



Located at Breidablik Elementary School
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Parent Handbook 2018-2019

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OUR SCHOOL

MEET THE TEACHER & PARENT EDUCATOR

Sue Mangold loves the color red and plants of all kinds, especially fresh garden vegetables. A resident of Poulsbo, Sue lives with her husband and son in a cottage with a beautiful garden. She earned her bachelor's degree in Psychology from the University of Washington and has an Initial Education Certificate.

Sue has worked and played with small children for over twenty years. She started teaching as a substitute teacher both in Seattle and North Kitsap school districts, mostly at the kindergarten level, before beginning her career in preschool education. She spent eight years with Indianola Preschool before joining us at Poulsbo Cooperative Preschool.

Creative expression is a favorite aspect of teaching for Sue. Arts and crafts, cooking, singing, and growing things are an integral part of her preschool curriculum. She especially enjoys supporting children as they put in the effort to master new skills. She loves to see them develop a sense of pride in themselves.

It's no surprise Sue grew up to be a preschool teacher. Her father, a minister in Suquamish, and her mother, the Director of Fishline Food Bank for 30 years, showed Sue how rewarding and meaningful it is to care for and be of service to others.

Sue started with us as a Co-Parent Educator in 2002 and became our sole Parent Educator in 2004. Sue stays current on issues in early childhood education by attending monthly in-service meetings at Olympic College as well as other conferences on early education and childhood development.

CLASSES OFFERED

<u>Class</u>	<u>Age</u>	<u>Max Size</u>	<u>Schedule</u>
Wiggleworms:	2-3	8	Tuesday & Thursday 9:30 am - 11:30 am
Bumblebees:	3-4	12	Monday, Wednesday & Friday 9:30 am - 12:00 pm
Dragonflies:	4-preK	15	Monday, Tuesday & Thursday 12:30 pm - 3:00 pm

Your child must meet the class age requirement by or on August 31st in order to enroll.

A child who has a birthday between August 31st and October 15th may still be permitted to enroll if the class is not otherwise full, and Teacher Sue determines that the child demonstrates the emotional, social, and developmental skills expected of the class.

TEACHING PHILOSOPHY

“Learning Through Play”

A great deal of learning takes place during the first six years of life. Children learn more and learn faster than at any other time of life. During these early childhood years, how do they learn? They learn through play.

We provide a wealth of educational play “stations,” including a kitchen area, sensory table, science table, and block, puzzle, and art areas. We allow the children to explore the classroom during the free-play portion of class. We don’t force a child to participate in any particular activity, though we do encourage them to try everything.

We participate with the children in their play. As we play, we look for opportunities to teach academic skills as well as life lessons. For example, if a child displays an interest in threading beads on a string, we might talk with them about how they are choosing the beads to include and thus develop sorting skills, color recognition, counting skills, etc.

Through their play activities, we encourage their imagination, curiosity, creativity, and learning development.

“Emergent Curriculum”

Each word in the phrase “emergent curriculum” has an important point to make. “Emergent” emphasizes that planning needs to emerge from the daily life of the children and adults in the program, particularly from the children’s own interests. It reminds us that spontaneity always has a place in the settings where young children play and learn. Yet, as the word “curriculum” conveys, there is also teacher planning; there *is* a curriculum.

Teacher Sue will have a plan for each day, but she is very flexible. If the children show interest in a different subject, she will try to build on it. If something unexpected happens (such as a new sibling, a move, or the loss of a loved one) she will address these real-life lessons. The program will develop along with the children enrolled.

“Zoo-phonics”

The preschool uses the Zoo-phonics pre-literacy program. Learning to read, spell, and write should be painless and stress-free. Zoo-phonics uses an animal theme to make learning fun. The configuration of each letter is remembered in association with the picture of an animal whose name begins with that letter. Children get to express the initial letter sound and act out a body "signal" to mimic each animal character. Their eyes, ears, mouth, and large muscles all combine to help them access information. Zoo-phonics encourages children's natural tendency to wiggle and to express themselves, while channeling it all into learning.

EXAMPLE DAILY ROUTINES

Class begins no later than 5 minutes past the start time. Daily routines change at Teacher’s discretion.

Wiggleworms

Arrive	Use the bathroom. Everyone washes their hands. Children place or find their name on the attendance chart. Join the class.
Free-play	Encourage children to try art projects. Engage children in dress-up and developmental games until the bell rings.
Clean-up	Encourage all to help put away toys.
Circle	Sing and/or dance.
Handwashing	Line up to wash hands. Encourage children to find their placemats with pictures from home.
Snack	Say thank you poem before eating. Teacher sits with children to model good manners. Encourage all to collect dirty dishes and trash.
Books & Storytime	Teacher has a special story to read each day. Line up for large motor play.
Large Motor Play	Outside, weather permitting. Outdoor play (hoops, balls, jungle gym, etc.) Line back up when bell rings.
Goodbye Circle	Circle up to sing our ‘Goodbye’ song. Parents should join in.

Bumblebees & Dragonflies

Arrive	Use the bathroom. Everyone washes their hands. Children place or find their name on the attendance chart. Join the class & read a book or assemble a puzzle until the bell rings.
Circle	Sing, Teacher introduces for the day’s theme, give children their “jobs” for the day (weather, bell ringer, table setter, etc.)
Free-play	Encourage children to try art projects and engage them in dress-up and developmental games until bell rings.
Clean-up	Encourage all to help put away toys.
Circle	Songs, dance, finger plays, felt board story. Two children help set tables for snack.
Handwashing	Line up to wash hands. Find placemat.
Snack	Say ‘Thank You’ poem before eating. Teacher sits with children to model good manners. Update calendar.
Books & Storytime	Teacher has a special story to read each day. Line up for large motor play.
Large Motor Play	Outside, weather permitting. Outdoor play (hoops, balls, jungle gym, etc.) Line back up when bell rings.
Goodbye Circle	Circle up to sing our ‘Goodbye’ song. Parents should join in.

THE CLASSROOM

The Sensory Table

Is where children can:

- Relax and allow their senses to teach the properties of sand, water, etc.
- Practice sorting and using scoops, funnels, etc.
- Learn words for what they are experiencing - wet, dry, warm, cold, soft, hard, etc.
- Practice caregiving and learn anatomy while washing dolls
- Learn about weight, quantity, and capacity through play

Is where parents can:

- Talk to children about what they are doing and sensing – ask them to tell you about the materials
- Use descriptive words and ask children to describe what they observe
- Initiate conversations about differences between containers, materials, etc.

Water, sand and other materials stay in the sensory table. If material is spilled on the floor, children help with cleanup. If necessary, remove a child who is purposely spilling water, sand, etc. onto the floor.

The Art Area

Is where children can:

- Freely express their feelings
- Explore a variety of materials
- Discover texture, color, size, and shapes
- Release tension
- Feel confident and independent

Is where parents can:

- Ask what the children call their creations, not “what is it?”
- Ask about the children’s choices of color, texture, spacing
- Show appreciation for their creativity

Children wear aprons, are free to create whatever they desire, and don’t need to answer, “What is it?”

The Building Area

Is where children can:

- Build spontaneously
- Learn concepts of larger, smaller, more, less, etc.
- Practice to lifting, balancing, carrying, stacking, classifying by shape and/or color
- Practice geometry and engineering in their play
- Learn equivalencies

Is where parents can:

- Discuss why some things balance and others fall
- Ask the child what they call their construction
- Ask what goes on in the child’s building
- Talk about size and help the child measure dimensions
- Incorporate adding and subtracting

Blocks are for building, not throwing. Structures should be no higher than the shoulders. Blocks stay in the block area.

The Home Living Area

Is where children can:

- Use dramatic play to better understand adult behavior
- Try activities that are difficult for a child in real life
- Role-play anything they want to

Is where parents can:

- Talk about the different tasks that someone with a particular job can do.
- Offer suggestions to expand the imaginative play into life skills activities such as caring for a baby or pet, making a grocery list, preparing dinner, etc
- Don’t hesitate to have “tea,” talk on the phone, or be a visitor to the area

Help children pick up at the end of play period. Suggest returning unused items to their storage areas during play.

Playdough Table

Is where children can:

- Develop hand-eye coordination through pounding and using fine implements.
- Learn to share equally and trade tools
- Express creativity
- Learn about shapes and textures

Is where parents can:

- Help children resolve conflicts
- Suggest ways children can ask each other to share or trade
- Suggest ways to pass the time while waiting for a turn

Playdough stays on the playdough table and out of children's mouths. Playdough is colored and sometimes scented to go with monthly themes.

Dress-Up Center

Is where children can:

- Practice being an "adult" by dressing as one
- Feel a sense of empowerment by dressing as a fantasy character
- Expand their imagination
- Learn to cooperate and interact with other "characters"

Is where parents can:

- Encourage cooperative play with other "characters"
- Discuss why costumes are being chosen
- Assist with dressing
- Be a part of the act and dress up too.

Book Nook

Is where children can:

- Learn to love reading
- Follow and react to a story
- Learn letters and sight words
- Practice sitting quietly & focusing

Is where parents can:

- Discuss the stories – what happened before and after, cause and effect, how the child would have reacted in the same situation
- Point out sounds and letters that interest the child, invite the child to identify both.

Table Play Area

Is where children can:

- Begin to interact with one another
- Develop hand to eye coordination by pounding pegs
- Learn problem solving by putting puzzles together

Is where parents can:

- Make suggestions or offer your help rather than completing puzzles for a child
- Help children pass time between turns
- Talk about what the child's goals are in the game and ask what they need to do to accomplish them

Toys and puzzles stay on table; encourage keeping area clutter-free. Help/suggest rather than do for the child.

Science / Math Center

Is where children can:

- Discover basic fundamentals of patterning, counting & matching.
- Develop appreciation for nature & physics through hands-on activities
- Learn about the basic human senses with manipulatives, experiments and activities.

