

Valley Parent Preschool Handbook

For the 2023/2024 School Year

Updated May 2023



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School Background

Philosophy

Valley Parent Preschool's curriculum is an emergent one, based on a developmental approach to learning. Our program focuses on the whole child and provides opportunities for children to enhance their emotional, social, creative, physical and cognitive growth.

Children are natural learners, motivated by their own desire to understand their world through first-hand experiences. Our school is designed to provide an environment and activities that encourage curiosity and foster exploration. Our schedule allows for long periods of open play as well as structured small group experiences for the older Pre-K children.

Valley Parent is a cooperative school. We believe the family is the most influential teacher in a child's life and we feel privileged to partner alongside you. Family involvement is crucial to the success of our program and we look forward to working together.

History

Valley Parent Preschool opened in Alamo in 1962. Three years later we moved to the education wing of St. Timothy's Church in Danville where we stayed for 30 years. Although Valley Parent was not affiliated with the church, we shared a common goal of service to the community.

In 1996, after much hard work and ambitious fundraising, we moved to our current property at 935 Camino Ramon. Over the past 60 years many wonderful directors, teachers and families have been a part of our program and helped us grow. We look forward to the next many years!

Preschool During a Pandemic

We have all found ourselves in a new situation, living, working, and attending preschool during a pandemic. We understand that much of what we are experiencing is new and uncharted territory. Given the unprecedented nature of the situation, guidelines and recommendations change frequently. As a school we will remain flexible, and we ask that as families do as well. Due to circumstances completely outside of our control, options and offerings may change this year. We will always do our part to give families as much notice as possible, to be transparent, and to communicate regularly. Our priority will always be the physical and emotional health of our entire community; including our children, families, teachers, and local community. We know these are difficult times, and we are committed to working together with our families to get through them. By enrolling, families understand and accept the possible program changes and health risks.

Parking, Drop-Off, and Pick-Up Procedures

Parking is available on El Capitan and both north and south of the school on Camino Ramon. The spaces in the VPP lot are for auction winners, families with new babies, handicap accessible, and staff only. Parking is strictly prohibited at Danville Montessori and at the Brookstone homes. Please help us be good neighbors by following these parking guidelines. Fines may be assessed for anyone parking at the Montessori school or in the Brookstone visitor spots, so please share these guidelines with anyone driving your child to or from school. For information on fines, please refer to the standing rules.

Please email your child's teacher or call the school at (925) 837-1751 if your child will be absent from school.

Please arrive at school on time; 9:00 for the AM class and by 11:30 for the PM class. (Drop off for PM is any time between 11 and 11:30 am.) On your volunteer days please arrive and be ready to come inside by 8:40 for AM and 11:00 for PM..

When signing in, please use your full legal signature. Licensing strictly requires that we have your legal signature and time of drop off and pick up. Only adults may write on the sign-in sheets. We love kiddo scribbles, but these are legal licensing documents. Caregivers will be called and required to come back if they do not sign in or out properly.

Please inform staff and make a note on the sign-in sheet if your child will be picked up by anyone other than their parent/caregiver or regular carpool. Anyone picking up your child must be listed on their "who can pick up list" and needs to bring a photo ID until the teachers are familiar with them.

After signing your child in, please help them put on their name tag, wash their hands, and greet their teacher. We ask that parents do not "sneak out" when dropping off children. Please say goodbye to your child and let them know that you will be back after school. The teachers are here to help with this transition time if needed!

Children should be picked up promptly at the end of school. See Standing Rules for late pick-up penalties. Please be sure to sign your child out when you leave using your legal signature and the time. At the end of the day, please help your child collect their tote bag, jacket and any other belongings.

Coming to School

Please dress your child in comfortable play clothes that they can run, jump, climb, paint, use the restroom, and play in. Clothing that is worn to school will get messy and may get stained. We suggest sending them in shoes they are able to put on and take off independently. Please label all clothing and shoes with your child's name!

Your child should bring their VPP tote bag with a complete change of clothing, including shoes, each day. If your child wears diapers, please send a diaper and wipes as well. Please use the VPP tote bag provided as they are designed to fit well in our cubbies.

