

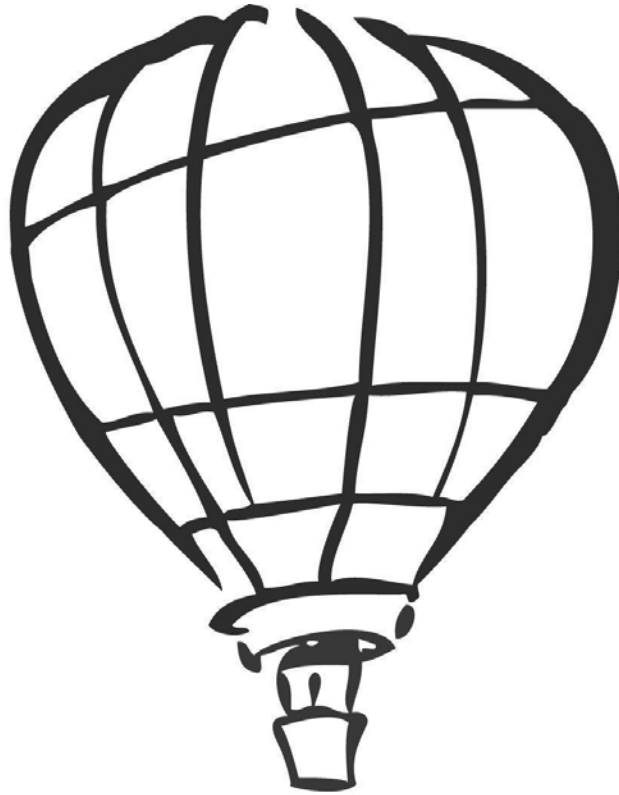
**Parents and Children Learning Together**  
RPCP Handbook 2015-2016

# **Parents and Children Learning Together**

<http://www.rcpreschool.org>

**2015-2016**

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# Redmond Parent Cooperative Preschool

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## **Redmond Parent Cooperative Preschool's Mission**

*To foster the development of a strong family unit by involving parents in the early education of their children and in their own education as parents.*

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## **Welcome to Preschool!**

Welcome to RPCP. We hope that you and your child have a great year with us.

RPCP is a cooperative Parent Education Program, affiliated with Lake Washington Institute of Technology (LWIT). Our primary goal is to supply you with useful parenting information, while at the same time providing a creative and nurturing environment in which your child can grow and learn. At RPCP, our children learn from their environment, each other, their teachers, and other adults. With parents/caregivers and teachers working together, and parents/caregivers helping and learning from one another, all of our children will benefit.

You make it work! The success and value of any parent cooperative Preschool depends on the conscientious effort of each parent/caregiver. Under the guidance of LWIT instructors, parents/caregivers gain insight into the behavior of their child in particular, as well as children in general. RPCP is a serious educational project for both parent/caregiver and child, requiring dedication and commitment of time, talent, and energy of each individual member. The benefits for you and your child will more than compensate for the day-to-day work involved in keeping the preschool functioning.

RPCP strives to provide quality education and serves families from diverse backgrounds. Joining co-op means joining a network of supportive families who are also working to give their children superior learning experiences while continuing to grow themselves. Co-op parents/caregivers have the privilege of seeing their children interact in a classroom setting. Co-op children benefit from witnessing the spirit of mutual helpfulness modeled by theirs and other parents/caregivers.

Monthly parent education classes are designed to help you increase your understanding and enjoyment of your child's development. Your weekly involvement in the Preschool classroom allows you to share new friends and experiences with your child. We also have books in our library (both parent education and children's titles) that you can check out. Additionally you will have the opportunity to purchase top quality books throughout the year with our Scholastic Book Program.

RPCP is run by a Board of Trustees. The Board consists of ten executive Board members and a Parent Leader from each class. All positions are voluntary and held by members of the cooperative. A copy of the RPCP Standing Rules and Bylaws can be found at <http://www.rcpreschool.org> for your review. The Board generally meets the 4th Monday of each month at the school. The Board of Trustees is here to serve you, and welcomes your input.

We are looking forward to an exciting year, and we hope that you and your child will enjoy and benefit from this program.

*Board of Trustees,  
Redmond Parent Cooperative Preschool*

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## **History of Our School**

RPCP began in January 1962, holding classes at Faith Lutheran Church in Redmond. The beginnings were difficult with no equipment, no money, and little experience. With each additional year, we added more equipment and generally enriched our beginnings.

In 1965, we moved to the caretaker's house at Marymoor Park. The building was not luxurious but it was a delightful place to hold Preschool for several years. As the County Parks Department began further development of Marymoor Park, the old caretaker's house was demolished, leaving the Preschool without a home.

The summer of 1972 was spent negotiating with the County Parks Department. We were unable to negotiate a permanent site at Marymoor Park, but we did obtain temporary use of the south wing of the "Big House" for three years. At the end of this time, our members were deeply involved in fundraising to ensure the future of the school.

In early 1977, we reached an agreement with the Lake Washington School District (LWSD) to use some space at the recently purchased Nike site. We spent many hours of hard work adding Winnie-the-Pooh murals, outdoor play equipment, a kitchen, and much more. But rising costs for heating and electricity caused rent at the Nike site to rise beyond our means.

During the summer of 1985, we moved from place to place searching for a new home. We found one at the Union Hill Alliance Church and, with the help of some parents, worked hard to upgrade the rooms we used. After one year, the church decided to open its own preschool. Fortunately, the administrator of the Nike site allowed us to return at a reduced rent for one year to give us time to look for a more permanent location.

In 1986, we negotiated with LWSD for the use of two adjoining classrooms in Redmond Jr. High School. We were able to stay there for three years before growth in the school district had us looking for a facility again.

In 1990, we were able to lease the unused basement of the Education Wing of the Redmond United Methodist Church. Darlene Bartron (former 4's teacher) and Sharon Pearson (former 3's teacher) took a grant writing class during this time. Along with the hard work and dedication of a group of parents and Board members, they were able to successfully acquire \$40,000 in grant money from a number of local companies. The grant money was not enough to buy our own building; however, we were able to negotiate an ongoing five-year lease with the church, which allows us some stability to this day. The grant money was used for capital improvements to our leased areas.

The church and Preschool function as separate organizations. This means we pay rent and maintain our own facility. The church has also been very generous and flexible about mutually beneficial improvements, rent payment schedules, and use of parking facilities.

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Key improvements to the space at Redmond United Methodist Church are:

- 1990 Painted Preschool interior; fenced outdoor play area; installed vinyl flooring in the sand, art, and play areas; built existing wood cabinets.
- 1991 Enclosed the stairwell and installed a door to the upstairs; purchased siding for the building we occupy; began installation of the bathroom.
- 1992 Purchased the awning for the entry; completed the installation of the bathroom; replaced the vinyl floor in the kitchen; purchased a new entry door.
- 1993 Painted the kitchen cupboards.
- 1994 Extended the entry walkway; added a gate at the entry; added more fencing around the outdoor play area.
- 1995 Added outdoor lighting.
- 1996 Painted Preschool interior; painted outside stairwell walls.
- 1997 Installed a dish sanitizer in the kitchen; installed new carpet in the Preschool; installed vinyl flooring in the woodworking and snack areas; hung wallpaper border; painted mural on outside stairwell.
- 1998 Built new dress-up closet; replaced pump and grinder (split cost with Church).
- 2000 Installed new commercial-grade vinyl flooring in kitchen; painted lower kitchen cabinets; replaced boiler (split cost with Church); installed new plumbing for sanitizer.
- 2001 Installed new outdoor climbing toy; moved and covered the outdoor sandbox.
- 2002 Purchased new fencing system; provided new roofing for shed and outdoor sandbox.
- 2003 Purchased tactile table. Sharon Pearson retires as 3's teacher; Janet Olin (former Woodinville Toddler Group teacher) is hired for RPCP's 3's teacher position.
- 2005 Signed new five-year lease with Church for ongoing rental of preschool space at the Redmond United Methodist Church; received new refrigerator for kitchen; new, donated commercial-grade vinyl flooring installed in art and entry area; 4's teacher Darlene Bartron and 3's teacher Janet Olin retire; Julie Kennedy (former Redmond Toddler and Woodinville Toddler Group teacher) is hired as 4's teacher, and Karen Gronberg (former RPCP teacher) is hired as 3's teacher.
- 2006 New shed donated; new metal roofing installed on sand box; built lid for sand box; boiler and Hot Water Heater replaced.
- 2007 Purchased new tables and chairs for snack areas; purchased new Kett Cars; interior of preschool painted; new Drying Room racks built; new Story Room corner built; replaced fencing.
- 2008 Installed new Electrical Panel and GFCI outlets; KCLS's "100 Books Every Child Should Read Before Kindergarten" in Children's Library.
- 2009 Signed new four-year lease with Church; Jim and Darlene Bartron "Space" Painting dedicated; major landscaping in outdoor play area; new Guinea Pig cage/table built.
- 2010 Celebrate 20<sup>th</sup> Anniversary of being at Redmond United Methodist Church location.
- 2011 Replaced flooring in Play Room and Bathroom with industrial-grade linoleum. Painted Bathroom.
- 2014 Replaced Kitchen countertops and backsplash with new laminate countertops. Materials and Labor were donated by an Anonymous donor via a Capital Improvement donation.
- 2015 Pebble Box lid and wood chips in outdoor play area dedicated/replaced by Eagle Scout.

