

# STANWOOD COOPERATIVE PRESCHOOL (SCP) STANDING RULES

## ARTICLE 1. PROGRAM CONFIGURATION

### Section 1.1 Preschool Programs

#### 1.1.1 Toddler program

The Toddler program will consist of children 18 months to 3 years old. A participating child shall be at least 18 months by August 31 upon entering the Toddler program. The Toddler program shall be limited to a maximum of 15 children per session, and a minimum of 10 participating members with a parent to child ratio of 1 to 3.

#### 1.1.2 3-5 year program

The 3-5 year program shall consist of children 3 to 5 years old. A participating child shall be 3 years old by August 31 upon entering the 3-5 program. The 3-5 program shall be limited to a maximum of 15 children per session, and a minimum of 10 participating members with a parent to child ratio of 1 to 4.

#### 1.1.3 4-5 year program

The 4-5 year program shall consist of children 4 to 5 years old. A participating child shall be 4 years old by August 31 upon entering the 4-5 program. The 4-5 program shall be limited to a maximum of 15 and a minimum of 10 participating members with a parent to child ratio of 1 to 5.

#### 1.1.4 Science program

The Science program will consist of children ages 3 to 5 years old. A participating child shall be 3 years old by August 31 upon entering the Science program. The Science program shall be limited to a maximum of 15 children per session and a minimum of 10 participating members with a parent to child ration of 1 to 4.

#### 1.1.5 Special programs

Size and age limits of special class groups, such as an enhanced program, will be set by the Board.

### Section 1.2 Enrollment and class schedule

Final enrollment for all classes will be at the discretion of the lab coordinator and the Board and will be determined at the end of the first quarter set by the Stanwood Camano School District for K - 5. The configuration (*i.e.* schedule, duration, and age groupings within all programs) will be determined by the lab coordinator, instructor, Board and parent group. The school's arrangement for the fall term will be determined by March 30<sup>th</sup> of the previous year. The school year follows the fall, winter, spring schedule and observes the Stanwood Public School District's holidays, vacations, and snow closures as outlined in the handbook.

**Section 1.3** Members must be willing to accept the duties and responsibilities of participation in the group to be eligible.

#### **Section 1.4** Early Enrollment

Early enrollment may be considered for child whose birthday falls before August 31 for 3-5, Science or 4-5. Early enrollment applications will be due in writing by May 30 for current members and by new members by September 1. After a six-week trial period, the lab coordinator will evaluate early admission candidates. The Board will have final approval of all early admissions.

**Section 1.5** New participants enrolling throughout the school year may start a program between the 1<sup>st</sup> and 15<sup>th</sup> of the month. New participants to the preschool program may only start on the first class of the week.

#### **Section 1.6** Waiting List

The waiting list shall be prioritized according to the following list. If multiple children meet any given criteria, refer to the next number to determine priority.

- A. A participating and returning child and parent currently enrolled in a preschool session, *e.g.* 3-5 class returning to 3-5 class.
- B. A participating and returning child and parent currently enrolled in a preschool session requesting a change in session, *e.g.* 4-5 class wishing to change to 3-5 class.
- C. A participating and returning child and parent currently enrolled in the program.
- D. A participating parent wanting to enroll siblings.
- E. Parents on the waiting lists that are active co-op members.
- F. Families that do not meet any criteria above (A-E) will be placed on a waiting list based on the postmark of their registration. In the event of several registrations having the same postmark, priority will be based on a random selection process.
- G. All open enrollment is by mail only. No dropped off registrations will be accepted.
- H. The waitlist is for the current school year only. It begins with the date of open enrollment and ends the following year on the day prior to open enrollment.

## **ARTICLE 2. TUITION AND FEES**

#### **Section 2.1** Registration Fee

A non-refundable registration fee, determined by the Board, shall be paid to hold a name on a membership list. Half of this set fee will be put into the Scholarship Fund, the other half in the general operating account.

#### **Section 2.2** Determination of Fees

Fees for the school year shall be determined each March by the Board, or can be changed at any time by the majority of the membership. The Board can adjust fees as necessary over the summer and given to membership at the orientation meeting in the fall.

