

PCPO RESOURCE LIST

- 1) ADA (Americans with Disabilities) information line
- 2) Allergies - Food Allergy Action Plan, Epipen Directions, Twinject Directions, *The Food Allergy and Anaphylaxis Network*
- 3) Allergies – Managing the Risk of Reaction, *Kathy Ems, PCPO*
- 4) Allergies - School Guidelines For Managing Students With Food Allergies, *The Food Allergy and Anaphylaxis Network*
- 5) Allergy Letter - Sample of letter written by a parent to the school explaining about child's food allergy
- 6) Allergy Policy (Sample), *Hawthorne Family Playschool*
- 7) Articles of Incorporation – Washington (Sample), *Growing Gorillas Cooperative Preschool*
- 8) Asperger's - Early Diagnosis, *Richard Perry, MD*
- 9) Autism Article - Ten Things Every Child With Autism Wishes You Knew, *Ellen Notbohm*
- 10) Board Advice and Information
 - a) Board Member Liability
 - b) Board Member Removal or Resignation
- 11) Board Forms and Misc. Samples
 - a) Sample A - Code of Ethics
 - b) Sample B - Board Member Confidentiality Agreement
 - c) Sample C - Board Member Conflict of Interest Agreement
 - d) Sample D – Calendar, *PCPO*
 - e) Sample E – Board Manual, *Tillamook Preschool*
 - f) Sample F – Treasurer's Calendar
- 12) Board Job Descriptions - *Various PCPO member schools*
 - a) Sample A
 - b) Sample B
 - c) Sample C
 - d) Sample D – President's job description
 - e) Sample E – President's job description/calendar
 - f) Sample F – Board Committees Sample
- 13) Board Jobs Articles
 - a) Article A - 10 Things Presidents Can Do For Their Co-op This Year, *PCPO*
 - b) Article B – 10 Tips, Reminders, and Recommendations About Being a Co-op Board Member, *PCPO*
 - c) Article C – President Tips – Role as Leader of Your Co-op

- d) Article D – Advice for Presidents – Motivating Membership, Running Meetings, etc.
 - e) Article E - Board Member Retention Article – Changing Membership Poses Challenges, *PCPO*
 - f) Article F – Membership Coordinator Ideas – Easy Ways to Increase Enrollment or to Motivate Current Members, *Lorianna Kastrop*
 - g) Article G – Membership Coordinator Tips, *PCPO*
 - h) Article H – Secretaries Handouts/Workshop Info from New Officer’s Workshop 2006
 - i) Article I – Treasurer’s Handouts/Workshop Info from New Officer’s Workshop 2006
 - j) Article J – Fundraising Handouts/Workshop Info from New Officer’s Workshop 2006
- 14) Board Liability - *Oregon Nonprofit Corporation Handbook Third Edition*
- 15) Budget Articles
- a) Article A – Checklist for Bank Statements, *PCPO*
 - b) Article B – Financial Safeguards, *PCPO*
 - c) Article C – Budget Basics, *PCPO*
 - d) Article D – Financial Review Checklist, *PCPO*
- 16) Budget Samples, *Various PCPO member schools*
- a) Sample A
 - b) Sample B
 - c) Sample C
 - d) Sample D – Financial Report
- 17) Building Community in Co-ops (Game - Get to Know You Scavenger Hunt), *Ali Berger*
- 18) Building Community in A Co-op – Article and Ideas, *Ali Berger*
- 19) Bylaws Samples, *Various PCPO member schools*
- a) Sample A
 - b) Sample B
 - c) Sample C (Washington), *Growing Gorillas Preschool*
- 20) Bylaws Review, *PCPO*
- 21) Childcare Resource and Referral phone number – CPR, First Aid, Mandatory Reporting Training
- 22) Closing a School – Options, *PCPO*
- 23) Communication Article – Communication Roles in a Conversation, The Three Languages of Expressing The Self, *MollyKeating*
- 24) Conflict Resolution
- a) Cooperative Conflict: Creating Problem-Solving Guidelines for Your Co-op Preschool, *Molly Keating*

