

SERRA PRESCHOOL PARENT HANDBOOK



Introduction

Welcome to Serra Preschool! You and your child are about to enter a new world. Each day will provide your child with the opportunity to make new friends and experience a variety of new ideas and activities with the encouragement and support of the teacher/director, aide and assisting parents.

This handbook is your guide to Serra Preschool and explains the school's philosophy, history, specific practices, and policies. Read it through today and refer to its pages whenever you want answers to questions that others have asked before you. This book should also help you in all aspects of participation in the school. If, however, a question or concern is not adequately covered in this book, the preschool director, teacher, or president should be able to assist you.

Origins of Serra Preschool

Serra Preschool was founded by Lee Stillman and Dean Lyons; two women who had gregarious children that demanded to play with other children. The mothers were spending much of their time getting together so their children could play. Over a period of months the mothers discussed the possibility of starting a co--operative nursery school and by November of 1965, they were deeply involved in organizing one. When they learned from the Social Welfare Department that they must have a sponsor they approached the Serra PTA (now Palisades PTA). A committee was formed and the PTA did sponsor the preschool. In June, 1966, the first sessions were held. The preschool has been held in vacant rooms, in various elementary schools, a church, and at present we are fortunate to have use of the YAA facility.

Goals For Our School

Membership in a parent--participation preschool is a family experience.
We share aims, benefits, and responsibilities...

For our children, an opportunity to:

be themselves and develop at their own rate.
increase their ability to handle their emotions
constructively. build feelings of self--confidence and
security.
learn to be independent—able to solve their own problems and do things for
themselves. be creative, cooperative, and imaginative.
have social interaction with children their own age and adults other than their family members.
extend and enrich their experiences.
learn limits of behavior regarding safety, health and respect for the rights of others.
express themselves through the use of art and play materials freely and
constructively.

For ourselves, an opportunity:

share our child's first school experience.
understand the value of childhood play.
recognize and respect the basic needs
of children.
be aware that growth is a continuing and individual process and that children grow and develop according to
general patterns which can be recognized.
discover specific needs and abilities of our own
children. learn to observe objectively as children
work and play.
acquire knowledge of suitable play materials and learning experiences so that the home environment will offer
creative and constructive opportunities for learning.
gain skills in working with children in groups.
achieve a more positive approach to our child--adult relationships through professional guidance and shared
experiences with other parents.
provide a worthwhile outlet for energies and abilities of the parents outside the
home. grow in understanding the needs of the other adults and the needs of the
group.

For the cooperative, we pledge...

to provide an excellent preschool experience at a low cost.
to emphasize the concept of leadership as a shared function of the
members. to utilize the diverse interests and skills of all the parents.
to provide opportunity for family friendships through social affairs.
to participate wholeheartedly in membership discussions, present our own thoughts openly, and work toward
consensus decisions.
to maintain the highest possible standards for our preschool, and by sharing our ideas, help raise the
standards of all of them.

1. Prerequisites for Enrollment

A. Enrollment Packet

1. **Before the first day of school the following must be completed:**

- a. *Serra Requirements List with Initials/Signature*
- b. **Serra** Emergency Card
- c. CA Identification and Emergency Information
- d. Physician's Report with TB Screening and a record of
- e. Personal Beliefs Exemption form for vaccinations *ONLY if applicable*
- f. *Child Preadmission Health History*
- g. Consent for Medical Treatment
- h. Serra Handbook, Permission for advertising and Potassium Sign off
- i. Potassium Iodide Notification Form
- j. Notification of Personal Rights
- k. Notification of Parent's Rights
- l. Criminal Record Statement for each parent working in the classroom
- m. Serra Preschool Statement of Health for each parent working in the classroom
- n. Documentation of Parent TB test or waiver as indicated for each parent in the classroom
- o. Phone directory permission
- p. Parent-Child Questionnaire

2. **A TB test is required for all parents who will be working in the classroom**, with the exception of pregnant or nursing mothers. Pregnant or nursing mothers must provide a note from her physician stating that she has been screened is not at high risk for TB and therefore can waive the test. TB tests are valid for four years.

3. **Your child must have immunizations up to date according to** the California School Immunization Law (California Health and Safety Code, Sections 120325-120375). If you choose not to vaccinate your child or to use a different schedule, the California Personal Beliefs Exemption Form or PBE will be accepted. More information on required vaccinations and the PBE form can be found at www.shotsforschool.org.

4. **Neither you, nor your child, may start school until all of the above are completed.**

B. Parent Orientation

Parent Orientation will be held each year prior to the start of school. This meeting is mandatory. If you are unable to attend due to extenuating circumstances, you must notify the Director. Children (with the exception of nursing infants) are not allowed at this meeting.

C. Fees

1. **Tuition**

- a) **\$135.00 for the two day program**
- b) **\$195.00 for the three -day program**

c) Due at (or before) Orientation: first and last month's tuition, \$100 security deposit and a one time \$100 materials fee.

d. Subsequently, tuition is payable to the treasurer at the monthly general meeting. Payment is considered delinquent if it has not been received by the fifth of the month, at which time a fine of \$15 will be added to your tuition. A \$35 fee will be charged for a check that is returned from the bank (N.S.F.).

2. Complete explanation of fees is found in the Standing Rules under Finances.

D. Monthly General Business Meeting

1. General Business Meetings are held on the fourth Wednesday of each month at 6:00 p.m. (social business/dinner from 6:00 to 6:30, business meeting from 6:30 to 7:30, family growth speaker from 7:30 to 8:30).

2. At least one parent from each member family, preferably the parent who will be working at the school, is REQUIRED to attend. Children are not allowed at the meeting.

3. The general business meeting is mandatory because it provides you the opportunity to express your ideas and take an active role in the school's administration. You'll be made aware of important changes and other information regarding the program and your child, and will learn valuable parenting skills from the family growth speaker.

If you cannot attend, you must notify the Secretary of your absence.

a) You may miss one meeting without penalty. You will be fined \$50.00 for the second missed meeting. If you miss a third meeting, you will be fined \$100 and your membership in the school will be up for review by the Board.

b) You are responsible for obtaining a copy of minutes from any missed meeting and paying tuition on time.

I. Getting Ready for School

A. Your Child at School

1. For the protection of your own child and the other children in school, please keep your child at home if they have any of the following conditions:

a) Temperature: If your child has a temperature he or she must be fever free for 24 hours before he or she can return to school.

b) Red or sore throat

c) A runny nose that is colored or cloudy

d) Cough

e) Unusual fatigue, or

f) Any communicable rash

2. The teacher conducts a health check of each child as they arrive at school each morning. If you have overlooked any of the above symptoms, your child will be sent home. On your assisting days, you should be alert to the same symptoms in the children and inform the Director if you believe a child may be ill.
3. Clothe your child simply and comfortably in washable play clothes and closed--toe shoes. Please label sweaters, jackets, and rain gear. Don't be surprised if your child occasionally comes home dirty or with torn clothes. While reasonable care will be exercised, your child's freedom to play and explore is more important.
4. Send a change of clothes to school with your child in a resealable bag in their bucket in case their clothing becomes wet or soiled.
5. Do not allow your child to bring any of the following items to school: toys, guns, candy, gum, or money.

B. Parent at School

6. Although we do not do a health check of working parents, your health is expected to be able to pass the same requirement as those outlined above.
7. Wear washable, comfortable clothing on your assisting days.
8. Maintain an unhurried schedule. Try to get yourself and your child to school on time and in a relaxed, happy mood.

II. Assisting Days

A. In a cooperative preschool, every parent takes part in providing supervision and assisting the teacher at school. An adult family member or legal guardian who has provided background check information and documentation of a clear TB test qualifies as a working parent.

1. Each class has a Scheduling Chairperson who assigns assisting days to each parent on a rotating basis. If your child is in the 2 day group, you can expect to work two to three days per month. If your child is in the 3 day group, you can expect to work three to four times per month. The scheduler will notify you of the deadline for schedule requests. It is your responsibility to communicate with the scheduler.
2. Families with more than one child enrolled in the same class will be scheduled to work one additional day per month. Families with more than one child enrolled in the school, but in different groups, will be scheduled to work twice in each class, not to exceed more than once a week.
3. A written schedule will be given via email and posted at school. If you know in

advance that you cannot work on a particular day, notify the scheduling chairperson as soon as possible so they can try to accommodate your request before the schedule is posted.

