the school is located.

Some parents serve as “parent helpers” on a rotating basis under the guidance of the teachers who communicate curriculum plans and responsibilities to the parent helpers at the beginning of each day. Responsibilities include assisting as an extra pair of hands (or laps), to help the teacher carry out the planned curriculum, providing a snack for all children, and helping maintain a safe, clean and well organized environment for learning.

Vision Statement:

By engaging in hands-on learning and play, each child will grow in the likeness of God while developing their individual strengths and talents. Through shared involvement, each parent will have the opportunity to serve and together in partnership we can positively enhance each child's first educational experience.

Objectives of Humpty Dumpty Preschool

For the Child

- To have a safe and loving environment in which to learn and grow
- To have a variety of safe and carefully selected toys and equipment with which to play and learn
- To participate in a developmentally appropriate curriculum for social, emotional, physical, intellectual and spiritual growth
- To feel love and acceptance as a unique individual

For the Parent

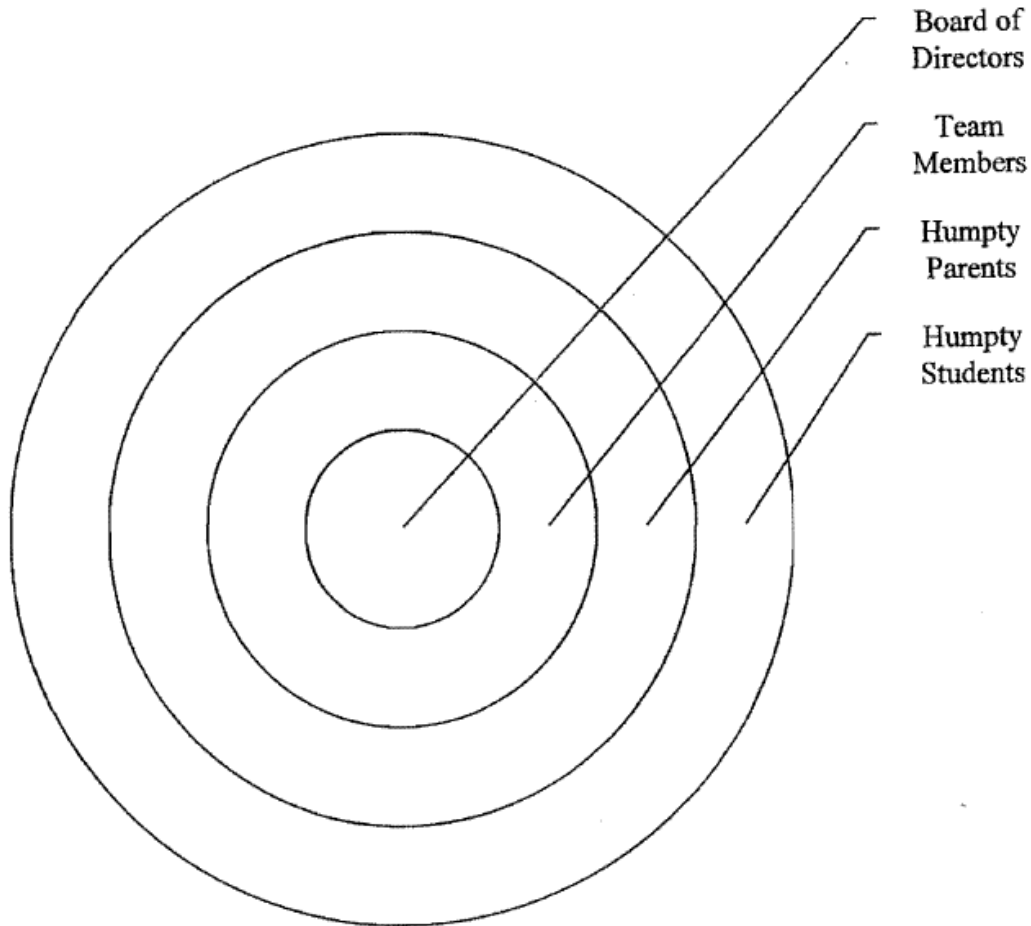
- To recognize and respect each child's individuality
- To learn what may generally be expected of a preschool child at each stage of their growth and development
- To gain a better understanding of their own child(ren) through working with other children
- To help children succeed in their first steps toward independence away from home
- To encourage companionship among all parents by working together
- To accept each parent's abilities, talents and differences

Humpty wishes you and your family an enjoyable year at our (your) school. May you treasure your precious preschooler and the joy of participating in his/her wonderful world of learning.

THE STRUCTURE OF HUMPTY

Humpty Dumpty Governing Chart

The chart below shows the Board of Directors as the core of the school, with their decisions affecting team members. Team members affect Humpty parents as they engage in their role in the school. Humpty parents affect Humpty students both as parent helpers in the classroom and as guardians for their children.

