

# **<sup>1</sup>SKY VALLEY PARENT CO-OPERATIVE STANDING RULES**

**Last Amended 5.31.24**

## **ARTICLE I ELIGIBILITY**

- A. The size of the Otter class shall be limited to a maximum of twelve (12) children. The Harbor Seal class shall be limited to a maximum of sixteen (16) children. The Orca class shall be limited to a maximum of twelve (12) children. Each class shall have a minimum of ten (10) children.
- B. Only families who are willing to accept the duties and responsibilities of participation in the school shall be eligible to be Members. Members shall have the following responsibilities:
  - 1. Must stay current with monthly tuition.
  - 2. Must pay an application fee within 7 days of application.
  - 3. Must pay start-up fee within 30 days of the first day of class.
  - 4. Must attend mandatory monthly meetings.
  - 5. Must actively participate in the classroom on the assigned day appropriate to the class in which their child is enrolled, unless the student is enrolled in the school through the traditional enrollment option.
  - 6. Must serve on one committee per child or in one board position per child. (See Article II Section G)
  - 7. Must participate in fundraising activities planned by the preschool. Including, but not limited to, the annual fundraising auction.
  - 8. Must assist with the scheduled periodic cleaning, scheduled snack, and moving of equipment.
  - 9. Must participate in the set-up prior to the beginning of the school year and pack out at the end of the school year, as applicable.
  - 10. All enrollment forms must be submitted and processed by the first day of class.
- C. Only families who are willing to accept the duties and responsibilities of participation in the preschool shall be eligible to be Members. Members with children enrolled in the school through the traditional enrollment option shall have the following responsibilities:
  - 1. Must stay current with monthly tuition.
  - 2. Must pay an application fee within 7 days of application.
  - 3. Must pay start-up fee within 30 days of the first day of class.
  - 4. Must attend mandatory monthly meetings.
  - 5. Must participate in fundraising activities planned by the preschool. Including, but not limited to, the annual fundraising auction.
  - 6. All enrollment forms must be submitted and processed by the first day of class.
- D. Students returning to the program will have priority to secure their position in the program the following year; a non-refundable application fee will be required. Second priority will be given to siblings of those currently enrolled in the program. Priority will then be given to any attendees of the yearly open house that wish to enroll. Any remaining openings will be filled from a waiting list compiled by the Parent Coordinator.

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- E. Anyone who is unwilling to perform the required duties or has previously shown themselves to be unreliable in fully participating may not be re-enrolled.
- F. An observation of the preschool is recommended for parents new to the program or parents with student(s) aging up from one class to another class.
- G. A participating child in the Harbor Seal or Orca class shall be toilet trained by August 31st for enrollment in the fall quarter or by December 31st for enrollment in the winter or spring quarter.
- H. If a child registered for the Harbor Seal or Orca program is not toilet trained, it will be allowed under circumstances aligning with special needs requirements and/or at the teacher's discretion.
- I. A participating child in the Otter class shall be at least 18 months old and no older than 2 years by August 31st for enrollment in the program. A participating child in the Harbor Seal class shall be 3 years old by August 31st for enrollment in the program. A participating child in the Orca class shall be 4 years old by August 31st for enrollment in the program. A child may enroll in a class outside of their age range, if appropriate, upon the approval of the class teacher.
- J. A child may be enrolled in both the Tuesday and Thursday Otter classes. Families with a child enrolled in both the Tuesday and Thursday Otter classes will be required to maintain the responsibilities of both class positions held. This includes, but is not limited to, assigned workdays, snack rotation, cleaning days, and auction contribution items.
- K. Any deviation from the requirements stipulated shall be reviewed and acted upon by the Board of Officers with considered guidance from the class teacher.

## **ARTICLE II TUITION AND FEES**

- A. A start-up fee shall be paid at the beginning of each year.
- B. The Board of Officers shall determine tuition for the school year. The tuition rates, application fee amount and start-up fee amount for the following year shall be determined prior to the open house.
- C. The monthly tuition shall be due by the 15<sup>th</sup> of each month. If tuition has not been paid by the 16<sup>th</sup> of the month, there will be an automatic \$15 late fee applied to tuition. If you cannot pay tuition, you need to contact the Treasurer.
- D. Any member more than thirty (30) days in arrears may be dropped from the program unless arrangements have been previously agreed upon with the Board of Officers.
- E. There is no enrollment priority given to families who choose to drop out and then want to re-enroll in the current school year. If the family wishes to re-enroll in the current school year, they will be given the appropriate place at the end of the current waitlist. They will not be required to pay another application fee. Returning families will be given priority for the following school year should they choose to re-enroll.
- F. There shall be no tuition refund for a drop-out, except under unusual circumstances as determined by the Board of Officers.
- G. Families with two children in the preschool shall pay full tuition for the first child and ten dollars (\$10) less for any additional children enrolled in the preschool. A start-up fee will be required for each child enrolled in the preschool. Families with multiple children enrolled in the preschool will be responsible to maintain the required amount of participation for each child enrolled in the school. This includes, but is not limited to,

