

CRYSTAL LAKE COOPERATIVE PRESCHOOL



By-Laws 2010-2011

CrystalLakeCoop.com

ARTICLE I NAME

Section 1 This group shall be known as the ***Crystal Lake Cooperative Preschool*** or ***CLCP*** interchangeably.

ARTICLE II OBJECTIVES

Section 1 It is our aim to operate a preschool for children in an environment which gives them freedom to satisfy their basic growth needs: physical, emotional and mental. We believe that play is the business of young children and is as important as food and sleep.

Section 2 Definition: A 'parent cooperative preschool' is a non-profit, non-discriminatory institution maintained as a community service, and administered by parents of children currently enrolled in preschool, which provides an education and development program for children younger than compulsory age, and which provides an educational program for parents including active parental participation with children in preschool activities.

ARTICLE III ELIGIBILITY

Section 1 A participating child shall be from two and one-half through six years of age. Children must be toilet trained.

Section 2 Children must be immunized against Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis B, and Chicken Pox. The Certificate of Good Health must be signed by a doctor before attendance in CLCP. Records need to be updated annually and kept on file.

Section 3 The parents of an enrolling child shall be given an enrollment application, health form, field trip permission slip, photograph clearance form, emergency card, staff/volunteer screening statement, volunteer driving agreement, and a teacher's confidential form. The enrollment application must be completed and given to the Vice President of the Board of Directors when enrolling the child. The completed health form and emergency card must be returned when attendance begins, and is mandatory for a child to attend CLCP.

Section 4 A child may not attend class until registration and tuition is paid in full unless prior arrangements are made with the Treasurer.

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Section 5 If enrollment is full, a child may be placed on a waiting list until openings become available. Program openings will be filled based on the day the child was placed on the waiting list.

Section 6 Your child must be four by December 1st of the school year to be part of the four year old class.

ARTICLE IV RESPONSIBILITY

Section 1 All parents of children enrolled in the school are required to be active members by:

A) Supporting fundraising projects in order to purchase equipment and contribute to the general operation of the school. Families unable to participate will be asked to donate. (See Schedule A)

B) Assisting the teacher at school on a scheduled basis. All parents will be on the schedule. Those who are not able to come on their scheduled day can trade days, or get a substitute parent from the Substitute Parent List, which will be available for each class. It is the responsibility of the parent scheduled to work to make arrangements for a substitute parent if unable to work. The scheduled parent will be charged a fee, payable directly to the substitute parent. Payment is to be arranged between the involved parents. The originally scheduled parent will furnish the snack of the day. If no arrangements are made for a substitute, the scheduled parent will be charged a fee by the school. (See Schedule A)

If, for the good of the group, a parent's behavior is judged to be not conducive to good moral character, not suitable to meet the needs of the children, or if a parent answers "yes" to any item on the volunteer clearance form, the Board reserves the right to withdraw the parent from their parent assistant rights and duties.

C) Providing transportation for field trips.

D) Parents are strongly encouraged to attend monthly Parent Meetings. The meetings are designed to keep parents informed and involved. Each family is entitled to one vote per child enrolled.

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E) Report all complaints, comments, or suggestions to the Parent Liaison or another Board member. These matters should be put in writing to ensure consistency while being discussed / addressed by the teacher and Board of Directors. If the need for discussion or resolution is not immediate, comments, suggestions or complaints may be put in writing or addressed in person at the regular Parent Meeting. A comment box will be available for written comments and will be reviewed and discussed at the next Parent/Board Meeting.

F) Concerns or questions regarding your child or your child's preschool experience should be directed to the teacher.

G) Sack lunches must be provided for any child staying past noon.

ARTICLE V ATTENDANCE

Section 1 Days and times of the sessions will be determined by the Board on an annual basis.

Section 2 Class will be held in the Crystal Lake Elementary School in Benzonia, Michigan.

Section 3 The school calendar year will follow that of Benzie County Central School/Crystal Lake Elementary school's student calendar.

