



DC Department of Parks and Recreation

Cooperative Play Program Parent and Child Manual

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Mission Statement

The DPR Cooperative Play Program promotes individual growth through respect and understanding in a creative and recreational play environment.

What We Stand For

The DPR Cooperative Play Program is based on the philosophy that all children are respected for their individuality and supported as they develop and grow. Such development is promoted through structured play and creative experiences. These activities offer young children a solid foundation for emotional, physical, social, and intellectual growth.

Children are encouraged to explore all of the experiences offered and create what they wish with the help and guidance of their DPR facilitator. Creativity within a cooperative play environment allows the children to develop problem solving skills and self-esteem.

At the DPR Cooperative Play Program:

- We respect our children
- We recognize that all children are individuals
- We provide many opportunities for them to grow and to have a positive developmental and social experience

Enrollment Eligibility

The DPR Cooperative Play Program is an equal opportunity provider. Registrations are accepted without regard to race, religion, sex, national origin, sexual orientation, marital status, or political beliefs.

- Palisades Tadpoles and Columbia Heights Caterpillars:
 - children must be 18 months old by September 30.
- Palisades Frogs and Columbia Heights Butterflies:
 - children must turn two years old by September 30.
- For all other Co-Op programs:
 - children must turn 2.5 years old by September 30

With the exception of the younger Palisades and Columbia Heights classes, children should be in the process of potty training (using pull-ups) before beginning the program in September. No diapers. All duty day parents and guardians are expected to assist with bathroom duties.

Children that are District of Columbia residents are given preference for entry into the program, but if space is available thereafter, non-residents are accepted at a premium fee.

Health Certificate

All **children** and **duty parents or caretakers** must have an updated DC Health Certificate form prior to the co-op opening date. Physicals/TB/Lead test must be completed. All parents or caretakers who will be doing duty days must have Physical/TB test.

Criminal Background Check

All persons in a family that will be serving duty days are required to **complete a Department of Parks and Recreation Criminal Background Check** before serving duty days.

DPR Involvement

Role of the Department of Parks and Recreation

The Department of Parks and Recreation (DPR) manages all aspects of the Cooperative Play Program including but not limited to, hiring and supervision of the facilitators, liaison with facilities management, management of registration of children, collection and accounting of tuition, and communication of best practices between teachers city-wide.

DPR also acts as an agent of stability – though each class includes input from the parents at each site, (in coordination with the facilitator), these parents frequently move out of the program after 1-2 years when their children reach Pre-K age. DPR can maintain an “organizational history” to assist new parents who join the leadership team each year.

Facilitators

All facilitators at Co-op sites have been carefully screened by the DPR Co-operative Play Coordinator and other DPR staffers for the following: an educational and employment background in early childhood care and education or a related field, a criminal background check, drug test and employment references. The facilitators meet regularly with the Co-op Coordinator to discuss the program and services for the parents and children. In addition, the Co-op staff participates in Professional Development Experiences offered by DPR throughout the year.

Arrivals and Departures

At all centers other than Palisades and Columbia Heights, classes meet Monday through Friday.

- The Palisades Frogs class meets three days per week (Mon, Tues, and Thurs)
- The Palisades Tadpoles class meets two days per week (Wed and Fri)
- The Columbia Heights Butterflies meets three days per week (Mon, Wed, Fri)
- The Columbia Heights Caterpillars meets two days per week (Tues and Thurs)

The Cooperative Play Program is from 9 a.m. to 12 p.m. Duty parents are to report at 8:45 a.m. to prepare the facility but children whose parents are not volunteering that day should not be dropped off until the session begins at 9 a.m. Children can be picked up any time during the session day, but no later than 12 p.m. As a courtesy to your facilitator and your child, please be sure to arrive promptly to pick your child up at the end of the session.

In order to motivate punctuality duty parents will be relieved in order of arrival.

Children are signed in upon arrival and signed out upon departure. Children will not be released to anyone other than a parent unless previously communicated to the teacher in writing.

Daily Routine

(May vary by center)

9:00 a.m. – welcome, wash hands, free play

9:30 a.m. – clean up playroom, begin circle time

10:00 a.m. – begin daily project

10:30 a.m. – wash hands, begin story time and snack

11:15 a.m.– play outside

11:45 a.m. – possible closing activity, story, puzzle, etc. (weather depending)

School Calendar

All Co-op locations will begin on September 13, 2010, and end the co-op year on May 27, 2011. Between these two dates, classes will meet on the DC Public School calendar. This calendar includes scheduled holidays and vacations. The Co-op will be open on scheduled DCPS Professional Development Days. The Co-op facilitators will participate in two scheduled professional development days each year. For the 2010 – 2011 program year, the facilitators will have professional development on October 20, 2010, and March 15, 2011. The Co-operative Play program will be closed on these dates.

