

Glenville Cooperative Nursery School Member Handbook



Revised April 2012

PHILOSOPHY

Each child is special and unique in his/her own individual way, and deserves to explore, experiment and enlarge his/her awareness and understanding of the world. Participation in your child's school provides a unique opportunity to support and contribute to your child's early school experience. It provides the opportunity to observe your child in group situations and to make a connection between home and school.

GOALS

- To enhance a positive self-concept
- To encourage independence, creativity and initiative
- To stimulate intellectual, language, social and emotional development
- To develop listening and sharing skills
- To involve children in art, music and physical education
- To develop a positive attitude towards school

PARENT ROLES AND RESPONSIBILITIES

Being in a cooperative school means **ACTIVE INVOLVEMENT**. The teachers are responsible for educating and disciplining students, but parents/guardians actually run the school as elected officers and/or are serving actively on committees. Because we are a relatively small cooperative, we need **all** the members, both teachers and parents/guardians, to do their part.

When you registered your child, you signed a contract with the Glenville Nursery School. By signing the contract, you agreed to:

- Attend all **General Membership Meetings**
- Provide a **healthy snack** for your child's class on your helping parent days, as well as **clean** classroom as per checklist
- Choose a **standing committee or executive board position** on which to serve
- Turn in required **registration forms and payments** by August Parent Meeting.
- Pay **tuition by the 10th** of each month
- Supervise on **field trips**
- Bring your child to school by **9:00 am/12:30pm** and pick them up by **11:30 am / 3pm**
- Send a **healthy child** to school
- Assist with **fund-raising**
- Return to school to change a **nearly potty-trained child** when telephoned by the teacher
 - Attend one mandatory cleaning night a year. There will be a \$100. Fee charged for not attending.

COMMUNICATION

There are a variety of ways to facilitate communication in our school. There is the website, the monthly newsletter, a parent bulletin board, and notices sent home. Parents can also contact the

teachers with questions directly via email or leave a message on the answering machine. Parents can also contact the President with questions, concerns or suggestions.

GENERAL MEMBERSHIP MEETINGS

General Membership Meetings are open to all members of the school. These meetings are scheduled in August, October, January and April.

Each family has one vote for each child enrolled in the school. Exercise your right to vote by attending the scheduled meetings. This school encourages participation. Cooperative schools only work if the families are involved in the running of the school. All members (e.g. both parents) are encouraged to attend the meetings and become involved in the activities of the nursery school.

If you cannot attend a membership meeting, you are required to inform the President. If you are a member of the Executive Board, it is **mandatory that you attend all membership meetings (See Art. IX, Sect. 1D).**

HELPING PARENT

The helping parent schedule can be found on the website and posted in the classroom. The September schedule will be created at the August meeting. Please inform the Parent Helper Scheduler if there is a day of the week that is consistently more convenient for you to be helping parent. You must do this well in advance of when the schedule is being made up. **It is your responsibility to find a substitute helping parent if you are unable to make it on your scheduled day.**

Helping Parent Duties:

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- Provide a healthy **NUT FREE** snack and beverage (water or milk preferred-at least a gallon, as well as cups, napkins, & necessary plastic ware
- Assist teachers with classroom activities as needed
- Wipe down sink area, wash tables and chairs and clean off large surfaces
- Clean bathroom including toilet, sink and mirror
- Vacuum rugs in both classrooms
- Wipe down all light switches & door knobs
- Empty garbage cans and refill bags

Each day the helping parent must record the snack and beverage brought that day on the snack calendar. The calendar is located on the supply closet door.

A list of food allergies will be posted above the sink.

Snack Ideas:

We strive to provide healthy and fun snacks for the kids. Please remember we are **nut free!** Labels need to be checked closely. No snacks with nuts or processed in plants near foods with nuts.

Here are some suggestions but feel free to be creative!

Veggies and dip; mini bagels with cream cheese; mini-pizzas; yogurt and fruit; cubed cheese and crackers; graham crackers; applesauce cups; pudding cups; fresh fruit cut up in fun shapes; goldfish crackers; ham and cheese roll-ups; apple slices.

Birthdays – Special Note

Please celebrate your child's birthday on or near the day with a special treat. Even though we encourage nutritious snacks on a regular basis, the occasional sweet treat is a fun way for your child to celebrate his/her birthday with his/her classmates. If your child has a summer birthday, you may want to celebrate before school ends or on his/her half birthday.

