

# Northpoint Cooperative Preschool, Inc. Standing Rules

## I. REGISTRATION AND ENROLLMENT

### A. Registration

1. Registration occurs in March. The dates will be determined by the Membership Chairperson on an annual basis. Registration priorities are given in this order: 1) Current Board Members in good standing 2) Current members in good standing (they must have a minimum of 5 parent education credits, have logged 2 volunteer hours, be current financially, and have fulfilled fundraising responsibilities) Volunteer hours, parent education credits, and auction procurements will be prorated if joining after the start of the school year. 3) Northpoint alumni 4) General public. Members not in good standing will not be allowed to register as current members or alumni but will have to wait to register with the general public. In the case of a class overbooking with Board Members, priority will be given on a seniority basis.
2. Applicants may submit 1<sup>st</sup> and 2<sup>nd</sup> choice class preferences. In the event your 1<sup>st</sup> choice is full, you may be placed in your 2<sup>nd</sup> choice class upon availability. Applicants should contact Membership chairperson by email as soon as possible after submitting registration paperwork if they would like to be notified if a spot becomes available for their 1<sup>st</sup> choice. Any class transfers after August 1<sup>st</sup> must have Board approval.
3. No registration shall be accepted before the date registration begins.
4. In addition to his/her own registration, a person can register for one other family with equal or better registration priority.
5. Registration for the following year is pending upon completion of the current year's Membership requirements as stated in our Bylaws (Article IV: Membership). All requirements must be completed by May 31<sup>st</sup> of each school year.

### B. A child must register for the age appropriate class.

1. A parent or guardian of a child who will not reach the required minimum age by August 31<sup>st</sup> but will reach the required minimum age by October 1<sup>st</sup> of the enrollment year may direct a written request to the Board of Directors for age exception consideration, if space is available. The Board of Directors, in conjunction with the teacher, must then approve the age exception.
  - a. Students registering for Mixed Age must be 3 years old by March 1<sup>st</sup>.
  - b. Students registering for 2 ½ / 3s must be 2 years old by March 1<sup>st</sup>.
  - c. Students who are 5 years old by August 31<sup>st</sup> must enroll into Pre-K.

2. Upon written request from a parent or guardian and teacher approval based on observation, the Board of Directors will consider developmentally appropriate age exceptions for a special needs child.

C. If it is determined by the teacher and Board that a class is not meeting the educational needs of a child or parent, or if a child or parent is disrupting the educational needs of others, then the Board may take appropriate action, including but not limited to termination of membership or transfer of the child and parent to another class. This action may be appealed by following the Appeals Process in the Standing Rules.

D. A parent with two or more children enrolled at the preschool will be responsible for fulfilling their classroom working parent obligations for each child but are required to serve on only one committee or Board position.

E. Families where the parent is unable to work in the classroom may enroll in the Cooperative with the Board's approval under the following conditions:

1. A permanent substitute is designated for the class.
2. Each family granted permission to obtain a permanent substitute is responsible for providing that substitute for all scheduled rotations for the year.
3. A substitute adult must be in compliance with all obligations of the enrolling parent.
4. All enrolled parents are required to fulfill parent education requirements and other responsibilities such as serving on a committee or Board, participating in fundraising, and attending parent education meetings.
5. Exceptions to any of the above can be petitioned to the Board of Directors for approval.

### F. Leave of Absence:

1. A six-week pregnancy leave from working in the classroom may be requested in writing to the Board.
2. Necessary allowances will be considered if prolonged illness prevents the adult from working in the classroom. Members should submit a written request to the Board if such a need should occur.

G. Enrollment will be limited to:

1. 10 students in the 2s classes
2. 12 students in the 3s classes, AM and PM
3. 16 students in the Mixed Age class (with a limit of eight 3 year olds and eight 4 year olds)
4. 16 students in the Pre-K class

The teacher may recommend, with Board approval, to increase a class size in order to accommodate a special circumstance. Appropriate parent/child ratio guidelines will be followed.