4. Licensing requires us to maintain a ratio of one adult for every five children.
5. On your assisting day, working parents of the 2 day and 3 day groups must arrive at 8:30am. Failure to report to your working day on time will result in a \$15.00 fine.
6. The parent responsible for bringing snack is listed first on the schedule and indicated by an “*”. When you are the snack parent, please prepare as much of it ahead of time as you can (unless it is a snack the children will be preparing themselves). This will give you more time to interact with the children and assist the teacher and other working parents.
7. Assisting parents are not allowed to smoke at any time in or around the school.
8. Cell phones may not be used during assisting days except in case of emergency and at the discretion of the teacher/director.
9. If you are pregnant, notify your scheduler, in writing, of your due date. It is your responsibility to make up the missed time or obtain coverage for your working days.
10. Siblings may not accompany parents on assisting days. This *includes* nursing infants.

B. What to do when you cannot work your assigned shift

1. Once the schedule has been posted, you are responsible for covering your assigned shift—do NOT contact the scheduling chairperson.
2. Arrange to swap working days with another parent.
3. If you cannot find someone to work your shift and or swap with you, go to the paid sub list and pay someone on the list the 35 dollar sub fee.
4. If on the morning of your shift you or your child wakes up too ill to attend school send out an email and begin calling around requesting someone trade days with you or cover your shift due. Let the Director know by calling school by 8am that you will not be a working parent that day and who will be covering for you.
5. Note the change on the schedule posted at school.

C. You and your child on your assisting day

1. It is our hope that your child will grow and mature through the experiences of a parent--participation preschool program. Every child's readiness for group participation matures at a different rate.
2. Encourage your child without competition or comparison.

3. Your child may feel shy and refuse to participate in activities. Their behavior may be aggressive or clingy. Accept their behavior and if they need focused attention, give it.

D. Assisting Day Guidelines: Before and After School

At the beginning of the day: Sign in and put on an apron.

1. Red and Green Parent are responsible for cleaning the bathrooms.
2. At the end of each day please check to make sure that:
 4. The classroom is clean, floors swept, rugs vacuumed, garbage emptied into cans outside.
Green and Red Parent
 5. Toys are put away in a neat and inviting fashion. Meaning that they are ready for the children to come in and play with the next day. All Parents
 6. Mop days are Tuesday and Friday. Green parent
 7. Kitchen is cleaned all dishes dried and put away. Garbage emptied. Yellow Parent
 8. All toys must be put away in the sheds and sheds locked at the end of each day. Blue Parent
 9. Back sand box covered with the tarp. Blue Parent
 10. Garbage is to be taken to the curb on Thursday and taken back in on Friday. Blue Parent
 11. Dirty laundry goes home on Friday and comes back clean on Monday morning. Yellow Parent

E. Assisting Days: During school



Red Assisting Parent, Science, Indoor/Outdoor Floater Duties

1. The day begins at 8:30 sign in and clean one of the bathrooms
2. Assist blue parent with outside duties, prep yard (sweep, rake, check for hazards.)
3. Bring out play equipment.
4. Meet with teacher during morning meeting to hear plan for the day.
5. Facilitate activity at assigned table. Assist children in exploring and using materials at your assigned table.
6. At clean up time, put away games and materials.
7. Guide children to the rug for circle time.
8. Stay on the rug with the Teacher and help children attend to circle time activities
9. Monitor one of the bathrooms for hand washing.
10. When snack time is over go outside with children.
11. Assist children with hand washing outside before they come in at the end of the day.
12. Follow last child inside and assist teacher on the rug during end of the day circle time.
13. Assist teacher with dismissal, helping children get their buckets etc...



Green Assisting Parent/Art-Duties

1. The day begins at 8:30 sign in and clean one of the bathrooms.
2. Make sure easel paint is set up outside with paintbrushes and paper.
3. Meet with teacher during morning meeting to hear plan for the day.

4. Facilitate the art activity (provide children with materials and write name on project).
5. Children may want to write their own name.
6. Ask children about what they did and comment on the process.. Avoid making value judgments.
7. At clean up time put away art materials, clean table, put projects on drying rack.
8. Guide children to the rug at circle time.
9. Assist teacher on the rug with children during circle time.
10. Monitor hand washing in one of the bathrooms.
11. Sit with children during snack.
12. After snack quickly wipe down tables and help snack mom with getting all plates etc. in kitchen.
13. Clean tables, sweep floors, vacuum rugs and tidy up the classroom. Make sure toys are put away in a neat and inviting fashion.
14. Sit with children on rug during final circle time. Assist teacher with dismissal.

Floors need to be mopped every Tuesday and Friday. Spot mop when needed.

Blue Assisting Parent/Outdoor Duties

1. The day begins at 8:30, sign in.
2. Prep yard (sweep, rake, and check for hazards.)
3. Bring out play equipment.
4. Meet with teacher during morning meeting to hear plan for the day.
5. Play with children in the construction/manipulative or dramatic play area.
6. If the teacher has an outdoor/indoor schedule be prepared to be outdoors with the children if needed.
7. Assist children with clean-up. Guide them to the rug and help snack parent set tables for snack.
8. Supervise children during outside play time...have fun, play with the kids, and initiate games.
9. Assist children with clean-up.
10. Pick up and put away any remaining toys, cover sand box, and lock sheds.
11. Take out trash on Thursdays and bring cans in on Fridays.

Yellow Snack Assisting Parent Duties

1. Make coffee for working parents, if desired.
2. Write down what the snack is for the day along with the date on the appropriate clipboard and post it outside on the gate.
3. Get as much of the snack ready as possible... fill water bottles, put food in baskets, etc.
4. Meet with teacher during morning meeting to hear plan for the day and assigned activity.
5. Once all children have arrived bring in sign-in sheet, note absences, and place clipboard in kitchen near black box.
6. Go to assigned table and facilitate sensory and cooking activities.
7. Discuss/emphasize manipulation, exploration, and properties of materials.
8. Help clean-up and prep tables for snack.
9. Put on yellow table: napkins, large metal bowl, and green compost bucket.
10. Place garbage can (with lid) next to yellow table.
11. Clean kitchen, wash dishes and art materials. Sweep kitchen floor and mop, if necessary
12. .Take soiled towels and aprons home on Fridays. Launder and return to school on Monday.
13. Care for children who are injured during outdoor playtime.
14. When teacher calls clean up for outdoor time put out library books and make sure sign in/out sheet is back outside on the post.
15. Assist teacher on the rug for end of day circle time and dismissal.

III. Organizational Structure—the Members

In order to know real satisfaction from our preschool and its achievements, each member must become an active participant.

A. Be involved and care about the day-to-day operation of the school. The little touches you add on your assisting day, the suggestions you make at membership meetings, and your willingness to volunteer when called upon, add up to a high quality organization.

B. Support your Director. The Director of our preschool has a challenging job both planning the children's program and helping parents gain new insights into the children. You can help her to do both these jobs better by having a cooperative spirit. Express dissatisfaction in the proper place. When you feel something is going wrong, speak to the proper person. Review the organizational chart to know whom you should contact with your questions and concerns.

C. Contribute new ideas. One of the remarkable characteristics of a co-op preschool is its ability to grow and change. It can be different from year to year, depending on how dynamic its members are. Make this a good year for your group.

IV. Organizational Structure—Board of Directors

A. Members are elected to Board positions at the general meeting in April or May and serve for one year.

B. The Executive Board consists of: President, Vice President, Treasurer and Secretary.

C. Other members of the Board include: Family Growth, Membership, Ways and Means, and OCCPPNS Delegate. Parliamentarian (optional) may be appointed by the President upon Board approval.

D. Descriptions of Board Members responsibilities are listed in the Standing Rules.

V. Organizational Structure—Jobs/Committees (appointed)

VI. Organizational Structure—Communication and Contact

A. Please do not hesitate to communicate any questions, concerns, or suggestions to the Director and the appropriate Board members. Use the folder system in the black box or consult the email list to contact the appropriate person.

B. Whom to contact

1. Director: About your child, other children at school, or the children's daily program. When you have suggestions or ideas for children's daily program (art/craft ideas, ideas for field trips, etc.). When you have knowledge of any sources of free or wholesale materials or equipment. When you have a conflict with a mandatory requirement.

2. President: About general functioning or administration of the school, use of the school's name in the community, agenda for the board meetings or general monthly meetings, if unable to reach the appropriate officer or chairperson regarding a question or concern you may have.