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The dedication and hard work of the teachers, Board members, and parents/caregivers of RPCP, both past and present, have brought us to where we are today. It's been quite the journey, and we are reminded of the value of cooperation and commitment to our program in order to maintain its high quality. Thank you for choosing to be a part of our preschool family!

### **RPCP Overview**

This section provides a brief overview of the Preschool and its teachers and students. Further details can be found in the Standing Rules and Bylaws.

### **The Preschool**

RPCP is affiliated with Lake Washington Institute of Technology (LWIT). The caregiver attending preschool with the child is a student at LWIT. Every Preschool parent/caregiver takes on several responsibilities in addition to being a LWIT student to ensure that the Preschool functions smoothly.

In addition, some parents run for and are elected as officers to a Board of Trustees. The Board manages the daily operations of RPCP and establishes policies and procedures. Your representative on the Board is your Parent Leader.

RPCP operates as a non-profit 501(c)3 corporation within the State of Washington under IRS rules. RPCP is a charitable corporation for which LWIT assumes no fiscal management responsibilities and is managed by the RPCP Board of Trustees. RPCP is eligible to receive charitable contributions from companies that offer matching programs to their employees (e.g. Microsoft, Boeing, etc.).

### **The Teachers**

The teacher serves as an instructor for the parents/caregivers and as a teacher for the children. We have discovered that it is most effective for the Preschool teacher and the parent instructor to be the same person. Our teachers are professional people with experience and education in working with both young children and adults.

### **The Students**

The co-op student is the parent/caregiver enrolled with LWIT. Each student has educational, workday, cleaning, committee, and financial responsibilities to the Preschool. Responsibilities are summarized in the Student Responsibilities section that follows and are detailed in Article IV of the Standing Rules. As an officially registered student of LWIT, you receive college credit upon successful completion of your responsibilities.

### **The Philosophy**

Play is the young child's way of learning. Children learn by doing, watching, and feeling; by being free to experiment and try out materials and equipment without adult ideas and standards imposed on them. For Preschool children, the process of learning is much more important than

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the product. Good equipment that is carefully supervised and a well-planned program stimulate this learning process. Age-appropriate formal instruction is desirable at this age, and RPCP provides that with circle and story time.

RPCP gives children an opportunity to use and experiment with equipment and materials that individual families may not have at home. With help and encouragement when necessary, the children grow in their abilities and skills to use various materials and equipment. Each success brings the satisfaction and accomplishment necessary for them to feel good about themselves. Preschool is a beginning step in learning to live with and become part of a group. With understanding and careful guidance on the part of adults, children gradually become aware of the rights and feelings of others as well as a growing consciousness of their own rights. This is how children grow socially.

RPCP offers a unique opportunity for children to know and work with adults other than their parents/caregivers, as well as for the adults to know and understand other children. Children feel and learn from the good spirit that develops from people working together, sharing responsibilities and experiences. As you and your child share together in these opportunities, there comes a sense of belonging. From this sense of belonging comes the real joy of working together toward a common goal: that of becoming a more competent parent with a happy and secure child.

### **Discipline at Preschool**

You should intervene in children's play only when necessary to prevent a real problem or when requested to do so. Keep a watchful eye, for often it is possible to prevent a problem before it starts by tactfully suggesting a diversion. Usually, it is better if a parent/caregiver does not interfere when his or her own child is involved. Let the parent/caregiver in charge of that area handle the situation.

If you, as a parent/caregiver, have a happy and relaxed attitude regarding Preschool, your child is apt to feel likewise. When a problem, question, criticism or suggestion comes up, please communicate it to your Parent Leader, Teacher or the President. Your Parent Leader is particularly eager to help settle any difficulties and does not regard it as an imposition on her/his time to assist in any way possible. Idle gossip can ruin the morale of the Preschool.

### **Student Responsibilities**

Students have a variety of responsibilities that ensure the smooth and enjoyable operation of the Preschool. This section outlines your educational, workday, cleaning, committee, and financial responsibilities. See the Standing Rules Article IV for further details.

### **Parent Classes**

Parent classes are held once a month in the evening. These classes include discussion of the developmental stages of Preschoolers, and they often provide an opportunity to brainstorm solutions for current parenting issues. These classes also serve as a time when your whole class can make decisions and prepare for the upcoming month's activities. Each year, three of these

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parent meetings are all-school meetings. An outside parent education expert is brought in to speak at these meetings.

It is a college requirement that one parent/caregiver per family attend the parent class each month. This requirement is strictly enforced so that we keep our standing with LWIT as a parent education cooperative. A parent can only miss one parent class without a required make-up. If you cannot attend your class's meeting, you may attend a meeting of another class that month. If you miss more than one parent class, see the Standing Rules Article IV, Section B for how to make-up the missed meeting.

### **Workday**

You must attend Preschool with your child one day each week to work in the classroom. Each parent/caregiver is assigned to a work area on a two-week rotating basis. The duties are straightforward and are posted on the wall of each area. Be flexible: if there are no children in your area, check to see if another parent needs help. Parents/Caregivers should refrain from visiting with each other during work times. Many crises can be avoided if parents/caregivers are observant and aware of what is going on in their area.

During outside play, some parents/caregivers are outside to supervise and help the children on the play equipment, while others are completing work duties inside.

If you are unable to work on a certain day, it is your responsibility to find a substitute. Typically you can simply exchange workdays with another parent. You can also arrange for a spouse or other approved substitute to take your place.

You will have a more relaxed time if you wear comfortable, washable clothing that may be damaged by spatters of paint or puddles. Likewise, try to persuade your child from wearing his/her most recent acquisition. Label all boots, mittens, caps, jackets, etc. with the child's name.

### **Cleaning**

We have 10 classes of Preschoolers going through our Preschool each week, so there is a lot of dirt and grime to clean up. Each student must perform one weekend cleaning per school year. This is typically done with one other parent and takes about three to four hours. It is your responsibility to obtain a Preschool key before the weekend you are assigned to clean. Lists of duties are posted on the cleaning bulletin board at the Preschool.

In addition to the weekend cleaning, each class is required to do one semi-annual deep cleaning of the school. These cleanings take about two to three hours. If you are unable to work when scheduled, contact the Facilities Chairperson as soon as possible to arrange an exchange. Refer to the Standing Rules Article IV Section E for more information.

### **RPCP Leadership**

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**The Board of Trustees**

The RPCP Board of Trustees is comprised of the school officers and school teachers (school teachers hold non-voting positions on the Board).

