

# Lake Stevens Cooperative Preschool 2023-2024



*A Member Participation Program Affiliated with Edmonds College*

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**[www.thelakestevenspreschool.org](http://www.thelakestevenspreschool.org)**

We admit students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our schools. We do not discriminate due to an association or perceived association with a protected class, including, but not limited to race; color; religion or national and ethnic origin; sex; sexual orientation; gender expression or identity; disability; age; citizenship; marital or veteran status; or genetic information in the administration of our educational policies, admissions policies, financial assistance programs, and other school-administered policies.

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# Lake Stevens Co-op Preschool

## 2023-2024 Important Dates

### August-September

8/17: Reg. Packet Pickup/Popsicles in the Park

8/29: Orientation (6:30-8:30pm)

9/11: First Day of Class for 3's & 4's

9/12: Board Meeting (6:30-8:30pm)

9/14: First Day of Class for 2's

9/26: Member Meeting (6:30-8:30pm)

### October

10/10: Board Meeting (6:30-8:30pm)

10/24: Member Meeting (6:30-8:30pm)

### November

11/14: Board Meeting (6:30-8:30pm)

**11/10: NO CLASS- VETERANS DAY**

**11/22-11/24: NO CLASS- THANKSGIVING**

11/28: Member Meeting (6:30-8:30pm)

### December

12/12: Board Meeting (6:30-8:30pm)

**12/18-1/1: NO CLASS - WINTER BREAK**

### January

1/2: First day back after Winter Break

1/9: Board Meeting (6:30-8:30pm)

**1/15: NO CLASS - MLK JR DAY**

1/23: Member Meeting (6:30-8:30pm)

### February

2/13: Board Meeting (6:30-8:30pm)

**2/16 & 2/19: NO CLASS - Presidents**

**Day Weekend Break**

2/27: Member Meeting (6:30-8:30pm)

### March

3/12: Board Meeting (6:30-8:30pm)

3/26: Member Meeting (6:30-8:30pm)

### April

**4/1 - 4/5: NO CLASS - SPRING BREAK**

4/9: Board Meeting (6:30-8:30pm)

4/23: Member Meeting (6:30-8:30pm)

### May

5/14: Board Meeting (6:30-8:30pm)

5/22: Last Day of Class for 3's and 4's

5/24: Last Day of Class for 2's

# **WELCOME**

Dear Member,

Welcome to the Lake Stevens Cooperative Preschool family!

Being a family member of this cooperative preschool is a unique and rewarding experience. Working together, we create a fun and stimulating learning environment for our children that is affordable. As we do the work of running our preschool together, we are able to build friendships that support us through the trials of parenting preschoolers. Our hope is that the cooperative will be a place that nurtures, educates, and brings joy to you and your family.

This handbook is designed as a guide to get you familiar with the way our program operates. If you have any questions, please ask for help! Your child's teacher, our Parent Educator, your Class Coordinator and the members of our Preschool Board are all here to help. Here's to a great year!

## **Our mission**

Lake Stevens Cooperative Preschool is dedicated to providing a supportive, learning-rich environment for both children and parents through hands-on participation.

## **Our vision**

Our program fosters the fundamental values and beliefs that children learn through play while developing the social and academic skills needed for a successful transition to primary education. We also provide childhood development education opportunities for parents while encouraging a peer-support network.

## **Nondiscrimination statement**

We admit students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our schools. We do not discriminate due to an association or perceived association with a protected class, including, but not limited to race; color; religion or national and ethnic origin; sex; sexual orientation; gender expression or identity; disability; age; citizenship; marital or veteran status; or genetic information in the administration of our educational policies, admissions policies, financial assistance programs, and other school-administered policies.

## **About this handbook**

This handbook will serve as a guide and also presents the Standing Rules of Lake Stevens Cooperative Preschool. It describes policies and procedures, outlines member participation in the program, and provides members with an understanding of how the Cooperative Preschool functions.

## **What is a cooperative preschool?**

Cooperative Preschools have over 80 years of history in Washington State. Each cooperative preschool is a 501(c)(3) nonprofit and is an affordable alternative to private preschools. A cooperative preschool offers a unique learning environment for children and adult family members. What sets the cooperative apart from other schools is parent involvement. Scheduling adult family members to work in the classroom with the children allows for more child-directed learning, opportunities to interact with each child and increased supervision. Parents learn how to support the children as they engage in guided play, exploration and self-discovery.

Members of the cooperative preschool join together in the spirit of mutual helpfulness, contribution and participation. The Membership Handbook is prepared to help members understand their role in the operation of the cooperative preschool. The Membership Handbook is designed to work with the cooperatives standing rules, policies, procedures and bylaws. Each member is required to sign the co-op's membership participation agreement, which is considered binding for all members. Prior to working in the classroom, each adult must complete the required general risk management training that is specific for their co-op. Co-op members are also required to enroll for FLED credits with Edmonds College, Family Life Education Department (FLED).

## **Organization for Parenting Education Programs (OPEP) Instructional Guidelines**

Based on guidance from the Department of Health and OPEP (Organization of Parenting Education Programs), all parenting education classes may operate to provide classes for children and parent education for parents following all Washington state public health guidelines and OPEP risk management guidelines.

# Lake Stevens Co-op Preschool

## 2023-2024 Board of Directors

2's Teacher	Hannah Trulock-Bender	425.770.3600 2s.teacher@thelakestevenspreschool.org
3's and 4's Teacher	Adrienne Wolf	425.422.9788 3s.4s.teacher@thelakestevenspreschool.org
Chair	TBD	chair@thelakestevenspreschool.org
Vice Chair	Anna Lewis	360-628-0057 vice.chair@thelakestevenspreschool.org
Treasurer	Maddie Martin	425.273.6179 treasurer@thelakestevenspreschool.org
Secretary	Kirsten Mattern	360-572-9645 secretary@thelakestevenspreschool.org
Registrar	Erika Hartzog	206-914-0800 registrar@thelakestevenspreschool.org
2s Class Coordinator	Lainey Piland	425-417-2671 2s.coordinator@thelakestevenspreschool.org
3s Class Coordinator	Gina Gordon	425-361-5056 3s.coordinator@thelakestevenspreschool.org
4s Class Coordinator	Lindsay Wakefield	781-724-5826 4s.coordinator@thelakestevenspreschool.org
Web/Social/Marketing	Clay King	406-579-2191 webmaster@thelakestevenspreschool.org
Fundraising	Aaron Deines	952-465-1363 fundraising@thelakestevenspreschool.org
Risk Management	Kerri Lyon	425-615-1649 risk.mgmt@thelakestevenspreschool.org
4s EdC Instructor	Kirsten Foster	kirsten.foster@edmonds.edu
3s EdC Instructor	Julie Lee	
2s EdC Instructor	Anne Ng	ann.ng@edmonds.edu

## Class Schedule

Class	Age Range	Schedule	Class Size
2s Class	2-3 Year olds	Thursday/Fridays 10:00AM-12:00PM	12
3s Class	3-4 Year olds	Monday-Wednesdays 9:30AM-11:30AM	16
4s Class	4-5 Year old	Monday-Wednesdays 12:15PM-2:45PM	18

Children must meet the age requirement by August 31st prior to the start of the school year. Age Exception Policy available in “Governance and Compliance” in this handbook.

## Social Media & Web

- <http://www.thelakestevenspreschool.org>
- We also have a Facebook page, and a private group for **Families of the Lake Stevens Co-op**. Here you will find important info about events and get-togethers for our community of members. Find us on Facebook and join the fun!

## Emergency & School Closure

The Preschool operates in conjunction with Lake Stevens School District (LSSD) in regards to school holidays, inclement weather procedures and **some** non-school days.

The responsibility for closing LSCP in the event of an emergency (i.e. power outage) will lie with the Teacher and Chairperson or Class Coordinator. In the event of unhealthy air quality/pollution due to wildfire smoke, <https://www.airnow.gov> will be used to determine whether to hold class. Classes may continue as planned for a Good (0-50/Green) or Moderate (51-100/Yellow) Air Quality Index, no outside activities for Unhealthy for Sensitive Groups (101-150/Orange) and class will be canceled for an AQI of 151 and above (Red/Purple).

Days that are missed due to inclement weather or wildfire smoke **may** be made up later to be determined by the Teacher and the Board.

In the case of inclement weather, if LSSD schools are closed or operating on an altered schedule (for example buses running 1 hour late), preschool classes will not meet unless otherwise notified by the Teacher and Chairperson or Class Coordinator



## Schedule of Fees

Description	Amount Due	When is it due?	Purpose
Registration Fee	\$75 per child* Non-refundable, non transferable	Within 5 business days from notification from the registrar of being placed on the class roster after Jovial/online registration paperwork is submitted	Fee secures a child's place in class. Allows the Registrar to build a class lists based on firm commitments
Class Tuition*	2s \$90/ month 3s \$150/month 4s \$165/month	Tuition is due in the tuition box by the 1st of each month. Monthly tuition is paid September thru May regardless of Holidays, illness, vacations, schedule, or inclement weather.	Provides the majority of the preschool's operational funds
Fundraising Obligation	Participation by all members required	June 1st (or the end of the school year)	Supplements tuition and fees to cover general expenses and receives special designation as approved by the board.
Late tuition Fee	\$10/\$20 for subsequent late payments	\$10 fee charged on the 6th of the month for nonreceipt of payment & an additional \$10 fee charged the 11th of the month for nonreceipt of payment	Administrative costs
Returned Check Fee	\$35	due upon repayment of tuition	Administrative costs

\* See the [Sibling Tuition Policy](#) for multi-child fee schedule and discounts.