Section 4 School will automatically be closed on the days Benzie County Central Schools are closed due to inclement weather. No before school care will be offered when Benzie Central has a two hour delay or greater. After the delay, the after care program will be available for children. For reasons other than weather, the decision to cancel school may be made by the teacher and one other Board member. Parents will be contacted regarding last-minute cancellations.

ARTICLE VI FEES

Section 1 There is a non-refundable registration fee (See Schedule A).

Section 2 Tuition rates shall be set by the Board on an annual basis and are due regardless of absenteeism. (See Schedule A).

Section 3 This organization is non-profit and charges tuition to cover operating expenses, salaries, rent, and supplies.

Section 4 Tuition shall be paid monthly, due the tenth day of each month. Please make payments by mail or on-site; no cash please. A late fee will be assessed for any payments arriving more than five days after the due date. If payment is not received within the five day grace period, the child's enrollment may be terminated until tuition is paid in full. (See Schedule A)

Section 5 Please be on time for dropping off and picking up children. If the child arrives early, you may be asked to stay with your child until their scheduled arrival time. If you will be late in picking up a child, it is essential to call the school as soon as possible to inform the staff. Late pick ups will be assessed a fee. (See Schedule A)

Section 6 In case of a CLCP financial emergency, a special assessment may be voted in by a majority of school members.

ARTICLE VII SALARIES AND CONFERENCES

(See Schedule A)

ARTICLE VIII TRANSPORTATION

Section 1 CLCP does not assume any responsibility for transportation of children to and from school. If in the Crystal Lake Elementary school district and have siblings attending the school, arrangements may be made with the transportation department of the Benzie County Central Schools for transportation to and from school. Children must be escorted into the building.

ARTICLE IX EQUIPMENT

Section 1 Parents should have their child's name in all outdoor clothing, including boots.

Section 2 Children may not bring toys from home unless requested by the teacher.

Section 3 Children should wear play clothes suitable for active play both indoors and out. Tennis shoes or rubber sole shoes are encouraged.

ARTICLE X HEALTH AND SAFETY

Section 1 CLCP shall have a complete first-aid kit and OSHA blood borne pathogens kit on hand.

Blood borne Pathogens Emergency Procedures:

Infection control approaches are based on the concept of standard precaution treating all blood and body fluids as if they were potentially infectious. Use standardized precautions at all times.

Emergencies: Always use gloves, goggles and other barriers.

Clean Up: Always use gloves, absorbents to cover spills, soap & water and disinfecting solution on site.

Disposal: Bag all materials, gloves, etc. dispose of properly.

Cleaning and Sanitizing Schedule:

All surfaces are cleaned with a sanitizing solution prior to snacks & meals. Garbage is to be stored in a covered, lined container and removed daily.

Hand Washing Methods:

Section 1 All hands, including staff are washed with warm water and soap – and dried with paper towel prior to all meals and snacks.

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Section 2 Parents are requested to notify the teacher if their child has a communicable disease. All other parents will be notified by the teacher. A child may return to the group after an illness when recommended by a physician.

Section 3 CLCP has been inspected by the Tri-County Health Department, and approved by their sanitarian in its present location. The State Fire Marshall Representative has inspected and approved the present location of the school for safety. Fire extinguishers are easily available for use in the school. Fire extinguishers are inspected annually. Evacuation plans and emergency procedures are posted in each room. In case of severe emergency, 911 will be called and parents notified immediately.

Section 4 Parents will be notified immediately if their child becomes ill at school. It is expected that the child will be picked up immediately if the following symptoms occur:

1. Diarrhea: This means more than one abnormally loose stool
2. Difficult or rapid breathing
3. Yellowish skin or eyes
4. Pinkeye: Tears, redness of eyelid lining, irritation followed by swelling
5. Severe Itching
6. Unusual spots or rashes
7. Sore throat or trouble swallowing
8. Vomiting
9. Fever over 100 degrees

Children may return to the school after symptoms are gone and/or the physician indicates, in writing that the child is not contagious. Children may not return to the school until they have been without a fever for 24 hours.

Section 5 Medication will be dispensed at school only if a Medication Liability Release form has been completed. Medication will not be given if it is not in the original container with the original label.