H. The Board will determine hours, days and location of classes.

I. The school year shall be based on 32 weeks of classes starting in mid-September and shall follow the Holiday schedule posted on the Tacoma Public School District's calendar. Preschool classes will be held on TPS scheduled in-service and conference days.

J. Northpoint Cooperative Preschool shall follow the lead of the Tacoma Public School District with regards to inclement weather. If TPS is delayed two hours, morning preschool will be canceled but afternoon classes shall continue as normal. If TPS is canceled, all preschool classes will be canceled. School days canceled due to inclement weather will not be made up.

K. The following chart should be used as reference for Parent Ed credits, Volunteer hours and Auction procurements when someone enrolls mid-year:

Month Enrolled	Parent Ed Credits	Volunteer Hours	Auction Procurements
September/ October	8	4	3
November	7	4	2
December	6	3	1
January	5	3	0
February	4	2	0
March	3	2	0
April	2	1	0

1. Families enrolling in January or later will be eligible to register as Alumni.
2. Families enrolling after February 1<sup>st</sup> will be at the discretion of the teacher.

## II. FEES AND FINANCE

### A. Registration Fees

1. The Northpoint Cooperative Preschool registration fee must be paid in order to enroll at the preschool. The registration fee is \$70 for all classes offered. The registration fee for the Parent-Child class is reduced by half if a family registers on or after February 1<sup>st</sup>.
  - a. When two or more children are enrolled from one family, the full registration fee will be paid on the oldest child. The family receives a 50% discount on registration fees for any additional children.
  - b. A \$125 cleaning deposit, in the form of a check (postdated for the following June) will be taken at the time of enrollment. This deposit will be held until the family has fulfilled their cleaning obligation. At that time, their check will be returned.
2. An annual Bates Technical College registration fee is charged to each family to enroll them in a parenting class through the college. This fee is due in full by the deadline listed in Membership materials.
  - a. When two or more children are enrolled from one family, the full Bates registration fee will be paid on the child enrolled in the class who meets most days per week.

3. The registration fees are not refundable except under the following circumstances:  
a. In the event of co-op membership termination, whether voluntary or involuntary, Bates fees are refundable for all quarters where the count date has yet to be reached. The count date is determined by Bates each quarter; contact the Treasurer or Membership chair to find the count date for a particular quarter.

**B. Tuition**

1. September and May tuition are due in full by the deadline listed in Membership materials. Members not paying by the deadline may lose their class placement.
2. Tuition may be paid in full, or in scheduled monthly installments due on the first day of each month.
3. If paying monthly, a fee of \$10 shall be levied if tuition has not been paid by the 10<sup>th</sup> of the month unless prior arrangements have been made. An additional \$10 fee shall be levied if tuition has not been paid by the 20<sup>th</sup> of the month and prior arrangements have not been made.
4. If tuition is 30 days past due AND the family has made no attempt to contact the Tuition Finance Chair by phone, email, letter or in person, membership in the co-op may be terminated. There will be no refund of the last months (May) tuition.
5. When two or more children are enrolled from one family, the family pays full tuition for the eldest child. The family receives a 20% discount on tuition for any additional children.
6. Regardless of the number of days a family contracts to attend or opts to attend for the month, the full tuition due for that class will be paid. The Board of Directors will consider special circumstances if a written request is presented to the Board.
7. Depending on funding availability, a scholarship for tuition assistance may be requested. The request must be made to the scholarship committee which consists of the President, Treasurer, Tuition Finance Chair and Bates Coordinator. Upon payment of the registration fee, the applicant will be required to fill out a scholarship application, which includes facts and documents that demonstrate financial need. This paperwork will be required in order to hold the child's position in the class. The Committee will then review the application for scholarship. Members with scholarship status must re-apply every year. A. Tuition reduction shall be based on federal poverty guidelines and what is used by the Tacoma Public Schools for free or reduced lunch.
  - 185% is 20% reduction
  - 175% is 30%
  - 150% is 40%
  - 130% is 50%

8. Members with scholarship status are required to comply with all the duties and responsibilities of regular members, and are subject to the same reviews and non-compliance procedures.

