

Red Barn Cooperative Preschool

**264 N Broadway
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503-630-2365
www.redbarnpreschool.com**

The Red Barn Cooperative Preschool was formed in 1977, by a group of parents eager to belong to a true parent cooperative. Red Barn is a non-profit, non-sectarian, state registered private school. It is a member of the Parent-Child Preschools of Oregon (PCPO).

The Red Barn program is based on research that clearly demonstrates young children learn best by doing, exploring, discovering, manipulating, experimenting, and interacting. Children are basically kinesthetic learners, needing to move and to handle a variety of objects and materials that will expose them to all the modes of learning, including auditory, visual, and kinesthetic. Our art area has its easels, play dough, gluing, and craft activities. Our play area is well equipped with its wooden blocks, large trucks, legos, and other toys. The quiet room has a large collection of books, a science cabinet, puzzles, and games. Our dramatic playroom which offers different themes several times during the year has a kitchen area and dress up clothes. All of the different rooms offer a range of choices each child can make daily.

We believe that children also should have an opportunity during their school day to participate in large and small group activities involving music, art, language development, literature, movement, health, and safety. Through this they will gain knowledge of themselves and the world around them. Their course of instruction at Red Barn offers choices within limits, encourages critical thinking and discovery as well as exploration and perhaps most important, provides a climate of acceptance and encouragement that fosters self-confidence and self worth.

The children go on various field trips (e.g., fire station, library, and post office), throughout the year. They have a snack time and a group time during which the teacher reads stories and leads singing and movement games.

Our 3Day teacher, Michele Pesznecker, has extensive years of experience in the background of Early Childhood Education. She has an associate degree in Early Childhood Education from Mt. Hood Community College, and continues to attend workshops and classes to gain new ideas and better skills. Michele previously taught at private preschools and for the Clackamas County Head Start program. Michele has been working at Red Barn Preschool since 1994. She enjoys working with young children and helping them to become confident and creative when entering the public school.

Our 2Day teacher, Julie Colton, has many years of experience here at Red Barn. In 2001 she was the 2Day class rep and in 2002 she became President. Then in 2007 she was hired as Assistant Teacher during this time she returned to school to complete her associates in Interdisciplinary Studies in Early Childhood Education from Kaplan University. She will graduate Summer 2010. Julie is an active part of the Estacada community and spends much of her free time volunteering within the community. Julie is enthusiastic and spreads her enthusiasm to children and adults alike.

In 2005, the Red Barn board of directors recognized a growing need in our community to offer busy families the option of enrolling their child in preschool without the added commitment of parent helping. Red Barn decided to provide families the option of Full or Partial Co-op. The additional tuition paid by the Partial Co-op families is used to pay a highly qualified assistant teacher, allowing Red Barn to keep our child/adult ratio low. We are pleased that Julie Colton will be continuing as our assistant teacher in the 3Day class and we will be hiring an assistant for the 2Day class.

Red Barn classes are limited to 18 children in both the 2-day and 3-day classes. The 2-day class is comprised of children who are three years of age before September 1st. Children joining the 3-day class are four years of age before September 1st. Applicants who do not meet this age criteria are admitted, space permitting, after a probationary period and at the board and teacher's discretion. Children must be potty trained.

It is important that parents wishing to enroll their children in Red Barn understand the structure of a parent cooperative. A co-op is *operated* by the parents. They attend to the hundreds of details required to operate a school. Therefore, parents who join Red Barn must be prepared to spend several hours each month supporting the school's operation.

Most of us find it a pleasure to do this. When it is our turn to parent help we enjoy seeing first hand how the program works and how our child is participating. It is a joy to come to know the children in the class as the unique individuals they are. We enjoy the interaction with other parents in performing our committee assignments, attending meetings and helping in projects. Before you decide to join you need to know specifically what is required of you:

- 1. Pay tuition the first class session of each month.**
- 2. A: If Full Co-op option selected, classroom help two times per month.
B: If Partial Co-op option selected, no classroom help duties required.**
- 3. Serve on the board or fill a job assignment.**
- 4. Attend the Orientation Meeting (August or September) and two Mandatory General Membership Meetings.**
- 5. Participate in two of the three major school cleanings.**
- 6. Participate in one or more fundraising activities.**

If you cannot meet all the above obligations, we may be able to work with you to find alternatives to fulfill your responsibilities. For example, some families pay extra each month in lieu of a job assignment. Partial Co-op is available for families who are unable to fulfill classroom help requirements. If you select this option, you may visit the classroom anytime your schedule allows.