Is where parents can:

- Ask questions that allow the children to relate back to their scientific discoveries.

Writing Center

Is where children can:

- Practice scribbling, using stickers and envelopes
- Explore wipe off activity books
- Post letters, "write" in a journal, write stories with adult help
- Learn to recognize their own name and those of other children

Is where parents can:

- Assist the child to write what they want, address letters, etc.
- Discuss qualities of letter writing – top to bottom, left to right
- Talk about family members and friends who might like to receive letters from the child and what the child might want to tell them

Movement & Music Time

Is where children can:

- Express feeling through sound and motion
- Develop auditory memory by learning simple rhymes
- Feel a sense of community in a group music experience
- Clap, stamp, march, chant, whirl, and sing to any rhythm she/he hears

Is where parents can:

- Encourage children to participate
- Dance with the children
- Alternate teaching new steps and following the children's lead

A reluctant child is never forced to join in a group activity. He/she will decide when to be a part of the group. He/she may not interrupt the group.

Clean Up Time

Is where children can:

- Take responsibility for their environment by wiping, putting away
- Feel good about themselves as a contributing member of the group

Is where parents can:

- Acknowledge students efforts
- Show children cleaning up can be satisfying and fun

Snack time

Is where children can:

- Discover taste, texture, color, temperature and sense of smell.
- Learn good health habits by washing hands.
- Make choices about foods offered.
- Gain language as new foods are discussed.
- Learn to measure, roll, cut, beat, and spread by helping to prepare.
- Be part of a social group time

Is where parents can:

- Discuss sensory qualities of food, choices children make, what they eat at home
- Use personal placemats as a conversation starter
- Help with table manners

Food preparation can greatly add to the classroom experience -- feel free to approach the teacher if you would like to incorporate a cooking project into a lesson.

2018/2019 MEMBERS' CALENDAR

Initial Dates

- 9/13 Parent Orientation 6:00 pm
- 9/17 Dragonfly and Bumblebee First Day of School
- 9/18 Wiggleworm First Day of School
- 9/22 Back to School Picnic Potluck 12:00 – 2:00 pm, Raab Park

Parent Education Class Times

One parent/guardian is required to register with OC (fees included with tuition) and attend our child-free monthly parent education class (infants are permitted). Teacher Sue provides the class two nights per month to help work with families schedules. If you did not make the first class of the month be sure to attend the second one! Class is 6:00 to 8:30 pm. The schedule will be posted in advance and also noted on your class sign-up calendars.

Fundraising Dates (All Dates are Tentative)

- 9/7 Receive Fundraising packets at Orientation
- TBD Class Raffle Basket Items Due
- TBD Raffle Basket Sales
- 2/4 All Auction Items Must Be Turned In
- TBD Last Day for Ticket Pre-Sales
- TBD Annual Spring Auction – TBD

Board Meetings/Administrative Info

Our monthly board meetings are generally held on an evening during the first week of the month. The board meeting date and location are set at the previous board meeting and can be found in the board minutes (posted in the classroom). All members are welcome to attend.

- Dec. Parent Input Surveys distributed
- Feb. Board Nominations accepted for the following school year
- Mar. Board Elections

Holidays

We follow North Kitsap School District's holiday schedule with one exception, we are closed an extra day for Thanksgiving because we do not have school the Wednesday before.

11/12	Veteran's Day Observed
11/21 - 11/23	Thanksgiving
12/24 – 01/04	Winter Break
01/21	Martin Luther King, Jr. Day
02/18	President's Day
04/01 - 04/05	Spring Break
05/27	Memorial Day

2018/2019 BOARD PLANNING CALENDAR

May

Newly Elected Board takes over
Last year's board attends meetings and assists and advises new board for May and June
Vote on Budget for summer and next school year
Finalize calendar for summer and next school year
Schedule summer play dates and board meetings
Map out summer advertising
Update flyers/brochures/leaflets; have copies printed for summer postings
Consider signage needs (fees, replacements, reservations)
New President, Vice-President, Secretary, and Treasurer complete signatory paperwork at Kitsap Bank

June

Last meeting for this year's board to attend and advise the new board
Prepare for Financial Audit & End of Year Report
Order/purchase any facilities improvements
Website & Mirrorsite Payments Due
Begin posting flyers/brochures/leaflets
Deliver flyers/brochures/leaflets to Navy MWR
Ask Central Market to hang banner in August for Open House
End of year picnic
Reserve Salisbury Park for next year's picnic

July

Arrange ads for Summer Open House
Continue posting flyers/brochures/leaflets
Review and finalize By-Law & Handbook revisions
Review and update registration forms
Prepare welcome letters for enrolling parents
Implement any facilities improvements
Participate in Kids Day at Poulsbo Farmer's Market
Contact NKSD Lease office

August

Clean Schoolrooms
Hold Open Houses the third week in Aug.
Reserve 305 sign for next year's open house (last of two reservations allowed per calendar year)
Continue posting flyers/brochures/leaflets (update if necessary)
Arrange First Aid/CPR class for Sept/Oct
Review First Aid kits for expirations and update

September

Parent Orientation
Welcome to School Potluck
Reserve Raab Park for next year's potluck
Hold First Aid/CPR class
Attend Leadership In-Service at OC
Collect/post allergies response forms
Update RM manual
Facilities Safety Check/Update
Hold Fire Drill every month/earthquake drill 2x a year

October

Fundraising Committee starts planning for Auction
Parent Education on Parent-Teaching/Blood-borne pathogens
Facilities Insurance Due
Start Scholastic book orders

November

Parent Positions check
Review enrollment status/brainstorm PR
Hand out Fundraising Packets

December

Clean Schoolrooms
Distribute Parent Surveys
Review parent surveys /implement changes from surveys

January

Ask Central to hang banner in March for Open House
Review Parent Survey results at Parent Ed
Facilities Safety Check/Update
Mid-year audit/budget discussion
Revise brochures/flyers/leaflets for March Open House
Begin posting flyers/brochures/leaflets
Deliver flyers/brochures/leaflets to Navy MWR

February

Priority registration begins
Board nominations & elections (Elected board shadows current starting in March)
Arrange ads for March Open House
Continue posting flyers/brochures/leaflets
Send Application to Poulsbo Farmers Market (find out when their Kids' Day is)

March

Clean classroom
Newly elected board shadows existing board Look into Viking Fest Participation
Review/revise by-laws/Handbook for next year
Hold Open House (3rd week) & open registration
Reserve 305 sign for next year's Open House (last of two reservations allowed per calendar year)
Hold Spring Auction
Vote on Teacher Bonus (after Auction)
Decide # of classes and tuition for next year
Parent/Teacher Conferences

April

Newly elected board continues to shadow existing board and prepares to take over in May
Rough calendar for following year
Consider Fundraisers
Reserve location for annual auction
Draft Teacher including annual COLA Contract & have it signed
Facilities Safety Check/Update Safety board- consider facilities improvements

POLICIES & PROCEDURES

PRESCHOOL COMMUNICATIONS

You can find pertinent information and downloadable forms at our website, www.poulsboco-oppreschool.org. We also have a parent group on Facebook, **Poulsbo Co-Op Parent Group** where you will find the most up to date news, announcements, and any other information. This group, as well as email is our main method of communication within the preschool membership, so make sure to join the group. Most updates will be posted prior to the beginning of a new month. If you do not have internet access, tell your class representative and they will work out an individual method of keeping you informed.

ADULT/CHILD RATIOS

Because we value parent-participation Teacher Sue prefers all classes have 3 parents working each day. For insurance reasons we are required to maintain the following ratios in the classroom:

Wiggleworms	1:3 until all children are 3 years old, then 1:5
Bumblebees	1:5
Dragonflies	1:5

We also require that no adult be left alone with an unrelated child. For that reason two adults must accompany children on restroom trips, and at least one Parent-Teacher must stay at the preschool with the Teacher until all children have been picked up.

PICK-UP/DROP-OFF

Arrive early enough to give your child a chance to use the bathroom and wash his or her hands before class time.

Sign your child in and make sure the Teacher knows you have arrived. Do not leave your child until all the Parent-Teachers have arrived for the day. Do not leave your child before class time.

Class will begin no later than five minutes past scheduled start time and will not be delayed until tardy members arrive. If you are running late, please join the class in progress with as little disruption as possible.

Arrive promptly for pick-up and be sure to sign your child out. No child may be left at the preschool more than 5 minutes after class time is over. If your child is not picked up 5 minutes after class time has ended, you will be charged a fee of \$2.00 per minute.

At pick-up time, children will be released to their parents or other previously designated adults. If you wish to have your child released to an alternative adult, you must complete a child release form and advise the Teacher. The Teacher will ask unknown adults picking up children for picture I.D.

VISITORS

No un-enrolled children may be present during class, including outdoor playtime, except for special events pre-arranged with the Teacher. If you have a baby less than four months of age, you may register the baby for free, add the baby to the sign-in sheet, and then carry your baby in a front-pack to class when you are working.

CHILD BEHAVIOR/DISCIPLINE

Parent-Teachers are responsible for intervening when they see unwanted or disruptive behaviors such as hitting, throwing, running, name-calling, unwanted touching, or distracting behavior (especially during circle time). See Parent-Teaching section for greater detail on appropriate interventions for specific behaviors. Keep in mind that children are not required to participate in every activity, but Parent-Teachers should encourage them to try everything.

If you have a specific concern related to the behavior of your child, another child interacting with your child, or a Parent-Teacher's interactions with children, please discuss the issue immediately with the Teacher. Positive guidance and discipline will be a major focus in the Parent Education meetings throughout the year.

CLOTHING

Children should wear clothing suitable for messy art projects and outdoor play. Always bring a jacket, labeled with your child's name. If your child is not able to use the toilet alone yet, please bring a bag with the necessary items needed for an emergency change.