The Board of Trustees does the following:

- Make expenditures as the Board deems expedient.
- Collect dues and assessments to be paid by the members of the corporation.
- Manage and conduct the affairs and business of the corporation and generally do and perform or cause to be done and performed any and every act which the corporation may lawfully do and perform.

**Officers**

The following table lists Preschool officers:

President	<ul style="list-style-type: none"> <li>● Serves as principal executive officer of the corporation and supervises and controls all of the business and affairs of the corporation.</li> <li>● Presides at all meetings of the members of the Board of Trustees and performs all duties as may be prescribed by the Board of Trustees from time to time.</li> <li>● Obtains a majority vote from the Board of Trustees before entering into a legal contract on behalf of the Preschool.</li> </ul>
First Vice President	<ul style="list-style-type: none"> <li>● Acts as the chairperson of the standing committee for the Ways and Means.</li> <li>● In the absence of the President or in the event of his or her inability or refusal to act, performs the duties of the President.</li> </ul>
Second Vice President	<ul style="list-style-type: none"> <li>● Responsible for buying non-academic supplies, handling safety duties and student folders, acting as college liason with regard to special events, and expedites the insurance process.</li> <li>● Chairs the Safety Committee and assists the First Vice President as needed.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>● Keeps full and accurate accounts of the receipts and disbursements of the corporation.</li> <li>● Receives, deposits, and disburses all money and other valuables of the corporation as directed by the Board.</li> <li>● Submits financial statements and audits to the Board of Trustees.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>● Keeps minutes of the meetings of the members of the Board of Trustees in one or more books provided for that purpose.</li> <li>● Completes the school inventory every year at the beginning of the school year.</li> <li>● Plans the refreshment schedule for all Board meetings.</li> </ul>
Parent Leaders	<ul style="list-style-type: none"> <li>● Assists the members as necessary throughout the school year.</li> <li>● Sets up workdays and orients new members in the school</li> </ul>

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	<p>activities.</p> <ul style="list-style-type: none"> <li>● Serves as liaison between the class and the Board.</li> </ul>
Registrar	<ul style="list-style-type: none"> <li>● Arranges tours and answers questions for prospective members.</li> <li>● Registers all new members and collects enrollment fees.</li> <li>● Arranges publicity for the Preschool and implements public relations activities.</li> </ul>
Parent Education Chairperson	<ul style="list-style-type: none"> <li>● Works with teachers to arrange and coordinate speakers for the parent classes.</li> <li>● Maintains a Parent Education Library and oversees the Scholastic Book Committee.</li> </ul>
Public Relations Chairperson	<ul style="list-style-type: none"> <li>● Maintain and create content for the RPCP Blog and social media sites, and solicit testimonials and blog articles from members.</li> <li>● Coordinate RPCP's involvement in community events, such as Derby Days, Redmond Farmer's Market, Redmond Lights, and others.</li> <li>● Coordinate and implement RPCP's advertising plan. Determine the best use of RPCP's advertising budget and resources.</li> </ul>
Committee and Special Events Chairperson	<ul style="list-style-type: none"> <li>● Responsible for assigning and coordinating committees.</li> <li>● Responsible for the following special events: school pictures, Holiday food drive, Snowflake Giving Tree and Camp Gilead.</li> </ul>
Facilities Chairperson	<ul style="list-style-type: none"> <li>● Responsible for all maintenance and repair of Preschool facilities, equipment and toys.</li> <li>● Responsible for organizing weekend, mid-year, and year-end cleaning of the Preschool.</li> </ul>
Computer Chairperson	<ul style="list-style-type: none"> <li>● Responsible for maintaining the school website.</li> <li>● Maintains Preschool class lists.</li> </ul>

## Committees

Parents are required to serve on one of the following standing committees:

Fundraising (Ways 'n' Means)	<ul style="list-style-type: none"> <li>● Works with the 1st Vice President (Fundraising Chair) to plan and carry out fundraisers.</li> <li>● Distribute fundraising directions and order forms to classes and be available to answer questions concerning fundraising procedures when needed.</li> <li>● Attend fundraising events to support committee activities.</li> <li>● The largest fundraiser occurs during the 2 weeks prior to Thanksgiving.</li> </ul>
Special Events	<ul style="list-style-type: none"> <li>● Help the Special Events Chair plan and organize special events such as the Holiday Food Drive, Snowflake Giving Tree and</li> </ul>

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	<p>Camp Gilead Overnighter .</p> <ul style="list-style-type: none"> <li>● Additional activities may be added at the discretion of the committee chair.</li> <li>● The busiest event is in March/ April.</li> </ul>
Playdough/ Woodworking/ Bulletin Board	<ul style="list-style-type: none"> <li>● Prepare playdough every week with pre-purchased supplies.</li> <li>● Supply materials for woodworking area.</li> <li>● Maintain woodworking tools in good order.</li> <li>● Plan and decorate bulletin boards seasonally 4 times a year (or as requested by Teachers/Chair).</li> <li>● Rotate posters and postcards in the art corner of the story room.</li> </ul>
Maintenance/ Facilities	<ul style="list-style-type: none"> <li>● Assist with yard work, maintenance of Preschool facility and outdoor play area.</li> <li>● Assist in small repair/replacement jobs.</li> <li>● Handle recycling for the Preschool.</li> <li>● Repair and maintain toys and outdoor equipment.</li> <li>● Some tasks need to be completed in the summer for the opening of the Preschool.</li> </ul>
Parent Ed/Scholastic Book Club	<ul style="list-style-type: none"> <li>● Work with teachers and Parent Education chair to assist with speakers for group meetings.</li> <li>● Solicit suggestions for parent education topics.</li> <li>● Maintain parent education library, article file, and bulletin board.</li> <li>● Arrange set up, clean up, and refreshments for all-school parent meetings.</li> <li>● Coordinate children's library and parent ed library.</li> <li>● Rotate a selection of library books into the story room weekly.</li> <li>● Submit recommendations for new library materials.</li> <li>● Distribute book order forms when received.</li> <li>● Collect orders and submit for each age group.</li> <li>● Organize distribution of orders when received.</li> </ul>
Public Relations	<ul style="list-style-type: none"> <li>● Assist the PR chair at community awareness events, such as Derby Days and Redmond Lights, to promote the preschool.</li> <li>● Duties may include but are not limited to: planning promotional activities and set-up; operation and take down of RPCP sponsored booths at various community events.</li> </ul>
Pet care	<ul style="list-style-type: none"> <li>● Help care for classroom guinea pigs on a weekly basis, which includes cage cleanup, feeding, and organizing pet care during Holidays and school vacations!!</li> </ul>
Safety/Admin	<ul style="list-style-type: none"> <li>● Follow directions of Safety Chair in completing quarterly safety checklist of Preschool facility and equipment.</li> <li>● Collect child comfort packs at the beginning of school year - return at end.</li> <li>● Keep safety bulletin board current.</li> </ul>

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	<ul style="list-style-type: none"> <li>● Update evacuation plans as necessary.</li> <li>● Check first aid kit and emergency supplies monthly. Assist Secretary with school inventory.</li> </ul>
Cut and Snip	<ul style="list-style-type: none"> <li>● The Teachers provide supplies and directions for class projects to the Cut &amp; Snip committee members.</li> <li>● This can involve, but may not be limited to, cutting many shapes out of materials provided, and bringing them in on or before the allotted day requested.</li> <li>● Committee Chair and Teachers oversee this committee.</li> <li>● This committee gets filled by 1 parent from each class.</li> </ul>

Each committee is important to the operation and success of the Preschool. The committees are assembled at registration and apportioned to best meet the needs of the Preschool. Consequently, if you change classes after registration you may be required to change committees. Some committees have regularly scheduled responsibilities, while others operate on a periodic basis. Committees may be changed at the discretion of the Board.