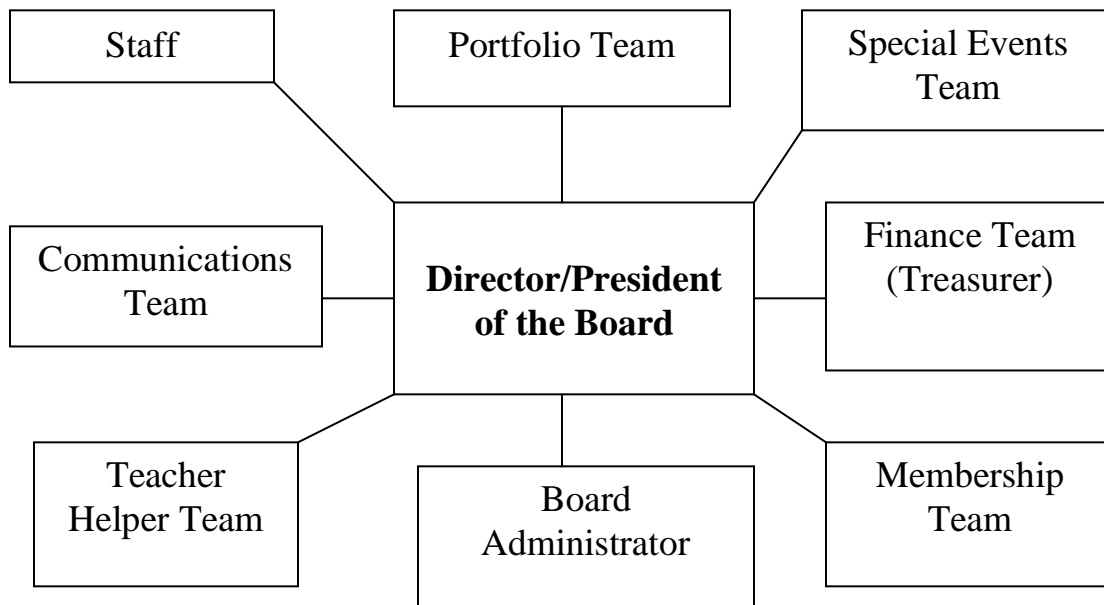


The Board of Directors

Each year a Board of Directors is selected to serve both as a governing body and a management team. As a governing body, the Board ensures the school is operating according to its vision and goals. The Board holds the staff accountable for their decisions and is responsible for hiring or firing staff. As a member of the management team, each Board Member is responsible for leading a team of people to implement Board decisions and accomplish team tasks that are imperative to the efficient and effective operation of the school. The Board Members report to and are held accountable by the Director of Humpty in leading their teams to accomplish these tasks. The Director of the school serves as the President of the Board. Potential Board Members are nominated and interviewed by the existing board, then evaluated by membership before a formal invitation is extended to serve a minimum one year term as a director or officer of the board.

Humpty Dumpty Organizational Chart

The organizational chart below shows that team leaders report to and are held accountable to the Director of the school.



Board of Directors

The Director and Board want to hear your concerns and are available to answer any questions you may have. Please direct any questions or concerns to one of the following people, via email, phone, backpack mail or in person.

2013-2014 Board of Directors:

- Stacie Anderson - Director/Board President
 - Phone: 573-874-2772
 - Cell: 573-819-4506
 - E-mail: sanderson_4@charter.net

- Megan Dercher - Communications Team Leader/ Board Secretary
 - Cell: 573-529-9368
 - E-mail: mdercher0621@yahoo.com

- Natalie Morgensen - Finance Team Leader/ Board Treasurer
 - Home phone: 573-445-2644
 - Cell: 573-819-2606
 - E-mail: nmorgensen@yahoo.com

- Tina Drywater - (MWF Assistant Teacher also Special Events Chair)
 - Home phone: 573-875-0005
 - Cell: 573-808-0282
 - E-mail: tinadryh2o@gmail.com

- Shannon Pugliese - Portfolio Team Leader
 - Home phone: 573-657-8544
 - Cell: 573-228-8544
 - E-mail: smpugliese@verizon.net

- Gretchen Shults - Membership Team Leader
 - Home phone: 573-447-0213
 - Cell: 217-577-1225
 - E-mail: gretchenshults@gmail.com

- Melissa Dowler - Teacher Helper Team Leader
 - Phone: 636-538-1717
 - E-mail: melissaelbert@yahoo.com

Team Placements

In the spirit of cooperation, one parent for each family must actively work on a team or serve in a board position. Teams can be changed or rearranged from year to year based on the needs of the classroom and as approved by the board. Current teams are:

- Finance/Fundraising
- Teacher Helper
- Portfolio
- Membership
- Communications
- Special Events

Families are placed on teams by the Board of Directors during the summer by using the Parent Team Questionnaire completed by each family. Team members will receive training from their Team Leader about the position they hold on the team.

Humpty Dumpty Team Responsibilities

Updated August 2012

Teacher Helper Team (Estimated: 6-8 people)

- Make play dough for classroom (½ year make, other ½ year purchase)
- Plan and execute field trips
- Schedule summer playdates
- Help with lesson planning and lesson material preparation
- Handle board member appreciation (Director)
- Handle teacher and church appreciation
- Organize Library, handle checkout and maintain inventory of books
- Organize class photo
- Pick up theme boxes from storage building and return when appropriate
- Change/Update classroom décor
- Organize class T-shirt orders
- Perform monthly playground checks to ensure state standards are met
- Organize/perform classroom and playground repairs and maintenance
- Maintain 3 step cleaning process
- Inventory classroom in September and May
- Maintain recycle bins
- Check supplies twice monthly and coordinate with finance team on supply purchases
- Organize parent help training with Assistant Teacher(s)
- Update and maintain parent help log book
- Put away classroom supplies weekly

Special Events Team (Estimated: 5-6 people)

- Reserve the date of special events with church office if church space is needed
- Plan and execute all special events and family events during the year
- Responsible for set-up and tear-down during the events
- Obtain donations as needed (food, paper, candy, office supplies, etc.)
- Thank-you notes
- Email reminders to parents regarding special events
- Organize and execute Orientation and new Howdy Humpty Hello event
- Schedule community building events (Mom's Nights out/ Coffee, Dad's nights out, etc)

Finance/Fundraising Team (Estimated: 4-5 people)

- Campbell's Labels
- Recycling ink cartridges
- Supply purchases
- Organize closet
- Maintain First Aid Kit and cleaning supplies
- Payroll
- Maintain Humpty accounts and work with accountant
- Collect monthly tuition
- Track and categorize receipts
- Pay taxes and other fees

Humpty Dumpty Christian Co-Op admits students of any race, color, and national or ethnic origin

- File necessary business reports
- Work with the teacher to prepare updated budget for board review at the end of the school year
- Complete 990 EX and Schedule A (taxes)
- Scholastic book orders

Membership Team (Estimated: 5 people)

- Responsible for all enrollments
- Complete enrollment checklist
- Oversee all paperwork for enrollments
- Recruit new enrollments
- Field incoming phone calls regarding Humpty Dumpty
- Open House
- Make name tags (Parent Helper, Fieldtrip, Teacher)
- Update and maintain insurance cards throughout the year
- Collect and file all team member agreements
- Complete Rules and Regulations Agreement

Communications Team (Estimated: 4 people)

- Coordinate snack schedule
- Coordinate parent help calendar
- Coordinate board child care
- Marketing/Public Relations
- Ensure Humpty is listed in phone book
- Publish monthly newsletter
- Update website
- Monitor “cloud” storage
- Create and update master calendar
- Revise handbook as needed

Portfolio Team (Estimated 6-7 people)

- Coordinate picture taking at special and class events
- Develop pictures
- Create portfolio pages
- Put portfolios together
- Compile end of year graduation slideshow