- b) Conflict Resolution Agreement, *Lee Owen Stone*
- c) Conflict Resolution Between Members, *HFP*
- d) Conflict Resolution Procedure, *Multnomah*
- 25) Consensus: What is Consensus? Why Do Consensus Building?
- 26) Consensus Decision Steps and Process
- 27) Co-op Articles:
 - a) Article A - Co-op Article - General Info, *PCPO*
 - b) Article B - History of Co-ops, *Kathy Ems, PCPO*
 - c) Article C - Start-up Anxieties
 - d) Article D – Why a Co-op?, What Do Parents Get Out of Co-ops?, How to Find a Co-op
 - e) Article E – Why Am I Doing This?, *Lois Todd*
 - f) Article F – Basic Guidelines for Working With Children in the Classroom, *Colleen Strohm* and Additional Suggestions for Working with Children, *Melody Bucholz*.
- 28) Criminal Background Checks, Q & A, *John Patterson, Non-profit Risk Management Center*
- 29) Criminal Background Checks, Contact Numbers and Info, *PCPO*
- 30) Criminal History Form, *Oregon Department of Education*
- 31) Developmentally Appropriate Practices (DAP) Articles:
 - a) Article A - Overview of DAP, *Lois Todd, PCPO*
 - b) Article B - Children Who Just Watch, *Sarah Jane Anderson*
 - c) Article C – Early Learning Standards, *NAEYC*
 - d) Article D - Hothousing Young Children: Implications for Early Childhood Policy and Practice, *Tynette W. Hills*
 - e) Article E - School Readiness, *NAEYC*
 - f) Article F - Learning Through Water Play, *NAEYC*
 - g) Article G - Doing the Right Thing for Children: Linking Research and Policy Reform in the District of Columbia Public Schools, *Rebecca Marcon, Ph.D*
 - h) Article H – Singing As a Teaching Tool, *Shelly Ringgenberg*
 - i) Article I – Superbaby Syndrome Can Lead to Elementary School Burnout, *David Elkind*
 - j) Article J – I Can’t, *Carmene Rawlings & Sue D’Altroy*
 - k) Article K - Keeping Faith With Our Children: Why Early Childhood Education is the Best Investment We Can Make, *Edward Kennedy*
 - l) Article L – Why Multi-Age?, *Melody Bucholz*

- m) Article M – 10 Signs of a Great Preschool, *NAEYC*
- n) Article N – What If?
- o) Article O - When Are You Going to Teach Them Something?, *Lois Todd, PCPO*
- 32) Diapering and Toilet Learning Article, *NAEYC*
- 33) Drug-free Workplace (Federal Department of Labor) Crisis Management Website
- 34) Early Childhood Education (ECE) Articles:
 - a) Article A – The Many Faces of Preschool, The Many Philosophies of Early Childhood Education, *Dixie Jordan*
 - b) Article B – Different Approaches to Teaching: Comparing Three Preschool Programs (Montessori, High/Scope, and Reggio Emilia), *Amy Klein*
 - c) Article C – Comparing Preschool Philosophies (Montessori, Waldorf, High/Scope, Bank Street)
 - d) Article D – Three Approaches from Europe: Waldorf, Montessori and Reggio Emilia, *Carolyn Pope Edwards*
- 35) Emergency Disaster Procedures, *Healthy Child Care Washington*
- 36) Emergency Consent Forms (3 Samples), *Legacy Emmanual Hospital, St. Vincent Hospital, Kaiser Permanente*
- 37) Emergency Contact Form (Sample), *Hawthorne Family Playschool*
- 38) Emergency List of Supplies for Schools, *Red Cross*
- 39) Emergency Planning Info Websites
- 40) Emergency Plan, *Tigard Playschool*
- 41) Emergency Supplies Kit (Sample), *Hawthorne Family Playschool*
- 42) Employees and Documentation Article – What Jurors Conclude About Documentation, *Melanie Herman*
- 43) Enrollment Forms:
 - a) Sample A – Growing Gorillas Preschool
 - b) Sample B – Lee Owen Stone Preschool
 - c) Sample C – Hawthorne Family Playschool
 - d) Sample D – Tillamook Preschool
- 44) Field Trip Permission Form, *PCPO*
- 45) Field Trip Permission Form in Spanish, *PCPO*
- 46) Field Trip Policies (Sample), *PCPO Member School*
- 47) Field Trip Recommendations, *PCPO*
- 48) Field Trip Car Seat Regulations, *Washington State Booster Seat Coalition*
- 49) Financial Advice – Debit Card Use, *Linda Henegar, PCPO*
- 50) Financial Aid Forms:
 - a) Sample A, *Tillamook Preschool*

