***MEMBERSHIP IS NOT SECURED UNTIL ALL THREE ITEMS (PAYMENT, STANDARDS CHECKLIST, & MEMBER REGISTRATION FORM) ARE RECEIVED – IF ALL THREE ARE NOT RECEIVED BY May 8th, A $30 FEE WILL BE ASSESSED.***

**PCPO Standards Checklist**  **Revised 2/2011**

*The legal definition of a parent cooperative in Oregon is:*

1. *Care is provided by parents on a rotating basis*
2. *Membership in the cooperative includes parents*
3. *There are written policies and procedures; and*
4. *A board of directors that includes parents of the children cared for by the cooperative controls the policies and procedures of the program*

A *parent-child preschool* shall be defined as: a program providing a multifaceted curriculum consistent with the needs of young children, having parents in the classroom on a daily basis, providing for parent education and involving parents in decision-making.

**In order to be a member of Parent-Child Preschools Organization (PCPO), each school must comply with the following minimum standards as established by the PCPO Board. *Please read and initial each line, sign at the bottom, and return to PCPO.***

**Developmentally Appropriate Practice**

1. \_\_\_\_\_\_\_\_Children shall participate a minimum of two hours in a multifaceted curriculum consistent

with the needs of young children.

1. \_\_\_\_\_\_\_\_A minimum of two adults shall be present at all times. However, class size and additional staffing shall be determined in relation to the ages, needs, and abilities of the children.
2. \_\_\_\_\_\_\_\_Schools shall have a written policy on guidance and discipline of children.

**School Operations/Administration**

1. \_\_\_\_\_\_\_\_Schools shall follow state law regarding certification or exemption of child care programs.
2. \_\_\_\_\_\_\_\_Oregon schools shall be in compliance with state law regarding Recorded Programs.
3. \_\_\_\_\_\_\_\_A family member shall serve as an assistant in the classroom on a daily basis.
4. \_\_\_\_\_\_\_\_The duties and responsibilities of family members in a cooperative preschool shall be explained prior to enrollment.
5. \_\_\_\_\_\_\_\_Orientation for families shall be provided to explain their obligations, the operation, and administration of the school, the school philosophy, and the school’s policies on guidance and discipline of children.
6. \_\_\_\_\_\_\_\_Opportunities for family education shall be provided.
7. \_\_\_\_\_\_\_\_Adult family members of enrolled children and the teacher(s) shall be involved in decision making and shall meet for that purpose at least three times a year (General Meetings).
8. \_\_\_\_\_\_\_\_The teacher(s) shall attend school board meetings or their equivalent (except as requested otherwise for personnel matters).
9. \_\_\_\_\_\_\_\_Accident and liability insurance, and workers' compensation insurance for employees shall be maintained.
10. \_\_\_\_\_\_\_\_Bylaws and Policies that govern the group shall be written and available.
11. \_\_\_\_\_\_\_\_Written admission criteria shall guide in registration of children and family members for membership. There shall be no discrimination because of race, creed, color, or national origin.
12. \_\_\_\_\_\_\_\_Basic operating agreements shall be in writing (rental contract and teacher contract, if applicable).
13. \_\_\_\_\_\_\_\_Family agreements concerning adherence to school policies, payment of fees, etc., shall be in writing and obtained from each family. Copies of these agreements shall be available to each family.
14. \_\_\_\_\_\_\_\_Family member/child information shall be in writing and shall include as a minimum: application/registration, emergency information and release, health form, photo releases, and field trip permission.
15. \_\_\_\_\_\_\_\_Attendance records (sign-in sheets for students and parent helpers) shall be kept for two years after a child leaves a program.

**Health and Safety**

1. \_\_\_\_\_\_\_\_There shall be at least one person present in the center at all times who has current certification in first aid and CPR.
2. \_\_\_\_\_\_\_\_Emergency telephone service shall be available on the premises at all times.
3. \_\_\_\_\_\_\_\_First aid supplies shall be available in the classroom.
4. \_\_\_\_\_\_\_\_Administration of medication shall be governed by written policies.
5. \_\_\_\_\_\_\_\_All chemicals and potentially dangerous products such as medicines or cleaning supplies shall be stored in labeled containers and be inaccessible to children.
6. \_\_\_\_\_\_\_\_Emergency information and releases, field trip permission forms, and a first aid kit shall be taken on field trips.
7. \_\_\_\_\_\_\_\_Transportation of children on field trips shall follow safety guidelines that are defined in written procedures and that comply with state laws regarding child safety restraints.
8. \_\_\_\_\_\_\_\_Fire drills shall be scheduled monthly using emergency escape routes posted in each room, and smoke detector(s) and fire extinguisher(s) shall be installed and maintained.
9. \_\_\_\_\_\_\_\_Monthly safety inspections of all equipment shall be conducted, and damaged or defective equipment shall be repaired or removed.
10. \_\_\_\_\_\_\_\_The state law regarding immunizations shall be followed.
11. \_\_\_\_\_\_\_\_No person shall use tobacco on school premises.
12. \_\_\_\_\_\_\_\_Teachers shall report suspected child abuse or neglect to the State Office of Services to Children and Families or a law enforcement agency as required by the Child Abuse Reporting Law.

*(write your school name here)*

**We hereby apply for membership in PCPO for the 2018-2019 school year.**

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_

 *Signature of School official* *Position* *Date*

**PCPO, Attn: Michelle Hauck, Accounts Receivable Coordinator, PO Box 18201, Portland, OR 97218**

**(Postmark due date of 5/8/18 or bring to the NOW on May 8th)**

# **Questions? Call PCPO at 503-293-6161**