



### **Our Mission**

The Gig Harbor Cooperative Preschool is a parent-operated, non-profit corporation affiliated with Bates Technical College that provides quality learning experiences for children and promotes the development of knowledge and skills for strong and healthy families.

# **2024-2025 POLICIES AND BY-LAWS**





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# 2024-2025 POLICIES CONSTITUTION AND BYLAWS

Revised December 2019

## **ARTICLE I:**

### **NAME**

Section 1:

The name of this organization shall be the GIG HARBOR COOPERATIVE NURSERY SCHOOL (DBA: Gig Harbor Cooperative Preschool).

Section 2:

The Gig Harbor Cooperative Nursery School is a Member of the Parent-Child Preschool Council, coordinated by the Child Studies Department of Bates Technical College of Tacoma.

## **ARTICLE II:**

### **PURPOSE**

Section 1:

The purpose of the Gig Harbor Cooperative Nursery School shall be to provide for the growth and development of the child and parents within the framework of a parent participation program. The program shall be organized and operated exclusively for educational purposes with the meaning of SECTION 501(c)(3) of the 1954 Internal Revenue Code. Consistent with the requirements of that Code, the cooperative shall not carry on any activities precluded by the Internal Revenue Code for an organization exempt from taxation under said code.

## **ARTICLE III:**

### **MEMBERSHIP ENROLLMENT**

Section 1:

The Gig Harbor Cooperative Nursery School shall not discriminate on the basis of race, color, sex, religion, handicap, sexual preference, national and ethnic origin or handicapping condition in administration of its educational policies, admissions policies, or scholarship and loan programs. This school shall not maintain separate classes, separate buildings, separate sections in the cafeteria or other facilities along racial lines.

Section 2:

Any child between the ages of two and kindergarten entrance shall be eligible for enrollment. Eligibility shall be determined by the Peninsula School District age requirements. Any exceptions shall be approved by the Executive Board.

Section 3:

A new member shall be accepted on a trial basis for two months. After this time, membership can be terminated by either the member or the Executive Board. Membership shall be reviewed and probation and/or termination shall be considered if parent and/or classroom requirements are not being met.

Section 4:

Enrollment lists are filled from those whose registration fee has been paid.

Section 5:

Openings are filled from the waiting list on a first come basis.

## **ARTICLE IV:**

### **PARENT DUTIES**

Section 1:

Participation in this preschool as a working parent under the direction of the Teacher for the required number of sessions per child.

Section 2:

Attend orientation in addition to monthly education offerings to meet the school's parent education requirement.

Section 3:

Serve as a committee member, chairperson, or officer when these positions require filling.



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- Section 4: Pay all fees on time.
- Section 5: Be responsible for transporting child to and from class.
- Section 6: Fulfill duties assigned equally to all for the upkeep of the preschool facility.
- Section 7: Provide a nutritious snack on a rotating basis.
- Section 8: Complete forms as outlined on the registration form and/or in registration packets. Forms must be on file prior to the first day of school.
- Section 9: Observe the no smoking policy.
- Section 10: Must be trained to work in the classroom and comply with risk management procedures.
- Section 11: Failure to comply with any of the above responsibilities may necessitate the Executive Board to consider dismissal: a warning letter shall be sent to the parent before any other action is taken.

## **ARTICLE V:**

### **FEES & FINANCES**

- Section 1: The Gig Harbor Cooperative Nursery School shall be a nonprofit organization with all funds remaining in the treasury at the end of the school year. Any funds in excess of those needed for the stable operation of the school shall be expended at the discretion of the Executive Board.
- Section 2: The Treasurer(s), President(s), and Secretary of this group shall be the only authorized signers of checks.
- Section 3: All fees shall be set by the Executive Board.
- Section 4: A child's tuition and registration shall be paid prior to attending class.
- Section 5: Prepaid monthly tuition shall be nonrefundable unless a written resignation is submitted to the Membership Chairman 30 days in advance or at the discretion of the Executive Board.
- Section 6: Tuition fees shall be made payable to the Gig Harbor Cooperative Preschool and are due the first day of each month. For payment regulations, see Standing Rules.
- Section 7: Absence requires tuition to be paid as usual to hold the child's place in class. The Executive Board shall use its discretion in cases of extended absence when the situation warrants their attention.