REGISTRATION FORMS AND PAYMENT

There are four forms that must be turned in by **August Parent Meeting** in order for your child to attend class on the first day of school. These are: Parent Contract, Registration Form, Medical Release Form, and Physical Examination Forms. The Teacher gives out these forms. Direct any questions regarding these forms to him/her.

A registration fee and the first month's tuition must accompany the Parent Contract.

If the forms and/or fee are not on file by August meeting, your child will not be allowed to attend the school until all paperwork is up to date. A current physical with immunizations (performed within one year), signed by a physician, must be on file before a child may attend class.

Parents must provide a new/current physical if the one on files goes beyond the one year date while attending school or the child will not be allowed to continue in program until the physical is updated.

TUITION

Tuition payments are due by the 10th of each month. Tuition received after the 10th, (regardless of the date on the check) **must** include a **\$5.00 per week late fee**. Please add this automatically and voluntarily to your check. Please note that if late payment exceeds 30 days, the Executive Board can exercise its right to expel your child from school. If payment is not received by the end of the month it is due, the child may not attend school the following month until the payment is received and the account is brought up to date. The member will assume any fee charged by the bank when a check is returned due to insufficient funds as well as a **returned check fee of \$10.00** to Glenville Co-op Nursery School. Tuition checks marked with the child's name and month of payment (no cash) can be left in the tuition box. If you have questions, please call the Treasurer.

FIELD TRIPS

The Glenville Cooperative Nursery School recognizes the importance of field trips in providing our children with new educational experiences in our community. The field trip coordinator for each class will schedule field trips after they have consulted with the teacher. Each parent is responsible for driving his or her own child to the field trip & assisting their child. Field trips are for the attending nursery school students only. Insurance does not cover siblings. Suggestions for field trips are always welcome!

ARRIVAL AND DISMISSAL

The church has asked that we enter/leave the building through the center set of doors. Children must be escorted all the way into Room 2. Parents/guardians may not leave their child until a staff member is present (teacher or helping parent). Parents and children should **not** arrive before 9:00/12:30 unless it is their helping day.

At dismissal time, please wait in Room 1 for the class to be dismissed. The church has asked that parents not hang around in the hallways and leave the grounds when class has dismissed.

If someone other than the regularly designated person will be picking up your child, the teacher must be notified in advance. In an emergency, a telephone contact will be sufficient. Identification will be checked, as well. If you are late picking up your child, you will be notified by a board member with a warning the first time. After that there will be \$1. A minute late fee charged for every minute you are late. You will be notified by a board member and will be asked to bring the late fee in cash the next day after your child attends.

We generally follow the Scotia-Glenville school calendar for vacations, holidays and cancellations. Please refer to your Save-the-Date calendar for scheduled school closings.

HEALTHY CHILD

Please consider your child's health carefully when sending him/her to school. Should your child complain of/exhibit any of the following symptoms please keep the child home until they are SYMPTOM FREE FOR 24 HOURS.

- *temperature above 100 degrees

- *earache

- *sore throat or swollen glands

- *persistent cold symptoms that appear to make the child uncomfortable (coughing, thick nasal discharge, eye drainage)

- *pale complexion, lethargy, irritability, unresponsiveness

- *diarrhea, loose/watery stools

- *upper respiratory congestion, especially accompanied by sneezing, green or yellow discharge, coughing, listlessness and/or irritability

You should call the school and leave a message on the answering machine stating that your child will not be attending school that day as well as the illness your child has. Any child sent home with a suspected virus will not be readmitted for at least 48 hours.

FUNDRAISING

It is necessary to fundraise to maintain and/or raise the level of experiences we provide our children at the Glenville Cooperative Nursery School. Our major fundraiser is our Holiday/Craft Auction in November. All families are required to donate at least three items to be auctioned off and participate in the planning & implementation of the auction. For every item not received a \$100. Fee will be charged to the family. All families are strongly encouraged to attend and bring family and friends. Proceeds raised go to balance the budget, for field trips, as well as to purchase equipment and toys for the school. An additional fundraiser may be held in the spring, if necessary. The Executive Board must approve any spending of the money raised.

POTTY-TRAINING

Your child must be potty trained, or nearly potty trained when he/she enters school. If he/she is not ready, you must be available to return to school to change him/her.