We believe strongly in the importance of a preschool experience for children. We also believe that it is important that families choose the preschool that is most compatible with their own philosophy and lifestyle. In Estacada, we are fortunate to have other preschools with different organizational structures. We suggest that you visit each one during its class time and talk to the contact person. Please carefully consider the alternatives and make the choice that is right for your family. Thank you for considering Red Barn.

Red Barn does not discriminate on the basis of race, color, national and ethnic origin, or religion. Red Barn is a non-profit organization.

PARENT RESPONSIBILITIES

As a member of Red Barn Cooperative Preschool you are required to assume the following responsibilities:

1. CLASSROOM HELP- Please select option A or B:

_____ **A: Full Co-op** – You will sign up for two classroom help days each month. Snack helper will provide snack for the entire class and Juice helper will provide juice for the class.

_____ **B: Partial Co-op** – You will pay a higher tuition and *not* be required to do classroom help days. (Limited partial co-op spots available) The extra tuition will pay for an assistant teacher.

2. JOB ASSIGNMENT or BOARD POSITION - (see attached sheet).

It may be possible for you to pay extra tuition as an alternative to assuming a job assignment. If you would prefer this option, please indicate so.

_____ I cannot assume a job assignment and I am willing to pay \$20.00 per month in lieu of this responsibility.

- 3. ATTEND MEETINGS** - Orientation (August or September); General membership (Fall and Spring); Monthly class Meetings - encouraged
- 4. MAJOR SCHOOL CLEANING** – Participate in two of three cleaning days.
- 5. FUNDRAISING** - At Board’s discretion. Each family is required to participate in the school’s fundraisers. A fundraising contract will be signed at the Orientation meeting.

TUITION AND FEES: You are expected to pay the following fees:

REGISTRATION - \$45.00 NON-REFUNDABLE FEE- Due w/ registration application.

TUITION - First and last months are due the first class session. Remaining months are due the first class session of each month. If a child is to be withdrawn, thirty days notice of the withdrawal must be given in writing and tuition for the last month will be used for that month. Your tuition will be determined by your selection of Full Co-op or Partial Co-op participation. Please select option A or B at the top of this page:

A: Full Co-op

2-Day \$70.00

3-Day \$85.00

B: Partial Co-op

2-Day \$110.00

3-Day \$140.00

FEES

No Call/No Show	\$ 25.00 (\$15 to emergency helper & \$10 to school)
Late to Parent Help Fee	\$ 10.00 (after 8:55)
Late Tuition Payment Fee	\$ 10.00
Visitor Fee	\$ 10.00 (child must be accompanied by an adult)

Red Barn tuition is subject to change at the beginning of each school year. I have read this application carefully and understand my obligations as a parent in the Red Barn Cooperative Preschool.

Signature _____ **Date** _____ **Date Received** _____

**RED BARN COOPERATIVE PRESCHOOL
ENROLLMENT APPLICATION**

2-day _____ (must be 3 by September 1)

3-day _____ (must be 4 by September 1)

Child's name: _____
(First and Last)

Nickname _____ Birth date: _____ Phone: _____

Address: _____
Street/PO Box
_____ city _____ zip code

Mother's Name: _____

Home Phone: _____ Cell: _____

Address (if different) _____

Occupation: _____ Business Phone _____

E-mail address (used only for Red Barn communication): _____

Father's Name: _____

Address (if different) _____

Home Phone: _____ Cell: _____

Occupation: _____ Business Phone _____

E-mail address (used only for Red Barn communication): _____

Siblings Name: _____ Age: _____ Sister _____ Brother _____

Other adults living in the home:
Name: _____ Relationship _____

Child's previous school or group experience: _____

Parent's previous experience with groups of children: _____

HEALTH INFORMATION

CHILD'S NAME: _____

Your child's up-to-date immunization record must be submitted no later than October 1st.

My child is allergic to the following medicine(s): _____

My child is allergic to the following food(s): _____
(List only those foods your child is unable to eat.)