### **Financial Responsibilities**

RPCP parents have the following financial responsibilities to the Preschool:

- An enrollment fee, paid at registration time. This initial, non-refundable fee covers costs to get the Preschool up and running every year with things such as art supplies, carpool bags, etc.
- Tuition fees are collected on a monthly basis except for September tuition which is collected at Spring Orientation. Tuition covers the variety of expenses incurred over the course of the Preschool year, such as LWIT registration fees, insurance, daily operating expenses, facilities lease, teachers' salaries, etc. See Article VI Section I of the Standing Rules for more information.
- Families are required to participate in yearly fundraising to help pay for operating costs not covered by tuition. Fundraiser proceeds pay for items such as playground equipment and new games and toys. Additional fundraising activities may be held throughout the year. Families are encouraged to participate in these but are not required to do so. See Standing Rules Article IV Section C for more information.
- Small costs for items such as snacks when you are kitchen parent, possible field trip fees, snacks for parent meetings, Valentine's Day and Halloween treats, etc.
- Costs for optional items such as school pictures, Scholastic Books, and the Preschool campout in the spring.
- Refer to the Standing Rules Article VI Section I for specific registration and tuition fees. All fees are subject to change at the Board's discretion. All fees must be paid by check to the preschool; no cash allowed.

**NOTE:** Scholarships are available to those who cannot afford monthly tuition as well as special activities. If you are in need of financial assistance, or you would like to contribute or know of a business or organization that might contribute, please contact your teacher, Parent Leader or the Treasurer.

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**NOTE:** RPCP is eligible to receive charitable contributions from companies that offer matching programs to their employees (e.g. Microsoft, Boeing, etc.). If you make a cash donation to RPCP and you work at such a company, please contact the Treasurer to ensure that your charitable contribution is matched.

### **Policies**

This section describes some of the key policies that RPCP has implemented to keep the Preschool operating smoothly. See the Standing Rules for further details and other policies.

### **Call If Absent**

If you can't attend a class workday or evening parent education class, please contact your Parent Leader and Teacher to let them know what arrangements you've made for your absence. If you are unable to work, it is your responsibility to find a substitute. In this case, the substitute may be required to meet Washington State Health Department standards (i.e. TB test) if attending more than three times. If you are scheduled to work in the kitchen or story room, be sure to offer to provide the snacks or plan the activity for the substitute. Refer to the Standing Rules Article IV Section A for more information.

### **Time Schedule**

Your prompt arrival is expected. This is particularly important on your workday, as your work area cannot be opened until you arrive. In consideration of others, please leave the classroom as quickly as possible after school ends. The next class needs your parking space and the teachers need time to eat their lunch and set up for the next class.

### **Parking**

The parking lot has a single center row surrounded by perimeter parking. It works best if parents working in the classroom park in the center row while those who are dropping off children park on the perimeter.

The church and the Preschool both schedule evening meetings. The church has asked that we park offsite for our evening meetings. This leaves the church's parking lot open for church members attending meetings.

### **Family Leave/Newborns**

You may take a family leave of up to six consecutive weeks if necessary. You may bring your newborn to Preschool in a front pack until three months of age as long as their presence is not disruptive or keeps you from performing your duties. See Standing Rules Article III Section E and Article VII Section B for more information.

### **Visitors**

Dads, Moms, grandparents and other adult visitors are welcome. Please discuss their visit with

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your teacher prior to their visit.

### **Vacations**

You are responsible to arrange for workday substitutes if you choose to miss class due to vacation. You must continue to pay tuition to hold your class spot. Show 'n Tell will not be made up for absences due to vacations. See Standing Rules Article VII Section D for more information.

### **Emergency Closures (i.e. snow)**

When the Lake Washington School District (LWSD) closes for a full day due to weather conditions, RPCP cancels its classes for the whole day. When LWSD is delayed one hour or more, the 9:00 AM Preschool class will be canceled. Parent Leaders of afternoon classes will consult with the teachers and parents to determine if it is appropriate to hold class. Listen to local radio stations early in the morning for any anticipated school delays or closures. Cancelled classes may be made up during the quarter in which they are missed at the discretion of the Board. See Standing Rules Article III Section C for more information.

### **Calendar Year and Holidays**

The Preschool class year runs from September through May. RPCP observes the LWSD calendar for Winter and Spring breaks. The Mid-Winter break may vary from the LWSD schedule. See Standing Rules Article III Section A for more information.

### **Illness Guidelines**

It is extremely important that your child not come to school unless s/he is free from illness. Please notify the Parent Leader of any contagious disease as soon as possible. One sick child can quickly spread their illness to the other members of the Preschool. All open sores must be covered with a bandage. Following are some guidelines that will help you decide whether to keep your child at home. Use your good judgment.

**DO NOT SEND YOUR CHILD** if s/he has any of the following symptoms:

- **Fever:** (temp. of 100°F or higher) by itself or accompanied by a sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion;
- **Diarrhea:** 3 or more watery stools (BM, poop) in a 24 hour period;
- **Vomiting:** two or more times within the past 24 hours;
- **Rash:** body rash, especially with fever or itching;
- **Sore throat:** with fever and swollen glands;
- **Eye discharge:** thick mucus or pus draining from the eye, or pink eye;
- **Not Feeling Good:** unusually tired, pale, lack of appetite, confused or irritable.

A child with any of these symptoms may infect other children. If all parents keep sick children at home, everybody's children will stay healthier. To summarize our illness policy: a child must be fever free and symptom free for 24 hours.

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If a child comes to school with any of the above symptoms or develops them while at school, we will call you or your emergency contact and ask that your child be picked up. Show 'n Tell will not be made up for absences due to illness. See Article III Section D of the Standing Rules for more information.

### **Chicken Pox**

If a child has been exposed to chickenpox, and it is day 7 through 21 of the exposure, they may remain in class until cold symptoms develop and/or fever (please check right before coming) and/or blisters appear.

### **Sick Child on Your Workday**

If your child is sick on your workday, do your best to find a replacement. We realize it is difficult if your child gets sick the day of or the night before Preschool. However, if your child is sick we would rather that you miss your workday than risk your child exposing other children and parents. See Article IV Section A for more information.

### **Allergy Symptoms**

If your child has chronic allergy symptoms, please let the teacher and Parent Leader know.

### **Outside Play**

If your child is not well enough to go outside, s/he should not be at school. Please dress your child appropriately for outdoor play as all children are expected to go outside, weather permitting.

### **General Information**

#### **Birthday Celebrations**

You can bring a special treat to celebrate your child's birthday; we'll provide a birthday crown and singing. If your child has a summer birthday, you can celebrate it individually on the half birthday or together with all other summer birthdays on our last picnic day.

#### **Show & Tell**

The children will participate in a Show & Tell activity. You should bring one Show & Tell item in a sack labeled with your child's name. When you arrive, place the sack in the Show & Tell basket. Each teacher will explain her Show & Tell procedure. Show & Tell will not be made up for absences due to illness or vacation.

#### **Story Time**

One of your work area responsibilities is to have story time with half the children while the teacher conducts a group activity with the other half. You are responsible for planning in advance and selecting stories to read to the children. You can bring books from home or select books from our large library at the Preschool. Please remember to re-shelf your books upon

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completion of Story Time. You are free to substitute a science experiment, Felt Board Story, Puppet Show, etc. in the place of a story.

### **Snack Time**

When the kitchen is your work area, you are expected to provide a snack for the children and parents working that day. **RPCP is a peanut and nut product-free school.** Please do not bring any food containing peanut or nuts into the school, during preschool hours, or for evening meetings.

We encourage you to bring simple, healthy snacks that the children can put together or make themselves. Water is the usual beverage. Try to include bread, protein, and fruit and/or vegetable in the snack. Keep in mind the time of day the children will be eating and be mindful of any food allergies in your class. The more creative you are, the more little helpers you will have! Here are some ideas:

- Fruit tacos.
- Homemade pretzels (from frozen bread dough) with yogurt.
- Veggies and dip (made with sour cream) and crackers.
- Banana bread or muffins. Have each child make his/her own butter by shaking one Tbsp. whipping cream in a baby food jar.