- First and last month's (May) tuition is due the **first day of class** for September, and the first day of class for students starting mid-year.
- For the remainder of the school year, tuition is due the 1st of the month. Late fees are applied for tuition received the 6th or thereafter. Tuition payments may be mailed to: PO Box 432 Lake Stevens, WA 98258 and postmarked by the 5th in order to avoid late fees
- There is a tuition box on the sign-in table where you may submit your payment
- Cash payments **MUST** be made in person at the preschool (**do not mail cash**) and include a completed copy of the Cash Count Form (available on the sign-in table)
- If your tuition payment is going to be late, it is expected that you make arrangements with the treasurer **prior** to the late payment
- E-payments made via Jovial are assessed a \$3 processing fee
- **FINANCIAL ASSISTANCE IS AVAILABLE!** If you are interested in applying for a fee waiver from the Co-Op (no financial forms required), please don't hesitate to reach out to the Treasurer at [treasurer@thelakestevenspreschool.org](mailto:treasurer@thelakestevenspreschool.org). There are also funds available through the college via ICC. All financial information is confidential

## Finances

1. Tuition and registration fees are recommended by the Board and voted on by the Membership. Actual tuition, registration and late fees are stated in the Standing Rules as well as in this handbook.
2. The annual one-time registration fee is non-refundable and non-transferable. Enrollment is open to the public the 4th Monday in February (per FLED's schedule) and is available on a first come, first served basis.
3. Tuition shall be paid in full for each month, regardless of a child's absence, illness, personal vacations, holidays and inclement weather. In the case of an extended illness, please contact the Treasurer.
4. Tuition is due the first day of each month. Tuition is paid in eight installments, September through April (please see point 5 below for more information regarding first/last month tuition payments). It is expected that you pay tuition on time. A \$10.00 late fee will be charged on the 6th if tuition is not received. An additional \$10 fee is charged on the 11th for payments still not received. Failure to arrange payment of tuition with the Treasurer will result in loss of Member-In Good Standing status and dismissal from LSCP.
5. May's tuition is collected with your first month of school's tuition and due the first day your child attends school. If your child needs to withdraw prior to the end of May, we will refund unused tuition only if the registrar is given a two-week notice by the parent ([registrar.lscp@gmail.com](mailto:registrar.lscp@gmail.com)) and the Member fulfills all responsibilities within the two week period (including finding work day coverage if needed and wrapping up aspects of the member job). If pre-paying May's tuition will cause financial hardship, please contact our treasurer at [treasurer.lscp1@gmail.com](mailto:treasurer.lscp1@gmail.com) for an alternative payment plan. All requests are kept strictly confidential.
6. Members must make arrangements with the Treasurer if tuition cannot be paid on time. The Treasurer or the Board may waive late fees if the member proposes specific acceptable arrangements for alternate payment prior to the late fee deadline.
7. A non-sufficient funds (NSF) check fee will be charged to the maximum allowable by law for any returned or NSF checks.
8. Financial Assistance is available through the Inter-Coop Council (ICC) Fund. The ICC Financial Assistance fund provides assistance for long-term financial need. Awards are based on income level/eligibility. All requests are confidential. Contact the Treasurer if you have any further questions. LSCP offers financial assistance for all Members In Good Standing, who have a **short term** need due to financial hardship. Please see the application form on page 15 and contact the Treasurer for further information.
9. Tuition shall cover:
  - a) Teacher(s) salaries
  - b) Annual operating expenses
  - c) Improvement of LSCP materials and equipment
  - d) The contingency fund to carry over the next school year
  - e) EC tuition for members

# LSCP Financial Assistance Application Form

## Section 1: General Information

Name of Parent(s): \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

## Section 2: Financial Assistance policy as stated in the Member Handbook:

- 1) Financial Assistance is available to all Members in Good Standing who have a **short-term** need due to financial hardship.
- 2) Members in Good Standing who experience financial hardship may apply for up to a **50% tuition reduction for a three-month period**.

## Section 3: Financial Need

We are in need of financial assistance for the following months: \_\_\_\_\_

Our current monthly tuition rate is \$ \_\_\_\_\_ per month.

Reason for Request (eg: illness, loss of job, etc). **This information will remain confidential:**

\_\_\_\_\_  
\_\_\_\_\_

## Section 4: Terms of Agreement

I, the parent of said child, have read this application in its entirety. If my application is approved, I agree to pay my designated portion of tuition in a timely manner and will immediately notify the Treasurer if any problems arise. I also agree to comply with the terms of the membership agreement, including attending all parent meetings, showing up for my scheduled class work day, and completing my assigned parent job. I acknowledge that any non-compliance of the parent agreement can result in the termination of my Financial Assistance. I also acknowledge that all of the information included in this application is to be kept confidential by all parties, including myself. The only information that will be disclosed to the Board is the information listed in Section 3 of this application.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Treasurer Signature \_\_\_\_\_ Date \_\_\_\_\_

2nd Executive Board Member initials \_\_\_\_\_

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# Membership Expectations

## 1. Edmonds College Information College Affiliation:

The cooperative preschool is affiliated with the Family Life Education Department (FLED) at Edmonds College. EC provides on-site college Instructors who provide a wealth of knowledge and expertise in early childhood development, parenting education and leadership. Instructors work with enrolled families during class and during member meetings, facilitate/advise Board members in the running of the co-op business, and support cooperative preschool teachers in their work. Cooperative preschool members are considered EC students.

### Edmonds College Enrollment

The Family Life Education Department assigns college instructors who observe and facilitate adult learning at each cooperative preschool. Members are enrolled in a FLED course during their time at the cooperative preschool and earn college credits. The College class that enrolled adults are required to participate in at the cooperative preschool consists of two parts: Parent education lab hours and Parent Education Course instruction. The Parent Education Course instruction occurs during the member meeting each month. the Preschool classroom is considered to be the Lab portion of the Parent Education course and this is where enrolled adults will practice the skills that they are learning during the instruction portion of the class, College instructors will participate in the Lab portion of the EC class one day a week, alternating days attended so that all students can be observed in the classroom environment.

The learning outcomes for co-op members include:

- Supervise in the classroom
- Practice and identify positive interactions
- Discuss parenting strategies
- Discuss developmentally appropriate behaviors
- Recognize individual differences
- Describe play-based and learning

The cost of the college tuition for one adult per family who is enrolled for FLED college credits is included in the families monthly preschool tuition payments; the cooperative preschool pays the college for the credits. If additional adult family members or caregivers work in the classroom, an additional fee may be required to cover the cost of their college tuition. Additional adult family members or caregivers credits will be decided jointly with the FLED Parents Education Instructor.

If an additional adult will be attending the member meeting on a regular basis, the instructor should be notified to ensure the proper registration at the college. If another adult will be attending the member meeting for a particular month, special arrangements should be made with the College Instructor.

## **ctcLink Student Identification Number, Edpass and College Email accounts**

As a student of EC, co-op members are assigned a **ctcLink student identification number**. They are eligible to get a student identification card called an **EdPass** and a **college email account**. Members enrolled for FLED credits will be able to get their EdPass after their college enrollment paperwork has been processed and they have been issued a ctcLink ID number and enrolled in the appropriate FLED section by the FLED Programs Specialist. Members will receive their ctcLink number via email after they have done the online application for Edmonds College. To get an EdPass, members may go to the EdPass Card Services office located on the EC campus in Alderwood Hall, rm 103. Members may also begin the process online through <https://www.edmonds.edu/edpass/default.html> Additional information about the EdPass is available on the college web page.

Your EdPass can also serve as a bus pass for Community Transit buses. As a registered EC student, you can ride Community Transit for a reduced rate by purchasing a bus sticker for your EdPass. Many businesses and organizations (amazon, apple, etc...) also offer discounts to college students when they provide official college identification, such as the EdPass.

## **2. Member in Good Standing Policy:**

A “Member in Good Standing” is defined as a member that is fulfilling his/her obligations as laid out in the Standing Rules and Parent Handbook. A “Member **NOT** in Good Standing” is a member that fails to fulfill the described duties and/or make-ups where and when applicable. Loss of one’s “Member in Good Standing” status removes all voting privileges and pre-registration status for the following year, and may also be grounds for dismissal from the co-op.

The following serves as a summary of the member responsibilities to maintain “Member in Good Standing” status:

1. Work assigned days in the classroom or find a suitable substitute in a timely fashion, communicate that with the teacher and classroom coordinator.
2. Attend ALL monthly member meetings, including business and Parent Ed portion of meeting.
3. Perform assigned job for the preschool or serve on the board for the entire school year.
4. Perform classroom weekly cleaning at least 1 time per school year (board members are exempt).
5. Participate in the mid-year or end of year cleaning.
6. Participate in fundraisers and community events (strongly encouraged).
7. Pay tuition and fees on time.
8. It is expected that you pay tuition on time. Tuition is due on the first of each month. Tuition is paid in eight installments through the school year; first and last month’s tuition are due on your child’s first day of class. A \$10.00 late fee will be charged on the 6th if tuition is not received. An additional \$10 fee is charged on the 11th for payments

still not received. **Failure to arrange payment of tuition with the Treasurer may result in loss of Member-In Good Standing status and dismissal from LSCP.**

### 3. Forms:

It is required that all forms are turned in on time, including:

1. A current, valid immunization form or statement of exemption for your child. Per state law, it is required that this information be on file BEFORE your child may attend their first class.
2. Notification of any allergies, dietary or physical restrictions the child may have.
3. Emergency medical information (a form in the enrollment packet that will be kept on file in the classroom).
4. The "Member Participation Agreement", which must be read, signed, and returned for LSCP records prior to your child attending school. This document is considered binding. Agreement is found at the end of this handbook.

### 4. Meeting Requirements:

Membership meetings will typically be held on the 4th Tuesday evening of each month (see the LSCP calendar). It is **required** that you attend the monthly Member Education meetings. During these meetings, we cover all co-op business and important information related to classroom jobs, curriculum, fundraisers and upcoming community events. This is also when our Parent Instructor from EC provides the lecture portion for the credits we are receiving from the college as members of the co-op. Thus, ATTENDANCE IS REQUIRED, not optional, at the entire meeting. Attendance is recorded for the business and parent education portions of the meeting.

If unable to attend or send a substitute (spouse/partner), members should contact their Class Coordinator and Parent Instructor **prior** to the meeting to give advance notice of absence.

#### **First missed meeting:**

Members will be graced one missed meeting, but are still responsible for the information covered.

#### **Second missed meeting:**

*Business portion:* Requires a make-up within 30 days using either of the following:

- Attend a board meeting (2nd Tuesday of the month from 6:30-8:30pm) OR
- Work with your Class Coordinator for alternative makeup option (e.g. extra weekly cleaning, help with all school events, etc.)

*Parent Ed portion:* Requires communication with Parent Educator for make-up option (e.g. complete alternate assignment, read parenting article, book, seminar or video related to missed material.)

