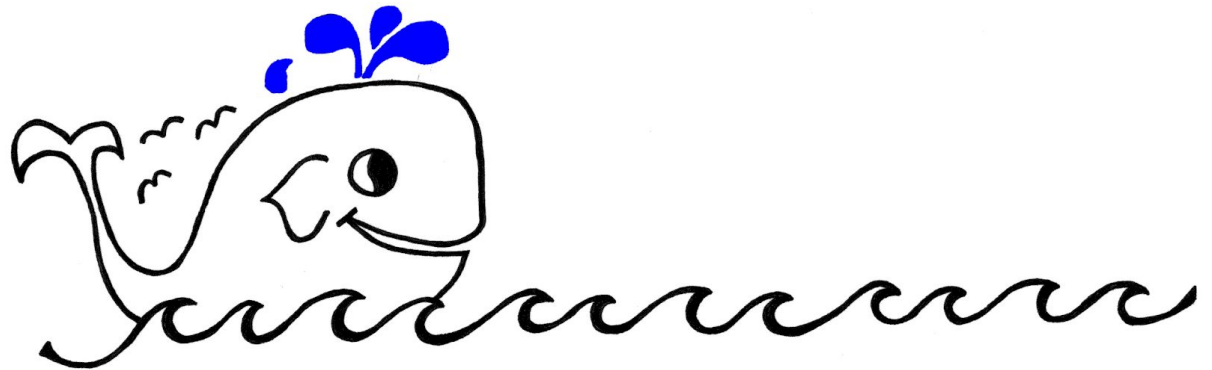


Parent Helper Guide



South County Pre-Kindergarten Co-op, Inc. **2019-2020**

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INTRODUCTION TO SCPC

PREFACE

The Parent/Guardian Helper Guide has been created to prepare and assist you in working in the classroom and functioning within the school itself. When added to the Policy Statement and By-Laws, it can be a handy reference in regard to your classroom participation as a parent/guardian helper, SCPC membership responsibilities, and the policies of the association.

We hope this information and the Parent/Guardian Workshop will help you prepare for an enjoyable year with your child at the South County Pre-Kindergarten Co-op.

Please remember that the Daily Schedule and the curriculum are flexible and may be changed by the teachers.

SCPC'S RELATIONSHIP TO DFRC

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 nursery school.

As a cooperative, we are a corporation owned by its members. Our only paid staff consists of one teacher and one teacher aide for each class, who 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 six 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 comprised of delegates from each member organization of which we are one. Other member organizations of DFRC include: the Boy Scouts; Girl Scouts; Radio Club; Dance Club; Davidsonville Athletic Association (DAA); Canine Training Associates; Free State Fly Fishers; and the Davidsonville Area Civic Association (DACA).

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 on the part of the child. Children need to manipulate blocks, try on dress-ups, interact with each other, squish play-doh, finger paint, cut and paste and try a variety of 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. You 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.

PROGRAM

Our three year old program is heavily focused on social/emotional growth. During the school year your child will participate in a variety of learning activities and experiences. Through games, songs, puzzles and other activities your child will learn to:

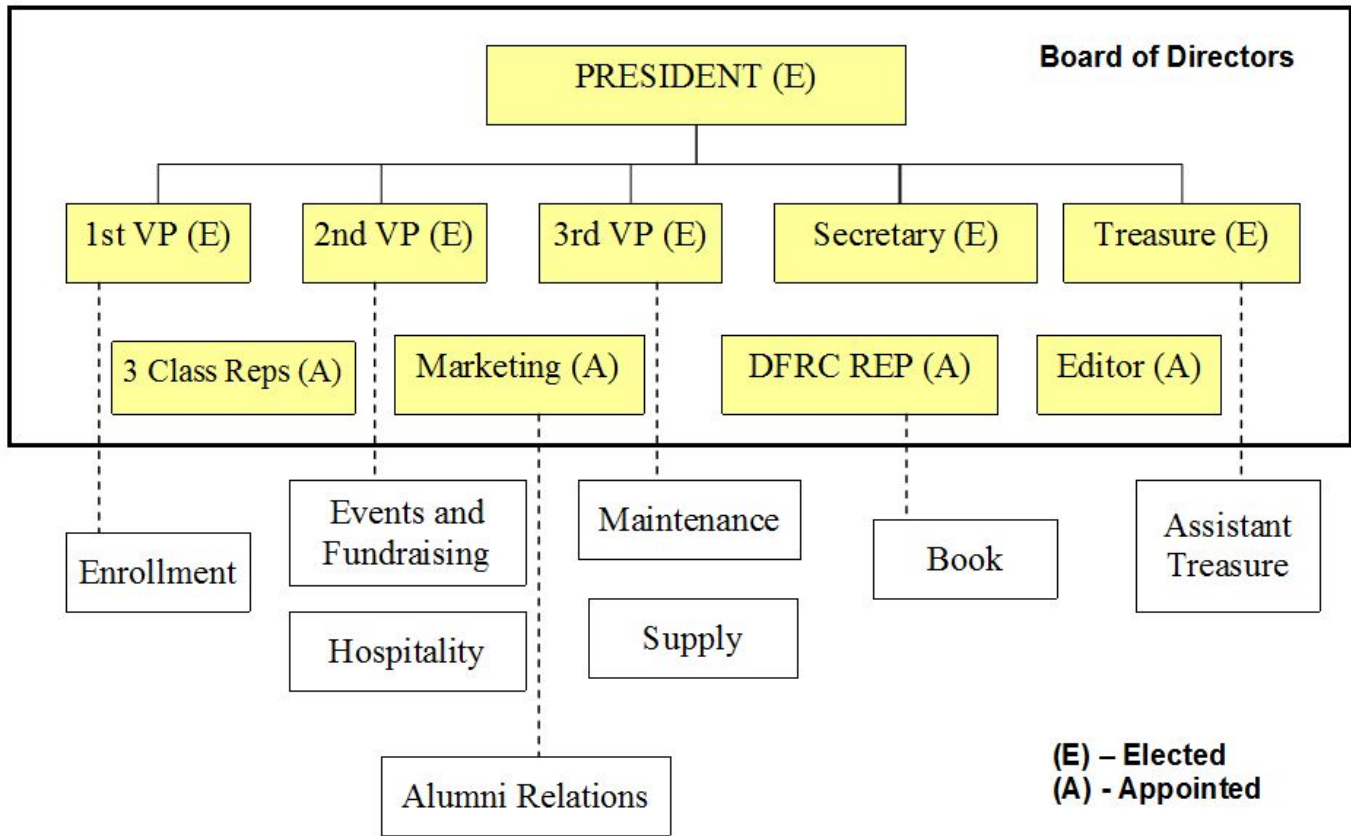
- ❖ Listen at group time
- ❖ Await turn in playing
- ❖ Increase self-confidence
- ❖ Cooperate in group play
- ❖ Follow classroom routines and directions
- ❖ Develop small motor control and coordination
- ❖ Recognize their name
- ❖ Recognize colors
- ❖ Recognize basic shapes

Our four year old programs builds on these skills and adds:

- ❖ Name writing
- ❖ Letter recognition
- ❖ Phonemic 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

For a preschool child, play is learning and learning should be fun! Those interested in further details can check out copies of the Curriculum Guide from the Parent Library.

