



MAPLE SEEDS PRESCHOOL COOPERATIVE (MSPC)

3030 Kessler Blvd East Drive · Indianapolis, IN 46220 · 317-767-3003

<http://www.mspcindy.com>

Welcome Packet and Enrollment Information

Dear Parents,

Welcome to Maple Seeds Preschool Cooperative (MSPC). We're very proud of our school, our parents, our teachers, and most importantly, of the children who grow and learn with us.

MSPC is a non-denominational preschool program located at First Friends Quaker Meeting. Our facilities include three classrooms, outdoor playground and garden, and an indoor large muscle room. Each of these areas allow for stimulating, educational, and creative environments for play and learning. MSPC is a member of the Indiana Council of Preschool Cooperatives (ICPC).

As a co-op, our families facilitate running the preschool and take active roles in board activities, school events, and decision-making processes. We believe that parents who volunteer time in our classrooms gain a unique experience while participating in their child's development. As parents and teachers share responsibilities, they ensure happy and healthy learning environments.

Enclosed you will find additional information about MSPC, including our class offerings, FAQ, and fee schedule. **To enroll your child, please visit www.MSPCindy.com to complete the online application form and submit registration fees via PayPal or by check payable to MSPC. Paper forms can also be accessed online or by contacting info@MSPCindy.com; registration forms and fees can be mailed to:**

MSPC

Attn: Membership Co-Chairs

3030 Kessler Blvd East Dr.

Indianapolis IN 46220

Once your registration is complete, our membership co-chairs will contact you via email to let you know your enrollment status. Thank you for your interest in our wonderful school – we look forward to hearing from you!



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2019-2020 Registration At-a-Glance

Early Registration for Current MSPC Families	January 9-18, 2019
MSPC Registration for Siblings of MSPC Alumni, First Friends Members and Attendees	January 21-23, 2019
Registration for New Families	Begins January 24, 2019
Proof of Background Check by Safe Hiring Solutions*	As soon as received; due by August 1, 2019
Student Health Record (<i>Indiana State Health Form 49969</i> , including immunization record)	Due by August 1, 2019
TB Skin Test Results for all parents participating in the classroom*	Due by August 1, 2019

* All classroom volunteers who will be volunteering/co-oping in the classroom or participating in field trips during the school year are required to complete a background check by Safe Hiring Solutions. Those volunteering/co-oping in the classroom more than three times must provide negative TB skin test results.



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Class Descriptions

2/3s Class (must be 2 years old by August 1st)

2 days/week (Tuesday & Thursday, 9:30-11:30am) **OR** 2 days/week (Monday & Friday, 9:30-11:30am)

Maximum 8 children per class

Adult participation: teacher plus one co-op parent

Ratio: 1 adult per 4 children

Parents participate in classroom approximately once per month

3/4s Class (must be 3 years old by August 1st)

Meets two days/week (Tuesday & Thursday, 9:30-11:45am)

*Optional extended day meets Thursday, 11:45am-1:30pm (Additional Cost)**

Maximum 15 children per class

Adult participation: teacher plus two co-op parents

Ratio: 1 adult per 5 children

Parents participate in classroom approximately once per month

4/5s Class (must be 4 years old by August 1st)

Meets three days/week (Monday, 9:30-11:45am, Wednesday 9:30-1:30pm, Friday, 9:30-11:45am)

*Optional enrichment day meets Monday, 11:45am-1:30pm (Additional Cost)**

Maximum 18 children per class

Adult participation: teacher plus two to three co-op parents

Ratio: 1 adult per 6 children

Parents participate in classroom approximately once every three weeks

**Extended and enrichment days begin approximately 6 weeks after start of school*

Play Areas Available

Classrooms: blocks, puzzles, easel painting, craft table, science items, manipulative toys and games, books, sensory table, dress up clothing, kitchen and housekeeping area, writing station

Large Muscle Room: climbing equipment, slide, jumper, mats, riding toys, balls, balance beam

Outdoors: riding toys, wagons, balls, fenced playground with climbers, slides, and swings



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2019-2020 Fee Schedule

Registration Fee

This is a once a year fee due for each registering family for the 2019-2020 school year.

Supply Fee

The supply fee is a once a year fee that covers all the supply expenses such as crafts and cleaning, plus extra food items that are purchased for our holiday celebrations.

