

Lake Stevens Cooperative Preschool



A Member Participation Program Affiliated with Edmonds College

Member Handbook 2024-2025

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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Welcome to LSCP

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

Dear Members,

Welcome to our preschool family! We're so excited to have you join us and become part of our community.

Being a Member of LSCP is a rewarding experience, creating a fun and stimulating learning environment for our children. Your active participation is what helps us build such a unique and wonderful learning experience that remains affordable.

We deeply value mutual respect, appreciating and respecting everyone's contributions, and creating a culture of understanding and cooperation that benefits our whole community. As a cooperative, we depend on the collective efforts of our Members. Your involvement in classroom activities, event planning, and administrative tasks is what keeps our preschool running smoothly and subsidizes the low-cost of the Cooperative. As we do the work of running our preschool together, we are able to build friendships that support us through the joys and trials of raising preschoolers.

We're all here to support one another. Whether it's by sharing parenting tips, working in the classroom, attending meetings, or joining in LSCP events, we're committed to creating a network of support for all Members at LSCP. Our hands-on approach encourages children to explore, discover, and learn through play. Your engagement in their learning journey makes a significant impact on their growth and development.

Our hope is that LSCP will be a place that nurtures, educates, and brings joy to you and your child(ren). If you have any questions, please ask for help! Our amazing Teachers, FLED resources, your Class Coordinator, and the Board are all here to help.

The following sections have the info you will most likely need on-hand for the year: This year's Board, class schedules, the calendar, and other contact information.

We can't wait to embark on this journey with you and look forward to the many wonderful experiences and memories we'll create together. Here's to a great year!

Caitlin
4s Class Member

Board of Directors 2024-2025

Role	Name/Class	Email
Chair	Cassie	chair@thelakestevenspreschool.org
Co-Chair	Aaron	co-chair@thelakestevenspreschool.org
Vice Chair	Gina	vice.chair@thelakestevenspreschool.org
Treasurer	Maddie	treasurer@thelakestevenspreschool.org
Secretary	Kirsten	secretary@thelakestevenspreschool.org
Registrar	Erika	registrar@thelakestevenspreschool.org
2s Class Coordinator		2s.coordinator@thelakestevenspreschool.org
3s Class Coordinator	Lainey	3s.coordinator@thelakestevenspreschool.org
4s Class Coordinator	Sam	4s.coordinator@thelakestevenspreschool.org
Webmaster		webmaster@thelakestevenspreschool.org
Fundraising	Angelique	fundraising@thelakestevenspreschool.org
Risk Management		risk.mgmt@thelakestevenspreschool.org
2s Teacher	Hannah	2s.teacher@thelakestevenspreschool.org
3s and 4s Teacher	Adrienne	3s.4s.teacher@thelakestevenspreschool.org
2s EC Instructor	Julie Lee	julie.lee@edmonds.edu
3s EC Instructor	Jharman Lightner	TBD
4s EC Instructor	Kirsten Foster	kirsten.foster@edmonds.edu

Web Resources

There are a few sites you should be aware of and bookmark for the year. We have a bit.ly that will be sent out with weekly emails from your Class Coordinators, but here are the main ones:

Website	Our website is maintained by our Webmaster and is a great way to get a general overview of the school. https://thelakestevenspreschool.org
Jovial Family Portal	Jovial is where you will find information about your class and Member Job. During the year, there will be updates to Jovial periodically that may reflect your Member in Good Standing Status or have a new form to fill out. Jovial will sometimes send an email to you if a requirement has not been satisfied or if tuition or other payment is due. In the email there should be a link to the portal, but you can always return here if you forget what it is. https://www.jovial.org/lscp/family
Social Media	We have a public-facing Facebook and Instagram page, as well as a Members of LSCP Facebook page. Facebook: https://www.facebook.com/thelakestevenspreschool Instagram: https://www.instagram.com/lakestevenscooperative Member Facebook: https://www.facebook.com/groups/410375975730050

Class Schedules

Class	Age Range	Class Size	Schedule
2s Class	2-3 years old	12	Thursday & Friday 10:00AM-12:00PM
3s Class	3-4 years old	16	Monday - Wednesday 9:30AM-11:30AM
4s Class	4-5 years old	16	Monday - Wednesday 12:15PM-2:45PM

Calendar

LSCP 2024-2025 Important Dates

August-September

8/23: Reg. Packet Pickup & Popsicles (10a-12p)

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

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

9/10: Board Meeting (IP: 6:30-8:30pm)

9/12: First Day of Class for 2's

9/24: Member Meeting (6:30-8:30pm)

October

10/08: Board Meeting (Z: 6:30-8:30pm)

10/17: Preschool Harvest Party

10/22: Member Meeting (6:30-8:30pm)

November

11/11: NO CLASS- Veterans Day

11/12: Board Meeting (IP: 6:30-8:30pm)

11/19: Member Meeting (6:30-8:30pm)

11/25-11/29: NO CLASS- Thanksgiving Break

December

12/10: Board Meeting (Z: 6:30-8:30pm)

12/23-1/3: NO CLASS - Winter Break

January

1/6: First day back after Winter Break

1/14: Board Meeting (IP: 6:30-8:30pm)

1/20: NO CLASS - MLK Jr. Day

1/28: Member Meeting (6:30-8:30pm)

February

2/11: Board Meeting (Z: 6:30-8:30pm)

2/14 & 2/17: NO CLASS - President's Weekend Break

2/25: Member Meeting (6:30-8:30pm)

March

3/8: Preschool Welcome Spring Party

3/11: Board Meeting (IP: 6:30-8:30pm)

3/25: Member Meeting (6:30-8:30pm)

April

4/1: Board Meeting (Z: 6:30-8:30pm)

4/7 - 4/11: NO CLASS - Spring Break

4/22: Member Meeting (6:30-8:30pm)

May

5/13: Board Meeting (IP: 6:30-8:30pm)

5/21: Last Day of Class for 3's and 4's

5/23: Last Day of Class for 2's

Z: Zoom meeting

IP: in-person meeting at the preschool

All Member Meetings are in-person

About LSCP

Mission

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

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.

What is a Co-op 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 LSCP 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).

Affiliation with Edmonds College

Lake Stevens Cooperative Preschool is affiliated with the Family Life Education Department (FLED) at Edmonds College (EC). EC assigns on-site college instructors who provide a wealth of knowledge and expertise in early childhood development, parenting education, and leadership. Instructors work with enrolled members during class days and at member meetings, help facilitate and advise Board Members in the running of the non-profit business, and support cooperative preschool teachers in their work.

Each LSCP Member is considered an EC student and the assigned EC Instructors observe and facilitate adult learning at LSCP.

Members are enrolled as students in a FLED course during their time at LSCP and earn college credits. This class takes place in two parts, **both are required in order to maintain enrollment at EC and maintain Membership at LSCP:**

1. **Parent Education Lab:** this part of class takes place every day we are working in the preschool classroom. During this time, enrolled adults as teacher's assistants will practice the skills that they are learning during the instruction portion of the class. Instructors will participate in this lab one day per week, alternating days attended so that all students can be observed in the classroom environment.
2. **Parent Education Course Instruction:** this part of class takes place at each Monthly Member Meeting. If an additional adult will be attending the member meeting on a regular basis, EC Instructors must be notified in order to ensure the proper registration at the college. If another adult needs to attend the member meeting for a particular month, EC Instructors must be contacted to make special arrangements.

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 tuition for EC for one member per family who is enrolled for FLED college credits is included in the family's monthly preschool tuition payments; the preschool then pays the college for these credits.

If an additional adult family member or caregiver works in the classroom or is otherwise splitting responsibilities and requirements of LSCP and Edmonds College, LSCP will cover the cost of college tuition for a second adult, **up to five credits total for the family.**

ctcLink Student Identification Number, Edpass and College Email accounts

As a student of EC, LSCP Members are assigned a **ctclink student identification number**. After you get your ctclink ID number, you can then get a **college email account** and a student identification card, called an **EdPass**.

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, rm103. Members may also begin the process online through <https://www.edmonds.edu/edpass/> Additional information about the EdPass is available on the college web page.

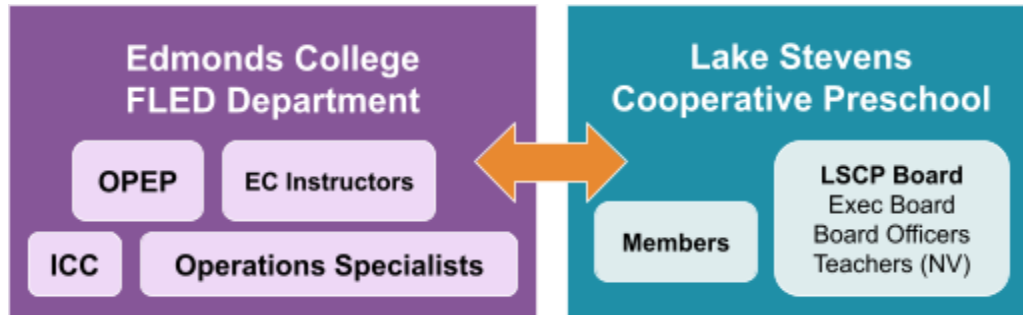
Your EdPass can also serve as a bus pass for Community Transit buses. As a registered EC student, you can ride Community Transit for a reduced rate by purchasing a bus sticker for your EdPass. Many businesses and organizations (amazon, apple, etc...) also offer discounts to college students when they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

***This process may be changing Summer 2024 and Members will be provided with updated information at orientation or as soon as the Board receives updated processes. Updates will be*

added to the Addendum of this Handbook.

How It All Fits Together

There are four main roles in the Coop Preschool model: Edmonds College FLED Department, Teachers, the Board, and Members. All of these roles work in conjunction in the operation of the preschool. While LSCP is affiliated with Edmonds College, they are separate entities.



Edmonds College (EC)

Edmonds College, as outlined in the Affiliation section, provides the school with an incredible wealth of knowledge not just as educators for course instruction, but for the owning and operation of our business. While our Members and Board will fluctuate, Edmonds College helps the new Board Members each year to ensure that we are adequately operating the business-side of the Cooperative.

EC provides us with membership in the statewide **Organization of Parent Education Programs (OPEP)**. This provides us with low-cost accident and liability insurance for children’s teachers and participating children of enrolled Members. It also gives guidance and structural support from the other college-affiliated cooperative preschools throughout the state and with **Inter Cooperative Coordination (ICC)** including leadership, professional development, in-service training, resources, guidelines, and program standards.

EC also provides bookkeeping services (**Operations Specialists**) through FLED, training and leadership support for Board Members, support for our teachers, access to the FLED Resource Center, Risk Management Guidelines, and low-cost college credits to EC and the benefits that follow student enrollment, including Library and Gym privileges, counseling services, and student discounts to many outside businesses.

Remember that along with having our own LSCP Member Agreement, EC also has their own set of requirements which must be followed in order to remain a student at Edmonds College. Enrollment at EC is a requirement for LSCP Members and if this is revoked, it will result in dismissal from the school. For more information on this, chat with either your **EC Instructor** or someone from the Board.

