

South County Pre-Kindergarten Co-op

SOUTH COUNTY PRE-KINDERGARTEN CO-OP

PARENT HANDBOOK

2024-2025

SOUTH COUNTY PRE-KINDERGARTEN CO-OP

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SOUTH COUNTY PRE-KINDERGARTEN CO-OP

South County Pre-Kindergarten Co-op, Inc. (SCPC) is a non-profit tax-exempt corporation which began in 1974. The school is licensed by the Maryland State Department of Education Office of Child Care and meets all the requirements for a non-public child care center.

As a cooperative, we are a corporation owned by its members. Our paid staff consists of one teacher, one teacher's assistant, and two teachers' aides, all of whom are hired by the membership. All administrative functions of the Co-op are performed by the members on a voluntary basis. Our Board of Directors consists of six elected positions and four members appointed by the President. It is the Board's duty to conduct and manage the business and property of the corporation accordingly. The Board meets each month.

The Co-op is located at the **Davidsonville Family Recreation Center (DFRC)**. This site was formerly a Nike Base; however, the DFRC has a concession agreement with the Anne Arundel County Department of Recreation and Parks for the sole use of the facility. The Co-op subleases its building from the DFRC.

The DFRC is also incorporated and operated by a Board of Directors composed of delegates from each member organization of which we are one. Other member organizations of DFRC include: Boy Scouts of America; Anne Arundel Radio Club; Davidsonville Dance Club; Canine Training Associates; Free State Fly Fishers; and the Davidsonville Area Civic Association.

As a member of the DFRC, we are obligated to participate in their fundraisers and other special activities. SCPC could not exist without the DFRC and it is to our benefit to see that it is successful.



PHILOSOPHY AND GOALS

At SCPC, our program is concerned with the **total development of your child**—their social, emotional, and intellectual growth, and their physical development. Above all, we want your child to enjoy their first school experience. Each child should gain such a positive feeling about school that they will eagerly anticipate their start in kindergarten. It is not just the learning that is important, but the love of learning that will help them through their school years.

At SCPC, we believe that **a child's play is their work**. Young children learn best by doing. Learning requires active thinking and experimenting. Children need to manipulate blocks, squish play-doh, finger paint, play cooperative games, cut and paste, and try new activities to be a successful learner. Play provides the foundation for the rest of their learning.

At SCPC, your child will be exposed to a **large variety of play and learning experiences**. Some are easily recognizable and will have tangible benefits; others are less obvious. We think all of the activities we offer are valuable. We want every child to have opportunities to explore and learn in a relaxed but stimulating environment without feeling any pressure from adults or peers. We recognize that each child will benefit from their experiences in varying degrees depending upon their developmental level, their readiness and their interest.

At SCPC, we also want your child's **first regular separation from parents and family to be a happy one**. We want them to feel secure and to learn that they can trust their teachers and the other adults they will meet at school. We want each child to gain self-confidence and feel proud of their accomplishments.

At SCPC, we also believe that **parents are an integral part** of their child's learning experience. Parents have an opportunity to participate in the classroom on a regular basis and observe first hand the learning that takes place. This creates a rewarding preschool experience for both you and your child.



PROGRAMS

In order to ensure that each child enrolled in the Co-op has a positive and successful experience, the following **criteria** has been established to determine a child's readiness to begin preschool: the child understands simple directions, has an awareness of danger, communicates wants and needs, is toilet-trained, and is able to direct and sustain his/her attention at circle time.

Our **Three Year-Old Program** is heavily focused on social/emotional growth. Through games, songs, art, puzzles, and other activities your child will learn to:

- Listen at group time
- Await turn in playing
- Increase self-confidence
- Cooperate in group play
- Follow classroom routines and directions
- Develop fine motor control and coordination
- Recognize their written name
- Recognize colors
- Recognize basic shapes

Our **Four Year-Old Program** builds on these skills and adds:

- Name writing
- Letter recognition
- Phonetic awareness
- Expanded language opportunities:
 - Story writing
 - Journal writing
- Number recognition
- One to one correspondence
- Solving simple math problems
- Creating simple patterns
- Exploring simple science concepts such as sink and float, magnets

Our **Extended Day Program** is offered to 4 year-olds from 12:00 - 3:00pm on designated days. The program emphasizes art and other special enrichment activities, including guest presentations.

For a preschool child, play is learning...
and learning should be **FUN!**

ENROLLMENT

FORMS TO COMPLETE

All forms can be found in your family portal (Jovial).

Student:

- Health Inventory Part 1 & Part 2
 - To be completed by a medical provider once the child is 3 years old.
- Immunization Certificate
 - Returning students should submit an updated record if additional vaccines have been administered.
- Lead Blood Test
- Medication Administration Authorization Form (if applicable)
- FARE Allergy Emergency Care Plan (if applicable)

Class Helper (Adult Volunteer):

- Notarized Release of Information
- Noncriminal Justice Applicant's Privacy Rights
- CJIS LiveScan Registration (Fingerprints)
- SCPC's Standard Operating Procedures for Criminal History Record Information
- Medical Report for Childcare (Not required unless volunteering over 3 hours per week)

APPLICATION TIMEFRAME

All applications are considered in the order submitted by the date and time of receipt.

Second Week of January	Current and Continuing Members
Third Week of January	Alumni Families
Fourth Week of January	New Families

AGE REQUIREMENTS

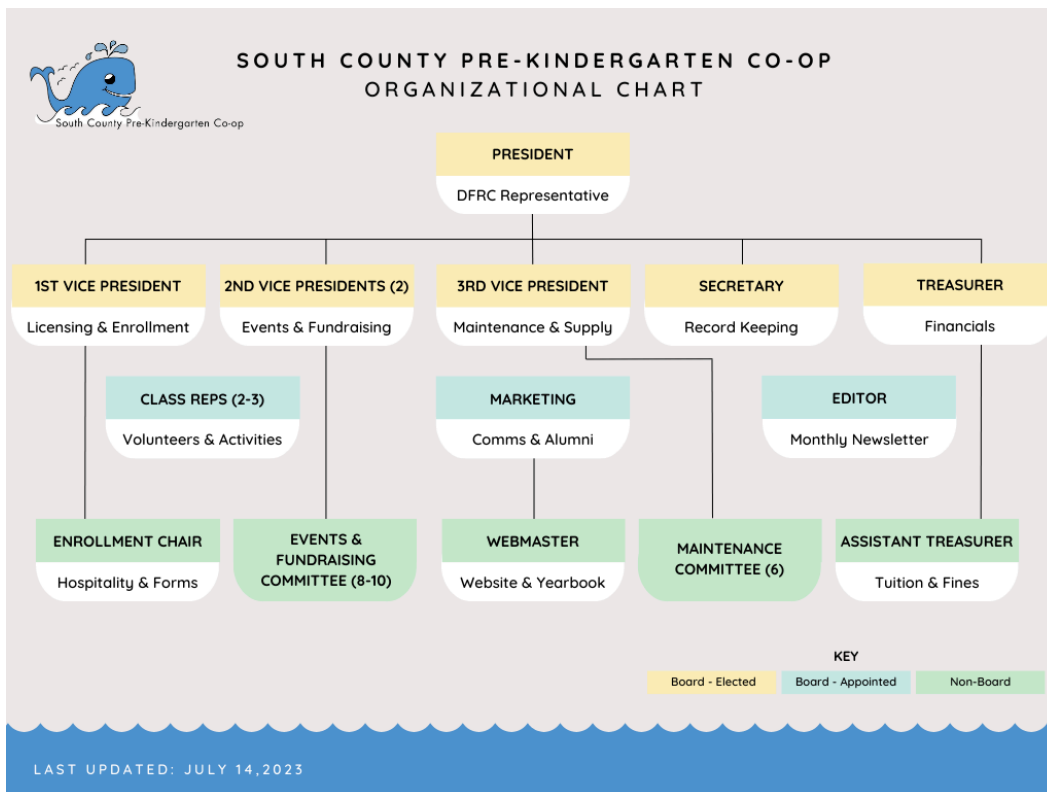
Children entering the 3's program must be 3 by September 1st of that year. Children entering the 4's program must be 4 by September 1st of that year. For families that wish to enroll their child with a "late birthday" (as defined as "a birthday that does not meet the AACPS-aligned cutoff date of September 1 for Pre-K 3"), the SCPC Policy Statement outlines the conditions that must be met under ENROLLMENT POLICY.

