

# **PARENT HANDBOOK**

**Wallingford Preschool**

**Pre-3s and 3–5s Classes**

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# Table of Contents

## *Welcome to Wallingford p. 3*

Beginning Co-op Preschool p. 5  
Flexible Daily Schedule p. 6  
Skilled Ways of Talking to Children p. 9  
It Helps If... p. 9  
Young Children's Behavior p. 10  
General Classroom Guidelines p. 11  
Guidelines for Working in Classroom p. 12  
PAC Recommendations on Food Allergies, Intolerances and Preferences p. 16  
Snack Duties p. 17  
Snack Ideas p. 19  
Outside Set-Up p. 20  
Safety Guidelines for Outside p. 20

## *General Policies p. 21*

General Preschool Policies p. 21  
Substitution Policies p. 22  
Babies in Arms/Siblings Policy p. 23  
Maternity Leave p. 24  
Lateness on Work Day/Picking Up p. 25  
Snow Policy p. 25  
Phone Tree p. 25  
Scholarship Policy p. 26  
Fundraising Policy p. 26  
Membership p. 27  
Class Job Descriptions p. 29  
Registration p. 34  
Size of Group p. 35

Schedule p. 35  
Fees and Insurance p. 35  
Meetings p. 36  
Selection of Officers p. 36  
Board of Directors p. 38  
Teacher's Employment Agreement p. 39  
Amendment of Policies p. 39  
Ex Officio Members p. 39  
Grievances p. 40  
Hardship p. 40  
Dissolution or Disaffiliation p. 40  
Non-Discrimination Policy p. 40  
Dismissal Policy p. 40

## *Health & Safety p. 41*

General Health Information p. 41  
Procedure for Reporting Head Lice p. 42  
Safety Procedures p. 44

## *Parent Responsibilities and Bylaws p. 46*

Duties of the Officers and the All-School Board p. 46  
All-School Board Requirements p. 46  
All-School Board Job Descriptions p. 46  
All-School Board Statement of Purpose p. 48  
Parent/Assistant Teacher Agreement p. 49  
Bylaws p. 51

# WELCOME TO WALLINGFORD PRESCHOOL

Welcome to the Wallingford Preschool. The Preschool is part of the North Seattle College (NSC) parent education program and is affiliated with the Parent Advisory Council (PAC). The Preschool is comprised of three classes: Pre-3s, 3-4s AM and 4-5s PM classes. In the spirit of a Co-op, the Preschool requires active participation of parents and provides an opportunity to practice skills in the areas of teaching young children, child development, and leadership. This offers each family a means of building a supportive network and gaining valuable parenting and teaching skills in interacting with children.

## WHAT WE DO

Each parent participates in the co-op by acting as an Assistant Teacher each week, attending monthly parent meetings and fulfills the responsibilities of a co-op member which includes holding at least one committee or Board position that helps operate the Preschool.

The Co-op is organized under and governed by our Parent Handbook, Bylaws, Parent/Assistant Teacher Contract, NSC Risk Management Manual and other documents. Together, these documents outline the rules and procedures that control how the Preschool operates.

## WHO ARE WE

Each class is composed of approximately 18-22 children, the Teacher and the assigned assistant Teachers/parents. The Teacher is responsible for setting the curriculum, managing the children's activities and coordinating the parents in the classroom. Each class is assigned a Parent Educator who is responsible for the parents' curriculum in affiliation with NSC.

## ROLE DEFINITIONS: Parent, Teacher, Parent Educator

Each **PARENT** is:

- **An assistant Teacher** in the school setting one day per week. In this role the parent follows teacher instructions, supervises the various curriculum areas, helps children develop self-help skills, plans and presents small group learning activities, encourages children in developing social relationships and observes children's behavior for goal setting.
- **A member** who operates and manages the Preschool. This role includes attending monthly parent meetings, preparing snack on a scheduled basis, acting as an emergency substitute and fulfilling the responsibilities of the parent's assigned Preschool job.
- **A student of NSC.** Each parent is a student enrolled in NSC and is seeking to improve his/her own parenting and decision-making skills.

The **TEACHER**:

- **Is hired by the Wallingford Preschool** as the head Teacher and is paid from the monthly tuition.
- **Works with the children**, individually and as a group.
- **Establishes a safe learning environment** that optimally facilitates learning.
- **Plans the curriculum** for the children.
- **Acts as a model** for the parents.

- **Oversees the daily activities**, including the parents as Assistant Teachers.
- **Holds conferences** (formal and/or informal) with individual parents for concerns and progress reports.
- **Participates** in Board and parent meetings.
- **Attends workshops.**
- **Oversees compliance** with Risk Management Manual.

The **PARENT EDUCATOR** is:

- **Employed by NSC** to provide parent education at the Preschool.
- **Responsible for teaching** a parent education course at the monthly parent meeting.
- **Acting as a role model** for participating parent during the once a week visit to the Preschool by:
  - Interacting with children within the classroom setting.
  - Talking with parents about the growth and development of their child.
  - Consulting with the Teacher about the Preschool environment, goal setting, referrals, etc.
- **An advisor for group dynamics** in these areas:
  - Preschool business (Teacher's salary, taxes, etc.)
  - Working relationships of the group (achieving goals, evaluating and consequences of decisions, etc.)

# BEGINNING CO-OP PRESCHOOL

## What is it Like for Parents Beginning Preschool?

Often parents are surprised to find they have adjustments to make at Preschool, just as children do. Many beginning parents find themselves a bit “lost” at first. Keep in mind that this is a common experience.

### **You may also feel a bit overwhelmed:**

- How do you function as an Assistant Teacher?
- Where are all the supplies and equipment located?
- What is the daily schedule?
- What are the procedures?

### **You may be somewhat fearful:**

- Your child may embarrass you.
- You may feel awkward working with other children.
- You may be afraid of making a mistake.

### **You may feel isolated:**

- There will be many people you don’t know.
- You may find it difficult to ask questions of a busy Teacher.

**All these feelings are normal, natural and usual.**

## ***How can you function smoothly with a minimum of anxiety and frustration?***

- You can’t learn everything at once. Dealing with children and adults learning guidance techniques and learning to use equipment and supplies is a continuous process – it takes all year.
- Don’t be afraid to ask questions, even of a beginning parent. It is an excellent way to become acquainted and lose that feeling of isolation.
- When possible, do activities you enjoy. If you feel uncomfortable in an area, feel free to exchange with someone. Talk to the Teacher about trying out ideas and activities of your own. Build your own confidence and experience by trying new things.

**RELAX AND HAVE FUN!**

## Example of a Flexible Daily Schedule

**Pre-3s:** (The Teacher may change the schedule for the day or during the school year due to the needs of the group. Your daily assignment will be posted in the room.)

9:30-10:25	<b>Hand washing/ Free Play</b>	The door opens at 9:30 am. Teacher greets the children and parents. Sign in and if leaving, list a phone number where you can be reached immediately. Help your child put away his or her coat and wash hands. Children choose the activity of their choice in areas including the book area, art, science, dramatic play, blocks, sensory table, writing center, and other special activities. Teacher will give 5 minute warning before clean up.
10:25-10:30	<b>Clean up</b>	Encourage kids to help in organizing and cleaning. Ask them to perform specific tasks such as, "Please pick up three square blocks and put them here."
10:30-10:45	<b>Circle Time</b>	Songs, movement and story
10:45-11:00	<b>Wash hands, Snack &amp; Small Group (January)</b>	Small Group will occur during this time starting in January. Each parent leads a group of children in a single, directed activity which is followed by snack.
11:00-11:20	<b>Gross Motor</b>	Play outside on playground or in church basement in times of inclement weather.
11:20-11:25	<b>Wash Hands, Transition Inside</b>	
11:25-11:30	<b>Closing Circle</b>	

**Pre K Monday:** (The Teacher may change the schedule for the day or during the school year due to the needs of the group. Your daily assignment will be posted in the room.)

12:30-12:40	<b>Welcome and Reading Time</b>	The door opens at 12:30 pm. The children hang up their coat, wash their hands, and read books until Meeting begins.
12:40-12:50	<b>Meeting</b>	Greeting song, story, sharing information and community building.
12:50-2:00	<b>Choice Time</b>	Children choose the activity of their choice in areas including the book area, art, science, dramatic play, blocks, sensory table, writing center, and other special activities.
2:00-2:15	<b>Pick up</b>	With adult guidance and role modeling, children pick up materials and put them away.
2:20-2:35	<b>Wash hands and Snack</b>	Children wash hands at their designated sink, then have snack at their assigned snack table.
2:35-3:15	<b>Outside Time</b>	Play outside on playground or in church basement in times of inclement weather.
3:15-3:20	<b>Transition Inside, Wash Hands</b>	Children wash hands as they come in from outside and find their spot at Circle
3:20-3:30	<b>Closing Circle</b>	Another meeting time for songs and stories. Parents enter the room for pick up as the goodbye song begins and children are dismissed one by one.

**3-5's Class: Tuesday, Thursday, Friday** (The Teacher may change the schedule for the day or during the school year due to the needs of the group. Your daily assignment will be posted in the room.)

9:00 - 9:10	<b>Welcome and Reading Time</b>	The door opens at 9:00 am. The children hang up their coat, wash their hands, and read books with an adult until Meeting begins.
9:10 - 9:25	<b>Meeting</b>	Greeting song, story, sharing information and community building.
9:25 - 10:40	<b>Choice Time</b>	Children choose the activity of their choice in areas including the book area, art, science, dramatic play, blocks, sensory table, writing center, and other special activities.
10:40 - 10:55	<b>Pick up</b>	With adult guidance and role modeling, children pick up materials and put them away.
11:00 - 11:15	<b>Wash hands and Snacks</b>	Children wash hands at their designated sink, then have snack at their assigned snack table.
11:15 - 11:45	<b>Outside Time</b>	Play outside on playground or in church basement in times of inclement weather.
11:45- 12:00	<b>Music and Story Circle</b>	Another meeting time for songs and stories. Parents enter the room for pick up as the goodbye song begins and 3-4's children are dismissed one by one.
12:00 - 12:25	<b>Pre K Lunch Time</b>	Children retrieve their lunches and go to their assigned lunch table. Children may look at books as they finish lunch.
12:25 - 12:50	<b>Pre K Activities</b>	Children participate in a range of Pre K specific activities, set by the teacher. Some activities take place in small groups, others will include the entire class.
12:50 - 1:00	<b>Closing Circle</b>	Recap of our day or sharing of children's work.



## **Examples of Skilled Ways to Speak to Children**

### **When one child hurts another:**

“You hurt Mary when you hit her. I won’t let you hit. Let’s use words when angry. Please use words to tell Mary how you are feeling.” (Or “What you would like to say to Mary?” etc.)

### **When a child disrupts others’ play:**

“Tony, Janet and Rachel don’t like it when you knock their block buildings down. They worked hard on those buildings and they feel upset when you knock the blocks over. Would you like to use some words to ask if you can join them and you can all build together? Or would you rather build something of your own?”

### **Throwing sand outside:**

“Jason, please keep the sand down low, this way. Dig down with your hand and arm. Would you like to use a shovel & bucket?”

### **When a child grabs something from another:**

“Frank, please ask Bobby if you can use the wagon. He doesn’t like it when you grab it from him. Ask if you can have the wagon and listen to his answer. Did he say no to you? You can ask him for a turn when he’s done. While you are waiting, we can go find something else for you to do. I’ll go with you.”

### **When a child kicks you:**

“Jane, I cannot let you kick me, that hurts my body. I want school to be a safe place for all of us. Talk to me about what you are feeling/thinking....”

### **When a child interrupts:**

“Anthony, your ideas are interesting, and I like to talk with you. Do you see that I am reading a story right now and that Tory, Billy and Donovan are listening quietly? They cannot hear if you are talking. I will talk with you after the story.”

## ***A Summary of Methods for Setting Limits:***

- Send an “I” message: State specific concerns and express your feelings.
- Give Information: Describe the current facts of the immediate situation.
- Predict the Natural Consequences: Illustrate the likely outcome if the behavior continues.
- Give real choices: “You may do this or you may do that. You can choose.”
- Issue a contingency: “When you \_\_\_\_\_, then you may \_\_\_\_\_.”
- Give two-word directives for two-year-olds and three-word directives for three-year-olds.
- Try to avoid saying things like, “Share,” or “Be nice.” These directives are fairly meaningless for this age. Think about the behavior you want to promote and give them a solution such as “We’re going to take turns now.”

## **It Helps If...**

- You bend low or sit at the child’s level when playing or talking.
- You learn and use each child’s name as soon as possible.
- You avoid unnecessary conversation with other adults.
- You really listen to a child. She loves to share words, thoughts and ideas.
- You really engage in play with the children.

- You tell a child what he can do. Try not to use “don’t.”
- You give a child a choice only when she has a choice.
- You let the children work with the art materials in their own way.
- You encourage a child to finish an activity and help him put away materials before he begins a new activity.
- You notice, appreciate and comment about those times a child is involved in constructive play.
- You do not discuss a child in her presence or in the presence of other children.
- You are calm and matter-of-fact about accidents. A sponge and paper towels should be handy at Snack Time. Have a child help to clean up any messes.
- You do not encourage lap sitting during group activities.
- You spend a little extra time with a child who is not quite ready to participate in some activity.
- You let the children develop their own rhythmic movements during music time rather than patterning them after your own
- You use your voice as a teaching by keeping your voice calm, confident and low. Your voice will gain a child’s attention more quickly, will be less confusing and produce better results.
- You give your undivided attention to supervising the children.
- **YOU RELAX AND HAVE FUN!**

## **YOUNG CHILDREN’S BEHAVIOR**

### **GETTING OFF TO A GOOD START**

Preschool will generally use the "slow-start" method of adjusting the children to their new environment and schedule. This involves shorter sessions during the first couple weeks with the parent attending both weekly sessions, gradually working up to a full Preschool morning, with the parent attending only one session with their child. Some children adjust very easily to Preschool and are eager to participate, while others may be more reluctant or cautious. Each class may have different schedules for “slow-start” depending on the age group and class needs.