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## **ARTICLE VI:**

### **HEALTH AND SAFETY**

Section 1:

Neither the Gig Harbor Cooperative Nursery School nor any individual member within the group shall be liable for any injury occurring either during the session or in transit between the home and school or on an excursion.

Section 2:

Any child who, to the knowledge of the parent, has been exposed to any communicable disease must be kept at home throughout the communicable period. It shall be the responsibility of the parent to notify the Health and Safety Chairperson and the Teacher of any contagious disease or allergy. At the discretion of the Teacher, any child who shows signs of possible illness may be sent home.

Section 3:

In the event of an emergency, medical procedures will be followed as set forth in the Risk Management Manual.

Section 4:

Parents and children will comply with all school policies in regard to health forms.

Section 5:

Parents who will be driving on field trips must comply with all the policies set by the nursery school in this area.

## **ARTICLE VII:**

### **LEAVE OF ABSENCE**

Section 1:

Necessary allowances shall be made for prolonged illness, pregnancy, or for any other reasons to be determined by the Board. For Maternity Leave, see Standing Rules.

## **ARTICLE VIII:**

### **HOURS**

Section 1:

The policy for emergency school closure shall be determined by the Executive Board. See Standing Rules.

## **ARTICLE IX:**

### **OFFICERS**

Section 1:

The Executive Board shall include the following voting members: Secretary, Treasurer(s), Class Representative from each class, and the Chairpersons or Co-Chairpersons of the following committees-Membership, Publicity, Health and Safety, Fundraising, Facilities, and Parent Education. See Standing Rules for job descriptions of the Executive Board.

Section 2:

Regular attending positions who do not have voting privileges are the Bates Instructor, the Teacher(s), and the President(s).

Section 3:

Board meetings shall be open to parents but only the Executive Board members have voting privileges.

Section 4:

The duties of the Executive Board are as follows:

- A) Schedule and attend monthly meetings (as needed) and make a report to parents.
- B) Schedule classes for days and hours attended and length of school year.



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- C) By a two-thirds majority vote of voting attendant members at the meeting, make any decision or changes necessary for the good and benefit of the nursery school. The quorum shall be 50%.
- D) Each officer shall serve a one-year term beginning with the May Board meeting and ending at the following May Board meeting.

Section 5: Any Executive Board member may be removed from the Board for inadequately performing the duties of the position as stated in the current job description by a two-thirds vote of a quorum of Board members present at an official meeting of the Board. Notice of the proposed removal will be given to Board members with the notice of the meeting at which his or her removal is considered.

## **ARTICLE X: ELECTION OF NEW OFFICERS**

- Section 1: A Nominating Committee shall be set up by the President(s). The President(s) (if not returning) and the teacher(s) may be ex officio members.
- Section 2: This committee shall present a slate of officers consisting of President(s), Secretary, Treasurer(s), Membership, Publicity, Parent Education, Fundraising, Health & Safety, Facilities, and Class Representative(s) for each class.
- Section 3: Nominations of officers shall be made by the Nominating Committee and presented to the membership for election in March or April.
- Section 4: Permission must be granted by all nominees.
- Section 5: A ballot shall be given to each member with provisions for write-in candidates.
- Section 6: A joint Board meeting (current Board and newly elected Board) shall be held in May to ensure continuity in the business of the school.
- Section 7: In the event a position is not filled or becomes vacant, the President(s) shall appoint a member to the position and this shall be confirmed by the Board.

## **ARTICLE XI: PERSONNEL COMMITTEE**

- Section 1: The President(s) shall appoint the Personnel Committee. The Committee shall consist of the President(s), the Bates Instructor, and other members.
- Section 2: Duties of the Personnel Committee shall include:
- A. Hiring qualified teacher(s) for the school.
  - B. Determining personnel policies.

## **ARTICLE XII: DISSOLUTION OF THE SCHOOL**



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Revised December 2019

Section 1: A two-thirds consent of the membership shall be required to dissolve the Gig Harbor Cooperative Nursery School.