2024-2025 BOARD OF DIRECTORS AND TEACHERS

Jillian West, *President*
 Michelle Ismael, *1st Vice President (Enrollment & Health)*
 Emily Kauffman & Abigail Meyer, *2nd Vice Presidents (Events & Fundraising)*
 Mathilda Tolleson-Cloonan, *3rd Vice President (Maintenance)*
 Megan Hall, *Secretary*
 Juan Carlos Vargas, *Treasurer*
 Ashley Pachol, *3's Class Representative*
 Vanessa Smith, *4's Class Representative*
 Marina Shirkey, *Marketing & Alumni Relations*
 Ceile Marsh Callahan, *Editor*

—

Ann Collins, *Lead Teacher*
 Diana Gasch, *Teacher's Assistant*
 Sharon Gott, *Teachers' Aide*
 Alicia Alford, *Teachers' Aide*



BOARD OF DIRECTORS DUTIES

PRESIDENT

Provides leadership and oversight over all program activities, finances, and staff/volunteers. Enacts and updates policies and procedures to ensure SCPC meets the needs of its members and students. Ensures all licensing requirements and credentialing procedures are complete and up to date. Creates agendas and leads General Membership Meetings and monthly Board Meetings. Serves as the DFRC Representative. The three Vice Presidents, Treasurer, Secretary, Class Representatives, Editor, and Marketing/Alumni Relations Chair report to the President.

1ST VICE PRESIDENT

Manages the administrative paperwork for the school. Communicates with the Office of Child Care to maintain licensing and ensures all parent volunteers and staff are up-to-date on background checks and continuing education requirements. Keeps insurance policies up-to-date. Notifies general membership of communicable diseases, handles sanitation or health problems, consults with the Health Department, and maintains first aid supplies and individual students' emergency medications. Collaborates with the Enrollment Chair to maintain up-to-date class lists, emergency contact lists, and an allergy list in addition to organizing all required documentation. Oversees Enrollment Chair.

Enrollment Chair (*Non-board Position*): Fields inquiries about the Co-op, organizes individual tours with prospective families, manages enrollment/registration procedures, and maintains student enrollment files. Distributes, collects, and reviews health forms in conjunction with the 1st Vice President.

2ND VICE PRESIDENT (2)

Leads and coordinates the Events and Fundraising Committee to build community and meet annual fundraising goals. Events and fundraisers are held throughout the year, culminating in the Annual Auction and Dinner in the spring. Responsible for coordinating all aspects of the auction event, delegating committee tasks, tracking RSVPs, managing vendors and decor, and planning games, presentations, and the in-person auction. Also manages an online auction using designated auction software, coordinating efforts to solicit auction items and preparing items for distribution.

3RD VICE PRESIDENT

Oversees the Maintenance Committee, managing and delegating tasks throughout the school year. Leads twice annual school-wide clean-ups, coordinates weekly cleanings of the school interior, purchases supplies, plans outdoor maintenance projects, and manages all summer maintenance responsibilities. Hires contractors for larger repairs or updates. Responsible for ensuring a safe environment for students and staff, tracking improvements and mitigation strategies for asbestos, lead paint, and water quality. Serves as an alternate for the DFRC representative.

SECRETARY

Responsible for maintaining and distributing up-to-date school paperwork, including general policies and by-laws, job descriptions, class rosters, and committee lists. Records and clarifies minutes from monthly Board Meetings and posts them in the school. Maintains and assembles the blue welcome folders for the parents/guardians at the start of the school year. Manages annual teacher evaluations. Keeps the Google Drive files organized and archived in conjunction with the President.

TREASURER

Prepares and presents monthly reports for Board Meetings and General Membership Meetings by tracking and reconciling all school income and expenses in Quickbooks. Manages school accounts (bank, Zelle, Paypal, etc.), pays bills, checks school's PO box, issues reimbursements, prepares annual budget, runs payroll biweekly, and works with an accountant to file taxes. Works with Assistant Treasurer to track monies from tuition, fundraising efforts, and field trips.

Assistant Treasurer (Non-board Position): Collects, records and deposits all incoming monies. Responsible for monthly tuition invoicing, collections efforts and applying fines/late fees to accounts. Ensures all members maintain good financial standing. Makes timely bank deposits and provides the Treasurer with detailed deposit records. Monitors incoming mail at the school's PO Box and assists the Treasurer with general duties.

CLASS REPRESENTATIVE (One per class)

Serves as the primary point-of-contact for families and acts as a liaison between the class, the teachers, and the Board of Directors. Welcomes and orients new families and co-hosts the Welcome Picnic. Sends regular communication updates from the teachers, committees, and Board of Directors via regular (weekly or bi-weekly) emails and group texts. Creates and maintains the Class Helper schedule, assists with organizing class field trips as needed, and oversees planning for special events including the teachers' holiday gifts, Teacher Appreciation Day, end-of-year teacher gifts, and the Annual Auction class basket.

MARKETING & ALUMNI RELATIONS

Oversees the marketing efforts of the preschool – including social media, events, and printed collateral – to share enrollment opportunities, fundraising events, and general school information with current, former, and prospective SCPC families. Creates content for social media and identifies opportunities to engage with community members. Plans, promotes, and staffs 2-3 school Open Houses per year. Oversees Yearbook/Website volunteer, ensuring all information on the website is accurate and up-to-date.

Yearbook and Website Chair (Non-board Position): Updates the SCPC website and communicates with the website hosting company. Designs, prints, and distributes the yearbook, using appropriate software and vendors. Some website development and/or software skills are recommended.

EDITOR

Compiles, edits, and formats information and photos from Board members, teachers, and families to create "Whale Tales," the school's monthly newsletter for current families. Experience with Canva, or other design program, is recommended, but not necessary.

FAMILY COMMITTEES

EVENTS AND FUNDRAISING (6+)

Helps organize all fundraisers and events including the Annual Auction under the direction of the two 2nd Vice Presidents. The committee relies upon a variety of skill sets, including event planning, soliciting donations, and strong administrative skills.

MAINTENANCE (6+)

Maintains the interior and exterior of the building, stocks equipment and supplies, and fulfills requests from the Board and/or teachers, under the direction of the 3rd Vice President. Responsibilities may include, but are not limited to, indoor cleaning, outdoor weeding and landscaping, painting, shopping for supplies, and cleanup after events. Tasks within the maintenance committee often involve physical labor.

OBLIGATIONS OF MEMBERSHIP

REQUIRED PARENTAL RESPONSIBILITIES	
Volunteer as a Class Helper	One member of the family is required to volunteer in the classroom roughly 1-2x per month unless they hold a position on the Board of Directors. Extended Day participants require Class Helpers as well. Accompaniment of siblings is not permitted.
Serve on a Committee	Each member must serve on the Board of Directors OR on a committee. Assignment is based on members' preferences and needs of the school.
Attend Clean Ups (2)	Each family must participate in the fall and spring clean ups to ensure a safe, clean environment for our students. Only one parent need attend (without children). If you are unable to attend, you must notify the 3 rd VP in writing in advance, and complete assigned make-up tasks.
Attend Clean Up Weekend (1)	Each member is required to sign up for one clean-up weekend. Cleaning may be done after classes on Fridays (after 12:00pm) as an alternative to Saturday or Sunday. Only one parent is necessary and children are allowed. The task checklist and sign off sheet are located in the Storage Room.
Attend General Membership Meetings (3)	Each member must attend the three general membership meetings (GMM) in the fall, winter, and spring. If you absolutely cannot attend, and you believe your absence may be excused by the Board, you must submit your reason to the President in advance.
Attend the Whale Trail	New families must complete the "Whale Trail," a mandatory orientation and tour of the SCPC facility.
Participate in Fundraising Events	Each member is required to participate in mandatory fundraising events. Generally, families are required to purchase four tickets to SCPC's annual auction fundraiser (which typically cost \$50 apiece), and are also required to solicit donations worth a combined total of at least \$100. A donation letter template for soliciting businesses will be provided. Expectations of families differ from year to year depending on the school's needs. Financial responsibilities for families with multiple children is assessed on a tiered basis.
Provide Transportation	Each member will be expected to provide transportation during field trips for their own child(ren) or should arrange their own carpooling.

- Each member is **required to submit all student forms** including three state and county health forms **plus a non-refundable registration fee** for their child.
- Each member is **required to obtain a criminal background check/fingerprints** for each parent/guardian or grandparent/nanny who will be volunteering in the classroom.
- Each member **must pay the first and last month's tuition fee** as well as an **enrichment fee** to secure the class placement of their child.
- Each member is required to pay **tuition before the 10th of each month.**
- **Fines** are imposed for missing cleanups, General Membership Meetings, committee meetings, or the Whale Trail, as well as late tuition.

If any of the above **Obligations of Membership** are not met and/or fees or fines are not paid within the 30-day timeframe (see FEES in the Policy Statement), a member will receive a letter indicating they are not a member in good standing. Patterns of non-participation will be brought to the attention of the President, who will determine an appropriate course of action in conjunction with the Board.