School Closings

When DC public schools are closed or have a delayed opening of two hours due to inclement weather, all Co-ops are closed.

When the location must close for any other reason, the facilitator will contact the assigned phone parent in each group. This individual is responsible for contacting the other families in that class to advise them of the closure. This procedure will also be followed should a special planned activity, such as a field trip, be cancelled or postponed.

The building will also close if there is:

- No heat
- No air conditioning
- No water
- Other adverse conditions that effect the ability to deliver a quality program

Duty Days

Duty parents are an integral part of our Cooperative Play Program, as well as being an essential component of maintaining the proper adult-child ratio. All persons in a family that will be serving duty days are required to **complete a Department of Parks and Recreation Criminal Background Check** before serving duty days.

Every effort is made to ensure that all parents are scheduled equally. Duty day calendars will be distributed via e-mail on a monthly basis and a copy will be posted on the bulletin board outside the classroom. Since each situation will vary when enrolling in the co-op program, all families should plan on one duty day per child per week. Duty day parents are to:

- Provide a nutritious snack sufficient for the whole class as assigned.
- Follow the routine as outlined by the facilitator.
- Interact and assist in supervising the children.
- Assist with the daily activity; by planning, preparing and leading the activity as assigned.
- Assist with hand washing.
- Share responsibility with other parents for toilet usage or diaper changes.
- Prepare snack.
- Clean tables and sweep under them after snack time.
- Tidy classroom.
- Answer phone and take messages if the facilitator is busy.
- Assist in supervising outdoor play.
- Watch the children at all times. Never leave them unattended. You are responsible for supervising ALL the children, not just your own. All conversation between parents should be at a minimum during the supervision of indoor/outdoor activities.
- Interact with the children at their own level, participate in activities, songs, etc and sit at the tables or on the carpet.

- Show a genuine, friendly interest in the children and their activities. Let them be independent. Move into the situation if the child is in danger, is becoming frustrated with a difficult toy, or is having problems in a social situation.
- Cell phones should not be on or in use during supervision of children, unless an emergency arises.

In addition to the above, parents are required to regularly attend meetings as scheduled throughout the year by the Parent Advisory Board; details follow in further sections.

Daily Activities

All parents are responsible for preparing and presenting projects or daily activities throughout the year. The number and frequency of the activities varies by center and will be determined at the beginning of the year based on the number of children and the facilitator's preferences. Additionally, at most centers, parents are responsible for assisting with the decoration of the Cooperative Play meeting room and/or bulletin boards.

Resources are available from DPR to help facilitators and parents plan goals and activities.

Nanny Policy

In an effort to make Co-op available to all families, regardless of the employment status of the parents, the District policy is to allow nannies, or other primary caregivers (such as grandparents) to perform co-op parent duties. All caregivers *must* get a Background Check completed through the DC Department of Parks and Recreation prior to serving duty days.

Sibling Policy

Duty parents are NOT allowed to bring non-enrolled sibling to the program and are expected to *provide alternate childcare arrangements* for all siblings not enrolled in the program. In the event that alternate childcare cannot be arranged the duty parent can exchange their work date with another parent. Such an occurrence should not happen on a regular or frequent basis and would be considered an emergency or exceptional situation.

Maternity Leave

In cases where a child is born or adopted shortly before or during the program the parent will be entitled to six weeks off from duty days, which must be made up. Each parent group will determine the schedule and manner in which the duty days missed will be made up. Some families may find it more convenient to schedule a substitute caregiver to complete duty days rather than making them up before or after the maternity leave.

Multiple Child Policy

When a parent has two or more siblings enrolled in the same center it will be the decision of that particular local co-op parent board, in conjunction with the facilitator, whether that parent will be required to work twice the number of duty days as single-child family's work. Consideration will be paid to the total number of children in the class, the number of families enrolled with more than one child, and the experience and opinion of the facilitator.

In cases where the multi-child parent does not participate more than once per week in the classroom, he or she should contribute to the class in other ways (such as serving as an officer, off-hours classroom maintenance, etc.)

