



John Knox Cooperative Preschool Handbook

Please return when
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Revised 4/19

GENERAL INFORMATION

JOHN KNOX COOPERATIVE PRESCHOOL
7421 AMARILLO DRIVE
DUBLIN, CALIFORNIA
94568

INTRODUCTION

It has been recognized that preschool provides children with opportunities to enjoy many activities not afforded at home; to express themselves creatively through a wide variety of art and music activities, to learn techniques of getting along with others, to acquire self-discipline, and to discover the joys of learning and achieving.

The desirability of preschool training for every child has led to a variety of facility types. One of these is the parent-participation preschool. John Knox Cooperative Preschool is such a school. It has been incorporated in the John Knox Presbyterian Church since 1966 and serves as a non-profit educational institution, inspected and licensed by the California Department of Social Services. Parents, through their elected Board, actually run the school along with a professional staff of credentialed teachers.

Each participating parent serves as an assistant teacher following an orientation meeting upon their enrollment. This provides an array of talents and skills no private school could afford, with a ratio of four children to every adult, making constant supervision and individual attention possible. Beyond the satisfaction of knowing that their children are benefiting, parents feel that they are contributing to a group endeavor of real worth with lasting value.

This program is planned to supplement the home by providing special equipment and educational devices, with closely supervised play groups in a safe environment, and by following a yearly program designed to help children learn socially, emotionally, physically, and academically without pressure, and in ways that are fun to learn.

THE SCHOOL DAY

John Knox Cooperative Preschool is a very well equipped school. It has many things children love to see and do. The large classroom has three areas for the children: one for crafts (such as painting, play dough, special projects etc.); a second for blocks, dress-up, and family life play; and a third with tables for puzzles, books, games and a science table.

The play yard has swings, a play structure with two slides and climbing bars, a sandbox, playhouses, and access to wheel toys, balls, and many outdoor play toys and activities. There is a large grassy area surrounded by a cement walk for tricycles and wagons. The grass is used for playing ball, tumbling, and running.

Children are strongly encouraged to arrive on time. After putting on their name tags, they have their circle time (9:00-9:20am or 12:20-12:35pm). During this time they have a planned learning experience, pledge of allegiance, and counting. The craft is explained and the children are told what is available to them for that day.

THE SCHOOL DAY (continued)

The next 45 minutes are spent playing and learning through activities of the child’s choice. Included in these choices are play dough, puzzles, games, various manipulatives, blocks, cars and trains, dollhouse, play kitchen equipment, and dress-up. There is also a supervised craft going on at this time. Then, weather permitting, the children go outside to play on the playground equipment.

When the children come back in, they go to the bathroom, wash their hands, and then join together for singing. Next is snack time, where the children learn to share, be patient, pour their own juice, and learn good manners. A prayer of their choice is said, and one child passes the waste basket to help clean-up. They return to circle where they may be divided into two groups for more individual teaching. Then the parents are invited inside for dismissal. Specifics for individual days include:

- 3 year olds: Tuesdays - Show & tell; Thursdays - Learning experience and perceptual motor.
- 4’s: Mondays - Learning experience; Wednesdays - Letter of the week show & tell; Fridays - Perceptual motor.
- Pre-K: Mondays - Learning experience; Tuesdays - Science; Wednesdays - Letter of the week show & tell; Thursdays - Perceptual motor.

Activity highlights of the school year are such annual functions as the Halloween celebration - the children bake cookies for the party and entertain their parents and friends with a parade and party; a Christmas party for the children – this includes a gift exchange of gifts made by the parents at a Christmas workshop; Valentine and Easter celebration parties. Field trips may be taken throughout the year for the 4am class and the Pre-K class, and their last day of school is their Graduation celebration, where they receive diplomas, have a musical program, and a party for all attending.

We also consider each child’s birthday a special event. If your child’s birthday falls during the school year, it is customary for the parent to bring a special treat for the class so everyone can help celebrate. The school also has a frosted (cardboard) birthday cake with candles, so everyone can get in the spirit and sing “Happy Birthday”. The child gets to wear a special birthday crown made just for the event! If your child has a summer birthday, we celebrate it during the school year as a “half birthday”, so everyone has a celebration.

PARENT

The participating parents also play a very important part during each day of preschool. Each parent wears an apron marked with the number 1, 2 or 3. Each apron has a corresponding card indicating which area of the room the parent will work in that day, their clean-up or preparation duties for the day, and their child’s special assignment for the day: counting for attendance, saying the prayer at snack time, or passing the waste basket after snack time. Parents are assigned a different apron for each day of the week so that they get to know each room and so the child has an opportunity to experience each child’s assignment.