Does your child have any special needs we should be aware of? (I.e. physical need, medical need, etc.): _____
(Do you wish this information to be kept confidential? Yes _____ No _____)

EMERGENCY INFORMATION

In the event of an emergency and I am unable to be reached, I give my consent for the teacher or another responsible adult to obtain medical aid for my child.

PARENT/GUARDIAN: _____ Date: _____

Physician's Name _____

Address: _____ Phone: _____

In case of an emergency please list where you can be reached along with two other people you would like us to contact during school hours if you are unavailable:

Parent/Guardian: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

FIELD TRIP PERMISSION

_____ (CHILD) has my permission to go on Red Barn Preschool field trips. I understand that the school's liability insurance does not cover accidents during the transport of children. All drivers on school field trips shall carry liability insurance and that is the coverage applicable when you child is being transported to field trip locations.

PARENT/GUARDIAN: _____ Date: _____
(Individual field trip forms will be completed prior to each event)

**FIELD TRIP AUTOMOBILE OR DRIVER
LIABILITY INSURANCE INFORMATION**

(Please list your auto insurance if you wish to provide transportation to field trips)

Name of insured: _____

Insurance Company: _____

Policy #: _____ Agent: _____ Phone _____

I understand that the school's liability insurance does not cover accidents which might occur while transporting children on field trips. I understand that my personal automobile liability insurance would be the coverage in force in that event.

The above information is true and accurate to the best of my knowledge.

Signature of insured: _____ Drivers license # _____
Expiration Date _____

Signature of insured: _____ Drivers license # _____
Expiration Date _____

CHILD RELEASE PERMISSION

The following people have my permission to pick up: _____
(Your child's name)

1. _____ 2. _____

3. _____ 4. _____

PARENT/GUARDIAN: _____ Date: _____

PHOTO RELEASE FOR: (Child's name) _____

_____ I have no objections if pictures of my child taken at Red Barn should appear in the newspaper or school publications including our website and online photo storage.

_____ I do not want photos of my child to be published in the newspaper or other public media

_____ I do not want any photos of my child to be taken

PARENT/GUARDIAN: _____ Date: _____

PUBLICITY SURVEY

How did you find out about Red Barn Preschool? Please check all that apply.

_____ Phone book _____ friends or relatives _____ flyers or brochures
_____ School sign _____ Local Parades _____ newspaper article
_____ Newspaper advertisement _____ Other: _____

ALPHABETICAL LIST OF BOARD POSITIONS

Board Members meet monthly at Red Barn School.

ASSISTANT TREASURER – Shall be responsible for collecting, logging and depositing money (tuition, registration, fundraising), and assisting the treasurer as needed.

CLASS REPRESENTATIVES – (one per class) Shall be responsible for organizing all class parties, welcoming new members, acting as liaison between parents, teacher, and board members.

FUNDRAISING CHAIR – Shall be responsible for organizing and planning all school fundraisers and auctions. Shall have a committee of three additional members to help fulfill these responsibilities.

PRESIDENT – Shall be responsible for setting the agenda and presiding at all executive Board and General meetings, assisting any board member with a problem in his/her job or any individual having difficulty fulfilling his/her responsibilities for the school, attending all PCPO President meetings.

REGISTRAR – Shall be responsible for maintaining sufficient copies of registration forms, enrolling all new and returning students, and keeping teacher, board members and class representatives aware of enrollment status.

SECRETARY – Shall be responsible for writing, preserving, copying and distributing accurate meeting minutes for members attending board meetings and general meetings. Minutes should be completed by the next board meeting.

TREASURER – Shall be responsible for maintaining the school budget, keeping accurate records of monthly banking transactions, payroll, tax records, and insurance. Position will serve as a member on the scholarship committee.

VICE PRESIDENT – Shall be responsible for acting as the liaison between the building owners and Red Barn Preschool, including arrangements of the lease. The Vice President assumes all responsibilities in the absence of the President.

ALPHABETICAL LIST OF NON-BOARD POSITIONS

CHILDCARE/HOSPITALITY – Shall be responsible for arranging for childcare during school functions and collecting of childcare fees, set-up and clean up of refreshments, and providing snacks for General Meetings and assists the fundraising committee.