FEES AND EXPENSES

Fee	Amount	Details
Registration Fee	\$100 (1 st child), \$50 (2 nd child), \$0 (3 rd child)	Due in January for following school year; non-refundable
Enrichment Fee	\$75 (3's) \$100 (4's)	Due May 1 st
Background Check	May vary based on name changes and previous addresses; roughly \$55	Required by every adult volunteering in the Co-op as a Parent Helper.
3's Tuition	\$165 per month	Due the 1 st of month Sept-Mar, First & Last month's payment due May 1 st
4's Tuition	\$215 per month	Due the 1 st of month Sept-Mar, First & Last month's payment due May 1 st
4's Extended Day Tuition	Wednesdays only: \$60 Thursdays only: \$60 Both days: \$120	Paid monthly when tuition is due
Late Tuition Fee (10 Days)	\$25	If submitted past 10 th of month
Late Tuition Fee (20 Days)	\$50	If submitted past 20 th of month
Returned Check Fee	Bank Determined	
Non-Participation in Clean Up	\$75 per occurrence	ALL members are required in August and June for school clean ups as well as their clean-up weekend.
1st Missed Required Meeting	\$25	Includes GMM, Whale Trail, committee meeting and/or assignment
2nd Missed Required Meeting	\$50	Includes GMM, Whale Trail, committee meeting and/or assignment
Auction Tickets	Four per family (1 st child), two additional (2 nd child), 0 (3 rd child)	Prices will be determined based on location. Expect \$50.00 per ticket due one month prior to auction.
Auction Solicitation	Two items worth \$100 (first child), one \$25 item (2 nd child), \$0 (3 rd child)	In lieu of items you may make an equivalent cash donation. All items due one month prior to auction.
Class Basket	Item(s) can be purchased, made by hand, or acquired through solicitation.	Each class contributes a themed basket to the auction.

**All fines for late tuition and missed required activities are cumulative, and if payment is not received within 30 days, a letter indicating they are not a member in good standing will be sent.

TUITION SCHEDULE

The SCPC school year is nine months long with classes running from September – May.

TUITION

3's on M/T — 9:00 am-12:00 pm.....\$165/ month (3 hour class)

4's on W/TH/F — 9:00 am-12:00 pm.....\$215/ month (3 hour class)

4's Extended Day on W or TH — 12:00 pm-3:00 pm\$60/day (paid monthly)
(Families may opt for both days at a cost of \$120/week, paid monthly)

The first and last month's payment is made May 1st of the current year to secure your child's place in the school.

Tuition is paid on the first of the month, September through March.

DUE DATES

May 1.....Payment for September & May (non-refundable)

Sept 1.....Payment for October

Oct 1.....Payment for November

Nov 1.....Payment for December

Dec 1.....Payment for January

Jan 1.....Payment for February

Feb 1.....Payment for March

Mar 1.....Payment for April

If you are interested in **paying for several months or in full**, at the start of the year, please contact the Assistant Treasurer (SCPCasstreasurer76@gmail.com) for an invoice to be generated for you.

CHECKS are made payable to — *South County Pre-Kindergarten Co-op, Inc.*

FEES — Tuition received after the 10th of the month is **fined \$25**,
and after the 20th is assessed an **additional \$50**.

In the case of withdrawal, a member is required to give at least 30 days written notice to the President and to pay tuition for the entire month in which the child is withdrawn. However, if enrollment of a new student to the school results in collection of "double payment," the excess amount of tuition shall be refunded to the departing member. The last month's tuition fee paid in May of the previous school year to secure the child's enrollment is non-refundable.

CLASSROOM POLICIES & PROCEDURES

FIRST DAY OF SCHOOL

This is your child's opportunity to become acquainted with the school and teachers. Let him do so at his own pace. Some children rush in and participate in everything; others just want to observe. This might be the time to let the teacher(s) help a shy, frightened child adjust. As the class helper, it is better to follow the teacher's instructions for these children.

SCHOOL SUPPLIES

We ask that children bring a backpack, a leakproof water bottle, snack container (with an ice pack if needed), and an extra change of clothes (shirt, pants, socks, underwear) for spills and accidents. All of the items should be labeled with your child's name. If your 4-year-old is staying for the Extended Day Program, send a lunch packed separately from snack, a sleeping bag or nap mat (to remain at school), a book or two, and one sound-free stuffed animal if you'd like.

DRESS

Do not send children to school in clothes that cannot be soiled. We try to be careful; however, clothes may be torn or have paint spilled on them, and a child should not be upset by that. Please dress your child appropriately for the weather (i.e., hat, mittens, warm socks, boots, etc.) We like to go outside unless it is raining or bitterly cold. **Flip-flops are NOT allowed.**

DAILY ACTIVITIES

9:00am	Arrival
9:00 – 9:20	Gathering Time
9:25 – 9:45	Circle Time
9:45 – 10:40	Activity Time
10:40 – 10:50	Clean Up
10:50 – 11:15	Snack Time
11:15 – 11:25	Story Time
11:25 – 11:55	Outdoor Play
11:55 – 12:00	Dismissal

TOUCH AND TELL

Touch and Tell is our version of "show and tell." Each child may bring in an item to share one day a week. A note will be sent home the first week of school specifying your child's day. Do not send an item when it is not your scheduled day. Since they love to bring many things at one time, you will need to reinforce that only one

item will go to school. Allow them to bring whatever is important to them; however, you may suggest an interesting and informative item from home. ****Guns, swords, weapons of any kind, chewing gum, candy, & money may under no circumstances be brought to school.**

OUTSIDE ACTIVITIES

The children visit the playground unless it is raining. The swings do need an adult's constant attention, as does the climbing apparatus. Physical activities and games will be available for those children interested; either the teacher(s) or interested class helper will work with these.

FIRST AID REPORT

If your child requires first aid, a written report of the injury will be provided to you.

MONTHLY THEMES

	3's	4's
September	Me/I Am Special Body Parts Colors	Me and My Family Colors Introduce Letterbox
October	Fall Halloween Colors	Fall Halloween Shapes/Shadows
November	Thanksgiving Sense of Taste Counting/Numbers	Thanksgiving Native Americans Counting/Numbers
December	Holiday Traditions Sense of Sound/Smell	<u>Three Billy Goats Gruff</u> Holiday Traditions
January	Winter Food/Grocery Store Shapes	Winter Food/Grocery Store Sense of Taste/Smell Measuring <u>Caps For Sale</u>
February	Community Helpers Valentines	Community Helpers Valentines Post Office Letters
March	Science Discovery Things That Go	Dinosaurs Magnets
April	Spring Plants/How Things Grow Pets/Animals Teddy Bear Picnic	Spring Plants/How Things Grow Pets/Animals Teddy Bear Picnic <u>Jack & The Beanstalk</u>
May	Mother's Day Insects Beach	Mother's Day Insects Beach

SCHOLASTIC BOOK CLUB

In an effort to update and increase the school's book collection, we participate in the Scholastic Book Club. Parents can select books for their child, and in turn, the school receives points toward free books and materials. This program has been very successful and has given the school a nice selection of new books. Participation in the program is voluntary.

DISCIPLINE

The teachers are the disciplinarians and use positive methods of redirecting inappropriate or undesirable behavior. They see the children each school day and know best what tactics to use with each individual child. Should the usual methods of redirecting behavior (such as praising the positive or offering distractions) prove to be unsuccessful and the child persists in undesirable behavior, the teacher and/or aide may need to employ more direct intervention. At that time, a brief 3-4 minute supervised time-out may be utilized. The teacher will notify the parent/guardian when more direct intervention has been required. If the behavior persists, a conference with the teacher, President and child's parents will be held to establish a plan of action. However, at no time is verbal belittlement, ridicule, or any form of corporal punishment permitted by the teacher, aide or the class volunteers.

FIELD TRIPS

Parents/Guardians must stay with their child for the entirety of the field trip (i.e., children may not be dropped off at a field trip site). Transportation for such trips is the parents' responsibility; however, carpooling can be arranged. Siblings are not permitted to attend unless otherwise noted.

One seat belt must be used for each child in the car. Car seats are required for all three-year olds and all four-year olds under 40 pounds in compliance with the State of Maryland laws. In addition, no child shall be seated in the front seat of any motor vehicle.

CLASS HELPER DUTIES

- **Arrival:** Check with the teachers for the day's instructions and greet children as they arrive.
- **Gathering Time:** Supervise open play and assist children at table.
- **Circle Time:** Join children on the rug and feel free to participate in songs, fingerplay, etc.
- **Activity Time:** Carry out structured activity assigned by the teacher.
- **Clean Up:** Help clear tables and art area. Spray and wipe down all tables with bleach-water solution.
- **Snack Time:** Assist children with handwashing. Supervise children as they seat themselves and bring yourself a snack to enjoy with them.
- **Clean Up:** Clean tables with bleach-water solution and sweep the floor. Check the bathroom and kitchen for cleanliness, consolidate trash and take it to the dumpster when children go out to the playground.
- **Outdoor Play:** Assist children with coats, mittens, hats, etc. and accompany children to the playground.
- **Dismissal:** Children line up in the hallway and teachers will bring them out to their parents at the front door where they will sign out and depart.

