

# Vashon Maury Cooperative Preschool

## Policies and Procedures

### ARTICLE 1

#### PURPOSE

The purpose of the preschool is to provide cooperative learning through play for preschool children and cooperative learning for the parents through class study, observations and participation in guiding young children.

### ARTICLE 2

#### MEMBERSHIP

Section A: Any adult with a child, who is age-appropriate by August 31, is eligible for membership.

Section B: During closed registration for currently enrolled members, applications shall be given to the Registration Chair.

Section C: Any current member must be current financially, and in all areas of responsibility (e.g. committee responsibilities, work day attendance, parent classes, etc.) in order to register for the next year.

Section D: After closed registration, open registration will occur, following these priority requirements.

1. siblings of enrolled members
2. the general public

When classes are full, a waitlist will be started by the Registration Chair. Names will be placed on the wait list in the order received.

Section E: A wait list will be maintained by the Registration Chair prior to and once school is in session.

Section F: Children of a prospective member may visit for a one-time observation. Children must be within the age guidelines for the class they are viewing and must be accompanied by the parent. The preschool Teacher(s) and the member in charge of snack must be notified.

Section G: The Board of Directors, with an affirmative vote by a majority of the Directors present at any regular meeting at which a quorum is present, may suspend and/or terminate any member for cause after appropriate notice and hearing, including but not limited to, the non-payment of tuition as herein provided. Two instances of failure to perform duties of membership as specified in the bylaws shall require the Board to complete the following actions within one (1) month of the second infraction:

1. Review the infractions.
2. Appoint a Board representative to:
  - a. Inform the member of the instances and the consequences of his/her failure to perform duties
  - b. Perform a confidential investigation
  - c. Report back to the board
3. The Board will give the member an opportunity to be heard.
4. The Board will decide upon the appropriate action to be taken and will inform the member in writing.

### ARTICLE 3

#### ACCIDENTS, HEALTH AND SAFETY, AND INSURANCE

Section A: All participants must wash hands upon arrival at preschool.

Section B: In case of an accident or incident, regardless of the degree of injury to the child, an accident/incident report must be completed by the observing adult and kept on file at the school. Please see the Risk Management Manual.

Section C: In case of an automobile accident while on a field trip, to ensure that the cooperative's insurance coverage as well as the driver's insurance coverage is not voided, the following rules require strict adherence.

Drivers must have a valid Washington Driver's license.

Drivers must carry liability insurance in the amounts of 100/300 on any vehicle used for transporting children on field trips. This must be kept current for the

entire year. Voluntary drivers for field trips must complete and sign a copy of the Voluntary Driver Automobile Notice Form.

Section D: Carpooling to and from school is not covered by preschool insurance.

Section E: Additional information on Safety and Insurance matters is available in the Risk Management Manual. Several copies are on file at the school.

## ARTICLE 4

### FINANCIAL POLICY

Section A: The board may choose to contract the services of a bookkeeper to assist in record keeping, making deposits and other tasks as necessary. Though a third party may assist with these activities, fiscal responsibility and the financial well-being of the cooperative lie with the board.

Section B: Tuition is based on a yearly amount and divided into ten equal payments beginning in September. Tuition is due no later than the 5th of each month. If tuition is paid after the 5th day of the month, a \$5 late fee shall be imposed. Tuition is to be placed in the tuition box located in the hall. It is the member's responsibility to notify the Treasurer or Assistant Treasurer of any extenuating circumstances concerning their financial responsibility. For failure to notify the Treasurer/Asst. Treasurer and make adequate arrangements, a late fee will be imposed after the first week of class in the new month. Neglect of financial responsibility will be brought before the Board by the Treasurer which may result in termination of membership. Parents assume responsibility to pay fees charged to the preschool for NSF and/or returned checks.

Section C: Entry into the preschool requires a non-refundable registration fee. This fee is not prorated and remains the same regardless of when a family joins the preschool.

Section D: Before any member falls two months delinquent in tuition payments, a combined effort with the Treasurer shall be made to identify the reasons for the delinquency and how to solve the problem. The following options are available to the member:

1. To become current—
  - a. by immediately paying all back tuition, or

- b. by paying through a mutually agreeable payment plan voted upon by the board.
2. To apply for a scholarship (See section D1 below)
3. To drop from the program with restitution of back tuition being made as soon thereafter as possible.

Section E: In-house scholarships will be granted by the scholarship committee based on financial need. The applicant must submit a completed scholarship application from the scholarship committee. Applications must be resubmitted every quarter.

Income Criteria: Family total income must not exceed 200% of the Federal Poverty Line (FPL). This criterion is based on the Washington State DSHS Child Care Subsidy Program (CCSP) guidelines. (<http://www.dshs.wa.gov/onlinecso/wccc.shtml>). These income values will be updated annually, and be included as a table in the Scholarship Application.

Section F: Financial arrangements for resignation from Vashon Maury Cooperative Preschool shall be handled as follows:

Drops: If a member drops from the preschool, tuition will be refunded on a prorated basis as long as a withdrawal form is filled out and proper notice is given.