#### **Section 2.3** Startup Fees

Tuition, registration, and any other fees shall be payable in advance beginning with the September parent orientation meeting. The one time startup fee will be due in August or September as determined by the SCP Board.

#### **Section 2.4** Monthly Fees

The monthly fee shall be payable to the Treasurer by the 7th day of each month. Late payments will be assessed a \$10.00 fine if the fees are not paid by the 15th of the month, unless previous arrangements have been made. Any Non Sufficient Funds (NSF) check charges will be added to the balance due for that family.

**Section 2.5** Each program has a limit of two parents with two children in the same program; exceptions may be granted by the Board on a case by case basis. Such participation is dependent upon Board and lab coordinator approval. Parent must pay full tuition, equipment, insurance and class fees for each enrolled child.

**Section 2.6** Arrears

Any member more than thirty days in arrears may be dropped at the discretion of the Board.

**Section 2.7** A full fee is charged regardless of how many days per week a child attends. Partial participation may be considered by the lab coordinator and Board upon full enrollment.

**Section 2.8** Parents with children in the toddler and preschool sections, or enrolled in both sessions of the toddler class or preschool class, are required to pay two (2) registration fees.

**Section 2.9** Regardless of start date during the month (new participants begin within their program between the 1<sup>st</sup> and 15<sup>th</sup> of said month), full monthly tuition is due to SCP.

### **ARTICLE 3. ATTENDANCE, PARTICIPATION AND RESPONSIBILITIES**

**Section 3.1** The preschool program school year shall approximate that of the public schools and the regular school holidays shall prevail.

**Section 3.2** School will be held up to four days per week for each program.

**Section 3.3** Classroom Work for Parents

Each parent shall participate at the preschool at least one session each week per child per class. Parents will be assigned to a different area of the school each week (such as large motor or art.) The parent is responsible for set up/clean up of their assigned area. Working parents must be involved with the children at their level. Long discussions or "visiting" with other parents while working should be avoided.

**Section 3.4** Parent Absence

In each program, if absence is unavoidable, a parent shall arrange with another parent to exchange workdays. If assistance is needed, then the parent coordinator should be contacted. The parent must then contact the parent coordinator with any changes. Each parent shall repay the exchanged workday within one month or pay the substitute parent a set fee of \$10.00. This fee also applies to set up/clean up responsibilities.

1st day missed without obtaining a substitute will result in a review of policy and procedure in regard to attendance with the program coordinator. Two unexcused absences will require the Board to review member's attendance for possible expulsion.

**Section 3.5** Student Absence

If the child will be absent on a parent's non-working day, the parent is asked to inform the school verbally that day either by parent coordinator, another preschool parent or phone after the start of school.

**Section 3.6 Illness**

A child shall be taken home from preschool in case of illness at the discretion of the lab coordinator or a working parent. If the sick child(ren) is/are absent on a parent work day, the parent is required to find a substitute for their work that day (see Section 3.4).

**Section 3.7 Medical Leave**

A parent and/or child may be excused from participation in the co-op for up to six weeks immediately preceding or following the delivery of a child or for serious illness, provided he/she has been a program member for at least three months and intends to remain in the program for a full school year, or at the discretion of the Board. Payment of monthly tuition and fees is required at the discretion of the Board. The child in the pre-school program may attend during this 6-week leave of absence of his or her parents. The adult-child ratio of 4:1, including the lab coordinator, must remain intact. The parent will be able to work with their parent coordinator if a leave is necessary. All requests must be made in writing to the Board. All of the above are contingent on Board approval.

**Section 3.8** All forms MUST be completed prior to child's attendance in the program. Members must attend Risk Management class and complete all associated forms including a background check before working in the program.

**Section 3.9 Fundraisers**

Parents are required to participate in the preschool's major fund-raisers. The fundraising events of the year are to be determined by the Board and approved by the membership.

**Section 3.10 Cleaning the Preschool**

Each parent shall be responsible for helping clean and/or set up the preschool whenever it is necessary to move or rearrange the classroom, according to a schedule set up by the Administrative Coordinator. (Refer to the guidelines provided in the preschool handbook.)