- b) Sample B, *Kent-Meridian Preschool*
 - c) Sample C (Policy), *Hawthorne Family Playschool*
- 51) Financial Statement Fundamentals, *PCPO*
- 52) Financial Statement Profit Loss (Sample), *PCPO Member School*
- 53) Financial Statement (Sample), *PCPO Member School*
- 54) Fundraising – Donation Request Letter Sample (to businesses), *HFP*
- 55) Fundraising – Direct Solicitation Letter Sample (to families), *HFP*
- 56) Fundraising Notes/Ideas, *PCPO President’s Council Meeting*
- 57) Fundraising Survey Results/Ideas, *PCPO*
- 58) Gender as a Factor in Co-op Preschool Enrollment, *PCPO*
- 59) Healthy Child Profiles, *Healthy Mothers, Healthy Babies*
 - a) 3 years old
 - b) 3.5 years old
 - c) 4 years old
 - d) 4.5 years old
- 60) Health and Nutrition – Breakfast, Lunch, and Snack Ideas, *Washington State Dairy Council*
- 61) Health Insurance Options/Resources, *Linda Henegar, PCPO*
- 62) Injury/Accident Report Sample (for minor injuries), *Hawthorne Family Playschool*
- 63) Insurance – Directors and Officers (D&O) and Teacher’s Professional Liability Coverage
- 64) Job Preference Sheet (for incoming families) –Sample, *HFP*
- 65) Jobs List for School Jobs:
 - a) Sample A, *Hawthorne Family Playschool*
 - b) Sample B, *Tillamook Preschool*
 - c) Sample C, *PCPO Member School*
 - d) Sample D, *PCPO Member School*
 - e) Sample E, *WoodHaven School*
- 66) Journaling Article – A Home to School Journal
- 67) Kindergarten Readiness:
 - a) Article A – Off to the Big School, *Mary Baggott*
 - b) Article B – Getting School Ready, *Washington State*
- 68) Lease Contract Info – Facilities Risk Management: Understanding Leasing Exposures, *Nonprofit Risk Management Center*
- 69) Lease Contracts:
 - a) Sample A, *Tillamook Preschool*
 - b) Sample B, *Gabriel Park Preschool*
- 70) Library Card (for Educators) Request - Sample, *Hawthorne Family Playschool*
- 71) Location Change Advice: When You Need to Move, *Lucy Chaille*
- 72) Medical/Photographic Release Form Sample, *HFP*

- 73) Medical Form for Children with Special Needs, *American College of Emergency Physicians, AAP*
- 74) Medical Plan, *NAEYC*
- 75) Medical Release Form Sample, *Portland Kinderschule*
- 76) Medical Release Form State Requirements, *PCPO*
- 77) Mentoring Links (Websites and Phone Numbers)
- 78) Mission Statements – 7 Samples, *PCPO Member Schools*
- 79) NAEYC Accreditation Readiness Survey, *NAEYC*
- 80) Nominating Committee Info, *PCPO*
- 81) Nominating Committee Guidelines Sample, *Tillamook Preschool*
- 82) Nominations – Building Better Boards, *PCPO*
- 83) Non-profit Questions, Assistance, Consultations – TACS (Technical Assistance for Community Services), City and County Phone Numbers
- 84) Parent Agreement Samples
 - a) Sample A, *PCPO Member School*
 - b) Sample B, *WoodHaven School*
 - c) Sample C, *Growing Gorillas Preschool*
 - d) Sample D, *Lee Owen Stone Preschool*
 - e) Sample E, *Tillamook Preschool*
- 85) Parent Helping Guidelines Samples
 - a) Sample A, *Tigard Playschool*
 - b) Sample B, *Tillamook Preschool*
- 86) Parent Meetings Attendance, *PCPO*
- 87) Parent Responsibilities Samples
 - a) Sample A, *Tillamook Preschool*
 - b) Sample B, *Lee Owen Stone Preschool*
- 88) Parenting Articles
 - a) Article A – Being Aware of Emotions, *J. DeClaire & J. Gottman*
 - b) Article B - Finding Joy in Your Children, *Gary Direnfeld, MSW, RSW*
 - c) Article C – Four Tips to Building Self-Esteem in Children, *Gary Direnfeld, MSW, RSW*
 - d) Article D – The Difference Between Self-Esteem and Self-Righteousness, *Gary Direnfeld, MSW, RSW*
 - e) Article E – Tantrums Getting the Better of You?, *Gary Direnfeld, MSW, RSW*
 - f) Article F - Biting - What To Do About Biters, *NAEYC*
 - g) Article G - I Can't, *Carmene Rawlings & Sue D'Altroy*
 - h) Article H – Choose How You Parent, *Gary Direnfeld*
 - i) Helping Families Deal with Tragedy

