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|  | Our Children’s PlaceAugust 2019 Orientation Meeting Minutes |

**Date: August 5, 2019**

**Board Attendees: Sean Aquino, Sierra Marcks, Monica Thomsen, Rhiannon Morgan, Taylor Poole, Molly Reilly, Teacher Jenn**

**Absent: Mark Saaelwaechter**

**Called to order: 6:45 p.m.**

**Introduction**

* Families paired up with another family to learn about them, and then introduced each other to the membership

**Introduction of the Board**

* Parliamentiarian was announced – Jose Hagevort (and his wife Betsy will stand in when he cannot attend)

**Introduction of the school**

* Purpose of the school is to develop child’s confidence, creativity, and become good citizens
* Philosophy of purposeful play
* History of the school and co-ops
* School does not have any electronic toys
* Try not to have any judgment or instill any gender roles – allow children to play freely and discover
* When you are not sure what to do – ask Teacher Jenn for help
* When children are engaging in play that would be scary to other kids, we will discourage that. We do not allow any pretend gun play – we encourage the kids to transform it into something else.
* Guide with: empathy, respect them for who they are, patience and love

**School Day Procedures**

* Important to be on time, there must be a certain number of adults here at all time, there are fees if you are late
* There must be two adults outside at all times. We are constantly counting kids and shouting to the inside parent how many kids are outside.
* Working parents must stay until all children have been picked up
* Review of Daily Schedule
* When children are picked up, parents should stay at the door until the child comes to them to ensure no children slip out
* Working parent checklist – quick review – can be found in the handbook
* Discipline policy – is in the handbook, don’t tolerate hitting, need to make sure school is safe for all kids
* We do not tolerate gossip or slandering of another parent or child
* Illness Policy – there is a
* Complaint policy – if there is a complaint regarding another parent or child, it should be brought to the attention of the President or Teacher Jenn who will discuss with the President

**Outside setup**

* Everyone goes outside to review outdoor setup

**BREAK**

**Resume 8:00 p.m.**

**Secretary – Molly**

* Review of important sections of the handbook
* Everyone is responsible for reading the handbook and knowing its contents
* Review of Emergency Plan Procedures
* Handbook is found on the website
* Everyone needs to sign acknowledgement for knowledge of the emergency plan procedures and the receipt of the handbook

**President – covering Treasurer’s section**

* Invoices are sent electronically and paid electronically and kept track via quickbooks
* Any purchases made for the school need to be submitted within 15 days for reimbursement. Leave in Mark’s folder and check is usually issued pretty quickly

**Scheduling – Eliza Ulrich**

* Review of scheduling guidelines – Gave a handout with all of the scheduling rules

**School Logistics - Vice President – Sierra**

* Sibling rules – can only bring a sibling once a month if they are mobile
* Need to show up for your shift unless there is an emergency.
* E-parents need to show up ready to work, they show up at same time as working parents, in purple shirt and are responsible for keeping kid on carpet during setup
* Doors open at 9 a.m. Parents sign in when they enter
* After circle time, kids go outside, must keep eyes on the boundaries and remind kids of staying on the playground
* Number of children is written on the board each day.
* Review of daily schedule, snack schedule
* Review of cleaning
* Stay off of cell phones
* Housekeeping – how it works and how to sign up
* Mention any issues, tricky people etc. that you see in the park to Teacher Jenn
* Enter everyone’s numbers into your cell phones now
* There is a phone tree in the event of an emergency

**Fundraising – Taylor**

* There are 5 fundraisers, they are mandatory and everyone is assigned to help with one
* There are also fundraisers through ralph’s, amazon, shoparoo

**Membership Current and Potential**

* There are a few open spots, Rhiannon is giving tours but tell others if you know anyone is interested
* We won’t be using Shutterfly, we will be using google suites
* Review forms to make sure all info is correct
* Mention of the mailbox and filing cabinet to exchange physical forms/papers

**Close with the circle of love**

**Meeting adjourned at 9:17 p.m.**