Section 6 All children are encouraged to sleep during rest time. For those that don't sleep, the child may engage in a quiet or restful activity.

Section 7 Payment is expected if a child is scheduled, regardless if the child leaves the center or is absent due to illness.

ARTICLE XI MEETINGS

Section 1 Executive Board Meeting: The Executive Board of Directors shall meet in a closed session once a month on the day agreed upon by the group. Voting will not be conducted in this meeting.

Section 2 A Parent Meeting shall be held once a month on the day agreed upon by the group. Parents are encouraged to attend. Each family is entitled to one vote per child enrolled.

Section 3 Comments, suggestions, and complaints which were put into the Comment Box will be read and addressed at the monthly Executive Board Meeting.

Section 4 Any change in the by-laws must be voted on and approved by a majority at the Parent Meetings.

Section 5 A vote may be carried by a simple majority.

Section 6 A meeting will be held in April for the purpose of electing officers to the Board of Directors. Any position not filled in April will be filled at the May registration or Parent Orientation Meeting preceding the school year.

Section 7 There will be a mandatory meeting for all parents prior to the start of school.

ARTICLE XII OFFICERS, BOARD OF DIRECTORS

Section 1 The Board of Directors of the Crystal Lake Cooperative Preschool shall be as follows: President, Vice President, Secretary, Treasurer, Fund Raising Representative, Media/ Public Relations Representative, Field Trip/Special Event Representative, and a Parent Board Liaison.

Section 2 The Executive Board will consist of the President, Vice President, Secretary, Treasurer, and Parent Board Liaison

Section 3 The purpose of the Executive Board is to establish and execute the by-laws, procedures, and policies of the school. However, any member may call for a general membership vote on a procedure by making a motion to that effect and receiving a second.

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Section 4 The Executive Board is also responsible for conducting all legal and financial business of the School. Temporary Board action may be taken between meetings upon concurrence of three officers.

ARTICLE XIII SELECTION OF BOARD

A. NOMINATING COMMITTEE

1. Shall be selected at the February Parent Meeting
2. Shall be present at the April meeting with at least a single slate of consenting nominees drawn from the membership. At the meeting, additional nominations will be accepted from the floor.

B. ELECTION

1. Shall be held at the April meeting with the outcome being determined by a majority of votes cast.
2. Vote shall be written ballot except when there is but one nominee for an office, at which time the election may be by voice vote after making a motion and receiving a second from the floor.

C. TERMS OF OFFICE

1. A spring joint Executive Board meeting shall be held following elections and the newly elected officers shall work in conjunction with the existing Board.
2. Vacancies shall be filled by special election at the first general meeting after the vacancy occurs. Until said election is held, the vacancy may be temporarily filled by executive Board appointment.

D. DUTIES OF OFFICERS

1. President

- a. Preside at Parent Meetings. Prepare a written agenda before each meeting.
- b. Call all Parent Meetings - schedule future meetings.
- c. Keep School license current and see that School Policies and Housing fulfill all licensing requirements. Evaluate Dues & Policies.

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- d. Maintain contact/negotiate rental terms with Benzie Central School Board.
- e. Act as teacher liaison, negotiate teacher contract each year.
- f. Appoint/recruit other board members as necessary, coordinate all activities.
- g. Attend Preschool affiliated conferences and programs as necessary.

2. Vice President

- a. Collect completed forms and keep updated: Health, Child ID, Parent Pledge and Registration.
- b. Coordinate & monitor all representative responsibilities.
- c. Responsibility for finding Substitute Teacher as needed.
- d. Assume presidential duties during the absence of the President.

3. Secretary

- a. Type, copy, and distribute Handbook
- b. Take minutes at all Parent Meetings
- c. Type monthly newsletter/board report
- d. Issue all official board pronouncements.

4. Treasurer

- a. Compile all CLCP financial records.
- b. Check CLCP Post Office Box.
- c. Prepare Treasurer's Report. Compile monthly report.
- d. Receive and record all registration fees, tuition, and donations.
- e. Pay dues, insurance, salaries, rent, and other expenses.
- f. Fill out tax forms.