Parent Responsibilities

The cooperative is parent-owned and operated. Its success depends on true cooperation among participating parents. This puts responsibility on all of us and each family must do its share. These responsibilities include:

- Attend Orientation
- Actively serve on a team or board position
- Volunteer to drive on field trips (optional)
- Participate in automatic transfer or semester payment for timely payment of tuition
- Self discipline and honesty if incurring any of the “other fees”
- Submit a copy of an up-to-date insurance card on the vehicle noted in your enrollment paperwork (Reminders will be included in the monthly newsletter)
- Adhere to the parent and team member contract
- File current immunization records and emergency contacts with the school (it is the parent’s responsibility to keep this information up-to-date all year)
- Provide a snack and drink for the classroom on a rotating basis
- Show kindness, patience and concern for each child at all times
- Respect a child’s feelings; never laugh at a child, only with them
- Never leave a child alone/left unattended indoors or outdoors
- Never talk about a child in front of him/her, other children or parents, if you have observed something you feel the teachers should know about, find an opportunity to tell them privately
- When parent helping, limit visiting with parents to before and after school, as our first priority during class hours is the children
- Report ALL accidents to a teacher
- Be aware of people not associated with the school that are on the premises and do not be embarrassed to ask who they are and why they are there
- Help ensure that all children are being considerate of others
- Help the children substitute an acceptable activity for an undesirable one when needed
- Never assume a child’s act is a deliberate act of wrongdoing and do not make them feel overly guilty for his/her behavior.
- Allow the children to comfortably and safely make mistakes
- If you need help with a particular discipline issue, feel comfortable to ask a teacher for help (it is assumed by the teachers that you are comfortable in the situation if you do not ask for help)
- Participate in assigned monthly cleaning

GENERAL PROGRAM INFORMATION

Admission Criteria

All families wishing to enroll their child(ren) in Humpty Dumpty Preschool will have to satisfy the following criteria:

Birthdate requirements – To be enrolled in the T/Th class the child must be 3 years of age by July 31st of the year of enrollment or must obtain prior Director and Board approval to waive this requirement. To be enrolled in the MWF class the child must be 4 years of age by July 31st of the year of enrollment or must obtain prior director and board approval to waive this requirement.

Potty Training - All children enrolled at Humpty Dumpty Preschool **MUST** be completely potty trained (bladder and bowel) prior to the start of the school year. Children will **NOT** be permitted to wear Pull-Ups or diapers to school. Any child enrolled without being potty trained (or seen in Pull-Ups/diapers) or that has frequent accidents* at school will be withdrawn from the school until potty training is achieved. The child's spot will **NOT** be held and the enrollment fee will **NOT** be returned. Tuition refunds of prepaid tuition will be at the discretion of the Board of Directors and will be addressed at the Board meeting following dismissal.

*Unacceptable frequency of bladder or bowel accidents has been established by the Board of Directors and is available upon request.

Program Options

Regular Parent Help Option

The regular parent help option requires a parent to parent help 7-8 times per school year as well as serve on a team or on the Board of Directors.

Expanded Parent Help Option

For families that would like the opportunity to spend more time helping in the classroom the expanded parent help option allows a parent to sign up for 14-15 parent help days per year in exchange for a reduced monthly tuition rate. The parent would also serve on a team or on the Board of Directors.

Buy-Out Option

For families that are not available to parent help but still want to be a part of the Humpty Dumpty experience, we have a limited number of “buy-out” positions available in each class. With this option, parents pay a higher monthly tuition in lieu of parent helping. These parents are still required to serve on a team and adhere to all of the other parent responsibilities such as providing snacks. These positions are given out on a first-come, first-served basis. For more information contact our Membership Chair or Enrollment Coordinator.

Finance

Extended Day

The extended Day Program is an opportunity for children and parents to become more acquainted with a longer school day. Children who attend the Extended Day program will attend one hour longer than the normal three-hour school day. They will bring a lunch or a lunch may be purchased for an additional \$5.00. Extended Days provide an environment where the children will be able to experience some one-on-one

Tuition

A non-refundable registration fee is required at the time of enrollment by the parent to hold the child's place at Humpty Dumpty. (For exceptions, refer to bylaws.)

Tuition is paid September through May. The monthly tuition is based on the number of days school is in session throughout the school year. It is then calculated so that each month's tuition is the same dollar amount. Therefore, when there are fewer (or more) days in a month, tuition remains constant.

Tuition is withdrawn automatically from the designated account on the tenth of each month, without exception or reduction due to absences or vacations. Please make sure there are funds in your account to cover the cost of tuition. If the transaction cannot be processed due to insufficient funds or any other reason, tuition will have to be paid in cash before the next school day and a \$10 late fee will be incurred. An automatic transfer form must be filled out with an attached voided check at least one week prior to the 8th day of the month before your child starts to allow for proper processing.

Families that do not want to have tuition automatically withdrawn from their account can pay for their child's tuition by semester. This can be collected in the form of cash, check or money order. The first semester (September –December) tuition is due by August 10th. The second semester (January – May) is due by December 10th.

If your family incurs an unexpected financial strain and tuition cannot be made by the late fee deadline, please discuss your individual situation with the Director A.S.A.P.

End of the Semester Statements

Humpty's finance team will provide each family with an end-of-the-semester statement showing all of the fees the family has paid to date. Please check with you accountant to find out if your tuition is tax deductible. Please note that late fees and no-show fees are not included on this statement.

Fundraising

Humpty no longer participates in fundraising but does participate in collection of Campbell's Soup Labels as well as ink cartridges. Both of these items can be turned into supplies for the classroom.

Other Fees

To ensure fairness for everyone at Humpty Dumpty, we will enforce additional fees for not abiding by guidelines/responsibilities listed in the parent handbook. All fees are to be paid by the next class period, unless prior arrangements have been made with the Director.

- \$10.00 – dropping child off unattended before the start of school
- \$10.00 (+\$10.00 for each 15-minute increment) – picking child up after the designated late time
- \$10.00 - \$50.00 – late/no arrival for parent helping as follows:
 - \$10.00 for arrival 9:00-9:14
 - \$30.00 for arrival 9:15-10:15
 - \$50.00 after 10:15 or no show
- \$25.00 for leaving before being checked out by a teacher

Designated drop off time: 9:15-9:30
 Designated pick up time: 12:15-12:30
 Designated parent help arrival time: 8:45 – 9:00

Each year the portfolio team works hard to create a portfolio for each student that captures the child's school year experiences. The portfolios will be given to each family at the end of each year only after ALL fees and fines have been paid.