HINTS FOR CLASS HELPERS

- When printing a child's name on their artwork, always make sure it is spelled correctly. Capitalize the first letter only. Check the chart by the doorway if you are unsure of the spelling. Have the children print their name on the back before starting their artwork if they know how to.
- Let the child draw for themselves; encourage the child's creativity. The finished project doesn't need to look like the sample.
- When working in the art area use the color names as they are being used. Encourage the child to use the names. This also applies when working with letters, numbers, and shapes.
- Encourage the child to do as much as possible for themselves.
- Our role is more of a responder and observer to the children, helping them discover things for themselves rather than simply giving answers. Young children learn best from physical involvement with a learning process.
- Children need praise and encouragement; however, make sure it is meaningful. Give lots of it.
- Do not correct a child's grammar. Answer their questions or statements using correct English. Teach by example.
- Let children work out their own disagreements and problems using their minds when possible. Be alert to the need for adult intervention.
- If at a loss as to what to do, read to the children. They love to read, and they can never have enough. Sit on the floor with them if possible. They like to be close to you.
- Enter into the creative play that is going on. Be part of it – don't change or direct it.
- When clean up time comes, assist the children and encourage them to do as much of it as they are capable.
- When sitting with the teacher(s) and children at group time, please sit in with the group. The children love to sit close to you and on your lap.
- Remember this is a cooperative and as such you are encouraged to involve yourself in all parts of the program. Contribute your talents – don't hold back! You are in for many pleasant moments.

ALLERGY POLICY

SCPC is a nut-free school; peanuts and tree nuts are not allowed. All food allergies are posted on the school refrigerator. Please review each time you are a Class Helper so that you can be aware. Teachers will communicate when special in-class snacks will be prepared for the students. If your child has specific food allergies, provide a shelf-stable emergency snack to be kept at the school to ensure your child always has something he or she can eat. **Provide an epipen to keep on-site if needed as a response to exposure.**

SNACK POLICY

The State Department of Health and Mental Hygiene requires that a nursery school provide time for a snack or "mid-morning or mid-afternoon nourishment" for preschool children. Whether you feel that snacks are necessary or desirable, they are required, so let's have our children learn early to like and choose nutritious foods.

Aside from being a healthy break, we believe that snack time is beneficial because it provides an opportunity to learn and share. Hopefully, the children will be given a chance to try new foods and to learn what foods are nutritious. Children are more likely to eat something new around friends. In addition, the children are developing good table manners. They wait until everyone is seated and served before eating and they say a poem of thanks. During snack time, the children are seated around the tables, sharing conversation during an activity they enjoy. We all know that some of the best talking occurs during mealtimes when everyone is seated together.

Each family is responsible for sending a snack for their child each school day to establish healthy eating habits. We urge families to send in wholesome foods such as raw vegetables, fresh fruits, and whole grain products. We discourage foods that contain excessive sugar, fats, salts, as well as those containing a lot of additives, preservatives, and artificial flavors and colors which contribute little nutritional value and can cause problems in children sensitive to them. Suggestions include: String cheese, fruit, vegetables, guacamole, hummus, hard-boiled eggs, yogurt, cottage cheese, meats, and pretzels.

BIRTHDAYS

Parents may send in a special treat on their child's birthday but be aware of the allergies in your class and please **do not send** balloons, party favors, or hats. Small, non-food treats are acceptable such as pencils, keychains, small toys, etc. If your child's birthday occurs during the summer and you'd like to celebrate him/her at preschool, arrangements to do so can be made with your class representative.

SICK POLICY

If your child is sick, please notify the teacher(s) via email or the preschool phone number. Your child should be **fever free for 24 hours without fever reducing medications and no vomiting for 48 hours without anti-nausea/vomiting medication** in order to return to school. If your child exhibits any of the following symptoms, he/she should not attend school: fever 100°+, chills, sore throat, unable to swallow, vomiting, headache plus one other symptom, unexplained rash, runny nose with thick mucus, severe cough, diarrhea, red/itchy eyes, flushed cheeks, earache. You know your child best and if you think he/she is coming down with something, take consideration for the other families in the co-op and keep them home. If your child has **unique health circumstances**, please have the pediatric provider supply a note explaining the situation.

SCPC follows CDC and MSDE guidelines for return to school after COVID illness. We recommend that children remain out of school for at least 10 days after symptom onset to prevent the spread since it is difficult for young children to continuously and properly wear a mask.

INCLEMENT WEATHER

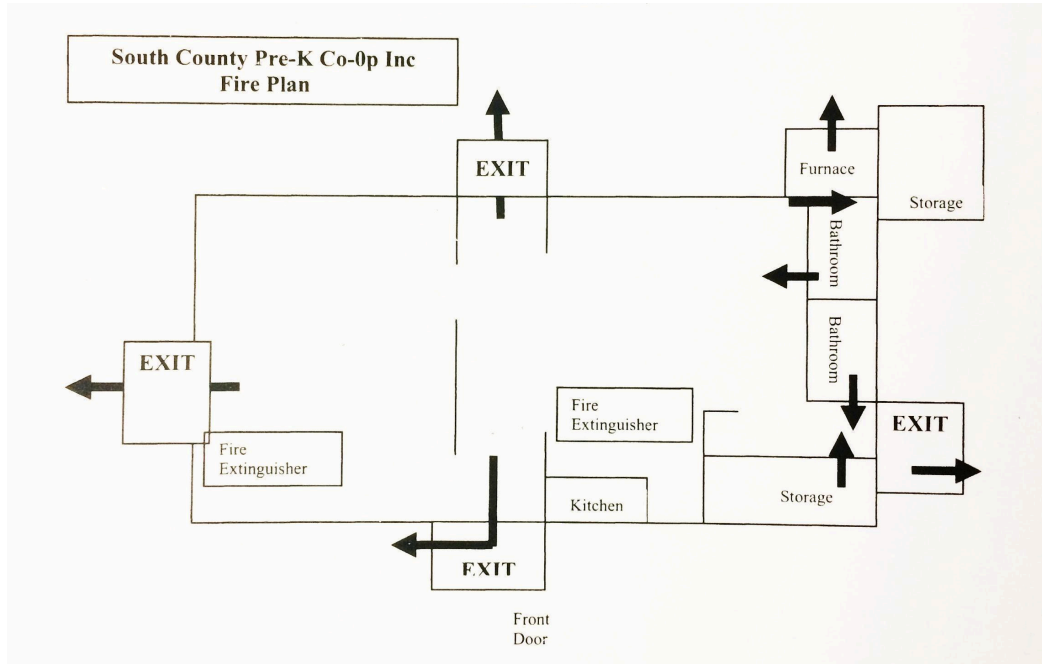
All classes will be canceled due to snow if Anne Arundel County schools are closed. If AACPS has a 2-hour delay on a Monday or Tuesday, the 3's class will be canceled. If AACPS has a 2-hour delay on a Wednesday or Thursday, the 4's class will be held from 10:00am to 12:30pm and the extended day 4's class will be from 12:30pm to 3:00pm. If AACPS has a 2-hour delay on a Friday, the 4's class will be held from 10:00am to 1:00pm. On some occasions, SCPC may cancel or decide to hold classes when AACPS does not due to our assessment of the roads and weather. A revised Inclement Weather Policy may be implemented if deemed necessary by the Board.

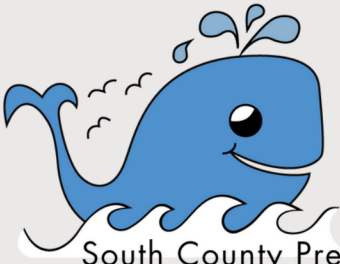
On **snowy/icy mornings**, class helpers will be asked to salt and/or shovel the walkway in front of the preschool and teacher's entrance.

EMERGENCY EVACUATION

In case of emergency, gather children closest to you and guide them in a calm, orderly manner out the nearest exit (see building floor plan on the next page). Once outside, proceed to the assembly point which is the telephone pole that can be seen through the window of the play housekeeping area in the school. Help line up all children on the sidewalk beside the telephone pole so that everyone can be accounted for. The lead teacher is responsible for taking the roll book outside and making sure everyone present has exited the building.