Teachers

Our teachers are a vibrant and vital part of our school. As the only employees of LSCP, they are responsible for focusing on the children and the classroom, providing an environment which supports the “whole-child”: emotionally, cognitively, socially, and physically.

The teacher also provides Members with direction for working in the classroom and serves as a model for working with young children.

They collaborate, plan and implement curriculum, manage the classroom, keep our spaces safe, maintain CPR and First Aid Certification, and do professional development throughout the year.

As an employee of LSCP, they report to Executive Board members and they receive an Employment Agreement with Approved Hours for the year. They participate in monthly Membership Meetings, Board Meetings, Teacher's Meetings, and preschool events.

Our Teachers

We are glad to welcome back **Hannah and Adrienne** this year! They collaborate and work together to create a fun and engaging curriculum for our school.

Learn more about them on the Classes page of our website!

Board Members

The Board is a group of Members who are elected to be Officers of the school and are responsible for managing the business-side of the preschool. They manage and coordinate the operations of the nonprofit organization and ensure effective organizational planning to support the purpose and mission of LSCP. There are roles and responsibilities that pertain to the Board as a whole, the Executive Board in part, and each individual Board Member.

Collaboration: The cooperative preschool board is responsible for the operation of the nonprofit preschool organization. Collaboration is essential to the effective management of the cooperative preschool. As elected representatives of the cooperative preschool, the board members work with the assigned college instructors and the preschool teachers who are hired annually by the co-op officers.

Purpose: The board is charged with assuring the activities of the organization are aligned with the purpose as stated in the bylaws:

The 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 as participants in a college laboratory setting. The cooperative 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 members with an opportunity to be directly involved in the education of the children and to get instruction in the skills of parenthood (childrearing, supervision and care). 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 Board at LSCP is a great resource for learning more about LSCP, getting involved, resolving conflicts, and asking any questions or providing any feedback. If you have a question they don't know the answer to, they can point you in the right direction and are always willing to help out.

Being a Board Member is a great way to serve our LSCP Community. It comes with some

additional work throughout the year, but also has its perks and you will be getting to know the ins and outs of the business and our awesome Membership.

Our Board Members attend training throughout the year ranging from leadership to role support. An Executive Board member receives quarterly training and, at the end of the year, receives a Leadership Certification of Completion through Edmonds College.

Board Members are also exempt from the yearly and weekly Cleaning requirements!

Being on the Board is a great way to gain experience or further develop your skills. All Members of the cooperative come from a wide range of backgrounds and life experiences and all of those are necessary in order to come together to run our organization. Even if you don't have the experience you think you would need to be on the Board, go for it! You will have the support of FLED, our teachers, our Board Members, and our Membership along the way.

Board Roles and Responsibilities

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

- Work collaboratively with other Board Members, Teachers, and EC Instructors
- Review and approve annual budgets and long-term financial plans
- Ensure adequate furnishings, supplies, and materials are available for the classroom, providing an appropriate learning environment for children and members
- Maintain compliance with Risk Management Manual requirements
- Complete Safety inspections and take care of issues that arise.
- Review and update all documents, policies, and publications throughout the year
- Develop and assign jobs and duties to all members
- Address program issues and concerns appropriately
- 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)

The Executive Board consists of the Chair, the Vice Chair, the Treasurer, and the Secretary. In addition to the responsibilities outlined above and in the bylaws, the Executive Board responsibilities also include the following:

- Maintain compliance with Cooperative bylaws, regulations on the local/state/federal level, policies and procedures outlined in OPEP and ICC
- Set monthly class fees and registration fees to be approved by the Board
- Develop the class schedules and annual calendar
- Verify and coordinate the preschool's calendar with the landlord
- Coordinate calendar with the teachers' approved hours
- Ensure adequate fiscal controls and reporting to prevent mismanagement of cooperative funds as required for insurance eligibility (OPEP)
- Develop annual budget and approve additional expenditures
- Administer the annual Members' survey and follow up as needed
- Manage all personnel responsibilities (hiring teachers, employment agreements, approved hours, compliance, teacher evaluation, encouraging professional

- development)
- Schedule the Member meetings and ensure 50 minutes for each EC Instructor's education class
- Manage and oversee Members in Good Standing records for all members
- Attends quarterly trainings/meetings at EC

Every position on the co-op board has an important but different role in the smooth operation of the co-op. The board meeting is a place for each board member to report information and to receive support in doing their assignments.

The roles and responsibilities of each Board Member are outlined below, but for more information, please email one of our Board Members to get a link to the FLED Leadership Handbook, which has a more granular look at the responsibilities throughout the year.

If a role on the Board is something you are interested in, please email any member of our Board to get more information!

Officers/Executive Board

Chair

- Plans the agenda for the Board and Member Meetings and provides an electronic copy to attendees prior to the meeting for review
- Presides at Board and Member Meetings
- Appoints committees and delegates tasks to Members
- Coordinates the annual feedback survey and evaluation process
- Maintains active communication with EC FLED office, the LSCP community, and other cooperatives
- Communicates regularly with other officers to assure follow through on details while keeping a focus on the bigger vision, mission, and purpose of the cooperative
- Prepares annual budget with the Treasurer to present to the Board and Membership for approval
- Creates annual Teacher Employment Agreement
- Works with the Landlord and maintains good communication with them, providing updates regarding our schedules and other room use, key holders, maintenance issues, and the lease

Vice Chair

- Create and maintain the member jobs for LSCP
- Works with teachers to update job descriptions and determine which jobs are most essential in order of priority
- Communicate with other chair members to execute the above tasks
- Presides at meetings in the absence of the Chair

Treasurer

- Collect tuition and fees from the classes and deposit them in the LSCP account(s)
- Work with the FLED Operations Specialist (OS) as needed and to facilitate

communications with LSCP, transfer checks and deposits, and support an annual financial review

- Track and pay expenses
- Present monthly financial reports at the Board and Parent Meetings
- Prepare the annual budget with the Chairperson

Secretary

- Maintains accurate and up-to-date records
- Record the detailed minutes of the Board and Member Meetings
- Supports accuracy for the group by asking for clarification and restating motions, decisions, and summaries of discussions and records results
- Provide copies of meeting minutes to the membership via email within one week of the meeting
- Files monthly financial report and meeting minutes
- Assists Chair with follow-through on old business and action items
- Record meeting attendance for the Vice-Chairperson
- Oversees 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, maintaining confidentiality for all families

Non-Officer Board Positions:

Fundraising (ideally, two members)

- Research, plan, and coordinate all fundraising activities for the year
- Collect money during each fundraiser, fill out appropriate forms for tracking money, deliver money and forms to the Treasurer
- Report at Board and Member meetings the status and results of fundraisers
- Distribute information and communicate upcoming fundraising to each Class Coordinator

Registrar

- Field calls and emails from prospective families
- Coordinate classroom visits with Teacher for all interested families
- Supply the Board with accurate and up-to-date class rosters with any changes
- Manage the school's phone
- Assemble and distribute the registration packets
- Communicates with EC Instructors to ensure that LSCP rosters are in alignment with EC enrollment

Class Coordinator (1 for each class)

- Answer any questions parents may have and facilitate the training of new members
- 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/Members regarding classroom concerns
- Assign work days, post them in the classroom, and distribute schedules to the Members, Teacher, EC Instructors, and Board Members
- Ensure that parents perform their assigned Member Job and Daily Job

- Prepare and maintain the Emergency Information in the Emergency Backpack

Risk Management Coordinator:

- Checks Immunization Records at beginning of each year and for the addition of new Members to make sure requirements have been satisfied, then gives to Secretary
- Organize emergency supplies/kits
- Perform quarterly risk management evaluations of the Preschool and reports to EC
- Works with necessary job holders to conduct quarterly evaluations
- 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/Instagram) and exhibit a positive online presence; goal to post 1-2x per month

Teacher(s) (Non-voting Member)

- Plan and execute the daily activities for the students
- Provide Coordinators with a monthly calendar outlining the upcoming curriculum and activities to be distributed to their class
- Participate in orientation at the beginning of the year and assist in the training of new members
- Advise Members of the Student's classroom behavior
- Conduct conferences with the Members as needed
- Evaluate the activities and lesson plans used in the classroom on a regular basis
- Advises the Board and attends all Board and Member Meetings
- Work closely with the EC Instructor
- Work with the Risk Management Coordinator to maintain adequate safety and emergency preparedness

EC Instructor (Non-voting Member)

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

Mandated Reporter Statement

EC 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.

Finances and Registration

Registration

Registration for enrollment is open to the public on the 4th Monday in February (per EC FLED schedule) and is available on a first come, first served basis.

Registration Fee

After the online application has been completed, if you have been accepted, you will receive notification from our Registrar that a spot is being held for your Student(s). In order for us to hold that spot, a registration fee will be due within 5 business days of notification from the Registrar.

If a Member is registering during the year, this registration fee will be due within 2 days of notification from the Registrar and will only be accepted via electronic payment on Jovial.

The registration fee is an annual, one-time fee. It is non-refundable and non-transferrable.

Enrollment Eligibility

Classes are divided into age groups which allow for the selection of developmentally appropriate activities. The cutoff date of age requirements per class is August 31st of each year, following the same as the Lake Stevens School District (LSSD). This means that in order to register for each class, your child must meet the age requirement by August 31st.

By August 31st,

- the child must be 2 years old to register for the 2s Class
- the child must be 3 years old to register for the 3s Class
- the child must be 4 years old to register for the 4s Class

Petitions for an exception to the enrollment age requirements can be submitted via the process outlined below and will be considered by the Executive Board, the Teacher, and the EC Instructor.

Age Exceptions

The following is the process for submitting a petition to the Board for exception to the age requirements:

- **For the 2s Class**, there will be no registration of a child who is younger than the age requirements until after September 1st in order to allow registration preference to children who meet the requirements. After September 1st and if there is space available in the class, a family with a child who will turn 2 years old between September 1st and October 15th may petition the Board for an exception
- **For the 3s and 4s Class**, if your child turns the appropriate age before October 15th and there is an opening in the class, you may petition the Board with an explanation of why placement in a higher-age class is needed

- To petition the Board for enrollment, submit a letter via mail, email, or hand delivery to the Chair explaining the reasons for your request
- The petition will come under review by the Executive Board, the Teacher, and the EC Instructor
- If approved, a non refundable registration fee of \$75 will be due to the Treasurer within five business days and a trial period will be granted of a minimum of two weeks up to a maximum of four weeks
- At the conclusion of the trial period, the Executive Board, the Teacher, and the EC Instructor will meet to review the child's class placement
- The Executive Board, the Teacher, and the EC Instructor will then make a recommendation to the Board for final decision
- If the child is approved to enroll, tuition installment, retroactive to the start of the trial period, will be due to the Treasurer within five business days of approval notification
- If the child is denied enrollment after the trial period, there is no tuition due for the trial period, however the registration fee remains non-refundable

Note: Students who are approved for placement in class with an age exception are not guaranteed a space in the higher age class the following school year. The same steps outlined above will need to be followed again, inclusive of the trial period, in order to determine the most appropriate class placement. If you have any questions or need additional clarification or guidance, please contact our Registrar at registrar@thelakestevenspreschool.org.