assigned workdays, snack rotation, cleaning days, and auction contribution items. Families will either serve on one committee per child enrolled or in one board position per child enrolled. Responsibilities will only vary for families with students enrolled in the school through the traditional enrollment option. Please see Article I Section C for a list of traditional enrollment family responsibilities. Families with a child enrolled in both the Tuesday and Thursday Otter class shall pay full tuition for the first class and ten dollars (\$10) less for the additional class. Families with a child enrolled in both the Tuesday and Thursday Otter class will be required to pay a start-up fee for each class. Families with a child enrolled in both the Tuesday and Thursday Otter class will be required to fulfill the participation requirements for both class spots.

- H. Those enrolling between the 1st and the 15th of the month shall pay a full month's tuition. Those enrolling after the 15th of the month shall pay a prorated tuition for the remainder of the month. (This amount will be the monthly tuition rate divided by the total number of class days for that month, then that result multiplied by the number of days of the month the new student will be enrolled to attend.) Those enrolling after the beginning of the school year shall still be required to pay the start-up fee. Otter class students enrolling in January or February will be required to provide one (1) auction item or a buyout equivalent to one auction item. Harbor Seal students enrolling in January or February will be required to provide two (2) auction items or a buyout equivalent to two auction items. Orca class students enrolling in January or February will be required to provide three (3) auction items or a buyout equivalent to three auction items. Families enrolling after March 1<sup>st</sup> will not be required to participate in the annual auction.
- I. A full start-up fee and monthly tuition shall be charged regardless of how many days a child attends after enrollment. There are no refunds due to missed days, emergencies, etc.
- J. If a family has had two tuition payments that are 20 days or more late, then they will be given a written warning by the Treasurer. If they continue to have one or more late tuition payments, then the Treasurer can ask the Board of Officers to consider unenrolling the family's children from the preschool.

### **ARTICLE III SCHOLARSHIPS & REDUCED TUITION**

- A. Short term scholarships are available to families enrolled in the preschool.
- B. There will be no yearly scholarships offered.
- B. If a family is in need of temporary reduced tuition/scholarships or requires special consideration, contact the Vice Chairperson and submit your request with them. Any and all requests will be reviewed by the Board of Officers at the next meeting.
- D. If a student qualifies for reduced tuition, then their auction buyout requirements will reflect that.
- E. The Sky Valley Parent Cooperative offers temporary scholarships (up to 3 months) to members in the event of emergency situations with the potential to affect monetary well being, such as but not limited to severe medical diagnoses, accident or injury, loss of home or occupation, etc. These scholarships will be granted on a case by case basis at the discretion of the Board of Officers assuming the availability in the yearly scholarship/reduced tuition budget.

### **ARTICLE IV ATTENDANCE, PARTICIPATION, & POLICIES**

- A. The preschool year shall commence in September through May unless the families and the teacher(s) agree to extend the year beyond the end of May to make-up for school missed due to inclement weather or other reasons. The school year consists of 36 weeks which coincides with Sultan School District Holiday/Teacher in-service schedule.
- B. Both the Otter Tuesday class and the Otter Thursday class will meet one day a week. The Harbor Seal class will meet twice a week. The Orca class will meet three times a week. The specific days and times shall be determined by the Board of Officers before the first parent meeting of the new school year.
- C. Each family shall participate at the preschool on the assigned in class workdays appropriate for their class. Additionally, the family will serve on one committee or in one board position for each child in the program.
- D. If absences are unavoidable on a work family's workday, the family must arrange with another family for coverage prior to workdays or at the teachers' discretion. If the family is not able to find coverage, it will then be the on-call family's responsibility to participate in the workday (when applicable).
- E. Each family shall be responsible for cleaning and setting up the preschool in accordance with the schedule set up by the Vice Chairperson. If a family is unable to clean as scheduled, it is that family's responsibility to find a substitute. If a family is to pay another member to take their cleaning day, the service fee is to be at a minimum fifty dollars (\$50). Children are not allowed to be present during the cleaning of the preschool.
- F. Cleaning days are a crucial part of a member's responsibility. If a member's cleaning day is missed and/or the Board of Officers is not notified by the Thursday before the cleaning weekend, the member will be responsible for a \$75 cleaning fee. The cleaning day must be completed by 4:00 p.m. on Saturday, or the cleaning fee will be charged. If a member is unable to upkeep their cleaning day responsibilities on 2 separate occasions, the member will be subject to dismissal from the school.