9. Checks returned for Non-Sufficient Funds as well as chargebacks on credit card transactions will be subject to a \$25 NSF fee plus applicable late fees. Members who repeatedly submit checks with NSF or have charge backs on their credit card payments may have their membership terminated.

**C. Tuition refunds and Proration**

1. A new member joining will have their 1st month's tuition prorated based on the date of their first class.
2. A retiring member leaving on or before the 15<sup>th</sup> of the month is allowed to pay one-half month's tuition as long as written notice is given 15 days prior to leaving.
3. A 30 day written notice to terminate membership is required to receive a refund of the May tuition deposit.

**D. Spending from the budget**

1. General Membership must receive approval from a committee chair or the responsible Board member before spending designated funds. Without approval, reimbursement may be denied.

### **III. FUNDRAISING**

**A. Annual Auction**

1. Fundraising is necessary to balance our annual budget. To remain in good standing, members must contract in good faith to actively participate in fundraising activities by procuring three items as described:  
1 fully assembled gift basket with a minimum value of \$50 or cash-out at \$125.

AND

2 additional items with minimum individual values of \$50 or cash-out at \$125 for each.

The cash-out option would be due by each procurement date.

2. Members also have a "buy out" option of \$375 in lieu of procuring the three items as described above. The full amount is due by the first procurement turn-in date..

## IV. NON-COMPLIANCE PROCEDURES AND APPEALS PROCESS

A. **NON-COMPLIANCE PROCEDURES** - The following guidelines shall follow in the event that a family is not fulfilling their membership duties:

1. A school representative will contact the member involved by phone or in person to discuss possible solutions to the problem or to allow the member an opportunity to explain the circumstances. A documentation of the phone call or contact will be recorded. Strict confidentiality will be observed.

2. If after 15 calendar days the problems are not corrected, a letter will be sent by the president outlining the problem, restating the contract agreements and including a written warning of possible termination of membership. Along with this letter, a new contract will be included and must be signed by the family stating specific dated compliance requirements.

3. This will include:

- a. Financial responsibilities required (late payments, fees, etc.)
- b. Parent education participation
- c. Fundraising requirements.
- d. Committee or Board duties.
- e. Classroom working parent duties.
- f. Required Forms

4. Any violation of the new contract will result in immediate termination of membership. A final letter informing the family of termination of membership will be sent. The family will not be allowed to re-enroll. Exceptions for hardships will be considered.

B. **APPEALS PROCESS:** If a member has been dismissed from Co-op using the above process or is subject to any other consequences as agreed upon in the process and wishes to appeal the decision, she/he may bring the issue before the Board within one week. The Board will use the following process in deciding the appeal:

1. The Board will review all written documentation of the case, looking for breach of due process, lack of clear agreements or other reasons why the decision should be rescinded.

2. Board will hear the party's perspective in a special Board Meeting held for this purpose.

3. Without the party present, the Board will have further discussion and vote whether to uphold the original decision, or to initiate a second process.

4. The Member will be notified immediately of the Board's decision and basis for it.

## V. THE BOARD OF DIRECTORS

A. In addition to the duties enumerated in the bylaws, the Board of Directors shall be responsible for the following duties:

1. Attend appropriate officer/director workshops sponsored by Bates Technical College.
2. Attend all monthly Board meetings and give a prepared report.
3. Appoint chairpersons for standing and ad hoc committees.
4. Approve non-budgeted preschool expenditures.
5. Revise standing rules as necessary.
6. Recommend additions and amendments to the Constitution/Bylaws to the general membership.