FIRE PLAN





South County Pre-Kindergarten Co-op

SOUTH COUNTY PRE-KINDERGARTEN CO-OP

BY-LAWS &
POLICY
STATEMENT

LAST UPDATED: JULY, 2024

SCPC BY-LAWS

ARTICLE I

NAME: This group shall be known as *South County Pre-Kindergarten Co-op, Inc.*

ARTICLE II

OBJECT: Cooperative play and learning for pre-school children and cooperative learning for parents/guardians, through class study and observation of the activities of this group, and through participation in guiding children.

ARTICLE III

SECTION 1 – Membership

The membership of the Corporation shall consist of all families who have enrolled a child. South County Pre-Kindergarten Co-op, Inc. does not and will not discriminate against applicants and students on the basis of race, sex, color, creed or national origin.

SECTION 2 – Harassment

The SCPC maintains a policy that prohibits sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, age or any other basis made unlawful by federal, state, or local law or ordinance or regulation. This policy applies to all persons involved in the operations of the SCPC and prohibits such harassment by any employee of SCPC. Prohibited harassment, in any form, is unlawful and will not be tolerated.

SECTION 3 – Anti Discrimination

The SCPC is committed to providing equal employment opportunities in all phases of employment activity. The SCPC maintains a policy that discrimination on the basis of race, color, sex, national origin, religion, age, physical or mental disability, personal appearance, marital status, matriculation, sexual orientation, veteran status or political affiliation or any other legally protected status, is prohibited.

SECTION 4 – Obligations of Membership

All members must remit tuition and other fees within 10 days of the due date, be responsible committee members, attend the workshop prior to the start of school, attend three general meetings, take their turn as Parent Helper according to the schedule and abide by the Policy Statement and By-Laws. Fulfillment of these requirements constitute membership in good standing. Failure to fulfill these obligations could lead to termination of membership.

SECTION 5 – Termination of Membership

The Board may, with good cause, remove a family from membership. Reasons for removal can include, but are not limited to: failure to fulfill the obligations of membership, or the inability of a child to adapt appropriately to the preschool program.

The existence of any such situation shall be brought to the attention of the Board of Directors. After discussion of the issues with the concerned parties, the Board may determine the situation warrants: (a) a probationary period of one month, during which time any delinquencies are rectified; or (b) termination of membership. The Board will vote by secret ballot whether to terminate membership. A two-thirds vote of the Board Members present at the meeting shall be required to terminate membership.

SECTION 6 – Voting Rights

Each member family in good standing shall have one vote. Each Associate Member is entitled to one vote. At the time of the board transition in June, membership is terminated for all current members not enrolled for the following fiscal year. All members who are enrolled for the following fiscal year are deemed to be current voting members.

SECTION 7 – Conferences and Observation

Before enrolling, an applicant shall have an opportunity to observe an actual classroom situation as well as meet with an Enrollment Committee member.

ARTICLE IV – Teachers

SECTION 1 – Qualifications

The teacher shall have Maryland State Certification in Early Childhood Education, have at least two years experience in early childhood education, and have participated in current CPR and first aid training. They shall take a minimum of eight hours of early childhood education workshops each year. May act as director for DHR/CCA licenser purposes, if requirements are met for the state-required Administration Course. The teacher's aide shall have at least two years experience in early childhood education and participate in current CPR and first aid training. South County Pre-Kindergarten Co-op, Inc. does not and will not discriminate against faculty staff on the basis of race, sex, color, creed or national origin.

SECTION 2 – Contract

All teachers shall sign a one year contract by May 1st, stating the terms of employment. The contract year begins on August 15th. Teachers shall abide by the Policy Statement and By-Laws of the Corporation where applicable.

SECTION 3 – Membership

Teacher and aide are honorary Associate members of the Corporation; and, as such, each has one vote.

ARTICLE V – Officer Roles

SECTION 1 – Officers

The Officers of the Corporation shall be a President, three (3) Vice-Presidents, Secretary, and Treasurer. The officers shall be elected by the general membership at the May meeting of the Corporation for a term expiring at the close of the ensuing school year. All officers shall take office at the June transition board meeting. Election as an officer constitutes election as a director.

SECTION 2 – Qualifications

No person shall be elected or appointed or continue to serve as an officer or director if not a member in good standing of the Corporation.

SECTION 3 – The President

The President shall be the chief officer of the Corporation and shall preside over meetings of the Corporation and of the Board of Directors. The President shall be member ex officio of all committees. The President may co-sign or endorse checks, drafts, and notes. The President shall communicate to the Corporation such matters, concerns, and suggestions as may tend to promote the welfare and increase the usefulness of the Corporation, and shall perform such other duties as are necessarily incident to the office. The President serves as the delegate to the Davidsonville Family Recreation Center. She shall be responsible for writing the School Calendar in conjunction with the Teacher and planning the Parents' Workshop.

SECTION 4 – Vice Presidents

There will be three Vice Presidents.

The **1st Vice-President** shall, in the event of the absence, disability, or death of the President, possess all the duties of the Office of the President. In the event the 1st Vice-President is unable to serve in this capacity, the membership shall elect a President to fill this vacancy. The 1st Vice-President is an ex officio member of Enrollment and Health and oversees the duties of the Enrollment chairperson. She shall be responsible for the school's accreditation, MSDE/OCC licensure, and may co-sign or endorse checks, drafts, and notes. The 1st Vice-President shall act as the second of two teacher substitutes in the case of the Teacher's absence. CPR certification is required and will be provided by the school if needed.

The **2nd Vice-President** is an ex officio member who oversees the Events and Fundraisers Committees. She shall be responsible for all special events.

The **3rd Vice-President** is an ex officio member of and shall oversee and be responsible for the Maintenance and Supply Committees. She shall serve as the Davidsonville Family Recreation Center alternate delegate.

SECTION 5 – The Secretary

The Secretary shall keep the minutes of the meetings of the Corporation and the Board, shall give advance notice of such meetings, and post the Minutes to the Parent Bulletin Board at school within one week of said meeting. The Secretary shall perform such other functions as may be incident to the office. They will also maintain an accurate list of all current members and their committees. She shall distribute and create a summary for the Annual Teacher and School Evaluations. A copy of the summary shall be discussed at the Spring GMM and provided to the teacher and teacher aides.

SECTION 6 – The Treasurer

The Treasurer shall keep account of all monies collected and received by the Corporation, shall deposit such in the bank or banks designated by the Board, and shall keep a record of members in good financial standing; shall collect, deposit, and record all tuition payments made to the school. The Treasurer will be responsible for disbursing funds for regular monthly expenses for salary, insurance, utilities, and necessary expendable supplies and also for expenditures of Board members and committee chairpersons up to approved Budget amounts upon presentation of receipts. Receipts should be initialed or signed and dated by the Board member or chairperson authorizing the payment. Any Co-op member may be reimbursed for expenditures up to \$100.00 with the President's approval upon presentation of receipts. The Treasurer may co-sign or endorse checks, drafts, and notes. The Treasurer shall present a report to the Board at its regular meetings and shall prepare full written financial statements as requested by the Board or required for meetings of the Corporation. Any honest and unintentional error made in the exercise of this office shall be the responsibility of the school and not of the Treasurer personally.

ARTICLE VI

SECTION 1 – Board of Directors

The Board of Directors shall consist of the elected officers of the Corporation as well as one Class Representative from each class, the Editor, and the Marketing Chair, who are appointed by the President with the consent of the majority of the officers at a special executive session (nominating committee) for terms expiring at the close of the ensuing school year. Not less than three nor more than seven additional Board members shall be joined with the officers on the Board at any time. The immediate past President or a previous Board of Directors member appointed by her shall serve as a non-voting advisor of the Board of Directors.

SECTION 2 – Powers and Duties

The Board of Directors shall have full power and authority to conduct and manage the business and property of the Corporation subject only to specific instruction from the membership. The board shall operate the school in accordance with the current policies of the Corporation as approved by the membership. The board shall create and designate such committees as it finds necessary and desirable. The Board shall not delegate control of employment practices. The Board, in conjunction with an appointed Hiring Committee if applicable, shall conduct the hiring and termination of any Teacher or Teacher Aides.

SECTION 3 – Meetings

There shall be meetings of the Board of Directors whenever necessary. The President will call regular monthly meetings of the Board and shall call special meetings upon verbal or written request from three members of the Board. During the school year, notices of regular meetings shall be posted two weeks in advance of such meetings. Three consecutive absences from regular Board meetings shall be deemed a resignation.

ARTICLE VII – Elections

A quorum of the general membership must be present to hold a valid election. Election of each officer shall be a majority of those present and voting. Elections of any officers shall be by ballot. Mid-term vacancies may be filled by the President with Board approval.

ARTICLE VIII – Meetings and Voting

SECTION 1 – Membership Meetings

There shall be a minimum of three general meetings of the Corporation each year. Exact time and place shall be determined by the Board of Directors; and the membership shall be notified of the time, place and proposed agenda of all general meetings at least two weeks in advance of such meetings.

