

## **Upper County Cooperative Pre-School BY-LAWS**

**Cooperative Definition:** Co-ops are formed by their Members (parents, guardians, long-term substitutes, Board Representatives and approved public coop participants) when the marketplace fails to provide needed goods or services at affordable prices and acceptable quality. Cooperatives empower people to improve their quality of life and enhance their economic opportunities through self-help. Throughout the world, cooperatives are providing co-op members with a wide variety of services.

The cooperative structure gives Members a voice in the operation of the child education program. As co-owners of the cooperative, Members must be well-informed and actively involved in their child's education. Member participation goes beyond policy making and will include sharing special activities or hobbies with the children at the Pre-School. UCCP encourages all Members to actively participate in full as that provides the highest amount of financial benefit to the program. Full participation results in Members working closely with the professional staff, Students receiving care and education of the highest quality and a program that financially supports the needs of the Students and Pre-School.

Our cooperative, UCCP, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our Pre-School. It does not discriminate on the basis of race, color, national and ethnic origin in administration or its educational policies, admission policies, scholarship and loan programs, and other school administered programs.

**Educational cooperatives follow eight internationally recognized principles:**

- \* Student Safety
- \* Voluntary and Open Membership
- \* Democratic Member Control
- \* Member Economic Participation
- \* Autonomy and Independence
- \* Education, Training, and Information
- \* Cooperation Among Cooperatives
- \* Concern for Community

To make our Upper County Cooperative Pre-School the best it can be we require that the principles above guide and influence all that we do. Cooperation from Members and Students will support the program success.

**The purpose of the Upper County Cooperative Pre-School (UCCP)** is to enhance each child's social, intellectual, physical, and emotional growth. UCCP is not intended to teach "hard learning" such as reading, spelling, or math. However, it is a place where basic foundations for these skills are laid. The children at UCCP are introduced to numbers, letters and their sounds, counting, shapes, colors, and cognitive skills.

The UCCP purpose further supports comprehensive learning skills in the following areas:

\* **Social Development** – By participating in group activities and creative playtime, each child will have the opportunity to learn how to share, to settle disagreements, to make group decisions, to practice acceptable manners, to identify with others' feelings, to follow rules and to accept the consequences if he/she chooses not to.

\* **Intellectual Development** - Through interacting with adults and involvement with books, records, field trips, songs and creative playtime, each child will be given the opportunity to practice listening and speaking skills and to increase his/her vocabulary. The Pre-School shall provide an environment encouraging each child to make many discoveries about the world. Through informal and small group experiences, the concepts of color, size, shape, weight, balance, numbers and letters will be explored. It is important that every child succeed most of the time (tasks set before each child will be within his/her ability – easier ones for some and more challenging ones for others). Creativity will also be emphasized through activities such as storytelling, art, music and dance.

\* **Physical Development** – The Pre-School will provide opportunities to develop large motor skills through purposeful outside play, dance and rhythms. Small motor skills will be developed through activities such as scissor work, clay sculpting, drawing and painting. Perceptual motor skills, while being practiced in almost every area, will be given special attention through activities such as the bean-bag toss and catch a ball.

\* **Emotional Development** – A warm, accepting atmosphere shall prevail at the Pre-School with a major goal being to build a positive self image and self confidence for each child through positive reinforcement of behavior and many successful experiences. Each child will also be encouraged to act with independence and self-responsibility.

\* **Discipline** – The Pre-School maintains that when discipline is necessary, it will be emphasized that it is the behavior that is not acceptable rather than the child. No physical punishment will be allowed. A behavior plan will be followed by the Pre-School. The teacher and the board will enforce it. A copy of the "behavior plan" will be provided to all members. All members will be expected to support this plan and comply with any teacher/board enforcement concerns. Support in this area is critical to the success of students and their opportunities to learn.

*...All that we are will pass on to our children – our loves, our hopes, our dreams, and our character. Therefore, let your thoughts be planted in rich soil and let your actions stand tall in a child's eyes. Just as the fruit does not fall far from the tree, children do not stray far from their heroes...*

NAME:

The group shall be known as the Upper County Cooperative Pre-School (UCCP).