EXECUTIVE BOARD POSITIONS

The following are in-depth descriptions of the possible positions open for your participation in the Glenville Cooperative Nursery School. Each position listed below represents the Executive Board of the Glenville Cooperative Nursery School. If a member, you are expected to attend each General Membership meeting and Executive Board meeting. The President, Health Officer, Vice President, Secretary and Treasurer are elected by a majority vote of the parent membership at the April meeting. The officers elected at the April meeting will assume their positions at the end of the school year.

As per the April 2011 Parent Meeting all present voted & agreed that the Executive Board was too large. All present also voted & agreed to eliminate the following Board positions:

*Registrar – Teacher is now responsible for all aspects of registration process

*Annual Support Officer – now Fundraising Chair, a Standing committee position

*Newsletter Officer – now Parent Helper Scheduler, a Standing Committee position

*Parent-at-Large – Vice President will assume these responsibilities

PRESIDENT

The President shall be elected at the April meeting for a term of one (1) year. The President will arrange for and preside over meetings of the parent membership and Executive Board, supervise the activities of the organization in accordance with the constitution and delegate authority for the organization's activities.

HEALTH OFFICER

The Health Officer shall be elected at April meeting for a term of one (1) year. This officer shall collect, submit to New York State and keep on file in the classroom, all necessary health forms, keep the First Aid kit supplied at all times, complete the emergency cards for the classroom and post a list of food allergies in Room 1.

TREASURER

The Treasurer shall be elected at April meeting for a term of one (1) year. This officer will collect tuition and inform the President of any delinquencies after the 10th of each month, pay bills, maintain financial books and forms in correct order, be responsible for presenting a complete financial report to the Advisory Board at their last meeting and to the General Membership at each of their meetings,

prepare a detailed financial profile in January for the purpose of projecting tuition fees for the following school year, be responsible for having the books audited at the end of his/her term and fill out any necessary tax forms.

VICE PRESIDENT

The Vice-President shall be a elected by the membership; shall work with the President, shall take over the duties of the President when the President is unable to fulfill them; shall be liaison with the collaborative program; shall act as parliamentarian for the Executive Board and General membership meetings; is the confidential source for the membership to turn to if there are any concerns or grievances within the school, addresses these concerns to the teacher and President and is responsible for suggestions submitted over the course of the year. Once in office, the standing committee chairs will report to the Vice President.

SECRETARY

The Secretary shall take minutes at the Executive Board meetings, General membership meetings and all other special meetings called by the President; shall generate minutes of these meetings within one week, maintain a complete file of meeting minutes for his/her current term and shall provide a copy of minutes to anyone who requests one. He/she carries out any necessary correspondence such as posting notices of upcoming meetings and is responsible for sending thank you cards to all companies donating items, visiting the classroom or providing a service in some manner.

STANDING COMMITTEE POSITIONS

If you are choosing to take on a standing committee position, you are making a commitment to the school to fulfill this position to the best of your ability. In order for our school to run smoothly we rely on the parents in charge of these committees to take on the responsibilities listed below and to be sure the jobs are getting done on a regular basis. Let's not forget we are a co-op and to ensure a successful year, we must all do our part.

STANDING COMMITTEES

- 1) Telephone:** One parent from each class will make reminder phone calls each week to scheduled parent helper as well as make calls when requested by the president, teacher, or other chair members.
- 2) Equipment & Repair:** Repairs and maintains schools equipment as needed. Please check the vacuum cleaner and change bag as needed.
- 3) Hospitality:** One parent from each class coordinates and sets up refreshments for all parent meetings and evening events. You can make a signup sheet for these events and have other parents bring in the different baked goods or drinks.
- 4) Lending Library:** Will maintain the lending library and send out parent note regarding how it works, where it is located and consent for use.
- 5) Photographer/Yearbook:** One parent from each class will take pictures of the class and classroom special events throughout the year. At the end of the year you either put a yearbook together or make a committee to have people help you put a yearbook together. Every class gets a separate yearbook.
- 6) Field Trips:** One parent from each class is needed to communicate with other class parents and coordinate the field trip. Make permission slips, collect money, set up car run, and let the Miss. Stephanie know the final number.
- 7) Homeroom Parents:** One parent from each class will communicate with other parents in the room if there is a problem that needs to be addressed, also please get the lists from Miss. Stephanie for the party items people signed up for, and remind them when the party gets closer, either by phone call, notes sent home, or e-mail.
- 8) Book Club:** Distributes order forms monthly from scholastic book club, places orders and distributes the order once received.
- 9) Toy Cleaning:** Coordinate with church available cleaning days. Organize and implement quarterly cleaning days. Please get the lists from Miss. Stephanie to find out what days parents signed up for. Send out reminders and make sure every family signed up for one cleaning day throughout the year. Responsible for organizing cleaning supplies needed.
- 10) Supply Chair:** Organize and keep track of items in the classroom such as cleaning supplies, tape, etc) Also please check with the treasurer for the budget. If you would like to make a list of supplies and leave it on the door so that parents can fill it out as the school gets low on supplies, it might make it a little easier.
- 11) Parent Scheduler:** One parent from every class creates a parent helper schedule and post the schedule at least a month in advance and make sure that the snacks are being logged daily.