Repeating a 4s Class

In the situation where a Member elects to have a student repeat the 4s class, the registration fee is due upon receipt of application, but will remain refundable until May 31st, should the family decide 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 non-refundable.

Sibling Fee

Younger siblings may be accepted in class on a Member's work day. Siblings must be officially enrolled with EC, as additional children will impact the Adult:Child ratios for the day. For Members who request permission to bring a younger sibling to class with them, the Adult:Child ratio must be adjusted for that Member according to the youngest child they have with them. See more about this in the Supervision section under Health, Safety, Insurance.

There is a limit of two siblings per day per class. Only one sibling is allowed per Member working in class.

A monthly sibling fee of \$25 will be incurred for siblings 6 months and older. Siblings under 6 months will not incur this fee, but still need to be enrolled.

Please see more about the Siblings Policy in the Member Responsibilities section.

Tuition and Fees

Tuition and registration fees are recommended by the Board and voted on by the Membership.

Tuition Installments

- **Installments:** Tuition is paid in 9 installments, divided for the months September through May.
- **Full Payment:** Tuition installments shall be paid in full for each month, regardless of a child's absence, illness, personal vacations, holidays, and/or inclement weather. In the case of an extended illness, please contact the Treasurer.
- **Due Date:** Tuition is due the 1st of each month.
- **Half of Last Month Due with First Month:** Half of May's tuition is collected with your first month of school's tuition and is due the first day your child attends school. If pre-paying half of May's tuition installment will cause financial hardship, please contact our Treasurer for an alternative payment plan. All requests are kept strictly confidential.
- **How to Pay Tuition Installments:**
 - **Mail:** Checks may be mailed to P.O. Box 432, Lake Stevens, WA 98258, and must be postmarked by the 5th in order to avoid late fees. **Do not mail cash.**
 - **Tuition Box:** You may submit your payment to the Tuition Box on the sign-in table at LSCP. To pay with cash, you must include a completed copy of the Cash Count Form, available on the sign-in table.
 - **Jovial:** E-payments may be made via Jovial and are assessed at a \$3 processing fee
- **Tuition Covers:**
 - Teacher salaries
 - Annual operating expenses
 - Improvement of LSCP materials and equipment
 - The contingency fund to carry over the next school year
 - EC tuition for members (up to two adults and up to five credits)

Other Fees

- **Late fees:** A late fee of \$10 will be charged on the 6th of the month for tuition installments not received. An additional late fee of \$10 will be charged on the 11th of the month for tuition installments still not received.
 - 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 fee deadline.
 - Failure to arrange payment of the Treasurer may result in loss of Member In Good Standing status and dismissal from LSCP.
- **NSF Fee:** A non-sufficient funds (NSF) check or e-payment fee will be charged to the maximum allowable by law for any returned checks, NSF checks, or NSF (insufficient funds) e-payments.

Schedule of Fees

Fee Description	Amount Due	Due Date	Purpose
Registration Fee	\$75 per child <i>Non-refundable</i> <i>Non-transferable</i>	Within 5 business days from the day the Registrar notifies you that a spot is being held for your Student(s)	Secures enrollment on class roster. Allows Registrar to build a class roster based on firm commitments.
Tuition Installments	2s \$100/month	1st of each month	Provides the majority of the operational funds for LSCP
	3s \$160/month		
	4s \$175/month		
Fundraising	Participation by all Members	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 Payment Fees	\$10 first charge \$10 additional charge	For nonreceipt of payment: <ul style="list-style-type: none"> \$10 fee charged on the 6th of the month Additional \$10 charged on the 11th of the month 	Administrative costs
NSF Fee	\$35	Due upon repayment of tuition	Administrative costs

Multiple Student Enrollments

Registration Fee

A full registration fee is to be paid for 1 child in each family; a 50% discount will be applied for each additional child who is registering.

Tuition Installments

The full tuition installment is to be paid for the eldest child. A 20% discount of tuition installments for each additional child enrolled is applied.

Note: It is your responsibility to work in the classroom once per week for each Student enrolled in different age-level classes. If you have multiple students in the same class, you may be responsible for working once per week for each Student.

Notice of Withdrawal

Two weeks' notice is required to withdraw from LSCP. Notice shall be given via email to the Registrar (registrar@thelakestevenspreschool.org) and should include the name of your Student(s), their

class, and the last day you expect your Student(s) to attend.

Unused tuition will be refunded only if the Registrar has been given two weeks notice and the Member fulfills all responsibilities within the final two week period. Responsibilities include, but aren't limited to, finding work day coverage and wrapping up aspects of their Member Job. The Treasurer will follow up with the Registrar, Class Coordinator, and Teacher prior to refunding any unused tuition.

Financial Assistance

ICC Fund

Financial assistance is available through the ICC Financial Assistance Fund. This fund provides assistance for long-term financial needs. Awards are based on income level/eligibility. All requests are confidential and can be made to the Treasurer.

Short-Term Assistance

LSCP offers financial assistance for all Members In Good Standing who have a **short-term** need due to financial hardship. If you are interested in applying for a fee waiver from LSCP, please reach out to the Treasurer. Fee waiver application can be found in Appendix 1.

Fundraising

Fundraising for LSCP is an important part of our preschool program. It both supplements our low tuition costs as well as provides a great opportunity for us to come together as a community to do something extra for our school.

Each year the Board determines the fundraising needs based on that year's operating budget. Historically, our fundraising goals have been exceeded and we are the top preschool in fundraising, thanks to the dedication and success of families that have come before us. This has influenced the fundraisers we choose and the feedback we receive from members. If you have any feedback or suggestions or ideas, please do not hesitate to contact our Fundraising Coordinator via email at fundraising@thelakestevenspreschool.org.

Our goal in choosing fundraisers is to find the ones that are fun to do and create community, while at the same time raising enough funds to make it worthwhile. All of these fundraisers will be presented to the membership at the beginning of the school year.

Every member is encouraged to participate in fundraisers in the ways which work best for them. This could include the fundraising portion of things or be as simple as helping distribute goods at the end of a fundraiser.

Expense Handling

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

Teachers, the Executive Board and the Inventory - 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 Member Job of up to \$15, they may do so after getting approval from the Board member who is overseeing their Member 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.

Budget

The budget for the upcoming year will be prepared and proposed by a Budgeting Committee composed of the Treasurer and the Chairperson. The budget must be approved by the Board by July 1st and be voted on and approved by the Members at the first Member Meeting of the new school year.

After the school year begins, if the Board determines that the financial status of the preschool is significantly different from what was expected at the time the budget was prepared, then an updated budget may be prepared and submitted to the Board for approval and then presented to and voted on by the Members.

Member Responsibilities

Work Day

Expectations

Your responsibility as a member of LSCP and student of EC 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.

If you want to lead an enrichment activity for the class, this is a great way to satisfy the Volunteering Requirement. The Teacher can 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 should be scheduled with the Teacher.

Tardiness

Doors to the preschool will not be opened until all work day members for the day are ready at the door.

If you are late, the doors will not open until you have arrived. In this case, either your tardiness will delay the start of the school day, or you are responsible for finding a substitute member to temporarily stay later than the start time in order for the school to open. This must be communicated to your Class Coordinator in advance to let the Teacher know who will be staying in your place until you arrive.

This policy is strictly enforced. It is our responsibility as both students of EC in our lab requirement and as Members in operating the Cooperative to ensure that we are respectful of our Teachers, our fellow Members, and our students.

Absence and Substitutes

Your attendance on your assigned work day is required. As a student at EC, this satisfies the lab portion of the course, as described in the Affiliation with Edmonds College section of this Handbook.

It is your responsibility to find a substitute when unable to attend on your scheduled

workday when unable to attend for any reason (illness, vacation, etc.).

A substitute can only be a Member from your class who regularly works in the classroom. A list will be provided for these cases where a Member is unable to attend class.

It is important that you follow these steps to make arrangements for your absence ahead of time whenever possible, or immediately in the case of emergencies or illness.

1. Contact the other workday Members from your class to find a substitute
2. Contact your Class Coordinator if you have difficulty finding a substitute or for help doing so. Give them ample time to help you find a substitute if this is the case.
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. Make arrangements BEFORE sending your email.

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 Teachers are able to be met. Contact your Class Coordinator if this need arises.

Cleaning

As Members, we jointly own and operate the preschool, from business management to cleaning play dough out of the carpets and rugs. Together we get to do the cleaning daily, weekly, and yearly. We come together collectively to make sure that the preschool is clean and ready for play each and every day.

These cleanings occur while Students are not in the building. Members must not bring any children along to cleanings. This is an insurance requirement.

The Cleaning Coordinator is the Member who will be facilitating the cleanings and arranging them. Sign-ups for specific cleaning days will be provided to Members at the beginning of the school year, so sign-up early to secure your week!

Members of the Board are exempt from the Weekly and Yearly cleaning requirements, due to their work outside of the Member Responsibilities.

Weekly Cleaning

Each Member Unit is required to sign-up-for and complete at least one weekly cleaning throughout the year. These cleaning sessions have a designated day and are usually about 2 hours long.

If a Member Unit has more than one Student enrolled in the Preschool and in the unlikely event that we do not have enough Students enrolled to cover all of the weeks of the year, a Member Unit may be required to do one cleaning per Student enrolled.

Yearly Cleanings

Yearly cleanings happen at least twice per year, in the middle and at the end of the year. These cleanings are the deep cleans, where things are pulled off of shelves, furniture gets moved, floors get scrubbed, and more. These cleanings are usually about 2 hours long.

Each Member is required to sign-up-for and complete at least one yearly cleaning.

Members with a Student in the 4s Class may not sign up for the Yearly Clean occurring at the end of the year and must participate in the Yearly cleaning occurring in the middle of the year.

If a Member has more than one Student enrolled in the Preschool and in the unlikely event that we do not have enough Students enrolled to cover all of the weeks of the year, a Member may be required to do one cleaning per Student enrolled.

Member Meetings

Member Meetings are held on the 4th Tuesday of each month from 6:30pm-8:30pm. Members are required to attend the monthly Member Meeting.

There are two parts to our Member Meetings: Co-op Business and FLED. Attendance is **required** and **recorded** for both parts of the meetings.

- **Co-op Business:** this part of the meeting will cover updates from the board regarding the business, budget updates, etc., fundraising and events updates, Member Job meets with the leaders, and curriculum updates from our Teachers.
- **FLED:** this part of the meeting is reserved for the lecture portion of our EC requirements as students for the credits we receive from EC.

Missed Meetings

If you are unable to attend the Meeting in any of its parts, you must notify both your Class Coordinator and your EC Instructor in advance to arrange a make-up for the missed meeting. You will still be responsible for the information that was presented at the meeting and will need to reach out to another Member or work with the Board to get the meeting notes for review.

