



## **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.

# **2010-2011 POLICIES AND BYLAWS**





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# 2010-2011 POLICIES CONSTITUTION AND BYLAWS

Revised June 2009

## **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 Home and Family Life 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.

If it is determined by the Teacher or Coordinator that the school is not meeting the educational needs of the child and the child is disrupting the educational program, a recommendation may be made to the Executive Board for removal or transfer to another class. A majority vote of an Executive Board quorum is necessary for legal action. If a child is withdrawn under conditions noted above within the first month, registration shall be refunded.



# 2010-2011 POLICIES CONSTITUTION AND BYLAWS

Revised June 2009

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.

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. 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.



# 2010-2011 POLICIES CONSTITUTION AND BYLAWS

Revised June 2009

## **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:      Registration fees shall be nonrefundable except when the family moves from the area before the start of the school year or when there is not room in the class for the child.
- Section 6:      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 7:      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 8:      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.



# 2010-2011 POLICIES CONSTITUTION AND BYLAWS

Revised June 2009

- 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: Vice Presidents (including V.P. Committees, V.P. Hales Pass, V.P. Masonic, V.P. Training), Secretary, Treasurer(s), Class Representative from each class, and the Chairpersons or Co-Chairpersons of the following committees-Membership, Publicity, Health and Safety, Newsletter, Fundraising, 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 Coordinator 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.



# 2010-2011 POLICIES CONSTITUTION AND BYLAWS

Revised June 2009

- 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.

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

- Section 1: A Nominating Committee shall be set up by the President(s). The committee shall have members representing each of the school's locations. 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), Vice Presidents, Secretary, Treasurer(s), Membership, Publicity, Newsletter, Parent Education, Fundraising, Health & Safety, 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.



# 2010-2011 POLICIES CONSTITUTION AND BYLAWS

Revised June 2009

## **ARTICLE XI: PERSONNEL COMMITTEE**

Section 1: The President(s) shall appoint the Personnel Committee. The Committee shall consist of the President(s), the Bates coordinator, and members representing the location under consideration.

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: Home and Family Life 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.



# 2010-2011 POLICIES STANDING RULES

Revised April 2010

1. The enrollment of this preschool shall be limited to 12 children per class for the two-year-old group (per teacher's discretion and Board vote); 14 per class for the three-year-old group; and 16 per class for the four-year-old groups, unless otherwise approved by the Teacher and the Executive Board.
2. The schedule of each group shall be as follows:
 

Two-Year-Old Class:	Meets twice a week for 1+1/2 hours
Three-Year-Old Class:	Meets twice or three times a week for 2 hours
Four/Five-Year-Old Class:	Meets three times a week for 2+1/2 hours
Four/Five-Year-Old Class w/ enrichment day:	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>
Masonic & Hales Pass Twos (2 days)	\$65.00	\$585.00
Masonic Threes (2 days)	\$75.00	\$675.00
Hales Pass Threes (3 days)	\$90.00	\$810.00
Masonic & Hales Pass Fours (3 days)	\$100.00	\$900.00
Masonic & Hales Pass Fours (w/optional 4th day)	\$115.00	\$1,035.00

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 \$5.00 will be enforced. If tuition is 45 days past due, the child will not be allowed to attend class unless special arrangements are made with the President(s) and Treasurer(s).
5. A \$5 Emergency Preparedness Kit fee will be collected at Orientation for each child enrolled in the preschool. This fee must be paid before your child may attend class.
6. Washington State Legislation requires Bates Technical College to collect a Family Program fee (one per family) to be announced annually by Bates.
7. 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 weekday a month for approximately two hours. GHCP will collect a \$75.00 Cleaning Deposit from each family at Orientation or at the time they enroll if it is after Orientation. The checks will be held and will be returned to the member when their scheduled cleaning obligation is fulfilled. If a member fails to show up for a scheduled cleaning, the Co-Presidents will be notified by the appropriate VP of Facilities and the member's check will be cashed. If a member withdraws from GHCP prior to their scheduled cleaning and they are in good standing and have given 30 days notice as per the GHCP Bylaws, their Cleaning Deposit will be returned to the member. However, if the member is not current on their tuition at the time of the withdrawal, the deposit check will be cashed and applied to their outstanding balance due.



