

Chapter II: Standing Rules

Definition:

According to the current Bylaws of the San Jose Parents Participating Nursery School, “The Standing Rules are semi-permanent provisions based on requirements of any given year. They shall be under the control of the Executive Board. Any changes or additions may be made by a two-thirds majority vote of the entire voting membership of the Executive Board. One copy shall be in the possession of each member and Director.”

A. School Registration

1. Age Requirements

- A. Parents are eligible for co-op memberships who have children meeting the following session guidelines:
- 1-Day: 18 months – 2 ½ years old by September 1st of the current school year.
 - 2-Day: 2 ½ years old by October 1st of the current school year and no older than 3 ½ years old by September 1st of the current school year.
 - 3-Day: 3 - 4 ½ years old by September 1st of the current school year.
 - 4-Day: Age 4 by December 2nd of the current school year.

[The school will abide by these age requirements. Age waivers may be granted with Director approval only if there are no age eligible children on the current wait list].

2. Definitions

For purposes of determining priorities in registration the following definitions shall apply:

- A. Alumni – Alumni are defined as families who have attended SJPPNS as fully participating families or children of an alumni family. The family must be in Good Standing with SJPPNS to be considered alumni.
- B. Fully-participating – To be a fully-participating family of your session, you must be enrolled in 2-, 3-, or 4-Day prior to January 1st or be enrolled between January 1st and February 1st from an existing wait list, or be enrolled in 1-Day only and also hold an Executive Board position. See Standing Rules Section A.6 Priorities.

3. When to Apply

- A. SJPPNS will accept applications during the following periods; all applications received during a given period are weighted equally:
- December – Applications for the following year will be distributed in December. Applications will also be available in the membership box throughout the school year.
 - By February 1st – Applications from fully participating families, alumni and 1-Day families.
 - By March 1st – Applications from the general public (all applications received by March 1st shall be weighted equally).
- B. There will be no preference made after registration is open to the general public. After March 1st, all applications are considered on a first-come, first-served basis.

4. Enrollment Process

- A. Class lists will initially be compiled from applications received by February 1st with any vacancies being filled from the pool of applications received by March 1st. As soon as possible, all families on the preliminary lists will receive notification of acceptance pending completion of required enrollment forms located on the school Web site or, by request, from the Vice President of Membership.

5. Any remaining vacancies in sessions will be filled first by those on the wait list and then by applications received on or after March 1st.

Families have until May 1st to submit required forms and the initial non-refundable tuition installment to hold their spot in the class. FAILURE TO SUBMIT THE REQUIRED PAPERWORK AND DEPOSIT BY MAY 1ST SHALL RESULT IN THE CHILD BEING DROPPED FROM THE CLASS. All forms and deposit are due by the deadline with the exception of the California School Immunization Record, the Physician's Report, and the TB Skin Test form for both child and parent(s), which must be submitted prior to Orientation. No child shall be allowed to begin the school year unless all paperwork has been submitted.

6. Priorities

- A. The priorities for filling the 1-Day class (twenty-four [24] children), the 2-Day class (twenty-four [24] children), and the 3-Day class (twenty-four [24] children) will be as follows:
- First priority..... Fully participating families that are continuing in the school with *that child* the next year.
 - Second priority..... Alumni of 2-Day, 3-Day or 4-Day.
 - Third priority..... Current 1-Day families.

- Fourth priority..... Alumni of 1-Day.
- Fifth priority..... Families having been on a waiting list throughout the prior year.
- Sixth priority..... The general public.

B. The priorities for filling the 4-Day class (twenty-four [24] children) will be as follows:

- First priority..... Returning 4-Day families.
- Second priority..... Currently enrolled 3-Day families.
- Third priority..... Currently enrolled 2-Day families.
- Fourth priority..... Alumni of 2-Day, 3-Day or 4-Day.
- Fifth priority..... Current 1-Day families.
- Sixth priority..... Alumni of 1-Day.
- Seventh priority..... Families having been on a waiting list throughout the prior year.
- Eighth priority..... The general public.

7. Lotteries

- A. In all classes, if the number of applications from returning families exceeds the class size, a lottery shall be held. The lottery shall be conducted in February if any priority group exceeds the class size. The lottery will start with the oldest class and continue down to the youngest. A second lottery for applications received from the general public by March 1st shall be conducted in March if any group exceeds the class size.
- B. When a lottery is conducted for a pool of children with equal priority, children who are not age-eligible for any other class will be selected first.
- C. Any applicant *not* selected in a lottery shall be given the opportunity to apply for another class.
- D. All lotteries shall be held at the school during the February and March Board meetings and are open to the general membership. The President and the Vice President of Membership shall supervise the proceedings, either personally, or by appointing a committee.
- E. Families with two (2) children in a particular class shall be represented *once* in a lottery. If that family is drawn, both children shall be given spaces in that class, up to the class size of twenty-four (24).

8. Waiting Lists

- A. Waiting lists shall be kept no longer than one calendar year ahead.
- B. Families shall be allowed to be on more than one waiting list. When a family accepts a position in one class, they may still retain their place on another waiting list. After November 1st, a child currently enrolled in one session, or on a waiting list may be moved to or placed in a session only at the discretion of Directors of both sessions.
- C. When a space becomes available, a Membership representative shall contact, by phone, the next prospective family on the waiting list to confirm their interest in the school before sending registration forms to them.

9. Special Considerations

- A. Individual considerations on applications may be made by the Executive Board.
- B. Prior to accepting a family's application for enrollment in the school, the Vice President of Membership shall review the application to confirm that the family is in Good Standing.

B. Membership Obligations

Upon signing the Membership Contract, a member family agrees to the following obligations:

1. Member Obligations: 1-Day Families

- A. Pay fees and tuition by the required deadline. See Sections M.2 Payments and Obligations and M.3 Policies and Procedures.
- B. Complete necessary forms by the required deadline. Forms to be completed include:
 - 1) Membership Contract.
 - 2) California School Immunization Record signed by a physician and/or copy of yellow immunization record.
[Children 18 months to 4 years old need 3 polio, 4 DTP/DT, 1 MMR and 1 HIB on or after their first birthday. In addition, 1 varicella (VZV) is required or physician's documentation that child has had the disease or per current licensing requirements].
 - 3) TB Test results.
[Within one (1) year prior to school admission, each regularly participating parent or other participating adult must have negative TB test results signed by a physician. A new TB test is required every four (4) years. Each participating child must be evaluated by a physician to determine whether a TB test is necessary. If a TB test is necessary it must be administered within one (1) year prior to school admission or the "No risk for TB" evaluation must be made within one (1) year prior to school admission].
 - 4) Identification and Emergency Information form.
 - 5) Child Information sheet.
 - 6) Parents' Rights agreement and Personal Rights form.
- C. Session Workday
 - 1) Attend each 1-Day class with the child. Members may not send a substitute to attend class with their child without prior approval from the Director. Siblings and/or friends who are not enrolled will not be allowed to attend sessions.
 - 2) Nursing babies up to four months old will be allowed in session with the approval of the Director.
- D. Session Attendance
 - 1) It is assumed that all students will attend each school day while they are healthy and in town. Class space cannot be held for students who do not attend school regularly. Members must attend at least three (3) school days of any given month with four (4) or five (5) school days scheduled. Further absences without approval from the Director may result in Membership Review.
 - 2) It shall be the responsibility of the Director and Class Coordinator to raise the attendance issue both with the parent and, if necessary, with the Executive Board.
- E. Mandatory Meetings
 - 1) Orientation is a required meeting held in late Summer prior to the beginning of school.
 - 2) Attendance at all General Meetings is required.
 - 3) General meetings are typically held on the third Tuesday of November, February, and April at 7:30 pm, pending concurrence with the San Jose Unified School District calendar. Refer to current SJPPNS school year calendar.
 - 4) Members must attend the entire meeting. Spouses are welcome. No children except nursing babies are allowed. If both parents attend a meeting, it counts as one attended meeting.
 - 5) Members are required to notify the Director or Coordinator if a situation prevents attendance at any required meeting within three (3) days before or after a missed meeting. Failure to do so may result in the member having the choice of attending the next Board meeting or the next Saturday maintenance workday.