CLASS SCHEDULES

The preschool is made up of:

3 am class	28 three year olds (3 on or before December 2nd)	Tuesday and Thursday am 9:00 to 11:30
4 am Class	24 four year olds [4 on or before December 2nd]	Monday, Wednesday and Friday am 9:00 to 11:30
Pre-K Class	24 four and five year olds (older 4’s (age subject to change) and 5’s)	Monday, Tuesday, Wednesday and Thursday pm 12:20 to 3:15

REGISTRATION

An ongoing waitlist is maintained by the Registration Chair throughout the year for future classes. Registration is usually in February and is based on the waitlist according to date signed up. If a child is on the 3 am waiting list and is not called for the 3 am class, the child will have a priority for the following year's 4 am class. Children in the present 3 am class will automatically be pre-registered for the following year's 4 am class or Pre-K afternoon class as directed by the parent. Siblings (families that had a child in the preschool previously), children of past students, and church members, must place their names on the waiting list prior to December 31st of the previous year to receive priority during the February registration.

A registration fee is required from each student each school year. This fee is non-refundable.

Other fees are explained in the Standing Rules section. The members will be notified before the school year begins if there are any changes, but any extreme changes are unlikely. The reason for this is that the Standing Rules would be made by the "present" Preschool Board to reflect the "present" views and financial situation of the school.

TUITION REQUIREMENTS

Annual tuition may be divided into ten payments for the convenience of families. One payment will be due when the registration packets are returned in the spring. This payment is non-refundable and cannot be applied to any other payments. The second payment is due at the Parent Orientation in August. The remaining 8 payments are due the 1st day of each month, and are considered late after the 6th. Fines are strictly enforced unless the Tuition Chair has been notified that the payment will be late.

PARENT'S RESPONSIBILITIES

The pre-requisites of joining John Knox Cooperative Preschool are that

- (1) EACH parent must agree to help with the maintenance of the school.
- (2) ONE parent must participate in the classroom approximately one week out of every six weeks, or when scheduled.
- (3) One parent must attend each of the three mandatory events - attend the Parent Orientation, work at the Fall Festival, and participate in the Christmas Workshop.
- (4) BOTH parents must read, understand, and abide by the Constitution, By-Laws, Standing Rules, and Admissions Agreement of the school.

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JOHN KNOX COOPERATIVE PRESCHOOL

CONSTITUTION

ARTICLE I

NAME LOCATION AND ORGANIZATION

- A. The name of this organization shall be John Knox Co-op Preschool.
- B. The principal office of the school shall be at 7421 Amarillo Road, city of Dublin, county of Alameda, state of California.
- C. This organization is authorized by and under the jurisdiction of the Session of John Knox Presbyterian Church of USA, the State Department of Social Services, and operated in full accordance with the provisions thereof.

ARTICLE II

PURPOSE

- A. The school shall operate as an extension in the area of education and as a missionary outreach of the John Knox United Presbyterian Church of Dublin.
- B. To operate a non-profit pre-school experience for children.
- C. To extend the educational opportunities for the physical, emotional, social, and spiritual development of the child.
- D. To offer the parents opportunities to learn more about children and to improve methods of guiding them by objective observations and active participation in the daily preschool program.
- E. To encourage the parents to carry this training into the home life. This provides a setting for the whole family to grow in the understanding and experience of the Christian faith. The surest foundation for the child's steady religious development is laid when parents continue to grow as Christians.

ARTICLE III

GENERAL POLICY

- A. No part of the net earnings of the school shall ensure to the benefit of or be distributed to its members, officers, or other private persons. The school shall be authorized and empowered to pay reasonable compensation for services rendered which have been approved by Session and to make payment for purposes set forth in Article II.
- B. No substantial part of the activities of the school shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The school shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- C. The necessity of Bookkeeper's compensation will be determined annually by the Preschool Executive Board.
- D. Notwithstanding any other provision of the Articles, this school shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of this school.

*ARTICLE IV***FINANCES**Section 1--Fiscal Year

The fiscal year shall be from July 1 to June 30.

Section 2--Income

- A. Income shall be derived from fees and tuition. (to be determined by the Board of the Preschool)
- B. A majority vote of the membership shall be necessary to levy any special assessments.