**Section 3.11 Parent Jobs**

Each parent who is not holding an office shall be responsible for committing to one job needed to operate the preschool. Depending on enrollment, parents with more than one child enrolled, or with a single child enrolled in more than one class, may be given more than one job.

**Section 3.12 Visitor Policy**

Visitors are allowed by permission of the lab coordinator only. Approval must be received at least 48 hours in advance.

**Section 3.13** Visits by prospective members, during the school year, must be arranged through the Administrative Coordinator and approved by the lab coordinator. Only one prospective family may visit the school per day, and the Administrative Coordinator, parent coordinator or other Board member must accompany them on their non-working day. Visits are to be during the first hour of class only (prior to snack time.)

**Section 3.14 Sibling attendance**

A sibling of an enrolled child will be allowed to attend class with their parent or guardian providing that the sibling remains in a front or back pack for the duration of the preschool class (excluding diapering and feeding). A sibling may continue to attend with their parent/guardian in the pack as long as it remains an appropriate environment for the child and does not prevent the parent/guardian from their preschool (classroom) responsibilities. The parent/guardian will

provide a blue emergency form on the sibling, as well as an immunization form. The sibling must be signed in on the attendance sheet.

## **ARTICLE 4. EXCURSIONS**

**Section 4.1** The lab coordinator shall recommend age limits and other guidelines for excursions.

**Section 4.2** Parents are responsible for transportation and for the supervision of all children in their attendance at any excursion.

**Section 4.3** A SCP field trip form must be filled out prior to all preschool excursions by the Field Trip Coordinator. See Field Trip Coordinator for forms.

## **ARTICLE 5. MEETINGS**

**Section 5.1** All Business/Family Night meetings shall be set by the Board prior to fall orientation. 2/3 vote of the program must be made to dispense with a meeting. For all voting matters; there is one vote per family per child enrolled.

**Section 5.2** The President may call a special meeting as deemed necessary to transact such business as may require immediate attention.

**Section 5.3** Attendance at the parent meetings is mandatory. One absence is allowed. After missing more than one meeting, one of the following sanctions will be imposed:

- Attend the following Board meeting
- Complete an assigned task from the Board
- Assess a \$20.00 fine per missed meeting (goes into scholarship fund)
- Board will review member's attendance for possible expulsion, after missing more

**Section 5.4** Parents absent from a business meeting must read and sign the minutes posted on the bulletin board within one week after the minutes are posted.

**Section 5.5** Board meetings will be prior to parent meetings and are open to all members. The regular Board meeting schedule will be determined by the September parent meeting. Special Board meetings will be posted and general membership will be notified by bulletin and or e-mail prior to the meetings.

**Section 5.6** A member of each preschool family shall take part in monthly parent education, as deemed acceptable by the Board and Lab Instructor.

## **ARTICLE 6. OFFICERS**

**Section 6.1** The officers of the group shall include: President, Vice-President, Secretary and Treasurer.

**Section 6.2** Other officers shall include: Human Resources, Parent Representative, Alumni Representative, Legal, Facilities, Fundraising, and Member at Large.

**Section 6.3** Officers shall serve a term from June 1<sup>st</sup> of the current year through May 31<sup>st</sup> of the following year.

**Section 6.4** Officers that share a position will share one vote.

## **ARTICLE 7. ELECTION OF OFFICERS**

**Section 7.1** Nominating committee will meet in March each year.

**Section 7.2** This committee will be comprised of at least one Board and two non-Board members.

**Section 7.3** The slate shall be presented for vote in April. Officers shall be elected and approved by April 30<sup>th</sup>. Officers assume their role on June 1<sup>st</sup>. Office expires May 31<sup>st</sup> every two years except excluding Vice President, President, Human Resources/Past President and Parent Representative; each of these positions shall last one year with the Vice President serving a total of three years from Vice President to President to Human Resources/Past President.

**Section 7.4** A majority of a secret ballot election shall elect officers.

**Section 7.5** A temporary appointment may be made by the President to fill any vacancy on the Board. The duration of such an appointment is to be until determined by member vote.