Board of Directors and Committees



SCHOOL CURRICULUM

MONTHLY THEMES

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

DAILY SCHEDULE

Tuesdays and Thursdays 3AM

3 A.M.

9:00	Greeting Time – Parent/Guardian Helpers greet the children, and set up for the day.
9:15 - 9:25	Gathering Time - large muscle room Touch & Tell
9:25 - 9:40	Group Time - sharing, finger play, songs Key Experience - readiness activities - Math Language - Physical Fitness
9:40 - 10:30	Activity Time-children move freely through interest centers. Clean-up
10:30 - 10:40	Story Time
10:40 - 10:55	Snack Time
10:55 - 11:15	Music and/or Creative Movement
11:15 - 12:00	Outside/Prepare for Home

4 A.M.

9:00	Parent/Guardian Helpers arrive, set up for the day, greet children
9:00 - 9:15	Gathering Time - Large muscle room Touch & Tell
9:15 - 9:50	Group Time/Opening-News-Flag Key Experience - readiness activities – Language – Math - Physical Fitness
9:50 - 10:50	Activity Time - children move freely through interest centers. Clean-up
10:50 - 11:15	Group Time - calendar/weather/snack count
11:15 - 11:35	Snack Time
11:35 - 11:45	Creative Movement/Music/Story
11:45 – 12:00	Outside/Prepare for Home

****All times and activities are flexible and may be changed at the teacher's discretion.*

PARENT/GUARDIAN HELPER DUTIES - 3'S

3 A.M.

9:00

Check with teacher for day's instructions.

Snack Parent/Guardian - Put papers in tote bags.

Gathering Time

9:15 - 9:25

Both Parents/Guardians - Greet children as they arrive and try to make an observation or comment to each child. Supervise large toy room.

Group Time

9:25 - 9:40

Both Parents/Guardians - Join children on the rug, feel free to participate in songs, finger play, etc.

Activity Time

9:40 - 10:30

Drink Parent/Guardian - Supervise art area.

Snack Parent/Guardian - Circulate with children throughout centers and participate in activities. Carry out structured activity (when planned) per teacher's instructions.

Clean Up

Drink Parent/Guardian - Clear tables, art area. Spray all tables with bleach water solution and sponge off. (P.M. only - clean paint brushes.) If time allows, assist children in straightening room.

Snack Parent/Guardian - Assist children in straightening room.

10:30 - 10:40

Both Parents/Guardians - Fill out snack/drink form on refrigerator. With child helpers, set up snack. Set up all three tables. Place a napkin and cup at each place. Adult pours the drink before children arrive. Snack is placed on child's napkin.

Drink Parent/Guardian - may assist with hand washing when snack is ready.

10:40 - 10:55

Both Parents/Guardians - Supervise children as they seat themselves. (One adult at each table; talk to children during snack.) After snack, clean tables with bleach water solution, and utensils using three-step sanitation process (posted in kitchen) and sweep floors. Check bathroom and kitchen for cleanliness, empty trash and remove from school premises. (Please conserve trash bags whenever possible)

10:55 - 11:15

Both Parents/Guardians - Begin indoor chores, vacuum carpet in classroom and sweep sand around indoor sandbox.

Snack Parents/Guardians - Assist children with coats, mittens, hats, etc...and accompany children to the playground. (If children are staying inside, help **Drink Parent/ Guardian**)

11:15 - 11:30

Drink Parent/Guardian - Finish indoor chores, vacuum carpet in classroom, sweep sand around indoor sandbox. If time allows, go outside to help supervise children.

12:00 **Dismissal- Both Parents/Guardians** - Complete chores. Help parents/guardians with their children.

PARENT/GUARDIAN HELPER DUTIES - 4'S

4 A.M.

9:00

Check with teacher for day's instructions.

Snack Parent/Guardian - Put papers in tote bags.

Gathering Time

9:00 - 9:15

Both Parents/Guardians - Greet children as they arrive and try to make an observation or comment to each child. Supervise large toy room.

Group Time

9:15 - 9:50

Both Parents/Guardians - Join children on the rug, feel free to participate in song, finger play etc.

Activity Time

9:50 - 10:50

Drink Parent/Guardian - Supervise art area.

Snack Parent/Guardian - Circulate with children throughout centers and participate in activities. Carry out structured activity (when planned) per teacher's instructions.

Clean Up

Drink Parent/Guardian - Clear tables, art area. Spray all tables with bleach water solution and sponge off. (P.M. only - clean paint brushes.) If time allows, assist children in straightening room.

Snack Parent/Guardian - Assist children in straightening room.

10:50 - 11:15

Both Parents/Guardians - Fill out snack/drink form on refrigerator. With child helpers, set up snack. Each small table should have a basket of food in the center and a small pitcher of juice. (2 baskets and 2 pitchers at large table). If milk is the drink, parent/guardian should pour milk into each child's cup- **do not** use pitchers with milk. Place a napkin & cup at each place. **DO NOT** pour juice.

Drink Parent/Guardian- may assist with hand washing when snack is ready.

11:15 - 11:35

Both Parents/Guardians - Supervise children as they seat themselves. (One adult at each table; talk to children during snack.) After snack, clean tables with bleach water solution, utensils and baskets using three-step sanitation process (posted in the kitchen), sweep floors. Check bathroom and kitchen for cleanliness, empty trash and remove from school premises. (Please conserve trash bags whenever possible)

11:35 - 11:45

Both Parents/Guardians - Begin indoor chores, vacuum carpet in

classroom and sweep sand around indoor sandbox.

Snack Parents/Guardians- Assist children with coats, mittens, hats, etc... and accompany children to the playground. (If children are staying inside help ***Drink/ Parent Guardian***)

11:45 – 12:00 ***Drink Parent/Guardian*** - Finish indoor chores, vacuum carpet in classroom, sweep sand around indoor sandbox. If time allows, go outside to help supervise children.

12:00 ***Dismissal- Both Parents/Guardians*** - Complete chores. Help parents/guardians with their children.