Since each situation will vary when enrolling in the Co-op program, all families should plan on one duty day per child per week. In some cases, but not all, this requirement will be lessened. For example, in

locations where the group meets only 2 or 3 times per week, duty days might be worked every other week.

SNACKS

During each class the children have a snack provided by the parents on a rotating basis. The frequency of snack duty varies by center and will be discussed at a parents' meeting before the school year begins. Each parent group will determine the best snack procedure for their Co-op.

Some example procedures and best practices include:

- One parent provides the snack for the week and one parent brings fresh fruit each day, on a rotating basis
- One parent provides the daily activity and one parent brings the snack, on a rotating basis and based on the duty day schedule
- Each Co-op determines five agreed upon snacks that rotate weekly
- Every child brings his or her own snack every day

Some Co-ops decide to implement a vegan diet. Others allow children to share snacks with each other. Below are some questions to consider when establishing the best snack policy for your site:

- *What will the co-op do for snack for special celebrations?*
- *What will be your policy on snacks with sugar (i.e. cookies)?*
- *What is the back-up plan if the snack parent cannot make their duty day?*
- *Will the snack be for adults too?*

Peanut Policy

Due to the potentially fatal nature of peanuts for children or adults with allergies, if any parent in a center identifies his or her child as allergic, that center will become a peanut-safe classroom. In such rooms, no peanut products may be served at any time and every parent has the responsibility to diligently read the labels for any peanut components. (Parents in affected families can provide alternative names for peanut products.)

Snack Ideas

- Cheese and crackers
- Pancakes
- Muffins
- Cottage cheese
- Sandwiches
- Non-sugared breakfast cereals
- Pizza on English muffins
- Eggs deviled or scrambled
- Noodles tossed with cheese
- Smoothies - blend yogurt & fruit
- Macaroni and cheese
- Jell-O
- Applesauce
- Carrots & Celery spread with cream cheese
- Fruit, fruit salad or fruit chunks on skewers

Snack Non-Participation

If a family objects to participating in a shared snack for reasons of health or religious concerns, that family may send their child with a personal snack to co-op everyday. The snack will be eaten at the same time as the class snack, should not be overly complex or require onerous preparation by the parents on duty, and must abide by the peanut prohibition if applicable in that center.

Healthy Habits

In order to both reduce the incidence of communicable infection and teach good habits to the children, the Co-ops will abide by the following:

- Supervised hand washing with soap and warm water at least once per day and before all meals/snacks
- Ideally hands should be washed three times a day – upon arrival in the AM, before snack, and after playground.
- Parents and teachers will also wash their hands upon arrival.
- Parents will wear plastic gloves for serving snacks.
- Toys will be cleaned on Friday or after a known illness in the class.

Health Issues/Sickness Policy

An ill child should be kept at home. Many communicable diseases start with cold-like symptoms. The Co-op facilitator should be informed about the nature of any illnesses. If, at any time, the Co-op facilitator feels that your child is too sick to remain in the program, you will be notified. We expect you, or someone designated, to pick up the child IMMEDIATELY. It is to your advantage to establish a back-up person upon whom you can depend in this emergency. This policy is designed to maintain the health of all the children and the staff.

Your child should not be sent to the program, and will be sent home, if any of the following are apparent:

- A temperature of 101 degrees or more (Children may return to the program after being fever free for 24 hours without the aid of medication)
- Conjunctivitis, until treated and cleared to attend the program
- Contagious diseases including, but not limited to, measles, chicken pox, mumps
- Unidentified rashes
- Vomiting or diarrhea
- Impetigo, lice or ringworm, until treated and cleared to attend the program
- Severe cold with fever, coughing, sneezing, and/or nose drainage
- Bronchitis or other throat infections, until treated
- Pain reported in stomach or head
- Inability to participate in daily activities

Medication

No medication will be administered at any Co-op site by anyone.

Immunization Policy

Upon enrolling a child in the Co-op program, the parent or guardian must provide the facilitator with the District of Columbia Provider Health Certificate (adults) and a Child Health Certificate. The Child Health Certificate must include the specific dates of immunization for the following communicable diseases:

- Diphtheria and Tetanus (usually combined)
- Polio (3 doses of oral or 4 doses of vaccinations)
- Measles
- Mumps
- Rubella
- Tuberculosis Assessment and testing
- Lead Poisoning Assessment and testing
- Varicella-
 - DPR requires all children who have not had the chicken pox to receive the vaccine. Please state on the Health Certificate one of the following: my child had the chicken pox; my child didn't receive the vaccine and state why or have doctor complete date of vaccination on form.

