



# **MAYO NURSERY SCHOOL HANDBOOK**

**Revised October 2021**

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## **PHILOSOPHY**

The Mayo Nursery School was incorporated in 1973 and is fully accredited by the Maryland State Board of Education. It has been located in the Mayo United Methodist Church since 1976.

MNS is a co-operative school. Because we, the parents, run every aspect of our school, we are able to keep tuition rates at a reasonable level. A parent or caregiver of each child in the school is required to participate in school functions and attend all General Membership meetings.

The beauty of the co-operative experience is being a part of your child's first years of school. You will enjoy watching your child adjust to a new situation with the security of having you close by. The co-operative nursery school is a bridge between home and school.

MNS strives to create an atmosphere in which your child's natural curiosity is enhanced and encouraged through guided and open-ended activities. In the three-year-old classes, our focus is to create an environment in which your child feels safe to explore his/her world physically, emotionally and intellectually and to develop social skills in preparation for the rest of his/her school career. There is an increased emphasis on the educational skills in the four-year-old classes to prepare the children for entrance into kindergarten. All of our classes are taught in a manner of constructive play, making it enjoyable to learn.

A co-operative nursery school can be a rewarding experience for you and your pre-school child.

Our **goals** for all of our children are to:

- Interact with other children as a part of a group
- Learn to enjoy school
- Learn to complete a task
- Explore creative ability
- Increase listening skills
- Develop large and small motor skills
- Follow instructions
- Understand community and family roles
- Show initiative
- Understand the physical environment
- Express experiences verbally
- Develop respect for him/herself and others

## **BASICS OF MEMBERSHIP**

### **1. CO-OPING**

MNS is a cooperative nursery school. Members shall assist, or co-op, during school time according to a distributed schedule. The Schedule Coordinator will make sure that all members co-op an equal number of times throughout the year. You are responsible for signing up and co-oping on your assigned days. If you have a schedule conflict, child sickness, etc., you are responsible for switching with another parent within your class to substitute. Your responsibilities on co-oping days are discussed in detail in the “Co-oping Information for Parents/Guardians” section of this Handbook. **Please read it thoroughly.** Co-oping is a family responsibility. A parent, responsible family member or caregiver may fulfill the responsibility for the family, assuming all paperwork is on file for that individual at the school. Members with more than one child enrolled will be responsible to co-op for each child as scheduled.

### **2. PERFORMING JOB DUTIES**

Each family is assigned a job for the duration of the school year. As the school is run completely by parents, it is crucial that every member contribute by adequately performing the job assigned to them. Job assignments and instructions will be distributed no later than the first General Membership Meeting prior to the start of the school year. Members with more than one child enrolled will be assigned more than one job.

### **3. FUNDRAISING**

There are many fundraisers planned during the school year. These activities are essential for the continued success of the school. A dollar minimum will be applied to fundraising for the year. This minimum shall be determined by the Board prior to presenting fundraising to the membership at the first General Membership Meeting and shall be based on the financial need of the school. Each member of the school is **required to participate**, either by raising the minimum dollar amount, or by making a contribution of the minimum dollar amount. Failure to fully participate as outlined may be grounds for dismissal from the school. Members with two or more children enrolled in the school will be required to raise a minimum dollar amount based on the rate of one child times the number of children enrolled by any one family.

### **4. ATTENDING MANDATORY GENERAL MEMBERSHIP MEETINGS**

At least one parent or caregiver of each child is required to attend each General Membership meeting. Fees for not attending these meetings are defined in the Bylaws and outlined in this book. The minutes of the meeting are available for any members to review, and will be distributed to all members following the meeting. The meetings serve a very important purpose for a co-operative school. They are the major source of contact and communication between members and the Board. They serve to inform you of plans, proposed changes, and many other things that may affect you and your child. Meetings are also your chance to air your views, ask questions, propose ideas, and voice your agreement or disagreement with school activities or policies. We want our members to take an active part. Meeting dates will be set by the President and shared with the membership prior to the start of the school year.

### **5. PARTICIPATING IN CLASSROOM SET UP/CLEAN UP**

Each member family must participate in at least one work party during the school year. Families with students in the 4s program are required to participate in clean-up prior to the start of the school year. Most work pertains to preparing the playground and other work is done in the classroom. Families with students in the 3s program are required to participate in clean-up at the end of the school year.

In addition, ALL member families are required to complete at least 2 service hours for the school. The hours can be fulfilled through exterior clean up days scheduled by the Vice President of Facilities or by assisting with various tasks assigned by the Fundraising Chair.

Failure to complete the service hours may result in a penalty fine as defined in the Bylaws and outlined in this book.

## GENERAL INFORMATION

**ABSENCES:** Please let the teacher know if your child is going to be absent. The preferred method of communication is via email or through the Remind app.

**ACCIDENTS:** There is an equipped first aid kit in the classroom closet. Accidents should be reported directly to the teacher.

**BEGINNING THE CLASS:** In order to make certain that each class begins smoothly for our children and teachers, please have your child arrive at school promptly and ready to start their school day. Do not use drop-off or pick-up time for conferences with the teacher, as the teacher has very limited prep time in the morning. However, a note or a quick word with your child's teacher concerning out-of-the-ordinary situations (a restless night, medication, no breakfast...) is always appreciated. If you have a concern that needs the teacher's attention, you can leave a note with the teacher, or email her. Your child's well-being is the teacher's primary concern.

**BIRTHDAYS:** Because many parents wish to participate in their child's birthday, the Schedule Coordinators have tried to schedule co-oping days near the birth date. Check with the teacher or Snack Purchaser about the day and type of birthday treats you wish to bring.