GENERAL MEMBERSHIP INFORMATION

As a **parent/guardian helper** please remember to:

- Arrive at school (9:00a.m. for 3 year old class, and 9:00a.m. for 4 a.m. class) in order to receive your instructions from the teacher for the day.
- Bring a small nutritious snack or beverage. (See SCPC Snack Policy for specific information.) Cups and napkins are provided by the school and can be found in the kitchen. Write snack and drink information on chart on the refrigerator.
- All information that is put in the mail bins, to be distributed, must be clearly marked with the child's name and class. When all materials are labeled properly you are assured that every family is informed, even when children are absent. This includes all Scholastic materials, reminder notes, newsletters, Policy Changes, etc.
- Contact your **CLASS REPRESENTATIVE** if you have a problem helping on particular days of the week or if an extended absence is expected so the parent/guardian helper schedule can be planned accordingly.
- **Find your own replacement** if you cannot parent/guardian help on the day you are scheduled to work. Schedule changes can be made in advance with other members, but don't forget to indicate changes on the parent/guardian helper list posted on the bulletin board. (A parent/guardian helper who has volunteered to switch dates with someone is responsible for providing the snack or juice on the date.).
- **SMOKING IS NOT PERMITTED ANYWHERE ON THE DFRC SITE.**
- Our teachers are responsible for the education of our children and the smooth running of the classroom. So please remember to:
 - Respect their lunch hour by picking up promptly and leaving quickly
 - Be punctual. Consistent late arrivals and early departures from the class disrupt the entire class & take away from the effectiveness of the teachers. **Do not** take your child into the building prior to the time scheduled below. If you arrive early, please wait outside. The teachers will unlock the door when it is time to enter.
School hours are:

9:00 - 12:00 for the 3 A.M. class
9:00 - 12:00 for the 4 A.M. class
12:00 - 3:00 for the 4's Extended Day program
- Inform the teacher in writing if your child is being picked up by someone other than his normal ride.
- Notify the appropriate supply chairman if you notice supplies are low. Do not notify the teacher.

As a member of the Co-op it is important for you to:

- Notify the secretary and class representative of any changes in your telephone number, address, etc.
- Notify the enrollment chairman of any changes on your child's health record such as doctor changes or emergency numbers to call. Also contact the enrollment chairman of any communicable illness your child may have so the appropriate class can be notified.
- Give one month written notice if withdrawing from the school. Send the letter to the school address to the attention of the president or email the president at president@davidsonvilleprek.com
- Check the Parents' Bulletin Board near the kitchen frequently for important notices as well as promptly reading emails and your newsletters. The bulletin board near the clock is for the personal use of the membership for school related information. The bulletin board near the door is for community news.
- Bring to the attention of your class representative any problems, suggestions or other items of importance. Your class representative will then relay them to the Board of Directors for action. The Board meets each month.
- Attend the required meetings of the Co-op in fall, winter and spring, and the Parent/Guardian Helper Workshop at a date TBD by the board.
- Participate in your scheduled clean up(s).
- If you cannot attend the following required events please contact the appropriate person:

Cleanups	Maint. Chair. Or 3 rd Vice President
Fundraiser	Events and Fundraising Chair
General Membership Meetings	**Your Class Representative or President

***If you believe your absence may be excused by the Board, you must also submit your excuse in writing to the President.*

You will receive a monthly newsletter, WHALE TALES. This publication contains a synopsis of each Board meeting, announcements, and items of interest to the membership, a message from the teacher, and a message from the president. This will keep you informed of the business of the school. If you have any items to share with the membership, please call the Editor.

Remember, this is one of our primary sources of communication between the Board, teacher(s) and the membership.

Dr. Robert Graw is the pediatrician who is on emergency call for the school. He is located on Rutland Road in Davidsonville, MD.

SPECIAL ITEMS OF IMPORTANCE

ALLERGIES

From time to time we have students with food allergies attend the preschool. In order to ensure everyone is on the same page please take a moment and read through our practices concerning food allergies.

NUT-FREE CLASSES

If a class has a child with a nut allergy (tree or peanut) that class will be strictly nut-free with all snack being nut-free. **If more than one class has a child with a nut allergy or any of the nut allergies are anaphylactic the entire school will be nut-free.**

COMMUNICATING ALLERGIES

All allergies are posted on the school refrigerator: Please review each time you parent help so you are aware.

Allergies of students in your child's specific class will be communicated to you via your class rep as well as suggestions for snacks.

Teachers will communicate via newsletter, curriculum calendar and posted notes of any special in-class snacks they will be preparing with the students.

RESPONSIBILITY OF PARENT FOR CHILDREN WITH ALLERGIES

Verify the poster on the fridge is correct.

Remind your class rep and the teachers of your child's allergies at the beginning of school. When appropriate provide snack suggestions.

Review monthly curriculum calendar and newsletter to note special snacks prepared in class by students. Work with the teachers to provide alternatives for the class or your child.

Provide a shelf-stable emergency snack to be kept at the school to ensure your child always has a snack

Consult with the snack parent at drop off to determine if any part or portion of the snack or drink is not suitable for your child. Inform teachers of any unacceptable parts of snack.

Provide epipen to keep on-site if needed as a response to exposure.

RESPONSIBILITY OF SNACK/DRINK PARENT

Provide a nut-free snack containing two food groups and/or a drink. Snacks do NOT need to be adjusted for children with allergies.

Consider ensuring ½ of your snack option is friendly for the allergenic student to allow them to be included and participate in snack with their peers. For example if a child has a dairy allergy you may bring cheese sticks (they can't eat) and teddy grahams (they can eat) for your snack.

Let the child with allergies parent know ahead of time if you are celebrating a birthday ahead of time and what you plan to bring so they can provide a reasonable alternative for their child.

ASBESTOS MANAGEMENT PLAN

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 parents/guardians. For information or questions about the plan please contact the Third Vice President.

BIRTHDAYS

Birthdays are kept simple. Parents/guardians may send in a special treat on their child's birthday. **Do not** send in balloons, party favors, hats or extra treats such as candy. Birthday napkins are nice and the children like them. Please see the Snack Policy for ideas. If your child's birthday occurs during the summer a "un-birthday" can be scheduled with your class representative.

