

Northpoint Cooperative Preschool, Inc.

Standing Rules

I. REGISTRATION AND ENROLLMENT

- A. Registration
1. Registration occurs in March. The dates will be determined by the Membership Chairperson on an annual basis. Registration priorities are given in this order: 1) Current members in good standing (they must have a minimum of 4 parent education credits and be current financially); 2) Northpoint alumni (including those graduating from the Bates Parent/Tot classes); 3) General public.
 2. Applicants may register for a 1st and 2nd choice class. Once classes fill, the Membership Chairperson maintains a waiting list with priority on date of contact. Shall a spot become available, the Membership Chairperson will contact the applicant, upon which the applicant will have three days to give a verbal confirmation. Any class transfers after August 1 must have Board approval.
 3. No registration shall be accepted before the date registration begins.
 4. In addition to his/her own registration, a person can register for one other family with equal or better registration priority.
- B. A child must register for the age appropriate class.
1. A parent or guardian of a child who will not reach the age of two by August 31 of the enrollment year, may direct a written request to the Board of Directors for age exception consideration into the 2's program. Consideration of the request will only be made if 1) a teacher has observed the child in the classroom and approved the child's readiness, and 2) space is available in a 2's class after the Paperwork in the Park registration deadline has passed. The Board of Directors must then approve the age exception. Age exception consideration is not available for children over the age of two, as age appropriate classes are available to meet their needs.
 2. Upon written request from a parent or guardian and teacher approval based on observation, the Board of Directors will consider developmentally appropriate age exceptions for a special needs child.
- C. If it is determined by the teacher and Board that a class is not meeting the educational needs of a child or parent, or if a child or parent is disrupting the educational needs of others, then the Board may take appropriate action, including but not limited to termination of membership or transfer of the child and parent to another class. This action may be appealed by following the Appeals Process in the Standing Rules.
- D. A parent with two or more children enrolled at the preschool will be responsible for fulfilling their classroom working parent obligations for each child but will only be required to serve on one committee or Board position.
- E. Families where the parent is unable to work in the classroom may enroll in the Cooperative with the Board's approval under the following conditions:
1. A permanent substitute is designated for the class.
 2. Each family granted permission to obtain a permanent substitute is responsible for providing that substitute for all scheduled rotations for the year.
 3. A substitute adult must be in compliance with all obligations of the enrolling parent.
 4. All enrolled parents are required to fulfill parent education requirements and other responsibilities such as serving on a committee or Board, participating in fundraising, and attending parent education meetings.
 5. Exceptions to any of the above can be petitioned to the Board of Directors for approval.
- F. Leave of Absence:
1. A six-week pregnancy leave from working in the classroom may be requested in writing to the Board.
 2. Necessary allowances will be considered if prolonged illness prevents the adult from working in the classroom. Members should submit a written request to the Board if such a need should occur.
- G. Enrollment will be limited to 10 in the two's classes, 15 in the three's class, and 16 in the Mixed Age and PreK classes. The teacher may recommend, with Board approval, to increase a class size in order to accommodate a special circumstance. Appropriate parent/child ratio guidelines will be followed.
- H. The Board will determine hours, days and location of classes.
- I. The school year shall be based on 32 weeks of classes starting in mid September and shall follow the Holiday schedule posted on the Tacoma Public School District's calendar. Preschool classes will be held on TPS scheduled in-service and conference days.
- J. Northpoint Cooperative Preschool shall follow the lead of the Tacoma Public School District with regards to inclement weather. If TPS is delayed two hours, morning preschool will be cancelled but afternoon classes

shall continue as normal. If TPS is cancelled, all preschool classes will be cancelled.

II. FEES AND FINANCE

A. Registration Fees

1. The Northpoint Cooperative Preschool registration fee must be paid in order to enroll at the preschool.
2. An annual Bates Technical College registration fee is charged to each family to enroll them in a parenting class through the college. This fee is due in full by the deadline listed in Membership materials.
 - a. When two or more children are enrolled from one family, the full Bates registration fee will be paid on the oldest child.
3. The registration fees are not refundable except under the following circumstances:
 - a. In the event of coop membership termination, whether voluntary or involuntary, Bates fees are refundable for all quarters where the count date has yet to be reached. The count date is determined by Bates each quarter; contact the Treasurer or Membership chair to find the count date for a particular quarter.