3. **Vice President:**
 If you are unable to reach the President
 If you have suggestions relating to programs for general monthly meetings
 If you have any questions about the Handbook
 If you are unable to attend a scheduled meeting and cannot get in touch with the
Secretary.
 If you have an idea for a newspaper story about the school
 If you would like to donate anything to the school
 To post information on the website.
4. **Secretary:** If you are unable to attend a scheduled meeting, or need to obtain meeting minutes.
5. **Treasurer:** Regarding your tuition or other financial commitments to the school.
6. **Scheduling Chairperson:** If you have any schedule requests or need help finding a sub.
7. **Membership Chairperson:** If your contact or emergency information changes, if you know of someone who wants to join the preschool, if you need a leave of absence or wish to terminate your membership, if you have questions about enrollment forms/procedures, or vaccination and health requirements.
8. **6-Week Cleanup Coordinator:** Maintenance issues, cleaning equipment at the school needs attention or repairs.
9. **OCCPPNS Delegate:** Concerning any facets of Orange County Council of Parent Participation Nursery Schools or its parent organization; if you need information regarding family counseling services or scholarship.
10. **Family Growth:** If you have suggestions for general meeting speakers or other special events pertaining to parenting skills or family growth matters.
11. **Website/Social networking:** If you have any questions, ideas, or advertisements for our website.
12. **Social Chairperson:** If you have ideas or would like to help plan or participate in the planning of an event.

VII. Director—Job Description

A. OVERVIEW: The Director holds the overall vision for the educational needs of the students. The Director's overarching responsibility is to create and maintain a safe environment for children and to support their development, learning and social skills. She reports to and works closely with the Board of Directors to address all administrative functions of the organization, including ensuring licensing standards are met and the school is in compliance with other state regulations. In addition, the Director oversees the planning and daily administration of the school's educational program and

directly supervises the teaching staff and participating parent workers. The Director position is a part-time contracted position. The Director participates in monthly Board meetings, parent conferences, General Membership meetings, Orientation, parent education, Open House, and mandatory parent meetings. The Director is in charge of informing the board of building maintenance needs, and communication with the Board over the summer.

B. Children's Program

- 1. Responsible for the daily planning and administering of the children's program, being accountable for its being within the purpose, goals, and philosophy of the school. Finalize plans and prepare the monthly curriculum calendar and recommended dates of activities (i.e. school celebrations such as Halloween Carnival, Holiday Party and End of Year activities, recommended field trips that tie into the curriculum), for the school year. Be prepared to present curriculum and recommended dates of activities to the Board at the August Board Meeting.**
- 2. Be a part of the children's program when children are at school. Actively engage with attending preschool children during school hours in close alignment with our developmental philosophy.**
- 3. Check to see that the school is left in order at the end of each school day.**
- 4. Create a safe environment for children to learn and play.**
- 5. Plan and execute disaster preparedness drills as required by the fire department and licensing.**

C. Adult Program

- 1. Develop plans and procedures to ensure equitable workloads for teacher aid and teaching parents, adequate supervision of children, harmonious working relationships and promotion of team approach among teaching parents. Encourage participation and creative contribution from the parent community.**
- 2. Help working parents locate materials and prepare for their teaching activity of the day.**
- 3. Model appropriate teaching attitudes and behavior for teaching parents.**
- 4. Write educational articles for the website when applicable, present information at the monthly General Meetings.**
- 5. Present to the Board in August a monthly curriculum for Parent Education that will be presented to families during the Family Growth portion of the monthly General Meeting throughout the year. This curriculum should include talks from Serra Preschool staff, parents and community members willing to speak at our school gratis. There is a small Family Growth budget in which a visiting speaker can be paid for a presentation if deemed necessary by the Board of Directors and the Director of the school.**
- 6. The Director and President of the Board will set the agenda for the monthly General Meeting. The President will run the business portion of the General Meeting, the Director will be responsible for running the educational portion of the General Meeting.**

D. Professional Growth

1. The Director must keep current in her field for her own professional growth. Reimbursement for approved Professional Development may be available at discretion of the Board of Directors.

E. Board--Director Relationships

1. Work closely with the Board of Directors to ensure smooth operation of all administrative functions.
2. Attend and actively participate in monthly Board meetings, report on the operation of the school, and interpret recognized standards of childcare to the Board. Report any issues or concerns regarding members.
3. Work with Board to ensure smooth execution of annual admissions process.
4. Present recommendations to the Budget Committee/Board. With the support of the Board and Treasurer, review monthly financial statements for the school and ensure fiscal health of the school.
5. Inform Board of needed equipment.
6. Inform Board of needed repairs.
7. Inform Board of any Scholarship requests.

F. School-Home Relationships

1. Contact and maintain effective relationships with families.
2. Hold parent conference if parents of any child request it, or if Director deems it necessary. Arrange a schedule for parent conferences for children in Spring.
3. Attend monthly meetings of the General Membership.
4. Attend and actively participate in evening events and meetings with the parent community including, but not limited to: an open house for prospective families, orientation, membership meetings regarding school operations and educational activities, annual fundraising auction, and parent education.

G. School-Community Relationship

1. Coordinate the school's program to make use of existing children's programs in the community, including referrals of children and families to community agencies when specialized services are needed and available.

H. Health and Safety

1. Work with Membership Chairperson to ensure that health forms are up to date and that all participating parents have a TB test every four years.

2. Be aware of the general health of children present at school and exercise authority to exclude children who are ill.
3. Notify parents of any accident at school.
4. Carry out emergency procedures as specified in the handbook.
5. Fill out report for every accident, including necessary forms and information for the insurance company.
6. Verify that emergency/earthquake kits are stocked for each child and staff member prior to the first day of school.

I. Additional Duties

1. Ensure school's compliance with Title 22 and other applicable regulations.
2. Ensure that all staff, including self, has a TB test every three years.
3. Complete required first aid and CPR course. Renew CPR and first aid every two years.
4. Implement school safety program, including, but not limited to, earthquake preparedness program, nuclear preparedness program, first aid center, and emergency contact procedures.
5. Ensure the building is open for mandatory clean up days.
6. Other administrative and educational responsibilities as assigned.

VIII. Review of Parliamentary Procedure

A. The principles underlying parliamentary laws are: insuring justice and courtesy, doing one thing at a time, a majority rules while protecting the rights of the minority.

B. We can be flexible at our business meetings, but reviewing the following steps may help all of us expedite business smoothly. The steps in making a motion are:

1. Address the Chair
2. Receive recognition
3. State the motion: "I move..."
4. Second the motion
5. Chair restates the motion
6. Discussion
7. Vote ("aye" or "no")

8. State results

C. It usually takes a majority vote to carry a motion. Motions which would take away privilege of a member, interfere with the right to discuss or change past action require a two thirds vote.

D. “General Consent” may be used for informal agreements of the group. The chair may state “if there is no objection...”, rather than going through motion procedure. If an objection is made, then a vote would be taken.

E. There are five ways motions may be amended:

- 1. To insert**
- 2. To add**
- 3. To strike**
- 4. To substitute**

F. You could state an amendment this way: “I move to amend by inserting...”

G. When an amendment is offered, the maker may say, “I accept the amendment.” If no objection is made, the chair announces the motion is amended, and a separate vote is not needed.

H. Following are seven “subsidiary motions”, in order of precedence. The first three motions require a two thirds vote since they are stopping debate, while the remaining require a simple majority:

- 1. To lay question on the table. (If not taken from the table at same or next meeting, the question is dead.)**
- 2. To stop debate “previous question.” (This means, let’s stop talking and take our vote now.)**
- 3. To limit or extend debate.**
- 4. Postpone definitely. (e.g. next meeting)**
- 5. Refer to a committee. (It would be helpful to state how formed, how many people, and what they are to do in the motion.)**
- 6. Amend.**
- 7. Postpone indefinitely.**

I. Helpful phrases:

- 1. “I rise to a point of information.”**

2. "I rise to a point of order."

J. Parliamentary Procedures for Emergency On Line Voting:

1. President shall email Board with a description of the item(s) to be voted upon.

2. Members have 24 hours to respond. The decision will be recorded in the next Board meeting Minutes.

IX. By-laws

STANDING RULES OF SERRA PARENT PARTICIPATION PRESCHOOL

Article I. Name

The name of this organization shall be Serra Parent Participation Preschool.