### **DON'T BE CONCERNED IF YOUR CHILD:**

- Doesn't want to participate in activities. Young children need to observe before they can participate.
- Cannot follow classroom procedure early in the school year. Young children gradually adapt to the routine as the year progresses.
- Doesn't play with other children. It takes time for cooperative play skills to develop.
- Can't let go of you. Young children need to feel secure before they can venture out.
- Protests when you leave or when s/he has to share your attention. Dealing with separation from a parent is one of the biggest tasks of a young child.
- Protests when activities change or when limits are set. It's hard for a young child to stop an activity, give up an object and start something new.
- Displays aggressive behavior. Young children learn appropriate interaction skills through trial and error. Let them know what is and is not appropriate.

All of these behaviors occur in normal child development. As a group we will work together in promoting positive adult/child and child/child interactions.

# **General Classroom Guidelines**

## **1. Arrival**

Please be prompt!

Be sure to sign in your child and any other children you are responsible for bringing to class. There will be a roster sitting just inside the doorway. This is very important, as the sign-in sheet will be used as a roster in the event of an emergency. Also list a change in phone number or a current cell number that you can be reached at during the class time.

Children must be escorted into the classroom. Please assist them in their arrival routine and let them and the Teacher or another parent know you are leaving the classroom.

Doors will open at:

**Pre-3's:** Monday & Wednesday: 9:30 am

**3-5's:** Tuesday, Thursday & Friday: 9:00 am

**Pre K:** Monday: 12:30 pm

If you arrive early for your class, please stay outside with your child.

## **2. Departure**

Please pick your child up on time. The Teacher will not let your child leave until you arrive. Please remind the Teacher if you are responsible for taking any other children home or if someone else is picking up your child. Risk Management guidelines require a minimum of two adults to be on site whenever children are present. Therefore, one parent (preferably a Board Member) must stay with the Teacher until the last child has been picked up. The Preschool must have, on file, a list of the people authorized to take a child out of school. Authorization forms will be completed at the beginning of the year and filed. Please update as needed. Also, please inform the Teacher if someone other than the drop-off person will be picking up. If that person is not already on the Authorized Adults Release form, a special one-time "Child Release Form" must be filled out. Finally, if the person picking up the child is not known to the Teacher, that person must show a valid picture ID. Departure can be a hectic time. After the goodbye song the Teacher will dismiss the children one by one. Please save conversation for outside the classroom. If you want to talk to the Teacher about events of the day, or anything else, please call the Teacher directly or use email.

## **3. Safety in the Classroom**

Running is not allowed in the classroom.

An adult must closely supervise the use of potentially hazardous tools or equipment.

Pathways to the exits must remain clear in the event of evacuation.

Please clean up spills immediately.

Immediately remove any hazardous items (i.e. broken toys) and report the problem to the Teacher.

Floor mats are required under all indoor climbing equipment.

Two adults must accompany children who need help in the restroom/diaper change when the child's parent is not available.

## **4. Clothing**

Please dress your child in comfortable clothing appropriate for all activities. We recommend "old" play clothes as we get "creatively messy" in Preschool. Please have your child wear rubber soled shoes. Slick-soled shoes such as cowboy boots and dress shoes are dangerous on climbing equipment and wet ground.

## **5. Gum Chewing**

Gum chewing is not allowed at school for adults or children.

## **6. Smoking**

Smoking is not allowed in school or on school grounds.

## **7. Hot Beverages**

Hot beverages (e.g. coffee) are not allowed in school during class time as a precaution against accidental burns.

## **8. Toys from Home**

Please leave toys at home unless the Teacher has specifically requested them. Comfort items may be brought to school.

## **9. Substitutes**

Please see Substitution Policies.

## **10. Switching Work Days**

It is perfectly fine to switch workdays, however, it is important to let the Teacher know who will be in the classroom. Please email the Teacher with any changes ASAP.

## **11. Observation Language**

The children are encouraged to organize their own play. When commenting on a child's behavior during play, please refrain from using the words "don't" and remove the "OK" at the end of your requests. Instead use positive and appropriate phrases such as:

We walk inside. Please use walking feet.

Let's talk it over and find a solution to the problem.

People are not for hitting. Let's use words to tell him/her how you feel.

I can't let you do that (Children need to know we are here to help them develop the control they need).

I know you can do it!

## **Guidelines for When You Work in the Classroom**

1. Have meaningful conversations with the children. Make it a point to be responsive to the children's initiated topics and ideas.
2. Notice what children are doing and comment on what you see. For example, you might say, "You put all blocks on the bottom." Or, "You are building this together." Or, "Tell me about your painting." Or, "I notice two children playing Mommies."
3. Give the children undivided attention. Keep at the children's physical level while talking and playing with them.
4. Pay attention to the time and to our schedule. Start winding down the play five minutes before pick-up time. This will make the transition easier for the children.
5. Please keep adult conversation to a minimum.
6. Be mindful of judgment and try not to make any distinction between boys and girls. Boys may wear dress-up clothes and pretend in the dramatic play area. Girls are encouraged to play with blocks and trucks.
7. When you work in an assigned area, you are expected to do the job and follow the guidelines posted in them. However, this does not mean that you cannot help out in another area if yours is slow. The key is flexibility, so don't be shy! Lend a helping hand to other parents when you can.
8. During clean-up, encourage the children to always participate. If you're finished quickly, offer a hand to other areas or help transition the children to the next activity.

**9.** On your workday, please double check your area assignment upon arriving at school. Due to an absence, the Teacher may have reassigned the areas. Also, if your area is one of those that are open at Arrival, please go directly to your area and stay with the kids until circle. This can make a real difference in how the day will begin and flow.

# **Guidelines for Free Play Areas**

## ***Art Area***

The Art Area includes a primary project/activity prepared by the Teacher plus the painting easels. Please familiarize yourself with these General Guidelines:

1. The process is the most important thing, not the product.
2. Art is a creative problem-solving and enjoyable process. Please do not add to the children's art.
3. Please do not model the art. There should not be adult standards on children's art.
4. Please comment on the children's art work with regard to line, form, color, texture, etc. Use descriptive language rather than judgments or praise.
5. If you are interested in what a child is creating but do not know what it is, say "tell me about your project," rather than asking what it is or making guesses.
6. If a child interacts with the art materials in a different way than was planned, please let him/her. This is a creative process with no right answer.

## ***At the Collage/Project Table:***

1. Follow the written or verbal directions offered.
2. Before beginning, write the child's name on the back of the paper. If a child can write his/her name, allow and encourage them! If not, ask the child how to spell their name or say each letter of their name out loud as you write it.
3. Put finished products on the drying rack or on the webbing behind the sinks.
4. The ideal number at the table is four. If the table is empty, feel free to go around to other areas and ask kids if they would like to participate.
5. This area needs a bit more attention at clean-up time than others. Please watch the clock and begin about 10 minutes before the formal clean-up. Glue cups need a rinse, paint cups need to be covered or cleaned if the colors are mixed and brushes need to be cleaned.

## ***At the easel:***

Write the child's name on the back.

Encourage children to wear an apron and push up sleeves before they begin.

## ***3-5s Class: Drawing and Writing Area***

In this area, children explore and practice using pencils, crayons, colored pencils, scissors, tape, paper, and staplers.

1. Many are just learning to hold pencils and scissors and may need help when frustrated. The drawing and writing utensils are short and manufactured to help with the tri-finger grip of thumb, pointer finger and middle finger. With the scissors, you can help by placing the children's fingers in the correct openings.
2. Encourage independence by observing before asking questions. Children often come to the area with a purpose in mind about what they want to do. Allow them time and then ask an open-ended question or give a comment, such as "I notice those lines go up and down your yellow paper. I like yellow, too." or "Tell me about your drawing."
3. Ask children if they'd like words on their drawing or if they would like help making a book. A book can be made by stapling three white pieces of paper and one colored piece together. The colored page is the title page. The children can then make drawings and come back to you to take dictation. Write exactly what they say and read it back to them.

to make sure it's written how they want it. They may want to do some of the writing themselves. When they're finished, have them show the Teacher and she may read it at story time.

4. Please do not make representational drawings yourself or for a child. Young children do not yet have the ability to draw a dog or dinosaur or castle like an adult and can become discouraged by seeing your drawing. Rather, help them with breaking down a drawing into smaller parts or shapes. Encourage them by saying that they are learning just like you did when you were three. You may also want to see if there is a book in the library that could look at to help with a certain drawing. It's fine if you make a list of tasks or groceries—this shows children that writing has meaning.

### ***Block Area***

Please familiarize yourself with the following guidelines for this area:

- For safety reasons, block towers can only be as tall as the shortest child's shoulder.
- It is not OK for anyone to knock over someone else's building.
- It is not OK to throw blocks or anything else in the area.
- If a conflict arises, please do not solve it for the children. Instead, mediate the issues until solved. For example: "It looks like we have a problem. Both of you want to use this area to build. What can we do?" EXCEPTION: If there is a safety issue, please intervene.
- Any materials not being played with need to be put away by the last child or children playing with them.
- Sometimes children like to make signs for their buildings. They can go to the drawing table and "make" their own sign or have one made by that parent. They can then tape it to their building with masking tape.

A child may become upset when it's time to take down their building. Offer to take a picture of the building and save hurt feelings!

A lot of socialization goes on in the Block Area in addition to learning how to cooperate, solve problems and express ideas. Imagination and a myriad of mathematical and architectural concepts are introduced and worked through.

We can encourage children to work together, share, take turns and use words when conflicts arise. It is great for the children to help give solutions to conflicts so that they can later try to find solutions on their own.

At clean-up, ask the children in the Block Area for help. Encourage their help by saying something like, "Pick up three square blocks." Be specific about the help you need. When kids are helping (or not, and you'd like them to), you can say, "Bobby is picking up the long blocks, wow!" etc. This is usually a great motivator for others, as kids love the positive attention.

### ***Dramatic Play Area***

In this area, there are dolls, dress-up clothes, pretend food, dishes and a table and chairs.

With dress-up clothes, children do a lot of pretending. They are often bossy, silly and pretend to be anything and everything. Play is the very breath of life to a child and this area promotes a child's ability to act out life around them and figure it out through play. They are discovering how to come to terms with their world, to cope with the tasks of life and mastering new skills and gaining confidence. Children learn through trial and error. Observe and you will be amazed at their creativity. While you may help the children to begin play, help a child who wants to be included in the drama or mediate a conflict, try to let the children lead the play in their own way. Before stepping in, see if children can solve an issue on their own, but step in as you see fit.

During clean-up time, encourage the children to put things away in containers and places where the labeled pictures are. You can give the children a "job" by saying, "Sally and Sam, you two work together by finding and putting away all the food in the green bin." Always encourage working together in cooperation.

## ***Library and Manipulative Area***

Children love to be read to and love to work with puzzles, Duplos and other small building items.

1. Make sure the area is free from clutter. It is fine for the children to spread out on the floor with the manipulative. Often it is easier to spread out on the floor and less noisy than on the table.
2. Encourage independence.
3. Help the children with puzzles, etc. (only if s/he seems to be frustrated) by suggesting they try to fit the pieces here or there.
4. Encourage them to finish a task before moving on to another project or getting another item.

### ***With Books:***

1. It is important to model respect for the books. Ask the children to look at one book at a time and put it back before getting another. However, sometimes having a book or two on the floor grabs the attention of a child wandering by, so this is OK, too.
2. Look at books together. Sharing and taking turns are all good things to encourage. However, a child may want to look at a book by his/herself which is wonderful.
3. If there are problems, observe and give feedback. We encourage children to organize their own play and solve disputes, but you can give solutions and ideas to help them solve problems and to find their voices.

While reading, let children interrupt to ask questions, share ideas and thoughts. Language development is one of the foundations of reading and writing development. Enjoy the process. Try not to hurry or feel the need to finish.

## ***Circle Time***

The guidelines are presented to help you as a participating parent during circle time.

Circle Times are the large group participatory times of the day. Your help with discipline (crowd control), encouraging the participation of the children and gently reminding the children to listen allows the Teacher to perform activities without interruption. Do not be shy – as an assistant you must be the eyes and ears of the group.

### **Your responsibilities during circle time are:**

1. Encourage children's involvement (not just your own child).
2. Your child may not be overjoyed at the prospect of sharing you with his or her classmates. It might help if you remind your child, before even coming into the classroom on your work day, that you are the Teacher's "assistant" for the day and that you are there to help all the children if they need it.
3. Ways to encourage listening and/or participation include gently rubbing the arms or back of a child and whispering focus words such as, "Did you hear that? The Teacher just read about \_\_\_\_\_." Or "Can you believe it? Have you ever seen something like that before?" Perhaps you could encourage a child to observe another child who is exhibiting the desired behavior.



4. If all else fails and a child is distracting the other children or just not cooperating, take the child to the library to “take a break.” The child can just sit for a couple of minutes to relax.
5. If it is your child that is having some challenges, you may take him/her down the hall to speak to with them.
6. At closing circle, it is a brief time to sing and acknowledge the children and workday parents. Non-working parents are to wait in the back hallway until they hear the closing song. Then enter the classroom to pick up your child.
7. After closing circle, you can give hugs, kisses and hellos, gather all your belongings, sign out and say good bye to the Teacher.

## **PAC Recommendations on Food Allergies, Intolerances and Preferences**

The PAC Health and Safety Committee has developed the guidelines below out of input received from Health and Safety Representatives throughout NSC on how their individual co-op handles food concerns (what forms are filled out, how parents and Teachers are notified of allergies, and how and who decides on what can and can't be served for snack).

The purpose of these guidelines is to:

1. Educate co-op members on the differences between food allergies (or intolerances) and food preferences
2. Ensure that all co-ops are aware of and following NSC policies regarding food allergies
3. Assist co-ops in handling issues related to food allergies, intolerances and preferences by drawing upon the collective experience of NSC co-ops

### **Allergies vs. Preference**

**Food allergies or intolerances** present a health risk to the child and as such, all adults in the co-op are responsible for preventing children's exposure to foods that may cause an allergic reaction.

**Food preferences** are foods that parents prefer their child avoid (e.g. sugar, honey, processed foods) for health or other reasons, but do not necessarily pose an immediate health risk to the child. **Unlike food allergies, co-ops are not required to make special accommodation for food preferences**, though some co-ops do work to accommodate parents' special requests. If a food is offered that a parent prefers their child not eat, it is the parent's responsibility to make sure their child does not eat the food.