SCHOOL CLOSURES

We follow the North Kitsap School District inclement weather closures. If the school district is closed due to snow and/or ice, Poulsbo Co-op Preschool will also be closed. If the school district is running two hours late, morning classes will be canceled. Afternoon classes may be canceled at the discretion of the Teacher and President. Class Representatives will notify parents of closures via the class phone tree; however, it is the parent's responsibility to check local media for notice of NKSD closures. We will not make up or reimburse tuition for canceled classes.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held in the spring. Watch for sign-ups on the table outside class. \

IMMUNIZATIONS

Washington State law requires that a child enrolling in school or entering childcare must have all the required immunizations, be in the process of getting them, or have a signed release on file with the facility the child will attend. An up-to-date immunization history card is proof of your child's immunizations. If you do not have an immunization history card, ask your doctor or health clinic for one.

If you have decided not to give your child one or more vaccines, you must sign an exemption form. A child who is not immunized against a disease is not protected against it. He/she can be required to stay home from school during an outbreak of a vaccine-preventable disease. This will help protect him/her and others from being infected.

ILLNESS

Keep Me Home If...



Health Dept County Department of Public Health

When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

EMERGENCIES

Fire

Fire drills will be conducted in each class once per month. In the event of a fire, all Parent-Teachers and Teacher will guide the children outside through the main preschool door. One Parent-Teacher will grab the first aid kit, the sign in clipboard, and a phone. Then proceed to call 9-1-1.

Earthquake/Disaster

Earthquake drills will be conducted in each class twice a year. Emergency Readiness Kits are required for each child enrolled. In the event of an earthquake or other disaster, the Teacher will instruct the children to take cover under tables, and Parent-Teachers will assist the Teacher in making sure all children remain calm and protected.

First Aid & Medical Emergencies

A current first aid kit will be kept in the preschool. The location of the first aid kit will be prominently signed to facilitate retrieval in an emergency situation.

Class cannot be held without an adult present who holds a first aid card. This requirement is usually met by the Teacher (who must hold a valid first aid card). However, if a substitute is teaching, and the substitute does not hold a first aid card, the requirement may be met by having a co-teacher present with a current card or a parent who can work that day with a current card. The person holding the card must be present during the entire preschool session.

Established first aid procedures will be used in case of a medical emergency. In case of accident or illness, attempts will be made to contact the parents before any kind of action is taken beyond necessary first aid—except as necessary in a life threatening situation.

No medication will be given at school. EpiPens may be stored at school with the child's name and physician's contact information on it. An emergency medical response unit will be called in cases where an employee or participant needs immediate emergency medical attention. The telephone number will be posted on the phone.

A Parent-Teacher will accompany the ill or injured person to the doctor or hospital when emergency medical treatment is required and will stay until a parent or designated adult relief arrives. The Teacher will contact parents when their child is involved as soon as possible.

FIELD TRIPS

Field trips are an opportunity for enriched learning and are scheduled throughout the school year. Some field trips we may go on are: Pumpkin Patch, Library, Fire Station, Low-tide Beach, a Farm and Post Office.

Parents will be notified well in advance of each field trip, because a parent, guardian, or other parent-authorized adult is required to attend for each child participating in our field trips. This leaves the Teacher free to circulate among all the children and minimizes our risk of accidents.

VEHICLE SAFETY

Children may never be left in a vehicle without adult supervision on the Breidablik Elementary School campus. The Preschool does not organize carpools; however, we want to encourage vehicle safety at all times, and so we note that:

1. Drivers must have a valid driver's license and carry liability insurance on their vehicles.
2. Drivers must not be using medication nor be under the influence of any drug or alcohol that could affect driving capabilities.
3. All occupants must wear seat belts or use car seats appropriate for height and weight according to Washington State Law.
4. Car doors must be locked when traveling.
5. If parents independently choose to carpool, each child should have his or her own seating place in the car, and drivers should be responsible for driving only. At least one additional adult should be in the car to focus on the children.
6. Any time a driver transports a child who is not related to the driver, he or she should also carry emergency contact information for that child.

CLASSROOM SAFETY INSPECTIONS

Activity areas will be checked monthly for toys and furniture needing repair. The preschool facilities will be inspected quarterly and safety hazards reported to the person responsible for maintenance and repair. A safety checklist will be filled out during each quarterly inspection and then kept on file by the Risk Manager.

NO SMOKING

This is a non-smoking facility. For both fire and health reasons, smoking and vaping are not permitted on the Breidablick Elementary School campus.

CO-OP MEMBERSHIP

MEMBERSHIP AGREEMENT (SAMPLE)

I, _____, understand that a cooperative program requires commitment and active participation. As a member, I accept the following duties and responsibilities:

- Read, sign, and follow the Parent Code of conduct as well as all the Policies and Procedures stating in the Parent Handbook.
- Pay tuition by the 1st of every month and be aware it will be delinquent if not paid by the 5th of each month.
 - A late fee of \$25 will then be applied. Unless other arrangements have been made, any overdue tuition or fees owed beyond 30 days will be grounds for suspension and after 60 days will be grounds for dismissal.
 - Give one month's notice to the Treasurer before withdrawing from the preschool. No refunds will be given.
- Attend one Parent Education meeting per month and actively participate in the class. One absence will be allowed per school year (except the parent-teacher training, which is absolutely mandatory).
- Read and follow the Parent-Teaching Guidelines stated in the parent handbook.
- Each month, sign up for and perform an equal share of the Snack, Art, and Play parent jobs as described in the Parent Handbook. Arrive 5-10 minutes before class begins and remain until cleanup is complete.
 - Contact other parent-teachers to arrange a substitute if unable to work as scheduled. Inform both the teacher and the class representative of any schedule changes.
 - A \$10 penalty fee may apply if the preschool does not receive prior notice of your absence.
- To keep my child home if there is any sign of cold or communicable disease.
- To provide transportation for my student on field trip days or as needed.
- To hold either a position on a committee, the Board of Directors, or an individual position according to the descriptions provided in the Parent Handbook and carry out all duties necessary to fulfill the obligations of that position.
- Participate in one deep cleaning of the preschool per school year.
- Contribute to our fundraising events per the guidelines in the Parent Handbook.
 - Contribute at least 2-4 items to the Spring Auction or pay a \$300 buyout.
 - Help with setup/running of before, during, and/or after scheduled fundraising auctions.

I understand that failure to comply with the Membership Agreement may result in dismissal from the preschool.

PARENT/GUARDIAN CODE OF CONDUCT (SAMPLE)

Please sign this agreement stating that you have read, understand and agree to abide by the following guidelines when involved with any Poulsbo Cooperative Preschool sponsored activities.

- I will comply with all policies and procedures in place at Poulsbo Cooperative Preschool. This includes but not limited to the following: classroom safety, good hygiene practices, food allergy policies.
- I will always exercise the best professional judgment, integrity, and discretion and will act in a manner that is respectful, polite, and kind. I will be aware of the importance of maintaining the respect and confidence of the teacher, students, fellow parents, and other members of the community at all times unless disclosure is required by law. The classroom should be a place to feel free to share without worry.
- I will refrain from negative comments to/about other Co-op families either orally or in written format. This includes, but not limited to the following: person-to-person contact, emails, and social media sites such as Facebook, Twitter, etc.
- I will speak calmly and respectfully to the teacher and other parents in front of children, especially when there is any disagreement. I will be courteous and refrain from the use of profane, insulting, harassing or otherwise offensive language. I will speak in an encouraging and positive manner while actively listening to the children. I will offer empathy, support, and guidance where needed.
- I will refrain from physical or verbal punishment of my children or other children while at the preschool or act in any way that causes the teacher, children, or other parents to feel threatened. I will always put the care, welfare, and safety needs of a child first.
- I will refrain from smoking on school property at all times. This includes, but not limited to the following: vaping, cigarettes, cigars, marijuana, etc.
- I will dress appropriately when around my child and other children in the classroom and on field trips. This includes but is not limited to the following: no short skirts/shorts, no alcohol & drug paraphernalia, no foul language or graphic pictures, etc.
- I will value diversity and refrain from all actions and behavior that constitutes harassment or discrimination. I will treat others equally and use non-discriminatory, respectful and non-judgmental language.
- I will support and follow any direction given from the Teacher. I will speak privately with the Teacher if I have trouble complying with any directions. I will address all personal matters with the Teacher and/or President in a discreet manner outside of class hours.
- I will address all student conduct during school hours directly with the Teacher. I will avoid approaching the Teacher to discuss a child during class. I will seek an alternative time when the Teacher is free from contact duties with children.

Poulsbo Cooperative Preschool requires all participating families to clearly read and understand the code of conduct in order to participate. Failure to abide by this guidelines may result in termination of a family's membership in the Co-op, as determined by the Executive Board (please refer to PCP by-laws for more details of enrollment termination).

PARENT EDUCATION MEETINGS

What is Parent Education?

The Parent Education Department at Olympic College offers Parent Education classes to six co-ops including Poulsbo Cooperative Preschool. Parent Educators are OC adjunct faculty and they meet together at OC for monthly training sessions.

Each of our members officially registers, pays tuition to OC, and receives OC college credit upon completion of the Parent Education class.

What do I have to do?

We require that you (and/or your child's other parent/guardian) attend our 2 ½ -hour Parent Education class each month and complete any work assigned by Teacher Sue (generally it will be a response to a short reading). We offer two evening meetings, 6-8:30 pm, both on the same topic each month. Choose the one that best fits your schedule. Class dates are set the week before the new month begins. Please check your class sign-up calendar or ask your class rep for the dates.

You have one "excused absence" (not to be used for the Parent-Teaching training), and you may "make-up" as many as three additional absences. It is your responsibility to contact the Parent Educator to arrange a make-up within the same OC quarter. Make-ups may include a classroom deep-cleaning, writing a report, or taking on a project to improve the school's facilities.