B. Overview of Job Descriptions:

1. **President:** Presides at all board meetings; has the discretion of closing the school for any emergencies; is responsible for overall operation of committees and membership; attends budget, the audit of the treasurer's books, and all Bates President workshops; keeps the overall vision of the school by working with the parents, teachers, Board and Bates coordinator; and presides over the Executive Board. Notifies membership of date, time, location and agenda of Board meetings, which are open to the membership. Acts as chair of the Personnel Committee.
2. **Vice President:** Coordinates and supports committee positions; makes sure all committee positions are filled and members are trained; prepares a year-end review/summary of program; attends Bates training; and serves on the Executive Board. Serves on the Personnel Committee and chairs the Nominating Committee.
3. **Secretary:** Records minutes and takes attendance at all Board meetings; makes a report of the monthly Board meetings available to the general membership; is responsible for all necessary business correspondence; maintains a file of all important documents; attends Bates training; and serves on the Executive Board.
4. **Treasurer:** Manages all banking, bookkeeping, authorized bills, government forms, obligations and insurance

for the school; submits written financial statements at Board meetings; collects monthly tuition; prepares annual budget and coordinates annual audit; attends Bates training; and serves on the Executive Board.

5. **Membership:** Coordinates membership drive, registration, collection and distribution of paperwork; maintains a current membership list and waiting list; publishes a membership directory; and attends Bates training.
6. **Auction:** Plans, coordinates and is responsible for the annual auction; heads up the Auction Committee; and attends Bates training.
7. **Newsletter:** Compiles, writes, and/or gathers all articles from designated persons into newsletter format and emails to all families. Print and distribute copies for teachers, families who have requested a hard copy, and post one to the bulletin board. Required to attend Board meetings, has one vote. Attends Bates training.
8. **Class Representative:** Acts as the liaison between class members and the Board; serves as the class scheduler; meets with teacher to discuss class/teacher needs; notifies members of important events; and attends Bates training.
9. **Member at Large:** Acts as a representative of the general membership, focus on policies and procedures of the Board and how it affects membership. A veteran member from within the school or alumni and has served on the Board in the past. Required to attend Board meetings. This is a voting position.

#### C. Dismissal of a Board Member

1. The Board of Directors has the authority to dismiss a Board member who has attended less than 70% of Board meetings.

2. For a Board member to be removed from the Board: an affirmative vote of the majority of the Board members present at an official Board meeting must be made; notice of the proposed removal must be given to members along with the notice of the meeting; and the Board member involved must be given the opportunity to be present and to be heard at the meeting at which his or her removal is considered.

#### D. Resignation of a Board Member

1. A Board member may voluntarily resign by sending a written resignation letter or verbally informing the Board at a Board meeting.

E. Board Member Volunteer Credits: Board members must earn four volunteer credits. As a board member they will earn one credit first semester and one credit second semester; the two additional credits they must fulfill on their own.

## VI. ELECTION OF OFFICERS AND DIRECTORS

A. A Nominating Committee appointed at the January Board meeting shall lead the process of nominating Officers and Directors for the new Board of Directors. Teachers will serve as advisors to the Nominating Committee.

B. Nominations from the general membership shall be brought before the Board at the February meeting.

C. Elections will be held before the end of March.

D. The Membership Chairperson elect shall start serving alongside the current Membership Chairperson for the spring registration process, formally taking over the summer registration process after the March election.

E. Both incoming and outgoing Directors shall attend the May Board meeting.

F. The previous year's treasurer shall remain through August to assist the new treasurer with setting up the new fiscal year for the co-op, which runs from July 1<sup>st</sup> to June 30<sup>th</sup> of each year.

## VII. SUBSTITUTE TEACHERS

A. In the event of the Teacher's absence, a parent volunteer will act as substitute. There must be at least one acting Teacher with first aid training (including CPR) and an individual with a valid First Aid Card in the building. Based upon the current year's budget as determined by the Executive Committee, substitutes may be reimbursed \$25/class for coverage of a 3's, Mixed Age, or Pre-K class and \$20/class for coverage of a 2's or 2/3's class.