Article II. Policy and Purpose

Section A. The purpose of this organization is to provide a program designed to nourish the curiosities and capabilities of preschool age children, to increase their knowledge, awareness, and enjoyment of the world and their relationship to it. The organization shall provide parents the opportunity to further their education in the principles of child guidance through their observation of children, participation in the daily program as an assistant to a trained instructor and attendance at educational meetings.

Section B. This organization shall be non-profit, and shall welcome families of all races and creeds.

Section C. The property of this organization is irrevocably dedicated to charitable or religious purposes and upon liquidation, dissolution, or abandonment of the owner, after providing for the debts and obligations thereof, the remaining assets will not inure to the benefit of any private person but will be distributed to a non-profit fund, foundation, or association which is organized and operated exclusively for charitable or religious purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section D. Governing policies (Standing Rules) of the school shall be decided upon by a majority vote of all the members.

Article III. Membership

Section A. Each child must be 3 years of age by December 1st to be eligible for the 2--day group. To be eligible for the three--day group, the child must be 4 years old by December 1st. Child must be fully toilet trained and not using any type of training pants during school hours (child must be wearing appropriate undergarments to school)

Section B. Adjustments and admission to the school shall be made at the discretion of the Director.

Section C. Membership shall be open to those families where at least one parent can participate. Exceptional cases are to be decided by the Board.

Section D. The duties of all participating members shall be:

1. To serve by turn as an assisting parent in the school.
2. To attend monthly business meetings and by serving as an officer or completing an assigned school job.
3. To have access to an interview with the Director before entering school and thereafter once a year as needed.
4. To complete the current family growth program by attending every general meeting geared to the development of preschool children in a cooperative situation
5. Members are expected to support all fundraisers executed by Ways & Means for the purpose of raising monies. There is one mandatory fundraiser per year that requires the support of the members. Others are optional.
6. To participate in one six week clean up, and the end of the year clean-up day (two total) Please note the section on fines for missing any of these clean up days below. Board Members are excused from the 6-week clean up.
7. To complete assigned school job/committee as described and communicate status of jobs or concerns to the Vice President. Job descriptions are as follows:

Serra Preschool Job Descriptions

President

- Creates an agenda for both the Board Meetings and General Meetings.
- Notifies all members via phone or email of any high priority school event or school news requested by the director or any board or non-board member.
- Collects and produces communication with Membership via a weekly email “blast” no later than 9pm on Sunday evening.
- Works hand in hand with the Director to oversee the general functioning and administration of the school.
- Oversees the Parent Handbook and works with Director to make necessary changes.
- Responsible for membership goodwill gestures as encountered throughout the year (dinner sign-ups for families with new babies, group condolences for deaths, etc.) along with the Vice President.

Vice president

- Responsible for assigning a job to each member.
- Addresses members’ concerns/questions about their assigned job and holds them accountable through job “journals”.
- Creates and oversees the general meeting potluck binder and sends email reminders one week prior.
- Coordinates Board Meeting Childcare and sends email reminders.
- Responsible for membership goodwill gestures as encountered throughout the year (dinner sign-ups for families with new babies, group condolences for deaths, etc.) along with the President.

Secretary

- Responsible for taking minutes of all meetings.
- Produces and maintains records of attendance of all meetings.
- Produces and supplies attendance sheets and sees that school attendance for children and assisting parents is posted and filed.
- Responsible for posting minutes from board and general meetings in binder and on the website.

Membership

- Update enrollment paperwork each year as needed and maintain both a hard and digital copy of all enrollment documents.
- Prepare and provide new members with enrollment packets and facilitate completion of packets prior to the start of school.
- Send updated enrollment forms and registration information to web site administrator as needed.
- Maintain a file on each student and ensure that all requirements for enrollment are met before student or working parent attends school.
- Report vaccination rates as required by the state prior to state imposed deadline.
- Confidentially destroy any member files older than 3 years, and keep all files for the past 3 years.
- Regularly check Serra Gmail account and school voicemail for inquiries about the school and reply to prospective members within 48 hrs whenever possible.
- Arrange school tour and/or meeting with Director/teacher for prospective member if requested.
- Coordinate Fall Open House with Director/teacher and facilitate the making, ordering and delivering of Make-It plates.
- Coordinate Winter Open House and Parent Info Meeting with Director.
- Communicate with all prospective and returning members regarding registration process and deadlines.
- Maintain a list of previously interested individuals and alumni for email communication and marketing.
- Coordinate spring registration and notify accepted members in writing. Maintain waiting list and notify individuals when a spot opens for them.
- Create, Maintain and update school roster monthly. Notify and provide updated roster to the Board and Serra Membership as new members enroll.
- Provide the 2 and 3 Day Yearbook Coordinators as well as the Website/Social Media Coordinator of any children we do not have permission to publish on our website, photo sites or in print.

Treasurer

- Responsible for paying all bills and reimbursements.
- Deposits all incoming funds, including tuition.
- Keeps timely records of deposits and expenses, and sends monthly reports to the bookkeeper.
- Works closely with bookkeeper, bank, and director to make sure all finances are in order.
- Reports budget information to the board of directors.
- Checks P.O. Box on a weekly basis.

Ways and Means 1

- Responsible for the organization of fundraising projects for the year.
- Works with Director/Board to present fundraising ideas and details to members.
- Determines which fundraisers shall be mandatory and which shall not.

Fundraising ideas include:

1. Julian Pies
2. Christmas Trees and Wreaths
3. Trike-A-Thon
4. Auction

Ways and Means 2

- Responsible for fundraising projects outside of school.
- Presents all fundraising ideas to the Director/Board for feedback.

Family Growth

- Works with Director/Board to coordinate talking points or book guest speakers for General meetings.
Ideas include:
 1. Positive Parenting speaker
 2. Kindergarten teacher panel (Jan)
 3. Reading Specialists
 4. Round Table Discussion Groups (Sibling Rivalry, Love Languages, Strong-Willed child, etc.)
- Reads an inspirational quote to begin the General meetings.

Social

- Designed to strengthen the sense of community through social activities at school.
- Responsible for scheduling, coordinating, and attending all social activities supported by the school.
Events will be decided upon by the board. Events at school could include:
 1. Halloween Party (Oct)
 2. Harvest Festival (Nov)
 3. Christmas Party (Dec)
 4. Service Day (March)
 5. Earth Day (April)
 6. End of Year Doheny Bonfire (June)
- Plans and coordinates activities with the Director's/Board's requests and suggestions.
- Works closely with the Social Assistant and/or Social team to coordinate and plan.
- Asks for donations and creates sign-up sheets at General Meetings, and fills in where needed.

OCCPPNS

- Attend monthly OCCPPNS meeting hosted by various parent co-ops in the area.
- Report ideas or share insight gathered at the Board Meetings.

1. **Website/Social Media**

- Works with Lisset Becker to maintain the website in working order to represent the school and its members.
- Responsible for updates or changes associated with improving the site and membership communication.
- Handles publicity in local newspapers and posts flyers at various locations informing the public of special events at school (fundraisers, registration, etc.)
- Maintains Facebook page, keeping in mind which students have a completed social media consent form.

2. **Purchasing**

- Obtains a list of necessary items to be purchased from the Director (such as toilet paper, cleaning products, etc.)
- Purchasing to be done ideally 1x per month
- Some purchases may be last minute or special requests made by the Director.
- Responsible for getting all purchases approved by the Treasurer and/or Director and all receipts turned into the Treasurer for reimbursement.

3. **Scheduling (2 Day)**

- Schedules parents assisting days at school and emailed to members by the 20th of each month for the upcoming month.
- Calendar will include holidays, field trips, street sweeping, as well as Snack Parents and children's birthdays.
- Sends out an email at least two weeks prior asking for any special requests for days off, etc. and accept requests until the 19th.
- Posts a copy of the current monthly schedule on the school bulletin board.
- Creates and maintains a paid sub list and ensures that each member has a copy.

4. **Scheduling (3 Day)**

- Schedules parents assisting days at school and emailed to members by the 20th of each month for the upcoming month.
- Calendar will include holidays, field trips, street sweeping, as well as Snack Parents and children's birthdays.
- Sends out an email at least two weeks prior asking for any special requests for days off, etc. and accept requests until the 19th.
- Posts a copy of the current monthly schedule on the school bulletin board.
- Creates and maintains a paid sub list and ensures that each member has a copy.

