

SOUTH HILL COOPERATIVE PRESCHOOL

HANDBOOK 2017-2018



**South Hill Cooperative Preschool
Located at Shepherd of the Hill Presbyterian Church
8401 112th Street East
Puyallup, WA 98373
253-435-1740**

SOUTH HILL COOPERATIVE PRESCHOOL

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**SOUTH HILL COOPERATIVE PRESCHOOL
OFFICERS LIST
2017-2018**

President

Tanisha (Nisha) Bannick

Vice-President

Jennifer Karpowicz

Treasurer

Rachel Headrick

Registrar

Kelly Heassler

Secretary

Chelsea Clark

Green Class Representative

TBD

Red Class Representative

Jennifer Reed

Jr K Class Representative

Alycia Walden

Fundraising

Nichole Langley

Health & Safety

Joseph Headrick

Publicity

Deirdre Wipf

Newsletter

TBD

SHCPS TEACHERS AND INSTRUCTORS

Teacher

Cheryl Beene
Beenetworks@aol.com

Bates Home & Family Life Instructor

Karen Patjens
253.680.7513
kpatjens@bates.ctc.edu

Classroom

253.435.1740

SOUTH HILL COOPERATIVE PRESCHOOL CONSTITUTION

ARTICLE 1: NAME

The name of the organization shall be the South Hill Cooperative Preschool.

ARTICLE 2: PURPOSE

The purpose of this organization shall be to provide parent education and a part-time preschool program for the children enrolled.

ARTICLE 3: MEMBERSHIP

Any parent or guardian of a child Two (2) years of age or older by August 31, willing to accept the duties and responsibilities of active participation in this organization, is eligible. Any member who cannot meet the obligations as outlined in the By-laws, Article 7 must withdraw.

ARTICLE 4: NON-DISCRIMINATORY STATEMENT

The Cooperative is organized and shall be operated exclusively for educational purposes within the meaning of Section 501 (c) (3) of the 1954 Internal Revenue Code. Consistent with the requirements of that section, the Cooperative shall not carry on any activities precluded by the Internal Revenue Code for an organization exempt from Taxation under said section, nor shall it discriminate against members, prospective members or their children on the basis of race. This non-discriminatory policy includes, but is not limited to, all facets of the Cooperative's operation including its admission's policy, its extracurricular activities and any other similar activity. The Cooperative will not maintain separate facilities or partition existing facilities into separate sections on the basis of race.

ARTICLE 5: OFFICERS

The officers of this organization shall consist of a President, Committee Vice President, Secretary, Treasurer, Registrar, Fundraising Chairperson, Health and Safety, Publicity, Newsletter & one Class Representative to represent each group. Outgoing President may serve in an advisory capacity (ex-officio) if desired by presiding officers. The term of office shall begin June 1.

ARTICLE 6: PARENT EDUCATION INSTRUCTOR

The Parent Education Instructor, so assigned from Bates Technical College will be available to the board, teacher and school as needed during the Fall, Winter and Spring college quarters.

ARTICLE 7: AMENDMENTS

The Constitution and By-Laws of the preschool may be amended by two-thirds majority vote of the membership acting upon the recommendation of the Executive Board or the motion of any member of the school (one vote per family unit). Membership is the entire school.

ARTICLE 8: DISSOLUTION

South Hill Cooperative Preschool may be dissolved upon a two-thirds written vote of the active membership.

ARTICLE 9: AFFILIATION

South Hill Cooperative Preschool shall be affiliated with, for advisory purposes, an institution of higher learning such as a community college, four-year college or university or a vocational school.

**South Hill Cooperative Preschool
By-Laws
2017-2018**

Article I. Membership and Obligations

Section 1. Membership

- a. Any parent or guardian of a child who meets the current age and birth date requirements as outlined in the Standing Rules and is willing to accept the duties and responsibilities of active participation in this group, is eligible for membership regardless of race or religion.
- b. The cooperative is organized and shall be operated exclusively for education purposes within the 1954 Internal Revenue Code. Consistent with the requirements of that section, the cooperative shall not carry on any activities precluded by the Internal Revenue Code for an organization exempt from taxation under said section, nor shall it discriminate against members, prospective members or their children on the basis of race.
- c. This nondiscriminatory policy includes, but is not limited to all facets of the cooperative's programs if any, its' athletic programs, its' extracurricular activities and any other similar activity. The cooperative will not maintain separate facilities nor partition existing facilities into separate sections on the basis of race.
- d. Any member registering for preschool must be a member in good standing as defined in the Standing Rules.
- e. Each family unit present shall be entitled to one vote per issue pertaining to the by-laws, budget, election of officers and affiliation.

Section 2. Obligations

- a. Each member is to actively participate in their group as a working parent when scheduled each month.
- b. Each member is to fulfill 8 parent education opportunities during the year.
- c. Each member is to serve as a member of a committee or elected board.
- d. Each member is to pay a one-time registration fee and monthly co-op tuition as described in the Standing Rules.
- e. Quarterly college tuition shall be paid as required by the State.
- f. Each member must participate in fundraisers as stated in the standing rules.
- g. In order to be a member in good standing, member must meet obligations of Article I Section 2, a through g of the By-Laws.

Article II. Duties and Responsibilities (As defined in the Standing Rules)

Section 1. The Board

- a. The Board shall consist of elected members in good standing from the co-op as described in the Standing Rules of the preschool.