What subjects do we cover?

Parent Education covers Parent-Teaching, safety issues in the Preschool, early childhood development research, and current parenting theories/strategies. Parents will have the opportunity to discuss parenting concerns (often learning how universal their concerns are) and share information about local resources. Specific Parent Ed topics from previous years include sibling rivalry, positive discipline, gender issues, and the importance of learning through play.

Can I bring my kids?

Non-mobile, nursing infants are welcome, but otherwise Parent Education meetings are for adults only. This allows parents to get to know each other and really focus on the discussion.

OLYMPIC COLLEGE COOPERATIVE PRESCHOOL AGREEMENT

The purpose of this Agreement is to outline the obligations between Olympic College (the College) and the Parent Education Cooperative Organizations (Co-ops) to provide a parent education course in conjunction with a parent laboratory at the co-op site.

Olympic College Agrees To:

1. Provide a program coordinator to act as the primary liaison between the College and the Co-ops.
2. Employ an educationally qualified and vocationally certified parent education instructor for each parent education group.
3. Provide in-service training and instructional resources for parent education instructors.
4. Provide advisory support and technical assistance (including all handbooks, i.e.-Leadership Guide, Treasurer's Handbook, and Risk Management Manual) to all Co-op Boards.
5. Provide leadership training and development to enable parents/students to effectively manage the business and day-to-day operations of the laboratory.
6. Evaluate parent education instructor annually.
7. Promote program enrollment through the college catalog, quarterly schedules, and brochures.
8. Articulate (via the parent education instructor) the goals and objectives of the parent education course to those enrolled.
9. Maintain standards for the children's program consistent with OC curriculum policies and procedures as well as current research and practices in early childhood education. The instructor and children's teacher will function as a team in helping parents to provide a quality learning environment for children.
10. Arrange for group general liability and accident insurance available to the Co-ops through the Organization for Parent Education Programs in Washington Community and Technical Colleges (OPEP).
11. Inform the Co-ops of current information received from OPEP regarding statewide program decisions and policies.
12. Assist the co-ops in hiring a children's teacher if the need arises.

Poulsbo Cooperative Preschool Agrees To:

1. Collect tuition and operating fees to cover the operating costs for the early childhood laboratory and business operations, including: rent, teacher salaries, accident and liability insurance premiums, equipment and supplies.
2. Require every parent to enroll quarterly in the parent education class associated with the Co-op.
3. Require parent attendance at parent education classes/meetings.
4. Maintain records of income and expenditures and submit an annual accounting and projected budget to the Parent Education Coordinator at the College at the end of the fiscal year. (Approximately June 30).
5. Provide the College with any and all information requested to ensure proper functioning of the Co-op.
6. Participate with the College in mutual evaluation of the program and notify the Coordinator of your concerns and problems.
7. Maintain a quality learning environment for children.
8. Follow risk management guidelines for the state insurance plan and submit reports to the College.
9. Require the respective board members to attend the Presidents'/Treasurers'/Risk Managers' meetings conducted annually or semi-annually by the College.
10. Require the Parent Educator to attend the annual in-service conducted by the College.
11. Provide a quarterly syllabus of their parent education program consistent with OC's curriculum policies and procedures.
12. Communicate cooperatively with the college coordinator regarding difficulties concerning operation of the lab and/or dissatisfaction with a teacher, parent educator, or the program.
13. Continue its affiliation with the College and continue to operate the parent education laboratory (preschool) for the entire school year. In the event of dissolution of the cooperative organization, the Co-op will notify the coordinator immediately. All records pertaining to the operation of the Co-op will be turned over to the coordinator after dissolution of the cooperative.

WORKING COOPERATIVELY

- Know what it means to be a member of Poulsbo Cooperative Preschool.
- Read policies & bylaws within this handbook. Know what you have agreed to do when you filled out and signed the registration forms.
- Learn about your committee/board position and know who to ask for help.
- Stay informed! Make sure to read all announcements, bulletin boards, newsletters, emails, and field trip schedules.
- Help each other succeed and take pride in the successes of others.
- Support other parents when their child is acting out. It happens to all of us, and relieving some of that stress can be very helpful.
- Try to do things with enthusiasm. A positive attitude will usually create more positivity.
- When in doubt, don't be afraid to ask for help or to find answers.
- If you were ever the new kid in town, remember those overwhelming feelings and take the time to introduce yourself.
- Join a committee or the board! Let your thoughts be heard. Speak up about your ideas, suggestions, and/or concerns.

YOUR CHILD AT PRESCHOOL

Some children can acclimate to the preschool atmosphere quickly, while other children take their time. No matter how a child reacts to preschool, allow time for him/her to do so in their own way.

It can be typical for children to:

- Remain close to their parent
- Rarely interact with the other children
- Say little about the preschool when at home
- Get colds and/or illnesses from more daily contact with people.

To better help your children you can:

- Avoid building your expectations of them too high.
- Talk through the day's routine with them.
- Explain to your child that there are other children to play with, other toys and areas to discover, and friendly adults who care for them.

FEELING OVERWHELMED

Many new parents, and even returning parents, may find themselves a little lost their first few days of parent-teaching. This is quite common, and you will eventually feel more comfortable with your role within the classroom. You can also find support in other parents and the teacher, just ask!

A few questions you may ask yourself about working:

- How do I function as a parent-teacher?
- I'm working today, but where are all the supplies & equipment located?
- What is the daily schedule? What do I do if my job for the day is done?

You may feel a little isolation. There will be many people you haven't gotten to know yet. You want to seem capable, so you may find it hard to ask questions. Everyone else but you seems to know what they are doing.

A few questions you may ask about your child & yourself:

- Will all these other people think that I'm an "Ok" parent?
- Is my child "OK"?
- Will my child like preschool?

Just remember, no one can learn everything right away. Your interactions with the children, the teacher, and other parents are always evolving. Parent-teaching techniques, familiarity with the classroom and the people involved are a continuous experience. Ask questions; that are what the teacher, class representatives, and other seasoned parents are for. A co-op is an excellent place to learn new parenting techniques, participate in your child's education, and find supportive parents. Maybe even make a few friends.

WHO TO CONTACT

When you have questions, it is sometimes hard to know who in the co-op has the answers. The following list of situations and people to call should help you know where to turn:

Situation	Who to Contact
If you cannot parent-teach on your assigned day	Contact another parent to cover your day and/or exchange dates
If you have questions concerning the class routine and/or discipline	Contact the Teacher
When your child is sick	Contact your Class Representative and/or the Teacher
Questions regarding tuition and/or reimbursement	Contact the Treasurer
Questions regarding parent-teaching schedules	Contact your Class Representative
Change of contact information, withdrawal, or registration	Contact the Registrar

PARENT-TEACHING GUIDELINES

The Three Parent-Teaching Jobs

There are three Parent-Teaching Jobs that need to be filled each day:

- **Art Parent**
- **Play Parent**
- **Snack Parent.**

Your Class Representative will post a sign-up sheet to create a work schedule that will be posted in the classroom.

How often you work will be determined by how many adults need to be in your class each day, how many children are enrolled, and how often your class meets. You should plan on working at least one day per week in your child's class.

If a member is pregnant, she automatically receives one non-working month to be used after the birth of her baby. A pregnant member or her pre-approved substitute may also work additional time in advance of the birth in order to have extra "free" time afterwards.

If you are signed-up to work, arrive 5-10 minutes before class to do your "set up" duties and expect to stay 5-10 minutes or so after class for "clean up."

If you cannot attend on a day you have signed up to Parent-Teach, it is your responsibility to find a substitute, inform your class representative, the Teacher, and mark the change on the posted calendar (so that the Class Representative can keep track of time actually worked by each member). A \$10.00 penalty fee applies if the Preschool does not receive prior notice. If you have trouble finding a substitute or there's an emergency, please contact your Class Representative for help.

The job descriptions below are also posted in the classroom for ease of reference.

Art Parent

Set Up

1. Help Teacher set up art activity supplies.

During Class

1. Call over children and encourage them to participate in the day's activity.
2. Label projects with child's name.
3. Lay projects out to dry.
4. Assist and participate with group time and/or Teacher-directed activities.
5. Assist and supervise during outdoor activities.

Clean Up

1. Wipe up paint and/or glue spills.
2. Put away paints and various art supplies.
3. Check with Teacher for any other clean up needed.

Play Parent

Set Up

1. Make sure paint area is set up with paints, paper, and clean aprons.

During Class

1. Assist children during general play and/or supervise an activity as directed by Teacher.
2. Assist and maintain the paint area for the children, label with child's name.
3. Make sure each child wears a paint apron.
4. Assist and participate with group time and/or Teacher directed activities.
5. Assist and supervise during outdoor activities.

Clean Up

1. Remove used and place new paper on easel.
2. Wash paintbrushes, paint cup lids, and paint containers (if colors are mixed or near empty).
3. Make sure all toys and materials are put away.
4. Vacuum classroom as needed.
5. Spot clean carpet for stains.
6. Check with Teacher for any other clean up needed.

Snack Parent

Set Up

1. Bring/prepare snack (Be conscious of allergies in your class. See Snack Safety Guidelines).

During Class

1. While children are at circle time, wipe tables and chairs with designated cleaning tools.
2. Set out placemats.
3. Child helpers will put out cups, plates and napkins. (older classes)
4. Distribute snacks.
5. Assist and participate with group time and/or Teacher-directed activities.
6. Assist children during general play, to include the paint area.

Clean Up

1. For any reusable dishes, use the following dishwashing regimen: (1) wash dishes with hot water and dish soap; (2) rinse with hot water; (3) air dry.
2. Clean tables and chairs with designated cleaning tools.
3. Empty trash in classrooms, and take to the dumpster at the end of the day.
4. Wipe "Mouth Bucket" toys with designated cloth and cleaning solution.
5. Check with Teacher for any other clean up needed.