CURRICULUM ASSISTANT – (one per class) Shall be responsible for completing teacher requests that support the taught curriculum prior to the arrival of the parent helpers. Including the mixing of paints, monthly making of play dough, decorating bulletin boards and other tasks assigned by the teacher.

EARTHQUAKE/IMMUNIZATIONS – Shall be responsible for distributing information letters to parents, checking off to confirm receipt of kits for each child and returning at the end of the school year. Shall also be responsible for the distribution and collection of all State forms and the proofing of the collected forms for completion and validity.

FIELD TRIP COORDINATOR – (one per class) Shall be responsible for all necessary arrangements for monthly class field trips, including the preparation of announcements and sign-up sheets for drivers and helpers.

FUNDRAISING COMMITTEE – (3 members) Shall be responsible for assisting the Fundraising Chair in the organizing and planning of school fundraisers and auctions.

HOUSEKEEPERS – (4 members) Shall share responsibilities of the weekly cleaning of the indoor facility. A complete list of duties is on file with the President.

JOB COORDINATOR – Shall be responsible for assigning detailed jobs to all registered parents, producing and distributing a current telephone list.

LAUNDRY/SEAMSTRESS – Shall be responsible for collecting dirty towels once a week, washing and drying and returning them to school. Shall be responsible for sewing needs of the school, including the creating of clothing for the special areas and the repair of existing materials.

LIBRARIAN – Shall be responsible for the selection and maintenance of the library books and providing for a monthly book review published in the newsletter.

MAINTENANCE IN/OUT – Shall be responsible for maintaining interior and exterior school play area. Including repairing equipment, toys, and furniture. Work done by organized work parties or the contracting of professional help needs board approval.

NEWSLETTER EDITOR – Shall be responsible for the publication and printing of a monthly newsletter, distribution of the newsletter to each family on the first of each month and uploading the information to the website.

PARENT EDUCATION – Shall be responsible for arranging special topics of interest, presentations by guest speakers, films, discussion groups, etc. Submitting parent education information for publication in the newsletter and posting of the information on the bulletin boards each month.

PARENT HELP COORDINATORS - (one per class) Shall be responsible for preparing and distributing the monthly parent help calendar.

PET CARE – Shall be responsible for all care of any live organisms. Included in the duties shall be the purchasing of the organism, supplies and needed contracted services following approval of the board.

PLAYROOM COMMITTEE – (2 members) Shall be responsible for coordinating the teacher determined curriculum theme.

PUBLICITY – Shall be responsible for writing and placing advertisements as needed for Red Barn Preschool events, reviewing and renewing ads in yellow pages and Clackamas County News as per board approval.

REPRESENTATIVE to Parent Child Preschools of Oregon (PCPO) – Shall be responsible for attending monthly PCPO meetings and sharing all pertinent information with the board members. Position will involve travel.

SUBSTITUTE ASSISTANT TEACHERS – (one per class) Shall be responsible for all duties of the assistant teacher during their absence.

SUPPLY PERSON – Shall be responsible for maintaining the supplies needed for cleaning and for classroom use. Costco card required.

Parent's Name(s): _____

Phone Number: _____ Alumni: _____ New Member: _____

Child's Name: _____ 2-day _____ 3-day _____

BOARD AND NON-BOARD POSITIONS

- | | |
|---------------------------|--------------------------|
| * President | * Job Coordinator |
| * Treasurer | # Parent Education |
| * Asst. Treasurer | # Housekeeping (4) |
| * Fundraising Chairperson | # Maintenance In / Out |
| Fundraising Committee (3) | Newsletter |
| Secretary | Seamstress / Laundry |
| * Vice President | # Curriculum Assistant |
| Publicity | Pet Care |
| Class Representative | # Hospitality/Childcare |
| Registrar | Librarian |
| Immunization / Earthquake | Substitute Asst. Teacher |
| Field Trip Coordinator | Playroom committee (2) |
| # PCPO Representative | Supply Person |
| | Parent Help Coordinator |

KEY

- * Alumni preferred
- # Working parent recommendation

Please list 3 preferences from the categories above and return with your application. If you have further questions, call the Job Coordinator at _____

1. _____

2. _____

3. _____