

# Table of Contents

<b>Welcome, Our Mission and Vision...</b> .....	3
<b>MCP 2022-23 Calendar</b> .....	4
<b>MCP Preschool Staff and Board Roster</b> .....	5
<b>Important Info/Details (Class Schedule, Location/Mailing Address/Phone, MCP Website, Shutterfly, Facebook, Amazon Smile, Fred Meyers )</b> .....	6
<b>Tuition and Fees...</b> .....	8
<b>MCP Frequently Asked Questions.</b> .....	9
<b>EmergencyPolicy...</b> .....	10
<b>Membership Policies/Standing Rules -</b> .....	13
• School Schedule	
• Mandated Reporter – Abuse Neglect	
• Eligibility	
• Enrollment Priority	
• Enrollment Requirements	
• Edmonds College Enrollment	
• College Student ID # and EdPass	
• Classroom Specifications	
• Finances and Financial Assistance	
<b>Membership Participation &amp; Requirements/Standing Rules</b> .....	17
• Snack Guidelines	
• Probation Policy	
• Membership Meetings	
• Classroom Etiquette	
• What to Wear to Preschool Policy	
• Guidance Policy	
<b>General Safety Procedures and Practices – Risk Management</b> .....	26
• Guidelines Holidays, Birthdays, and Celebration	
• Health Policy	
• “Member or Child Should NOT attend if they have”	
• Siblings in Class	
• Maternity/ Medical Leave	
• Reimbursements	
<b>Structure and Staff</b> .....	30
• Member Jobs	
• Member Job Tree	

<b>Board Information</b>	<b>35</b>
• Board Member Positions	
<b>Teacher Roles and Responsibilities</b>	<b>39</b>
• Preschool and Teacher Evaluations	
<b>Amendments to the Bylaws.....</b>	<b>39</b>
• Building Funds.....	39
• Debit Card .....	39
• Dissolution.....	40
<b>Bylaws: Edmonds and MCP .....</b>	<b>41</b>
<b>Membership Handbook Acknowledgement.....</b>	<b>47</b>

# Welcome

Welcome to Marysville Cooperative Preschool (MCP)!!

## **Our Mission**

Marysville Cooperative Preschool (MCP) provides a child-led, developmentally appropriate, emergent curriculum in a learning-rich environment for both children and parents (members) through hands-on participation.

## **Our Vision**

Our program values the fundamental belief that children learn through play. Through carefully crafted play opportunities, children develop the social and academic skills needed to become successful life-long learners. In addition, our members benefit from a learning community that provides parent education and support.

## **About this Handbook**

This handbook will introduce members to many aspects of the Preschool. It describes policies and procedures, outlines members' participation in the program and provides members with an understanding of how a cooperative preschool functions.

### **The handbook is divided into areas of interest, for ease of navigation and use:**

1. The first portion of the handbook answers general questions like: How much is tuition? Can I bring my child to school with a cold? How do I contact the Treasurer? In this section that you will find the calendar, class schedule, board roster, emergency policy, membership policies and similar practical information.
2. The second portion of the handbook provides information on parent participation, standing rules, class/school structure, staff and details of the different teams that make our preschool run smoothly.
3. The third portion of the handbook includes the Bylaws, a complete copy of the Preschool's governing document.

## **What is a Cooperative Preschool?**

Cooperative Preschools have over 80 years of history in Washington State. Each cooperative preschool is a 501c3 nonprofit and is an affordable alternative to private preschools. A cooperative preschool offers a unique learning environment for children and adult family members. What sets the cooperative apart from other schools is the parent involvement. Scheduling adult family members to work in the classroom allows for more child-directed learning, opportunities to interact with each child and increased supervision. Parents learn how to support the children as they engage in guided play, exploration and self-discovery.

Members of the cooperative preschool join in the spirit of mutual helpfulness, contribution and participation. The Membership Handbook is prepared to help members understand their role in the operation of the cooperative preschool. The Membership Handbook is designed to work with standing rules, policies, procedures and bylaws. Each member is required to sign the co-op's membership participation agreement, which is considered binding for all members. Prior to working in the classroom, each adult must complete the required general risk management training that is specific for their co-op. Co-op members are also required to enroll for FLED credits with Edmonds College, Family Life Education Department (FLED).

## **College Affiliation**

The cooperative preschool is affiliated with the Family Life Education Department (FLED) at Edmonds College. Edmonds College provides on-site college Instructors who provide a wealth of knowledge and expertise in early childhood development, parenting education and leadership.



Marysville Cooperative Preschool

**2022 September**  
Su M T W Th F Sa

11	12	13	14	15	16	17
18	19	20	21	22	23	24
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**October**  
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30	31					

**November**  
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27	28	29	30			

**December**  
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**2023 January**  
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30						

**May**  
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28	29	30	31			

**June**  
Su M T W Th F Sa

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18	19	20	21	22	23	24
25	26	27	28	29	30	

# SCHOOL CALENDAR 2022-2023

## START & END DATES

SEPT 12: 1ST DAY: 3'S & 4'S CLASSES  
 SEPT 15: 1ST DAY: 2'S CLASS

MAY 17: LAST DAY: 3'S & 4'S CLASSES  
 MAY 19: LAST DAY: 2'S CLASS

## \*NON- SCHOOL DAYS

NOV 11: VETERAN'S DAY  
 NOV 24-25: THANKSGIVING  
 DEC 19- JAN 2ND: WINTER BREAK  
 JAN 16: MLK JR. DAY  
 FEB 20: PRESIDENT'S DAY  
 APRIL 3-7: SPRING BREAK  
 MAY 23: YEAR END CLEAN 3'S  
 MAY 24: YEAR END CLEAN 4'S  
 MAY 25: YEAR END CLEAN 2'S  
 MAY 29: MEMORIAL DAY

## MEMBER & BOARD MEETINGS

BOARD MEETINGS: 6:30-8:30PM  
 1ST WED OF EACH MONTH  
 MANDATORY MEMBER MEETINGS: 6:30-8:30PM  
 3RD WED OF EACH MONTH

\*Calendar is reflective of MSD25 perpetual calendar 22/23. Non-school days listed above are preschool specific.

# Marysville Cooperative Preschool

## Board and Staff Roster 2021 – 2022

Name	Position	Contact Phone	Email
Carrie Stamatiou	Edmonds College Parent Educator 2's Class	(425) 640-1665 FLED OFFICE	<a href="mailto:Carrie.stamatiou@edmonds.edu">Carrie.stamatiou@edmonds.edu</a>
Angie Weeks	Edmonds College 3's AM Class	(425) 640-1665 FLED OFFICE	<a href="mailto:Angelica.weeks@edmonds.edu">Angelica.weeks@edmonds.edu</a>
Kirsten Foster	Edmonds College 4's	(425) 640-1665 FLED OFFICE	<a href="mailto:kirsten.foster@edmonds.edu">kirsten.foster@edmonds.edu</a>
Shanon Crawford	3's & 4's Teacher		<a href="mailto:Crawfordshanon08@gmail.com">Crawfordshanon08@gmail.com</a>
	2' s Teacher		
Amy Lynn	Executive Co- Chairperson	(425) 280-8649	<a href="mailto:allynnrn@gmail.com">allynnrn@gmail.com</a>
Katie Rath	Executive Co- Chairperson	(425) 444-7762	<a href="mailto:Kathryn_rath@icloud.com">Kathryn_rath@icloud.com</a>
Katie Parker	Vice Chairperson	(425) 293-5321	<a href="mailto:Katieparker1886@gmail.com">Katieparker1886@gmail.com</a>
Jennifer Perrault	Treasurer	(360) 840-0081	<a href="mailto:jennifer.perrault@yahoo.com">jennifer.perrault@yahoo.com</a>
Shannon Welton	Secretary	(425)-367- 8543	<a href="mailto:weltonshannonm@gmail.com">weltonshannonm@gmail.com</a>
Sara Brown	Registrar	(425)-346- 9025	<a href="mailto:Sunshine.124@hotmail.com">Sunshine.124@hotmail.com</a>
Ashley Whaley- Kutz	2's Class Coordinator	(480)-707- 1872	<a href="mailto:ashleyjenae@gmail.com">ashleyjenae@gmail.com</a>
Megan Marlett	3's Class Coordinator	(208)-406- 9814	<a href="mailto:Greenmeghalgh@gmail.com">Greenmeghalgh@gmail.com</a>
VACANT	Marketing/Fundraising Chair		

# Class Schedule

<i>Class</i>	<i>Schedule/Days</i>	<i>Class Size</i>
<i>Morning (3's) Class</i>	Mon-Wed 9:30am -11:30am	18 children
<i>Afternoon (4's) Class</i>	Mon-wed 1:00-3:30 pm	18 children
<i>2's Class</i>	Thursday, Friday 9:30-11:30 am	16 children

\*Class sizes may be changed as determined by the Teacher and Board. Children must meet the age requirement by August 31<sup>st</sup> of the current school year. Please see page 11 for more details on enrollment age requirements.

## **Nondiscrimination Statement**

We admit students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our schools. We do not discriminate due to an association or perceived association with a protected class, including, but not limited to race; color; religion or national and ethnic origin; sex; sexual orientation; gender expression or identity; disability; age; citizenship; marital or veteran status; or genetic information in the administration of our educational policies, admissions policies, financial assistance programs, and other school-administered policies.

## **Mutual Respect Statement**

The Co-op is committed to every person's right to enjoy this experience safely and with dignity. All members, staff and instructors are committed to expecting civil behavior from all. We require each member to support this commitment.

## **Confidentiality Statement**

Co-op members shall respect the privacy of other members and the confidential nature of any verbal or written information related to children, families, staff, and the Co-op organization. All such information shall remain confidential during membership and after Co-op membership ends. Rosters provided for class members should only be used for preschool business.

## **Mandated Report of Possible Child Abuse or Neglect**

College instructors and children's teachers are mandated by Washington state law to report child abuse and neglect to the police or Child Protective Services should there be reasonable cause to believe abuse or neglect has occurred.

## **Location/Mailing Address & Phone**

**Address: 10110 59<sup>th</sup> Dr NE, Marysville, WA 98270**

**Phone: 1(360) 657-0636**

## **Web Site**

The preschool website is [www.marysvillepreschool.org](http://www.marysvillepreschool.org).

## **Shutterfly**

Upon the start of the school year, every parent will receive an email inviting them to join the preschool's Shutterfly account. It is the place to go for all kinds of information including:

- Monthly Calendar
- Member Contact Information
- Class Rosters
- Class Pictures
- And much more

## **Facebook**

Please like us on Facebook: <https://www.facebook.com/MarysvillePreschool>

## **Amazon Smile**

Amazon donates 0.5% of eligible purchases to the non-profit of your choice.

1. Go to [smile.amazon.com](http://smile.amazon.com)
2. Create an account, or sign in with your previously established Amazon.com password.
3. Select Marysville Cooperative Preschool as your non-profit organization.
4. [Smile.amazon.com](http://smile.amazon.com) automatically donates a portion of your purchases to MCP on a quarterly basis.
5. **\*\*\*NEW THIS YEAR\*\*\*** to use Amazon Smile in the smart phone app, go to Main Menu / Settings / Amazon Smile and choose Marysville Cooperative Preschool as your charity and turn on generating donations.

## **Fred Meyers Community Rewards**

Fred Meyer donates a portion of every purchase to our school.

1. Go to [Fredmeyer.com](http://Fredmeyer.com)
2. Sign in or create an account
3. Click on the "Rewards" tab and select "Community Rewards"
4. Click "Link your Rewards Card Now"
5. Search for MCP by using Organization ID 82575.
6. Select Marysville Cooperative Preschool and click "Enroll"
7. Family and Friends (anyone) can also enroll and donate to our school.

# Tuition and Fees

Description	Amount Due	When is it due?	Purpose
<b>Registration Fee</b>	\$60 per child. Non-refundable or transferable	Priority registration is due by January 31st. Include fee when returning pre-registration form. Families may not register for the next school year if they are not current with tuition and a member in good standing.	Fee secures child's place in the class. Allows registrar to build class lists based on firm commitments. Pays initial classroom setup and materials.
<b>Class Tuition</b>	2's Class      \$95/month 3's Class AM    \$145/month 4's Class PM    \$155/month	<b>Tuition is due by the 1st of every month. A check (with child's name and class under memo/what the payment is for) can be placed in the dues box or payments can be paid in cash. If paying in cash, please ensure that your deposit slip with witness signature is included with payment – see directions on side of dues box. Online Payment through Jovial is available at an additional charge.</b> **Monthly tuition is paid September through May.	Provides the majority of the preschool's operational funds.
<b>Late Tuition Fee</b>	A \$10 late fee will be assessed when dues are not received by the 5th. Families who are not current by the 30th will be charged an additional \$15 late fee; the child may be excluded from school until dues are paid in full.	Tuition is due on the 1st.	Administrative Costs
<b>Returned Check Fee</b>	The fee for a returned (bounced) check will be \$20.00. The fee will be added to the monthly amount due.	Due upon repayment of returned check.	Administrative Costs

\*\*Please see Enrollment Priority section for further information.\*\*



# MCP Frequently Asked Questions

If you don't see the answer to your question here please consult the Standing Rules and the Bylaws that govern operation of the Marysville Cooperative Preschool or ask your Class Coordinator.