Make-ups for the business portion missed meetings will need to be arranged with your Class Coordinator. This will usually consist of completing special projects or tasks around the school using the Volunteer Brick Board (described in detail below).

Make-ups for the FLED portion will need to be arranged with your EC Instructor.

You are responsible for reaching out to your Class Coordinator **and** your EC Instructor for make-ups. Failing to do so will result in loss of MIGS per processes and policies outlined in this Handbook.

Note: If you miss more than two meetings, FLED will have to remove you as a student from EC, and thus you will be dismissed from the school. As a Member of LSCP you are required to be enrolled as a student with Edmonds College, thus if you are dropped from EC, you will be dismissed from LSCP.

Volunteering

Members will be required to complete one “Volunteer Brick” during the year.

There is a lot that goes into owning, operating, and maintaining LSCP. It requires us to come together as a community of diverse, unique individuals and use the range of our talents and skills.

While our Board manages the majority of the business operations and finances, there are other areas of the business that need tending to, as well as some that we don't even know about! The opportunities to build our school, build our community, uplift our Students, help our Members, assist the Board, etc, are numerous, but not always known.

Volunteer Brick Board

We now have a place where the opportunities to volunteer within LSCP will be displayed. This bulletin board is located in the block room and has 4 sections on it: To-do, In Progress, For Review, and Complete.

- **To-do:** This section will hold all of the Volunteer Bricks that are up for grabs.
- **In Progress:** Once a Brick has been chosen, a Member can write their name on it and move it to this section to indicate that they will do the work as soon as they can. If a Member realizes they cannot do the work, they can move it back over to the To-do section, notify the Resource, and then it is up for grabs!
- **Resource Review:** After a Member has completed the task on the Brick, they move it to this section for the Board Member to review.
- **Complete:** The Board Member on the Brick will take the Brick from the review section to confirm that the Brick was completed, move it to this section, and note the Member's Volunteer Brick on the tracking chart.
- ***Tracking Chart:** While it isn't a dedicated section on the Brick Board, the Tracking Chart will be displayed next to the Brick Board to help our Resources keep track of the volunteering requirement for each Member throughout the year.

Volunteer Bricks Explained

As stated above, there are a multitude of opportunities to contribute to our little community at LSCP. Some of these opportunities naturally come out of the way we run our business, like passing out pies or other goods at a fundraising event, or volunteering to help set-up or clean at a school event. Others can be a task from a Teacher to help them complete something for a seasonal craft for our Students, or fix a broken toy to go back in rotation. But if you are looking at something from your unique background and perspective and see something else, don't think of these opportunities as fixed.

Volunteer Bricks will pop up throughout the year as the Board and Teachers see fit. However, some of these opportunities may pose a challenge to some Members who may not be able to attend events and fundraisers for a variety of reasons. If this is the case for you, we invite you to find another way to volunteer within our community that will suit your needs and your skills and interests.

This is not a place to limit yourself because you don't think you have anything to offer. Everyone in our community has value and matters. Our Co-op stands out above the rest because of our commitment to uplifting one another and working together with the same goal of helping our Students learn and grow. This will not look the same for every Member because we are all coming from different lives, backgrounds, and experiences, not one of us more or less than another, simply different. **These differences are GOOD and vital to our community!** It shows us and our Students that everyone is accepted and valued just the way they are.

Be creative! If you have a passion for something or an interest that you can apply to the Volunteer Bricks to contribute to our community, run it by the Board and get going!

If you are at capacity, if you have two working parents, if you are experiencing hardship, if you need help, whatever is going on; please reach out to the Board, a Teacher, or an EC Instructor. You have a big community here at LSCP who are willing to come alongside you in the journey of raising preschoolers. We can help you find a way to meet this requirement in a way that works best for you.

Volunteer Bricks are slips of paper simulating building blocks. On each, there will be a mini-form that is mostly filled out stating:

- **Task/Project Title:** Here is where there is a brief description, a sentence/title, about the task or project. Enough to give a general idea or overview of what is to be completed. For example, "Fall Event Set-up", "Pie Fundraising Distribution", "Build an outdoor kitchen", "Lead field trip for classes around the Firehouse in Lake Stevens", etc.
- **Goal Date of Completion:** This can be left blank if there is no timeline on it, but if it is for an event, a seasonal activity, etc. then the Resource will put the date. Once the Brick is chosen by a Member and if this is left blank, the Member should put their Goal Date here before moving the Brick to the "In Progress" section.
- **Resource:** This is the Board Member who knows all of what is required for the item or the Board Member who is responsible for doing the review for completion. For example, if you wanted to build something for the school or do an enrichment activity for the classes, you would find someone on the Board to get approval for this idea and that is the person who would be your resource.
- **Member:** Once a Member has chosen the task, they put their name here and move it to the "In Progress" section. Then if they change their mind, the Member can cross their name out, move the brick back to the "To-Do" section, and let the Resource know. ASAP notify the resource, especially if there is a Goal Date of Completion, so the Resource can back fill it as needed.

- **Brick Number:** Each brick will get a number starting with 1 to identify the task in short on the Tracking Chart. Resources will keep track of this, but Members need not worry about it.

Enrichment Activities

Enrichment Activities can count as your Volunteer Brick! Read more about bringing in aspects of your culture or traditions in the Holidays, Birthdays, and Celebrations section of the Handbook. If there are other activities like simple cooking projects or crafts you would like to share with LSCP, please coordinate with both the Teacher and your Class Coordinator to plan the activity.

Member Jobs

- Jobs are arranged in teams with group leaders
- Work is distributed as individuals, as a team, and cross-teams
- If someone withdraws from the school during the year, or is dismissed from the school, the responsibilities that they held will roll over to the team until a replacement is filled.
- If someone new is enrolled with the school during the year, positions can be either filled or added at the discretion of the Vice Chair.

Groups

- Group leaders are in **bold**
- Group names are colors
- Team names/Member Jobs are listed beneath group leaders
- **Minimum** head count for teams is in parentheses ()

Red Group	Orange Group	Yellow Group
Chair Member Board Members FLED Instructors (3) Teachers (2) Communications (2)	3s/4s Teacher 2s Teacher Puzzles/Games (1) Librarian (1) Scholastic Orders (1) TA (3)	2s Coordinator 3s Coordinator 4s Coordinator Laundry (2) Art (3) Photos/Yearbook (3)
Green Group	Blue Group	Purple Group
Treasurer Outdoors (1) Grants/Scholarships (0)	Secretary Inventory (2)	Vice Chair Cleaning Coordinator (1) Events (4)

Communications Team

- Communicates regularly with Class Coordinators for updated class information
- Communicates regularly with Teachers and Board for monthly updates
- Works cross-teams with Events to make sure announcements are promptly posted

Communications - Bulletin Board (1)

- Updates Bulletin Boards at preschool on a monthly basis

- Keeps Bulletin Boards up-to-date year round with announcements and happenings throughout the year
- Have fun and be creative! Paper cut-outs, seasonal themes, etc.

Communications - Newsletter (1)

- Distributes e-newsletter during first week of the month from October-May
- Distributes e-mails for school announcements and happenings throughout the year
- Maintains LSCP account for email campaigns
- Have fun and be creative! Photos, themes, etc.

Events Team

- Promotes all LSCP events within the LSCP community
- Promotes all LSCP fundraising events in our greater LSCP community
- Updates the Communications folks with upcoming Events (fundraisers, field trips, seasonal events, etc.)
- Works with Treasurer for all payments from LSCP associated with events or field trips

Events - Field Trips (2)

- Coordinates and plans monthly, age-appropriate field trips for LSCP with the teachers and the class
- Complete and submit the appropriate forms as required by EC prior to each trip
- Provide field trip information to parents within your classroom, Class Coordinators, and Communications Team
- Organize Student emergency information for each trip

Events - Special Events (2 - ideally 3, with 1 per class)

- Coordinates and plans special events at LSCP, including the seasonal events and end of year celebrations
- Recruits volunteers and delegates tasks for fundraisers and events
- Works directly with Fundraising board member to get updates for volunteering requirements
- Updates the Donations Board with needs for the events and communicates needs with communications team to solicit donations or volunteers

Inventory Team

- Works together with other teams to coordinate, collect, and maintain accurate inventory lists for the Cooperative
- Ensures that quarterly and year's end inventory checks are completed timely and accurately
- Works with Risk Management to understand how to evaluate items for quarterly checks

Inventory - Supplies** (1 for the school)**

- Coordinate with Teachers to evaluate supply needs using Supplies Checklist
- Prior to purchasing supplies, check in with Chair & Treasurer via email for approval
- ****Responsible for purchasing the supplies up front and requesting reimbursement from the Treasurer and be reimbursed within thirty days****
- Beginning each month, check in with Teachers to verify that supply needs are being met and if any regular purchases need to be added to the Supplies Checklist

- Resolve any purchases that have not been made and coordinate with the Secretary and/or Treasurer to arrange purchasing

Inventory - LSCP (1 for the school)

- Evaluate all toys and equipment quarterly (October, January, March) for any needed repairs
- Facilitate repairs or replacements as needed, communicating financial needs with the Board
- Submit an accurate compiled inventory list at year's end to Secretary
- Maintain accurate inventory sheets, as well as checking in quarterly with Supplies, Library, Outdoor, and Puzzles/Games job holders for their quarterly and year end inventory lists
- If needed, work with Events team to recruit volunteers to help with a scheduled Inventory Day

Outdoors Team

(Minimum 1 for the school)

- Maintains outdoor play and storage areas: weeding, moss removal, pressure washing, etc.
- Rotates items throughout the school year, working with Teachers and TA's to see what is needed for classes
- Works with Risk Management to understand how to evaluate items for quarterly checks
- Evaluates all outdoor equipment quarterly (October, January, March) to ensure everything is in safe, working order
- Facilitate repairs or replacements as needed, communicating financial needs with the Board
- Weekly checks shed for organization and cleanliness
- Reports any pest control and remediation to the Board weekly and checks for unwanted creatures
- Coordinates and maintains Outdoor Inventory List quarterly and at year's end, working with the Inventory team to submit any updates to inventory changes

Librarian

(1 for the school)

- Rotates books throughout the school year, working with Teachers and TA's to see what is needed for classes
- Coordinates with teachers on what books they need put out or available for their lessons
- Evaluate books for missing pages/overall condition
- Coordinate and maintain inventory of LSCP books
- Checks with Inventory team to make sure list is accurate

Puzzles/Games Organizer

(1 for the school)

- Rotates games and puzzles throughout the year, working with Teachers and TA's to see what is needed for each class

- Organize incoming puzzles and games into boxes or bags as needed or requested
- Makes sure each puzzle is properly labeled and marked in case of missing pieces
- Evaluate all games and puzzles for missing pieces and condition
- Coordinate and maintain inventory of LSCP books
- Checks with Inventory team to make sure list is accurate

Cleaning Coordinator

(1 for the school)