No invitations to private birthday or other parties may be delivered at school unless all children in the class are invited. Small hearts break easily. Birthdays parties are not to be held during or in place of class.

**BULLETIN BOARD:** Much of the day-to-day information that goes on at MNS is posted on the bulletin Board in the hall. **Please take the time to look at your class section and the General Membership section every time you come to school.** If you are not at the school often, have someone else keep an eye on the Board for you and report any information you may need.

**BYLAWS:** Two copies of the Bylaws will be kept in the classroom. One is available to be borrowed by any interested party. See your classroom teacher to check out a copy. The other copy will be kept in the classroom at all times. All Board members will be furnished with a copy of the Bylaws. Additional copies may be made by members at their own expense.

**CLOTHING:** Since nursery school is a place for vigorous and messy play, your child will be most comfortable in play clothes that can get dirty. It is unfair to expect your child, the teacher, and the co-oping parents to guard new clothing from being soiled. Label everything your child is likely to remove (sweaters, jackets, mittens, boots, etc.). Masking tape works well. Please keep a change of clothes in your child's backpack at all times.

Plan on your child playing outdoors even in the winter unless the Anne Arundel County School System tells us otherwise. If dressed properly, children love a sunny day with snow on the ground. Always attach mittens to coats, either by a string pulled through the sleeves or by clasps that are available in stores. If for some reason your child cannot play outdoors, arrange for early pick-up, since outside play is usually at the end of class.

**CUBBIES:** Cubbies are located in the hallway outside the classroom. This is a space where each child can keep his or her personal belongings during class and any schoolwork to be taken home. Since all classes share the cubbies, please do not leave items in your child's cubby after class. Any items for a child who is absent will be given to the teacher, and can be picked up at the next class. Co-op parents should put all art, letters, etc., from their class box into the cubbies for their class only. Also, if you are handing out forms, class-wide messages, newsletters, etc., it would be helpful if you would put the child's name on the paper so that we can tell who it goes to.

**DAY CARE REGULATIONS:** Day Care Regulations can be found on the Mayo Nursery School website.

**DISCIPLINE:** The disciplinary philosophy for MNS is as follows:

1. Teachers and aides will be the disciplinarians of their classes.
2. Discipline will be carried out in a manner that will remove the child from the immediate problem, *i.e.* distract and redirect. At no time will discipline involve any physical or mental distress to the child and at all times the child's self esteem and self-image will be protected. Discipline shall be carried forth as above stated when the child is endangering him or herself or others in their group.
3. If a child poses a continuous disruption in the class or is in any way threatening to the other children, a parent-teacher conference will be held. The parents and teacher will decide an appropriate action plan and a time period for the situation to better itself. Further action will be upon the discretion of the teacher, parents, and President of the school.

**EMERGENCY CARE CARDS:** The emergency care cards are located in the classroom in an easily accessible location.

**EMERGENCY EVACUATION:** The emergency evacuation plan is posted in the classroom. A copy of this plan is located at the end of this section. Fire drills are conducted monthly in each class. Emergency and disaster drills are conducted biannually.

**ENTERING/ EXITING THE SCHOOL.** Please use the side door by the classroom to enter and exit the school. However, you may use the Church double doors to enter and exit the school if there is inclement weather.

**FIELD TRIPS:** Field trips will be taken occasionally throughout the year. They will be planned to coincide with class material/topics. All parents or responsible caregivers must go on the field trip, or other arrangements must be made for your child to go with someone else. **Siblings may not participate in field trips unless specifically stated.** Parents will be notified in advance of all field trips so that the required permission slips can be signed and returned. No child will be taken on a field trip without written parental permission. Field trips that require additional expenses will be covered in the Enrichment Fee, paid by parents at the beginning of the school year. The Enrichment Fee amount is determined annually by the Board.

**GUM CHEWING:** Gum chewing is not permitted in school.

**HANDWASHING PROCEDURE:** The hand washing procedure is posted in the bathroom. In accordance with Health Department directives, the bathroom sinks (classroom and across the hall) are to be used for hand washing only. Paint/glue brushes, paint pots, etc., shall be washed in the utility sink across the hall from the classroom.

**HEALTH:** It is the responsibility of the parents to observe their children each morning before they go to school. **Children should be kept home if they have a fever of greater than 100F, constant runny nose with color, productive cough, any rash, vomiting, diarrhea, communicable disease, nuisance condition, or if they were ill the night before. Don't bring a sick child to school to "see how she feels."** **Children should be kept home until free of symptoms for 24 hours without requiring medicine (i.e. Tylenol, Advil, etc.).** At the teacher's discretion, the teacher may send home any child the teacher believes to be sick. A child should be well enough to participate in all activities, including outside play. If your child has a communicable disease, please notify the teacher and President immediately. The President will then take the necessary precautions as deemed appropriate by the Office of Child Care. If your child has a special medical condition or allergies, there are additional forms that must be filled out and returned to the school. Please contact the Membership Coordinator or VP of Administration to obtain the necessary forms.

**HOLIDAYS:** The Class Chairperson will arrange parent assistance and post a sign-up sheet on these occasions to plan an appropriate treat and/or party for snack time.

**INCLEMENT WEATHER:** We will follow the Anne Arundel County Public School's schedule. If they have a 2 hour late opening, there will be no morning class and no Extended Day class. If there is a 2 hour early dismissal, there will be no Extended Day class. If more than three sessions per regular class or more than one session per Extended Day class are cancelled, additional sessions will be made up during the school year, as deemed appropriate by the Board, or after the normal end of the school year.