### **Services**

#### **Library**

Our library has many wonderful books for both adults and children to read. The checkout period for all books is two weeks. You may check out three children's books and one adult book at the same time. If you would like to check out a book, sign your name and class (e.g. 3AM) on the card. Then, file the card under your class name in the file box.

When checking your book back in, please pull the book's card from the file box, cross off your name, place the card in the book and return the book to its proper place on the bookshelf. Place damaged books in the Parent Ed box. We are continually adding new books so have fun and check the library out!

If you would like to donate children's or parent education books to the Library, please place them in the Parent Education Chairperson's box in the kitchen. Include a note on the book with your name and class. The Parent Education Chair and Librarian will evaluate whether the book is relevant (e.g. age appropriate and fulfills a collection area) for the Library, and whether space issues permit adding it. If the book cannot be added, it will be returned or donated to the King County Library System.

#### **Scholastic Book Club Orders**

Periodically, we offer children's books through the "Scholastic Book Club." This book club was selected because of the good quality and low prices of their books. There is no obligation to buy

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books since this is not a fundraiser for the Preschool. The Preschool receives free books and other materials because we pool our orders.

**Notes:**

## **Standing Rules**

### **REDMOND PARENT COOPERATIVE PRESCHOOL STANDING RULES**

#### **ARTICLE I**

##### **PURPOSE**

The purpose of the Preschool is to provide cooperative learning through play for Preschool children and cooperative learning for the parents through class study, observation of the activities of this group and participation in guiding young children.

#### **ARTICLE II**

##### **MEMBERSHIP**

**Section A:** Parents or guardians with a child who is three or four by August 31 are eligible. Any exception to this rule shall be by the approval of the Board and the teachers. Class divisions by birth date may be made at the discretion of each yearly Board. As of January 2005, parents must provide a certified copy of their child's birth certificate as proof of age for registration.

**Section B:** Only parents or parent substitutes approved by the Board of Trustees who are willing to accept the duties and responsibilities of active participation will be registered and admitted.

**Section C:** Before enrolling, the applicant may be interviewed by the Board of Trustees and the teachers. Upon acceptance of membership, the applicant agrees to sign the Parent Agreement Form and abide by the Bylaws and Standing Rules.

**Section D:** Two weeks notice must be given before dropping out; workday responsibilities and financial responsibilities continue until the end of the two weeks. Tuition will not be refunded. Once a member has enrolled and dropped out, s/he cannot enroll again in the same year without the approval of the Board.

**Section E:** Registration priorities are given in this order:

- 1) Members currently enrolled in RPCP & Alumni of RPCP
- 2) Members of any Lake Washington Institute of Technology parent-child program
- 3) The general public

No registration shall be accepted before the registration period for next year's classes. In addition to his/her own registration, a person can register for one other person in the same registration priority.

**Section F:** Any current member must be current financially and in all areas of responsibility (e.g. committee responsibilities, workday attendance, cleaning, parent classes, etc.) at registration and by the last school day of the year in order to register. Those who are not current financially and/or in areas of responsibility at the time of registration will need to present themselves before the Board to state their case and intentions to rectify the matter. Failure to do so may result in appropriate action or termination of membership. Such decisions will be made at the discretion of the Board.

**Section G:** In cases of multiple birth children enrolled in the Preschool, no more than two sets of multiples per class will be allowed, and at the teacher's discretion. The parents of multiple birth children may be asked to share the extra workdays.

In the case of twins, the family will be required to pay one (1) Enrollment fee for the family and two (2) tuitions. In

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addition the family will be responsible for two (2) weekend cleans during the year. Requirements for parent education, committee assignments and fundraising are the same as for a single child family.

If triplets are in a class, the following will apply. The family will be required to pay one (1) Enrollment fee for the family and three (3) tuitions. The family will be responsible for working two (2) days per week in the Preschool and two (2) weekend cleans during the school year. Requirements for parent education, committee assignments and fundraising are the same as for a single child family.

**Section H:** At the discretion of the Board of Trustees, a review of the parent's past record at the Preschool may be conducted to determine if the parent will be considered a **member not in good standing** going forward. This determination may result from a parent's: 1) failure to accomplish duties and fulfill obligations as defined in Article IV; or 2) violation of the Parent Agreement, Bylaws, or the Standing Rules of the Preschool.

**Section I:** A parent may be denied membership based on the Board's review of the parent's past record at the Preschool, or a past finding that the parent was determined a **member not in good standing**, as defined in Article II, Section H of the Standing Rules.

## **ARTICLE III**

### **ATTENDANCE**

**Section A:** School shall be held three sessions per week for the 4's classes and two sessions per week for the 3's classes. School vacations will coincide with the Lake Washington School District calendar.

**Section B:** The first nine sessions for the 4's and the first six sessions for the 3's are a trial period. At the end of this period, either teacher or parent may decide that the child should not continue with the program.

**Section C:** Closing the school for any emergency shall be at the discretion of the teacher and/or the President. When the Lake Washington School District closes for a full day due to weather conditions, Preschool classes for the whole day will be canceled. When the Lake Washington School District is delayed for one hour or more, the 9:00 AM Preschool class will be canceled. The teacher and/or President will consult with the parent leaders of the afternoon classes to determine if it is appropriate to hold class. Cancelled classes may be made up during the quarter in which they are missed at the discretion of the Board.

**Section D:** Children must be kept home if there are any signs of communicable disease, as set forth in the Illness Guidelines.

**Section E:** Newborns may be brought to Preschool in a front pack up to three months of age, providing that the child is not disruptive to the Preschool program or prohibits the parent from performing his/her duties. Newborns are allowed to attend parent classes and Board meetings up to the age of three months. The Preschool child should be the focus of the parent's attention; consequently no other children will be allowed to attend the Preschool.

## **ARTICLE IV**

### **DUTIES**

**Section A:** **WORKDAYS:** Each member shall be responsible for his/her scheduled workday, assisting in the supervision of the Preschool group under the direction of the teacher. In case a parent is unable to attend on his/her workday, it is his/her responsibility to find another enrolled parent with whom he/she can exchange workdays or find a regular substitute.

**Section B:** **PARENT CLASSES:** Each mother or father must attend the monthly parent class. In the event a parent is unable to attend the monthly parent class; s/he must contact the Parent Leader prior to the meeting. A parent may miss one monthly parent class without a required make up. Only two parent classes can be missed per school year (only one of these needs to be made up). Parent classes may be made up by:

- Attending another RPCP parent class in the same month;

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- Attending a parenting class outside the Preschool (i.e. Community sponsored class) with prior teacher approval;
- Reading a book on a parenting topic approved by a teacher, and writing a two-page minimum, typed, double-spaced report on the book or article. The report should be submitted to the teacher and the parent should notify their Parent Leader when the report is complete;
- Conduct at least 2 hours of research to collect articles and resources on a parenting topic approved by the teacher, and writing a two-page minimum, typed, double-spaced report on the article(s). The report should be submitted to the teacher and the parent should notify their Parent Leader when the report is complete.

A “made up” class is still considered a missed class. The teacher and parent leader have the authority to resolve questions regarding make-ups in individual cases. Failure to make up a missed parent meeting within the allotted time may result in the parent being designated a **member not in good standing**. Parent classes must be made up within six weeks after the missed parent class. Parents enrolled in two different classes are required to attend only one class per month, and should alternate between the 3's and the 4's.

A third missed class may result in termination of membership. The parent must notify the Board in person or in writing prior to the next Board meeting as to the reason for the third miss. The Board will then make a decision about whether to terminate membership or grant an additional make up for the third miss. Board members that miss a parent class must consult with their teacher regarding make up.

The acting Board will resolve cases of three missed parent classes, potentially resulting in termination of membership, in a timely manner and at least by the last Board meeting of the school year (May).

**Section C:** FUNDRAISERS: Parents are encouraged to commit their time to prepare for and participate in annual fundraising activities. If unable to do so, they are encouraged to engage in a compensatory activity agreed on by the Board.

