

# Vashon Maury Cooperative Preschool

## 2022-2023 Standing Rules

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

Baby Class: no older than 1 by August 31

Toddler Class: 1 by August 31

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 provided all of the following criteria are met:

- A. There is room in the desired class
- B. The child has been observed for a minimum of two weeks in the age-appropriate class, space dependent.
- C. The current and proposed class teachers and parent educators have approved the advancement or set back.
- D. The age exception spans one school year only (i.e. next year the child would be enrolled in the age-appropriate class and request an age exception into the desired class).

\*2. Preschool will be in session for 36 weeks from the week of September 5, 2022 through the week of June 5, 2023 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 June 12- June 16, 2023. Please follow the yearly calendar for appropriate class holidays. VMCP will be in session for all half-days and will be in session for the teacher in-services observed by the Vashon Public School District.

\*3.  $\frac{2}{3}$ ,  $\frac{3}{4}$ ,  $\frac{4}{5}$  Classes will be held at the VMCP building in Sunrise Ridge. Baby and Toddler classes will be held at the Presbyterian Church. Classes will follow the below schedule:

Babies: Wednesdays 12:00pm - 2:00 pm

Toddlers: Wednesdays 9:30am - 11:30 am

2/3 Class: Mondays and Tuesdays 9:00 am-11:30 am

3/4 Class: Wednesdays, Thursdays and Fridays 9:00 am-11:45 pm

4/5 Class: Tuesdays, Wednesdays, Thursdays and Fridays 12:45 -3:45 pm

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 teachers and Co-Chairs will decide if school will close, and Parent Coordinators will notify membership. In most cases, if Vashon Public Schools

are closed, the preschool will be closed. If the schools open two hours late, the preschool may meet. Canceled classes may be made up at the discretion of the board.

5. An \$80.00 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 will adhere to the COVID19 policies and procedures addendum located in the VMCP handbook.

7. Parents are required to complete and provide by the first day of class all documents necessary for enrollment. These records, which must be kept on site or on Jovial, include:

- Child's registration form
- Registration agreement
- Immunization form
- Permission to photograph child release form
- Emergency card
- Risk Management Training
- COVID Waiver

8. 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.

9. 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:

Baby Class: \$90 per month  
Toddler Class: \$90 per month  
2/3 Class: \$130 per month  
3/4 Class: \$215 per month  
4/5 Class: \$290 per month

In the event that tuition is not received before the 5<sup>th</sup> day of the month, a late

fee of \$5.00 is imposed. Delinquent tuition will not be accepted unless this charge included.

\*Registration fees for North Seattle College will be paid directly to the college.

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

10. All classes will be limited to no more than 18 kids and enrollment may be capped below that.
11. 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, he/she 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 parental leave of up to 6 weeks, immediately following the arrival of a new sibling (by birth, adoption, or foster care), is allowed to currently enrolled families. Leave may also be granted by a board vote for family emergencies or other significant circumstances (job change, bereavement, etc) length to be determined case by case.
12. Members must attend all monthly meetings including the spring All-School Business Meeting. Any absences from the Parent or All-School Business Meeting must be reported to the Parent Coordinator
13. Each member shall participate in the operation of the preschool by holding an operations job. In addition, all parents will participate in the all-school clean-up week in June.
14. 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.