Monthly Tuition

The monthly tuition covers teacher salaries, rent, and committee expenses. Monthly tuition is due on the first of each month MSPC is in session (except May which is paid at registration).

Extended/Enrichment Days

MSPC provides an optional extended day for 3/4s (Thursdays) and 4/5s (Mondays) classes. Additional one-time supply and monthly tuition fees are associated with this option. Only 10 (3/4s class) to 12 (4/5s class) spots are available for extended days. Extended days begin 6 weeks after the start of the school year.

ICPC Training

For families new to MSPC, this fee covers the cost of classroom participation training for one adult.

Total Registration Costs for 2019-2020

The registration fee, the supply fee, plus a deposit in the amount of one month's tuition (to be credited to May 2020) are due with the registration form. The \$50 registration fee non-refundable; if you must withdraw, additional fees (beyond the non-refundable \$50 registration fee) are non-refundable unless your child's class becomes fully enrolled.

- **Current MSPC families should submit payment by January 18th to secure your child's spot.**
- **New MSPC families can write a check payable to MSPC or pay via Paypal. Total due includes the registration fee, supply fee, and a deposit in the amount of one month's tuition (credited to May 2020). Open spots will be filled once payment is received.**

Class	Registration Fee *	Supply Fee	Monthly Tuition	Returning Families Total Due	ICPC Training	New Families Total Due
2/3s	\$50	\$35	\$80	\$165	\$25	\$190
3/4s	\$50	\$35	\$85	\$170	\$25	\$195
3/4s plus Extended Day	\$50	\$50	\$130	\$230	\$25	\$255
4/5s	\$50	\$50	\$120	\$220	\$25	\$245
4/5s plus Enrichment Day	\$50	\$65	\$165	\$280	\$25	\$305

*Registration Fee is \$50 per family per year. For each additional child enrolled, subtract \$50 from the total due.



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Co-op Responsibilities

Classroom Participation

Every cooperative family commits to assisting in the classroom on a rotating basis. Depending on the age of your child, this works out to about once every 3-4 weeks. You are free to choose the dates that work best for your schedule.

New Parent Training

All new families participate in New Parent Training (also called Classroom Participation Training or CPT). Only the primary co-oping parent is required to attend. Training is two mornings (9am-noon) in October. It is held at the school, and childcare is provided on-site.

Co-op Job

Every cooperative family has a job within the co-op. Simple jobs like washing the dress up clothes are available, as are once-a-year jobs, like coordinating our garden plantings in the spring. Obviously, some jobs are more time-intensive than others. You are free to work with leadership to determine which job works best with your current family/life situation

Deep Cleaning

Each month our classrooms get a very thorough cleaning, and every family signs up to help with one a year. This is usually done one day right after school and takes around an hour. The children often play in the classroom or eat lunch while the cleaning takes place.

Parent Education

All families must attend three parent education events throughout the year. There are many opportunities throughout the school year through other cooperative schools. MSPC provides three opportunities, as well, which are typically held after board meetings and often involve a guest speaker or forum on a child-development topic.

Fundraising

MSPC holds two large events a year, and we ask each family to assist with one. Fall Festival is in October, and Silent Auction is in February. You can choose to serve as a committee chairperson and be fully involved in the planning of the event or simply serve on the committee and assist where needed.



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Frequently Asked Questions

What is a Cooperative?

A preschool cooperative is a non-profit preschool run by parents who work closely with qualified teachers to create a positive, nurturing environment in which children can thrive in all aspects of their development. Maple Seeds Preschool Cooperative was established in 1957 and is currently housed in First Friends Quaker Meeting. Parents serve on either the school's board or at a job supporting one of the positions. Each position oversees the function of a specific area of the school, and every parent has a voice.

Our teachers are our only paid staff. They are selected for their qualifications as well as their demonstrated skills in working with children. Our teachers routinely continue their education through workshops, meetings, and observations of other preschool teachers.

What is MSPC's educational philosophy?

We believe play is the "work" of children and that parents and children learn together through play. We provide a wide range of play areas and activities that allow children to direct their own free play. Freedom of choice enhances the complete development of the child and encourages curiosity. Children are also encouraged to express their feelings, both positive and negative, with words. Through our group activities, children learn to respect each other, control their bodies, and develop good listening skills.

Is there structure to the children's day?