**INSURANCE:** The school carries General Liability, Worker's Compensation and Director & Officer insurance policies. The General Liability policy covers accident insurance for every enrolled child, participating parent, and teacher while at the nursery school and while on field trips. In case of an accident that occurs under any of these conditions, please notify the Vice President of Administration immediately.

**INTERN:** The school may participate in an intern/mentorship program with area high schools. The Board members and teachers will conduct an interview with all candidates before acceptance. Parents will be notified when an intern has been accepted into MNS.

**LEAVING SCHOOL:** Pick up time can be chaotic. In order to avoid problems and ensure the safety of our children, please use the following procedure:

1. The "Authorized to Pick Up" list should include, by name, anyone who might be picking up your child. This includes mothers and fathers.
2. Whether the class is on the playground or in the room, the pick up person should go first to the cubbies and pick up bookbags, check the board, etc. Please do not use this time for discussion.
3. As soon as possible, go to the playground (or classroom door) and check in with the teacher or aide.

4. Once you have signed your child out, **YOU ARE RESPONSIBLE FOR YOUR CHILD.**
5. Make sure anyone who picks up your child knows the pick up procedure. Persons picking up your child for the first time will be asked to show a photo ID (e.g., a valid driver's license).

**ORIENTATION:** A volunteer orientation is planned for all new members at the beginning of the school year. The purpose is for the parents and teachers to become acquainted and for co-ops to become familiar with the classroom. Aspects of the nursery school program will be discussed, as well as the responsibilities of parents as members of a co-operative nursery school. If a family begins the program after the beginning of the school year, there will also be an orientation for them prior to the child's first day of school coordinated by the Membership Coordinator.

**PLANS:** Daily classroom activities follow a basic schedule. This involves circle time, free play, art and educational activities, story time, snack, and outdoor play.

**PENALTIES:** Cash penalties will be levied against members as outlined in the table below. Penalties should be paid as soon as possible, preferably by check made out to Mayo Nursery School and given to the Treasurer.

<b>Late Tuition (10 days)</b>	\$25	<b>1st Missed Meeting</b>	\$25
<b>Late Tuition (20 days)</b>	\$50	<b>Additional Missed Meeting</b>	\$50
<b>Failure to Arrive on Co-op Day</b>	\$75	<b>Repetitive Tardiness for Pick Up</b>	\$10/15 min
<b>Non-Participation in Assigned Clean Up</b>	\$50	<b>Returned Check</b>	\$30

**PROBLEMS, COMPLAINTS, OR GRIEVANCES:** If you have any grievances, problems, questions or ideas concerning your child, contact your teacher immediately. Questions concerning your role as a co-oping parent, or your job, please contact your Class Chairperson. The Class Chairperson serves as the liaison between you, members of the Board, and the teacher.

**PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES:** Children will be evaluated through progress reports distributed twice a year and parent-teacher conferences, as requested. Student records may be inspected only by the parent or guardian and under the supervision of the teacher. Records will be released to parties other than the parents or legal guardians only with that parent/guardian's written consent.

**PROGRESSION:** Teachers shall advise parents when they feel a child is not ready to progress either to the four-year-old class or to kindergarten. The final decision to progress is, of course, the parents'. However, the Board reserves the right to refuse progression from the three-year-old class to the four-year-old class upon a recommendation from the teacher. Parents may be requested by the Board to re-register their child in the three-year-old class or to register for a probationary period of not less than one month in the four-year-old class. If, at the end of the probationary period, the child has not, in the opinion of the teacher, progressed sufficiently, parents will be requested to re-place him/her in the three-year-old class or remove him/her from the school.

**REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT:** Any teacher, aide, or member of Mayo Nursery School having contact with a child and who suspects or believes that a child has been abused or neglected is required to make a report of the suspected abuse or neglect to the Department of Social Services within 48 hours of the suspicion, in oral and in written form. Contents of the written report will follow the procedures of Family Law Article 5-704-5705 under the Child Abuse and Neglect Policy (effective July 1, 1988), notwithstanding any other section of the law relating to privileged communication. The reporting individual shall also immediately notify and give all necessary information required by law to the school's President. The President will inform any employee of the responsibility to report suspected child abuse at the time a contract is negotiated or an employee is hired.

**What is abuse/neglect?** **Child abuse** is any physical injury or injuries sustained by a child as a result of cruel or inhumane treatment or as a result of a malicious act or acts. **Sexual abuse** is any act or acts involving sexual molestation or exploitation, including but not limited to incest, rape, or sexual offense in any degree, sodomy, or unnatural or perverted sexual practices on a child. **Neglect** is significant physical or mental harm or injury as a result of conditions created by absence of the parents, guardians or custodians or by the failure of that person to give proper care and attention to the child and the child's health or welfare is harmed or threatened. Examples: (1) left unattended or inadequately supervised for long periods of time, (2) showing signs of failure to thrive or dwarfism not explained by a medical condition, (3)

inadequate medical or dental treatment, (4) denied adequate education, (5) wearing inadequate or weather inappropriate clothing, (6) living in a home where minimal health and fire standards are not met, (7) ignored or badgered by the caretakers, (8) forced to engage in criminal behavior at the direction of caretaker.

**REQUIRED PARTICIPATION:** Parent members or caregivers are required to participate in five phases of the nursery school. Those phases are co-oping, jobs, fundraising, attending General Membership meetings, and scheduled yearly clean-up activities. Refer to the “Basics of Membership” section of this handbook for more information.