5. **Play dough/Sensory Table**

- Responsible for making new play dough for the classroom 2x per month. This can smell and look different and may go along with the learning themes.
- Cleans the play dough toys every two weeks. They can be soaked and scrubbed in warm soapy water, dried, and returned to the play dough shelves. This can be done at school (no siblings allowed during school hours) or can be taken home and returned the next morning.
- Responsible for changing the sensory table to help further develop the learning theme every two weeks. Your creativity and new ideas are appreciated!
- Work with director to decide if there are items already in the classroom that can be used, or if you should purchase items.
- All items purchased must be approved by the director and receipts turned into the treasurer.

6. **2 Day Yearbook/Photographer**

- Photograph special events throughout the year including field trips, holiday activities, and children at play.
- Provide any needed print or electronic photos for projects (ex. Trike-a-thon licenses), advertising or other needs throughout the year.
- Emails photos for Facebook or the website to the Website/Social Media Coordinator
- Compiles the yearbook for 2 Day with the collection of pictures taken throughout the school year.
- Organizes the purchasing/ordering of books and distributes them the last week of school.

7. **3 Day Yearbook/Photographer**

- Photograph special events throughout the year including field trips, holiday activities, and children at play.
- Provide any needed print or electronic photos for projects (ex. Trike-a-thon licenses), advertising or other needs throughout the year.
- Emails photos for Facebook or the website to the Website/Social Media Coordinator
- Compiles the yearbook for 3 Day with the collection of pictures taken throughout the school year.
- Organizes the purchasing/ordering of books and distributes them the last week of school.

8. **Garden Maintenance**

- Takes ownership of the garden and yard and maintains all areas (veggies, flower beds, grass, etc.) by watering, pulling weeds and making improvements on an as-needed basis.
- May need to come to school every morning and/or the weekends to water during the hotter months.
- Works with Director to determine needs for the garden as well as creating an interactive/edible garden to coordinate with the season or lesson plans.

9. **6 Week and End of Year Clean-up Coordinator**

- Creates a sign-up sheet for mandatory school clean ups every 6 weeks and the End of Year clean up days. Sheet should include all scheduled cleanup dates listed and ready by the first general meeting in September.
- Must attend each 6-week clean up on Saturday mornings.
- Retrieves list of duties as well as master keys and directions for alarm, lights and locks from the Director.
- Responsible for keeping track of all volunteers, keeping a record of members and their clean up days, emailing reminders and verifying that each member has participated in one 6 week clean up and one End of Year clean up per year.
- Ensures that families joining mid-year are signed up and understand the cleanup responsibilities.
- Will contact treasurer with the list of members who did not participate.

10. **Science**

- Works with Director to develop new science projects based on learning themes.
- Finds new and creative experiments and shares them with the director to implement. Ideally 2-3 new experiments per month.
- Uses some materials already in the classroom and if buying outside materials, gets the Directors approval and reimbursements through the treasurer.
- Keeps science table current and clean for revolving experiments.
- Keeps a journal with ideas and/or projects created throughout the year to pass on to the next person.

11. **Dramatic Play 1 (Costumes)**

- Organizes, washes and makes necessary repairs to dress-up clothes, shoes, play food, dishes, dolls, puppets, and other accessories one time per month.
- Play food and accessories are washed once a month with warm soapy water, dried and returned to the play kitchen. If you take them home, please return the next school day.
- Costumes should be washed at home at least every 6 weeks.
- Coordinates with Dramatic Play 2 (Themes) to set the stage each month for the theme "scene". Helps establish a "set" and helps collect props and costumes.

12. **Dramatic Play 2 (Theme Scene)**

- Helps set the stage each month for the rotating dramatic play theme scene.
- Works with the Director/Dramatic Play 1 (Costumes) to create the "set" and create props.

13. **Social Assistants**

- Social team is designed to strengthen the sense of community through social activities at school.
- Assists the Social Director in scheduling, coordinating, and attending all social activities supported by the school. Events at school could include and are decided upon by the board each school year.
 1. Halloween Party (Oct)
 2. Harvest Festival (Nov)
 3. Christmas Party (Dec)
 4. Service Day (March)
 5. Earth Day (April)
 6. End of Year Doheny Bonfire (June)

14. **Teacher's Assistant/ Appreciation (2 Day)**

- Makes nametags for children at the beginning of the school year.
- Coordinate with teacher for birthday recognition plans, make birthday crowns and help execute if needed.
- Work with 3-Day Teacher's Assistant to recognize the Director and/or other teacher's aids (if applicable) on Holidays, Birthdays and during Teacher Appreciation Week.

- This can be done by collecting money to purchase something special or have the children make something special.

15. **Teacher's Assistant/ Appreciation (3 Day)**

- Makes nametags for children at the beginning of the school year.
- Coordinate with teacher for birthday recognition plans, make birthday crowns and help execute if needed.
- Work with 3-Day Teacher's Assistant to recognize the Director and/or other teachers aids (if applicable) on Holidays, Birthdays and during Teacher Appreciation Week.
- This can be done by collecting money to purchase something special or have the children make something special.
- Assist the Director/Teacher with any other special projects.

16. **Field Trip Coordinator**

- Plans for and makes all arrangements for monthly field trips to be attended by students and their family members.
- Get approval for potential field trips with the Director and Board before making final arrangements.
- Email information to the President to include in the weekly blast.
- Present the trip and collect all monies at the general meetings.
- Post information on the bulletin board at the beginning of each month (Date, time, cost, maps, directions, etc.)

17. **Art Supply/ Shelf Coordinator**

- Cleans and organizes the art shelf on a monthly basis.
- Lets the Director know if an item is running low.
- Take all items off the shelf and wipe underneath. Make it look clean and neat.
- Clean and refill glue bottles and outdoor paint cups on a weekly basis.

18. **Board Childcare 1**

- Supervises Board Members children (may include your own) during monthly Board Meetings.
- Meetings are on the 2nd Wednesday of the month after school at 12:30. Meetings usually end by 2:30.
- Sets up and cleans up play yard.
- Play with children outside and supervise lunch/snack.
- Responsible for finding a substitute if you cannot attend.

19. **Board Childcare 2**

- Supervises Board Members children during monthly Board Meetings.
- Meetings are one Wednesday per month after school and your own children may attend.
- Play with children outside and supervise lunch/snack.
- Responsible for finding a substitute if you cannot attend.

20. **Board Childcare 3**

- Supervises Board Members children during monthly Board Meetings.
- Meetings are one Wednesday per month after school and your own children may attend.
- Play with children outside and supervise lunch/snack.
- Responsible for finding a substitute if you cannot attend.

21. **General Meeting Coordinator**

- Responsible for arriving at school by 5:30 pm to set up for the general meeting potluck.
- Stays after each meeting to clean up, wash dishes (minimal), and put tables away.

22. **Fix It (Maintenance) and Special Projects**

- Responsible for doing small maintenance/fix it jobs for the school.
- Helps organize volunteers to help with special projects.
- All projects to be approved by the Director and reimbursed through the treasurer.

23. **Wood Working**

- Keeps the wood cabinet clean, stocked and organized.
- Collects donations for wood and other materials.
- Uses creative abilities to come up with projects for students with the help of the Director.

24. **Dad's Appreciation Days**

- Plans and implements the Pancake breakfast (fall) and Dessert with Dads (spring).
- Creates a sign-up sheet passed around at general meetings to coordinate volunteers and donations.
- Must be available to work the events which includes making pancakes, help make desserts, set up, clean up, etc.

25. **Critter Care**

- Assist director/teacher with the care and feeding of school pets.
- Clean cages and purchase food when needed.
- Take home and/or arrange for animals to be taken home over holidays and extended vacations.
- Turn in receipts for reimbursements.

26. **Scholastic Books**

- Maintains children's library and learning center.
- Purchases new books and obtains books as needed from the public library.
- Organizes monthly scholastic orders for families. Gives information at the September meeting for ordering books.
- Makes sure each member has a monthly order form distributed via file folders.
- Keeps track of orders and distributes books to members when they arrive in the mail.
- Types up books read at the end of the year from the classroom book cards.

27. **Shed Organizer 1**

- Responsible for maintaining shed cleanliness and organization.
- Ensures members are aware of the proper way to store items in the sheds. This may be done at general meetings.
- Coordinate with Director to clean out sheds thoroughly (organizing, clean toys, storing bins, sweeping floor, labeling, etc.)

28. **Shed Organizer 2**

- Responsible for maintaining shed cleanliness and organization.
- Ensures members are aware of the proper way to store items in the sheds. This may be done at general meetings.
- Coordinate with Director to clean out sheds thoroughly (organizing, clean toys, storing bins, sweeping floor, labeling, etc.)
- Both sheds need to be cleaned at least once per month.

