

MILWAUKIE



PRESCHOOL

PARENT HANDBOOK

2017-2018

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## **Welcome to Milwaukie Preschool!**

Milwaukie Preschool is a cooperative where parents and the teacher work together to bring joy and fun to the first learning experience. Parents hold offices, work on committees and assist the teacher in the classroom on a daily, rotating basis. The teacher, who is hired by the Board of Directors representing the parent membership, determines the classroom activities.

The school term begins in September and continues through the end of May. We follow the North Clackamas School District for holidays and weather closures.

### ***Play to learn***

We are a child-centered preschool where play is a key part of our children's preschool day. We have two classes with art, music and nature activities. Children receive gentle guidance from the caring adults participating in the program.

Milwaukie Preschool provides an atmosphere in which each child enhances their self-esteem, learns to be respectful of others, and is free to explore, in as many ways as possible, the world around them. We focus on interaction and learning-preparedness, not an academic structure. We make learning fun so that your child's natural curiosity continues to grow.

### ***Our Teacher***

Amber Wohlers is in her fourth year at Milwaukie Preschool.

### ***“Who do I talk to about...?”***

(A complete list of current board members and their contacts is in the Appendix)

Concerns about my child or conflicts between children... Teacher

Information on student registration or to have a tour of the school...Registrar,  
Communications and Outreach

Making tuition payment arrangements or notifying of a late payment... Treasurer

Help determining or fulfilling my job within the school... Vice President

Help solving a disagreement between adults... President

Changing the time I am scheduled to be the classroom helper... Scheduler

Withdrawing from school... President

# Joining our community

## ***Registration and enrollment process***

Returning students need to confirm their return for the next school year by March 1<sup>st</sup> to hold their place. After the period given for current students to re-enroll, applications will be processed on a first-come, first-served basis.

New students must be 36 months or older and fully potty-trained when they begin our school.

### **Registration and enrollment steps**

1. Fill out the enrollment forms.
2. Please return the registration form with a non-refundable deposit (see current fee schedule in Appendix) made out to *Milwaukie Preschool* and mail to: Milwaukie Preschool, P.O. Box 22351, Milwaukie, OR 97269. If you have questions about registration, please contact the Registrar. If you are put on a wait list, your deposit will be refunded until space is available.
3. We will notify you within two weeks if your child is admitted to the school or placed on the waitlist. If your child is placed on the waitlist we will hold your deposit check. We will contact you with information regarding our General Meeting and Fall Orientation prior to the start of the school year.

### **Requirements**

The following must be returned before the first day of preschool:

- You are required to submit a complete enrollment packet including:
  - New Member Enrollment Form
  - Milwaukie Preschool Membership Agreement
  - Oregon Certificate of Immunizations Status Form
  - Field Trip Information Form
  - At least one Criminal History background check form, and the \$5 per verification
  - Emergency Contact and Medical Information Form

Also required for enrollment:

- \$60 Registration fee
- First Month Tuition (for threes class: \$100; for fours class:\$150)
- May Tuition Deposit (for threes class: \$100; for fours class:\$150)
- \$5 per Criminal History background check form, at least one
- \$10 Field Trip fee (additional funds for field trips may be required depending on number and location of field trips throughout the school year).
- Attend Parent Helper Training

- Choose at least one available board position (President, VP, Treasurer, Registrar of Records, PCPO Rep., Registrar of Outreach/Communications) committee (Fundraising, Field Trips, Safety, Materials) or job (Scheduler, Webmaster).

Children must be potty-trained to the Teacher's satisfaction in order to attend preschool.

The entrance age for preschool shall coincide with the present Oregon State Law for Preschool Admission. Exceptions to the age requirement will be made at the discretion of the Board of Directors. If the age requirement is waived, the child may enter for a trial membership period, the length to be decided by the Board. After the trial period, a recommendation is made by the Teacher to the Board of Directors who will then decide on membership.

The school's members have not been specially trained, and may not be qualified to meet the needs of all handicapped or special needs children. Upon review by the Board, teacher, and parent, a trial membership period will be set. If the child's needs cannot be met within the normal structure of the classroom, the parent, teacher, and Board will review possible options. Withdrawal of the student may be necessary if all options have been exhausted (see page 13 for more details, in "Challenging Student Resolution Policy").

### ***Families and our school***

By parents we mean the primary caregivers of any child. We welcome all families including single parents, stepparents, two parents, adoptive parents, older siblings acting as guardians, grandparents serving a primary caregivers, and same-sex partners. We desire and value the active involvement of each child's primary caregivers within the school.

### ***Nondiscrimination policy***

Milwaukie Preschool does not discriminate based on race, color, religion, sex, orientation, national origin, age or disability. We welcome all learners and their families.

### ***Being a member of the cooperative***

Because we are a cooperative, we practice shared ownership of the school. Each group member is responsible equally for the success of the school and every member shares in the investment and ownership of the cooperative. Consensus of the group is the goal for most decision-making. Active participation is vital for the function of our school.

Articles of Incorporation and Bylaws govern the cooperative. The cooperative is based on family memberships and community memberships. Family memberships are the students from within our school. Community memberships are people who are interested in the success of our school, but do not currently have children enrolled in the school. This could include play group members, alumni families, or other interested people.

Each family has one vote during the General Membership meetings. Community memberships do not vote in General Membership meetings, though they may vote within board meetings if they are members of the board.

The family membership votes each year on the board. The volunteer board is made of parents and community members with an active interest in the school. The board strives to handle the business of the school in the best interests of the members. The president is the executive officer of the school and serves as administrator. On important issues such as tuition or major policies, the board seeks the approval of the membership. No one within the school is paid except the professional teacher.

The school thrives because we each put our effort into it. To make the cooperative succeed, we all have responsibilities to meet and talents to share. We work to create a caring community for our children and show them by example how to be an active member of a community. Your work within the school also keeps costs low. The work of the school becomes easier when we share the responsibilities and the triumphs together.

### ***Family member responsibilities***

Each family is responsible within the school for:

- Parent helping in the classroom 1-2 times per month for threes class; 2-3 times per month for fours class
- Holding a Board position or job within the school
- Attending all mandatory General Membership meetings (3-4 per year)
- Attending Fall Orientation
- Participating in the two classroom cleanups scheduled during the year
- Participating fully in fundraising activities or electing to pay the opt-out fee

### ***Board member responsibilities***

Board members are responsible within the school for:

- Attending all board meetings unless excused in advance by the president
- Maintaining confidential any discussions from the board that relate to a specific member
- Fulfilling their job to the best of their ability

### ***Parent responsibilities***

As parents we have the responsibility to make preschool the best possible growth experience for our children.

- Please bring your child to school well rested, healthy, in comfortable clothes and with a healthy breakfast in their stomach.

- We ask you to support your child as they explore new experiences and make new friends. We hope you will interact with other parents that are new to you and not just socialize with the “same old crowd.”

## ***Parent helping in the classroom***

We believe in the active involvement and participation of the parent to foster a fun learning experience.

Two to three parents will assist in the classroom each morning. Each family will be helping one to three times in a month (depending on class, enrollment and length of month).

Parent helpers arrive at 8:30am. The teacher will direct the helpers in the setup of the room and art, music or nature activities. The teacher will make helpers aware of any special events, visitors or circumstances of the day. Occasionally the teacher will be attending a conference, in which case a parent-teacher will be on duty.

If you need to find a substitute helper to fill your shift, please give as much notice as possible. You may also trade with another parent. In all instances of schedule changes, please notify the Scheduler. You are responsible for paying back trades. Please make up your missed shift in the same calendar month or you may pay the \$50 opt out fee for each day.

We have decided to offer the chance to opt out of your monthly volunteer shifts if you and your family decide you want to pay an extra \$50 for each shift that you skip. This will be on a month-to-month trial basis. Only 2 families per month may opt out to ensure that the rest of us aren't taking on too many extra shifts. The extra money, should anyone decide to take advantage of this, will help pay for supplies, play area equipment, an art drying rack, etc.