**G. ILLNESS:**

Snohomish County Department of Health and Human Services Recommended Communicable Diseases Guidelines for Schools:

Conditions for which a child should be excluded from school until either diagnosed or cleared by a healthcare professional and/or recovered; the child should be kept home at minimum of 48 hours and until symptoms subside, without the use of ANY Medication.

- Fever greater than 100.5 degrees
- Vomiting
- Runny Nose
- Heavy Cough
- New onset of rash with concurrent or preceding fever
- Diarrhea
- Rash
- Open wounds that can't be bandaged

The school does not require a doctor's note before allowing a child who has been sick to return to school, but good judgment and common sense should always prevail.

**Please notify the teacher if any of the following has been contracted by a child:**

- Has contracted a communicable disease (Such as Pink Eye, Strep Throat, Chicken Pox)

- Will be absent for an extended period of time.
- Has any health problems, including any allergies at any time.
- Has had an experience which might affect behavior,
- Is taking medication of any kind, including cold remedies, allergy medication, etc.

The school will follow the Guidelines for Medication Administration in Schools provided by the Washington Office of Superintendent of Public Instruction for Children requiring medication or medical assistance. A Parent Directed Adult, RCW 28.210.355 (PDA) will be appointed for any child that requires medication or medical intervention related life-saving measures for diabetes and/or seizures. Any PDA(s) must be an adult that will be present with the child on any given class day. Any PDA that is not a teacher, must be the child's parent or a caregiver that is familiar with any protocol necessary to care for the child. If a child requires the teacher to medically intervene (give meds, epi pen, etc.) the school must have a pediatrician's note with written instructions, protocol and dosage information and a completed parental consent form before the child attends the school. Any medication must be provided in the original pharmacy packaging. All medication will be stored in a locked cabinet. Should an incident occur that requires medical intervention related life-saving measures, 911 will ALWAYS be called along with notification of the child's guardian.

#### **H. Head Lice:**

When head lice are discovered in your child's hair, please inform the Chairperson. A discreet email then will go out to all the families informing them of possible exposure while keeping the child's name in strict confidentiality. The email will also ask parents to check their child's hair before coming to the school.

For more information including what head lice are, what to look for and how to provider treatment, please visit:

[WWW.CDC.GOV/parasites/lice/head/treatment.html](http://WWW.CDC.GOV/parasites/lice/head/treatment.html)

[WWW.CO.WASHINGTON.OR.US/HHS](http://WWW.CO.WASHINGTON.OR.US/HHS)

- I. Participating family(s) may be excused from participation in the preschool for approximately four weeks preceding or following the delivery of a child, medical procedure, family, or personal emergency. Families must try to arrange with another family to exchange or work for them during their leave.
- J. The Otter and Harbor Seals class: Each new parent shall stay with his or her child until that child feels secure in the group.
- K. If the public schools are closed, the preschool will be closed for that day also. If the public schools have a late start, afternoon classes will still meet at the teacher's discretion.
- L. There will be no smoking, vaping, consumption of alcohol, or consumption of hot beverages during preschool hours.
- M. Discipline problems should be worked out effectively by each area parent. Should a parent have difficulty, they should get assistance from the teacher.
- N. Snacks will be provided for the children by parents on a rotating schedule. Please see the monthly schedule to determine what your responsibilities are. All snacks provided shall

follow any guidelines required for students with dietary restrictions/allergies. Consistently updated documents with all allergies and restrictions shall remain posted in the snack room throughout the extent of the school year.

- O. The entirety of the preschool is a nut free facility, meaning no nut products shall be present at the school. This includes but is not limited to snack time, special occasions like Valentine's, etc. In the case of a student with a nut allergy, any food item brought to the school must come from a nut free facility and/or not made in the presence of nuts.
- P. Board members are not to spend class workdays conducting board business. They are to participate fully in class time so as not to distract from the needs of the class.
- Q. Any family members/caregivers wishing to participate in class workdays will submit to a background check prior to working in the classroom or participating in preschool events. Under no circumstance is a family member/caregiver to participate in class workdays or preschool events without a completed background check. A pending background check is not acceptable. The background check must be completed and cleared in order for a family member/caregiver to participate in the class or at any preschool event(s).
- R. There must be a minimum of four (4) in class parent helpers on any given day in the Otter class. There must be a minimum of three (3) in class parent helpers on any given day in the Harbor Seal class. There must be a minimum of three (3) in class parent helpers on any given day in the Orca class.
- S. Cell phones or other electronic devices are not to be used by working parents in the classroom. The parent is there to actively participate in their class workday duties as assigned by the parent workday calendar. Using cell phones as cameras in the classroom is permitted. If a parent has an urgent or important need to use their phone they may notify the teacher and step outside of class to do so. A parent should not be stepping outside the class to use their phone often, and the majority of their time should be in class actively participating. If there is a reason that a parent may need to use their phone for a longer period of time, like a family emergency, please notify the teacher.
- T. Non-enrolled children are allowed to be physically present in the classroom, but their feet MAY NOT touch the ground. Non-enrolled children are NOT covered by the preschool's general liability insurance and can be a liability for the preschool. If parents do not respect this rule then it will be considered a Standing Rule Violation (see Article IV Section U). Non-enrolled children that are eligible to be enrolled in the class based on the Sultan School District's age requirements (see Article I Section I) must either be enrolled into the school or may not be physically present in the classroom. An exception may be made for children who meet the age requirement but have a condition or situation that may make class participation more difficult may be allowed, but must be attached to your person at all times. Parents that have a child they believe may meet this criteria need to contact the board to inform them of their situation. Parents who are planning to bring a non-enrolled child into a classroom must provide that child's date of birth to a board officer, so the board will know if that child is eligible to be enrolled in the class based on the district's age requirements.
- U. **Standing Rules Violation:** a standing rules violation is an instance where a family, parent/guardian, or child violates a standing rule. If a family, parent/guardian, or child violates the same standing rule on multiple occasions (twice or more), then the board can give the family associated a written warning. If the standing rules continue to be violated, then the board can unenroll any children enrolled by that family in the preschool. The