A medical exemption maybe given in the case of a child deemed to have a medical contraindication to an immunization, if a physician's signed statement is provided as proof. A religious exemption maybe granted upon receipt of a signed statement (reason) or request by a parent or guardian.

A non-immunized child may not be allowed to attend the Cooperative Play Program if any cases of the communicable diseases listed above have been identified in children attending the program or if District of Columbia Health officials have determined that an outbreak or communicable disease exists in the area.

Injury Policy

If a child is injured during the school day, how it is handled will depend on the severity of the injury.

- In the event of a serious injury, 911 will be called and the parents will be notified so they can meet the child at the hospital
- In the event that an emergency room visit is not immediately necessary, but parental attention is required sooner rather than later, the parents and/or secondary emergency contact will be called so the child may be picked up from the program.
- In the event that the child can continue with the school day, the facilitator will apply first aid (ex: scrapes and scratches, a bloody nose), and the parent will be notified of the incident at pick-up.
- In all cases, the facilitator will complete an Incident Report, which will be filed with the coordinator of the Cooperative Play Program.

SEE: APPENDIX A

Fees

In addition to tuition fees, the local parents group will collect a supplemental fee which is used to fund class activities, field trips and parties. The fees will vary by center but have historically ranged from \$50-\$100 per child per year. Supplemental fees are due to the Co-op Treasurer on the day chosen by that site's Parent Board.

All fees are non-refundable, regardless of the reason for withdrawal from the program. Late or Non-payment of enrollment and supplemental fees on a timely basis is grounds for termination from the program.

Enrollment Fees are **due on the 1st** of every month. A reminder will be given on the third late day. Children will be withdrawn if payment has not been received by the 10th of that month.

Co-Operative Play Parent Advisory Board

The DPR Cooperative Play Program Parent Advisory Board is a group of parents:

- Residing in the District of Columbia,
- Who meet monthly to discuss matters relevant to some or all co-op centers,
- Who act as arbiters in disagreements between parents and the local parent board,
- Who act as the program's liaisons to DPR

Membership on the Parent Advisory Board is open to all parents who are willing to regularly attend the monthly meetings. Each parent group must have a minimum of one representative (usually the President of each site), but may have several. In cases put to vote to the Board, each center will have one vote, regardless of Board participants.

Behavior Management Policy

One of the key objectives of the Co-op program is the development of social skills in preschool age children. Unacceptable behavior is typical at this age and can be viewed as another teaching opportunity for the program. Therefore, it will from time to time be necessary for parents and teachers to intervene when children are behaving badly. In such cases, the following guidelines will apply:

Discipline should be:

- Presented in a positive manner
- Appropriate to the developmental level of the child
- Designed to assist the child to learn appropriate behavior
- Implemented as soon as possible after troublesome behavior

Use positive statements whenever possible, such as "The sand stays in the sandbox." rather than "Don't throw the sand." and "Use your inside voice." instead of "Stop shouting." Language is a valuable outlet for feelings and we encourage children to use words to make their needs known instead of pushing or hitting.

The following is NOT permitted at ANY Co-op site in ANY situation:

- Spanking or other types of corporal punishment
- Sarcasm, belittling, and degrading remarks. These are humiliating to a child and can produce a mental block, which can hinder development of good self-image and inhibit the ability to pay attention and learn.

The use of "time outs" will be at the discretion of the facilitator; redirection of a child is encouraged to reduce problem behavior.

While adjustment problems are natural and expected at the beginning of the year, occasionally, a child will continue to have behavioral issues. Examples include children who are overly aggressive, bite frequently or with extreme severity, or refuse to follow adult instructions, potentially endangering themselves and others.

In such cases, parents of the offending child will be notified that there is an issue, and an action plan will be determined in coordination with the facilitator and the parent board. To the extent an improvement is not noted, the child will be placed on probation for an agreed upon period (generally 60 days). If the behavior has not subsided by the end of the period, it will be at the discretion of the parent board and the facilitator whether the child will be subject to dismissal from the program.

Co-op Communication

Communication between parents within a Co-op group is imperative. For this reason, each Co-op site should establish an e-mail group or listserv (Yahoo, Google, and other web services offer them for no charge). A shared electronic calendar is also available in the same forum, and makes an ideal place to publish duty days and the Co-op calendar.