Your workday is an opportunity for you to expand and practice your guidance skills with young children, to meet your child's friends and get to know other cooperative members. You will also have the chance to see your child interact with other adults in a supportive environment. We hope you will look forward to your time in the classroom. Without you, this would not be possible. Thank you for all of your hard work!

Your suggestions, ideas, and comments are welcomed. Please see the Teacher or email the appropriate Board Member with your thoughts.

1. Dress appropriately for a morning in a messy classroom. Bring outdoor clothes in anticipation of our often rainy weather. If it's at all possible to get some outside time, we will take it!
2. Materials and activities depend upon your punctual arrival and full participation throughout the day. You can help your child prepare by letting them know you will be helping in the class. Don't be surprised if your child demands extra attention from you on your workday. When other children compete for your attention your child will need reassurance and understanding. If you are feeling caught in a “tug of war” ask



another adult for assistance. With experience, your dual role of caregiver/class assistant will feel more natural to both of you.

3. You will be a model for all children in the school. Be playful and open to new experiences.
4. Share your talents within the classroom. Let the teacher know in advance if you have a special activity, song, story or game to share. Make it a special day for you and the children by sharing something you love to do.
5. Take care of yourself. Make sure you get a snack if needed and plenty of water during the day. Alert another adult if you need to take a bathroom break.
6. Please be prompt. Arrive at 8:30am and plan to stay 30 minutes after class (or until the last child has been picked up and cleanup is done).
7. A cleanup checklist is located by the classroom sink. Be sure to wipe down tables after activities and before and after snack. Regular weekly chores (vacuuming, bathrooms, and toy sanitizing) are listed as well as daily chores like sweeping.
8. If you have any concerns about a child's behavior, please speak to the teacher privately. Please never talk about a child in their presence.
9. If something looks dangerous, it probably is. Use your best judgment. The children will find new ways to use the equipment. This is usually a good thing, but if it looks unsafe stop the activity and ask the teacher later.
10. If you witness an accident, report it immediately to the teacher. She will determine if an accident form needs to be filled out. Please put a note in the child's bin to explain any bumps or bruises to the parent with your name on the note.
11. Gently guide the children. Redirect undesirable activities (see Classroom Guidance tips). If a situation grows out of control or your reaction is not helpful to the situation, seek the help of another adult.
12. Respect the directions of the teacher. If you have a serious concern, please find a way to discuss it with the teacher privately.
13. Remain calm in emergencies. Your calm will influence the children. Use words to explain what to do. If you need to leave the building, know the children that are with you and keep them active (count heads, hold hands, sing songs, etc.).

### ***Classroom guidance tips***

One of the most delicate tasks of raising children is helping them to develop their own internal controls. Our goal is to maintain an atmosphere of acceptance and warmth wherein the children can accept the necessary limits and frustration of group interaction.

Whenever possible, allow children to solve their own problems rather than immediately providing a solution. Hold back from facilitating as long as possible before getting involved.

### **When it is necessary to enforce a rule**

1. Go over to the child(ren), do not yell across the room.
2. Get down to their eye level and use a low voice.
3. Give children the chance to tell you what the problem is (often we have not seen the whole incident) and validate their perception by repeating their words.
4. Use positive rather than negative statements, e.g. "The water stays in the touch table" rather than "No splashing" or "Walk, please" rather than "No running".

If a child continues to break a rule, separate them from the activity, find a quiet spot, and ask them, "You forgot a safety rule. Can you tell me what it is?" If they cannot, go ahead and remind them. Then say, "Now can you tell me again what the rule is?" Once they can say it, say, "Great! Are you ready to play now?" Support their re-entry into an activity.

It is important to accept all of the children's feelings, including the negative and angry ones. Help them talk about and name their frustration, jealousy, hurt feelings, etc. "You sound very angry right now! I feel that way too sometimes, but I can't let you hurt people. Let's go tell Jody how mad you feel when she takes away your blocks."

### **Safety Rules**

1. No hitting or hurting
2. No verbal abuse, name-calling, etc.
3. No throwing sand, touch table material, or inappropriate objects.
4. No sticks or other sharp instruments
5. No gun or war play. (You might say to the child, "Guns hurt people and school is a safe place.")

### **Scheduling your parent helping**

- 1) On the first school day of each month, you will receive a blank calendar in your box for the following month from the Scheduler. You will have until the 15th (or first school day that follows) to return this calendar with ALL of the days you will be available marked. The Scheduler will use this information to assign your family the appropriate number of shifts based on classroom needs and availability of others. In addition, the scheduler may assign a backup parent-helper for each day based on availability. This backup will only be contacted in the event that a scheduled parent-helper is unable to make his/her shift due to illness or other unforeseeable event.
- 2) Each family is expected to be a parent-helper one to two times in the threes class and two to three times in the fours class per cycle.
- 3) Please be sure to sign up on a day your child attends the school.

- 4) Please identify a **minimum of two** days each cycle that you are available to serve as parent-helper. If additional days are needed, be prepared to add an additional day.
- 5) Please turn in your availability calendar at least two weeks prior to the end of the current cycle. The deadline will be identified on calendar. This will make it possible to post and distribute the schedule one week before it goes into effect
- 6) Any family that has not turned in the calendar by the deadline listed is assumed to have no preference for parent-helper days. These parents will be assigned their parent-helper days.
- 7) Plan to arrive at 8:30 am and leave no earlier than 12:15 pm on the day that you are the scheduled parent-helper. Please see Late Policy and No Show policy for additional information.
- 8) If you are unable to attend the day you are scheduled to be a parent-helper it is your responsibility to contact the Scheduler as soon as possible so that the Scheduler can either find a replacement or direct you to someone to contact. If you find a replacement before speaking with the Scheduler, please alert the Scheduler to the changes made so that the online calendar and classroom calendar can be updated.
- 9) Parent-helpers must have attended an orientation and have a completed background check prior to being a parent-helper. The integrity and safety of all the children depends on parent-helpers understanding school philosophies and rules. If you have a question regarding this policy please discuss this with the President and the Teacher.

### **Parent Helper Late Policy**

Parent helping should be considered a job. When you are late, the children lose out by not coming into an organized classroom with projects set up, and extra stress is put on the teacher. Please arrive at school no later than 8:30 a.m. Chronic lateness may result in a board review and the family may be asked to withdraw from the school.

If the parent has extenuating circumstances, which will cause them to be late, they should call the school immediately. In this situation, the teacher may ask another parent to fill in until the scheduled parent arrives.

### **No-show Policy**

If you are unable to parent help on your assigned day, you must find a replacement. If you know that you will not be able to parent-help before the day you are scheduled, you should call other parents to find a replacement. If an emergency happens, call the Scheduler as soon as possible so a replacement can be located. If no replacement can be found and only one helper was scheduled, the school may need to close for the day.

If a parent fails to show up or find a replacement on their scheduled day, they will be given two warnings. If any further violations occur, a board review will be held and the family may be asked to withdraw from the school.

### **Family Leave Policy**

We want to provide a supportive environment for our families. If a new baby is expected, there is a serious family illness or other family crisis, members may request a Family Leave from parent helping for two months. This leave may be taken before or after a birth. Please notify the President and Scheduler as soon as Family Leave is needed so that we can adjust the schedule accordingly. If further leave is needed, families may make a special request to the board. Non-crawling infants in front carriers may be brought into the classroom during parent helping times with the approval of the teacher and if one other parent helper is also scheduled.

### **Family participation other than “help” days**

If someone in your family has a special interest or talent that they would like to share with the class (hobbies, magic, music, art, profession, etc.), they are more than welcome. The teacher will meet with them and schedule an appropriate time for their visit. Do not invite strangers into our school. A background check is required for anyone participating in the school day.

