

# BETHEL PARENT COOPERATIVE PRESCHOOL

## STANDING RULES

### I. NAME AND AFFILIATION

The name of this organization shall be Bethel Parent Cooperative Preschool and it shall be affiliated with Bates Technical College, Child Studies Department, which shall provide services according to our contract (i.e. parent education, teacher training, board support.)

### II. PURPOSE

The purpose of this cooperative shall be to provide cooperative learning and play for the preschool children enrolled and to further the education of its members in the principles of child guidance by providing programs where children and parents learn together as participants in a college laboratory setting.

### III. MEMBERSHIP

Any parent/guardian/caregiver of a preschool child(ren) who is at least 24-months old by August 31, willing to accept the duties and responsibilities of active participation in the Preschool, is eligible to enroll children. Both members and their children shall comply with the requirements of the organization.

A. Present members in good standing shall have priority over returning and new members until Spring Open House.

1. Present “members in good standing” are those presently enrolled in the preschool who wish to return the following year with no breaks in enrollment.
2. Returning members are those who have had a previous membership and wish to return after a break in enrollment.
3. New members are those who have never been enrolled in Bethel Cooperative Preschool.

B. All prospective student members must meet the age requirements for their specific class:

- |                       |  |
|-----------------------|--|
| 1. 2's Class (Yellow) | Must be 2 by August 31 <sup>st</sup>   |
| 2. 3's Class (Green)  | Must be 3 by August 31 <sup>st</sup>   |
| 3. Pre-K Class (Blue) | Must be 4 by August 31 <sup>st</sup> . |

Exceptions may be made at Board and Teacher discretion.

Maximum enrollment will be 12 children in the Yellow class and 15 children in the Green and Blue classes. The number of children per class may be limited to fewer students, at the discretion of the Teacher and Board of Directors.

### IV. DUTIES AND RESPONSIBILITIES OF MEMBERS

Any member of the school must abide by and adhere to the following duties and responsibilities. **Failure to comply with the rules will constitute grounds for dismissal subject to review by the Board of Directors.**

A. Earn eight (8) or more parent education credits during the school year per family

Credits are earned as follows:<sup>1</sup>

1. Mandatory meetings include Parent Business Orientation, Classroom Orientation, evening parent meetings as set up by the Board and the Fundraiser(s). Parent meetings are for adults only.
  2. Bates Technical College offers numerous ways to earn parent education credits; monthly electronic opportunities sent to each family, quarterly “parent shares” during class time, visiting the resource room on campus and attending parent education seminars on campus.
  3. Additional opportunities include attending a board meeting (one per year), attending a Board approved community parenting seminar or workshop, reviewing preschool/parent literature, audio or video material and submitting a summary for the preschool newsletter.
- B. If enrolling after September, the new member will attend a Business/Classroom orientation conducted by the Class Chairperson or Registrar prior to child’s first day of school.
- C. Participate as a Teacher’s Assistant at preschool during the scheduled class time, approximately three (3) class sessions, per month, per child. Will carry out assigned classroom duties under the direction of the Teacher.
1. When you are scheduled as a Teacher’s Assistant in class, you must arrive 15 minutes **PRIOR** to class beginning. A \$15 fine will be levied if you arrive 10 minutes or more past your scheduled arrival time, and \$5 for each additional 5 minutes thereafter, not to exceed \$25. Due and payable within two (2) weeks.
  2. A \$25 fine will be levied if you are scheduled to help in the classroom and do not arrive prior to the beginning of class and another Assistant is secured to replace you. Due and payable within two (2) weeks
  3. If you are scheduled as a Teacher’s Assistant and are unable to work for any reason, it is **YOUR** responsibility to find a replacement for that day.
  4. Failure to show up or secure a substitute on your scheduled day, will incur a \$25 fine, due and payable within two (2) weeks.
- D. Arrange for your enrolled child to arrive and depart at the Scheduled class time.
1. Early Arrival
    - a. The parent/guardian/caregiver and preschool student(s) shall not enter the preschool classroom until the door has been opened by the teacher.
    - b. The working parent and their child(ren) should enter classroom 15 minutes prior to class starting.
  2. Late Pick-up
    - a. A parent/guardian/caregiver must pick up the preschool student at the end of the scheduled class time.
    - b. By Washington State Law, a child shall not be removed from the preschool property without parental consent, except by a Child Protective Services representative or law enforcement officials. Therefore, if a child is not picked up after class has

finished and the parent/guardian/child caregiver/emergency contacts cannot be contacted by telephone and all emergency numbers have been called with no response, CPS will be notified.

- c. A fine of \$10 for every 15 minutes late may be levied until the preschool student is picked up by a parent, the designated contact, CPS or law enforcement officials.

3. Substitute Pick-up

- a. The teacher must be notified of any other person picking up the child from school, by a release form or a dated and signed note.
- b.

- F. Each family is required to participate in two (2) cleaning days per year. A \$100 cleaning fee per family is required at registration and is refundable at the end of the year when the family has participated in required cleanings.

- G. Serve on the Board of Directors or on one Committee per child enrolled. Needed committees will be determined annually by the Board.

- H. Participate in fundraising activities including the Auction. Each family will attend the Auction and donate and/or solicit a minimum of two items.

**V. LEAVE OF ABSENCE**

- A. Pregnant mothers have the option of not being scheduled as a Teacher's Assistant in the classroom for six weeks before or after the birth of the baby. The parent is responsible for arranging, in advance, with the Class Chair for the days missed.
- B. Necessary allowance may also be made for other reasons i.e. serious illness, or other emergencies.