Section 2. The Executive Board

- a. The Executive Board shall consist of the President, Vice President, Secretary and Treasurer.

Section 3. Duties and Responsibilities of the Board

- a. Hold monthly board meetings and transact necessary business.
- b. Recommend additions and amendments to the Standing Rules.
- c. Hire a teacher under guidance of Bates Instructor and enter into a contract with the teacher.
- d. Approve and maintain a substitute teacher list.
- e. Conduct an evaluation of the whole school program making sure that the membership understands the procedure and receives a report of the results.
- f. Fill vacancies on the board as needed by consensus of the Board.

Section 4. Duties of the Executive Board

a. President

- 1. Preside over all meetings.
- 2. Be official representative of school.
- 3. Keep records of binding documents.
- 4. Co-sign checks.
- 5. Oversee teacher and site contract.
- 6. Break a tie vote.
- 7. Other duties described in the Standing Rules.

b. Vice President

- 1. Attend all board meetings.
- 2. Assume President's responsibilities as necessary.
- 3. Maintain notebook.
- 4. Other duties described in the Standing Rules.

c. Secretary

1. Attend all board meetings.
2. Take minutes at all meetings and make available to general membership within 1 week.
3. Take care of necessary correspondence.
4. Keep notebook maintained
5. Other duties described in the Standing Rules.

d. Treasurer

1. Attend all board meetings.
2. Maintain a complete set of books.
3. Submit complete Financial Statement at regular meetings and post.
4. Provide copy of Financial Statement to Bates Home & family Life Instructor.
5. Pay all authorized outstanding bills, salaries, insurance and taxes.
6. All checks must be co-signed by President.
7. Collect and deposit monthly co-op tuition and all other money.
8. Present a proposed budget for approval to the board before the spring board meeting.
9. Keep a separate emergency reserve account maintaining a balance at all times which is approximately one month's expenses.
10. Have books ready to be audited by June 30th.
11. Maintain Treasurer's notebook to be passed on.
12. Other duties described in the Standing Rules.

Article III. Nominations/Elections

Section 1. Nominations

- a. Nominations for officers shall be made by a nominating committee, chosen by the Executive Board.
- b. The nominating committee shall consist of at least one member from each class.
- c. Further nominations may be made from the floor.
- d. Elections shall be held in the Spring.
- e. If more than one person is nominated for an office, a secret ballot will be used.
- f. All nominees must be members in good standing.

Section 2. Elections

- a. Two-thirds of the active membership shall constitute a quorum
- b. A vote by a simple majority of the quorum shall be considered binding.
- c. The term of the office shall be for one year beginning at the June board meeting.

Article IV. Teacher(s)

Section 1. The teacher is a paid employee of the organization and shall enter into an annual contract.

Section 2. The teacher is a member of the board without voting privileges.

Section 3. The salary of the teacher shall be determined by the board.

Section 4. Duties of the teacher

- a. Attend board meetings.
- b. Has the authority to recommend to the board that a child change sessions or be withdrawn if said child is not benefiting from the school or class and/or is excessively disruptive and /or physically or emotionally abusive in the classroom.
- c. Recommend any necessary changes, additions, or improvements or purchasing of equipment.
- d. Provide a developmentally appropriate curriculum.
- e. Update board monthly concerning classroom operation and present curriculum plans.
- f. Must have a current First Aid/CPR card.
- g. Must have TB test update every 2 years.

Article V. Committees

Section 1. A list of standing committees of this organization and their duties shall be outlined in the Standing Rules as needed.

Article VI. Leaves of Absence and Termination

Section 1. Leave of Absence:

- a. As described in the Standing Rules and/or Registration packet.

Section 2. Termination:

- a. As described in the Standing Rules and/or Registration packet.

Article VII. Affiliation

Section 1. This Cooperative Preschool shall be affiliated with Bates Technical College for advisory purposes to be voted on by the membership annually.

Article VIII. Discipline Policy

DISCIPLINE POLICY

Based on "Washington State Minimum Licensing Requirements for Child Day Care Centers".

- 1) The preschool staff shall guide the child's behavior based on an understanding of the individual child's needs and stage of development. Staff shall promote the child's developmentally appropriate social behavior, self-control, and respect for the rights of others.
- 2) The preschool staff shall ensure behavior managements and discipline practices are fair, reasonable, consistent, and related to the child's behavior. Staff shall not administer cruel, unusual, hazardous, frightening, or humiliating discipline.
- 3) The preschool staff shall be responsible for implementing the behavior management and discipline practices of the center.
- 4) The preschool staff shall prohibit and prevent:
 - a. Corporal punishment by any person on the premises, including biting, jerking, shaking, spanking, slapping, hitting, striking, or kicking the child, or other means of inflicting physical pain or causing bodily harm;
 - b. The use of a physical restraint method injurious to the child;
 - c. The use of a mechanical restraint for disciplinary purposes; locked time-out room or closet; or
 - d. The withholding of food as punishment.
- 5) The preschool staff shall document any incident involving the use of physical restraint.

**South Hill Cooperative Preschool
Standing Rules
2016 - 2017**

I. Membership and Obligations

1. Eligibility of Members:

- a. Any parent, adult family member or legal guardian who will be able to fulfill all of the obligations as assigned under Article I and be registered as a student in the Home & Family Life Department at Bates Technical College is eligible to be a member.
- b. Age guidelines for classes.
- c. Parents of children at least 2 years of age by August 31st are eligible to be enrolled as members in Green.
- d. Parents of children at least 3 years of age by August 31st are eligible to be members in Red class
- e. Parents of children at least 4 years of age by August 31st are eligible to be members in Jr. Kindergarten.
- f. Exceptions may be made at the discretion of a committee composed of the teacher and Parent Education Instructor.