SECTION 2 – Fall Meeting

A meeting of the Corporation shall be held in the fall. The agenda shall include a full written financial statement, reports by the Vice-Presidents and Committee Chairs, discussion of fundraisers for the current year, and such other business as may properly come before the meeting.

SECTION 3 – Mid-Winter Meeting

A meeting of the Corporation shall be held in mid-winter for the purpose of reviewing the policies of the school for the current year, teacher evaluation, adopting a Policy Statement and By-Laws for the ensuing school year, and transacting such business as may properly come before the meeting.

SECTION 4 – Spring Meeting

A meeting of the Corporation shall be held in the spring and shall include current and ensuing school memberships. The agenda shall include a full written financial statement by the Treasurer, presentation and adoption of the budget for the ensuing year, election of officers, and such other business as may properly come before the meeting.

SECTION 5 – Special Meetings

Special meetings of the Corporation may be called at any time by the President or on the written request of not less than one-third of the members of the Corporation or on the written request of the majority of the Board of Directors. Ten days notice of any special meeting must be given to members of the Corporation, and the notice must state the object of the meeting.

SECTION 6 – Mail Vote

When, in the judgment of the Board of Directors, any questions shall arise that should be put to vote of the general membership and when it deems it inexpedient to call a special meeting for that purpose, it may, unless otherwise required by these By-Laws, submit the matter to the membership in writing by mail, or other means for vote and decision; and the question thus presented shall be determined according to a majority

of the votes received by mail within three weeks after each submission to the membership, provided that, in each case, votes of at least fifty percent of the members shall be received. Action taken in this manner shall be effective as action taken at a duly called meeting.

SECTION 7 – Quorum

A number equal to one-half of the families that are enrolled shall constitute a quorum. Presence of a quorum is necessary to transact any business at all membership meetings.

SECTION 8 – Budget Changes

All changes to the SCPC budget should be voted on by a written secret ballot by the general membership.

ARTICLE IX – Financial Obligation

No member of the Corporation shall have any authority to bind the Corporation financially or otherwise unless, at a duly held meeting of the Board, a particular member of the Corporation is authorized to act for and on behalf of the Corporation and the authorization made is duly recorded in the minutes of said meeting.

ARTICLE X – Policy Statement

The policy shall be limited to such items as pertaining to the proper and efficient operation of the school. The Board of Directors shall draw up proposed changes of policy having considered recommendations submitted by members and shall send this proposal to all members at least two weeks prior to the next general meeting. Policy statements may be amended by a majority vote of a quorum of the general membership at any regular or special meeting or with a mail vote. All changes to the policy statement take effect on the first day of the following month after the vote, unless otherwise stipulated. A complete statement of current policies shall be available at all times. All new and existing members shall receive a copy of the current Policy Statement prior to the start of school in September.

ARTICLE XI – Parliamentary Authority

The rules contained in Robert's Rules of Order (Revised) shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.

ARTICLE XII – Amendments

These By-Laws may be amended by a two-thirds vote of a quorum of the general membership at any regular or special meeting or with a mail vote, provided the amendments have been posted on the main bulletin board at least one month in advance of the meeting. In addition, the Secretary shall notify all individual members in writing of the proposed amendments at least two weeks in advance of the meeting. All changes to the By-Laws take effect on the first day of the following month after the vote, unless otherwise stipulated.

POLICY STATEMENT

I. ADMINISTRATIVE POLICIES

- A. PURPOSE:** The South County Pre-Kindergarten Co-op (SCPC), Inc., a non-profit, tax exempt organization, was established in the Spring of 1974 by a group of parents interested in providing a broad range of learning experiences for three and four year old children. The program is geared towards providing experiences, developing new skills, and helping the child attain greater independence, socialization and self-fulfillment.
- B. LICENSURE:** SCPC is licensed by the Maryland State Department of Education as a Child Care Program. The school is also licensed to operate as a child care center through the Maryland State Department of Education/Office of Child Care (MSDE/OCC) on an annual basis.

Since we operate as a cooperative, each parent/guardian that volunteers in the classroom is considered a staff member. For this reason, all parent/guardian volunteers are required to be fingerprinted and obtain a criminal background check for the safety of the children prior to the start of school or within two weeks of registration for late enrollees. Parents/guardians will not be able to volunteer in the classroom until all forms are received. All required forms are listed under Enrollment at the beginning of the Handbook.

LOCATION: The Co-op is located at the Davidsonville Family Recreation Center at 3789 Queen Anne Bridge Road in Davidsonville. Our building contains two large classrooms and an outdoor play area. There is ample parking space in the front of the building. The mailing address is South County Pre-Kindergarten Co-op, P.O. Box 160, Davidsonville, MD 21035. The telephone number is (410) 798-5650. The SCPC building has been inspected and there is an Asbestos Management Plan that has been accepted by the Environmental Protection Agency. Copies of the plan are available to any interested co-op members. For information or questions about the plan please contact the 3rd VP.

- C. INSURANCE:** The Co-op carries the following insurance policies: liability, property, and worker's compensation.
- D. ADMINISTRATION:** The permanent staff of the Co-op shall consist of a qualified teaching instructor and two teacher aides for each class. There shall be two adults present at all times when children are in class, or at least one CPR-certified adult per 10 students. The policies are determined by the Board of Directors and the parents belonging to the Corporation. The administration of the Co-op is handled by the Board of Directors and the various committees in the Corporation so that the teacher(s) will be free to concentrate on the development and presentation of the program. The Co-op is operated by the Board of Directors. All parents/guardians are automatically members of the Corporation and have the opportunity of serving as officers or board members. Because this is a

cooperative, each parent/guardian agrees to fulfill his membership responsibilities as outlined in the By-Laws and Obligations of Membership.

The Board and committees organized are as follows, and each board and committee member's participation is important to the effective operation of the Co-op:

1. President	one person; board position
2. 1st Vice President	one person; board position
3. 2nd Vice President	two person; board position
4. 3rd Vice President	one person; board position
5. Secretary	one person; board position
6. Treasurer	one person; board position
7. Class Representatives	two people, one from each class; board positions
8. Marketing/ Alumni Relations	one person; board position
9. Editor	one person; board position
10. Enrollment	one person
11. Assistant Treasurer	one person
12. Webmaster/ Yearbook	one person
13. Events & Fundraising	eight to ten people
14. Maintenance	six people

- E. SCHOOL & TEACHER EVALUATIONS:** School and teacher evaluations by the members of South County Pre-Kindergarten Co-op shall be conducted annually in the spring. Members will be given an evaluation questionnaire which will be due two weeks later. The purpose of this questionnaire is to allow the members of SCPC to assess the effectiveness of the program. The results of the evaluation will be compiled by the Secretary and reported to the Board of Directors. The Board will then review the results of the evaluation and make any adjustments or changes necessary. Results of the evaluation will be presented at the Spring GMM and copies will be provided to the Teacher and Teacher Aides.
- F. SUBSTITUTES:** The Assistant Teacher, Teacher's Aid, President and 1st Vice-President can fill the roles of substitutes in the case of a Teacher's prolonged absence. Substitutes must complete a W-4 form and all MSDE/OCC licensure forms.
- G. SCHOOL TERM:** The Co-op school year is nine months long and in session September through May. There is one 3-year old class on M/T from

9:00am-12:00pm. There is one 4-year old class on W/Th/F from 9:00am-12:00pm with an extended day option for the 4-year old class from 12:00-3:00pm on designated days. In general, the schedule of the Anne Arundel County Public School system will be followed.

- H. **COUNTY CODE ALERTS:** The Co-op will follow the same procedures as the Anne Arundel County Public School system if a code alert is issued. For example, in the event of a Code Blue the school will be under a complete lockdown with no outside activities and all field trips will be canceled. A Blue Dot will be placed on the front door of the school. Please either listen to the radio/TV or log onto the Anne Arundel County web site (www.AACPS.org) on days this may apply.
- I. **NON-RELIGIOUS AFFILIATION:** In view of our many denominations, it has been decided that the subject of religion is best handled at home.
- J. **ENROLLMENT POLICY:** All applications are considered in the order submitted by the date and time of receipt.

Second Week of January	Current and Continuing Members
Third Week of January	Alumni Families
Fourth Week of January	New Families

PRIORITY TO MEMBERS & ALUMNI:

Because we are a Co-op, we rely very heavily on our members for their support. Out of respect for their on-going efforts for our school, we give priority to our *current* and *continuing* members. **Current** members are those families who have one child as a current student and are enrolling an additional child. **Continuing** members are those families who participate in the school for a number of consecutive years (with more than one child) without a break in enrollment. We also will give priority to *alumni* members who submit their application during the designated week of the enrollment period. **Alumni** members are those families in good standing who have had a child complete at least one previous year in this school and are not current members.