Reimbursement Policies

In the event that your team leader asks you to purchase items for the school, please follow these procedures for reimbursement:

Completely fill out the reimbursement form (available under the forms tab at www.humptydumptypreschool.org) and attach it to your receipt.

Submit the completed reimbursement form to your Team Leader for authorization.

Team Leaders will sign the approved form and pass it along to the Finance Chair.

The Finance Chair will process the reimbursement and a check will be placed in the recipient's Parent communication Folder via backpack mail. An email or phone call will be placed by the Finance Chair alerting the recipient that the check is there.

Humpty Dumpty is a tax exempt organization and does not reimburse on any taxes paid. Prior to making a purchase, obtain a copy of our tax exempt letter from the Finance Chair and present it to the store before purchasing your items. If you choose not to use the tax exempt letter when making a purchase, be sure to deduct the taxes paid when figuring the amount to be reimbursed.

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Forms of Communication

Monthly Newsletter

Humpty publishes a newsletter on the 1st of each month. Pertinent information is included in the newsletter. Families are strongly encouraged to take time to read through the newsletter to stay up-to-date on all of the events taking place at the school.

Humpty Dumpty Website

Humpty has a website that serves two functions. The first is to inform new and prospective parents about the preschool by sharing teacher biographies, school history, tuition information, co-op responsibilities, etc. available for the public to view.

The second function is to be a resource for current members. Information for present Humpty Dumpty families is found on the password protected portion of the website. This section contains certain handbook information, forms, schedules, upcoming activities, and other pertinent information for parents already involved with the preschool. Newsletters are also posted on the website for ease of access and review.

There is a “Members Only” section present on the website that each parent is encouraged to access on a regular basis. You will create a username and password to access information. Only approved CURRENT families are granted access to the Member’s Only section. Parent Help Calendars, Snack Calendars, Class lists, and other important information can be accessed here.

The website address is www.humptydumtypreschool.org

Backpack Mail

Your child will have a folder in his/her back pack that will contain all handouts, notices, correspondences, team position mail, etc. This folder is referred to as the “Parent Communication Folder.” Please check this folder each day of school. You may use this folder to send items back to school with your child to the teacher’s attention as the folder will be opened each day by one of the teachers in the classroom. If you send a note that needs to be kept private, please put it in a sealed envelope with the Teacher’s name on the front.

This method of communication can also be used to send written communications among teams or between Humpty parents. Place the items to be sent in a sealed envelope. Label the outside of the envelope with the intended recipient’s name. Then, place it in the Parent Communication folder pocket labeled “to teacher.” The teachers will then distribute the mail accordingly each day school is in session.

DAILY OPERATIONS

PROCEDURES

First Week of School

To help ease the kids into the classroom setting, the first week of school is structured a little differently. Half of the class will attend the first day for a shorter class time (9:15-11:30) and the other half of the class will attend the second day for the same amount of time. Regular classes will begin on the third school day. Parents should plan to stay with their child until the child feels secure in the new environment. If your child is having a hard time transitioning, please wait until one of the teachers is able to give their undivided attention to your child to help them as you leave. Please remember that your child will only attend ONE DAY during the first week of school.

Parking, Arrival and Departure

The following is the drop off and pick up schedule for both classes:

Drop off for school is from 9:15-9:30 each morning and children will be dismissed from 12:15-12:30. Parents are welcome to come into the classroom to pick up their child if the children have not been brought to the pick up location when the parent arrives. Please refer to the parking map on the following page for arrival and departure locations.

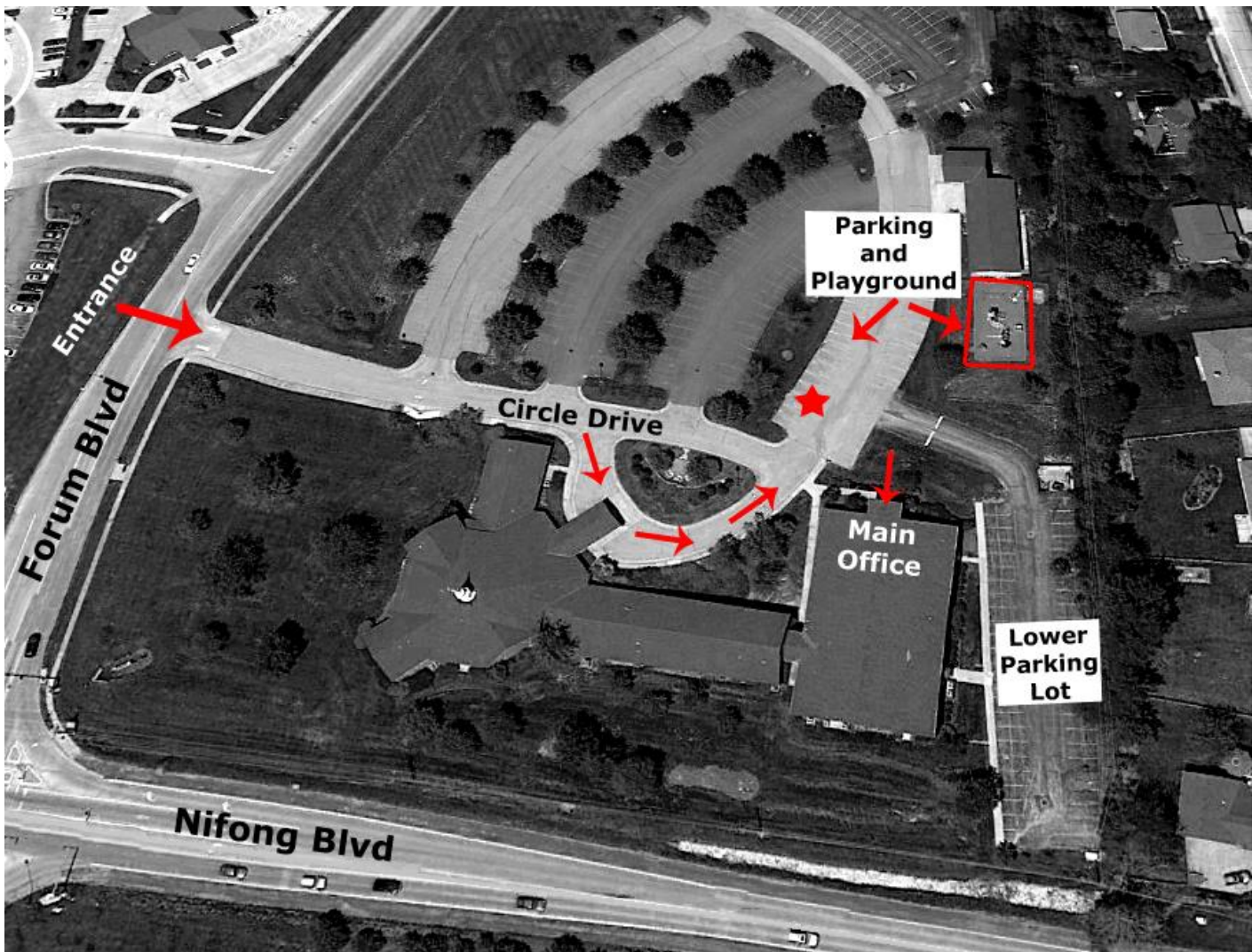
Normal drop off will be at the playground. Please hang your child's backpack on the fence by the gate. Pick up will also be at the playground. During inclement or cold weather, drop off and pick up will be at the Circle Drive. If for any reason you need to come inside, please use the designated parking lot (denoted on the map by a star) and enter the building via the Main Office entrance. From there, you should bring your child in to the classroom.