- 6) Members missing a second meeting have the choice of attending the next Board meeting or the next Saturday maintenance workday. Members missing three (3) meetings will be up for membership review.
- F. Participate in School Operations
- 1) Program Committee Job
 - a. Each member family will serve on a committee related to the functioning of the school and attend scheduled program committee meetings.
 - b. An Executive Board position is a committee job.
 - 2) Fundraising
 - a. Each member family must work a shift at one of the fundraisers during the school year (approximately three hours). Fundraising activities vary each year. A fine of \$50 will be imposed if a member withdraws from the school after January 1st and has not completed the fundraising shift. Failure to complete the fundraising shift will result in the member being placed in Bad Standing.
 - b. Member families may not “buy out” of the fundraising requirement. Members may not send a substitute to work in their place without prior approval from the Vice President of Community Development.
- G. Support School Philosophy/Policies
- 1) Members shall learn the school philosophy and conduct themselves in a manner consistent with the goals and stated purposes of the school. Any problems shall be communicated to the Director or the Coordinator.
 - 2) Foods containing nuts or produced in a nut producing factory are prohibited at SJPPNS AT ALL TIMES. Failure to follow this policy may result in membership review. *Refer to the Reference Guide, for "Food Shopping Tips for a Nut-Free Environment.*
- H. Resignation Procedure
- 1) A two-week written and/or email notice of intention to withdraw shall be given to the Vice President of Membership.
 - 2) All membership obligations as per the membership contract shall be met during this two-week period. All fines shall be paid within this two-week period. Tuition refunds will not be given until all applicable fines are paid or the required fundraising and/or maintenance day work shifts are completed.
- I. Return of School Property
- 1) Keys must be returned by the required deadline. Failure to do so will result in a \$10.00 fine.
- J. School Communication Systems
- 1) Members may not use school communication systems, Yahoo Groups, or Class Mailing Lists for promoting their business or other solicitation.

2. Member Obligations: 2-, 3- and 4-Day Families

- A. Pay fees and tuition by the required deadline. See Sections M.2 Payments and Obligations and M.3 Policies and Procedures.
- B. Complete necessary forms by the required deadline.
 - 1) Membership Contract.
 - 2) Child's Pre-Admission Health History (Parent's Report).
 - 3) Child's Pre-Admission Health Evaluation (Physician's Report).
 - 4) California School Immunization Record signed by a physician and/or copy of yellow immunization record.
 - 5) [Children 18 months to 4 years old need 3 polio, 4 DTP/DT, 1 MMR and 1 HIB on or after their first birthday. In addition, 1 varicella (VZV) is required or physician's documentation that child has had the disease or per current licensing requirements].
 - 6) TB Test results.
[Within one (1) year prior to school admission, each participating parent and child must have negative TB test results signed by a physician. A new TB test is required every four (4) years. If TB test is necessary it must be administered within one (1) year prior to school admission or the "No risk for TB" evaluation must be made within one (1) year prior to school admission].
 - 7) Identification and Emergency Information.
 - 8) Consent for Medical Treatment.
 - 9) Parents' Rights agreement and Personal Rights form.
 - 10) Committee/Skills Sheet.
- C. Session Workday
 - 1) Members work one session workday per week, arriving fifteen (15) minutes before the school day and attending the conference with the Director for thirty (30) minutes after class.
 - 2) Members must arrange for a substitute in advance if they will be absent on their workday. They must repay the substitute by exchanging workdays or paying them a rate agreed upon by both members. Following orientation, a substitute exchange list will be available. Members may not send a substitute to work in their place without prior approval from the Director unless the substitute is another participating parent in the class.
 - 3) Members are responsible for on-call workdays to cover for emergency absences.
 - 4) Members may not bring un-enrolled siblings and/or friends to school while the session is in progress.
- D. Session Attendance
 - 1) It is assumed that all students will attend school each session day while they are healthy and in town. Class space cannot be held for students who do not attend school regularly. Continued absences without approval from the Director may result in Membership Review.
- E. It shall be the responsibility of the Director and Class Coordinator to raise the attendance issue both with the parent and, if necessary, with the Executive Board.
- F. Mandatory Meetings
 - 1) Orientation is a required meeting held in late Summer prior to the beginning of school.
 - 2) Attendance at all monthly night meetings including General Meetings of the entire membership and respective Session Meeting(s) is required. General Meetings are typically held on the third Tuesday of November, February, and April at 7:30 pm. Session Meetings for 2-, 3-, and 4-Day are typically held on the second, third, and fourth Tuesday of the month, (with the exception of December when there is no meeting), respectively. Meeting dates are subject to change based on the current San Jose Unified School District calendar. Refer to current SJPPNS school year calendar.
 - 3) Members must attend the entire meeting. Spouses are welcome. No children except nursing babies are allowed. If both parents attend a meeting, it counts as one attended meeting.