- Creates and maintains a weekly and yearly cleaning schedule for the school
- Presents members with a sign-up at the beginning of the year
- Maintains and communicates the schedule with Members and the Executive Board regarding completed and missed cleans
- Sends reminder emails to Members regarding their assigned cleaning date
- Ensure Members have the information and tools needed for their cleaning date
- Attend the yearly cleanings to facilitate the day's checklists and answer any questions OR if you cannot attend, provide and train a substitute to stand in your place

Scholastic Order Coordinator

(1 for the school)

- Send out email for parents to make account at Scholastic at the beginning of the year
- Distribute Scholastic book ordering info monthly
- Organize and send out reminders for book orders and deadlines
- Organize and distribute books after they arrive

Teacher's Assistants (TA) Team

(3, 1 per class)

- Work directly with Teachers to assist with classroom projects (i.e. prep artwork materials, gather materials/supplies, update Donations Bulletin Board, etc.)
- Make new name tags for children as needed, or change names on bins for adding/removing Students
- Work with teachers to request, select, pick-up, and return library books to Sno-Isle Libraries
- Work with Librarian, Puzzles/Games, and Outdoor Team for rotation of materials
- Ask Teacher weekly what they have for you that week to make their jobs easier and help their days run smoothly

Laundry Team

(2, 1 for 2s Class and 1 for 3s/4s Class)

- Washes all classroom laundry on a weekly basis
- Work together to develop a schedule to ensure clean towels are available for all classes
- Communicate schedule with Teachers and Cleaning Coordinator to make sure they have what they need for the day and week, given different projects in the classroom, weather, or cleaning events
- Arranges access to school with keyholders if laundry needs to be done more frequently

Art Team

(3, 1 per class)

- Take down artwork after it dries
- Sort and organize all artwork per Student to go home weekly
- Prior to the end of the year, check with your team leaders to see if anything is needed to prepare for the following year

Photography Team

(3, 1 per class)

- Take photos at LSCP events and during regular class times throughout the year
- Maintain a Google Drive Share of these photos for your class
- Work with Chair to provide photos to website or social media
- Coordinate to schedule a picture day with a professional photographer for October or November
- Create a Yearbook at the end of the year

Grants and Scholarships Writer

- Review grant writing workshop from FLED
- Actively search and apply for grants and scholarships throughout the school year
- Goal of obtaining at least one grant or scholarship for the year
- Work with fundraising person to find corporate matching or community donation opportunities

Siblings Policy

If you are a Member who regularly brings an enrolled sibling to classes, do note that the sibling spot is not guaranteed. The Executive Board is in regular communication with Teachers regarding siblings to ensure that our Teacher's time with enrolled Students is preserved and that a sibling has not become a distraction to the class.

If a sibling is a regular distraction to the class, is in any form taking away from enrolled Students' learning, or the Member with the sibling is not upholding the rules outlined in this Handbook, the sibling spot may be removed from the Member after review by the Teacher and Board.

Each Quarter, the Chair will check in with LSCP teachers and FLED instructors to ensure sibling attendance is working for all parties. If needed, the Chair will reach out to individual families to discuss expectations of siblings in the classroom.

When younger siblings are authorized to enroll in multi-age classes, both Edmonds College and LSCP have set policies regarding use of infant-packs and designated infant-areas that are appropriate to each facility and classroom

The following policy is to ensure the safety of all the children in the classroom:

- The Member must be able to fully participate as a working adult in the class
- The Member must be within arms reach of the Sibling

- Car seats and strollers are not allowed for use in the classroom
- Infant Siblings Enrolled in the class:
 - Must be held in a front pack, wrap or sling by their caregiver
 - Must be contained in their carrier at all times
 - May not be put down
 - Can never be left on the floor

Not following these rules will result in you and your child being asked to leave. For insurance purposes this will be strictly enforced.

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 LSCP Member Handbook. A “Member NOT In Good Standing” is a member that has failed to fulfill the described duties and/or make-ups where and when applicable.

Member in Good Standing (MIGS) status is required in order to maintain voting privileges, hold pre-registration for the following year, and remain a Member of LSCP.

If MIGS status is lost and a Member is NOT in Good Standing, the member will lose voting privileges, pre-registration status for the following year, and if continued through the process outlined below, will be dismissed from the school.

MIGS Tracking List

The expectations outlined in the Member Handbook under Member Responsibilities are all taken into consideration for MIGS.

The Member is solely responsible for MIGS status and the resulting processes should they fall out of good standing. The Board is responsible for tracking MIGS status, for following processes and procedures in the case that the Member is not in good standing, and for being open and willing to help inform the Member of what is required to get back in MIGS.

Tracked items include, but are not limited to:

- **Working assigned days** in classroom as a part of the requirements for EC Course Lab
 - **Arriving on-time** to assigned work days, prepared, and staying for the entire class period
 - Finding **substitutes** in a timely manner and **communicating** absence/leaving early and substitutions with the Teacher and Class Coordinator
- Attending ALL **monthly Member Meetings** in both the business and EC Lecture portions
 - Making best efforts to **make-up missed meetings** with Class Coordinator and EC Instructors
- Performing assigned **Member Job or serving on the Board** for the duration of the year
- Signing up for and completing at least one **weekly clean** per year
- Signing up for and completing at least one **yearly clean** per year

- Making best efforts to participate in **fundraising for LSCP** and **seasonal events at LSCP**
- Completing 1 **Volunteer Brick** per Student enrolled per year
- **Paying tuition and fees on-time**

Process for Loss of MIGS

If Members miss responsibilities, they can expect the following process to be carried out by the Board:

- **First Missed Responsibility:** A member will be notified via email of the missed responsibility and loss of MIGS status.
- **Second Missed Responsibility:** A member will be notified via email of the missed responsibility, including a reminder of the three-strike policy.
- **Third Missed Responsibility:** A member will be notified via email of the missed responsibility, and a reminder that their enrollment will be reviewed.

In order to come back in compliance and regain MIGS, members must make up the missed responsibility or create a plan with the Chair prior to the next Member Meeting.

Enrollment Review Process: A meeting will be scheduled with the Member, Members of the Board, and the Class Coordinator. At this meeting, the violations will be discussed with the Member's input as well as any remediation attempts.

Enrollment Review Decision: A member will be informed of the decision in writing.

- If dismissed, the member will be provided with the reasoning and next steps
- If not dismissed, the member will receive an outline of the conditions they need to satisfy in order to remain enrolled

Three-Strike Rule:

- A member cannot miss three instances of any responsibility, even with makeups, without being reviewed by the Board for potential dismissal.

Feedback

As a Cooperative it is crucial that we work together and provide each other with constructive criticisms and suggestions for improvement, as well as kudos for awesome work and celebrating our successes together.

Conferences are not regularly scheduled, but can be requested by Members or Teachers. Teachers will provide you with feedback and information regarding your child in the best interest and out of care for your child.

General feedback can be given to the Board via email directly to a member of the Board or in person. Whatever feels most comfortable for you. Feedback is always welcome, appreciated, and encouraged for the benefit of the Cooperative as a whole and as individual Members.

Evaluations of LSCP will be distributed, gathered, and reported by the Board annually towards the end of the year and is prepared by EC. If you have something throughout the year, please don't wait for evaluations time! You are encouraged to share this feedback with the Board.

Feedback of any kind should uphold the spirit of Mutual Respect and Confidentiality as outlined in those sections of this Handbook.

Class Expectations

Mutual Respect and Confidentiality in Coop Participation

At LSCP, we are dedicated to maintaining respectful and intentional communication, as well as ensuring the privacy of our members. It is all of our responsibilities to follow the guidelines below for Mutual Respect and Confidentiality of our preschool.

If you have any further questions, concerns, or want to learn more, please contact any member of the board for the full ICC Policies for Mutual Respect and Confidentiality.

If you are experiencing conflict within the preschool with a member or affiliate of the preschool, you may choose to contact a member of the Board or one of the FLED instructors to get more information on or have them facilitate the procedures for conflict resolution.

Mutual Respect

Each co-op member, teaching staff and EC instructor shall be treated in a respectful and civil manner. In maintaining an environment of collegiality and respect, all members will treat other members with honesty and courtesy; each individual shall have regard for the dignity and the needs of the people with whom they work or interact at the co-op. Members, staff and college instructors are reminded that freedom of expression comes with a responsibility to respect the rights and reputations of others and to treat all with civility.

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.

Disrespectful and uncivil treatment, if it persists, can constitute harassment or create a hostile co-op learning environment. Disrespect must not be confused with legitimate comments and/or advice (including relevant, negative comments and feedback, evaluation summaries etc.)

Members, staff and instructors will not engage in behavior which embarrasses, intimidates, humiliates or offends others---or which a reasonable person would find embarrassing, offensive or humiliating. Honest feedback should be communicated in a manner that maintains the dignity of the individual yet identifies serious concerns. Examples of these disrespectful behaviors directed to members, staff, instructors or children may include but are not limited to:

- Disrespectful and inappropriate language
- Shouting, yelling or intimidating behaviors
- Sarcasm with an apparent intent to humiliate
- Arrogance or condescending behaviors or comments
- Retaliatory actions or threats
- Initiating or supporting gossip
- Use of social media including email, texting, Facebook, twitter, etc. that publicly offends, degrades or humiliates

If you feel unable to initiate a conversation with the member involved due to concerns about his or her reaction or the sensitive or difficult nature of your complaint, or if direct discussion is difficult for you, then your EC Instructor or other co-op officers may be used as a mediator. The FLED Department Head is also available to support and mediate any discussions. Be ready to offer solutions and suggestions to help solve the issue at hand.

Confidentiality

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 discussions related to children, families, and preschool operations should be handled with strict confidentiality. This is to ensure that we can uphold trust and privacy for our Members.

All such information must be respected and shall remain confidential during membership and after Co-op membership ends.

Note: Rosters provided for class members should only be used for preschool business.

Criteria to Cancel Class

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

It is the responsibility of the Teacher and either the Chair or Class Coordinator to close the school in the cases of the events below. You will be notified via email if class is canceled or delayed.

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

Snow

If LSSD schools are closed due to snow or other weather, LSCP classes will be canceled for the day unless otherwise notified by the Teacher and Chairperson or Class Coordinator. Conditions at our current location sometimes look very different from conditions in Lake Stevens. Be aware when snow or inclement weather is in the forecast and watch for notifications indicating the status of class for the day.

Likewise, if LSSD schools are delayed due to snow or other weather, classes in the morning will be canceled for the day unless otherwise notified by the Teacher and Chairperson or Class Coordinator. Afternoon classes may meet if determined safe by the Teacher, Chairperson or Class

Air Quality

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.

AQI

Class Status

Good (0-50/Green)	Classes may continue as planned
Moderate (51-100/Yellow)	
Unhealthy for Sensitive Groups (101-150/Orange)	No outside activities
Unhealthy 151 and above (Red/Purple)	Class will be canceled

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.

See conditions in which Members or children should ***not attend school for the day*** and the Health/Illness Policy in the Health, Safety, and Insurance section of this handbook.