29. **Newsletter**

- Creates a monthly newsletter to be distributed at each monthly general meeting and posted on the website.
- Sends an email reminder to Director and Board of Directors one week prior for information to include in the Newsletter.
- Newsletter typically includes articles from the Director, President, and other board members. Post school news that pertains to each month.

30. **Kitchen and Hall Organizer/Recycling**

- Keep the kitchen stocked (coordinate with the purchaser) and thoroughly cleaned and organized throughout the year.
- Kitchen should be checked mid-month and cleaned/organized at the end of each month.
- Label shelves and drawers labeled and organized.
- Keep products stocked and hallway organized.
- Recycling: Raise awareness with membership, organize, collect and process all recycling (cans and plastic bottles) brought to school by membership.
- Turn in all receipts to the treasurer each month. Collection should be done weekly or as needed throughout the week.

31. **Emergency/School Safety**

- Maintains first aid kit in the kitchen by keeping it stocked, neat and organized.
- Checks the first aid kit every month.
- Presents at the Parent Orientation meeting about the contents of a “safety kit” that each family provides for their child in case of an emergency.
- Arrange safety demonstrations at school (ex: visit from local fire department, etc.)
- Works with the director to maintain the safety materials required by the Red Cross in the event of an emergency.

Section E. Member Probationary Period and Termination Policy

1. The first eight weeks of the child's attendance at school are to be considered a probationary period, during which time the executive board, with the recommendation of the Director, may drop the child from school if, in its opinion, it is deemed in the best interest of the school or of the individual child.

The executive board shall have power by vote of a majority of its members to expel and terminate the membership of any member for conduct which, in its opinion, disturbs the order, dignity, business, or harmony, or impairs the good name of the organization, or which is likely, in its opinion, to endanger the welfare, interests, or character of the organization, or for any conduct in violation of these By-Laws or of the Standing Rules of the organization. When terminating a membership, the Board shall notify that particular member in writing, stating the reason for termination, by Registered Mail, return receipt requested.

Section F. Inactive Membership

1. An inactive membership may be offered upon Board approval to any interested person whose child is not active in the preschool. The fee is \$20 per year. (If the person is a "waiting list" member, this fee will be applied to entrance fees when the child is admitted to the preschool.) A withdrawing member who has paid a family growth fee??? to our school that year may, upon request, have this fee used for inactive membership the remainder of the fiscal year.

2. Privileges of inactive members include:

- a) Attend general meetings. May participate in discussions, but may not vote.
- b) Board visitations, upon inactive member's request or invitation from the Board.
- c) Assist with any committee within the school, upon Board approval.
- d) Participation in the family growth program.
- e) Attend social or fundraising functions.

3. "Honorary Inactive Memberships" (no fees)

- a) Past Presidents may become honorary inactive members when they no longer have children enrolled, upon invitation of the Board.
- b) Additional honorary memberships may be granted by the Board.

4. The Board has the discretion to permanently dismiss any inactive members that are interfering with the good of Serra Preschool. Annual fee will be donated to fundraising at the time of the member's dismissal.

Article IV. Finances

Section A. The fiscal year of the Preschool shall be from July 1 to June 30.

Section B. Fees

1. Registration fee. A non-refundable registration fee of \$100 shall be payable upon the submission of the application form for each child. This includes such things as the earthquake kit, snack plate, insurance, OCCPPNS registration dues and Family Growth procurements. This fee may be refunded upon request only when a child has been on the waiting list three months or longer, and an opening to enter the child is not available.
2. Security Deposit: A \$100.00 Security Deposit is payable at Orientation. Those members with no outstanding balance at the end of the year will receive their Security Deposit back in full after the End of the Year Clean Up.
3. Materials Fee: \$100.00 per year to cover art and material expenses, payable in full at Orientation.

3. Monthly Fees

- a) The monthly tuition fee shall be determined by the general membership according to operating expenses. There is a ten percent discount on tuition for additional children from the same family enrolled in the preschool. For the 2014--2015 school year it shall be \$195.00 per month for the three-day group and \$135 per month for the two-day group.
- b) Since this organization operates on the lowest possible fee, there can be no refunds for days when children cannot attend school.
- c) Tuition is due and should be paid one month in advance at each month's general meeting (i.e. September meeting pays October tuition). If not paid at the general meeting, tuition will be considered past due by the fifth of each month. Since first and last month's tuition is due prior to the first day of school, and each subsequent month is paid in advance, no payment is due at the May meeting for June.
- d) Tuition shall be considered delinquent after the fifth of each month and a \$15.00 late fee shall be paid with that month's tuition. The Treasurer or designated board member shall contact any member who has not paid by the tenth of each month. Any member delinquent at the end of the month (who has not responded to the treasurer with a special situation) shall be considered withdrawn.
- e) A \$35 fee will be charged to any member whose check is returned from the bank (N.S.F.). Any member who has two checks returned by the bank shall be required to pay with cash for the remainder of the year.
- f) Parents having financial difficulty should notify the Treasurer immediately. Special arrangements may be made by the board if they are deemed appropriate.
- g) Scholarship aid may be available. For more information, refer to Article XI, Section B.
- h) Notice of intention to withdraw must be submitted to Membership Chairperson 30 days prior to withdrawal. Last month's tuition and Materials Fee are non-refundable for those members withdrawing from the school after January. The Material fee will be pro-rated for those members withdrawing from the school prior to January.

- i) Leave of absence is available. Tuition must be paid in advance to save the child's place. The working parent must make up the average number of working days for the time missed.

Section C. Fines

1. All assisting parents must arrive 30 minutes prior to the start of the school day. Working parents that are late will be assessed a \$5 fine for their first late arrival, \$10 for their second late arrival, and \$15 for their third late arrival, at which time their membership will also be up for review. Fines are payable with the next month's tuition.

2. Each member family is permitted to miss one general meeting without penalty. A member family will be fined \$50 for the second missed general meeting. It is the responsibility of the member family to read the general meeting minutes and obtain any information presented, including but not limited to: schedules, sign-up sheets and other handouts. If a third general meeting is missed, a \$100 fine will be imposed and the member family will be put up to the board for membership review and possible membership termination.

3. There will be a \$100 fine for any missed mandatory cleanup.

Section D. Insurance

1. Insurance that is deemed necessary by the Director will be acquired.

2. Worker's Compensation shall be provided for the teaching staff.

Section E. Budget

1. The Budget Committee will consist of the Executive Board (Director, President, Vice President, Secretary, and Treasurer) with the Treasurer acting as chairperson.

2. Copies of the Board--approved budget shall be made available to the general membership upon request and will be posted on the Serra Preschool website.

3. Expense Reimbursement

a) Spending must be pre--approved by the Director or Treasurer. Those with pre--approved budgets must spend within their budget.

b) Any money not budgeted will be spent at the discretion of the Board or the Director.

Section F. Auditing

1. The board shall be responsible for an annual audit of the treasurer's books at the end of the fiscal year.

Article V. Contracts

Section A. The President, Vice President, Treasurer and Director will meet prior to year--end for a program and performance review. The incoming President, Vice President and Treasurer shall also be present at this meeting.

Section B. A committee consisting of the outgoing President, Vice President and Treasurer and the incoming President, Vice President and Treasurer (or President--appointed member if any of these positions are open) shall meet to create a proposed contract renewal offer to be presented to the Director prior to the May board meeting.

C.RESPONSE- The Director and Board of Serra Preschool shall respond to the grievance in writing outlining their findings and if appropriate, proposed action.

Article V1 Grievance Policy and Procedure

A. PURPOSE: Grievance submitting and receipt procedure:

- a. Form- A grievance shall be submitted in writing on an approved Serra Preschool grievance form.
- b. Submit to- The grievance form shall be submitted to the Serra Preschool Board of Directors through the secretary.
- c. Notification- Upon receipt of the grievance form, the Secretary shall notify all the members of the Serra preschool Board of Directors.
- d. DOCUMENTATION- The secretary shall maintain a written record of all grievances and all notifications made.
- e. ACTION- A grievance received by the Board of Directors of Serra Preschool will be acted upon within 14 calendar days of its receipt.
- f. FINES- Any grievance pertaining to fines must be received by the Board of Directors within 14 days of assessment to put the fine on hold and prevent doubling. If a family chooses to leave the school the mandatory fundraiser fee will be deducted from security deposit along with any other missed responsibilities.