**SCHEDULES:** Generally, three-year-olds attend class on Tuesday and Thursday and four-year-olds on Monday, Wednesday, and Friday. However, combination classes (mixed three- and four-year-olds) may be scheduled. Times for those class meetings will be announced by the beginning of the school year. Extended Day sessions are one day a week on Wednesday. A Monday session can be opened if the Wednesday session reaches full enrollment. Unless otherwise announced, class meeting times will be:

Morning Session - 9:00 am to 12:00 pm  
Extended Day session - 12:00 pm to 2:00 pm

**SMOKING:** Smoking is not permitted in the school, on school grounds or on field trips.

**SUBSTITUTE TEACHER:** If the teacher is absent, the teacher will make the necessary arrangements for a substitute. The substitute will be chosen from a list of candidates interviewed and approved by the Board. This will ensure each class has one teacher and the co-oping parent(s).

**TARDINESS:** BE PROMPT in dropoff and pickup. If a child arrives late to school, it is disruptive to the flow and schedule of the class. If you are late for pick up you will first receive a verbal warning/reminder to please be on time or make necessary arrangements to have your child picked up at the appropriate time. After a warning is given, the subsequent lateness will result in a fine as outlined in this book.

**TOYS:** Favorite toys from home are only welcomed if there is a special event related to a specific toy planned for that day. It is up to the teacher’s discretion, and may be a policy that is revised during the school year. Toys such as guns, ropes, or knives may not be brought to school.

**TUITION:** Tuition is due at the first class session of each month. A penalty will be imposed for late tuition, as defined in the Bylaws and outlined in this book. Tuition checks should be payable to Mayo Nursery School and given to the Treasurer or put into the collection binder provided for this purpose. Please indicate the child's name on the check. **If paying with cash, the family must obtain a written receipt from the Teacher or Treasurer at the time of payment.** Tuition for September and May is collected together and is due no later than the Orientation meeting. If the student drops out of school before December 31<sup>st</sup>, May tuition will be reimbursed to the member. Any drop-outs after December 31<sup>st</sup>, the last month of tuition is kept by MNS.

**VISITING CHILDREN:** Visiting children are not allowed in school without prior permission. Visits should be arranged by contacting the Membership Chairperson. This policy holds for siblings of children presently enrolled. We hope to have babysitting referrals available for the school year. Adult visitors are welcomed but are asked to contact the teacher or Membership Chairperson in advance.



## EMERGENCY RESPONSE PLAN

In the event of an emergency, the teacher will assess the situation and act accordingly. There is an Emergency Alert System in the classroom to notify the teacher and aide of any threat of an emergency. In the worst case scenario, the teacher will move the children to a “shelter in place”. This term is used by AACPS to mean quickly moving the children to a holding pattern in a safe place, minimizing the exposure to windows and unstable walls or roofs. In the case of Mayo Nursery School, our “shelter in place” will be the classroom or circle time room. Parents will be allowed to pick up their child at any time. During a time of crisis, it is a good idea for parents to review their “authorization to pick up” form. Children will only be released to adults on this form. It is important to keep in mind the safest plan for your child may be to remain in the building. You could endanger your child, yourself, or others if you come to the school to pick up your child in certain situations. The teacher will remain in the school until the last child is picked up.

Other types of emergencies may require the teacher to “lock down” our facility. This is another term used by AACPS that means to lock all the doors and have no outside activities. The role of the co-op parent(s) is to move the children to our “shelter in place” (if necessary), to tend to the needs of the children, and to generally assist the teacher. In the event we must evacuate the building, the teacher will decide on where the children will be safest. Evacuation could mean the children will be moved outside to the Mayo United Methodist Church sign at the end of the parking lot. To help prepare for emergency evacuations, the teacher will conduct monthly fire drills and biannual emergency and disaster drills.

