

LINCOLN PARK COOPERATIVE PRESCHOOL POLICIES AND PROCEDURES

ARTICLE 1

PURPOSE

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

ARTICLE 2

MEMBERSHIP

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

Section B: During Pre-registration for currently enrolled members, applications shall be made to the Parent Advisory Council registration committee. Applicants are placed on a list for each class according to the age of the child and the applicant's choices. Applications will first be subjected to Placement Priorities as set by the PAC. Please see attached priority schedule.

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

Section D: After Pre-registration, Open registration will occur, following these priority requirements.

- 1) members currently enrolled in the SSCC Parent Ed program
- 2) siblings of enrolled members
- 3) the general public

If necessary, a lottery will be held to determine membership or wait list placement for each class.

Section E: After September 15th, applications will be made to the Parent Coordinator of each class and s/he will keep a waiting list of prospective members and assist new members with Ongoing registration.

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

Section G: The Board of Directors, with an affirmative vote by a majority of the Directors present at any regular meeting at which a quorum is present, may suspend and/or terminate any member for cause after appropriate notice and hearing, including but not limited to , the non-payment of

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tuition as herein provided. Two instances of failure to perform duties of membership as specified in the bylaws shall require the Board to complete the following actions within one (1) month of the second infraction:

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

ARTICLE 3

ACCIDENTS, HEALTH AND SAFETY, AND INSURANCE

- Section A: All participants must wash hands upon arrival at preschool.
- Section B: In case of an accident or incident, regardless of the degree .of injury to the child, an accident/incident report must be completed by the observing adult and kept on file at the school. Please see the Risk Management Manual.
- Section C: In case of an automobile accident while on a field trip, to ensure that the cooperative's insurance coverage as well as the driver's insurance coverage is not voided, the following rules require strict adherence.
- Drivers must have a valid Washington Driver's license.
 - Drivers must carry liability insurance in the amounts of \$100,000/\$300,000 on any vehicle used for transporting children on field trips. This must be kept current for the entire year.
 - Voluntary drivers for field trips must complete and sign a copy of the Voluntary Driver Automobile Notice Form.
- Section D: The preschool will provide the parents with advance information about proposed field trips on the Field Trip Information Form. A completed Field Trip Permission Form must be submitted prior to departure for each child attending. The adult assigned to supervise the child will carry that child's permission form. The adult in charge will carry the class emergency forms, a cell phone and a first aid kit.
- Section E: Carpooling to and from school is not covered by preschool insurance.

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

ARTICLE 4

FINANCIAL POLICY

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

Section B: Tuition is based on a yearly amount and divided into nine equal payments. Tuition is due on the first of the month. Tuition is to be given to the Class Treasurer. It is the member's responsibility to notify the Treasurer or Assistant Treasurer of any extenuating circumstances concerning their financial responsibility. For failure to notify the Treasurer/ Class Treasurer and make adequate arrangements, a late fee of \$5 may be imposed after the fifteenth of the month. Neglect of financial responsibility will be brought before the Board by the Treasurer which may result in termination of membership. Parents assume responsibility to pay fees charged to the preschool for NSF and/or returned checks.

Section C: Entry into the preschool requires a non-refundable registration fee and the first month's tuition. The final preschool (May) tuition payment is due two months after the family joins.

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

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

Section E: Scholarships are available from two sources: The Parent Advisory Council (PAC)-sponsored Mary E. Phillips (MEP) scholarships, and Cooperative In-House scholarships. MEP scholarships will be granted by the PAC based on financial need. The applicant must have been a member in good standing for one quarter. Scholarship applications must be submitted to the Parent Instructor each quarter to be considered for financial aid. Deadlines are September 25, November 25, and February 25 of each year for Fall, Winter and Spring quarters, respectively.

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In-House Scholarships will be granted by the board based on financial need. The applicant must submit a completed MEP scholarship form to either the Class Treasurer or to the Parent Instructor. Applications must be resubmitted every quarter.

Section F: Financial arrangements for resignation from an SSCC Cooperative Preschool shall be handled as follows:

Transfers: If a member in good standing transfers to another Preschool site within the SSCC Parent Cooperative Preschool Program, the registration fee will not be transferred or repaid by the member to the new site. Thirty (30) days notice will not be required, and the prepaid May tuition will be transferred to the new preschool site. If the member has already paid the current month's tuition, the treasurers of both sites will agree upon a prorated transfer of that month's tuition.

Drops: If a member drops from the preschool, leaving the SSCC Parent Cooperative Preschool Program, the May tuition will be applied to the member's last month of attendance, provided the Parent Coordinator is notified at least thirty (30) days in advance of the date the member intends to resign. Without thirty (30) days notice, the May tuition will be forfeited unless the vacancy is filled immediately. Any exceptions shall be reviewed and decided by the Board.

Withdrawals: If a member, in consultation with the Parent Instructor and Children's Teacher, determines that the class is an inappropriate fit for his/her child the member may elect to drop or transfer, without giving 30 days notice and without forfeiting 1 month's tuition.

ARTICLE 5

LEAVE OF ABSENCE

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

Section B: Parents may be granted a six week new baby leave, during which time their child may attend preschool without a substitute worker. After the leave a substitute worker is required to attend with the child. Exceptions can be made on a case-by-case basis voted on by the board.

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

Section D: Members who choose to take a vacation leave will be responsible to find a

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substitute for all workdays they will be gone. Tuition will remain the same during the leave.

ARTICLE 6

BOARD OF DIRECTORS

- Section A: Lincoln Park shall have a president, vice president, secretary and treasurer. It will also have one PAC designate from among all the PAC representatives at a site, and a Spanish Committee designate. The president and vice president will be elected from among the class chairs. Other class chairs will be officers.
- Section B: Regular Board meetings are open to all members of this organization. An executive session may be called by any member of the Board for business pertaining to an individual to protect the privacy of the members.
- Section C: The Board of Directors, or an appointed Hiring Committee, and the SSCC Parent Instructor shall interview and hire teachers.
- Section D: Cleaning duties can be handled by the preschool, or by a professional hired by the preschool. The Board may, by a majority vote, authorize the hiring out of any other positions or job functions not able to be performed by an individual member.
- Section E: The Board of Directors will serve on the Board instead of serving on a standing committee.

ARTICLE 7

ELECTIONS

- Section A: Elections will be held during the Annual Meeting in April. The slate of nominees will be presented and nominations will be taken from the floor before voting takes place.
- Section B: When more than one candidate is running for one specific office, a written ballot will be prepared. A simple majority vote, when a quorum is present, will rule.

ARTICLE 8

TEACHERS AND INSTRUCTORS

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

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also meets with other teachers of the SSCC Parent Cooperative Preschools to exchange information. Please see Teacher Job Description.

Section B: It is the policy of Lincoln Park Cooperative Preschool that upon completion of two years of teaching the teacher will be eligible for retirement. The Membership agrees to contribute 5% of the Teacher's gross annual earnings, which can be paid in nine (9) monthly installments into an account of the Teacher's choice.

Section C: The Children's Teacher will determine when it is necessary to send a child or parent home from school.

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

ARTICLE 9

OTHER

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

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