



## Getting ready for the 2024-25 Juneau Co-op Preschool Year!

### WELCOME!!

Welcome to the Juneau Co-op Preschool Community! We hope this message finds you enjoying your summer. We're so excited to greet our returning students and families and meet our new ones.

Our Preschool is entering its 44th year with an incredible staff of compassionate and competent individuals. This year, our staff is all new and our classes options are a little different, but the Co-Op is the same welcoming, warm environment we have known and loved it to be. Our Program Practices and Philosophies remain the same, and we maintain our unique CoOperative style services with the highest quality care. Our Preschool Staff and Board prioritize meeting the needs of our community while providing enriching opportunities for learning, growing, and having a great time!

Included in this note are important dates to mark on your calendar with details about each event and information to help you get ready for preschool. **Items marked with asterisk\* require action on your part.** Please don't hesitate to ask if you have questions.

### VOLUNTEER WORK DAY SCHEDULES

As a CoOperative, an important part of our model is to have parents help out in the classroom each day. Our Class Representative will be putting together a schedule of who volunteers on which day. We will schedule one work parent per preschool day. You can expect to have 8 to 10 work days over the course of the year, though you are always welcome to join on your own time too!

A work day is a day assigned to each family in which a parent, guardian, or close family friend attend the school from **8:30am - 12:30pm**. This person also supplies snack for the class for the day. Family volunteers are crucial to creating a welcoming, well supported, and high quality program. Your child will also benefit knowing that their family is a valued piece of their learning environment! You will receive more details about what is entailed in an actual preschool work day during your orientation visit, as well as in the Parent Handbook.

**\*Please send our Class Representative, Brenna Reeder, input about when you are and are *not* available** (e.g., only Mondays, no Mondays, when you'll be out of town on vacation, etc) **to be scheduled for workdays.** While best attempts are made to accommodate requests, it is not always possible to meet all requests when coordinating thirty families. Your understanding is appreciated.

**\*\*Class Rep email is [allclassesrep@juneaupreschool.org](mailto:allclassesrep@juneaupreschool.org). Scheduling preferences should be sent by Sunday, August 13th. \*\***

## **IMMUNIZATION RECORDS**

*Returning preschoolers:* Preschooler immunization records are kept on file and you do not need to provide an updated copy *unless your child received or needs additional shots this year.*

**New preschoolers: Provide a copy of your child's immunization record which: (1) lists dates and dose numbers for each vaccine and (2) is certified by a medical provider.**

New and returning families requesting exemptions for medical or religious reasons must submit current forms with required doctor signature (medical) or notarization (religious) *each year.*

Please mail or drop by a copy of your child's immunization records by **Tuesday, August 22nd.** to:

*Juneau Co-op Preschool, ATTN: Immunization Coordinator  
400 W 11th Street, Juneau, AK 99801*

Alternately, you can scan a legible copy of the records (front and back) and email them to:

[juneaucoopreschool@gmail.com](mailto:juneaucoopreschool@gmail.com)

**\*\*Licensing regulations require that we have a current immunization record or a notarized waiver for all children prior to preschool attendance.**

## **PRESCHOOL SET-UP**

Preschool has been packed away for the summer and we need to unpack and set up our rooms. We ask each family to contribute 2 hours of time to help get preschool ready for another great year!

**\*\*Please sign up for one of the following shifts by emailing preschool**

**([juneaucoopreschool@gmail.com](mailto:juneaucoopreschool@gmail.com)) with your preferred time.** The work shifts are:

**Thursday, August 15th**

**10:00 - 12:00                  12:00 -2:00                  2:00-4:00                  6:00-8:00**

**Friday, August 16th**

**10:00 - 12:00                  12:00 -2:00                  2:00-4:00                  6:00-8:00**

\*When you sign up for your shift, please let us know if you'll need to bring your children.

Contact Natalie at [juneaucoopreschool@gmail.com](mailto:juneaucoopreschool@gmail.com) if you absolutely can not make any of these times. We have a few off-site jobs or jobs that can be done at other times.

## **PRESCHOOL ORIENTATION VISITING HOURS**

**Wednesday, August 21st**

**12:00 - 6:00**

We encourage every new family to come in for a Preschool Orientation Visit. This is a time to meet teachers and learn more about being a part of the Co-op Preschool. You can take a tour of the preschool, complete and turn in paperwork, ask questions about and get signed up for a family job.

Returning families are also welcome to visit during orientation hours. We'd love to see you!

## **REGISTRATION FORMS**

**\*\*Below is a checklist of the items and forms needed prior to the start of preschool.** The forms can be found on our website at [www.juneaupreschool.org](http://www.juneaupreschool.org) and will also be available at preschool when you come in for your orientation visit.

Preschooler "*Getting to know you*" Questionnaire  
Auto Insurance info for volunteer drivers  
Permission to Administer First Aid Form  
Photo Consent Form  
Parent Background Check Form  
Medical Information Card. *Available at preschool.*  
Immunization Records / Notarized Waiver  
1<sup>st</sup> month's tuition

**\*\*Whether you are a new or returning family, please provide the following before or on the first day of preschool:**

- a complete change of clothing in a bag labeled with your child's name
  - 4" x 6" Photo of your preschooler
  - 4" x 6" Photo of your whole family
- Photos can be emailed to preschool at [juneaucooppreschool@gmail.com](mailto:juneaucooppreschool@gmail.com)*

## **FAMILY JOBS**

Our preschool is a cooperative endeavor, run by parents and teachers working together to provide a rich, stimulating, loving environment for our students. Each family will have a role in assisting to run the school. Most returning families already have a job and may continue with it unless they'd like to discuss a change. We attempt to balance the needs and talents of families with optimal preschool functioning when we assign jobs. Family jobs can range from being a board member to making playdough to webmaster. **We'll talk with new families about jobs during orientation.** Feel free to contact us with thoughts or questions.

## **FIRST DAYS OF PRESCHOOL**

**Thursday, Aug 22 OR Fri, Aug 23**

The transition to preschool is easier for new children if just half the class attends on the first days of preschool. This means that your preschooler will only attend one morning during this first week. If your child is enrolled part time, their first day will be dependent on their Program (2 Day Program will attend on Thursday, 3 Day Program will attend on Friday, Children enrolled in our Full Week Morning and Preschool Plus Program may choose their first day.)

**Please let Natalie know which of these first days you would like your child to attend at [juneaucooppreschool@gmail.com](mailto:juneaucooppreschool@gmail.com)**

## **CONTACTS**

Preschool Admin	Natalie	907-723-4258	<a href="mailto:juneaucooppreschool@gmail.com">juneaucooppreschool@gmail.com</a>
JCP Board and Staff			<a href="mailto:board@juneaupreschool.org">board@juneaupreschool.org</a>
Just Board Members			<a href="mailto:BoardElect@juneaupreschool.org">BoardElect@juneaupreschool.org</a>
Board President	Joanna	907-290-9136	<a href="mailto:President@juneaupreschool.org">President@juneaupreschool.org</a>
Class Representative	Brenna	907-209-0049	<a href="mailto:allclassesrep@juneaupreschool.org">allclassesrep@juneaupreschool.org</a>
Registration	Joanna	907-290-9136	<a href="mailto:registration@juneaupreschool.org">registration@juneaupreschool.org</a>

Teachers may also be contacted via Brightwheel Messaging.