**\*\*If, after 30 days, you have not made up the missed meeting or made necessary arrangements for doing so, your membership will be reviewed by the Executive Board in conjunction with Class Coordinator, Teacher and Parent Instructor.**

## **5. Workday Responsibilities:**

Your responsibility as a member of LSCP is to aid the Teacher on the days you work in the classroom by helping with projects, materials, organization and cleaning. **Most importantly, you engage in play and activities at the children's eye level.** You provide encouragement and support to the children to try new activities and help the children negotiate and cooperate. The Teacher assists the members in understanding their role in the classroom, briefly explaining the projects for the day and her/his expectations for the children. Members also help one another with their roles as Teacher Assistants.

You may be asked to lead an enrichment activity once during the school year for the children. The Teacher will help you determine these activities. Enrichment can be a range of activities such as reading a book, supervising a cooking project, playing guitar or teaching some special skill that you have. The purpose of this is to share the variety of knowledge/skills that we have with our children. Any enrichment activity must be scheduled with the Teacher.

## **6. Attendance and Substitutes:**

There are two parts to the college class that enrolled adults are required to participate in at the Cooperative Preschool: lab hours and parent education. The lab hours take place in the preschool classroom and the Parent Education Course Instruction occurs during the member meeting each month.

Enrolled adult students, while working once a week in the co-op classroom as a teacher assistant, are earning credits from Edmonds College. The preschool classroom is considered to be the lab portion of the parent education course.

If an additional adult will be attending the member meeting on a regular basis, the instructor should be notified to ensure the proper registration at the college. If another adult will be attending the member meeting for a particular month, special arrangements should be made with the College Instructor. Approval for that person to attend will be at the discretion of the Instructor.

## **7. Weekly, Mid-Year & End of Year Cleaning Responsibilities:**

Each family (excluding those serving on the Board) is required to clean the classroom once during the year (weekly clean), AND at mid-year (usually the first week of December) or at year-end. The cleaning



sessions will run in accordance with the schedule provided at the beginning of the school year by the Cleaning Coordinator. Sign-ups for specific cleaning days will be provided to Members at the beginning of the year and monitored by the Cleaning Coordinator or Vice Chair. Families with multiple children enrolled may be asked to clean twice, if enrollment is such that additional cleanings are necessary.

\*Weekly cleaning sessions are typically two hours and are completed on Thursday afternoon between 12-2pm.

## **8. Fundraising Responsibilities:**

Each year the LSCP Board will determine the fundraising needs based on that year's operating budget. Fundraising is an important and fun way to come together as a community and do something extra for our school. We try to choose fundraisers that are FUN, encourage a sense of community, and will also be worth our time financially. All fundraising and community events will be presented to the membership at the beginning of the school year. We strongly encourage every member/family to participate in Fundraising in ways that work best for them.

## **9. Member Jobs:**

You are required to perform an assigned job for the preschool or serve on the Board for the entire school year. Members with multiple children enrolled may be expected to hold multiple jobs dependent upon the needs of the school. The need for additional cleaning or multiple preschool jobs by families with multiple children enrolled will be determined by Class Coordinators and approved by the Chair.

### **Description of Member Jobs**

The following is a list of LSCP member positions and duties. Members not already serving on the Board are required to sign up for a job that they will perform throughout the school year. The following is a synopsis of each job; if you have further questions about member jobs, please contact the Vice Chair ([vice.chair@thelakestevenspreschool.org](mailto:vice.chair@thelakestevenspreschool.org))

#### **Laundry Coordinator (2's and 3/4's)**

- Washes all classroom laundry on a weekly basis.

#### **Book Orders:**

- Distribute Scholastics book ordering information on a monthly basis.
- Give reminders of book order deadlines.
- Collect orders and payments from Members and submit orders to Scholastics.
- Distribute materials when they arrive.

**Supply/Equipment Coordinator:**

- Coordinate with teachers and evaluate supply needs. There is a checklist available to assist with this. Check in with both teachers around the 1st of the month to verify supplies needed that were not provided after the request at member meetings. If there is still a need, arrange purchasing the items needed with the Secretary and/or Treasurer, a supply budget and amazon account will be provided.

**Inventory Coordinator:**

- Evaluate all toys and equipment during the first week of October, January and March for any needed repairs and facilitate the repairs as needed (schedule a time with the teacher \*outside\* of regular class hours)
- Submit an accurate compiled inventory list at year-end to turn into FLED.

**Field Trip & Special Event Coordinators (one per class):**

- Work with their Teacher and class to plan and organize age-appropriate field trips, including finding out about costs, parking, directions, and facilities for the children. Each class decides the number of field trips.
- Provide field trip information to parents within your classroom
- Complete a field trip or special activities form as required by EC prior to each trip and organize child emergency information sheets for each trip.
- Communicate with the Treasurer when necessary for all payment from LSCP associated with field trips.
- Lead the planning of one school-wide event throughout the year (typically, one community-building event in the fall hosted by 4s, one in late winter hosted by 3s and end of year events).

**Teacher's Assistants - Up to 2 members per class:**

- Work directly with the teacher to assist with classroom projects, i.e. Prep artwork, gather materials/supplies, etc.
- Make new name tags for the children as required.
- Work with teachers to request, select, pick up, and return library books to Sno-Isle libraries.
- Maintain/organize/switch out books in the classroom library.
- Help create and maintain a list of school owned books.

**Class Photographers: (one per class)**

- Take photos at LSCP events and during regular class time.
- Provide photos to the Webmaster and share with members.
- Provide the teacher with a digital copy of photos for the children's end of year memory books if requested.
- Coordinate with Photographers in other classes to schedule Class Pictures in October or November from a professional photographer if desired.

**Artwork Sorter: (one per class)**

- Take down artwork after it dries.
- Sort and organize all artwork into childrens cubbies to go home with members weekly or depending on need.

**Cleaning Coordinator:**

- Creates and maintains a weekly and bi-annual cleaning schedule for the classroom.
- Presents members with sign-up at the beginning of the school year, maintains schedule and communicates with members and Board regarding completed and missed cleanings.
- Sends reminders to members about their assigned dates for cleaning.

**Outdoor Maintenance:**

- Maintains outdoor play & storage area: weeding, moss removal.
- Evaluate all outdoor equipment during the first week of October, January and March to ensure everything is in safe working order and facilitate repairs or toy/equipment replacement as needed.

**Newsletter:**

- Distributes an e-newsletter during the first week of the month (October-May) for co-op families that encompasses all classes and preschool events.
- Communicates regularly with class coordinators for updated class info as outlined above

**Bulletin Board:**

- Updates bulletin/communication board at preschool on a monthly basis with a current calendar, upcoming events, fundraising reminders, field trips, etc for all classes.
- Communicates regularly with class coordinators for updated class info as outlined above
- Have fun with this one and be creative! Paper cutouts, monthly themes, etc

**Member Meeting Coordinator**

- Arrive 20 minutes early to member meetings to assist with set up chair/tables, stay after meetings to assist with takedown

**Grants/Scholarships**

- Review grant writing workshop from FLED for tips specific to Co-Op Preschools
- Actively search and apply for grants throughout the school year
- Goal: Obtain at least one grant or scholarship for the year
- Check out Corporate Matching or Community Donation Opportunities

**Puzzle/Game Sorter**

- Evaluate all games and puzzles for missing pieces and condition
- Organize games and puzzles into bags to replace broken boxes/save space. Include instructions and all necessary items in bag
- Rotate games and puzzles throughout the school year

**Librarian**

- Evaluate books for missing pages/overall condition
- Rotate books throughout the school year
- Coordinate with teachers on what books they need to be out for their coordinating lessons

**Monday Set Up**

- Arrive early on Monday mornings to assist the teacher with setting up the classroom

**Friday Take Down**

- Stay after class to assist in taking down the necessary preschool items for the weekend

**Shed Organization Coordinator**

- Evaluate and organize shed materials, first week of October, January, and March to ensure all toys and items are in good working order.
- Communicate repairs/replacements as needed
- Coordinate with outdoor helper that items are put away correctly

# **Classroom Expectations**

## **1. Mutual Respect Statement**

The Co-op is committed to every person's right to enjoy this experience safely and with dignity. All members, staff and instructors are committed to expecting civil behavior from all. We require each member to support this commitment.

## **2. Confidentiality Statement**

Co-op members shall respect the privacy of other members and the confidential nature of any verbal or written information related to children, families, staff, and the Co-op organization. All such information shall remain confidential during membership and after Co-op membership ends. Rosters provided for class members should only be used for preschool business.

## **3. General Classroom Guidelines**

- There is no drinking of outside beverages, except water, while in the classroom or with the children.
- Smoking is not permitted anywhere on the premises.
- Children should wear their name-tags at all times, or as directed by the Teacher.
- Children are not allowed to bring food, beverages, gum, candy, pacifiers, bottles, or toys. Exceptions are Sharing items and special treat/gifts that the child wishes to share with all classmates and a daily snack. If the child should bring a personal item or a treat/gift, it should remain in their backpack until the designated time.