II. Working Obligations of Membership:

1. **Required meetings** include Parent Orientation, Parent Training, Board, Spring General Election Meeting and class room cleaning.
2. Participate in class as a working parent in rotation under the directions of the class representative and work scheduled number of days each month.
 - a. If a member has multiple children in the school, they will be assigned working days in the classroom for each child.
 - b. All working parents are to be at school 15 minutes before school begins. If a working parent does not arrive 15 minutes before school, he/she is considered tardy. Only extreme reasons for tardiness are excusable and must be explained to their class representative.
 - c. If a working parent is inexcusably tardy 3 times, he/she must explain their reasons to the Board. At this time, the Board may take further action which may result in 30 days' notice of replacement at the nursery school.
3. Be responsible for their assigned day and arrange for a substitute in case of unavoidable absence.

4. Make child care arrangements for other children in the family on work days or when attending field trips where siblings are not allowed.
5. Be responsible for being on time for picking up their children after school.
6. Present, in writing or in person at a board meeting, any requests for exceptions to these obligations.
7. Parents in Red, Green, Junior Kindergarten Class shall:
 - a. Attend Parent Orientation, and Parent Training.
 - b. Be responsible for assigned snack and teacher assistant work days.
 - c. Participate on the committee to which they have been assigned.
 - d. Attend school clean-up(s) as assigned.
 - e. Make child care arrangements for other children in the family on all school days.
 - f. Must present in writing or in person at a board meeting, any requests for exceptions to these obligations.

III. Financial Obligations of Membership

1. Registration Fees:
 - a. The non-refundable registration fee shall be paid upon registering the child in the preschool.
2. Tuition:
 - a. Tuition is an annual fee that is broken down into monthly installments for member convenience. Members shall pay a monthly tuition fee to the preschool by the 1st of each month to cover the child's enrollment for that month. (Whether or not the child is able to attend every day.)
 - b. The monthly tuition fee for each child shall be determined by the annual budget.
 - c. For persons enrolling prior to the Fall Orientation Meeting, the first and last months' (September and May) tuition are due at the Parent Training meeting.
 - d. For persons enrolling after September, tuition is due at the time of registration. This includes tuition for the month enrolled (pro-rated by week if member started after the 1st of the month) & tuition for May.
 - e. Subsequent tuition fees shall be payable on the 1st day of each month that the child is enrolled in the preschool (i.e. December tuition is due December 1st).

IV. Fundraising

1. All members are required to participate in fundraising activities.

- a. The minimum amount to be fundraised is determined by the balance difference between tuition plus registration fees and the approved operating budget. Failure to comply may jeopardize your enrollment status.
 - b. All members must meet participation requirements for board approved fundraising activities.
 - c. Non participation in fundraising activities may result in additional monetary obligations to the preschool.
2. All fundraising activities must meet board approval prior to implementation.
 3. Board approved “At Home” or “party-sales” fundraising activities will be conducted away from the preschool premises. Catalogs and flyers may be distributed at the school for SHCPS fundraising purposes only, however merchandise displays will not be allowed.
 4. For families enrolling after the first day of class or withdrawing before the last day of class, fundraising will be pro-rated at the board’s discretion.
 5. A buy-out option is available per event. The board will approve the set dollar amount based upon fundraising requirements.

V. Changes in membership

1. Procedure of Withdrawing

- a. Member shall:
 - i. Contact the Treasurer to indicate intent to withdraw.
 - ii. Complete a SHCPS withdrawal form and return to the Treasurer.
 - iii. The last month tuition will be applied to your last month at the school as long as:
 - a) Notice must be given before the first day of the last month.
 - b) the withdrawal occurs before March 1st.
 - c) the member fulfills scheduled working days or makes arrangements for them to be fulfilled.
 - d) the member is in good standing.
 - e) the member is current with fundraising participation.
- b. Treasurer shall:
 - i. Mail member SHCPS withdrawal form.
 - ii. Notify the teacher, president, parent education instructor, class representative and vice president of official withdrawal within one week.
 - iii. Notify member of official withdrawal.

2. Leave of Absence:

- a. Planned leave of absence:
 - i. One month leave of absence may be granted by the board for major surgery, or travel.
 - ii. Six weeks leave of absence may be granted for pregnancy. The following requirements apply:
 - a) Monthly tuition must be paid in advance.
 - b) All membership obligations that would occur during this period (parent education, work days in the classroom, and committee work) must be fulfilled prior to or after the absence.
 - c) Pregnancy leave may be taken at any time convenient to the mother up to 6 weeks. Working days not need to be made up to.
 - b. Unplanned leave of absence:
 - i. Unexpected leave of absence due to illness, injury, death of serious injury in the immediate family, will be reviewed by the board to determine:
 - ii. Allowed length of leave
 - iii. Whether work scheduled and committee work will be made up.
3. Procedure for changing classes:
- a. Treasurer shall:
 - i. inform member of change in rate in new class.
 - b. Member shall:
 - i. Contact the registrar in writing when requesting a change in classes.
 - c. Registrar shall:
 - i. Notify teacher, president, treasurer, class representative and vice president of changing date.
4. Procedure for enrolling after the beginning of the school year.
- a. Registrar shall:
 - i. notify the teacher, president, treasurer, class representative and vice president of starting date.
 - b. Class representative shall:
 - i. contact new member to schedule an orientation date.
 - ii. provide a packet of materials for the member.
 - c. Treasurer shall:
 - i. Plugin information into Quickbooks to bill and post payments

