

Comstock Cooperative Nursery School, Inc.

Updated Spring, 2009

Welcome to Comstock Cooperative Nursery School, Inc. (Referred to in this document as "the co-op") We look forward to getting to know you and your child. The following information is about the Co-op, its policies, and its constitution. Please read carefully. There is always a copy of the handbook available to you in the classroom if you should ever need to look something up.

Teaching Policy

Philosophy

Comstock Cooperative Nursery School, Inc. will recognize, accept and respect each child's uniqueness. Our program is based on these ideas:

1. Provide a program in which a child can explore and grow in self-awareness.
2. Develop a sense of self-worth in each child.
3. Provide a chance for children to interact and relate to peers and adults.
4. Provide a program that will allow each child to succeed as his/her level.

Discipline

Discipline in the co-op will be the responsibility of the teacher and the parent. If a problem occurs, children will be redirected to another activity — playdoh table, write a story, draw a picture, do a puzzle. "I would like your help with this..." The parties involved will be talked to, so as to hear both sides. Everyone involved will listen, and be asked how they would solve the problem. Sometimes, it is appropriate for the children to come and sit next to the teacher and talk with her about the problem. On occasion, the child will be REMOVED from the problem area and LISTENED to away from other children. Parents will be talked with parents on how best to help with a back-up plan. Any discipline will be carried out with the following thoughts in mind:

1. Consistency in discipline.
2. Positive approach.
3. Uniqueness of individual.
4. Circumstances of situation.
5. Corporal punishment is prohibited by teacher or parent or parent participant.
6. Child may not be deprived of snack, humiliated, or confined in any way.

Co-op Goals

1. To help your child develop a positive self-image and a wholesome attitude toward his/her body
2. To help him/her get a good start toward reaching his/her potential.
3. To provide opportunities to encourage physical development of large and small muscles.
4. To provide opportunities for finding acceptable outlets for your child's emotions.
5. To provide stimulating experiences which encourage your child to think, analyze problems, and arrive at different solutions.
6. To encourage your children to express themselves through materials, movements and language.
7. To stimulate language development.
8. To develop awareness of the five senses.
9. To encourage independence and a trust for adults within the school setting.
10. To provide experience in cooperative play with other children of the same age.
11. To meet your child's needs as an individual and as a member of a group.
12. To encourage your child to develop a positive attitude toward school and learning.
13. To encourage situations that leave your child feeling happy and comfortable in his/her new school experience.

Daily Parent Participation

When you are working at school:

DO come to spend special time with your preschooler

DON'T bring an extra child or sibling into the classroom during class time!

DO remember that you are a mom or dad first!

DON'T expect your child to always be able to share you. Give your child the attention and support he/she needs!

DO arrive 15 minutes ahead of schedule if you are a working parent. This is a requirement of the department of social services to maintain our license.

DON'T be late if you are a working parent. The children cannot be allowed in the room without sufficient adult supervision

DO have a positive attitude and a friendly tone.

DON'T use "no" and "don't" continuously. Redirect with positive thought.

DO join in with the children in activities

DON'T be a "fetcher." Let them help themselves when they can. Encourage them to do their own cutting, drawing, etc.

DO encourage children to participate in clean-up time.

DON'T demand that he/she pick up, but encourage in positive ways — Praise goes a long way.

DO read stories to the children if they ask.

DON'T spend all the activity time reading stories.

DO let the children pace themselves during class time.

DON'T suggest all the things they should do. Let them decide.

DO sit with the children at snack time and participate.

DON'T always be too busy waiting on them. It's fun to talk and listen to what is important to the child

DO leave the classroom picked up and in order at the end of the session.

DON'T expect someone else to do this for you. It's essential that everyone do his/her share in order to make YOUR co-op work.

DO come with an attitude that being with the children will be fun!

DON'T worry about saying or doing the wrong thing. We all learn.

Routine Activities

Bathroom

Children may use the bathroom at any time with approved adult supervision.

Encourage the child to use the toilet, wipe, flush, and wash hands.

Each child washes his/her hands before snack and always after handling any animals.

Clean-up Time

Encourage children to keep things cleaned up as they are playing, so that the mess does not become insurmountable.

Expect everyone to help, even though they have not played in the area, and offer praise to those who do.

Dressing

Expect the children to help themselves, but offer to help when needed.

Help children develop a routine. Snow pants first, next boots, jacket, hat scarf and mittens.

Encourage children to hang up their own jacket or sweater.

Arrival and Dismissal

Children are to leave and arrive with an adult present. Arrival and departure times are to be recorded on attendance forms, either by parent or teacher(s).

Be sure that each child has all of his/her belongings and papers to go home.

CHECK THEIR BOXES.

Morning class begins promptly at 9 a.m. and ends at 11:00 a.m. (3's) or 11:30 a.m. (4's)

Afternoon class begins promptly at 12:30 p.m. and ends at 2:30 p.m. (3's) or 3 p.m. (4's)

Policies

Article I: Nursery School Operation

A. GENERAL INFORMATION

1. The classrooms are composed of two 4 year old sessions having a maximum of 18 children per session and two 3 year old sessions having a maximum of 16 children per session.
 - a. The 3 year old sessions will meet on Tuesday and Thursday from 9 to 11 a.m. and 12:30 to 2:30 p.m.
 - b. The 4 year old sessions will meet on Monday, Wednesday and Friday from 9 to 11:30 a.m. and 12:30 to 3:00 p.m.
2. The classrooms will be in operation from the second week in September through the third week in May, with vacations coinciding with those of the Comstock School district.

