

Ypsilanti Cooperative Preschool, Inc.

Handbook*

(Revised July 2014)

*In an effort to show impartiality toward the sexes, the use of he and she has been interspersed throughout this handbook.

Table of Contents

History.....	3
Philosophy.....	3
What is a Cooperative Preschool?.....	4
Our Program	
Daily Schedule and Play-Based Curriculum.....	5
Your Child’s First Days in Preschool.....	6
When You Assist.....	6-8
Helpful Hints	
Routine	
Discipline Policy	
Paid Assist Policy	
Sharing Time	
Snacks and Food Allergies	
Birthdays	
General Information.....	8-11
Clothing	
Transportation	
Arrival/Dismissal	
Preschool Key	
School Support Events	
General Meetings	
The Newsletter	
Fundraising	
Church-Preschool Relations	
Visitors	
Library	
Unofficial Fundraisers	
Emergency Tuition Fund	
School Cancellation	
Whom to Contact About Issues.....	11
Provisions For Good Health and Safety Habits.....	12
Emergency Medical Treatment Procedure and Policy.....	13-14
Emergency Evacuation Procedures in Case of Fire or Tornado.....	15
Constitution and By-Laws.....	16-21
Participation Agreement.....	22

History

The Ypsilanti Cooperative Preschool, Inc. began in April 1946, when an article appeared in the "Ypsilanti Daily Press," stating that a meeting for mothers interested in forming a nursery school would be held at Welch Hall on the Eastern Michigan University Campus. Twenty interested women met and discussed plans for a nursery. This group formed the nucleus of the nursery school and became the founders of the organization. One of the founders, who also served as the chairperson, was Mrs. Bradley Harris. The school was named the Ypsilanti Cooperative Nursery.

With no money or equipment to start the nursery, the women organized the group, wrote the first Constitution and By-Laws, and held fund-raising projects to purchase the needed equipment. A school close-out sale provided the first table and chairs. The first nursery class was held at St. Luke's Episcopal Church in a Sunday School room. Mrs. Clarence Markeson was the teacher. In the fall of 1946, the nursery school moved to Gilbert House, then to the Recreation Park House, and then in 1955, back to St. Luke's Church.

Because of the strict enforcement of fire regulations, the nursery was relocated in two classrooms at St. John Baptist Education in June 1981. The availability of a space designed for preschool children prompted the nursery to move to the First Baptist Church of Ypsilanti in August 1984.

In May 1963, the Ypsilanti Cooperative Nursery was incorporated as a non-profit organization and its name was changed to Ypsilanti Children's Nursery, Inc. In May 2000, the name was again changed to the Ypsilanti Cooperative Preschool, Inc. to better reflect the educational emphasis of the school.

The Ypsilanti Cooperative Preschool, Inc. has been affiliated with the Michigan Council of Cooperative Nurseries since 1951 and, in 1955, joined the Huron Valley Council of Cooperative Nurseries.

Ypsilanti Cooperative Preschool, Inc., admits students of any race, sex, color, and national or ethnic origin.

Philosophy

Play is a child's medium of expression and through it, he learns how to give and take, to respect the rights of others, to modify his own desires, and to meet the requirements of the society in which he lives without losing his essential identity as a person.

Preschool offers the child a place of her own where her fun, needs, and feelings are of primary importance to the adults present, and a place where she is free to be as active as she can safely be. There are new and exciting toys, opportunities for creative play, and children to play with.

Preschool provides this play experience under the direction of a trained teacher, who helps your child to develop his emotional independence as well as his physical skills, and helps him channel his emotions and accept the rules and limits that promote good social relations. It is a step toward kindergarten, allowing the child to become acclimated to leaving family and accepting other adults as authorities.

What Is A Cooperative Preschool?

In the cooperative preschool, home and school are tied together as each child's parents and her friends' parents serve as teacher assistants. The parent participants help create a family and neighborhood atmosphere. With each child's own parent sharing her first important outside experience, the transition into a new environment is less abrupt; family feelings of warmth and intimacy carry over into school, giving the child a strong sense of belonging in the new setting. Further, joint participation gives parent and child a new source of comradeship.*

The cooperative preschool offers a complex role to the teacher. In addition to his or her responsibilities to the children, the teacher supervises assist parents, helping them to become increasingly independent and confident in their relationships with all the children in class. The teacher also offers the parent an objective perspective on his or her own child.

Because a cooperative preschool is so dependent for its success on each parent taking part, it is of utmost importance that every new member understands the operation of the school. While no two parents will contribute equally to the preschool, the talents of each are needed, and we find that as parents contribute, so will they gain. Certain minimum requirements are made of the parents; in addition, we need to have them assume responsibility for the many small unscheduled needs that arise daily. In our meetings, we need to hear the opinions of all the members if our decisions and discussions are to be the best possible.

YCP Gives Children...