### **Policies and Guidelines for Handling Food Allergies**

We recommend that all NSC co-op facilities implement a nut free policy if none is yet in place. In addition, if parents know their child to be allergic to nuts or any other foods, the following steps should be taken:

1. Per NSC Risk Management policy, Parents **are required** to fill out the Medical Emergency Response Plan. Please refer to the most recent version of the NSC Risk Management Manual.
2. Health and Safety Reps post a copy of the Medical Emergency Response Forms in an agreed upon location onsite in the classroom and notify (at parent meeting, via email, or both) parents, the classroom Teacher and Parent Educator of allergies in the group.
3. Medications such as epi-pens, asthma inhalers, etc. needed to treat severe allergic reactions should be provided by parents and kept on-site in a secure location that is known to all adults in the co-op.
4. When new children join the group, repeat steps 1 through 3.

**Note** that allergy concerns are not limited to snack. Classroom activities (sensory table, play-doh, etc.) may also present risks to children with allergies.

## What to Serve at Snack Time

Most snacks consist of a dry food such as cereal or crackers and a fresh fruit or vegetable brought by a parent. Determining what is appropriate to serve for snack is often a challenge for co-ops. Not only do food allergies and intolerances need to be accommodated, parents' preferences for what their child eats are often different. Below is a list of different ways NSC co-ops have worked through these issues.

- Health and Safety Rep works with parents of children with allergies and intolerances to put together a short list of snacks that all parents can bring. This list is then presented and reviewed/revised/approved by all parents at the parent meeting.
- Create a snack sheet (see attached sample) with 1) the list of approved snack foods (or list of foods to be avoided), and 2) instructions on snack preparation (how to cut fruits/veggies so they're not a choking hazard), clean-up, and hygiene. Post the snack sheet in the snack room and/or distribute to parents.
- If allergies and intolerances are related to dry food snacks, Parents of children with allergies/intolerances can purchase dry food snacks for the entire quarter/year and receive reimbursement from the co-op.
- Sugar is a common concern among parents, and many co-ops agree to keep sugar snacks to a minimum.
- Create an Emergency Snack bin at school. Each class may create an emergency snack bin that may be used by any class member who forgets snack. The class fills the bin with donated food or food that was purchased for the bin. The food must be in compliance with all snack guidelines. If a class member uses the emergency snack, then that member is expected to replace the snack as soon as possible.

**Note: There are no nuts, fish or meat products allowed at Preschool.**

**Snack Duties** – Please check the kitchen bulletin board for the most up-to-date snack preparation and clean up instructions.

### Preparing Snack

1. Please take attendance first. This will leave a little time for everyone to get to school. If there is a fire drill, you will be the "sweeper" in the classroom, checking to see that everyone is out and then closing the sliding door with the attendance clipboard in hand.
2. Prepare a 10% bleach to water solution and put into one of the spray bottles (1/4 cup bleach to gallon water). This should be done daily. If a bottle has already been prepared, there is no need to prepare a second bottle.
3. Check bathrooms for cleanliness (especially floor around toilet), wipe toilet seats with Lysol and check sink. Fill soap and hand towels as necessary.
4. Spray kitchen counters with bleach solution and wipe dry.
5. Wash your hands.
6. Empty dish rack of clean dishes and put away. There may also be art supplies to put away---brushes go into Closet #3, the rest of things go under the sinks in classroom.

Prepare appropriate number of snack trays---The trays can be found in a vertical cupboard under the counter by the phone jack. Each tray will include:

- small paper drinking cups
- napkins
- large pitcher for water
- smaller measuring cup to pour
- various bowls or plates with food and tongs/spoons to serve

7. Gather 4 small blue buckets and place a damp sponge in each. These are for the children to use as they clean up their snack table. Just put them in a stack by the completed trays. When done, please join the classroom as a floater. You will attend your small group activity and then wipe tables.
8. Please spray and wipe the tables while groups are washing their hands for snack after their small group activity.
9. If you have extras of any snack items, you are welcome to walk around and offer more to tables or simply let each table come and get more as necessary. If you have extra snack, please consider leaving it in the class emergency snack bin on top of fridge.

### **After Snack/Clean Up:**

It's a good idea to do all the classroom tasks first while the children are outside and then complete the kitchen work when the children come back in.

1. Collect trays and garbage buckets and take to kitchen.
2. Empty and sort trash according to recycling guidelines—garbage is collected in one bag and recycling and yard waste can be taken out in their bins. The large containers are at the bottom of the stairs off the playground.
3. Clean snack tables and sink area/counter with bleach spray. If there is crayon or tape on the tables, try and scrape it off.
4. Vacuum under all the tables and sweep the sensory area. The art parent can help. Check to see if any other area needs to be vacuumed before heading to the kitchen. This is an important check so that the next class can be ready to use the classroom.
5. Wash dishes in hot, soapy water---make sure to get anything really greasy clean. You can wash in one sink and fill the other side with a disinfecting solution (1 Tbsp bleach per gallon water). Dip all dishes and allow to air dry on rack. This is an important health and safety issue.
6. Paint cups and brushes can be washed in soapy water and scrubber sponge. You may need to soak the glue brushes in hot water for a few minutes and then rinse them thoroughly to get the glue out—you can tell when the white glue is gone and then the brush will dry with soft bristles instead of stuck together in a clump. These items can be dried in the rack to the left of the sink.
7. Clean kitchen sink, counters, drinking fountain with bleach solution.
8. Replace trash cans with liners found in the cupboard under the counter. If you notice that we're low on any items, write it down on the white Board on the side of the fridge. Please list only those items which the school buys.
9. When children are coming in from outside, please step out of the kitchen and help them to wash their hands in the hall bathroom.
10. If you didn't have time to complete any of the tasks before the day is through, please let the Teacher know.

### ***Some Ideas for Snacks at Preschool***

Food to nourish the body can also be food for the intellect. To check this hypothesis, try this simple formula: One small group of children + an interesting snack + an adult to guide conversation = unlimited opportunity for children to express themselves, ask questions, learn new words and clarify concepts. Simple, everyday snacks can be “conversation starters” that help both children and adults explore many ideas about themselves, other people, other cultures, nature and animal life.

The list below enumerates a few snack ideas to intersperse with your “regulars.” They are simply ideas to add variety. Although children can be encouraged to try new and different foods, they should not be pressured to taste a food against their wishes. Simply handling and observing a strange food is an important experience and may be a first step to tasting. A good guide is to serve an unfamiliar food along with old favorites.

**For Pre-3 Class, please AVOID popcorn, grapes (unless seedless and cut length-wise), celery, carrots and other hard vegetables (unless par-boiled). Apples should have skins removed.**

<b>Fruit</b>	<b>Vegetables</b>	<b>Other Ideas</b>
Cranberries	Celery and Carrot sticks Cucumbers	Cheese,
Oranges (whole, in sections or to squeeze for juice)	Pickles	Tortillas,
Tangerines	Tomatoes	Bread Sticks,
Lemons	Peas in the shell	Crackers,
Limes	Raw beans	Hard-boiled Eggs,
Grapefruit	Turnips	Instant Pudding,
Seedless Grapes (cut lengthwise) and/or raisins	Raw Potato	Bread or crackers with butter or
Pears	Cauliflower	jam for the kids to spread
Fresh and canned Bananas	Radishes	themselves.
Apricots, fresh or dried	Avocado	Different kinds of breads
Pineapple, fresh and canned	Artichokes	
Plums	Corn on the cob (to cook at school – let	
Prunes	kids remove the husks	
Cherries	Olives (with pits, without pits and	
Strawberries	stuffed)	
Raspberries & Blackberries		
Rhubarb		

### **Try This:**

Foods are an excellent source for learning about variety, color and texture.

- Compare different tastes with shades of color. (sweet oranges, sour lemons and salty crackers.)
- Serve different forms of the same food together such as canned and fresh pears, grated and cubed cheese, etc.
- Compare the texture of foods by talking about the slippery soft avocado, the hard, crunchy carrots and talk about how food feels to touch, break with hands or chew.

- Serve foods that are warm, cold, wet, dry, hard and sticky together.

## **A FEW GUIDELINES FOR SNACK TIME**

Children should stay seated while eating.

Use quiet talking, as opposed to silliness.

Do not allow children to put too much food in their mouth at once.

Keep the conversation focused on engaging the children (keep adult conversation to a minimum).

## **Outside Set-up**

**Please note outside safety rules – they are posted on the classroom’s hallway door.**

**Orange Fencing:** Used at the end of the driveway **and** at the top of stairway by the entrance to the church basement.

Driveway Fence Set Up: Anchor the roll of fencing in the hole next to the concrete block wall. Pull the fence across the drive way and secure it with the hook on the wooden fence.

Stairway Fence Set Up: Tie orange fencing to top of handrail on one side and place fence over post on the other side.

### **Sand Box:**

Remove covering.

Sweep sand and leaves off the tower.

Put sand toys, including trucks in the sandbox.

Replace and snap the covering at the end of Preschool

### **Slides:**

Wipe off both slides with a towel, if needed.

### **Equipment:**

Place tricycles and helmets by the south end of the driveway.

Place orange cones in a straight line, parallel to the wall, to direct tricycle traffic.

See Equipment List on the door.

### **After outside play:**

One parent goes inside with the Teacher to help children to circle. Other parents put away the equipment. Talk with Teacher about what equipment should be left out (if any) for the afternoon class.

## **Safety Guidelines for Outdoor Play Area**

While these guidelines may seem picky or obvious to some, there is a vast difference in being with your own child at the park and being responsible for a large number of kids. Thank you for your cooperation and attention.

- Strings or toggles on jackets must be tucked in so they don’t catch on equipment.
- Parents are assigned to different “stations” on the playground. These correspond to the station you held inside that day. One parent will be on top of the play structure (aka the Tower), one parent stays underneath the tower, one stands at the middle of the slide and one helps kids with helmets and tricycles. Any other parents help to watch the fence area and can float from area to area.
- All children must remain within the fenced area.
- Wood chips are often incorporated into imaginative play. This is okay, but it is not okay to throw them.

- Of course, it is not OK to throw sand on people. Tell children to keep sand low, and use buckets, etc. Sand in eyes hurts. If a child persists after redirection, give them a choice of using sand toys such as buckets and shovels properly or leaving the sandbox. Tell them they can return later when they are ready to remember the rule.
- When children want to slide, please remind them that they must slide down with their legs pressed together and straight ahead of them. If their legs are apart, this can stop their flow and quick stop can throw them off the slide. On the Big Slide, children slide down one at a time, on their bottoms only.
- Children can climb up both the rope ladder and tower ladder, but not the big slide.
- When riding the tricycles, children **MUST** wear helmets and follow the direction of the arrows. Remove helmets when they leave the area. Helmets can pose a strangulation hazard on climbing equipment.
- Unless taking your own child, two parents must accompany a child to the restroom. Let other parents know you are leaving the playground so those areas are covered. If there aren't enough parents to cover, close the slide until they return.

## **GENERAL POLICIES AND STANDING RULES**

### **General Preschool Policies**

#### **Clothing:**

Please dress your child in comfortable clothing appropriate for all activities. We recommend “old” play clothes as we get “creatively messy” in Preschool. Please have your child wear rubber soled shoes. Slick-soled shoes such as cowboy boots and dress shoes are dangerous on climbing equipment and wet ground.

#### **Gum Chewing:**

Gum chewing is not allowed at school for adults or children.

#### **Toys from Home:**

Please leave toys at home unless the Teacher has specifically requested them. This does not include comfort items or:

- a) something your child has made
- b) something from nature
- c) something pertaining to the curriculum

#### **Outdoor Safety Rules:**

The boundaries of the play area are defined by the fence and sidewalk. Children will not be outside the fenced boundary unless they are on a supervised walk, en route to cars for a field trip or coming or going from school.

#### **Outdoor Equipment:**

Children at play on the playground will always be supervised by working parents. Children will keep all wheeled vehicles on the sidewalk and will wear helmets. Additionally, all traffic will travel in the same direction to avoid congestion and collisions.

#### **Excursions:**

When the group takes a field trip, children will wear vests that identify them as part of our group. They also wear name tags. Working parents are asked to supervise their group by helping the children hold onto a rope while walking.

### **Toilet Training/Diapers:**

Children in the Wallingford Preschool do not have to be toilet trained. However, it is a parent's responsibility to establish a "Diaper Buddy" for those students using diapers. Days you are not in school, your Diaper Buddy (with another adult present) will change your child's diaper and vice versa.

Due to state health code, **NO DIRTY DIAPERS MAY BE LEFT OR DISPOSED OF AT SCHOOL.**

Unless assisting your own child, two adults **MUST** accompany a child when he or she goes to the bathroom or has their diapers changed. **No child is to be left alone with one adult at any time.**

## **SUBSTITUTION POLICIES**

### **EMERGENCY SUBSTITUTE**

**What it Means:** When assigned to be an emergency sub, you must be ready to work at school that day. If necessary, this means making childcare arrangements for siblings. If you have another child that will require childcare, please make sure that childcare is available until 5 minutes after class begins. (In the unlikely event you arrived at school with a sibling and were needed at the last minute, another parent should remain in the classroom to allow you time to drop off the sibling with childcare and return to school.) If you are part of a carpool and it is difficult to arrange to drop off your child in person, please call the school to see if you are needed. You are eligible to be called-in to sub until 5 minutes after class begins.

**When to Use:** When you cannot work on your assigned workday at the last minute due to illness or extenuating circumstances. The most common cause is that either you or one of your children wakes up sick the morning you are scheduled to work.

If you know in advance that you will be unable to work due to your illness or that of your child, notify the Emergency Sub of the possibility they will be needed but attempt to find another substitute. If you cannot find another substitute by one hour prior to class, notify the Emergency Sub.

**How to Use:** If you need to use the system, please **call** the Emergency Sub as soon as possible (no later than 45 minutes prior to class) to let her/him know that she/he will have to work. Email alone is not sufficient for notifying the Emergency Sub. Use the phone number provided on the schedule to reach the Emergency Sub. Also notify both the class chair and the Teacher that the Emergency Sub is being used.