## **Beginning a preschool experience**

### ***Expectations of children***

Some children adapt readily to preschool while others take their time. No matter how your child reacts to their school experience, allow them to do it in their own way.

#### **What will my child do the first day?**

- Explore the environment
- Observe other children and parents
- Become acquainted with the teacher
- May participate in different activities

#### **How can I help to prepare my child for school?**

- Avoid building expectations too high
- Casually suggest what to expect: other children of the same age, new toys and activities, and friendly adults.
- Dress your child comfortably, appropriately and in clothes that can get dirty
- Give the teacher any information that will help make the adjustment easier, as the teacher will probably become the child's first focal point at school.

- Refrain from directing the child's activities and behavior at school. Let your child use materials in their own way. They'll build confidence and skills.

**It is not uncommon for children to:**

- Say very little about preschool at home
- Remain very close to you at preschool
- Interact very little with other children at first
- Change their behavior at home as they try out new independence
- Have more colds and illnesses from contact with more people

**What is it like to begin preschool?**

Parents are often surprised to find they have adjustments to make at preschool. Keep in mind that it is common for parent to feel a little lost too.

**You may feel a bit overwhelmed:**

- How do I function as a parent helper?
- What are the procedures?
- Where are all the supplies and equipment located?

**You may be somewhat fearful:**

- You may feel awkward working with other children
- You may feel afraid to make a mistake

**You may feel isolated:**

- There will be many people you don't know
- You may find it difficult to ask questions of a busy teacher

**Try to remember:**

- You can't learn everything at once. Dealing with children, learning guidance techniques and learning to use equipment and supplies is a continuous process. Don't be afraid to ask questions. It's an excellent way to meet others and feel less isolated.
- When possible, do activities you enjoy. If you don't enjoy reading to a small group, find another activity you enjoy, such as an art project or table game.
- The teacher is a resource person. Consult them when you have questions about handling situations or need help at preschool.

***Easing separation for parent and child***

The transition from home to school can represent a challenge to both parent or caregiver and child. Milwaukie Preschool's policy for separation strives to acknowledge and

validate a child's anxiety while at the same time facilitating their confidence in the safety and caring offered by the teacher, parent helpers and preschool environment.

- Home preparation is essential. Talk about school and what it will be like. The night before, do all that you can to ease the morning rush.
- Develop a fun "good-bye ritual" together, i.e., three kisses, a wink and a hug.
- Use non-clock time indicators to say when you will return, e.g. "I'll see you during playtime."
- Keep your promise by being on time!

It is normal to have mixed feelings about saying good-bye to your preschooler, but transferring those anxieties to your child can turn separation into a difficult scenario. If you have a cheerful, matter-of-fact manner, you show your child that you know they can handle the situation, and this will instill confidence. An affectionate brief hug and kiss, or a cheerful wave, and you're off. Children often handle transitions with a brief cry and then run off to play. Tears can be a healthy outlet for your child's overflowing emotions and saying good-bye is an emotional time.

### **When Children Need Parents to Stay**

Do not be dismayed if your child takes longer than you expect to comfortably say good-bye. Parents of new students in particular, should plan to be available with their children during the first weeks of preschool. The following is a basic approach to gradually increasing the length of time your child is separated from you. Do not plan to leave your child until this has been worked out with the teacher.

Depending on your style, you may remain in view but out of the mainstream of activity. This is a good opportunity to observe and note questions you may have. Bring a book or quiet activity which lets your child know you are present as a "security base" but not as an active play facilitator. Do not leave your seat to help them. Instead, direct them to a parent helper, teacher or child they are comfortable with. Our goal is the help children develop trust by experiencing the responsive support of others at the preschool.

Be patient. Children often need to observe an active environment before choosing how to participate. In time, the distance between you and your child will increase as they gain confidence in other children and adults at the preschool.

At an agreed upon time, you will leave your child for a brief period the first time, gradually increasing the length of time you are away.

Ask other parents and our teacher for advice.

### **Challenging Student Resolution Policy**

If the teacher observes that a child is not integrating or adapting well to being at preschool, or if the behavior of the child is impacting the learning or social structure of the other students on a regular basis, the school board will have the right to enact this policy. When the teacher recognizes such an issue, a parent-teacher conference will be scheduled first. After this discussion, the board will then be notified and will vote to give

the family in question one month to resolve the issue. During this time the teacher and the board will work to help the child to successfully integrate; if at the end of the month the issue has not been resolved, the board has the right to vote to withdraw the family from the school.

## **Your child's preschool day**

### ***Attendance***

#### **Check-in/check-out procedures**

When you arrive in the morning, please sign next to your child's name on the sign-in sheet. If there is a change in the usual routine of who picks up your child, please note it on the sign-in sheet and make sure our teacher is aware of the change. Have your child put away their things (coat, snack) in their cubby. At the end of the day, sign your child out on the sign-in sheet and check your child's cubby for materials to take home.

#### **Illness**

If your child will be absent from school due to illness, please contact the teacher 503-653-1408. Please refer to the Health policies for further information.

#### **Vacation**

If your family is going on vacation, please notify the teacher of the dates your child will not attend school. If you will not be able to cover your monthly helper days due to an extended trip, you may need to arrange trades for your return.

#### **Withdrawal from school**

Fees and tuition are non-refundable except when a child withdraws from school with at least a 30 day notice. Withdrawal notice must be given to the President.

### ***Special celebrations***

#### **Holidays**

We will observe and celebrate the change of seasons. We celebrate many different major holidays throughout the year, and try to incorporate an understanding of the diversity of culture and beliefs represented. We welcome ideas about rituals or traditions practiced in your home.

#### **Birthdays**

All children get a small special celebration for their birthdays, unless the family decides to opt out. The Teacher will choose either the actual day or a school day closest to the birthday. The child celebrating can bring a baby picture, something he/she wore as a

baby, and a favorite book that the Teacher will read to the class. You may bring a commercially prepared treat to share with the class (per Oregon law). Please try and be aware of classroom allergies. Children with summer birthdays will celebrate their birthdays on the last day of school.

We realize it may be difficult to invite the whole class to a birthday party outside of school. Please do not pass out invitations on school grounds unless the whole class is invited.

### ***Snacks***

Children bring their own snacks from home. Try and pack a small item for snack time (cheese stick, crackers, carrot sticks, etc.). At the beginning of the year you will be alerted to any allergy restrictions. If a new student joins during the year, you will be notified of allergies as soon as possible. For the safety of our students, we request that foods containing allergens not be brought to school.

### ***Personal Items***

Please try to encourage your child to leave personal items at home. If your child wishes to bring something from home into the classroom for comfort or to show classmates, remind him/her that once in the class, special items may get lost, broken, or damaged. Use your judgment and knowledge of your child and try to encourage your child to leave such items at home. The classroom is set up to encourage socialization and cooperation. All things belong to the group, not any individual child. When children bring in personal items, it brings up ownership issues and makes sharing more difficult.

## **Health & Safety**

### ***Health policies***

The teacher greets each child at the beginning of the day. If she notices signs of illness that may spread (red eyes, severe cough, pale or flushed, thick or colored mucous, etc.), she will ask you to bring your child home. If your child becomes ill during the school day, you will be called to take your child home. If you cannot be reached, the emergency numbers you have on file at school will be used.

In the event that your child or other family member has exposed others at school to a contagious illness, other than a cold, please notify the classroom chair so that she/he can notify others. Notification will be provided in writing and/or with a telephone call. If you receive notification that you and/or your child have been exposed to a contagious illness, it is suggested that you check with your family doctor regarding the course of the illness, possible symptoms and complications. **Examples** of contagious illnesses are strep throat, pink eye, and chicken pox.



## **Immunizations**

For the health and safety of our students, Certificates of Immunization must be completed, updated, and signed by parents as part of enrollment. The school board will consider exceptions on a case by case basis, and applications for an exemption should be submitted to the Registrar with supporting documentation.