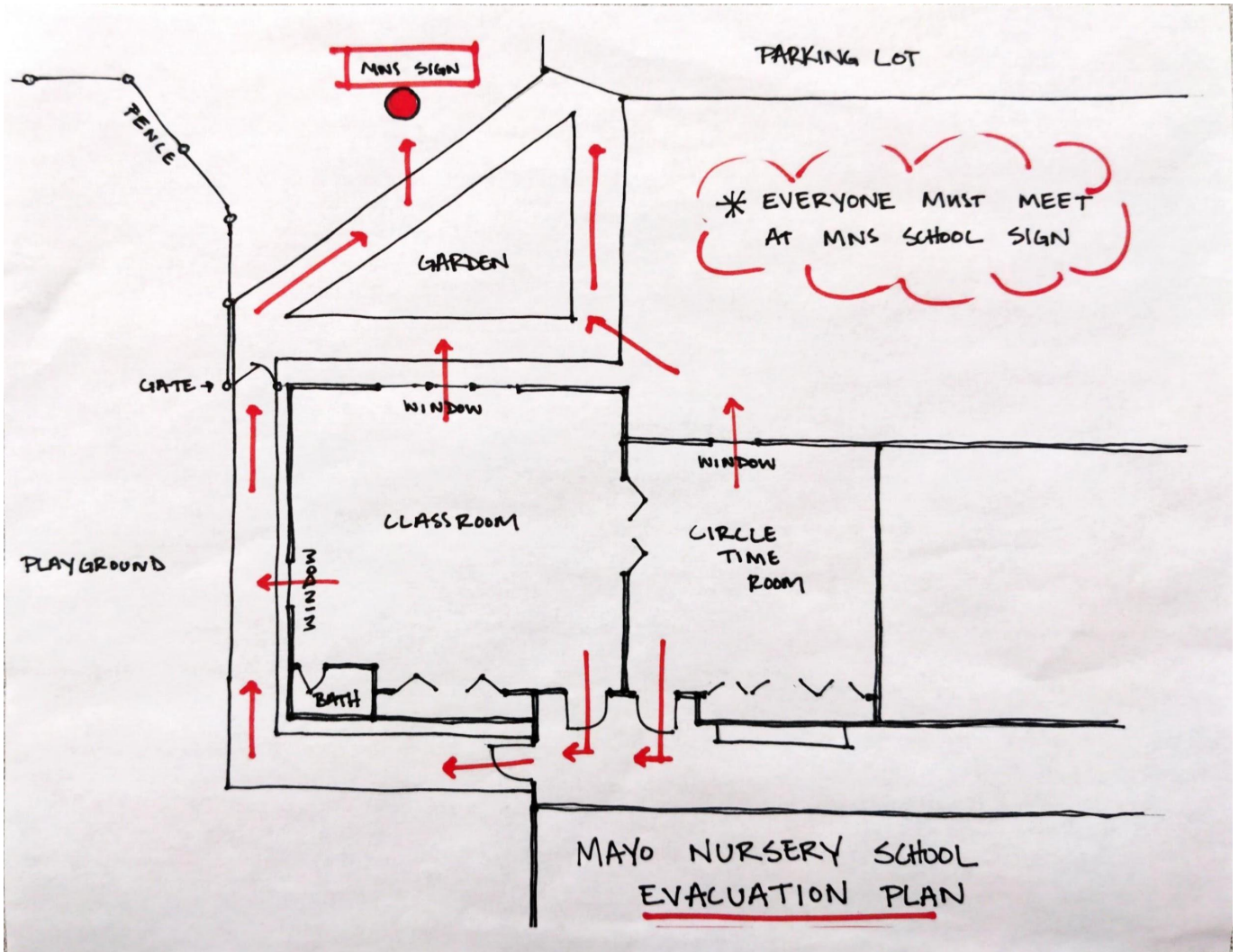
The media may be a useful tool for accessing information. Some websites to offer information: *Talking to your children about War* at [www.nccev.org](http://www.nccev.org); from the government are [www.reay.gov](http://www.reay.gov), [www.aacounty.org](http://www.aacounty.org), and [www.aahealth.org](http://www.aahealth.org).

To reduce the stress of our children in the event of an emergency, the teacher and the co-op parent(s) are to remain calm. They will not allow the children to listen to news reports on the radio. And when it applies, they will not offer opinions regarding war or the actions of other adults. They will attempt to keep the children distracted or occupied. They will make every effort to make our children feel safe. The school does have an emergency response kit ready and stocked.

In the event of an emergency, parents are advised NOT to call the school, but instead call your Classroom Chairperson for information. This is an effort not to flood the line at school and to allow the teacher to concentrate on taking care of the children.

Revised 2019

EMERGENCY EVACUATION PLAN



## **FIRST DAYS OF SCHOOL INFORMATION FOR STUDENTS**

You and your child are beginning an experience that should be both happy and beneficial. Playing with other children, learning to share and learning to stand up for one's rights are invaluable experiences that prepare an individual for the life he/she will lead. **Each child adapts to school in his/her own way and at his/her own rate.**

### **PRIOR TO THE START OF SCHOOL**

1. Tell the child what he/she may expect.
2. Give your child accurate information. Tell him/her that school includes:
  - a. other children for playmates.
  - b. toys and equipment your child will enjoy.
  - c. activities such as singing and painting, and numerous other things kids love to do.
3. Be casual. High expectations may be followed by disillusionment and disappointment.
4. Prepare your child by reading one of the many great books written about the first day at school, such as *First Morning of Nursery School* by Helen Oxenbury or *Every Morning at Play Group* by Michaela Muntean. Your librarian can suggest others.

### **THE FIRST DAY OF SCHOOL**

#### **On the morning of the first day of school:**

1. Allow enough time for dressing, breakfast, and other morning routines to permit you and your child to arrive at the school feeling relaxed and secure.
2. Expect your child to grow in his/her own way at his/her own rate. Children's play has a natural progression: solitary play, watching others, parallel play, and co-operative play are all normal patterns of play followed in that order by most children in the course of their development.

#### **The parent's role on the first days of school:**

1. Remain visible from all parts of the area in which your child is playing during the first day.
2. Leave guidance of your child to the teacher and co-oping parents.
3. Limit conversations with others to essentials.
4. Do not discuss a child in his/her presence.
5. Relax! The others are learning, too!

### **THE DAYS THAT FOLLOW**

#### **The days following the introduction:**

1. Come with your child as long as he/she needs you. Do not become impatient if he/she seems to take a long time. Your tensions will only increase your child's insecurity.
2. Consult the teacher to determine when he/she feels your child has established a secure relationship with his/her and is ready to begin to release you.
3. Let your child build his/her feelings of adequacy until he/she is ready to stay without you. Show him/her your confidence in his/her ability to do so.

## CO-OPING INFORMATION FOR PARENTS/GUARDIANS

### CO-OPING DAYS

Depending on class size, one or two parents will be scheduled to assist the teacher in class on a rotating basis. Plan ahead for your co-oping days, making the necessary arrangements at home. Make exchanges only when necessary, and when you do, be certain to verify the change on the master schedule posted at school. Fathers are strongly encouraged to co-op at least once during the year.