**Section D:** COMMITTEES: Each member is required to serve on one standing committee. The committees are assembled during registration and are apportioned to best suit the needs of the Preschool. If the member does not fulfill their committee responsibilities or is unable to serve on a committee, they are required to engage in a compensatory activity agreed on by the Board. If a member changes classes for any reason, the member agrees to change committee assignments if necessary, at the discretion of the Committee Chairperson.

**Section E:** CLEANING: Each member is required to clean the Preschool twice a year. Members will participate in one weekend clean and help with a semi-annual clean. The 4's either help open the Preschool or work the mid-year clean; the 3's work the end-of-the-year clean.

**Section F:** There will be no solicitation of other members for business purposes except by use of the bulletin board available to all members for this purpose.

## **ARTICLE V**

### **ACCIDENTS, SAFETY & INSURANCE**

**Section A:** In case of an accident, the aid car and/or parent shall be notified immediately.

**Section B:** In case of an accident, regardless of the degree of injury to the child, an accident report must be made out by the observing adult and kept on file at the school.

**Section C:** Parents are required to provide all records necessary for enrollment at a date to be determined by the Board, but in no case later than the beginning of the school year. Failure to do so will result in the parent and child being barred from attendance and may result in permanent expulsion from the program.

**Section D:** In case of an accident on a field trip (not special event), to ensure that RPCP's insurance coverage as well as the driver's insurance coverage is not voided, the following rules require strict adherence:

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- Drivers must have a valid Washington Driver's license.
- Drivers must carry proof of valid liability insurance in the amounts of 100/300 on any vehicle used for transporting children on field trips. This must be kept current for the entire year.
- Voluntary drivers for field trips must complete and sign a copy of the Voluntary Driver Automobile Notice Form.

**Section E:** Additional information on Safety and Insurance matters is available in the Risk Management Manual. Several copies are on file at the school.

### ARTICLE VI

#### FINANCIAL POLICY

**Section A:** Tuition is figured on a yearly basis and divided into nine (9) equal payments. The following month's tuition is due and collected by the Parent Leader at the current month's parent class (e.g. November tuition is collected at the October Parent class). It is the member's responsibility to notify the Teacher or Parent Leader of any extenuating circumstances concerning their financial responsibility. For failure to notify the Teacher or Parent Leader, a fine of \$15.00 will be added to late tuition after the 20th of each month. Neglect of financial responsibility will be brought before the Board by the Treasurer, which may result in termination of membership. Parents assume responsibility to pay fees charged to the Preschool for NSF and/or returned checks.

**Section B:** Before any member falls two months delinquent in tuition payments, a combined effort with the Parent Leader shall be made to identify the reason(s) for the delinquency and how to solve the problem. The following options are available to the member:

- To become current by either immediately paying all back tuition OR paying through a mutually agreeable plan voted upon by the Board.
- To apply for a scholarship (see section C below)
- To drop from the program with restitution of back tuition being made as soon thereafter as possible.

**Section C:** The Board will grant Scholarships based on financial need. To ensure receipt and immediate attention, the applicant must hand deliver a completed scholarship application form, in a sealed envelope, to the attention of the Board President and place it in the secured mailbox inside the school. Applications must be resubmitted in the same manner every quarter. Failure to renew your request may result in termination of your scholarship. Members not in good standing are not eligible for a scholarship until they rectify any issues and are again considered a member in good standing.

Entry into the Preschool requires enrollment forms, enrollment fee, and first month's tuition. Scholarships are available October through May. Any exceptions to this policy will be made at the discretion of the Board. The scholarships are renewable every quarter.

The scholarship account is funded by:

- discretionary donations from other members past and present (e.g., members might elect to add \$1.00 or more to their own tuition payments and designate that this amount go to the scholarship account);
- designated profits from fundraisers; and/or
- anyone previously helped by a scholarship that has taken it upon themselves to make restitution.

**Section D:** Preschool enrollment and tuition fees are non-refundable. However, if RPCP should cancel an entire class (e.g. 3 AM, 4 PM), all fees paid by the prospective students will be refunded in full.

**Section E:** Tuition will be pro-rated per month for those beginning after school is in session. Exception: September and December will be pro-rated according to the number of school days per month.

**Section F:** The fees remain the same during the months with school holidays, vacations and emergency closings.

**Section G:** Past delinquent school bills of a member must be paid before re-entering the corporation.

**Section H:** In cases of prolonged illness or hospitalization of a child or parent of at least a month, the tuition

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will be reduced by one-half. The tuition will remain the same if the child attends during the parent's absence, but if the child does not attend, the tuition will be reduced by one-half.

**Section I:** An enrollment fee will be required for all families registering at the Preschool. The fee is collected when the registration form is submitted and is non-refundable. Tuition is generally collected at Parent Education classes and is due on the following schedule:

Tuition for:	Month Due:
September	June (Collected at Spring Orientation)
October	September
November	October
December	November
January	December
February	January
March	February
April	March
May	April

The tuition for the month of September is due at Spring Orientation and is non-refundable. Part of this fee goes to LWIT as a registration fee for the specific class in which the family is enrolled. Families who drop by the 10<sup>th</sup> day of a quarter, and after a tuition payment is made, can ask for a refund only on the portion of the fee going to LWIT. Such a request should be made in writing to the Board. If payment is not received, the child will not be permitted to attend class. All subsequent tuition is due at the monthly parent education meetings.

The enrollment fee and monthly tuition are used to cover operating expenses of the Preschool including, but not limited to: LWIT registration, operating expenses, facilities lease, teacher salaries, supplies and equipment.

The enrollment fee and tuition amounts change yearly. Please consult with your teacher, parent leader or another board member to determine the current amounts.

## **ARTICLE VII**

### **LEAVE OF ABSENCE**

**Section A:** A written request for a leave of absence must be submitted to the Board for approval, or it may be approved at the discretion of the President in case of an emergency.

**Section B:** Members may take a maternity leave for a maximum of six consecutive weeks. The maternity leave must coincide with the birth, or adoption, of the baby, either before, after, or in combination, but not to exceed six weeks. Special circumstances need Board approval.

**Section C:** Leaves of absence granted for sickness, surgery, maternity or emergencies to a member's family relieve the parent of workday responsibilities during the leave of absence for up to six weeks. Members may be relieved of other preschool responsibilities at the Board's discretion. Any special circumstances must be brought to the Board for approval.

**Section D:** Members who choose to take a vacation leave will be responsible to find a substitute for all workdays and other preschool responsibilities per the Parent agreement, while they will be gone. Tuition will remain the same during the leave.

## **ARTICLE VIII**

### **BOARD OF TRUSTEES**

**Section A:** The Board of Trustees of the corporation shall consist of the President, First Vice President,

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Second Vice President, Secretary, Treasurer, Parent Leaders, Parent Education Chairperson, Registration Chairperson, Computer Chairperson, Committee Chairperson, Facilities Chairperson and Public Relations Chairperson.

**Section B:** Recommendations for business affairs of the corporation will be made to the membership. Any decision made by the Board of Trustees may be rescinded by a majority of the membership.

**Section C:** Regular Board meetings are open to all members of this corporation. An executive session may be called by any member of the Board for business pertaining to an individual to protect the privacy of the members.

**Section D:** The Board of Trustees and the Early Childhood Educator Supervisor shall interview and hire teachers.

**Section E:** The Board of Trustees will serve on the Board instead of serving on a standing committee. The Board of Trustees will open and unpack the school after summer break.

**Section F:** Tenure of office will begin with the close of the previous school year and will continue until the end of the elected school year, with the exceptions of the Registrar, Treasurer, Computer Chairperson and Public Relations Chairperson. The duties of the Board are as set forth in the Bylaws, Article IV, Officers.

## **ARTICLE IX**

### **ELECTIONS**

**Section A:** A Nomination Committee composed of at least three (3) non-returning members shall be selected at the March board meeting.