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5. Parent Board Liaison

- a. Act as Board-Parent liaison.
- b. Receive all written complaints, comments, suggestions, etc. from parents and pass it along to Board Members.
- c. Schedule parent helpers.
- d. Schedule cleaning helpers.
- e. Direct cleaning helpers before and during Parent Meetings as needed.
- f. Solicits classroom supplies from parents as needed.
- g. Compose and send Parent Email Blasts/Reminders.
- h. Type enrollment list and compile parent and board email lists.

6. Fund Raising Representative

- a. Decide upon and coordinate all fund raising activities.

7. Media/Public Relations Representative

- a. Maintain contact with website Management Company.
- b. Coordinate marketing activities
- c. Check, respond, and forward to board all Coop Email.
- d. Place advertisements and announcements in local media.
- e. Take Photos.
- f. Write thank-you notes and other public board announcements.

8. Field Trip/Special Event Representative

- a. Arrange and coordinate all school outings in concert with Teacher.
- b. Arrange and manage all trip/special event transportation needs.
- c. Organize holiday parties & Holiday art auction.

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- d. Organize graduation event in conjunction with President.
- e. Arrange all food & refreshments for trips and events.
- f. Provide Media/PR rep with all appropriate info on events and trips.

All other parents who do not hold one of these eight (8) board positions will be included in the room-cleaning schedule as compiled by the Parent Board Liason.

All board members should make every effort to attend monthly meetings.

ARTICLE XIV WITHDRAWALS

Section 1 All notices of withdrawals shall be given to the President two weeks in advance. In the event that a child does not seem to make a proper adjustment to the group, in the opinion of the teacher, the Executive Board may make the withdrawal.

Section 2 Refunds of registration or tuition fees will not be granted. This may be appealed to the Executive Board in special cases.

ARTICLE XV STAFF

Section 1 All staff members, teachers and substitutes shall be hired by the Executive Board of Directors.

Section 2 Director - Job Description

A) Daily scheduling of activities based upon CLCP 's philosophy. A monthly lesson schedule shall be provided to each parent to ensure parents are kept informed of their child's activities.

B) Directing the set up of CLCP's environment each day.

C) Select field trips appropriate to the group needs and interests.

D) Keep Board informed of equipment conditions and supplies.

E) Plan for evaluation of the program through constant communication with the parents.

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F) The State of Michigan requires that all CLCP staff report any cases of child abuse or neglect to Child Protective Services at (231)882-1330. Parents are not required by law to report cases of child abuse and neglect, but are strongly encouraged to do so. Parents may also share information with CLCP staff to be reported.

ARTICLE XVI ASSETS

Section 1 In case of dissolution of the Crystal Lake Cooperative Preschool, all property, real and personal, shall be distributed to the Northwestern Branch of the Michigan Children's Aid Society.

Schedule A

Article IV: Section 1: A: \$20.00 fee for non-participation in fundraising activities

Article IV: Section 1: B: \$10 fee for substitute parent; \$15.00 fee if no arrangements are made for a substitute parent

Article VI: Section 1: The registration fee shall be \$20.00

Article VI: Section 2

Tuesday/Thursday Program -	\$60 per month or \$216 Fall Semester \$270 Spring Semester \$486 Yearly
Monday/Wednesday/Friday Program -	\$80 per month or \$288 Fall Semester \$360 Spring Semester \$648 Yearly \$2.50/hr Before/After School Program

Article VI: Section 4: A late payment fee of \$5.00 will be assessed.

Article VI: Section 6: Late pick up fee will be \$1.00 per minute.

Article VII:

Section 1 The teacher shall be paid in accordance with his/her most current contract with the Board of Directors. The teacher will be paid \$15.00 for each Parent Meeting, parent orientation, and Board Meeting attended.

Section 2 The assistant (if one hired) will be paid in accordance with his/her most current contract with the Board of Directors.

Section 4 Anyone who substitutes for the teacher or the assistant will be paid \$2.00 less than the regular salary per session.

Section 5 Funds may be paid to the teacher to defray professional development expenses such as conferences, seminars, or learning materials if approved by the Board in advance