

Vashon Maury Cooperative Preschool

2023-2024 Standing Rules

1. ENROLLMENT:

Any adult with a child who is of appropriate age by August 31, 2023 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

2. AGE REQUIREMENTS:

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 the following criteria are met:

- There is room in the desired class
- The child has been observed for a minimum of two weeks in the age-appropriate class, space dependent
- The current and proposed class teachers and parent educators have approved the advancement or set back
- 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)

3. SCHOOL CALENDAR AND HOLIDAYS

Preschool will be in session for 36 weeks from the week of September 5, 2023 through the week of June 14, 2024 observing the following holidays.

Holidays (no school)

Holiday	Date(s)	Weekday(s)
Labor Day	9/4	Monday
Veterans Day	11/10	Friday
Thanksgiving	11/20 – 11/24	Monday – Friday
Winter Holiday Break (2 weeks)	12/18 – 1/1	Monday – Friday
Martin Luther King Day	1/15	Monday
Teacher In-Service	1/26	Friday
Mid-Winter Break (1 week)	2/19 – 2/23	Monday – Friday
Teacher In-Service	3/8	Friday
Spring Break (1 week)	4/8 – 4/12	Monday – Friday
Memorial Day	5/27	Monday

4. CLEAN-UP WEEK REQUIREMENT

An all-school clean-up will be the next week following the last day of school June 16 - June 21, 2024.

A Parent/Caregiver is required to be part of clean-up week and complete the number of hours in their typical classroom workday. The typical set-up is that the Parent/Caregiver will attend clean-up week during their workday timeframe and if that is not possible the Parent/Caregiver can request a different time that will work with approval from the Teacher.

3. LOCATION AND CLASS TIMES

- 2/3, 3/4, 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: Tuesdays 12:00 pm - 2:00 pm
- Toddlers: Tuesdays 9:30 am - 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. EMERGENCY CHANGES

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. REGISTRATION AND SUPPLY FEE

There is an \$80.00 registration fee. It is not refundable and must be paid upon re-enrollment. 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. REQUIREMENTS

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
- Orientation Packet
- Immunization form
- Emergency card
- Risk Management Training

7. IMMUNIZATION REQUIREMENTS

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

Tuition is paid in 10 equal installments. The last month's tuition is paid by the preceding 15th of July and is non-refundable. The remaining 9 payments are due by the first of the month beginning in September. Tuition rates are as follows:

- Baby Class: \$100 per month
- Toddler Class: \$100 per month
- 2/3 Class: \$170 per month
- 3/4 Class: \$280 per month
- 4/5 Class: \$325 per month

If tuition is not received before the 5th day of the month, a late fee of 5% late fee can be imposed.

Registration fees for North Seattle College are included in your VMCP tuition cost and are paid to the college by VMCP on your behalf.

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

10. WITHDRAWAL

If a student needs to be dropped from a class there is a request for a 30 day notice. The deposit for tuition is utilized to cover the withdrawal period for 30 days. If a student drops after July deposit due date of July 15th and before school starts the deposit is non-refundable.

11. ENROLLMENT CAPACITY

All classes will be limited to no more than 18 kids and enrollment may be capped below that.

12. CAREGIVER WORKDAY REQUIREMENTS

Members shall assist in one class session each week under the direction of the preschool teacher, and as assigned by the Parent Coordinator.

- An ill child or adult shall not attend preschool.
- If a member is unable to attend on her/his scheduled workday, he/she must provide a substitute.
- 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.
- Only enrolled children may attend the preschool. Babes in arms may accompany a working parent.

**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. REQUIRED MEETINGS

Members must attend all monthly Parent Education meetings and the spring All-School Business Meeting. Any absences from the Parent or All-School Business Meeting must be reported to the Parent Coordinator.

13. OPERATIONS JOB

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.

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 APRIL ALL SCHOOL BUSINESS MEETING 2023