

# Membership Orientation Meeting

August 5<sup>th</sup>, 2019

We will be covering a lot of information about our school and what is required of its members. In addition to your kind attention to our presenters, there are also eight things you will need to have completed before you leave today. You can take care of these things before the meeting, during the break, or immediately following the close of the meeting.



1. Turn in completed Registration forms (aka purple folders)
2. Turn in completed Emergency Kit (Earthquake kit)
3. Review Handbook and sign Receipt of Handbook form
4. Pay First/Second month tuition and snack fees, and emergency food kit fee.
5. Receive the link to sign up for your Housekeeping days.
6. Receive the link to sign up for your August and September work days.
7. Receive information for your General Job.
8. Review and sign (red) Emergency Book acknowledgement form.

## AGENDA

6:30	<b>CHECK IN</b> Refreshments Distribute School Year Calendar	<b>OCP Board</b>
6:45	<b>MEMBERSHIP INTRODUCTIONS</b> All members introduce themselves including Board members	
7:00	<b>SCHOOL PHILOSOPHY</b> Philosophy of Co-ops and History of OCP	<b>President</b>
7:10	<b>MOVE TO THE "BACKYARD"</b> Review equipment set up and snack time	<b>Teacher Jen</b>
7:20	<b>BREAK</b> Refreshments	
7:30	<b>SCHOOL DAY ROUTINES &amp; PROCEDURES</b> Small Introduction and background Facilitating Purposeful Play – pages 6-7 Helping with the Children Children's Daily Schedule—page 11 Working Parent Checklist—pages 12-15 Illness—pages 29-31 Discipline Policy/Dismissal Procedure—pages 24-25	<b>President/Teacher Jen</b>
7:50	<b>PARTICIPATION REQUIREMENTS</b> Review important sections of Handbook, Sign/Return Form, Attend Membership Meetings, Participate in Fundraisers, Housekeeping, Fulfill Job Requirements	<b>Secretary</b>

8:00	<p><b>TUITION AND FEES</b></p> <p>Start Up Tuition – First (pro-rated) and Second Months Where, When and How to Pay Fees and Charges—page 60-61 Filling out Reimbursement Forms</p>	<b>President</b>
8:15	<p><b>SCHEDULING WORKING PARENT SHIFTS</b></p> <p>Signing up for Shifts E-Parent Shifts How to sign up to work with a younger sibling Date of schedule finalization and posting Maternity Leave/Banking Days Pre-K and Potty Parent scheduling</p>	<b>Eliza</b>
8:20	<p><b>WORKING PARENT LOGISTICS</b></p> <p>Scheduling Guidelines—pages 19-20:</p> <ul style="list-style-type: none"> <li>• Switching Shifts</li> <li>• Emergencies when you are scheduled to work</li> <li>• E-Parents</li> </ul> <p>Sibling Guidelines—page 21-22 Working Parents' Responsibility Cell Phones during working parent shifts Snack Parent, Outside Parents, E-Parent Snack Menus – Posted/Updated Allergy Sign-up Sheet; Food Allergies Dishwashing &amp; Mopping Procedures</p>	<b>Vice President</b>
8:45	<p><b>HEALTH &amp; SAFETY</b></p> <p>Before child starts school must have: Completed Admission and Health Forms Earthquake Kit Emergency book/bins/kits Field Trips Emergency Communication via Cell Phone/EQ/ Active Shooter Drills/Preparation</p>	<b>President/Vice President</b>
9:00	<p><b>FUNDRAISING</b></p> <p>Rundown of fundraisers, optional and mandatory</p>	<b>Fundraising Chair</b>
9:10	<p><b>CURRENT &amp; POTENTIAL ENROLLMENT</b></p> <p>Review forms, Roster, Directory, Phone Tree &amp; Birthday List for errors. Mail Box &amp; Filing Cabinet -- Parent and Child Folders Roster Update Communication Channels-Shutterfly and website</p>	<b>Current/Potential Membership</b>

9:15            **QUESTIONS & ANSWERS**

9:30            **OUR CIRCLE OF LOVE**

**All Membership**