



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 1755.1A
COOP
FEB 16 1999

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 1755.1A

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER, GREAT LAKES (COMPLEX³) COOPERATIVE
PRESCHOOL

Ref: (a) OPNAVINST 1700.9C
(b) NTCGLAKESINST 1700.10B
(c) SECNAVINST 1752.3

1. Purpose. To establish policies for a quality cooperative-based preschool for dependent children of active or retired military or DOD personnel. This program is patterned after progressive education methods and recognizes the need for ordered environment, stimulation, and non-coercive direction. It provides both structure and stability for the child within the flexible framework required by military families. Effectively executed, the program will fully prepare children for entrance to Kindergarten and will identify and refer for remediation those potential developmental delays which might constitute an "at risk" designation for the children involved.

2. Cancellation. NTCGLAKESINST 1755.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. References (a) through (c) provide guidance for implementation of a quality preschool program consistent with the varying needs of military families. Reference (a) determines policy and establishes requirements. Great Lakes Cooperative Preschool complies with the directives in reference (c) to provide, through the process of education, the means whereby families under stress can identify their problems and find the assistance needed.

4. Policy and Scope

a. The specific goals of this organization shall include, but are not limited to the following:

(1) To implement a curriculum designed to endow children with the ability and desire to learn, as well as to build self-confidence and social awareness for a healthy development.

(2) To equip the classroom with the materials and furnishings conducive to creativity and self-expression.

(3) To meet the individual needs of each child regardless of ability.

(4) To use all attending children's parents as school helpers, promoting a full understanding of the education process, and minimizing the cost of education.

b. The general operating policies under which this organization shall be guided are as follows:

(1) Great Lakes Cooperative Preschool will not discriminate on the basis of race, sex, religion, or ability.

(2) Eligibility: Dependent and DOD children reaching their third birthday or fourth birthday by 1 September of the current school year.

(3) Registration: Names of the eligible children to be enrolled will be taken by the Head Teacher on a first come, first served basis, with preference given to active duty military personnel.

CH-1 27JUL00 (4) Tuition: In addition to the yearly registration fee, there will be a monthly tuition charge due on the 15th of the month prior to the month for which payment applies. The amount of tuition will depend on how many days per week the student attends class.

CH-1 27JUL00 (5) Classes: Three-year-olds will attend classes two days a week. Four-year-olds will attend classes three days a week, depending on which section the student is enrolled in. All classes will be two and one-half hours per session.

(6) School Year: The school year will commence the Tuesday following Labor Day and end the Thursday before Memorial Day.

5. Membership

a. All military and DOD personnel, active or retired, are eligible for membership in the association. A waiting list will be maintained to admit eligible children once classes have been filled.

b. This association is a cooperative, and as much, parents of enrolled pupils are required not only to pay tuition, but also to participate in association functions on a scheduled basis. Required functions include, but are not limited to: General Meeting, Parent-Teacher Conferences, and special responsibilities, including Parent Helper.

c. Membership begins with payment of the registration fee and terminates 30 days after written notice of withdrawal is received.

6. Organization

a. The governing body of this association will be the Executive Board, consisting of the President, Vice-President, secretary, treasurer, and director.

b. The duties of the Executive Board shall be:

(1) To transact the necessary business of the association.

(2) To approve plans for work of the Standing Committees.

(3) To oversee the operations of the school and approve the school's budget and curriculum.

(4) To approve all minor expenditures within the budgetary constraints and to submit recommendations for major expenditures to the association for approval.

(5) To approve the hiring and dismissal of all salaried personnel.

(6) To present issues and submit reports for approval by the association at the general meeting.

c. Paid staff shall consist of the director or Head Teacher, Class Teachers, Teaching Assistants, and a secretary if the director is a class teacher. All teachers shall meet the minimum standards as outlined in state regulations and Navy instructions. Experience in earlier childhood development is recommended but not required.

7. Action

a. Hours of operation are from 0900-1130, Monday through Friday.

b. The curriculum is developmentally appropriate, using a hands-on approach to learning.

(1) Reading interest is fostered through story time and a reading center.

(2) Musical activities include songs, listening to music and musical games.

(3) Arts and crafts projects introduce a variety of media.

(4) Numbers and an introduction to math are included.

(5) Fine motor skills are enhanced through the use of scissors and various manipulatives.

(6) A variety of toys are provided for imagination and dramatic play.

(7) Gross motor development is monitored and strengthened through balancing, climbing, ball throwing, jumping and hopping activities.

(8) Colors and shapes are introduced.

(9) Science concepts are explored through hands-on projects.

(10) Reading readiness skills are promoted and letters introduced to appropriate age groups.

c. Classes follow a structured schedule with freedom for each child to watch, participate, and choose a variety of experiences each session.

d. Positive discipline techniques are employed in the forms of preparation for and anticipation of problems, redirection, and a few minutes of time-out when the other techniques have not proven successful.

e. A high standard of hygiene is established to promote good health in the children.

(1) All children are encouraged to use proper hand washing procedures before eating and after using the bathroom.

(2) Adults distributing snacks wear plastic gloves.

(3) Parents are informed via health department directives if their child has been exposed to a communicable disease, what symptoms to look for and any medical action that might be needed.

(4) Preventive Medicine conducts monthly checks on the building to ensure that strict principles of sanitation are being enforced.

f. The safety of the children is a primary concern.

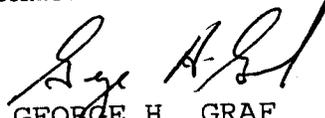
(1) All staff members working with children are required to have current certification in CPR and First Aid, state background checks and fingerprinting by local law enforcement officials.

(2) Regular fire inspections and fire drills are conducted.

(3) Building materials and the classroom air are tested for asbestos levels.

(4) Guidelines for reporting child abuse are posted. All staff members receive training on the procedures and practice of detecting and reporting possible abuse and neglect.

e. The facility is furnished and maintained in a manner consistent with reference (a) to provide the children a safe and educationally stimulating environment in which to grow and learn.


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