Field Trips

Trips outside of the co-operative play sites are planned to broaden the children's environment into the community and enhance the overall experience for each child. The co-op programs will have field trips planned throughout the year, either by parents, or in conjunction with DPR. One parent or caregiver (who is cleared for duty days) per family is required to attend each field trip.

What to Bring/Not to Bring to Co-op

Children should not bring toys, money, candy, snacks, bottles, or sippy cups to the site. Each child must be appropriately dressed for the weather every day with hats, heavy coats and mittens in cold weather, snow boots in snow, sunscreen on sunny days (applied at home) and rain gear in the rain. Each child must also have a permanent change of clothes bag left at their play site that contains a pair of socks, underwear, pants and a shirt in the event they get wet in a puddle or someone spills juice, etc.

Co-Op Local Parent Board: Suggested Positions

At each center, the parent group should elect (or self-volunteer) officers to ensure the smooth running of the co-op. Each center may determine their own positions, with the below list as a guide. At a minimum, all centers should have a President and Treasurer, and at least one regular representative to the Parent Advisory Board. The Co-op Program Parent Advisory Board meets each month.

President

Preside at all board meetings; arrange orientation in the Fall; oversee all board members to assure jobs are being done and the business of the co-op is running smoothly; sign Co-Op local parent fund checks as necessary; send introductory letters to respective class parents in late summer; meet with parents, teacher, and District officials as necessary to resolve issues and for regularly scheduled meetings.

Secretary

Keep minutes of board meetings; make a copy for the board president to approve before distributing it to the board; submit a typed copy for publication via e-mail; create and update phone tree and roster as necessary.

Treasurer

Keep financial records; pay all bills, receipts, sign checks, monitor financial condition of co-op and report to board; maintain monthly records; prepare yearly financial statement and proposed budget.

Scheduler

Maintain a common class calendar and record of duty days for all parents. Identify number of duty days required during each period and remind parents to sign up for duty days. Assist parents in finding substitutes when they are unable to work on a given day.

Bulletin Board Coordinator

Maintain bulletin board; keep notices tidy and current; post photos of board members with job descriptions in fall; post newsletter; display calendar listing special events, holidays, all monthly meetings, field trips, etc. Gather information from Scheduler and Field Trip Organizers.

Field Trip Organizer

Work with facilitator and parents on dates, times and location; inform Scheduler and Bulletin Board Coordinator of dates, times and locations. Announce upcoming trips at parent meetings.

Termination

Though rare, there are occasions when there is not a fit between a family and the co-op. Some examples of when this may occur are:

- When a parent does not comply with their assigned duties.
- When a parent does not regularly attend parent meetings.
- When people do not pay required fees (to the District or local parent fund).
- When a child has a severe or consistent behavior problem.
- When a parent does not follow the procedures outlined in this manual.
- When disruptive and/or inappropriate behavior (verbal or physically) by parent, guardian or designated drop-off and/or a pick-up person will result in termination immediately.

In such cases, the family will be given an opportunity to correct the issue at hand. The process will be as follows:

- The facilitator or a parent representing the parent group will identify the issue, in writing, to the respective family.
- An action plan, complete with dates and goals, will be identified.
- If the goals are not achieved in the given period, the parent board will have the discretion as to the termination status of the family.

Appeals

If a family feels as though the action plan or termination decision has been made in error, the case will be referred to the Parent Advisory Board. In such case, the parent will appear on their own behalf, and either the regular representative to the Board or her designee will present on behalf of the Parents Group. The members of the Parent Advisory Board will vote, with the representative of the center in question abstaining from the vote.

The decision of the Parents Advisory Board will be final and binding.

Parents' Statement of Understanding and Agreement

In consideration of my child being accepted in the DC DPR Co-operative Play Program, I agree as follows:

1. To pay co-op fees, in the form of tuition to DC DPR and Parent Board assessments, whether or not my child attends on each scheduled day, without exception.
2. To keep my child out of school if s/he shows any signs of a communicable disease or condition.
3. To participate fully on my duty days in accordance with the guidelines posted and to provide a snack in accordance with the schedule.
4. Complete a Criminal Background Check
5. To arrange for an approved substitute or another enrolled parent to attend in my place when I am unable to attend on a scheduled duty day.
6. To bring problems concerning the operations of the Coop to the notice of the Parent Board or to voice them at monthly business meetings.
7. To bring problems concerning the program itself to the notice of the teacher.
8. To attend regularly scheduled Parents Meetings.
9. To participate fully on the volunteer committees to which I am assigned, and to do my utmost to enhance the day-to-day operations of the school.
10. To abide by the all items outlined in the Parents Handbook and Coop Board's decisions concerning Co-op policy.