## **ARTICLE 8. OFFICERS' DUTIES AND RESPONSIBILITIES**

**Section 8.1 President.** The president shall (1) preside over all meetings of the cooperative and of the Board of Directors; (2) call special meetings of the Board of Directors; (3) appoint such committees as the Board of Directors may deem advisable for the proper conduct of the cooperative; (4) shall sign all papers retaining to the cooperative as authorized or directed by the Board of Directors; and (5) perform all acts and duties usually performed by a presiding officer. President shall be responsible for all business details needed to operate the group; plan and conduct Board and business meetings each month in consultation with the Board; in case of vacancy appoint officer pro tem; signs, along with Treasurer, all checks; performs annual review of books with Treasurer between June and July; present review results to Board in July/August; will confer with parent instructor and lab coordinator on a regular basis.

Term limit: one year; after serving one year term vice president will assume Presidential term for one year. Responsible for nominating and mentoring replacement.

**Section 8.2 Vice President.** In the absence or disability of the president, the vice president shall perform the duties of the president, provided, however that in the case of death, resignation, or disability of the president, the Board of Directors may declare the office vacant and elect any eligible person president. Vice President shall assume the responsibilities of the President when needed; be responsible to bring forth an annual review of the preschool programs by the membership: the review includes the program evaluation form and the review is to be presented to the membership within 60 days of evaluation completion. In the absence of the President, will sign, along with Treasurer, all checks.

Term limit: one year, after one year Vice will assume role of President for one year term. Responsible for nominating and mentoring replacement.

**Section 8.3 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 serve all notices required by these bylaws and shall perform such other duties as may be required by the cooperative or the Board of Directors. The secretary shall keep an accurate record of all meetings; post the minutes of the parents' meeting on the bulletin board within one week of the previous meeting; record the attendance at all meetings and report to the Parent Coordinators; attend to any necessary typing and correspondence for the Board of Directors. The secretary shall serve all notices required 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.

Term limit: 2 years. Responsible for nominating and mentoring replacement.

**Section 8.4 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 via a CPA of record or Bookkeeper. The treasurer shall perform such duties with respect to the finances of the cooperative as may be prescribed by the Board of Directors. Prepare written financial statements with help of Bookkeeper for inclusion in Board/parent meeting minutes. Give oral reports at Board and parent meetings. With the help of the Administrative Coordinator and Bookkeeper, generate and present annual budget to membership for approval. Pay all bills promptly. The treasurer shall work with the Board to secure a CPA of record or Bookkeeper for the upcoming school year and insures annual filing of tax by approved CPA – these functions shall always be done by a Contracted Resource, not by a parent volunteer. Responsible for payroll by the 10<sup>th</sup> of the month and quarterly taxes with the help of the Bookkeeper. Membership reimbursements will be made on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Attend new officer Treasurer workshop upon new term. With the President, be empowered to sign the group's checks. Ensure that all checks have two signatures. Be responsible for reimbursing supplies purchased for preschool. 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.

Term limit: 2 years. Responsible for nominating and mentoring replacement.

**Section 8.5 Parent Representative.** Attend monthly board meetings functioning as a membership representative. Act as a liaison between membership, and board. Parent Representative is responsible for maintaining the communication link between board members and membership through a cohesive voice of board (via email or newsletter). Bring membership concerns, questions, and requests to the Board. Supports assigning members operational responsibilities.

Term limit: 1 year. Responsible for nominating and mentoring replacement.

**Section 8.6 Human Resources:** The Human Resources Officer shall be responsible for drafting and/or revising personnel policies for board approval, reviewing job descriptions, renewing annual contracts and salary. The Human Resources Officer also acts as a grievance contact for employee complaints. This position functions as the staff supervisor and brings formal written grievances to the board against the executive director or when an employee formally appeals a decision by the executive director to the board.

Term Limit: 1 year. Responsible for nominating and mentoring replacement.

**Section 8.7 Alumni.** As a past member of the cooperative preschool, this board member maintains the link between alumni and current membership. Alumni Officer is responsible for updating and maintaining alumni roster and author and distribute quarterly newsletter.

Term Limit: 2 years. Responsible for nominating and mentoring replacement.

