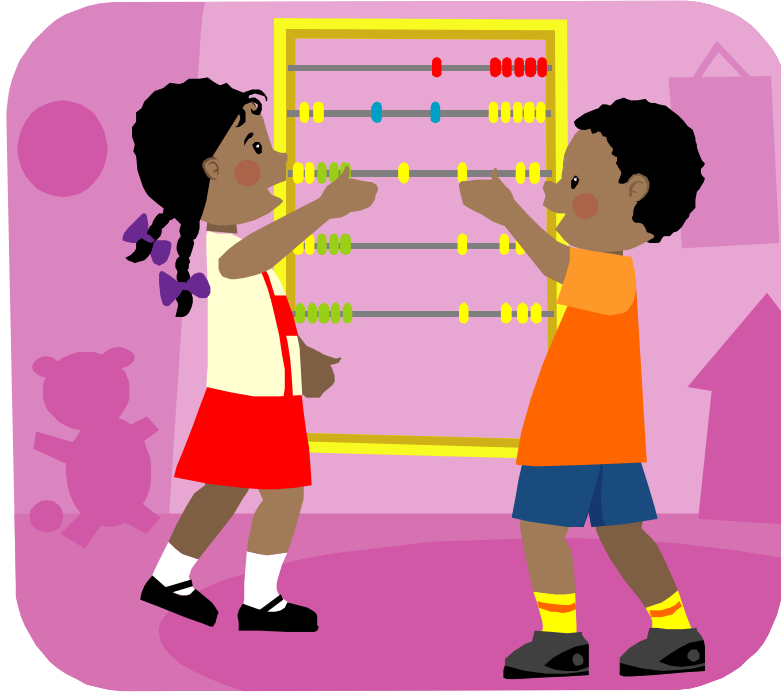


CeHS COOP



Handbook 2016-2017

Centennial High School C.O.O.P.
An Arizona State Licensed Child Care Facility

C.O.O.P. Stands for Child Oriented Occupational Program. The purpose of this program is to give "on the job training" to high school students who are interested in an occupation that involves young children. The students selected for this program have had one semester of Child Development, which included interaction with the C.O.O.P. children last year. The students will be studying day care management, curriculum development, lesson planning, discipline, health and safety, and Arizona Day Care Regulations as well as other relevant topics.

Enrollment: The child must be four by September 1, and toilet trained. We take 22 children and consider the boy/girl ratio when registering the children. Registration starts the first school day of March prior to the school year for which the child will be enrolled. Registration begins at 6:45 A.M. at the reception desk of the main office at Centennial High School.

Disenrollment: Please give as much advance notice as possible if you must dis-enroll your child from the COOP. The COOP must keep the welfare of all the children in mind at all times. You may be asked to remove your child from the program if you child cannot adjust to the program after both the COOP and parents implement behavior management plans. A child who is a threat to the health or safety of the other children will be removed from the program.

Tuition: COOP is a nonprofit organization and we depend totally on tuition to pay salaries, as well as for lunches, snacks, field trips, supplies and equipment. Tuition is due by the 15th of the month. A late fee of \$25.00 will be charged to all delinquent tuition not paid prior to the end of the month. **Any unpaid balance remaining on the books must be paid in full by the first school day of the new month or your child will be asked to remain home until tuition is up to date.** If a child is absent due to illness more than three consecutive days, you will not be charged for any of the days past the third day. An absence due to vacations or any reason other than illness will still be charged the normal tuition. If we receive an insufficient funds check, you will be asked to make that payment in cash or money order along with a \$25.00 late fee if applicable. If it happens a second time, you will be asked to make all further payments in cash or money orders. Refunds for days absent will be applied to the next month's tuition.

The cost of the preschool is figured on \$25.00 per day. Your tuition is figured on the number of school days per month. Average tuition pay for the 2016-2017 school year is \$457.00 with no payment in May.