I, _____ (Print Name), agree to abide by these and all other regulations as outlined in the Parents Handbook. I understand that my failure to abide by any or all of these may be grounds for dismissal from the program, in accordance with the termination process outlined in the Parents Handbook.

Signed

Child's name

Date

Co-operative Play Emergency Planning

Safety Precautions

- Children will be supervised at all times.
- On wet days or snowy days, children will not be allowed to play on playground structures.
- Parents as a group will determine whether they consider any portion of the playground unsafe for their children to play in and set limits as to where children can play.
- Children must remain seated during snack time.
- Facilitators will have an emergency action plan available at the site in case of evacuation or injury.
- Facilitators and duty parents will not use cell phones during programming, unless they have to take an emergency phone call and the parent(s) or teacher are notified of to cover.
- Facilitators and parents will coordinate specific areas of supervision, or specific children to supervise, during recess.
- Facilitators will have an emergency phone list available at site.
- Co-op volunteers are required to be actively engaged in the supervision of all children while serving duty days.
- Facilitators will monitor first aid supplies and request additional supplies as needed.
- Facilitators will have up to date CPR and First/Aid certification. DPR Staff will schedule course opportunities. Duty parents are encouraged to take CPR and First Aid certifications programs also.
- Each co-op site will have an emergency evacuation location in the event of an emergency at the site. These sites will be provided prior to the start of each year.
- Parents will be informed about emergency procedures/ action plans and any other important emergency information during the first orientation meeting.

Emergency Action Plan

1. Assess the situation quickly
2. Make sure all children are removed from harm
3. Call 911 if needed
4. Apply first aid if needed
5. Call the child's parent. If the parent is not available, call the secondary emergency contact. If they cannot be reached, the teacher and coop-volunteers will have to decide how to proceed.
6. Call the Co-operative Play coordinator
7. If first aid was applied or a head injury occurred, fill out an Incident Report Form that includes all of the details
8. Submit copy of Incident Report to parent and co-op coordinator. Keep one for your files.
9. The coordinator will notify and submit the Incident Report to the Risk Management Office.
10. Place request for replenishment of first aid supplies

APPENDIX B: DCPS School Calendar

DCPS 2010-2011 School Calendar

August 2010				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11 O	12 O	13 O
16 PD	17 PD	18 PD	19 PD	20 PD
23 PD	24	25	26	27
30				

September 2010				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6 H	7	8	9	10
13	14	15	16	17 PD
20	21	22	23 M	24
27	28	29	30	

October 2010				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11 H	12	13	14	15
18 PC	19	20	21	22
25	26	27	28 RD	29 PD

November 2010				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5 G
8	9	10	11 H	12 RC
15	16	17	18	19
22	23	24	25 H	26 B
29	30			

December 2010				
Mon	Tues	Wed	Thurs	Fri
		1	2	3 M
6	7	8	9	10
13	14	15	16	17
20 B	21 B	22 B	23 B	24 H
27 B	28 B	29 B	30 B	31 B

January 2011				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14 PD
17 H	18	19	20	21 RD
24	25	26	27	28 G

February 2011				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4 RC
7	8	9	10	11
14	15	16	17	18 PD
21 H	22 M	23	24	25
28 PC				

March 2011				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 PD
21	22	23	24	25 RD
28	29	30		

April 2011				
Mon	Tues	Wed	Thurs	Fri
				1 G
4	5	6	7	8 RC
11	12	13	14	15 H
18 H	19 H	20 H	21 H	22 H
25 H	26	27	28	29

May 2011				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10 M	11	12	13
16 PC	17	18	19	20
23	24	25	26	27
30 H	31			

June 2011				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17 L
20 MU	21 MU	22	23	24
27 SS	28	29	30	

July 2011				
Mon	Tues	Wed	Thurs	Fri
				1
4 H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FD: First day of school
 PD: Professional development for teachers & aides; no school for students
 H: Holiday: No school for students, teachers, & staff

O: New teacher orientation
 RD: Records Day; 12:15 p.m. dismissal for students
 M: Term midpoint
 MU: Make-up day, if necessary

PC: Parent conference day; no school for students
 G: Grades due from teachers
 RC: Report cards issued
 B: No school for students & teachers

T: DC CAS testing
 L: Last day of school
 SS: First day of Summer School