## **I'm not sure what kind of behaviors I'm allowed to correct. How do I handle this in the classroom?**

This is part of the learning experience at MCP. The best way to learn is to ask, observe, read the materials given to you by the Parent Educator and Teacher, and talk to other members. Don't be afraid to ask for help in any situation, if you need it. The first few months of preschool are a transition period for children, members, and instructors. Please be patient during this process. Keep safety in mind and the rest will come.

## **What do I do if I cannot attend my scheduled work day?**

Each class must have a minimum of adult members in class each day to function smoothly. It is your responsibility to find another member who can switch work days or find a substitute for your work day. If you cannot find a substitute, you will be required to make-up the day within the next 2 weeks and schedule with your class coordinator. Please see page 15 for additional information.

## **What is a Color Team and what does a Color Team do?**

You will be assigned a color team (Ex: Green Team) by your Class Coordinator that consists of 2-3 members who have signed up to work alternating days during each week. One will work each day of the week. The other members in your color team are the first people you call if you need to switch work days. Color teams are also used to assign and rotate responsibilities for weekly work areas during class. One week your color team will be responsible for bringing snack, the next week your color team may be in the Art area each day, and so on. This ensures member coverage in all areas of activity and gives everyone the chance to learn each area.

## **Is school ever canceled?**

Always consult the calendar on **pg 4 of this handbook** for the list of planned non-school days. Closure/cancellation of classes due to inclement weather is typically dictated by the decision of Marysville School District..

1. If public schools are on an emergency or late schedule, there will be no preschool.
2. Marysville School District in-service or early release days will be regular scheduled preschool classes.
3. Closing of the school for any other emergency shall be at the discretion of the Teacher, the Class Coordinator and/or the Board in communication with Edmonds College. Please refer to the MCP Emergency Policy.

## **How do I know what to do in my assigned work area?**

Detailed job descriptions for each work area are posted on the wall in each location in the classroom. Refer to these postings to help familiarize yourself with the various duties in each area. Always ask questions from class coordinators, lead parents and teachers whenever you are unsure.

## **How do cleaning weekends work?**

At the beginning of the school year you will sign up for one or two cleaning weekends depending on enrollment numbers. During the week prior to your cleaning weekend the building key, alarm code, and cleaning checklist will be placed in your parent folder. If you are unable to clean on your assigned weekend, it is ***your*** responsibility to find coverage or make arrangements to switch with another member. All changes must be reported to the Vice Chairperson as soon as possible.

### **I want to be on the Board. How do I do that?**

Ask any Board member for more information and they will be happy to help you.

# Emergency Policy

Emergencies can be a scary time for children and families. Please consult this emergency policy ahead of time so you are prepared to handle any emergencies that may arise at MCP. In the event of an emergency the Teacher will assume control of the situation. Please follow all Teacher directions promptly and efficiently.

### **Disaster Emergency**

During and after an emergency it may be difficult to contact anyone at the preschool. In an emergency situation, our priority and focus will be caring for and comforting the children. It may be difficult to answer multiple phone calls. Therefore, we have an out of state emergency contact person. The teacher will call this person to report any injuries and urgent needs. If you are not present at MCP in the event of an emergency, **please call Forrest Lynn @ 775-437-0997 for the status of your child.**

### **Handling body fluids**

All adults shall follow public health policies to avoid contact with blood and other bodily fluids. Employees must have documentation of Blood Borne Pathogens training.

- Protective gloves must be worn when cleaning any body fluids.
- Needle/sharps clean up kit is in the locked cabinet in the main room bathroom.

### **Evacuation Procedures**

An evacuation plan is posted on the risk management board. It can be found in the entry way of the preschool.

- Exit from the nearest door to the outside of the building.
- Designate one adult to lead the group and one adult to be the last one to exit.
- One adult will complete a final sweep to assure that nobody remains in the area.
- Take the daily attendance sheets to the evacuation location. Take all contact information in the blue notebook needed for reunification with parents.
- Take or assure access to supplies needed for an extended time out of the building.
- Gather the group at least 50 feet from the building and take attendance of all children and adults.
- Remain calm and prepare for further instructions.
- Return to the building only when given the "all clear" signal from the Teacher or Parent Educator.

### **Fire**

- Upon discovery of fire immediately follow the evacuation procedures to evacuate the building and dial 911.

### **Earthquake**

- DO NOT enter or leave the building during an earthquake.
- If indoors, drop and cover, move near supporting doorways, into halls or against inside walls or under tables. Move away from windows, skylights and suspended light fixtures.
- If outdoors, move away from the building and utility wires. Once in the open, stay there until the shaking stops.
- If in a moving vehicle, stop as quickly and as safely possible. Stay in the car until the shaking stops.
- Once initial shaking subsides, check for injuries and administer first aid.
- Prepare for aftershocks.
- Turn on battery powered radio to get the latest emergency bulletins and instructions from local authorities.

- If the building has sustained structural damage, evacuate calmly and carefully. Follow the co-op evacuation procedure. Move away from exterior walls and meet in designated safe area.
- If utilities have been damaged, shut off main water valves and electricity at the meter box if it is safely accessible. Evacuate the building following evacuation procedure and do NOT reenter until a utility official clears the building.
- After the quake, check sewage lines before allowing the resumption of toilet flushing.

### **Lockdown/Intruder Alert**

From time to time, schools have been faced with the threat of unauthorized individuals entering the school. An intruder is defined as any visitor who, through act, poses a perceived threat to the safety and welfare of children and adults. If at any time you are dealing with a person who you feel uncomfortable near or are fearful for your safety or safety of others, then you may be faced with an intruder situation.

- If a person comes into the school, assess the situation. If you are uneasy or suspicious of the person immediately have someone call 911. Remain calm.
- If a weapon is present, **DO NOT CONFRONT**- signal, using the code word **Peanut Butter** to another adult to call 911 immediately.
  - If **no** weapon is suspected, address the intruder in a non-confrontational manner with the assistance of another adult. Introduce yourself and the person with you to the individual.
  - Inform the individual of the policy that all visitors need to sign in and guide them to the area where that is done.
  - If the individual refuses, **do not confront them**. Send the other adult to call 911.
- If it is determined that the health and safety of the children and adults are in jeopardy:
  - **Intruder Alert Procedure:** If the intruder is inside the building, the signal word **“PEANUT BUTTER”** shall be said to the first adult seen. That person will alert the other adults in the building and call 911. **\*\*Example: “GO GET THE PEANUT BUTTER!”\*\***
  - If the intruder is not yet in the building, an announcement will be made to alert all of potential danger. The announcement will be **“This is a Code RED emergency, repeat; this is a code red emergency”**.
    - ❖ If children are outside when a “code red” is called or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest classroom for lockdown.
- Upon hearing the chosen lockdown announcement, the following steps must be implemented:
  - Gather all the children into the center room and remain calm.
  - Adults should quickly check halls, restrooms and all other rooms for children and to put shades down and close doors.
  - Lock all doors, close and lock all windows, cover all windows and doors, shut double doors into center room, close sliding door and turn off lights.
  - Keep children away from windows and doors, position the children in a safe place against walls or on the floor; turn a classroom table on its side to use as a buffer. (TIP: Gather the students for a story circle behind the table).
  - Adults will maintain a calm atmosphere in the room. Attend to the emotional needs of children.
  - Teachers will keep all children in the classroom until an “all clear” signal has been given.
  - Teacher or designee will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency personnel. You will be informed when it is safe to move around and release children. **Children will not be released to parents until an “all clear” has been called. Parents please look for the red stop symbol and/or curtains all down in the art room window to indicate we are locked down.**
  - Upon arrival, the local police, in conjunction with the teacher, will assume controlling responsibility and may evacuate the building per police standard operating procedures.

- When “all clear” is heard, the teacher will apprise the adults of the situation and counsel with the children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the teacher.

### **Power Outage**

- Teacher or designee will try to locate the problem.
- Call 911 if concerned about fire or safety hazard.
- Unplug all electrical equipment; turn off all but one light.
- Teacher or designee will contact landlord and Executive Chair if needed.
- Teacher will call the electric company if needed.
- All parents will be notified if power outages are prolonged.

### **Shelter-in-Place for Chemical/Radiation Emergency**

Shelter-in-place means to take immediate shelter where you are if chemical or radiological contaminants are released into the environment.

- Close the school. No one enters or leaves the building until given the “all clear” signal.
- All students will be brought inside to the center room.
- Teacher or designee will close and lock all doors and windows. Turn off heating and ventilation systems.
- If instructed by officials, use duct tape and plastic sheeting to seal off all doors, windows and vents.
- Once the “all clear” signal is given children may be released to parents.

### **INDIVIDUAL EMERGENCY KITS**

Our goal is to keep the children as calm and comfortable as possible in the event of an emergency. Please place the following items in the provided 2 gallon bag and fill out the emergency card. Each member must complete an emergency card for each child, as well as, the designated person who will be accompanying the child to preschool a majority of the time. Please ask your Class Coordinator if additional cards are needed.

Items: Space blanket(s), personal comfort item, family picture or note, hat and gloves, diapers/underwear, one small flashlight, one change of clothes (example: warm sweats) and a 3 day supply of needed medications. Optional items: hand warmers, poncho, wet wipes and dust mask. You may also include items needed for the participating parent if you would like.

**IMPORTANT:** Please **write the child’s name on the outside of the 2 gallon bag.** It’s important that the child’s kit be maintained and restocked with supplies as needed. If the child has changed sizes, please bring replacement clothes.

### **PRESCHOOL 72 HOUR KIT SUPPLIES**

Batteries, bleach, bucket, can opener, comfort kits, crowbar, a copy of the disaster plan, 3 day supply of drinking water and food, tarp, duct tape, emergency information for children/adults, first aid kit, flashlights and lanterns, heavy leather gloves, hand sanitizer, light and matches, candles, rope, blankets, office supplies (pen, paper, tape), plastic garbage bags (large for rain protection and medium for toileting), hand cranked radio, soap, toilet paper, whistle & wrench.

**Each member is required to bring in two non-perishable foods for emergency bins.** At the end of the year, any non-expired food will be donated to the local food bank.

# Membership Policies/Standing Rules

## School Schedule

- A. The Preschool year shall consist of a minimum of thirty-four (34) operating weeks.
- B. The Preschool follows the Marysville School District (MSD) calendar in regards to school holidays, inclement weather procedures and non-school days.
- C. In the case of inclement weather, if Marysville Schools are closed or operating on an altered schedule (for example 1 hour late), the Preschool will be closed.
- D. Snow days can be called at the discretion of the Teacher, after communication with the class coordinator.
- E. Marysville School District in-service and early release days will be regular Preschool scheduled days.
- F. **Teacher Absence** - In the event of the Teacher's absence, class will be held, so long as a board member and another member with current First Aid/CPR certification is present.
- G. The schedule of class days and time for all classes shall be determined by the Board, prior to fall orientation.

## Mandated Report of Possible Child Abuse or Neglect

College instructors and children's teachers are mandated by Washington State law to report child abuse and neglect to the police or Child Protective Services should there be reasonable cause to believe abuse or neglect has occurred.

## Eligibility

- A. Members willing to accept the duties and responsibilities of membership described in the Bylaws are eligible to enroll.
- B. Enrollment age requirements: Classes shall be divided into age groups that allow selection of developmentally-appropriate activities, using the same cut off as Marysville School District. In order to register for the 2's Class, the child must be 2 years old by August 31<sup>st</sup>. In order to register for the 3's Class, the child must turn 3 by August 31<sup>st</sup>. In order to register for the 4's class, child must be 4 by August 31<sup>st</sup>.

## Exceptions to the enrollment age requirements will be made as follows:

- For any question regarding enrollment of a child who is near but not within guidelines for enrollment in either the 2's class or the 3's & 4's's class, a petition may be made to the board for an exception to the registration policy. This petition is made by writing a letter of explanation to the Executive Chairperson and delivered via mail, email, or in person. The Executive Chairperson will present the petition to the board for review. If approved, the child will have a trial period of up to 4 weeks within the class in question during which the Teacher, Parent Educator, and Executive Chairperson will meet to review the child's class placement and make a final recommendation.

- C. If a child is wearing diapers, arrangements for changing diapers must be made with other members to cover member's non-working days. Dirty diapers cannot be placed in the preschool garbage and must be taken home for disposal.

## Enrollment Priority

- A. Enrollment for the upcoming school year is open to returning families starting January 1<sup>st</sup>. Enrollment will be open to accept new members at on the 4<sup>th</sup> Monday of February.
- B. The pre-registration fee must be paid by January 31<sup>st</sup> to keep class placement. The registration fee is non-refundable in most cases. There are two exceptions to the non-refundable registration fee: (1) if a family enrolls contingent upon receiving ICC financial aid and is denied. (2) the child is accepted into a developmental needs class at another school. In either of these cases the registration fee will be returned.
- C. After January 31<sup>th</sup>, prioritization is based on first come, first serve basis, on receipt of pre-registration form and registration fee.