MEMBERSHIP REQUIREMENTS AND RESPONSIBILITIES:

1. Eligibility

- a. Any Parent/Guardian of a child between the ages of 3 and 5, inclusive, willing to accept the duties and requirements of participation in the UCCP group, is eligible to enroll that child. Children outside this range require the approval of the board.
- b. All children must be toilet trained. Assistance and accidents are understandable, but the child should be able to use the facilities.
- c. Final approval by the Pre-School Teacher and Board after a one-month trial period applies in the case of every child enrolled. Problems arising concerning the child's behavior will be taken by the Teacher to the Member immediately so that constructive steps may be taken.
- d. Maximum membership shall be established by the Board.
- e. Each Member shall give two weeks notice before dropping out of the Pre-School. Required written notice is to be given to the Board.
- f. Each Member shall show proof of up-to-date immunizations for the child, to be given to the Vice-Chairperson at the time of enrollment.

2. Registration

- a. All Members shall attend a mandatory orientation meeting prior to the school year before registration is considered complete. Orientations will be set up in the middle of the school year for students that enroll mid-year. Orientations will be mandatory each year regardless of prior enrollment from previous years.
- b. Children scheduled to attend kindergarten during the next school year shall have priority to be accepted into the older class. The returning student's not entering kindergarten the following year will have second priority and final priority will be given to students on the waiting list. The waiting list will be populated on a "registered date" basis so that children will be placed higher on the list than those that are registered later in the year.

c. Children who are 3 prior to September 1<sup>st</sup> of the new school year will be placed into the younger class. Returning students will have priority over new enrollees on the waiting list. The waiting list will be populated on a "registered date" basis so that children will be placed higher on this list than those that are registered later in the year.

d. Class options are available depending on the age of your child.

e. In the event that enrollment permits, there will be open registration held on a day set by the UCCP Board and advertised in the local newspaper at least one week in advance of the registration day.

### 3. Tuition

a. Registration, Tuition/Rewards and Fund-Raising Opt Out Fees shall be reviewed and if changes are required, the financial reasons for the changes will be brought before the General Membership for a vote.

b. A non-refundable registration fee each year for enrolled students will be collected. The registration fee will not be pro-rated due to enrollment late in the year or month.

c. Tuition is payable by the first of each month during the school year. MWF monthly tuition is \$180.00. T-TH monthly tuition is \$120.00. A late fee of \$20.00 will be assessed if tuition is not paid by the 15<sup>th</sup> of each month. Student expulsion will be considered by the Board if the tuition is not paid by the 20<sup>th</sup> of each month. Extenuating circumstances must be discussed with the Chairperson and Treasurer prior to the failure of payment. Full tuition will continue to be assessed if the Pre-School is closed for any period of time less than one month. Tuition will be pro-rated for new members entering after the 1<sup>st</sup> of each month during the school year.

d. Board Members will be responsible for ½ of the regular student tuition in return for their services to UCCP.

e. Withdrawal from UCCP forfeits any and all paid tuition and fees.

f. Bank fees resulting from overdrafts, non-sufficient funds, etc. will be assessed to the respective cooperative Member on an actual cost/fee basis. Communications with a Board Member regarding payment difficulties is extremely important.

#### 4. Member Requirements and Responsibilities

a. Members must arrive on-time to drop off and pick up all students. Please do not arrive earlier than 5 minutes prior to start time. Students must have adequate clothing for outdoor activities (hat, mittens, jacket, boots, etc). An additional set of clothing is required if Students are at a stage where they “might” have an accident at school. This additional set of clothing can be put in a bag, marked with the students name and retained at the Pre-School in the event it is needed. Members are asked to spend a few moments orientating the student when they are dropped off.

b. DO NOT bring sick children to Pre-School. Please call the Teacher (649-2671) in the classroom each morning to advise her of your child’s absence.

c. Classroom cleaning will occur after each monthly parent meeting. One alternating Board Member will be present along with several alternating parents. This will occur on a sign-up basis, with the understanding that a representative from all families will clean at least one time throughout the school year.

d. Each Member shall participate as a Parent Helper at the Pre-School on a pre-determined day of their choice. Required participation will be no less than once a month. Participation will consist of classroom assistance and will include but not be limited to: Cleaning, Classroom Project Aide (cutting, pasting, etc), providing nutritious snacks and outside activity assistance. There will be a \$50 fee added to your tuition if you fail to fully participate in class. Full parent participation will include the following:

- \* Arrive 15 minutes early and stay until the last student is picked up.

