

BY-LAWS OF THE AKRON PARENT ASSOCIATION NURSERY SCHOOL

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ARTICLE 1

NAME

This non-profit, cooperative organization shall be called the Akron Parents' Association Nursery School (A.P.A.)

ARTICLE 2

PURPOSE

Section 1 The mission of the A.P.A. is to provide a positive preschool experience to all children enrolled in the program in both a loving and non-threatening environment. Positive reinforcement is a cornerstone of the A.P.A. program where all children are valued as the individuals they are. We believe in the power of positive praise and strive to treat each child that walks through the doors as our own.

Social development is emphasized by creating situations for cooperative play, sharing, and interactions with adults and peers. The A.P.A. strives to create an environment where children's cultural similarities and differences are introduced and embraced. The formal educative component is achieved with structured circle time and learning of ABC's, 123's, colors, and calendar. Unstructured play is a time when individual taste and curiosity is explored and encouraged. Manipulatives are an important tool used in free play and in the learning centers. Fitness is promoted with gross motor centers to aid in the physical development of the children.

ARTICLE 3

MEMBERSHIP

Section 1. Membership in the A.P.A. shall be open to a parent or guardian of any race or religion responsible for the general care and welfare of a child or children of nursery school age. Also, to parents of pre-nursery school age children who are interested in enrolling their child or children into future nursery school classes.

Section 2. Active-membership are those members who currently have a child in the 2, 3, or 4 year old classes and have been notified as so. All other members will remain on waiting lists and are listed as inactive-members.

Section 3. Application for membership in the A.P.A. shall be made to the Co-chairperson. Qualified applicants shall be entered on the waiting lists. Prior to the opening of the fall term and whenever vacancies arise, the Co-chairperson shall review the lists of qualified applicants to become active-members. Application for membership shall be determined on a first-come-first-served basis with the active 2 year olds automatically advancing to the 3 year old class, and the 3 year olds automatically advancing to the 4 year old class. Active-membership shall take effect upon completion

of the application and agreement forms and payment of tuition. Children must be 2, 3 or 4 years old by December 1st to be eligible for the 2, 3 or 4 year old class, respectively.

CHILDREN IN THE 3 AND 4 YEAR OLD CLASSES MUST BE TOILET TRAINED.

Section 4. APA requires that all children attending the APA Nursery School Program be FULLY vaccinated. Proof of Immunization records will be required of every student by the start of the school year.

Section 5. Members may withdraw upon two week notice to the Co-chairperson. Members with delinquent tuition and/or fees shall be placed on the “members in Bad Standing” list until payment is received. Any current or future membership requests will be denied until all past due monies have been received.

ARTICLE 4

TUITION AND FEES

Section 1. The amount of tuition and fees shall be set by the Board of Directors. Members entering or withdrawing at times other than the first of the month shall pay a fraction of the tuition proportionate to the ratio of school days covered to the total number of school days in the month.

Section 2. Tuition shall be payable by the first of the month and no later than the fifteenth of the month. Any and all tuition issues that arise shall be discussed and communicated with the financial secretary so that payment arrangements can be made.

Section 3. Active-members who have not paid their tuition by the fifteenth of the month will be notified and a fine will be issued. If payment is not received within one month, membership is cancelled.

ARTICLE 5

MEETINGS

Section 1. There shall be a general meeting of active-members and in-coming active-members in the spring of each year for the election of officers of the Board of Directors and for receiving annual reports of officers, committees and the transaction of other business. Active-members and in-coming active-members shall be notified at least 5 days prior to the meeting. All notices of general meetings shall specify the place, date, time and purpose. There shall be a general meeting of all active and in-coming active-members in the late summer of each year to pass out information and the like. Other general meetings will be as needed.

Section 2. Special meetings may be called by the Board of Directors at their discretion or upon the request of the majority of active-membership. The Board of Directors shall call a special meeting to consider a specific subject or subjects and no business other than that specified in the notice for the special meeting. All notices for any special meetings shall be in the same manner as for the general meetings.

Section 3. Meetings of the Board of Directors shall be called monthly or when needed during the term time. Directors meetings shall be called by the Chairperson by such notice of time, place and purpose.

ARTICLE 6

BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of a Chairperson, Co-chairperson, Financial Secretary, Fundraising Coordinator and Treasurer.

Section 2. The Board of Directors has general charge and management of the affairs, funds and property of the A.P.A. They shall have full power and it shall be their duty to carry out the purposes of the A.P.A. according to the By-laws and guidelines. They shall make all rules governing the conduct and management of the A.P.A. including the employment of its teachers.

Section 3. A report shall be made at all general meetings of all board actions since the last active membership meeting

Section 4. Each officer of the Board shall be reimbursed for all expenses which they incur relating to A.P.A. but will not receive payment for any services performed as listed in their duties.

Section 5. The Board of Directors shall take office on June 1st and hold that office until August 1st of the 2nd year, making it a 27 month term in order to assist the in-coming board. A detailed binder shall be passed on to each board member from the prior year's board describing the said job and its duties.

Section 6. The Board of Directors, by majority vote shall have the power to fill any vacancies in any office occurring for any reason.

Section 7. All Board members are required to go to all meetings unless excused by the Chairperson. Two unexcused absences will be cause for dismissal.

Section 8. A Board member found not doing their elected job, as detailed in the By-laws, shall be dismissed.

Section 9. Board members shall be elected for a term of 2 years.

ARTICLE 7

OFFICERS

Section 1. The Chairperson shall preside over all meetings of the A.P.A. including Board of Directors meetings. The Chairperson will make sure school runs smoothly, handling any and all problems or difficulties throughout the term. The Chairperson will also be the liaison between the Church and A.P.A. for upcoming events to use the Church and if any problems occur.

Section 2. The Co-Chairperson shall act as an aide to the chairperson and shall perform the duties of the chairperson in the event of absence. Other duties include keeping the waiting lists of present and future students, recording the immunization information, providing application and other informational materials to the membership, and making up the parent of the day schedule.

Section 3. The Financial Secretary collects all tuition, fees, and other monies and deposits them in the A.P.A. account.

Section 4. The Treasurer is responsible for paying all bills and salaries and shall maintain the petty cash if other duties include maintaining all bookkeeping information and filing quarterly reports along with other such matters. A financial report shall be prepared each month.

Section 5. The Fundraising Coordinator duties include overseeing all fund-raising events.

ARTICLE 8

ELECTION OF OFFICERS

Section 1. At the general meeting in the spring, nominations may be made from the floor for each position of the Board of Directors. If there are two or more nominations for any office, the ballot for the office shall be written. Any unopposed officer nominations may be voted on collectively by voice.

Section 2. All active-members and in-coming active-members shall be eligible as an elective to the Board of Directors, as well as in-active members with children on a waiting list in the years to come.

Section 3. In the event that no parent volunteers nor is nominated, a current active board member may remain in their board position until a willing and/or suitable candidate can be found.

ARTICLE 9

GENERAL RULES

Section 1. Each active-member shall have one vote upon questions presented for action at any membership meeting of the active membership.

Section 2. Business shall be conducted and passed by a majority vote of those active-members and Board members present at the meeting.

Section 3. The by-laws may be amended by a majority vote of the active members of the A.P. A. members present at any general or special meeting. The guidelines are rules maintained by the Board of Directors.

ARTICLE 10

BEHAVIOR

Section 1. A.P.A. works on a “green, yellow, red light” behavior system. Every child starts every day with a green light

Section 2. After 3 red lights a parent, teacher, Board members meeting will be held to address any ongoing issues.