3. Classes will be cancelled whenever the weather is such that the Comstock Public schools are closed or due to an emergency declared by the president of the Co-op. If the classes are to be cancelled due to an emergency, the president will notify the teacher(s) and class representatives to begin phone calls to each member. Class representatives are responsible for calls made to their respective classes. If classes are cancelled due to the weather, listen for the announcement on the TV or radio for the Comstock Public Schools.

B. COMMUNICATIONS

1. Parents are responsible for retrieving and reading the information in their child's box.
2. It is the responsibility of the parent to check the notices posted on bulletin boards and on the table for current information.

C. FIELD TRIPS

1. When a field trip is incorporated into the class session, transportation and safety is solely the responsibility of the parent. Parents are responsible for attending and providing transportation to and from the field trips. If a parent cannot attend, the parent may find another parent to be in charge of their child.
2. No extra children or other guests are allowed to accompany the class on field trips unless circumstances permit. The teacher will specify whether extra children are allowed.
3. The teacher will be responsible for no individual child, but will be responsible for the entire group. The teacher must be free to supervise the entire group and to handle emergencies.
4. The class will not return to the school on the day of field trips.
5. Money will be collected the first month of the school year for field trips.

Policies

Article II: Membership

A. MEETINGS

1. Members are obligated to attend the evening Parent Orientation meeting, the Parent classroom orientation and are urged to attend the board meetings throughout the year.
2. Board meetings are held monthly at a time announced prior to each meeting and are open to the membership. Any business to be discussed must be referred to the President beforehand.
3. Members are encouraged to attend Co-op sponsored workshops.

B. LEAVE OF ABSENCE

1. A request for a leave of absence will be determined on a personal basis by the Board, Teacher and parent.

C. PARENT HELPER RULES

1. It is not the responsibility of the Work Schedule Chairman to find a substitute for anyone

unable to work on a scheduled day. If a member changes days, it is up to him/her to make up those days to the person owed.

2. A member with two children in the same session will work twice as often as a member with one child.
3. No working parent may bring an extra child into the class area during class time.
4. No child is allowed outside of the classroom without adult supervision.
5. Children are not to be sent unassisted to or from cars.
6. Parent helpers are to be AT SCHOOL 15 MINUTES BEFORE class time and are expected to stay until the room is cleaned up after class time.

D. *LATE ENROLLMENT*

1. If your child is enrolled after school has begun, you are required to attend the next board meeting and have an informal orientation at that time.

Article III: Special Committees and Chairmanships

A. *COMMITTEE MEMBERS*

1. Each family must minimally assume a board position or one Chairmanship (as listed below) or be a member of at least one committee. It is assumed that each family will fulfill their share of committee work with a cooperative spirit to ensure smooth operation of the school.

B. *CLASS REPRESENTATIVES (2 per session)*

1. Will assist the Executive Board in planning for the school and general meetings.
2. Will attend monthly Executive Board meetings and will communicate class concerns and Board actions to the group.
3. Responsible for working with the teacher to assure supplies are collected.
 - a. No food shall be stored in cupboard unless stored in airtight containers.
 - b. Each session is required to provide supplies for two months of the year.
 - c. Supplies should be brought in as soon as possible, preferably before the end of the second week of the month.

C. *WORK SCHEDULE CHAIRMAN (1 per session)*

1. There will be three working adults per filled session
2. Will write out a monthly schedule of days to be worked, listing adults who are to work on each day.
3. Will keep up-to-date record of the number of days each working parent has worked.
4. In case of emergency ONLY, will be responsible for getting a substitute to work.
5. Will list field trips on monthly schedule.
6. Will list all birthdays and special day celebrations on work schedule. Will make sure each child has celebrated his/her special day during the school year.
7. Will list the snack person

8. Each parent will have the opportunity to work one party during the school year.
9. Sign-up schedules will be available two weeks before the new month for parents to fill in.
10. Will work with teacher to copy and distribute work schedules in a timely fashion.

D. CHILDREN'S PARTY & SPECIAL PROJECTS CHAIRMAN (1 per session)

1. Will prepare and assist teacher with holiday parties and special projects.
2. Obtain a list of requested items from the teacher and post a sign-up list 2-3 weeks prior to the party.
3. Makes a badge for each child's special day celebration.

E. CLEAN-UP CHAIRMAN (1 only)

1. Will make a classroom clean-up schedule for each month in the school year.
2. Make sure each family is signed up for a cleaning session for each child enrolled. Try to have on parent that has cleaned in previous years at each cleaning session.
3. The monthly cleaning is a more extensive cleaning than our daily clean-ups.
 - a. Dust all shelves and wash as necessary.
 - b. Dust window sills and shelves under sills.
 - c. Wash and sort toys, paint smocks, hand towels, dolls and dress-up clothes.
 - d. Wash shelves.
 - e. Wash tables and chairs. Scrub, if necessary.
 - f. Clean out refreshment cupboard, making sure food is in airtight containers or disposed of.
 - g. Check refrigerator for cleanliness and throw away unidentifiable objects.