Section 3--Expenses

- A. Directors and Teachers salary will be determined by the Preschool Executive Board according to the salary scale adopted by the Preschool Board.
- B. Purchases of equipment in excess of \$300.00, not shown in the budget shall be approved by the Preschool Board. Purchases of equipment in excess of \$500.00 not shown in the budget shall also be approved by the Session.

Section 4- Audit

The financial records of the preschool shall be audited by July 31 of each year by the Financial Committee of the Session and the results of the audit reported to the Session as well as the Preschool Board.

Section 5--Budget

The annual budget shall be submitted to Session for its approval prior to the school year.

Section 6--Financial Report

A year-end finance report will be submitted to Session annually after each fiscal year ending June 30th. Quarterly financial reports will be available to members upon request.

*ARTICLE V***SCHOOL SESSIONS AND CALENDAR**Section 1--School Sessions

The school shall be conducted in the following sessions:

The 4 am class (with kindergarten readiness) meets Monday, Wednesday and Friday.

The Pre-K afternoon class (with kindergarten readiness) meets Monday, Tuesday, Wednesday and Thursday.

The 3 am class meets Tuesday and Thursday.

Section 2--School Calendar

The August opening date and May closing date shall be determined by the Preschool Board and Director. The dates shall run approximately the same as those of the Dublin School District. Holidays and vacations shall run in accordance with the Dublin School District calendar also.

ARTICLE VI

MEMBERSHIPSection 1

The preschool shall be operated on a non-discriminatory basis without regard to race, color, religious background, national origin, or ancestry, with the following exceptions:

In February of each year, enrollment preference will be granted to

- (1) Families who are currently enrolled.
- (2) Families who have been enrolled in the past who placed the child's name on the priority list by December 31st of the previous year.
- (3) Church members in good standing who placed the child's name on the priority list by December 31st of the previous year.

Section 2-- Student

- A. Attendance is limited to children between the ages of three and six years old on or before December 2nd and shall be accepted from a priority list, as stated in Section 1, and thereafter on a first come, first served basis.
- B. The student must be toilet trained.
- C. A medical report and required shots must be completed and returned to the Vice-President prior to the first day of class. Exceptions to this rule may be made for personal or religious reasons with the approval of the Preschool Board.

Section 3--Parents

- A. The parents shall become members of the preschool upon the student's acceptance from the priority list and the payment of fees and tuition as defined in the By-Laws.
- B. Parents shall assist in the supervision of the children in the preschool under the supervision of the Director approximately one week of each six. The working parents (or other adult) must be at the school no later than 5 minutes before the start of class.
- C. Parents shall be responsible for finding a substitute on days when unable to work. This can be done by trading with another parent or by hiring a paid substitute approved by the Preschool Board.
- D. Parents who work outside the home must be sure that their profession does not interfere with their participation on the preschool work days or their occasional help on special projects for the preschool.
- E. Each parent shall be responsible for a specified number of hours of maintenance work for the preschool. This specified number shall be decided by the Preschool Board as a Standing Rule. A record shall be kept by the Maintenance Chair. A charge will be assessed to parents who do not put in the required time. This charge will be determined by the Preschool Board.
- F. In addition to the specified number of maintenance hours required from each parent, one parent in each family shall be required to help with or assist on the Fall Festival.
- G. Parents shall be expected to attend general meetings to be held if deemed necessary by the Director and the Preschool Board.
- H. All parents (or other adult) who work in the preschool shall fulfill the following health requirements:
 - Must have a PHYSICAL exam no more than 6 months prior to the time the child begins school. Results are considered current for two consecutive years.
 - Must have a TB TEST no more than 6 months prior to the time the child begins school. The TB Test must be updated every 24 months thereafter. The completed health form must be submitted to the school before the parent (or other adult) can work.

SECTION 3--PARENTS (continued)

- I. Leave of absence:
 1. Maternity: Expectant mothers are entitled to 6 weeks leave of absence but must make arrangements for all lost working days whether by the alternate system or by paid substitute before such leave is taken.
 2. Emergency: Leave of absence due to illness may be taken by arraignment as specified in Section 3,C.
 3. Vacations: Participation days must be arranged in advance by alternate system or paid substitute.
- J. The Director and or teachers shall meet with the prospective member and child before admission to the preschool.