- \* Provide healthy snacks for all students in the class (suggestions: crackers, fresh fruit, fruit roll-ups, goldfish, cookies, pretzels, rice cakes, etc). Please remember that some children are allergic to peanuts, peanut oil, etc. So choosing a smaller amount of two different kinds of snacks is always a good idea.

- \* Participate and interact with the students.

- \* Help greet each student as he or she arrives.

- \* Help direct the students to the activity tables while other students arrive.

- \* Help the Teacher as requested.

- \* Clean tables and assist the students who are “snack helpers” serve the daily snacks.



- \* Assist the Teacher with re-directing behavioral problems, students who are disrupting the class, fighting, etc.
- \* Vacuum carpet, sweep and mop the floors at the end of class. Do general clean-up as required making sure all toys, papers, crayons, etc. are put away.
- \* Empty the trash cans into the parking lot dumpster.
- \* Perform cleaning of the restrooms if UCCP's required day.

Failure to attend in the classroom on an assigned date may result in the closure of the Pre-School for that day and a written Warning Letter of Possible Expulsion. After two Warnings Letters the Board will vote on possible expulsion. The following steps must be taken to avoid closure of the school and formal action by the Board:

- \* Each Member shall arrange for a substitute in the case of an unavoidable absence. The substitute participant must be on the "UCCP WATCH approved Parent Helper List".
- \* Long-term substitutes shall participate on a regular and consistent basis performing the member responsibilities. These responsibilities include but are not limited to Member meetings and Pre-School participation as outlined in these Bylaws.

e. Each Member or Long-Term Substitute shall attend Member meetings once each month. A Member unable to attend a monthly meeting shall notify a Board Member prior to the meeting. Full-Compliance with Member Meeting Requirements will be rewarded with a reduction toward monthly tuition of twenty dollars. Members or Long-Term Substitutes that miss more than (2) monthly meetings in one school year (without a valid and pre-approved excuse) will be subject to expulsion from UCCP.

f. Fundraising events provide for a large portion of the Pre-School's operating budget. Fundraising requires all of our energy, initiative and creativity. UCCP encourages all Members to get donations for the Pre-School. Additionally, failure to accept one of the approved options below will be grounds for expulsion from the UCCP:

- \* Members shall participate in all fundraisers by meeting the minimal financial goal for each *student* or by donating additional time to the Co-op to assist in fundraising duties. The Board withholds the right to assess an OPT OUT FEE on members that do not perform adequate fundraising participation.

\*Members shall pay a fundraising OPT OUT FEE based on the amount of money raised at the respective fundraiser divided by the number of participating families, not to exceed \$200 per fundraising event.

#### GRIEVANCES:

Immediate action must be taken in the event of a grievance. Each participating member shall communicate the grievance directly to the Chairperson. The item will then be discussed with the Teacher and the Board, if appropriate, and will also be placed on the agenda for the next Member meeting. The Chairperson and the Member will work together to seek information and solution proposals prior to the meeting in which the grievance will be discussed.

#### WASHINGTON ACCESS TO CRIMINAL HISTORY (WATCH) PROGRAM:

1. Parent/Substitute helpers will be subject to a mandatory background check performed by the Washington State Patrol using Washington Access to Criminal History form for non-profit entities. Parents/Substitutes who wish to assist in the classroom will voluntarily provide their first, middle, and last name, and answer questions on the WSP form regarding crimes against persons. The Member will be notified of the Washington State Patrol's response within ten days after submittal by the UCCP Chairperson. If the Chairperson determines there may be a threat to UCCP students due to criminal history of a potential Parent/Substitute, the Chairperson will submit the form to the UCCP Board for review. The UCCP Board will decide if the person may serve as a Parent/Substitute. The Board will have the final say in approving a Parent/Substitute.