One of the goals of a parent co-op is to foster friendships between families. Due to the unique nature and location of the preschool within the church, this arrangement seems most appropriate and parents may make use of the playground and Special Events to build friendships.

Parent helpers are to arrive from 8:45-9:00. When parent helping, you can park in the Lower Parking Lot (see map). This door will be locked after 9:00am, so if you arrive late, you will need to enter the building via the Main Office Entrance.

It is important for parents to hand deliver the teacher a note if anyone other than the child's parent or regular driver will be picking up your child. For your child's safety, please include a description of the car and the name of the driver. Without this note, or the authorization on your child's enrollment sheet, your child will not be allowed to leave with an unknown person. Please notify your alternate driver that he/she will be required to produce a photo ID before the child will be allowed to go home with him/her.

Parking Map



Humpty Dumpty Christian Co-Op admits students of any race, color, and national or ethnic origin

School Closures

Humpty Dumpty follows, as close as possible, the Columbia Public School calendar during the months of September through May.

Our preschool will follow Columbia Public Schools' decision in canceling school due to hazardous weather and/or road conditions. Listen to a local radio (KFRU 1400 AM) or television station for closing announcements. If the Columbia Public Schools add days onto the end of the school year to make up for excessive snow days, Humpty will also add days on to the school year for the preschool. The Board reserves the right to cancel school, even when Columbia Public Schools are in session, due to extenuating circumstances. If Humpty closes school when Columbia Public Schools are in session, Humpty will add the missed day to the end of the school year.

Parent helpers who are scheduled to work on days when school is canceled will be assigned to work on the make up day. It is the responsibility of the parent helper to make other arrangements if the make up day doesn't fit into their schedule.

Discipline

Our goal for the children is develop appropriate social skills. By instruction and example the children will learn how to interact socially with peers, take direction from adults and function happily within the daily routine of a school setting.

The teacher will notify the parent or guardian if their child seems to be having difficulty, as Humpty Dumpty wishes to keep discipline a positive partnership between school and home.

At the discretion of the teachers and the Board, a child may be dismissed from Humpty Dumpty after an individualized intervention plan has been implemented and deemed unsuccessful. If the child is dismissed, any unused portion of tuition will be refunded, however the enrollment fee will not.

Medications

No medications will be administered by the Teacher or by parent helpers. If a child requires medication during school hours, the child's parent must administer it.

Illnesses

Please keep your child home with any of the following symptoms or illnesses:

- A temperature over 99.2 degrees orally, within the last 24 hours
- A sore throat
- A persistent cough
- An earache
- A rash
- An upset stomach, nausea, vomiting or diarrhea, within the last 24 hours

Please call the school as early as possible when your child is not going to attend class for health or other reasons. If a child becomes ill at school, the child's parents will be notified at home or work, and will be expected to take the child home at once. Please report any communicable health problem to the school immediately so other parents can be notified if necessary.

Dress

Please dress your child in clothes that you and your child won't mind getting paint, mud, or water on. Good sturdy shoes with soles that grip well for running and climbing are essential. It is recommended that shoes have straps on the heels to ensure safety on the playground.

Dress your child appropriately for the weather. We will go outside unless it is raining, or below 32 degrees. If you feel it's too cold for your child to go outside, please plan to pick your child up early. Parent helpers will not be available to stay inside with your child.

All removable clothing items should be labeled with your child's name.

Just as a reminder, all children attending Humpty Dumpty MUST be potty trained prior to the start of school. Children are not allowed to attend school in Pull-Ups/diapers. A change of clothes should be kept at school in case of an occasional accident.

In the Classroom

Learning Centers:

Art Center

Traditionally, the art projects at Humpty are not “fancy”, rather hands-on and creative. The school’s philosophy is to have children experience art through “doing”, experiencing the process rather than the final product. Based on teacher discretion, you child will also participate in structured, guided art to enable your child to learn to follow step-by-step instructions and to properly use art supplies and tools.

Discovery Center

In the discovery station, children will learn about and/or experience science or math activities. The activities in this center are fun for the children and help foster a love for math and science at a young age.

Literacy Center

In the literacy center, children begin developing early literacy skills through the use of games and journal writing where they practice letter identification, letter formation, beginning phonics, as well as other literacy activities.

Library and Scholastic Books

We have a children’s library at Humpty Dumpty. Every week your child may check out 1 book. Please return your book the following week. There is a 3-book checkout limit. We must enforce this rule in order to keep our book loss to a minimum.

In addition, we offer you the chance to purchase books from Scholastic. You will be provided the Scholastic book order form along with instructions on purchasing these books in your child’s backpack. This is a great way to encourage reading at home!

Share Bags

Each class day there will be a designated share time where a student will share 3 small items from home. Share bags are rotated on a daily basis. It is best not to send items that are irreplaceable. Out of fairness to all children, please return these bags the following class period.