**When you are Called in as the Emergency Sub:** In most cases, you'll be called 45 minutes before class and should have ample time to arrive at class on-time, ready to work. As mentioned above, if you are notified at the last-minute and need to drop off a sibling at pre-arranged childcare, another parent will work in your place until you arrive. **If you are Emergency Sub and find that you are unable to go into school (for example, because you yourself are sick), it becomes your responsibility to use the roster and find an available substitute.**

**When NOT to Use:** Do **not** use the Emergency Sub system when you know in advance that you will be unable to work. If you've made every effort to find a voluntary substitute but none is available, call the emergency substitute. Do **not** use it



if your childcare for *other siblings* falls through. In these cases, please make arrangements with a parent on the roster, other than the Emergency Substitute, to work in your place.

How to Find the Emergency Sub: The Emergency Substitute is listed on your monthly/quarterly schedule. If you can't find the schedule, please call your Class Scheduler.

If the emergency substitute has already been invoked, call the Teacher so that he or she can determine if class can continue with one less working parent. Also, please notify the Teacher if you were responsible for Snack or any Special Projects for the day.

### **SICK DAYS**

If you or your child becomes sick and you are unable to attend on your scheduled work day, refer to the Emergency Substitute Guidelines above.

### **NON-EMERGENCY SUBSTITUTIONS**

It is your responsibility to find a substitute to work for you if you are unable to attend on your work day. If you've made every effort to find a voluntary substitute but none is available, call the emergency substitute parent. If the emergency substitute has already been invoked, call the Teacher so that he or she can determine if class can continue with one less working parent. Also, please notify the Teacher if you were responsible for Snack or any Special Projects for the day.

### **Switching Days/Vacations**

It is perfectly fine to switch workdays, however, it is important to let the Teacher know who will be in the classroom. Please email the Teacher with any changes ASAP.

### **GUIDELINES FOR ALTERNATE CAREGIVERS & CLASS SUBSTITUTES IN THE CLASSROOM**

#### ***Joint Co-op Members ("Alternate Caregivers"):***

A parent and another caregiver may be joint members of the cooperative under certain conditions, and at the discretion of the Teacher and All-School Board:

- There is a maximum of one family per class with an Alternate Caregiver/substitute for parents, unless approved by the Board.
- Permission to use an Alternate Caregiver should be arranged at the time of registration except in hardship cases.
- Factors considered by the Teacher and Board in granting a family's request to use alternate care at Preschool may include, but shall not be limited to: a) whether the alternate is a family member (e.g. grandparent), b) whether the alternate has any formal early childhood education or elementary education (e.g. community college, university), c) whether the alternate has a child of their own enrolled in Wallingford Preschool.
- In evaluating a family's request to use an alternate, the Alternate Caregiver may be required to meet with the Teacher.
- Parent and Alternate Caregiver are both required to attend monthly membership meeting in accordance with NSC guidelines; NSC enrollment is required for the Alternate Caregiver.
- Parent and Alternate Caregiver are both required to sign the parent's assistant Teacher agreement.
- Parent and Alternate Caregiver are jointly responsible for committee responsibilities.
- In the event that a family wants to replace one alternate for a different alternate, permission must be obtained from the Teacher and Board for the new Alternate Caregiver.
- Permission to use an Alternate Caregiver may be revoked at any time for failure to comply with the above rules, or any other rules of the co-op.

#### ***Non-Enrolled Persons ("Class Substitutes"):***

Adult family members (e.g. grandparents, aunts, uncles, etc) or Caregivers are welcome to attend class with you on your workday to observe the child at school. If a parent asks that an adult family member attend class on their workday and the parent is NOT present, that adult family member will be a "Class Substitute". The Class Substitute may attend class in

place of the working parent two times during the school year without meeting the registration guidelines of the Preschool, meet the other expectations of Preschool Membership. Class Substitutes must be approved in advance by the Teacher. The parent is responsible for training the Class Substitute so that they are aware of the class schedule and their role as Assistant Teacher in the classroom. If a parent would like to use a Class Substitute more than twice, they must appeal to the Board to achieve Alternate Caregiver status for that person and adhere to the same guidelines as other Preschool members (attend parent meetings, etc.). The attendance of Class Substitutes shall be recorded on the Class Attendance Sheet and tracked.

## **Babies in Arms/Siblings**

### **Pre 3's Class:**

This class offers the choice of taking maternity leave (outlined below) or bringing baby to class. Newborn infants up to the age of six months may be registered temporarily and attend the Wallingford Pre-3's class with their enrolled parent(s) under the following circumstances:

1. No more than one infant may be present in the Pre-3's class at a given time;  
(The class must maintain a ratio of no more than 1:2 adult to child for the infant, so the adult bringing the infant is not included in the ratio for the rest of the class)
2. Infant is listed on the roster and daily sign in sheet;
3. Infant health and safety paperwork (including photo release) is maintained during the time the infant attends;
4. Infant is held or in a carrier to maintain safety; constant adult supervision is maintained;
5. The teacher will determine appropriate job placement in the classroom and on the playground for the parent wearing an infant, so as not to compromise learning or safety for the students.
6. The teacher may discontinue the program at any point if it is compromising the learning environment for the Pre-3's students.

### **3-5's Class:**

In order to ensure the safety & maximize the preschool experience of all enrolled children, the 3-5s class does not allow any siblings, including babies in arms, during the normal classroom hours. However, as a cooperative of parents, the Preschool is strongly committed to supporting our parents of newborns with a generous maternity leave policy.

## **Maternity Leave**

Wallingford Preschool offers 6 weeks of maternity leave, to be used at any time during the first 6 months of babies life. These weeks do not need to be used consecutively, but a minimum notice of two weeks must be given to the teacher and scheduler before missing a work day. The Scheduler will be responsible for finding and scheduling other co-op members to fill work days and other co-op responsibilities. The parent should coordinate with the parent educator for any parent meetings missed during leave.

### **Ways to Extend Maternity Leave**

- Utilize the other parent/guardian during FMLA leave: If the non-working parent/guardian is available, s/he may work in the classroom for a designated number of weeks instead of the primary working parent. The family should notify the class Teacher and Scheduler in advance of the maternity leave, and arrange for a short classroom tutorial for the substitute parent/guardian prior to his/her first day in the classroom.
- Pay it Forward: In advance of the start of maternity leave, the working parent can arrange workday trades with other classroom parents such that those parents will cover additional workdays after the end of the six week covered leave.

## **Childcare During Workdays**

After the birth of a new sibling, the dedicated time to be with the older sibling during coop can become the highlight of the week for both parent and child. While some parents choose to hire a sitter for the younger child during their coop working hours, others look for ways to keep their expenses lower:

- **Childcare Trades:** Arrange for a childcare trade with another coop parent, wherein that parent will keep your child on your preschool workday.
  - Consider trading with a parent in another preschool class, thus allowing you to maintain your drop-off day “free time” and care for the other child while your child is also at home.
- **Nanny Share:** Coordinate with one or more other families to hire a babysitter to watch siblings on your assigned workday(s). This can decrease costs and increase the chances of finding a reliable sitter by guaranteeing hours for that sitter each week.
- **Hire Within:** Advertise within the coop for a parent to hire as sitter during your workday(s).
- **Please note that you should always have a back-up childcare plan in the event your primary childcare plan falls through on your assigned workday.** Consider making a plan *in advance* with a friend or other coop parent who could watch your child in such event.

## **Special Circumstances:**

With pregnancy and childbirth, unforeseen circumstances do arise. In that event, please talk to your Teacher and Class Chair as soon as possible. Cooperatives are made of parents, teachers and parent educators all committed to supporting our member families – together, we’ll figure out a plan that maintains the safety and vibrancy of the preschool classroom.

- **Bed Rest:** The Teacher and Scheduler will work with the family to find a mutually agreeable solution for covering workdays. Examples include: an alternate family member working in the classroom; starting maternity leave coverage early; where ratios allow, altering the classroom curriculum to allow for fewer working parents for a designated period of time.

## **Policy for Lateness on Assigned Work Day**

**History:** There have been occasions when an individual has been chronically late on their assigned work day. The Planning Committee felt this impacted the Preschool Teacher, service to the children and was ultimately unfair fair to co-op members who were fulfilling their responsibilities. The committee felt it necessary to outline a policy.

**Chronic Lateness** is defined as being later than 10 minutes late two or more times on your assigned workday.

The following sequence will be followed to deal with the issue:

1. The Teacher will talk to the parent to share her concerns about the lateness and its effect on the classroom. She will follow this with a written reminder. A copy of the reminder will be forwarded to the Chairperson.
2. If the lateness persists, the Parent Educator will counsel the parent and follow up with a written note. A copy of the note will again be forwarded to the Chairperson.
3. If the lateness still continues, the Chairperson will talk to the parent and have them read and sign the Parent Agreement again. A letter with specific conditions for continued participation in the co-op will be sent to the parent.
4. Should lateness still continue, the parent will be asked to leave the co-op.

## **Policy for Lateness in Picking up a Child**

In the case of extreme lateness (greater than ½ an hour), the Teacher will contact the child’s Emergency Contact person and arrange a pickup. If the Emergency Contact person is unavailable, the Teacher will make a plan with another co-op member. The Teacher will then leave a note on the Preschool door explaining where the child is. Again, one parent must stay with the Teacher until the last child has been picked up.

## **Snow Policy**

If the Seattle Public Schools are closed, the Preschool is closed and any evening Board and/or Parent Meetings are cancelled as well.

When the Seattle Public Schools are opening late, the Pre-3s and AM classes will be closed; however, any evening Board and/or Parent Meetings will be held as scheduled (unless weather takes a turn for the worse). The 4-5s P.M. class will meet if conditions are safe for travel, and any evening Board and/or Parent Meetings will be held as scheduled (unless weather takes a turn for the worse).

## **Phone Tree**

The Phone Tree is a tool that the Preschool uses to communicate time-sensitive information to the entire class or the entire school. Examples of time-sensitive information include school closure information (not related to snow), health or safety issues. At the beginning of the school year, the Parent Coordinator will set up a Phone Tree. The Class Chair launches the phone tree by calling their assigned class members and communicating the key information, those members contact their assigned class members with the information and so on until the entire class has been notified of the time-sensitive information. If you cannot reach your assigned contact, please leave that person a message and contact that person’s assigned contact so that the information continues to spread throughout the tree.

## **Scholarship Policy**

### ***PAC Scholarship***

The North Seattle College Parent Advisory Council (NSC PAC) awards scholarships on a quarterly basis. Members interested in applying for a PAC scholarship must submit an application to NSC by the appropriate date as follows:

- 3<sup>rd</sup> Friday in September for Fall Quarter
- 1<sup>st</sup> Friday in December for Winter Quarter
- 1<sup>st</sup> Friday in March for Spring Quarter

Applications are available from the All-School Treasurer, Assistant Treasurer or Parent Educator. Parents may get a copy of the application with the appropriate signatures from a file folder in the Class file box. The PAC awards scholarships ***up to a maximum of 50% of the monthly co-op tuition***. PAC scholarship funds do not cover the NSC Quarterly tuition, however some low-income families qualify for tuition waivers at NSC. Families that meet these guidelines will also qualify for an additional 25% scholarship from PAC, provided PAC has sufficient funds available. Families applying for the scholarship will pay 25% of the *quarterly* tuition while they wait to for the response from PAC. If this is a hardship, families can discuss options with their class treasurer.

### ***Supplemental In-House Scholarships***

1. Only members who are awarded a PAC scholarship will be eligible for a Supplemental In-House Scholarship. The co-op may award a Supplemental In-House Scholarship of any amount up to a maximum of 25% of the quarterly tuition.
2. Members may request a Supplemental In-House Scholarship by notifying the All-School Treasurer of their interest once they have received a PAC scholarship for the upcoming quarter. ALL such requests will remain anonymous (except to the Assistant Treasurer, All-School Treasurer and Parent Educator).
3. Supplemental In-House Scholarships must be applied for in writing to the All-School Treasurer for approval by the All-School Board. This will be done on a quarterly basis in conjunction with the PAC scholarships. At the All-School Board meeting, requests are kept anonymous.

### ***Emergency In-House Scholarship***

- The co-op may award an Emergency In-House Scholarship in an amount up to 75% of the monthly co-op tuition.
- These arrangements must be submitted in writing to the All-School Treasurer for written approval by the All-School Board. They must be made prior to date tuition is due (parent meeting of preceding month).
- Any parent/family not in good standing financially may not be eligible for Emergency In-House scholarship in future quarters and may be subject to dismissal.
- Members must apply for a PAC scholarship and In-House scholarship during the subsequent quarter if their need will persist.
- The All-School Board will determine the number of Emergency In-House Scholarships that will be dispersed on a monthly basis, depending on fund availability. If not all requests can be met in full, distribution of fund awards will be at the discretion of the All-School Board and based on the number of applications and funds available.
- If this becomes a hardship for a scholarship family then they need to make a written request to the All-School Treasurer and it will be reviewed by the All-School Board.

### **Fundraising Policy**

Fundraising is a critical part of the co-op budget, thus all members of the co-op, including scholarship recipients, are required to help the school reach its fundraising goal. The fundraising goal per child will be decided before the beginning of the school year. If a family doesn't reach the goal with the group fundraising activities, they will pay the co-op the difference. New families who join the Preschool after January 1<sup>st</sup> will be responsible for raising half of the fundraising goal for the current school year or may petition the Board for a fee waiver.

## **Membership**

Each Member shall enroll in the Parent Education Child Study Lab course offered by North Seattle College, accept the duties and responsibilities of adult participation as described in these standing rules and bylaws and participate in the Preschool with his or her enrolled child(ren).

**Pre-3s Class:** A Parent(s) or guardian(s) of a child who is two years old, but no older than three years old by August 31<sup>st</sup> who wish to enroll in the Preschool and who are willing to accept the responsibility of active participation in the group are eligible. A child shall be enrolled in the Preschool no more than four school years. Exceptions to the age requirement may be made at the discretion of the Teacher and the Board after September 1.