VI. Fees and Finances

1. All checks of the organization require two of the following signatures: The President, the Treasurer, and a person agreed upon by the Board.
2. Registration Fees for all classes:
 - a. The registration fee shall be paid upon registering the child in the preschool. The amount of the registration fee per child shall be:
 - i. \$55 from before the school year through February
 - ii. \$35 from March
 - b. The registration fee shall be non-refundable.
3. Tuition:
 - a. The monthly tuition for each child shall be:
 - i. \$105 for Jr Kindergarten class
 - ii. \$85 for Red Class
 - iii. \$65 for Green Class
 - b. Bates Technical College Registration is required on a quarterly basis (October, January, April). See Parent Education Instructor for current fees.
 - c. The monthly tuition for families with multiple children will be as follows: the first child will be paid at the higher tuition rate and the second and subsequent children will be paid at 75% of full tuition for the class each child is enrolled in.
 - d. First and last month's tuition are due by the in-Class Orientation meeting when joining before the beginning of the school year. Otherwise they are due upon registration. Arrangements can be made with the board for extra time, if necessary.
 - e. Subsequent monthly tuition fees shall be payable on the 1st day of each month (i.e. December tuition is due on December 1st.)
 - i. A late fee of \$10.00 will be due on the 11th day of the month for which the tuition is due. Deadlines are as follows:
 - a) 1st of the month = Tuition due
 - b) 10th of the month = Deadline
 - c) 11th of the month = \$10.00 late fee added
 - d) 15th of the month = Letter sent from Board
 - e) 30th of the month = Suspension will occur until 2 months and the late fees are paid in full.
 - f) 10th of second month = Member shall be dropped & replaced.
4. If any problems should occur regarding tuition payments, please contact the Treasurer before the payment is late. The late fee may be waived by a board vote on a case-to-case basis.

5. NSF Check Policy:

- a. The first non-sufficient funds check returned results in a bank charge.
- b. The second non-sufficient funds check returned results in a bank charge plus the \$10.00 late fee. Then all subsequent tuition payments must be made with a money order.
- c. A member who has an NSF check returned will only be given one opportunity the next year for an NSF check after which they will be required to pay with money orders.

VII. Financial Aid

1. Tuition payment for a participating member may be awarded at the discretion of the Financial Aid Review Panel. Any member receiving financial aid must meet all other school requirements and be a member in good standing. After determining the validity of financial need, the Review Panel may award financial aid with the understanding from the recipient that a review will be made within a designated time to determine whether any changes are recommended.
 - a. Families who are financially unable to make full tuition payments may submit an application for scholarship support.
 - b. Scholarships are for tuition only and do not cover Bates Fees, Registration Fees, or Fundraising Fees.
 - c. Members must be in good standing and fulfill all member requirements and responsibilities.
 - d. The scholarship committee (Review Panel) shall consist of the President, Treasurer, and Bates Instructor.
 - i. The treasurer shall make scholarship request forms easily available.
 - ii. When the treasurer receives a request, he or she shall notify the other members of the scholarship committee.
 - e. Partial scholarships are available.
 - f. These scholarships are based entirely on need. A family's involvement in the school, beyond meeting basic minimum membership requirements, shall not influence any scholarship decisions.
 - g. Scholarships shall be granted only to those families with a qualifying income. Families whose incomes exceed that may

submit documentation of extraordinary circumstances or hardship. The Scholarship committee may provide scholarship support for families above the qualifying income if such circumstances exist.

- h. Scholarships are granted while funds are available. If no funds are available, the request and supporting documentation will be submitted to any available outside agency that may have funds.
- i. Once granted, scholarships may be reviewed every three months and may be revoked if finances or circumstances improve or scholarships recipients cease performing the responsibilities required of all members.

VIII. Duties of Officers

1. The Board

- a. The board shall consist of the executive board as defined in Article II, Section 1 of the by-laws, Class Representatives and Registrar. Teacher(s) and the Parent Education Instructor will serve as ex-officio members.
- b. In addition to the duties outlined in Article II Section 4 of the bylaws, the board shall:
 - i. Be able to authorize expenditures up to but not to exceed \$1000.00. Expenditures in excess of \$1000.00 shall require a majority vote of the general membership. This excludes fundraising expenditures.
 - ii. Have the authority to recommend that a child change sessions or be withdrawn if said child is not benefiting from the school or class, and/or is excessively disruptive and/or physically or emotionally abusive in the classroom.
 - iii. Pass on matters of curriculum brought to their attention.
 - iv. Arrange an audit of the books after the May board meeting.
 - v. Approve contract for the lease of building occupied.
 - vi. Fill vacancies on the Board as they occur.

2. The President shall:

- a. Plan and conduct regular meetings during the school year for all members. The first meeting of the board will include a review of the Constitution, By-laws and Standing Rules to fully understand the contents.
- b. Be responsible for carrying on the progress of the entire organization.
- c. Keep a copy of the annual affiliation agreement with Bates Technical College.