### MUSTS FOR CO-OPING

1. Sign in when you arrive.
2. **Arrive no later than 10 minutes before the start of school.** You are needed there immediately to help set up the day's activities and greet/check in the children at the drop off point outside at the "STOP" sign. **At the end of class, do not leave until all duties are completed and all of the children have been picked up.**
3. The parents should join in circle time, sit on the rug or in a chair with the children and teacher, and participate. Assist with free-play, work with the children to put the toys away. You will need to clean the snack tables, arrange chairs, set out the snack and drink. Help the children wash up before snack. Help the children get ready for play (during cold weather put on coats, mittens, hats, etc.). Complete the cleaning list posted on the bulletin board in the classroom.
4. **Siblings are not allowed in class on co-oping days or on field trips.** Please make arrangements for child-care ahead of time.
5. When the scheduled parent needs to trade a co-oping day, it is the parent's responsibility to make the trade and to note it on the master schedule at the school. Trading is almost never a problem when done far enough in advance.
6. If you have a last minute emergency on a scheduled co-op day, you must call for a substitute co-op parent to fill in. A list will be provided of those parents most likely to be available last minute, but if these parents are not available, every parent in the class should be asked. The teacher should be called and notified of the situation so that she knows who to expect for co-oping that day. You should plan to co-op on your substitute's next co-op day.
7. If you forget a co-op day, do not show up, or leave before the end of class, you will be assessed a penalty fee as defined by the Bylaws and outlined in this book. Non-payment of the co-oping fee may be grounds for dismissal from school.
8. Pregnant mothers should notify the Schedule Coordinator at the beginning of the school year or as soon as she knows when she will need to take off for two months after the baby is born. She may double up on co-op days before birth or after the allotted two months off. It is the responsibility of expecting mothers to make up the time.

### SUGGESTIONS FOR CO-OPING

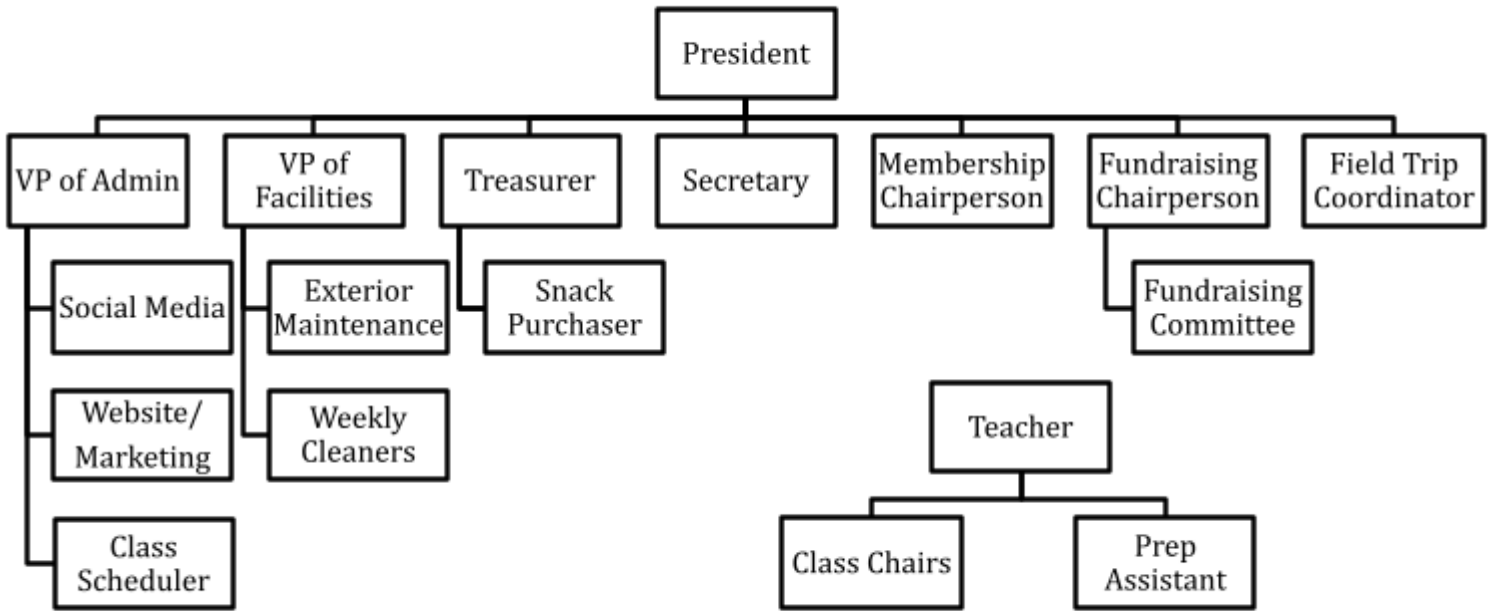
The following suggestions are to help you have an interesting and enjoyable co-oping experience. Your own enthusiasm can mean a great deal to both children and teacher, and can make a rewarding day for you.

1. Parents assist in supervision of free play, giving suggestions only when necessary. Encourage the use of a variety of toys and as much self-reliance and free expression as possible. If a child is having trouble putting something together, guide or tell him rather than doing it for him.
2. Let children explore the possibilities of play materials in their own ways. Often they like to paint or manipulate clay with no plan for the end product. The process is important. Listen to their comments as they work and you will understand what we mean.
3. Offer no choices if there are no choices. Avoid saying "Shall we pick up now?" Simply say "It's pick-up time now."
4. Be natural and warm with the children. Chat with them, read to them, or play with them. Try to get to know the children. If your own child desires extra attention from you while you are in school, do so. Don't

create tension by pushing your own child away. Get down to their eye level. Participate in circle time and story time. Enjoy yourself!