**3-5's Class:** A Parent(s) or guardian(s) of a child who is three years old (3-4's portion of the class) or four years old (Pre K portion of the class) by August 31<sup>st</sup> who wish to enroll in the Preschool and who are willing to accept the responsibility of active participation in the group are eligible. A child shall be enrolled in the Preschool no more than four school years. Exceptions to the age requirement may be made at the discretion of the Teacher and the All-School Board after September 1.

### **Active participation is defined as follows:**

1. One parent must assist at Preschool once a week as designated. If a parent is unable to attend on his or her regular workday, he or she is required to provide a substitute. Failure to do so may be grounds for dismissal.
  - A. Substitutes in order of preference are:
    1. Another enrolled parent;
    2. The child's other parent;
    3. Another family member at the discretion of the Teacher.
  - B. Please see the alternate caregiver policy on p.28 for a substitute who will work in the class room on a regular basis.
2. Attendance at the monthly parent meeting, including business and parent education, is mandatory. Failure to attend a parent meeting shall be made up by an alternative service determined by the Parent Educator. One absence is allowed per year without requiring alternative service. The other parent may substitute for the enrolled parent at one monthly parent meeting. It is expected that the attending parent will communicate all meeting updates and information to the enrolled parent. If a parent fails to attend the parent meetings two or more times, the parent shall inform the Class Board of the reason for each absence and the Board may require the parent to: (a) make alternative contributions such as parent education homework or participation in clean-up or fundraising activities for the Preschool or (b) impose sanctions, which can include forfeiture of surplus tuition or discharge from the Preschool. In imposing work or sanctions, the Class Board will consider the reasons for the absences, the number of absences, other contributions made by the parents to the school, fairness to other parents, and other factors it deems relevant. In situations where the other parent will regularly attend meetings due to family circumstances, the family should seek approval from the Class Board each year. If approval is given, the working parent will sign a copy of the minutes of each parent meeting to confirm he/she has received all information pertinent to the role of assistant teacher in the classroom. That working parent will fill a non-Board role for his/her class job.
3. Each family shall have one vote per child enrolled in the Preschool. Two parents or a parent and designated other may be joint members of the co-op, sharing responsibilities and vote per child.
4. Every parent should have the responsibility as an officer or perform one job as described further under "Job Descriptions". In addition, parents will be asked to volunteer to serve on committees, which are established as needed for the efficient functioning of the group.
5. Parents of multiples are expected to have the same number of jobs and work days as they have children in the classroom.
6. Each parent must send a snack on his or her snack day (approximately once a month.)

7. Each parent is required to participate in the scheduled classroom and playground cleanings. All parents, including ASB members, will participate in the beginning of the year playground clean up and class deep cleaning. Those on the All School Board are exempt from the twice yearly deep cleans. The Pre 3s class will plan and participate in the mid year classroom deep clean and the 3-5s class will plan and participate in the end of the year classroom deep clean.
8. In the event that the Class Board Support roles goes unfilled, each parent, with the exception of the All-School Board and Class Board, is required to provide Board support and/or child care one or two times a year, for All-School Board or Class Board meetings or other activities as required.
9. Each parent is required to participate and support fundraising activities.
10. Each parent is required to support PAC functions and fundraising.
11. Should the Teacher offer an orientation meeting, it is recommended that you attend.
12. Failure to perform any other duties outlined above shall make the participating parent subject to dismissal from the cooperative.
13. A parent who chooses to withdraw after the first day of school must give one month notice. A tuition payment in full is required for the month of intended withdrawal.

# **Class Job Descriptions**

## **Duties of the Class Board**

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The Class Board includes the officers listed below, the Teacher and the Parent Educator. Any participating parent is also welcome to attend. The Board settles minor policy matters, makes recommendations, fills vacated positions, plans for the Parent Meeting, helps to shape and draft policy as the need arises and submits matters of major policy to the entire membership. The class board must meet at least quarterly, but often chooses to meet briefly monthly prior to the parent meeting.

Board members regularly check with their Board Buddies and keep members informed on all issues. Being a Board member is a broader commitment and requires greater involvement in the Preschool and as such the Board member needs to be the active participant in the classroom. Class Board members should be available via email.

## **Class Board Job Descriptions**

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### **Class Chair (1) 2-4 hours a week**

The Class Chairperson is responsible for the administrative duties related to the school for their assigned class. Because the Chairperson is perceived as the “leader” of the class, it is important that s/he portrays a cooperative attitude and creates a supportive atmosphere for participation by all members of the class. This person should also ensure class is running smoothly, and work with class members to ensure everyone is doing his/her job. Responsibilities include:

- Is well-versed in the school’s standing rules, bylaws, policies, Health & Safety literature and Risk Management Manual
- Chairs monthly Parent meetings and Class Board meetings (which meet on an as-needed basis)
- Serves as liaison between the class, the Class Board, the Teacher and the Parent Educator
- Sends out reminders and agenda for upcoming meetings
- Monitors member performance of class jobs
- Member of the All-School Board and attends All-School Board meetings
- Attends Fall Leadership Workshop at NSC
- Coordinates and leads September fall orientation
- Leads Spring Orientation for the next school year
- Serves on ASB sub-committee as needed

### **Parent Coordinator (1) 1 hour a week, more during periods of registration**

The Parent Coordinator (PC) is usually the first contact a prospective member has with the school or class. It is important that the PC be able to clearly convey the philosophies and values related to co-op membership and to present the specific duties involved in a membership without discouraging prospective members. This person must also be accessible via email and/or phone during periods of registration. Responsibilities include:

- Is well-versed in the school’s bylaws, policies, Health & Safety literature and Risk Management Manual
- Member of the Class Board
- Inherits wait list and current enrollment information for fall and immediately begins to contact enrolled and prospective members
- Summer: reminds parents of Summer Play Date schedule and may have promotional duties to increase class enrollment
- Organizes and mails Fall Orientation Packets and assists with Orientation
- After Committee Jobs are filled, PC makes sure members have job descriptions and helps clarify responsibilities



- **Attends mandatory NSC Parent Coordinator meetings** (includes leadership workshop in September, December training and open registration in March)
- Keeps the roster updated and maintains waiting list
- Recruits members if the class becomes under enrolled
- Schedules observations for prospective members
- Registers new members
- Assembles new member packets
- Sends Spring Orientation letter
- Helps organize and conduct Spring Orientation
- Ensures All-School Secretary has updated rosters
- Makes certain all in-coming committee members have the summer/fall schedules and materials they need to best do their jobs

### **Class Secretary (1) 1-2 hours per month**

The Secretary's primary focus is to record the minutes at the Board and parent meetings. Typing skills and access to a laptop computer are recommended. Additional responsibilities include:

- Is well versed in the school's standing rules, bylaws, policies, Health & Safety literature and Risk Management Manual
- Distributes minutes to members within one week and posts them electronically, as well as a hard copy on the class bulletin board.
- Takes attendance at all meetings
- At Parent Meetings, calls for a vote to have minutes added to notebook
- Posts monthly children/parent classroom attendance sheets and takes attendance at Parent Meetings. Also tracks attendance of Class Substitutes.
- Maintains a notebook with attendance information for parents and students as well as minutes and other significant documents from the year
- Sends out and follows up on missed meeting letters when someone misses a Parent Meeting Member of Class Board
- *Attends NSC fall leadership workshop*

### **Parent Advisory Council Representative (PAC Rep) (1) 3-5 hours a month**

The PAC Rep's job is to promote quality education for parents and Preschool children and to provide a communication network with other Preschools in the NSC system. Responsibilities include:

- Attends monthly PAC meeting (2<sup>nd</sup> Monday)
- Serves on one PAC committee during the school year (fundraising, registration, kindergarten readiness, scholarship, education, etc.)
- Carries any Wallingford Preschool concerns to PAC
- Reports back to the Class Board on PAC issues and information
- Keeps our members updated on PAC topics at each parent meeting
- Attends NSC fall leadership workshop
- Childcare available during PAC meetings, provided by board support

### **Class Committee Job Descriptions**

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If a parent is not a member of the Class Board or the All-School Board, then he/she must fulfill a Class Committee Job based on the needs of each class. Communication about these positions often occurs over email.

### **Class Treasurer (1)1-2 hours a month**

The Class Treasurer works closely with the All-School Treasurer to make certain our financial viability and ensure accountability. Access to a computer and ability to communicate over email is required. Responsibilities include:

- Well versed in the school's standing rules, bylaws, policies and Risk Management Manual
- Collects monthly tuition from class members, records tuition payments and makes bank deposits
- When necessary, provides financial updates to Class at Parent Meetings
- Addresses questions and provides information to class members about PAC Scholarships, In-House Scholarships, Emergency Scholarships, deadlines, etc. Ensures any scholarship information kept strictly confidential.
- Provides support to and manages projects for the All-School Treasurer
- Attends Treasurer Workshops as organized by the All-School Treasurer

### **Scheduler (1) 5-6 hours in September, then 30 min. a week**

- The Scheduler should have access to email, as well as Word or Excel knowledge.
- Drafts and maintains the following schedules: annual cleanings, snack schedule, snack/drink schedule for Parent Meetings, emergency substitute schedule, daily check in sheet and the monthly classroom rotation schedule.
- Sends schedules and updates to all members at the beginning of each week. Places hardcopy of monthly rotation schedule in classroom
- Recruits and schedules other co-op members to fill in work days and other co-op responsibilities for members on leave from Preschool (including maternity leave)
- Maintains a notebook or electronic file which includes a schedule of important events
- Must have a printer in order to provide the necessary documents on a regular basis

### **Health & Safety (1) Sept. 10+ hours, then less than 1 a month**

- The Health & Safety person is well versed in the school's Health & Safety literature and Risk Management Manual.
- S/he works with the All-School Facilities/Health & Safety coordinator to ensure that the school remains in compliance with all North Seattle College risk management procedures and requirements.
- S/he will also be able to direct members in how to operate the fire extinguishers.
- The Health & Safety person must be well versed in cleaning and reporting procedures for Head Lice.

Other Responsibilities include:

Monthly:

- Keeps members informed of disease or health concerns
- Collects all forms (e.g. emergency release, immunization records, photography consent forms, etc. Keeps all form information confidential
- Maintains a log of injuries
- Maintains and provides vests, nametags, medical information and contact information within the classroom and during field trips/events.
- Logs status of emergency water and food
- Checks smoke alarms
- Inventories First Aid kit and gives list of needed supplies to Supply person
- Schedules monthly fire drills and bi-annual earthquake drills with the Teacher
- At Parent Meeting: Informs members of incident/accident report forms which need to be filled out in case of any incident/accident occurring during Preschool. Directs members to location of fire extinguishers, first aid, water shut-off and fuses

September:

- Makes certain all health and safety forms are on site, makes copies for teacher of all medical release forms if desired and for each "go" backpack in class.
- Notifies members of missing health and safety forms

- Posts qualified First Aid/CPR members' names on Health & Safety bulletin Board and informs members of First Aid/CPR classes coming up.
- Attend the Fall Leadership Workshop at NSC.

December:

- Performs mandatory NSC school safety inspection
- Lists needed equipment repairs and forwards these to Facilities/Maintenance person. If the repairs are major, will lead a work party to complete repairs

May:

- Mails completed safety check forms to NSC

### **Fundraiser (1 or 2) Sept/Oct/Nov 1-10 hours a week, Dec-May less than 1 hour a month**

- The Fundraiser should have skills in Excel or spreadsheet program to track purchases/sales. This person should be accessible over email or by phone during fundraising.
- Class fundraisers work with the All-School Treasurer to coordinate fundraising opportunities for all classes, and will likely be asked to lead one fundraising program for all classes. Each class shall provide a minimum of TWO fundraising opportunities for members during the fall and early winter quarter.
- The class fundraiser may also Investigate opportunities for additional fundraising activities and solicit suggestions from members to vote on
- Provides members with all information and supplies needed to accomplish the fundraising goals
- Clearly states goals per each member, the overall goals and reports results
- Collects fundraising money, tracks money in spreadsheet, completes deposit paperwork and deposits funds in the Bank.
- Provides all deposit info to All-School Treasurer. Provides monthly report to All-School Treasurer on fundraising efforts.

### **Facilities/Maintenance (1) 1-2 hours a month**

- Facilities/Maintenance will perform tasks as need by the ASB Facilities Representative. A Costco membership is required of this position.
- Works with other class' F/M persons to keep equipment in safe and usable condition
- Keeps All-School Facilities & Maintenance/Health & Safety Representative informed of any repairs/replacements needed
- Arranges for or does repairs as needed
- Painting and light carpentry may be required
- Large repairs will be coordinated with the other classes
- Responsible for coordinating one quarterly carpet cleaning.

### **Classroom Supplies (2) Assigned to half of the year, 3-4 hours per month**

- Purchases supplies for group when scheduled
- Weekly: Inventories and purchases the following: paper towels, napkins, cleaning supplies, sponges, etc. and checks supply list on refrigerator
- Monthly: Organizes supply storage areas
- May make special purchases for first aid, earthquake supplies, maintenance, etc. as requisitioned and approved
- Month of May: Inventories and organizes cleaning and paper supplies for fall
- First shift: September-January, Second shift: February-June

### **Photography Coordinator (1) Variable – job to be combined with another committee position.**

- Creates and distributes class commemorative (i.e. placemat or other item) at the beginning of the school year (no later than end of October).
- Photography Coordinator should not use class work day to take class photos.

- Takes photographs of children at school, on field trips and other events to share with members in accordance with Photography Consent forms
- Makes photos available to members in accordance with Photography Consent forms
- Responsible for creating the commemorative photo book by the end of May, if the class votes to do so

**Field Trip and Lead Social Coordinator (1)** Variable - depends on activities

- Follows Risk Management Manual and the Insurance Committee's Type of Event Guide procedures, giving proper notice to NSC (30 days) and the Parent Educator (one week)
- Informs scheduler of field trip/event dates
- Coordinates transportation to ensure proper ratios and compliance with risk management
- For all events, will assist Teacher in setting up and decorating and will coordinate volunteers to bring food, beverages, paper goods/utensils and clean up
- Will work with teacher to plan and execute any evening events
- Coordinates gifts and/or cards as needed, in cooperation with class board
- Works with All-School Board and social coordinators from other classes to organize all-school social events. May be asked to coordinate with class fundraisers for all-school fundraising events.
- Will work under the ASB Fundraiser/Social Coordinator to coordinate one social or fundraising event per month, such as all school social, all school swimming party, Children's Theater outings, etc

**Board Support Lead (1-2)** 3-4 hours a month

*It is important that this person is comfortable leading a group of children and setting up/cleaning up the class room after each ASB meeting.*

- Attend fall storage training with teachers
- Coordinate Board Support on a rotating basis to provide childcare during ASB meetings at the preschool, utilizing board support volunteers from all classes
- Confirm board support attendance
- Act as Lead during ASB meeting childcare (i.e. setting and maintain schedule for the classroom during the childcare, leading a small circle at closing, etc.)
- Maintain communication with the ASB co-chair as to Board Support's needs
- If needed, help coordinate child care for PAC representative for monthly PAC meeting
- Ensure maintain proper adult to child ratios when providing childcare.