Yes, each day has a consistent schedule for the children. Every day includes free play (with many large and small motor activities available), circle time (group interaction, listening to others), snack (provided by a co-oping parent), and outdoor playtime. Each of these experiences provides opportunities for different types of learning, and the social aspects a child needs for developmental growth.

How are parents prepared for their role in the classroom?

Each new participating parent attends a 6-hour training session conducted by a representative from the Indiana Council of Preschool Cooperatives. This training covers child development, age-appropriate educational guidance techniques, and classroom management skills. Before school begins, MSPC holds an all-school orientation, as well as smaller teacher-led orientations. This gives teachers an opportunity to welcome new parents and outline what parent participation in the classroom looks like, as well as giving parents an opportunity to ask questions. In addition, three parent education meetings are held throughout the year, and feature a speaker on relevant family/child topics.

How often do I participate in the classroom and how will I know when I am to participate?

The 2/3s parents participate once every 4-6 weeks, the 3/4s parents approximately once a month, and the 4/5s parents are in the classroom about once every 3 weeks. This can vary according to the size and individual needs of the class.

Each class has a liaison that coordinates the calendar for classroom participation. Generally, sign-ups occur every 3 months and are held at orientation before school begins and at parent education meetings throughout the year. Every effort is made to accommodate personal schedules. For unexpected schedule conflicts or illnesses, participating parents can swap days in advance or even the morning of class.

I have small children; how can I co-op?

At MSPC, you are surrounded by like-minded parents with whom you can swap babysitting for younger children during your co-op times. Our co-op is truly a large, extended family. We support and look out for each other.

I work full/part time; can co-op work with my schedule?

Yes, in most cases. We have parents who work full-time and use personal time for the days they are scheduled to participate. Others have caregivers – grandparents, a nanny, etc. – participate for them. Still others do a combination of these options. Those who work part time usually work their participation days around their work schedules.

This is my child's first school experience. What can be done to make the transition easier?

MSPC has park play dates and family picnic nights several times throughout the summer. This is a great way for your child to meet other children in the class and for you to meet other parents. Also, the week before school begins, we have a "Meet the Teacher" session. This is held at the school, in your child's classroom. All classroom materials are available for exploration, and the teacher can interact with the children in a relaxed setting with the parents still present. Once the school year begins, if a child is uncomfortable with the parent leaving, we work with you to help build the child's confidence and comfort. We will NEVER require you to leave.

Does MSPC offer an extended day?

Yes, an *optional* extended day is offered to 3/4s children on Thursdays. An *optional* enrichment day is offered to 4/5s children on Mondays in addition to the regularly scheduled enrichment day on Wednesdays. The extended and enrichment days meet until 1:30pm and are led by a teacher. This time gives our teachers the opportunity to explore educational concepts in more depth. A packed lunch is necessary. The extended and enrichment day options begin approximately six weeks after the start of school.

Bottom line – Why should I consider a cooperative preschool?

A co-op provides a gradual transition from home to school, as parents are in the classroom with their child on a regular basis. Your child will learn to share you with others and to trust and accept help from other adults. As a parent, you get to take the lead in your child's education for years to come. Being in the classroom regularly, lets you experience first-hand how your child is developing socially, emotionally, and intellectually. And it is a chance to develop new friendships with like-minded families.



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Background Check

At MSPC, we hold children's safety as priority for our organization. As part of our application process, we require a criminal background check for our volunteers. This is a confidential process. We will not receive or review your background check. The process is handled by Safe Hiring Solutions, our third party vendor, and managed by the Indiana Council of Preschool Cooperatives. This background check is valid for a period of three years.

Once approved, you will receive an email notification (sent to the email address you provide via the link below). **Please forward a copy of this email notification of approval to the MSPC membership chairperson at info@mspcindy.com. A copy of this approval letter is filed with your family file and indicates proof of background check completion. Background check approval is required to complete the registration process for your student at MSPC.**

Please follow the online instructions to complete the check and pay \$18 payable via credit card. The link to obtain your background check is located at:

<https://secure.safehiringsolutions.com/app.cfm?id=07995778-F240-4201-8385-584481F22871>

*** All volunteers who will be co-oping in the classroom are required to complete a background check by Safe Hiring Solutions.**

Background Check – Additional Information

Criminal History Background Checks for Volunteers

In an effort to maintain best practices for the safety of our children and the protection of our schools, ICPC now recommends implementation of background checking procedure for parent volunteers. Schools participating in ICPC's background check program will use the following for their policy and procedures.