- 4) Members are required to notify the Director or Coordinator if a situation prevents attendance at any required meeting within three (3) days before or after a missed meeting. Failure to do so may result in the member having the choice of attending the next Board meeting or the next Saturday maintenance workday.
 - 5) If a member is enrolled in more than one session and misses a General Meeting, the missed General Meeting counts as one missed meeting per each session.
 - 6) Members missing a second meeting have the choice of attending the next Executive Board meeting or the next Saturday maintenance workday. Members missing three (3) meetings will be up for Membership Review.
- G. Participation in School Operations
- 1) Program Committee Job
 - a. Each member family will serve on a committee related to the functioning of the school and attend scheduled program committee meetings.
 - b. An Executive Board position is a committee job.
 - 2) Fundraising
 - a. Each member family must work a shift at one of the fundraisers during the school year (approximately three hours). Fundraising activities vary each year. A fine of \$50 will be imposed if a member withdraws from the school after January 1st and has not completed the fundraising shift.
 - b. Member families may not “buy out” of the fundraising requirement. Members may not send a substitute to work in their place without prior approval from the Vice President of Community Development. Failure to complete the fundraising shift will result in members being placed in Bad Standing.
- H. Maintenance Workdays
- 1) Each member family must participate in two (four hour) Saturday Maintenance Workdays per school year. These involve general school cleanup and special maintenance projects. If a member family withdraws from the school after Orientation but prior to November 15th, they will be liable for completion of one (1) Maintenance Workday. A fine of \$50 will be imposed if the one Maintenance Workday is not fulfilled prior to the last date of the two week resignation period. If a member family withdraws after November 15th, both Maintenance Workdays must be completed or a fine of \$50 for each unfulfilled workday will be imposed.
 - 2) Member families may not “buy out” of the maintenance workday requirements. Members may not send a substitute to work in their place without prior approval from the Vice President of Operations. Failure to complete the maintenance workdays will result in member families being placed in Bad Standing.
 - 3) Two members from one family may work on the same Saturday workday, which would then fulfill the family’s two Maintenance Workdays requirement
 - 4) If a member cannot attend their scheduled Saturday workday, they must find a substitute, and notify the Vice President of Operations of the substitution. If a substitute cannot be found, they must attend the next Saturday workday, and schedule an additional one.
 - 5) Any member that does not complete two (2) full four hour shifts, unless excused by the Vice President of Operations, will need to sign up for and work an additional Saturday workday.
 - 6) Members holding an Executive Board position are exempt from Maintenance Workdays. The Secretary and SCVC Representative are also exempt from Maintenance Workdays. Members joining the school after January 1st will be liable for one Maintenance Workday, while members joining the school after April 1st will not have to work any Maintenance Workdays.
- I. Support School Philosophy
- 1) Members shall learn the school philosophy and conduct themselves in a manner consistent with the goals and stated purposes of the school. Any problems shall be communicated to the Director or the

Coordinator.

- 2) Foods containing nuts or produced in a nut producing factory are prohibited at SJPPNS AT ALL TIMES. Failure to follow this policy may result in membership review. *Refer to the Reference Guide, for "Food Shopping Tips for a Nut-Free Environment.*

J. Resignation Procedure

- 1) A two-week written and/or email notice of intention to withdraw shall be given to the Vice President of Membership.
- 2) All membership obligations as per the membership contract shall be met during this two-week period. All fines shall be paid within this two-week period. Tuition refunds will not be given until all applicable fines are paid or the required fundraising and/or maintenance day work shifts are completed.

K. Return of School Property

- 1) School keys must be returned by the required deadline. Failure to do so will result in a \$10.00 fine.

L. School Communication Systems

- 1) Members may not use school communication systems, Yahoo Groups, or Class Mailing Lists for promoting their business or other solicitation.

3. Special Cases of Membership Obligations

A. Executive Board Members

- 1) Executive Board meetings are mandatory for Executive Board members. They are typically held on the first Tuesday of the month beginning and ending in June, including the summer months, pending concurrence with the San Jose Unified School District calendar. Refer to current SJPPNS school year calendar. Executive Board members must also attend the administrative committee meetings appropriate to their job.
- 2) When an Executive Board member misses two (2) Executive Board meetings in a row, or a total of three (3) throughout the year (one summer, two school year), that member must attend the next Saturday workday or put in three (3) hours of work outside of their Executive Board responsibilities, under the direction of the President.
- 3) If an Executive Board member misses two session or general meetings, that member must attend the following Saturday workday.
- 4) Executive Board members do not work Saturday Maintenance Workdays, with the exception of the Vice President of Operations who may share the supervision of the workdays. In the event that there is only one member of the Operations Committee overseeing all workdays, that person shall attend all workdays, but is exempt from fundraising obligations.

B. Families with two (2) or more children enrolled in SJPPNS

- 1) Fundraising and maintenance workday obligations are per family.
- 2) Families with multiple children *in the same 2-Day, 3-Day, or 4-Day session* will have the option of:
 - Working one day per child per week, holding one committee job and paying full tuition; or
 - Working one day per child per week, holding two committee jobs or an Executive Board position, and paying half of the lower tuition, plus the full amount of the higher tuition(s); or
 - Working one day per week, holding two committee jobs or an Executive Board position, and paying full tuition. [Note: the Director of each session has discretion as to the number of families with multiple children who can select this option.]
- 3) Families with multiple children in different *2-Day, 3-Day, or 4-Day sessions* will work in all sessions. These families will have the option of:
 - Holding one committee job and paying full tuition for all sessions; or
 - Holding two committee jobs or an Executive Board position and paying half of the lower tuition, plus the full amount of the higher tuition(s).

- 4) Attendance at night meetings is required for each session in which a family is enrolled. For example, a family in 2-Day and 3-Day would attend five (5) 2-Day session meetings, five (5) 3-Day session meetings and three (3) General meetings per year.

C. Family Medical Leave

Members may apply for leave for up to eight (8) weeks within a school year for one or more of the following reasons: the birth and care of a newborn child; for placement of a child via adoption or foster care; to care for an immediate family member (spouse, child, parent) with a serious health condition; or medical leave because of a serious health condition. Further leave requests may be granted at the discretion of the Board.

- 1) All leave requests, with the exception of the birth of a child, need to be arranged through the Class Coordinator or Director and are subject to Executive Board approval.
- 2) Leave for the birth of a child is an absence from school for a period of eight (8) weeks commencing with the date of delivery, regardless of whether the delivery occurs during a holiday period. Any other leave will be an absence from school for a period of up to eight (8) weeks regardless of whether the medical issue occurs during a holiday period, commencing on the date requested by the member.
- 3) A member family must be in Good Standing (all financial and membership obligations have been met to date) to be granted family medical leave.
- 4) A 1-Day parent on leave may have their child attend school with an alternate parent, relative, or friend, subject to approval by the Director.
- 5) During this leave, the 1-Day parent will be excused from general meetings, but not from committee responsibilities and fundraising obligations; the 2-, 3-, or 4-Day parent will be excused from class participation, evening meetings, and committee responsibilities, but not from Maintenance Workdays or fundraising obligations.

4. Membership Review

A. Membership Status

- 1) Members fulfilling their membership obligations shall be considered to be in Good Standing. A member family must be in Good Standing to enroll a child in the school at any time.
- 2) There shall be a membership review by the Executive Board as required to determine the status of a family not fulfilling its obligations.
- 3) The Executive Board is empowered to reinstate Good Standing status through the assignment of special projects or by waiving the obligation under special circumstances.

B. Review/Termination Procedure

- 1) Should the Executive Board determine that a membership is in jeopardy or that a family has left without fulfilling membership obligations, the following procedure shall be followed:
 - a. The member being reviewed shall receive a written notice describing the proposed grounds for discipline at least five (5) days prior to the date upon which the Executive Board meets to review the case. The notice shall state the date, time, and place of the meeting.
 - b. The member being reviewed shall be given an opportunity to be heard, either orally or in writing, at or prior to the proposed meeting.
 - c. Following the meeting, the Executive Board, or a committee of the Executive Board, shall decide whether or not the membership should be terminated. The Executive Board shall be empowered to excuse any or all infractions, or assign a special project as a means of reinstating Good Standing. The determination of the Executive Board or the committee shall be final.
 - d. The member shall be notified of the decision.