**Section 8.8 Legal.** Responsible for advising board on legal issues and review legal documents: bylaws/standing rules; contracts and agreements. Acts as a liaison between lawyer services and board.

Term limit: 2 years. Responsible for nominating and mentoring replacement.

**Section 8.9 Fundraising.** Responsible for overseeing the preschool's overall fundraising. Fundraising officer works with membership to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc; works with fundraising committee in their efforts to raise money; takes the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.; is responsible for involvement of all members in fundraising; monitors fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Term Limit: 2 years Responsible for nominating and mentoring replacement.

**Section 8.10 Facilities.** Facilities officer is responsible for general building inspection on monthly basis. Includes performing routine maintenance and repair of facility and equipment and arranging repair of facility/equipment upon report to Board and Board approval. Facilities Officer is responsible for quarterly Risk Management Safety Checklist and files a report to Administrative Coordinator. In absence of Facilities Officer, Vice President will assume responsibilities.

Term Limit: 2 years. Responsible for nominating and mentoring replacement.

**Section 8.11 Member at large.** A community member or parent member to function as a voting board member and serve on committees as needed.

Term limit: 2 years. Responsible for nominating and mentoring replacement.

## **ARTICLE 9. LABORATORY COORDINATOR AND ADMINISTRATIVE COORDINATOR**

**Section 9.1** The Preschool Laboratory Coordinator shall be hired by the Board and compensated in accordance with the annual employment agreement.

**Section 9.2** Program Evaluation forms will be completed annually and discussed within 60 days of completion.

**Section 9.3** The Laboratory Coordinator's employment agreement will be signed for the upcoming year by April 30th. President shall extend a letter of intent to Lab Coordinator no later than April 5<sup>th</sup>.



**Section 9.4** The Human Resources Officer shall create and negotiate the lab coordinator's employment agreement. Upon Board approval, the Human Resource Officer will present it to the lab coordinator.

**Section 9.5** The Preschool Administrative Coordinator shall be hired by the Board and compensated in accordance with the annual employment agreement.

**Section 9.6** The Administrative Coordinator's employment agreement will be signed for the upcoming year by April 30th. Human Resources Officer shall extend a letter of intent to Administrative Coordinator no later than April 5<sup>th</sup>.

**Section 9.7** The Human Resources Officer shall create and negotiate the Administrative Coordinator's employment agreement. Upon Board approval, the Human Resource Officer will present it to the Administrative Coordinator.

## **ARTICLE 10. EXECUTIVE BOARD**

**Section 10.1** The Executive Board shall consist of the group of officers and the immediate past president (if they are still a participating parent or in the area and are willing to serve).

**Section 10.2** The Executive Board meetings, including closed Executive sessions shall be held as deemed necessary by the Board or President.

**Section 10.3** Any issue that concerns the by-laws or standing rules, or an issue that is not specifically addressed by the by-laws or standing rules, is to be presented to the Board by written petition/letter. This petition/letter should be presented in a timely manner to allow the Board time to respond.

**Section 10.4** Appeals for exceptions to membership, tuition, and fee by-laws will be acted upon by the Board.

**Section 10.5** The Board may arrange for an independent audit of the preschool's financial records.

**Section 10.6** In the event the preschool needs to hire a new lab coordinator, the Board will be responsible for identifying a hiring procedure and initiating the process.

- A. Assign a hiring committee
- B. Take volunteers for said committee
- C. Determine a timeline for the process (posting of position to offering of employment)
- D. Approve hiring steps recommended by the committee
- E. Monitor process
- F. Vote on hiring committee's recommendation
- G. Present new lab coordinator to membership

## **ARTICLE 11. MEMBERSHIP JOBS**

**Section 11.1** Each member not holding an office will be responsible for a job contributing to the operations of the preschool. These said members are also responsible to participate on a fundraising committee.

Officers are exempt from serving on a committee, should sufficient membership allow it. After members at large have filled committee positions, officers have the option to serve on a committee if they so desire. Officers will be asked to serve on a fund-raiser committee.

**Section 11.2** Vice President should communicate quarterly with Operating Committees.

## **ARTICLE 12. AMENDMENTS**

**Section 12.1** The standing rules committee shall review the standing rules by January. Review Committee revisions will be presented to the Board and then the full membership by February. The standing rules committee will be composed of the Vice-President and two members. Suggestions can be made from the membership.