## ***Weather and emergency closures***

On occasion it may be necessary for the school to close due to inclement weather. In most cases, we will use the North Clackamas School District closures as a guide. If it is announced mid-class that North Clackamas School District will be closing please attempt to pick-up your child as soon as possible. All parents are encouraged to carry the school phone number on their person while their child is at school as it may be necessary to call the school.

In the event that the school has reached more than two closure days in the Threes class and/or more than three closure days in the Fours class, the school will allow for a one-time decrease in tuition for one future month of \$25 per every two days of closure over said limits. Parents will be notified of the tuition reduction if the case arises.

## ***Evacuation Procedure***

This evacuation drill will be practiced periodically at a time determined by the teacher.

1. A signal will be sounded to announce that an evacuation drill is beginning.
2. The teacher will be in charge at all times.
3. Adults will guide all children to the outer door in the center of room.
4. All children and adults will go outside and walk to the west end of the church parking lot.
5. The teacher will be the last one out, checking to be sure all children are out. The teacher will close the door upon exiting.
6. The teacher will count the children.
7. The teacher will signal when it is safe to return to the classroom.
8. Upon returning to the classroom, the teacher will count the children again.

## ***People in the school***

### **Background checks**

A criminal background check is performed on paid staff and parent-helpers. A background of violent or sexual crimes will be grounds for refusing membership in the cooperative or employment as our teacher. Positions within the school that handle school funds will not go to persons having a criminal background. Review of background checks

will be done by the President and Registrar. In the instance that there is teacher or parent helper misconduct that might have an impact on the safety or wellbeing of your child, parents will be notified. If you have concerns about misconduct, please have a private conversation with either the President or the Vice President.

### **Visitors**

Parents and primary caregivers are always welcome at our school. If they are approved parent helpers, no notice needs to be given. Children may also call their parents if the child is feeling uncomfortable and in need of assurance. Parents will be called for many reasons: to assure child, for suspected illness, injuries, communication problems and other reasons that in the judgment of the teacher and parent helpers warrant parent input or notification. We have the best interest of your child in mind at all times.

General visitors, such as grandparents or visiting relatives, are discouraged in part because our play day is short and our space is limited. We have scheduled open houses as times for extended family and friends to visit our school. Occasionally during the year potential new members will visit the school but these visits will be scheduled ahead of time and parent helpers notified that visitors will be present that day.

### ***Safety within the classroom***

Access to our buildings is limited by locked doors but not fully secured. We will always have one adult with a group of children. Smoke alarms are in all indoor spaces the child will be in and are checked regularly. In an emergency, we have access to a cell phone. Our first priority is the safety of the students. This may mean that notification of parents is delayed while we ensure the safety of the children.

### **No weapons or violent play**

To ensure the safety of our children and to help their peaceful development we do not allow any violent play or play with weapons (real or pretend). Safety is discussed at each board and member meeting.

### **Substance use**

Smoking, alcohol or illegal drug use will not be allowed on the premises or grounds of the church or during preschool field trips by our teacher, parent helpers or other volunteers. Parents should report such incidents to the teacher and President. Substance use may be grounds for dismissal from school membership or termination of employment.

### **No adult alone with a child**

No adult should ever alone with any child other than his or her own child. Trips outside the classroom, such as to the kitchen or bathroom, must include at least two students and one adult. Visitors to the classroom will be first introduced to the teacher and each parent-helper.

Incidents of suspected sexual or physical abuse within the school must immediately be reported to the teacher and President within a 24-hour period after becoming aware of the incident. If necessary, police will be called to investigate incidents. Sexual or physical abuse by parents, volunteers or staff will be grounds for dismissal from school membership or termination of employment.

### **In emergencies**

In the event of a building intruder we will seek to secure the children in the classroom by locking and barricading doors. If this is not possible or not the best idea we will evacuate the building to a safe location. In the event of an earthquake, we will evacuate the building with our safety kits. Adults will divide the children into groups, each accompanied by an adult. The adult will stay with the children until the situation is safe or the child's parent picks them up.

In the event of a serious injury or illness, an ambulance will be called and your child transported to the nearest available and appropriate hospital for the condition. An adult from the preschool will accompany the child if the parent does not arrive before transport. The adults remaining at the school will seek to contact the parent and emergency contact.

### ***End of school day pick-up***

In your enrollment packet you listed those people besides you that are allowed to pick-up your child at the end of the school day. This list will be used. Any changes should be made as soon as they are known. Identification will be checked during the first few times the new person is picking up your child (until they become known to the teacher). Please let the teacher know that another adult will be picking up your child that afternoon. In the event there are concerns about your child leaving with an unauthorized adult, please have a private conversation with the teacher so that your child's security is maintained.

## **Financial information**

### ***Tuition***

First and last months' tuition is due before the child's first day of school. Tuition is due the 1<sup>st</sup> (or first school day) of each month. Payments should be made out to Milwaukie Preschool and should be by check, cash or money order. Returned checks will incur a \$25 fee. Please place your tuition payment in the Treasurer's box by the sink.

Tuition will be prorated for a child entering in the middle of the month. The prorated amount will be based upon the number of potential school days that month. Tuition is a monthly fee. It is not adjusted for missed days due to travel, illness, holidays, etc.

### **Late tuition payment**

After the 10<sup>th</sup> of the month a \$30.00 late fee will be assessed. Failure to pay tuition by the last day of the month may be grounds for dismissal from the school at the Discretion of the Board.

### **Tuition discounts**

While Milwaukie Preschool does not offer a monetary discount, families with more than one child enrolled will receive a 50% reduction in parent helper duties for the additional children enrolled.

### **Refunds**

1. With a full 30-day notice, the prepaid last month's (May) tuition will be refunded in full, if all other financial obligations have been met.
2. With less than 30-days' notice, if the class is fully enrolled and if there is a replacement of the child, the last month's prepaid tuition will be refunded in full and the current month on a prorated basis.

### ***Classroom expense reimbursement procedure***

1. When making a purchase for the preschool, prior approval is required
2. A note with your name, date, the item to be purchased, quantity, full price, and purpose should be placed in the tuition box. Approval will be issued by the Treasurer.
3. Please attach a receipt to the approval slip after the purchase and place it in the tuition box.

### **Fundraising**

While the operating costs of the school are covered by tuition, fundraising by cooperative members allows us to expand our program, purchase new equipment and offer special services. Typically there will be five fundraising opportunities a year. Members are not required to participate in all fundraising activities but can pay an opt-out fee instead.

## **Additional Responsibilities**

### **School Cleanup**

Parent participation in one (1) of two (2) scheduled school cleanups is mandatory. Working with the Teacher, the Materials Committee will identify cleanup tasks and organizing goals. Additional cleanup days may be scheduled if needed.

## **Grievance Procedure**

Grievances must be submitted to the chairman (Vice-President) of the Grievance Committee in writing. They must be specific as to event (as observed by an adult), date,

time, and place. The grievances shall be objective, not subjective, in nature (i.e., based on fact rather than personal feelings or prejudices).

The grievance committee consisting of the vice president and one member will hear the grievance. Parties named in the grievance shall be notified of the grievances and given an opportunity to speak to the committee.

The committee shall investigate, mediate and try to find a solution agreeable to everyone with ten days. A three week trial basis, with suggested changes being followed, shall be given. Those people who submitted written grievances will be contacted and apprised of action being taken during the three week trial. An evaluation of the situation after three weeks will determine if further action is necessary. If action is necessary, the committee will make a recommendation to the Board.

## BYLAWS of MILWAUKIE PRESCHOOL (as of: May 27, 2014)

Article I: The name of this corporation is Milwaukie Preschool, Inc.

### Article II: OFFICES

The corporation shall maintain in the state of Oregon a registered office and a registered agent located at the registered office. The Board of Directors may at any time change the location of the registered office and the person designated as the registered agent. The corporation may also have other offices at such places as the Board of Directors may fix by resolution.