C. Child Abuse Accusations & Response

1. Mandated Reporters & Voluntary Reporters

- A. From time-to-time, it becomes necessary for staff or members of SJPPNS to report their reasonable suspicions that child abuse (either physical, sexual, mental, or neglectful) has occurred at school, in one of our member families, or within our neighborhood network.
- B. Nothing in the Standing Rules, By-Laws, or other written procedures is meant to inhibit or delay any report of child abuse that any director or member of SJPPNS is legally obligated to make under the California "Mandatory Reporter" laws and responsibilities
- C. SJPPNS Policies and Standing Rules addressing child abuse accusations are meant to provide a guideline for supporting both the adult reporting their reasonable suspicions and the families involved in or suspected of child abuse.

2. Confidential Handling of Suspicions, Allegations, and CPS Reporting

- A. When a Director or Member suspects that a child is being abused, SJPPNS will support that adult in deciding whether or not to contact Santa Clara County Child Protective Services.
 - 1) The decision to contact CPS ultimately belongs to each adult with first-hand knowledge of events or conversations. Adults are welcome to contact any member of the Executive Board in order to seek guidance or share relevant concerns.
 - 2) If a Director or Board Member contacts CPS to discuss any child abuse concerns or suspicions, the Director or Board Member will inform the President and the VP-Finance within 4 hours of the call to CPS.
 - 3) If the report is made by a regular SJPPNS Member, they are strongly encouraged to report that concerns or suspicions to the President and the VP-Finance immediately.
 - 4) All suspicions, allegations, accusations, and investigations are to be reported to the Executive Board and/or the Directors, and will be kept strictly CONFIDENTIAL within the Executive Board and the Directors until a final resolution is reached.
 - 5) No investigation is to be conducted by SJPPNS staff or volunteers, in circumstances where a report has been made to CPS, until civil authorities authorize such action.
 - 6) No suspicions, allegations, accusations, and investigations are ever to be discussed with any other adults, parents, members, or children without the approval by Motion and by Vote of a two-thirds majority of the Executive Board.
 - 7) If the accusation is against a paid Director of SJPPNS, pending the outcome of an investigation by CPS and before formal charges are filed, the Executive Board may chose to reassign or suspend the Director, with or without pay, depending upon the circumstances of the accusation.

3. Once a decision has been reached to report a suspected incident of child abuse:

- A. If a child is in immediate danger, call 911.
- B. Reports should be made by telephone within 24 hours of receiving the information concerning the suspected incident. Within Santa Clara County, contact the County's Child Abuse & Neglect Reporting Center at (408) 299-2071.
- C. A written report is required within 36 hours. Ask the person taking your call to mail you a "Suspected Child Abuse Report" form. Upon receipt, immediately fill it out and mail it to your local reporting center

Child Abuse & Neglect – (408) 299-2071

Department of Family & Children's Services

373 W Julian Street, 2nd Floor

San Jose, CA 95110-2335

Please note these numbers and addresses are subject to change.

4. Response to a CPS Report

- A. Should an allegation of abuse be received, based on reasonable grounds, the SJPPNS Executive Board shall review and respond, in accordance with the following guidelines:
- B. Allegations must be taken seriously and handled promptly with due respect for privacy and confidentiality of all persons involved. Do not engage in denial, minimization, or blame. Do not be accusatory.
- C. Document all efforts in handling the allegation and ensure the records are kept up to date and confidential.
- D. Ensure reporting, to required local authorities has been carried out.
- E. Obtain legal advice to determine the obligation to notify parents.
- F. Reach out to the victim and the victim's family, as adequate care must be shown for the well being of the victim. Be careful not to pre-judge the situation.
- G. Treat the accused with dignity and support. If the accused is regular parent in the classroom, that person should be suspended from any duties or responsibilities pending the outcome of the investigation.
- H. In most cases, CPS will report directly back to SJPPNS with the result of its official investigation (or with notification of a decision not to investigate). Usually, CPS will clearly outline the legal obligations of SJPPNS and provide specific instructions, which SJPPNS must usually follow.

D. Executive Board - Officers' Functions

1. The President shall:

- A. Organize and coordinate the efforts of all the officers in performing their respective functions
- B. Call and preside at all meetings of the Executive Board and of the general membership of the Corporation.
- C. Act as the representative of the Corporation.
- D. Appoint persons to fill vacancies in the Executive Board with approval of two-thirds of the entire voting members of the Executive Board.
- E. Accept responsibility for the Nominating, Grievance, and Hiring Committees.
- F. Assemble the Nominating Committee in January.
- G. Serve on the Budget Review, Financial Aid, New Director Orientation, and the Director Annual Review Committees.
- H. Attend the Santa Clara Valley Council Presidents' Meetings
- I. Represent the school at any other time required.
- J. Attend to all legal matters pertaining to the school, and act as the resource person for leases and licensing.
- K. Along with the Vice President of Finance, negotiate contracts with Directors.
- L. Create the school year calendar by consulting the SJUSD calendar and with input from the Directors and the Vice President of Community Development.
- M. Track list of families in Bad Standing.

2. The Vice President of Administration shall:

- A. Assist the President in the performance of his/her duties.
- B. Act for the President when he/she is absent or unable to act for any reason.
- C. Succeed the President if the office becomes vacant.
- D. Represent the Executive Board at staff meetings when deemed necessary by the staff or the Executive Board.
- E. Conduct an evaluation program of the Directors' and Executive Board's performances, membership participation, and the school program. Conduct a Class(es) evaluation(s) of a New Director during his/her probationary period.
- F. Maintain the most current Reference Manual, Bylaws, Standing Rules, and all policy related documents. Make available the most current Parent Handbook.
- G. Chair the Rules Committee, and serve on the New Director Orientation and the Director Annual Review Committees.
- H. Assemble the Rules Committee in June when new Executive Board convenes.
- I. Coordinate the facilities for General Meetings.

3. The Vice President of Finance shall:

- A. Coordinate the work of the Finance Committee, which shall manage all school Financial Activity, Banking, Tuition Collections, Accounts Payable, Financial Assistance, Budgeting, and Purchases.
- B. Be responsible for the School's nonprofit status, liability insurance, and other legal requirements,
- C. Convene the Budget Review and Financial Aid Committees.
- D. Disperse funds as approved by the Executive Board, including Employee Contracts, Independent Contractors, Payroll and Taxes, and Workers' Compensation policies.
- E. Delegate a Finance Committee representative to serve on the Rules Committee.
- F. Arrange for annual outside audit or review of books as deemed necessary by the Executive Board.
- G. In the absence of the Vice President of Administration, act for the President when he/she is absent or unable to act for any reason.

4. The Vice President of Operations shall:

- A. Be responsible for all positions related to the physical plant, including:
 - 1) Scheduling general maintenance workdays and creating workday task lists.
 - 2) Overseeing general maintenance workdays.
- B. Be responsible for all major building projects.
- C. Track member Facilities Obligation sheet.
- D. Provide facilities updates for all Executive Board meetings.
- E. Be responsible for distribution and collection of keys and deposits.
- F. Delegate an Operations Committee representative to serve on the Budget Review Committee.