DRESS

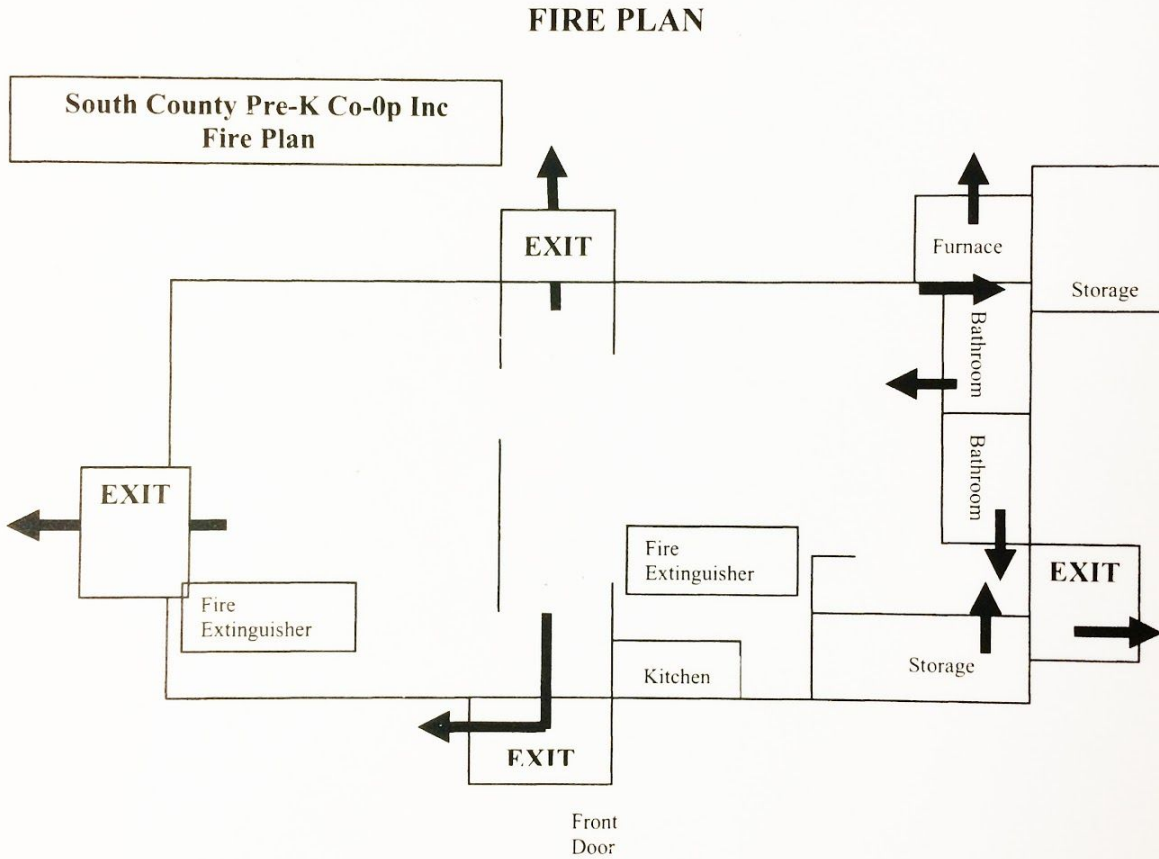
Do not send children to school in good clothes. We try to be careful; however, clothes may be torn or have paint spilled on them, and a child should not be upset by that. PLEASE DRESS YOUR CHILD FOR THE WEATHER - HAT, MITTENS, BOOTS, ETC. We like to go outside unless it is raining or bitterly cold. No FLIP FLOPS.

EMERGENCY EVACUATION PROCEDURE

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 that 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 the director (teacher) can insure everyone is accounted for. The director is responsible for taking the role book outside and making sure everyone present has exited the building.

FIRE PLAN

Posted in the school



FIELD TRIPS

The children will be supervised by at least four adults on most trips. It is mandatory that each child has a permission slip to participate in any of the field trips. Please return all permission slips for your child promptly. If more adults are needed, parents/guardians will be contacted. Effective June 30, 2008 child safety seats are required for children 8 yrs. of age unless child is at least 4'9" tall and over 65 lbs. Seat belts are required for all others and all children are to be belted in their seats. Children must NOT be seated in the front seat. This is a policy of the school and must be observed. Each car takes only the number of children for which there are belts. All doors must be locked during the trip. Carpooling will be arranged by the parent for their own child. Siblings are not allowed to attend.

FIRST AID REPORT

If your child requires first aid, the teacher/Aide will provide you with a written report of the injury.

FIRST DAY OF SCHOOL

This is your child's opportunity to become acquainted with his school and teacher(s). 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 a parent/guardian helper, it is better to follow the teacher's instructions for these children.

ILLNESS – WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

If your child exhibits any of these symptoms, he/she should not attend school that day:

- Sore throat, unable to swallow
- Chills
- Fever of 100° or more (must be fever free for 24 hours without medication)
- Headache plus one other symptom
- Unexplained rash
- Runny nose with thick white, yellow or green mucous
- Severe cough
- Diarrhea
- Vomiting
- Red, itchy eyes
- Flushed Face/Cheeks
- Earache

Upon returning to school, you are required to fill out a form stating that your child is well enough to return to school.

OUTSIDE ACTIVITIES

The children are free to use the playground. The swings do need a parent's constant attention, as does the climbing apparatus. Physical activities and games will be going on for those children interested; either the teacher(s) or interested parents/guardians will work with these.

SCHOLASTIC BOOK CLUB

In an effort to update and increase the school's book collection, we participate in the Scholastic Book Club. Flyers are sent home monthly in each child's tote bag. Parents/Guardians can select

books for their child from the flyer. In turn, the school receives 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.

SNACK PREPARATION

Bring any packages, jars or cans of food or drink unopened to school. See the SNACK POLICY section of your Parent/Guardian Helper Guide for complete details.

TOTE BAG

Each child should bring a tote bag of some sort to school each day. The type that opens at the top works better than backpack types. Artwork, field trip forms, newsletters and other important information will come home in the bag each day. Please check your child's tote bag every school day to admire her creative efforts and to keep informed of upcoming events at school.

TOUCH AND TELL

Touch and Tell is our version of "show and tell". Each child may bring in an item to share for Touch and Tell 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 in when it is not your scheduled day. Since they love to bring many things at one time, you will need to reinforce the point that only one item will go to school. Allow them to bring whatever is important to them; however, you may suggest interesting and informative items you have at home. **THE FOLLOWING ITEMS SHOULD NOT BE BROUGHT TO SCHOOL: Guns, swords, weapons of any kind, chewing gum, candy, money & similar items.**

Note: Parents/Guardians will be notified when Touch and Tell will begin.

TUITION

Tuition is due on the first of each month, with a late fee of \$25.00 due on all tuition checks not received by the 10th, and an additional fine of \$50.00 is incurred if tuition is not paid by the 20th.

SPECIAL HINTS FOR WORKING IN THE CLASSROOM

1. When printing a child's name on their artwork, always make sure it is spelled correctly. Capitalize the first letter only. Check chart by doorway if you are unsure of the spelling. Many children can print their own name. Have them print their name on the back before starting their artwork.
2. Let the child draw for themselves; encourage the child's creativity. The finished project doesn't need to look like the sample.
3. 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.
4. Encourage the child to do as much as possible for themselves.
5. 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.
6. Children need praise and encouragement; however, make sure it is meaningful. Give lots of it.
7. Do not correct a child's grammar. Answer their questions or statements using correct English. Teach by example.
8. Let children work out their own disagreements and problems using their minds when possible. Be alert to the need for adult intervention.
9. 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.
10. Enter into the creative play that is going on. Be part of it—don't change or direct it.
11. When clean-up time comes, assist the children and encourage them to do as much of it as they are capable.
12. 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.
13. REMEMBER this is a cooperative and as such you are encouraged to involve yourself in all parts of the program. Contribute your talents. This is a learning situation for you as well; you are in for many pleasant moments - don't hold back - become involved!

SNACK POLICY

REASON FOR SNACK

The State Department of Health and Mental Hygiene requires that a nursery school provide a snack or “mid-morning or mid-afternoon nourishment” for preschool children.

BENEFITS OF SNACK TIME

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. In addition, the children are developing good table manners. They wait until everyone is seated and served before eating and they thank the parent/guardian helpers and children who brought the snack and beverage. 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.

