

# **Glenville Cooperative Nursery School Member Handbook**



**Revised June 2018**

# 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 you're helping parent days, as well as, **clean** classrooms as per checklist
- Choose a **standing committee, executive board position or offer to help with an event** on which to serve
- Turn in required **registration forms and payments** by August Parent Meeting.
- Pay **tuition by the 10<sup>th</sup>** of each month
- Supervise and transport your child on **field trips**
- Bring your child to school by **9:00 am/12:15pm** and pick them up by **11:30 am / 2:45pm**
- 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. **If a parent should need to change their chosen date, it is their responsibility to switch with another parent.** Parents arriving to cleaning night 15 minutes late or more will be subject to the \$100.00 not attending fee.

## **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 contact the teachers with questions pertaining to classrooms and programming directly, via email or leave a message on the answering machine. We ask that you not contact the school during class hours (9-3pm). In the event of an emergency you may call the church office. Parents should contact the Board with questions, concerns or suggestions regarding parent responsibilities, the handbook or the running of the school.

# GENERAL MEMBERSHIP MEETINGS

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

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 posted in the classroom on the supply closet door. The September schedule will be created at the August meeting. Please fill out the Parent Helper form with days of the week that are more convenient for you to be helping parent. We will do our best to accommodate everyone's schedule, however, we cannot guarantee particular days. **It is your responsibility to find a substitute helping parent or use the opt out for a \$25. fee if you are unable to make it on your scheduled day. If you are a no show on a scheduled parent helper day, it is an automatic \$50.00 fee.**

### Helping Parent Duties:

- Provide a healthy snack, water, **(NO JUICE OR MILK)** cups, water, napkins and plastic ware when needed. If you do not provide a snack, a \$20. fee will be charged to cover the cost of the school having to provide a safe snack.
- Enter the snack on the classroom calendar located on the supply closet door each day.
- Assist the teachers with classroom activities
- Wipe down sink area, towel and soap dispenser
- Clean any art supplies in sink
- Wash tables and chairs
- Clean bathroom – toilet, sink, mirror and floor
- Wipe off all door knobs
- Empty garbage cans and refill bags
- Vacuum rugs
- Empty sensory table when needed

Please remember to clean both classroom as they are both used daily.

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

**Snack Ideas:**

We strive to provide healthy and fun snacks for the kids.

## **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 last 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 according to the NYS Immunization Requirements for School Entrance (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 and immunization record 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 10<sup>th</sup> of each month.** Tuition received after the 10<sup>th</sup>, (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. If tuition is due on a day where there is no school due to weather or vacation week, tuition will be due (without penalty) the next day your child's class is in session. Checks will be deposited by the 15<sup>th</sup> of each month. Any payments received after that date will be deposited at the end of the month.

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 \$30.00** to Glenville Co-op Nursery School. Also if two checks are returned to the school you will be asked to pay in cash or money order for the remainder of the year. 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.

Tuition income must cover day to day operating expenses for the school. In the event that they do not, tuition may need to be raised accordingly.

## **FIELD TRIPS**

The Glenville Cooperative Nursery School recognizes the importance of field trips in providing our children with new educational experiences in our community. **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 or parents transporting students other than their own. Suggestions for field trips are always welcome!

## **DROP OFF/PICK UP POLICY**

**\*Drop off** – Please **do not arrive** any earlier than a few minutes before class time begins. We are getting things ready to start our day, and we know that the children get very excited once they arrive at school. We ask that you enter using the main doors. Please wait outside and do not enter the building until you are greeted by the teacher at 9am or 12:15pm. Being courteous to our church community is important, so we asked that you not allow the children to run around the property outside or in, as church business is being conducted. Enjoy those extra minutes at home and arrive no earlier than a few minutes before class time. Whenever exiting the building please use the middle doors.