SECTION 4--FINANCIAL OBLIGATIONS OF MEMBERSHIP

- A. Registration fee must be submitted upon receipt of the registration forms.
- B. Tuition: Annual tuition may be divided into 10 payments. The first payment is due when the registration forms are returned (this tuition payment is **non-refundable**.) The second payment plus a craft fee and activity fee, is due at the Parent Orientation in August. The remaining 8 payments are due on the first of each month, September through April.
- C. Continuing students from the 3 am class will automatically be pre-registered for the 4 am class or Pre-K class. A new registration packet and fee are due as specified above.
- D. Annual Tuition:
 1. Tuition fees are to be determined annually by the Preschool Board and recorded in the Standing Rules. Session is to be advised of any changes in tuition fees.
 2. Tuition payments must be prepaid by the 1st of each month with a fine for late payment after the 6th.
 3. A child may be dropped for non-payment after the 15th.
 4. No deductions will be made for holidays or early withdrawal.
 5. In cases of prolonged absences (more than 2 weeks), see Director of John Knox Cooperative Preschool.

SECTION 5--WITHDRAWALS

- A. A 4 week notice prior to withdrawal would be appreciated whenever possible. Notification to be given to the Director and the Tuition Chair. No moneys will be refunded in the event of a withdrawal.
- B. In case of inability of either the child or the parent to adjust to the preschool environment, the Preschool Board shall have the authority to request their withdrawal. The first month of enrollment shall serve as a probationary period.

SECTION 6--GENERAL RIGHTS OF MEMBERS

- A. One member in each family shall be entitled to vote.
- B. Any member may hold an elective office.

*ARTICLE VII*MEETINGSSection 1--General Meetings

- A. General meetings may be called by the Preschool Board if necessary.

Section 2--Quorum

- A. One-half plus one of the total member families shall constitute a quorum at a meeting called by the Preschool Board.

*ARTICLE VIII***AMENDMENTS**

- A. The Constitution (pages 5-9) may be amended at a meeting of the preschool parents, or by special ballot. Adoption of the amendment shall require a two-thirds vote of the total active membership and a final approval of the Session. Notice of amendment to be voted on must be submitted to membership at least ten days in an advance of the vote. Amendments may be recommended by the Preschool Board, the membership, or the Session.
- B. An amendment to the By-Laws (pages 10-18) requires a quorum of the total active membership. Notice of amendment to be voted on must be submitted to membership at least ten days in advance of the vote.

*ARTICLE IX***STANDING RULES**

- A. Standing Rules shall consist of any rules, or rule reinforcements, deemed necessary by the Preschool Board or the general membership through Board representation, that are not stated or clearly defined in the Constitution or By-Laws. These rules should be considered temporary and need to be revised and/or reviewed yearly by the Executive Board, with Board approval, for the benefit of the preschool, its staff, and membership, rather than written into a permanent document.
1. Standing Rules apply to the following, and anything else applicable:
 - a. Budget
 - b. Tuition amounts
 - c. Family's maintenance hours and fines
 - d. Opening and closing days of school
 - e. Registration and function dates
 - f. Scholarship and/or requirements
 - g. Staff salaries
 - h. Price and/or work deductions on second children attending the school the same year
 - i. Enforcement of membership requirements
 - j. Amount of registration and craft fees
 - k. Fees paid to paid substitutes
 - l. Any openings held for kindergarten returnees
- B. These rules shall be passed by a majority vote of the Board, with the exception of teaching staff salaries, which will be agreed upon between the Executive Board and the staff. In the event an agreement cannot be reached in this respect, the whole Board shall solve any discrepancies by a majority vote.

*ARTICLE X***RULES OF ORDER**

Basic parliamentary procedure shall ultimately govern the procedure of all meetings of the Preschool Board and general membership.

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JOHN KNOX COOPERATIVE PRESCHOOL BY-LAWS

ARTICLE I

THE PRESCHOOL BOARD

SECTION 1

The function of the Preschool Board is to act as representatives of the general membership in governing the school under the stipulations and limitations of the John Knox Cooperative Preschool Constitution.

The Preschool Board shall consist of all elected officers, appointed officers, the staff and/or including a representative of the John Knox Presbyterian Church. The representative from the church must meet with the approval of the church Session.

It shall be the Preschool Board's responsibility to:

1. Read, understand, and abide by the Constitution, By-Laws and Standing Rules.
2. Meet at least once month during the school year and at least once during the summer, or upon call of the President, or any three members of the Board or general membership.
3. Make and/or approve of all Standing Rules.
4. Enforce the educational philosophy regarding the school as outlined by the lead Director.
5. Executive Board is to assist the Director in hiring or discharging any staff members.
6. Date and keep records, for as long as needed, of duties they have performed throughout their term, to be used as reference for future Board members.