TYPE OF SNACK

It is important to educate children about foods that are good for them. We therefore urge you to bring in wholesome foods such as raw vegetables, fresh fruits, and whole grain products. We discourage foods that contain excessive sugar, fats, and salts. We also discourage foods containing a lot of additives, preservatives, and artificial flavors and colors which contribute little food value and can cause problems in children sensitive to them.

To meet Department of Health Regulations, a snack/beverage combination must provide at least two foods (beverage included) from different food groups. Ideally, a third food group should be included. The food groups are: the milk group; meats and alternates; fruits and vegetables; and breads and cereals. This means that crackers served with apple juice, for example, is an acceptable snack/beverage combination since it includes two foods from different food groups. To make a better combination, add the third food group by providing cheese or peanut butter with the crackers. On the other hand, a snack/beverage combination of raisins and/or carrot sticks with juice would be unacceptable since all of these items are from the same food group.

The Health Department states that homemade snacks may not be used except for “special” occasions. For your child’s birthday, special breads, baked in muffin tins to look like cupcakes, or cookies can be made. We recommend using whole grain flours, when possible, and a minimum amount of sweeteners. You may also wish to bring in party napkins to make snack time extra special.

Milk products are acceptable snacks. Because they are “potentially hazardous food” (perishable and capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms), treat them accordingly. Refrigerate milk and milk products at home and as soon as you bring them into school.

Quantity and Size of Snack – There should be 20 individual servings for the 4’s classes and 19 individual servings for the 3’s classes. This will ensure that all students, teachers and parent helpers have a snack. The snack at school should be a mid-morning or a mid-afternoon nourishment, not so filling that a child is not hungry at mealtime. Minimum serving sizes have been established by the Health Department. The snack/beverage combination must provide at least two servings of the minimum size indicated in the following chart:

MINIMUM SERVING SIZES

milk & milk products except cheese slices	½ cup (4 oz) ½-1 oz.
meat or alternate	½ - 1 oz.
fruit and/or vegetable fruit or vegetable juice	3 - 4 pieces ½ cup (4 oz.)
Bread Cereal Cracker	½ - 1 slice 1/3 cup 3 pieces

If more than two foods are included in the snack, two foods may together make up one serving. If one food is “just a taste”, such as a dip, topping, or garnish, two other foods (beverage included) must be served in amounts to assure the total of two servings. This is illustrated in the following example:

2 natural rye crisp crackers		3 natural rye crisp crackers
¼ cup applesauce	OR	1 Tbsp. applesauce (topping)
½ cup milk		½ cup milk

Seconds are discouraged since there may not be enough seconds for all.

PREPARATION OF SNACK

Snacks should be simple, but have “child appeal”. They should be easy to prepare so that children can help to make them. If children can get into the act in the kitchen, they will discover that healthy foods are fun to work with and good to eat.

It is important to keep in mind that health practices dictate that a certain procedure be followed when preparing snacks.

1. Bring any packages, jars or cans of food or drink to school unopened.
2. All adults and children preparing the snacks must cleanse hands thoroughly.
3. Snacks must be prepared on a food contact surface that is clean, smooth, nontoxic and free of cracks.
4. Parent/Guardian helpers must supervise closely the placement of snacks on the tables. To avoid contamination of snacks, be certain each individual snack is placed on a napkin. Discard snack that has touched the floor, chairs or other surfaces.
5. Thoroughly clean tables by spraying with a bleach/water solution. Wipe chairs and sweep the floor under tables after snack time.
6. Use disposable utensils (such as plastic knives and spoons) and discard them afterwards. When a non-disposable utensil is used, such as metal knife, it must be cleaned by the three step sanitation process required by the Health Department. This process is posted in the kitchen. Since this process is time consuming, we urge you to use the disposables and throw them away afterwards. Besides disposable utensils, disposable plastic

containers are also available at school for serving snacks such as canned fruit or dried cereal mixtures.

CONCLUSION

Whether you feel that snacks are necessary or desirable, they are required at nursery school and are an inevitable part of life. Let's have our children learn early to like and to choose nutritious foods for snacks. Let's begin now in nursery school to establish healthy eating habits.

SNACK SUGGESTIONS

- Read and compare nutritional information on package labels. Choose foods for snacks that provide plenty of nutrients for the money and for the calories.
- Keep snack simple & appealing so children can participate in preparation & serving.
- Finger foods in manageable sizes are easiest for children to handle.
- Bring beverages to school chilled. Even if the beverage is not a favorite, the children will probably drink it if it is cold and refreshing. (One or two hours in the school refrigerator is not enough.)
- Try to be informed about snacks being brought in so there is not too much repetition. Check the menu chart on the refrigerator.
- Consider a call to the other parent/guardian helper to coordinate a really great snack/beverage combination & to ensure the two foods from different groups requirement is met.

SNACK IDEAS

The following are some suggestions for snack. For a more complete list of suggestions and a list of snacks, please refer to the complete snack policy located at the school.

MEATS AND ALTERNATES

A. Nuts and Seeds

dry roasted and unsalted when possible
mix with cereals and/or dried fruits or use as a topping

B. Peanut Butter- on bread or crackers or on celery, apples, bananas or other vegetables or fruits

MILK GROUP

A. Cheese

natural varieties
serve in a variety of shapes
as cubes on pretzel sticks
open face or regular sandwiches
kabobs with one or more fruits
on crackers

B. Cottage Cheese

plain, low fat preferred
mix with fruit (fresh, canned or dried)
serve with vegetables, fruit or crackers
use as a dip with a variety of seasonings

C. Yogurt

plain, low fat preferred
top with grapenuts or wheat germ
mix with fruit: fresh; canned; or dried
garnish with chopped nuts or seeds
use as a dip for fruits or vegetables

FRUITS AND VEGETABLES

A. Fresh Fruit

B. Canned Fruit - must be commercially prepared, packed in juice

C. Dried Fruit

D. Raw Vegetables

can be served whole, in sticks, slices, wedges, or as florets
may be served plain or with a dip

BREADS AND CEREALS

A. Bread

store purchased whole grain varieties preferred
can be cut into squares, triangles, or finger strips
good with cream cheese, nut butters, and unsweetened fruit butters and spreads including applesauce

B. Cereals

no sugar coated varieties
can be served with milk and topped with fruit
can be topped with yogurt
good mixed with dried fruit or seeds

C. Crackers

whole grain varieties preferred
good with natural cheese slices, cream cheese, butters, and unsweetened fruit butters and spreads including applesauce

MISCELLANEOUS:

Whole Wheat Bread Sticks

Whole Wheat Pretzels

**Note that popcorn- air popped or microwaveable is no longer acceptable as it has no nutritional value and poses a choking hazard.