**Board Support (2-3)** 2 1/2 hours a month

- Supports the Class and All-School Board members in fulfilling their responsibilities by providing childcare in the preschool classroom during All-School Board meetings the first Friday of the month from 12:30pm to 2:30pm.
- Ensure maintain proper adult to child ratios when providing childcare. The parent can bring their own children.
- May be asked to provide childcare for the PAC Rep during PAC meetings the second Monday of the month from 9:30 to 11:30 in the morning.

**Assistant Teacher (1 per day)** 1 hour a week

- Will assist teacher with projects throughout the year. Helpful to know how to sew and/or have sewing machine. **Can** act as substitute for teacher—teacher will coordinate subs when an absence is in advance of day. TAs coordinate set-up and clean up volunteers when a substitute is necessary.
- Responsibilities may include: art prep, art sorting and display, play dough making, wood working, cooking, sewing prep, and errands to assist with class projects
- Must be CPR and First Aid certified

## **Registration**

*Membership application shall be received and processed by the Parent Coordinator.*

There are 3 phases of registration: Priority, Transfer, and Open Registration. Dates for each phase are set by NSC and are the same for all coop preschools in the NSC system. Priority Registration is open to current members of Wallingford Coop and is the first phase of registration (mid-January-early February). Transfer Registration is open to members of other NSC coops who wish to switch to another coop in the system and begins after Priority Registration is complete (early-mid February). Open Registration begins with the Open Registration event at the college in early –mid March and remains open throughout the spring and summer months, allowing new families to enroll or add their name to the waitlist.

1. During priority enrollment, Wallingford Preschool will accept applicants from the following categories for each class in the following order of preference:
  - a. Students repeating a Wallingford Preschool class, provided they meet the age requirements of the class
  - b. Students currently enrolled in the Wallingford Preschool.
  - c. Applicants with siblings who will be returning to the Wallingford Preschool
  - d. Applicants with siblings currently exiting Wallingford Preschool
  - e. Alumni; applicants with siblings or parents who were previously enrolled in the Wallingford Preschool
  - f. Applicants for the Pre-3s class continuing from the NSC Toddler's program
2. If at any point there are more than 20 applicants, a waitlist will be created through a lottery within each subheading above (e.g. a, b, c, d and e in that order).
3. If a new member joins the Preschool March 1 or later, they will be considered for eligibility after priority registration and before transfer registration by the All School Board.
4. In order to create balance and help with parent scheduling in our 3-5's class, 2 separate waitlists will be kept – one for the 3-5's age group and another for the Pre K age group. Applicants will be pulled from their respective waitlists as spaces open up.
5. Two spaces will be allotted for open registration, if any spaces remain, after priority enrollments from subheadings a-e.
6. After concluding priority enrollment, remaining spaces will first be offered to transfer applicants (with the exception of two reserved spots for open registration applicants.)
7. If transfer registration applications (those currently enrolled in other NSC coop programs) exceed the available spaces, transfer applicants will be selected by a lottery. Those not selected will be placed on a waiting list.
8. If the two reserved spots are not filled at open registration, they will be offered to transfer applicants on the waitlist.
9. If open registration applicants exceed the available spaces, they will be placed on a waiting list.
10. The teacher, in coordination with the ASB and parent educator, shall determine the maximum number of students to be enrolled in the class by January 15th.
11. If the final spot in the class becomes available to one child who is a multiple and the other multiple child(ren) is on the wait-list, the class will stop enrolling at one less than the determined maximum and will wait until 2 spots become available to enroll the multiples. Similarly, if the 1st and 2nd spots on the wait-list are filled by multiples, enrollment will not be offered until 2 spots become available. (Above example is assuming twins. For triplets and beyond, adjust numbers accordingly.)

## **Waitlist Requirements**

To be placed on the waitlist, the family must complete the online application form. The family does not need to tour the classroom or provide the non-refundable registration fee. However, any families on the waitlist are strongly encouraged to tour. If a spot becomes available, the family must tour the classroom as soon as possible and pay the registration fee to secure their spot.

## **Size of Group**

1. There is a preferred range of 20-22 students for each class. Teachers will coordinate with ASB to decide the exact maximum class size for the given year. The budget for each class is based on 18 families.
2. Students not attending every day shall still be considered full-time students.
3. Only enrolled students are covered by insurance, therefore there will be no visiting children not enrolled in the Preschool, including siblings.
4. Wallingford Preschool allows a maximum of two sets of multiples per class subject to Board approval.

## **Schedule**

Preschool will be in session approximately from the third week of September through the second week of June.

1. Specific hours:  
**Pre-3's:** Monday and Wednesday from 9:30am to 11:30am  
**3-5's:** Tuesday, Thursday and Friday from 9:00am - 12:00pm (Pre K group only from 12:00-1:00)  
**Monday Pre K:** Mondays from 12:30-3:30pm
2. The holiday and vacations schedule follows that of the Seattle Public School District.
3. Responsibility for closure of school in case of an emergency rests with the Chair and the Teacher. Members will be notified at least one hour prior to the commencement of school that day.

## **Fees and Insurance**

1. Each Spring, tuition and the budget are proposed by the All-School Board and approved by the Preschool membership.
2. Tuition is established according to the salary paid to the Teacher, number of students enrolled, facility rental and operating expenses.
3. There is a non-refundable registration fee, regardless of when the family joins the Preschool. Tuition is payable one month in advance, by the first of the month and is generally paid at the preceding parent meeting. The quarterly NSC tuition is due each quarter (3 times per year) and is payable to NSC as directed by the All-School Treasurer, Assistant Treasurer and/or Parent Educator. A prepayment for June is required in May at the Spring Orientation Meeting. If June's tuition is not paid within one week of Spring Orientation or within one week of joining the class, that child's spot may go to the next person on the waitlist. This payment is non-refundable. If a family intends to apply for a scholarship, their payment of 25% of quarterly tuition counts as their first month's tuition and holds their spot.
4. Parents who leave the co-op must give one month written notice and one month tuition.

5. A family may withdraw due to medical reasons relating to the child or the parents. The family must submit a doctor's note certifying the need to withdraw for medical reasons. The family will receive a full refund of future month(s) tuition paid and pro-rated refund of tuition paid for the month in which notice is given.
6. Tuition not paid by the 15<sup>th</sup> of the current month may constitute grounds for dismissal from the Preschool.
7. The second child enrolled in the same family, including twins, shall pay full tuition and fees.
8. If additional funds are required, the school may have fund-raising projects and all members will be required to participate.
9. Parents who join the Preschool after the start of the school year in September are responsible for the current month's tuition which will be pro-rated based on the number of calendar days remaining in the month after the Parents start school. Parents are also required to pay the registration fee, the subsequent month's tuition (if already paid by the Co-op) and the prepayment of June Tuition. Here is an example to demonstrate the calculation:

New family joins Pre-3 Class on January 10<sup>th</sup>. For the month of January, this family missed 9 days due to late enrollment in January. Therefore, they are responsible for tuition on January 10<sup>th</sup> and all of the remaining days of January (31 days in month MINUS 9 days EQUALS 22 days). This family must contribute: (22 days/31 days) MULTIPLIED by MONTHLY tuition (\$120) for a total of \$85.16. Please note that this family must also pay the registration fee, the subsequent month's tuition (if already paid by Co-op class) and the June tuition prepayment.

### **Returned Check Policy:**

Families are responsible for any and all bank fees if a payment is returned due to non-sufficient funds. The check writer will be notified of the returned check and arrangements will be made for payment of the returned check plus applicable fees. As of 7/1/2018, Home Street Bank charges \$10.00 per NSF check and is subject to change. After two returned checks, payment in form of certified funds will be necessary.

## **Meetings**

1. Parent Education/Business Meeting shall be held once per month at a time mutually agreeable to the members. This meeting shall be chaired by the Chair.
2. Quorum. A majority of members (half plus one) shall serve as a quorum.
3. Conduct of Business. Motions involving routine business may be passed by a simple majority of those present.

## **Selection of Officers**

The Class officers of the Preschool shall include the Class Chair, Class Secretary, Parent Coordinator, Parent Advisory Council (PAC) Representative, and any All-School Board members in the class. These individuals are the Class Board members. The Chair is also a member of the All-School Board.

Any active members shall be eligible to serve as an officer. The Class Board members must be the working parent in the classroom.

- a) Class Officers for the coming year shall be selected at the spring (May) Orientation Meeting. Positions will be filled on a volunteer basis. If more than one person is interested in a particular office, the officer will be chosen using a lottery.
- b) If a Class Officer resigns during the school year and if more than one person volunteered for the position during the Spring Orientation Meeting lottery, that person(s) will be offered first choice to fill the vacated position. A lottery will be used if necessary.
- c) If no member volunteers to fill a particular office, the vacancy will be filled by appointment of the incoming Class Board.

- d) Class Board meets on a quarterly basis and more regularly at the discretion of the Class Chair and Teacher. The Teacher and the Parent Educator for the Class also attend the Class Board meetings as non-voting members.
- e) Each Class Board member is assigned “Board Buddies”. Class Board members are responsible for contacting their Board Buddies once a month, typically prior to a Parent Meeting or Board meeting to solicit feedback, ideas, criticism, etc. All Board Buddy contact/calls are confidential and Board Buddy names are not shared during Board Meetings when issues are discussed.



## **All-School Board of Directors**

1. Composition. The All-School Board of directors shall consist of the All-School Officers plus ex-officio members: the Teachers and the Parent Educators from each class. All-School Officers are defined as the All-School Co-Chairs, All-School Secretary, All-School Registrar, All-School Facilities/Health & Safety Representative, All-School Treasurer and each Class Chair. PAC Representatives from each class will be asked to attend board meetings on a rotational basis (once per quarter).
2. Positions will be filled on a volunteer basis. If more than one person is interested in a particular office, priority will be given to the person who will help there be equal representation for all three incoming classes on the All-School Board. If both candidates are from the same incoming class, the person who will spend more time in the classroom will be given preference. If the above two conditions are equal, the officer will be chosen using a lottery before voting on the slate. Wallingford Preschool class members will vote for the slate of All-School Board Officers for the coming year no later than the May Parent Meetings.
3. Conduct of Business. The Board shall meet regularly, at least once a month during the school year. A quorum of the Board shall consist of a simple majority of officers. Motions shall be passed by a simple majority of those present. Officers shall serve without compensation. The Teachers and Parent Educators do not have a vote.
4. Resignation. An Officer shall give at least two weeks notice of resignation to the Board.
5. Vacancies. Any vacancy in office shall be filled as it occurs. The Board shall fill the vacancy at the next regular membership meeting.
6. Responsibilities of the Board:
  - a) Sign the annual Parent Education Agreement between NSC and the Co-op.
  - b) Serves as a clearinghouse for Preschool business, determining which issues need to be brought up to the membership for consideration at monthly or special meetings.
  - c) Recommend the annual budget for approval by the Preschool.
  - d) May make emergency decisions on behalf of the membership, including emergency closures, or suspension of the Teacher, an officer, or a co-op member due to gross misconduct.
  - e) Work closely with the Teacher and Parent Educator to plan and implement a quality learning environment for members and children.
  - f) Is responsible for a written performance evaluation of the Teacher and recommends employment agreement renewal or termination to the membership. The Vice Chair prepares and signs the Teacher's employment agreement, with Board approval.
  - g) Is responsible for appointing and supervising a Teacher selection committee, if needed, to recruit, interview and hire a new Teacher.
  - h) Encourages members, officers, and the Teacher to attend professional development workshops and classes.
  - i) Resolves all disputes brought to it.
  - j) Is responsible for setting up the Spring Orientation meeting, at which members enrolled for the coming year select a Board. Also responsible for setting up Fall Orientation to ensure all class members are prepared for the school year.
  - k) Facilities & Maintenance/Health & Safety Representative signs the rental contract with the facility.
  - l) Each Board member is assigned up to 4 non-Board families to which they are "Board buddies". Every officer shall contact their buddies before each Board meeting to solicit feedback, ideas, criticism, etc. and these comments are brought to each Board meeting.
  - m) In addition, each Board member fulfills the duties of their individual positions, as outlined in the Parent Handbook. Transfer updated notebooks and electronic documents to new Board members before the summer Board meeting. If a parent has two children enrolled at Wallingford Preschool and this parent chooses an All-School Board Job, then that job shall count as meeting the requirements of two Class Board (with the exception of Class Chair as that is an All-School Board Job) and/or two Class Committee Jobs.

## **Teacher's Employment Agreement**

An annual employment agreement between the parent group and the Preschool Teacher shall be drawn up and considered binding. The salary and agreement shall be approved by All-School Board vote and the agreement signed by the Chair and Teacher.

## **Amendment of Policies**

- The standing rules and bylaws may be amended only by a 2/3-majority vote of those present at the monthly parent meeting, or 2/3 of active membership if voted by written ballot.
- The proposed changes to the standing rules and bylaws and date of the voting must be distributed to all members two weeks in advance, so that all members who wish to vote or to send a vote by proxy may do so.

## **Ex Officio Members**

(Note: This is the professional staff that attends Board meetings and provides information and opinions to assist the Board in making sound decisions. However, ex officio members have no official vote since they are not members.)