**\*Pick-up** - We will only be dismissing to parents or another designated person. Some of you have listed multiple people on your sheets and trying to keep track of multiple people is going to be next to impossible. If you are going to have someone other than a parent become your child's **daily** pick up, please take a moment to introduce them to the teachers. If your child's pick up person is going to change daily then you need to do the following:

**\*Send in a note, an email or tell the teacher that day who the person is that will be picking up your child.**

**\*Have that person bring in a photo ID for verification if we have never met them.**

Children **will not** be released to anyone other than the daily pick up person without a note or verbal from you. If it is a last minute change, a phone call will be accepted.

**\*Late pick up** – We have a very strict policy regarding late pick up. You should always arrive a few minutes before dismissal and wait in the main classroom. Anyone arriving after 11:30am or 2:45pm dismissals will be charged a late fee of \$1. per minute for the first occurrence. The second occurrence will be \$5. a minute for every minute you are late. If you are late picking up your child a third time you will be contacted by a board member and charged a flat fee of \$100. and your child’s placement in class will be at risk. All late fees must be paid the day after the occurrence in cash or a check made out to cash. Any money the school collects from late fees will be used to purchase extra materials for the children and the classroom.

We generally follow the Scotia-Glenville school calendar for vacation weeks, 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

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

\*pink eye – 24 hours on prescribed medication

\*head lice – treated and nit free before returning to school

\*rash – must have a doctor’s note with cause and state if/when it is not contagious in order to return. If a parent is aware of their child being prone to rashes not linked to infection and showing no other symptoms (allergic reaction), it is the parent’s responsibility to inform the teacher of this by providing this information on the child’s annual physical and/or registration form.

**\*Diarrhea/Vomiting symptom free and on solid foods for a full 48 hours before a child may return to class.**

\*diarrhea, loose/watery stools

\*vomiting

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.**

We are a private nursery school and not a day care center. We do have strict illness criteria that needs to be followed to ensure the health of **all of our students**. While we do appreciate the guidance from physicians, it is ultimately **our** call when students can and cannot attend school.

\*If a child is sent back to school without waiting the proper allotted time stated in our handbook for a particular illness/virus or is sent in with symptoms that may be contagious, they will not be permitted to attend school and will be sent home.

\*We also ask that you be proactive and contact the Health Officer or the Teacher with any absences or illness updates even if they occur over the weekend. If we do not hear from you, we will be contacting you and if contact is still not made children will not be allowed to return until we have been given information regarding their illness.

\*If you are asked to keep your child home by the teacher or our health officer and choose to still send your child to school, they will not be permitted to stay and will be sent home.

## **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. We will be doing our annual fundraiser in the fall. All families are required to participate in the planning and implementation of all fundraiser. A buy out option is available in the amount of \$200. if a family chooses to not participate in our fundraiser. A fee of \$100 will be charged to families that do not participate in the planning and implementation. All families are strongly encouraged to attend and bring family and friends. Proceeds raised will go towards special events, field trips, as well as, to purchase equipment and toys for the school. The full 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. If your child is not 100% potty trained pullups or diapers must be worn during school hours.



## **BEHAVIOR**

If there is a continuing pattern of aggressive, physical or disruptive behavior (such as biting, pinching, hitting, kicking, abusive language, etc.) beyond what is deemed acceptable by the teacher, the following steps will be initiated:

1. Teacher will contact the child's parents to inform them of the behavior as a first time warning.
2. Teacher will contact the child's parents to inform them of the concern and to gather information, discuss some strategies to use and work together to resolve the issue. If the aggressive behavior persists the parent(s) will be asked to meet with the teacher to: a) review the behavior, b) develop a plan of action, and c) set appropriate goals.
3. If the behavior continues and/or escalates, the teacher will consult with the Board. If the plan of action developed by the parents and teacher above is not working and we are unable to meet the needs of the child a decision will be made by the Board and the teacher to remove the child from the school.

## **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 Vice President, Secretary/Health Officer, Treasurer and Standing Committee Supervisor are elected by a majority vote of the parent membership at the May meeting. The officers elected at the May meeting will assume their positions effective June 1<sup>st</sup> and continue to the following year's first day of summer camp. No executive board member can be related in any way to another executive board member while holding their position.