SPECIAL OCCASION SNACKS

A. Home Baked Goods

using whole grains when possible & minimum amount of sweeteners

B. Breads:

Nut Breads

Corn Bread

Whole Wheat Bread

Muffin and Fruit Breads:

Applesauce

Blueberry

Carrot

Date

Pumpkin

Banana

Bran

Cranberry

Oatmeal

Raisin

Zucchini

C. Cookies:

Applesauce

Cheese

Pumpkin

Various Nut Cookies

Carrot

Peanut Butter

Various Fruit Cookies

D. Dairy Products

must be commercially prepared milk sherbets, ice milk or ice cream
in a dish or cone

as a sundae with fruit and chopped nuts or seeds

puddings and custards

plain or with fruit garnish

BEVERAGE CHOICES

In unopened containers only!!

A. Milk

may not be reconstituted from a dry milk product

choose 2%, whole, skim or buttermilk

B. Juice

all 100% fresh or canned

C. Miscellaneous

Hot cider or Cocoa may be nice occasionally on a cold winter day!

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 co-operative learning for parents/guardians, through class study and observation of the activities of this group, and through the 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 opportunity 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 date due, be responsible committee members, attend the workshop prior to the start of school, attend three general meetings, take their turn as Snack/Drink Helper according to the schedule and abide by the Policy Statement and By-Laws. Fulfillment of these requirements constitutes 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 pre-school 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 a degree in Early Childhood Education with Maryland State Certification in Early Childhood Education, and have at least two years experience in early childhood education, and have participated in current CPR and first aid training. She shall take a minimum of six 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: Officers

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 oversees the duties of Alumni Relations position. She shall be responsible for writing the School Calendar in conjunction with the Teacher and planning the Parents' Workshop. The President shall act as one 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.

SECTION 4 The 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 and oversees the duties of the Enrollment, Health, Book, Scholarship, and Webmaster Committees. 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 and shall oversee and be responsible for the Events and Fundraisers, Historian and Hospitality 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 yearly 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, shall disburse them upon order of 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 the one Class Representative from each class, the Editor, the Marketing Chair and the delegate to the Davidsonville Family Recreation Center, 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 Chairmen, 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 SCPC budget should be voted on by 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 pertain 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.

Updated May 2018

POLICY STATEMENT

I. ADMINISTRATIVE POLICIES

❖ **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/guardians 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 an Educational 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.

In order to be licensed there are a variety of forms to be filled out by each staff member. 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 complete the Employee Health Form, Child Abuse Form and submit to a Background check 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. In addition, the Staff Check List will have to be completed in September or within two weeks of registration for late enrollees, with the class representative.

C. 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.

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 obligations of membership as outlined in the attached Addendum and in the By-Laws. The committees organized to help are as follows: (For a complete duty list, please contact the current Secretary)

- 1) PRESIDENT: (one person; Board Position)
- 2) 1st VICE PRESIDENT: (one person; Board Position)
- 3) 2nd VICE PRESIDENT: (one person; Board Position)
- 4) 3rd VICE PRESIDENT: (one person; Board Position)
- 5) TREASURER: (one person; Board Position)
- 6) ENROLLMENT: (one-two people)
- 7) BOOK: (one person - if membership size allows)
- 8) WEBMASTER: (one person - if membership size allows)
- 9) EVENTS AND FUNDRAISING (ten or more people, one Chair or 2 Co-Chairs)
- 10) HOSPITALITY: (one-two people-works under and with EVENTS AND FUNDRAISING- if membership size allows)
- 11) ALUMNI RELATIONS: (one person - if membership size allows)
- 12) MAINTENANCE: (seven or more people)
- 13) SUPPLY: (one person)
- 14) CLASS REPRESENTATIVE: (two-three people, one from each class; Board positions)
- 15) DFRC DELEGATE: (one person; Board position)
- 16) SECRETARY: (one person; Board position)
- 17) EDITOR and HISTORIAN: (one person; Board position)
- 18) ASSISTANT TREASURER: (one person)
- 19) MARKETING: (one person; Board Position)

EACH COMMITTEE AND MEMBER PARTICIPATION IS IMPORTANT TO THE EFFECTIVE OPERATION OF THE CO-OP.

E. INSTRUCTIONAL/TEACHER EVALUATION: An instructional/teacher evaluation 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 (2) 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 President and 1st Vice-President will fill the roles of substitutes in the case of a Teacher's pro-longed absence. Substitutes must complete a W-4 form and all MSDE/OCC licensure forms.

G. CALENDAR: The Co-op is in session September through May. There is one three year old class on T/TH from 9:00am-12:00pm. There is one four year old class on M/W/F from 9:00-12:00 with an extended day option for the 4 year old class from 12:00-3:00pm on designated days. In general, the vacation schedule of the Anne Arundel County school system will be followed.

H. CANCELLATIONS: All classes will be canceled due to snow if Anne Arundel County schools are closed. If morning or afternoon kindergarten sessions are canceled, our respective classes will be canceled. If the public schools start one hour late, our morning class will start on time. If the public schools start two hours late, our morning class will not meet. Please check email and the school's social media accounts for updates. On rare occasions the preschool 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.

14. **INSURANCE:** The Co-op carries the following insurance policies: liability, property and worker's compensation.

J. **RELIGIOUS TRAINING:** In view of our many denominations, it has been decided that the subject of religion is best handled at home.

K. **TRANSPORTATION:** The Co-op does not provide transportation but does encourage car-pooling. The Co-op requires the proper use of seat belts, car seats and booster seats and discourages any children from sitting in the front seat of a motor vehicle.

L. **COUNTY CODES:** 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 cancelled. 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.

II. FINANCIAL OBLIGATIONS

1. **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.

2. **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 parent/guardian 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 addition child. Exceptions due to hardship will be granted by the board on a case by case basis.

3. **TUITION:** The tuition fee will be kept as low as possible while not sacrificing quality instruction. 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 months' tuition payment will also be due. The last month's payment will 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.

4. **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 year.

5. **WITHDRAWAL:** It is understood that pupils 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 the 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.

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

Non-Refundable Registration Fee	\$ 100.00 for 1 st child, \$50 for 2 nd child
Monthly Tuition for 3's (2 days)	\$ 150.00
Monthly Tuition for Older 3/4's (3 days)	\$ 195.00
Additional Monthly Tuition for 4's Extended Day Program	\$55.00 a day
Late Tuition (10 days)	\$ 25.00
Late Tuition (20 days)	\$ 50.00
Returned Check Fee	Bank Determined
Non-participation in an assigned clean-up.	\$ 75.00
1 st missed required meeting or workshop required GMM, Parent Workshop or committee meeting/assignment	\$ 25.00
Additional missed required meeting required GMM, Parent Workshop or committee meeting/assignment	\$ 50.00
Auction Tickets (4 per 1 st child) (2 additional for 2 nd child)	\$20/ticket
Auction Donations \$100 worth for 1 st child, (additional \$25 item for 2 nd child)	Cash donation can be made in lieu of items

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

III. PARENTAL RESPONSIBILITIES

- A. PARENT/GUARDIAN HELPERS:** Each member is required to provide either the Snack or Drink on a rotating basis, about once every 3-4 weeks (refer to Snack Policy section of Parent/Guardian Helper Guide). Parents/legal guardians, grandparents or nannies are encouraged to sign-up to volunteer in the classroom as often as desired. Please note, any person volunteering in the classroom must have all required health paperwork on file and completed a Background Check. The Co-op will pay for one Background Check per family. Additional Background Checks will incur a small fee. The parent/guardian volunteer responsibilities are explained at the workshop and in the Parent/Guardian Helper Guide and are listed on duty cards kept in the classroom. **Parent/Guardian volunteer** hours begin at **9:00am** until dismissal for each class. A monthly Snack/Drink and Volunteers Calendar schedule will be provided by your Class Representative. If you cannot provide Snack or Drink on your assigned day, you must find your own replacement from the members of your 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 the Class Rep. Any problems or questions concerning these duties should be referred to your Class Rep. 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.)