B. Tuition

1. September and May tuition are due in full by the deadline listed in Membership materials. Members not paying by the deadline may lose their class placement.
2. Tuition may be paid in full, or in scheduled monthly installments due on the first day of each month.
3. If paying monthly, a fee of \$10 shall be levied if tuition has not been paid by the 10th of the month unless prior arrangements have been made. An additional \$10 fee shall be levied if tuition has not been paid by the 20th of the month and prior arrangements have not been made.
4. If tuition is 30 days past due AND the family has made no attempt to contact the Tuition Finance Chair by phone, email, letter or in person, membership in the coop may be terminated. There will be no refund of the last month's (May) tuition.
5. When two or more children are enrolled from one family, the family pays full tuition for the eldest child. The family receives a 20% discount on tuition for any additional children.
6. Regardless of the number of days a family contracts to attend or opts to attend for the month, the full tuition due for that class will be paid. The Board of Directors will consider special circumstances if a written request is presented to the Board.
7. Depending on funding availability, a scholarship for tuition assistance may be requested. The request must be made to the Tuition Finance Chair or President. Upon payment of the registration fee, the applicant will be required to fill out a scholarship application, which includes facts and documents that demonstrate financial need. This paperwork will be required in order to hold the child's position in the class. The Tuition Finance Chair and President will then review the application for scholarship. Members with scholarship status must re-apply every year.
8. Members with scholarship status are required to comply with all the duties and responsibilities of regular members, and are subject to the same reviews and non-compliance procedures.
9. Checks returned for Non Sufficient Funds will be subject to a \$20 NSF fee plus applicable late fees. Members who repeatedly submit checks with NSF may have their membership terminated.

C. Tuition refunds and prorations

1. A new member joining on or before the 15th of the month will pay full tuition for that month. If joining on the 16th or after, one-half month's tuition will be due for that month.
2. A retiring member leaving on or before the 15th of the month is allowed to pay one-half month's tuition as long as written notice is given 15 days prior to leaving.
3. A written request to terminate membership before the first of January is required for a refund of the last month's (May) tuition.

D. Spending from the budget

1. General Membership must receive approval from a committee chair or the responsible Board member before spending designated funds. Without approval, reimbursement may be denied.

III. NON-COMPLIANCE PROCEDURES AND APPEALS PROCESS

A. NON-COMPLIANCE PROCEDURES - The following guidelines shall follow in the event that a family is not fulfilling their membership duties:

1. A class representative will contact the member involved by phone or in person to discuss possible solutions to the problem or to allow the member an opportunity to explain the circumstances. A documentation of the phone call or contact will be recorded. Strict confidentiality will be observed.
2. If after 15 calendar days the problems are not corrected, a letter will be sent by the president outlining the

problem, restating the contract agreements and including a written warning of possible termination of membership. Along with this letter, a new contract will be included and must be signed by the family stating specific dated compliance requirements.

3. This will include:
 - a. Financial responsibilities required (late payments, fees, etc.).
 - b. Parent education participation requirements.
 - c. Committee or Board duties.
 - d. Classroom working parent duties.
 4. Any violation of the new contract will result in immediate termination of membership. A final letter informing the family of termination of membership will be sent. The family will not be allowed to re-enroll. Exceptions for hardships will be considered.
- B. **APPEALS PROCESS:** If a member has been dismissed from Co-op using the above process or is subject to any other consequences as agreed upon in the process and wishes to appeal the decision, she/he may bring the issue before the Board within one week. The Board will use the following process in deciding the appeal:
1. The Board will review all written documentation of the case, looking for breach of due process, lack of clear agreements, or other reasons why the decision should be rescinded.
 2. Board will hear the party's perspective in a special Board Meeting held for this purpose.
 3. Without the party present, the Board will have further discussion and vote whether to uphold the original decision, or to initiate a second process.
 4. The Member will be notified immediately of the Board's decision and basis for it.