## Enrollment Requirements

- A. Before the first day of class the following completed documents must be turned in to the Class coordinator **\*\*the child cannot attend class until all items are completed and received by class coordinator\*\***:
- a. Edmonds College Registration Packet
  - b. Acknowledgement from Parent/Guardian
  - c. Preschool Registration
  - d. Preschool Information Sheet
  - e. Immunization Form/Certificate of Exemption
  - f. Allergy Information
  - g. Member Handbook Acknowledgement

## Edmonds College Enrollment

The Family Life Education Department assigns college instructors who observe and facilitate adult learning at each cooperative preschool. The parenting education component for the cooperative preschool includes learning about the expectations for members' weekly classroom work assignments; participation in required meetings, discussions and assignments; and reading membership and course materials. The learning outcomes for co-op members include:

- Supervise in the classroom (cont on pg 15)
- Practice and identify positive interactions
- Discuss parenting strategies
- Discuss developmentally appropriate behaviors
- Recognize individual differences
- Describe play and learning

The cost for one adult enrolled for FLED credit is factored into the monthly co-op fees; then that cost for credits is paid by the cooperative preschool. An additional fee may be required, if additional adult family members, and/or a relative (grandparent) work in the classroom. Each adult must be enrolled with the college.

## **College Student Id # and EdPass and College Email Accounts**

As a student of Edmonds College, co-op members are assigned a student identification number. They are eligible to get a student identification card called an EdPass and a college email account. Members enrolled for FLED credits will be able to get their EdPass after their college enrollment paperwork has been processed and they have been issued a student identification number. The student identification number is available through the college instructor assigned to the co-op. To get an EdPass, members need to go to the EdPass Card Services office located on the Edmonds College campus in Lynnwood. Additional information about the EdPass is available on the college web page.

The EdPass can also serve as a bus pass for Community Transit buses. As a registered Edmonds College student you can ride Community Transit for a reduced rate by purchasing a bus sticker for your EdPass. Many businesses and organizations also offer discounts to college students when they provide official college identification, which is the EdPass.

## **Attendance & Substitutes Policy**

The college class required to participate in a Cooperative Preschool consists of two parts. The lab hours take place in the preschool classroom and the Parent Education Course Instruction occurs during the member meeting each month.

Enrolled adult students (typically the child's parents), who regularly work in the co-op classroom once a week, are earning credits from Edmonds College. The preschool classroom is considered the portion of the parent education course in which the student can practice parenting skills learned at 'lecture' portion of the member meeting.

If an additional adult will be attending the member meeting on a regular basis, the instructor should be notified to ensure the proper registration at the college. If another adult will be attending the member meeting for a particular month, special arrangement should be made with the College Instructor. Approval for that person to attend will be at the discretion of the Instructor.

## **Classroom Specifications**

- A. The class size for the 3's and 4's Class shall be limited to a maximum of 18 children per session and requires a minimum of 12 adult members at full enrollment.
- B. The 2's Class size shall be limited to a maximum of 16 children and requires a minimum of 10 adult members at full enrollment.
- C. Since families with multiple children change the ratios, each class has a limit of 2 families with multiple children enrolled.

## **Finances**

- Registration Fee - Members shall pay one \$60 registration fee per child. In most instances, the registration fee is non-refundable and nontransferable. For returning enrollees, the registration fee is due by January 31st to reserve a spot for the upcoming school year. After January 31st, enrollment is open to the public and is available on a first come, first served basis; subject to the Bylaws, Member Handbook and Standing rules.
- Tuition/ Absence - The total tuition for the year is divided into nine (9) equal monthly payments. (September – May). Tuition shall be paid in full by the 1<sup>st</sup> of each month regardless of a child's absence, illness, personal vacations and/or inclement weather. In the case of an extended illness (2 weeks or more), contact the Treasurer.

- a. If initial enrollment happens after the 15<sup>th</sup> of the month, tuition will be prorated by 50% for that month.
  - b. Tuition shall cover:
    - i. Teacher's Salaries
    - ii. Operating expenses
    - iii. Improvement of MCP materials and equipment
    - iv. The contingency fund to carry over the next school year
    - v. Edmonds College Tuition
- **Late Fee** - It is the preschool's policy to charge a \$10 late fee when dues are not received by the 5<sup>th</sup>. Families who are not current by the 30<sup>th</sup> will be charged an additional \$15 late fee (i.e.: \$25 total late fee for that month) and their children may be excluded from school until dues are paid in full.
  - a. Members are strongly encouraged to make arrangements with the Treasurer if tuition cannot be paid on time. The Treasurer or Board may waive the late fees if the member proposes specific acceptable arrangements for alternate payment prior to the late fee deadline. Failure to follow the payment arrangements could result in your child being excluded from the preschool.
  - b. If payment by check is returned for non-sufficient funds (NSF), a returned check fee of \$20 will be charged.
- **Outstanding Tuition** - Returning members must pay outstanding dues, tuitions or fees prior to re-admittance to class or in order to preregister for the following school year.
- **Multiple Children** - Financial Responsibilities for Families with multiple children:
  - a. Fees – Families with two or more children enrolled in the preschool will pay full registration fees for each child. They will receive a 25% discount in tuition for the second (in the same class or younger), and for any additional children.
  - b. Work Days and Weekend Cleans- If multiple children are enrolled in the same class, the family will be responsible for working one work day per child per week (i.e. two children are enrolled in same class, parent would be required to work two days). If the children are in different classes, the family is responsible for working one day in each class per week. The family will also be responsible for double the amount of weekend cleans.
- **Dis-Enroll** - If monthly tuition has been paid and you find the need to dis-enroll your child from MCP, we require a two-week notice before dis-enrolling. If you provide a two-week notice and continue to participate and meet all obligations for those two weeks, the remainder of your monthly tuition will be refunded from the last date your child attends preschool. If the two-week notice is not given or you are unable to meet obligations for your work days, the remainder of the monthly tuition will be forfeited.
- **Financial Aid Policy** - Families in financial need may apply for two types of financial aid. These are outlined below:

**Long-term assistance (ICC Financial Assistance)** - Edmonds College has developed the ICC Financial Assistance program to help families in long-term financial need. If a family cannot afford to pay the full co-op tuition, they might be eligible for financial assistance for up to 50% of the co-op tuition from the ICC fund. To apply for the ICC Fund, contact the Board Treasurer, Executive Chair or a Parent Educator.

**Short-term assistance (MCP Fee Waiver Policy)** - MCP may assist families by subsidizing up to one-half of one month's tuition, once per school year. Each year, the board will set a limit for the Fee Waiver Fund, depending on the yearly budget, and funds will be allocated on a first-come, first-serve basis. Additional funds may be allocated at the Board's discretion. Members should apply for a Fee Waiver with the Board Treasurer or Executive Chair.



# Member Participation & Requirements/Standing Rules

Your responsibility as part of MCP is to aid the Teacher on the days you work in the classroom by helping with projects, materials, organizing and cleaning. Most importantly, engage in play and activities with the children in your assigned area. Provide encouragement and support to the children as they try new activities, and help the children communicate and cooperate. The Teacher and Classroom Coordinator will assist members in understanding their roles in the classroom, briefly explaining projects and expectations. Members also help one another with their roles.

It is your responsibility to work in the classroom once a week, on your assigned day. The following adult to child ratios must be maintained in order for class to be held:

**2's Class: 1 adult for every 3 children**  
**3's & 4's Classes: 1 adult for every 5 children**

*\*Please note that younger siblings worn in carriers by adult members affect class ratios\**

1. Absence / Substitutes - You are responsible for finding a substitute when unable to attend class on your work day, even in the event of an illness or vacations. Please follow the steps below:
  - a. Contact the members in your color team/group to arrange for a work day swap.
  - b. Contact the other members in your class to find a substitute. Then, notify your Class Coordinator of your absence and who your substitute is.
  - c. If you have contacted everyone on the roster and no one is able to cover you work day, contact your Class Coordinator as soon as you know that you are unable to find a substitute. If you miss an assigned workday, you must work an additional day within 14 days. (Extended absences will be considered on an individual basis as long as suitable ratios are maintained and the needs of the classroom, children, parents and Teacher are being met).
  - d. *On your workday you are expected to remain in class for the entirety of class time.* Leaving class early is unacceptable except for true emergencies. Scheduled appointments for yourself, your child, or any other person in your family are not an acceptable excuse for leaving early on your workday without following protocol for finding coverage.
2. Arrival - Members are required to bring children to class on time. On days you work, your assigned area will not be opened until your arrival. Arriving late impacts all other students/members in the classroom. *Please arrive 5 mins before the start of class on your work day.*
3. Departure - At the end of the class day, it is your responsibility as a work-day parent to ensure there are two adults at the school until all children have been picked up. For the safety of children and teachers, teachers cannot be left without another adult while children are present.
4. Leaving Early - Unless approved by your Class Coordinator 24 hours in advance, no member is permitted to leave their work day early unless in emergency situations. In emergency situations, it is your responsibility to ensure the Teacher and Class Coordinator are aware of your leaving early BEFORE leaving the premises.
5. Member Job Requirement - Members are required to perform an assigned member job throughout the entire school year. Alternatively, you can serve on the Board for the entire school year. Jobs are

described under the “Structure and Staff” section in this Member Handbook. Members with multiple children enrolled may be expected to hold multiple jobs dependent on the needs of the school. The need for multiple jobs and additional cleaning will be determined by the Class Coordinator and approved by the Executive Chair.

6. Snacks - Members are required to purchase and provide a nutritious snack on a rotating basis, in accordance to the snack guideline listed under the “Snack Guidelines” section in this Handbook. **MCP is a nut-free school.** If you fail to bring snack on your assigned day, you will be required to restock the snack cabinet. Food allergies will be posted on the kitchen door. Members of children with food allergies are encouraged to store an alternative snack at the school, if the daily snack is questionable for their child.
7. Car Seats: To comply with state safety rules and regulations, all children must be properly restrained in car seats at drop off and pickup. No child may be released from school without proper car seat.
8. Cleaning - Members are required to clean the classroom on a rotating basis and participate in the end of year cleaning. On average, depending on enrollment, members will clean 1-2 weekends in addition to the year-end clean. Board Members are excluded from weekend cleaning, as they already contribute extra time to MCP. Weekend cleaning may begin any time after the completion of 2’s Class on Friday (12:30 pm) and must be completed by Sunday (6:30pm). **Children must not be present at MCP during weekend clean due to liability issues.** The cleaning schedule will be posted at the preschool.
  - a. Missed Cleaning Weekend - If a member needs to trade cleaning dates with another member, it is their responsibility to find a substitute and make the necessary arrangements. The member must notify the Cleaning Chair of any changes. If a member misses their weekend clean without finding a substitute, the family will automatically be placed on probation for the duration of the year.

**Please refer to the “MCP Cleaning Requirements” sheet for a cleaning checklist. The cleaning checklist, building keys, and alarm code will be placed in your parent folder by Monday before your weekend clean.**

- b. Year-End Cleaning – Cleaning will take place the week after school is dismissed for summer. No children are allowed and members should arrange for child care, so they may fulfill this requirement. Each member will complete 2 hours of year-end cleaning. Families may pay another member to fulfill their obligation, or arrange a child-care swap in order to attend. Daily cleaning duties will be assigned by the board and Teachers, including removal of trash, cleaning bathrooms, sweeping and mopping floors. If a returning member fails to attend their year-end clean, the family will automatically be placed on probation for the following year.
9. Fundraising - In order to keep our co-op fees as low as possible, each family is expected to participate in fundraising throughout the year. We hold a variety of fundraising events to make it easy to be involved.
10. Tuition - Tuition must be paid on time. Tuition is due by the 1<sup>st</sup> of each month.
11. Enrollment Packet - All forms must be turned in on time. Please see Enrollment Requirements section in this Handbook for a list of all required forms.
12. Behavior Expectations:
  - a. Mutual Respect – The Co-op is committed to every person’s right to enjoy this experience safely and with dignity. All members, staff and instructors are committed to expecting civil behavior from all. We require each member to support this commitment.
  - b. Harassment - Harassment, intimidation or assault against any person will not be tolerated and is grounds for immediate dismissal. The member will be required to submit a written apology to the Board before, and if, they are permitted to return.

- c. *Confidentiality Statement* - Co-op members shall respect the privacy of other members and the confidential nature of any verbal or written information related to children, families, staff, and the Co-op organization. All such information shall remain confidential during membership and after Co-op membership ends. Rosters provided for class members should only be used for preschool business.

## Snack Guidelines

- Children

1. **Wash hands** in warm running water with liquid soap and dried on individual paper towels, before food preparation and eating.
2. **Practice skills:** pour drinks; pass napkins, cups, and other non-food items; request, decline or offer food. Determine if children have skills to use tongs or spoons to serve themselves.
3. **Participate in cooking projects** by measuring, scooping, mixing. Learn about a variety of foods & tools.
4. **Children must be seated at tables while eating and adults must actively be supervising children.** Encourage a calm, unrushed pace, and remind children to chew slowly and not talk with food in their mouth.
5. **Children should not share or exchange food.** Do not require children to finish amount taken. Encourage children to take one or two pieces at a time, reminding them they can get more after finishing what they've taken.