Section 2: In the event of dissolution of the corporation, the new assets are to be distributed as follows: Child Studies Department of Bates Technical College shall have the responsibility for distributing all assets to any 501(c)(3) corporation. However, if the named recipient is not in existence or is no longer exempt from Federal Income Tax, or is unwilling or unable to accept the distribution, then the assets shall be distributed to an organization which has established its tax exempt status under SECTION 501(c)(3) of the Internal Revenue Code.

**ARTICLE XIII:**      **PARLIAMENTARY AUTHORITY**

Section 1: Roberts Rules for Order Newly Revised shall be the parliamentary authority of the Nursery School.

**ARTICLE XIV:**      **AMENDMENTS**

Section 1: The Constitution and Bylaws of the Gig Harbor Cooperative Nursery School may be changed by a majority vote of the membership.





# 2024-2025 POLICIES STANDING RULES

Revised July 2024

1. The enrollment of this preschool shall be limited to 12 children per class for the two-year-old group; 15 per class for the three-year-old group; and 15 per class for the four-year-old groups, unless otherwise approved by the Teacher and the Executive Board. A minimum of 5 students must be enrolled to create a class.
2. The schedule of each group shall be as follows:

Two-Year-Old Class:	Meets twice a week for 1.5 hours
Three-Year-Old Class:	Meets three times a week for 2 hours
Pre-k Class:	Meets four times a week for 2.5 hours
3. The annual tuition shall be broken down into nine equal payments to be made on a monthly basis (September through May). Tuition is evaluated yearly, and may be updated by a vote of the board.
4. Tuition is due the first day of each month. If tuition is not received by the 10th day of the month, a late fee of \$10.00 will be enforced. If tuition is 21 days past due, the child will not be allowed to attend class unless special arrangements are made with the President(s) and Treasurer(s). A \$25 processing fee will be applied for all NSF (non-sufficient funds) payments.
5. All tuition and fees shall be paid via personal check, money order, or electronic ACH payment.
6. For families with multiple children enrolled, a 10% tuition discount will be applied to all children enrolled after the oldest.
7. A non-refundable Supplies Fee (to be determined by the board) will be collected for each child enrolled in the preschool. This fee must be paid before your child may attend class.
8. Washington State Legislation requires Bates Technical College to collect a Family Program fee (one per family) to be announced annually by Bates.
9. In order to keep our preschool clean and orderly, members are assigned to one scheduled cleaning shift at their site. These cleanings are held one Friday afternoon a month for approximately two hours. If a member fails to show up for a scheduled cleaning, the member will be charged a \$75 cleaning fee, due April 1st. If the cleaning fee is not received by April 10<sup>th</sup>, a late fee of \$10 will be enforced. If the cleaning fee is 21 days past due, the child will not be allowed to attend class unless special arrangements are made with the President(s) and Treasurer(s). If a member withdraws from GHCP prior to his/her scheduled cleaning, the cleaning fee shall not be applied.
10. Tuition for the first month (September), the annual Bates Family fee, and the Supplies Fee must be paid prior to the first day of school. Students will not be allowed to attend class until these fees are paid.
11. Members joining mid-month pay the full month's tuition if first day of class is on or before the 15<sup>th</sup> of the month or ½ the month's tuition if first day is after the 15<sup>th</sup> of the month.
12. Members joining the preschool at the beginning of the school year pay the \$100 Registration Fee upon registration, the Bates Family Fee and Supplies Fee in September, and first month's tuition as noted above. For members registering through February 1st, the preschool Registration Fee and Supplies Fee shall be paid in full. Members registering in February and March shall pay ½ of the school yearly Registration Fee



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and Supplies Fee. Members registering in April and May shall pay  $\frac{1}{4}$  of the school Registration Fee and Supplies Fee. The Bates Family Fee shall be prorated at the time of registration.