- An opportunity to play with other children, to have fun, and to learn to get along with others;
- A place to have freedom to romp, dance, sing, dramatize, and create; a place to build self-esteem;
- A setting and routine designed for their needs and abilities, i.e. furniture of their own size, big muscle equipment, messy art materials, etc., and lots of space in which to play;
- Trained adult guidance that neighborhood play usually lacks.

YCP Gives the Parent...

- A chance to observe and learn other child guidance techniques, which may help with home situations;
- A chance to have a little free time to devote to other children and other interests;
- A chance to see your child more objectively and to see common problems and situations for this age group with regard to other children;
- A chance to share your child's experiences in an organized social group and to help him towards independence in what may be his first step away from home;
- Companionship with many parents working together and accepting their individualities and differences;
- A strong sense of responsibility and group cooperation, which carries over into every aspect of community life.

*Taylor, Katherine Whiteside, PARENT COOPERATIVE NURSERY SCHOOLS, Teachers College, Columbia University, 1954

Our Program

Our program is designed as an open play situation whereby the child learns and develops as a result of carefully selected activities and materials, plus field trips. Our main goal is to have her develop an adequate self-concept in a school setting. We feel what children are able to learn depends largely on their feelings about themselves. There is an opportunity for the child to:

- Gain insights into how she relates to others, both adults and children;
- Learn of the new world around her;
- Try new experiences without fear of failure;
- Discover for herself her strengths and weaknesses.

Daily Schedule:

Children's activity times are flexible and it is considered good preschool practice to require a minimum of regulated activity. However, the sequence of major events remains the same day after day for the children's security. Even the youngest child remembers and expects this simple routine. The program offers alternate active and quiet play. Field trips will enrich the daily program and may alter the morning schedule.

8:45 Arrival

- Rug Time (Introduction to day, teacher guided activities)
- Child initiated activity and adult guided projects
- Snack
- Rug time (Sharing time, teacher guided activities)

11:45 Dismissal

Play-Based Curriculum

- Playing and sharing with others
- Hands-on learning activities reinforcing numbers, colors, letters, shapes
- Hands-on arts and crafts projects
- Music and movement activities
- Science discoveries
- Rhymes, poems, dramatizations, and finger plays
- Listening skills, including following rules and directions
- Recognize and begin to write own name
- Dressing skills (buttoning, zipping, etc)
- Health and safety habits
- Small motor skills (cut, paint, color, craft work, etc)
- Large motor skills (climbing toys, marching, and movement)

Your Child's First Days in Preschool

The first few days of preschool may bring mixed emotions, even to a seemingly independent child. He is being separated, perhaps for the first time, from his family on whom he has depended until now for love and care. Both as a parent and as an assistant to the teacher in preschool, there will be many ways you can help your child and other children to adjust to the problems of the new situation. Some hints are outlined here and in the *When You Assist* section.

- Be sure to say goodbye to your child when you leave. Slipping away could cause a feeling of desertion;
- Be sure to return for your child at the promised time;
- Do not make the child feel that preschool is something to “get him out of the way,” especially if there is a younger brother or sister to be cared for at home.
- By all means, prepare your child for starting preschool but be careful not to overdo it. Too many glowing terms may lead to disappointment and a letdown feeling later.

When You Assist

YCP encourages both parents to take turns assisting in the classroom. Your enthusiasm as an assist parent can mean a great deal to both the teacher and the children, and make's the day a rewarding one for you.

Helpful Hints

- Give the children considerate, friendly attention and encourage them in their new venture.
- Help every child to find her place in the preschool, either by smoothing the way for her inclusion in a group, or by making her at home playing by herself. However, avoid forcing suggestions on any child.
- Relax and be yourself. Children are very quick to sense a feeling of security in others;
- Expect all children to be different. They grow and develop at different rates, and they have individual skills and interests.
- Do not be disturbed if, during the first few weeks of school, your child stands on the sidelines, hits a child in play, wants to cling to you, refuses to give or take turns, or cries often.
- Try to keep in the background. However, if your child comes to you from time to time or remains clinging to you, reassure him and include him in the activities in your area.
- Take toilet accidents in a matter of fact way. In no instance scold or punish a child for an accident. Putting him promptly into clean clothes is one of the best ways to help him develop the habit of dryness.
- Avoid too much adult conversation, and be alert to the needs of the children. Do not discuss a child in his presence or in the presence of any other children. Problems may be discussed with the teacher after class.

Routine

- The Scheduler will assign you as Snack Parent or Drink Parent. Each has his/her own responsibilities. Parent Assist Cards are posted to the left of the refrigerator.
- Arrive at least 20 minutes early (8:25 a.m.) Ask the teacher about your set-up duties. Assist the children with their coats and boots, encouraging them to help themselves.
- Learn where things are kept, the daily schedule, and the names of the children as soon as possible. Address any questions to the teacher.
- Join the group and participate in rug time activities. Don't use this time for cleaning unless designated on your card.
- Follow the teacher's instructions to lead the children in the activity of the day or snack preparation.
- Clean-up time is a time for parents and children to work together in straightening the room after free choice time. Everyone joins so that our room may be nice for all to enjoy.
- At dismissal, assist the children as needed and help pass out take-home projects.
- Daily cleaning should begin only after the children have left. Keep cleaning chemicals away from children.