HOURS OF THE COOP: 6:45 AM to 4:30 PM

Always drop off and pick up your child at the classroom (room 639). We are responsible for the safety of your child and must be aware of his/her arrival and departure. You must sign in your child on arrival and sign your child out when departing. Please park in the lot off of Acoma or the main lot.

We ask all parents to have, on file, a list of names and phone numbers of people other than yourself who have permission to pick up your child. We will require picture identification from the person who picks up your child and prior written notification from you. For the first week parents may be asked to show identification until you are recognized. The safety of your child comes first!

If you need to make last minute arrangements by phone to have your child picked up we will ask for your code word to verify that the parent is making the request.

Please be considerate and pick your child up on time. There is a \$1.00 charge for each minute past 4:30 PM. This is to be paid to the Evening Assistant upon arrival. If this becomes a pattern your child may be dropped from the program.

CLOTHING: We have lots of fun playground equipment and it is best to send your child in play clothes and nonskid shoes. Please mark all jackets with your child's name. Send an extra set of clothes (socks, shirt, underwear, shorts or pants) in case of spills or accidents.

We use markers, glue, scissors and paints on a regular basis. We cannot be responsible for any damage done to your child's clothing, so please don't send your child in something very special.

DAILY ACTIVITIES: We gear our day around the school's class periods. Each period has a set of teachers who may instruct the children in the following areas: music, art, science, language, physical education, math and organized play, as well as, supervised playground time.

SHOW AND TELL: Mondays or the first school day of the week are Show and Tell days. We would encourage you to have your child bring an item appropriate to the theme we are enjoying that week. Please make sure the item will fit into your child's cubbie and is not extremely fragile or expensive. Toy weapons such as guns, knives and swords are not permitted.

REST TIME: Each day we have a rest time at the end of our students' school day at 2:10 PM. Those children not asleep in 30 minutes may be allowed to get up and read quietly until the others awaken. The children may bring a small comfort toy.

VISITORS: the staff in the COOP will supervise all visitors for the duration of the visit. Parents are welcome to visit their child during the day. Lunch is a great time to stop by and eat with us. You may bring your own lunch or leave money for us in the morning

and we will order you an adult lunch from the cafeteria. We usually sit down to eat about 12:00 PM. Please make sure to wear your badge on campus at all times. This is to ensure the safety of all our students.

FOOD: There will be morning and afternoon snacks served daily which will be comprised of two food groups, and a nutritious hot school lunch provided by our cafeteria and served in the COOP. You will receive a school lunch menu each month, with the main dish to be served in the COOP highlighted. If your child would prefer something from home you may send a lunch. Your child will still receive milk from school.

BIRTHDAYS: Please feel free to send in a birthday treat for your child to share. These are usually served after lunch. Any food brought in must be purchased from the store or bakery. State law prohibits serving food not prepared in a licensed kitchen.

HEALTH AND SAFETY: Every precaution is taken to protect the children from accidents and illness. The adults in the COOP are all CPR and First Aid certified. There is a school nurse on campus from 7:00 AM to 3:00 PM daily in case of emergencies and to administer medication. All medications must be brought to the COOP in the original bottle clearly marked with the dosage and directions. In the event of an accident the Peoria School District is not legally responsible. However, the district does carry liability insurance. If an accident or medical emergency occurs which the adults in the COOP or the school nurse, Mrs. Alexander, cannot handle, 911 will be called, and the parents notified immediately. It is extremely important to have current phone numbers listed where a parent may be reached.

The following list of symptoms suggests an oncoming or existing illness. An ill child shall not be admitted. If a child becomes ill after being left, a parent will be called to pick up the child. That child will remain isolated from the other children until a parent arrives.

1. Red, watery eyes.
2. Nasal discharge.
3. Coughing.
4. Sneezing.
5. Rash on body, arms, legs, neck or face.
6. Flushing and excess warmth.
7. Listlessness and/or irritability.
8. Complaint of headache, earache, or aching limbs.
9. Scratchy throat.
10. Vomiting, nausea or diarrhea.