Snack Safety Guidelines

Due to the increased awareness of food-borne illness and the importance of proper hygiene and safety, the following guidelines have been established for everyone's well-being and peace of mind:

Preparation:

1. Tables and counters used for food preparation must be wiped with designated cloth and cleaning solution prior to use.
2. Parents must wash hands with warm, soapy water before handling food.
3. All foods should be brought to school in their prepackaged, purchased form (unless approved with the Teacher.) All fruits and vegetables must be thoroughly washed and prepared at school.

Service:

1. The preschool has plastic plates, cups, and flatware available for your use.
2. Served, but uneaten food must be discarded.

Snack-time Tips:

1. **Do not** bring peanuts or food containing peanuts to preschool. Snack Parent must be aware of any other food allergies. These will be posted in the classroom. When in doubt, steer clear of common "trouble foods," such as other nuts and berries.
2. Please avoid high sugar foods (candies, doughnuts, fruit roll-ups, cakes, cookies, Kool-Aid, and cupcakes) unless you are celebrating a birthday and have made prior arrangements with the Teacher.
3. Water is preferred, instead of juice or juice boxes. Drinking from a cup is a part of the learning experience during snack time.
4. In order to keep our day moving, please try to keep the portion sizes small so that the snack does not become a meal.

Allowing the children to participate in making their own snack is acceptable. If you have any questions, please ask the Teacher. Below are a few samples for healthy snack time choices.

Healthy Snack Ideas (Pick 2-3)

Breads & Grains	Protein & Dairy	Vegetables (see last line)	Fruits
Toast	Yogurt, yogurt dip	Cauliflower	Orange sections
Pasta	Cheese	Potato cubes	Apple slices
Bread Sticks	Cottage Cheese Dip	Carrot strips	Applesauce
Unsweetened Cereal	Garbanzo beans (hummus)	Zucchini	Grapefruit sections
Tortillas	Baked bean dip	Broccoli	Bananas
Muffins	Sun butter	Asparagus	Pears
Soft Pretzels	Tofu	Squash	Melons, sliced
Crackers	Hard Boiled Egg	Pumpkin	Grapes, <u>sliced in half</u>
Rice	Cream cheese	Turnips	Apricots, cut up
Biscuits	Refried beans	Lettuce	Plums, cut up
Bagels	Black beans	Cooked green beans	Peaches
Bread varieties	Deviled Egg	Peas	Strawberries*
Baked, low salt chips		Snap peas	Blueberries
		(cook/blanche veggies; cut in strips, not circles)	

**Foods known to cause allergies in some children*

How to Interact with the Children as a Parent-Teacher

Although there are three activity-related jobs that Parent-Teachers do in the classroom, your most important job as a Parent-Teacher is to participate with the children in the classroom. The following guides can help you give a positive experience to the children (and have one yourself).

Guide for Working with Young Children in Preschool

- Cultivate a calm attitude when talking or working with children. A quiet manner helps prevent excitement and over-stimulation.
- Rules are simple and basic. A child is free to explore as long as she/he: does not hurt her/himself or others, does not destroy equipment or materials, and does not disturb others.
- In giving directions be sure that the child understands. When speaking get down to the child's level, both in choice of words, and by bending down.
- A child is not forced to participate. Some children need a "looking on" period before they are willing to try a new activity or participate in a group experience.
- Suggest the next specific act when a child dawdles. "Where is your towel?" when a child continues washing too long. Then tell next child in line, "It's your turn" gently guiding them.
- Give the child a choice of action when possible. Ask, "Where would you like to put your train, here, or there?" This gives the child a personal interest in the situation and develops his/her initiative and independence.
- Offer the child a choice only when you can accept a negative reply. Don't say "Do you want to wash your hands for snack?" when it is time to do so.
- Let the child learn by experience. Offer assistance only when it is necessary to avoid feelings of failure or discouragement. Perhaps you could do it faster or better for him, but through doing it himself, the child is learning.
- Encourage the child whenever possible, especially after a disappointment or an infraction of the rules.

"We'll try again next time," gives hope. "That was hard work, but you certainly kept trying," recognizes effort, regardless of the product.

- Children may need help in learning how to use items such as paint, paste, and water. When possible, however, let them experience it in their own way.
- Use DO'S instead of DON'TS, "Eat over your plate please," instead of "Quit spilling food all over the floor."

Guide to Adult Attitudes about Creative Activities

- To the child, the process of doing is important, not the product.
- Children will proceed at their own speed.
- Satisfaction for the child is achievement. (Trying to achieve adult perfection will lead to frustration and add to emotional tension, rather than release.)
- Patterning stifles creative self-expression. (Do not make models to draw, paint, or copy.)
- When introducing new materials, adult handling should be on the child's level. Try to do only what young children would naturally do themselves. At the playdough table, squeeze dough on the table as the children do. At the easel, do not paint a picture; brush a stroke or two on your own paper to stimulate interest.
- Record verbal comments which children make about their work, but never ask them to identify it. Refrain from saying, "What are you making?" or "It looks like a ____." Better to say, "Would you like to tell me about this?"
- Show appreciation of the child's work, regardless of your own feeling about it. Compare their product only with their previous work and never with the work of other children.
- Help the children to realize their own goal - not yours.
- Messiness is, in itself, a valuable experience.
- Don't expect the child to achieve too much. Investigation and experimentation with materials is important to the child.
- Have a place at home, if the child wishes, to display their artwork.
- Give support to avoid frustration but encourage self-help as much as possible.

Guide to Language in the Preschool --

By-words to Encourage Pro-social Behavior from Gentle Dragon Preschool, West Medford, MA

We do not exclude people.

"Can we find a way to include _____ in your game?"

"Can _____ have a job in your game?"

We use words, not our hands, feet or other body parts to solve problems.

"What do you need to do if you want to have a turn?" (Use words.) "Can you both work this problem out together or do you need my help?"

We acknowledge people's feelings.

"I know you feel mad (sad, bad, angry) but I cannot let you hurt anyone. I won't let people hurt you either. We keep people safe here."

"We take care of each other's feelings."

"You can't stop your feelings, but you can control what you do. I'll help you."

We encourage children to feel good about themselves and each other.

"We say good things about each other's projects, work, block buildings, etc." "We say 'thank you,' 'please,' 'you are welcome,' to each other."

"It's O.K. to think something does not look, taste, or sound good. It's not O.K. to make someone feel bad about something she has. Different people like different things."

We have fun together!

"Can you ask _____ to play with you? She looks very interested in what you are doing."

"You look like you want to play, too. Can you ask if you can play? Do you want me to come with you?"

"How fast can we all clean up the room if we all work together?"

We celebrate growth.

"Wow! You worked out that problem all by yourselves!" "I like the way you helped each other with that building."

"I like the way you really listened to what your friend had to say."

"I'm glad you remembered to come find an adult when your friend needed help." "It's great that we are all different — it makes the world so interesting to live in."

Guide to Discipline in the Preschool

When a child is hitting/biting/injuring another person:

Immediately step-in, stop the behavior, and find out if the injured person is okay. Ask the injured person how that behavior made them feel (while the injurer listens). Help the injured person express those feelings to the injurer. Discuss the fact that it is our class rule that everyone stays safe.

When a child is name-calling or using inappropriate language:

Immediately remind the child that those words are inappropriate because they hurt other people. Don't act shocked or give too much negative attention to inappropriate language; just remind the child that those words aren't allowed in school.

When a child is distracting during circle time by talking out of turn or moving around the classroom:

Invite the child to sit with you. Let them know what they *can* do (sit or stand and listen or they can sit in the other room until they are ready to listen quietly).

When a child refuses to join circle time or return from large motor play:

Tell the child in a “matter-of-fact” voice what school activity is happening now, then give them a choice: would they like to walk in or have you carry them in?

When a child is throwing/running/or otherwise being too boisterous in the classroom:

Remind the child of our safety rule if they are throwing or running. Remind them that we use “inside voices” if they are being too loud. You may have to hold them and look into their eyes in order for this message to be heard, and it may take more than one reminder.

When children are wrestling or there is unwanted touching:

Again remind them of our safety rule, tell them to “keep their hands on their own bodies please.”

When a child runs away from a Parent-Teacher in the building or outside:

Be adamant and clear that it is unsafe to be where a parent or Teacher Sue can't see them!

TUITION & FEES

Tuition

Registration Fee: \$40.00

Military Family Reduced Registration Fee: \$20

Quarterly Tuition to Olympic College (OC): 3 quarterly tuition payments to Olympic College (OC) of \$32 are spread across monthly payments from September through June.

Monthly Tuition to Poulsbo Cooperative Preschool:

Wiggleworms (2-3 yr. old class)	\$150.00
Bumblebees (3-4 yr. old class)	\$200.00
Dragonflies (4-PreK class)	\$210.00

Registration fees and first month's tuition are due before your child's first day of class.

Acceptable payment methods:

- Cash – be sure to get a receipt
- Check – make all checks payable to “Poulsbo Cooperative Preschool”
- PayPal – please do a transfer with your PayPal funds or confirmed bank account to avoid fees
- Credit or Debit Card – payment made this way will incur an additional 3% fee

Regular monthly tuition payments are due by the first of each month, whether your child is able to attend or not. A late fee of \$25.00 will be applied if payment is made after the fifth of the month.

- A fee of \$25.00 will be charged for non-sufficient funds.
- A fee of \$2.00 per minute will be assessed to any parent picking up their child 5 minutes after class time has ended.
- A fee of \$10.00 will be assessed to any parent who does not arrange a substitute for their scheduled Parent-Teacher day or is a no-show.
- Any tuition or fees owed to the preschool beyond 30 days will be grounds for suspension; beyond 60 days will be grounds for dismissal.