- Parents/Guardians/Adults

1. **Take turns bringing snacks** with nutritional value for children. Avoid sweet and salty snacks.
2. **Avoid known allergy foods** – when possible provide foods all children can enjoy. A few foods, like peanuts, can cause life threatening reactions and cannot be allowed at preschool. Any food allergies/sensitivities should be posted on the snack door. It is the parent's job to provide an alternative snack labeled with the kids name.
3. **Water is the preferred beverage for preschool.**
4. **Hot beverages are never allowed** in the classroom.
5. **Wash hands** before preparing food, with warm running water, liquid soap and dried with individual paper towels.
6. **Wash, rinse then sanitize food preparation surfaces** and serving tables immediately before and after food preparation.
7. **Prevent contamination and spoilage.** Foods should arrive in original sealed packaging and be assembled at school. Fruits and vegetables should be washed thoroughly and peeled as needed.
8. **Reduce the possibility of choking. Be sure to serve children food cut into manageable portions or slices.** For two year olds, food must be soft and small. See list of foods to avoid on next page.
9. **When providing individual servings,** portions should be served in or on disposable, food-safe, paper products OR dishes and placemats that can be washed and sanitized. Food should not be served on the table surface.
10. **Teach children to use serving utensils.** Supervise carefully as children learn to pass serving dishes and use serving utensils. Remove any food or utensil that becomes contaminated when a child tastes from a serving utensil or drops them on the floor.
11. **Reserve some food** in the preparation area for additional helpings.
12. **Wash dishes** in hot soapy water, rinse thoroughly, and sanitized with a disinfecting rinse or spray, then air dry or dry with clean hand towels. Discard towel and use clean, dry one when it becomes wet.

13. **Recyclable and compostable paper products** are preferred. Never reuse disposable plates, bowls, trays, baskets, etc.

• Class Coordinators must provide directions for snack preparation & supervision

1. Post guidelines for food preparation in the food preparation area and review during orientations.
2. Post directions for daily mixing of sanitizing solutions.
3. Post emergency steps for choking.
4. Eliminate items that often cause choking with young children.
5. Identify known food allergies. Post and distribute guidelines for addressing known food allergies.
6. Limit the number of children assisting with food preparation.
7. Be clear about the beginning and end of snack time.
8. Be clear about the number of children to be seated at each table.
9. Avoid treats and food used as rewards.
10. Determine if LUNCH will be an option for afternoon classes and set basic guidelines.

**NO NUTS!!**  **2's, 3's & 4's classes must be NUT FREE classrooms. Peanuts and tree nuts are known to cause life threatening allergic reactions. A nut exposure can also include skin contact to nuts or oils used in lotions.**

• Reduce the Possibility of Choking

- a. Young children participating in group snack time are learning social skills. Children's silly or immature behavior may increase the risk of choking. Adult supervision is critical to reduce the risk of choking.
- b. Choking is most often caused by food, toys, bits of latex balloons and other small objects that can easily lodge in a child's small airway. Anything that could get stuck in a child's throat can be a danger.
- c. Be sure to serve children food cut into in small manageable portions or slices.
- d. Don't give a child under age 4 any hard, smooth foods that can partially or completely block the windpipe.
- e. Younger preschoolers and toddlers are more likely to choke on the peel of fruits
- f. Frozen berries may increase risk of choking, IMPORTANT to partially thaw berries or other frozen fruit that can be served in bite sized portions.
- g. Compost bags must be tied and placed in the freezer during cleanup. The compost person will pick them up weekly.
- h. Eliminate foods that often cause choking:
  - No popcorn**
  - No nuts of any kind - No nut-butters**
  - No candy**
  - No marshmallows**

- No grapes**
- No hot dogs & sausages**
- Never serve cheese in cubes - slices and pulled string cheese are OK**
- Never serve raw fruits or vegetables in chunks – thin slices are OK**
- No fruit snacks**
- No fruit roll ups**

## **Probation Policy**

A member that will be put on Probation is one that has not fulfilled the agreed upon duties and/or responsibilities outlined in member handbook or in classroom. A probation status removes all voting privileges and pre-registration status for the following year. A member on probation will need to meet with the board to develop a plan of action regarding but not limited as:

- A member will be put on probation after a second missed member meeting, a third missed member meeting will result in removal of the program.
- Members who miss a weekend clean or the year-end clean will automatically be put on probation.
- Any non-compliance that takes place after a member signs a probation contract will result in removal from the program.
- The probation contract will last the full school year, unless the offense takes place in April or May, in which the probation contract will roll over to the next school year.

## **Membership Meetings**

- Member Meetings - Members are required to attend Membership Meetings. Meetings are typically held at 6:30 PM on the third Wednesday of each month. Member meetings shall last approximately 2 hours. These meetings are imperative to our school running well, so that we, as a community, can meet the needs of our children. Thus, **ATTENDANCE IS REQUIRED**, not optional, at the entire meeting.
  - a. No children (except infants) are allowed and members should arrange for child care
  - b. The MCP work parent is preferred to be in attendance for all member meetings. However, if you need to send someone in your place members will be held accountable for any information given. The work day parent needs to sign the meeting minutes and return to class coordinator if someone attended on their behalf.
  - c. During the meetings the parent educator will present for a minimum of 45 minutes.
  - d. All preschool business shall be conducted at the member meeting.
  - e. Issues concerning all groups shall require votes by all voting members of all groups.
    - i. Voting can only occur when a quorum is present. A quorum consists of 50% active membership in attendance.
    - ii. All families get one vote regardless of how many children are attending MCP.
    - iii. Simple majority rule.

The Executive Chair and any Class Coordinator can call an all-school meeting at their discretion, with as much notice as possible.

- Missed Meeting - Missing more than 15 minutes of a meeting counts as an entire missed meeting – including late arrival or early departure. When a meeting is missed, members must read the meeting minutes and initial them within 1 week after posted by Secretary on Shutterfly. Attendance forms during the meetings are provided for acknowledgement of attendance. If missed more than one (1) meeting in a school year for any reason, members will be required to

meet with the Board. Together, we will develop a solution to avoid any more missed meetings. If additional meetings are missed, your membership will be up for review and possible termination from MCP.

- . Parent Education – Members will need to contact parent educators for make-up assignment when they miss a member meeting.

## Classroom Etiquette

1. No Smoking - There is no smoking on MCP preschool grounds, including inside vehicles on MCP property.
2. Cell Phones - Cell phone use (calls & texting) are not allowed during preschool. In the event of an emergency, when a member must answer their phone during class, please notify another adult to cover your assigned work area ensure all kids are properly supervised. Many people use their phone camera to take pictures. Members should feel free to take pictures and promptly put away their phone. If this becomes a problem, the lead parent and/or teacher will ask you to put your phone in your child's cubby.
3. Pictures - Pictures of all members/children can be shared on the group's private Shutterfly site. Members will receive an invitation to join the site at the beginning of the school year. The invitation is year specific (ex: 2021-2022 classes only) and valid from September to August.
4. Social Media - Member agrees not to post pictures of children or other members to any social media platforms without written or verbal consent from the parent of the child in the photo or video. Member agrees to keep MCP business/affairs/topics confidential within the membership and off of all social media platforms. **\*\*This is to protect each member of MCP/Edmonds College and to establish a culture within the membership which fosters open communication. If situations arise that need attention, please contact an MCP board member or Edmonds College as soon as a concern arises. You are welcome to attend board meetings as well to discuss any concerns, we welcome your feedback!\*\***
5. Name Tags - Members and children will be given name tags to wear throughout the year.
6. Personal Belongings - Members and children should place any personal toys or belongings in their child's cubby during class time. We are not responsible for lost or stolen items.
7. Circle Time - It is important for members to participate in Circle Time and sit with kids on carpet. Members often need to help redirect children's focus and offer other support during circle time. Observe returning members and teachers for appropriate techniques. Feel free to ask the teacher or other members any questions you might have.
8. Inside Play - After the teacher completes Circle Time, members should remain in their assigned areas of the classroom while indoors to facilitate learning through play.
9. Outdoor Play - During outdoor play there must be **two adults** outside at all times. One parent must be next to play structure at all times while children are using it. All members are expected to participate in outdoor play. Adults should not be seated together at the picnic tables and cell phones should not be in use, with the exception of taking pictures.
10. Daily Clean – There's a checklist in the kitchen of what needs to be cleaned after every class, cleaning takes place during outdoor play. The members working in the snack room and art room are the only adults that should be indoors during outdoor playtime, unless reassigned by the teacher.
11. Extra Clothing - Coats, hats, boots, etc. should all be labeled with the child's first name and last initial, if necessary. These items should be sent every day during cool, wet, windy weather. Please send a change of clothes to the preschool during the first week; this is essential in case of accidents.

12. Child Restroom - When helping a child in the restroom, aside from your own, two adults must be present, or within view, of the child. This protects both children and the members.
13. Member Folders - Please check the member folder weekly that is located in the front entry way. It contains important school information, communications, and announcements. The Cleaning Chairperson will also put keys and the cleaning check list in the member folder for each scheduled weekend cleans. Also check the art box weekly, which contains the works of art created by your child at MCP.

### **What to Wear to Preschool Policy**

- Adults - Adults who are supervising and interacting with children are expected to be dressed appropriately.
  - a. Members will attend class wearing appropriate clothing that allows for comfort while engaging in all activities with the children. Members will need to be able to get on the floor or ground, at times needing to sit at a child's level for long periods of time. Adults must also be prepared for all outdoor weather conditions. Be aware that clothing may become soiled, stained or bleached when in contact with children's learning materials (i.e. paint, glue, ink, etc.) or classroom cleaning products. Clothing may not depict slogans or pictures that are not appropriate for children or could be offensive to adults, including but not limited to cigarettes, drugs, alcohol, profanity, sex or images that might frighten a child (i.e. skulls, monsters). Undergarments (panties, briefs, boxers, bras) should not be visible when standing, sitting, or bending. There should be no skin showing between shirt bottoms and pant/skirt tops.
  - b. Shoes should be suitable for walking on varying surfaces (i.e. sand, woodchips, dirt, concrete, etc.) and be appropriate for seasonal weather conditions. Shoes should provide support for walking quickly, occasional running and lifting children, equipment or furniture that may weigh up to 50 pounds. Adults are discouraged from wearing flip-flop sandals and shoes/boots with high heels.
  - c. Due to allergies and overall sensitivities, please refrain from attending class heavily perfumed or smelling of cigarette smoke.
- Children - Children need to be dressed in clothing and footwear that will allow them to engage in all opportunities for play and learning. Children will be learning to use toilets and wash hands with minimal assistance from adults.
  - a. Children need to wear pants, footwear and jackets that they can learn to fasten/zip themselves. Short sleeves are preferred since water, paint and glue are frequently involved in planned activities. Generally, paint and colors used in play doh and sensory materials will be washable; however, they cannot be guaranteed to be stain-free.
  - b. Children need footwear, outdoor-wear and play-clothes that allow for running, dancing, jumping, climbing and occasional puddle splashing. Avoid footwear and clothing that may cause tripping, slipping or entanglement.
  - c. In accordance with health and safety best practices, children enrolled in FLED affiliated cooperatives are required to wear shoes when playing outdoors. We want children to fully enjoy their time outside while ensuring that they are protected against the elements, accidents and other health and safety risks. Footwear that is suitable for walking, jumping, climbing and exploring are highly encouraged.
- Each child needs to arrive with a complete change of clothes in a bag/backpack. Teachers will provide information about bringing helmets if the class has the opportunity to use outdoor riding equipment. Children should not arrive to class dressed in character costumes or "dress-

up” outfits. Teachers will provide “dress-up” clothing and props appropriate for dramatic play themes.

## Guidance Policy

**Purpose:** Ensure the safety and well-being of each child; provide the maximum amount of freedom for children; support children in learning to practice self-control; provide members with a consistent plan for guiding children.

**Responsibilities of Teacher:** Holds primary responsibility for providing a safe environment and consistent expectations for behavior; teaching and enforcing class rules to children and adults; and supporting adults as they develop guidance skills.

**Responsibilities of Members:** Agree to use the guidance techniques presented to the membership at the member meetings, and provided by the parent educator and teacher.

### Basic Expectations for Children

Respect and honor self and others	Child may not hurt him/herself or others
Respect property	Child may not destroy property or materials
Respect the play of others	Child may not disrupt the play of others

**\*\*It is never acceptable to physically discipline any child in any way on MCP property\*\***

**Positive Guidance:** Provide guidance in a manner that is kind, calm, firm, and non-punitive without lecturing or scolding. Never hesitate to ask for assistance or offer to help if it becomes a challenge for adults to remain calm.

### Positive Re-direction:

1. State what the child can do, the rule or the expectation (keep it brief and clear)
2. Remind the child of what is acceptable
3. Redirect the child: distraction for younger children & alternate activity for older children
4. “Time-together” – adult spends one-on-one time as needed
5. Alert teacher –The teacher will determine if it is necessary for the child to take a break and calm down. The teacher will determine who should be with the child to help calm down, take a break, and plan to re-enter the activities. This should not be punitive.