Guns & Weapons

Humpty discourages playing with and making guns or weapons from duplos, sticks, and/or fingers during pretend play.

Birthdays

Humpty will try to assign parents to parent help on their child's birthday or ½ birthday (for summer birthdays). On that day a special snack is always welcome. Some parents may like to donate a toy or book to Humpty in the child's name on his/her birthday, although not mandatory so please do not feel obligated.

Field trips

Classes take field trips throughout the year. Parents are notified of field trips through the newsletter or backpack mail. Parents are welcome to attend any field trips. The teacher will ask for volunteer drivers in advance. She/he will arrange driving responsibilities. Each driver is responsible for transporting, supervising while away and returning the same children to school. A child should never sit in the front seat of a vehicle on a field trip. Child restraint devices, as required by Missouri law, must be used in all vehicles. Since not all parents agree on what music is appropriate to listen to, we respectfully ask that only Christian or children's music be played while children are in the car. Also, feel free to turn the radio off and engage in conversation instead. Field trip consent forms must be signed and on file for each child. For safety reasons, children will be required to wear Humpty T-shirts on all field trips. Parents can purchase these shirts at the beginning of the school year. It may be helpful to purchase a shirt that is one or two sizes larger than what they currently wear to accommodate them as they grow and so that it can easily be worn over clothes. Teachers request all t-shirts to be labeled with your child's name.

PARENT HELPING

Parent Helping Goal

The role of the parent helper is to assist teachers and to help the children get the most out of their preschool experience while at school. Please make your first priority to be involved with the children.

Scheduling Parent Help Days

An adult member of each family (mom, dad, or grandparent) must serve as a parent helper 7-8 times per year for the Parent Help Option or 14-16 times per year for the Expanded Parent Help option. The following outlines the scheduling responsibilities of parent helpers:

- You will submit your parent help day requests to your team leader. All efforts will be made to accommodate each family's specific needs
- If you are unable to work on your scheduled parent help day, YOU must arrange the switch with another parent and then notify the parent help coordinator of the change. If you switch days with another parent helper the change **MUST BE NOTED ON THE MASTER PARENT HELP CALENDAR** located on the bulletin board outside the classroom. Failure to note all changes on the master calendar can result in a fine. Failure to find a substitute can result in a fine of up to \$50 due by your child's next class unless prior arrangements are made with the Director. Repeated absences may result in dismissal which will be determined by the Board.
- You must make provisions for the care of your other children on the days you parent help. **NO SIBLINGS ARE ALLOWED.** You may want to consider a babysitting swap with another Humpty family. It tends to work out great for both families. If you are new to Humpty, talk to your Team Leader about helping you establish a swap.
- Every parent helper will be trained by the Assistant Teacher on their first parent help day and will be held accountable for following policies and procedures as required by the Missouri Department of Health and Sanitation

Snacks

All families are required to provide a snack and drink for the classroom on a rotating basis. Please check the newsletter for the monthly calendar for snack assignments. To serve as a reminder and as a delivery method, a snack bag will be sent home with your child the school day prior to your assigned snack day. Due to Missouri Department of Health standards, all food and drink must be prepackaged and store bought. Family size or individual packages are acceptable. **NO** food prep may be completed at home (i.e. cutting fruit, making individual bags, etc.) Also, the faucet water in the classroom is to be used **ONLY** for cleaning and handwashing purposes.

Suggested Snacks:

Due to common food allergies we ask that you PLEASE avoid foods that contain **DAIRY, PEANUTS/PEANUT BUTTER OR NUTS OF ANY KIND** in any of the snacks.

You will need to bring enough snacks to feed all of the kids, staff and parent helpers. You may a bulk package of preferred snack, but please do not break into small portions at home. Snack will be poured onto each child's napkin at school. You will need to provide utensils/plates if needed.

Acceptable PREPACKAGED Snacks:

- Fruit (packaged-grapes, apples, raisins etc.)
- Vegetables (packaged-carrots, etc.)
- Crackers
- Pretzel Goldfish
- Graham Crackers
- Popcorn
- Low Sugar Cereal
- Jell-O, applesauce, or fruit cups
- Bagels

Acceptable Drinks:

- Gallon of store bought water
- Store bought juice/juice boxes

We would like to recommend this recipe for birthday cupcakes, or other special celebrations. It is food allergy friendly for all those with food allergies. Thanks for your extra effort and understanding the needs of all children in our school.

My Favorite Apple Cupcakes

(Bakin' Without Eggs, by Rosemarie Emro)

- ½ cup vegetable oil
 - 2 cups sugar
 - 1 cup applesauce
 - 2 ¾ cups flour
 - 1 ½ tsp. baking soda
 - 2 ½ tsp. baking powder
 - 2 tsp ground cinnamon
 - 2 tsp vanilla
 - 3 apples, peeled, cored and chopped (approx. 4 cups)
1. Preheat oven to 350 degrees. Insert cupcake liners into pan.
 2. In a large bowl, stir in one at a time: oil, sugar, applesauce, flour, baking soda, baking powder, cinnamon, and vanilla. Fold in apples 1 cup at a time until completely mixed. The batter will be very thick.
 3. Spoon out batter into cupcake lines until about ¾ full.
 4. Bake for approximately 15 minutes until tops brown slightly. Check occasionally on cupcakes as every oven bakes differently.

Variation: For less moist cupcakes, used ¾ cup applesauce instead of 1 cup. (I typically follow this rule as it can become a little gooey.) You can also add ½ cup of raisins. You can also decrease sugar to one cup for low-calorie cupcakes. – it tastes just as delicious!

Clean Up Chant:

We sometimes sing this chant when cleaning up toys to help direct the children to assist with cleaning up:

It's clean up time at Humpty Dumpty,
For all the girls & boys
To stop what they are doing,
And put away the toys.

Humpty Dumpty Prayer:

We will say the following prayer daily at snack time. Please help you child learn it at home.

Father, thank you for this food,
And for your loving care.
May these precious gifts be shared
By children everywhere.
Amen.

SAFETY AND SECURITY

Safety

Safety and Security at Humpty Dumpty

Forum Christian Church has implemented a new all door key system. All doors on Forum Christian Church premises will be locked at all times with the exception of the main office doors.

For parent help purposes the door by the kitchen is scheduled to be unlocked Monday through Friday from 8:45-9:15. Parent helpers may enter through these doors during this time. If you need to visit the classroom during school hours, we still welcome you at any time; however, you will need to enter through the main office doors.