Any parent or caretaker who will be a participating parent (meaning an adult who will participate in the classroom – hereinafter “the parent”) shall submit to and pass a national criminal history check, which will be administered by and through a third-party vendor contracted by ICPC. Once the parent completes and passes the background check, the parent will be eligible to participate in the classroom and will continue to be eligible for three (3) years. This eligibility is transferrable between ICPC schools. After three years, the parent will be required to submit to and pass another national criminal history check in the same manner before the parent's eligibility to participate in the classroom will be restored.

A. Administration of Background Checks

1. The Membership Chair for each member preschool will provide prospective parents an electronic link to ICPC's contracted background check vendor. Parents will use this link to submit the background check at the time of registration and enrollment for the following school year.
2. The prospective parent will submit the requested information through the provided link, and ICPC's contracted vendor will run the background check.
3. The vendor will provide a report to a third-party intermediary who is not on any member preschool's board. The intermediary will review each background check report in absolute confidentiality, checking the report for certain criminal history which would disqualify a parent or caretaker from participation (see section B below, “Disqualification of Parent Classroom Participant”).
4. The intermediary will communicate the result of the background check directly to the parent within ten (10) days of the parent's submission to the vendor (unless otherwise communicated to the parent by the intermediary).
5. The parent who passes the background check will provide proof of such to the Membership Chair of their member preschool to claim eligibility to participate in the classroom.
6. The parent who is disqualified from participating will automatically have an appeal and request for reconsideration initiated on their behalf (see section C below, “Appeal and Variance Process”).

B. Disqualification of Parent Classroom Participant

When evaluating parent volunteer criminal background checks, the following charges disqualify the parent, rendering them ineligible for participation in the preschool. Criminal background checks are evaluated based on charges filed, not the disposition of the charges. The retroactive time period (e.g. felony charge within the last five years) is subject to change based on the current Indiana state statute, and without amendment to this standard.

1. Felony charge within the last 5 years;

2. Any misdemeanor or felony charge asserting a crime against a child including abuse or neglect (no time limitation);
3. Any charge currently pending;
4. Any misrepresentation on the background check request;
5. Any other charge not mentioned above, but determined to be a risk to the students.

C. Appeal and Variance Process

In the event that a potential participating parent is found to be ineligible based on excluders discovered through his/her background check, the parent has the right to appeal and request reconsideration in the form of a confidential variance request to ICPC. The appeal will be initiated by the ICPC intermediary, who will mail instructions to the ineligible parent. This confidential variance request will be brought before ICPC's Executive Board (consisting of the President(s), Vice President, Treasurer, Teacher Representative and Secretary) by the intermediary in a meeting called specifically for the purpose of reviewing the request. The intermediary will present the particulars of the parent's appeal without disclosing the identity of the parent or the member school the parent is associated with.

The Executive Board may respond in one of three ways:

1. It may grant the request and advise the intermediary in writing that the parent's confidential variance request has been approved.
2. It may deny the request and advise the intermediary in writing that the parent's confidential variance request has been denied.
3. It may ask the intermediary for additional information concerning the parent, table the variance request until such time that the parent is able to provide the requested information, and then reconvene to decide the request. The Board will advise the intermediary of its determination in writing.

D. Special Teachers

1. Special Teachers (e.g. music, foreign language, and limited special program teachers who are paid by the school, or individuals who provide aid for special needs situations and are paid by parents) who are in the classroom on regular basis are subject to the above standard, and shall submit to the same process as voluntary primary participating parents.
2. Once Special Teachers obtain eligibility to participate in the classroom by passing the background check, they are eligible to work with any ICPC member school(s) for three (3) years. After three years, the Special Teacher will be required to submit to and pass another national criminal history check in the same manner before the Special Teacher's eligibility to participate in the classroom will be restored.
3. Providers of special services who are not employed by an ICPC member school (such as speech therapists) acquire background checks through their employers and are not subject to this standard.
4. Classroom teachers, aides and professional staff are subject to the requirements under Section E of the ICPC Statement on Standards.



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ICPC Child Protection & Weapons Policy

Definitions:

(For the purpose of this statement only)

- Child abuse means any form of intentional or negligent infliction of injury to the detriment of a child's physical or mental well being
- Sexual misconduct/abuse means any form of sexual conduct that is unlawful
- Cooperative members means any member as defined in the bylaws or standing rules or agent of any member
- Teacher means any person employed by the cooperative
- Cooperative means ICPC member cooperative preschools

Statement of Purpose:

Each ICPC member preschool has numerous daily contacts with children. It is, therefore, important that all cooperative members, but especially teachers and participating parents who are responsible for the care of children, protect the rights and dignity of children and be alert to incidents of child abuse.