### Addressing on-going behavior concerns

1. Teacher will consult with college instructor to review the pattern of behavior and develop a prevention plan and a response plan.
2. Teacher and/or instructor will arrange for observations of the child on different days.
3. Teacher and/or instructor will set up a conference with the child’s parent(s). Together a plan for managing behavior will be outlined (i.e. shadowing child, shortened day, a pre-planned response).
4. When necessary, class members may be advised of the plan for managing challenging behaviors.
5. Teacher and instructor will evaluate progress at 2 and 4 weeks to determine outcomes and goals.



# General Safety Procedures and Practices – Risk Management

Adults working in the classroom are required to view the current OPEP video for risk management: **YouTube “OPEP Safety Orientation 2017”**. Each participant must agree to the following **“General Safety Procedures and Practices”** prior to working with children. Additional information regarding risk management is available to members in the current RISK MANAGEMENT MANUAL. Contact the teacher, or college instructor for available copies.

- **At least 2 adults must be supervising children at all times.**
- Classes maintain the appropriate adult to child ratio
  - a. 1:5 adult to child ratio for 3 – 5 year olds
  - b. 1:3 adult to child ratio for 19 months to 3 years
  - c. 1:2 adult to child ratio for birth – 18 months
- Children are never left unattended in cars.
- Children are always escorted by an adult to and from the classroom! PLEASE HOLD HANDS.
- Parents staying for circle time must sign-in (including sibling) and remember to sign out when leaving.
- Adults and children must wash hands when arriving for class, before eating, after toileting and diapering, and when returning from outdoor play. Use running water, soap and disposable towels.
- Teacher must be notified before dismissing a child from class. Children may only be released to their parents or previously authorized adults. Child “release” information is kept on file at the co-op.
- To prevent scalding, HOT BEVERAGES WILL NOT BE ALLOWED IN CLASSROOM
- Adult participants share responsibility for maintaining clear and safe traffic patterns in the preschool classroom.
- To prevent choking, small “swallow-able” toys or parts are never available to children under 36 months.
- Children should walk indoors; running is NOT allowed.
- Children must be seated at tables when eating.
- Eliminate food that can often cause choking with young children.
- Field trip drivers must carry liability insurance on the vehicle in use, use a safe vehicle with working seat belts, and hold a valid driver's license. If a child's parent is not participating on the field trip, the driver must carry emergency information on each child being transported and signed permission to transport the child. (See Volunteer Driver for more information)
- Adult participants are responsible for learning and using:
  - a. Skills for supervising children in each area of the classroom and outdoors.
  - b. Safest way to set up activities and equipment.
  - c. Procedures and rules for safe equipment use in each area of preschool.
  - d. Limits for using kitchen appliances or other tools.
- Adult participants are responsible for knowing the location of:
  - Posted emergency evacuation plan – Located on the risk management board
  - Nearest phone – in the kitchen or in the circle time room.
  - Fire extinguisher – in entry way, block room and by the back door.
  - First aid kit – above the storage cabinet in the adult bathroom.
  - Protective gloves – in the kitchen.
  - Incident/Accident report forms – in the risk management binder in the front hallway.
  - Emergency phone numbers – in the folder on the board in the front hallway.

- Family contact phone numbers – in the folder on the board in the front hallway.
- Children’s medical information – in the blue backpack.
- Posted allergy information – on the snack/kitchen door.
- Adult participants will monitor and implement a safe storage system:
  - Only adults obtain supplies from storage areas
  - Poisons (cleaners, bleach, etc.) are stored in secured cupboard or container
  - Large equipment must be anchored or stored flat
  - Bins, boxes or drawers are used to store items off the floor
  - Power equipment is stored properly
  - Scissors and sharp tools are stored safely
  - Food supplies are stored in clean, dry, pest-free area
- Appropriate mats will be used under and around all indoor climbing equipment.
- Building, grounds and facilities shall be inspected quarterly for safety hazards.
- Activity areas will be inspected monthly for toys and furniture needing to be repaired.
- Adults must report any safety concerns to the teacher and the people responsible for risk management, maintenance and repairs.
- Hazardous broken toys, equipment, or furniture will be removed promptly and repair or disposal arranged. Alert class teacher to any hazard.
- Quarterly inspection reports will be presented to the co-op board. Copies of the classroom safety checklist will be provided for the college instructor and the Family Life Education Department.
- If a co-op moves or re-arranges a classroom, the safety inspection must happen before children return to the classroom.
- Each class will conduct monthly evacuation/fire drills.
- Each class will conduct earthquake drills twice yearly.
- Any child not enrolled in the co-op should not be attending the co-op’s regular program. (Exceptions: open house, family nights, and occasional visitors)
- Concurrent childcare/nursery for siblings cannot be provided by the cooperative because it is not insured with this program’s accident or liability policy.

## **Guidelines for Holidays, Birthdays and Celebrations**

**Diversity**, culture, traditions, celebrations, history and geography can be shared with children to expand their view of the world’s people. Books, stories, clothing, art, instruments, music and items from many cultures can be used throughout the classroom and rotated as props during the year.

### **Holidays**

Recognizing a holiday or celebration is one way to expand children’s experiences with diverse cultures. Holidays and celebrations must be developmentally appropriate and reflect the families who are participating in the program. Always be respectful of all families’ beliefs and traditions. Avoid stereotypes or making assumptions. Communicate with families to assure selected holidays and celebrations are not offensive or exclude any child or family. It is important to not trivialize holidays by losing the meaning of the holiday, or focusing on the commercialization of holidays. Stay sensitive to the deeper meaning of holidays for many families.

Teachers need to work with families to plan and present activities that are developmentally appropriate and inclusive of all children. Families in our communities come from a variety of backgrounds, cultures, religious beliefs and traditions. To help children learn from each other, cooperative preschools can encourage families to share their own traditions with their child’s class throughout the year. Families may share cultural traditions, holidays, foods, languages, literature, and music. Teachers need to notify families in advance - ex: “Kenny’s auntie is coming to show us how they celebrate Chinese New Year.”

Many holidays, including national holidays, have strong religious components to them. It is extremely important to use words like “some people...” when talking with children about beliefs and practices of religious groups. It is best to defer to a child’s family and let them discuss religion in the home. Be aware that some families might not want their children exposed to other religions. It should be optional for children to participate in celebrations or cultural rituals, especially if a tradition or ritual is not one that is practiced in their home. It may be more appropriate for children to observe and hear about those traditions which their own families do not practice or believe.

### **Birthdays**

Birthday celebrations need to be kept simple with a routine that is the same for each child. Children’s birthdays may be celebrated with a simple crown, Happy Birthday song, special duties, etc. Birthday parties, cupcakes and goodie-bags must be private events and will not be allowed at preschool.

### **Health Policy**

The health policy of MCP is designed to prevent the spread of communicable diseases at preschool. Members will encourage and assist children with hand washing when entering the classroom and before eating snack. To promote health and well-being of all preschool children, please adhere to the following guidelines:

- Immunization Form - A current, valid immunization form (provided in the enrollment packet) or statement of exemption is required. This must be turned in prior to the child attending class and attending class. This form will be confidentially reviewed by the Immunization Record Keeper for compliance, and will be kept securely on file in the classroom.
- Communicable Disease - MCP follows the Snohomish County Health District guidelines in regard to communicable diseases. Notify your Class Coordinator at once if your child has a communicable disease or has been exposed to one. Preschool members will be advised of potential exposures. The following policy regarding attendance to class is subject to change as information is presented from the Snohomish County Health District with the health and safety of the children and families who attend MCP in mind.
- **Member or child should NOT attend if he/she has:**
  - **Fever of 100°F (under arm) or higher within the past 24 hours.**
  - **Vomiting on 2 or more occasions within the past 24 hours.**
  - **Sore throat or earache.**
  - **Diarrhea—3 or more watery stools within a 24 hour period or 1 bloody stool.**
  - **Rash, especially with fever or itching.**
  - **Eye discharge or pinkeye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.**
  - **Fatigue that interferes with full participation in school activities, including outdoor play.**
  - **Heavy nasal discharge.**
  - **Constant cough.**
  - **Open or oozing sores, unless properly covered, or 24 hours on antibiotic treatment.**
  - **Lice and scabies. For head lice, children and staff may return to school after treatment and no nits. For scabies, return after treatment.**
  - **Been on antibiotics less than 24 hours (unless the treatment is for an ear infection with NO other symptoms of illness).**
- **Any child who becomes ill must be isolated (not necessarily in another room) from the other children, and the member or emergency person notified. Should a child become seriously injured at school, member will be notified immediately. If the member cannot be reached, the alternate person listed on the Emergency Information sheet will be contacted. In the event**

neither can be reached, the child's physician will be contacted, and if not available, the child will be sent to the nearest hospital.

\*\*\*\*\**In the above situation, the member will be responsible for any and all medical costs, including doctor's fee, hospital expense and related services.*\*\*\*\*\*

- Should more than 50% of the children be absent for any one class, that class may be cancelled for the next day.

### Siblings in Class

- Only enrolled children may attend class. Any child NOT ENROLLED in the co-op CANNOT BE ATTENDING the co-op's regular program. The preschool cannot be a concurrent child care/nursery operation for siblings; because of safety concerns and insurance costs, siblings are not allowed to attend class unless properly enrolled.
- We strive to be as accommodating as possible to each member's unique situations. In certain special circumstances, exemptions can be made to allow a younger sibling to attend with their adult on their classroom work day only. If your family falls into this category, please reach out to the teacher and board with your situation to see if any accommodations can be made. Please note that our main priority is going to be what's in the best interest to the children who are enrolled in class.

### Example Special Circumstances (that require board/teacher approval):

#### Infant Siblings –

- In some instances infant siblings under 12 months of age are permitted to attend class with the adult for their in class volunteer day *only*. Insurance policies **require** that infants under the age of 12 months stay in a front pack/ carrier when in attendance, this must be strictly enforced. Strollers or car seats are not acceptable.
  - When infants are in attendance, we must maintain the appropriate **1:2 adult to infant ratio**. The Class Coordinator must be notified in advance if you wish to bring an infant in carrier on your volunteer day so they can ensure the proper ratio is in place. Children are not allowed in the kitchen or around cleaning supplies, so if it is your scheduled cleaning or snack day arrangements will have to be made for you to swap with another member.
  - If sibling attendance becomes problematic for any reason, we will work together to find solutions. If a solution cannot be reached, we may ask that the sibling no longer attend class.
- 
- Toddlers/"Siblings on the Ground" – Toddlers on the ground, or siblings older than 12 months of age but younger than of registering age for class (by August 31st), may be permitted in class on a case-by-case basis **when a petition is submitted to the board for approval**. Due to ratio requirements, only one sibling on the ground may be allowed per workday. A monthly fee of \$40 will be assessed for a toddler sibling.
    - When infants (under 18 months old) are in attendance we must maintain the appropriate **1:2** adult to infant ratio.

- When toddlers (over 18 months old) are in attendance we must maintain the appropriate **1:3** adult to child ratio.
- While being “family-friendly” is an important goal, our main focus is on the children that are enrolled in class. We encourage families to find other child care arrangements for siblings on work days. As families get to know one another, swapping child care with a family on opposing workdays may certainly be an ideal arrangement for you.
- **Older Siblings** - In the event of a true emergency, older siblings may attend class with the following understanding:
  - The sibling’s family is solely responsible for supervising the sibling while at preschool. The sibling should remain in the same room as their caretaker. If it is your scheduled snack day, arrangements can be made to switch areas with another member, as no children are allowed in the kitchen.
  - When siblings attend preschool, it can affect our adult-to-child ratio and maximum class size. These ratios must still be maintained with siblings in attendance. Please check with your class coordinator or teacher to ensure that a sibling’s attendance is acceptable.
  - If sibling attendance becomes problematic for any reason, we will work together to find solutions. If a solution cannot be reached, we may ask that the sibling no longer attend class.

### **Maternity/Medical Leave**

- **Maternity Leave** - A member may be excused from participation for a total of six (6) weeks before or immediately after the delivery of a child, providing they have been a member of the preschool for at least three (3) months and intend to remain in the preschool for the current school year. During maternity leave, the enrolled child may continue to attend preschool provided the member arranges for transportation. Parents on maternity leave are not required to attend class or member meetings, work on their assigned workday or bring snack. Tuition fees must still be paid continuously or that spot may be given to another child. Should leave extend beyond 6 weeks (subject to Board approval) the member is responsible for arranging coverage of ALL preschool responsibilities. *If the enrolled adult is planning on taking a maternity leave, please notify the class coordinator, college liaison, and Executive Chair Board member in writing 60 days in advance so necessary arrangements can be made.*
- **Medical Leave** - Other medical leave will be considered on a case by case basis.

### **Reimbursements**

On occasion, a member may be asked or want to purchase supplies for the preschool. Members should verify with the Treasurer or Executive Chair that you have approval before purchasing the items. Please contact the Treasurer for reimbursement form. Please submit reimbursement form within 30 days of purchase, along with receipt. Please allow two weeks from date of submission to receive the reimbursement check.