12) Auction: See separate sheet.

13) Website: Maintain and update website as necessary, making sure class lists, announcements & internet host and domain name are current.

14) T-Shirts: Head up the t-shirt fundraiser. These are the shirts that we use in the parade. Send home order form and collect money from parents. Place the order and distribute T-Shirts to families before the parade.

15) Trike-A-Thon: Call to get order forms from St. Jude, pass out order forms, collect money donated and hand into St. Jude. Once prizes come in, pass them out to the families that received them.

16) Camp Night: Talk and organize with Miss. Stephanie on items needed for the night and send out appropriate sign ups sheets needed. Set up is done during the day and take down after the event is over.

17) Show Set Up: Organize all evening events and show set ups. (Chairs, table clothes, decorations, etc...)

18) Show Clean Up: Organize and take down all decorations, tables, and chairs, after event or show.

19) Kites in Park: Order kites one month prior to event and assemble kites and hand into Miss. Stephanie one week prior to event.

20) Art Show: Send out invites to incoming class and provide minimum 3 adults for childcare while kids are watching a movie. Has to be at least 18 years or older.

21) Field Day: Set up after drop off for am class and break down after dismissal of pm class. See Miss. Stephanie for events to be set up.

22) Parent Board: This board is located on the outside of the pick - up classroom door.

Organize and keep up to date. All upcoming events, any signup sheets needed, board member contact info, meeting minutes, and any other important information classes need to know about. This should be updated once a week, to make sure information that is no longer needed is taken down and new information is put up.

GLENVILLE COOPERATIVE NURSERY SCHOOL

CONSTITUTION

ARTICLE I Name

The name of this organization shall be Glenville Cooperative Nursery School.

ARTICLE II The purpose of this organization shall be to operate a non-profit cooperative nursery school for preschool children; to provide the students with a wide range of learning opportunities; and to provide the students' parents with the opportunity to observe and assist in the students' education.

ARTICLE III Membership

A child may be enrolled by his/her parents/guardian in accordance with the procedures established in the Bylaws with no discrimination as to race, creed, national origin, color or gender.

ARTICLE IV Executive Board

The property, affairs, business and concerns of this organization shall be vested in an Executive Board.

ARTICLE V Officers

The officers of this organization shall be President, Vice President, Secretary, Treasurer, Registrar, Annual Support, Newsletter, Health Officer and Parent-at- Large. They shall be elected in accordance with the Bylaws and together they shall constitute the Executive Board. The teacher shall be an honorary, nonvoting member of this Board.

ARTICLE VI Meetings

There shall be at least four special meetings called each year as provided for in the Bylaws.

ARTICLE VII Amendments

The constitution may be amended by a majority vote of those present at a general membership meeting of the members, either at the annual meeting or at a special meeting called for amending the constitution. In exceptional circumstances, a vote may be taken by ballot mailed to the full membership. The proposed amendments must be presented to the full membership in writing at least ten days before the members vote upon them.

GLENVILLE COOPERATIVE NURSERY SCHOOL

BYLAWS

ARTICLE I Name/Objective

Section 1 The name of the organization shall be Glenville Cooperative Nursery School.

Section 2 This organization is a non-profit cooperative nursery school. The parents and First Reformed Church of Scotia shall work cooperatively to provide nursery school education for preschool children. The parents, through the organization, employ the teacher, equip the school, maintain membership and meet the monthly/yearly budgets. The teacher directs the children's programs and is assisted by the parents in the classroom. The church provides the physical environment and institutional services including large equipment for the school.