2. Background check forms will be included in yearly registration packets for all new Members and will be returned for all potential Parent/Substitute helpers. Members must return the forms by the mandatory orientation meeting prior to the school year. Members will not be allowed to serve as Parent/Substitute helpers in the classroom until the form is returned and processed by UCCP. Members will be responsible for helping once a month or provide an approved helper regardless of their clearance, or will not receive the reduction for cooperative compliance. Members who do not wish to submit to a background check may still enroll their child and attend all school functions such as meetings, field trips, classroom parties, etc. These Members will simply not be able to serve as Parent/Substitute helpers in the classroom. As stated above, these Members will still be responsible for providing a helper who is approved by the background investigation, or will not receive the reduction for cooperative compliance.

#### BOARD MEMBER JOB REQUIRMENTS:

The Board will be an "elected body" and include the following positions and duties:

### **Chairperson/Events Coordinator**

- \* Shall conduct one regular Member meeting each month.
- \* Shall call and conduct monthly Board meetings and “special” Board meetings when necessary.
- \* Perform WATCH background checks.
- \* Review fiscal performance monthly and quarterly.
- \* Shall approve all written communications prior to distribution.
- \* Shall consult with the Vice-Chairperson and Teacher regarding curriculum requiring further emphasis.
- \* Shall receive grievances and assist Members bearing such grievances in seeking viable solutions. If necessary it will be brought to the General Membership.
- \* Coordinate, organize and lead fundraising activities and special events.
- \* Collect funds from such events and present to Treasurer for recording and deposit.
- \* Notify Treasurer of any expenses or payments due to support coordinated events.
- \* Coordinate with Teacher to organize monthly field trip logistics.
- \* Coordinate and support Scholastic Book Order Programs.

### **Vice-Chairperson/Secretary**

- \* Receive all new Member applications and provide information about the Cooperative Pre-School to perspective applicants.
- \* Schedules and conducts UCCP Orientation Classes.
- \* Prepare and distribute an updated UCCP Phone List of Members twice a year (or as needed).
- \* Compile a current list of Vitals Statistics for perspective students including verification of immunizations. Acceptance of children, partially or not immunized, will be reviewed by the Board for eligibility.



- \* Monitor and manage Parent/Substitute Helper Sign-Up Calendar.
- \* Notify Members of all meetings.
- \* Conduct regular Board and Member meetings in the absence of the Chairperson.
- \* Plan and carry out necessary recruitment.
- \* Keep attendance records for Board and Member meetings.
- \* Keep detailed “minutes” of the business transacted at meetings, distribute “minutes” to the Board for retention, post the “minutes” in the Pre-School classroom and e-mail “minutes” to all Members.
- \* Manage necessary correspondence.
- \* Coordinate with local newspapers for appropriate publicity, recruiting and registration advertising.
- \* Maintain an on-going photo album of class activities and Members. Album to reside in the Pre-School classroom after each update.

#### **Treasurer**

- \* Manages liability insurance transactions.
- \* Maintain complete financial records, legal documents and up-to-date By-Laws.
- \* Submit a complete financial statement at each Board and Member meeting.
- \* Collects fees, issues receipts and submits statement of each Member’s financial standing as necessary.
- \* Reviews the actual expenditures in comparison to the budget estimate monthly. Presents findings to the Chairperson upon review.
- \* Processes all taxes and pending bills for UCCP.
- \* Process and distribute all UCCP mail as appropriate.
- \* Purchases supplies as requested by the Teacher and approved by the Board.

- \* Manages inventory of equipment, resource material, enrollment documents and membership information.

### **Teacher**

- \* Organize and prepare the classroom prior to the school year. Request Member participation as necessary.
- \* Prepare “curriculum” and or lesson plans for classes in accordance with UCCP By-Laws.
- \* Advise Board of suggested classroom improvements and proposed changes to class structure.
- \* Supervise and direct Parent/Substitute Helper.
- \* Coordinate all purchases and supply needs with the Treasurer.
- \* Prepare the daily “routine schedule”.
- \* Communicate pro-actively with Members to resolve conflicts, behavioral concerns, etc.
- \* Provide a positive, fun and creative atmosphere that promotes growth and learning experiences.

