



## 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.

# 2019-2020 POLICIES AND BY-LAWS





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# 2019-2020 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.



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## **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.
- 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.



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- 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.

## **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.



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## **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.
- 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.



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## **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**

- 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





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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.



# 2019-2020 POLICIES STANDING RULES

Revised December 2019

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 once a week for 1+1/2 hours  
Two-Year-Old Class w/ enrichment day: Meets twice a week for 1+1/2 hours  
Three-Year-Old Class: Meets three times a week for 2 hours  
Four-Year-Old Class: Meets four times a week for 2+1/2 hours
3. The yearly tuition shall be as follows and further broken down into nine equal payments to be made on a monthly basis (September through May):

<u>Class</u>	<u>Monthly Tuition</u>	<u>Annual Tuition</u>
2's Class	\$75	\$675
2's Class w/ enrichment	\$95	\$855
3's Class	\$125	\$1125
4's Class	\$160	\$1440

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 (\$40 for 2's, \$60 for 3's, \$80 for 4's) 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



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## STANDING RULES

Revised December 2019

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  $\frac{1}{2}$  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  $\frac{1}{2}$  of the school yearly Registration Fee 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. 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.



# 2019-2020 POLICIES STANDING RULES

Revised December 2019

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.
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.



# 2019-2020 POLICIES STANDING RULES

Revised December 2019

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.



# 2019-2020 POLICIES OFFICERS AND CHAIRPERSONS

(From the Bylaws, Article IX)  
Revised June 2019

## **President(s):**

President(s)/Co-President(s) shall preside at all Board meetings when necessary. Shall act as Chair of the Personnel Committee. Shall have the discretion of closing the school for any emergency. Shall be responsible for overall operation of committees and membership. Shall attend budget meetings and all Bates President workshops. Calls for the school audit and keeps the overall vision of the school by working with the parents, teachers, Board and Bates Instructor. Facilitates annual school and teacher evaluation and teacher contracts. Coordinates, plans, oversees monthly classroom cleaning.

## **Teacher(s):**

Teacher(s) shall be responsible for the daily operation of the classroom. Shall participate in the parent meetings. Shall schedule parent conferences when necessary. Responsible for updating parents' training handbook. Follows risk management manual and teacher contractual obligations on a daily basis in the classroom. Follows job description for their position.

## **Treasurer(s):**

Treasurer/Co-Treasurer shall handle all banking, bookkeeping, taxes, filings, (quarterly and annual), and record keeping of financial business. Shall collect monthly tuition and pay all bills. Shall prepare an annual budget and present a current financial report at each Board meeting. Shall work jointly with the President(s) and Bates Instructor in establishing the teacher(s) contract(s). Place and distribute orders for teacher's curriculum materials and equipment. Post annual budget and monthly financial reports on school bulletin board. To attend Bates Treasurer workshops and pay Bates registration fee on a quarterly basis. Shall charge and collect \$75 cleaning fee from members who do not attend their scheduled cleaning session.

## **Membership Chair:**

Membership Chairperson shall register new members, handle all registration forms, and maintain current waiting list and membership records. Attend Bates workshops. Shall coordinate and support committee positions with non-board members.

## **Parent Education Chair:**

Parent Education Chairperson shall plan and coordinate parent education meetings and events. Keep track of parent education credits. Shall attend Bates workshops.





# 2019-2020 POLICIES OFFICERS AND CHAIRPERSONS

(From the Bylaws, Article IX)

Revised June 2019

## **Fundraising Chair:**

Fundraising Chairperson shall investigate all opportunities for raising money and report to the Executive Board and membership. Shall obtain final approval of the membership before undertaking major fund-raising activities. Shall originate and be responsible for all the fundraising projects including the annual auction, bike-a-thon, and wreath sales. Shall attend Bates workshops.

## **Publicity Chair:**

Publicity Chairperson shall encourage membership to participate in preserving the school's history. Develop a continuous program to promote community awareness of the co-op philosophy through multiple mediums including festivals and advertising. Oversees website content and updating. Oversees publication of monthly newsletter including collection, editing, preparation, and distribution to teacher(s), members, and Bates Instructor. Research community opportunities to share the co-op philosophy. Shall attend Bates workshops. All booths, public displays, and promotional materials should uphold the integrity of GHCP's mission and philosophy. Publicity Chair will seek council from teachers when planning all public displays and booth activities. All booth activities should mirror what families would see in the classroom. All displays and booth activity plans will be presented to the board at a minimum of two weeks prior to a promotional event and require teacher approval prior to presenting to the board. Commercial brands and characters are not to be used for promotional purposes.