## **Snack and Mealtime**

Snack time and lunchtime serve many goals within the preschool curriculum. While making sure children are well-nourished for their play is important, there are other areas where children will be developing skills:

- Self help skills: Serving themselves, opening packages, pouring their own water, cleaning up after themselves
- Language skills: Communicating their needs
- Social skills: Having conversations around the table, reading social cues, sitting next to different children

***You are required to provide a nutritious snack for your child/children, in accordance to the snack guidelines, as follows:***

**Children:**

- **Wash hands** in warm running water with liquid soap and dried on individual paper towels, before food preparation and eating.
- **Practice skills:** pour drinks; pass napkins, cups, and other non-food items; request, decline or offer food. Determine if children have skills to use tongs or spoons to serve themselves.
- **Participate in cooking projects** by measuring, scooping, mixing. Learn about a variety of foods & tools.
- **Children must be seated at tables while eating and adults must be seated and supervising children.** Encourage a calm, unrushed pace, and remind children to chew slowly and not talk with food in their mouth.
- **Children should not share or exchange food.**

**Parents/Guardians/Adults:**

- **Avoid known allergy foods** – when possible provide foods all children can enjoy. A few foods, like peanuts, can cause life-threatening reactions and cannot be allowed at preschool.
- **Water is the preferred beverage for preschool.**
- Follow all food Preparation guidelines
- Ensure a clean environment before and after mealtime (sanitizing sprays and wipes can only be used when children are not present)
- Sit with Children while they are eating
  - Adults should ensure that all food on the table is safe for the classroom
  - Adults should model and coach conversations among the children at the table
  - Adults should actively prevent choking hazards by keeping children at the table while eating
- **Hot beverages are never allowed** in the classroom.
- **Wash hands** before preparing food, with warm running water, liquid soap and dried with individual paper towels.
- **Wash, rinse then sanitize food preparation surfaces** and serving tables immediately before and after food preparation.
- **Prevent contamination and spoilage.** Foods should arrive in original sealed packaging and be assembled at school. Fruits and vegetables should be washed thoroughly, peeled as needed.
- **Prevent choking. Prepare food in portions and sizes appropriate for the ages of the children being served.** For one and two year olds food must be soft and small. See list of foods to avoid on next page.
- **When providing individual servings,** portions should be served in or on disposable, food-safe, paper products OR dishes and placemats that can be washed and sanitized. Food should not be served on the table surface.
- **Teach children to use serving utensils.** Supervise carefully as children learn to pass serving dishes and use serving utensils. Remove any food or utensil that becomes contaminated when a child tastes from a serving utensil or drops them on the floor.
- **Wash dishes** in hot soapy water, rinse thoroughly, and sanitize with a disinfecting rinse or spray, then air dry or dry with paper towels.

- **Recyclable and compostable paper products** are preferred. Never reuse disposable plates, bowls, trays, baskets, etc.

#### **Snack and Lunch Prep Guidelines**

- Please refer to the Risk Management Manual for specific instructions around food Preparation, including up-to-date bleach sanitizer recipes
- Everyone should wash their hands with soap and water prior to any interaction with food
- Children must not be present in food preparation areas of when bleach sanitizer is in use
- Food Preparation areas and children's tables should be cleaned using the 3 step method before preparation and after eating
- When possible gloves and utensils should be used for serving food
- Food waste and trash should be emptied daily
- Reusable plates, glasses, utensils and placemats should be cleaned and sanitized after every use

#### **Teachers must provide directions for snack preparation & supervision:**

- Post emergency steps for choking.
- Eliminate items that often cause choking with young children.
- Identify known food allergies. Post and distribute guidelines for addressing known food allergies.
- Be clear about the beginning and end of snack time.
- Be clear about the number of children to be seated at each table.
- Avoid treats and food used as rewards.

**Toddler and Preschool classes are required to be NUT FREE classrooms. Peanuts and tree nuts are known to cause life threatening allergic reactions. A nut exposure can also include skin contact to nuts or nut oils used in lotions.**

#### **Reducing the Possibility of Choking**

- Young children participating in group snack time are learning social skills. Children's silly or immature behavior may increase the risk of choking.
- Adult supervision is critical to reduce the risk of choking. Adults need to be seated with children.
- Choking is most often caused by food that can easily lodge in a child's small airway. Anything that could get stuck in a child's throat can be a danger.
- Be sure to serve children food cut into small manageable portions or slices.
- Don't give a child under age 4 any hard, smooth foods that can partially or completely block the windpipe.
- Younger preschoolers and toddlers are more likely to choke on the peel of fruits
- Frozen berries may increase risk of choking, IMPORTANT to partially thaw berries or other frozen fruit that is served in bite sized portions.
- Rules for snack foods at preschool:
 

<ul style="list-style-type: none"> <li>■ No popcorn</li> <li>■ No nuts of any kind</li> <li>■ No nut-butters</li> <li>■ No candy</li> <li>■ No marshmallows</li> <li>■ No grapes</li> </ul>	<ul style="list-style-type: none"> <li>■ No hot dogs &amp; sausages</li> <li>■ Never serve cheese in cubes - slices and pulled string cheese are OK</li> <li>■ Never serve raw fruits or vegetables in chunks – thin slices are OK</li> </ul>
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#### **4. Guidance Policy:**

Ensure the safety and well-being of each child; provide the maximum amount of freedom for children; support children in learning to practice self-control; provide members with a consistent plan for guiding children. Provide guidance in a manner that is gentle, calm, firm, and non-punitive without lecturing or scolding. Never hesitate to ask for assistance or offer to help if it becomes a challenge for adults to remain calm.

- **Responsibilities of Teacher**

Holds primary responsibility for providing a safe environment and consistent expectations for behavior; teaching and enforcing class rules to children and adults; and supporting adults as they develop guidance skills.

- **Responsibilities of Members**

Agree to use the guidance techniques presented to the membership, and provide guidance that is gentle and non-punitive.

#### **Basic Expectations for children:**

Respect and honor self and others: Child may not hurt themselves or others

Respect property: Child may not destroy property or materials

Respect the place of others: Child may not disrupt the play of others

#### **Positive Guidance:**

Provide guidance in a matter that is kind, calm, firm, and non-punitive without lecturing or scolding. Never hesitate to ask for assistance or offer to help if it becomes a challenge for adults to remain calm.

#### **Positive Redirection:**

1. State what the child can do, the rule or the expectation (keep it brief and clear)
2. Remind the child of what is acceptable
3. Warn the child and provide a chance to do \_\_\_ over.
4. Redirect the child: distraction for younger children & alternate activity for older children
5. “Time-together” – adult spends one-on-one time as needed
6. Alert teacher – determine if a “break” is necessary. Use this time to cool down, take a break and plan to re-enter the activities. This should not be punitive.
7. If on-going behavior concerns affect the classroom environment, the teacher, instructor and involved family will work within the “Non-Typical Behaviors” guidelines, as set in the Cooperative Preschools Leadership Handbook.

#### **Addressing on-going behavior concerns:**

1. Teacher will consult with the college instructor to review the pattern of behavior and develop a prevention plan and a response plan.
2. Teacher and/or instructor will arrange for observations of the child on different days.



3. Teacher and/or instructor will set up a conference with the child's parent(s). Together a plan for managing behavior will be outlined (i.e. shadowing child, shortened day, a pre-planned response).
4. When necessary, class members may be advised of the plan for managing challenging behaviors.
5. Teacher & instructor will evaluate progress at 2 and 4 weeks to determine outcomes and goals.

## **5. Hand Washing and Restrooms:**

- All children and adults working in the classroom must wash their hands before entering the classroom. Hand washing is also required before preparing snack, before eating, after using the restroom, and nose blowing.
- Tissue is provided in the classroom and everyone is encouraged to use it for runny noses, sneezes, and coughs. Please cough and sneeze into your elbow or tissue to reduce the risk of spreading germs.
- Placing toys in the mouth is to be discouraged. Remove mouthed toys and place in the bin labeled "to be sanitized."
- Children needing to use the bathroom during class time must be accompanied by at least two adults, unless it is your own child.
- If a child is wearing diapers or is in the process of toilet training, arrangements for changing diapers/pull-ups must be made with other members to cover member's
- non-working days. This way the child will know which specific adult will be available
- and ready to assist them. Dirty diapers/pull-ups must be taken home for disposal.

## **6. Ratios:**

It is your responsibility to work in the classroom once a week. If the following ratios cannot be met, then class will be canceled for the day. If two or more siblings are enrolled in the same class, a member may work once per week provided the ratios are maintained. The following adult-to-child ratios are a risk management and insurance requirement and must be maintained in order for class to be held:

2s: 1 adult for every 3 children (24m – 42 m)

3s: 1 adult for every 3 children (24m – 42 m)

4s: 1 adult for every 5 children (3.5 yrs to -5 yrs)

## **7. Cell Phone Use:**

Cell phones should be kept put away while in class. If you need to make an emergency call, please alert the Teacher and step out of the classroom to do so.

## 8. Visitors:

Adult visitors (i.e. grandparents) are welcome at LSCP. A visitor is a guest attending in addition to the working member. Visitors will have no responsibility for the children and will never be alone with a child or group. If the same visitor attends more than two classes they will be required to register with EC and complete all risk management training. Visitors are expected to comply with all classroom rules and standards as outlined in the Member Handbook. Visitors are required to sign in on the attendance sheet and wear a nametag during class time.

Always get permission from the teacher prior to attendance by any guest (adult or child). Prospective members are allowed to visit while accompanied by either the Registrar or a Class Coordinator with permission of the teacher.

## 9. Field Trips:

The teacher and the Field Trip Coordinator for your class will plan field trips during your normal class time. You will be responsible for any fees associated with the trip for you and your child(ren). All children must have an adult accompany them on school field trips. Only children enrolled in the preschool may participate in excursions unless the teacher gives approval to include siblings.

## 10. Absence of Member and/or Child:

It is your duty to provide a substitute when unable to attend, even in the event of an illness or vacation. Please follow the steps below:

1. Contact the other members in your class to find a substitute.
2. Contact your Class Coordinator if you are unable to find a substitute. Give ample time for her/him to find a substitute. (Extended absences will be considered on an individual basis as long as suitable ratios are maintained and the classroom needs of the children, members and the Teacher are being met).
3. Email your Class Coordinator and Teacher to let them know of your absence and who your substitute is. **Do not** text your child's Teacher on the morning of or during class. Please make arrangements as soon as you can and let them know ahead of time whenever at all possible!
4. It is expected that any substitute has reviewed the Risk Management materials and understands the policies. Another enrolled member is preferred as a substitute.

It is expected that you will bring your child to class on-time. On days you work in the classroom, your assigned station will not be opened until your arrival as this impacts all other students/members in the classroom. Please be on time for your workday so that members dropping their kids off do not have to wait for you!

## **11. What to Wear to Preschool Policy**

### **Adults:**

Adults who are supervising and interacting with children are expected to be dressed for play. Members will attend class wearing appropriate clothing that allows for comfort while engaging in all activities with the children. Members will need to be able to get on the floor or ground, at times needing to sit at a child's level for long periods of time. Adults must also be prepared for all outdoor weather conditions. Be aware that clothing may become soiled, stained or bleached when in contact with children's learning materials (i.e. paint, glue, ink, etc.) or classroom cleaning products.