Board Members shall resign if they cannot carry out the duties of their office during their elected term. All replacement Members will be agreed upon by the remaining Board.

### **BOARD RESPONSIBILITIES:**

- a. The Board shall draw up and consider binding the Pre-School Teacher’s Contract. The tuition and salary/compensation shall be determined at this time. The Board shall advertise the Teacher position, interview, and hire.
- b. The Board shall approve the lease and liability insurance.
- c. The Board shall evaluate the Teacher’s performance with the Teacher twice a year.
- d. The Board shall approve the enrollment of every child after one month.

e. The Board shall recommend the maximum number of students and the cost of both monthly tuition and registration fees. If a change in tuition is suggested by the Board, it must be approved by a General Membership vote.

f. The Board shall select and make recommendations on short, mid and long range goals.

g. The Board shall research and make recommendations for monthly field trips to the General Membership.

h. Financial Requirements

\*The board is required to keep minimum 6 months of operating expenses in the COOP Savings account at all times. For funds to be drawn below the 6 month minimum it would take majority vote by General Membership.

\*The Chairperson, Vice-Chairperson, and Secretary will be empowered to sign checks for authorized purchases approved per the By-Laws.-

\* Capitol expenditures over \$50 shall be reviewed and approved by the Board.

\* A Substitute Teacher that is a non UCCP Member will be paid \$65 for each class taught in the event the regular Teacher has to be replaced due to absence.

BOARD ELECTIONS:

a. A General Election of Board Positions shall be held in April during the regular parent meeting.

b. Nominations for the Board positions will be open to all Members and a sign up sheet will be posted one month prior to the elections.

c. Positions can be retained for more than one year if the Member's child will remain in UCCP the following year and the existing Membership re-elect them in the General Election.

UCCP SCHEDULE AND ATTENDANCE:

a. School will begin in September and will follow the Cle Elum/Roslyn Elementary School Calendar, unless otherwise voted on by the membership. Additionally, snow and vacation closures will follow the determination made by the Cle Elum/Roslyn School District.

- b. Children with health conditions that are in the “contagious” stage will not be permitted to attend school.
- c. All absences shall to be reported each morning to the classroom phone.
- d. All classes will be combined on one day of every month. This day will be held exclusively for special events such as field trips, library visits and music programs.

#### SAFETY REQUIREMENTS:

- a. Member or authorized guardians shall escort their child(ren) into and out of the building.
- b. Members or approved Substitutes must stay in their assigned areas during school hours. Another authorized person should be secured to supervise the Students properly in the event you must leave your assigned area.
- c. No running allowed in the UCCP building or classroom.
- d. No smoking of any kind is allowed during UCCP events.
- e. Fire drills shall be required three times a year. Suggested months will be September, January and April for all classes.
- f. Only approved Members with current and sufficient automobile insurance will be permitted to drive children on field trips. Each child will be buckled into his/her own seat belt, car seat or booster as appropriate for the child’s age.
- g. The following will be required in the event an un-known person to the UCCP will be picking up a student:
  - \* A signed release from the Member that names the individual that will be picking up the Student.
  - \* The unknown individual must show Picture ID with a matching name that is reflected on the signed release from the Member.

#### BY-LAW MODIFICATION AND VOTING:

- a. The Board and Members will annually review the By-Laws and propose any necessary changes. All changes shall be completed and voted on by the General Membership prior to December 31<sup>st</sup> of each year.
- b. Any changes to the By-Laws must be approved by a General Membership vote.

- c. All changes shall be written and posted in the classroom for at least thirty days prior to the vote for Member review.
- d. It is each Members responsibility to review the materials and be prepared to vote.
- e. All changes shall be discussed with the General Membership at a monthly Parent Meeting prior to the vote.
- f. All active Members in attendance at the Parent Meeting are eligible to vote.
- g. All votes will be decided by the majority vote. In cases of absolute tie, the Chairperson shall cast the deciding vote.
- h. The Chairperson will decide if the vote shall be by secret ballot or public vote.
- i. Non-formal votes may be held at Parent Meetings to decide on group direction that does not pertain to, or seek to change these By-Laws (i.e. field trips, class activities, fundraisers, etc.).