Cooperative members who know of or suspect any incident of child abuse must comply with all applicable reporting or other requirements of state and local laws. The cooperative takes immediate and decisive action on all accusations of child abuse or sexual misconduct in accordance with the applicable provisions of law.

Policies:

- A. In cases involving allegations of child abuse or sexual misconduct by cooperative members, it is the policy of the cooperative to:
 1. Respond promptly to all allegations of abuse where there is reason to believe such abuse has occurred.
 2. If such allegations are supported by sufficient evidence, relieve the alleged offender promptly of any duties.
 3. Comply with the requirements of the law as regards reporting of the incident and cooperating with the investigation.

- B. Child abuse under the law includes the following:
 - 1. Failure to provide a child with necessary food, shelter or medical care so as to cause physical or mental condition to be seriously impaired.
 - 2. Causing physical injury.
 - 3. Sexual abuse of a child.
 - 4. Allowing a child to endanger her or his own health or the health of another.
- C. This reporting law applies to all persons without exception.
- D. Even if there is no evidence legally admissible in court, one must nevertheless make a report if there is reason to believe that abuse has occurred. "Reason to believe" means evidence that, if presented to individuals of similar background and training, would cause those individuals to believe that the child was abused or neglected.
- E. One is not bound to report unreliable rumors or alleged abuse with "no reason to believe." In case of doubt, one should dialogue with the immediate supervisor or the local child protection service using a hypothetical situation. If one is advised to report, it should be done.
- F. The reporting person is given legal immunity for making the report.

Procedures:

- A. Mandate to report under Indiana State Law. Indiana law requires that when a child is a victim of child abuse or neglect it must be reported immediately to:
 - 1. The local child protection service
 - 2. A local law enforcement agency
- B. Any individual who has reason to believe that abuse has occurred shall immediately notify one of the teachers or the President of the Cooperative.
- C. Any individual who has reason to believe that a child has been subject to child abuse by any teacher must immediately make a report, by telephone or other means, to the President of the cooperative.
- D. Upon notification, the teacher and/or President of the cooperative is then bound to report the incident or suspicion of an incident to the proper authorities. However, multiple reports are not necessary.
- E. The teacher and/or the President shall inform the Executive Board of the report.
- F. A report to the teacher and/or President does not relieve the individual from reporting child abuse as required by Indiana law.
- G. Teachers and the President must familiarize themselves with the telephone numbers and procedures of the local child protection service. These should be obtained and kept on file.
- H. For the protection of the child(ren) and adult, the teacher has the right to not send the child home with the parent/adult if they suspect that the adult is under the influence. Teacher will contact the Emergency contact listed on membership forms, or another Parent Co-op member. Teacher has the right to call 911 if influenced adult is combative and/or the safety of the child is questioned. President(s) and/ or Director will make a follow up phone call to Member family within one week.

Weapons Policy

ICPC prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

NJSA 2C:39-1f states: f. "Firearm" means any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It shall also include, without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.

18 USC 921 can be found here: <http://codes.lp.findlaw.com/uscode/18/1/44/921>



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Social Media Policy

This social media policy applies to members and teachers of Maple Seeds Preschool Cooperative.

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram, Snapchat)
- Blogs
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families.

We therefore require that:

- No photographs or videos taken within the preschool setting or at preschool special events and outings with the students are to be posted for public viewing, except those of your own child, without the express verbal permission of the parent(s) of the photographed child. (This excludes those photographs taken for official use on the Maple Seeds Preschool Cooperative website and in other advertising material if parental permission is given via the MSPC Photo Release form).
- Photos taken within the preschool setting or at preschool events and outings with the students may be shared to a private file accessible to parents and teachers of MSPC only, on the communication platform utilized by MSPC (ex. Rallyhood).
- Staff and parents should report any social media concerns or breaches to the Executive Board.
- Any parent or teacher found to be posting/publishing photographs/video of students on social media without parental permission may face disciplinary action.

Note

Maple Seeds Preschool Cooperative may use social media as a means of parent communication and for marketing purposes throughout the year with parent consent.