Field Trips

The school plans periodic field trips and all parents/caregivers attend with their child. Parents/Caregivers have full responsibility for their child (and any children attending with them) during field trips and are required to bring any emergency allergy medication, inhalers or other special equipment their child might need during a field trip.

Transportation

The school cannot provide or arrange for transportation to or from school, social events or field trips. Carpools or other arrangements may be worked out among parents, but the school does not assume any responsibility in these situations.

Birthdays

We celebrate children's birthdays by singing "Happy Birthday" at circle time, giving them a birthday badge, and letting them choose a special birthday rock from our collection to take home and keep. Please let your child's teacher know on the day you would like to celebrate!

Telephone and Email Information

The VPP classroom number is (925) 837-1751. Please use this number to contact a teacher or a working parent during school hours. This number is unpublished so please be sure to store it in your phone so you have it with you as needed!

A teacher can typically be reached at school between 8:30 and 2:30 Monday-Thursday and 8:30 to 12:30 on Friday. Otherwise, teachers use email as the primary method for communicating class lesson plans and activities with parents. You are welcome to contact your child's teacher via email as well. Teachers try to return emails within 24 hours during school days.

Health Policy

The health of each child and family is partially dependent upon the good health of the other children and families who attend school. Thank you for following this closely as we work to be as safe and healthy as possible during this global pandemic. Children and adults are not allowed at school with any communicable disease or illness.

Our current Covid-19 policies may be found at <https://cchealth.org/covid19/pdf/COVID-SCHOOLS-GRID.pdf>. More information and current recommendations can be found at <https://www.coronavirus.cchealth.org/for-schools-and-childcare>. Please keep in mind that these policies are subject to change as new information and recommendations become available. We are following the guidelines set forth by the state, county and Community Care Licensing with regard to masking, vaccinations, and returns after illness, so policies are likely to change as the pandemic evolves. VPP asks that co-oping adults declining the Covid vaccine wear a mask indoors at VPP. We will always keep our community informed of any changes as soon as we receive them.

Even with medical notes or negative test results, at the discretion of the teachers, children may be sent home if children or parents/caregivers do not appear to be in good health. Children may not attend school with fever, diarrhea, skin or eye infections, goopy noses or wet coughs. Children must be fever free for 24 hours without medication in order to return to school after an illness.

Any child or adult with a chronic condition such as allergies or asthma that could cause ongoing, non-contagious symptoms may submit a letter from their physician stating that they are medically cleared to return to school with their specific and particular symptoms.

In order to properly clean and contact-trace, it is imperative that families notify the directors in the event that a family member becomes ill or tests positive for Covid-19 after being on campus.

Thank you for following these policies closely.

Consent to Administer Medications

If your child has a medical condition and requires the Valley Parent staff to administer a prescribed medication, the child's doctor must sign a medical release form and include the instructions for how to administer the medication. NO MEDICATIONS MAY BE KEPT IN YOUR CHILD'S CUBBY OR SCHOOL BAG AT ANY TIME. ALL MEDICATIONS (EPI-PENS, BENADRYL, etc.) MUST BE STORED IN THE RED EMERGENCY BACKPACK.

Safety and General First Aid

Safety is a primary concern. All injuries should be reported to the nearest staff member immediately. Parents/Caregivers will be called and informed of all head injuries so you can be aware and watch for signs of a concussion.

All staff members are trained in basic First Aid and CPR. First aid supplies for minor injuries are located in the white cabinet in the adult bathroom. Protective gloves should be worn when cleaning wounds. Staff should be informed of any injury.

Emergency Procedures

Fire or Fire Drill

- Children INSIDE line up and exit with the teacher by the front door.
- Children OUTSIDE line up and exit with the teacher by the back gate.
- All Volunteers – ensure there are no children in your work area and then exit with the class.
- All children, volunteers, and teachers will line up and take roll outside.
- Teachers will give further instructions.