### Article III: PURPOSE

This corporation shall be organized and operated exclusively for charitable, scientific, literary, and educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purposes of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes and Section 501(c)(3) of the Internal Revenue Code of 1954 or their corresponding future statutes.

This corporation's primary purpose will be: A. To provide a minimally structured environment where preschool aged children can interact with their peers, acquire socialization skills and a readiness for the more structured environment of elementary school, and achieve a sense of individual worth and dignity. B. To provide an opportunity for parents to grow in the understanding of their child's developmental needs.

### Article IV: MEMBERSHIP

#### Section 1. Classes and Voting

There shall be two classes of members of this corporation: member families and community supporters. Each family membership shall be entitled to one vote on all matters for which a membership vote is required by the law, the Articles of Incorporation or the bylaws of this corporation. If a family cannot agree on its vote, the vote will not be counted. Community supporters shall have no vote, but can serve as Board members or in other roles in the preschool.

#### Section 2. Qualifications

Membership in this corporation is open to the parent(s) or duly appointed guardians of children enrolled in this preschool, who accept the duties and responsibilities of membership and those policies described in "Milwaukie Preschool Policies". Membership also includes the currently employed preschool teacher, whose duties and responsibilities are specified in his/her employment contract. Community supporter memberships shall be available on request for any families or individuals approved by a majority of the Board of Directors. Community supporter members can serve as Board members or in other roles in the preschool.

Membership shall be available without regard to race, color, and creed, and religion, national or ethnic origin.

The entrance age shall coincide with the present Oregon State Law for Preschool admission. Exceptions to the age requirement will be made at the discretion of the Board of Directors.

No person may be a member of Milwaukie Preschool if they have been convicted of or are under indictment for crimes involving violence or force or sex-related crimes involving minors. The board may set additional requirements for membership in the school's policies.

The membership year is from August 1 to July 31.

### Section 3. Resignation

Resignations are to be made in writing 30 days prior to resignation, and given to the President. The President will then inform the Registrar. Any member to resign will be allowed a meeting with the Board of Directors.

### Section 4. Expulsion, Termination or Suspension

A member may be expelled, with or without cause, the Board of Directors after giving the member at least 15 days written notice of the Expulsion and the reasons for the act. The members shall be given an opportunity to be heard by the Board of Directors or its designated agent, orally or in writing, at least 5 days before the effective date of expulsion. The written notice of the expulsion shall be given by first class or certified mail, sent to the last address of the member shown in the corporation's records. The decision of the Board of Directors or its designated agent shall be final, and shall not be subject to any review or appeal by any court or other persons.

### Section 5. Annual Meeting

The Annual meeting of the members of this corporation shall be held in Spring (April or May) at Milwaukie Preschool. Time will be announced on calendar.

### Section 6. Regular Meeting

Regular meeting of the members of this corporation will be scheduled by the Board of Directors. There will be at least 2 meetings annually in addition to the Annual Meeting.

### Section 7. Special Meetings

Special meetings of the members of this corporation may be called by the President, by the Board of Directors, or by petition of no less than 25% of the members by a demand signed, dated, and delivered to the corporation's secretary. Such demand shall describe the purpose of the meeting.

### Section 8. Notice

Notice of the meeting of the members shall be given to each member via (e.g. the member handbook, telephone, the school newsletter, school bulletin board, or other notice distributed through the school mail procedure). Notice by first class mail must be at least seven days before the meeting. The notice shall include the date, time, and place of meeting.

Notice of the following must be given personally or by first class mail seven days prior to the meeting and must include a description of the proposed action, dissolution, merging, and indemnification, amending articles, conflict of interest and selling assets.

#### Article 9. Quorum and Voting

51% of the membership must be present at an annual, regular or special meeting to constitute a quorum. However, to terminate a teacher's contract, a quorum of 66% of the membership is required.

#### Section 10. Proxy Vote

There shall be no voting by proxy.

#### Section 11. Items Requiring Vote of the Membership

In accordance with the Articles of Incorporation, members will vote on tuition increases, termination of teacher's contract, dissolving, merging or selling the corporation, and extending membership to those not meeting the qualifications of membership.

#### Section 12. Membership Duties

All member families will sign the Membership agreement upon or prior to school enrollment. Member families acknowledge a responsibility to serve as an Officer or, once all positions are filled, engage in equivalent committee participation. At years end all officers and committee chairs will meet with the incoming officer or chair; submit a yearend report summarizing all job-related activities undertaken and any remaining action needed to be completed; and update or create a handbook outlining duties of their position.

### Article V: OFFICERS

#### Section 1. Titles

The elected officers of the corporation shall be the President, Vice-President, Treasurer and Secretary/Registrar.

#### Section 2. Qualifications and Election

Officers must be registered members of Milwaukie Preschool. Officers will be elected by the membership at the Spring annual meeting of the members. Each officer will hold office for one year, or until his/her successor has been elected. A nomination committee will be appointed by the Board of Directors to present a slate of officers ten days prior to the Annual Membership meeting. Nominations will also be taken from the floor.

#### Section 3. Resignation

Resignations are to be presented in writing to the President who will then inform the Board of Directors.

#### Section 4. Removal

Any and all officers may be removed, with or without cause, by a vote of majority of the members entitled to vote at an election of officers. The meeting notice must state that one



of the reasons for the meeting is the removal of the elected director. The Board of Directors can, by a 2/3 vote, suspend an officer from his/her office and appoint a new person to serve until a membership meeting is held.

#### Section 5. Vacancies

Vacancies will be filled temporarily by a majority vote of the number of board members then sitting on the Board of Directors, with the exception of the president's office, which will temporarily be filled by the Vice-president. At the next meeting of the membership, a vote of the majority will fill the vacancy for the remainder of the year

### Article VI: BOARD OF DIRECTORS

#### Section 1. Members

The Board of Directors shall have 8 members, which includes the 5 elected officers plus, PCPO Representative, Outreach/Communications Chair and Teacher. All jobs, excluding the Teacher, may be shared, but each member retains only one vote, which may be split if there is no agreement between the persons sharing the position. By a vote of the membership, the Board of Directors may be extended to include representation from the cooperating church and/or enlightened members of the community interested in furthering the aims of the preschool. The Board of Directors positions not elected by the membership are appointed by the elected officers.

#### Section 2. Duties

The affairs of the corporation shall be managed by its Board of Directors who will perform the following duties: employ and supervise teacher(s) and establish salaries; set policies for membership; hear reports from committees and facilitate recommendations if deemed warranted, present to the membership recommended changes to the bylaws, provide for financial solvency of the preschool, approve all expenditures, approve memberships in societies and organizations, memberships share joint roles with the incoming Board of Directors and help with transition, perform any other duties and make policy as necessary for the successful operation of the preschool.

#### Section 3. Term

The term of office for Board members shall be one year. The Board of Directors shall take office following the Spring general meeting.

#### Section 4. Resignation

Resignations are to be presented in writing to the President who will inform the Board of Directors.

#### Section 5. Removal

Board members, other than elected officers, may be removed from the Board with or without cause by a 2/3 vote of the elected officers then in office.

#### Section 6. Vacancies

Vacancies on the Board of Directors will be filled temporarily by a majority vote of the number of board members then sitting on the Board of Directors

## Section 7. Quorum and Voting

A quorum at a Board meeting shall be 5. If a quorum is present, action is taken by the affirmative vote of a majority of members present. Where the law requires the affirmative vote of a majority of the directors in office to amend the Articles of Incorporation, to sell assets not in the regular course of business, to merge, or to dissolve, such action is to be taken by that majority as required by law.

## Section 8. Regular Meetings

Regular meetings of the Board of Directors shall be held monthly at the time and place to be determined by the Board of Directors. No notice of the date, time, place, or purpose of these meetings is required.

## Section 9. Special Meetings

Special meetings of the Board shall be held at the time and place to be determined by the Board. Notice of special meetings of the Board describing the date, time, place, and purpose of the meeting, shall be delivered to each Board member personally no less than two days prior to the special meeting. A special meeting of the Board may be called by the President or by 20% of the Directors then in office.