Ratio of Adults to Children

If the ratio of adults to children (including siblings) cannot be met, class will be canceled for the day. This is a Risk Management and Insurance requirement and must be maintained daily. More about the Ratio policy can be found in the Supervision section of this Handbook, under Health, Safety, and Insurance

Arriving

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

Timing

Teachers will not open the doors to the school until all workday members are at the door, ready to come in.

To ensure that school can begin on time, plan to arrive in the parking lot 5-10 minutes prior to class start time. It takes some time to get kids out of the car and up to the building, so plan accordingly.

In the event that you are running late and it is your work day, ***it is your responsibility to notify your Class Coordinator and ask someone if they can stay until you arrive to ensure that the school can open.*** See Tardiness in Member Responsibilities for more information.

We strictly maintain our ratio policy and cannot open the doors to the school until we have all working parents. Your Class Coordinator will be able to notify the teacher of any arrangements for late arrivals.

Parking Lot Safety

In order to maintain our insurance policy, we are ***required by our insurance company*** to do the following.

- **Back-in parking only**
- **All children must hold hands with an adult**
- **Children are never left unattended in vehicles, including siblings**

Sign-in

You must sign-in daily for the individuals who will be staying at the school today including the student, members who are staying, siblings, and approved guests.

This data is kept for 2 years and is required for safety, security, and legal purposes.

Cubbies and Personal Belongings

After signing in, direct your **child** to put away as much of their things as they can in the spaces provided. This includes backpacks, coats, boots, change of clothes, snacks, and water.

We want to help them as little as possible in order to encourage their independence while also meeting them where they are at developmentally.

There are coat hangers on the rack and you may place personal items like bags, purses, phones, keys, etc. on the shelf above this rack if you wish.

Handwashing

Before going down the hall to begin school, all children and adults who are staying need to wash their hands in the bathroom.

While it is inevitable that germs and bugs will come and go throughout the year, we try our best to do what we can as a community to prevent these things from circulating.

All details and requirements on Handwashing can be found in the Health, Safety, and Insurance section of this Handbook

Name-Tags

After washing hands, students are greeted by the teacher and get their name-tag clipped on. Children should wear their name-tags at all times, or as directed by the Teacher.

Dismissing

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

Sign-out

As stated above for signing-in, you must sign your child(ren) and yourself out at the end of each day. This is to ensure that we are maintaining accurate documentation for the reasons stated before, but also to keep our facility as safe and secure as we can.

Students will **only** be released to those on the approved list provided by members at the beginning of the year or to someone else with the **Child Release Form**. These individuals will be required to provide identification and the form at pick up. Your student will not be released to anyone until they have provided both items. Extra Child Release Forms are located at the

sign-in table.

If any student remains after school has been let out, there must be two members with them at all times. Keep this in mind when picking up your student from school.

Running Late to Pick-Up

If you are running late, you must notify the Class Coordinator so that we can be sure that we have members to stay behind with your student until you arrive. We must have at least two members with students at all times.

Leaving Early on Work Day

If you need to leave early on your work day, you must arrange with someone to arrive early to take your place as a working member. This is to ensure our ratio policy is being upheld and that we aren't leaving others in the uncomfortable position of making arrangements on your behalf at the last minute.

Should an emergency arise and you must leave, you are still responsible for your working spot, but please remember that you can ask for help. So long as the transfer of responsibility is communicated, your community can help out when an emergency happens!

Unable to Pick-Up

If there is an emergency and you are unable to pick up your child, you must notify your Class Coordinator as soon as possible so that they can make the Teacher and Workday Members aware, while you make other arrangements.

Child Release Policy

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 LSCP. Those not previously authorized are required to provide both identification and the **Child Release Form**.

What to wear

Adults

PLAY!

Adults should be dressed for play! You must wear clothing that allows you to be comfortable while you engage in all activities with the students. You will need to be able to get on the floor or the ground, at times needing to sit at a student's level for a long period of time.

Clothes

Your clothes could get soiled, stained, bleached, or otherwise damaged when you are in contact with student's learning materials (i.e. paint, glue, ink, etc.) or with classroom cleaning products. Plan to be involved in messy play and mess clean-ups.

Footwear

Choose footwear that is suitable for walking on a variety of surfaces (i.e. sand, woodchips, dirt, pea gravel, concrete, etc.) and that are appropriate for seasonal weather conditions (puddle jumping!). Your footwear should also provide support for walking quickly, occasionally running, or lifting children, equipment or furniture.

Weather and Messes

While the conditions above may not happen every day, expect they will happen at some point and plan your clothing accordingly

Be prepared for all weather conditions. We will go outside, rain or shine, all year round.

Children

PLAY!

All children need to be dressed in clothing and footwear that will allow them to safely engage in all opportunities for play and learning. 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.

Bathroom Independence

Students will be learning to use toilets and wash hands with minimal assistance from adults and should be dressed in clothing that they can fasten/zip themselves. Some clothing can be tricky for children to remove and/or get back on before and after using the bathroom.

- Clothing
 - Elastic Waistbands: Use pants, shorts, skirts, leggings, etc. with elastic waistbands and not any with buttons, snaps, ties or zipper
 - Pull-On Styles: Pull on-pants and skirts are easier for a child to manage on their own with minimal assistance from an adult
 - Simple Fasteners: If pull-on or elastic style pants and skirts are not an option, choose clothing with a simple closure like velcro or large buttons that are easy for small hands to use. Practice at home to make sure that a child can use these fasteners before sending them to school.
- Clothing to Avoid
 - No Overalls or Jumpsuits: These can be a challenge for a child to remove and put back on independently, timely, and, in the case of leotards, bodysuits and the like, require full removal in order to use the toilet
 - Complicated Fasteners: Simple closures are best, none are better! Avoid clothing that requires the use of buttons, snaps, strings, ties, or zippers if your child isn't proficient in using them. Practice and help them learn to use them at home.

Clothes

In addition to wearing clothes which encourage self-help skills in the bathroom, also consider

messes, comfort, and safety.

Messy play happens! Generally, the paint, glue, and colors used in play-doh, crafts, or sensory materials will be washable. However, stains are still possible. Short sleeves are preferable, as we regularly use water, paint, and glue.

Ensure that your student's clothing isn't too tight and they can easily remove/put them back on, and not too loose to prevent tripping and falls due to clothing getting in the way. Dress in layers for cold weather that are easy to add or remove depending on the temperature.

Check the weather and plan accordingly for the range of weather conditions we experience in the PNW. Layers that are easy to remove or put-on given a variety of temperatures or conditions are preferred.

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.

Footwear

Footwear that is suitable for walking, jumping, climbing, and exploring is highly encouraged.

In accordance with health and safety best practices, children enrolled in FLED affiliated cooperatives are required to wear shoes when playing outdoors, both at the school site as well as on field trips. 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.

What to Pack

Change of clothing

- 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.

Water Bottle

- Make sure your child comes prepared with a water bottle each day
- NO juices, milks, or other beverages are allowed

Snack

You are required to provide a nutritious snack for your child/children. Please see Food Safety for full guidelines.

What Not to Pack

Children are not allowed to bring food, beverages, gum, candy, pacifiers, bottles, or toys. Exceptions to this rule are Sharing items and special treats/gifts that the child wishes to share with all classmates, and of course their daily snack.

If the child should bring a personal item or a treat/gift, it should remain in their backpack until the designated time.

Classroom Guidelines

Bathrooms

Children needing to use the bathroom during class time **must be accompanied by at least two adults**, unless it is their own child, as stated in our Supervision guidelines.

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 a Member's non-working day with their child. 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.

Cell Phone Use

Cell phones should be kept put away while in class.

Exception is briefly taking your phone out to take a picture for the class yearbook or photo folder on Google Drive.

If you need to make an emergency call, please alert the Teacher and step out of the classroom to do so.

Visitors

Adult visitors, such as grandparents or non-workday Members, 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 this Member Handbook. Visitors are required to sign in and wear a nametag during class time.

Permission from the Teacher prior to attendance by any guest, adult or child, is required.

Prospective Members are allowed to visit while accompanied by either the Registrar or a Class Coordinator, with permission from the Teacher.

Children not enrolled in the class (i.e. Older siblings, relatives, friends, etc.) may not attend without prior permission from the Teacher. Siblings or other children who regularly (more than

once a month) attend LSCP must be formally added to the class attendance roster. This is strictly enforced as an insurance requirement.

Daily Cleaning

Daily cleaning is a work day job for which each class is responsible. Details for how to do the daily cleaning is located at the school with the cleaning supplies. These cleaners must be kept away from children at all times.

Children are not allowed in the classroom while the daily cleaning happens. 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.

Daily cleaning may include:

- 3 Step Cleaning procedure as designated by the CDC for tables after activities and before tables are used for eating food
- Cleaning and sanitizing all sinks, water fountains, and toilets at the end of each class

Working with Children

In order to 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, and provide Members with a consistent plan for guiding children, the EC Instructors have provided this Guidance Policy. At LSCP, these are the guidelines we are expected to follow while working with children.

Responsibilities of the 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:

1. Respect and honor self and others: A child may not hurt him/herself or others
2. Respect property: A child may not destroy property or materials
3. Respect the play of others: A child may not disrupt the play of others

Positive Guidance: Provide guidance in a manner 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: provide a distraction for younger children and an alternate activity for

older children

5. "Time-together": adult spends one-on-one time as needed
6. Alert Teacher: the teacher will determine if it is necessary for the child to take a break and calm down. The teacher will determine who should be with the child to help calm down, take a break, and plan to re-enter the activities. This should not be punitive.

Field Trips

The Teacher and the Field Trip Coordinator 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 has given approval to include the additional guest child.

Holidays, Birthdays, and Celebrations

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 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 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 goals of the curriculum.

As growing older is a universal experience, birthdays can be acknowledged at school:

- Birthday celebrations need to be kept simple with a routine that is the same for each child.
- Parents should be asked ahead of time if their child would like to participate. Being the center of attention may not work for every child.
- Children's birthdays may be celebrated with a simple crown, Happy Birthday song, or other developmentally appropriate ways.
- **Birthday parties, treats 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.

Members in our community come from a variety of backgrounds, cultures, religious beliefs, and traditions. To help children learn from each other, LSCP encourages Members to share their

own traditions with their Student's class throughout the year. Members may share cultural traditions, holidays, foods, languages, literature and music.

For enrichment activities, Members are welcome to bring in aspects of their home culture, including holidays. Members should work with both the Teacher and EC Enstructor to ensure it is presented in a developmentally appropriate way and inclusive of all children.

Teachers need to notify Members in advance of the activity.

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

Health, Safety, Insurance

You must become familiar with the following guidelines and policies and do not hesitate to reach out to the Board or our Risk Management Coordinator for more information or clarification.

The information that follows has been determined necessary by federal and local health and safety agencies, our insurance provider, FLED, and in some cases, the current and previous Board(s) at LSCP.

Risk Management Training

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 our Risk Management Coordinator or your EC Instructor.

Immunization

A current, valid immunization form or statement is required and must be turned in prior to the child starting school, and will be kept on file for the year.