## **Structure and Staff**

**Member Jobs** – All member job duties including planning, phone calls, meetings, preparations, etc. should take place outside of your regularly scheduled work day. If you are unable to perform your chosen member job, please inform your class coordinator. If you have to miss class for any reason and cannot perform your member job duties during your absence, it is your responsibility to find coverage for your job.

### **Marketing and Fundraising Committee:**

- Reports to the Marketing/Fundraising Chair.

- Manages school website.
- Attend committee meetings monthly at member meetings and whenever called by the marketing/fundraising chairperson.
- Post informational flyers throughout various community sites on a monthly basis.
- Print and assemble flyers for marketing events including Open House (January), Fundraising Events and any other events as determined by the Board.
- Assist with and attend select advertising events to promote MCP.
- Suggest and research other marketing and fundraising opportunities.
- Assist fundraising chairperson in preparing and distributing fundraising documents to members.
- Arrange and distribute fundraising products to preschool members.
- Other fundraising activities as determined by the fundraising chairperson and committee such as restaurant events, etc.

**Special Events Committee:**

- Reports to Fundraising/Marketing Chair.
- Help board, teachers and coordinators plan classroom and school wide events.
- Assist with set up and tear down (clean up) for events throughout school year including member meetings, open house, art auction, etc. Expected to arrive 15 minutes prior to member meetings to set up room/chairs under direction of Board.

**Sunshine/Morale Committee:**

- Reports to Registrar.
- Plans for and interviews member/family of the week and prepares poster.
- Engages school families with individual milestones (birthdays, weddings, births, etc.)
- Fosters community within the school family
- Encourages communication between the Board and families
- Helps the school to provide support to individual families as needed

**Class Secretary (1 from each class):**

- Reports to secretary.
- Takes notes during monthly member meetings and sends meeting minutes to secretary by Sunday following each monthly member meeting; especially important during class break-out sessions.
- Serves as a substitute in the event of an emergency in which the Board Secretary is unable to attend member meetings.

**Arts and Portfolio Assistant (one from each class)**

- Works with the Teacher to come up with age appropriate art projects/items for the classes to create that will be sold in the annual MCP art auction.
- Coordinates with the Arts and Portfolio Assistant from each class to come up with ideas.
- Have a working knowledge of Power Point, Publisher or similar tool for making computerized collages.
- Put together a portfolio for each student in your class to add their art projects to throughout the year (as directed by the teacher).
- Organize the art that is not going in portfolios into the parent folders to go home with families weekly.

### **Teachers Assistant (one from each class)**

- Reports to the Teacher.
- Assist the Teacher with any prep needed for activities in class weekly (laminating, cutting things out, making copies, setting up the classroom etc)

### **Weekly Laundry (1 from 4's class and 1 from 2's Class)**

- Reports to Class Coordinator.
- Take used towels and laundry home weekly after class and return clean laundry on next class day. 3's & 4's member will take home laundry every Tuesday and return it every Wednesday. The 2's member will take home laundry every Thursday and return it every Friday.
- Wash dramatic play clothing during winter break.
- If you are unable to complete the laundry for any reason, it is your responsibility to find someone else to do it for you.

### **Excursions (one from each class)**

- Reports to Teacher.
- After consulting with the Teacher, plan and arrange all class excursions to occur once per month for 3's & 4's classes and every other month for 2's.
- Email and post information about the field trip on bulletin board or member folders.
- Collect fees and arrange payments in advance, if necessary.
- Fill out Edmonds College Field Trip form 4 weeks in advance. Forward to Edmonds College and post on the preschool's front door on the day of the field trip.
- Keep the Excursions binder up-to-date. List the dates of visits, locations, contact person and phone number.
- Write thank-you notes for visit/tours.

### **Class Photographer (1 from each class)**

- Reports to Class Coordinator.
- Take photos in class and during special projects AND POST on Shutterfly weekly.
- Attend ALL field trips and take photos to be posted on Shutterfly. If unable to attend, arrange for someone to take photos and upload them for you.
- Creates a photo collage for each student in their class to be used as the cover of their art portfolio (and forward them to the classes Arts and Portfolio assistant)
- Digitally puts together a shutterfly (or similar platform) "yearbook" for their class to purchase at the end of the year.
- Posts weekly photos to the class album on Shutterfly.

### **Maintenance person/Handy person (1 from 2's, 1 from 3's & 4's)**

- Reports to Vice Chair.
- Perform common maintenance tasks like changing lightbulbs, stabilizing shelves to walls, and doing minor repairs.
- Store and organize outdoor toys & equipment weekly (on your non-work day) throughout the school year.

### **Gardener/Groundskeeper (1 from entire school)**

- Reports to Vice Chair.
- Weed front flower beds and water plants, as needed, throughout the year.
- In the spring, plant new annuals in front flower bed (discuss budget with vice chairperson prior to purchase).
- Fluff bark chips September, January and April.
- Makes label for bucket on what's acceptable to compost.
- Takes compost home once a week.

### **Book Order person (1 from entire school)**

- Reports to Secretary.
- Staples ordering information to the flyers.
- Puts book order flyers in each family's folder.
- Sorts all book orders and labels them for distribution.
- Sends an email to membership monthly when book orders arrive.

### **Supply Person (returning member job):**

- Reports to Treasurer.
- See supply checklist for what items to buy and where to buy them.
- Monitor toilet paper and paper towel supply (bathrooms and kitchen). Purchase more as needed.
- Make weekly or biweekly trips to purchase supplies for the preschool. There is a dry erase board on the refrigerator where members will list items that need to be purchased.
- You will be reimbursed for all required supplies by filling out the MCP reimbursement form and returning it to the Treasurer. Reimbursements will typically occur within two weeks for reasonable expenses. Extraordinary expenses must have prior approval.

### **Health/Safety Officer (returning member job):**

- Reports to Risk Management.
- Receives and checks immunization records for each student enrolled in class, including siblings (infant in carrier or siblings on the ground).
- Ensure every family has returned their immunization form prior to school starting. Communicate with Class Coordinator and Risk Management regarding any forms that have not been returned.
- Review each child's immunization record before school starts.
- Separate immunization records into separate classes (3's , 4's and 2's Class).
- Separate each class into compliant, not compliant or exempt categories.
- Notify members who are not in compliance.
- Ensures a month's supply of cleaning supplies is on-hand at school by working with supply person.
- Ensures standard/daily cleaning process is understood by all class coordinators and followed in the classroom.
- Works with the Vice Chair to ensure deep cleaning on weekends is explained/followed properly.

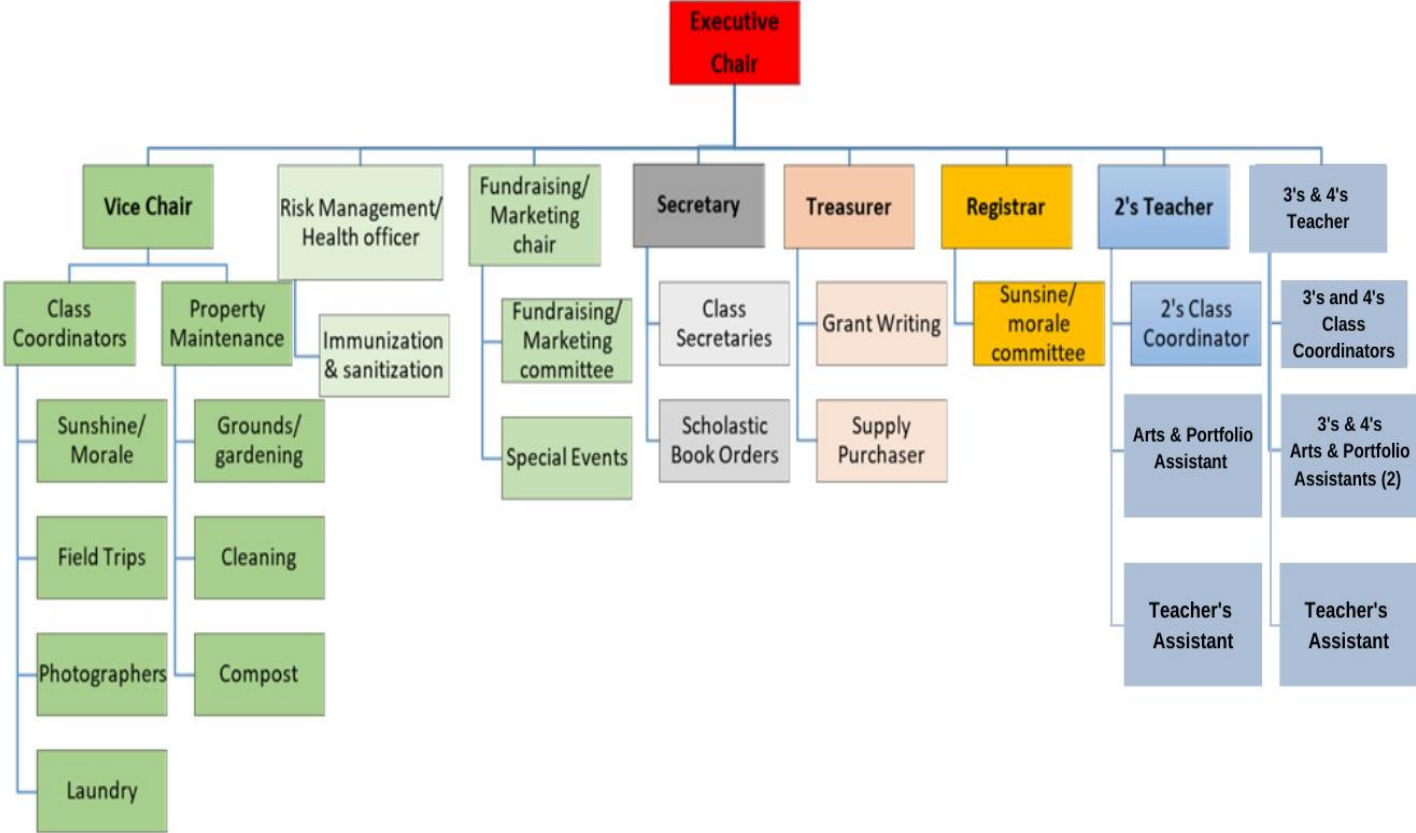
## **Committee Responsibilities**

- Committee descriptions and guidelines shall be contained in a notebook maintained and updated by the Executive Chair.
- Committees shall be filled by member volunteers or assigned if necessary at the class orientation each year.
- All non-officer members shall serve on a committee with a term of one year.
- Members enrolled in one class with two children shall serve on two committees or a Board position.
- Members enrolled in two classes shall serve on a committee for each class or a Board position.



- Members enrolled in two classes and serving as a Board officer for one class shall be excused from committee work in the class for which they don't hold a Board position.
- Committee work that does not directly involve the children shall be accomplished outside of class time.
- The Board shall create ad hoc committees as required by the group to conduct approved special events. The Board shall set guidelines for the committee's responsibilities. Membership on ad hoc committees shall be voluntary.

# MCP Member Jobs/Responsibility Tree



# Board Information

- The Board shall be comprised of the Executive Chair (or Co- Chairpersons), Vice Chair, Treasurer, Secretary, Registrar, Fundraising Chair, and Class Coordinators.
- Advisory Board members shall be Teacher(s), Parent Educator(s) and Marketing Chair
- The Board shall decide the class schedule, fees, dues, penalty charges and Member meeting days.
- The combined new and old Board shall meet at the **APRIL OR MAY** Board meeting to:
  - a. Review the evaluations of the program and Teacher.
  - b. Decide to accept or reject the tentative Teacher contract agreement(s) presented by the Negotiation Team(s).
  - c. The Board shall construct a Negotiation Team for each Teacher, using the definition & duties listed:
    - i. The negotiation team shall be comprised of: the Teacher, Executive Chair, Treasurer and one representative of the Board (representative to be decided upon a consensus of the Board members). One negotiation team can be made for multiple Teachers' contracts agreements, but only as agreed upon by Teachers affected.
    - ii. Upon meeting and negotiating the tentative agreement(s), the team(s) shall present the proposals to the Board at the April Board meeting. The Board can then vote to approve or not to approve the tentative agreement(s). The team(s) shall reconvene on additional dates as needed until the agreement(s) are approved by the Board.
    - iii. The negotiation team will act as a hiring committee if a vacancy needs to be filled.

## Board Meetings

- A. Each Board Meeting shall be attended by the Executive Chair, Vice Chair, Treasurer, Secretary, Registrar, Fundraising Chair, Marketing Chair, Class Coordinators, Teacher and Parent Educator.
- B. Board Meetings shall occur the first Wednesday night of the month from 6:30 pm to 8:30 pm at the Preschool all year-round. Please consult the school calendar to confirm the dates.
- C. All members have the right to attend Board or Committee meetings. **NO MEETINGS OF THE GROUP OR THE CLASSROOM SHALL BE CLOSED TO ANY MEMBER OF THE PRESCHOOL**, with the exception of matters requiring confidentiality.
- D. All members maintain the right to appeal to the Board for reconsideration if expelled.