- d. Keep a resume of approximate dates and time of nursery school activities so that their successor will have a written calendar to help them plan their time. This resume may contain any material that the President feels will be helpful for the following year. It is to be turned over to the incoming President at the meeting set up for this purpose.
 - e. Plan with other Board members and administer orientation meetings.
 - f. Be official representative of the preschool with any group dealing with the school.
 - g. Appoint, in conjunction with the Committee Vice-President, the chairperson and members of the standing committee.
 - h. Conduct a meeting of a By-law committee annually. This committee shall include the nominee(s) for President for the coming year.
 - i. Hires substitute teachers from a list approved by the Board.
 - j. Arrange with the necessary people for drawing up rental contract to be accepted by the Board each year.
 - k. Prepare the contract for each teacher when they are hired by the board. This is to include renewal of current teacher's contracts after teachers have made their requests and the board has voted on the content for the following year.
 - l. Shall be able to authorize expenditures up to but not exceed \$50.00.
3. The Committee Vice President shall:
- a. Provide a handbook and orient each committee chairperson and conduct a meeting before Fall orientations to train all committee chairpersons.
 - b. Update notebooks at end of each school year.
 - c. Ensure that the chairperson of each committee arranges one meeting of the committee to orient and organize at the beginning of the year.
 - d. Contact each committee chairperson throughout the school year to ensure that each committee is fulfilling their commitment to the school.
 - e. Advise the following committee chairpersons of changes in membership (both new and leaving) within one week – Health, Treasurer, and the parent's respective committee chair.
 - f. Report to the Board the progress of each committee at each board meeting.

- g. Report monthly, appropriate committee information to Newsletter chairperson.
4. The Secretary Shall:
- a. Keep a brief record of minutes of business transacted at every board meeting.
 - b. Post a copy of the minutes inside the classroom within one week
 - c. Take care of necessary correspondence of this organization, providing summary to “Boardbits” for the monthly newsletter.
 - d. Maintain an on-going summary of duties to be passed on to successor.
5. The Treasurer shall:
- a. Submit a complete financial statement at every regular meeting and place in notebook in classroom within one week.
 - b. Keep a separate emergency reserve account maintaining a balance at all times which is approximately one month’s expenses.
 - c. Collect and deposit monthly tuition from members and advise the board of any delinquencies in tuition payment.
 - d. Pay all authorized outstanding bills including insurance.
 - e. File necessary taxes with provided tax professional as approved by the board.
 - f. Maintain an on-going summary of duties to be passed on to successor.
 - g. Prepare in conjunction with the President and Parent Education Instructor, a budget to be presented to the board before the Spring business meeting.
 - h. Pick up co-op mail from P.O. Box and distribute to appropriate people.
6. The Registrar shall:
- a. Check the SHCPS phone voice mail a minimum of twice a week to answer questions/provide registration information for prospective members.
 - b. Be in charge of the Spring Registration.
 - c. Register new members on Open House day in the Spring.
 - d. Keep files up-to-date on members and waiting lists for each class.

- e. Show concern and enthusiasm for the school when asked questions.
 - f. Advise the board on any changes in membership as outlined in Article I.
7. The Class Representatives (one per class) shall:
- a. Arrange monthly participation schedules for parents in the class and supply every member with an up-to-date copy in order that the parents may arrange for substitute on those days he/she is unable to attend.
 - b. Explain the purpose and action of the class to parents at the Orientation Meetings, including discussion and collection of fees.
 - c. Be sure that each new participating member in the class is oriented.
 - d. Maintain an on-going summary of duties to be passed on to successor.
 - e. Serve as a liaison between the board and that class.
8. Fundraising Chairperson shall:
- a. Oversee and approve all fundraising efforts.
 - b. Work with fundraising committee and Vice President.
 - c. Be in direct communication with membership to monitor progress.
 - d. Be responsible for reconciliation of all on-loan fundraising to include matching funds collected to product sold.
 - e. Provide monthly status reports of all fundraising activities to the Board.
 - f. Assign committee members to coordinate events.
 - g. Keep updated lists of members fundraising participation.
9. The Health and Safety Board member shall:
- a. Keep record of immunization forms and pertinent health information
 - b. Complete safety checklists
 - c. Put together 72 hour emergency kits
 - d. Record emergency drills
 - e. Maintain first aid kits.

- f. Organize monthly cleaning
10. The Publicity Board Member shall:
- a. Publicize all upcoming events and functions of the preschool.
 - b. Order school t-shirt
 - c. Coordinate Facebook and blog posts
 - d. Compiles, types and publishes a monthly newsletter.
 - e. Collect articles and information from President, Vice President, Treasurer, Class Representatives, teachers and members.
 - f. Emails the newsletter to the entire school by the first week of the month.

IX. Elections

1. Formation of the Nominating Committee:
 - a. Nominations for officers shall be made by a nominating committee appointed by the President in concert with the Board. The nominating committee shall consist of one representative from each class. The Board will appoint one of the members to be chairperson.
2. Duties of the Nominating Committee:
 - a. Inform the membership when nominations are open.
 - b. Verify that all candidates are former or current members in good standing. (see Article 1).
 - c. Receive nominations from the membership up to 3 weeks prior to election.
 - d. Present a slate of officers to the board at the March Board Meeting.
 - e. Post the slate of offices 2 weeks prior to the election.
 - f. Prepare the ballot for use at the election meeting.
 - g. Conduct the election. Hold the ballots for 30 days after the election so that any member may request to examine them.
3. Qualifications of Candidates:
 - a. Candidates must comply with all of Article 1, Obligations of members from the by-laws.