SECTION 2- TERMS OF ELIGIBILITY

A. Officers

1. All officers shall be present members of John Knox Cooperative Preschool, with the possible exception of the Treasurer. She/ he does not have to be a member of the school, but must meet the approval of the present Board before running for office, and the future Board after elected.

B. Staff

1. Each member must fill out an application for employment that must remain on file while employed by the school.
2. Each staff member must sign a contract annually stating the terms of the staff member's employment.
3. Each staff member must provide a physician's report annually and a negative TB test every 24 months to the Vice-President.

SECTION 3-INDIVIDUAL RESPONSIBILITIES OF EACH BOARD MEMBER

- A. Officers
1. President is to:
 - a. Preside at all general and Board meetings of the preschool.
 - b. Report at meetings concerning the progress of the preschool.
 - c. Insure that the duties of the staff, Board, and members are clearly defined to them, and that all members are participating actively.
 - d. Fill unexpired terms of officers, subject to the Preschool Board's approval.
 - e. Sign all necessary documents.
 - f. Notify any member who is being dropped due to non-payment.
 - g. Be responsible for keeping the President's book up to date.
 - h. See that at least one summer newsletter is sent out to the incoming membership.
 - i. See that late-in-the-year members are properly orientated and receive a letter of welcome from the school.
 - j. Attend any meetings of the Executive Board.
 - k. Assist the Fall Festival Chair with the FF.
 2. Vice-President is to:
 - a. Assume the President's duties in the President's absence.
 - b. Handle leave of absence requests by any members.
 - c. See that all members complete any forms required by the Preschool and state, prior to first day of school.
 - d. Keep the health forms up to date for the children, parents, and staff.
 - e. Provide State forms for inclusion in registration packets.
 - f. See that a list of allergies is posted.
 - g. Keep the school files in order.
 - h. Contact any members that have not voted in required elections.
 - i. Attend any meetings of the Executive Board.
 - j. Assist the Fall Festival Chair with the FF where needed (may reserve outside contractors for FF).
 3. Secretary is to:
 - a. Keep minutes of general meetings and Preschool Board meetings. Said minutes should be reproduced and given to each Board member at the following Board meeting and posted in a conspicuous place for all members. Also provides a copy to the Session.
 - b. Handle all correspondence and mailings, including
 - i. Acknowledgment of any physical or material donations to the school above required duties.
 - ii. Acknowledgment of all employment applications.
 - c. Date all written material Secretary produces.
 - d. See that current copies of the By-Law, Constitution, and necessary Standing Rules are available for all new members at the time of their registrations, and to the general membership upon request.
 - e. Compile the Orientation packets for the Orientation with assistance if necessary from Hospitality. Responsible for updating packets if necessary each year.
 - f. Reproduce and send out any thank you notes and notices throughout the year.
 - g. Attend any meeting of the Executive Board.
 - h. Assist the Fall Festival Chair with the FF where needed
 - i. Type and distribute the newsletter.

SECTION 3 continued

4. Treasurer is to:
 - a. Direct the financial affairs of the preschool by:
 - i. The preparation of an annual budget with the assistance of the Executive Board; and present it to the Board and Session for approval.
 - ii. Posting said budget and a quarterly financial report in a conspicuous place for all preschool members, and submitting quarterly report to the Church Session. Also have either available on request to any members of the school or church.
 - iii. Collecting and dispensing of moneys for the school according to the annual budget.
 - iv. Keeping a record of all financial transactions. Guarantees for any purchases are kept in school files.
 - b. See that the equivalent to one month's staff salaries remain in a preschool savings account at all times.
 - c. Maintain the preschool's bank account, deposit all money (except tuition's), and pay bills.
 - d. Pay John Knox Presbyterian Church on the 1st and 15th of each month a check for the gross salaries. The Church will then pay the teacher's salaries, making the necessary deductions. Ensure the Church Treasurer is notified of any extra hours that may have been worked by any of the teachers.
 - e. Have all books audited at the close of each fiscal year by the Church Auditing Committee.
 - f. Attend any meetings of the Executive Board.
 - g. Chair tickets sales for the Fall Festival.