13. Current members may re-enroll for the next school year provided they are a member in “good standing”. Members will be considered in “good standing” if their tuition is current and they have earned at least five of the eight parent education credits required by Bates Technical College and have fulfilled or are fulfilling their committee or board position responsibilities at the time of In-house Registration. In-house Registration should start in early- to mid-January, followed by Open Registration in late January. Members who enrolled late in the school year will be required to have earned at least one credit per month from the time of enrollment and be current with their tuition. Returning members may attend class the following school year provided their account is “in good standing”, paid in full, and they have earned eight parent education credits the previous school year.
14. Each member of the school is required to serve as a committee member, chairperson or officer when these positions require filling. If a committee member, chairperson or officer is not fulfilling his/her obligations and performing the duties of the committee position, the Executive Board will be notified and a warning letter shall be sent to the parent. If the member continues to disregard his/her responsibilities, the Executive Board will then consider dismissal and membership may be terminated.
15. The following guidelines shall be followed in the event that a family is not fulfilling their membership duties and/or financial obligations:
  - A: The appropriate representative will contact the member involved by phone or in person to discuss possible solutions to the problem or to allow the member an opportunity to explain the circumstances. A documentation of the phone call or contact will be recorded. Strict confidentiality will be observed.
  - B: If after 15 calendar days the problems are not corrected, a letter will be sent by the President outlining the problem, restating the contract agreements and including a written warning of possible termination of membership. Along with this letter, a new contract will be included and must be signed by the family stating compliance within 15 days.
  - C. This will include: financial responsibilities required (late payments, fees, etc), parent education participation requirements, committee or board duties, school cleaning, and classroom working parent duties.
  - D. Any violation of this new contract will result in immediate termination of membership. A final letter informing the family of termination of membership will be sent. The family will not be allowed to re-enroll. No refunds on payments collected already. Exceptions for hardships will be considered.
16. When enrolling in Gig Harbor Cooperative Preschool, each family has agreed to attain eight (8) parent education credits during the school year. Attendance at Orientation and Parent Training is required of all families.
17. The Registration Fee is refundable ONLY when there is no room in the class for the child. Extenuating circumstances may be considered by the board upon written submission addressed to the board documenting such circumstances. Families leaving the school are entitled to a refund of unused quarterly Bates fees provided there is no outstanding balance at the school. Fees collected but not yet dispersed will be credited to members outstanding balance prior to any refund.



# 2024-2025 POLICIES STANDING RULES

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18. Any concerns about a student in the school will be addressed by the teacher(s) and Bates instructor in order to maintain confidentiality. Together they will develop a plan determined to be in the best interest of all the students in the school and when necessary will communicate plan with student's parents/guardians.
19. All enrolled students must have a signed and completed immunization form on file before they may attend class.
20. The dates of the monthly Board and Parent meetings will be set by each Board and published to the membership in September.
21. The school shall be operational from mid-September through May with the exception of those holidays and staff days designated on the calendar of the Peninsula School District and the entire week of Thanksgiving vacation, at which times the preschool will be closed. The school may be closed up to two (2) days for parent/teacher conferences.
22. No siblings of any age will be allowed in the classroom. This includes infants in front or backpacks.
23. Emergency School Closures: The decision to close the preschool for any emergency situation shall be determined by the President(s) and the Teacher(s). These are the policies to be followed:
  - a. If the Peninsula School District has closed schools, then the preschool shall be closed.
  - b. If the Peninsula School District is operating on emergency schedule (schools are operating one or two hours late), then morning preschool classes will not attend.
  - c. Closure of the school for any other emergency situation shall be determined by the President(s) and the Teacher(s).
  - d. Classes missed due to emergency school closure will not be made up.
24. Maternity Leave: Working parents will be allowed an eight-week maternity leave from working in the classroom. The leave shall be taken in the time frame of two weeks prior to delivery to six weeks postpartum. Other allowances may be made, as determined by the Board, if complications from the pregnancy arise.
25. Sunshine Committee: The annual budget will include an expense column based on 10 percent of fundraising income up to a maximum fund balance of \$500.00 to be set aside for the Sunshine Committee. At the end of each school year any remaining money will be transferred to the general fund. Gifts of appreciation may be purchased through the Sunshine Committee to present at the May banquet or other gathering including, but not limited to the following:
  1. Outgoing President(s);
  2. Bates Instructor
  3. Teacher(s);
  4. Outgoing Board Members.Cards may be purchased as needs arise.
26. Enrolled members will provide a regularly maintained email address which the preschool will use for primary correspondence including import information, announcements, and upcoming dates/events.