Health/Illness Policy

Illness and Communicable Disease

LSCP follows the Snohomish Health District guidelines in regards to communicable illnesses. ***Inform the Class Coordinator and the Teacher IMMEDIATELY if your child has a communicable disease.***

Children and adults with a known or suspected communicable disease are not permitted to attend class.

If 50% or more of the children are absent for any one class due to illness, that class may be canceled for the day.

Children and adults with any of the following symptoms will not be permitted at school:

- Fever of 100°F or higher within the past 24 hours
- Vomiting on 2 or more occasions within the past 24 hours
- Has been on antibiotics for less than 24 hours (unless for treatment of ONLY ear infection with NO other symptoms of illness)
- Sore throat
- Earache

- Diarrhea as 3 or more watery stools or 1 bloody stool within a 24-hour period
- Rash, especially with fever or itching
- Eye discharge or pinkeye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment.
- Fatigue that prevents participation in regular activities, sick appearance, and/or not feeling well.
- Open or oozing sores, unless properly covered, or 24 hours on antibiotic treatment.
- Lice and scabies - children and staff may return to school after treatment. Contact the local Health District for treatment protocol.

All adults shall follow public health policies to avoid contact with blood or bodily fluids. Protective gloves must be available and worn when appropriate. Employees must have documentation of training for Blood Borne Pathogens. Members must be familiar with co-op policies and procedures for handling bodily fluids.

If Injured or Ill at School

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 in 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 all related services.

Any child who becomes ill must be isolated (not necessarily in another room) from the other children and the caregiver or emergency person notified.

In the event of an injury to an enrolled child, contact the EC Instructors and request an accident claim form and complete the official incident/accident form promptly following any injury including those which require a medical professional examination. The latter forms are located onsite and you may ask your Class Coordinator or Teacher to locate one.

Emergency Preparedness

Keeping our space safe daily is required, as is planning in case of emergencies. The following must be adhered to:

- 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
 - Monthly: evacuation/fire drills
 - Twice Yearly: earthquake drills
- All adults should know the location of the following:
 - Posted evacuation plan
 - Fire extinguisher

- First aid kits and protective gloves
- Emergency food and other supplies
- Emergency contact and medical information
- Accident and incident forms should be completed in coordination with preschool teachers

Food Safety

Snacks and Meals

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 and closing packages, pouring their own water, cleaning up after themselves, using spoons or tongs
- Language skills: Communicating their needs, request, decline, or offer food
- Social skills: Having conversations around the table, reading social cues, sitting next to different children

To foster these skills and consider the safety of all students, food should be:

- Simple and age appropriate - For one and two year olds, foods must be soft and small
- Free of all nuts, nut oils, or nut products
- Free of any ingredient that could trigger an allergic reaction in the current student population
- Free of choking hazards, including:
 - No popcorn
 - No nuts of any kind
 - No nut-butters
 - No candy
 - No marshmallows
 - No grapes
 - No hot dogs and sausages
 - No cheese served in rounds or cubes - shreds and slices are OK
 - No string cheese
 - No raw or crunchy fruit vegetables served in chunks - thin slices are OK
- Water is the preferred beverage for school
- **Hot beverages are never allowed for anyone at the preschool**

Do not bring anything to school containing nuts, nut oils, or nut products.

If you opt to use a butter that is nut-free, like sunflower seed butter, please make sure it is labeled. If it is not labeled, it is likely to get tossed and your child will not be allowed to have it.

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.

Adult Responsibilities During Meals

During meals, adults should:

- 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
- Ensure all food on the table is safe for the classroom per guidelines in Handbook and RMM
- Model and coach conversations among children at the table
- Actively prevent and reduce risk of choking hazards and be aware of the following:
 - Keep children at the table
 - Encourage a calm, unrushed pace, and remind children to chew slowly and not talk with food in their mouths
 - Young children participating in a group snack time are learning social skills and some silly or immature behaviors may increase the risk of choking
 - Adult supervision is critical to reduce the risk of choking
 - Choking is most often caused by food that can easily lodge in a child's small airway. Any such food can easily get stuck in a child's throat and should be removed from the table.
 - Be sure to serve 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; it is IMPORTANT to partially thaw berries or other frozen fruit that is served in bite sized portions
- Children should not share or exchange food, due to a variety of health and safety concerns
- **Children must be seated at tables while eating and adults must be seated and supervising**
- Avoid using treats and foods as rewards

Teachers and Members must know directions for snack preparation and supervision.

Food Preparation Guidelines

When preparing for snack or food consumption, the following instructions apply:

Refer to the Risk Management Manual (RMM) for specific instructions around food preparation, including up to date bleach sanitizer recipes.

- Everyone (adults and children) should wash hands with soap and water prior to any interaction with food
- Children must not be present in food preparation areas or when bleach sanitizer is in use
- Food preparation areas and children's tables should be cleaned using the 3 Step method immediately before food 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
- When providing individual servings, portions should be served in/on disposable, food-safe, paper products OR in/on dishes and placemats that can be washed and sanitized
- Food should not be served on the table surface.
- Recyclable and compostable paper products are preferred
- Never Reuse disposable plates, bowls, trays, baskets, etc.

Communal Food Guidelines

Should there be an event, party, special lunch, or other scenario where food will be served and consumed as a group, the Food Safety rules above must be followed.

Additional requirements for food safety at such events or at LSCP also must be followed

- **Preventing contamination and spoilage:** Foods should arrive in original sealed packaging and be assembled at school. Fruits and vegetables should be washed thoroughly and, as needed, peeled
- **Teaching children to use serving utensils:** Supervise children carefully as they learn to pass serving dishes or use serving utensils. Remove any food or utensil that becomes contaminated when a child tastes from a serving utensil or if a utensil gets dropped on the floor
- **Dishwashing:** Wash dishes in hot soapy water, rinse thoroughly, and sanitize with a disinfecting rinse; then air dry or dry with paper towels
- **Disposables:** Do not reuse disposable food products

Adult Responsibilities

Knowledge

All adult participants, including visitors, are responsible for learning and using:

- Skills for supervising children in each area of the classroom and outdoors
- The safest way to set up activities and equipment
- Procedures and rules for safe equipment use in each area of the preschool
- Limits for using kitchen appliances or other tools

Locations

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

Storage

Adult participants will monitor and implement a safe storage system:

- Only adults obtain supplies from storage areas
- Poisons (cleaners, bleach, etc.) are stored in a 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

Supervision

For the safety of our students, we have embraced the guidelines from FLED regarding supervision of students. These rules must be followed and adhered to at all times.

Note that concurrent childcare/nursery for siblings cannot be provided by the cooperative because it is not insured with this program's accident or liability policy.

General Supervision Guidelines

2 Adults Supervising Child Rule: In order to protect the co-op, staff, and caregivers; adults shall not be alone with a child or children where they cannot be observed by other adults. A minimum of two adults must be supervising any child(ren) at any given time. No adult should ever be alone with a child, unless they are the caregiver of that child.

Always in View: Every adult working with children must be in the view of another adult.

Enrolled Children Participation: Only enrolled children can participate in the classroom, this includes siblings. Exceptions to this are open house, family nights, and occasional visitors. No siblings in the classroom without prior approval from the Teacher for visitors.

Children Never Alone In Car: Children, including non-enrolled siblings, should *never* be left alone in cars.

Sign-in/out: Always sign-in in and out daily

Child-Adult Ratio: The ratios below must be maintained at all times when supervising children. Adults completing work away from children cannot count as a supervising adult.

To ensure safe and appropriate supervision of children in the school, we adopt the FLED recommendation that Adult:Child ratios must be met at all times, with a minimum of four (4) adults working during any single class time

Ratio of Adults:Children

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.

Each attending adult may have a different ratio assigned to them that is based on the youngest child the adult brings to class. Since we are a multi-age classroom with the inclusion of enrolled siblings, it makes calculating the ratios a little more difficult, but doable.

The minimum Adult:Child Ratios are as follows:

Children age 18 months or younger	1 Adult to 2 Children
Children age 19 months to 35 months	1 Adult to 3 Children
Children age 3-5 years	1 Adult to 5 Children

Remember that the ratios are calculated for each ADULT. For example, if you are a Member who has an enrolled sibling (7 months old) attending with your student (4 years old) in the 4s Class, your ratio would be calculated for the 7 month old, at 1 adult to 2 children, not the ratio for the 4 year old.

Handwashing

Handwashing promotes health and hygiene, reducing the spread of germs among children and adults at our preschool.

Adults and children must wash their hands using running water, soap, and disposable towels. Adults should make sure that children are washing hands adequately while encouraging children to wash.

Handwashing is encouraged throughout the day and is **required for everyone** in, but not limited to, the following scenarios:

- Immediately upon arrival
- Before preparing or serving food
- Before and after eating
- After using the restroom
- After helping a child with toileting/diapering
- After coming into contact with bodily fluids (ie: blowing nose, restroom use, blood)
- After playing outside
- After cleaning or using chemicals
- After touching animals or cleaning their environments
- After assisting a sick child
- After taking out the garbage
- Before putting on protective gloves
- After removing protective gloves
- Before setting the table
- After touching eyes, nose, or mouth

An extensive list of scenarios can be found in the RMM under “Health and Disease Prevention”.

Classroom Safety

These are the general safety guidelines we follow in order to keep our classroom safe and prepared for play:

- **Sign-in/out:** Each child and working adult must be signed in and out each day. This includes approved visitors! We also will count and tally adults and children daily who are on site in case of emergency
- **Handwashing:** Everyone is required to follow the handwashing guidelines for LSCP as outlined above in Classroom Guidelines
- **Hot Beverages:** **No hot beverages are allowed in the classroom at any time.**
- **Other Drinks:** Drinks other than water must also be kept out of reach of children and there is no drinking of outside beverages, except water, while in the classroom or with the children.
- **Unsafe Conditions:** Adults should keep watch for any unsafe conditions in the classroom, including, but not limited to:
 - Tripping hazards - cords, loose rugs, etc.
 - Sharp corners or edges - consider tables, cabinets, other large equipment
 - Broken toys - remove and inform teacher, especially if they could be choking hazards or could cause injuries
 - Running
- **Classroom Traffic:** Adults share the responsibility for maintaining clear and safe traffic patterns in the preschool classroom
- **Toy Sanitation:** Placing toys in the mouth is to be discouraged. Remove mouthed toys and place them in the bin labeled “to be sanitized”
- **Mats:** Appropriate mats will be used under and around all indoor climbing equipment
- **Choking hazards:** To prevent choking, small “swallowable” toys or parts are never available to children under 36 months
- **Children must not be present around bleach and sanitizing solutions:** These items cannot be used with children present and must be safely secured and out of reach of children
- **Children must not be present in any food prep areas**
- **Children must remain seated while eating**
- **Smoking:** Smoking is not permitted anywhere on the premises
- **Tissues:** Tissues are provided in the classroom and everyone is encouraged to use them for runny noses, sneezes, and coughs. Please cough and sneeze into your elbow or a tissue to reduce the risk of spreading germs. If a person has coughed, sneezed, or used (assisted a child in using) a tissue, they must wash hands immediately following.
- **Approved Adults:** Children are only to be released from school to approved adults
- **Report Safety Concerns:** Adults must report any safety concerns to the teacher and the people responsible for risk management, maintenance, and repairs. Hazardous, broken toys, equipment and furniture will be removed promptly and repair or disposal arranged.
- **Know and Follow Safety Rules:** Preschool teachers, EC Instructors and risk management coordinators at LSCP will determine rules for safe equipment usage throughout the school, including outdoor spaces. ALL working adults must know and follow these rules.