safety of all people at the co-op is the number one priority. The Board of Officers can unenroll the children of any family from the preschool if they or an associated individual creates a situation that poses risk of injury or danger to the school, families, or students. If anyone becomes a physical danger to themselves or others, a teacher or parent may remove the individual(s) from the situation.

## **ARTICLE V CODE OF CONDUCT**

- A. The co-op follows the philosophy of positive discipline. Discipline is not considered punishment but rather developing and nurturing the child's self-esteem by giving them the confidence and power to solve their own problems. However, sometimes special intervention may be necessary for safety issues. Below are a few examples of interventions for potential safety and volatile behavioral issues.
  - 1. Extra reminders about what is appropriate to do with our hands and bodies and what to do when we feel angry.
  - 2. Ensuring there is an adult next to volatile students. If normal workday parents cannot ensure this happens then the student's parent may be required to remain with the student at all times until the behavioral issues are resolved.
  - 3. One adult on each side of volatile student(s) at circle time to ensure the safety of everybody.
  - 4. Early de-escalation/distraction of potential stressful situations for the student(s). Sometimes acting silly or doing something unexpected can de-escalate surprisingly well!
  - 5. If physical contact is made among students, an adult should physically get between students and call for the teacher or another adult's assistance. Physically removing the student(s) is appropriate in a safety situation.
- B. The safety of all people at the co-op is the number one priority. Situations may arise among student(s) that pose a risk of injury to themselves or others. If a student(s) becomes a physical danger to themselves or others, a teacher or parent may remove the student(s) from the situation.
- C. If a student is removed from a situation due to being a physical danger, a meeting will be set-up between the student's family, the teacher, and a board member in order to establish a plan for maintaining classroom safety while that child continues to practice control of their body and emotions. No meetings or discussions will be held without the teacher being present. A board member(s) shall never approach a parent/family about a child's behavior in representation of the board or school without a teacher present.
- D. If a child is disruptive, they are given a warning before asking them to take a few moments to calm down in another place (example: another room, quiet reading nook, outside with an adult). On rare occasions, if their behavior is too disruptive to the rest of the class, their parent/guardian may be called to come and take the child home for the rest of the day.
- E. In the event that a person identifies what they believe to be an issue with a student, that person should first discuss the concern with the teacher. If the teacher determines that there is no significant issue, then no further action will be taken. If the teacher determines that there is an issue, then the teacher should notify the student's family right away and

set up a meeting with themselves and a board member. The final responsibility for devising a plan rests with the teacher.

- F. An adult is required to stay before and after classes until all children are spoken for by parent or guardian, the teacher is not to be alone with children. Children are to be picked up on time at the end of class. If a parent or guardian picks a student up more than 15 minutes late from the end of class without prior arrangement with the class teacher, then the incident will be considered a Standing Rules Violation (See Article IV Section U). Parents or guardians must remain accessible during school hours. You may not recognize the phone number of the preschool, so please be ready to answer the phone whether you recognize the number or not.
- G. Preschool Safety Rules
  - 1. Be respectful of others by using kind words and actions.
  - 2. Hands and feet are not for hitting, kicking, or hurting.
  - 3. Toys are for playing, not throwing (unless made for that purpose) or breaking.
  - 4. Walking feet, when appropriate, are used for playtime.
  - 5. Snacks are to be eaten at the table.
  - 6. When a child is using a toy, it's theirs. When they are done someone else may use it.
  - 7. Use inside voices.
  - 8. Everybody helps clean up.
  - 9. Children not joining class at circle time need to look at books or find a quiet activity so as not to disturb others.
  - 10. As issues arise, teachers and parents use gentle reminders and redirection to help children follow the rules.
  - 11. Two adults must be always present when a student needs to use the bathroom.
- H. The teacher must fill out an incident report if a student needs to spend time away from class due to an injury or altercation. An incident report will be filled out for any injury that leads to use of the first aid kit or necessitates any kind of medical visit for treatment.