# 2024-2025 POLICIES OFFICERS AND CHAIRPERSONS

(From the Bylaws, Article IX)  
Revised January 2023

Board members should attend all board meetings, appropriate Bates training sessions, and mandatory school functions such as orientation. Board members may also host summer park playdates and act as head housekeeper at a monthly classroom cleaning.

**President(s):** responsible for the overall operation of the school

- preside over all board meetings and organize the yearly parent orientation meeting
- act as chair of the personnel committee, serve on the scholarship committee
- attend budget meetings and all Bates presidents workshops
- work with parents, teacher(s), the board, and the Bates instructor to maintain the overall vision for the school
- facilitate annual school and teacher evaluations and draft teaching agreements

**Teacher(s):** responsible for the daily operation of the classroom

- attend board and school meetings and schedule parent conferences when necessary
- maintain and update the Parent Training Manual as-needed, and conduct yearly Parent Training
- oversee the classroom prep committee
- follow the Risk Management Manual and contractual obligations set forth in the teaching agreement(s)

**Treasurer(s):** responsible for all banking, bookkeeping, taxes, filings (quarterly and annual), and record keeping of financial business.

- utilize necessary registration and accounting systems
- collect monthly tuition and fees as outlined in the standing rules, as well as pay all bills
- prepare an annual budget and present a current financial report at each board meeting
- work jointly with the president(s) and Bates instructor in establishing teaching agreement(s)
- serve on the scholarship committee
- attend Bates treasurers workshops and pay Bates registration fees

**Membership Chair:** responsible for enrollment and membership records

- utilize the registration system to manage enrollment
- collect and disperse all required enrollment forms
- maintain current waiting list and membership records
- communicate with prospective families and manage open house events
- attend Bates workshops, serve on the scholarship committee, and attend board meetings

**Committees Chair:** is a membership co-chair responsible for committee administration

- assign families to their committee position and manage committee changes
- check in regularly with committee chairs
- attend Bates workshops and board meetings

**Parent Education Chair:** manages parent education activities

- plan and coordinate parent education meetings and events
- keep track of earned parent education credits
- attend Bates workshops and board meetings



# 2024-2025 POLICIES OFFICERS AND CHAIRPERSONS

(From the Bylaws, Article IX)

Revised January 2023

**Fundraising Chair(s):** responsible for overall fundraising plan

- with the fundraising committee, organize and execute all the fundraising projects such as the annual auction, bike-a-thon, holiday fundraiser, and restaurant takeovers
- fundraising chair(s) shall investigate fundraising opportunities, and working with the treasurer, report to the board on fundraising income and expenses
- attend Bates workshops and board meetings

**Auction Chair(s):** fundraising co-chair responsible for the annual auction fundraiser

- with the fundraising committee, organize and execute the annual auction
- auction planning: procure donations, secure venue and catering, promote event
- work with treasurer to keep track of and report expenses and income to the board  
attend Bates workshops and board meetings

**Publicity Chair:** responsible for community awareness of the co-op

- develop and maintain a continuous program to promote community awareness of the co-op through multiple mediums including community events, advertising, and social media
- overseeing the publicity committee, the publicity chair is responsible for the website and monthly newsletter
- attend Bates workshops and board meetings

**Class Representatives:** liaison between parents, teachers, and the board

- schedule, for their class, the monthly working parent calendars
- serve as a member of the sunshine committee
- support the fundraising chair(s) by organizing class baskets
- attend Bates workshops and board meetings

**Health and Safety Chair:** student and classroom safety

- handle all health forms and report to Bates
- perform safety inspections and ensure the school complies with the Risk Management Manual
- maintain and update emergency preparedness kits
- attend Bates workshops and board meetings

**Secretary:** board meeting minutes and record keeping

- record and distribute attendance and minutes of monthly board meetings
- post meeting minutes on the school bulletin board
- maintain and oversee physical files and records retention
- Attend Bates workshops and board meetings

**Facilities Chair:** classroom and playground maintenance

- coordinates, plans, and oversees the monthly classroom cleaning schedule
- oversee the facilities committee
- manage routine maintenance of the classroom and play yard
- Attend Bates workshops and board meetings



# 2024-2025 POLICIES COMMITTEE POSITIONS

Revised January 2023

Your involvement in the operation of our school is vital to its success. We have many tasks, great and small, that combine to give our program its wonderful depth. As a volunteer run organization, each and every job is very important. Your work and support provides our children with a wonderful place to grow and learn. We appreciate your commitment to our school and the children.