Discounts

If you pay your annual tuition in full at or before Parent orientation you will receive a 10% discount. If you pay half of your annual tuition at or before Parent Orientation and pay the second half by or before February 1st you will receive a 5% discount.

If a family registers more than one child, the registration fee is half-price for each additional child and there is a 10% discount off the monthly tuition for each additional child. The tuition discount will be applied to the younger child's class.

Discounts may not be combined.

No Refunds

The registration fee and monthly tuition payments are nonrefundable. If you withdraw your child during the school year, you must provide one month's notice to the Treasurer.

Tuition will not be refunded for classes cancelled due to inclement weather.

PARENT MEMBERSHIP POSITIONS

Every member is required to help run the co-op as a Board Member, Committee Member, or in an Individual Position. Please note that Wiggleworms are given priority to sign up for our less time-consuming positions. You are welcome to serve in more than one capacity, but you are only required to hold one position. Families who enroll more than one child with the preschool will not be required to hold more than one position.

Board Positions

President

- Takes a “big picture” approach to the operation of the school, parent education programs, and the needs of the members
- Acts as liaison between parents and Teacher, landlord, parent-educator, and Olympic College Advisor
- Plans agenda for monthly Board Meetings (publishes to Membership one week prior to meeting)
- Presides over all Board & Administrative Meetings, including Orientation and the Annual Curriculum Meeting
- Responsible for yearly review of Teacher’s contract
- Responsible for implementation of Co-op policies and procedures
- Oversees committee chairs
- Communicates with membership, informing parents of special events or news
- Attends Co-op President meetings at Olympic College
- Helps Registrar write parent handbook and other school materials
- Obtains CPR/First Aid Card before first day of school
- Substitutes for Teacher in case of illness or necessary absence, if Class Representative is unable or suitable substitute is not available
- Prepares and tallies results of annual Membership Survey
- Prepares ballots and tallies results of annual Board Elections
- Reviews financial books on a monthly basis and signs off on them

Vice President

- Presides over meetings in President’s absence
- Assists President as necessary, including overseeing operation of committees
- Co-Chairs the Fundraising Committee
- Attends all Board Meetings
- Organizes and maintains all insurance paperwork for school
- Coordinates with Risk Manager to make sure preschool is in compliance with the Risk Management requirements for all co-op preschools
- Attends Risk Management meetings at Olympic College in Risk Manager’s absence
- Obtains CPR/First Aid Card before first day of school
- Substitutes for Teacher in case of illness or necessary absence, if Class Representative is unable or suitable substitute is not available
- Reviews financial books on a monthly basis and signs off on them

Treasurer

- Collects tuition, fees, and other income in accordance with By-Laws and makes bank deposits
- Reports any delinquent payments to Board for consideration of Parent Agreement Reminder
- Disperses funds for budgeted and approved expenses, including payroll
- Attends Treasurers' meetings at Olympic College
- Pays bills to service providers, i.e.: landlord, phone company, etc.
- Manages PayPal account
- Checks P.O. Box weekly
- Keeps files or receipts and bank statements
- Generates next year's proposed budget
- Keeps an accurate record of the preschool's assets and updates the inventory file as needed
- Attends all Board Meetings; providing monthly P&L, balance sheet, and bank balances
- Coordinates with the Bookkeeper to ensure that the Bookkeeper:
- Manages checking and saving accounts
- Keeps a complete and accurate financial records, and other pertinent documents o
- Work with accountant and provides requested documents to complete federal, state, and local tax forms
- Disperses funds for payroll tax and L&I

Secretary

- Records minutes during Board Meetings and provides copies to Board Members within one week
- Posts approved copy of Board Meeting minutes on bulletin board and/or website
- Handles necessary correspondence and typing, including "thank you" notes to donors, etc.
- Attends all Board Meetings
- Arranges for guest speakers—both location and correspondence
- Works closely with Treasurer, passing on any checks or fees
- Maintains Co-op's prior year's documents and important information
- Coordinates the Class Photographers and acts as liaison with Teacher Sue

Class Representatives (3 Positions: 1 Dragonfly, 1 Bumblebee, & 1 Wiggleworm)

- Generates a monthly Parent-Teaching sign-up calendar to be posted for sign-ups
- Records work days to ensure equal participation
- Establishes and distributes a class phone tree to class members and Teacher
- Acts as liaison between Board and Class members: maintains communication amongst class members, is sensitive to dynamics of class, aware of good/bad events
- Reports any work schedule problems to Board for consideration of Parent Agreement Reminder
- Expresses positive and enthusiastic attitude to other Co-op members
- Coordinates with Teacher on field trips and class activities
- Introduces new members to their class, explaining routines and responsibilities
- Conducts exit interviews for families that leave the preschool
- Attends all Board Meetings

Registrar

- Distributes updated phone lists/rosters quarterly or as needed
- Organizes parent orientation information each fall
- Coordinates registration and enrollment forms and notifies Class Representatives, Board and Teacher about new children in the program
- Maintains paperwork throughout the year for parent agreements, registration forms, and child release forms
- Writes “Letter of Welcome” with date of Orientation to all preschool parents
- Answers phone calls regarding preschool, checks preschool voicemail, mails brochures and information to interested people
- Registers new students
- Prepares school handbooks and works with Board on updating material
- Attends all board meetings

Public Relations Committee Chair

As PR Committee Chair, must express positive, enthusiastic attitude about Co-op membership.

- Responsible for all preschool Public Relations including: advertising, brochures, newspaper ads
- Keeps a file of all advertising for the school

Risk Manager

- Ensures the preschool is in compliance with the Risk Management Manual
- Handles Special Event and Accident Report Form submissions to OC Advisor
- Attends Risk Management meetings at Olympic College
- Attends all Board Meetings

Fundraiser Co-Chairs

- Heads fundraising committee
- Coordinates with Board, members, and Teacher to create a wish list
- Works with Public Relations Committee on publicity matters
- Organizes and coordinates fundraisers
- Accounts for fundraising dollars & delivers funds to the Treasurer
- Reports any participation problems to Board for consideration of Parent Agreement Reminder
- Attends all Board Meetings

Media Manager

- Maintains preschool’s website.
- Updates important events on notice section as necessary
- Posts documents and pictures provided by the PR Committee and Board
- Ensures that website is listed on other free community websites
- Administers parent sign-in pages to ensure membership’s access to working calendars
- *Reports to* President

Committee Positions

Fundraising Committee

- Organizes and promotes the school's fundraising activities, including the preschool's annual spring auction.
- Raise funds for purchases and special projects not covered by tuition to help further the development of our preschool program.
- No previous experience in selling or promotion is necessary.
- Fundraising committee meetings may be necessary on occasion. *Reports to Fundraising Chair(s)*

Fundraising Committee Positions:

Auction Procurement Lead: Are you comfortable asking for free stuff? Approaches businesses for donations, organizes master list and provides updates for collecting Auction Items

Auction Data Input: Do you like data entry? Want to be the first to know what's up for auction? Enters data from procured items into auction software and assists with auction catalog.

Auction Decorator: Are you crafty? Can you turn average rooms into beautiful spaces? Coordinates committee for decorating auction facility.

Raffle Coordinator: Can you put together a nice gift basket? Do you have a large vehicle? Organizes basket themes, donations and ticket sales.

Dessert Dash Coordinator: Do you have a passion for sweets? Can you do a dessert display to die for? Coordinates donations and display for desserts at auction

Public Relations Committee (4+ Positions)

- Works to provide the school with publicity in the local community and expresses a positive and enthusiastic attitude about Co-op membership.
- Responsible for all preschool public relations including: roadside advertising, distributing brochures & flyers around town, submitting newspaper ads/articles, moving the sandwich boards and banners around town.
- *Reports to PR Chair.*

PR Committee Positions:

Sign Coordinator: Do you have a truck or van? Do you have a ladder? Installs 305 sign 3 times a year, then takes it down and puts back into storage. Cleans, repairs, and touches up 305 sign and sandwich boards at least once a year.

Graphic Designer: Do you dabble in Photoshop or Illustrator? Revises flyers and tri-fold, prepares ads, supports website needs

Creative Projects Committee (2 Positions)

Are you creative and crafty? Can you assemble a bulletin board with pizzazz?

- Provides support for the Teacher and classroom activities, including bulletin boards.
- Creates/scrounges props, decorations, and art project materials, locates special theme-related guests and materials.
- *Reports to Teacher Sue.*

Other Positions

Grant Writer

Can you write a convincing letter to convince people to give us money?

- Searches and applies for grant money.
- *Reports to* President.

Book Orders Coordinator

- Promotes and distributes our book order catalogues (Scholastic, Seesaw, Firefly, etc.) on a regular basis, (this can be monthly or as they are available,) and then processes the orders.
- Coordinates with Class Representatives on communicating order dates.
- Collects payment, mails orders, and distributes books to the membership.
- Bonus points collected from sales need to be reported to the Teacher so she can select new material for the preschool.
- *Reports to* Teacher Sue.

Outdoor Playground Maintenance (2 Positions)

- Comes to the school monthly to assist in the maintenance of the preschool's outdoor play areas.
- Duties include clearing debris, cleaning play structures, maintaining trails and other duties assigned by Teacher Sue.
- *Reports to* Teacher Sue.

Classroom Maintenance

- Once a month inspects classroom to make sure facilities are sound.
- Duties include repairing furniture, toys, and other duties assigned by Teacher Sue.
- *Reports to* Teacher Sue.

Cleaning Team (2 positions)

- Come into the classroom as needed to clean and disinfect per the teacher's instructions.
- *Reports to* Teacher Sue.

Play-dough Parents (3 Positions: Dragonfly, Bumblebee & Wiggleworm)

- One Parent from each class is needed to make new play-dough each month to Teacher Sue's specifications.
- *Reports to* Teacher Sue.