Shoes should be suitable for walking on varying surfaces (i.e. sand, woodchips, dirt, concrete, etc.) and be appropriate for seasonal weather conditions. Shoes should provide support for walking quickly, occasional running and lifting children, equipment or furniture that may weigh up to 50 pounds. Adults are discouraged from wearing flip-flop sandals and shoes/boots with high heels.

### **Children:**

Children need to be dressed in clothing and footwear that will allow them to engage in all opportunities for play and learning. Children will be learning to use toilets and wash hands with minimal assistance from adults. Children need to wear pants, footwear and jackets that they can learn to fasten/zip themselves. Short sleeves are preferred since water, paint and glue are frequently involved in planned activities. Generally, paint and colors used in play-doh and sensory materials will be washable; however, they cannot be guaranteed to be stain-free.

Children need footwear, outdoor-wear and play-clothes that allow for running, dancing, jumping, climbing and occasional puddle splashing. Avoid footwear and clothing that may cause tripping, slipping or entanglement.

In accordance with health and safety best practices, children enrolled in FLED affiliated cooperatives are required to wear shoes when playing outdoors. We want children to fully enjoy their time outside while ensuring that they are protected against the elements, accidents and other health and safety risks. Footwear that is suitable for walking, jumping, climbing and exploring is highly encouraged.

Each child needs to arrive with a complete change of clothes in a bag/backpack. Teachers will provide information about bringing helmets if the class has the opportunity to use outdoor riding equipment. Children should not arrive to class dressed in character costumes or "dress-up" outfits. Teachers will provide "dress-up" clothing and props appropriate for dramatic play themes.

## **12. Health/Illness Policy**

The health policy of LSCP is designed to prevent the spread of communicable diseases at preschool. Members will encourage and assist with children washing hands after entering the classroom and before eating snack. To promote the health and well-being of all preschool children, please adhere to the following guidelines:

- A current, valid immunization form (provided in the enrollment packet) or a statement of exemption is required. This must be turned in prior to the child starting school, and will be kept on file in the classroom.
- LSCP follows the Snohomish Health District guidelines in regards to communicable illness. Please inform the Class Coordinator and the Teacher if your child has exposed any other students to a communicable illness.
- Member and/or child should NOT attend if he/she has:
  - A communicable disease [i.e. Chicken pox, conjunctivitis (pink eye), impetigo, diarrhea, strep throat, scabies, etc.].
  - A fever of over 100 degrees, or has had one during the previous 24 hours.
  - Vomiting or diarrhea within the last 24 hours.
  - Been on antibiotics less than 24 hours (unless for treatment of ear infection with NO other symptoms of illness).
- Should more than 50% of the children be absent for any one class due to illness, that class may be canceled for the day.
- If a child becomes ill or is seriously hurt at school, the member will be notified immediately. If the member cannot be reached, the alternate person listed on the Emergency Information sheet will be contacted. In the event that neither can be reached, the child's physician will be contacted, and if not available, the child will be taken to the nearest hospital or doctor.
- In the above situation, the member will be responsible for any and all medical costs, including doctor's fees, hospital expenses and related services.
- In the event of an injury to an enrolled child, contact the college Member Educator and request an accident claim form. Also complete the official incident/accident form promptly following an injury that requires a medical professional examination.

## **13. General Safety Procedures and Practices**

All adults working in the classroom are required to complete Risk Management training as provided by FLED and OPEP. Documentation of completion is required before the adult can be in the classroom. Further information on these policies can be found in the Risk Management Manual. Please direct any questions to the schools Risk Management Coordinator or your college instructor

- At least 2 adults must be supervising children at all times, unless they are the caregiver of that child
- Every adult working with children must be in view of another adult

- Classes maintain the appropriate adult to child ratio
  - 1:5 adult to child ratio for 3 – 5 year olds
  - 1:3 adult to child ratio for 19 months to 3 years
  - 1:2 adult to child ratio for birth – 18 months
- For adequate supervision, it is recommended there are 4 working adults at each class meeting
- Children are never left unattended in cars.
- Children are always escorted by an adult to and from the classroom! PLEASE HOLD HANDS.
- Always sign-in or check in with the teacher or attendance monitor.
- Children are only to be released from school to approved adults
- Adults and children must wash hands when arriving for class, before eating, after toileting and diapering, and when returning from outdoor play. Use running water, soap and disposable towels.
- Teachers must be notified before dismissing a child from class. Children may only be released to their parents or previously authorized adults. Child “release” information is kept on file at the co-op.
- To prevent scalding, HOT BEVERAGES WILL NOT BE ALLOWED IN CLASSROOM
- Adult participants share responsibility for maintaining clear and safe traffic patterns in the preschool classroom.
- To prevent choking, small "*swallowable*" toys or parts are never available to children under 36 months.
- Children should walk indoors; running is NOT allowed.
- Adults should keep watch for any unsafe conditions in the classroom: tripping hazards, sharp corners, broken toys or choking hazards
- Children must be seated at tables when eating.
- Eliminate food that can often cause choking with young children
- Bleach and sanitizing products cannot be used while children are present
- Field trip drivers must carry liability insurance on the vehicle in use, use a safe vehicle with working seat belts, and hold a valid driver's license. If a child's parent is not participating on the field trip, the driver must carry emergency information on each child being transported and signed permission to transport the child. (See Volunteer Driver for more information)
- Adult participants are responsible for learning and using:
  - Skills for supervising children in each area of the classroom and outdoors
  - Safest way to set up activities and equipment
  - Procedures and rules for safe equipment use in each area of preschool
  - Limits for using kitchen appliances or other tool
- Adult participants are responsible for knowing the location of:
  - Posted emergency evacuation plan
  - Nearest phone
  - Fire extinguisher
  - First aid kit
  - Protective gloves
  - Incident/Accident report forms
  - Emergency phone numbers
  - Family contact phone numbers
  - Children's medical information

- Posted allergy information
- Adult participants will monitor and implement a safe storage system:
  - Only adults obtain supplies from storage areas
  - Poisons (cleaners, bleach, etc.) are stored in secured cupboard or container
  - Large equipment must be anchored or stored flat
  - Bins, boxes or drawers are used to store items off the floor
  - Power equipment is stored properly
  - Scissors and sharp tools are stored safely
  - Food supplies are stored in clean, dry, pest-free area
- Appropriate mats will be used under and around all indoor climbing equipment.
- Building, grounds and facilities shall be inspected quarterly for safety hazards.
- Activity areas will be inspected monthly for toys and furniture needing to be repaired.
- Adults must report any safety concerns to the teacher and the people responsible for risk management, maintenance and repairs.
- Hazardous broken toys, equipment, or furniture will be removed promptly and repair or disposal arranged. Alert class teacher to any hazard.
- Quarterly inspection reports will be presented to the co-op board. Copies of the classroom safety checklist will be provided for the college instructor and the Family Life Education Department.
- If a co-op moves or re-arranges a classroom, the safety inspection must happen before children return to the classroom.
- Each class will conduct monthly evacuation/fire drills.
- Each class will conduct earthquake drills twice yearly.
- Any child not enrolled in the co-op should not be attending the co-op's regular program. (Exceptions: open house, family nights, and occasional visitors) No siblings in the classroom without pre-arranged approval from teacher
- Concurrent childcare/nursery for siblings cannot be provided by the cooperative because it is not insured with this program's accident or liability policy.
- Emergency Preparedness
  - At least one working adult must have Infant/Child/Adult CPR and First Aid training in each class meeting and any field trip. It is strongly recommended to have two CPR certified adults present in each meeting.
  - Routine Fire, earthquake and evacuation drills should be completed by every class.
  - All adults should know where the following are: Posted Evacuation Plan, Fire extinguishers, First aid kits, Emergency food and other supplies, and emergency contact information
  - Accident and incident forms should be completed in coordination with preschool teachers

## 14. Cleaning

### Daily

- The workday "class cleaner" member or Teacher will make up the cleaning bottles for the day, per CDC standards.
- The 3 step cleaning procedure for tables will be required when cleaning after activities and before tables are used for eating/food.

- All sinks, water fountains, and toilets will be cleaned and sanitized at the end of each school day.
- Children are not allowed in the classroom when the Class Cleaner is cleaning. If a younger sibling is attending, the parent either needs to arrange to have another parent watch the sibling, or trade cleaning duties with another parent.

## **15. Holidays, Birthdays and Celebrations Policy**

In an effort to meet the developmental needs of preschoolers, as well as maintain an inclusive environment, FLED affiliated preschools do not celebrate holidays within the classroom or as part of the preschool activities. This includes holidays with a religious or cultural background (such as Halloween, Valentines Day, or Thanksgiving) Many children rely on the routine of the classroom to feel safe and secure. Drastic changes in the daily routine or changing of the expectations (for example, requiring participation in an art project or adults in costumes) can be unsettling to young children.

There are many ways children can celebrate other than giving gifts, eating special foods or having parties. Universal experiences like seasons changing, children growing or classroom projects provide ample opportunity to celebrate in an inclusive way. Sending letters or thank you cards can give children the experience of giving while supporting the learning of goals of the curriculum.

For enrichment activities, caregivers are welcome to bring in aspects of their home culture, including holidays. Caregivers should work both with the preschool teacher and the college instructor to ensure it is presented in the developmentally appropriate way.

### **Birthdays**

- Birthday celebrations need to be kept simple with a routine that is the same for each child.
- Children's birthdays may be celebrated with a simple crown, Happy Birthday song, and pretending to blow out pretend candles on a flannel board cake.
- Parents should be asked ahead of time if their child would like to participate. Being the center of attention may not work for every family
- Birthdays parties, cupcakes and goodie-bags must be private events and will not be allowed at preschool. Invitations to parties should be given privately, unless all students in the class are invited.

### **Teacher Responsibilities:**

Teachers work with families to plan and present activities that are developmentally appropriate and inclusive of all children. Families in our communities come from a variety of backgrounds, cultures, religious beliefs and traditions.

To help children learn from each other, cooperative preschools can encourage families to share their own traditions with their child's class throughout the year. Families may share cultural

traditions, holidays, foods, languages, literature, and music. Teachers need to notify families in advance.