5. Avoid too much adult conversation and be alert to the needs of the children. Wear comfortable clothes so that you can participate in their activities.
6. Never discuss any of the children in their presence.
7. Clean-up time is for parents and children to work together in straightening up the room after free play.
8. Do not clean the room during circle, story, singing, or other class activities. There will be a chance for all of your duties later. Try to participate in class activities.
9. Sit down and enjoy the snack with the children. Take the opportunity to talk to them and get to know them better.
10. Parents should help the children with coats for outdoor play and dismissal; however, self-help should be encouraged. This can be a difficult part of the day, especially in winter, so be patient!
11. Parents should assist the children in their outdoor play. Keep an eye on the boundaries. Children are not allowed to play outside of the fence.
12. Respect a child's need to be alone. Remember, each child is an individual different from you and your child. Each child has her own pace of adapting and learning. Learning also takes place by listening and watching.

**BOARD AND JOB ORGANIZATIONAL CHART**



## **BOARD & JOB DESCRIPTIONS AND DUTIES**

All members will be assigned a job to fulfill throughout the school year. Each and every job is important and it is essential that each parent perform the duties of the assigned job to keep our school running efficiently. Please read the job description carefully. If you have any questions, please contact your Class Chair.

### **ADVISORY BOARD**

The *Advisory Board* is an overseeing committee for the school. It is made up of one to three people: the active President, the past President, and past Treasurer. In the event of a returning President or Treasurer, an elected previous Board member voted in at the last General Membership Meeting can fill the vacancy. If the positions are not filled, the positions can be filled by a majority vote of the newly elected Board. The purpose of this advisory Board will be to contribute continuity from year to year, as a completely new Board is typically implemented each year.

### **DUTIES OF BOARD MEMBERS**

President: The *President* is the administrative head of the school and shall preside at the Board and General Membership meetings, prepare the agenda for these meetings, make interim reports as required, represent the school in the community, and ensure that all jobs are being done. The President is one of three officers authorized to sign checks, confers with the teachers as necessary, and is responsible for the completion of the re-licensing forms for the MSDE Office of Child Care. The President serves in an advisory capacity for a minimum of one year following completion of term in office on the Advisory Board. For more information regarding duties, refer to the President's book.

Vice President of Administration: The *Vice President of Administration* assists the President in any capacity as needed. This person performs the duties of the President in case of absence or inability of the President to act and becomes the President if the office falls vacant before the end of the term. This person:

- Coordinates the activities of the Website Coordinator, Social Media Coordinator and Schedule Coordinator and sees that assignments are completed.
- Maintains the current staff and volunteer files and coordinates with the Office of Child Care to ensure all requirements for staff and volunteers are met.
- Makes sure teachers maintain daily attendance sheets including late arrivals and early departures.
- Arranges for the scheduling of school pictures and CPR courses (if applicable).
- Distributes and collects the teacher/aide/program evaluation forms in January and communicates the results to the Board.
- Serves as a liaison to the church and ensures that a Board member attends a Church Council meeting twice during the school year
- Maintains an Administration notebook, to include helpful hints for the next person.

Vice President of Facilities: The *Vice-President of Facilities* assists the President in any capacity as needed. This person:

- Organizes and facilitates the start of year set-up and clean-up days throughout the school year.
- Notifies the church of any additional space/rooms needed for field trips, programs and meetings.
- Creates the weekly schedules of the Maintenance Team and Weekly Cleaners, and sees that assignments are completed.
- Inspects and maintains the playground equipment.
- Schedules any necessary repairs or improvements required in the classroom or playground area.
- Ensures the church is notifying MNS of the water testing and the results.
- Maintains Facilities notebook, to include helpful hints for the next person.

Secretary: The *Secretary*:

- Takes attendance and writes minutes of all Board meetings and General Membership Meetings.
- Distributes minutes to Board and Membership, respectively.
- Picks up mail and sorts into the appropriate Board folders.
- Manages all school correspondence and maintains a file of all typing, correspondence, Bylaws, handbook and school business.
- Maintains record of required service hours of members.
- Sends out fine letters as needed, and informs the Treasurer.
- Maintains a Secretary notebook, to include helpful hints for the next person

Treasurer: The *Treasurer* supervises and controls all financial affairs of the school subject to the direction of the Board. The Treasurer reports on the school's finances at each Board meeting, is one of the three officers to sign checks, manages the disbursement of funds, and keeps books of accounts and such other records as the Board shall direct. This person oversees the class treasurers and works closely with the Fundraising chair. This person:

- Prepares an annual financial report at the end of the fiscal year, which shall be placed on file through the Secretary.
- Prepares a recommended budget for the following year in cooperation with the President, Vice Presidents of Administration & Facilities, and teachers, and submits it to the membership at the May meeting.
- Arranges for an annual audit of the books.
- Retains a copy of the teachers' contracts and sees that terms are met, records teacher absences, keeps payroll records.
- Communicates with the school accountant regarding filing with the appropriate authorities the Federal and State reports of taxes withheld and ensures that timely payment of such taxes are submitted.
- Keeps insurance records, renewing policies when necessary and keeps books for all accounts receivable. This includes the following: tuition, registration, fines, and all income from fundraising efforts.
- Arranges for signature changes at the bank as soon as the new Board is established to change the signature card, which needs to be signed by the President, Secretary, and Treasurer.
- Maintains a Treasurer notebook, to include helpful hints for the next person.