**Teacher.** The Teacher is hired, supervised, evaluated and paid by the co-op membership through its All-School Board of Directors to teach the children's Preschool program affiliated with NSC. A detailed Teacher's job description is included as part of his/her employment agreement. The general duties of the Teacher are as follows:

1. Plans, organizes, and teaches children's activities with assistance of the members and Parent Educator.
2. Supervises member participation in the Preschool
3. Attends all Board meetings, parent membership meetings, and appropriate committee meetings.
4. Recommends and/or selects curriculum materials for purchase, subject to the budget.
5. Attends professional development workshops and meetings scheduled by NSC.
6. Complies with all terms of the Teacher's Employment Agreement
7. The Teacher will supervise the adherence to the Risk Management Manual in the program and classroom.

**Parent Educator.** The Parent Educator is assigned to the cooperative by North Seattle College, Child and Family Division, Parent Education Program. The instructor's duties are as follows:

1. Plans, organizes and provides parent education at monthly parent member meetings.
2. Attends membership meetings and Board meetings, serving as a resource to the co-op regarding business and organization concerns.
3. Models early childhood teaching and guidance techniques in the classroom.
4. Consults with and advises the Teacher on classroom organization and management, curriculum, goal-setting, and specific problems or needs of individual parents and/or their children.
5. Serves as a resource to individual parents regarding child and family concerns.
6. Serves as a liaison between the parents and Teachers, and the college.

## **Grievances**

1. Grievances between cooperative participants are handled as follows: The aggrieved party contacts their "Board Buddy" (or other assigned Board member) or their Parent Coordinator and explains the problem. The Board member or Parent Coordinator may act as the mediator between the parties, but must immediately inform all parties and the Class Chair of the problem. At the request of any party to the grievance, the All-School Board of Directors is informed of the dispute and appoints a Grievance Committee to investigate it.
2. The Grievance Committee consists of one member of the Class Board, other than the Parent Coordinator, one randomly chosen class member not involved in the dispute, Parent Educator from NSC and one member from the All-School Board.
3. The Grievance Committee evaluates the dispute, may consult the class Teacher and makes a recommendation to the All-School Board of Directors regarding its settlement. The decision of the All-School Board is final and binding and must comply with any employment agreements in force at the time.

## **Hardship**

If any member faces difficulty in maintaining compliance with the policies outlined in the Wallingford Preschool Parent Handbook, the member may appeal to the All-School Board in writing for an exception. The All-School Board will review the request and place the exception to a vote. The requesting member will be notified in writing on the approval or rejection of the request.

## **Dissolution of Disaffiliation**

**Dissolution.** In the event the co-op shall be dissolved, the Board shall be responsible for the liquidation and disposal of all assets remaining after payment of all liabilities.

**Disaffiliation.** In the event of disaffiliating with North Seattle College (at the college's initiative) and if the co-op continues to function as a non-profit program, the equipment shall remain with the cooperative.

## **Non-Discrimination Policy**

The Co-op shall not discriminate against members, prospective members, or their children on the basis of race, creed, gender, marital status, or sexual orientation.

## **Dismissal Policy**

Any Parent or Guardian who fails to perform the duties outlined in the Parent/Assistant Teacher Agreement, standing rules or the Bylaws in the Parent Handbook may be dismissed from the cooperative.

The All-School Board shall notify any member in writing that they are considering dismissing the member two weeks prior to a vote on such dismissal. The notice shall include date time and location of the vote on dismissal. The member will have an opportunity to address the All-School Board prior to any vote on his or her dismissal.

Upon two-thirds vote of all the All-School Board members, by secret ballot, a member shall be dismissed. Any member being dismissed from the Preschool will be notified immediately in writing by the All-School Secretary. Dismissal from the Preschool may be appealed to the All-School Board within two weeks.

# HEALTH & SAFETY

## General Health Information

We can only accept well children into the classroom. A parent will be called to pick up a child if symptoms of illness are observed. Please keep you and/or your child home if one or both of you are experiencing any of the following symptoms:

- A fever greater than 100 degrees (temperature must be normal a full 24 hours before returning to school)
- Persistent Cough with a mucus discharge
- Constantly running nose, especially if thick green, yellow or brown discharge. If the nasal discharge is clear and the parent is confident that this is due to the end of a cold or allergy, then the child may attend school.
- Conjunctivitis (Pink-Eye)
- Chills, flushed skin, severe headache or sore throat
- Vomiting and/or diarrhea (must be free of both for a full 24 hours before returning to school)
- Earache
- Any contagious skin eruptions such as impetigo
- Any condition requiring one-on-one care
- Lice

Parents are requested to report to the Teacher and the Health and Safety Parent any contact or suspected contact with a communicable disease. The Health and Safety Parent will post a notice on the bulletin Board and will notify the class and other class Health and Safety Parents via email. When a communicable disease is widespread enough to warrant school closure, it shall be the duty of the Health and Safety Parent and Teacher to do so.

The following are State Health Department Guidelines for the most common communicable diseases:

<b>Disease</b>	<b>Incubation Period</b>	<b>Isolation (keep home from school)</b>
Chicken Pox	14-21 days	1 week from time spots have erupted and until have dried.
Conjunctivitis	24-72 hours	During the active infection when the eyes are inflamed and draining
German Measles (3-Day Measles)	14-24 days	3 days from eruption
Impetigo (or spots suspicious of Impetigo)	2-5 days	Until treatment has begun and improvement is Noticed
Mumps	12-26 days	7 days minimum from onset of swelling and until all swelling has disappeared.
Ringworm	10-14 days	For 1 week of adequate treatment (proved that treatment is continued and ringworm is kept covered at school).

StrepThroat (including Scarlet Fever)	2-5 days	Minimum of 1 week from onset.
Whooping Cough	7-21 days	5 weeks from onset or 3 weeks after cough (whoop) begins or for 1 week after administration of antibiotics and cough has cleared.

### **BACTERIAL INFECTIONS**

Any child/adult taking an antibiotic for a bacterial infection should not be sent to school for the first 48 hours after beginning the medication. Up until this time the child/adult is still contagious. This guideline should be followed unless other instructions are given by your doctor, in which case the decision is up to the teacher.

### **LONG STANDING MEDICAL PROBLEMS**

Parents should make known to the teacher any medical problems the child might have such as a bee, food or other allergy, asthma, epilepsy, etc. In case of a food allergy, this information should be given to the teacher in order that s/he might alert Preschool members to avoid feeding certain foods to the allergic child.

### **SICKNESS AT SCHOOL**

Any child who becomes ill while at school (i.e. vomiting or running a temperature) should be taken out of the classroom

at once. In case of an accident or sudden illness which would require immediate medical attention, if the parent cannot be reached, the child shall be taken to the doctor listed on his/her registration form, or the nearest available doctor/hospital at the parent's expense. In the case of an illness which would not normally require medical attention, in the event the parent cannot be reached, said child will remain at school but out of contact with other children.

### **MEDICATION**

Any child on medication which might have an effect on the behavior pattern of the child should be brought to the attention

of the teacher in order that s/he might understand the child's situation and be prepared to deal with it. If the child will need medication during school, the medication should be labeled, have directions attached, an attached note from the doctor and kept in the first aid cabinet or other safe location that the Teacher and parents can access without providing access to children.

**Procedure for Reporting Head lice** - Please inform your teacher and your class Health & Safety Coordinator as soon as possible. The class Health & Safety Coordinator will contact the ASB Health & Safety Coordinator.

### ***What are lice?***

Head lice are a small parasitic insects that infest the heads of humans and feed off human blood. They may also infest clothing, facilitating their spread from person to person.

Eggs hatch 7 to 10 days after infestation and multiply 8 to 10 days after hatching. Eggs, commonly referred to as "nits", are firmly attached to the hair shaft, close to the scalp, with a glue like substance. They are not easily shed, and typically

require combing with a specialized comb (a nit comb) in order to be removed. Nits are not likely to be found on clothing, helmets, pillows, etc as they are firmly attached to the hair shaft.

Lice are only able to survive for 14 hours without a host to feed on. This means that any lice left in the classroom will not survive to the next day, as we have a 17 hour window of time in which the classroom is not being used by children.

Signs and symptoms of a lice infestation are itching, scratching and soreness of the scalp. Upon close inspection, silvery eggs (nits) attached to hair near the scalp may be seen.

### ***What to do if a child is infected***

1. Child must be kept out of school until treatment is completed and all nits have been removed. Inform the Health & Safety parent and the Teacher of an infection right away. The Health & Safety parent will then inform the Class Chair and the All-School Health & Safety/Facilities Representative. The All-School Health & Safety/Facilities Representative will ask Class Chairs to notify their classes and share information about checking for lice before the next school session. If needed, the All-School Board will distribute this information to the entire school community. NOTE: The identity of the reporting family will not be disclosed
2. Siblings and family members of infected child must be examined for lice and treated if necessary.
3. Anyone that the infected child has been in contact with over the past week should also be notified.
4. The infected child should be re-examined 8-10 days after returning to school, as any nits that survive treatment (or aren't removed), could result in re-infestation.

### ***Parental responsibility***

When a case of head lice is discovered on a child/parent, contact your physician and treat as directed. ***Do not return to school until you have treated your child and yourself.*** All traces of lice and nits must be gone before returning to school. Report the case of head lice to the Teacher and ASB Health & Safety Coordinator immediately. You are asked to report the lice so that cleaning and notification procedures are followed, thus preventing the spreading of lice to other co-op members. If you have any questions or concerns, direct them to the Health & Safety parent, the Teacher or Parent Educator.

### ***Class Chair responsibility***

The Class Chair of the affected group will ensure that class members are notified. Class chair will ensure that an infected parent is not scheduled to work in the classroom until treatment is complete.

### ***Teacher responsibility -***

1. Teachers will make sure that thorough vacuuming is conducted before the next class uses the classroom space.
2. At the teacher or ASB Health & Safety Coordinator's discretion, clothes and backpacks may be placed inside paper bags before being hung on coat hooks. This is to prevent the spread of lice from coat to coat.
3. If lice are discovered or reported during the school day, dress up clothes, pillows, and helmets will be removed until the next school day. The couch cover may also be replaced.

### ***In summary:***

1. School will not close because of a reported case of head lice.
2. All parents will be informed to check their child/self frequently.
3. The infected child/adult may not return to school until treatment is complete and all nits are removed.
4. The school will be thoroughly vacuumed. Dress up clothes, pillows, and helmets may be bagged up.

5. Parents may be asked to hang coats inside of paper bags.

## **Fire Extinguishers & Drills**

Fire drills are held monthly throughout the school year. The Teacher will notify you that there will be a drill that day. The Teacher will buzz the fire alarm, call the children to the sliding glass door and name one person as “sweeper.” All working parents except the sweeper will go with the children out the glass door, up the stairs and onto the lawn. The sweeper will go through the entire school and look for anyone left behind.

Three **fire extinguishers** are located in the following places:

Kitchen: By the phone

Bride’s Room (aka back bathroom): To the left of the entrance

Back hallway (leading the playground): To the right of the door

**PULL PIN, AIM NOZZLE AT BASE OF FIRE AND SWEEP BACK AND FORTH.**

## **First Aid**

At least one CPR/First Aid Certified person **MUST** be working in the classroom each school day. Several free certification opportunities are available throughout the year. Please see the Health & Safety parent for information.

The **First Aid Kit** is located in the kitchen on the first shelf of the cabinet closest to the pass-through window. If you use anything from the kit, please make a note and give it to your Health & Safety parent.

## **Earthquake Drills**

A.M.: Drills will be announced the same way as the fire drills and will be done on a bi-annual basis with the Teacher.

Everyone is to get underneath the tables and hold onto the leg you are closest to.

P.M.: Drills will be announced the same way as the fire drills. Everyone is to get underneath the tables and hold onto the leg you are closest to.

## **Earthquake Procedure**

In the event of a major earthquake which disrupts normal transportation and communication, parents and Teachers working at the school are expected to remain at the school with the children until it is deemed safe to venture outside. Once that occurs, a sufficient number of supervising adults will remain at the school until all of the children have been picked up by their parents, a guardian or other appointed adult.

## **Stranger Approaching & Intruder Procedures**

(The majority of this content was excerpted directly from the Risk Mgmt. Manual Sept. 06)

### ***Guidelines for Approaching a Stranger in or near the school:***

1. If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911 or the security officer designated by your site. Remain calm.

2. If a weapon is present, **DO NOT CONFRONT** – give pre-determined hand signal (see below) to another adult for them to call 911 immediately.
3. If NO weapon is suspected, confront the intruder in the following manner:
  - Approach the individual in a non-confrontational manner with the assistance of another adult.
  - Introduce yourself and the person with you to the individual in a non-confrontational way.
  - Ask the individual who they are and how you can be of assistance.
  - Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
  - If the individual refuses, do not confront him/her. Give the other adult the pre-designated hand signal to call 911.

### ***Intruder Alert Procedure***

If it is determined that the safety and health of children and adults are in jeopardy, proceed as follows:

- **If the intruder is already inside the building**, a hand signal (Tapping a “C” hand on the upper left chest twice). This is the American Sign Language sign for police. That person will pass on the hand signal to others throughout the building and will **call 911**.
- If the suspected intruder is not yet in the building, an announcement will be made (or a bell sounded) to alert all of potential danger. The announcement will be: **“This is a Code Red Emergency, repeat, this is a code red emergency.”** (proceed immediately with Lockdown Procedure below) **Call 911**.
- 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 (see Lockdown Procedure below) **Call 911**.

### ***Lockdown Procedure***

In the event of a known lockdown in the neighborhood or nearby area schools, the following procedure should be followed:

Bar the slider door if it is not already and only if it is safe to do so. Lock the back door and kitchen door.

1. All children and adults should exit calmly and quietly through the hallway leading to the downstairs indoor play space (Fellowship Hall) and onto the stage or raised area away from the windows. The adult nearest the kitchen should bring the cordless phone to ensure the ability to call for help, as necessary. The teacher will bring the emergency backpack with all class rosters.
2. Shelter in place: in case of an imminent threat like shots heard, person behaving strangely, person with a weapon, area school and neighborhood lockdowns or any other case where the students’ lives or well being may be jeopardized, a parent will inform the teacher and other parents of the threat, call 911, and the children will be brought into the downstairs indoor play area (Fellowship Hall).
4. Evacuation: if the class is in the shelter in place and it is determined that the building needs to be evacuated, the students will hold onto handles attached to a length of rope to keep them together or shall follow single file. The group will go through the Fellowship Hall, exit through the exterior door and up the stairs to the back play area. The group will then move to the nearest safe place. Parents will be notified by phone as soon as possible as to the location of the class to arrange a safe meeting for pickup.



