

CO-OP PROCEDURES

(Revised 08/01/17)



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 do so. Plan ahead, as the Co-op "Sign-Up" Calendars will be available at the Open Houses on September 5th & 6th.
- 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 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!

Parent Co-op Volunteers

As a licensed Child Care Facility in the state of California, we are required to maintain full compliance with all laws and regulations set forth by the Department of Social Services, Child Care Licensing Division and several other state agencies.

Per California Law SB-792 parent volunteers at a child center must show that he or she has immunity against **influenza, pertussis and measles**. A **TB screening (PPD)** clearance must also be provided (every 4 years). Proof of immunization will be kept in the preschool office and will be available for review by Licensing Program Analysts.

The following three immunizations **are required**, in addition to the **TB test for all parents and family members of our preschool students who will be volunteering**:

1. PERTUSSIS (TDAP)

There are three ways that you can show us you have been immunized:

- A copy of an immunization record for pertussis
- A statement from your physician that there is a medical reason not to vaccinate you
- A statement from your physician that you are already immune to pertussis

2. MEASLES (MMR)

There are four ways that you can show us you have been immunized:

- A copy of an immunization record for measles
- A statement from your physician that there is a medical reason not to vaccinate you
- A statement from your physician that you are already immune to measles
- Proof that you were born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

3. INFLUENZA

You will need to show that you have been vaccinated between August 1 and December 1 of each year. **You may decline to receive the influenza vaccine.**

There are four ways that you can show us you have received the influenza vaccine.

- A copy of an immunization record for influenza dated between August 1 and December 1 each year
- A statement from your physician that there is a medical reason not to vaccinate you
- A statement from your physician that you are already immune to influenza
- A signed statement from you stating that you have declined to be vaccinated against the flu

4. TB CLEARANCE

The **Montoux PD Test** is the only acceptable method of TB screening

For the health and safety of all children in our program, all volunteers must meet these requirements. Please bring all documents to your child's first day of school or as soon as it is possible to do so. The teachers will be collecting this information from you.

If you have any questions or concerns or need assistance, please call the preschool office.