## Section 10. Meetings by Telecommunication

Any regular or special meeting of the Board of Directors may be held by telephone, email or other electronic communication, as long as all Board members can participate.

## Section 11. No Salary

Board members shall not receive any salaries for their Board services.

## Section 12. Action by Consent

Any action required by law to be taken at a meeting of the Board, or any action which may be taken at a Board meeting, may be taken without a meeting if a consent in writing, setting forth the action to be taken or so taken, shall be signed by all the Board members.

## Section 13. Conflict of Interest

A transaction in which a board member has a conflict of interest may be approved in advance by a vote of the Board of Directors or a committee of the Board of Directors if the material facts of the transaction and the board member's interest are disclosed or known to the Board of Directors or a committee of the board. Only those board members not having a conflict of interest may vote on the transaction.

## Article VII: COMMITTEES

### Section 1. Executive Committee

The elected officers shall constitute the Executive Committee. The Executive Committee shall have the power to make on-going decisions between Board meetings, but may not decide to: terminate a teacher's contract, dissolve, merge or sell the corporation, elect, fill vacancies on Boards, or adopt, amend or repeal Articles or By-laws.

## Section 2. Standing Committees

Appointed members shall constitute the Standing Committee. Duties and powers of the Standing Committees shall be decided upon by the Board of Directors and coordinated by the Vice President. Standing Committees are working committees designed to facilitate the day to day operation of the preschool.

## Section 3. Other Committees

The Executive Committee may establish such other committees as it deems necessary and desirable. Such committees are advisory committees. These may include, but are not limited to, the By-Laws Committee, the Nominating Committee, Grievance Committee and the Teacher Selection Committee.

## DUTIES OF OFFICERS AND COMMITTEES

### PRESIDENT

The President shall be the executive officer of the corporation; shall preside at all meetings of the Board and membership, except for those at which the Vice President presides by request of the President; shall set agenda for all meetings of the Board and membership; shall appoint all committees with the aid of the Board of Directors; shall negotiate the teacher contract with Board approval; shall handle member dispute resolution with the preschool teacher's assistance; shall oversee the financial affairs of the corporation; shall have responsibility for the general management of the corporation under the direction of the Board of Directors; and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall have any of the powers and duties as may be prescribed by the Board of Directors.

### VICE- PRESIDENT

The Vice-President shall have overall responsibility for the daily functioning of all standing committees, the Grievance Committee, the Bylaws/Policies Committee, and perform or cause to be performed the following duties: ascertain preschool committee needs and how best to meet these needs; organize committees as needed; oversee and act as a resource for committees when questions or problems arise; act as a liaison between committees and the Board of Directors; compile and distribute board of directors roster; distribute, collect and inventory committee notebooks and committee year end reports, follow-up on those missing; fulfill the responsibilities of the President if the president is unable and in case of permanent vacancy replace the President, temporarily, until a vote of the membership can be taken. Further, the Vice-President shall be responsible for creating, with the Teacher's input, a yearly calendar of events and meetings.

### SECRETARY/REGISTRAR

The Secretary/Registrar shall have overall responsibility for all record keeping. The Secretary/Registrar shall perform, or cause to be performed, the following duties for general and Board meetings: official recording of the minutes of all proceedings; and provision for notice of all meetings of the Board of Directors and members. For school registration: shall have overall responsibility for explaining the plan and purpose of the

preschool to prospective members, overseeing their enrollment, and perform or cause to be performed the following duties: maintain a waiting list of prospective members; register new members; arrange for observation days for new and prospective parents; issue a list of members to all members of the preschool by the first gathering of the new school year, or following late enrollments; mail and keep a file of all forms; distribute paperwork to appropriate parties; promptly inform the Vice-President of any changes in enrollment and to issue allergy or medical alerts as needed; maintain a monthly schedule of classroom helpers.

#### TREASURER

The Treasurer shall have overall responsibility for all corporate funds and perform or cause to be performed the following duties: compose a yearly and monthly budget for Board approval; keeping of full accurate accounts of all financial records of the corporation; making all financial records available for audit or inspection by the membership; seek approval from the Board of Directors for all expenditures or additions to expenditures; submit written monthly financial statements, making financial reports at members meetings; the disbursement of all funds when directed to do so by the Board of Directors; reconcile bank statements monthly; issue receipts for cash transactions; pay all debts; collect tuition and other fees; inform the President of delinquent payments; act as annual auditor for preschool; compile necessary tax returns; retain sufficient funds to cover one month's operating expenses, funds for prorated yearly expenses and tax reserve; meet with the President to develop a draft teacher's contract to present to the Board.

#### BOARD OF DIRECTORS

OUTREACH/COMMUNICATIONS CHAIR shall have overall responsibility for presenting the goals and activities of Milwaukie Preschool to the community, with the aim of attracting and recruiting students and member families. The Outreach/Communications Chair shall: maintain electronic school presence (currently a website and Facebook page); develop and oversee publicity for school activities (such as flyer distribution for Open Houses); develop and distribute a monthly school newsletter outlining upcoming classroom, school and community family events. The Chair may work with members to form a committee.

PCPO REPRESENTATIVE shall have overall responsibility for representing Milwaukie Preschool at Parent Child Preschools of Oregon (PCPO) meetings, activities, or when performing PCPO related duties. The PCPO Representative shall: attend the monthly PCPO meetings; deliver materials from PCPO to the President for distribution; make a verbal or written report of the meeting to the President before the next preschool Board meeting or within one week's time, whichever is sooner. Include in the report any pertinent information for the school Board such as PCPO deadlines for the preschool and all events for the membership; report back to the membership at regular meetings, in the newsletter, and by bulletin board on any PCPO news or information; provide assistance to the PCPO, its board or committees by sign-up or by communication with the PCPO secretary.

## STANDING COMMITTEES

FUNDRAISING COMMITTEE shall have overall responsibility for supervising and facilitating fundraising activities. The Fundraising Chair shall perform or cause to be performed the following duties: act as the preschool representative for all fundraising efforts; communicate with vendors about all aspects of ordering, including deadlines, prices, pick-up and/or delivery; communicate fundraising information with ample time for fundraising activities; collect monies and record order and financial information; give the Treasurer all fundraising monies for deposit; track non-participating families and ensure they and the Treasurer are aware of relevant opt-out fees; keep records of fundraising progress and report on preschool fundraising goals at Board meetings and to the general membership at regular meetings; create and update records of major fundraising clientele.

MATERIALS COMMITTEE shall have overall responsibility for maintaining and purchasing school supplies, working within the budget approved by the Board. The Materials Committee shall assist Teacher in preparation of classroom materials each month and pick up supplies ordered by Teacher request; be responsible for supplying fresh play-dough each month, or more often at Teacher request; post sign-up sheet for food, supplies and decorations needed for activities; maintain school library and coordinate parents' purchase of book orders; work with the Outdoor and Safety Committee to set goals for repairing or replacing playground materials. Coordinate cleanup days to clean, repair, organize and discard classroom materials.

FIELD TRIP REPRESENTATIVE shall assist teacher with necessary arrangements for field trips, including reservations and transportation. Check with Teacher regarding preferred sites and dates. Confirm with site a few days prior to field trip. Issue permission slips to each parent via children's pockets at least one week prior to field trip. Confirm car seat requirements. Post sign-up sheet for parent drivers prior to field trip. Utilize parent helpers as drivers. Verify driver availability, number of suitable spaces for car seats, and determine which children will drive with each parent prior to the field trip day. Be present on field trip day to coordinate drivers with children and car seats, and take permission slips. Give permission slips and emergency card information to drivers of those children they are transporting (get back from drivers upon return to school).