Membership Outreach Coordinator

- Arranges preschool-wide cards, gifts, flowers, and meals for members in special circumstances.
- *Reports to* President.

FUNDRAISING GUIDELINES

Poulsbo Cooperative Preschool relies on fundraisers to keep tuition low for our participating families, as well as to provide a means to pay for general operations and additions to our program. These fundraisers are designed to be fun for you and provide community involvement.

Fundraising is mandatory because it is such a vital part of our funding. Families who do not participate will be responsible for a \$300 buyout fee for each event.

Families who enroll more than one child with the preschool **will not** be required to participate more than if they only had one child enrolled.

Annual Spring Auction: TBA

In March we will hold a fundraising Dinner and Silent/Live Auction. We will require each family to provide a minimum of two to four items (should be valued at \$50 each) to contribute to the silent/live portion of our auction. There is no maximum to the number of items families can contribute. These items can include donations obtained by the family from businesses, which are some of our best sellers. Typical auction items include event tickets, personal services, gift baskets, gift certificates, weekend getaways, tours, memberships, memorabilia, antiques, and hand-crafted items. Additional items may be required for dessert auctions and/or class baskets.

Signing-up to Approach a Business

A list of local businesses will be posted in October. Please sign up to approach at least three of these businesses for a donation to the auction. A best-practices guide will also be distributed to all families of the preschool to assist in making the collection of donations a simple process. We don't want to approach a business more than once, but we do want to contact as many as we can. Donations from businesses sell very well and do not come out of the membership's pocket. The list of businesses will be updated at the beginning of each month until January, when it will be updated at the beginning of each week.

Turning in Auction Items – the Earlier, the Better!

We will accept auction items at any time. All items will need to be collected by February 4th in order to be catalogued and organized. Please start early—there are many organizations utilizing silent and live auctions in the area during spring. Businesses are more willing to donate early and it can be overwhelming to try to get this all done at once.

Helping with the Set-Up/Staffing/Clean-Up of Auction

The Spring Auction is a truly important event. It brings in the most money (we raise several thousand dollars each year) and requires the biggest effort from our membership. The Fundraising Committee cannot set -up, staff, and clean-up from the auction all by themselves. This is why our Parent Agreement requires every member to sign-up for a minimum of one job to assist with the auction.

FUNDRAISING AGREEMENT (SAMPLE)

Poulsbo Cooperative Preschool relies on fundraising to keep tuition low for our participating families, as well as to provide a means to pay for general operations and additions to our program. These fundraisers are designed to be fun for you and to facilitate community involvement.

Fundraising is **mandatory** because it is such a vital part of our funding. Families who do not want to participate in the fundraising process will be responsible for a \$300 buy-out fee for each event. Please note that each family is required to sign this fundraising agreement for the 2017-2018 school year.

Families who enroll more than one child with the preschool will not be required to participate more than what is required of families with only one child enrolled. **The following requirements are per family, not per student.**

Please read through the fundraising agreement and **initial below** :

- { } Each Family must procure a minimum of three to five (2-4) items for the spring auction. (each item should have a minimum value of \$50)

- { } Each Family must procure/provide a minimum of one (1, \$25 value) item for an auction raffle basket.

- { } Each Family must perform at least one job/task for the auction (i.e. decoration, set up, clean up, help during event, etc.). (More info on this will become available as we get closer to the event)

- { } Each Family has the option to buy out of the auction fundraiser. It is a \$300 buy out for the auction and \$25 for the raffle basket.

- { } I/We understand that if we do not participate/provide for the fundraisers, the monetary buy out amount will be assessed to your monthly tuition in the spring.

If you have any questions or concerns, feel to contact any of our board members, your classroom representative, the fundraising chair or Teacher Sue.

Preschool Family Name:

Class:

Dragonfly

Bumblebee

Wiggleworm

ONLINE SHOPPING

Another way that you, your family and friends can help the school raise money, without spending any extra money, is to register online as a Poulsbo Cooperative Preschool supporter with the following website. They track the dollars you spend and then add a percentage of your purchase to our preschools account. Periodically the school will receive a check.

Amazon Smile

Sign up for Amazon Smile and input Poulsbo Cooperative Preschool. A percentage of what you spend will go to our school. This is a great for upcoming holidays and everyday spending.

PARENT & FAMILY RESOURCES

- **Childcare Aware Kitsap:** <http://wa.childcareaware.org/providers/scholarships/ece/earning-your-bachelors/earning-your-bachelors/kitsap>
- **Kitsap Community Resources Early Learning and Family Services:** http://www.kcr.org/families_children.htm
- **Child Find:** <http://www.oesd.wednet.edu/Page/519>
- **Emergencies: Call 9-1-1**
- **Poison Control: 1-800-222-1222 (emergencies)**
- **United Way:** <http://unitedwaykitsap.org/>

Hospitals:

Harrison

1800 Myhre Road
Silverdale, WA 98383
360-744-8800

Naval Hospital Bremerton

1 Boone Road
Bremerton, WA 98312
360-475-4000

POULSBO COOPERATIVE PRESCHOOL BYLAWS

AS ADOPTED BY MEMBERSHIP

MAY 8, 2018

I. NAME

- A. The name of this organization shall be “Poulsbo Cooperative Preschool.” The organization shall be affiliated with Olympic College, located in Kitsap County, State of Washington.

II. DEFINITIONS

- A. “Preschool” shall mean Poulsbo Cooperative Preschool.
- B. “Member” shall mean a parent or guardian who enrolls a child in the Preschool and signs a Parent Agreement with the Preschool.
- C. “Executive Board” shall mean the President, Vice President, Secretary, Treasurer, and Class Representatives.
- D. “Board” shall mean the Executive Board, Registrar, Risk Manager, Fundraising Committee Chair, Public Relations Committee Chair, Parent Educator, and Teacher.

III. PURPOSE

- A. The Preschool is a non-profit entity organized exclusively for educational purposes, in keeping with the requirements set forth governing those organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision in any future United States Internal Revenue Law.) No part of the net earnings of the organization shall be to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of educational purposes. The Preschool shall not carry on any activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by an organization, contributions to which are deductible under Section 170(c)(2) (or the corresponding provision of any future United States Internal Revenue Law).

IV. MEMBERSHIP

- A. **Eligibility** Any parent or guardian of a child between the ages of two and six years, as of August 31, who is willing to accept the duties and requirements of active participation in the group is eligible to enroll his/her child in the Preschool. Children whose birthdates fall after August 31 may be enrolled at the discretion of the Teacher. Individual class size and the number of classes available shall be determined yearly by the Board.
- B. **Non-Discrimination Policy** The Preschool admits students and Members of any gender, race, religion, color, nationality, ethnicity, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students or Members at the school. It does not discriminate on the basis of gender, race, religion, color, nationality, ethnicity, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

C. Duties & Requirements

1. Parent-Teaching Each Member will Parent-Teach as scheduled with his or her Class Representative.
- a) Parent-Teachers will arrive 15 minutes early to be briefed about and help set up activities for the class and

- remain until cleanup is completed.
- b) In cases of unavoidable absence, each Member must arrange his or her own substitute and notify his or her Class Representative and Teacher of the substitution or be subject to a penalty fee.
 - c) After giving birth, a Member automatically receives one non-working month. Pregnant mothers or their teacher-approved alternates may work additional time in advance in order to have extra “free” time, postnatal. Such work must be arranged and approved by the Class Representative and Teacher beforehand.
2. Member Positions Each Member will fulfill one Member Position: an Individual Position, a Committee Position, or a Board Position. The Board will determine available Member Positions yearly. Members with more than one child enrolled in school, regardless of age, will only be required to serve in one position.
 3. Fundraising School fundraising is mandatory. Members who do not wish to participate in required fundraising events will be responsible for a buy-out fee. Members with more than one child enrolled in the Preschool are required to fulfill the same fundraising responsibilities as a family with only one child enrolled in the Preschool.
 4. Parent Education Each Member must attend one Parent Education Class per month. One absence is allowed per year without make-up, three Parent Education Classes may be made-up throughout the year with prior approval from the Parent Educator. Make-ups must be completed by the end of the quarter in which they were missed. The Parent-Teaching Training (which includes blood-borne pathogen training) is not eligible for the excused absence. A Member who misses Parent Education will receive a note in his/her child’s box and must coordinate with the Parent Educator for a make-up assignment.
5. Tuition
 - a) Tuition will be paid monthly, on or before the first of the month. A late fee will be assessed on tuition paid after the fifth of the month
 - b) In emergency situations or when payment is difficult, a Member may contact the Treasurer or President to make alternate arrangements
 - c) If tuition is past due 30 days and no alternate arrangement has been made in writing with the Treasurer and Class Representative, and agreed to by all parties in writing, the family may not come back until restitution is made.
 - d) Members must give one month’s notice for withdrawal from the Preschool. The last month’s tuition collected in advance will apply to that month. No refunds will be given.
 6. Classroom Policies
 - a) The Preschool follows the North Kitsap School District’s (“NKSD”) vacation and holiday schedule, excepting NKSD teacher in-service days.
 - b) If NKSD schools are closed due to inclement weather, the Preschool will also be closed; if the NKSD schools run two hours late, the Preschool’s morning classes will be canceled. Afternoon classes may be canceled at the discretion of the Teacher and President. It is the Member’s responsibility to listen to the media to get the NKSD school closure report. Their Class Representative will attempt to contact them in the event of a school closure as well.
 - c) Members will keep their children home from school if they show signs of communicable illness.
 - d) No un-enrolled children may be present during classes, including outdoor playtime, except for special events pre-arranged with the Teacher. Infants under 4 months old may be enrolled for free and brought to class in a front-pack when a parent is working in the classroom so long as the infant’s parent remains solely responsible for the infant and the necessary adult/child class ratio can be met by other adults in the classroom.
 - e) Members must be punctual in the delivery and pickup of their children. No child may be left at school more than 5 minutes prior to or 5 minutes after class time. A fee of \$2.00 per minute may be assessed to any parent more than 5 minutes late picking up their child. No child will be sent home with anyone other than a parent, unless the Teacher has been notified in writing beforehand and picture ID will be required for verification.