# 2010-2011 POLICIES STANDING RULES

Revised April 2010

8. Tuition for the first and last month (September and May tuition), the annual Bates Family fee, the Emergency Preparedness Kit fee and the Cleaning Deposit Fee must be paid at Orientation or prior to the first day of school. Students will not be allowed to attend class until these fees are paid.
9. Members joining the preschool at the beginning of the school year pay the \$45 registration fee upon registration, the Bates family fee in September, and first and last months tuition as noted above. For members registering through February 1st, the preschool registration fee shall be paid in full. Members registering in February and March shall pay  $\frac{1}{2}$  of the school yearly registration fee. Members registering in April and May shall pay  $\frac{1}{4}$  of the school registration fee. The Bates fee shall be prorated at the time of registration.
10. Current members may re-enroll for the next school year provided that they are a member in "good standing". A member 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 that 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.
11. 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 their 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 their responsibilities, the Executive Board will then consider dismissal and membership may be terminated.
12. 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.
13. The registration fee is refundable ONLY if the family is moving out of the area before the start of school or when there is no room in the class for the child. The Bates family fee is refundable before the start of school.
14. All enrolled students must have a signed and completed immunization form on file before they may attend class.
15. The dates of the monthly Board and Parent meetings will be set by each Board and published to the membership in September.



# 2010-2011 POLICIES STANDING RULES

Revised April 2010

16. 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, at which times the preschool will be closed.
17. No siblings of any age will be allowed in the classroom. This includes infants in front or backpacks.
18. **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).
19. **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.
20. **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 for the following people:
  1. Outgoing President(s);
  2. Bates Coordinator
  3. Teacher(s);
  4. Outgoing Board Members.

Cards may be purchased as needs arise.



# 2010-2011 POLICIES OFFICERS AND CHAIRPERSONS

(From the Bylaws, Article IX)

## **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 coordinator. Facilitates annual school evaluation.

## **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 on a daily basis in the classroom. Follows job description for their position.

## **Vice Presidents:**

V.P. Committees shall coordinate and support committee positions with non-board members.

V.P.(s) Training shall coordinate all class representatives and parent training. Act as a class representative liaison. Attend Bates Risk Management workshop.

V.P. Hales Pass shall oversee safety, coordinate repairs and maintenance and cleaning of Hales Pass. Facilitate monthly cleaning schedule. Manage facility rental schedule to outside parties for Pierce County Parks.

V.P. Masonic Temple shall oversee safety; coordinate repairs and maintenance and cleaning at Masonic Temple. Coordinates move committee and facilitates monthly cleaning schedule.

## **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 budget and financial reports on school bulletin board. Attend Bates workshops.

## **Membership Chair:**

Membership Chairperson shall register new members, handle all registration forms, and maintain current waiting list and membership records. Attend Bates workshops.



# 2010-2011 POLICIES OFFICERS AND CHAIRPERSONS

(From the Bylaws, Article IX)

## **Treasurer(s):**

Treasurer/Co-Treasurer shall handle all banking, bookkeeping 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 coordinator in establishing the Teacher(s) contract(s). Place and distribute orders for Teachers' curriculum materials and equipment. To be part of quarterly budget meeting, attend Bates Treasurer workshops and pay Bates registration fee on a quarterly basis.

## **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. Oversees website content and responsible for providing updated material to webmaster. Research community opportunities to share the co-op philosophy. Shall attend Bates workshops.

## **Parent Education Chair:**

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

## **Newsletter Editor:**

Newsletter Editor shall collect, edit and prepare information for the monthly newsletter. Shall distribute newsletter to teacher(s), members and Bates coordinator. Shall attend Bates workshops.

## **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 meetings with the Vice President of Training, Bates Risk Management and Class Representative workshops.

## **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. Shall attend Bates workshops.



## 2010-2011 POLICIES COMMITTEE POSITIONS

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.

**Curriculum Assistants:** Work with the teachers to prepare age-appropriate activities and exhibits.

**Project Prep:** Assemble, prepare items, or cut out paper shapes for art/painting per teacher direction.

**Play dough:** Make play dough for class every month. Deliver by the first of the month.

**Supply Assistant:** Check store room each week, add needed supplies to list, keep area neat and well organized. Purchase items as needed. Keep in contact with teacher.

**End-of-the-Year Family Fun Potluck:** Work with the chairpersons to plan, organize and carry out the end of the year all-school potluck/preschool carnival celebration at Hales Pass. Place notice in May newsletter, place posters or signs at all sites, make and distribute flyers to all families.

**Field Trip Coordinator/Community Liaison: (one per site):** Works with the teacher(s) to coordinate and organize field trips for their site. Plan field trips and distribute information in writing to the teacher, class rep. and parents outlining the date, time and directions. The notice should also include any special considerations (for example: fees, extended time, clothing recommendations, etc.). Inform parents of the preschool's field trip policy. Collect fees for field trip if necessary. Alerts teacher(s) of community happenings that may have an impact on the topic of what the different classes are learning (i.e. Puppet Show at the library, fire station open house, etc.). Makes arrangements for visits from people of interest in our community, coordinating with the teacher(s) and lesson plans. Maintains a reference list for future field trip coordinators. Responsible for delivering thank you from our class for field trips.