## Governance and Compliance

### 1. Approved Leave

Family leave for birth or placement of a child is up to eight weeks from date of birth or placement, to bond with a newborn or newly placed child, or to care for a child with a serious health condition. During this leave the participating member does not have to assist in the classroom. The total number of workdays in each of the classes will be divided equally among the adult class members. All other membership requirements will need to be met, including Member Education Meetings, Member Job and tuition. Any extenuating circumstances regarding your Family Leave should be put in writing (email is acceptable) and given to the Executive Chair for Board consideration.

### 2. Sibling Policy

A. Younger siblings may be accepted in class **on a member's work day**. Siblings under six months of age do not incur a sibling fee but still need to be officially enrolled as they do affect our adult to child ratios. Siblings six months and older incur a monthly sibling fee of \$20. For members who request permission to bring a younger sibling to class with them, the adult-to-child ratio must be adjusted for that member according to the youngest child they have with them. (For infants up to 18 months, the ratio is 1 adult for every 2 children.) Sibling must stay within arms reach of the parent. If the regular attendance of a sibling or other child becomes problematic for the class, the Teacher may request that the extra child no longer attend. **There is a limit of two extra siblings per day per class.**

B. Infant siblings must be kept safe and in such a manner as to allow the member to participate in class (i.e. in a front pack). They must be contained in their carrier and not be put down or you and your child will be asked to leave. For insurance purposes this will be strictly enforced. Strollers or car seats are not acceptable.

C. Do not leave strollers in the doorway of the classroom when picking up or dropping off your student.

D. Children not enrolled in the class (i.e. Older siblings, relatives, friends, etc.) may not attend without prior permission from the Teacher.

E. Siblings or other children who regularly (more than once a month) attend LSCP must be formally added to the attendance roster for the class they attend. Risk management and insurance require attendance records for all attending children.

F. **Multiple Sibling Tuition Policy:** A full registration fee is to be paid for 1 child in each family; a half priced fee is to be paid for each additional child. Full tuition is to be paid for the eldest child; there



is a 20% discount for each additional child per family. It is your responsibility to work in the classroom once a week. If the following ratios cannot be met, then class will be canceled for the day. If two or more siblings are enrolled in the same class, a member may work once per week provided the ratios are maintained. The following adult-to-child ratios are a risk management and insurance requirement and must be maintained in order for class to be held:

- 2s: 1 adult for every 3 children (24m – 42 m)
- 3s: 1 adult for every 3 children (24m – 42 m)
- 4s: 1 adult for every 5 children (3.5 yrs to -5 yrs)

### **3. Mandated Reporter Abuse –Neglect**

College instructors and children's teachers are mandated by Washington State law to report child abuse and neglect to the police or Child Protective Services should there be reasonable cause to believe abuse or neglect has occurred.

### **4. Enrollment Eligibility and Policies**

Classes will be divided into age groups that allow selection of developmentally appropriate activities, and use the same cutoff as the LSSD. In order to register for the 2's class, the child must be 2 years old by August 31. In order to register for the 3's class, the child must be 3 years old by August 31. In order to register for the 4's class, the child must be 4 years old by August 31. Exceptions to the enrollment age requirements will be made as follows:

#### **2s class:**

For the 2s class, there will be no registration of a child who is younger than the age requirements until after September 1 (to allow registration preference to children who do meet the age requirements). On and after September 1, if there is space available in the class, a family with a child who will turn 2 years of age between September 1 and October 15 may petition for enrollment. A letter explaining reasons for your petition shall be submitted to the Board. The letter may be mailed, emailed, or delivered to the Chairperson. The petition will be reviewed by the Teacher, FLED Instructor and Executive Board. If approved, a trial period will be granted (two weeks minimum, four weeks maximum) and a registration fee of \$70 is due to the Treasurer within five business days. After the trial period, the Teacher, FLED Instructor and the Executive Board will meet to review the child's class placement. They will make a recommendation to the Board who will give final approval on the placement. If the child is approved to enroll after the trial period, tuition will be due to the Treasurer within five business days; retroactive to the start of the trial. If the child is denied enrollment after the trial, there is no tuition due for the trial period; the registration fee is not refunded.

#### **3s and 4s class:**

For the 3s and 4s classes, if your child turns the appropriate age before Oct 15th and there is an opening in the class; a family may request a trial period (minimum two weeks, maximum four weeks). A family may petition for enrollment with a letter to the Board with an explanation of why placement in a higher-age class is needed. The petition will be reviewed by the Teacher, FLED Instructor and Executive Board. If approved, a 2-4 week trial period in the higher-age class will be granted and a

registration fee of \$75 is due to the Treasurer within five business days. Upon completion of the trial period, the Teacher, FLED Instructor and the Executive Board will meet to review the child's class placement. They will make their recommendation to the Board who will give final approval. If the child is approved to enroll after the trial period, tuition will be due to the Treasurer within five business days; retroactive to the start of the trial. If the child is denied enrollment after the trial, there is no tuition due for the trial period; the registration fee is not refunded.

Students who are approved placement in class with an age exception are not guaranteed a space in the higher age class the following school year. The steps as outlined above will need to be followed (including a trial period) in order to determine the most appropriate class placement. Please contact the registrar for questions, clarification or guidance if your child is enrolled with an age exception.

In the situation where a family may elect to have a student repeat the 4s, the registration fee is due upon receipt of application and may be refundable up until May 31st if the family decides to send the student to kindergarten. If the decision is made June 1st or later for the student to attend kindergarten instead of LSCP, the registration fee is nonrefundable.

### **FLED Recommends the following policy to ensure the safety of all the children in the classroom**

Infant Siblings Enrolled in the class must be held in a front pack, wrap or sling by their caregiver. Use of portable crib is allowed, proving the classroom has space and the caregiver is within reach at all times. The caregiver must be able to fully participate as a working adult in the class. Infants can never be left on the floor, and car seats and strollers are not allowed for use in the classroom. Each Quarter, teachers and instructors will check-in with caregivers of siblings to make sure sibling attendance is working for all parties.

## **5. Expense Handling Policy**

Only persons authorized by the board are allowed to make purchases on behalf of Lake Stevens Cooperative Preschool.

Teachers, members of the Executive Board and the Supplies Coordinator are authorized to make purchases that are budgeted for, up to \$35 without prior approval of the Board or Executive Board. It is the responsibility of the purchaser(s) to work with the treasurer to make sure that expenses do not exceed the current year's budget. A single purchase greater than \$35 by the teachers/purchaser must be approved by the executive board prior to purchase. Any items being bought on behalf of LSCP that have not been budgeted for, or that will require using money from the reserves, must be approved by a board vote.

If a non-authorized member needs to make a purchase for their family job of up to \$15, they may do so after getting approval from the board member who is overseeing their family job. For purchases over

\$15, they will need approval from the executive board prior to making the purchase. Any members that will be spending LSCP funds up-front for a field trip, fundraiser, yearbooks, etc., and then asking members to pay the school afterward, need to contact the treasurer beforehand to make an appropriate money handling and tracking plan.

Receipts must be submitted within 30 days of purchase in order to receive reimbursement. Allow 1-2 weeks for the reimbursement to be processed. Any purchases by unauthorized persons may or may not be reimbursed at the discretion of the executive Board.

A budgeting committee that includes the treasurer and the chairperson, will prepare and propose a budget for the upcoming school year. The budget must be approved by the board by July 1st and be voted on and approved by the membership at the first member meeting of the new school year. If, after the school year begins, the board determines that the financial status of the preschool is significantly different from what was expected when the budget was prepared, then an updated budget may be prepared and submitted to the board for approval and then presented to the membership.

## **Board/Leadership Roles and Responsibilities**

In addition to the functions and powers described in the Cooperative By-Laws, the Board has the following general duties:

- Coordinate an annual evaluation for the Teacher and the LSCP program itself. If necessary, the Board may hold a meeting without the Teacher present for the purpose of discussing and evaluating performance, requirements, salary and employment agreement.
- Each year the Board and EC will provide all members with a written form for evaluating the Teacher and LSCP's program. This evaluation is anonymous and confidential and will be kept on file for one year by the Chairperson.
- Upon completion, the Teacher and the members will be presented with a summary of evaluation results at the following Member Meeting.
- The Board will prepare the Teacher's employment agreement as well as any other agreements for the following year.
- In the event that the Teacher resigns or is unable to teach, the Board may interview and appoint a replacement.
- Board Members must attend monthly Board meetings, held from 6:30-8:30pm on the second Tuesday of each month, June through May. All members are invited to attend Board meetings.

### **Officers:**

#### **Chair**

- Plan the business agenda for the monthly Parent and Board Meetings and provides an electronic copy of the agenda to meeting attendees prior to the meeting.
- Alternately preside over all Board and Parent meetings.

- Creating the annual Teacher employment agreement(s).
- Post all pertinent information from the Family Life Education Department (FLED) in the classroom.
- Maintain active communication with EC FLED office, the community, and other parent cooperatives.
- Maintain current inventory of equipment and supplies, working closely with Supplies Coordinator.
- Prepare the annual budget along with the Treasurer and present it to the Board and Membership for approval.

### **Vice Chair**

- Organize and oversee the operations of any committees.
- Create and update the job tree for LSCP.
- Attend quarterly training/meetings at EC.
- Manage and oversee Members in Good Standing records for all members.
- Communicate with other chair members to execute the above tasks

### **Treasurer**

- Collect tuition and fees from the classes and deposit them in the LSCP account(s).
- Assist the EC Treasurer's Assistant as needed.
- Handle communication between the EC Treasurer's Assistant, Board, Teacher and Members.
- Track and pay expenses.
- Transfer checks and deposits to/from the EC Treasurer's Assistant.
- Present monthly written financial reports at the Board and Parent Meetings.
- Prepare the annual budget with the Chairperson.
- Support an annual financial review with EC Treasurer's Assistant.
- Attend meetings and training at EC as required.

### **Secretary**

- Record the detailed minutes of the Board and Parent Meetings.
- Provide copies of those minutes to the Chairperson and the LSCP members via email and Jovial. Copies of minutes are to be made available within 1 week of meetings.
- Take roll at the monthly parent meetings and any other special business meetings. Record attendance for the Vice-Chairperson and maintains Members in Good Standing records.
- Manage correspondence on behalf of LSCP. (e.g. Thank you notes, letters, get well cards, etc.).
- Maintain preschool immunization records for all currently enrolled students. Confidentiality for families will be maintained.
- Maintain the current Policy and Procedures, Standing Rules and LSCP Handbook.
- Attend quarterly meetings/training at EC .