4. Voting:

- a. Two-thirds of the active membership shall constitute a quorum. In order to be declared elected, a nominee must have more than one-half the total number of votes. If there are more than two candidates for an office, the voting will be repeated, eliminating the names of those with the least number of votes until 51% is achieved.

5. Vacancies and Resignations:

- a. President:
 - i. Any vacancies in the office shall be filled as they occur. If the office of President is vacant, the Committee Vice President will assume the duties temporarily, leaving their former office vacant. An election will be held within 30 days to fill the office.
- b. Committee Vice President, Secretary, Treasurer:
 - i. If one of these offices becomes vacant during the school year, it shall be filled at the discretion of the board
- c. Class Representative:
 - i. If the office of Class representative becomes vacant during the school year, the President shall appoint a nominee to fill the vacancy.
- d. Summer Vacancies will be filled according to the rules governing the Presidency if it concerns that office. All other offices will be temporarily appointed by the board to be voted on at the first possible meeting.

6. Resignations:

- a. The Executive board is responsible for seeing that the responsibilities of each office are fulfilled.
- b. For any board member missing two consecutive board meetings, that position may be considered vacant.
- c. Any member of the board may be asked to resign with a unanimous vote of the remaining board members.

X. Teachers:

1. The Teachers shall:

- a. Be responsible for the classroom operation of the preschool during class time, provide and implement age-appropriate activities and function effectively in a cooperative environment.
- b. Maintain an environment and curriculum conducive to the physical,

intellectual, emotional and social development of young children.

- c. Advise parents of appropriate times to discuss their children or classroom matters. Optional conferences will be held yearly for 2 and 3 day a week classes.
- d. Present for discussion and clarification at meeting any problems of the working day which are of general interest.

XI. Governing Parents' Organization

1. Meetings

- a. There shall be a minimum of ten board meetings held throughout the year.
- b. The board meetings will be held monthly with time and place to be decided by the Board.

2. Committees

- a. Each committee will have a chairperson who shall:
 - i. Arrange a minimum of one meeting at the beginning of the school year to organize and orient the committee members.
 - ii. Organize committee members into working groups by delegating jobs to members and calling committee meetings as necessary.
 - iii. Contact any new committee member within 3 days to explain committee function and any job that they need to do.
 - iv. Orally report to Committee Vice President prior to each board meeting concerning progress of the committee and its' members.
 - v. Contact the Committee Vice President if your committee
 - a) needs to use another committee.
 - b) Have written material for distribution to all members approved by the President, Committee Vice President or Parent Education Instructor(s) prior to distribution.
 - vi. Organize and update the committee notebook. At the end of each school year, the updated notebook must be turned over to Committee Vice President prior to the close of school in May.

3. Duties of the Standing Committees: Each committee shall fulfill the duties required to meet the Nursery School's goals. The following guidelines outline these duties.

- a. Family Activities:
 - i. The chairperson shall fulfill duties listed in Standing Rule 2a.
 - ii. The committee members shall:
 - a) Fully organize a minimum of three family oriented activities per school year as approved by the board.
 - b) Set up and clean up for all family activities.

- c) Coordinate publicity for family activities with the Publicity Committee.
- b. Field Trip:
 - i. The chairperson shall fulfill duties listed in Standing Rule 2a.
 - ii. The members of the committee shall:
 - a) Contact the person or place to be visited, arrange for a convenient date, time, location and equipment, etc.
 - b) Make necessary maps to show best route of travel. Drive the route to check for accuracy of the map and note driving time to destination.
 - c) Make name tags for children if requested by teacher.
 - d) Send a thank you note to the place or person visited following the excursion.
 - e) Evaluate the trip with the teacher and file for future use.
 - f) Make field trip packets to be used by drivers, including medical release forms.
 - g) Make sign-up sheets and permission slips for the field trips.
 - h) Call each member signed up for field trip to remind and verify attendance for the trip.
 - i) Find one parent from each class to be in charge of taking pictures of the particular activity and arrange for display of pictures in classroom. (school pays for film, developing and scrapbook materials).
 - j) Finalize all plans, costs, lists and maps with the teacher.
 - k) Notify the teacher of children not attending.
 - l) Notify class representatives of the date of the field trip by the 15th of the prior month.
- c. Fundraising Committee:
 - i. Shall be directed by the Fundraising Representative to the Board per Article III.
 - ii. The committee members shall:
 - a) Be assigned fundraising events to coordinate.
 - b) Track individual family product checkout and return, then report numbers to Fundraising Representative upon fundraiser conclusion.
 - c) Call and remind members who have signed up for their event.
- d. Health & Safety Committee
 - i. The chairperson shall fulfill the duties listed in Standing Rule 2a.
 - ii. The members of the committee shall:
 - a) Note a child's health record for a completed immunization form and medical permission card.
 - b) Note any other pertinent health information and keep up to date.
 - c) Will be assigned a two-week block on a rotating schedule provided by the Health Chair person to disinfect the school in the event of an infectious outbreak.

