

# CO-OP PROCEDURES



The co-op program is a great opportunity for parents or other family members to see their preschoolers at work and to take part in their "preschool world". Parents are truly a vital part of making a child's preschool experience positive and successful. We value your participation! Please read and follow the following co-op procedures to make your co-op experience successful!

- Arrive promptly at 9:00 a.m. The teachers and the children are counting on your assistance.
- Co-op hours are from 9:00 a.m. - 1:00 p.m. Please make it a point to sign up on a day that allows you to be in the classroom all four hours. Plan ahead, the Co-op "Sign-Up" Calendars will be available during the Open House on September 7th.
- Leave cell phones and medication stored with your personal items in the designated area, out of reach of the children. NEVER keep medication in your pocket.
- Be present, engaged with children and ready to interact with them! Interaction with children is the best way to learn. Instead of standing back and observing, move in and talk with the children at their level.
- You may assist the children in their tasks, but let them do as much as possible by themselves. The important thing is the process the children go through to create their art and their play, not the completed projects.
- The Lead Teacher is in charge of the classroom. Please respect her directions and classroom procedures. The teacher will give you instructions about your duties for the day.
- Please don't hesitate to ask questions when you need clarification or guidance.
- Per licensing requirements, you are not allowed to be alone with the children for any reason. You are not allowed to escort the children to the restroom. You may escort your own child only. Thank you for understanding.
- Only those volunteers who submit proof of vaccination or immunity records will be allowed to co-op at Littlest Angels. (See attached sheet for further explanation.)
- We look forward to working with you throughout the year!

# Littlest Angels Preschool

LIC #414000219

## PARENT VOLUNTEER IMMUNIZATION RECORD

To comply with Child Care Licensing Regulations and per California Law SB-792, all individuals who work or volunteer in early education settings must show that he or she has immunity against **influenza, pertussis and measles**. A **TB(PPD)** screening clearance must also be provided (every 4 years).

**All volunteers must provide an official Medical Record for proof of vaccinations** which will be kept in the preschool office and will be available for review by licensing Program Analysts.

The following immunizations are required for everyone wanting to volunteer in a classroom

1. **TDAP**(Pertussis)
2. **MMR**(Measles, Mumps, Rubella)
3. **TB(PPD)** every 4 years
4. **Influenza** – with option to opt-out

**Please Note:** If, at a later date, any additional immunizations are required we will inform co-op classroom parents and it will be your responsibility to submit proof of those immunizations as well.

List of Exemptions from Immunizations:

- Medical Exemption (physician note explaining the reason for exemption must be provided)
- Proof of Immunity (physician)
- Written statement declining the influenza vaccine
- TB(PPD) test is within the last 4 years

For the health and safety of all children in our program, all volunteers must meet these requirements. Please send in all documents as soon as possible in order to receive volunteer clearance.