ARTICLE II Program

Section 1 The teachers, who are assisted by the parents, direct the classroom procedure. In matters of administration, the parents shall be the authority.

Section 2 The nursery school shall be closed due to increment weather or other condition when the Scotia-Glenville School system is closed.

Section 3 Vacations will generally follow the Scotia-Glenville School system schedule.

Section 4 The nursery school shall be open and in session from 9:00 – 11:30 am on Tuesday and Friday for the three year old class. The nursery school shall be open and in session from 9:00 – 11:30 on Monday, Wednesday and Thursday for the four year old class. The nursery school shall be open and in session from 12:30 – 3:00 on Monday, Tuesday, Wednesday, Thursday and Friday for the four year old collaborative class.

ARTICLE III Students

Section 1 Children shall be eligible to enter the nursery school only during the two years before they are eligible to enter kindergarten in their own school district. Children, who are eligible to enter kindergarten in their own school district in not more than two years and no less than one year, shall be eligible to enter the three-year-old class. Children who are eligible to enter kindergarten in their own school district in one year shall be eligible to enter the four-year-old class. The four-year-old class may include children who are the age to enter kindergarten in their own school district but have deferred starting kindergarten until the next year.

The following is the Procedure for Registering Students as of September 2008:

Incoming Three-Year-Old Class:

- 1.) Give first preference to returning families*
- 2.) All other vacant spots are to be filled by new members on a First Come First Serve Basis.

Incoming Four-Year-Old Class:

- 1.) Give first preference to current members of the three-year-old class.
- 2.) Other vacant spots shall be filled by returning families* on a First Come First Serve Basis.

Any spots remaining open may be filled by new members on a First Come First Serve Basis.

*A returning family is defined as being current and active in the Co-Op or having been within the past 10 years.

The Registrar (Teacher as of April 2011) may and is encouraged to compile a list of possible students, returning and not, to aid future Registrars.

Section 2 The maximum number of children that can be enrolled in each class shall be determined by the Executive Board.

Section 3 If a child does not adjust to the group, the teacher shall discuss the situation with the parents of that child. If the child is thereafter unable to adjust, the teacher may recommend to the Executive Board that the child be withdrawn from school.

ARTICLE IV Adult Membership

The Advisory Board, teacher and the parents of the children enrolled in the school shall constitute the members of this organization.

ARTICLE V Advisory Board

Section 1 The Advisory Board shall consist of not fewer than five or no more than nine members and shall be appointed by the parent membership for a period of one year. Advisory Board members shall include at least one representative of each of the following: the

First Reformed Church of Scotia, the past Executive Board of the nursery school, one parent from the nursery school and at least one representative of the community.

- Section 2 Any resident of the community may be a member of the Advisory Board except the teacher of the school.
- Section 3 The Advisory Board shall meet as required. The meetings shall include written reports by the representatives to the Executive Board.
- Section 4 A chairperson and a secretary of the Advisory Board shall be filled within 30 days by a majority vote of the Executive Board.
- Section 5 Vacancies of the Advisory Board shall be filled within 30 days by a majority vote of the Executive Board.
- Section 6 Non-functioning members of the Advisory Board may be replaced at the discretion of the Advisory Board and Executive Board.
- Section 7 In the event of a dispute between the teacher and the Executive Board on the matters referred to them by the teacher or Executive Board, the Advisory Board will have the final decision.

ARTICLE VI Teacher & Teacher Assistant

- Section 1 The teachers (meaning Teacher & Teacher Assistant equally) shall be selected by a majority vote of the school. The teachers shall be selected without regard to his/her race, creed or color. They will be hired for the period of one year based on a written contract signed by the teachers, Executive Board President, Treasurer and the Advisory Board Chairperson. In the event the current teachers are rehired, the provisions of this contract including salary, sick leave, work hours and the provision for hiring substitutes shall be decided by the beginning of the school year. The President's folder contains a substitute procedures section.
- Section 2 The teachers may be dismissed at any time by a majority vote of the Advisory Board only after the Executive Board recommends termination with the following exceptions: If the teachers have taught at the school for three consecutive years, the dismissal required a majority vote of the Executive Board, the voting members present at a General Membership meeting where the teacher's dismissal is brought to a vote and the Advisory Board.
- Section 3 The duties of the teacher are as follows: To direct the children's programs, to abide by the specifications of the contract and job description, to carry on any outside preparations necessary for smooth functioning of the class periods and to purchase

necessary supplies for the classroom for which appropriate funds will be provided. It is further expected that he/she will consider suggestions of the parents and implement them when practicable.