## **Non-Officer Board Positions:**

### **Fundraising Team (two members)**

- Research, plan, and coordinate all fundraising activities for the year.
- Collect money during each fundraiser and turn in to Treasurer.
- Report at Board and Member meetings the results of fundraisers.
- Distribute information and communicate upcoming fundraising/community events to each Class Coordinator.

### **Registrar**

- Field calls and emails from prospective families.
- Coordinate classroom visits with Teacher for all interested families.
- Supply the Parents, Parent Coordinators, Vice Chair, Parent Instructor, and Teachers with accurate and up-to-date class rosters with any changes.
- Manage the school's cell phone.
- Assemble and distribute the registration packets

### **Class Coordinator (1 for each class)**

- Answer any questions parents may have and facilitate the training of new members.
- Provide handouts of all the required information to the parents.
- Act as a liaison between the Teacher and parents; send weekly email to class with important class info and noteworthy dates for the week.
- Facilitate meetings between the Teacher/parents regarding classroom concerns.
- Assign work days. Distribute assignments to the parents, Teacher, Parent Instructors, and board members. Keep assignments posted in the classroom.
- Ensure that parents perform their assigned job/classroom duty and attend Parent Meetings.
- Prepare and maintain the Emergency Information clipboard for the Teacher.

### **Risk Management Coordinator:**

- Organize emergency supplies/kits.
- Perform quarterly risk management evaluations of the Preschool and reports to EC.
- Schedule/plan safety and evacuation drills with teachers.
- Communicate with the Board any items that need action.

### **Webmaster/Social Media/Marketing:**

- Responsible for maintaining and updating preschool website with current photos, enrollment information and monthly calendars
- Coordinate with the Board for social media advertising and marketing events as needed for enrollment
- Maintain social media profile (Facebook) and exhibit a positive online presence; goal to post 1-2x per month

**Teacher(s) (Non-voting Member)**

- Hold or currently be working towards a certificate in Early Childhood Education/Development, or have equivalent experience as determined by the Board.
- Make every effort to continue education and expand knowledge in Early Childhood Education, and attend EC Teacher meetings.
- Plan and execute the daily activities for the students.
- Assign daily duties for the parents.
- Provide families with a monthly calendar outlining the upcoming curriculum and activities for their child's class.
- Conduct orientation at the beginning of the year and assist in the orientation of new members.
- Advise parents of the child's classroom behavior.
- Conduct conferences with the parents as needed.
- Evaluate the activities and lesson plans used in the classroom on a regular basis.
- Advises the Board, attends all Board and Parent Meetings.
- Work closely with the EC Parent Educator.
- Meet all first aid and emergency training requirements as described in the Risk Management Manual.
- Work with the Risk Management Coordinator to maintain adequate safety and emergency

**College Instructors/Parent Educator (Non-voting Member)**

- Serve as a resource for the Parents and an advisor to the Board.
- Provide parent instruction at the Parent Meetings.
- Attend all LSCP Board & Parent Meetings, as well as one preschool class per week.
- Confer with the Teachers on a regular basis.
- Help parents on an individual basis with questions concerning their child.

# **Lake Stevens Cooperative Preschool Bylaws**

(Amended & Restated August 2012)

## **Article 1. Name**

The name of this nonprofit corporation is Lake Stevens Cooperative Preschool. The corporation will be referred to as the “cooperative” in these Bylaws.

## **Article 2. Principal Offices**

The initial principal office for the transaction of the business of the cooperative is located at Edmonds College, 20000 68th Ave West, Lynnwood, Washington. The Board of Directors may change the principal office from this location to another location within Snohomish County.

## **Article 3. Purpose & Powers**

This cooperative, in conjunction with the Edmonds College of Lynnwood, WA, is organized to support families with young children by providing programs where children and parents learn together in a supportive environment. The preschool shall provide a flexible, stimulating environment in which each child may freely experience, at his or her own rate, a broad range of physical, social and intellectual activities. The preschool shall provide parents with an opportunity to be directly involved in the education of their children and to get instruction in the skills of parenthood. In furnishing services to its members, the cooperative’s operations shall be so conducted as nearly as possible at cost and not for profit. The cooperative shall have all of the general or specific powers conferred on this cooperative by the laws of the State of Washington, all of which are hereby expressly claimed.

## **Article 4. Membership**

### **Section 4.1 One Class of Members; Joint Membership:**

The cooperative shall have one class of members, which shall consist of the parents of a child or children enrolled in the preschool. The mother and father of an enrolled child(ren) shall be considered joint members of the cooperative. A single parent or guardian of an enrolled child(ren) shall be considered a member of the cooperative.

### **Section 4.2 Eligibility for Admission and Membership:**

The Lake Stevens Cooperative Preschool admits students of any race, color, gender, religion, national and ethnic origin, age, handicap, or sexual orientation and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, or other school administered programs. Provided, however, a condition of the admission of any child(ren) is that the parent(s) or guardian(s) of such child(ren) shall agree to be member(s) of the cooperative and to comply with all of the policies, rules and regulations of the cooperative.

### **Section 4.3 Voting Rights:**

Each member or joint member shall be entitled to one undivided vote on each matter submitted to a vote of the membership. A joint member vote may be cast by either of the parent(s) or guardian(s) of the child(ren) enrolled in the school.

**Section 4.4 Termination of Membership:**

The Board of Directors, by an affirmative vote by a majority of the Directors present at any regular meeting at which a quorum is present, may suspend or expel any child(ren) and terminate any member for cause after appropriate notice and hearing, including but not limited to, the non-payment of tuition as herein provided.

**Section 4.5 Powers of Members:**

The membership shall elect a Board of Directors and Officers at the annual membership meeting. The membership may rescind any action of the Board of Directors by majority vote of the members at a regular monthly membership meeting at which a quorum is present.

**Section 4.6 Admission and Membership Eligibility Criteria:**

The cooperative may establish tuition requirements and admission standards for students and membership requirements for parents/guardians, which shall be set forth in standing rules, which shall be available to all members and potential members.

**Section 4.7 No Personal Liability.**

No Member shall be liable to third parties for this Cooperative's acts, debts, liabilities, or obligations. A Member will, however, be liable to this Cooperative for tuition and annual dues and assessments as provided by these Bylaws and for other contractual obligations of the Member to this Cooperative or as might otherwise be agreed to by this Cooperative and the Member.

## **Article 5. Meetings of Members**

**Section 5.1 Semi- Annual Meetings:**

The annual meeting of the members shall be held in the Fall and Spring of each calendar year. Board Officers and members will be elected at the annual spring meeting; Orientation for all members will be held at the annual Fall meeting. Such semi-annual meetings shall be held at such place and time as designated by the Board of Directors.

**Section 5.2 Special Meeting:**

Special meetings of the members may be called by the Chairperson, or a majority of the Board of Directors, or not less than 50% of the members.

**Section 5.3 Notice of Meetings:**

All notices of meetings of members shall be sent or otherwise given not less than ten (10) days before the date of the meeting. Such notice shall state the nature of the business expected to be conducted and the time and place of the meeting. No business shall be transacted at any special meeting other than that referred to in the notice. The failure to give notice or of any member to receive notice shall not invalidate any action taken at the meeting if a quorum was present.

**Section 5.4 Quorum:**

At any meeting of the members of the cooperative a majority of the members shall constitute a quorum for any and all purposes; provided that if a quorum is present, thereafter, the meeting may be conducted until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, provided that not less than



one-third of the members are present.

## **Article 6. Board Directors and Officers**

### **Section 6.1 Number and Qualification of Officers and Directors:**

The authorized number of Directors shall be no less than three (3) and no more than eleven (11). The Officers of this cooperative shall be a chairperson, vice-chairperson, secretary, and treasurer, each of whom shall be Directors. Any two or more of the foregoing offices may be held by the same person, except the offices of chairperson and secretary. Any member in good standing is eligible to be elected as an Officer and/or Director. Membership in the cooperative shall be a continuing qualification to hold office as an Officer and/or Director. Any Officer or Director who ceases to be a member shall be deemed to have resigned as an Officer and/or Director and his/her position shall be deemed vacant.

### **Section 6.2 Election and Term of Officers and Directors:**

Officers and Directors shall be elected by the members at the annual meeting of the members. The Officers and Directors so elected shall hold office for a term of one year beginning in June. However, if any annual meeting is not held, or if Officers and Directors are not elected at any annual meeting, they may be elected at any special members' meetings subsequently held for that purpose. Each Officer and Director, including an Officer or Director elected to fill a vacancy or elected at a special members' meeting, shall hold office until expiration of the term for which elected and until a successor has been elected.

### **Section 6.3 Nomination of Officers and Directors.**

At the time of the annual meeting, any member in good standing of the cooperative may nominate himself or herself to be an Officer and/or Director. In addition, any member may nominate any other member to be an Officer and/or Director. It is intended that candidates shall be nominated to serve as both an Officer and as a Director or as a Director. Candidates nominated to be both an Officer and a Director shall be voted upon by the membership for both positions at the same time (i.e., on the same ballot).

### **Section 6.4 Vacancies:**

Except as otherwise provided by law, vacancies in the Board of Directors, whether caused by resignation, death or otherwise, shall be filled by a vote of the majority of the members of the Board of Directors. A Director thus elected to fill a vacancy shall hold office for the unexpired term of his predecessor and until his successor is elected. If there is a vacancy caused by resignation, death or otherwise of a Director who is also an Officer, any member, including the existing Officers and/or Directors may be nominated for the vacant Officer/Director position. If an existing Director is elected to fill the Officer/Director position of the departing Officer/Director, additional elections shall be held as may be needed until any vacant positions are filled.

### **Section 6.5 Meetings by Conference Telephone or Similar Communications:**

Except as may be otherwise restricted by the articles of incorporation or bylaws, members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the Board of Directors or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting. Voting by email must be approved

by the Board and a valid email address provided to the chairperson. All telephone or email votes must be unanimous.