Discipline Policy

Except for necessary limits, we try to allow the children to make as many decisions as possible and keep controls at a minimum. Certain limits are necessary, however, in order to teach safety, good health habits, and consideration for others. A child wants the security of knowing his too-strong emotions will not lead him into something he will regret.

The teacher and assisting parents work together to encourage the children in positive behavior. Assisting Parents are empowered to:

- Restrain children from play that endangers their safety or the equipment. Redirect play, if necessary, using the same equipment more effectively.
- Prevent accidents by warning ahead of time (e.g., "Up the ladder, down the slide," "Walk inside, don't run.")
- Reinforce good behavior ("Good sharing!")
- When speaking with children, get at their eye level.
- Encourage the children to do something, but don't force them.

When further discipline is necessary, YCP uses Time Outs of one minute per year. Parents must confer with the teacher before administering Time Outs. The parents or teacher will explain to the child why they are in time out and how to correct their behavior. Issues of aggression will always be handled by the teacher. Corporal punishment is strictly forbidden.

In cases of extreme behavior problems or aggression, the following procedure will be followed:

1. The teacher will discuss the behavior with the parent after school.
2. If the behavior is not curbed, the teacher and president will meet with the parent.
3. If the student still exhibits the problematic behavior, he or she will be expelled from the school.

Sharing Time

A few times a year your child may bring something from home to share. NO toy weapons, please. Children should bring the item in a bag with three clues (written or memorized), so his or her classmates can guess what the item might be. On all other occasions, we request that children leave their toys at home and to play with the toys at school. The teacher will set up a schedule for sharing days

Snacks and Food Allergies

It is desirable that snacks provided for our children are high in nutritional value, low in sugar and salt, and easily eaten and digested by young children. Each snack should include at least one fresh fruit or vegetable, and all juice provided should be labeled as 100% fruit juice. As part of the Montessori curriculum, we encourage parents to bring a snack that the children can help prepare in the classroom. The school has serving dishes and utensils that can be used for preparation and serving. When it is your turn as Snack Parent, remember to bring enough snacks for children, parents and teacher.

If your child has a specific food allergy, it is imperative that you include it in the appropriate section on the Health Card and let the teacher know. A food allergy list is kept on front of the refrigerator at the preschool, with the child's photograph. Please check your session list before bringing snacks to school. We want to keep the Co-op a safe place for all.

YCP is a peanut-free classroom. Please do not bring anything with peanuts, peanut butter, etc. for a snack.

Birthday Snacks

Parents are automatically assigned snacks on or near their child's birthday. If you prefer to celebrate another day, let the Scheduler know. We normally encourage nutritious snacks, but for special occasions, sweet snacks are okay.

Paid Assist Day Policy

If a member is unable to assist the assigned day and is unable to make an exchange, a paid assist should be called. The paid assist will assist for the member that particular day, and the member then pays \$30 to the paid assist for working.

Fee: If a member forgets their scheduled assist day and has not appeared by 8:30 a.m., a paid assist is called and the forgetful member must pay the paid assist \$30.00. The member is also fined an additional \$15.00, payable to the school.

Recruiting Paid Assists: During the first mandatory meeting, parents may sign up to become paid assists.

Procedure: The assisting parent contacts the paid assist and arranges for the paid assist to fill in. Within a week, the member is to pay the paid assist.

General Information

Clothing

- Label your child's outer clothing especially scarves, boots, mittens, and hats.
- Send an extra complete set of your child's clothing (in a box) to be kept in the classroom for emergencies.
- Durable play clothes are best for preschool activities.
- Guide children away from outfits or accessories that could be caught on climbing structures or limit free movement. Rubber-soled shoes or tennis shoes are recommended.
- Dress your child in clothes that can get dirty without damage.
- For parents, comfortable, casual clothing is suggested for your assist days.
- Children should wear clothing that they can manage at bathroom times.
- Send appropriate outerwear for the weather. YCP takes the children outside for playtime when the weather permits.

Transportation

- Parents are responsible for arranging their child's transportation to and from school.
- All driving parents must park in the school parking lot and personally conduct the children across the parking area and into the preschool.
- On days when your child cannot attend preschool, it is your responsibility to notify the school.
- When preschool field trips are taken, parents must drive their children, or make their own arrangements to transport their children to the field trip location. Class meets at the field trip location, at the time designated by the field trip coordinator. There is no class on field trip days.