D. Termination of Membership

E.

1. Should a Member endanger any child, the Board may terminate the Member, effective immediately. In all other cases where these By-Laws are not being satisfactorily met, the following steps will be taken prior to termination:
 - a) A Board Member will contact the Member in writing.
 - b) If the problem involves violation of the Parent/Guardian Code of Conduct, the President will contact the Member,
 - c) If the problem affects the classroom (i.e.: late working parent, late pick-up, disruptive child, working parent not showing up, etc.), the Class Representative will contact the Member.
 - d) If the problem affects Parent Education meetings and make-ups, the Parent Educator will contact the Member.
 - e) If the problem involves tuition/fee payments, the Treasurer will contact the Member.
 - f) If the problem involves a Member Position, the President will contact the Member.
2. If the problem recurs or is not resolved within thirty days, AND the problem:
 - a) Involves violation of the Parent/Guardian Code of Conduct, membership may be terminated by the Board effective immediately
 - b) Is tuition related, membership will be suspended until restitution is made;
 - c) Is not related to the Code of Conduct nor tuition, the Board will put a letter noting the problem and a copy of the Parent Agreement form in the Member's box as a reminder of the commitment the Member made to the Preschool.
3. If the problem recurs a third time or is not resolved within sixty days, the President will inform the Member that the Board will be discussing the situation at a closed Board Meeting and invite the Member to attend. The Board may decide at that time what action should be taken, for example, a fine, make-up work, or termination of membership

V. THE BOARD

- A. Duties** The Board shall assume all administrative duties of the Preschool and shall make decisions concerning class schedules, scheduling of parent participation, hiring of personnel, and collection or expenditure of funds. All general business shall be carried on with due regard to suggestions from the Teacher and the Members.
- B. Meetings** The Board shall meet at monthly intervals and as deemed necessary by the President or a majority of the Board Members. One excused absence is permitted per school year. The agenda, date, time, and place will be posted at least one week in advance and is open to any Member wishing to attend. Closed board meetings may be called at the discretion of the President or by a vote of the Board Members.
- C. Voting** Those Board Members present at each board meeting, regardless of number, shall constitute a quorum. Each Board Member shall have one vote, with the exception of the Teacher and the Parent Educator, who will be non-voting members. All issues, except amendments to these By-Laws and decisions regarding the Teacher's contract, shall be decided by a simple majority vote of the Board. Amendments to these By-Laws and/or the Teacher's contract shall be decided by a 2/3-majority vote of the Executive Board Members present. No decision may be made regarding amendments to these By-Laws without prior notice to the full Membership.
- D. Elections** In February, new Board Members will be recruited for the following year. All Members in good standing are eligible to run for election and all Board Member positions will be available. Anonymous nominations will be accepted. The President will contact nominees to verify their interest. The Board will then be elected by a simple majority vote of the Members. The new Board will assume office May 1, with the outgoing Board acting as advisors until the end of the school year.

- E. Vacancies** In the event that a Board position remains unfilled after the spring election or a Board Member resigns, the newly elected Board may appoint Members to the unfilled positions until the next regular election.
- F. Removal** Board Members may be dismissed by a 2/3-majority vote of all Members.
- G. Authority to Terminate Membership** After following the procedures set forth in Section IV.D. above, the Board shall have the authority to terminate the membership of any Member who: willfully fails to comply with any function required under these By-Laws or agreement entered into as a condition of membership, commits a safety or risk management violation that results in or could have resulted in harm to any child or Member, is uncooperative to a degree which makes them detrimental to the group, whose child is unduly disruptive or uncooperative or is otherwise unable to adjust to Preschool activities, or for any other reason that in the discretion of the Board is in the best interest of the Preschool. A vote on a decision to terminate a membership may be requested by any Member.
- H. Authority to Hire Teacher** Each April, the Board will determine whether or not to enter into a new annual contract with the Teacher, taking due consideration of Members' evaluations. The annual contract will outline the duties and responsibilities of both parties, consistent with the provisions of these By-Laws. In the event an immediate replacement is needed, the Board shall have the authority to hire an emergency replacement to finish the school year.
- I. Procedure at Meetings** Robert's Rules of Order Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws or subsequent amendments hereto.
- J. Annual Filing** By no later than November 15th of each fiscal year, the board shall ensure the proper preparation and filing of the required annual return for the Internal Revenue Service, whether prepared internally or contracted to a board-approved third-party.

VI. TEACHER

- A. Qualifications** The Teacher must hold an Early Childhood Education certificate and maintain current First Aid and Child CPR certification. The Teacher should also be encouraged to attend all Olympic College In-Service training.
- B. Duties**
1. The Teacher is responsible for maintaining school supplies.
 2. The Teacher will attend all Board Meetings, unless the Board approves an absence.
 3. The Teacher will have the assistance of Parent-Teachers in the classroom in the appropriate adult-to-child ratio required by Olympic College.
 4. The Teacher will provide the Board with a curriculum calendar for the school year a minimum of two weeks prior to the start of school.
 5. If the Teacher is unable to attend class, it is the Teacher's responsibility to contact the Class Representative as soon as possible in order to arrange a substitute teacher. If able, the Class Representative will substitute; if not, the Class Representative will help the Teacher contact the Vice President, President, or another Member until a substitute is found.
 6. The Teacher will be responsible for such additional duties as appear in the annual Teacher contract.
- C. Evaluation** The Teacher will be evaluated 1-2 times yearly by the Membership.
- D. Termination** The Teacher may be voted out by a 2/3 majority of the total Membership, if the matter is discussed openly at parent meetings, discussed with the Olympic College Co-op advisor, and voted by a secret paper ballot.

VII. SAFETY & FIELD TRIPS

A. Safety

1. Risk Management Manual. All Members will follow the Risk Management Procedures designated by Olympic College for Safety at the Preschool. Risk Management Procedures shall be incorporated in the Preschool's Parent Handbook.
2. First Aid & Child CPR Certifications for Substitute Teachers. If the Teacher is unavailable to teach, a Member who is First Aid & Child CPR certified must attend the affected class. In order to create a pool of potential substitute teachers, the President, Vice President, and Class Representatives are required to hold current First Aid & Child CPR certificates. (With our current location, Breidablick Elementary requires a passcode to disarm the security. The Teacher is the only person cleared to have access to the passcode, keeping us from having Substitute Teachers. Board Members are encouraged to maintain First-Aid & Child CPR Certification in case of emergencies.)
3. Bloodborne Pathogen Training. All Members must participate in Blood-Borne Pathogen Training.
4. No Smoking Policy. Fire regulations do not permit smoking at any time on any part of the Preschool campus, including both indoors and outdoors.
5. Vehicle Safety.
 - a) The Preschool will not organize group travel.
 - b) Children shall never be left in a vehicle without adult supervision on the Preschool campus.
6. Field Trips
 - a) Criteria: Field trips will have some educational value or opportunity for growth, development of curriculum, or discussion. They will be appropriate for the children's age and interest level and provide an experience best accomplished in a group. Background material (such as a description of the proposed trip and maps to the location) will be made available to parents in advance of the trip.
 - b) Supervision: A parent, guardian, or other parent-authorized adult must attend for each child participating in a field trip.

VIII. FINANCES

IX.

A. Fiscal Year The Preschool's fiscal year shall run July 1 to June 30.

B. Checks Four Board Members shall be empowered to sign checks. Two signatures will be necessary for each check.

C. Cancelling a Class If a class reaches an enrollment number that no longer generates sufficient funds to pay the Teacher's salary, it may, at the discretion of the Board, be terminated or combined with another similar-aged class. If the class is cancelled, the last month's tuition shall be refunded. A two-month grace period may be given in an attempt to secure additional Members

D. Industrial Insurance Industrial insurance shall be paid for each Teacher

E. Savings

1. Goal. If the Preschool's financial condition permits, each year the Board shall set aside one month's operating expenses per the current year's approved budget. These funds will be placed in the Preschool's savings account, until such time that the Preschool's savings equal one complete year's worth of operational expenses per the current year's approved budget. Each year after this goal is accomplished; the Board shall determine an appropriate additional deposit.
2. Use. The Preschool's savings will be used to finance the continued operation of the Preschool in the face of an income shortfall, fund special projects, buy or build a new location, or otherwise benefit the continued development and operation of the Preschool.

F. Expense Reimbursement The Treasurer and one other executive board member must approve any expenses for reimbursement. Receipts must be submitted within thirty (30) days of incurring the expense or the expense will be forfeited.

X. DISSOLUTION

XI. Upon the dissolution of the Preschool, the Board shall, after paying or making provision for the payment of all the liabilities of the Preschool, dispose of all the assets of the Preschool in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt nonprofit organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Preschool is then located, exclusively for such purpose or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purpose.

XII.CONFLICT OF INTEREST

XIII.Should any member, board member, employee, or independent contractor have a conflict of interest, or think they may have a situation of a conflict of interest, it should be immediately disclosed to the entirety of the board. Any board member shall disclose any potential conflicts of interest upon acceptance of a board position. Any employee or independent contractor should disclose potential conflicts of interest before the negotiation of any contract. Any member should disclose potential conflicts of interest upon being asked for a membership vote.

XIV.Any member, board member, employee or independent contractor that has a conflict of interest is prohibited from voting on matters to which their conflict of interest applies. Upon board notification of a conflict of interest, the board shall assess the details of the situation and determine if the conflict is serious enough to warrant full exclusion from the discussion of the conflicted subject. The board members and employees are to act in the best interest of the nonprofit.