**Section B:** The Nomination Committee will present a slate of nominees for President, First Vice President, Second Vice President, Secretary, Parent Leaders, Parent Education Chairperson, Committee Chairperson and Facilities Chairperson. Nominations will be open from the floor before voting takes place. Recommendations for the Parent Leader positions from the present Parent Leaders and teachers are to be considered by the Nomination Committee. The Nomination Committee will contact new members of incoming 3's classes to inform them of available Board positions. Any new members interested in one of these positions will be added to the slate of nominees.

**Section C:** When more than one candidate is running for one specific office, the Nomination Committee will prepare a written ballot. A simple majority of the entire membership will rule. In the event of a tie, the Board will vote to break the tie.

## **ARTICLE X**

### **TEACHERS**

**Section A:** The teacher is responsible for parent education. The teacher plans and conducts, with the parents, the monthly parent classes, and is responsive to the needs of the individual groups as they choose topics for guest speakers, and plan discussions and activities.

**Section B:** The teacher in the Co-op Preschool is responsible for implementing a sound educational program for young children. In doing this, the teacher works to establish routines and activities that will be most effective to promote social, physical, mental, emotional, and creative growth for each child. The teacher will be able to explain any part of the program so that all will understand the "whys" of an activity.

**Section C:** The teacher is available for individual conferences at the request of the parent. The teacher can be trusted to be confidential. It is part of the teacher's job to be aware of resources available to families in the community. The teacher is willing to help locate assistance if needed in a specific area. The teacher also meets with other teachers of LWIT programs to exchange information. The teacher makes available to parents the resources of LWIT.

**Section D:** The teacher will determine when it is necessary to send a child or parent home from school.

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**Section E:** The teacher will determine when guests may visit. Advance permission must be obtained from the teacher and the enrollee must accompany the visiting child.

**Section F:** Special circumstances related to compliance with Standing Rules will be decided at the teacher's discretion. Parent leaders will be consulted as needed.

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## **Bylaws**

### **REDMOND PARENT COOPERATIVE PRESCHOOL BYLAWS**

#### **ARTICLE I**

##### **MEMBERSHIP**

**Section 1**        **Classes of Members:** The corporation shall have one class of members. Membership shall consist of parents of children enrolled in the Preschool. Both mother and father of each child, or single parent, or guardian(s) of each child shall be considered members of the Preschool.

**Section 2**        **Basis for Membership:** Redmond Parent Cooperative Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs and athletic or other school administered programs.

**Section 3**        **Voting Rights:** Each family shall be entitled to one vote on each matter submitted to a vote of the membership and the family vote may be cast by either the mother or father or the guardian of the child enrolled in the school.

**Section 4**        **Termination of Membership:** The Board of Trustees, by an affirmative vote of a majority of all Trustees present at any regular meeting at which a quorum is present, may suspend or expel any member for cause after appropriate notice and hearing, including but not limited to, the nonpayment of tuition as herein provided.

**Section 5**        **Powers of Members:** The membership shall elect the Board of Trustees (excluding the Registrar, Treasurer, and Computer Chair) at the annual membership meeting. The membership may rescind any action of the Board of Trustees by a majority vote of the members at a regular monthly membership meeting at which a quorum is present.

**Section 6**        **Non-discriminatory Statement:** This corporation is organized exclusively for religious, charitable, scientific, literary or educational purposes within the meaning of Section 501(C) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code.

Upon the unwinding and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation which has established its tax-exempt status under Section 501(C)(3) of the Internal Revenue Code.

#### **ARTICLE II**

##### **MEETING OF MEMBERS**

**Section 1**        **Annual Meeting:** The annual meeting of the members shall be held in the month of April of each year. Such annual meeting shall be held at such place and time as designated by the Board of Trustees.

**Section 2**        **Special Meeting:** Special meetings of the members may be called by the President or a majority of the Board of Trustees or not less than 50% of the members.

**Section 3**        **Notice of Meetings:** No notice of the annual meeting of members need be given. Notice of special meetings of the members of the corporation, stating the place, date and hour of the meeting shall be given to each

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member entitled to vote at least 10 days prior to the date of the special meeting.

**Section 4** Quorum: At any meeting of the members of the corporation a majority of the members shall constitute a quorum for any and all purposes, provided that in the event that a quorum is present at any meeting of the corporation, the business may be conducted until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

## **ARTICLE III**

### **BOARD OF TRUSTEES**

**Section 1** General Powers: The affairs of the corporation shall be managed by a Board of Trustees, which shall be composed of fourteen (14) members of the corporation, or individuals who the Board of Trustees deems qualified. The majority of the officers must be current members.

**Section 2** Tenure, Qualification and Methods of Election: The Board of Trustees shall be elected from those individuals who are members of or who are registered in the corporation, or individuals who the Board of Trustees deems qualified. The Board of Trustees may approve non-members for an elected position on the Board of Trustees after the election is held at the annual meeting of the members of the corporation. If a non-member is deemed eligible by the Board of Trustees and subsequently elected to that position, the candidate must be reapproved by the Board of Trustees prior to holding that position again or another position of the Board of Trustees. The majority of the officers must be current members. The subscribers to the Agreement of Association shall serve as the first Board of Trustees until their annual meeting of the members of the corporation and until their successors are elected and qualified, with the exception of the Registrar, Treasurer, Public Relations Chair, and Computer Chair which are Board-appointed. Thereafter, the election of Trustees shall be held every year at the regular annual meeting of the members of the corporation and, until their successors are elected and qualified, with the exception of the Registrar, Treasurer, Public Relations Chairperson and Computer Chairperson which are Board-appointed. In the event of failure to hold an election of Trustees as required herein by these Bylaws, election of the Trustees may be held at a special meeting of the members called for that purpose.

**Section 3** Vacancies: Except as otherwise provided by law, vacancies in the Board of Trustees, whether caused by resignation, death or otherwise, shall be filled by a vote of the majority of the members of the Board of Trustees. A Trustee thus elected to fill a vacancy shall hold office for the completion of the term where upon his successor will be elected and qualified.

**Section 4** Annual Meetings: The annual meeting of the Board of Trustees shall be held on the fourth Monday of May at 7:00 p.m. or at such other time and place as is designated by the Board of Trustees.

**Section 5** Special Meetings: Special meetings of the Board of Trustees may be called by or at the request of the President or any three (3) members of the Board. Notice of any such meeting of the Board of Trustees shall be given at least two (2) days before the meeting.

**Section 6** Quorum: A majority of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board.

**Section 7** Removal of Trustees: The entire Board of Trustees or any individual Trustee, at a special meeting of the members called for the purpose, may be removed from office for cause by a vote of a majority of the members entitled to vote at any election of Trustees. If the Board of Trustees or any one or more Trustees are so removed, new Trustees may be elected at the same meeting.

**Section 8** **Power and Authority of the Board of Trustees:** The Board of Trustees shall have full power and authority to:

- Make expenditures as the Board deems expedient.
- Collect dues and assessments to be paid by the members of the corporation.
- Manage and conduct the affairs and business of the corporation and generally do and perform or cause to be done and performed any and every act which the corporation may lawfully do and perform.

The Board of Trustees shall not make political donations of the corporate funds or property, nor shall any of the

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corporate funds or property be used to carry on propaganda or otherwise attempt to influence legislation.

## **ARTICLE IV**

### **OFFICERS**

**Section 1        Officers:** The officers of the corporation shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, Registration Chairperson, Parent Education Chairperson, Public Relations Chairperson, Committee and Special Events Chairperson, Facilities Chairperson, Computer Chairperson, and four Parent Leaders (one per class.)

**Section 2        Commitment:** The officers of the corporation will attend all monthly Board Meetings. They will prepare a report to present to the Board each month.

**Section 3        President:** The President shall be the principal executive officer of the corporation and shall supervise and control all of the business and affairs of the corporation. S/he shall preside at all meetings of the members of the Board of Trustees and s/he shall perform all duties as may be prescribed by the Board of Trustees from time to time; provided, however, that the President shall not vote on issues before the Board of Trustees except in order to break an existing tie vote. The President will obtain a majority vote from the Board of Trustees before entering into a legal contract on behalf of the Preschool.