# **PARENT RESPONSIBILITIES AND BYLAWS**

## **Duties of the Officers and the All-School Board**

The monthly All-School Board Meeting includes the officers listed below, the Teachers and the Parent Educators. Any participating parent is also welcome to attend the All-School Board meeting. The Board settles minor policy matters, makes recommendations, fills vacated positions, monitors the teaching contract and other committees, plans for the Parent Meeting, helps to shape and draft policy as the need arises and submits matters of major policy to the entire membership. Please note that Class Boards meet on a quarterly basis.

## **All-School Board Requirements**

- All All-School Board Officers and Class Chairs are required to attend each of the All-School Board meetings.
- Rotational attendance for PAC Representatives
- Class Teachers and Parent Educators requested to attend all All-School Board meetings. Minimum of one Parent Educator from the site is required.
- This body is a liaison or communication tool between all the classes at the Wallingford Preschool. This group sets the budget and makes decisions on the use of all Wallingford Preschool funds. It also makes decisions that affect all school members and the site including but not limited to maintenance, repairs and needed upgrades. Final adoption or approval of any proposal would be based on the agreement or approval of each individual class.
- Board members regularly check with their Board Buddies and keep members informed on all issues.
- Board members must be an active participant in the classroom.
- Board members should be available via email.

## **All School Board Job Descriptions**

### **Co-Chairs (2):**

The Chairpersons are responsible for the administrative duties related to the school. It is important that they portray a cooperative attitude and create a supportive atmosphere for participation by all members of the class. A willingness to put in extra time

if/when needed are strongly recommended. Responsibilities include:

- Become well-versed in the school's standing rules, bylaws, policies, Health & Safety literature and Risk Management Manual
- Chair monthly All-School Board meetings, creates the agenda, and sends out reminders
- Serve as liaison between the Board and the Teachers and Parent Educators
- Review standing rules/policies and makes recommendations to the Board
- Identify priorities for the year and creates special project committees when needed
- Lead members through evaluation process
- Attends NSC Leadership Workshop
- Coordinate hiring efforts and the renewal of teachers' contracts at year end

### **Facilities/Health & Safety:**

The Facilities/Health & Safety coordinator is responsible for duties related to the physical site of the school. Responsibilities include:

- Coordinate efforts of school maintenance, repairs, and needed upgrades
- Act as the main source of communication between each class Health & Safety and Facilities parents
- Organize all Fall and Spring clean up efforts
- Communicate with the Church regarding lease and maintenance needs
- Coordinate efforts of school Health & Safety issues and ensures clear communication of any issues that arise
- Oversee each class Supplies parents to make sure needed supplies are purchased in a timely manner

### **Fundraiser & Social Coordinator:**

The Fundraiser & Social Coordinator plans, coordinates, and executes fundraising for the school in communication with the All School Board and acts as the lead school fundraiser, with the assistance of the individual class fundraisers. Responsibilities include:

- Create a goal for yearly fundraising totals with the assistance of the Treasurer and All School Board
- In collaboration with the Board, make a schedule of fundraisers for the school year
- Communicate expectations and plan with class fundraisers
- Create and provide school members with an explanation of fundraising at the beginning of each school year, including reasons for fundraising, individual and class fundraising requirements, and a tentative fundraiser schedule for the year
- Communicate with fundraising vendors and is the main point of contact for these vendors
- Coordinate and execute each fundraiser with the assistance of the class fundraisers
- Create shared Excel documents for class Fundraisers to track individual families amount raised in comparison to what is expected
- Evaluate fundraisers at the end of the school year to adapt a tentative plan for the following year
- With the help of class Social parents, plan at least quarterly opportunities for all school members to gather and strengthen community

### **Registrar:**

The Registrar oversees ongoing enrollment for the school. Responsibilities include:

- Coordinate enrollment with Parent Coordinators for each class
- Oversee timely management of registrar email account
- Maintain current rosters for each class
- Manage online registration form and submission of those forms
- Update the school's social media sites and make a plan for regular posts

- Manage alumni email list and sends out pertinent information
- Help to coordinate open houses, and open enrollment events
- Help develop and maintain school marketing materials

### **Secretary:**

The Secretary's primary focus is to record the minutes at the Board meetings. The Secretary should have access to a laptop computer during Board meetings, as well as adequate typing skills. Knowledge of Google Groups and Google Drive is helpful.

Responsibilities include:

- Is well versed in the school's standing rules, bylaws, policies, Health & Safety literature and Risk Management Manual
- Distribute minutes to members within one week electronically and posts a hard copy in the classroom
- Take attendance at all meetings
- At meetings, call for a vote to have minutes added to notebook
- Create attendance sheets and takes attendance at Parent Meetings
- Maintain a notebook with attendance information for parents and students as well as minutes and other significant documents from the year
- Maintain Parent Handbooks: Keeps them up to date, distribute it electronically in the Fall. Distribute hard copies on an as needed basis.
- Coordinate the efforts of Class Secretaries and addresses any questions that arise
- Attend NSC Leadership Workshop
- Manage and maintain all Wallingford Preschool Google Groups and Google Drive
- Ensure files placed in correct folders for records purposes. Archive files at the end of the school year

### **Treasurer:**

The All School Board Treasurer is responsible for the financial activities of the Wallingford Preschool. The Treasurer works closely with the Treasurer Assistant of Record, Class Assistant Treasurers and Class Fundraisers to make certain our financial viability and ensure accountability. It is recommended the Treasurer dedicate a set number of hours each week to spend on job duties. This job requires no emergency sub working days in the classroom. Responsibilities include:

- Well versed in the school's standing rules, bylaws, policies and Risk Management Manual
- Maintain all Preschool financial accounts
- Pay Teachers' salaries, Preschool bills and processes all requests for reimbursement
- Recruit at least two other All-School Board members to be co-signers on checks
- Work closely with Treasurer Assistant of Record for all reporting, budgeting, tax and financial management issues
- Review deposits made by Class Assistant Treasurers and Class Fundraisers
- Manage all scholarship requests in confidential fashion
- Work with All School Board to manage the current budget and to develop the budget for the next school year
- Provide monthly reports to AllSchool Board. Includes budget update, review of monthly financial statements, scholarship requests and any other items of a financial nature.
- Provide monthly budget update to Class Assistant Treasurers.
- Attend one or two Treasurer Workshops

## **All-School Board Statement of Purpose**

This Board ensures strong communication and collaboration among the three classes on site, in order to ensure smooth functioning of the Wallingford Preschool community to benefit the children and families involved. Specific tasks of the All-School Board include:

1. To oversee the lease negotiations with the church or other lessor if the Preschool moves, with the All-School Facilities & Maintenance/Health & Safety Representative in charge of meeting with the lessor to negotiate and sign the lease. The All-School Board will also convene a site selection committee with members from all of the classes when needed.
2. To maintain the playground equipment by organizing inspections and work parties for maintenance or upgrades. The classes have designated the accumulation of funds in order to cover the costs of the playground needs.
3. To communicate about each class' needs and concerns, and make recommendations to the classes regarding issues such as low enrollment so that each class is aware of the needs of the other classes that can impact the co-op community.

*For descriptions of all parent jobs, please see Appendix A.*



# Parent Agreement

## Wallingford Co-op Preschool Parent Agreement

As a cooperative, we all share the responsibilities for the safety, quality and fiscally responsible stewardship of this preschool for our children. I understand the following rules and policies and agree to adhere to the duties and responsibilities listed below:

1. I understand that the preschool follows North Seattle College's policy of non-discrimination in terms of race, ethnicity, color, age, national origin, religion, marital status, sex, gender, gender identity or sexual orientation.
2. I will **read the Wallingford Cooperative Preschool Parent Handbook** and apprise myself of the contents.
3. I will **return all completed forms** for my child before she/he is able to start preschool. These forms include: Child Immunization Record, Consent to Care and Emergency Medical Information for Child, Pick Up Authorization, Emergency Medical Information for Working Parent, North Seattle College registration, Photo Release, and a signed copy of this Parent Agreement.
4. I will **work at the school one day each week** for each of my enrolled children. In addition, I will be available until the class begins to **work as an emergency substitute**, if needed, according to the class emergency substitute schedule.
5. During the time I am working in the classroom, I will not use my cell phone and keep this and similar devices out of reach. I understand that an exception may be made with permission from the Teacher.
6. If I am unable to work on my work day, **I am responsible for finding a substitute**. This may involve exchanging workdays with another enrolled parent or calling the emergency substitute. The Teacher needs to be notified and agree with all changes of assistants in the classroom.
7. I will **attend the monthly Parent Meetings**, which will typically include Parent Education, Teacher updates and preschool business. This very important part of Preschool enables all of us to contribute ideas and opinions. I am allowed one missed absence for the year and will contact a Board member to alert them to my absence. If I only attend 25% of the meeting, it will be considered a missed meeting. I can use my parenting partner as a substitute for one meeting. With a second missed meeting, I will contact the Parent Educator to arrange a make-up contribution. After any parent meeting is missed, I will contact the Class Secretary and fill out and return a "missed meeting letter" as well as read and sign a copy of the minutes when they become available. If my parenting partner will regularly attend meetings in my place, I will seek approval from the Class Board each year and submit a signed copy of the minutes for each meeting to confirm that I have received information pertinent to my role as assistant teacher in the classroom.
8. I will **provide a snack, on a rotational basis**, which follows the preschool handbook snack guidelines and understand that the preschool is a nut-free environment.
9. I will **be responsible for a class job** to be chosen at either the spring or fall orientation meeting. I understand that a parent of two children enrolled in the preschool is responsible for two jobs unless that parent is a member of All-School Board.
10. I agree to **pay the Preschool's annual registration fee, its monthly tuition, parent education North Seattle College fees, and fundraising requirement**.

1. I understand that the registration fee is an annual fee and non-refundable in all cases, regardless of when a family joins the Preschool.
  2. A prepayment for June is due on May 15th of the prior school year or upon enrollment, whichever is later. This prepayment is not refundable.
  3. Tuition is due on the 15th of the prior month (i.e. September tuition is due on August 15th). The last tuition payment is due on April 15th (for May tuition).
  4. The quarterly North Seattle College tuition is due and payable as specified by North Seattle College three times per year. Parents with more than one child enrolled in a class shall pay full tuition for each child enrolled.
  5. I understand that I am responsible for the fundraising requirement as set forth by the budget. Any portion of this requirement I do not earn through fundraising I will pay by May 15th. The fundraising requirement is halved for students joining the class after January 1 or withdrawing from the class prior to this date.
11. Withdrawals, payments and refunds:
1. One month advance written notice to the class chair is required to withdraw. Final tuition will be prorated to the student's last day in class, or one month after written notice is given, whichever is later.
  2. Any remaining fundraising balance is due upon withdrawal.
12. I understand that, under certain conditions and at the discretion of the Teacher and All School Board, there will only be one family per class in which a parent and another alternate caregiver may be joint members. The specific conditions and requirements are set forth in the Wallingford Preschool Parent Handbook and require that an alternate caregiver be a joint member of the co-op who will share responsibility for the day-to-day participation in Preschool, share responsibility for the class job, sign the Parent Agreement, attend monthly parent meetings, and be enrolled in and meet requirements of North Seattle College. Permission to use an alternate caregiver must be made known at the time of registration and may be revoked at any time for failure to comply with the requirements listed in the Parent Handbook or other standing rules of the co-op.
13. I understand the Health Information policy in the Parent Handbook and agree to:
1. Keep my child or children home if there is any sign of fever or other communicable disease.
  2. Know the location of the First Aid Kit, the fire extinguishers and fire drill and earthquake procedures.
14. I will participate in any and all evaluations presented by the teacher, parent educator and All School Board.
15. I will follow the Handbook guidelines should I have any grievance and consider the merit, degree of concern I have with the grievance and offer methods to resolve the issue.
16. I agree to do my best as a member of the community concerning the following:
1. Getting children to school on time
  2. Picking up children on time
  3. Substituting whenever possible
  4. Ensuring my child is properly dressed for school
  5. Volunteering whenever I can

I have read this contract and understand that failure to abide by these guidelines may lead to action by the All-School Board including probation and/or dismissal.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

## ***WALLINGFORD PRESCHOOL***

### ***BYLAWS***

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

The name of this nonprofit corporation is Wallingford 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 5019 Keystone Place N, Seattle, Washington. The Board of Directors may change the principal office from this location to another location within this city.

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

This cooperative, in conjunction with the Child and Family Division, Parent Education Program, and the Parent Advisory Council (PAC) of North Seattle College (NSC) of Seattle, 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.

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

**Section 4.1 One Class of Members; Joint Membership:** The cooperative shall have three classes 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 Wallingford 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 May 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 chair, 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 chair, a vice -chair, a secretary, a treasurer, a Facilities & Maintenance/Health & Safety Representative, All-School Communications Representative 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 chair 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 in May at the Spring orientation meeting; 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 during the academic year, 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 chair 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:

General supervision and control of the business and the affairs of the cooperative.

Subject to any applicable policies of NSC, authority to admit and terminate members and to adopt rules and regulations to govern the operation of the cooperative and the members.

Authority to procure insurance covering general liability of the company for accidents.

Directors shall provide for installation of an accounting system adequate to meet the requirements of the cooperative.

To select one or more banks to act as depositories of funds of the cooperative.

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 (preferably in advance) or if the expense is for the Board Chair 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 Chair:** The chair 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 Chair:** In the absence or disability of the chair, the vice chair shall perform the duties of the chair, provided, however that in the case of death, resignation, or disability of the chair, the Board of Directors may declare the office vacant and elect any eligible person.

**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. (Facilities & Maintenance/Health & Safety Representative, All-School Communications Representative, Class Chair, PAC Representative)

## **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.

I hereby certify that the forgoing Amended and Restated Bylaws of Wallingford Preschool, were duly adopted by the Board of Directors at meeting held on \_\_\_\_\_.

Secretary