- e. In-Class Materials Committee:
 - i. The chairperson shall fulfill duties listed in Standing Rule, 2a.
 - ii. The members of the committee shall:
 - a) Assist teachers in preparing and updating specified classroom supplies.
 - b) Collect materials for collages and special art projects.
 - c) Make special day items (crowns, name tags, badges, etc.) or family day items.
 - d) Make weekly play dough.
 - e) Rotate dress-up clothes as requested by the teachers.
 - f) Repair any sewn items as requested by the teachers.
 - g) Make new sewn items/projects as requested by the teachers and approved by the board.

- f. The Laundry Committee:
 - i. The chairperson shall fulfill the duties listed in Standing Rule, 2a.
 - ii. The members of the committee shall:
 - a) Provide a clean supply of towels
 - b) Maintain the kitchen area (keep cupboards organized, refrigerator clean, etc.)
 - c) Collect soiled work aprons and other clothing type items and return clean items promptly.

- g. The Library Committee
 - i. The chairperson shall fulfill the duties listed in Standing Rule, 2a.
 - ii. The members of the committee shall:
 - a) Place hold at Pierce County Library.
 - b) Pick up books at the Library.
 - c) Return books to the Library, or renew as directed by teacher.
 - d) Choose books based on monthly theme.

- h. The Publicity Committee:
 - i. The chairperson shall fulfill the duties listed in Standing Rule, 2a.
 - ii. The committee members shall:
 - a) Notify the community of registration Open House, meetings or any special events at the Nursery school through posters or newspaper articles.
 - b) Coordinate publicity for fundraising activities through the Vice President.

- i. The Sensory Table Committee
 - i. The chairperson shall fulfill the duties listed in Standing Rule, 2a.
 - ii. The committee members shall:
 - a) Maintain the sensory table with items scheduled by

- teachers and chairperson on a bimonthly basis.
- b) Prepare if needed, items for table (colored rice, pasta, ice, eater, etc.)

j. The Supply Committee

- i. The chairperson shall fulfill the duties listed in Standing Rule, 2a.
- ii. The committee members shall:
 - a) Conduct yearly inventory of all supplies.
 - b) Work in conjunction with the teachers and the treasurer to purchase needed supplies.
 - c) Monitor supplies to place orders in a timely manner.
 - d) Keep snack cupboard organized and stocked.
 - e) Maintain emergency snack supplies, making sure food is in date and available.

k. The Maintenance Committee

- i. The chairperson shall fulfill the duties listed in Standing Rule, 2a.
- ii. The committee members shall:
 - a) Work in conjunction with the Health & Safety committee to complete any repairs needed inside the building. (i.e. attaching cabinets to walls for earthquake safety, sanding rough edges on cabinets, etc.)
 - b) Keep tools in good repair.
 - c) Repair equipment as needed.
 - d) Maintain grounds throughout the school year and summer, this is to include gravel, lawn, sand, trees and playground.
 - e) Will be assigned a two-week block on a rotating schedule provided by the Health Chair person to disinfect the school in the event of an infectious outbreak.

XII. Governing in Children's Classes:

1. Sessions:

- a. Jr Kindergarten class will be composed of children who are 4 by August 31st of that year
- b. Red class will be composed of children who are 3 by August 31st of that year
- c. Green class will be composed of children who are 2 by August 31st of that year.
- d. Exceptions may be made at the discretion of a committee composed of the teacher and Parent Education Instructor.
- e. The preschool will be in session five days a week with the exception of

regular school holidays of the district in which the preschool is located. (Puyallup School District).

- i. Jr. Kindergarten will meet from 12:00 pm to 2:30pm on Monday, Tuesday, Wednesday, and Thursday.
- ii. Red Class will meet from 9:15am to 11:15 am on Monday, Wednesday, and Friday
- iii. Green class will meet from 9:15 pm to 11:15 pm on Tuesday and Thursday.

2. Weather Events:

- a. In the event of inclement weather, the President will decide with the teacher(s) concerning the closure of school.
- b. If the public school closes for any weather related event, the preschool will also be closed.
- c. If the public school is running one or two hours late, the preschool will be closed.
- d. The first and second weather related cancellations of the school year will NOT be made up. Should a third, or subsequent weather related cancellation occur, it WILL be made up at the end of the school year.
- e. In the event of an earthquake, the children will remain at school until the parent is able to pick up and the school will be cancelled for the remainder of the day or until structure stability can be determined.

3. Enrollment:

- a. The number of children will be limited to 16 in Red and Jr. Kindergarten classes. The number of children will be limited to 12 in Green class.
- b. Registration forms will be accepted in the following order: current Board members who are returning, current general membership, former members of South Hill and other Bates affiliates, and the general public. The procedure and dates will be decided by the board.

4. Safety/Accident Prevention

- a. Each child must be accompanied to and from school and brought inside by an adult.
- b. Parents must make available for the teacher an emergency medical permission card before a child can attend school.
 - i. In the event of an accident or injury, the parents of the child will be notified immediately. If the parents cannot be reached, the injured child's doctor will be called. If time is of the essence, the school will follow emergency medical procedures.

- c. In the event of a lock-down situation, the class will be relocated to the Parent Education room in the church and will be released when lockdown is no longer necessary or the danger to the children is no longer an issue.
- d. Parents are required to attend all field trips with their child or make arrangements with another adult to supervise their child. Child/Adult ratio shall not exceed 2 children per 1 adult.
- e. Emergency medical slips must accompany child in car when traveling to and from trips.