5. The Vice President of Membership shall:

- A. Provide information about the school to all interested parties.
- B. Delegate a Membership Committee representative to serve on the Rules Committee.
- C. Maintain a list of member families in Bad Standing.
- D. Execute any correspondence with families that are, or will be in jeopardy of being, in Bad Standing.
- E. Coordinate the activities for Orientations, including those of the Directors and Class Coordinators, to see that all appropriate information and materials are distributed in all sessions.
- F. Coordinate the activities for Open House.
- G. Coordinate the refreshments for General Meetings.
- H. Track member committee assignments.

6. The Vice President of Community Development shall:

- A. Oversee all jobs and activities related to internal and external community relations including Fundraising and Social Events.
- B. Delegate a Community Development Committee representative to serve on the Budget Review Committee.

7. The Vice President of Curriculum Support shall:

- A. Be responsible for providing all tools needed by the Directors to implement daily curriculum.
- B. Act as the liaison between the Directors and curriculum-related committee jobs.
- C. Represent the Executive Board at staff meetings when deemed necessary by the staff or the Executive Board.
- D. Oversee all committees responsible for play areas, teaching supplies, music and movement, and curriculum maintenance.
- E. Delegate a Curriculum Support Committee representative to serve on the Budget Review committee. Serve on the Hiring, New Director Orientation, and Director Annual Review Committees.

E. Director's Functions

1. A Director shall:

- A. Treat parents and children with dignity and respect, recognizing and enhancing the uniqueness of each.
- B. Plan and carry out a well-balanced program of daily activities and circle times, based upon the principles of sound early childhood school education and designed to meet the needs of the children, as a group and individually.
- C. Guide parents toward better techniques for working with children and skills in using materials and equipment suitable for children.
- D. Supervise parents in whatever way deemed necessary for the safe and efficient functioning of the classroom; i.e. parent promptness, workday schedules, station coverage, and completion of all tasks on station cards.
- E. Be responsible for ensuring classroom and yard area are orderly for incoming class. If a Director is teaching the last class of the day, that Director shall check that all gates, doors, and sheds are locked.
- F. Act as an ex-officio Board member, attending all Executive Board meetings and committee meetings of which the Director is a member.
- G. Act in an advisory capacity to Committee and Board members.
- H. Divide Committee responsibilities among Directors so that at least one (1) Director serves on the Rules, Budget Review, Nominating, Hiring (if not an applicant) Committees and Chair the New Director Orientation Committee
- I. Follow all licensing and NAEYC guidelines and ensure that parents in the classroom do the same.
- J. Perform functions of NAEYC Program Administrator and Co-Administrator(s) and submit annual reports as required.
- K. Participate in special school functions such as the Back to School BBQ, Other Parent Night(s), Holiday Sunday, all-school field trips, the annual Carnival and Year-End Banquet.
- L. Plan and conduct staff meetings at least once a month with the Vice President of Curriculum Support and report on these to the Executive Board.
- M. Plan and conduct monthly session meetings, except during the months when a General Meeting occurs.
- N. Schedule speakers for General Meetings.
- O. Continue professional growth through attendance at classes, education meetings, conferences and workshops.
- P. Review with substitute teachers all classroom procedures including health, safety and evacuation procedures in case of emergencies.
- Q. Renew First Aid/CPR training certificate every 2 years
- R. Demonstrate awareness of the cultural make-up of the community and incorporate elements in your classroom curriculum.
- S. Greet children as they arrive each day. If a child appears too ill to attend school, send home with parent.
- T. Maintain a sign in/out sheet for parents/guardians. Retain on file in office for at least 3 months.
- U. Interact with parents and children throughout each class session.
- V. Be available to parents after class or by phone and/or email.
- W. Lead a 20-30 minute parent conference after each class session to discuss issues of the day.
- X. Perform two assessments on each child per year; one in the fall, the second in the spring. The spring assessment will be shared with each family during a scheduled conference time.
- Y. Disseminate weekly observations of the class via email. Include any updates/information for the following week.
- Z. Disseminate monthly class curriculum calendars and newsletters.

- AA. Maintain a safe environment. Report all injuries to parents/guardians.
 - BB. Conduct earthquake drills quarterly and evacuation drills monthly. Record and maintain records of these drills in the classroom.
 - CC. Communicate with appropriate VP and class coordinator when a committee job is not being fulfilled.
 - DD. Follow all Title 22 licensing guidelines.
 - EE. Serve as an information source to other Directors, parents, members of the community. Make referrals to other agencies and schools when the need is indicated. Familiarize self with recognized agencies in the fields of parent education, guidance, and agencies that can assist with special family/child problems. Provide these referrals when the need is indicated.
 - FF. Director's must attend at least three continuing education sessions per year.
 - GG. One or more of the Directors shall conduct developmental observations (ie. Gesell testing) on kindergarten eligible children as requested by the child's parent.
- 2. Before the first day of school the Director shall:**
- A. Develop curriculum.
 - B. Prepare station cards, children's nametags and class list with assigned cubby numbers.
 - C. Meet with the Coordinator to plan the Orientation program.
 - D. Conduct an orientation session meeting.
 - E. Review all areas of the school to ensure that the proper materials are available for the planned activities.
 - F. Meet with the Vice President of Curriculum Support and Curriculum Committee members to train them for their committee job for upcoming school year.
- 3. A Director's child shall not be enrolled in any school session in which the Director has primary teaching responsibilities without Executive Board approval.**

ALL OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES ARE APPOINTED AT THE DISCRETION OF THE CHAIR AND THE APPROVAL OF THE EXECUTIVE BOARD.

F. Hiring Committee

1. Hiring Procedure

- A. The Hiring Committee shall consist of at least five (5) members representing the general membership and shall meet the following combination of qualifications:
 - 1) The President as chair.
 - 2) The Vice President of Curriculum Support.
 - 3) At least one member from each session.
 - 4) At least one returning member.
 - 5) At least one member with two years experience at SJPPNS.
 - 6) At least one current Director.
- B. In the event of a forthcoming vacancy, the committee shall:
 - 1) Review school philosophy, licensing requirements and hiring procedures.
 - 2) Define the position available and its responsibilities.
 - 3) Define the qualifications required.
 - 4) Define the salary range with the Vice President of Finance.
 - 5) Publicize the position (flyers, newspaper ads, professional associations, etc.).
 - 6) Approach potential applicants who have been recommended for consideration.
 - 7) Screen application; respond in writing to all applicants.
 - 8) Interview applicants.
 - a. Conduct 30 - 45 minute interview sessions.
 - b. Have a list of prepared questions (in Hiring Committee folder).
 - c. Clarify with applicant the job/session(s) for which he/she is applying, and the contingencies of the position. (i.e., if two sessions are available, will they only accept one, or will position be accepted only if both sessions are offered).
 - d. Have top applicant(s) spend time in the session, observing and conducting a meeting time.
 - e. If applicant is currently working in a similar setting, request to observe the applicant in his/her work setting.
 - f. A minimum of two (2) references from prior employment should be checked. Check personal references if employment references are outdated.
 - 9) Select an applicant for the position. A list of "pros and cons" should be completed for each top applicant considered.
 - 10) The Vice President of Finance, President, and Vice President of Curriculum Support shall meet to determine salary based upon experience and education.
 - 11) The candidate shall be presented to the Executive Board for approval.
 - 12) The position shall be offered to the selected applicant and a proposed contract and salary shall be presented. The President shall be present to clarify the particulars of the contract.
 - 13) The orientation procedure will begin.