IV. THE BOARD OF DIRECTORS

A. In addition to the duties enumerated in the bylaws, the Board of Directors shall be responsible for the following duties:

1. Attend appropriate officer/director workshops sponsored by Bates Technical College.
 2. Attend all monthly Board meetings and give a prepared report.
 3. Appoint chairpersons for standing and ad hoc committees.
 4. Approve non-budgeted preschool expenditures.
 5. Revise standing rules as necessary.
 6. Recommend additions and amendments to the Constitution/Bylaws to the general membership.
- B. Overview of Job Descriptions:
1. **President:** Presides at all board meetings; has the discretion of closing the school for any emergencies; is responsible for overall operation of committees and membership; attends budget, the audit of the treasurer's books, and all Bates President workshops; keeps the overall vision of the school by working with the parents, teachers, Board and Bates coordinator; and presides over the Executive Board. Notifies membership of date, time, location and agenda of Board meetings, which are open to the membership. Acts as chair of the Personnel Committee.
 2. **Vice President:** Coordinates and supports committee positions; makes sure all committee positions are filled and members are trained; prepares a year end review/summary of program; attends Bates training; and serves on the Executive Board. Serves on the Personnel Committee and chairs the Nominating Committee.
 3. **Secretary:** Records minutes and takes attendance at all Board meetings; makes a report of the monthly Board meetings available to the general membership; is responsible for all necessary business correspondence; maintains a file of all important documents; attends Bates training; and serves on the Executive Board.
 4. **Treasurer:** Manages all banking, bookkeeping, authorized bills, government forms, obligations and insurance for the school; submits written financial statements at Board meetings; collects monthly tuition; prepares annual budget and coordinates annual audit; attends Bates training; and serves on the Executive.
 5. **Membership:** Coordinates membership drive, registration, collection and distribution of paperwork; maintains a current membership list and waiting list; publishes a membership directory; and attends Bates.
 6. **Publicity:** Coordinates all publicity necessary for preschool special events that involve the public, membership drives, and fundraising; organizes and hosts the Harvest Party; chairs the Special Events Committee, works with the Programs and Special Events Committees to coordinate the Spring Fling and Family Night; and attends Bates training.
 7. **Auction:** Plans, coordinates and is responsible for the annual auction; heads up the Auction Committee; and attends Bates training.
 8. **Newsletter:** Compiles, writes, publishes and distributes the monthly newsletter; distributes an alumni newsletter; and attends Bates training.

9. **Class Representative:** Acts as the liaison between class members and the Board; serves as the class scheduler; meets with teacher to discuss class/teacher needs; notifies members of important events; and Bates training.
- C. Dismissal of a Board Member
1. The Board of Directors has the authority to dismiss a Board member who has attended less than 70% of Board meetings.
 2. For a Board member to be removed from the Board: an affirmative vote of the majority of the Board members present at an official Board meeting must be made; notice of the proposed removal must be given to members along with the notice of the meeting; and the Board member involved must be given the opportunity to be present and to be heard at the meeting at which his or her removal is considered.
- D. Resignation of a Board Member
1. A Board member may voluntarily resign by sending a written resignation letter or verbally informing the Board at a Board meeting.

V. ELECTION OF OFFICERS AND DIRECTORS

- A. A Nominating Committee appointed at the January Board meeting shall lead the process of nominating Officers and Directors for the new Board of Directors. Teachers will serve as advisors to the Nominating Committee.
- B. Nominations from the general membership shall be brought before the Board at the February meeting.
- C. Elections will be held before the end of March.
- D. The Membership Chairperson elect shall start serving alongside the current Membership Chairperson for the spring registration process, formally taking over the summer registration process after the March election.
- E. Both incoming and outgoing Directors shall attend the May Board meeting.
- F. The previous year's treasurer shall remain through August to assist the new treasurer with setting up the new fiscal year for the co-op, which runs from July 1st to June 30th of each year.