Safety and Security AWAY from Humpty

Safety and security are of the utmost importance at our school. We follow the guidelines recommended by the state in doing background checks on all of our families. Furthermore, we have established sound safety and security practices in the classroom that ensure to the best of human ability that your child is safe.

However, it is worth mentioning that it is the combination of background checks and an environment where several eyes are on the children at all times that keeps the children safe. It is common for members to transfer their trust of parents to situations outside of the school. We certainly encourage families to get together or swap childcare. This is one of the perks of being in a co-op rather than another type of program. For those families who have younger children at home, it is an essential part of being in the program. However, we want to offer a couple of suggestions to you before you decide to leave your little one with someone or invite another child over:

- Take time to get to know the family better. Schedule a time for both moms and children to interact. Observe the interaction and make sure the styles of parenting work for everyone.
- Try not to be one-on-one with a child. Always have another adult or child present.

If you have any concerns or questions, please feel free to speak with the Director.

Inclement Weather

The children will remain in the basement during a tornado or severe weather warning. Please wait for the “all clear” signal before coming to pick up your child. Fire and tornado drills are conducted on a regular basis to help the children become familiar with proper procedures. Please review the emergency exit plans posted in the classroom. F.Y.I. – Emergency items are kept on hand for use if needed.

Insurance

Humpty Dumpty Christian CO-OP Preschool carries liability insurance. Contact the treasurer for more information concerning policy or claims.

F.

Y.

I.

Parent Teacher Conferences

The Director will offer formal individual conferences in the spring for the MWF class and by parent request for the T/Th class. The conference dates will be announced in the newsletter and a sign up sheet will be posted.

You are encouraged to discuss concerns with the teachers, however, please do not do so during school hours or at arrival/dismissal times. If there are concerns prior to the scheduled conferences, an appointment may be scheduled with a teacher. Please feel free to contact your child's teachers via phone or email with any immediate concerns.

Summer Play Dates

Each year, the field trip coordinator will schedule at least 2 play dates over the summer to encourage the children enrolled for the following school year to meet some of their teachers and fellow classmates. This is also open to all children who were enrolled in the previous school year as a chance to reconnect with friends prior to the start of Kindergarten.

Special Events

Our special events are important because they help build community among families and create fun and lasting memories for kids and family members alike. Be on the lookout for each of these events because you won't want to miss them:

Humpty Howdy Hello!

On the first FULL day of school, coffee, tea & muffins are provided to parents. This is a great opportunity to meet the other Humpty Dumpty families, share this milestone with others and if needed, tissues are available to wipe the tears.

Fall Family Picnic (in September or October)

This event is held on a weekend night and is the only social event that get both classes together at the same time. This event gives Humpty families a chance to get to know each other. It is a potluck style event with no formal agenda, just fun activities for kids.

Share Feast (November)

This event is held during class time during the week of Thanksgiving. The kids have a short presentation dressed as pilgrims and Indians. Parents and grandparents are invited to attend and everyone brings a favorite Thanksgiving dish to share after the presentation. We reflect on our gratitude for the many blessings we have.

Dad's Pizza Night (Winter)

This event is held on a weeknight and it honors the bond between a dad and his child by doing what most dads and children love – eating pizza and spending time together. Uncles and or Grandpa's are invited to attend this event if a father cannot.

Mom's Lemonade (April)

This event is held during a school day and it honors the bond between a mom and her child by creating a time that is just for the two of them. Younger siblings are strongly encouraged NOT to attend. This event has a tea party theme. Moms wear tea party attire and the kids greet their mom at the door and add a final finishing touch – a straw bonnet for the mom to wear during the event. The kids sing songs to their moms and it ends with everyone enjoying lemonade and finger foods.

Graduation (May):

This event is held on a weeknight during the last week of school. This is our biggest and most sentimental event of the year. This event is only for the children who are going to be starting Kindergarten the next school year. The children wear caps and gowns and receive diplomas to celebrate their preschool years at Humpty. This event has a formal agenda. Parents, grandparents, aunts, uncles, and all other family members are invited to attend.

Graduation is a sentimental and a very special occasion. We want every family member to thoroughly enjoy the event. It has become a tradition that the T/Th class hosts this event for the MWF families. Each family from the T/Th class is asked to take a small but significant task to do in preparation for or during the event. Families will receive more information closer to the event. Participation is not mandatory but it is our hope that families will want to participate knowing that they will one day receive the blessing of someone serving them in the same way.

2013-2014 School Year Specifics

School Calendar with Scheduled Days Off

MWF Class –

Wed, Aug 28	Meet & Greet
Wed, Sept 4	First day of school for one half of the class (9:15-11:00)
Fri, Sept 6	First day of school for one half of the class (9:15-11:00)
Mon, Sept 9	Humpty! Howdy! Hello!/Regular school time for all of the class
Mon, Sept 30	CPS not in session – No School
Fri, Nov 1	CPS not in session – No School
Fri, Nov 15	CPS not in session – No School
November 27-29	Thanksgiving Break – No School
December 23 – January 3	Christmas Break – No School
Mon, Jan 20	CPS not in session – No School: Martin Luther King’s Birthday
Fri, Feb 14	CPS not in session – No School
Mon, Feb 17	CPS not in session – No School: Presidents’ Day
Fri, Feb 28	CPS not in session – No School
March 24 – March 28	Spring Break – No School
Fri, April 25	Humpty Teacher Conferences – No School
Wed, May 7	Last Day of School at the park – Parents plan to attend

T/Th Class –

Thurs, Aug 29	Meet & Greet
Tues, Sept 3	First day of school for one half of the class (9:15-11:00)
Thurs, Sept 5	First day of school for one half of the class (9:15-11:00)
Tues, Sept 10	Humpty! Howdy! Hello!/Regular school time for all of the class
November 27-29	Thanksgiving Break – No School
December 23-January 3	Christmas Break – No School
March 24 – March 28	Spring Break – No School
Thurs, April 24	Humpty Teacher Conferences – No School
Thurs, May 8	Last Day of School at the park – Parents plan to attend

MWF & T/Th School Supply List

- Backpack (big enough to hold a 3 ring binder)
- One change of clothing to be kept in child’s cubby (place in a gallon sized zip lock bag and label with your child’s name)
- Humpty Dumpty T-shirt (ordering available at Parent Orientation)
- New Students Only: 12 x 12 scrapbook (used for a year long keepsake portfolio)
- Returning Students may use the same scrapbook as last year. Please return it to school along with a package of refill pages and place them inside the portfolio cover. Thanks!