G. New Director Orientation Committee

1. The New Director Orientation Committee shall:

- A. Consist of at least four (4) members and shall meet the following combination of qualifications:
 - 1) At least one Director to serve as chair.
 - 2) Vice President of Curriculum Support.
 - 3) The President.
 - 4) The Vice President of Administration.
 - 5) At least one member with two years experience at SJPPNS.
- B. This Committee shall form when the new Director is hired and obligations are as follows:
 - 1) Review the New Director Orientation binder.
 - 2) Serve as resource to the new Director for one year.
 - 3) Determine and recommend removal of probation to the Executive Board upon completion of three months of classroom instruction.
 - 4) The Vice President of Administration shall administer at least one Class(es) Director Evaluation prior to release of probation, and summarize and report findings to the Executive Board.

H. Nomination and Election Procedures

1. The Nominating Committee shall:

- A. Be convened by the President in January and shall consist of at least five (5) people, including:
 - 1) One member from each session, recruited under the direction of the Class Coordinators.
 - 2) Two members with Executive Board experience, to be appointed by the President.
 - 3) Representation from the Directors.
 - 4) None of the committee members can be running for an Executive Board position.
- B. Meet in early February with the President to:
 - 1) Appoint their own Chairperson and Secretary.
 - 2) Compile the form to solicit nominations from members.
 - 3) Be introduced to the membership at the February general meeting by their Chairperson and explain the nomination and election procedure.
 - 4) Solicit and accept nominations from members for the Executive Board.
 - 5) Meet in early March to compile a slate of candidates for the Executive Board that may have more than one person for a position.
- C. Prepare and present a written ballot at the April general meeting, calling for additional candidates from the floor for each position. Such candidates shall be nominated, seconded and written on to the ballot.
- D. Run the election, count ballots and present the results at the end of the April general meeting.

2. Election

- A. Requires a simple majority of those in attendance.

3. Candidates for the office of President shall:

- A. Have previous Executive Board experience.

4. Candidates will:

- A. Write an article in the April newsletter introducing themselves.

I. Evaluation and Director Review Procedures

1. Fall Director Review:

- A. During the first week of December, The President, Vice President of Curriculum Support, the appropriate Class Coordinator and each Director shall review action plans filed in the Director's personnel file from the previous spring to assess progress towards any goals or training plans listed.

2. All School Evaluation:

- A. The Vice President of Administration shall:
 - 1) Update evaluation questionnaires before distribution, surveying each Vice President to solicit any evaluation questions that may be pertinent to their particular office.
 - 2) Administer an evaluation in the winter; more often if deemed necessary.
 - 3) Collect completed evaluation forms in a confidential manner.
 - 4) Review All School Evaluations. Distribute Director Evaluation portion to the Director Annual Review Committee members and to the Directors.
 - a. Summarize completed forms:
 - (i) Compile positive and negative comments.
 - (ii) Review overall trends and observations.
 - (iii) Itemize proposed action items.
 - b. Present summarized information to the Executive Board for their input. Present each Vice President with information pertinent to their offices. Each Vice President and their Committee shall:
 - (i) Determine priority issues.
 - (ii) Define specific action plans with time frames and responsibilities.
 - (iii) Document other issues specifying reason(s) that action was deemed unnecessary.
 - (iv) Give action plans and timelines to the President-Elect and Vice Presidents-Elect for implementation and follow up.
 - c. Present findings to the membership at the Spring General Meeting.

3. Spring Director Annual Review:

- A. The Director Annual Review Committee shall:
 - 1) Consist of the President, the Vice President of Curriculum Support, and the appropriate Class Coordinator to assemble and administer the following:
 - a. Compile positive and negative comments.
 - b. Review overall trends and observations.
 - c. Identify areas of concern, areas of strength and significant accomplishments.
 - 2) Meet with each Director individually to:
 - a. Decide, mutually, which items need action plans and timelines, as well as develop a staff training plan, if deemed appropriate.
 - b. Have all parties sign the review.
 - c. Place copies in each Director's employment file, Vice President of Curriculum Support's files, and President's Evaluation files.
 - 3) Summarize review and report to the Executive Board.
 - 4) Give action plan and timelines to the President-Elect and Vice President-Elect of Curriculum Support for implementation and follow up.

J. Budget Review Committee

1. The Budget Review Committee shall:

- A. Consist of:
 - 1) The Vice President of Finance, as chairperson
 - 2) The President
 - 3) The Directors
 - 4) A representative from the Community Development Committee.
 - 5) A representative from the Operations Committee.
 - 6) A representative from the Curriculum Support Committee.
- B. Meet in February to:
 - 1) Review the budget.
 - 2) Propose recommendations for the budget for the following year.

K. Rules Committee

1. The Rules Committee shall:

- A. Be responsible for the maintenance of the Bylaws and the Standing Rules.
- B. Consist of:
 - 1) The Vice President of Administration, as chairperson and the person responsible for documenting all changes in the Bylaws, Reference Manual, Standing Rules, and all additional policy related documents.
 - 2) A representative from the Membership Committee.
 - 3) A representative from the Finance Committee.
 - 4) At least one Director.
- C. The Vice President of Administration will conduct an annual review of all policy documents and present changes, when necessary, to the Executive Board and the general membership prior to the end of the year, according to the Bylaws.

L. Grievance Committee

1. The Grievance Committee shall:

- A. See Standing Rules Section O.3.

M. Financial Policies

1. 2009-2010 School Fees

- A. The Executive Board shall establish Fees and Tuition for each school year, and shall publish those fees in accordance with the Policies and Procedures outlined in the Standing Rules.

2. Payments and Obligations

- A. Checks shall be made payable to SJPPNS, or San Jose Parents Participating Nursery School.
- B. A \$25.00 fee will be collected on returned checks.
- C. After one returned check, the Vice President of Finance will issue the member a letter warning of the consequences of another returned check.
- D. After two returned checks, the school will no longer accept the member's check as payment, and he/she will be required to pay all current and future debts to the school in cash or cash equivalent (cashier's check or money order).
- E. If a problem arises making a payment on time, the member should contact the Vice President of Finance or the President to arrange a payment schedule. When a member has an outstanding balance due to the school that exceeds thirty (30) days (or, for tuition, by the 30th of the month) and no arrangement has been made to pay that balance, the Executive Board will discuss reviewing the member's standing in the school at its next Executive Board meeting. The member will be given written notice of the impending membership review a minimum of five (5) days prior to the next Executive Board meeting.
- F. This policy applies to any payment due to SJPPNS by members, regardless of the purpose. To re-enroll, a member would need to clear all past debts to bring the membership into Good Standing. Any member who does not pay tuition or fees and does not make a plan to do so will have their membership placed in Bad Standing.