Membership Chairperson: The *Membership Chairperson* coordinates all aspects of recruiting and enrolling students. This person:

- Keeps a complete list of alumni, current membership, and Board, including addresses and telephone numbers and sees that the Secretary has copies for the general file.
- Keeps a current waiting list and handles all new membership applications.
- Determines preference and qualifications for various jobs and offices within the school and works with the President and teacher to assign the jobs.
- Makes student files, saves returning student files, and archives non-returning student files.
- Arranges visits to the school by applicants and new members and any other interested person.
- Updates class roster as changes occur and informs teacher and Class Chair immediately.
- Organizes the Open House, including advertising, preparing application packets, posting signs, etc.

Fundraising Chairperson: The *Fundraising Chairperson* is responsible for coordinating all work pertaining to the fundraising projects for the year. This includes, but is not limited to, notifying each family of its fundraising responsibilities. This person:

- Plan and implement multiple fundraising opportunities throughout the year to allow member families to meet their minimum fundraising goal.
- Keeps complete records of events including date, money collected, money spent, problems, etc.
- Oversees members on the Fundraising Committee and assigns tasks as necessary.
- Maintains a Fundraising notebook, to include helpful hints for the next person.

Field Trip Coordinator: The *Field Trip Coordinator* aides the teacher in the process of organizing field trips in relation to the curriculum, and communicates this information to the Class Chairs and the parents. This person:

- Schedules off site and on location field trips within teacher approved timeline.
- Communicates details of each field trip, including cost, to parents to ensure full participation.
- Collect and organize funds for field trips and deliver them to the Treasurer.
- Coordinate with VP of Facilities to ensure availability of fellowship hall for onsite events.
- Maintain a Field Trips notebook, to include helpful hints for the next person.

**Persons who fill the above offices are voting members of the Board and, as such, are expected to attend all Board and General Membership Meetings unless there is a suitable emergency. The schedule of all meetings will be distributed by the President at the beginning of the school year. Board meeting dates will be included in the school calendar and can be attended by all interested parties.**

## **DUTIES OF NON-BOARD JOBS**

Class Chairperson: The *Class Chairperson* (1 per class) is responsible for coordinating the following non-teaching related activities. This person should be available to the class as needed. This person reports to the President and/or Teacher. This person:



- Serves as the liaison between the students and parents and the teacher/Board.
- Is responsible to communicate any issues to the Board.
- Keeps class informed of all short lead time events to ensure full participation.
- Prepares a cell phone contact list for the class and distributes it to all class members by the second week of school for use in case of emergency.
- Assists the Teacher with events throughout the year.

Fundraising Committee Member: The *Fundraising Committee Member* works closely with the Fundraising Chairperson(s) in achieving the goals of the fundraising projects. This person reports to the Fundraising Chair and shall:

- Assist Fundraising Chairperson(s) with all aspects of fundraising drives as needed.
- Assist with fundraising product delivery and distribution.
- Keeps a record of the monies collected and gives this to the Treasurer for deposit.

Preparation Assistant: The *Preparation Assistant* aids the teacher by helping with out-of-school preparation for class activities. This person reports to the Teacher and shall:

- Take direction from the teacher and help the teacher in every way possible.
- Pre-cuts material for projects and return them to the teacher in a timely manner.

Scheduler: The *Scheduler* is responsible for the co-oping schedule for his/her class. This person reports to VP of Administration and the Teacher and shall:

- Schedule parents to co-op on a fair and consistent basis.
- Post the schedule on bulletin board and email (or share to a drive) each parent a hardcopy.

Weekly Cleaner: The *Weekly Cleaner* is responsible, on a weekly basis, for the cleaning of the classroom and toys. This person reports to the VP of Facilities and shall:

- Clean and sanitize toys as directed by the teacher.
- Complete cleaning tasks on a rotating basis as outlined by the cleaning schedule created by the VP of Facilities. These tasks may include: thoroughly cleaning the bathroom, classroom, flat surfaces and floor areas and/or washing towels and other cleaning materials.
- Check and maintain supplies of paper towels, cleaning supplies, toilet paper, tissues.
- Keep all cabinets (including the bathroom) supplied and in order.

**NOTE: The weekend is the best time to clean. However, you may not clean during church or Sunday school. The classroom may also need to be cleaned during the holiday breaks.**

Exterior Maintenance Coordinator: The *Exterior Maintenance Coordinator* is responsible for maintaining and reporting any necessary repairs to the outside areas of the school to the VP of Facilities. This person shall:

- Keep the walkway free of debris in the fall (leaves) and in the winter (snow and ice).
- Keep outdoor equipment and grounds clean and safe.
- Check the playground equipment and report any necessary repairs and improvements to the VP of Facilities.
- Assist with mulching and weeding the playground as needed.
- Coordinate and manage clean up days throughout the year as deemed appropriate by the VP of Facilities.

Snack Purchaser: The *Snack Purchaser* makes all purchases pertaining to providing snacks for their class. The person reports to the Treasurer and the teacher and shall:

- Purchase healthy snacks for their class, following guidelines set by the USDA.
- Provide a calendar of planned snacks for the month.
- Keep supplies organized in the snack closet.

Website/Social Media/Marketing Coordinator: The *Website/Social Media/Marketing Coordinator* maintains the school website and social media accounts and handles marketing for the school. This position may be split up between multiple people if enrollment numbers allow it. This person reports to the VP of Administration and shall:

- Update the website with important information, pictures, changes to information, etc.
- Maintain social media accounts with regular posts.
- Research possible marketing opportunities to present to the Board.
- Assist with signage for the school.
- If applicable, coordinates any attendance, etc. at preschool fairs.