Arrival and Dismissal

- School starts at 8:45 AM and dismissal is at 11:45 AM
- Check the hall bulletin board for notices and your mailbox (and those of your car pool parents) for mail each time you are in the building.
- Before departure, be sure that your child has the boots, sweaters, jackets, mittens, and hats she brought. This will save you the frustration of a trip back to rescue someone's "one and only" pair of boots on a snowy day.

Church-Preschool Relations

We cannot emphasize enough the great importance of maintaining good relations with the church. We are, indeed, very fortunate to have such wonderful facilities available to our children. Let us not do anything which might jeopardize our friendship with the First Baptist Church of Ypsilanti.

- Please DO NOT block the driveway.
- Please DO NOT use any church facilities without first clearing it with the President.
- Please DO NOT enter the building alone. Always clear with the President any entry before or after preschool hours.
- Please DO NOT ask favors of the custodian.
- Please DO NOT park at the curb to let children out, but park in the lot and enter the building with the children.
- Please DO NOT park in the spaces closest to the school when you assist.

- Please DO observe the one-way entrance and exit for the parking lot.
- Please DO NOT allow children to climb the trees.

School Support Events

Each family is responsible to participate in two School Support Events each year. These events include but are not limited to:

- Cleaning Bees
- Summer Furniture Move
- Classroom Setup
- Yard Sale Assistance
- Classroom Maintenance Projects
- Auction Assistance

Parents will have the opportunity to sign up for School Support Events at the first general meeting, held in August. The school will provide a sign-in sheet at each of these events, to keep track of participation. Failure to participate in School Support Events will result in reduction of your deposit.

General Meetings

One person from each member family must attend all General Membership Meetings to ensure fair representation and an accurate exchange of information. When an absence is unavoidable, the following steps must be taken:

- Contact the Secretary (or, if unavailable, the President) 24 hours before the meeting.
- Read and sign the minutes for the missed meeting. Minutes will be posted on hall bulletin board and on the website.
- If all three criteria are not met, the absence is considered unexcused and a fine will be incurred (see Participation Agreement).
- In the event of two absences, a family's membership is subject to Board review.

The Newsletter

The newsletter is an informative bulletin to keep parents up-to-date on current activities of the preschool. It contains a calendar of forthcoming events and meetings, plus educational information and updates from our teacher. Members are urged to supply the editor with any news items, articles, or recipes.

Fundraising

Because a portion of our budget comes from fundraising proceeds, we are able to keep tuition costs down. The long-term goal of fundraising is to create a stable financial future for the school. All members must participate in fundraising or make a direct donation to YCP for the appropriate amount. Fundraising responsibilities are on a per family basis. If a family has multiple children enrolled, they will be responsible to fundraise for each child enrolled. If you have ideas for great fundraisers, contact the Fundraising Chairperson.

Visitors

Adult visitors are welcome any time and are asked to sit and observe. Contact the teacher first. We are not allowed to have visiting children.

Preschool Key

The teacher and President have keys to the church. The keys may be secured from them. Anyone wishing to enter the church in the afternoon or evening for cleaning, etc., is responsible for securing and returning the keys, turning off the lights, and locking all doors. **BE SURE THE OUTSIDE DOORS ARE LOCKED.**

Unofficial Fundraisers

It is the policy of Ypsilanti Cooperative Preschool, Inc., to prohibit unofficial fundraisers (i.e. toy parties, cosmetics, Tupperware, etc.) on the preschool premises during any preschool hours and during other official school functions. Neither should members use class lists for solicitation/advertisement by mail, phone, or e-mail.

Emergency Tuition Fund

In the event of an emergency in a member family, YCP has established a tuition fund. Contact the Treasurer for information.

School Cancellation

In case of severe weather, check school closing listings. YCP follows the same schedule of the Ypsilanti Public Schools: If they close, we will close. If inclement weather causes the school to close, field trips will be cancelled as well.

Whom to Contact About Issues

<i>If your Concern Is:</i>	<i>Contact:</i>
Your child's behavior or development	Teacher
The curriculum or daily program	Teacher
Methods of dealing with preschoolers	Teacher
The administration of the school	President
Desire to serve on a committee	President
Membership forms and/or requirements	Membership Chair
You wish to review meeting minutes	Secretary
You want to attend a board meeting	Secretary
Payment of tuition, fees, or fines	Treasurer
Questions about the Budget	Treasurer
Reimbursement of expenses	Treasurer
Assist schedule	Scheduler
Suggestions, complaints, or feelings	Class Representative
Questions pertaining to your session	Class Representative

Desire to serve on the Board next year	Class Representative
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Provisions for Good Health and Safety Habits

(Revised August 2014)

- I. Whenever a number of young children are brought together regularly, it is important to take precautions against the spread of illness. YCP will always follow Michigan Health Department Guidelines regarding communicable illness.
- II. As stated in the By-laws of YCP (Article I: Membership, Section 5,) all children must have the required inoculations and submit the Health Form to the Membership Chairperson before attending preschool. Students missing any vaccinations must turn in a signed waiver before beginning school.
- III. AFTER KNOWN EXPOSURE TO A COMMUNICABLE DISEASE, THE CHILD MAY CONTINUE ATTENDING PRESCHOOL UNTIL THE FIRST SYMPTOMS OF ILLNESS APPEAR.