## Board Member Eligibility and Requirements

- A. All members are eligible for office.
- B. Officers shall serve a term of one year.
- C. All executive officers will attend Board meetings; these are to be considered mandatory. If an officer misses three meetings in a single year, that officer will be considered as leaving their duties and responsibilities to the co-op unfulfilled and shall be asked to relinquish their Board position.
- D. If an officer chooses to resign or is asked to step down, a new officer shall be voted into that position.
- E. A new officer can be temporarily appointed by the Executive Chair until an election can be held.
- F. Service on the Board is considered a member's fulfillment of committee and cleaning assignment.
- G. Officers enrolled in two classes shall be excused from committee work in the class for which they do not hold the Board position if non-Board class members have filled all necessary committees.
- H. Officers enrolled in one class with two children shall be excused from committee work for the second child if all necessary committees have been filled by non-Board members.
- I. All officers will perform further responsibilities as needed.
- J. Attend Edmonds College Workshops

## **Election of Officers**

- A board member shall obtain the consent of nominees and post a list of the candidates 2 weeks prior to the March or April class meeting.
- Election shall be held 2 weeks after the nominee posting.
- A majority vote shall be taken by paper vote.

## **Board Members**

**Board Positions:** All Board members must attend monthly board meetings and associated membership meetings.

**Co-Executive Chairpersons (Katie Rath & Amy Lynn)** Oversees all board positions including Vice Chair, Risk Management/Health Officer, Secretary, Treasurer, Registrar, Marketing and Fundraising Chair, 2's teacher, and 3's & 4's Teacher.

- Manage all day to day business details needed to operate the preschool. Work with Parent Educator to accomplish all business requirements and issues.
- Create agenda for, and lead, monthly Board Meetings and Membership Meetings.
- Maintain and update electronic and paper preschool records assigned to position.
- In case of vacancy, appoint an officer until an election can be held.
- Create yearly budget and review teacher contracts annually with Treasurer.
- Participate in teacher contract negotiations and fill vacancies.
- Attend quarterly Edmonds College (Edmonds College) meetings.
- Guide conflict-resolution between any members, staff or board.
- Oversee and maintain, or delegate as appropriate, Shutterfly account, Facebook page and MCP's website.
- Keep all important information in the Executive Chair binder to be passed on the following year.

### **Vice Chairperson (Katie Parker)**

- Oversees Class Coordinators, property maintenance, Sunshine/Morale Committee and member jobs.
- Assist Executive Chairperson with duties.
- Oversee all member jobs. Communicate regularly with all positions to answer questions and ensure jobs are being performed.
- Assume the office of Executive Chairperson, if for any reason that person is no longer able to perform their job, until an election can be held.
- Attend quarterly Edmonds College meetings when available.
- Keep Probation Report up to date throughout the year.
- Keep all important information in Vice Chair binder to be passed on the following year.

### **Board Secretary (Shannon Welton)**

- Oversees class secretaries and scholastic book order member job.
- Keep business minutes at Board Meetings and Membership Meetings.
- Manage attendance sheets at meetings.
- Post member meeting minutes on Shutterfly, the Box and on bulletin board at school. Distribute paper copies to the Secretary binder.
- Attend quarterly Edmonds College meetings.
- Keep all important information in the Secretary binder to be passed on the following year.

### **Treasurer (Jennifer Perrault)**

- Oversees Supply Purchaser and Grant Writers.
- Collect tuition payments from the dues Box and/or mailbox weekly.
- Prepare and make deposits.
- Pay monthly bills in a timely manner.
- Maintain checkbook and register.
- Keep and maintain records of member payments, past due tuition, late fees, etc.
- Prepare and send monthly paperwork to Edmonds College bookkeeper.
- With Executive Chair, plan and update the yearly budget and teacher contracts annually.
- Present monthly budget reports at board meetings and membership meetings.
- Receive and process reimbursement requests from members within two weeks.
- Assist Fundraising Chairperson in tallying orders and payment for fundraising events.
- Communicate activation/deactivation of service with utility companies.
- Attend quarterly Edmonds College Meetings.
- Keep all important information in the Treasurer binder to be passed on the following year.

### **Risk Management (\*\*\*\*VACANT\*\*\*\*)**

- Reports to Executive Chair.
- With Executive Chair and Parent Educator, help develop risk management policies/procedures and communicate procedures to parents and staff as needed.
- Verify that all necessary supplies are gathered in the 72 hour Emergency Kit start of school year.
- Communicate accident procedures to parents and staff and maintain completed accident forms.
- Work with teachers to ensure monthly fire drills are conducted in each class.
- Help plan earthquake and lockdown drills, one in fall and spring for each.
- Organize/Oversee Emergency Kit collection for members at beginning of school year. Ensure every family has turned theirs in.
- Maintain MCP first aid kit. Check monthly for any needed supplies.
- Check AED pads twice per year, for expiration dates and order new pads as needed.
- Attend yearly meeting, in fall, at Edmonds College.
- Maintain and update Risk Management binder to pass on the following year.
- Works with the Health/Safety Officer to maintain Immunization Records, maintaining strict confidentiality for each child

### **Fundraising/Marketing Chair (\*\*\*\*VACANT\*\*\*\*)**

- Plan and organize advertising events throughout the summer and school year. This includes completing applications to attend events as well as overseeing the gathering, revising and printing all necessary flyers and informational material. Plan any children's activities required at events with teachers.
- Plan and conduct a Marketing/Fundraising Committee meeting at the beginning of the school year and as needed throughout the year.
- Load updated flyers electronically to the Box.
- Report to Board at monthly meetings.
- Keep school website up to date throughout the school year.
- Organize and oversee fundraising events at the preschool. The type of fundraiser will be determined by the Board or a vote of preschool members.
- Delegate appropriate responsibilities to the Marketing and Fundraising Committee throughout the school year for posting flyers monthly, involvement with fundraisers or marketing events as needed.

- Work with vendors to determine advertising materials, order forms, payment and delivery dates of selected products for marketing or fundraising. With committee, organize distribution of products to members.
- Collect order forms and payments (with Treasurer) from members. Tally orders and compile group order to submit to vendor within one week. Email members with any outstanding balance due within one week.
- Keep useful information in marketing and fundraising binder to be passed on the following year, including updated master list of places to post flyers.

### **Registrar (Sara Brown)**

- Oversees Sunshine/Morale committee.
- Organize and lead morale committee meetings throughout the year as needed, delegating responsibilities as determined appropriate.
- Field calls, emails, and Facebook messages from prospective members.
- Coordinate classroom visits for all interested families throughout school year and summer and follow up with families.
- Check and stock registration paperwork bin at front of MCP on a rotating basis throughout the year.
- Receive the preregistration forms from members and forward information to the class coordinator.
- Notify the board via e-mail of all enrollment changes.
- Maintain a waiting list for all classes and contact waiting families as space becomes available.
- Attend Edmonds College meetings as needed.
- Keep all important information in the Registrar binder to be passed on the following year.

### **Class Coordinators**

#### **(2's (Ashley Whaley- Kutz)/3's Class-(Megan Marlett)/4's Class-(\*\*\*\*VACANT\*\*\*\*)**

- Prepare and maintain a class roster to include child's name, member name(s), child's birthday, color team, work day, address, phone numbers, email address, and Member job.
- Post up-to-date roster on school bulletin and send updated copies to members and board via email.
- Create and maintain a daily attendance book for their class.
- Create color team chart to schedule work days.
- Send out registration packets in July, collect them from members, organize and file.
- Plan and conduct, in conjunction with the class teacher, an Orientation Meeting for your class prior to the school year.
- Communicate regularly with members regarding classroom duties, missed work days, missed member meetings, and report any negligence to the Vice Chair.
- Bring classroom issues to board meetings, acting as a liaison between class members and the board.
- Work with Teacher to solve classroom issues/concerns and assist in conflict resolution, when appropriate.
- With Executive Chair, plan and conduct a class-specific portion of monthly member meeting. Provide agenda and include time for each member to present updates regarding their respective member jobs.
- Inform Vice Chair of members that have missed monthly member meetings within 48 hours.
- Confirm that absent members have read and initialed the Membership meeting minutes.
- Attend meetings at Edmonds College as needed.
- Keep all important information in the Class Coordinator binder to be passed on the following year.
- Report member probationary information to Vice Chairperson as soon as able.

# Teacher Roles and Responsibilities

- The Teacher Employment Agreement and job description will be kept on file with the Executive Chair and Board Treasurer.
- Teacher will fulfill all duties and responsibilities as outlined per their job description.

## Preschool and Teacher Evaluations

- Near the end of each year the Board will provide all the members with a written form to evaluate the Teacher and MCP program. This evaluation is anonymous and confidential and will be kept on file for one year by the Executive Chair.
- Upon completion, the Teacher and members will be presented with evaluation results at the following Board Meeting.

# Amendments to the Bylaws

- Any proposed amendment to the Bylaws shall be presented at a regular Board or member meeting.
- The Secretary shall post the proposed amendment for one full week prior to vote.
- A vote of two-thirds of the membership shall be required to approve a bylaw amendment.

## Building Funds

- Building funds must come from a fundraiser and not from dues.
- The money for this fund may be used for:
  - a. A permanent structure to hold preschool classes in.
  - b. Storage building(s) to store the preschool's equipment.
  - c. Playground supplies and equipment.
  - d. Loan for operational expenses for an upcoming fundraiser. All money borrowed for this reason must be paid back from the fundraisers proceeds.
  - e. Funds needed to move to a new site for the preschool.
- Only low risk investment of all or part of the funds is acceptable.
- The Board must approve all investments or withdrawals of money from this fund.
- Exceptions to the above require two-thirds majority vote by the Board.

## Debit Card

- Board members must vote and approve and have recorded in the minutes, authorization to obtain a card from their bank that is only to be used by an authorized check signer(s) as designated by the vote.
- The card will be kept in a secure place by a designated board member (President/ Director, Treasurer). The secure location will be determined and approved by the board and recorded in the minutes.
- Cards will only be used for individual authorized payments that are voted and approved by the Board and recorded in the board minutes e.g. online payments to L&I, Secretary of State, Website renewals.
- The treasurer will report at the board meeting each month following the use of the card. The report will state the amount of payment/purchase and what the payment was for.
- Any transaction using the card will be recorded in the minutes of the board meeting following its use.

- The use of the card is intended for situations that require online payment or would cause an undue burden for a member or employee to purchase and then be reimbursed.
- In addition to the fiscal controls above, the treasurer will need to handle debit card transaction reporting like any other electronic transfer of funds following fiscal control #7.
- All electronic withdrawals and transfers of funds must be fully documented and verified with signatures of 2 authorized bank signers. Documentation should include date, amount and purpose of transaction, reported and recorded in the following meeting minutes.

### **Dissolution**

- Upon dissolution of this organization the Board shall:
  - a. Pay or make provisions for the payment of all liabilities for Marysville Cooperative Preschool.
  - b. Dispose of all assets to an organization which
    - i. Operates exclusively for educational purposes.
    - ii. Qualifies as an exempt organization under Section 501(3) of the Internal Revenue Code of 1954
- Such organizations may include, but will not be limited to Marysville Public School District and/or any cooperative preschool in the area.



# Bylaws

## **Edmonds Bylaws**

This cooperative, in conjunction with the Edmonds College of Lynnwood, WA, is organized to support families with young children by providing programs where children and parents learn together as participants in a college laboratory setting. The preschool shall provide a flexible, stimulating environment in which each child may freely experience, at his or her own rate, a broad range of physical, social and intellectual activities. The preschool shall provide parents with an opportunity to be directly involved in the education of their children and to get instruction in the skills of parenthood. In furnishing services to its members, the cooperative's operations shall be so conducted as nearly as possible at cost and not for profit. The cooperative shall have all of the general or specific powers conferred on this cooperative by the laws of the State of Washington, all of which are hereby expressly claimed.

## **Marysville Cooperative Preschool Bylaws June 2012**

### ***Article 1. Name***

The name of this nonprofit corporation is Marysville Cooperative Preschool. The corporation will be referred to as the "cooperative" in these Bylaws.

### ***Article 2. Principal Offices***

The initial principal office for the transaction of the business of the cooperative is located at 20000 68<sup>th</sup> Avenue W. Lynnwood, Washington.

### ***Article 3. Purpose & Powers***

This cooperative, in conjunction with Edmonds College of Lynnwood, WA is organized to support families with young children by providing programs where children and parents learn together as participants in a college laboratory setting. The preschool shall provide a flexible, stimulating environment in which each child may freely experience, at his or her own rate of growth, a broad range of physical, social and intellectual activities. The preschool shall provide parents with an opportunity to be directly involved in the education of their children and to get instruction in the skills of parenthood. In furnishing services to its members, the cooperative's operations shall be so conducted as nearly as possible at cost and not for profit. The cooperative shall have all of the general or specific powers conferred on this cooperative by the laws of the State of Washington, all of which are hereby expressly claimed.

### ***Article 4. Membership***

**Section 4.1 One Class of Members; Joint Membership:** The cooperative shall have one class of members, which shall consist of the parents of a child or children enrolled in the preschool. The mother and father of an enrolled child (ren) shall be considered joint members of the cooperative. A single parent or guardian of an enrolled child (ren) shall be considered a member of the cooperative.