As per the April 2011 Parent Meeting vote, the classroom teacher will assume all responsibilities previously performed by the Registrar to include: recruit families for enrollment, return all phone calls & set up classroom visits for prospective families; advertise class openings through signs, flyers, newspaper ads, annual Preschool Fair, Open Houses; attend scheduled Open Houses as well as Preschool Fair; maintain enrollment & interest lists; keep President apprised of enrollment numbers; manage e-mails directed to info@glenvillenurseryschool.org, dispense enrollment packets in February for summer & the next year; collect and manage all incoming registration paperwork & fees; keep Treasurer apprised of registration payments collected; and manage physicals for all children, including reminding parents if physical expires during course of year.

Section 4 Beginning September 2010 Glenville Cooperative Nursery School will hire for employment a Teacher Assistant. This person will assist the teacher with directing the children's programs, abiding by the specifications of the contract and job description, and carrying on any outside preparations necessary for smooth functioning of the class periods. The Teacher Assistant will be present at all scheduled events, including Parent Meetings.

Section 5 New Hires:
The following are the guidelines for new hires to the Glenville Cooperative Nursery School starting in January 2004:

1. Three (3) previous employer references will be checked in regards to the applicant's employment suitability.
2. Any potential future employee will be asked in writing about prior convictions including sexual abuse.
3. Any future employee's background will be checked through the following agencies and hotlines:
Child Abuse Hotline: 1-800-342-3720
Sex Abuse Hotline: 1-900-288-3838
Conviction Records at the Court Administration Office: 1-212-438-2810

Section 6 Child Abuse Policy:
"Upon employment, all staff are informed of the policies and are required as part of professional development, to read the following information published by the New York State Office of Children and Family Services, "Summary Guide for Mandated Reporters in New York State". As a center, we are required by law as mandated reporters to report any suspicion of abuse or neglect. If a concern/problem arises, we will communicate with the parents what we have observed and inform them that we are mandated by law

to report the observations to the New York State Office of Children and Family Services (1-800-342-3720, 24 hours a day). Within 48 hours of making the report, the mandated reporter must submit a written report to the New York State Office of Children and Family Services. Child Abuse is the non-accidental physical or mental injury, sexual abuse or neglect of a child under the age of 18 by a person responsible for the child's health and welfare. Neglect is failure to provide for a child's basic needs (i.e. food, medical care, education, clothing, hygiene, shelter and supervision). Staff is responsible to immediately notify the Cooperative Board and Director of all observations and communications with all parties. The children are at all times protected and privacy is maintained".

ARTICLE VII Officers

Section 1 The President, Treasurer, Registrar, and Health Officer for the upcoming year shall be elected by a majority vote of the parent membership by April of the school year. These officers shall assume office at the last meeting of the school year (April). The Vice President and Secretary shall be elected by a majority vote of the parent membership in August before the start of the school year. These officers shall assume office at the August meeting. If the post of an office is vacated during the school year, it shall be filled by a member appointed by the Executive Board and subject to a majority vote of the parent membership at the next meeting.

Section 2 Selection, terms of office and duties of the officers

President: Shall be elected by April for a term of one (1) year. This officer shall be a returning parent and/or a 4 year old parent; shall arrange and preside over meetings of the parent membership and Executive Board; shall supervise the activities of the organization in accordance with the constitution and shall delegate authority for the organization's activities.

Vice President: The Vice-President shall be a 3 year old parent elected by the membership; shall work with the President, acting as 3-year-old class liaison to the President, informing him/her of any events, ideas, feedback, etc, from that class; shall take over the duties of the President when the President is unable to fulfill them; shall be liaison with the collaborative program; shall act as parliamentarian for the Executive Board and General membership meetings; is the confidential source for the membership to turn to if there are any concerns or grievances within the school, addresses these concerns to the teacher and President and is responsible for suggestions submitted over the course of the year. Once in office, the standing committee chairs will report to the Vice President. The Vice President is to inform the Secretary of all events so appropriate thank you notes, get well cards, etc, get mailed out. The Vice President shall also take responsibility for the upkeep and maintenance of the Glenville Nursery School sign on Route 50.

