Vashon Maury Cooperative Preschool
2012-2013 Standing Rules

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

   Toddler Class – must be walking
   2/3 Class: 2 by August 31
   3/4 Class: 3 by August 31
   4/5 Class: 4 by August 31

   The child must have reached the age of his or her respective class by August 31. A child may be advanced or set back upon parental recommendation, only with the approval of the teacher.

2. Preschool will be in session for 35 weeks from the week of September 4 2012 (4/5 and 3/4 classes) and the week of September 10 2012 (Toddler - 2/3 class) through Friday, June 7, 2012 observing the holidays followed by the Vashon Public School District. An all school clean-up will be the next week following the last day of school (6/10-6/14). Please follow the 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 Playspace on Vashon Highway and will follow the below schedule:

   Toddlers: Mondays and/or Tuesdays 9:00-11:00
   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 12:45-3:45

   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. An $50.00 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 10 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:

    Toddler Class: $65 per month
    2/3 Class: $95 per month
    3/4 Class: $135 per month
    4/5 Class: $250 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 in included.

    A total monthly tuition reduction of $5.00 will be allowed for families with two children enrolled, provided more than 44 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 15.

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. Babes in arms may accompany a working parent.
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

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 preschool's annual auction:

1. Each family will take on an auction job.
2. Each family must procure one or two items for the auction with a total value of $100.
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.

Updated 6/18/12