F. HOSPITALITY CHAIRMAN (1 per session)

1. Organize Open House in March under the supervision of the Membership Chairman.
 - a. Put signs out to advertise the Open House.
 - b. Put a list out for members to sign up to bring refreshments.

G. FUNDRAISING COMMITTEE

1. Responsible for assisting the Fundraising Chairperson. Fundraisers are held periodically throughout the year.

H. COMMUNITY SERVICE CHAIRMAN (1 per session)

1. Will organize and implement Thanksgiving food drive.
2. Will organize and implement Holiday gift and food drive.

I. NEWSLETTER REPRESENTATIVE

1. Representative from each session is to report to Board Newsletter Chairman for assignments
2. Responsible for monthly newsletter.

J. EXTRA WORKING PARENT COMMITTEE (1 per session)

1. If applicable, responsible for working 1 extra class session per schedule if needed. The person is only to work for the non-participating parent(s).

- K. *ASSISTANT MEMBERSHIP (1 only)*
 - 1. Responsible for distribution of posters and written literature promoting the Co-op.
 - 2. May be responsible for placing Board approved ads in local periodicals.
 - 3. Help the Membership Coordinator with any other necessary tasks.
- L. *COOPERATIVE AUDITOR (1 only)*
 - 1. Responsible for complete audit of Co-op financial records.
- M. *ADDITIONAL COMMITTEE CHAIRPERSONS*
 - 1. If there are more members in a class than there are committees, additional positions will be as follows:
 - a. Fundraising Committee
 - b. Newsletter Committee
 - c. Hospitality Committee
 - d. Extra Working Parent Committee

Article IV: Finances

- A. *REGISTRATION FEE*
 - 1. There is a registration fee of \$15 charged each year for every child enrolled in the school and must be submitted with the application.
 - 2. This registration fee is non-refundable.
 - 3. If a child is withdrawn from the school and re-enrolls during the same school year, the registration fee is not charged again.
- B. *TUITION*
 - 1. The tuition payment is due the first week of each month.
 - 2. A late fee of \$5.00 will be applied after the 10th of the month.
 - 3. Tuition must be constant, regardless of how many days the child is able to attend school.
 - 4. Early payments are always accepted. If for any exceptional reason an individual will be unable to pay on time, arrangements should be made with the Treasurer.
 - 5. Tuition payments are placed in the designated box in the school office.
 - 6. Tuition for the month of May is due prior to the start of school. This tuition is refundable as long as there is a replacement. This is our insurance for a full enrollment until the end of the term.
 - 7. Persons entering the school after the beginning of the school year must pay the May tuition with the first month's tuition. If the child starts in the middle of the month, payment is prorated accordingly.
- C. *CLEAN-UP DEPOSIT*
 - 1. A \$25 deposit will be collected from each family for clean-up.
 - 2. This fee will be collected the night of orientation and refunded to all families who fulfill their

cleaning responsibilities.

3. A credit voucher to be used toward the next month's tuition will be given after a parent has cleaned the classroom. The credit voucher **MUST BE** submitted with your tuition check. If the cleaning was done the last month of school, a refund will be issued before the last day of school.

4. Each family will attend one clean-up session **PER CHILD ENROLLED** to fulfill their cleaning responsibility. (Example: If two children are enrolled, the family will attend two cleaning sessions.)

D. SALARIES

1. Increase of salary will be given when possible. The Executive Board will consider the following when giving raises to the teacher(s).

- a. Monies available.
- b. Teaching experience (both previous and to Comstock Co-op, and tenure at Comstock Co-op.
- c. Educational preparation.
- d. Current standards of salary in the community.

E. WORKSHOPS AND CONFERENCES

1. Teachers and Executive Board members will be provided monies to attend workshops and conferences when monies are available. The Executive Board will make the decision of how much money will be given each person.

ARTICLE V: Promoting Good Health and Safety

A. *IF YOUR CHILD IS ILL*

1. Notify the teacher the evening before or the morning of class if the child will not be attending school.
2. Keep child home if he/she has an elevated temperature until temperature has been normal for 24 hours.
3. Keep child home if he/she has vomited in the past 24 hours.
4. If illness is communicable, notify the teacher. Child should not return to school until communicable period is over, per the direction of the child's physician.
5. When a child's communicable disease has been reported to the teacher(s) parents will be notified with a posting at the co-op, letter sent home to parents, E-mail alert and/or telephone calls. Parents will be informed of the name of the disease, that their child may have been exposed to the disease, and any symptoms of the disease.
6. Additional health-related resources are available from the Kalamazoo County Health and Community Services department, and can be found online at:
<http://www.kalcounty.com/HCS/>

B. *FOOD HANDLING IN THE CLASSROOM*

1. All foods prepared will be done with cleanliness in mind.
2. Work areas will be washed with warm, soapy water before preparation of food.
3. Play tables will be washed with warm, soapy water before snacks are served on them.
4. Adults will wash hands before setting up snacks.
5. Adults will wear disposable gloves while dispersing snacks.
6. Children will wash hands prior to snacks.
7. Children will be discouraged from sharing food at snack time.
8. The temperature of potentially hazardous foods shall be 41 degrees Fahrenheit or below or 140 degrees Fahrenheit or above at all times, except during necessary periods of preparation.
9. A food thermometer is available in the classroom, and shall be used to determine food temperatures.
10. Food preparation, service, and consumption time should not exceed 4 hours.