**Section 4.2 Eligibility for Admission and Membership:** The *Marysville* Cooperative Preschool admits students of any race, color, gender, religion, national and ethnic origin, age, handicap, or sexual orientation and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, or other school administered programs. Provided, however, a condition of the

admission of any child (ren) is that the parent(s) or guardian(s) of such child (ren) shall agree to be member(s) of the cooperative and to comply with all of the policies, rules and regulations of the cooperative.

**Section 4.3 Voting Rights:** Each member or joint member shall be entitled to one undivided vote on each matter submitted to a vote of the membership. A joint member vote may be cast by either of the parent(s) or guardian(s) of the child(ren) enrolled in the school.

**Section 4.4 Termination of Membership:** The Board of Directors, by an affirmative vote by a majority of the Directors present at any regular meeting at which a quorum is present, may suspend or expel any child(ren) and terminate any member for cause after appropriate notice and hearing, including but not limited to, the non-payment of tuition as herein provided.

**Section 4.5 Powers of Members:** The membership shall elect a Board of Directors and Officers at the annual membership meeting. The membership may rescind any action of the Board of Directors by majority vote of the members at a regular monthly membership meeting at which a quorum is present.

**Section 4.6 Admission and Membership Eligibility Criteria:** The cooperative may establish tuition requirements and admission standards for students and membership requirements for parents/guardians, which shall be set forth in standing rules, which shall be available to all members and potential members.

**Section 4.7 No Personal Liability.** No Member shall be liable to third parties for this Cooperative's acts, debts, liabilities, or obligations. A Member will, however, be liable to this Cooperative for tuition and annual dues and assessments as provided by these Bylaws and for other contractual obligations of the Member to this Cooperative or as may otherwise be agreed to by this Cooperative and the Member.

#### ***Article 5. Meetings of Members***

**Section 5.1 Annual Meeting:** The annual meeting of the members shall be held in the month of *(insert month)* of each year. Such annual meeting shall be held at such place and time as designated by the Board of Directors.

**Section 5.2 Special Meeting:** Special meetings of the members may be called by the President, or a majority of the Board of Directors, or not less than 50% of the members.

**Section 5.3 Notice of Meetings:** All notices of meetings of members shall be sent or otherwise given not less than ten (10) days before the date of the meeting. Such notice shall state the nature of the business expected to be conducted and the time and place of the meeting. No business shall be transacted at any special meeting other than that referred to in the notice. Provided, the failure to give notice or of any member to receive notice shall not invalidate any action taken at the meeting if a quorum was present.

**Section 5.4 Quorum:** At any meeting of the members of the cooperative a majority of the members shall constitute a quorum for any and all purposes; provided that if a quorum is present, thereafter, the meeting may be conducted until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, provided that not less than one-third of the members are present.

#### ***Article 6. Board Directors and Officers***

**Section 6.1 Number and Qualification of Officers and Directors:** The authorized number of Directors shall be no less than three (3) and no more than eleven (11). The Officers of this cooperative shall be a president, a vice-president, a secretary, a treasurer, each of whom shall be Directors. Any two or

more of the foregoing offices may be held by the same person, except the offices of president and secretary. Any member in good standing is eligible to be elected as an Officer and/or Director. Membership in the cooperative shall be a continuing qualification to hold office as an Officer and/or Director. Any Officer or Director who ceases to be a member shall be deemed to have resigned as an Officer and/or Director and his/her position shall be deemed vacant.

**Section 6.2 Election and Term of Officers and Directors:** Officers and Directors shall be elected by the members at the annual meeting of the members. The Officers and Directors so elected shall hold office for a term of one year beginning (*insert when they will take office, for example: at the next meeting of the Board of Directors after the election*); however, if any annual meeting is not held, or if Officers and Directors are not elected at any annual meeting, they may be elected at any special members' meeting subsequently held for that purpose. Each Officer and Director, including an Officer or Director elected to fill a vacancy or elected at a special members' meeting, shall hold office until expiration of the term for which elected and until a successor has been elected.

**Section 6.3 Nomination of Officers and Directors.** At the time of the annual meeting, any member in good standing of the cooperative may nominate himself or herself to be an Officer and/or Director. In addition, any member may nominate any other member to be an Officer and/or Director. It is intended that candidates shall be nominated to serve as both an Officer and as a Director or as a Director. Candidates nominated to be both an Officer and a Director shall be voted upon by the membership for both positions at the same time (i.e., on the same ballot).

**Section 6.4 Vacancies:** Except as otherwise provided by law, vacancies in the Board of Directors, whether caused by resignation, death or otherwise, shall be filled by a vote of the majority of the members of the Board of Directors. A Director thus elected to fill a vacancy shall hold office for the unexpired term of his predecessor and until his successor is elected. If there is a vacancy caused by resignation, death or otherwise of a Director who is also an Officer, any member, including the existing Officers and/or Directors may be nominated for the vacant Officer/Director position. If an existing Director is elected to fill the Officer/Director position of the departing Officer/Director, additional elections shall be held as may be needed until any vacant positions are filled.

**Section 6.4 Meetings by Conference Telephone or Similar Communications:** Except as may be otherwise restricted by the articles of incorporation or bylaws, members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the Board of Directors or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

**Section 6.5 Annual Meeting:** Following each annual meeting of the members, the Board of Directors is authorized to hold a regular meeting for the purposes of organization, and the transaction of other business without further notice of such meeting.

**Section 6.6 Regular Meetings:** Regular meetings of the Board of Directors shall be held monthly, or at such times and at such places as the Board of Directors may determine. Oral or written notice of such meetings shall be given not less than 24 hours prior to the time of meeting. But such notice may be waived by all the Board of Directors, and their appearance at a meeting shall constitute a waiver of notice.

**Section 6.7 Special Meetings:** A special meeting of the Board of Directors shall be held whenever called by the president or by a majority of the directors. Only the business specified in the written notice shall be transacted at a special meeting. Each call for a special meeting shall be in writing or by printed notice given by electronic transmission, stating the place, day and hour of the meeting. Notice of any such meeting of the Board of Directors shall be given at least two (2) days prior to the meeting.

**Section 6.8 Quorum and Failure of Notice:** A majority of the Board of Directors shall constitute a quorum at any meeting of the Board. The failure to give notice or of any Director to receive notice of a Regular or Special Meeting shall not invalidate any action taken at the meeting if a quorum was present.

**Section 6.9 Powers and Duties of Directors:** Subject to the limitations provided in the articles of incorporation, other sections of these bylaws, and of Washington law, the business of the cooperative shall be exercised by the Board of Directors. Without limitation, the Directors' powers and duties include the following:

- 6.9.1 General supervision and control of the business and the affairs of the cooperative.
- 6.9.2 Subject to any applicable policies of ABC College, authority to admit and terminate members and to adopt rules and regulations to govern the operation of the cooperative and the members.
- 6.9.3 Authority to procure insurance covering general liability of the company for accidents.
- 6.9.4 Directors shall provide for installation of an accounting system adequate to meet the requirements of the cooperative.
- 6.9.5 To select one or more banks to act as depositories of funds of the cooperative.
- 6.9.6 The foregoing enumeration of powers and duties is not intended to be exclusive and shall not limit or restrict the exercise of the general or specific powers conferred on this cooperative by the laws of the State of Washington.

**Section 6.10 Reimbursement and Compensation:** The cooperative may reimburse Officers and Directors for actual and reasonable costs of travel, meals, and lodging for attendance at conferences, seminars, and training sessions that are for the benefit of the cooperative provided that such expenses shall be approved by the Board President (preferably in advance) or if the expense is for the Board President by two other Board officers.

Directors serve in a volunteer capacity and will not be entitled to compensation for attendance at meetings or for travel to and from regular and special meetings.

No voting member of the Board of Directors, or member of the immediate family of any Board member, shall occupy any position in the cooperative on a regular salary.

**Section 6.11 Removal of Directors:** A Board member may be removed from office for cause by a *(suggested) two-thirds (2/3)* vote of members. Any Board member who resigns or fails to attend at least three (3) consecutive regularly scheduled meetings without cause shall be deemed as having resigned from the Board of Directors.

## ***Article 7. Officers and Committees***

**Section 7.1 Officers:** The following Officers of the cooperative shall be elected as Officer/Directors by the membership:

**Section 7.2 President:** *The president shall (1) preside over all meetings of the cooperative and of the Board of Directors; (2) call special meetings of the Board of Directors; (3) appoint such committees as the Board of Directors may deem advisable for the proper conduct of the cooperative; and (4) perform all acts and duties usually performed by a presiding officer.*

**Section 7.3 Vice President:** In the absence or disability of the president, the vice president shall perform the duties of the president, provided, however that in the case of death, resignation, or disability of the president, the Board of Directors may declare the office vacant and elect any eligible person president.

**Section 7.4 Secretary:** The secretary shall keep a full and complete record of all meetings of the cooperative and of the Board of Directors and shall have general charge and supervision of the books and records of the association. The secretary shall sign papers pertaining to the cooperative as authorized or directed by the Board of Directors. The secretary shall serve all notices required by law and by these bylaws and shall perform such other duties as may be required by the cooperative or the Board of Directors. Upon the election of a successor, the secretary shall turn over all books and other property belonging to the cooperative.

**Section 7.5 Treasurer:** The treasurer shall be responsible for the keeping and disbursing of all monies of the cooperative, and shall keep accurate books of accounts of all transactions of the cooperative. The treasurer shall perform such duties with respect to the finances of the cooperative as may be prescribed by the Board of Directors. At the expiration of his term of office, the treasurer shall promptly turn over to his successor all monies, property, books, records, and documents pertaining to his office or belonging to the cooperative.

**Section 7.6 Other Officers.** The Board of Directors, as they may deem for the best interest of the cooperative, may provide for the appointment of additional officers to manage the activities and affairs of the Cooperative. Such additional officers may be appointed from within or outside the membership and may, but need not be members of the Board of Directors.

#### ***Article 8. Miscellaneous Provisions***

**Section 8.1 Books and Records:** The Cooperative shall keep the following at its principal or registered office: (a) current copies of the Articles, Bylaws and Standing Rules, if any; (b) copies of correct and adequate records of accounts and finances, including the approval budget; (c) minutes of the meetings of the Board of Directors, Members and any committees; (d) records of the name and address of each of the Members; and (e) such other records as may be necessary or advisable, including copies of all contracts of the Cooperative.

**Section 8.2 Fiscal Year:** The Cooperative's fiscal year shall end on June 30.

**Section 8.3 Rules of Procedure:** To the extent that it is not inconsistent with the Articles, these Bylaws or applicable law, the most recent edition of Robert's Rules of Order shall govern all questions of parliamentary procedure at meetings of the Board of Directors or the Members.

**Section 8.4 Conflict of Interest/Compensation:** No Officer, voting Board member, or Member of the Cooperative shall have any personal financial interest, direct or indirect, in any activity undertaken by the Cooperative. No Board member, committee member, or Officer shall receive compensation for their service, but may receive reimbursement for approved expenditures incurred on behalf of the Cooperative. Board Members, Officers, and Members of the Cooperative shall be eligible to apply for tuition scholarships.

**Section 8.5 Dissolution:** Should the Cooperative be dissolved, the Board of Directors shall be responsible for liquidation and disposition of all assets, including equipment and cash on hand. Upon dissolution, all assets remaining after payment of all liabilities shall be distributed to another nonprofit.

**Section 8.6 Standing Rules:** The Board of Directors may adopt such Standing Rules, relating to the amount and payment of tuition and all other matters which the Board of Directors deems appropriate, as the Board of Directors may deem beneficial to the fulfillment of the purposes of the cooperative.

**Section 8.7 Amendment of Bylaws:** These Bylaws amend and restate in their entirety the Bylaws of the Cooperative heretofore adopted, as same may have been revised. These Bylaws may be further altered, amended, or repealed and new Bylaws may be adopted by the vote of two-thirds (2/3) of the members.

**Section 8.8 Indemnification, Limitation on Liability and Insurance.** The cooperative may indemnify any director, officer, or former director against all judgments, penalties, fines, settlements, and reasonable expenses, including attorney's fees, in connection with any proceeding to the maximum extent authorized under RCW 23B.17.030, subject to the provisions of Chapter 23B.08.560 RCW, as now enacted or hereafter amended. The risks covered by this indemnification may be protected against by the purchase, maintenance, and payment of premiums for such insurance as in the discretion of the Board is deemed to be appropriate.

**Section 8.9 Non-Discrimination.** The cooperative will comply fully with all applicable state or federal statutes and regulations forbidding recipients of state or federal financial assistance from discriminating on the ground of race, color, gender, national origin, age, handicap, or sexual orientation. Furthermore, the cooperative shall provide equal employment opportunities without regard to race, color, gender, national origin, age, handicap, or sexual orientation.

## Membership Handbook Acknowledgement

By signing this paper I acknowledge that I have read the Membership Handbook. It is my responsibility to speak to the Class Coordinator, Teacher or Executive Chair to discuss any questions or concerns that have not been answered by the handbook.

I agree to abide by the standing rules as stated in the Membership Handbook and be an active member of the preschool and my child's education.

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Child's Name

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Class

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Name/Date

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Signature

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Name/Date

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Signature