**Section 12.2** Proposed standing rules revisions other than those made by the by-laws committee can be made at any time by any member.

**Section 12.3** Proposed changes or amendments to these standing rules will be presented first to the Board.

**Section 12.4** After Board approval, amendment changes will be posted for the membership with notice of their appearing on the agenda of the next parent meeting.

**Section 12.5** Standing rules changes must be approved by a 2/3-majority vote of the members present.

**Section 12.6** Any changes to the By-Laws must first be presented to the Board. Any proposed change in the By-laws will be presented to the membership by posting at the preschool and through email and / or folder correspondence. Following posting to the general membership for 2 weeks, the proposed change will be on the next business meeting agenda for discussion and vote. Any change requires a 2/3-majority vote of quorum.

## **ARTICLE 13. BONNIE COLE MEMORIAL SCHOLARSHIP FUND**

### **Section 13.1** Purpose

The purpose of the Stanwood Co-op Preschool's Bonnie Cole Memorial Scholarship Fund is to provide financial assistance to allow families to continue or join the preschool when it would otherwise be financially impossible for them to participate.

### **Section 13.2** Scholarship Fund Monies

- A. Money for the fund may be generated by: donations; interest from the fund itself; and any other funds designated or raised as agreed on by the membership at large.
- B. The scholarship fund may not drop below \$2,000.00 at any time unless agreed to by the membership at large. If the fund exceeds \$3,000.00 at the end of the fiscal year, the overage will go to operations. The fund will start at the beginning of the school year with available funds equivalent to the monthly tuition for three (3) students in the pre-school program and one (1) toddler student for one year.

- C. Should the need exceed funds available, the scholarship committee will bring a proposal to the Board, and then the preschool membership at the next possible parent meeting, to address the issue. All decisions concerning supplemental funding of the scholarship fund must be approved by a 2/3-majority vote of the members present.
- D. Scholarship funds may be applied to any or all of the following: monthly tuition for all programs.
- E. A student may only receive scholarship funds for one class.

**Section 13.3 Application for Scholarship**

- A. An application requesting funds must be submitted quarterly by the applicant to the Scholarship Committee. It must make clear that a financial need exists. Upon receipt of the application, the Scholarship committee will bring their recommendation to the Board for approval. Additional financial documentation may be requested at the discretion of the Board.
- B. Scholarships are awarded quarterly. Deadlines are listed on the application. All applicants must re-apply prior to the beginning of the new quarter.

**Section 13.4 Minimum Payment**

Scholarships do not cover the full cost of tuition. Because the amount of the scholarship depends on the availability of funds each quarter, all applicants will be required to pay a minimum monthly amount per child of twenty-five percent (25%) per class rounded to the nearest ten dollars (\$10).

**Section 13.5 The Scholarship Committee**

The scholarship committee, consisting of one board member, lab coordinator and one preschool member -at-large, will be responsible to apply the guidelines, meet the criteria and ultimately award scholarships to accepted applicants. The member-at-large position will be filled by the orientation meeting in the fall or a member can be nominated by the board.

**Section 13.6 Minimum Requirements for Scholarship**

To award a scholarship, the following criteria must be met:

- A. Funds Availability: There must be funds available to cover the expenses as requested by the applicant, over the period of time deemed appropriate by the Scholarship Committee.
- B. Space Availability: There must be room for the individual in the preschool without exceeding maximum enrollment.
- C. Preschool Obligations: The parent(s) or guardians(s) must be able and willing to fulfill all of the obligations to the preschool as outlined in the Stanwood Co-op Preschool Parent Agreement form.

**Section 13.7 Revocation of Scholarship**

In the event where a parent requirement is not met or the Scholarship committee feels that a scholarship should be revoked, the following steps will be taken:

- A. A letter of explanation will be sent to the member by the Scholarship committee.
- B. If Scholarship committee feels that the requirements have not been met even after the member's receipt of the letter of explanation, then a meeting between the member and the Scholarship committee will be held to determine an appropriate course of action.
- C. In the event that the above steps have not sufficiently addressed the concerns of the Scholarship Committee, said Committee may vote to revoke the scholarship by a simple majority.