3. Policies and Procedures

- A. A non-refundable application fee must be submitted with each application.
- B. General liability and student insurance fees are due annually per child and are non-refundable and not prorated.
- C. Supplies and Service fees (including SCVC dues and T-shirt fee) are due annually per child and are non-refundable. Fees are not prorated for late entry families joining the school before January 1st of the school year. Families joining the school after January 1st will pay 2/3 of the fees, while families joining the school after April 1st will pay 1/3 of the fees.
- D. Tuition
 - 1) Annual Tuition is divided into ten (10) equal installments.
 - a. For all tuition payments, the first installment is due upon enrollment in May and is non-refundable. The remaining installments will be paid monthly, commencing in September or first month of school entrance and ending in May, or as one lump sum payment in September with a specified discount.
 - b. For 4-Day, the second installment is also due upon enrollment in May and is also non-refundable. 4-Day families enrolled after October 1st will pay one non-refundable installment upon enrollment. The remaining installments will be paid monthly, commencing in September or first month of school entrance and ending in April, or as one lump sum payment in September with a specified discount.
 - 2) All Tuition Installments are Non-Refundable, with the following exceptions:
 - a. Any family leaving the school before October 1st will **not** be refunded any portion of any Tuition Installment.
 - b. A family who leaves the school after October 1st with sufficient notice and all official fees paid, obligations met, and materials returned, will receive a portion of the current month's paid

installment. The amount refunded shall be determined by the number of days remaining in the month after their last day.

- c. If a 4-Day family leaves the school after October 1st, they will be refunded the first Tuition Installment originally paid upon enrollment in May
 - d. Any family leaving the school after having paid "tuition in full" will receive a prorated refund for the days remaining in the school year after their last official day.
- 3) Tuition installment is due the 1st day of each month and is subject to a \$10.00 late charge per child after the 10th of the month. The late fee will continue to accrue for each month the tuition and/or fees are late. The full installment is made each month regardless of school holidays, school vacations, or absences.
- 4) Families with two (2) or more children enrolled in SJPPNS
- a. Families with multiple children *in the same 2-Day, 3-Day, or 4-Day session* will have the option of:
 - Working one day per child per week, holding one committee job and paying full tuition; or
 - Working one day per child per week, holding two committee jobs or an Executive Board position, and paying half of the lower tuition, plus the full amount of the higher tuition(s); or
 - Working one day per week, holding two committee jobs or an Executive Board position, and paying full tuition. [Note: the Director of each session has discretion as to the number of families with multiple children who can select this option.]
 - b. Families with multiple children in different *2-Day, 3-Day, or 4-Day* sessions will work in all sessions. These families will have the option of:
 - Holding one committee job and paying full tuition for all sessions; or
 - Holding two committee jobs or an Executive Board position and paying half of the lower tuition, plus the full amount of the higher tuition(s).
- 5) A family enrolling after the first of the month will pay tuition on a prorated basis as follows:
- a. $\text{Yearly Tuition} \div \text{Sessions Days That Year} = \text{Daily Rate}$

E. Entrance Fees

- 1) Normal fall entry: Initial tuition installment and fees shall be paid in advance as outlined in Section 1 above and specified in the current membership contract.
- 2) Late entry: The first month's designated installment in full or prorated tuition plus fees are due and payable prior to admission.

F. Withdrawal/Termination of Membership

- 1) Tuition must be paid up to the date of withdrawal or termination. All other fees are non-refundable.

4. Financial Aid

- A. A Financial Aid fund shall be created by the Executive Board. Funds will be available only when the school's finances are solvent.
- B. If a family is unable to meet their financial obligations and would like to apply for assistance, they shall complete a financial aid application and submit it to the Vice President of Finance.
- C. The Vice President of Finance will review the request with the session Director and President and confirm the availability of funds. The Vice President of Finance shall respond to the request in a timely fashion.
- D. All discussions and decisions by the Vice President of Finance, President, and Director shall remain confidential.
- E. Preference shall be given to previously enrolled members.
- F. Financial aid does not cover regular registration and insurance fees.
- G. The Vice President of Finance, Director and/or President will work with families receiving financial aid regarding repayment, either monetary or through additional committee work or special projects.

N. Use of School Funds

1. Distribution of Funds

- A. Tuition funds and fees pay for, but are not limited to, the following school budget items:
 - 1) Salaries and Continuing Education for Directors, Volunteers and Teachers
 - 2) Curriculum items
 - 3) Facility expenses
 - 4) Consumable items
 - 5) Speakers for General Meetings
 - 6) Publicity and Communications
 - 7) Financial Aid
- B. Fundraising monies solicited outside our membership are not budgeted or spent until the following year. These monies are not used for operating expenses and are used only for special projects such as, but not limited to:
 - 1) Building improvements
 - 2) Scholarships
 - 3) Special curriculum items
- C. Monies raised in excess of current year operating expenses will be handled as follows:
 - 1) The first \$1000 profit will be applied to the school's contingency account.
 - 2) The remainder shall be used for, but not limited to:
 - a. Building improvements
 - b. Scholarships
 - c. Special curriculum items
- D. The solicitation and acceptance of In-kind donations (supplies, food, gift-cards, etc.) may only occur for SJPPNS activities approved by the President, a Vice President, or a Director. In-kind donations may not be transferred, resold, or traded for credit, unless the donor provides the gift for auction, raffle, give-away, or resale.

2. Accounts

- A. The Vice President of Finance maintains and has signature authority over all accounts.
- B. The President has signature authority over all accounts, and shall be able to review all bank accounts via electronic access, as available.
- C. The Finance Committee shall divide responsibilities in a way that includes checks and balances for all deposits, payments, and bank accounts. The Executive Board will review, question, and approve monthly reports from the Finance Committee.

3. Paying Bills

- A. The Vice President of Finance is responsible for using the General Funds for payment of all bills. This includes, but is not limited to, utilities, payroll, taxes and reimbursements.
- B. The Vice President of Finance will submit a report of all payments that were made during the prior month for the Executive Board's review at each monthly Executive Board meeting.

4. Making a Purchase

- A. Before making a purchase, secure pre-approval from a Director or Vice President of the Executive Board.
 - 1) Vice Presidents of the Executive Board may independently approve individual expenses up to \$200 per item.
 - 2) Directors may independently approve individual expenses up to \$200 per item.
 - 3) Unbudgeted expenses above \$200 require approval of the Executive Board.