## **ARTICLE VI AUCTION**

- A. Parents and teachers with enrolled children are required to participate in the yearly auction fundraiser.
- B. The auction shall be held sometime between the beginning of February and the end of April. Preparation by the auction committee and Fundraising/Marketing board members shall begin no later than December.
- C. Otter class families are required to provide three (3) auction items or a buyout equivalent to one month's tuition for each child enrolled in the Otter class. Families with a child enrolled in both the Tuesday and Thursday class will be required to provide five (5) auction items or a buyout equivalent to one month's tuition for both class positions held.
- D. Harbor Seal class families are required to provide four (4) auction items or a buyout equivalent to one month's tuition for each child enrolled in the Harbor Seal class.
- E. Orca class families are required to provide five (5) auction items or a buyout equivalent to one month's tuition for each child enrolled in the Orca class.
- F. Buyouts may be paid as a whole or in increments anytime between January and March. If only a portion of the auction item requirements were fulfilled, the tuition rate appropriate



for that family shall be divided by the number of auction items required and the family will be billed for the unfulfilled amount.

1. If the student has a combo of donated items and buyout, then the monthly tuition will be divided by how many items are required to be submitted to find the buyout total.
  2. Example: student's tuition is \$200 per month, and they are required to submit 4 items to the auction. They have two items for the auction and wish to buy out the remaining two items. The family would be responsible to pay \$100 out of pocket and donate two auction items.
- G. If a family is actively trying to obtain donations but is unsuccessful at getting the minimum required items, there will be an opportunity for other members to contribute items on an anonymous basis. Should a family be struggling to fulfill their auction requirements, they should approach a board member to ask for anonymous assistance.
- H. Families who have two or more children enrolled in the preschool will have the following reductions in auction items: one item reduction per child enrolled in the preschool, with a max reduction amount of three items.
- I. Families who have a child enrolled in two classes will have the following reductions in auction items: one item reduction per class, with a max reduction amount of three items.
- J. No used items allowed. The auction item needs to be in new condition and unopened. The item value does not need to be equal to the buyout total.
- K. No live items allowed. An example of this is things that require daily care, like plants.

## **ARTICLE VII EXCURSIONS**

- A. All Excursions should follow the Risk Management requirements.
- B. Otter class excursions will be open participation for both the Tuesday and Thursday class.
- C. Families must follow the Washington State Laws as they pertain to Child Safety Restraints. If a family is not going on an excursion with their child, it is that family's responsibility to provide the proper safety seat, correctly adjusted, and to familiarize the driving family on its correct usage.
- D. The number of families required for each excursion shall be determined by the Board of Officers. A field trip information form must be completed for each child at the beginning of the school year whereas a permission slip must be completed for each individual excursion.

## **ARTICLE VIII MEETINGS**

- A. A regular monthly meeting of parents shall be held on the day decided upon by the Board of Officers. It will be the same time each month.
- B. Attendance at all parent meetings shall be mandatory. Any absences not coordinated with the Chairperson or Vice Chairperson prior to the meeting shall be considered an unexcused absence.
- C. Families not in attendance are responsible for contacting the Vice Chairperson in order to make arrangements to read and sign the minutes, as well as obtain the calendar and other handouts for the month.

- D. Families who fail to attend a mandatory parent meeting and fail to contact the Chairperson or Vice Chairperson ahead of the meeting will be responsible for a \$15 unexcused absence fee.
- E. Children shall not attend meetings with the exception of nursing infants up to 9 months old.
- F. Board meetings shall be open to all co-op members, with the exception of the executive session portion of the meeting. Notification to an attending board member is required prior to attendance. Visiting co-op members are not eligible to vote on any items.
- G. At every monthly board meeting the treasurer is to give an up-to-date financial report. This includes, but is not limited to, a clear reconciliation record (for both checking and savings accounts), a budgetary expenditure report, current status of all tax filings, profit and loss (quarterly meetings only) and a monthly payroll report. The financial report is to be signed by the Chairperson and filed with the Secretary at the end of every meeting.
- H. The Board of Officers takes May off to conduct board transfers, then resumes regular meetings in June.