#### **Section 6.6 Annual Meeting:**

Following each annual meeting of the members, the Board of Directors is authorized to hold a regular meeting for the purposes of organization, and the transaction of other business without further notice of such meeting.

#### **Section 6.7 Regular Meetings:**

Regular meetings of the Board of Directors shall be held monthly, or at such times and at such places as the Board of Directors may determine. Oral or written notice of such meetings shall be given not less than 24 hours prior to the time of meeting. But such notice may be waived by all the Board of Directors, and their appearance at a meeting shall constitute a waiver of notice.

#### **Section 6.8 Special Meetings:**

A special meeting of the Board of Directors shall be held whenever called by the chairperson or by a majority of the directors. Only the business specified in the written notice shall be transacted at a special meeting. Each call for a special meeting shall be in writing or by printed notice given by electronic transmission, stating the place, day and hour of the meeting. Notice of any such meeting of the Board of Directors shall be given at least two (2) days prior to the meeting.

#### **Section 6.9 Quorum and Failure of Notice:**

A majority of the Board of Directors shall constitute a quorum at any meeting of the Board. The failure to give notice or of any Director to receive notice of a Regular or Special Meeting shall not invalidate any action taken at the meeting if a quorum was present.

#### **Section 6.10 Powers and Duties of Directors:**

Subject to the limitations provided in the articles of incorporation, other sections of these bylaws, and of Washington law, the business of the cooperative shall be exercised by the Board of Directors. Without limitation, the Directors' powers and duties include the following:

- 6.10.1 General supervision and control of the business and the affairs of the cooperative.
- 6.10.2 Subject to any applicable policies of Edmonds College, authority to admit and terminate members and to adopt rules and regulations to govern the operation of the cooperative and the members.
- 6.10.3 Authority to procure insurance covering general liability of the company for accidents.
- 6.10.4 Directors shall provide for installation of an accounting system adequate to meet the requirements of the cooperative.
- 6.10.5 To select one or more banks to act as depositories of funds of the cooperative.
- 6.10.6 The foregoing enumeration of powers and duties is not intended to be exclusive and shall not limit or restrict the exercise of the general or specific powers conferred on this cooperative by the laws of the State of Washington.

#### **Section 6.11 Reimbursement and Compensation:**

The cooperative may reimburse Officers and Directors for actual and reasonable costs of travel, meals, and lodging for attendance at conferences, seminars, and training sessions that are for the benefit of the cooperative provided that such expenses shall be approved by the Board chairperson (preferably in advance) or if the expense is for the Board chairperson by two other Board officers. Directors serve in a volunteer capacity and will not be

entitled to compensation for attendance at meetings or for travel to and from regular and special meetings. No voting member of the Board of Directors, or member of the immediate family of any Board member, shall occupy any position in the cooperative on a regular salary.

**Section 6.12 Removal of Directors:**

A Board member may be removed from office for cause by a (suggested) two-thirds (2/3) vote of members. Any Board member who resigns or fails to attend at least three (3) consecutive regularly scheduled meetings without cause shall be deemed as having resigned from the Board of Directors.

## **Article 7. Officers and Committees**

**Section 7.1 Officers:**

The following Officers of the cooperative shall be elected as Officer/Directors by the membership:

**Section 7.2 Chairperson:**

Chairperson shall (1) preside over all meetings of the cooperative and of the Board of Directors; (2) call special meetings of the Board of Directors; (3) appoint such committees as the Board of Directors may deem advisable for the proper conduct of the cooperative; and (4) perform all acts and duties usually performed by a presiding officer.

**Section 7.3 Vice-chairperson:**

In the absence or disability of the chairperson, the vice-chairperson shall perform the duties of the chairperson, provided, however, that in the case of death, resignation, or disability of the chairperson, the Board of Directors may declare the office vacant and elect any eligible chairperson.

**Section 7.4 Secretary:**

The secretary shall keep a full and complete record of all meetings of the cooperative and of the Board of Directors and shall have general charge and supervision of the books and records of the association. The secretary shall sign papers pertaining to the cooperative as authorized or directed by the Board of Directors. The secretary shall serve all notices required by law and by these bylaws and shall perform such other duties as may be required by the cooperative or the Board of Directors. Upon the election of a successor, the secretary shall turn over all books and other property belonging to the cooperative.

**Section 7.5 Treasurer:**

The treasurer shall be responsible for the keeping and disbursing of all monies of the cooperative, and shall keep accurate books of accounts of all transactions of the cooperative. The treasurer shall perform such duties with respect to the finances of the cooperative as may be prescribed by the Board of Directors. At the expiration of the term of office, the treasurer shall promptly turn over to their successor all monies, property, books, records, and documents pertaining to the office or belonging to the cooperative.

**Section 7.6 Other Officers.**

The Board of Directors, as they may deem for the best interest of the cooperative, may provide for the appointment of additional officers to manage the activities and affairs of the Cooperative. Such additional officers may be appointed from within or outside the membership and can, but need not be members of the Board of Directors.

## **Article 8. Miscellaneous Provisions**

### **Section 8.1 Books and Records:**

The Cooperative shall keep the following at its principal or registered office: (a) current copies of the Articles, Bylaws and Standing Rules, if any; (b) copies of correct and adequate records of accounts and finances, including the approval budget; (c) minutes of the meetings of the Board of Directors, Members and any committees; (d) records of the name and address of each of the Members; and (e) such other records as may be necessary or advisable, including copies of all contracts of the Cooperative.

### **Section 8.2 Fiscal Year:**

The Cooperative's fiscal year shall end on June 30.

### **Section 8.3 Rules of Procedure:**

To the extent that it is not inconsistent with the Articles, these Bylaws or applicable law, the most recent edition of Robert's Rules of Order shall govern all questions of parliamentary procedure at meetings of the Board of Directors or the Members.

### **Section 8.4 Conflict of Interest/Compensation:**

No Officer, voting Boardmember, or Member of the Cooperative shall have any personal financial interest, direct or indirect, in any activity undertaken by the Cooperative. No Board member, committee member, or Officer shall receive compensation for their service, but may receive reimbursement for approved expenditures incurred on behalf of the Cooperative. Board Members, Officers, and Members of the Cooperative shall be eligible to apply for tuition scholarships.

### **Section 8.5 Dissolution:**

Should the Cooperative be dissolved, the Board of Directors shall be responsible for liquidation and disposition of all assets, including equipment and cash on hand. Upon dissolution, all assets remaining after payment of all liabilities shall be distributed to another nonprofit.

### **Section 8.6 Standing Rules:**

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

### **Section 8.7 Amendment of Bylaws:**

These Bylaws amend and restate in their entirety the Bylaws of the Cooperative heretofore adopted, as some may have been revised. These Bylaws may be further altered, amended, or repealed and new Bylaws may be adopted by the vote of two-thirds (2/3) of the members.

### **Section 8.8 Indemnifications, Limitation on Liability and Insurance.**

The cooperative may indemnify any director, officer, or former director against all judgments, penalties, fines, settlements, and reasonable expenses, including attorney's fees, in connection with any proceeding to the maximum extent authorized under RCW 23B.17.030, subject to the provisions of Chapter 23B.08.560 RCW, as now enacted or hereafter amended. The risks covered by this indemnification may

be protected against by the purchase, maintenance, and payment of premiums for such insurance as in the discretion of the Board is deemed to be appropriate.

**Section 8.9 Non-Discrimination.**

The cooperative will comply fully with all applicable state or federal statutes and regulations forbidding recipients of state or federal financial assistance from discriminating on the ground of race, color, gender, national origin, age, handicap, or sexual orientation. Furthermore, the cooperative shall provide equal employment opportunities without regard to race, color, gender, national origin, age, handicap, or sexual orientation.

I hereby certify that the forgoing Amended and Restated Bylaws of Lake Stevens Cooperative Preschool were duly adopted by the Board of Directors at a meeting held on August 14, 2012.

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# Member Participation Agreement



I, \_\_\_\_\_, a member of The Lake Stevens Cooperative Preschool, understand that the following participation is required of me to remain a “Member in Good Standing” of this cooperative during the current school year. I will read, be familiar with, and abide by all guidelines, policies, and updates as stated in the Lake Stevens Cooperative Preschool Member Handbook. In addition, I will specifically participate as outlined below:

1. Work assigned day and provide a substitute adult when unable to attend, even in the event of illness or vacation. I will arrive on time and be appropriately dressed.
2. Provide my child/children with a daily snack.
3. Participate in at least 1 weekend classroom cleaning during the school year, as well as the end of year cleaning, as detailed in the Member Handbook.
4. Attend mandatory Member Education Meetings held at 6:30 p.m. on the 4th Tuesday of each month. I will notify my class coordinator and/or the Chair if I cannot attend a Member Meeting. My Class Coordinator is \_\_\_\_\_. Her/his contact number is \_\_\_\_\_. The full text of the attendance policy is available in the Member Handbook.
5. Hold an assigned classroom job or board position and fulfill this responsibility to the best of my abilities.
6. As a member of LSCP, I understand that tuition is due on the 1st of each month. Tuition is paid in 8 monthly installments from September through April of each year; first and last month’s tuition (May) are due on the first day my child attends school. Checks should be made payable to Lake Stevens Cooperative Preschool (LSCP). I understand that a late fee of \$10 will be charged if tuition has not been paid before the 5th of each month, and an additional \$10 charged for payments received the 11th of the month or later . Limited partial financial scholarships are available for those who qualify. I understand that I should contact the LSCP Treasurer if I have any questions or concerns regarding payment.
7. Become familiar with all Risk Management procedures by reviewing the “Edmonds College Cooperative Preschool Parent Education Program General Safety Procedures” guide and watching a risk management video and implementing them in the classroom. I also recognize that it is my right and duty as a member to give feedback about the operation of the cooperative preschool. I can give this information to my Class Coordinator, my child’s teacher, or the Chairperson of the Board.

I understand that if I do not fulfill these duties, I may lose my “Member in Good Standing” status and my child may be dismissed from LSCP, as outlined in the Member Handbook.

By signing this participation agreement, I agree to abide by its terms.

Member Signature \_\_\_\_\_

Child’s Name \_\_\_\_\_ Class (2s, 3s, or 4s) \_\_\_\_\_

Member Signature Date \_\_\_\_\_