OUTDOOR AND SAFETY COMMITTEE shall: be responsible for maintaining grassy area around play structure outside. When parent helping, check outside toys and play structure for usability and safety. Inform President when/if wood chips appear to need refill. Arrange for removal of unsafe materials from outside play areas and act on the Teacher's recommendation for equipment or toy repair. Coordinate all safety plans with the Teacher and present to the Board prior to implementation. Keep evacuation plan up to date; observe evacuation and make any necessary safety changes; complete and maintain a disaster preparedness plan and Earthquake kit; maintain classroom first aid and check regularly; work with the Materials Committee to set goals for repairing or replacing playground equipment; participate in the organizing of cleanup days to ensure proper maintenance of playground equipment and safety checks or necessary repairs to classroom materials.

## OTHER COMMITTEES

BY-LAWS AND POLICIES COMMITTEE shall be appointed by the Board of Directors in February. The Committee shall report to the Vice President and consist of three additional. The Committee shall post notice to the membership of their purpose, and solicit input from the general membership. The Committee shall obtain a list of issues from the Grievance Committee and solicit input from those who filed grievances. The Committee shall review the Handbook and update appendix items. The Committee shall present their recommendations to the Board at the March Board meeting.

NOMINATING COMMITTEE shall be appointed by the Board in January. The Committee shall be chaired by the Secretary/Registrar and consist of two additional members. The Committee shall recruit candidates for Offices. The Committee shall make recommendations after obtaining the consent of the nominees. The Committee shall post a list of nominated officers at least ten days prior to the election, which will be held at the Annual Meeting. Nominations may be made from the floor with prior consent of the nominees at the election meeting. Persons on the Nominating Committee will not be excluded from nomination for an office. Positive campaigning is allowed.

GRIEVANCE COMMITTEE shall be appointed by the Board of Directors in August. The Committee shall be chaired by the Vice President and consist of two additional members. If one of the representatives cannot be neutral, they shall be replaced by the Vice President. The Committee shall follow procedure as stated in the handbook under Grievance Policy. The Committee shall provide a list to the By-Laws Committee describing grievances filed by the membership. This list includes type of grievance, outcome and the member who filed the grievance. The Committee shall function only as needed to solve a particular problem at hand (ad hoc).

TEACHER SELECTION COMMITTEE shall be appointed by the Board of Directors within 5 days of knowing of the vacancy. The Committee shall be chaired by the Treasurer and consist of two additional. The Committee within shall advertise for the position, collect resumes and compile a list of candidates with recommendations to the Board. This process shall take no longer than three weeks. If no desirable candidates apply, the Board will advise the Committee on how to proceed. This Committee shall function only as needed to solve a particular problem at hand (ad hoc).

## Article VIII: CORPORATE INDEMNITY OF OFFICERS AND BOARD MEMBERS

The corporation will indemnify its officers and directors to the fullest extent of the law.

## Article IX. DISSOLUTION

Upon the dissolution of the corporation, after payment of all legitimate debts, assets shall be distributed to one or more preschools officially recognized, and in good standing with PCPO. If unable to decide on a PCPO preschool, the assets may be distributed to one or more exempt purposes within the meaning of 501(c)(3) of the Internal Revenue Code. The Board of Directors shall determine, by vote, the distribution of said assets. Any such assets not so distributed shall be disposed of by the appropriate court for such purposes.

## Article X: AMENDMENTS TO THE BYLAWS

These bylaws may be amended or repealed, and new bylaws adopted, by the membership by an affirmative vote of (a majority or 2/3 of) members present, if a quorum is present. Prior to the adoption of the amendment, each member shall be give at least 7 days' notice of the date, time and place of the meeting at with the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the bylaws and shall contain a copy of the proposed amendment.

# Appendix

## ***Parent Helper Guidelines***

We try to avoid many rules and regulations, but some general guidance principles help us to avoid conflicts. They are easily understood by the children if all the participating parents present them with a united front.

### A. Help develop independence by not doing everything for the children.

1. Have materials where the children can use them without help
2. Encourage all children to participate in an activity to ensure that one child does not dominate the activity while still trying to allow the children time to settle their own differences but, if necessary, suggest other activities if one or more children become aggressive.
3. Encourage the children to help themselves.
4. Lead the way and then let the children take over.
5. Observe safety rules and insist that everyone follow them.
6. Dress your child in play clothing he can put on or take off without help. Tennis shoes or good running shoes are advisable (no slippery dress shoes). Girls may want to have an extra pair of long pants to wear under their dresses for outdoor play (because of hurt knees from falling and cool temperatures).

### B. Help stimulate the children's natural curiosity.

1. Let the children talk and be sure that you are listening. They adore your attention and love to talk to someone who really listens.
2. Activity time can be an especially good time for you to sit down and get involved individually with the children. Your attention can make even the same toy they use every day special by asking them questions about what they are doing or making up new games with it. They can copy the pattern you made with pegs or tell you the letters on the magnet board. If you read or tell a story, you have guaranteed audience.
3. Bring interesting things from home. Boxes of rocks, shells, pine cones, pretty leaves, etc. are interesting to children. If you have something that smells different, by all means, share it.

### C. Help the children develop self-control in stimulating or frustrating situations.

1. Divert the child's attention in moments of stress. Get him into a more relaxing environment until he "cools down".
2. Try to watch for trouble spots and prevent the anticipate trouble. An ounce of prevention is readily worth a pound of cure at this age.



3. Don't get overly anxious if things aren't working out. Ask for help if you need it. Sometimes more than one adult is needed to handle a difficult situation.
4. Set the limits for the children and be sure they understand just how far they can go. Children will push and push until they find where the boundaries are. If you are consistent in your demands, the children will not need to keep testing you.
5. Remember that preschool is a stimulating and physically exhausting experience for these young children. If a child shows signs of becoming cranky, try to get him interested in a more relaxed activity.
6. If a child is feeling ill, contact their parent and arrange for the child to be picked up. It may be necessary to separate the child from the group. If the child becomes overly tired should be encourage them to take a break or participate in quiet play.
7. All playthings belong to the group.
8. Things may not be taken from the children who are using them. Taking turns is a way of giving every child the use of everything.
9. Try to remember that you are participating in the children's world while you are at school. Enjoy the children as they are, and remember that each child is someone's most precious son/daughter.
10. You don't need magic to turn a parent's cooperative preschool into a cooperative children's preschool.

D. Give the children a choice as often as possible. This develops maturity and self-reliance in the children.

1. If you give the children a choice, be sure to follow through with their decision.
2. Don't let the children choose at routine activities. A child cannot decide to leave his hat off if the weather is cold, but he can choose to put on his hat after he has put on his coat.
3. There is a RIGHT WAY to talk to children. Children respond best to courtesy, tact, and diplomacy, just as adults do. By using the words "let's" or "we'll" often, we develop a sense of togetherness. Phrasing a sentence in the POSITIVE instead of the negative produces much better results! "Don't play with that toy in your hand" is liable to get a negative reaction from a child. "Let me hold that toy while you climb" is more likely to get results.

E. Rules and discipline should be consistent from parent to parent.

1. The children are to walk, not run, in the school. The children do need to be reminded of this frequently. Since children learn more by doing than from hearing, it is more successful to stop them and have them walk back to where they started running and try again to walk through.
2. If a child is disturbing the group during group time activities, move next to the child and put your hand on his shoulder as a silent reminder. If the disturbance

continues, quietly remove the child from the group for a while. If the child should still continue to disturb the class, you will need to take the child into another room until he is ready to come back quietly.

3. The noise level can be disturbing at times, but try to remember that most noise is productive noise while playing. The children are in school to socialize with others and when multiple children (or adults) socialize at the same time, it's noisy. We need to accept this noise. Unproductive noise is shouting or interrupting when a person is talking to the group. If this occurs, explain that shouting is for outside only and that we listen when the speaker is talking.
4. Play which is dangerous to others **MUST NOT** be carried on.

### ***Daily Schedule***

The threes class and fours class may have slightly different time schedules; however, the flow of the day will be the same in both.

