

PCPO STANDARDS CHECKLIST

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 note: Several temporary changes, indicated by **, have been made to these Standards during the 2020-21 school year due to the COVID-19 pandemic. Schools should check with local health authorities, early learning regulatory bodies, and safety inspectors for updated information.

✓ DEVELOPMENTALLY APPROPRIATE PRACTICE

1. Children shall participate a minimum of two hours in a multifaceted curriculum consistent with the needs of young children.
 - a. Classes that meet for two or fewer hours, such as Parent-Child or Infant/Toddler classes, shall offer a multifaceted curriculum for the majority of time children are in attendance.
2. A minimum of two adults shall be present at all times, one of which is the parent of a child. However, class size and additional staffing shall be determined in relation to the ages, needs, and abilities of the children.
3. 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. Daily attendance records (sign-in sheets for students and parent helpers) are mandatory for all programs and shall be retained for two years after last date of attendance.**
 - a. For the duration of the COVID-19 pandemic, PCPO requires that schools complete and retain the *Daily Check-In/Check-out Form*. Additionally, the *Health Check* must be completed for every child and parent teacher attending each day, then noted on the *Daily Check-In/Out Form*.



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. This certification must require a hands-on demonstration of skills.**
 - a. For the duration of the COVID-19 pandemic, the hands-on component of first aid and CPR training may be temporarily waived in accordance with state regulations. Please check local health departments and first aid/CPR training organizations for additional information.
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. Cleaning, sanitization, and disinfection procedures must adhere to state regulations in early learning settings.**
6. All chemicals and potentially dangerous products such as medicines or cleaning supplies shall be stored in labeled containers and be inaccessible to children.
7. Emergency information and releases, field trip permission forms, and a first aid kit shall be taken on field trips.
8. 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.
9. 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.**
10. Monthly safety inspections of all equipment shall be conducted, and damaged or defective equipment shall be repaired or removed.
11. The state law regarding immunizations shall be followed.
12. No person shall use tobacco on school premises.
13. 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.