C. *HAND WASHING*

1. Soap will be used for hand washing. Staff and children will wash with warm water and soap for at least 20 seconds, as directed by posted signs in the rest room.
2. Drying of hands should be done with single-use towels.
3. Staff and children will wash hands after blowing nose, sneezing into hands, or any contact with respiratory or bodily secretions.
4. The following procedures are considered best practice for hand washing:

- a. Have a clean single service towel available.
 - b. Turn on the water to a comfortable temperature between 60° F to 120° F.
 - c. Moisten hands with water and apply soap.
 - d. Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
 - e. Rub areas between fingers, around nailbeds, under fingernails, jewelry, and the back of hands.
 - f. Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
 - g. Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or single-use towel.
 - h. Dispose of the single service towel in a lined trash container.
 - i. Use hand lotion to prevent chapping, if desired.
5. Additional Hand Washing Information
- a. By using a paper towel to turn off the water faucet, staff who have just completed hand washing prevent recontamination of their hands.
 - b. Shared cloth towels can transmit infectious disease.
 - c. Taps that turn off automatically or those that can be turned off without using hands avoid the recontamination problem.

D. SMOKING POLICY

1. In accordance with the Michigan Clean Indoor Air Act, smoking on the premises of the Co-op is prohibited.
2. Persons witnessing a violation should report it to the Co-op President. An investigation will be made. A written notice will be issued to the violator directing him/her to comply with the law. Violators can be subject to civil fines.
3. If a violation remains unresolved after having been reported to the President, the violation should then be reported to the Michigan Department of Public health.

E. CLEANING

1. The carpet will be vacuumed at the end of each session.
2. Thorough monthly classroom clean-ups will be scheduled.
3. Toys, games, puzzles will be sanitized on a monthly basis, and as necessary due to exposure to bodily fluids or respiratory secretions.
4. The following steps are to be followed for cleaning and sanitizing:
 - a. Wash the surface or article vigorously with warm water and detergent.
 - b. Rinse the surface with clean water.
 - c. Submerge, wipe or spray the surface or the article with a sanitizing solution.
 - d. Let the article or surface air dry.
5. Examples of sanitizing solutions include but are not limited to:
 - a. Water and non-scented chlorine bleach solution with a concentration of bleach

between 50 - 200 parts per million (1 tablespoon per gallon of water). Test strips must be used to check the concentration.

- b. Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions.
- c. Bleach being used for sanitizing must have an EPA number indicating an approval for food sanitizing.

F. TRANSPORTATION

1. All transportation is the responsibility of the parents. The school cannot arrange carpools either to school or for field trips due to the Department of Social Services rules.

G. HEALTH RECORDS

1. The school will have on file a Health and Immunization schedule for each child, or other proof of health accepted by the State Department of Social Services.
2. The school will have on file proof of physical examination for each child enrolled. Physical examinations are valid for two years.
3. The school will have on file for each child written permission signed by a parent so seek emergency medical care of State approved variation of above.

H. UNIVERSAL PRECAUTIONS

1. Latex gloves will be provided in two locations in the classroom.
2. Parents are required to use latex gloves when coming in contact with body fluids.
3. Gloves will be thrown away after each contact.
4. Parents will be taught Universal Precautions at the evening Parent Orientation by completing the OSHA blood borne pathogens training session.
5. Additional health-related resources are available from the Kalamazoo County Health and Community Services department, and can be found online at:
<http://www.kalcounty.com/HCS/>

Article VI: General Information

A. CLOTHING

1. Simple play clothes are best for school. Everyone is reasonably careful, but we cannot guarantee against paint drips, paste and glue spills, chalk dust and water splashes.
2. Boots and outerwear should be clearly marked with your child's name. There will be outdoor play if weather permits, so please dress your child accordingly.

B. HOLIDAYS AND SPECIAL EVENTS

1. We celebrate Halloween, Christmas season, Valentine's Day and Easter with simple, special parties.
2. We will use extra parents on each of these days.
3. The children usually wear costumes to the Halloween parties. Masks are optional.
4. Mother's Day is also celebrated with a Ladies' Tea.
5. When a special event (i.e. Men's Night, Train Trip, etc.) falls on a school day, there will be no formal class session that day.

C. BIRTHDAYS / SPECIAL DAYS

1. We have simple birthday celebrations at school. You may bring a simple cupcake or similar treat.
2. You may bring birthday napkins, cups and fruit drink.
3. Please do not bring anything for the child to take home.
4. When a birthday falls on a day that is not a school day, the celebration is scheduled on the closest day possible.
5. "Special" days are celebrated by those children whose birthdays do not fall within school months.
6. Parents will notify Work Schedule Chairman for their session of the dates to celebrate their child's birthday / special day.
7. A parent is required to work on their child's birthday / special day.
8. The child should pick out a special book he/she would like to read on his/her special day. The parent is asked to read this book during storytime.