8:30-9:00 Teacher and daily Parent Helpers arrive and begin classroom setup

9:00-9:30 School opens, children arrive, free choice in the classroom

9:30- around 10:00 Children, Teacher, and Parent-helpers gather for Circle Time (Teacher leads class with stories, songs, teaches alphabet, etc.)

Around 10-10:50 Art Project, followed by Free Choice (children will be able to make choices in a thoughtfully prepared environment in areas of art, dramatic play, blocks, science, library, etc.)

10:50-11:00 Children clean up, use restroom and wash for snack

11:00-11:20 Snack time

11:20-11:40 Recess (outdoor if weather permits; otherwise indoor if weather is inclement)

11:40-11:50 Small group project (children are divided into small groups to work on a project related to what they learned at circle time)

11:50-12:00 Closing Circle and children depart for the day

### ***2017-2018 Curriculum***

Curriculum is decided by the Teacher. Each month has its own theme (science, community helpers, plants, etc.), as well as a monthly color and shape. The Teacher will also teach the children about letters of the alphabet throughout the year. The Teacher will email a newsletter at the start of each month detailing the curriculum for that month.

## ***2017-2018 Board roster***

- President:
- Vice President:
- Secretary:
- Registrar, Records:
- Registrar, Communications and Outreach:
- Treasurer:
- PCPO Representative:

## ***2016-2017 Committee roster***

- Outdoor and Safety Chair:
- Materials Chair:
- Fundraising Chair:
- Fieldtrip Representative:

## ***2016-2017 Jobs***

- Webmaster:
- Scheduler, threes class:
- Scheduler, fours class:

## ***School jobs list***

Officer and Committee responsibilities:

- attend required meetings unless granted permission
- maintain and update their position handbook
- Submit a job report and the end of the school year, and return handbook to the Vice President by the May Board of Directors meeting
- Committees are filled and formed only after the Board of Directors is full
- Board of Directors:

The **President** is the executive officer of the corporation and sets the agenda for all meetings of the Board and membership; distributes action items following Board and member meetings, appoints committees with the aid of the Board of Directors; negotiates the teacher contract with Board approval; handles member dispute; and oversees financial affairs.

The **Vice-President** has responsibility for the functioning of school committees: assisting, organizing, training and acting as Board and Committee liaison. Creates a

yearly calendar of events and meetings, with the Teacher's input. Quarterly review of budget and finances, certifies taxes. Also fulfills the responsibilities of the President if the president is unable.

The **Secretary** is responsible for keeping meeting minutes and distributing them to all members via email after each meeting.

The **Registrar of Records** is responsible for record keeping and paperwork (immunizations, background checks, class lists). Responsible for the school email [info@milwaukiepreschool.com](mailto:info@milwaukiepreschool.com). Acts as backup for school tours if Registrar of Communications and Outreach is unavailable. Issues a list of members to all members and distributes paperwork to appropriate reporting parties. Works closely with Registrar of Outreach and Communication in attracting potential members.

The **Registrar of Communication and Outreach** is responsible for school registration: oversees enrollment: registers new members; arranges tours for new and prospective parents; maintains the waiting list and roster. Works closely with the Registrar of Records; helps to file immunization records.

The **Treasurer** will collect tuition and pay debts; and also compose yearly and monthly budgets. The treasurer will maintain payroll and records to ensure that payroll taxes are filed correctly and be keeping IRS non-profit filings up-to-date.

The **PCPO Representative** attends the Parent Child Preschools of Oregon (PCPO) meetings; delivers PCPO materials and makes a report of the meeting to the preschool Board meeting.

- Standing Committees:

The **Fundraising Committee** oversees vendor deadlines, prices, pick-up and/or delivery; promotes fundraising activities with member families; collects money; keeps records of progress and reports on fundraising goals.

The **Materials Committee** maintains and purchases school supplies, supplies fresh play-dough, posts sign-up sheet for events, maintains the school library. Also coordinates cleanup days to clean, repair, organize and discard classroom materials.

The **Fieldtrip Representative** works with the Teacher to arrange field trips, including reservations, permission slips and transportation.

The **Outdoor and Safety Committee** is responsible for the play structure outside, doing safety checks and maintaining emergency kits.

- Other Committees:

The **Bylaws and Policies Committee** is responsible for Handbook and bylaws update and review.

The **Nominating Committee** meets in the early Spring to recruit and nominate Officers for the following year.

The **Grievance Committee** meets to address member concerns or when there is a conflict between members. Also advises the By-Laws Committee on issues filed by the membership. The Committee meets only as needed to solve a particular problem.

### ***Calendar for the 2016-2017 Preschool year***

Our calendar follows holidays for the North Clackamas School District (furlough and in-service days will not be observed). Social and fundraising events may be added to the calendar later.

#### **August**

- 8/17: Parent Orientation and General Meeting

#### **September**

- 9/5 and 9/6: Class begins

#### **October**

#### **November**

- 11/10: Veteran's Day, no school
- 11/20-11/24: Thanksgiving break

#### **December**

- Member meeting
- 12/18-1/2: Winter Break

#### **January**

- 1/15: MLK Day, no school

#### **February**

- Cleanup Day
- Member meeting
- 2/19: President's Day, no school

#### **March**

- Open House
- 3/26-3/30: Spring Break

#### **April**

- Annual Meeting

## **May**

- 3/28: Memorial Day, no school
- 3/30 and 3/31: Last day of school
- Cleanup Day

## ***2016-2017 fee schedule***

Registration fee: \$60

Monthly tuition (threes): \$100

Monthly tuition (fours): \$150

May tuition deposit (threes): \$100

May tuition deposit (fours): \$150

Fundraising Opt-Out fee: \$50 per fundraiser

Tuition Late fee: \$30 after the 10th day of the month

Returned check fee: \$25

Fieldtrip fee: \$10 (gives Fieldtrip Representative a working budget)

Background Check fee (for each Parent Helper): \$5



### Milwaukie Preschool Membership Agreement

I understand that the Milwaukie Preschool is a parent-run cooperative preschool and I agree to accept the following duties and responsibilities:

1. I will pay my monthly tuition by the first of every month or on the first school day following a school break.
2. I agree to all late fees imposed as a result of not paying my tuition on time.
3. I will meet my fundraising obligation by participating in the offered fundraising projects, or by donating the amount of profit which would have been made from fundraising. I understand that I'm obligated to pay half of my fundraising goal by January 15<sup>th</sup>.
4. I will serve as a Parent Helper in all areas of my child's classroom for the number of days necessary as specified on the Parent Helper Sign-up Sheet.
5. If I am unable to serve for any reason on the assigned day, I will make every effort to find an acceptable replacement to serve for me.
6. I will attend a membership orientation meeting held before the start of school.
7. I will serve on at least one preschool committee or hold one parent job.
8. I will attend the annual meeting and the two general meetings of the membership. I understand that special meetings of the membership may be called, and I am obligated to attend.
9. I understand that there are two classroom housekeeping mornings scheduled, and I will help at one of my choice.
10. I will not send my child to school if he/she shows any signs of contagious illness as noted in the Student Health section of the Milwaukie Preschool Policies and Procedures.
11. If I decide to withdraw my child from Milwaukie Preschool, I will give the President or Vice-President 30 days written notice. If I do not give the required notice, I agree to forfeit my last month's pre-paid tuition.
12. I will abide by all decisions, policies, and by-laws as adopted by the Board of Directors and the membership of Milwaukie Preschool.

I have read the above and understand if I fail to fulfill these requirements, I will be dropped from the membership and my child will be unable to attend Milwaukie Preschool.

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Parent/Guardian Signature

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Parent/Guardian Signature

Note: To enact membership, this agreement must be accompanied by one month tuition deposit for May, registration fee, a minimum of one completed Background Check Form with fee, Oregon Certificate of Immunization Status Form, and completed New Enrollment Form.