

Livonia Nursery Inc.
A Cooperative Preschool

HELPFUL HINTS FOR NEW MEMBERS
REMINDER FOR RETURNING MEMBERS

1. Children with parents working in the classroom may be in the classroom before class starts, all other students must wait by the STOP sign near the door until class begins. Thank you!
2. Take the time to look at the bulletin board for your class as important information may be posted, including party sign-up sheets, fundraising info, change in work schedules, events around town, etc.
3. Let the teacher know if your child may need extra understanding that day (death of a loved one or pet, pending move, etc.) Please save other concerns to discuss with the teacher until after class when she has more time to talk.
4. If for any reason you are unhappy or uncomfortable with something that occurred in the classroom, contact the teacher immediately. Minor misunderstandings can turn into major problems if not dealt with directly and quickly.
5. Administrative questions or problems should be directed to the Executive Board. This would be anything does not deal with the teacher or child. Contact your Vice President first. If you not get a resolution, contact a co-president.
6. Any problems with equipment or creative suggestions; bring up to your class Vice President or the teacher. If it is something they cannot answer immediately, you may write it down and put it in the Co-President's folder in the mailbox which is located about the teacher's desk. All concerns will be brought to the board for discussion at the next scheduled meeting.
7. Please be sure the classroom is clean when class has been dismissed. Cleaning and vacuuming are to be done after class has been dismissed, not during class time. Enjoy the last minutes of class time participation with the children. Remember to check the play house as many toys do end up in there.
8. When you receive your membership handbook during orientation or at the General Membership meeting in September, please take time to read it carefully. In particular, guidelines while working in the classroom.
9. Livonia Nursery, Inc. has a no cash policy! Please consider this when paying tuition, etc. Place all checks in the Assistant Treasurer's folder in the mailbox. Please include your child's name, number, class day and time and what the check is for.
10. This is a special time for you and your child. Unfortunately, the wonder of discovery of these early years does not last forever. Relax, enjoy and have fun working in the classroom. This is a wonderful opportunity to watch you child learn and grow with others.