If your child is exposed to a contagious disease in the COOP we will notify you of the exposure date and symptoms for which to watch. If your child becomes ill at home please notify us of any illnesses (chicken pox, pink eye, strep. throat, head lice).

FIELD TRIPS: Throughout the year we will be taking various field trips. Every child must have a signed parent permission slip in order to participate. We will take a district school bus. All participants will wear their COOP T-shirts for ease of identification. Your child will also have his/her name, phone number, COOP address and phone number placed inconspicuously on his/her clothing.

If for some reason you choose not to have your child participate in a field trip, please make other child care arrangements for that day. We all go, and there will be no one left in the COOP to supervise your child.

COOP provides no transportation to children, other than for field trips.

COOP is the only licensed daycare area on the campus. Parents must sign a letter of permission for the COOP personnel to sign your child out and then back in if the child goes elsewhere on campus during daycare hours. Examples of this would be to go to the library, track etc.

DISCIPLINE POLICY: The purpose of discipline is to help a child learn appropriate behavior and develop inner controls. Our staff will define, model, and encourage appropriate behavior. Whenever possible the center personnel will explain why a particular behavior is not allowed, then suggest an alternative behavior. The child will be assisted in engaging in acceptable activities. Corporal punishment shall be prohibited.

SPECIAL NEEDS CHILDREN: The Peoria School District provides preschool education for special needs children under the 94-142 law. Contact the Peoria School District Office at 486-6000 for more information if you feel your child might qualify for this program.

Pesticide Application Notification; we are required to provide written notification at least 48 hours prior to the application of any pesticides at any school or site. Pesticides are applied in the late afternoon, after students are dismissed. A copy of the pesticide schedule is posted on the bulletin board and are available per request.

The Arizona Department of Health Services regulates this facility. Copies of regulations are available at:

Office of Child Care Licensing
150 N. 18th Ave. Suite #400
Phoenix, AZ 85007
602- 674-4220

Facility inspection reports are available to the public. They are posted on the bulletin board.

School Calendar of Events and Holidays 2016-2017

AUGUST 11th: COOP Open House/Meet the Teacher 3:30-4:30 pm
AUGUST 15th: COOP begins for all children
SEPTEMBER 5th and 6th Labor Day and Professional Development Day (No School)
OCTOBER 10th: Columbus Day (No school)
NOVEMBER 11th: Veteran’s Day (No school)
NOVEMBER 21st -25th: Fall Break (No school)
DECEMBER 22nd: Half day; COOP closes at 12:00pm
DECEMBER 23th- January 18th: COOP Winter Break (No school)
JANUARY 16th and 17th: MLK Holiday and Professional Development Day (No school)
JANUARY 18th: COOP resumes: (We will not have COOP January 9-13th. We need the first couple days in the semester to train the new COOP teachers)
FEBRUARY 20th: President’s Day (No school)
MARCH 20th-24th: Spring Break (No school)
APRIL 14th: Testing Break (No school)
MAY 12th: Last Day of COOP

COOP STAFF:

Mrs. Missy Bordenkircher (Mrs. B.)Director
Hours: 6:45 AM to 3:00 PM

Mrs. Pamela O’Connor.....Morning Coordinator
Hours: 6:45 AM to 2:30 PM

Mrs. Paula Newberry.....Evening Coordinator
Hours: 11:30 PM to 4:30 PM

COOP phone...412-4412 CeHS Office...412-4400

Tuition:

Registration Fee: \$30
August 15th: **First and Last Month:** \$457.00
September 15: \$457.00
October 14: \$457.00
November 15: \$457.00
December 15: \$457.00
January 13: \$457.00
February 15: \$457.00
March 15: \$457.00
April 13: \$457.00 (Last Payment)
Yearly Total: \$4,113