D. SNOW DAYS

1. On days when Comstock Public Schools are closed because of bad weather, we will NOT have school.
2. When in doubt, listen to the school closings on WKZO and WKMI radio, and WWMT TV.
3. Credit will be given to parents scheduled for that day, even though there is no school.

E. SNACKS

1. Parents are responsible for the day's snack. The snack schedule will be alphabetical, and listed on the monthly calendars sent home with families.

2. Snacks will be healthy and individually wrapped and/or in unopened boxes or containers. Fruit will come in ready to be cut at school. Avoid overly messy snacks.
3. Emphasis should be on good nutrition. Examples of snacks include cheese and crackers, banana bread, fruit, 100% fruit juices, milk and water. Avoid excess sugar.
4. Parents will glove when serving the snack on individual plates/napkins.
5. Notify teacher in writing of any allergies your child may have at the beginning of the year to be posted inside the snack cupboard.
6. Homemade foods may come in on special occasions.

F. *SCHOOL EVACUATION PLAN*

1. We will follow the Comstock Public Schools' Board of Education procedure in connection with Civil Defense and the evacuation of children in the event of a disaster. Please read the following carefully.
2. In the event of tornado, nuclear attack, or other emergency where the safety and welfare of the school children would be threatened, the following procedure will be followed in evacuating the school children to their homes in the shortest possible time.
 - a. Evacuation of the children from school would not be attempted unless warning has been received to allow adequate time for children to reach home safely.
 - b. When we are notified by the proper authorities, or receive warning through our monitor radio system, which is a direct relay with the US Weather Bureau at Grand Rapids, that a warning is in effect for tornado, nuclear attack or other emergency, school will immediately be dismissed. WHEN THESE CONDITIONS EXIST, COME AND PICK UP YOUR CHILD. If you are unable to pick up your child, you are still responsible for the care of that child. Please make arrangements ahead of time in case of emergency, and instruct your child about those arrangements.
 - c. In the event that we do not have time to evacuate children to their homes, we will house them at the school in areas which the fire chief and Civil Defense authorities have designated as providing the best available protection.
 - d. Because school shelter would generally be inadequate in the event of a nuclear attack and radioactive fallout conditions, we would cooperate with Civil Defense authorities in transferring children to the custody of his/her parents as this procedure might be deemed advisable.
3. In the event of a bomb threat, police will be notified (269-337-8994), and the school will be evacuated until the building is determined to be safe.
4. In the event of an unauthorized intruder who poses a safety hazard, adults will notify the police (dial 911). Adults are encouraged to keep mobile phones on their person during school hours.

Comstock Cooperative Nursery School, Inc.

CONSTITUTION

Article I: Name

Comstock Cooperative Nursery School, Incorporated. ("The Co-op")

Article II: Purpose

To operate a non-profit, interracial, nonsectarian, cooperative nursery for preschool children. To equip, maintain and operate this school in an environment conducive to the physical, social and emotional needs of children.

Article III: Membership

- A. Children reaching the age of three before December 1, who are physically, emotionally and socially capable of conforming with the standards of their age group. Parents, legal guardians, or sponsors must fulfill the responsibilities of membership.
- B. ACTIVE MEMBERSHIP
Active members consist of all parents, legal guardians, and/or sponsors who have children in the cooperative nursery, and have fulfilled their financial obligations to the school. members will be entitled to hold board office positions and to vote for board membership with the limitation of one vote for each child enrolled.
- C. HANDLING APPLICATIONS
 - 1. Preference in accepting applications for membership will be based primarily upon their position on the waiting list.
 - 2. Active members will be given preference until the date specified by the Executive Board.
 - 3. Unless the class numbers are above 10, no child currently signed up in one class may switch to another class without board approval.
- D. ENROLLMENT
 - 1. An applicant will become an active member upon acceptance by the Membership Chairman, and after he/she has satisfied the following requirements:
 - a. Completes and signs the registration form.
 - b. Submits necessary physical examination forms for each child, according to state law.
 - c. Pays the registration fee and other financial obligations as stated in the "Comstock Cooperative Nursery School, Inc. Policies" book.

d. Signs the morals statement.

E. OBLIGATIONS OF THE MEMBERS

1. A member must take his/her turn working in the classroom. If, for any reason, he/she cannot take his/her turn, he/she must obtain a substitute who is also a member of the school.
2. Members must become thoroughly familiar with the Constitution, Policies and Handbook.
3. Members will contribute time and ability in the various activities of the school, as requested by the Executive Board.
4. Members must fulfill all of his/her financial obligations to the school by the specified dates.