Withdrawals: If a member, in consultation with the Parent Instructor and Children's Teacher, determines that the class is an inappropriate fit for his/her child the member may elect to drop or transfer, without having to fill out a withdrawal form.

## ARTICLE 5

### LEAVE OF ABSENCE

Section A: A written request for a leave of absence must be submitted to the Board for approval, or it may be approved at the discretion of the President in case of an emergency.

Section B: Parents may be granted a six-week new sibling leave when a new child enters the family (by birth, adoption, or foster care), as long as required adult/student classroom ratios are maintained, during which time their child may attend preschool without a substitute worker. After the leave a substitute worker is required to attend with the child. Exceptions can be made on a case-by-case basis voted on by the board.

Section C: Leaves of absence may be granted for sickness, surgery, new family member or emergencies to a member's family in order to relieve the parent of workday responsibilities for up to six weeks. After this time, they must either pay another parent to work for them or provide a substitute. Any special circumstances must be brought to the Board for approval.

Section D: Members who choose to take a vacation leave will be responsible to find a substitute for all workdays they will be gone.

Section E: Students of parents on new sibling leave may take a 6-week leave of absence from school, and be exempt from paying tuition for this time. If first approved by the board, an accommodation may be made for parents to forgo their operations job during the six-week new sibling leave.

Tuition will remain the same during any leave of absence, except as noted above.

## ARTICLE 6

### BOARD OF DIRECTORS

Section A: VMCP will have a president, vice president, secretary and treasurer.

The president and vice president will be separate from any other office. Parent Coordinators from each class will be Board officers. In-house scholarship and fundraising chairs shall also be officers.

Section B: Regular Board meetings are open to all members of this organization. An executive session may be called by any member of the Board for business pertaining to an individual to protect the privacy of the members.

Section C: The Board of Directors, or an appointed Hiring Committee, and the Parent Instructor will interview and hire teachers, as well as will administer

teacher evaluations, instructor evaluations and program evaluations no less than once a year.

Section D: Cleaning duties can be handled by the preschool, or by a professional, hired by the preschool. The Board may, by a majority vote, authorize the hiring out of any other positions or job functions not able to be performed by an individual member.

Section E: The Board of Directors will serve on the Board in lieu of serving on a standing committee.

## ARTICLE 7

### ELECTIONS

Section A: Elections will be held during the Annual Meeting in the spring. The slate of nominees will be presented and nominations will be taken from the floor before voting takes place.

Section B: When more than one candidate is running for one specific office, a written ballot will be prepared. A simple majority vote, when a quorum is present, will rule.

## ARTICLE 8

### TEACHERS AND INSTRUCTORS

Section A: The children's teacher in the co-op preschool is responsible for implementing a sound educational program for young children. In doing this the teacher works to establish routines and activities that will be most effective to promote social, physical, mental, emotional, and creative growth for each child. The teacher will be able to explain any part of the program so that all will understand the "whys" of an activity. Please see Teacher Job Description.

Section B: The children's teacher will determine when it is necessary to send a child or parent home from school.

Section C: The Parent Instructor is available for individual conferences at the request of the parent. The instructor can be trusted to be confidential. It is part of the instructor's job to be aware of resources available to families in the community. The instructor is willing to help locate assistance if needed in a specific area.

## ARTICLE 9

### OTHER

Section A: There will be no solicitation of members for business purposes except by use of the community bulletin board at each site.

Section B: Non-profit organizations must seek board approval in order to place a receptacle or notice in the preschool requesting member donations.

Section C: Families with two enrolled students at VMCP may apply for ONE of the below accommodations from the school. Accommodations will be made at the request of the parent and at the discretion of the teacher and board. Board approval must be made before the accommodation can be granted and may be based on class size, school enrollment, and number of families requesting such an accommodation.

Families may choose one:

- A. *Have only one work day per week.* This would involve alternating between the two classes both children are enrolled in (i.e. working on week in your older child's class and one week in your younger child's class). In the event you have a toddler enrolled, dropping off your toddler is not an option; however, you could be granted working only every other week in your older child's classroom. In the event that too many families are requesting this option, a lottery may be enacted in order to keep class ratios in accordance with our Risk Management Manual.
- B. *Alternate attendance at parent education nights.* This would include going to the evening parent education meeting of your youngest child one month, and your oldest child the next. Again, the toddler class has no evening meetings, so if you choose this option and you have a

toddler, you could request to go to your older child's parent education meeting every other month.

- C. *Forgo an Operations Job.* These are the extra jobs that every family is required to take in order to keep the school running smoothly.

Newborn infants up to the age of six months may be registered temporarily and attend class for older children with their enrolled parent(s) under the following circumstances:

1. Ratio of no more than 1:2 adult to child for the infant (the adult bringing the infant is not included in the ratio for the rest of the class);
2. Infant is listed on the roster and daily sign in sheet;
3. Infant health and safety paperwork is maintained during the time the child attends;
4. Infant is held or in a carrier to maintain safety; constant adult supervision is maintained;
5. No more than two infants may be present in any one Pre-3 class at a given time. (Number allowed may vary for toddler and 2-3; 3-5 would typically be limited to one).

Updated 6/4/2019