❖ BACKGROUND CHECK POLICY:

- I. **Commercial background check: a comprehensive court records search throughout a state or states, based on written information provided by the applicant under penalty of perjury. The search of court records is conducted by a third-party vendor on behalf of SCPC. No fingerprints are taken during the commercial background check. The commercial background check must be completed at least ten business days in advance of Parent Helping in the classroom.**
- II. **Screening criteria:** the standard of judgment for evaluating an applicant's criminal history record against expected standards for persons who have access to students. 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.

III. **Approval period:** the length of time an approved commercial background check remains effective. Commercial background checks are valid for two calendar years. SCPC, however, retains the discretion to require a subsequent background investigation for any volunteer within that two-year period. SCPC additionally retains the exclusive right to revoke volunteer authorization for derogatory information coming to the Co-op's attention during the two-year period.

- ❖ **NEW PARENTS' WORKSHOP:** A New Parents' Workshop is held yearly at the beginning of the school year. The purpose of the workshop will be to familiarize parents/guardians with their volunteer duties, the location of toys and supplies, how to handle certain behavior situations which may arise, etc. The Co-op's program and its goals will be described. The Workshop will be conducted by the teacher(s). Attendance is required for all new families or a fine will be incurred.

- ❖ **GENERAL MEETINGS:** There are three general membership meetings during the year at which attendance is required. There may be additional meetings at which guest speakers will 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”.

- ❖ **FIELD TRIPS:** Permission slips will be sent home prior to field trips and must be properly filled out, signed by a parent/guardian and returned to the class representative before the child will be allowed to attend. Transportation for such trips will come from parents and/or legal guardians. 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. Carpooling will be arranged by the parent for their own child. Siblings will not be permitted to attend, unless otherwise noted.

- ❖ **SUBSCRIPTION POLICY:** Any interested person who does not have a child currently enrolled in the Co-op may receive a copy of the school newsletter, “The Whale Tales”, by notifying the Editor. An annual subscription fee of \$10.00 is required.

- ❖ **ENROLLMENT POLICY:** 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.

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. Exceptions to enter the 3's program for children turning 3 by October 31st may be granted, space allowing, with teacher approval and school's discretion. Exception to enter the 4's program for children turning 4 by October 31st may be granted, space allowing, with teacher approval and school's discretion, but otherwise those students will be required to repeat the 3's Class. (We follow the state ruling for the age requirements for kindergarteners, respectfully). The teacher must approve any one requesting otherwise.

Placement in the 3's program is made as follows:

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* members with siblings ready for the 3's program will be placed in the class of their choice
3. *Continuing* members will be placed in the class of their choice.*
4. *Alumni* members will be placed in the class of their choice as space permits.*
5. 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 the Older 3's and 4's (4 A.M.) programs are made as follows:

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.

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

Enrollment Schedule:

*All applications are considered in the order submitted (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

The Enrollment chairperson will maintain an interested list of alumni and potential new members. Contact will be made in November, prior to January registration.

IV. CHILD RELATED POLICIES

A. **CRITERIA FOR A SUCCESSFUL PRE-SCHOOL EXPERIENCE:** In order to ensure that each child enrolled in the Co-op will have a positive and successful experience, the following criteria has been established to determine a child's readiness to begin school.

1. The child understands simple directions.
2. The child has an awareness of danger.
3. The child communicates wants and needs.
4. The child is toilet-trained.
5. The child is able to direct and sustain his/her attention at circle time.

B. **PROGRESS REPORTS/TRANSCRIPTS AND 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 who 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.

C. HEALTH POLICY: The Co-op has asked a local pediatrician to serve as medical advisor. Because we would like to keep absenteeism to a minimum, you are asked to keep your child home if you think he/she might have a contagious illness. Your child must be fever free for 24 hours (fever reducing medicine free) before returning to school. The two Health Department forms pertaining to you and the three for your child must be completed and returned to the Health Chairman **before** your child can start classes. All health forms are due by August 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.

- **DISCIPLINE:** The teacher and the aide are the disciplinarians and prefer to 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 very 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, Board 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 parent/guardian volunteers.
- **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.
- **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.

ADDENDUM

OBLIGATIONS OF MEMBERSHIP

1. Each member is required to provide Snack/Drink on a rotating basis (about once every 3-4 weeks). If you cannot provide the Snack/Drink on your assigned day, you are responsible for finding a replacement.
2. Each member, with the exception of Directors, is required to serve on a committee. Assignment is based on members' preferences and needs of the school.
3. Each member is required to pay the tuition fee before the 10th of each month. Checks should be made payable to South County Pre-Kindergarten Co-op, Inc.
4. Each member will be assigned to at least one scheduled general clean-up at the Co-op. If you cannot work on your assigned day, you are responsible to schedule an alternate job with inside maintenance chairperson prior to the clean-up date. A fine (see **FEES** in the Policy Statement) will be imposed for missing a clean-up. If membership is low the fall clean-up will be an all school clean-up.
5. Each member is required to attend the general membership meetings in the fall, mid-winter, and spring. New members are also required to attend the New Parents' Workshop. The New Parent's Workshop may be combined with the fall general membership meeting. A fine (see **FEES** in the Policy Statement) will be imposed for missing a general membership meeting or the Parents' Workshop.
6. Each member is responsible for completing and returning three required State & County health forms for their child, and a pre-employment medical report and consent for background check for **each parent** who will be volunteering in the classroom **before** the start of classes in September.
7. Each member will be expected to participate in mandatory fund-raising events. As an example, in past years each family was required to purchase four tickets to the major fundraiser and either personally donate or solicit donations for an auction item(s) valued from \$50. All financial responsibilities for families with multiple children will be assessed on a tiered basis.
8. Each member will be expected to provide transportation for at least one field trip during the year. Only parents or legal guardians may drive on field trips. Carpooling will be arranged by parents for their own child.
 - In 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 the enrollment of a new student to the school results in collection of "double" tuition, the excess amount of tuition shall be refunded to the departing member.
 - 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.