**Section 4        First Vice President:** In the absence of the President or in the event of his or her inability or refusal to act, the First Vice President shall perform the duties of President. When so acting shall have all the powers and be subject to all the restrictions upon the President. The First Vice President shall also act as the chairperson of the standing committee for the Ways and Means.

**Section 5        Second Vice President:** The Second Vice President shall be responsible for buying non-academic supplies, handling safety duties and student folders, acting as college liaison with regard to fieldtrips and special events, and expediting the insurance process. Second Vice president chairs the Safety Committee, and assists the First Vice President as needed.

**Section 6        Treasurer:** The Treasurer will be appointed by the Board in March and serve a term of office starting in March and ending the following June. The Treasurer shall keep or cause to be kept full and accurate accounts of the receipts and disbursements of the corporation. S/he shall receive and deposit all money and other valuables of the corporation in the name and to the credit of the corporation in such depository as may be designated by the Board of Trustees. S/he shall disburse or cause to be disbursed the funds of the corporation as directed by the Board. S/he shall render to the corporation, whenever required, accounts of all his/her transactions as Treasurer and of the financial condition of the corporation. S/he shall submit and cause to be transmitted to the Board of Trustees financial statements required by it. S/he may cause an annual audit of the financial affairs of the corporation to be made and such annual audit shall be presented to the members at the annual meeting.

**Section 7        Secretary:** The Secretary shall keep all the minutes of the meetings of the members of the Board of Trustees in one or more books provided for that purpose. The secretary shall see that all notices are duly given in accordance with the provisions of the Bylaws as required by law. The secretary is to act as custodian of the corporate records, complete the school inventory every year at the beginning of the school year, plan the refreshment schedule for all board meetings, and in general, perform the entire duties incident to the office of Secretary.

**Section 8        Parent Leaders:** A Parent Leader from each class will assist the members as necessary throughout the school year, set up work days and orient new members in the school activities. The Parent Leader will also serve as a liaison between the class and the Board.

**Section 9        Registration Chairperson:** The Registration Chairperson will be appointed by the Board in November to serve a term of office starting in January and ending the following February, after helping the incoming Registrar with registration. The Registration Chairperson will discuss the philosophy of the Preschool with prospective members, register all new members and collect enrollment fees. S/he will check school answering machine for messages. S/he will arrange publicity for the Preschool and implement public relations activities.

**Section 10       Parent Education Chairperson:** The Parent Education Chairperson shall work with the teachers to arrange and coordinate speakers for the parent classes. S/he will coordinate and head the Parent Education

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Committee. S/he will maintain a Parent Education Library and oversee the Scholastic book Committee.

**Section 11 Public Relations Chairperson:** The Public Relations Chairperson will be appointed by the Board in November to serve a term of office starting in January and ending the following February, after helping the incoming Public Relations Chairperson onboard. The Public Relations Chairperson shall be responsible for maintaining and creating content for the RPCP Blog and social media sites, and solicit testimonials and blog articles from members. S/he will coordinate RPCP's involvement in community events such as Derby Days, Redmond Farmer's Market, Redmond Lights and others. S/he will coordinate and implement RPCP's advertising plan and determine the best use of RPCP's advertising budget/resources.

**Section 12 Committee and Special Events Chairperson:** The Committee and Special Events Chairperson shall be responsible for assigning and coordinating committees. S/he will notify members of rotating committees (e.g. Pet, Cut n Snip, Playdough/woodworking/bulletin board) of when their responsibilities begin and end. S/he will be responsible for arranging care for any Preschool pets (Pet Committee). S/he will also be responsible for the following special events: school pictures, Holiday food drive, Snowflake Giving Tree and Camp Gilead. S/he will have the Special Events committee to help with those aforementioned special events.

**Section 13 Facilities Chairperson:** The Facilities Chairperson will be responsible for all maintenance and repair of Preschool facilities, equipment and toys. S/he will coordinate and head the maintenance committee. S/he will establish, post, and oversee the weekend cleaning schedule and be in charge of the school opening, mid-year and year-end deep cleanings.

**Section 14 Computer Chairperson:** The Computer Chairperson will be responsible for maintaining the school website. S/he will maintain Preschool class lists, perform quarterly backups, perform computer upgrades and ensure current files exist on an electronic memory system (ie. flashdrive, etc.) at year-end. S/he will assist other Officers with computer related work.

## **ARTICLE V**

### **FISCAL YEAR**

The Fiscal year for the corporation shall commence on July 1 and end on June 30 of the following year.

## **ARTICLE VI**

### **AMENDMENT OF BYLAWS**

These Bylaws may be amended, altered or repealed by a majority vote of the membership at any regular or special meeting of the membership at which a quorum is present after at least fourteen (14) days notice of the meeting.

## **ARTICLE VII**

### **RULES OF ORDER**

The rules contained in the most recent edition of Robert's Rules of Order Revised shall govern all meetings of members and Trustees where these rules are not inconsistent with the Agreement of Association Bylaws or special rules of order for the corporation.

## **ARTICLE VIII**

### **STANDING RULES**

The Board may adopt such Standing Rules, relating to the amount and payment of tuition and all other matters which the Board deems appropriate, as the Board may deem beneficial to the fulfillment of the purposes of the corporation.

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**ARTICLE IX**

**DISCLAIMER**

The Redmond Parent Cooperative Preschool and/or its officers shall not be responsible for the loss of or damage to personal property while it is on school premises.

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**REDMOND PARENT COOPERATIVE PRESCHOOL**

**PARENT EDUCATION AGREEMENT**

Parent's Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Child's Age August 31, 20\_\_ : \_\_ years

Residence Address: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I want to participate in the Redmond Parent Cooperative Preschool (referred to below as Preschool). I have read, understand and agree to the following.

1. I am the enrolled student in the parent education class.
2. I understand the goals and objectives of this class.
3. I will complete the required safety orientation and will read the safety regulations provided.
4. I will read and abide by the Handbook, Standing Rules and Bylaws of the Preschool.
5. I will read and abide by the Preschool Code of Conduct provided to me by the Preschool.
6. I will complete all required permission forms, health statements and immunization forms.
7. I will attend a minimum of one parent education class per month to learn about child development, parenting skills and receive pertinent information regarding my child's specific class. I understand that all parent classes are mandatory and if more than one is missed, it must be made up within 6 weeks in accordance with Article IV, Section B of the Standing Rules.
8. I will participate in one semi-annual cleaning and one weekend cleaning of the Preschool.
9. I will come to school on my designated workday. If I am unable to attend, I will make every effort to find a substitute and notify my Parent Leader and Teacher. I understand excessive unexcused absences on my workday will be dealt with at the discretion of the Board.
10. I will commit my time to prepare for and participate in annual fundraising activities. If I am unable to participate, I will engage in a compensatory activity.
11. I will serve on one standing committee. If I am unable to participate in each of my committee's meetings or activities, I will engage in a compensatory activity.
12. I will pay tuition and fees when scheduled. I will reimburse the Preschool for any fee charged to the Preschool by a bank due to returned checks.
13. I will keep my child home from school when signs of illness are present, as described in the Handbook.

In return for my cooperative participation, I can expect the Preschool to do the following for its members:

1. Provide activities suitable for the age and development level of the child.

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2. Conduct classes in accordance with the Lake Washington School District calendar.
3. Provide sufficient adult supervision to ensure a positive experience for each child.
4. Limit the parent group to those adults who wish to join a cooperative learning experience with their child.
5. Use educational and safe materials.
6. Provide parent education classes which are of interest to the parents involved.

Should I be unable to fulfill my responsibilities, I will endeavor to arrange an alternative solution. If no alternative is found, I will give two week's notice and withdraw from the group.

*(Both parents should sign this agreement if they will both participate at Preschool.)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_