## VIII. RISK MANAGEMENT (HEALTH, SAFETY, ACCIDENTS, VISITORS/GUESTS, AND INSURANCE)

A. Northpoint Cooperative Preschool will follow the Washington State Department of Health guidelines regarding communicable disease outbreaks. Any child who has contracted a communicable disease must be kept home. Any child who has contracted an infectious disease such as chickenpox, measles, etc. must contact the Teacher who in turn will inform the Health Management Committee and appropriate Class Rep so the membership can be informed. If you have any doubts about your child's health – KEEP HIM OR HER HOME! (see Bates

Technical College Guide for list of infectious diseases)

- B. In the event of serious illness or accident, 911 will be dialed and professional help summoned. The parent of any injured or ill child will be notified as soon as possible.
- C. Northpoint Cooperative Preschool follows the Washington State Department of Health requirements regarding proof of required vaccines for school attendance. All students must have a current Washington State Certificate of Immunizations Status (CIS) form on file. The CIS form must have the required vaccine dates listed and a parent/guardian signature. A doctor-signed Certificate of Exemption form will suffice if the vaccine schedule has not been followed per the Washington State Department of Health guidelines.
- D. The preschool has the following helmet policy:
  - 1. All children shall be required to wear helmets when riding a trike, riding in the wagon, or riding on a roller board. This list is not exclusive – parents and teachers can use their judgment if they believe that helmets are needed for using another toy. No helmet means no riding, no exceptions!
  - 2. Members should bring a helmet for their own child(ren) to class and take it home each day. The helmet should be clearly labeled.
- E. Each enrolled child is covered by a limited insurance policy while at school.
- F. Any person(s) not scheduled to work in the classroom must have prior permission by the Teacher to attend class.
- G. A child not enrolled in the Cooperative may visit the classroom only when accompanied by his or her parent or temporary guardian, and then only with the permission of the Teacher and evidence of current immunizations.
- H. Newborns may attend the two-year-old class up to six (6) months of age when brought in a front pack. A total of two (2) newborns will be permitted in the 2's classroom at one time, if at the Teacher's discretion, it is not disruptive to the classroom. The Teacher will ask the parent to fill out the basic registration form on a child brought in a front pack. In addition, a fee of \$3.00/quarter will be required to cover the cost of insurance. The Teacher and Board will review the policy if the baby's safety is in question or if the baby's presence is detracting from the class.
- I. If a child is not potty trained, it is the parent's responsibility to either change the diaper or assign someone to change the child.
- J. Guests or visitors are invited by parents or staff and approved for visitation by the Teacher. All guests are asked to wear name tags. Guests will not be placed in supervisory or participation roles. K. Participating parents will be responsible for determining who may visit his/her child or participate in the classroom on assigned working days. Active participation requires training and may require a background check.
- L. Arrivals and Departures
  - 1. Preschool membership will park in the lower parking lot (water side). Children are to be escorted up the concrete stairs. Everyone will enter the preschool through the main door (upper side of building). If you have a handicapped placard or license plate, you may park in the top level parking lot next to the playground fence. The teachers and President shall be notified before you start parking in the upper lot. Puget Sound Parenting classes shall follow these procedures.
  - 2. When arriving, the teacher or substitute and all three working parents must be present before leaving a child in the classroom.
  - 3. When picking up your child, wait in the hallway until your child's class is over and your child is escorted to the door by a working parent. Children are the responsibility of the parent after dismissal. At least two adults must remain in the classroom until all children have left.
  - 4. Children will be released only to individuals listed on release forms.
  - 5. The Co-op assumes no responsibility for unescorted children on the grounds.
- M. If you have a child with food allergies you are responsible for ensuring that the snack provided at each class is suitable for their dietary needs or provide your own snack to be given to your child during snack time.

## **VIII: AMENDMENT OF STANDING RULES**

- A. These Standing Rules amend and restate in their entirety the Standing Rules of the cooperative heretofore adopted, as the same may have been revised. These Standing Rules may be further altered, amended, or repealed and new Standing Rules may be adopted by the vote of a majority of the Board of Directors.