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’ other minor Clarifications and changes – March 2012 Board meeting – Laura George, athomediva@comcast.net
7. Administrative and terminology changes and enrollment clarification. – May 2013 Stacey McCoy sgarofal@yahoo.com and Anne Canaday annecanaday@gmail.com
8. Addition of background check requirement, two adult minimum, 3’s class times – May 2014 Anne Canaday , annecanaday@gmail.com (May GMM meeting)
9. Updated to reflect new program and committee placements – Feb 2015 Anne Canaday, annecanaday@gmail.com (Feb GMM meeting)
10. Updated to reflect Background Check wording, field trip carpooling and other editorial changes – 1 May 2016 Stacey McCoy (sgarofal@yahoo.com) (Approved at 2 May 2016 GMM)
11. Updated tuition options and various other enrollment areas to reflect new 4's Extended Day Program info. Added Background Check Policy – 1 August 2017 Mandy Watts (mandolin.watts@gmail.com)
12. Updated various wording throughout ByLaws and Policy Statement to reflect the change from parent/guardian helper requirement to a ‘volunteer’ basis starting in the 2018-2019 school year. Changed wording on 3’s and 4’s program age requirements and exceptions policy. Moved around some Board position duties, updated the Substitutes policy and new Tuition Rates, and other editorial changes – 1 May 2018 Mandy Watts (mandolin.watts@gmail.com) (Approved at 7 May 2018 GMM)

South County Prekindergarten Co-Op 2019-2020 Tuition Schedule

Tuition for the 2019-20 school year is as follows:

- | | | |
|----------------------------|----------------------------|--|
| 3's on T/TH 9am-12:00pm | \$150/month (3 hour class) | |
| 4's on M/W/F 9am-12pm | \$195/month (3 hour class) | |
| ● 4's Extended Day Mondays | Addtl. \$55/month | |

Our school year is 9-months long with classes from September-May.

Tuition is paid on the first of the month Sept-March. The first and last month's payment is made May 1st of the current year to confirm your child's spot at the school.

Tuition is due the following dates:

Due Date: Month payment is for:

May 1, 2019 First month's (Sept. '19) and Last month's (May 20) payment due

Note "Last month" is non-refundable

Sept 1, 2019 Payment for Oct 2019

Oct 1, 2019 Payment for Nov 2019

Nov 1, 2019 Payment for Dec 2019

Dec 1, 2019 Payment for Jan 2020

Jan 1, 2020 Payment for Feb 2020

Feb 1, 2020 Payment for March 2020

Mar 1, 2020 Payment for April 2020

Tuition received after the 10th of the month is assessed a \$25 fine. Payments made after the 20th are assessed an additional fine of \$50.

In case of withdrawal, a member is required to give at least one month written notice to the President and to pay tuition for the entire month in which the child is withdrawn. However, if the enrollment of a new student to the school results in collection of "double" tuition, the excess amount of tuition shall be refunded to the departing member. "Last" months tuition payment is forfeited in the case of all withdrawals.

South County Pre-Kindergarten Co-operative
OBLIGATIONS OF MEMBERSHIP 2019-20

1. Each member is required to provide Snack/Drink on a rotating basis (about once every 3-4 weeks). If you cannot provide the Snack/Drink on your assigned day, you are responsible for finding a replacement.
2. Each member is required to serve on a committee or the Board of Directors. Assignment is based on members' preferences and needs of the school.
3. Each member is required to pay the tuition fee before the 10th of each month. Checks should be made payable to South County Pre-Kindergarten Co-op, Inc or "SCPC"- See attached tuition schedule for additional details.
4. Each member will be assigned to two scheduled general clean-ups at the Co-op. If you cannot work on your assigned day, you are responsible to schedule an alternate job with the maintenance chairperson prior to the clean-up date. A fine will be imposed for missing a clean-up.
5. Each member is required to attend the general membership meetings in the fall, mid-winter, and spring. New members are also required to attend the Parents' Workshop. A fine will be imposed for missing a general membership meeting or the Parents' Workshop.
6. Each member is responsible for completing and returning three required State & County health forms for their child, and a pre-employment medical report for **each parent** who will be helping in the classroom as well as complete a background check **before** the start of classes in September. The school will pay for the background check for one parent helper. Families that wish to have more than one parent help, will be responsible for any cost occurred for the additional checks.
7. Each member will be expected to participate in mandatory fund-raising events. As an example, in past years each family was required to purchase four tickets to the major fundraiser and either personally donate or solicit donations for an auction item(s) valued from \$25-\$50. All financial responsibilities for families with multiple children will be assessed on a tiered basis.
8. In case of withdrawal, a member is required to give at least one month written notice to the President and to pay tuition for the entire month in which the child is withdrawn. However, if the enrollment of a new student to the school results in collection of "double" tuition, the excess amount of tuition shall be refunded to the departing member. Your "last" tuition payment made to secure your space in May is non-refundable.
9. If any of the above Obligations of Membership are not met and/or fees or fines are not paid within the 30-day timeframe a member will receive a letter indicating they are not a member in good standing.

Overview of Fee's and Expenses	Amount	Details
Registration Fee	\$100 (1 st child) \$50 (2 nd child) \$0 (3 rd child)	Due in January for following school year
Tuition	\$150-\$195/month depending on class	Due the 1 st of month Sept-Mar, First & Last payment due May 1 st
Late Fee-Tuition	\$25	If submitted past 10 th of month
Late Fee-Tuition	\$50	If submitted past 20 th of month
Returned Check Fee	Bank Determined	
Additional background check	Determined by Company, may vary based on name changes and previous addresses	Fee only required if more than one person will be acting as a parent helper.
Non-Participation in Clean-up	\$75 per occurrence	ALL members are required in August and May for school clean up.
1 st Missed Required Meeting	\$25	Includes GMM, New parent workshop, committee meeting/assignment
2 nd Missed Required Meeting	\$50	Includes GMM, New parent workshop, committee meeting/assignment
Auction Tickets	4 per family (1 st child), 2 additional (2 nd child), 0 (3 rd child)	Prices will be determined based on location. Expect \$20.00 per ticket due one month prior to auction
Auction Donation	2-\$100 worth (first child), 1-\$25 item (2 nd child), 0 (3 rd child)	In lieu of items you may make equivalent cash donation. All items Due one month prior to auction.

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. Updated Bylaws and policy as well as reformat Obligations of membership to detail fee's and important dates. Anne Canaday, annecanaday@gmail.com, June 2013&2014
6. Updated to reflect new programs, by-laws and policy statement. Added allergy guidelines. Anne Canaday, annecanaday@gmail.com June 2015
7. Updated to reflect new Policy Statement and Obligations of membership to reflect background checks. Jennell Connelly, jennell@gmail.com July 2016
8. Updated to reflect new dates/tuition scheduled, 4's Extended Day Program information, and updated Policy Statement. Mandy Watts, mandolin.watts@gmail.com August 2017
9. Updated with new ByLaws, Policy Statement, new dates/tuition schedule, and other wording to reflect the Parent-Helper non-requirement change. Mandy Watts, mandolin.watts@gmail.com May 2018
10. Updated year dates throughout. Liz Bussink edmoffit@gmail.com June, 2019
11. Updated Auction obligations due to 2019 Membership vote, Liz Bussink edmoffit@gmail.com 10/2/2019