2. BOARD OF DIRECTORS ACTION:

- a. FINDINGS- The Serra preschool Board may find the grievance is:
 1. Justified
 2. Justified in Part
 3. Not justified
- b. REMEDY- if the grievance is determined to be justified in whole or in part, the Board shall take action as deemed appropriate to remedy the grievance.

Article VII. Substitute Teachers

Section A. Outside substitutes can be brought in when the Director is sick or unable to teach on any particular day. Outside substitute teacher arrangements shall be handled by the Director and overseen by the Vice President.

Section B. Requirements for long--term substitute (three or more weeks):

1. Minimum: 15 ECE units including one administration class.

2. Desired: experience with children as a teacher or leader.
3. Personnel data and fingerprints shall be filed with the Social Welfare Department (Record Form #DN 27.3).
4. The substitute's rate of pay will commensurate with local rates and will be voted upon by the board.

Section D. A short--term substitute can be chosen by the Vice President with the Director's approval and should have at least 12 ECE units.

Section E. Emergency substitute for Director. If the Director is unable to get a qualified substitute and needs someone to keep the school open and functioning, the Vice President will designate an interim person that will be responsible for the school and program. This person can be any member of the Board. A self--generated document stipulating the same must be on file at school.

Article VII. Meetings

Section A. General Membership Meetings

1. Meetings shall be planned for the fourth Wednesday of each month of the school year at 6:00pm unless otherwise scheduled. There is no meeting in the month of December.
2. Members are required to attend all general membership meetings from start until the meeting is officially adjourned. The Secretary shall be responsible for maintaining attendance sheets and records.
3. Any member unable to attend a general membership meeting will be expected to obtain a copy of the minutes, schedule, and any other information from missed meetings.
4. Please refer to Article IV, Section C for fines.
5. If a member misses more than two general meetings (in whole or in part), regardless of whether or not they were made up, that member will be required to meet with the Board, which will decide the appropriate course of action.
6. The Secretary shall inform the member when a missed meeting has occurred and notify the treasurer if any fines are indicated.
7. Twenty-five percent of the membership shall constitute a quorum at any regular general membership meeting.

Section B. Board Meetings

1. The Board shall meet monthly preceding the general membership meeting.
2. Special meetings deemed necessary may be called by the President or upon the request of five board members.
3. All members are entitled to attend Board meetings.
4. Any member wishing to have an item placed on the agenda should notify the appropriate Board member no later than seven days before the Board meeting, when possible.
5. Five Board members shall constitute a quorum.

6. Any Board member who misses two consecutive business meetings or any three meetings total in any school year shall be dropped from the Board unless excused by the Board.

7. Babysitting at Board meetings is for Board members only.

Section C. School Sessions

1. The three--day session, shall meet on Monday, Wednesday, and Friday of each week. School hours for the three-- day session shall be 9:00am--12:15pm. The two--day session shall meet on Tuesday and Thursday of each week. School hours for the two--day session shall be 9:00am--12:00pm.

2. No children may be dropped off prior to the start of the school day unless approved by the Director. The only children present prior to the start of the school day shall be those children whose parents are working that day.

3. Members are to pick up their children on time at the end of the school day. An accumulated \$5 fine will be charged to the next month's tuition for each 5 minutes the parent is tardy in picking up their child after the first 5 minutes.

4. The school calendar shall parallel the Capistrano Unified School District calendar. However, the decision to close school due to emergency situations or an unsafe classroom; shall be made at the discretion of the Director.

5. Each member is expected to work on a regular basis, the exact number of days to be arranged by the scheduling chairperson. Families with more than one child enrolled in a single group will be scheduled to work one day more per month than the average for that month. Families with more than one child enrolled in the school, but in different groups, will be scheduled to work twice for each group, not to exceed more than once a week. Maternity leave is limited to six weeks. Parents will need to find substitutes for any additional time that is missed. Exceptions may be determined by the Board.

6. It is important that assisting members for 2--day and 3--day groups arrive 30 minutes prior to the start of the school day and stay 30 minutes after the end of the day for clean--up. If an assisting parent arrives late, a fine will be imposed. Membership may be revoked by the Board if an assisting parent is late three times.

7. Any member who twice puts the license of the school in jeopardy by failing to work on his/her scheduled day or to secure a substitute shall be considered withdrawn.

8. When a member cannot work on their scheduled day due to an emergency, it is their responsibility to secure someone to work for them.

9. Driving and carpool arrangements are an individual matter. The school is in no way responsible for or connected with the transportation of children to and from school.

10. A parent or guardian must accompany all children not enrolled in the school.

Article VIII. Health Requirements

Section A. Requirements for children before entering school:

1. All children must have a TB screening and be immunized according to the California School Immunization Law (California Health and Safety Code, Sections 120325-120375). These include those below, but are subject to change per California Immunization policy. More information on required immunizations can be

found at www.shotsforschool.org. A Personal Beliefs Exemption form is acceptable when indicated.

1. Tetanus
2. Diphtheria
3. Whooping cough
4. Measles
5. Chicken pox
6. Hepatitis B

2. Upon entering school for the first time, the following forms must be completed for each child:

- a. Physician's Report with TB Screening and a record of
- b. Personal Beliefs Exemption form for vaccinations *ONLY if applicable*
- c. *Child Pr-admission Health History*
- d. Consent for Medical Treatment
- e. Potassium Iodide Notification Form
- f. Identification and Emergency information

3. Children with infectious diseases or signs of colds must remain at home. Each member is responsible for notifying the Director when their child has exposed the group to an infectious disease.

4. The Director or teacher conducts a health check each morning. If they deem it advisable, a member may be called and asked to take the child home.

Section B. Requirements for parents

1. Each parent must have a chest x-ray or tuberculin skin test every four years. The test must be dated within 12 months preceding entrance. This must be kept current as long as they are working at the school. Exemptions are made for pregnant or breastfeeding mothers.
2. A signed declaration that the parent participating is in good health and capable of assisting in the classroom.
3. Working parents must be free of colds and infectious diseases. If a parent comes to school sick, the Director is required to ask them not to stay and their assisting day will be rescheduled.

Article IX. Administration

Section A. Powers and Duties of Executive Board (President, Vice President, Secretary, and Treasurer)

1. The responsibility for administering the affairs of the school is delegated to the Executive Board. It shall implement the policies of the school and shall transact business consistent with the by-laws of the group. The Executive Board may make decisions in emergencies.
2. The Executive Board shall approve the hiring of school personnel and issue contract accordingly.

Section B. Members of the Board

1. The Executive Board shall consist of the following elected officers: President, Vice President, Secretary, and Treasurer. The balance of the Board of Directors shall be elected as Family Growth Chair,

OCCPPNS Delegate, Ways and Means Chairperson, Membership Chairperson. Parliamentarian is an optional Board position that can be determined necessary by the new Board once elected. It can be filled by a past President or past Director. All Board of Director positions are elected.

2. All Board members shall serve the term of one year, except under extenuating circumstances.
3. All members of the Board must be active members* (the member's child must be enrolled and attending in order to serve on the board).

*Active members are those who meet all school regulations.

Section C. Removal and Vacancies

1. A vacancy created on the Board other than that of the President is filled by appointment by the President with the approval of the Executive Board and the Director.
2. In the event of a vacancy in the President's office, the Vice President shall succeed to the Presidency for an unexpired term.
3. Any board member who fails to execute their duties or is remiss in attendance as stated in Article VII, Section B, may be removed from office, determination to be made by the Board.

Section D. Nomination and Election

1. Incoming officers shall be elected by a majority vote and shall meet jointly at the next board meeting with outgoing members presiding. Newly elected officers shall assume office at the first board and general meeting after the existing school year is completed. Board vacancies shall be filled and voted upon by the May general meeting of the existing school year.
2. Should there be only one candidate for any office, the ballot for that office may be dispensed with and the election held by voice vote.
3. Should there be more than one candidate for any position, the vote shall be written.