F. WITHDRAWALS / DISMISSALS

1. A member withdrawing a child from the school must submit a written notice to the Membership Chairperson.
2. If members do not adhere to the constitution upon recommendation of the teacher and/or mutual agreement between the parent, teacher, and Board, they may be asked to withdraw.
3. Upon recommendation of the Board and the teacher, a child may be asked to withdraw.
4. There will be no refund if a child misses school because of illness or other reasons, such as weather, teacher's conferences, vacations, etc.
5. Refunds will be given if a child is withdrawn from school because he/she is moving out of town, for serious medical reasons, or if after a six week period, the child should need to be withdrawn because of an inability to adjust to school.
6. The registration fee is never refundable.
7. May's tuition is refundable as long as there is a replacement and all financial obligations have been met.
8. In the event of a family become in arrears of two months in tuition, the family will be asked to withdraw and the notice given that they will be held responsible for delinquent fees and penalties.
9. Failure to attend school on a scheduled work day without making arrangements for a substitute will be reason for a request for withdrawal.
10. All dismissals must be approved by the Executive Board.

G. REQUIREMENTS FOR NON-PARTICIPATING MEMBERS

1. A non-participating family will sign a contract specifying that they are non-participating members and that they will comply with the terms and responsibilities associated with their membership.
2. Non-participating families will have the same responsibilities as participating families with the exception of working in the classroom. These responsibilities include, but are not limited to:
 - a. Transporting and attending the child on field trips
 - b. Attendance at the Orientation Meeting.
 - c. Attendance at one monthly cleaning session (per child enrolled)
 - d. Completing the OSHA blood borne pathogens training session.
 - e. Providing snack in rotation with all other students.

- f. Providing cleaning supplies, or other supplies as requested.
 - g. Assuming a committee assignment.
 - h. Attendance at special events: Christmas party, Mothers' tea, Fathers' night, etc.
3. Non-participating families would be encouraged to:
 - a. Attend or work any regular class session.
 - b. Be present at the child's special day (birthday)
 - c. Assume a board position with the stipulation that the executive board not be comprised of more than 25% non-participating members.
 4. Non-participating members will pay an increased tuition over that of participating members. Tuition will be paid according to the contract.
 5. There is to be a maximum enrollment of two non-participating positions per class. The positions will be filled on a first-come basis. Current class sizes will remain the same. In the event of a vacancy, the slot would be filled by the first person on the waiting list regardless of their participatory status, up to a maximum of two non-participating members per class.
 6. To help ease the work schedule of the participating membership, a designated member in each class will work an extra day each month, in addition to their regularly scheduled workdays. This extra workday assignment, nine days per year, would then relieve them of their obligation to serve on a committee.

H. BACKGROUND CHECKS / CRIMINAL HISTORY

1. All adults who will be working in the classroom (instructors and parents) will submit to the Co-op paperwork received from the Family Independence Agency ("Potty Papers"); this process will check the individual's name on the Central Registry, and confirm whether or not the individual has been involved as a perpetrator in a child protective case.
2. All adults working in the classroom, or cleared by the parent(s) to drop off or pick up a child at the Co-op will be checked against the Michigan Public Sex Offender Registry (PSOR) and the Internet Criminal History Access Tool (ICHAT). No one whose name appears on this list will be allowed into the building while the Co-op is in operation. Individuals may request that their individual case be reviewed by the Co-op Executive Board.
3. As it is public information, the Co-op membership will be informed about relevant names that appear on the Michigan PSOR and/or ICHAT.

Article IV: Meetings

A. GENERAL MEETINGS

1. There will be a general business meeting of the membership scheduled as necessary during the school year.

B. EXECUTIVE BOARD MEETINGS

1. There will be an Executive Board meeting once a month, on a day selected by the President to suit the convenience of the Board members.

2. A quorum of the Executive Board will consist of a simple majority of its own members.
3. A quorum of the Executive Board must be in attendance, then a simple majority of members attending a meeting will pass a motion presented.
4. An Executive Board member missing two consecutive Board meetings, without good cause, will be asked to resign.

Article V: Monies

- A. The school will be financed by tuition, registration fees and fund-raisers.

Article VI: Executive Operation

A. EXECUTIVE BOARD MEMBERSHIP

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Assistant Treasurer
6. Membership Chairperson
7. Health & Insurance Chairperson
8. Fundraising Chairperson
9. Newsletter Chairperson
10. Immediate Past President

B. DUTIES OF THE EXECUTIVE BOARD

1. Be responsible for the operation of the Co-op, in accordance with the purpose of the school. It will have the power to make policies concerning the operation of the school, providing that any policy made by the Board may be repealed at any time by the majority of the membership.
2. Transact such business as may be referred from the meetings of the membership and report business transacted to the group.
3. Select appropriate location for the Co-op.
4. Take action on attaining and dismissing teachers.
5. Set salary, working hours, and responsibilities of the teachers and substitute teachers.
6. Be empowered to approve substitute teachers who meet minimum state requirements for teaching in a licensed day care center.
7. Approve the purchase(s) of equipment.
8. Nominate members to fill any vacancies that occur on the Executive Board and conduct and election to fill the vacant Executive Board position.
9. Fill all chairperson vacancies.
10. Appoint a special committee for any purpose for which there is a need.

11. The Board will have the power to set tuition and registration fees.
12. Write a letter of recommendation and/or evaluation of each teacher to be kept on permanent file.