## **Class Representative:**

Class Representatives shall act as a liaison between parents, teachers, and Board. Shall be a member of the Sunshine Committee. Shall schedule for their class the monthly working calendars. Shall attend Bates Risk Management and Class Representative workshops.

## **Health and Safety Chair:**

Health and Safety Chairperson shall handle all health forms and report to Bates. Shall perform safety inspections and ensure school complies with risk management program. Shall maintain and update emergency preparedness kits. Shall attend Bates risk management workshop and Health and Safety workshop.

## **Secretary:**

Secretary shall record and distribute attendance and minutes of monthly board meetings. Shall post meeting minutes on school bulletin board. Attend Bates workshops.

## **Facilities Chair:**

Coordinates, plans, and oversees monthly cleaning schedule. Oversees Facilities Committee. Manages routine maintenance of classroom and play yard.



# 2019-2020 POLICIES COMMITTEE POSITIONS

Revised May 2019

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:** 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 each month (3's class committee member).

**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.

**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 field trip location representative. Organize any fees to be collected.

## **Facilities**

**Leader-** Shall organize and oversee grounds maintenance (mowing, weed eating, laundry, recycling, and other classroom needs. Other facilities members report to this person.

**Laundry-** Collect all laundry to be washed weekly and return promptly. (One person toward the end of week from 2's class; one person toward the beginning of week from 3's class.)

**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.

**Grounds-** Maintain grounds as needed (mowing and weed eating). Requires transportation and use of your own equipment.

**Recycling-** Collect materials from classroom bin and deliver to a collection station.

**Fundraising:** Attend all Fundraising committee meetings. Assist in the planning and execution of all Fundraising opportunities throughout the year. Seek community involvement and contributions as appropriate.





# 2019-2020 POLICIES COMMITTEE POSITIONS

Revised May 2019

**Parent Ed:** Attend all Parent Ed committee meetings. Assist in planning Parent Ed events. Assist in set up and tear down of Parent Ed events.

**Publicity:** Attend all Publicity committee meetings. Research community opportunities to share co-op philosophies. Assist in various set up, tear down, and decorating for any publicity events. Collect and submit photos for GHCP website and social media outlets. Utilize community outreach to gain support and create visibility for GHCP.

**Webmaster-** Part of the Publicity committee. Responsible for maintaining GHCP website.

**Newsletter-** Part of Publicity committee. Communicate with all families regarding newsletter entries such as: getting to know you, recipes, fun facts, pictures. Write and distribute GHCP newsletter monthly. Send monthly reminders to board and teachers for submissions.



# 2019-2020 POLICIES

## ADDITIONAL POLICIES

Revised May 2019

### 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.



# 2019-2020 POLICIES

## ADDITIONAL POLICIES

Revised May 2019

### 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.

### 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.



# 2019-2020 POLICIES

## ADDITIONAL POLICIES

Revised May 2019

### 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. 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.
10. Scholarship money is contingent upon the parent fulfilling his/her duties in the Co-op.
11. The Scholarship Fund will be half of a three day monthly tuition, times 4 per month, times 9 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).



# 2019-2020 POLICIES ADDITIONAL POLICIES

Revised May 2019

## Scholarship Income Eligibility Guidelines 2019 ECEAP Income Eligibility Limits

Gross Income Guidelines				
Family Size	Federal Poverty Level (FPL)-Effective February 1st, 2019			
	100% FPL	130% FPL	185% FPL	200% FPL
1	\$12,490	\$16,237	\$23,107	\$24,980
2	\$16,910	\$21,983	\$31,284	\$33,820
3	\$21,330	\$27,729	\$39,461	\$42,660
4	\$25,750	\$33,475	\$47,638	\$51,500
5	\$30,170	\$39,221	\$55,815	\$60,340
6	\$34,590	\$44,967	\$63,992	\$69,180
7	\$39,010	\$50,713	\$72,169	\$78,020
8	\$43,430	\$56,459	\$80,346	\$86,860
For each additional family member add:	\$4,420	\$5,746	\$8,177	\$8,840
Tuition Reduction	75%	60%	40%	20%
Scholarships are limited to the available funds and are on a first come first service basis.				

REVISED BASED UPON CURRENT FIGURES PROVIDED BY BATES