## **Classroom Prep Committee:**

**Book Order:** Manage book order forms and/or book fair(s). Collect and submit orders and payments as needed. Communicate appropriate reading material based on age group with parents. Send due date reminders to parents. Distribute books to parents.

**Classroom Prep:** Communicate with teacher(s) regarding art supplies and art project needs. Prep future art projects within a week of being assigned a project. Refill glue, paint, etc. as needed. Make new play dough when requested. Assist other committee members as-needed.

**Field Trip:** Communicate with teacher(s) regarding dates, theme, and location. Create and distribute flyers to membership outlining location, date, time, directions, and other special considerations. Communicate with the field trip venue. Organize any fees to be collected.

**Librarian:** coordinate with teachers regarding requested library books. Pick up and return (on time!) to the library as needed. Requires a Pierce County Library Card.

**Pet Care:** help take care of our class pet! Check pets supplies regularly and purchase them when necessary. Assist with care of pets in the classroom. Arrange for care of pets over school breaks.

## **Facilities**

**Garden:** maintain the children's garden in the back corner of the play yard: planting, weeding, watering, harvesting, mulching, etc.

**Grounds:** maintain grounds inside the play yard as needed (mowing and weed eating). Ability to use the school's mower and trimmer or provide your own.

**Laundry:** collect all laundry (cleaning towels and rags) to be washed and folded weekly and return promptly.

**Supplies:** communicate with teacher(s) regarding classroom needs. Purchase classroom toiletries and other miscellaneous supplies as needed. Deliver supplies to class in a timely manner. Turn in receipts and Expense Voucher to Treasurer for reimbursement. Requires Costco membership.

## **Fundraising Committee:**

**Restaurant Takeovers:** coordinate and promote planned restaurant takeovers.

**Holiday Fundraiser:** coordinate holiday fundraiser by promoting, collecting orders and payments, and distributing purchased items. (example: wreaths or pie sales)



# 2024-2025 POLICIES COMMITTEE POSITIONS

Revised January 2023

**Auction Support:** assist fundraising chair(s) by procuring auction items and helping to plan and set up for the annual auction.

**Publicity Committee:**

**Newsletter:** write and distribute GHCP newsletter monthly. Send monthly reminders to the board and teachers for content.

**Photographer:** capture photos during school events and classes. Take photos of the classroom to update our website. Photos can be used on our website, in printed marketing materials, the newsletter, social media, etc (except where student photography permissions do not allow).

**Webmaster:** utilize Weebly to make regular updates to our website, including refreshing photos, adding events, or updating other important information.



# 2024-2025 POLICIES ADDITIONAL POLICIES

Revised July 2024

## THE ROLE OF THE PARENT IN A CO-OP

1. Participate as a teacher assistant on a rotating basis.
2. Provide snacks for the classroom on a rotating basis.
3. Complete forms and pay tuition and fees as required by the Co-op.
4. Attain eight parent education credits.
5. Attend a parent training session for the classroom.
6. Participate in one assigned class cleaning.
7. Work a minimum of one committee position for the school year.
8. Support other activities such as set-up, clean-up, fundraising, etc. that promote the children's program.

## HEALTH POLICY

For the health of your child and the other children in the classroom, parents are asked to keep their children home when the following situations exist:

1. If the child has a fever or has had one within the past 24 hours.
2. If the child has had any vomiting or diarrhea within the past 24 hours.
3. If the child has a heavy nasal discharge.
4. If the child has any communicable disease.
5. If the child is overly cranky or behavior is not normal. (This is often the first symptom of oncoming illness.)
6. If the child has presence of lice or nits.
7. If the child displays a rash of unknown origin.