5. Health and Illness Policies:

- a. Each child must have in the school records a completed immunization form by the first day of school.
 - i. Immunizations must be up-to-date. Final boosters must be done between age four (4) and six (6) or the exemption section of the form marked. The immunization schedule set by the State of Washington will be followed.
- b. Any child who, to the knowledge of the parent, has any communicable illness (including cold, fever or rash) should be kept at home through the contagious period. If illness is suspected, it is preferable that the child be kept at home.
- c. Any child kept home for any illness must not return to school until symptom free for 24 hours.
- d. Any child sent home from class must be accompanied by a note from the teacher. Note must be given to the parent.
- e. In the event that a child soils their clothing s/he will be escorted to the bathroom by the teacher and given a clean set of clothing. The parent will be called to be made aware of the situation. The parent will be required to wash and return the clothing as soon as possible.
- f. If the students are exposed to a contagious illness (including head lice, chickenpox, etc.) it will be posted at the school. The Health Committee will call all members depending on the circumstances.
- g. If a child is going to be absent from school, it is recommended that the parent inform the teacher if possible.

6. FIELD TRIPS:

- a. A monthly field trip is planned as an extension of classroom activities and themes. Parents are asked to provide transportation and supervision.

- b. A field trip is a special event for your child. If you do not plan to participate but want your child to attend, you need to arrange for them to go with another parent. Sibling participation will be under the discretion of the teacher(s) and field trip facility. For safety, we ask only two (2) children per adult.

GENERAL PARENT INFORMATION AND RULES

Overall Rules:

1. We don't fight at school
2. We use "inside" voices when indoors
3. We use "walking feet"
4. We leave guns, swords, and all toys at home
5. We try to remember to take turns

Items from Home:

Except for a security item (which may be you) needed to ease your child's adjustment to school; we ask parents to use discretion in items children bring from home. Here are some suggested guidelines:

1. Items to enrich our curriculum theme are most welcome additions to our science area
2. Books or records of interest to all children may be shared at school.
3. Items or articles of general interest such as a bird's nest, family pet, a souvenir or pictures of a family outing, etc., are appropriate for the science shelf
4. Encourage your child to leave toys at home
5. **PLEASE** - no sugary snacks should be brought to school

Children's clothing:

The children's classroom is their workplace; help them dress accordingly:

1. We encourage children to develop self-help skills. Please provide clothing with simple fasteners
2. Clothing should be washable. It is our philosophy that a child's need to create comes before the need to stay neat and clean
3. Dress children in comfortable clothing
4. Label all outer clothing with child's name
5. Extra clothing is kept on hand at school should the need for emergency changes occur. Please wash all borrowed items and return them to school as soon as possible
6. Sturdy shoes with non-slip or composition soles are best

Outdoor Rules:

1. Coats need to be worn or put away in their cubbies
2. We stay inside fenced and coned areas
3. Rocks need to stay on the ground
4. Three children may play on the tire swing at a time
5. A child well enough to come to school is well enough to play outdoors
6. Children can be directed to other equipment when one is too crowded

Easel Painting:

1. We encourage children to wear a “cover-up” or “smock” when we paint – but allow for individual choices.
2. The color being used goes in the easel tray
3. There is one brush for each container of paint
4. We return the cover-up or smock to the hook when we’re done
5. Wash hands if necessary
6. Place name and date on back of paper in class color
7. Put finished painting on rack as soon as possible and prepare easel for next child
8. Expect children to be messy in the creative process. Hands may be used as well as brushes

Art Table:

1. Names go on the back in color of class
2. Keep media on the table in good supply
3. Only as many children as there are chairs
4. Try to wipe up spills as they occur
5. Children can put art on table to dry or in their cubbies

Art Area Clean-Up:

1. Wipe up spills on floors and rug
2. Be sure there is clean paper on easels
3. Put away art materials from table
4. Wash brushes and cap paint
5. Wipe down easels, smocks and play dough tables

Block Area Rules:

1. Blocks are for building
2. Blocks should be taken as needed
3. Buildings may be as high as the child’s chin
4. Un-building is better than crashing – *“It’s better to un-build:”*
5. Equipment must stay in block area
6. Be a careful driver. Look out for people and buildings
7. Guide children to use their imagination
8. Encourage building away from shelves

Housekeeping rules:

1. Dress up clothes may go in other areas if they are to be worn and is part of play
2. All other equipment must stay in this area
3. Observe in this area unless “invited” by a child to participate

Housekeeping Clean-up:

1. Make sure the area looks orderly
2. Open cupboards and tidy if needed
3. Cover the sensory table

Cooking Experiences:

1. During a cooking experience, the teacher needs to supervise
2. Parent #4 should assist teacher and the children as directed
3. Other parents should pay extra attention to other areas
4. When cutting is involved, there are only four knives and four cutting boards in use

During snack Time:

1. When the children are seated, we will all say, *“Thank you” to whomever brought snack*
2. The adults at the tables will start the passing process to your right
3. When all the children have been served it is appropriate to begin eating
4. Encourage good manners. Please, Thank you, etc.
5. Snack time is a social time. Encourage table conversation. Parents must sit at the table and engage with the children during snack.
6. When the teacher is ready and leaves the table to go to music, other children who are finished may also be dismissed
7. Children must throw away their cup and napkin before joining music

Snack Clean-Up:

1. Wipe tables before and after snack with bleach solution
2. Clean snack trays and return to proper place
3. Wash and dry snack bowls and return them to proper place

****** HAVE FUN! REMEMBER, THIS IS YOUR SCHOOL TOO! ******