## **ARTICLE IX ELECTION OF OFFICERS**

- A. Nominations shall be posted in February.
- B. Election of officers shall be held in April and new officers shall assume their duties and complete transfer by June 1<sup>st</sup>.
- C. Any member is eligible to be elected as an Officer. Membership in the cooperative shall be a continuing qualification to hold a board position.
- D. Individuals may hold multiple board positions if elected.
- E. Individuals holding multiple board positions will only be allotted one board vote. They may not be allotted one vote per board position as that would allow for uneven distribution of votes.
- F. A member cannot hold the same Executive Board position for more than three (3) consecutive years.
- G. The Chairperson position and the Treasurer position shall never be held by the same individual or individuals from the same family/child. The Chairperson position and the Secretary position shall never be held by the same individual or individuals from the same family/child. The Treasurer and the Fundraising/Marketing position shall never be held by the same individual or individuals from the same family/child.
- H. Vacancies in the Board, whether caused by resignation, death or otherwise, shall be filled by a vote of the majority of the members of the Board.
- I. Upon the resignation or removal of an Officer, the Board is responsible to follow the required steps of all chosen banks/financial institutions to remove the Officer within 72 hours.

## **ARTICLE X DUTIES AND RESPONSIBILITIES OF OFFICERS**

### **The Chairperson shall:**

- A. Be responsible for all business details, and the efficient functioning of the Board and parent participation.
- B. Plan and conduct parent meetings each month.

- C. Appoint a temporary officer in case of vacancy.
- D. Plan and conduct monthly board meetings.
- E. Regularly check in with the Treasurer.
- F. Conduct any firing/hiring of teachers, contract negotiations/renewals.
- G. Be available for any committees to offer guidance.
- H. Correspond with Mountain View Christian Fellowship Church.
- I. Correspond with PCPO for membership and insurance.
- J. Write and sign any outgoing checks with the knowledge of the Vice Chairperson.

**The Vice Chairperson shall:**

- A. Follow up with members who have missed meetings and assign/oversee make-up work as well as clarify any questions they may have about the meeting.
- B. Step in for the Chairperson as needed.
- C. Complete a monthly school calendar alongside the guidance from the teachers.
- D. Reach out to individual parents when they sign up for a committee to ensure they understand the roles and responsibilities of the committee.
- E. Contact any family that has missed the parent meeting and provide necessary information and preschool documentation.
- F. Find/hire/schedule Parent Educator.
- G. In charge of the parent cleaning list, overseeing weekly cleaning and updates to the cleaning list as needed.
- H. Attend both monthly board and parent meetings.
- I. Write and sign any outgoing checks with the knowledge of the Chairperson.
- J. Serve as the purchaser for the preschool. The purchaser is in charge of purchasing any items as needed off of the supply list in the snack room or as requested by the teacher.

**The Parent Coordinator shall:**

- A. Maintain a list of currently enrolled students.
- B. Maintain a waitlist of prospective students.
- C. Process new registration forms through Jovial and assign students to active classes or waitlists as appropriate; notify families of their status.
- D. Contact waitlist families if an opening becomes available. Assist the family in the necessary paperwork and next steps when entering the school.
- E. Answer phone calls and emails from prospective families in the community: explaining the co-op, parent responsibilities, classroom structure, and registration/waitlist procedures.
- F. Maintain a school phone line that will be directed to your personal phone. Provide tours of school for new/prospective families.
- G. Advise the Board of Officers of any problems or concerns involving the Otter class, the Harbor Seal class, or the Orca class.
- H. Send a weekly email with reminders and updates ahead of the school week.
- I. Send an email recap of monthly meetings; include a copy of next month's calendar and newsletter.
- J. Work with the Vice Parent Coordinator where responsibilities overlap and coincide.
- K. Attend both monthly board and member meetings.

- L. Assign parent workdays and work with the Vice Chairperson in the creation of a balanced calendar.
- M. Serve as an admin for the public Facebook page primarily to answer questions that come through there.
- N. Accept all fees and other money paid by members, deposit all such funds, and provide the Treasurer with a listing of all funds deposited together with a deposit receipt issued by the bank.
- O. Update yearly registration forms.

**Vice Parent Coordinator shall:**

- A. Ensure all enrolled students have completed paperwork and forms, both physical copies as well as digital.
- B. Run background checks for all in the classroom parent(s) and/or guardian(s) before the first day of school or before they are permitted to participate in workdays or preschool events. No parent shall be allowed to participate in classroom workdays or preschool events without a completed background check.
- C. Keep and organize any physical files pertaining to the students.
- D. Maintain the member box (primarily by keeping it stocked with all relevant forms and copies of Standing Rules and Bylaws).
- E. Attend both monthly board and member meetings.
- F. Create sign-in sheets for member meetings and daily sign-in sheets for all classes; update as needed throughout the year.
- G. Work with the Parent Coordinator where responsibilities overlap and coincide.