C. ELECTION OF OFFICERS

1. The Executive Board will appoint a Nominating Committee to prepare the slate. This committee will consist of the following:
 - a. All non-returning Board members, with one serving as chairperson.
 - b. One representative from each session not returning the following year.
 - c. Non-returning members to serve in the event that there is no one available from a particular session and/or to insure an uneven number of committee.
 - d. One alternate to serve in the absence of a member.
2. Nominations will be taken from the floor at a Board meeting after the nominating committee has presented its slate of officers.
3. To qualify as an elected Executive Board member, an individual must have a child who will be enrolled in the school the following year.
4. Absentee members will be permitted to designate in writing a member of his/her choice to vote by proxy at the election.
5. Officers-elect will assume office before June 1 when their term of office commences.
6. Newly elected officers will attend the April and May Executive Board meetings. They will work with the incumbent board to facilitate a transfer of knowledge and responsibilities for the coming year.
7. Elected officers will serve a term of one year. No officer may hold the same office for more than two consecutive years unless approved by the Executive Board.

D. DUTIES OF ELECTED OFFICERS

1. President
 - a. Schedule and preside over Board meetings, general meetings and special meetings as necessary.
 - b. Represent the Co-op on necessary occasions.
 - c. Cancel school due to emergency or inclement weather and notify the radio stations.
 - d. Be responsible, in conjunction with the Executive Board, for interviewing and hiring teachers, and for the revision of the annual contracts.
 - e. Serve as a liaison between the Executive Board and the teacher(s). Consult with the teachers concerning the needs of the general membership.
 - f. As presiding officer, he/she will not vote except in the case of a tie.
 - g. Keep membership informed of all school activities.
 - h. Prepare for a change in presidency, pass on to the successor all files and materials pertaining to the office.
 - i. Will be responsible for obtaining substitute teachers after being notified by the

- teacher of the need for one.
- j. Acts as liaison between the school and the persons in charge of the building in which the school resides.
 - k. Assist the treasurer in preparing the yearly budget.
 - l. The incoming president will attend the May conference for Michigan Council of Cooperative Nurseries. The school will assume the expenses for lodging, transportation and meals at the conference.
 - m. Serve as advisor on the next year's Executive Board.
2. Vice-President.
- a. Will be the Co-op representative and delegate to the South Western Michigan Council of Cooperative Nurseries.
 - b. Will be the liaison between the school and the SWMCCN.
 - c. Will assist the President with his/her duties.
 - d. Will preside at all meetings in the absence of the president.
 - e. Will become acting President of that office should it fall vacant
 - f. Will exercise other powers as from time to time may be assigned by the Board.
 - g. Selects chairperson for committees and oversees chairpersons during the school year.
3. Secretary
- a. Keep accurate minutes of the Executive Board and General Meetings. Will prepare one copy for the president's file and one copy for the Secretary's file.
 - b. Pick up at Post Office the correspondence for the school and distribute accordingly.
 - c. Inform the membership of all meetings.
 - d. Will be responsible for sending cards, flowers, etc for illnesses and births. Also, thank you notes and other mailings when appropriate.
4. Treasurer
- a. Prepare, with the President, a proposed budget for the following year.
 - b. Pay out school's money for reimbursement of bills (accompanied by adequate sales receipts).
 - c. Keep records of receipts, disbursements and bank accounts.
 - d. Bring all current books to the Board meetings.
 - e. Make a monthly report of receipts, disbursements and preliminary balance at Board meetings.
 - f. File necessary reports with the State and Federal governments.
 - g. Submit reports for any requested audit by the Executive Board.
 - h. Keep all important previous and current financial records.
5. Assistant Treasurer
- a. Deposit all incoming receipts.

- b. Review financial records monthly.
 - c. Assist the Treasurer whenever necessary.
 - d. Notify members when tuition is due.
 - e. Notify members when delinquent in payments.
 - f. Will become acting treasurer should the position fall vacant.
 - g. Will become Treasurer the following school year.
6. Membership Chairperson
- a. Will keep all records of incoming membership.
 - b. Will prepare class lists for Board and Teacher use.
 - c. Will be in charge of recruiting new members.
 - d. Upon receipt of withdrawal letter from a member, the Membership Chairperson will notify the Executive Board, Teacher and the next name on the waiting list.
 - e. Works with Assistant Membership Chairman to handle publicity.
 - f. In charge of organizing and delegating responsibilities for the Open House.
7. Health and Insurance Chairperson
- a. Oversee all health forms, assure completion by due date, compile information for health department.
 - b. Be responsible to keep membership aware of sanitary conditions of school.
 - c. Report contagious diseases to Health Department and inform parents if necessary.
 - d. Handle any related health problems occurring in the school.
 - e. Keep insurance up to date and handle any claims.
 - f. Educate members about the Universal Precautions.
8. Fundraising Chairperson
- a. Responsible for deciding what the fundraisers for the school year should be and when they should take place. These must be approved by the Executive Board.
 - b. Responsible for communicating with the necessary fundraising businesses.
 - c. Responsible for organizing the Fundraising committee and following through on various projects throughout the year.
9. Newsletter Chairperson
- a. Newsletter representatives from each session report to chairperson.
 - b. Edits and distributes monthly newsletter.
 - c. Sets deadlines for articles, blurbs and advertisements.
10. Immediate Past President
- a. Serve in advisory capacity.
 - b. Has voting privileges.