5. Registration Chair is to:
 - a. Have the primary responsibility of enforcing the registration rules which determine the membership requirements of the school, as stated in the Preschool Constitution.
 - b. Maintain the list of children for upcoming years in the registration binder by date of inquiry.
 - c. Answer any phone inquiries about the school
 - e. Make-up packets for registration - checking with Vice-President and Director for updated forms.
 - f. Set registration dates and have Board Church Liaison reserve rooms.
 - g. Be in charge on registration days. Forward registration fees collected to the Tuition Chair.
 - h. Collect returned registration packets and forward forms and moneys to correct Board Members.
 - i. Provide preliminary class lists for all Board members at summer Board meeting.
 - j. Make appointments for parents who wish to view the school.
 - k. Enroll new children as vacancies occur and inform the necessary Board members.
 - l. Provide up-to-date class lists for all Board members and classes throughout the school year.
 - m. Assist the Fall Festival Chair with the FF where needed.

SECTION 3 - continued

6. Tuition Chair is to:
 - a. Be responsible for receiving and recording all tuition.
 - b. Depositing said tuitions in the bank each month. Deposit slips are to be made in triplicate: one for the Treasurer, one for the bank, and one for the Tuition Chair's records.
 - c. Contact any member who has not paid by the 6th of each month, and enforce any fines as described in the Standing Rules.
 - d. Maintain a list of all past members of the school, including addresses and phone numbers if possible.
 - e. Prepare tickets needed for the Fall Festival, and assist Treasurer with ticket sales for the event.

7. Maintenance chair is to:
 - a. Be responsible for scheduling parents to do the general housekeeping of the school, including the following:
 - i. Shampooing the carpets as needed.
 - ii. Washing windows as needed.
 - iii. Cleaning toy shelves and washing toys as needed.
 - iv. Maintenance of the toys and dress-up clothes.
 - v. The packing and unpacking of necessary materials at the beginning and end of the year.
 - b. Be responsible for a member to be in charge of:
 - i. Birthday crowns throughout the year.
 - ii. Birthday calendars throughout the year.
 - iii. Laundry throughout the year (dish towels, aprons, etc.).
 - c. Be in charge of, and keep record of work done by members throughout the year.
 - d. Be responsible for maintaining the outside buildings and grounds used for the preschool by enlisting the aid of the other parents.
 - e. Maintain and repair any equipment used by the school, or anything else in need.
 - f. Inform parents, with the assistance of the Director, who have not abided by the requirements and/or fines, as stated in the Standing Rules.
 - g. Support the FFChair, coordinate set-up with Hospitality and chair the Clean-up Committee for the Fall Festival.

8. Purchasers are to:
 - a. Stay as close as possible to the allotted funds.
 - b. Keep records of all expenditures in triplicate: one for the Treasurer; one for the Director; and one for the Purchaser's records.
 - c. Replenish food and supplies as needed, always keeping at least a two week supply on hand.
 - d. Post a check list of needed supplies.
 - e. There will be two purchasers; one for food (anything edible), and one for other supplies.
 - f. Food Purchaser will chair Food Committee for the Fall Festival.
 - g. Supply Purchaser will chair the Games and Prizes Committee for the Fall Festival.

9. Publicity is to:
 - a. Be in charge of publicity of the preschool with the local media.
 - b. Be responsible for the upkeep of the school scrapbook and present it at all general functions of the membership.
 - c. Be in charge of retaining a photographer for the class pictures, after the Board's approval.