Illness and Exclusion Policy

In the event of illness we ask that you wait until your child has been fever free for 24 hours, without the assistance of any fever reducing medication, before they return to class. In the case of vomiting and/or diarrhea, we ask that you wait until your child has been symptom free for 24 hours before returning to class.

Children with Lice or Pink Eye should be kept out of the classroom for 24 hours post treatment or until symptoms clear. Any child that exhibits symptoms that are disruptive to their participation in class will be sent home. Children who are sent home may return to class once symptoms clear.

Parents will receive a written incident report from the teacher in the event that your child is involved in any incident that leaves a mark, causes bleeding, or involves a blow to the head.

EXCEPTION: *German Measles*. When child has been exposed to a sibling...

If your child has not been immunized against rubella, she will be excluded from preschool during the incubation period, 12th to 21st day from date of exposure. *Mothers in the early stages of pregnancy* are urged to exchange assist days so they will not be assisting during incubation periods of known exposures. Whenever there is some known contagion in your child's group, the teacher will notify you at the first exposure.

Parents, be alert to symptoms of the more common communicable diseases. Remember, however, that children are frequently exposed to more than one disease without anyone knowing it; therefore, it is best not to assume that your child is coming down with whatever is "going around." If your child shows symptoms of illness, call your doctor to diagnose and treat your child.

If you have any questions, contact your President.

- IV. If signs of illness develop during school, the parent(s) will be called to take the child home.

- V. Every parent, whether assisting, participating in a car pool, or delivering their child to the preschool should be aware of the following safety rules:
 - A. When outside, children should be within sight of assisting parent(s) or the teacher, at all times.
 - B. No child may leave the building or classroom unless accompanied by an adult.
 - C. A parent must accompany children into the preschool in the morning.
 - D. Parents calling for children must come to the preschool door.

Emergency Medical Treatment Procedure and Policy (Revised August 2001)

I. ***Purpose***

The purpose of first aid in school is to prevent further serious injury following an emergency. First aid is the immediate, temporary procedure before the services of a doctor can be secured. Our primary concern is the immediate safety and care of the child.

II. ***First Aid Procedure***

- A. In the event of any injury or illness to a child, the teacher should be notified immediately. She is authorized to determine what procedures will be followed after the extent of the injury is known.
- B. All parents should be aware of the following first aid guidelines, which are posted on the wall next to the phone. In the event of any emergency, your calm assistance to the teacher and support of the children are important.
 - 1. Do not move a child who has fallen until it is determined that the child can move by him/herself.
 - 2. Do not move an unconscious child.
 - 3. In case of bleeding, apply direct pressure.
 - 4. In case of 1st degree (redness) and 2nd degree (blisters) burns, rinse with cool water. In the case of 3rd degree (charred skin) burns, wrap the burned area with sterile cloth.
 - 5. In case of choking, if quick sharp back blows between the shoulder blades do not dislodge the object, follow directions for the Heimlich Maneuver.
 - 6. In case of respiratory failure, begin CPR, (*only* if you have been trained in CPR).

III. If the teacher determines that the injury to the child is life-threatening, the following steps will be taken:

- A. The teacher will direct an assist parent to call 911. The parent must be prepared to give the dispatcher the exact location of the injured person and the type of injury.
- B. The assist parent who made the phone call should be alert for the emergency vehicle to arrive and promptly escort the emergency technicians to the injured child.
- C. The emergency technicians will determine the emergency treatment and to which hospital the child should be transported to most effectively be treated.

- D. The teacher or assist parent should get the child's emergency medical authorization card and health form from the folder on the teacher's desk. These forms should be given to the adult (parent or teacher) who accompanies the child to the hospital.
 - E. The teacher will accompany the injured child to the hospital (unless the parent is present) so that she can answer any questions and give guidance and comfort to the child.
 - F. After the ambulance is called, an assist parent will contact the child's parent(s)/guardian, to inform them of the injury and what steps are being taken. If the parent(s)/guardian cannot be reached, call the doctor listed on the emergency medical card.
 - G. In the event of a medical emergency, it is imperative that the assist parents stay calm and act compassionately, yet firmly, with the other children. The assist parents should direct the children to an area away from the injured child and engage the children in activities (i.e., stories, songs, snack, etc.)
 - H. If, under these serious conditions, the teacher and/or assist parent must leave school to accompany the child, school will be dismissed.
 - I. The assist parents will call the parents of the remaining children and inform them that school has been dismissed and that they must pick up their children.
 - J. The assist parents will remain at school until all the children have been picked up. They will then clean and lock the school.
- IV. If the teacher determines that the child's injury is not life-threatening, but still of a serious nature, the following steps will be taken:
- A. The teacher is authorized to take the injured child to the hospital herself. She must be accompanied by another adult to assist in driving and/or first aid.
 - B. The emergency medical forms should be given to the teacher. (See Section III, D)
 - C. The injured child's parent/guardian should be notified. (See Section III, F)
 - D. School will be dismissed. (See Section III, H)
- V. If the teacher determines that the injury to the child is of a minor nature, the following steps will be taken:
- A. The teacher will apply first aid.
 - B. The teacher will direct that the parent/guardian be called and informed of the injury.
 - C. The parent/guardian will then determine whether or not to take the child to the hospital or doctor's office to be examined.

