

HLACNY Co-op Policies

I. Supervision

Parents must stay with their children during co-op classes. We are not a drop-off program, which is something that each parent acknowledges during the registration procedure. There are three important reasons for this:

1. **Safety** – children who are unattended have been found wandering outside and upstairs in the church. The consequences of wandering around outside alone are truly frightening.
2. **Our Contract with St. Michael's** – when we began meeting at the church, we agreed that our children would always be supervised. In order to continue using the church, we must uphold our contract.
3. **Our Childrens' Experiences** – participating in classes with our children is part of their education. Some children need help with the activities; some simply enjoy having a parent nearby. Some need greater supervision in order to contribute positively.

If you will not be able to attend co-op but you plan to send your children with another parent, you must contact the Board in writing – email is fine – and seek approval, letting us know who will attend with your children. Please do not approach Board members at co-op and verbally request permission; it will not be given.

If you do not supervise your children adequately, you will receive a letter from the Board reminding you of your agreement to supervise your children. The second time you do not supervise your children, your co-op registration will be terminated. A family may request reinstatement by attending a board meeting and discussing a plan of action to let the Board know who will be watching their children in the future.

II. Cleaning

We partnered with St. Michael's Church at a substantially-discounted rate in return for cleaning the facility. Each task is designed to take no more than 15 minutes. After completing the task, please sign off that you did it so that you receive credit for doing your part.

If you miss a week cleaning (absences from co-op not counted) or sign the task list without doing the task, you will receive a letter from the Board reminding you of your agreement to clean. The second time you do not clean, your registration will default to the Standard Rate of \$40 per class. The rate will be applied retroactively for the session regardless of what week you receive the notice. Your child(ren) will not be able to attend classes until this retroactive fee is paid. Registration for future sessions will not be allowed until this fee is paid.

III. Illness

If you or your child shows any of the following symptoms, please do not bring him or her to co-op, special events, parties, or field trips:

Fever of 101° F or above;

- Keep them home until 24 hours has passed without a fever *and without the use of fever-reducing medications, such as Tylenol or Advil.*

Vomiting;

- Keep them home until 24 hours has passed since their last vomiting incident.

Uncontrollable coughing, difficulty breathing, wheezing, or lethargy.

- Keep them home until they're feeling better!

In an older child who can practice good bathroom habits and thorough handwashing techniques, **diarrhea** is not especially troubling, as long as they can also make it to the bathroom in time. Please keep preschoolers who may not be able to make it to the bathroom or babies who have leaky diapers at home. **If any child has diarrhea in combination with any of the above symptoms, please keep them home.**

If your child has a bacterial infection such as strep, pertussis, or MRSA, that you choose not to treat with antibiotics, please discuss with your health care provider how long you should keep him or her home from activities.