**The Secretary shall:**

- A. Give notice to parents of meetings dates and times each month.
- B. Attend monthly board and parent meetings.
- C. Record and keep monthly parent meeting and board meeting minutes.
- D. Post all parent meeting minutes on the announcement board at school.
- E. Pick up mail from Sultan Post Office.
- F. Check and organize school email.
- G. Create a monthly parent newsletter with upcoming events and reminders.
- H. Maintain all paperwork required of the preschool by the State of Washington.
- I. Submit all insurance information for each offsite field trip, to PCPO.
- J. Create and make available all needed field trip forms, such as sign-up sheets and permission slips.
- K. Be listed as the administrator on financial accounts (when at all applicable) to ensure that any person(s) added or removed from any account is done so at the will of the board.
- L. Add/remove signees and debit card holders at the vote of the board.

**The Treasurer shall:**

- A. Conduct payroll on time and with accuracy.
- B. Prepare a tentative annual budget to be reviewed and approved by the Board of Officers.
- C. Maintain a complete and current set of financial records.
- D. Reconcile bank accounts monthly with financial records.

- E. Present a complete and accurate financial report at monthly board meetings.
- F. Quarterly and yearly tax paperwork.
- G. Contact members who have delinquent dues.
- H. Regular check-ins with the Chairperson.
- I. Obtain receipts for all expenditures before reimbursement..
- J. Issue monthly invoices for tuition.
- K. Account for all ingoing and outgoing monies in the proper financial documents.

**Fundraising/Marketing Coordinator shall:**

- A. Oversee and coordinate fundraising activities. The annual auction and any additional events will be chosen and planned by the Board of Officers.
- B. Be responsible for planning and conducting any fundraising meetings, you may need to reply to parents not able to attend the monthly parent meeting.
- C. Guide and assist preschool members with fundraising tasks and information including but not limited to how to sign up for Fred Meyer and community rewards points, as well as any task/requirements needed to complete fundraising activities.
- D. Keep a file with reports on each fundraiser. (Including successes, failures, opportunities, methods to improve, time and investment involved in the fundraiser, cost/expenses, contacts, etc.).
- E. Advertise and recruit members for the preschool.
- F. Maintain social media accounts (Facebook, school page as well as create and maintain private parent group).
- G. Make any needed updates to the school website and ensure the domain is renewed by December 9th of any year.
- H. Accept the proceeds of all fundraising activities, deposit all such funds, and provide the Treasurer with a listing of all funds deposited together with a deposit receipt issued by the bank.

**ARTICLE XI DUTIES AND RESPONSIBILITIES OF THE TEACHER**

**The Teacher's shall:**

- A. Perform under the terms of his/her contract.
- B. Obtain a copy of the minutes of the Board of Officers meeting from the secretary.
- C. All teachers are required to have a current First Aid/CPR certification, food handlers card, mandatory reporter certificate, and completed bloodborne pathogen training before orientation (as required by the state).
- D. Only teachers who are willing to accept the duties and responsibilities of participation in the school shall be eligible to be Members and enroll their own children. Teachers who are members shall have the following responsibilities:
  - 1. Must stay current with monthly tuition.
  - 2. Must pay an application fee within 7 days of application.
  - 3. Must pay start-up fee within 30 days of the first day of class.
  - 4. Must attend mandatory monthly meetings.
  - 5. Must participate in fundraising activities planned by the preschool. Including, but not limited to, the annual fundraising auction.
  - 6. Must assist with the scheduled periodic cleaning and moving of equipment.

7. Must participate in the set-up prior to the beginning of the school year and pack out at the end of the school year, as applicable.
  8. All enrollment forms must be submitted and processed by the first day of class.
- E. A tuition reduction of \$25.00 per month for one child only will be offered to teachers who choose to enroll their own children into the preschool.

## ARTICLE XII COMMITTEES

- A. Each family must either hold a school board position or a committee position for each enrolled child. A parent may not sign up for the same committee more than once if they have two or more children enrolled in the preschool.
- B. If a family member doesn't sign up for a committee position by the second parent meeting, they will be assigned one by the board.

### **Otters Class Tuesday**

1. Standing Rules (1)(**Cannot be held by a board member**)
2. Substitute Teacher (2) (**Must be CPR certified**)
3. Auction Assistant (1)
4. Special Days and Badge Maker (2)
5. Field Trips (1)
6. Yearbook (1)

### **Otter Class Thursday**

1. Standing Rules (1)(**Cannot be held by a board member**)
2. Substitute Teacher (2) (**Must be CPR certified**)
3. Auction Assistant (1)
4. Special Days and Badge Maker (2)
5. Field Trips (1)
6. Yearbook (1)

### **Harbor Seals**

1. Standing Rules (1)(**Cannot be held by a board member**)
2. Substitute Teacher (2) (**Must be CPR certified**)
3. Auction Assistant (2)
4. Special Days and Badge Maker (2)
5. Field Trips (1)
6. Yearbook (1)
7. Science and Creative Arts Table (1)
8. Sensory Bin (1)
9. Dramatic Play (1)