**VI. FEES AND FINANCES**

- A. A **registration fee** (amount to be determined annually by a vote of the board) shall be paid for each child upon entrance to the group.
- B. Registration secures the child's place in the preschool and is non-refundable.
- C. **Tuition** is figured on a yearly basis and divided into nine(9) equal payments. The monthly tuition for each child shall be determined annually by a vote of the board.
  - a. If enrolling between the 1<sup>st</sup> and the 15<sup>th</sup> of any month, full tuition is due. If enrolling between the 15<sup>th</sup> and the 31<sup>st</sup> of any month, ½ tuition is due.
  - b. Any special arrangements to meet this obligation must be made with the treasurer ONLY.
  - c. Tuition is reduced by 10% for the 2<sup>nd</sup> child (full tuition will be paid on the greater amount). Classroom duties will equal that of 2 children.
  - d. Full tuition must be paid if a child is absent for any length of time to save his/her space.
  - e. Tuition is due by the 1<sup>st</sup> day of the month. If not received by the Treasurer by the 8<sup>th</sup> of the month, late fees of \$25.00 will be

levied. If tuition is not paid by the last day of the month your child may, at the Board's discretion, not attend preschool until tuition is up to date – unless prior arrangements are made with the treasurer.

D. All registration and tuition fees will be paid by check, money order, or on Jovial (no cash), payable to “Bethel Preschool” in the following ways:

- (1) Place check/money order in the tuition box located in the classroom
- (2) Mail to “Bethel Cooperative Preschool; PO Box 651., Spanaway, WA 98387.

The fee for NSF checks will be whatever the current bank NSF fee that the preschool is charged plus \$15.00 for administrative fees.

- (3) Pay through Jovial using ACH or credit card.

E. Members will be duly notified by the Treasurer when tuition is outstanding. If a member has not paid the previous month's by the first of the next month, tuition shall be considered delinquent, and the member may be terminated after due notice.

F. **Tuition is non-refundable** with the exception of the last month's tuition, if two weeks written notice is given to the treasurer prior to withdrawal.

G. The Treasurer, the President and the-Vice-president/ Fundraising of this preschool are the only persons empowered to sign checks. Two of the above signatures are required for all checks.

H. The Treasurer's books shall be reviewed yearly.

## **VII. ADMINISTRATION**

A. Bethel Parent Cooperative Preschool will be administered by a Board of Directors elected by the membership. The board shall consist of : President, Vice president/ Fundraiser, Treasurer, Secretary, Registrar, Class Chairpersons, Health and Safety Chairperson, Parent Education/Program Chairperson and Committee Chairperson. Non-voting members shall include the teacher and instructor from Bates Technical College.

B. The Board of Directors shall hold monthly meetings and make a report of the meetings to the cooperative parents. The Board shall make recommendations to be approved by the membership

C. The Board of Directors shall consider and act as necessary between regular monthly meetings and upon any complaints and infractions of the rules.

## **VIII RESPONSIBILITIES OF THE TEACHER**

A. There shall be a written contract between the preschool and teacher. The contract shall be reviewed by the outgoing Board of Directors and renewable in May.

B. In case of absence, the teacher and the Board of Directors shall decide on a substitute. All substitutes must have a valid First Aid/CPR card. Parents who substitute will receive credit for one teacher assistant day.

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- C. The teacher shall:
  - 1. Attend Board of Directors meetings and Parent Education Meeting.
  - 2. Attend workshops and teacher meetings provided by Bates Technical College.
  - 3. Plan and implement an ongoing developmentally appropriate curriculum for the classroom.
  - 4. Work with parent committees provided to assist the teacher.
  - 5. Continue to update skills by taking Early Childhood Education classes/workshops.
  - 6. Have a current First Aid/CPR card.

## **IX. HEALTH AND SAFETY**

- A. In case of an accident, the parent(s) shall be notified. In the event the parents cannot be reached, the emergency procedure given by the parents on the health questionnaire will be followed. In a life-threatening emergency, emergency personnel will be called first.
- B. Each child will be covered by school accident and liability insurance which is included in the registration fee. Neither the cooperative preschool nor Bates Technical College will be liable for any injury either during the session, in transit, or on excursion.
- C. All members of the cooperative, including the teacher, will follow the policies of the Risk Management Handbook, which includes filing Incident/Accident Reports with the parent education coordinator.
- D. Any child who contracts any communicable disease should be kept home from school throughout the contagious period, and the Healthy and Safety Chairperson and the Teacher should be notified.
- E. At the discretion of the teacher, any child who shows signs of possible illness will be sent home.
- F. An earthquake kit will be re-stocked annually and stored in a convenient place for use in the case of emergency.

## **X. DISCIPLINE**

- A. The teacher will provide the membership with a **written discipline plan**, which includes guidelines for parent helpers and accepted rules of conduct for children.
- B. In the event of a serious discipline problem, the teacher will ask for a parent-teacher conference. If after a reasonable period of time there is no improvement in the situation, the Board of Directors, teacher and Bates instructor will decide on an appropriate alternative including dismissal from school.

## **VIII. AMENDMENTS**

- A. The Standing Rules can be amended or abrogated by a simple majority vote of the Board of Directors, provided there is a quorum present.

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the by-Laws or Standing Rules or subsequent amendments.

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