Inspections

Routine inspections throughout the year ensure that our school is safe and ready for our Students and children to enjoy!

These are some of the criteria and inspections that will happen:

- Building, grounds, and facilities will be inspected quarterly for safety hazards.
- Activity areas will be inspected monthly for toys and furniture needing to be removed or repaired
- Quarterly inspection reports will be presented to the LSCP Board. Copies of the classroom safety checklist will be provided for the ECC Instructors and FLED.
- If the classroom is moved or rearranged, the safety inspection must happen before children return to the classroom.

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 Board Member, 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.

Appendix

Appendix 1 - LSCP Financial Assistance Application Form

Section 1: General Information

Member Name: _____

Child Name(s): _____

Class: 2s 3s 4s

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 3 months: _____

We are requesting a 10% 25% 50% reduction in tuition.

Our current monthly tuition rate is: \$_____

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.

Member Signature: _____ Date: _____

Treasurer Signature: _____ Date: _____

2nd Exec. Board Member Initials: _____ Date: _____

Appendix 2 - LSCP 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 have enrolled my Student, _____, in the [2s, 3s, 4s] class.

I will read, be familiar with, and abide by the guidelines, policies, and updates as stated in the Lake Stevens Cooperative Preschool Member Handbook. If I have questions, I can ask my Class Coordinator.

I understand that as a Member of the cooperative that I jointly am responsible for ownership and operations of LSCP and that my participation subsidizes the low cost associated with the Cooperative Preschool.

Additionally, I will specifically participate in and agree to the terms outlined below:

1. **Work Day:** I am required to work my assigned work day as a part of the Edmonds College Lab requirement. In the event of my absence, I will recruit a substitute from within the Work-Day Members in my class and promptly notify my Teacher and Coordinator with the person substituting for me. I understand that non-enrolled substitutes are permitted only on a sporadic, emergency basis. If I am unable to find a substitute, I will notify my Class Coordinator and Teacher as soon as possible. I understand that if there is not an adequate child-adult ratio that my class may be canceled at the discretion of the Teacher. I also understand and agree that I am expected to support my fellow parents as a substitute wherever possible.
2. **Tardiness:** I am required to be at the front door, ready to go at the class start time. I understand that in order for class to start, all Work-Day Members assigned to the class day must be at the front door in order for the school to open. If I am late, I am responsible for finding an alternate substitute to stay in my place until I arrive. I will communicate with my Class Coordinator, Teacher, and fellow Class Members if I am late or absent for any reason.
 - a. Work-Day Members will need to arrange ahead of time with a substitute if they need to leave early from their Working Day for any reason. This arrangement needs to be planned and communicated to both the Class Coordinator and the Teacher.
3. **Attire:** My Student and I will arrive appropriately dressed for indoor and outdoor activities as outlined in the LSCP Member Handbook, and I understand that I will be required to participate in activities in the varying weather conditions.
4. **Equipment:** I will ensure that I have packed a change of clothes, water, and snack in my Student’s bag each day and notify the Class Coordinator and Teacher if anything is missing.
5. **Snack:** I have reviewed the snack policies and allergens list and will provide my Student with a daily snack in accordance with the LSCP snack and allergy restrictions.

6. **Allergies:** If I am the Member of a Student with a disclosed allergy, I agree and understand that the Cooperative cannot guarantee that my child will never come into contact with the allergen during school hours. Nonetheless, I am willing to assume this risk and enroll my child. I understand and agree, as a condition of my enrollment, that I hereby waive my right to hold LSCP or its Officers, Board, employees, agents, successors, or assigns liable if my child does come into contact with the disclosed allergen during school hours.
7. **Weekly Clean:** I will sign up for and participate in at least 1 weekly classroom cleaning per child enrolled. I will contact our Board if I am unable to make the cleaning day to make other arrangements. Board members are exempt from this requirement.
8. **Yearly Clean:** I will sign up for and participate in one of the yearly cleanings per child enrolled. I will contact our Board if I am unable to make the cleaning days to make other arrangements.
9. **Member Meetings:** I will attend mandatory Membership Meetings in their entirety, both the Member Business and Edmonds College Lecture portion, held at 6:30pm on the 4th Tuesday of each month in person, at the school. I will notify my Class Coordinator, and the Chair if I cannot attend a meeting to make arrangements to make up the meeting. I will also notify my EC Instructor to arrange a make up for the meeting as well. I understand this policy and the full Member Meeting policy as outlined in the Handbook.
10. **Member Job:** I will hold an assigned Member Job or Board position, fulfill this responsibility to the best of my abilities, and ask for help from the Board, EC Instructors, or my Teachers if I am unsure of my duties.
 - a. If I am enrolling more than one Student in the school and in the unlikely event that enrollment is such that our core Member Jobs cannot be filled, I acknowledge that I may be asked to hold one Member Job position for each Student enrolled or one Board position. If our enrollment is such that our core Member Jobs are filled, I will hold one assigned Member Job or Board position, as stated above and in the Member Handbook.
11. **Volunteering:** I will complete one Volunteer Brick per year, per child enrolled, as described in the Member Handbook..
12. **Fundraising:** I will give my best effort to participate in the fundraisers to support LSCP.
13. **Multiple Members:** I understand that caregivers may be joint-members and split Member Responsibilities. These Members must be individually enrolled in and meet the requirements of Edmonds College. I acknowledge that LSCP will pay college tuition up to five credits per group of multiple members; those groups enrolled beyond five credits are responsible for the additional college tuition. I understand that responsibilities and requirements for LSCP and EC will be tracked and periodically reviewed.
14. **Tuition:** I understand that tuition is due on the first of each month, with payment for first month's and half of last month's tuition due the first day my Student attends school.
 - a. I understand that a late fee of \$10 will be charged for tuition received the 6th through the 10th of the month and an additional \$10 will be charged for payments received the 11th of the month or later.
 - b. Limited partial financial scholarships are available for those who qualify. I understand that I must contact the Treasurer If I have any questions or concerns regarding payment.

c. I have reviewed and understand the Financial section of the Member Handbook.

15. Withdrawal, Payments, Refunds: I understand that should I choose to withdraw my Student from LSCP, that I must provide 2 (two) weeks advance, written notice to the Registrar. Final tuition will be prorated to the Student's last day in class, or two weeks after written notice is given, whichever is later.

a. If I give less than 2 weeks notice of withdrawing, I understand that tuition will still be due for the following 2 weeks, regardless of attendance

16. Risk Management: I will become familiar with all Risk Management procedures by reviewing all Risk Management training materials as provided by FLED and OPEP. This is required to be completed before I can begin in the classroom.

17. Feedback: I recognize that it is my right and duty as a Member to provide feedback about the operation of our Cooperative. I can give this information to my Class Coordinator, Teacher, or the Chair of the Board.

18. Member in Good Standing (MIGS): I understand that if I fail to fulfill these duties, I may lose my Member in Good Standing status and that my Student and I may be dismissed from the Cooperative as outlined in the Member Handbook.

I HAVE READ AND REVIEWED THIS MEMBER AGREEMENT AND I UNDERSTAND EACH PART.

I also agree to hold LSCP and its officers, employees, agents, successors, and assigns harmless for any parent Member's failure to abide by any of the provisions of the Member Agreement, Bylaws, Safety Rules, Snack Restrictions, Health Policy, or other provisions contained in the Handbook. LSCP is a Cooperative, and I understand and agree that the Cooperative is not liable for acts of its individual Members.

I also understand and agree that my signature to this Agreement binds my partner and any other non-enrolled persons to whom I release my Student to its provisions.

Member Signature: _____ Date: _____

Appendix 3 - LSCP Members-with-Siblings Agreement

I, _____, a Member of The Lake Stevens Cooperative Preschool, understand that the following is required of me in order to hold a sibling space at LSCP.

I have enrolled a younger sibling, _____, in the [2s, 3s, 4s] class.

In addition to the agreement I made in signing the LSCP Member Participation Agreement, I understand that my sibling space is not guaranteed and that it can be revoked at any time during the school year, should review show I am in violation of any of the policies outlined in the Member Handbook or this Agreement.

I specifically agree to the terms outlined below:

1. I understand that only one Sibling is allowed per Member working in the classroom and that there is a limit of two siblings per day per class
2. If my sibling is 6 months or older, I will pay my monthly sibling fee of \$25 along with my tuition installments and all fees as outlined in the Member Handbook
3. I understand that the Executive Board will be in regular communication with Teachers regarding my Sibling and that my Sibling space will be reviewed quarterly
4. I understand that I will be responsible for making arrangements to ensure that I am not cleaning with my Sibling during my work day
5. I will ensure that my Sibling is not a regular distraction to the class nor taking away from enrolled Students' learning
6. I will ensure that I am fully able to participate as a working adult in the classroom with my Sibling for the entirety of my work day
7. I will be within arms reach of my Sibling for the entirety of the work day
8. I understand that car seats and strollers are not allowed for use in the classroom
9. If my Sibling is an infant, I will keep my Sibling contained in a carrier at all times and never leave them on the floor
10. I understand that if I am not following these rules that I may be asked to leave with my Sibling
11. I understand that my compliance with the guidelines and policies set-forth in the Member Handbook are an insurance requirement and that I may lose my Sibling space should I be in anyway non-compliant

I have read and reviewed this sibling agreement and I understand each part.

Member Signature: _____ Date: _____

Addendums

On a periodic basis, things may need to be updated throughout the year to keep us current on policies and procedures.

Should things change, updates will be noted below with the date, title, update itself, persons deciding change, and meeting date.

At the end of the school year, these changes will be reviewed and discussed by the incoming Board and the Handbook for the year following will reflect such changes.

Board: Please follow the formatting in the example below to apply updates to current year as an addendum, and add strike throughs to any policies which are not being used in the main body, and footnote with “Updated in Addendum [#]” as needed.¹

This will show readers now and in the future the who, what, where, when, why, and how of each addendum and where to look for updated information.

Addendum [#] - *Title of section with alteration*

This is the update to the section being altered. For the title above and addendum number in place of the brackets, then highlight the line and select “Header 2”. This will make sure that the addendum is noted in the outline of the document. This update is being described here. If this update were to impact the section noted in the title, there would be a footnote at the bottom of the page that tells where the update has been added, like “Update to section in Addendum 1”.

Decided: [Month, Day, Year] at [meeting name]

Added by: [Board Member Name and Role]

Updated date: Date of the update/revision

Latest Revision Date: 7/31/2024

¹ Example of a footnote: Updated in Addendum [#]