### **Section 13.8 Prioritization of Applicants**

Should there be more than one applicant, the following priority will apply:

- A. Current member in need of temporary financial assistance.
- B. New member from the community at large, in need of temporary financial assistance.

## **ARTICLE 14. BUILDING FUND**

The building fund has been established to provide funding for property development, maintenance and capital improvements to the 27027 102<sup>nd</sup> Drive NW building/lots. Building funds may be applied to development of the outdoor play area. In addition, the building fund may be applied to projects that maintain or increase the value of the property or provide compliance with the City of Stanwood code, best practices as defined by NAEYC, or licensing recommendations for safety. The building fund is also available to supplement the need for additional liability insurance and/or property insurance should the operating budget be inadequate for one given year. Money is added to the fund at the discretion of the Preschool membership. All interest is added to the principal balance.

## **ARTICLE 15. DISSOLUTION**

Upon dissolution of this organization, all assets remaining after payment of all debts shall be turned over to a 501(c)3 organization to aid preschool children in the Stanwood/Camano area.

## **APPENDIX I NON-DISCRIMINATION POLICY**

Stanwood Cooperative Preschool is committed to providing equal access in all areas of participation and employment to all regardless of race, color, national origin, creed, religion, sex or sexual orientation, age, marital status, disabled or handicap.

## **APPENDIX II PRESCHOOL DISCIPLINE PROCEDURE**

Addendum to Discipline Policy

Stanwood Cooperative Preschool

Procedure to address disruptive/persistent/non-responsive behavior in the classroom

In any circumstance, the safety of all children is the primary concern and a plan will be designed to reflect respect for the child, the children in general and to promote a preschool environment that is safe, positive, pro-social and instructive.

When a behavior of a child is disruptive-- whether to an individual child, to the class as a whole, or has resulted in a child being injured-- normal and customary attempts will be made to re-direct/assist a child with appropriate behavior. Should the behavior persist, the teacher will contact parent and instructor to gather additional information and plan to address the behavior. Should a child's behavior continue to persist or not be responsive to standard classroom management techniques, the following should be implemented.

### **Collect data**

1. Parent will be contacted and informed of the procedure to collect data. Parent will be requested, if deemed necessary and possible, to be with their child on a more regular basis during class time.
2. Lab coordinator and instructor conference with parent to gather information from parent on child's attitude toward preschool, and any additional information that may assist in understanding/addressing the behavior-for example, strategies used at home, or external factors that may be influencing behavior.
3. Lab coordinator is to write a narrative on classroom behavior/interactions and what strategies have been attempted in working with the child and outcome of approach. There should be at least 2 narratives from two different days.
4. Perform a series of observations of the child over a period of 3-7 classroom visits. The teacher can do these observations, or the teacher can assign a parent (familiar with performing observations) to perform the observation. They should include different parts of the preschool day-before snack, during snack, after snack, transition time, closing circle, or the observation will occur during the time of day identified as the time period of concern.
5. Review attendance to verify frequency of attending, tardiness, etc.

### **Review data/design and implement a plan**

1. Lab coordinator and instructor review observations and narrative to determine if another strategy would be more appropriate in dealing with child/behavior (specific to time of day, a particular child pairing, transitions, area of the classroom, etc.). Look to see if a pattern emerges.
2. Arrange conference with parent. Share information from observations and narrative (in actual form or in summary).

3. Develop plan with parent and instructor to address behavior. Plan will include strategies to be used, level of involvement of parent, teacher, instructor and other parents, communication with other working parents, timeline for re-evaluation, alternate methods for evaluation and recommendations.

These are the guidelines to follow when dealing with a classroom management issue. To be reviewed and revised as deemed necessary by teachers, instructor and Board (President/Risk Manager)

### **APPENDIX III DEFINITIONS AND ABBREVIATIONS**

1. "SCP" refers to Stanwood Cooperative Preschool
2. "The Board" or "Board" refers to the Stanwood Cooperative Preschool executive board as defined in Article 10.