SECTION 3- continued

Publicity Chair continued

- d. Coordinate sales of Scholastic Book orders.
 - e. In charge of booth signs, flyers, and maps for FF.
10. Hospitality Chairs are to:
- a. Arrange for refreshments for all general meetings and functions at the school if needed.
 - b. Be the chair of the parent Orientation at the beginning of each school year. Coordinate theme, decorations, menu, and set-up of this Orientation and advise Maintenance of needed "set-up" crew. Create invitation to Orientation and forward to the Secretary, and assist Secretary in preparation of the Orientation packet if necessary.
 - c. Coordinate with the Director, to obtain a room mom for each class and coordinate with them.
 - d. Hold parent coffees throughout the year.
 - e. Stay as close as possible to the allotted funds as stated in the budget and see that class parties are presented on an equal basis.
 - f. Coordinate with Maintenance and FF Chair the "set-up" for the Fall Festival. In charge of decorations for the festival.
11. Class Schedulers are to:
- a. There will be one appointed for each class.
 - b. Each scheduler is to be responsible for their particular class regarding:
 - i. Having the necessary amount of parents scheduled to work each day.
 - ii. Distribution work lists to class members for no less than a three month period, beginning at the Parent Orientation.
 - iii. Relay any grievances from their class to the Board.
 - iv. Any class money collecting.
 - v. Name tags for each class member (before and during the school year).
 - vi. Orientation and welcoming late-in-the-year members by:
 - 1) Seeing that the child meets with a member of the staff on or before the child's first day of school.
 - 2) Showing the parent around the school on or before the child's first day of school.
 - 3) Explaining the working procedures of each of the school's rooms on the day the new parent begins to participate.
 - 4) Preparing a name tag for the child or before the child's first day of school
 - c. 3 am scheduler will be in charge of calling those on next year's waiting list to invite them to the Fall Festival. 4 am schedulers will be in charge of calling last year's class to invite them to the Fall Festival. Pre-K scheduler will contact the last two years of Board families to remind them of the Fall Festival.
12. Church Liaison is to:
- a. Act as a liaison between the preschool and the church.
 - b. Assist the FF Chair with the Fall Festival where needed.
13. Ways and Means Chairs are to:
- a. Be in charge of all fund raising events throughout the year.
 - b. Arrange for notices to be sent to all families notifying them of upcoming events.
 - c. Summarize each project and give explanation of all expenses (where purchased, quantity, and price)
 - e. Provide a list to the Secretary of all donations to be acknowledged.
 - f. Chair the Silent Auction and be in charge of donations and organizing a Packaging and Wrapping Committee for the Fall Festival.
14. Fall Festival Chair is to:
- a. Supervise all aspects of the Fall Festival, delegating to designated Board members various responsibilities. May have assistants as necessary.
 - b. Coordinate parents working shifts during the Fall Festival.
 - c. Provide a list to Maintenance of the number of workers needed for the FF.
 - d. Chair the post-FF meeting to review the FF.

SECTION 3- continued

15. Web Master is to:

- a. Maintain the website as specified by the Director.
- b. Help/train the Board regarding the website and email.
- c. Be responsible for maintenance of laptop and peripherals.

B. Staff

1. The Director is to:

- a. Act as the staff representative of the school.
- b. Assist the Board with the license renewal of the school, and any correspondence with the state.
- c. Supervise, and be responsible to the Board, Children's Ministry of the Church, and the Church Session for the educational policy and philosophy of the school as a whole.
- d. Act as an advisor to each class teacher, and help coordinate their daily sessions, if needed.
- e. Keep abreast of state requirements regarding the preschool, inform the Board of any changes required, and sign all necessary state documents.
- f. Enlist and train parent leadership by coordinating a Parent Orientation workshop as close as possible to the beginning of the school year, and any other ways the Director feels would be beneficial.
- g. Be responsible for, and supervise, the quality of education of the parents and students of the class
- h. Coordinate daily activities with the teacher for the class.
- i. Be present at Executive Board meetings.

2. Assistant Director

- a. Assist the Director as necessary.
- b. Act as Director in Director's absence.
- c. Oversee administrative paperwork (field trip notice, letter of the week etc.)
- d. Help supervise and coordinate the class program as outlined by the Director.

3. The Class Teacher is to:

- a. Help supervise and coordinate the class program as outlined by the Director.
- b. Act as Director in the event the Director or Assistant Director is unavailable, unless other arrangements have been made.

*ARTICLE II*SECTION 1- THE EXECUTIVE BOARD

A. The elected officers of the John Knox Cooperative Preschool shall consist of the President, Vice-President, Secretary, and Treasurer. Including the Director, this shall also be referred to as the Executive Board.

B. The Executive Board shall appoint members of the school to the following offices:

1. Registration Chair
2. Tuition Chair
3. Maintenance Chair
4. Purchasers: a) Food and b) Supply
5. Publicity Chair
6. Hospitality Chairs (2)
7. Class Schedulers (3, one for each class)
8. Ways and Means Chairs (2)
9. Church Liaison
10. Fall Festival Chair
11. Web Master

ARTICLE II

SECTION 1- continued

- C. It shall be the Executive Board's responsibility to meet before mid-January to make recommendations to the entire Board at the January meeting regarding:
1. Review and/or revision of the budget (including tuition increases for the next school year prior to February registration).
 2. Review and/or revision of the Standing Rules.
 3. Review and/or revision of the By-Laws and Constitution.
- D. Also it shall be the Executive Board's responsibility to meet in March to come to an agreement with the teaching staff regarding their salaries for the coming year (See John Knox Cooperative Preschool Constitution, Article VII, C):
- i. The Director shall contact each teaching staff member individually before and after the above meeting to discuss any school or salary problems.
 - ii. Contracts should be signed yearly before June 1st, and produced in triplicate: a copy for the employee, a copy for the President, and a copy for the Treasurer.