Please notify the Health & Safety Chairperson if your child has a known communicable disease such as chickenpox, measles, etc.

## HOW TO WITHDRAW FROM SCHOOL

If you need to withdraw from the Gig Harbor Cooperative Preschool at any time during the school year, please contact the following people to let them know of your withdrawal:

1. Membership Chairperson
2. Your Class Representative
3. Your Teacher

Your consideration is appreciated and will allow for the smooth transfer of your co-op job as well for adequate notice for those on a list waiting for space availability in our school.

## PARENT TRAINING POLICY

Parent training is normally conducted by the teacher in September prior to school starting. Parents entering school after that date will also receive training from the teacher or a board member. It should be stressed that parent training is intended for whomever will be in the classroom, including parents, grandparents, baby-sitters, or other. Students will not be allowed to attend classes until the parents or other adults who will be working in the classroom on their behalf attend one of these training sessions. Parent training is required for risk management purposes.





# 2024-2025 POLICIES ADDITIONAL POLICIES

Revised July 2024

## OUTSIDE SALES

In accordance with SECTION 501(c)(3) of the 1954 Internal Revenue Code, sales promotions that provide financial profit for co-op members are prohibited at the school. An area of the bulletin board is designated for posting business cards.

## SPECIAL FAMILY EVENTS POLICY

Siblings will be allowed on a select few of our GHCP-sponsored outings to be determined by the teacher. What this also means is that parents, not the school, teacher or class rep., are responsible for arranging their child's transportation to these special events. Parents must attend the special event and transport and supervise their own child, or they may arrange for transportation and supervision of their child by another parent. All other outings remain classified as "field trips" and do not allow siblings.

## FIELD TRIP POLICY

Siblings are not allowed to attend field trips. As also stipulated in our field trip policies, parents are always welcome to attend. If you have childcare concerns, you can request to be scheduled as a working parent on the day of the field trip so that you don't have additional days of childcare to arrange above and beyond your classroom commitment. Just call your class representative to let him/her know. Parents may attend the field trip and transport their own child, or they may arrange for their child to ride with another parent. Scheduled working parents will supervise children and activities as assigned.

## SCHOLARSHIP GUIDELINES

1. Scholarships shall be awarded regardless of race, religion, color, sex, national or ethnic origin or handicapping condition.
2. Scholarships may be given to those families who have undue stress placed upon the family's budget due to job loss, medical expenses, low income or other unforeseen major expenses due to emergencies.
3. All scholarships shall be partial, not to exceed 75%.
4. The rate of tuition reflecting the scholarship amount begins at the time of approval.
5. A scholarship form is available from the Treasurer or Membership Chairperson.
6. Scholarships will be awarded according to the income eligibility guidelines established by the Gig Harbor Cooperative Preschool. Historically GHCP references the current Washington State ECEAP Income Eligibility Levels, but other guidelines may be used. Consideration may be given to applicants with extraordinary circumstances who do not fall within normal guidelines.
7. All scholarships shall be held strictly confidential by the Scholarship Committee, which consists of the President(s), one Treasurer, and the Membership Chairperson. However, the membership will be informed of the cash flow for the scholarship each month.
8. The Scholarship Committee shall, by a majority vote, have the authority to grant and revoke the necessary scholarship help to families in need, if the funds are available.
9. Scholarship recipients shall pay their tuition on time each month. Late payments will cause reconsideration of scholarships.



# 2024-2025 POLICIES ADDITIONAL POLICIES

Revised July 2024

10. Scholarship money is contingent upon the parent fulfilling his/her duties in the Co-op.
11. The Scholarship Fund will be half of the 3's class annual tuition, times 4 per year.
12. The Scholarship Fund will be replenished each year according to any change in tuition and according to the amount used each year.
13. Scholarship applications shall be reviewed every 3 months by the scholarship Committee. The Committee should be informed of any changes in the circumstances of the scholarship recipient's household.
14. Scholarships are limited to the available funds and are on a first come first serve basis. If funds are not available from the preschool, a Council Scholarship will be applied for through the Parent Child Preschool Council (PCPC).