Emergency Evacuation Procedures

In Case of Fire

- Response will be made to classroom smoke detectors.
- Teacher will line children up as quickly as possible; assist parents will be at the end of the line.
- Teacher will lead children out of the exterior door; assist parents will close the classroom door.
- The children will proceed to the grassy area outside the church.
- The teacher will take attendance at this time.

In Case of Tornado

- Response will be made to the Ypsilanti siren.
- Teacher will line children up as quickly as possible; assist parents will be at the end of the line.
- Teacher will lead children to the Church's lower level. Children will sit like "pretzels" with heads down in laps and arms covering heads.

Note: *If there is no time to leave the classroom, line the children away from the windows, toward wall. **NEVER PLACE CHILDREN NEAR ENTRANCE WAYS (DOORS) OR UNDER WINDOWS.***

Constitution of the Ypsilanti Cooperative Preschool, INC.
(Revised March, 2010)

Article I: Title

The Ypsilanti Cooperative Preschool, Inc., is a cooperative preschool, licensed by the State of Michigan and operated by the member parents. Since its success depends entirely upon complete cooperation, every member joining agrees to abide by the rules and regulations of the organization.

Article II: Object

The object of the school is to give the parents and children an opportunity to work together in a situation where the standards are those of childhood and not those of an adult world. Play is a child's medium of expression, and through it the child learns how to give and take, respect the rights of others, and modify his/her own desires to meet the requirements of the society in which one lives without losing his own essential identity as a person. It is important that all the parents involved take an active, rather than passive part in working out the details of the preschool.

Article III: Membership

Membership shall consist of the parents or guardians of the children enrolled in the preschool. These members shall actively participate in the operation of the preschool and form its governing body. Ypsilanti Cooperative Preschool, Inc., admits students of any race, sex, color, and national or ethnic origin. Enrollment is from the date of registration to the end of the spring term.

Article IV: Structure

The preschool shall be governed and operated by the general membership, who shall be divided into room groups, if enrollment is sufficient, according to the ages of the children. The general membership shall be represented by the Executive Board, whose purpose shall be to plan and conduct the business of the preschool and to make decisions necessary to keep the preschool functioning effectively. The President, and/or the involved Board member, shall be empowered to make administrative decisions when it is impossible to call either a Board or General Meeting. Organizational and policy decisions shall be referred to the general membership through the room groups or at the General Membership Meeting.

Article V: Officers

The officers of the Executive Board shall be: one President, one Vice President, one Secretary, two Treasurers, two Membership Chairpersons, two Building and Maintenance Chairpersons, and two Class Representatives (one for each class), two fundraisers. The teacher will attend the board meetings, and other advisory officers may be called on to attend Board meetings in an advisory capacity whenever deemed necessary by the Executive Board. The President (if pre-enrolled,) Vice President, Secretary, Treasurer, Building and Maintenance Chair, Membership Chair shall be elected by the majority of the voting quorum of the general membership. The Membership Chairs shall assign positions based on parents volunteering preferences. If there are two members vying for the same position, an election shall take place at the spring membership meeting.

Article VI: Committees

The Executive Board shall assign each member a duty according to the needs of the preschool.

Article VII: Meetings

General meetings and/or room group meetings shall be held approximately two times a year. Other meetings may be called at the discretion of the executive board. Voting privileges shall be limited to those members whose children are enrolled in the preschool. A member shall be allowed to cast one vote per child enrolled. Executive Board meetings shall be called by the President as needed.

Article VIII: Voting and Constitutional Changes

A majority of the voting quorum which, shall be 60% of the total membership, shall carry a question. Notice of contemplated changes in the Constitution must be sent to all members at least five (5) days in advance of the monthly meeting, during which they will be voted upon or posted on bulletin board two (2) weeks in advance.