SECTION 2 - ELECTION OF THE EXECUTIVE BOARD

- A. Nominating Committee:
1. In January, the President shall post, for at least two weeks, a notice for the purpose of asking for volunteers for a nominating committee. The function of this committee is to nominate members for elective offices. This committee shall consist of at least five members:
 - One representative from each class
 - One present Board member (non-staff)
 - One staff member
 - and anyone else interested
 2. A chairperson of this committee should be agreed upon by the members, and it shall be the chair's responsibility to:
 - i. Send out a notice to all class members asking for nominations at least two weeks before the committee meets.
 - ii. Count the ballots.
 - iii. Inform nominees of election results.
 - iv. Inform the Vice-President of members that have not voted.
 - v. Contact all nominees for their approval.
 - vi. Post all nominees for the general membership to review at least two weeks before elections.
- B. Terms of Election
1. Elections should be held before the 15th of May so the new Executive Board can meet as soon as possible.
 2. Elections can last as long as two weeks.
 3. All members must vote, including the staff. One vote per family.
 4. The nominees shall be elected by a majority vote of the full membership.

*ARTICLE II*SECTION 2 continued

5. Elections are to be held by secret ballot with each member's name on it that should be ripped off before depositing it in the ballot box. There should be a roster present so each member can cross off their name indicating they have voted.
6. Officers shall serve a term of one year, unless re-elected, commencing at the formal end to the present school year.
7. A joint meeting of the outgoing and incoming officers, including appointed officers, may be held as soon after elections as possible to exchange all records of the office. If there is not a joint meeting, it shall be the previous officer's duty to get all of their records to the new officer.
8. Unexpired terms of officers will be filled by the President, meeting the Board's approval.
9. Officers who fail to perform their duties may be removed from office by a majority vote of the Board.

*ARTICLE III***BY-LAWS OR CONSTITUTIONAL AMENDMENTS**

- A. Terms of Elections regarding Constitutional Amendments
 1. Notice of any amendments to be voted upon must be submitted to the general membership at least two weeks in advance.
 2. Such elections may be held any time of the year.
 3. Elections can last as long as two weeks.
 4. All members of the general membership, including staff, are required to vote and have one vote per family.
 5. Elections are to be held by secret ballot as described in Article II Section 2 B,5, of the John Knox Cooperative Preschool.
 6. To amend the Constitution, a 2/3 passing vote of the full membership is required, with the final approval of the church Session.
 7. To amend the By-Laws a majority passing vote of the full membership is required.

ARTICLE IV

MEMBERSHIP REQUIREMENTS

- A. At least one parent must attend the Parent Orientation and the Christmas Workshop. Also one parent is required to work at the Fall Festival.
- B. Each parent must put in the specified number of maintenance hours or pay a fine, as outlined in the Standing Rules.
- C. One parent must vote at all elections.
- D. Each parent must be responsible for informing the Maintenance Chair of hours worked towards maintenance requirements.
- E. Parents must be responsible for obtaining any school notices passed out in the event they are not present at the time of distribution.
- F. Upon registration, each family must pay a registration fee per child that is not refundable. The amount of the fee shall be a Standing Rule set by the Board,
- G. Parents must see that their child has a physical exam no more than 6 months prior to entering school. The physical is required per state requirements, and a physician's report must be signed by a doctor and submitted for registration each year. The child must have a TB test per state requirement. The completed health form must be submitted to the Vice-President prior to the child's first day of school.
This is a state law (preferably prior to August 1st).
- H. Each parent must fill out the necessary forms given to each family upon registration and have them back to the Vice-President before the school year commences.
- I. As stated in the John Knox Cooperative Preschool Constitution:
 - 1. The working parent must have a physical exam no more than 6 months prior to the time the child begins school. Results are considered current for two consecutive school years. Must have a TB test no more than 6 months prior to the time the child begins school. The TB test must be updated every 24 months thereafter. The completed health form must be submitted to the Vice-President before the parent can work.
 - 2. On days they are participating, each parent should arrive at least 5 minutes before the school begins.
 - 3. If parents cannot work on their scheduled days, it is their responsibility to find a substitute, paid or otherwise.
- K. All parents must read, understand, and abide by the John Knox Cooperative Preschool Constitution, By-Laws, and Standing Rules (including Admission Agreement see page 19).
- L. Any exceptions to above requirements must have the Preschool Board's approval or the possibility of their dismissal may be considered.