Supply Fee

\$25 supply fee is required for each child attending Humpty Dumpty. This fee helps pay for supplies used in the classroom during the school year. The supply fee is due at Parent Orientation.

By-Laws Of Humpty

Article I: NAME

The name of the corporation shall be Humpty Dumpty Christian Co-Op Preschool, located in Columbia, Missouri.

Article II: PURPOSE

The purpose of this non-profit parent cooperative preschool is to provide a supervised program of activities designed to help the preschool child grow mentally, physically, socially and emotionally. Please refer to the handbook item titled "Background and Philosophy."

Article III: MEMBERSHIP

1. Membership in this organization is limited to one voting parent in each family that has a child or children enrolled in the school.
2. In the event that the board decides that a membership vote is needed:
 - a) An announcement will be made at least seven days prior to the vote
 - b) Each family will be allowed one vote
 - c) A 2/3 majority is needed
 - d) A vote by proxy must be submitted to the board by the designated date.
3. There shall be two groups of children: One four-year-old group consisting of not more than Twenty-two (22) children and a three-year-old group consisting of not more than Twenty (20) children unless otherwise approved and accepted by the Board of Directors and Teacher. Age requirements for enrollment shall be established by the Board of Directors.
4. Children will be enrolled in order of their date of application. However, the groups will be balanced if possible according to age and sex.
5. It is understood that all children who enter the preschool are accepted on a trial basis. If, in the estimation of the teacher, a child is unable to adjust to the preschool situation, the Board of Directors may require that the child be withdrawn from the school.

Article IV: MEMBERSHIP DUTIES

The membership duties are subject to change each year as deemed necessary by the Board of Directors. All parents of Humpty Dumpty students will agree to duties listed on the parent contract and handbook in order to participate in Humpty Dumpty Preschool.

Article V: FEES AND CHARGES

1. Enrollment fees:
 - a) The enrollment fee is nonrefundable unless deemed so by the Board of Directors under special circumstances.
 - b) The enrollment fee is payable by the due date specified by the membership chair.
2. If early withdrawal from school is initiated by the family, refunds will be handled as follows:
 - a) No refund will be given for the enrollment fee as determined by the Board of Directors and stated in the parent contract.
 - b) Refunds of tuition are not issued if less than one month's written notice is provided.
 - c) Tuition may be prorated if the withdrawal takes place within the month and one month's notice of the withdrawal has been provided.
 - d) If one month's notice is provided, prepaid tuition will be refunded from the withdrawal date to the date through which the tuition has been paid.
3. Written notice of withdrawal should be made to the Membership Chairperson so that proper credit can be given and communication is directly from the family. Every effort to be fair has been made in developing these policies. Extenuating circumstances are inevitable and will be considered on an individual basis.

Humpty Dumpty Christian Co-Op admits students of any race, color, and national or ethnic origin

4. September tuition is non-refundable and due by the 10th of the month. Tuition is payable monthly and considered delinquent after the 10th; therefore incurring a penalty fee as stated in the current year parent contract and added to the amount due. If preferred, tuition can be paid by the semester. Semester tuition is due August 10th and December 10th respectively.
5. If a child enrolls after the fifteenth day of the month, half a month's tuition is payable for that month.
6. If the school is closed for one month or more, due to unusual or unforeseen conditions, the Board of Directors shall determine the amount of tuition to be paid.
7. A full month's tuition is due, whether or not the child is able to attend each day of school.
8. If more than one sibling is enrolled at Humpty Dumpty in the same year, the following applies:
 - a) Tuition and registration are to be paid in full for each child;
 - b) Parent helping: When siblings are enrolled in the same year, the full number of parent help days is required for each child. An attempt will be made to reduce the number of parent help days if possible;
 - c) Board child care: Families will be required to provide child care for the board meetings as determined by the Board of Directors;
 - d) Classroom supplies: \$25 supply fee is required for each child.

Article VI: BOARD OF DIRECTORS

1. The Board of Directors is responsible for leading all administrative functions of the school and shall consist of no less than five positions that may include: President/Director, Communications/Secretary, Finance/Treasurer, Membership, Special Events, Teacher Helper, and Portfolio. If additional positions must be added, it may be done at the discretion of the current board and must result in either an uneven number of voting Board members or a person must be assigned to cast the tiebreaking vote.
2. An open invitation shall be extended to the church liaison to attend any or all Board meetings. The invitation shall be extended by the President at the beginning of the year upon completion of the calendar of events.

Article VII: ELECTION AND TERMS OF OFFICE

1. The Board of Directors acts as the nominating committee and will present the nominations to the current membership for the following year. Board of Director's elections must be completed by the end of the current school year. Officers shall serve for a one-year term, June 1st through May 31st. In addition, they may be invited to attend the final board meeting in May for observation. Officer transitions will take place prior to June 1st.
2. The Director of the school shall serve as the Chairperson/President of the Board. All other positions will be filled by parents.
3. In case of a vacant Board position during the school year or during the summer vacation, the Board may appoint members from the school to Board positions.
4. Any officer elected or appointed by the Board may be removed by a majority vote whenever it is determined to be in the best interest of the school.

Article VIII: STAFF

1. A qualified director shall be hired by the Board of Directors.
2. Members of the Co-Op may obtain Teacher responsibilities by submitting a written request to the President of the Board.
3. The Director will be responsible for hiring any additional staff subject to a majority vote by the Board.

Humpty Dumpty Christian Co-Op admits students of any race, color, and national or ethnic origin

- a) All paid staff will undergo the appropriate background checks.
- b) All paid staff will be required to have a signed contract for the current school year.
- c) All contracts will be reviewed by the Board of Directors at the April Board meeting.

Article IX: BUDGET

1. The budget for the next fiscal year will be determined by the Director and the Finance Chairperson.
2. The budget must be approved by the current Board of Directors and subject to a majority vote at or before the April board meeting.

Article X: AMENDMENTS

Changes to the by-laws will be submitted in writing and may be amended by a two-thirds vote of the members present at an official function or by ballot presented at school.

Revised August 2013