The Treasurer, VP and Director/Teacher shall have a minimum of 3 financial meetings in a school year. These meetings will include budgeting, financial planning and adherence to the budget.

### **SECRETARY/HEALTH OFFICER**

The Health Officer shall be elected at May 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 May meeting for a term of one (1) year. The Director will collect tuition and inform the Treasurer of any delinquencies after the 10<sup>th</sup> of each month, pay bills, maintain financial books and forms in correct order, be responsible for presenting a complete financial report to the Board with the Director 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 elected at the May meeting for a term of one (1) year. This officer 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 be elected at the May meeting for a term of one (1) year. 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 will update all class lists for September and generate current member zone contact information by class, as well as, the email clusters by class. 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.

Returning parents may opt to keep the standing committee position they held the prior year.

## \*STANDING COMMITTEES\*

**\*Meeting Hospitality:** Coordinates refreshments via email for all parent meetings. Each class will be assigned a meeting for refreshments. Sign-up sheets should be posted for goodies, paper products and beverages. Please check with the teacher to see if there are any allergies. If yes, when you are organizing an event that includes our students remember, all items must be free from **fruit or nut or egg depending on that year's allergies**.

**\*Photographer/Yearbook:** One parent from each class is needed. You will take pictures throughout the year of daily activities and classroom special events. At the end of the year you may either put a yearbook together yourself or make a committee to have people help. Every class gets a separate yearbook. Yearbook cost should be kept below \$15 a book.

**\*Classroom Party Event Helper:** One parent from each class will be available for the following class parties. Halloween party, December Visit Day, Hooray for ABCs or Colors. You will need to be available in the classroom the day of the event **not as parent helper**, but an extra set of hands.

**\*Scholastic Book Club:** Distributes order forms monthly from scholastic book club, places orders and organize and distribute the order once received. Be sure to have enough for each student. Check with teacher for total student enrollment.

**\*Cleaning Nights Coordinator:** Collects cleaning sign-up sheets in the fall; send out email reminders **two weeks prior** to the cleaning night **AND AGAIN** one week prior.

Responsible for carpet cleaning annually. Coordinate date with teacher/board and rental of shampoo machine. Confirm furniture movers with Furniture Moving and Event set up/break down Coordinator to break down and set up classrooms.

**\*Supply Chair:** Organize and keep track of cleaning items in the supply closet; makes appropriate purchases of the items requested by the school when necessary; hands in receipts to treasurer for reimbursement.

Also, replace vacuum cleaner bag **monthly**.

**\*Parent Helper Scheduler:** One parent from every class will create a monthly parent helper schedule. Each scheduler should collect all info sheets from parents with days requested in the fall; create a monthly schedule; give original to teacher so they may be **distributed least 2 weeks before a new month begins**.

**\*T-shirts/ Parade Organizer:** Contact t-shirt vendor in fall to get prices and size information. Create an order form complete with sizes, prices, due date and arrival of orders. Collect all money, organize and place order, then organize and distribute shirts when they come in. Also, in charge of setting up the parade.

Contact the local Scotia parade master to ensure our participation; send an email out to the parents with the date, time and meeting location one week prior to the event. The day of the event grab the banner from the teachers for the parents to hold during the parade.

**\*Art Show:** Organize helpers. Coordinator and helpers must be available the day before the event to help organize and set up the room. Display art work the day of the show.

**\*Field Day:** Organize parents to help with set up and break down the day of the event. Set up will be after drop off in the morning and break down will be after dismissal of pm class.

**\*Parent boards:** The board is located above the cubbies and should be **changed at the beginning of each month**. Please post with current information of that month's upcoming events. Use colorful signs, clip art to make this area inviting.

**\*Show Costume Coordinator:** Organize parent volunteers to come in during class time to help make costumes and props for the Holiday show in Dec. and the End of Year show in June. The coordinator and their volunteers need to be available one week prior to the shows. Please coordinate with the teacher.