**Fundraising/Auction Committee:** Work with Fundraising Chairperson to plan, organize, or carry out fundraising activities. May include an auction event, fundraising/selling campaign, or other activities.



# 2010-2011 POLICIES COMMITTEE POSITIONS

**Scholastic Book Order:** Administer Scholastic Book order forms. Put monthly order forms in boxes with due dates, get a wish list from teachers, collect forms with money, order books, sort and deliver books to classes. If site has one, maintains parent library.

**Membership Committee:** Works with Membership Chairperson to create and distribute welcome packets to members. Assists with Open Houses and other membership duties as needed.

**Masonic Temple Assignments:**

**Laundry:** Pick up, wash, and return laundry weekly or as needed.

**Pets:** Coordinate care of pets (food, house cleaning, vacation care) with the classroom teacher.

**Masonic Lawn Mower:** Responsible for mowing and trimming playground lawn at Masonic location. This does require the transportation and use of your own lawn mower and trimmer. (Sept, Oct, March, April, May)

**Hales Pass Assignments:**

**Laundry:** Pick up, wash, and return laundry weekly or as needed.

**Publicity/Parade Committee:** Assist Publicity Chairperson. Organize GHCP participation in the Maritime Gig Parade & Children's Activity booth, which is usually the first Saturday in June. Watch Gateway for entry information and/or contact the Chamber of Commerce in early April. Give teachers/class reps. & Newsletter Chairperson information ASAP.

**Parent Ed Assistant:** Work with Parent Ed Chairperson to prepare monthly parent education opportunities and programs. Arrive to programs early to set up and/or stay to clean up. Help with refreshments.

**Recycling Facilitator: (one per site)**

Responsible for gathering up all the recycling and taking it to the recycling center at the Purdy Transfer Station every two weeks.



## 2010-2011 POLICIES COMMITTEE POSITIONS

**Science Fair Committee:** Work with chairpersons to organize the schools annual science fair. Help coordinate school members' efforts in developing displays, advertising the event, experiments and work schedules.

**Special Guest Day:** Coordinate Special Guest Day (students invite a guest to a short "school day" on a Saturday) with teachers and class reps. Place notice in newsletters, ask class reps. to put on schedules/class newsletters.

**Webmaster:**

Works with the Publicity Chairperson. Responsible for maintaining the school's website. The website is used by current members to access information on upcoming events. It is also used by potential members to learn more about our program.



# 2010-2011 POLICIES ADDITIONAL POLICIES

## 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.)

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.



# 2010-2011 POLICIES ADDITIONAL POLICIES

## PARENT TRAINING POLICY

Parent training is normally conducted by the teacher and the Parent Training Chairperson(s) in September prior to school starting. Parents entering school after that date will also receive training from the Parent Training Chairperson(s). 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

Sales promotions 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. These special events are the Pumpkin Patch Trip, the Beach Trip, and one additional trip 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 may attend the field trip and transport their own child, or they may arrange for their child to ride with another parent. This applies to all parents, not just the ones bringing siblings. 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 them 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.



# 2010-2011 POLICIES ADDITIONAL POLICIES

## 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. There will not be a discounted registration for currently enrolled students.
5. A scholarship form is available from the Treasurer or Membership Chairperson.
6. Scholarships will be awarded according to the eligibility guidelines established by the Gig Harbor Cooperative Nursery School. 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 four-year-old class 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. If funds are not available from the preschool, a Council Scholarship will be applied for through the Parent Child Preschool Council (PCPC).



# 2010-2011 POLICIES ADDITIONAL POLICIES

Scholarship Income Eligibility Guidelines  
Effective February 2010

Gross Income Guidelines (Established by ECEAP for 2009-2010)				
Household Size	Percent of Federal Poverty Level			
	100%	150%	175%	200%
1	\$10,830	\$16,245	\$18,953	\$21,660
2	\$14,570	\$21,855	\$25,498	\$29,140
3	\$18,310	\$27,465	\$32,043	\$36,620
4	\$22,020	\$33,030	\$38,535	\$44,040
5	\$25,790	\$38,685	\$45,133	\$51,580
6	\$29,530	\$44,295	\$51,678	\$59,060
7	\$33,270	\$49,905	\$58,223	\$66,540
8	\$37,010	\$55,515	\$64,768	\$74,020
For each additional family member add:	\$3,740	\$5,610	\$6,545	\$7,480
Tuition Reduction	75%	60%	40%	20%
Registration Fee Reduction	50%	50%	25%	25%
Scholarships are limited to the available funds and are on a first come first service basis.				