Article IX: Participation

It is very important for every member to take an active part in the preschool. Members on a parent-assist basis are to fulfill their required number of days. The Board has the authority to accept a limited number on a non-assist basis. When the occasion arises of a member having two children in one class or a child in each class, the member will be expected to assist as if for two, but whenever possible, shall be given the benefit for the lesser amount of days if uneven distribution of days occurs. Members unable to attend meetings are to be personally responsible for obtaining all information distributed at said meetings. Each member may have an opportunity to serve on a committee or as an officer while they are in school. Members who do not fulfill their responsibility to the preschool may be asked to withdraw by the Executive Board. Reminder notices shall be sent to members who miss two consecutive meetings.

Article X: Withdrawals

The first two (2) weeks of preschool for each child and participating parent will be considered a trial period for member and child. In some cases, this period may be extended on recommendation of the teacher. If not satisfied at the end of the period, member and child may withdraw. After the trial period, the member will be held responsible for work days and tuition unless a replacement is secured from the waiting list. All other notice of withdrawal shall be given to the Membership Chairpersons two (2) weeks in advance. Refunds shall be given in the above as long as there is another child to take the place of the one leaving. No vacancies will be filled after the first week of the second semester and no tuition refunds given thereafter. Remaining assist days will be filled on a paid assist basis. In the event a child or participating parent does not make a proper adjustment to the preschool, the Executive Board may request withdrawal, upon consideration of the teacher's recommendation. Illness, leaving town unexpectedly, or a child's participating parent's lack of adjustment as determined by the teacher and Executive Board, will be accepted as a cause for withdrawal, in which the parents will not be held responsible for tuition.

Article XI: Tuition

The amount of tuition shall be decided by the Executive Board and the basis of the budget prepared by the Treasurer in the spring, and this amount divided among the membership

proportionately, to the days of attendance. A non-assisting parent will pay an amount decided upon by the Board in lieu of assist days, and the use of this money will be left to the discretion of the Board.

Members will have the option of breaking the tuition into two payments, with the payments due on the first Fridays of September, November, January and March. Members who choose this option will pay an additional \$10 convenience fee per semester.

Families with multiple children enrolled at the school will receive a 20% discount on the tuition of the youngest child enrolled. Families with multiple children will also be responsible for one security deposit.

By-Laws

Article I: Membership

1. Children in the younger room group shall be three (3) years of age and those in the older room group shall be four (4) years of age by September 1st of the current year. Adjustments may be made at the discretion of the teacher.
2. The older group shall meet on Mondays, Wednesdays, and Fridays (M-W-F,) and the younger group on Tuesdays and Thursdays (T-Th). If there is only one group, it will meet M-W-F.
3. The number of children in each group shall be decided by the Executive Board.
4. All new members shall be expected to read the Handbook, Constitution and By-Laws.
5. All children must fulfill the following health requirements:
 - Complete physical examination, including a record of inoculations against diphtheria, whooping cough, tetanus (DPT) measles, mumps, rubella (MMR); varicella /chicken pox, and polio (OPV). A signed waiver must be submitted if missing any vaccinations.
 - The child may not attend preschool until these reports are in the files of YCP.
 - YCP does not discriminate against non-vaccinated students.

Article II: Executive Board

1. Voting shall be limited to Board members. All meetings are open to the general membership for advice and recommendations.
2. A quorum shall consist of 75% of the Board membership, and decisions shall be passed on a simple majority.
3. A Board decision may be rescinded by a majority vote of the quorum of membership.
4. Term of office shall be for one year. Vacancies occurring on the Executive Board during the year, including the office of President, shall be filled by appointment of the Executive Board and voted on by the general membership. No member shall hold the same office for more than two (2) consecutive years.
5. A person must have a child enrolled in the preschool to hold an office.
6. The Executive Board shall make the final decision on hiring a teacher after evaluating the material provided by the Teacher Procurement Committee.

Article III: Fees and Finances

1. Tuition shall be payable by the September Orientation Meeting for the fall semester, and the January Parent/Teacher Conference for the spring semester.
2. Tuition funds shall not be used for the purchase of major equipment.

3. Additional funds for major equipment shall be raised by the special projects or assessments as voted on by the general membership.
4. The amount of money left in the Sinking Fund will be determined annually by the Executive Board, never to be less than \$400 in the General Fund nor less than \$100 in the Equipment Fund, exclusive of advance enrollment deposits.
5. No individual member or teacher shall spend an amount in excess of \$20 without the approval of the Chairperson or Treasurer. Expenditures exceeding \$40 shall be approved by the Executive Board.

Article IV: Functions of Officers

1. President

- a. Shall be the official representative of YCP to all agencies.
- b. Shall be responsible for handling legal aspects needed for running of the preschool.
- c. Shall preside at all general meetings and all Executive Board Meetings.
- d. May call special general meetings and all Executive Board Meetings.
- e. Shall coordinate the committee and board activities of the preschool.
- f. Shall be liaison between the Executive Board and the teacher.
- g. Shall be available to the membership to discuss preschool activities.
- h. May sign checks in the absence of the Treasurer.
- i. Shall decide with the teacher when to cancel school.