**\*Recycle Parent:** Recycling materials go in the appropriate bins in the kitchen. Empty the bin outside the classroom on a **weekly basis**.

**\*School Event Coordinator:** Sends email reminders to Mother's day/Father's day helpers with instructions on how to execute the event prep and clean up. Coordinator will need to be available the day before each event to set up the big room.

**\*50/50 Raffle Coordinator:** In charge of running the 50/50 and two large raffles at the auction. Over-see ticket sales and collection of money at each event. Hand in all proceeds to the treasurer.

**\*Ice Cream Social Coordinator:** Contact Stewarts **one month prior** to Father's Day event to order ice cream; organize **ALL** under graduate families to set-up/ work /clean-up after ice cream social at End of Year Show event.

**\*Mother's Day Event:** (Choose 1)

**\*AM Set up:** Be at school at 9am to help set up, prep room and food. After event clean tables, take out trash and reset tables for afternoon event.

**\*PM Break down:** Be at school at 12:15pm to help prep food. At the end of the event help clean tables, serving equipment, take out the garbage and reposition big room furniture.

**\*Father's Day Event :** (Choose 1)

**\*AM Set up:** Be at school at 9am to help set up, prep room and food. After the event clean tables, take out trash and reset tables for afternoon event.

**\*PM Break down:** Be at school at 12:15pm to help prep food. At the end of the event help clean tables, serving equipment, take out the garbage and reposition big room furniture.

**\*Furniture Moving & Event Set up/Break down Coordinator:** Recruits helper to set up and break down for Camp Night or Dr. Seuss Night. Will need to be available at these events to assist volunteers that were recruited.

\*Also, recruits helpers to move furniture when needed for annual carpet cleaning.

**\*Fundraising Coordinator:** Responsible for leading and planning fundraising events to ensure that all available opportunities for raising funds for the school are successfully exploited and maintained while raising money on behalf of the school. Send emails out and follow up with Fundraising Committee to assure all responsibilities are being completed. Communicate with teacher/director and board with any issues. Be the contact person for Fundraising Committee if they have any questions regarding their committee job.

**\*Fundraising Committee:** Responsible for planning and attending **all** Fundraising Committee meetings and events. Communicate with the Fundraising Coordinator to ensure that while raising money on behalf of the school all available opportunities for raising funds are exploited and maintained.

Attend and work at the annual Family Fun Night Auction event.

**\*Social Media Coordinator:** Coordinate with the board and teacher to maintain and update all social media entities for the school.

**-Ask parents to send along pictures of the events listed below.**

**-Be sure to have teacher proof pictures to be sure all students have signed off on using their photos on Facebook.**

**-The following events should have a few pictures posted on our Facebook page within one week of the event.**

*Fieldtrips	*Gingerbread Visit Day	*Holiday Show
*Artic Carnival	*African Adventure	*Camp Night/Dr. Seuss
*Mother's Day	*Art Show	*Parade
*Father's Day	*Field Day	*End of Year Show

**-Open House Postings:** Two weeks **and** one week before our Open House post event with dates and times.

**-Auction Postings:**

\*3 weeks before event post raffles

\*2 weeks before event post on Monday & Friday 2 items each day

\*1 week before event post 1 item everyday

## **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](mailto: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, VP, Secretary and Health Officer for the upcoming year shall be elected by a majority vote of the parent membership by May of the school year. These officers shall assume office on June 1<sup>st</sup> until the first day of camp the following summer. 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 May for a term of one (1) year. This officer shall be a returning 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 elected by the membership in May; shall work with the President, acting as a 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 May, each and every year, for a one year term; shall collect tuition and inform President of any delinquencies after the 10<sup>th</sup> 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 May 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 10<sup>th</sup> of each month. Tuition received after the 10<sup>th</sup> 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.

**\*\*See Standing Committee section for details\*\***

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 1<sup>st</sup> to June 30<sup>th</sup> 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.