### **Orcas Class**

1. Standing Rules (1)(**Cannot be held by a board member**)
2. Substitute Teacher (2) (**Must be CPR certified**)
3. Auction Assistant (1)
4. Special Days and Badge Maker (2)

5. Field Trips (1)
6. Yearbook (1)
7. Science, Creative Arts Table, and Dramatic Play (1)
8. Graduation Planner (2)

**General Committees**

1. Grant Writers (2)
2. Paper Recycle (1)
3. Laundry (1)
4. Health and Safety (2)

- C. The board may reassign parents to new committee positions as needed throughout the year to ensure each committee is being utilized to meet the needs of the preschool in the best way possible. The board may adjust committee positions to reflect enrollment numbers as needed.

**ARTICLE XIII AMENDMENTS**

- A. The Board of Officers will establish a Standing Rules committee.
- B. Amendments to these Standing Rules will be presented to the Board of Officers by the committee, for review, consideration and if appropriate, adoption at the monthly Board of Officers meeting. Upon approval, the revisions will be presented to the parents at the parent meeting.
- C. No changes can be made to the Standing Rules without review by the Standing Rules Committee and a vote by the board.
- D. The school Articles of Incorporation and Bylaws may only be amended with a two-thirds (2/3) vote of the membership at any given parent meeting. It is never appropriate for either the Articles of Incorporation or the Bylaws to be altered/amended by any member or Officer of the Board without a two-thirds (2/3) vote of the membership.

**ARTICLE XIV SAFETY PROCEDURES**

**A. Fire**

1. Fire drills will be done monthly.
2. Students line up at the back entrance with the teacher leading and parents alongside the students to evacuate. The last parent out does one final look, including in closets and under tablecloths, to ensure all students are out.
3. If there is an actual fire and not a drill, any students in the snack room will be the responsibility of the snack parent and will evacuate directly to the wooden fence meeting spot with the snack parent.
4. The teacher is responsible for grabbing the attendance list and first aid kit (located by the front entrance). An updated parent contact list should always be included in the first aid kit.
5. The students, parents and teachers will meet up at the wooden fence behind the church. Attendance will be taken and ensured that all students are accounted for.

If there is an actual fire, families will be called and notified either by phone or contact app.

### **B. Earthquake**

1. Earthquake drills will be done yearly.
2. Adults in the classroom need to ensure students get under tables or into the safest place possible in their rooms.
3. When the shaking stops or it is safe to do so, have students line up at the back entrance with the teacher leading and parents alongside the students to evacuate. The last parent out does one final look to ensure all students are out.
4. If there is an actual earthquake and not a drill, any students in the snack room will be the responsibility of the snack parent and will evacuate directly to the wooden fence meeting spot with the snack parent.
5. The teacher is responsible for grabbing the attendance list and first aid kit (located by the front entrance). An updated parent contact list should always be included in the first aid kit.
6. The students, parents and teachers will meet up at the wooden fence behind the church. Attendance will be taken and ensured that all students are accounted for. If there is an actual earthquake, families will be called and notified either by phone or contact app.

### **C. Active Shooter**

1. As soon as an active shooter is suspected on campus or the Sultan School District goes on lockdown, immediately close and lock the inner doors to the classroom. Barricade the locked doors if possible.
2. If students are in the snack room, and there is a shooter on campus, those students remain in the snack room with the doors locked with the snack parent.
3. Contact can be made between rooms by the walkie talkies in the snack room and the classroom.
4. If the preschool is on lockdown due to a shooter at another Sultan District location, quickly bring the students in from the snack room so all students are located in one area.
5. The teacher is responsible for grabbing the attendance list and first aid kit (located by the front entrance). An updated family contact list should always be included in the first aid kit.
6. Gather the students in one room and keep them quiet and calm. Pick a location that is hidden from view to hide. Consider smaller groups with an adult in different parts of the room if they can all be hidden from view.
7. This would be an okay time to play a video on your phone (on silent) or read a book. Whatever it takes to keep them calm and quiet.
8. Cover the windows and turn off the lights. Silence phones.
9. Call 911.
10. Remain in the locked room until contacted by verified police authorities.

## **ARTICLE XV ASSETS**

- A. All play equipment, materials and material resources shall be stored for the summer, and shall not be rented, loaned, or used.



## STANDING RULES PARENT/GUARDIAN SIGN OFF SHEET

By signing, I hereby acknowledge that I have read and understand the Sky Valley Parent Co-Operative's standing rules. As a member, I will abide by these rules and understand that I may be subject to any listed penalty.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Child(ren)'s name: \_\_\_\_\_

DATE: \_\_\_\_\_