ARTICLE VII: NURSERY OPERATION

- A. The Staff of the school will be headed by a qualified teacher, assisted by members, taking their designated turns working at the school.
- B. There will be one adult present for each five children.
- C. There will be one adult present who is trained and certified in CPR and first aid.
- D. Classroom volunteers will work in the classroom under the teacher(s) direction and supervision. Only approved volunteers may accompany children to the rest rooms, and volunteers will always inform the teacher(s) when they leave the classroom with a child.
- E. Children will remain in the classroom at all times, unless instructed by the teacher(s). Children leaving the classroom will always be accompanied by an approved volunteer.

ARTICLE VIII: TEACHER

QUALIFICATIONS

1. A teacher will be hired by the Executive Board and will meet the minimum State requirements for teaching in a licensed day care center.
2. Said teacher(s) shall complete 12 clock hours of annual training on topics referenced in 400.5102(3)(b), not including CPR, first aid, and blood borne pathogen training. Topics may include child development, curriculum, child discipline, health/safety, nutrition, working with parents, licensing rules for child care centers, etc.
 - a. Annual training hours may include participation in any of the following:
 1. In-service trainings.
 2. Sessions offered by community groups, faith-based organizations, and child care provider associations.
 3. Workshops and courses offered by local or intermediate school districts or colleges
 4. Trainings, workshops, seminars, and conferences on early childhood, child development or child care administration and practices offered by early childhood organizations.
 5. On-line trainings.
3. Said teacher(s) shall inform the board at the beginning of each school year as to the annual training, and shall keep record of completed training available in the classroom.
4. Said teacher(s) are subject to background screening using the State of Michigan Public Sex Offender Registry (PSOR) and the Internet Criminal History Access Tool (ICHAT).

DUTIES OF THE TEACHER

1. Plan the school program.
2. Be in complete charge during the school session.
3. Teachers will have conferences with parents as requested either by teacher or parent.
4. Represent the parents and school professionally in the community.

5. Attend meetings in the area devoted to school activities and report to the membership on these meetings.
 6. Act as advisor to the Executive Board during its monthly meetings.
 7. Make a plan of and inform members on an updated basis as to the day-to-day classroom curriculum and activities. This plan shall be visible and accessible at all times.
 8. Keep a record of attendance for each session, including arrival and departure times for all children. Parents may fill in arrival and departure times, but it is the teacher(s) responsibility to insure that the attendance is documented accurately.
 9. Inform the working parents, before the start of each session, of the planned activities of the day.
- E. CONTRACT
1. A contract acceptable to the Teacher(s) and the school will be drawn up and signed by the teacher, President and Treasurer.
- F. HEALTH CERTIFICATION
1. The teacher(s) will be required every two years to furnish a statement of health signed by a registered physician in accordance with State Law.
 2. The school will reimburse the teacher(s) for a part of the cost, as determined by the Board, of a physical examination, prior to the start of the school year.
- G. OBLIGATIONS
1. A teacher with a child enrolled in the school will be required to pay all fees.
- H. PERSONAL LEAVE
1. Personal leave will be determined according to the contract agreement.
- I. DISMISSAL
1. Conflicts between the Board and the Teacher(s) should be discussed and a mutual understanding should be attempted.
 2. If a mutual agreement cannot be reached, the Board will present the problem to the full membership of the Co-op.
 3. No teacher will be dismissed without a two-thirds (2/3) majority vote of all members.
- J. RESIGNATION
1. Any teacher who resigns will submit his/her written resignation to the President of the Board at least 30 days prior to the effective date.
- K. PROBATIONARY TIME
1. Any new teacher should submit to a 90 day probationary period, under which time he/she will be observed and evaluated by the Executive Board.

ARTICLE IX: AUDITING

- A. The Co-op fiscal year is June 1 through May 31
- B. An audit of the books must be made annually prior to the fiscal year or can be made upon spe-

cial request.

- C. The Executive Board will appoint a qualified person or persons to perform the audit.

ARTICLE X: AMENDMENTS

- A. Any amendment to the Constitution must be presented to the membership at a board meeting.
- B. Such an amendment must be passed by a simple majority of the Board.

ARTICLE XI: DISSOLUTION

- A. The organization reserves the right to dissolve at any time upon the vote of 90 percent of the current membership.
- B. Upon dissolution, any remaining assets after payment of expenses and refunds to the members of tuition paid in advance are not to be divided among the members.
- C. Such assets are to be transferred to such exempt organizations which qualify under Sec. 501C3 or Sec. 501C4 of the Internal Revenue Code.

ARTICLE XII: METHOD OF ADOPTION

- A. This constitution will become effective when approved by the Executive Board, debated at a general meeting, and ratified by a majority of the membership.
- B. A review of the Constitution will take place every third year.
- C. The Constitution and every part thereof will take precedence over any motion, resolution, or any act or measure by any member or agency of this organization.