Secretary: The Secretary shall take minutes at the Executive Board meetings, General membership meetings and all other special meetings called by the President; shall generate minutes of these meetings within one week, maintain a complete file of meeting minutes for his/her current term and shall provide a copy of minutes to anyone who requests one. He/she carries out any necessary correspondence such as posting notices of upcoming meetings and is responsible for sending thank you cards to all companies donating items, visiting the classroom or providing a service in some manner.

Treasurer: Shall be elected by April, each and every year, for a one year term; shall collect tuition and inform President of any delinquencies after the 10th of each month; pay bills and maintain financial books and forms in correct order; shall be responsible for presenting a complete financial report to the Advisory Board at their last meeting and to the General Membership at each of their meetings; shall prepare a detailed financial profile in January for the purpose of projecting tuition fees for the following school year; shall be responsible for having the books audited at the end of their term, and shall fill out any necessary tax forms.

Health Officer: Shall be elected by April for the length of the school year. Shall collect, submit to New York State and keep on file all necessary health forms; shall keep First Aid kit supplied at all times; shall complete emergency cards for the classroom and shall post a list of food allergies in Room 1 for both classes.

ARTICLE VIII Meetings

- Section 1
- A. Each family shall have one vote per child registered in the school.
 - B. As of 9/01/98, the Executive Board no longer must meet prior to each General Membership meeting. When deemed necessary, the Executive Board will meet to discuss any pertinent Board issues and then report to the General Membership (all members are always informed in advance of these meetings and invited to attend if they wish).
 - C. The Board meeting minutes will be generated within one week of each meeting, thus informing the membership as soon as possible of what event took place.

ARTICLE IX Duties of Members

- Section 1
- Voting members shall as a group:
- A. Maintain all equipment in good repair.
 - B. Assist the teacher & teacher assistant in the classroom so that one parent is present at all times during each class session, more as deemed necessary by the teacher.
 - C. Meet the monthly budget.
 - D. Maintain enrollment sufficient to meet the school's financial needs.

In addition, each parent shall be responsible for the following specific duties:

- A. Pay tuition by the 10th of each month. Tuition received after the 10th must include a \$5.00/week late fee. The member will assume any fee charged by the bank for insufficient funds as well as a \$10.00 fee to Glenville Cooperative Nursery School.
- B. Assist in the administration of the school by serving actively as officers or committee members.
- C. Assist in the classroom on scheduled day or find a substitute (another nursery school parent).
- D. Attend Board Membership meetings and special functions called by the President if requested. The first meeting held in August is required as Executive Board positions are filled at that time. If, after elected, an Executive Board member is unable to attend a meeting, they should advise the President. Attendance is mandatory for the Executive Board members. If two meetings are missed without legitimate reason, the President can put a member on probation, or replace them at his/her discretion.
- E. Assume responsibility for getting children to and from school on time.
- F. Contribute time to cleaning (at least one time a year) and maintaining equipment and facilities as directed by the Executive Board.
- G. To assist with Fundraising projects.
- H. Potty training requirements: Concern has been raised in the past regarding a child's acceptance to our school if they are not fully potty trained yet. We will accept a child into the school if they are not quite ready with the contention that a parent must be able to return to the school and take care of their child if they need to be changed. Further questions regarding this issue may be addressed to the teacher.

Section 2 Termination of Membership

- A. Membership in this organization may be terminated by giving 30-days notice to the President of the Executive Board, with June's tuition to be applied to this 30-day period.
- B. If a member does not fulfill his/her duties as member, the President shall consult with the member to re-explain the duties and place the member on probation for 30 days. If after the 30-day probation period, in the opinion of the Executive Board, the member is still not fulfilling his/her duties, the member will be asked to withdraw his/her child from classes with forfeiture of any tuition already paid.
- C. If a child is not adjusting in the classroom situation after sufficient time for such an adjustment has been allowed by the teacher and after consultation with the parents, the child shall be withdrawn with no tuition to be paid after the date of the child's withdrawal. Therefore, the month of May's tuition will be refunded.