- j) Helping Young Children Deal with Violence in the News, *Diane E. Levin*
 - k) The Impact of Media Violence on Young Children, *Diane Swanbrow*
- 89) Parenting Resources on the Web, *PCPO*
- 90) Payroll/Bookkeeping Services Contact Information
- 91) Philosophy Statements (9 Samples), *PCPO Member Schools*
- 92) Photo Release Form (Samples)
- 93) Playground Cushioning Materials Requirements
- 94) Playground Safety Article, *Katherine Whiteside Taylor*
- 95) Playground Safety Handbook, *U.S. Consumer Product Safety Commission*
- 96) Playground Safety Surfacing Requirements
- 97) Playground Safety Web Links
- 98) Playstructure (Indoor) Surfacing
- 99) Policy Manual (Sample), *Hawthorne Family Playschool*
- 100) Psychologist Contact Info – Supportive of Developmentally Appropriate Early Education
- 101) Publicity Information:
 - a) Ideas for Getting the Word Out About Your School, *Cindi Carrell*
 - b) Oregonian Contact Info for Press Releases and News Stories
 - c) Article – Setting Your Co-op Apart, *Mary Jannssen*
 - d) Resources
 - e) Starting a New School Press Release Sample, *HFP*
 - f) Advice and Contact Info, *Oregonian*
- 102) Record Retention – What to Retain and for How Long, *from the Oregon Nonprofit Corporation Handbook*
- 103) Safety Checklist (Sample), *PCPO Member School*
- 104) Snack Policy Sample (open snack), *Tillamook Preschool*
- 105) Spanish Interpreter Contact Info
- 106) Speaker’s Bureau – Speakers available for Parent Ed, *PCPO*
- 107) Strategies for Child Intervention, *PCPO*
- 108) Taxes – 990 Form (Samples)
 - a) Sample A, *Lee Owen Stone Preschool*
 - b) Sample B, *Tigard Playschool*
 - c) Sample C, *Tillamook Preschool*
- 109) Taxes – Steps in Obtaining Nonprofit/Tax-Exempt Status (WA)
- 110) Teacher Articles
 - a) Article A – The Co-op Preschool Teacher, *PCPO*

- b) Article B – Supporting the Co-op Preschool Teacher, *PCPO*
 - c) Article C – Salary and Contract Negotiations, *PCPO*
 - d) Article D – Self-evaluation, Early Childhood Teacher, *Exchange Press*
- 111) Teacher Contracts – General Information, *PCPO*
- 112) Teacher Contracts (Samples), *Various PCPO Member Schools*
- a) Sample A, *PCPO*
 - b) Sample B
 - c) Sample C
- 113) Teacher Hiring Article – New Teacher in Town, *Sally Skelding*
- 114) Teacher Hiring Packet, *PCPO*
- 115) Teacher Hiring – Job Application
- 116) Teacher Hiring – Job Descriptions
- a) Sample A, *Hawthorne Family Playschool*
 - b) Sample B, *Tillamook Preschool*
- 117) Teacher Hiring – Interview Questions, *Growing Gorillas Preschool*
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- 118) Termination of Membership – Suggestions and Advice
- a) Article A
 - b) Article B
- 109) Twins in the Classroom – Feedback and suggestions from various PCPO Presidents