AGE REQUIREMENTS:

Children entering the 3's program must be 3 by September 1st of that year. Children entering the 4's program must be 4 by September 1st of that year. For families that wish to enroll their child with a "**late birthday**" (as defined as, "a birthday that does not meet the AACPS-aligned cutoff date of September 1 for Pre-K 3"), the following conditions must be met:

1. The family must meet with the lead teacher no later than July 31 of the school year to assess the readiness of the child to enter the program.

2. The child must wait to attend classes until they have turned 3. Parents must attend the first two classes to ensure a smooth transition into the classroom.
3. The first six weeks of class attendance will be considered a probationary period.

If, at the time of the in-person assessment or at the end of the probationary period, the lead teacher determines that the child is not developmentally ready for SCPC's 3's program, the family will be asked to withdraw. (If the family chooses to enroll the following year, the registration fee will be waived.) If the child is deemed ready for the class, and the family chooses to enroll the child for future years, families are encouraged to repeat the 3's class, rather than the 4's.

PLACEMENT IN 3's PROGRAM:

For ALL applicants: Placement in class of choice is contingent upon receipt of all required enrollment materials during the designated enrollment week for that category.

1. **Current** members with siblings ready for the 3's program will be placed in the class of their choice.
2. **Continuing** members will be placed in the class of their choice.*
3. **Alumni** members will be placed in the class of their choice as space permits.*
4. New members will be placed in the class of their choice as space permits.

*A prioritized list will be maintained (based on application submission date/time) for families desiring placement in an already full class. Should space become available, students will be offered the open space based on the prioritized list.

PLACEMENT IN 4's PROGRAM:

For ALL applicants: Placement in class of choice is contingent upon receipt of all required enrollment materials during the designated enrollment week for that category.

1. **Current** 3-year olds will be placed in the class of their choice based on order of application submission.
2. **Current and continuing** members, whose children did not participate in the 3's program, will be placed as space permits.*
3. **Alumni** will be placed in the class of their choice as space permits.*
4. New members will be placed in the class of their choice as space permits.*

*A prioritized list will be maintained (based on application submission date/time) for families desiring placement in an already full class. Should space become available students will be offered the open space based on the prioritized list.

LATE ENROLLMENT:

Families that are interested in joining the Co-op mid-year may do so, space permitting. Before completing the enrollment application, families must meet with the lead teacher, during class hours, to determine the child's readiness to join the class. A parent must accompany the child to his or her first two classes to ensure a smooth transition to the classroom setting.

- K. HEALTH POLICY:** All required Health Department forms pertaining to the parent helper volunteer and the child must be completed and returned to the 1st Vice President (Health Chairman) before your child can start classes. All health forms are due by July 1st. If you enroll mid-year health forms are due before your child can begin classes. If forms are not in on a timely basis the Board reserves the right to decide on your membership status.

All immunizations should be up to date. However, the Co-op recognizes the State of Maryland's Department of Health regulations that public or private schools cannot deny enrollment of a non-immunized child with a bona-fide religious or medical objection. Pull-ups are considered as diapers by the Health Department and are not allowed at school.

Your child should be fever free for 24 hours without fever reducing medications and no vomiting for 48 hours without anti-nausea/vomiting medication in order to return to school. SCPC follows CDC and MSDE guidelines for return to school after COVID illness.

- L. RECORD PRIVACY:** All records at SCPC are confidential. Transcripts regarding a child's performance and progression will be provided by the Co-op only upon receipt of a written request by the child's parent or guardian stating to whom the information is to be released. The progress reports will be completed by the teacher in November and May for the three year-old classes and January and May for the four year-old classes.

In order to protect the right of privacy of pupils, no one except the teacher and the President shall have access to records of individual pupils. Parents or legal guardians may have access to their child's records only if the teacher or President is present. Anyone other than parents or legal guardians wishing to investigate a pupil's records must have written permission from the parents or legal guardians prior to the investigation.

- M. CHILD ABUSE:** At SCPC the child abuse laws of Anne Arundel County are on file and will be reviewed in early September by the teacher(s), the teacher's aide(s), and the President of the Board of Directors. If at any time the teacher(s) or aide(s) has reason to believe that a child is a victim of child abuse, that person will contact the President, detailing any information of the suspected abuse. The President will then file a report with the Department of Social Services of Anne Arundel County of the cause according to Article 27, Section 35A of the law.

- N. CUSTODY:** Non-custodial parents retain full parental rights unless these are limited by a court document which must be filed with the school. A child will be

released to either parent unless a court document limiting parental rights is filed with the school. If any of the student information changes during the course of the school year, including those people with permission to pick up your child from school, please contact the school immediately.

II. FINANCIAL OBLIGATIONS

- A. REGISTRATION:** A registration fee, set by the membership, will be required for each child registered. Registration fees are non-refundable except for extreme medical reasons of the child with written doctor's confirmation on a case by case basis. Registration discounts for more than one child are as follows: 1st child \$100.00, 2nd child \$50.00 and 3rd zero. Current members receive first priority; classes will then be filled in chronological order from the submission of applications during the appropriate week as follows: continuing members, alumni and then new families.
- B. MULTIPLE SIBLINGS POLICY:** The parent(s)/guardian(s) of multiple siblings will be expected to hold one Committee or Board of Directors position. The parent/guardian of multiple siblings will help on the normal monthly rotation for each child in the school. Other financial obligations will be tiered in their requirement to reflect a 100% participation for first child, 50% for second, 0 for each additional child. Exceptions due to hardship will be granted by the Board on a case by case basis.
- C. TUITION:** Tuition is due by the first of each month and is paid a month in advance. A non-refundable first tuition payment is due in May for the following school year to secure a student's place in class; at this time the last month's tuition payment will also be due. The last month's payment may be refunded with proper notice of withdrawal. Regular tuition payments will then begin Sept 1-March 1st. A late fee will be assessed (see FEES) if tuition is not paid by the tenth of each month. An additional fee is incurred if tuition is not paid by the 20th of the month. If payment is not received within 30 days, a letter indicating they are not a member in good standing will be sent via certified mail.

Financial hardships may be presented on an individual and confidential basis to the Board of Directors. Make checks payable to the *South County Pre-Kindergarten Co-op, Inc.* Students enrolling after the start of the school year will pay a prorated amount for their first month, in addition to the tuition due for the next month. For example, a student starting September 15th would pay a prorated amount for September, plus a full month's tuition for October.

- D. ENRICHMENT:** An enrichment fee, set by the membership, will be required for each child registered. This fee helps to offset the cost of field trips, guest presentations, and the acquisition of appropriate educational toys, games, and other learning materials.
- E. RETURNED CHECKS:** If a personal check written by a member is returned by their bank for insufficient funds or for any other reason, it must be replaced by a money order or cash within 30 days and a returned check fee (see FEES) will be

charged. If payment is not received within 30 days, a letter indicating they are not a member in good standing will be sent via certified mail.

If a member issues a bad check two times during the same school year, then a cashier's check/money order/cash will be required for all subsequent transactions with the Co-op for the current school year.

F. FEES: The following fees are charged to members of the corporation:

Registration Fee (Non-Refundable)	\$ 100.00 (1 st child) \$ 50.00 (2 nd child) \$ 0 (3 rd child)
Enrichment Fee	\$ 75 (3's) \$ 100 (4's)
Background Check	Roughly \$55.00
Monthly Tuition for 3's (2 days)	\$ 165.00
Monthly Tuition for 4's (3 days)	\$ 215.00
4's Extended Day Program	\$ 60.00
Late Tuition Fee (10 days)	\$ 25.00
Late Tuition Fee (20 days)	\$ 50.00
Returned Check Fee	Bank Determined
Non-Participation in Clean Up Obligations	\$ 75.00 per occurrence
1 st Missed Required Meeting (including required GMM, Whale Trail, or committee meeting and/or assignment)	\$ 25.00
2 nd Missed Required Meeting (including required GMM, Whale Trail, or committee meeting and/or assignment)	\$ 50.00

Auction Tickets 4 per family (1 st child), 2 additional (2 nd child), 0 (3 rd child)	Roughly \$50 per ticket
Auction Solicitation	\$100 worth (1 st child), Additional \$25 item (2 nd child), \$0 (3 rd child)

***All fines for late tuition and missed required activities are cumulative, and if payment is not received within 30 days, a letter indicating they are not a member in good standing will be sent.*

- G. WITHDRAWAL:** It is understood that students are enrolled for the entire year. In case of withdrawal, the parents/guardians are required to give at least 30 days written notice to the President and to pay tuition for the entire month in which the child is withdrawn. However, if enrollment of a new student results in collection of “double” tuition, the excess amount of tuition collected shall be refunded to the departing member. In cases where the Co-op has asked a member/student to leave, a prorated tuition refund will be made to the member based on the number of days the student has attended for the month.