- 4) Expenses authorized within the limits or assumptions of the Annual Budget may be approved by the President or Vice President of Finance up to an individual limit of \$500.
 - 5) All individual expenses above \$500 require approval of the Executive Board.
 - 6) The President or Vice President of Finance should review all Vice Presidents' reimbursements. The President and Vice President of Finance should review each others' reimbursements as well. This system of review will be in place to ensure proper checks and balances of purchases made and reimbursements requested by the Executive Board.
- B. Whenever possible, members are *strongly encouraged* to avoid the reimbursement process by using an approved payment method:
- 1) Use Vendors pre-approved by the Finance Committee.
 - 2) Net-30 Days payment terms are always preferred.
 - 3) Pre-approved purchases using an authorized Debit Card.
- C. Make your purchase.
- D. Submit Invoices or Reimbursement forms ***within 10 days***.
- 5. Reimbursements**
- A. Submit reimbursement form and receipt to the appropriate Vice President's box for signature.
 - B. In most cases, you will be reimbursed within thirty (30) days. If you need to be reimbursed sooner, or if you need an advance, contact the Vice President of Finance.

O. Problem Solving Guidelines

1. Dealing with a Problem

- A. A problem is defined as a conflicting situation which involves members, Directors, and/or children. In order to facilitate dealing with these situations, the following progressive Problem Solving Procedure should be followed. The parties involved must begin with Part 2A of the Problem Solving Procedure and progress through each step in order, as far as necessary. No step may be skipped, although the parties may utilize several of the options within each part.
- B. AN AGREEMENT BY THE PARTIES INVOLVED MAY TERMINATE THE PROBLEM SOLVING PROCEDURE AT ANY STEP.
- C. All decisions must be consistent with current contracts, Bylaws, Standing Rules, and the school philosophy.
- D. All those participating in the Problem Solving Procedure shall respect the confidence of the persons involved.
- E. A facilitator will be available for the Problem Solving Procedure. The facilitator will be a Director, an Executive Board member, preferably the President, or another qualified member of the school who has been made familiar with the Problem Solving Procedure.
- F. The Executive Board or a facilitator may request outside professional advice from a mutually acceptable consultant.
- G. The Session Director shall be responsible for handling a problem concerning a child's behavior during school time. The Problem Solving Procedure to be followed is the same as for any other problem.
- H. A problem concerning the Executive Board should be addressed to an individual member of the Board or to the President, as the representative of the Board. The Problem Solving Procedure will be followed.

2. Problem Solving Procedure

- A. Define the problem. In order to focus on and define the problem, a short form will be filled out which states:
 - 1) What the problem is.
 - 2) The persons involved in the problem.
 - 3) What you would like to see happen. [The facilitator will be available to help with this statement].
- B. Communication
 - 1) The Facilitator will meet with the person or group involved and present the problem, ask for a response, *and/or*
 - 2) The member may discuss the problem directly with the person or group involved, without the aid of a facilitator.
- C. Arrange a meeting
 - 1) Both parties, the facilitator, and any other interested parties shall meet together to discuss the problem. If an agreement cannot be reached after this meeting, a Grievance may be filed.

3. Grievance Process

- A. A Grievance Committee shall consist of three people, including at least one Executive Board member. The selections shall be made by the President or, if the grievance is addressed to the President, the Vice President of Administration.
- B. At the time the committee is selected, the President will request a time limitation for the committee's deliberations.
- C. The committee will meet with each party separately, then together, to see if an agreement can be reached. If at this point an agreement cannot be reached, the committee will meet to formulate recommendations for dealing with the problem to be presented to the Executive Board.

- D. A cooling-off period may be one of the recommendations. During a cooling-off period, a Director would be paid her salary but would not participate in the program; a member would pay tuition but should not participate in the program, although his/her child could continue to attend school. Each would be responsible for providing a substitute.
- E. With the consent of the persons involved, the committee may attempt further personal mediation, ask for a closed Executive Board meeting, and/or seek outside mediation.
- F. The Grievance Committee may offer alternative solutions.
- G. Executive Board
[The Executive Board will receive and review the report of the Grievance Committee and their recommendations].
 - 1) They will choose one of the recommendations of the committee, or
 - 2) If the choice cannot be made by the Executive Board, they have the alternative of taking the Grievance to the membership and allowing them to deal with the problem by a vote on the alternatives suggested by the committee.
- H. Membership
- I. The Bylaws guarantee that any vote of the Executive Board may be overturned by the general membership. Any member of the school or any staff member has the option of asking for a vote of the membership. A general meeting shall be called by the President and a quorum must be present. If no quorum is present, the decision of the Executive Board will stand. The decision of the membership is final.

P. Summer School

1. General

- A. At the January Executive Board meeting, it will be determined what, if any, Summer School programs will be offered, as well as the tuition and fees to be associated with such programs. The Vice President of Membership will create and distribute a flyer announcing the Summer school program(s) and the need for a coordinator or coordinators prior to April 1st. Should there be more persons interested in coordinator positions than there are openings, the coordinator(s) will be appointed by the Executive Board at the April Executive Board Meeting.

2. Enrollment

- A. Beginning April 1st, enrollment will be opened to children currently enrolled in 2-day, 3-day, and 4-day.
- B. If the roster is not full after two weeks, enrollment will be opened to alumni of 2-Day, 3-Day and 4-Day.
 - 1) On May 1st, enrollment will be opened to the general public ages 3 ½ - 5 at time of enrollment.
- C. If the number of eligible applicants exceeds the number of spaces available for the first two categories, a lottery shall be held. After May 1st, applications will be accepted on a first-come, first served basis.
- D. All lotteries shall be held at the school and open to the general membership. The Summer School coordinator and one Director shall supervise the proceedings.
 - 1) Families with two (2) or more children in a particular category shall be represented once in a lottery. If that family is drawn, both children shall be given spaces in that class, up to the maximum class size.
- E. Applications must be accompanied by a check for the entire tuition. If a family withdraws prior to the start of the session, tuition will be refunded only if another child is available to fill that opening. No refunds will be made after the start of the session.
- F. Enrollments shall not be shared and are not transferable.
- G. Minimum health forms (TB tests and immunization records) and Sunscreen Release form must be on record.

3. Membership Obligations

- A. Parents in the program will attend an orientation, work one day per week in the classroom per enrolled child, and perform a committee job for one week. If a parent is unable to perform a duty, he/she is responsible for finding a substitute. A family will not be allowed to participate if a working parent has not attended the orientation.
- B. Working parents shall arrive at school fifteen (15) minutes prior to the beginning of school and stay until clean up is finished.
- C. Members shall learn and follow the school philosophy.
- D. Members shall communicate any problems to the Director or Coordinator.
- E. Coordinator Responsibilities and Perks
- F. Act as membership chairperson for summer school enrollment. Collect health forms, verification of auto insurance, registration forms and tuition checks from all participating parents.
- G. Act as a liaison between members and Directors and facilitate problem solving.
- H. Help Directors with Orientation, maintain a workstation rotation, and notify the Directors of procedural problems with the session.
- I. Ensure that everyone attending Summer School has been properly oriented.
- J. At orientation meeting, supply parents with class rosters, substitute lists and a telephone tree.
- K. The Coordinator's age eligible children shall automatically be enrolled.

4. Director Responsibilities

- A. The Director shall lead the Summer Session under the guidance of the obligations, rules, policies and procedures of the regular school year.