

Vashon Maury Cooperative Preschool 2008-2009 Standing Rules

1. Any adult with a child who is of appropriate age by August 31, is eligible for membership:

2/3 Class: 2 by August 31

3/4 Class: 3 by August 31

4/5 Class: 4 by August 31

2. Preschool will be in session for 33 weeks from Wednesday, September 19 2007 (3/4, toddler classes) and Monday, September 17 2007 (2/3 and 4/5 classes) through Friday, May 30, 2008, observing the holidays followed by the Vashon Public School District. An all school clean-up will be the week of June 2-6. Please see attached yearly calendar for appropriate class holidays.

VMCP will be in session for all half-days and teacher in-services observed by the Vashon Public School District.

3. Classes will be held at the VFW Hall on Vashon Highway and will follow the bellow schedule:

2/3 Class: Mondays and Tuesdays 9:00-11:00

3/4 Class: Wednesdays, Thursdays and Fridays 9:00-11:00

4/5 Class: Tuesdays, Wednesdays, Thursdays and Fridays 12:30-3:00

Changes shall be made by majority vote to accommodate special events.

4. In case of an emergency, such as inclement weather or power outage, the children's teacher and Co-Presidents will decide if school will close, and the telephone committee will notify membership. In most cases, if Vashon Public Schools are closed, the preschool will be closed. If the schools are opened two hour late, the preschool may meet. Canceled classes may be made up at the discretion of the board.
5. A \$40.00 registration fee to cover the cost of preschool insurance, teacher discretionary funds and curriculum enhancement is paid once per year. It is not refundable and must be paid upon re-enrollment. Deposits from families on the waiting list after open enrollment will be returned after no more than three months. Families added to wait lists after school has started will not be required to pay registration fee until they are enrolled in a class.
6. Parents are required to complete and provide by the first day of class all documents necessary for enrollment. These records, which much be kept on site, include:
 - Child's registration form
 - Registration agreement
 - Immunization form
 - Permission to photograph
 - Child release form
 - Emergency card

7. Children, employees, participants, parents and approved regular substitutes in the cooperative must meet all local and state health department immunization requirements, or file an exemption.
8. Tuition is paid in 9 equal installments beginning in September. It is due and payable the last week of each month, for the next month's tuition. Tuition rates are as follows:

2/3 Class: \$75 per month

3/4 Class: \$107 per month

4/5 Class: \$172 per month

(These rates include the SSCC quarterly fee of \$11 per month.)

In the event that tuition is not received before the first class of the next month, a late fee of \$5.00 is imposed. Delinquent tuition will not be accepted unless this charge is included.

A total monthly tuition reduction of \$5.00 will be allowed for families with two children enrolled, provided more than 46 children are enrolled in the cooperative.

For new enrollees, tuition will be prorated for the month of enrollment.

9. The class sizes are limited to 18. Each class shall have the option to increase class size by secret ballot to a maximum of 20 students after school has been in session a minimum of four weeks.
10. Members shall assist in one class session each week under the direction of the preschool teacher, and as assigned by the Parent Coordinator.
 - a. An ill child or adult shall not attend Preschool.
 - b. If a member is unable to attend on her/his scheduled workday, s/he must provide a substitute.
 - c. After exhausting resources, a member not able to find a substitute shall inform the Parent Coordinator of the class in which the member is enrolled. If a substitute cannot be found, that parent's child also may not attend school that day. If two days are missed without providing a substitute, it may be grounds for dismissal. This rule does not apply to one-day classes. A class may vote by majority vote to not enforce these rules on a case-by-case basis.
 - d. Every effort will be made to allow parents of multiples to assist in only one class session each week, dependent upon enrollment.
 - e. Only enrolled children may attend the preschool.
 - f. A maternity leave of up to 6 weeks, immediately following the arrival of a baby, is allowed to currently enrolled families. This will apply to both a birth and adoption.
11. Members must attend all monthly meetings including the May All-School Business Meeting. Any absences from the Parent or All-School Business Meeting must be reported to the Parent Coordinator and/or Parent Instructor.

12. Each member shall participate in the operation of the preschool by holding an operations job and an auction job. In addition, all parents will participate in the all-school cleaning that happens in June.

Auction: Each family must participate in three ways to support the preschools annual auction:

1. Each family will take on an auction job.
2. Each family must procure two items for the auction.
3. Each family must sell two auction tickets. A third is given to the family for free.

13. Standing Rules may be amended by a majority vote at a Parent meeting at which a quorum has been established, following a recommendation by the Board. In case of an emergency, Standing Rules may be suspended by the Board members.