III. PARENTAL RESPONSIBILITIES

- A. BACKGROUND CHECK & FINGERPRINTING:** The search of court records is conducted by a third-party vendor throughout a state(s) on behalf of SCPC. The commercial background check must be completed at least ten business days in advance of serving a Parent Helper in the classroom.

It is essential that SCPC consider each applicant’s criminal history in totality and in context of law enforcement experience and training. SCPC has the legal and ethical obligation to protect children in the Co-op’s care, and as such, no list of disqualifying crimes and adjudicated outcomes can be all-inclusive. Multiple criminal charges are frequently imposed during singular events. Plea negotiations and other legal strategies dramatically impact each case’s disposition. Some applicants will have recurrent misdemeanor criminal charges. Some applicants will have serious felony convictions adjudicated decades prior. SCPC must exercise prudent and conservative judgment when reviewing each request that facilitates a person having access to children in the Co-op’s care. SCPC retains the exclusive right to approve or deny any unpaid volunteer the opportunity to have access to students based on unique factors in the applicant’s criminal history.

Commercial background checks are valid for five calendar years. SCPC, however, retains the discretion to require a subsequent background investigation for any volunteer within that five-year period. SCPC additionally retains the exclusive right to revoke volunteer authorization for derogatory information coming to the Co-op’s attention during the five-year period.

- B. NEW PARENT WHALE TRAIL:** New families must complete the “Whale Trail,” a mandatory orientation and tour of the SCPC facility at the start of the school year. This is done to familiarize parents/guardians with their volunteer duties, the location of toys and supplies, and how to handle certain situations which may arise. The Co-op’s program and its goals will be described. The “Whale Trail”

will be conducted by the teacher(s). Attendance is required for all new families or a fine will be incurred.

- C. SERVING ON BOARD OR COMMITTEE:** As a co-operative school, SCPC is owned and operated by its membership. Members perform all administrative functions of the school, determine school policy, and ensure that the school provides a safe, clean environment for students and staff. As such, each member must serve on the Board of Directors OR on a committee. The current President oversees the assignment process for Board and committee placement for the following school year; efforts will be made to accommodate a parent's preferences for these positions.
- D. CLASS HELPERS:** Parents or legal guardians, as well as grandparents or nannies, are required to volunteer in the classroom roughly 1-2 times per month unless they hold a position on the Board of Directors. Extended Day participants require Class Helpers as well. The accompaniment of siblings is not permitted. All adults volunteering in the classroom must have completed the necessary background check, fingerprinting and health paperwork. The Class Helper responsibilities are explained at the New Parent Workshop and in the duties below.

Class Helper hours begin at 9:00 am until dismissal for each class. Members who repeatedly do not fulfill their assigned times and do not find a replacement shall be brought to the attention of the Board of Directors by their Class Representative. Please refer to your Class Rep with any problems or questions concerning these duties. The Co-op encourages parents/guardians with a special interest, talent, or hobby to share it occasionally with the children (i.e. storytelling, music, gymnastics, art and science.)
- E. FUNDRAISING:** At SCPC, tuition only covers the cost of our staff salaries. Our remaining expenses are covered by year-round fundraising efforts, culminating in a large auction and dinner event in the spring. Each family is required to solicit \$100 worth of auction items, as well as purchase four tickets to the event (roughly \$50/ticket). Other fundraisers—including t-shirts, plant sales, restaurant nights, etc.—are optional.
- F. CLEANING OBLIGATIONS:** SCPC is lucky to have a large, well-appointed classroom and expansive outdoor space for our students to play and learn. While specific site upkeep projects are managed by the Maintenance Committee, all members are required to attend two general school clean-ups per year in preparation for the new school year and to finalize the year. These clean-ups typically occur on a Saturday morning (9:00am-12:00pm) in August and June; children should not be present. Additionally, families are asked to sign up for one clean up weekend during the year to help keep the classroom and grounds safe and clean. Children may attend these.
- G. GENERAL MEMBERSHIP MEETINGS:** There are three general membership meetings during the year at which attendance is required. There may be additional meetings at which guest speakers may be featured. Only medical

emergencies qualify as excused absences from required meetings and activities. Other circumstances may be evaluated on a case by case basis by the Board, by submitting excuses in writing to the President within 10 days of the missed meeting. Fines are issued for missed meetings as outlined under FEES in the Policy Statement.

- H. TRANSPORTATION:** The Co-op does not provide transportation to or from school nor for field trips. Car seats are required for all three-year olds and all four-year olds under 40 pounds in compliance with the State of Maryland laws. In addition, no child shall be seated in the front seat of any motor vehicle. Carpooling is encouraged and can be arranged by the parent/guardian for their child.

CHANGE HISTORY

1. Reformat of Document – Jeffrey Wilk, diwilk@comcast.net January 13, 2006.
2. Fee and Health Form Updates – Susan Lemanski, slemanski@yahoo.com July 29, 2007.
3. Seat Belt Laws, Treasurer Laws, Parent/ Guardian Helper Duties, Arrival and Departure Times, Introduction to Parent Quick Reference Guide – Annette Nash, beachgrl64@hotmail.com August 4, 2008.
4. Tuition Late Fees – Annette Nash, beachgrl64@hotmail.com January 1, 2009.
5. Board of Directors and Committee Chart, Tuition Late Fees – Laura George, athomediva@comcast.net Aug 14, 2011.
6. Defined 'Member in Good Standing' and other minor clarifications – Laura George, athomediva@comcast.net March 2012.
7. Administrative and terminology changes, enrollment clarifications – Stacey McCoy sgarofal@yahoo.com and Anne Canaday annecanaday@gmail.com May 2013.
8. Updated Bylaws and Policy, reformat of Obligations of Membership – Anne Canaday, annecanaday@gmail.com, June 2013 & 2014.
9. Addition of Background Check Requirement, two adult minimum – Anne Canaday, annecanaday@gmail.com May 2014.
10. Updated to reflect new program and committee placements – Anne Canaday, annecanaday@gmail.com Feb 2015.
11. Updated Bylaws and Policy Statement, added Allergy Guidelines – Anne Canaday, annecanaday@gmail.com June 2015.
12. Updated background check wording and field trip carpooling – Stacey McCoy, sgarofal@yahoo.com May 2016.
13. Updated to reflect new Policy Statement and Obligations of Membership to reflect background checks – Jennell Connelly, jennell@gmail.com July 2016.
14. Updated tuition options, Policy Statement, and new 4's Extended Day Program. Added Background Check Policy – Mandy Watts, mandolin.watts@gmail.com August 2017.
15. Updated ByLaws, Policy Statement, and other wording to reflect the Parent-Helper non-requirement change. Shifted board position duties, updated the Substitutes Policy and new tuition rates – Mandy Watts, mandolin.watts@gmail.com May 2018.
16. Updated Auction Obligations – Liz Bussink, edmoffit@gmail.com October 2019.
17. Updated By-Laws and Policy Statement wording to reflect changes from parent helper background/ fingerprinting requirements. Changed Snack Policy where children bring their own snack/drink, Tuition Fees, Cleanup Requirements – Sara Cook, saragcook@gmail.com August 2022.
18. Updated By-Laws and Policy Statement to reflect consolidated Board positions (to account for lower enrollment), details about new annual Enrichment Fee, removing details about Subscription to "Whale Tails", updated Sick Policy, addition of age requirement statement to Enrollment – Jillian West, jillianewest@gmail.com July 2023.
19. Reorganization of Handbook: Integrated Child Related Policies into other categories, Discipline moved to Classroom Policies & Procedures, Asbestos Management Plan removed from School Curriculum and moved to Location within Policy Statement as it refers to the building, Cancellations renamed Inclement

Weather, Progress Reports/ Transcripts renamed Record Privacy. Updated Allergy Policy to establish nut-free school – Stephanie Scarlata, stephscarlata@gmail.com July 2023.

20. Serving on Board or Committee, Fundraising, Cleaning Obligations added to Parental Responsibilities under Policy Statement – Jillian West, jillianewest@gmail.com Aug 2023.
21. Added Late Enrollment to the Enrollment Policy and fine print to Obligations of Membership regarding patterns of member non-participation. – Jillian West, jillianewest@gmail.com March 2024.
22. Added individual Board of Director duties, updated required volunteer forms under Licensure, added the Class Basket to Fees and Expenses Chart, added Class Helper requirement for Extended Day participants to Obligations of Membership, changed name of New Parent Workshop to Whale Trail, and corrected background check validity to read five years rather than two under Parental Responsibilities in the Policy Statement. – Stephanie Scarlata, stephscarlata@gmail.com April 2024.