2. Vice President

- a. Shall monitor the job performance of members. If the member is not doing the job correctly, the Vice President shall provide advice and guidance for the member.
- b. Shall monitor any delays or absences of Assist Parents, report them to the Secretary, and ensure the members have paid their fines.
- c. Shall run meetings in the President's absence.
- d. Shall assist the President with her/his duties.

3. Secretary

- a. Shall have charge of all correspondence.
- b. Shall keep accurate minutes of Board Meetings, available to the general membership.
- c. Shall keep accurate minutes of General Meetings, and post on the website for absent members.
- d. Shall keep attendance records from General Meetings and report unexcused absences to Board each month, noting fines and second absences.
- e. Shall keep complete file of membership.

4. Treasurer

- a. Shall receive all fees, pay all expenses.
- b. Shall prepare monthly and term reports and submit books for yearly audit.
- c. Shall prepare the annual budget and present it in the spring.
- d. Shall communicate with the YCP accountant at least annually.
- e. Shall communicate with the payroll company to ensure the teacher's pay is accurate and the payroll taxes are correct.

- f. Shall file any tax forms as needed.

5. Membership Chairperson

- a. Shall process member applicants.
- b. Shall distribute written orientation information.
- c. Shall conduct all public relations on behalf of the school.
- d. Shall host an open house in January or February to attract students for the following year.
- e. Collect Health Forms and maintain files; help teacher notify membership of group's exposure to communicable diseases.

7. Building and Maintenance Chairperson

- a. Shall be responsible for the following:
 - i. Equipment upkeep
 - ii. Inventory
 - iii. Housekeeping
- b. Shall be responsible for locating housing for the preschool.
- c. Shall coordinate Cleaning Bees and report absences to Board, including fines incurred and second absences.

Article V: Duties of Teacher

- 1. Shall attend all general meetings.
- 2. Shall attend Board Meetings at the request of the Board.
- 3. Shall be in authority while school is in session.
- 4. Shall abide by all the terms of his/her contract.

Article VI: Dissolution

- 1. In the event circumstances make it imperative to discontinue the operation of the Ypsilanti Cooperative Preschool, Inc., said preschool will be discontinued by a vote of two-thirds (2/3) of the entire membership. An absentee vote will be accepted.
- 2. In the event of dissolution, the assets, equipment, and money of the preschool shall be handled in the following manner:
 - a. Equipment will be stored at a place specified by the Board for a period not to exceed five (5) years.
 - b. If absolutely no storage place is found, the equipment may be sold at the discretion of the Executive Board and the money to be added to the money held for the preschool by the Huron Valley Council of Cooperative Nurseries.

Article VII: Amendments

Proposed amendments shall be presented as stated in Voting Procedures. A quorum shall consist of 60% of the membership. A simple majority shall be needed to carry a proposed amendment.

Participation Agreement

"It is important that all parents involved take an active rather than passive part in working out the details of the cooperative nursery." (YCP Constitution, Article II: Object)

The following items are listed so everyone has a clear understanding of what is expected. Parents will:

1. Complete the physical examination form, including a record of inoculations against diphtheria, whooping cough, tetanus, polio, measles, rubella, smallpox, HIB and Hepatitis B, and varicella.
2. Complete all forms required by the school.
3. Pay registration fee and tuition in September and January, unless special arrangements are made with the Treasurer.
4. **Assist the teacher the required number of assist days as scheduled. Assist persons for the day are expected to arrive 20 minutes before class in order to set up equipment and supplies for the day. Assist persons are expected to stay 20 minutes after class ends to clean up.**
5. **Participate in the fundraising activities for a total of at least \$120 per year. Monies raised over \$60 in the fall fundraiser will be credited toward the spring fundraiser.**
6. Participate in two School Support Events per year.
8. **Attend all General Membership Meetings (2 per year). The Board must approve any absences and anyone unable to attend is responsible for obtaining information and materials distributed.**
9. Take on one job or board position.
10. In compliance with Michigan Licensing requirements, participate in ongoing parent training.
11. **Abide by the Constitution and By-Laws as adopted by Ypsilanti Cooperative Preschool and included in the Handbook.**
12. Pay a \$50 deposit with fall tuition. This will be docked for the following reasons:
 - ✓ Unexpected absence from General Membership Meeting (\$10)
 - ✓ Unexcused absence from School Support Events (\$15)
 - ✓ Failure to return Job Notebook (\$5)
 - ✓ Delay or absence (\$15 to the YCP, \$30 to paid assist parent) from assigned Parent Assist day.

Should charges exceed deposit, family will have 30 days to pay excess. When all of the above items of participation are fulfilled, the entire deposit will be refunded by July 1. This deposit can be used in lieu of any fundraising activities.

Having read and understood the above, we agree to pledge our cooperation and to pay tuition and fees as required.

Parent Signature

Parent Signature

Date

Revised 01/13