Section E. Functions of the Board Members

1. The President shall preside at all meetings of the members and of the Executive Board and Board of Directors; shall collaborate with the Director for the activities of the school; shall help the Director schedule programs for general membership meetings; shall fill all appointed Board positions and vacated offices with the Executive Board's approval; shall co-sign checks; and handle standing rule revisions.
2. The Vice President shall preside in the absence of the President; shall be in charge of the annual evaluation of the school & staff; shall receive applications for the Director position and arrange interviews; shall oversee the Director's arrangement for substitute teachers; shall handle handbook revisions; shall receive questions, suggestions and problems for referral to the Board; shall ensure that the Handbook is up to date on the Serra Preschool website and that each member has signed off that they have read the Handbook and will abide by it.
3. The Family Growth Chairperson shall arrange adult education classes; shall arrange for parent

conferences with the Director/teacher; shall coordinate any family programs or events; shall arrange sensory and kindergarten readiness testing; and shall confirm the collection of earthquake kits.

4. The Secretary shall take minutes of all meetings; shall produce and maintain records of attendance of all meetings and report absences and excuses at each board meeting; shall produce and supply attendance sheets and see that school attendance for children and assisting parents is posted and filed; shall distribute general membership meeting minutes via the Serra Preschool website as well as posting a copy on the school bulletin board; shall type agenda for the general membership meetings if needed; and shall coordinate secretarial activities. The Secretary shall be responsible to check and forward any email messages sent to the Serra Preschool Gmail account to the appropriate recipients.

5. The Treasurer shall receive and safely keep all funds of the school, disbursing them upon the order of the President, Director and/or general membership in accordance with Article IV; shall keep accurate records of receipts of disbursements, reporting monthly to the Executive Board and general membership; shall collect all fees required of members; shall serve as chairman of the budget committee and member of the scholarship committee; shall be responsible for submitting the appropriate information to the tax accountant on time and shall be responsible for securing insurance for the school and worker's compensation for the Director.

6. The OCCPPNS (Orange County Council of Parent Participation Nursery Schools) Delegate shall attend OCCPPNS meetings to share the school's ideas and activities, and shall report what is learned from the council to the group. The Delegate shall coordinate our school's participation in OCCPPNS activities and assume committee responsibilities. The OCCPPNS representative shall collaborate with the Director on any requests for financial aid from OCCPPNS.

7. The Ways and Means Chairperson will be responsible for the organization of fundraising projects (to include the annual auction) for the year and present these to the board prior to the September board meeting; shall oversee Scrip sales as a part of fundraising.

8. The Membership Chairperson shall be responsible for maintaining a waiting list of interested applicants and explain the purposes of the school and the obligations of members to anyone who seeks information; keep a file of applicants and see that they meet all obligations and have the necessary forms completed and on file; supply applicants with enrollment forms and notify them of vacancies when they occur; arrange the interview with the Director before entering school if necessary; keep the membership roster up-to-date each month and upon enrollment of a new member, or withdrawal of a member, notify the appropriate orientation chairman, Secretary, Treasurer, Scheduling Chairpersons, President, and Director, and update enrollment forms as indicated.

9. The Parliamentarian position can be offered to the outgoing President with Board Approval. Once voted in, they can attend both board and general membership meetings as a voting member; will serve in an advisory capacity, being familiar with good parliamentary procedure and the by-laws and standing rules of the school. Should the outgoing president be unable to serve, a Parliamentarian shall be appointed by the President with the approval of the majority of the board. There need not be a Parliamentarian each year

Article X. Committees

Section A. The President appoints committees necessary to direct the operation of the school.

Section B. Scholarship Committee

1. The Scholarship Committee shall consist of the Treasurer, Director, and President. It shall seek sources from which scholarship aid can be made available to both present and future members. Before any scholarship aid will be given, the committee shall evaluate funds available to assure covering the costs of the scholarship.

Applicants for scholarship aid shall be current members in good standing and in compliance with the membership regulations as stated in Article IV, Section C, of our Standing Rules. Applications may be made to the Board by filling out a Serra Preschool Scholarship Aid Form. Ten percent of the balance as of the beginning of the fiscal year (July 1) shall be appropriated to the scholarship fund if it does not cause financial strain on the school budget.

Those qualifying for a scholarship shall be required to complete monthly service projects in addition to their regular mandatory clean up days. The Director shall assign those projects and due date.

2. Types of Scholarships

a. Temporary scholarships shall be those scholarships used for tuition on a temporary basis, or may be scholarship aid given for special events (i.e. field trips).

Article XI. Amendments

Section A. Proposed amendments to the standing rules shall be submitted in writing (email) to the general membership not less than one week prior to the general meeting at which time they shall be voted upon. Adoption of the amendments requires a two-thirds vote of those present.

ORANGE COUNTY COUNCIL OF PARENT PARTICIPATION NURSERY SCHOOLS

About CCPNS

The California Council of Parent Participation Nursery Schools (CCPPNS) is a community of parents and educators committed to teaching and inspiring families through parent involvement and mutual support. Parent participation nursery schools are founded on the principle that the best education will result from an active partnership among parents, teachers, and children.

Since the schools are nonprofit cooperatives, the parents are the owners. Parents are expected to regularly participate at all levels ranging from the administration, operation, and maintenance of the facility to teaching in the classroom under the guidance of a professional teacher. The involvement does not seem like work once the realization is made that involved parents are their children's biggest teacher. This participation fosters a strong sense of community, a rich and varied educational curriculum, and a safe and stimulating environment for preschoolers.

The director at each school shapes the curriculum so children can begin to develop their social, emotional, physical, and academic skills in the classroom. The high adult-to-child ratio (1 to 5) provides challenging opportunities for the children. The teacher can directly focus on art, science, music, and other projects, often drawing on the talents of parents. Preschoolers are encouraged to pursue their interests, learn from mistakes, and communicate thoughts and feelings through their words.

The nursery school experience is the child's opportunity to socialize, and to learn how to get along with others. Just as important is building self-esteem so a child can feel good about himself or herself. Hands-on projects facilitate the development of small muscles and other physical skills. Group sharing encourages language development, and pre-reading skills are acquired through sorting and pattern recognition games. Academics fall into place with the readiness that comes along with it. The rich and varied educational curriculum is designed to provide for the natural development of basic skills that a child needs to learn by the age of 5 years.

According to Co-op Quarterly magazine, the first cooperative nursery school was started in Chicago in 1915. The idea soon caught on both nationally and internationally, and even influenced social policy. The Head Start program

is a legacy of the cooperative preschool movement. In California, the development of cooperatives was especially rapid. Currently, the California Council of Parent Participation Nursery Schools has more than 171 member schools statewide, divided into sub--councils.

SERRA PRESCHOOL EMERGENCY GUIDELINES

It is impossible to prevent natural disasters. However, with sound planning it is possible to minimize the serious after--effects of a disaster. When everyone involved understands what is expected there is hope of maintaining order in a time of mass confusion.

Before An Emergency

- Discuss your home procedures with your children.
- Prepare first aid and emergency kits for your home and car.
- Read the School Procedures.
- Read the evacuation maps posted behind the kitchen door.
- Know who is qualified to help with CPR and first aid.
- Know how to shut off gas and electricity.
- Drill

General Emergency Procedures

- Remain calm.
- Follow specific procedures for the type of disaster.
- Adequate care of the children is the primary concern.
- Children will be cared for until they are released to a parent or authorized person or until the regular program resumes.

Earthquake Procedures

- If inside... as soon as a tremor is felt, get quickly beneath the tables, or to the hallways by the restrooms, away from the windows.
- If outside... stay away from power lines and building overhangs until tremors cease.
- After the initial tremor, assemble outside in front of the school. Take attendance.
- Walk, do not run.
- Avoid trees, glass, fallen wires, and

overhangs. Fire Procedures

- Evacuate building. Check each room, bathroom and activity center.
- Sound alarm with a continuous bell.

- Get the attendance list.
- The teacher calls 911.

- Walk, do not run.
- Children follow adults outside and across the street to the park.
- Remain with the children unless given other instructions.
- Account for all children and assisting

parents. Nuclear Procedures

- To be determined based on the evacuation procedures followed at Las Palmas Elementary school.

LIST OF SUGGESTED ITEMS FOR PARENTS TO CARRY IN A BACKPACK OR EMERGENCY KIT

1. Medication/pain reliever
2. Extra glasses
3. Walking shoes, socks
4. Jacket/sweatshirt
5. Solar blankets
6. Food (rotate yearly)
7. Water (rotate yearly)
8. Flashlight and batteries
9. Wind--proof matches
10. Radio
11. Large trash bags (can also be used for rain cover)
12. Bungee cords
13. Roll of quarters
14. Diapers/baby food
15. Sanitary napkins (for first aid as well as personal use)
16. First aid kit
17. Clothes pins
18. Wet wipes
19. Note pad and pen