Section 3 Fees

Fees shall be decided upon by the Executive Board at the time of the January Annual Budget meeting to take effect the start of the following school year. Fees may be changed during the school year by a majority vote of those present at a regular business meeting with 30 days notice given to all members before any fee change becomes effective.

ARTICLE X Standing Committees and Their Duties

Committee chairpersons shall be chosen for the term of one year at the August Parent Meeting. Any vacancies will be filled by the President if there are no volunteers. Each committee shall have a notebook of pertinent information of the year's activities maintained by each year's chairperson and passed on to the next year's chairperson.

A. **Telephone:** One parent from each class makes reminder calls each week to scheduled parent helper as well as makes calls as requested by the President, teacher, or other committee chairperson.

B. **Equipment & Repair:** Repairs and maintains school's equipment as needed. Shall check and maintain vacuum cleaner and change bag as needed.

C. **Hospitality:** A parent from each class will coordinate and set up refreshments at membership meetings and all evening events. Parents will call on membership to supply baked goods or snacks & beverages.

D. **Librarian:** Will maintain the lending library and school library. The school library is currently organized by theme.

E. **Photographer:** A parent from each class takes pictures at school events and participates on the yearbook committee.

F. **Field Trips:** One parent from each class will coordinate class field trips with the teachers, set up the field trips, and then provide parent signup sheets and written directions.

G. **Homeroom Parents:** One from each class is needed to communicate with other class parents and coordinate celebration supplies.

H. **Book Club:** Distributes order forms monthly from various book clubs, places orders and distributes orders when received.

I. **Toy Cleaning:** One parent shall organize & implement quarterly Cleaning Days (November, January, April, and June) ensuring all parents meet at school to clean all toys and equipment in classrooms at least one time per year.

J. **Supply Chair:** One parent will organize and keep track of items for classroom (i.e. cleaning supplies, tape) and will restock items as needed. Will need to coordinate with President/Treasurer for budget and will provide all receipts for reimbursement.

*An as needed list should be posted near supplies so parents can indicate when something is low.

K. **Parent Scheduler:** One parent from each class will create the Parent Helper Schedule, post the schedule at least monthly & ensure snack logs are filled out each week.

L. **Fundraising Chair:** Will form a committee for the coordination of fund raising projects; will oversee the planning and publicity for all fundraisers; and will communicate with the teachers regarding ideas to raise money.

M. **Website:** One parent will maintain & update website as necessary, making sure class lists, announcements & internet host & domain name are current.

Section 2 Special Committees: shall be appointed by the President to carry out any special needs of the corporation for the duration of the President's term of office.

Section 3 Executive Board: shall meet as required to carry out the business of the Board.

- A. Will meet with the Advisory Board as needed.
- B. To present a report of its activities at each Membership meeting and to invite questions and comments from the membership.
- C. To discuss the teacher's contract. A meeting of the voting members only may be held in May before writing the contract for the coming school year.
- D. To collect and maintain in good order all notebooks, minutes (generated within one week of meeting) and other pertinent information from officers, committee chairpersons and the Advisory Board and to pass them on to incoming members of the Executive Board.
- E. To prepare and adopt a budget.
- F. To set the student fees following review of the school financial profile in December.
- G. Enter contracts for rental of classroom or hiring of a teacher.

ARTICLE XI Fiscal Year

The fiscal year shall run from July 1st to June 30th each year.

ARTICLE XII Amendments

Any change in these Bylaws may be made by a majority vote at a Membership meeting, provided that each member has both been notified of this intention and has been given a written statement of the proposed change ten days in advance. In exceptional cases, a vote may be taken by ballot mailed to the full membership.

ARTICLE XIII Equipment

An equipment budget for each school year shall be worked out within the framework of the general budget by the first Membership meeting of each school year. Purchase of equipment shall be decided by the Membership after discussion with parents and teacher at a Membership meeting.

ARTICLE XIV Savings Account

Savings account shall not exceed 10% of the budgeted expenses for the current year. In an emergency, the Executive Board can make any appropriate changes.

ARTICLE XV Dissolution

Upon termination of Glenville Cooperative Nursery School and upon the completion of all financial obligations of Glenville Cooperative Nursery School, the remaining equipment shall be turned back to nursery education in the best possible manner and shall not provide a profit for any individual. Appropriate toys to conduct a Sunday school class shall be decided upon by the Executive Board and donated to the First Reformed Church of Scotia.