VI. SUBSTITUTE TEACHERS

- A. In the event of the Teacher's absence, a parent volunteer will act as substitute. There must be at least one acting Teacher with first aid training (including CPR) and an individual with a valid First Aid Card in the building. Based upon the current year's budget as determined by the Executive Committee, substitutes may be reimbursed \$25/class for coverage of a 3's, Mixed Age, or PreK class and \$20/class for coverage of a 2's or 2/3's class.

VII. RISK MANAGEMENT (HEALTH, SAFETY, ACCIDENTS, VISITORS/GUESTS, AND INSURANCE)

- A. Any child who has contracted a communicable disease must be kept home. Any child who has contracted an infectious disease such as chickenpox, measles, etc. must contact the Teacher who in turn will inform the Health Management Committee and appropriate Class Rep so the membership can be informed. If you have any doubts about your child's health – KEEP HIM OR HER HOME! (see Bates Technical College Guide for list of infectious diseases)
- B. In the event of serious illness or accident, 911 will be dialed and professional help summoned. The parent of any injured or ill child will be notified as soon as possible.
- C. All children must be current with all appropriate immunizations with necessary health forms showing evidence of such BEFORE coming to class.
- D. The preschool has the following helmet policy:
1. All children shall be required to wear helmets when riding a trike, riding in the wagon, or riding on a roller board. This list is not exclusive – parents and teachers can use their judgment if they believe that helmets are needed for using another toy. No helmet means no riding, no exceptions!
 2. Members should bring a helmet for their own child(ren) to class and take it home each day. The helmet should be clearly labeled.
- E. Each enrolled child is covered by a limited insurance policy while at school.
- F. Any person(s) not scheduled to work in the classroom must have prior permission by the Teacher to attend class.
- G. A child not enrolled in the Cooperative may visit the classroom only when accompanied by his or her parent or temporary guardian, and then only with the permission of the Teacher and evidence of current immunizations.
- H. Newborns may attend the two year old class up to six (6) months of age when brought in a front pack. A total

of two (2) newborns will be permitted in the 2's classroom at one time, if at the Teacher's discretion, it is not disruptive to the classroom. The Teacher will ask the parent to fill out the basic registration form on a child brought in a front pack. In addition, a fee of \$3.00/quarter will be required to cover the cost of insurance. The Teacher and Board will review the policy if the baby's safety is in question or if the baby's presence is detracting from the class.

- I. If a child is not potty trained, it is the parent's responsibility to either change the diaper or assign someone to change the child.
- J. Guests or visitors are invited by parents or staff and approved for visitation by the Teacher. All guests are asked to wear nametags. Guests will not be placed in supervisory or participation roles.
- K. Participating parents will be responsible for determining who may visit his/her child or participate in the classroom on assigned working days. Active participation requires training and may require a background check.
- L. Arrivals and Departures
 - 1. Preschool membership will park in the lower parking lot (water side). Children are to be escorted up the concrete stairs. Everyone will enter the preschool through the main door (upper side of building). If you have a handicapped placard or license plate, you may park in the top level parking lot next to the playground fence. The teachers and President shall be notified before you start parking in the upper lot. Bates Parent/Tot classes shall follow these procedures.
 - 2. When arriving, the teacher or substitute and all three working parents must be present before leaving a child in the classroom.
 - 3. When picking up your child, wait in the hallway until your child's class is over and your child is escorted to the door by a working parent. Children are the responsibility of the parent after dismissal. At least two adults must remain in the classroom until all children have left.
 - 4. Children will be released only to individuals listed on release forms.
 - 5. The Co-op assumes no responsibility for unescorted children on the grounds.

VIII: AMENDMENT OF STANDING RULES

A. These Standing Rules amend and restate in their entirety the Standing Rules of the cooperative heretofore adopted, as same may have been revised. These Standing Rules may be further altered, amended, or repealed and new Standing Rules may be adopted by the vote of a majority of the Board of Directors.