Earthquake Procedures

- Direct children to DUCK & COVER and wait for teacher instructions.
- When the shaking stops, teachers will give instructions

Evacuation

- In the event that we need to evacuate, children will be walked to the park on El Capitan.
- Parents/Caregivers will be notified via email, calls, or texts.
- To reach the park, turn left out of the driveway and make a left at El Capitan. The park is on the right.

Shelter in Place

- All children and volunteers will be moved to the drama room and school doors will be closed and locked.
- Windows will be covered and lights will be turned off until teachers will give further instructions.

Dangerous Air Quality

- In the event that AQI is so high that staff feel it is unsafe to play outside, the teachers may reduce time in, or close, the yard. HEPA air purifiers run in the classroom to help keep our indoor air clean. In very rare cases the air quality is so hazardous that school closes for the day.

Your Role in Our Co-Op

Parent/Caregiver Participation

Valley Parent is a cooperative school and relies heavily on the involvement of each and every school family. Parents/Caregivers work in the classroom, attend meetings, serve on a committee, and assist with school upkeep. While being a part of a cooperative school requires a large commitment, we've found it also offers a large reward. Teachers, parents, caregivers, and children working together creates a strong community and long lasting friendships. Below are the specific member requirements at Valley Parent. Anyone volunteering in the classroom must attend orientation.

Classroom Participation

Parents/Caregivers are required to work two or three mornings per month in the preschool program, four mornings per month in the AM pre-k program and four afternoons a month in the PM program. On scheduled workdays, AM participating parents/caregivers arrive at 8:40am and are finished by 12:00pm. On a rotating basis, families in the AM program are scheduled to provide a healthy snack for the class. In the PM Pre-K class, parents/caregivers arrive at 11am and are finished at 2:15pm. PM families will provide a nut-free lunch daily for their own child.

Work schedules are typically done in 4-5 week cycles and do not always correspond exactly to the calendar month.

Due to safety, insurance, and licensing restrictions, siblings and/or children who are not currently enrolled in a class at Valley Parent are not to accompany parents/caregivers when working in the classroom.

Anyone co-oping in the classroom or participating in school activities where children are present cannot be listed under Megan's Law or be a registered sex offender.

Orientation and Meet & Mingles

Orientation is required for anyone who will be participating in the classroom. Families choosing the non co-op option are required to have at least one parent attend as well.

Two Meet & Mingle Meetings (our mandatory general meetings) are held per school year. One caregiver from each family is required to attend each meeting.

Orientation and meetings are for adults only, though infants are always welcome as well.

Committees

Committees include Social, Fundraising, Maintenance, and Enrichment. Each family is responsible for serving on a committee and completing approximately 20 hours per year of committee work. Holding an Executive or Full Board position will fulfill the committee requirement. If more than one child is enrolled at VPP, a family will still only serve approximately 20 hours.

School Upkeep

Members are required to contribute up to five hours per school year for maintenance duties. This may include toy cleanings, laundry or upkeep days. Holding an Executive or Full Board position will fulfill the School Upkeep requirement. If more than one child is enrolled at VPP, a family is asked to complete 5 hours per enrolled child.

Leaves of Absence

Family Leave

Family Leave is offered when a new child joins the family. Members should notify the Participation Scheduler at least 30 days before the desired time of leave. Members who are on family leave will be removed from the participation schedule for 6 weeks. The six weeks are consecutive and include school holidays.

Medical Leaves of Absence

Medical leave may be granted at the discretion of the Executive Board. To request medical leave, members should contact the President or Directors. The Executive Board will determine the length of the medical leave of absence. Please note that a physician's note will be required.

In the Classroom

Volunteers work in the classroom as an extension of the teachers. This involves supervising and engaging with children in your chosen area of the school during free choice time, and assisting the teachers in running an activity during small group time. Each volunteer chooses a work area on a first-come basis, except for the designated AM snack parent, which is assigned in advance. Caregivers are expected to have positive and engaging interactions with students.

-Physical discipline and shaming is never allowed

-Smoking/Vaping is not allowed on school premises.

-Only Staff members may assist children with toileting needs. If a child needs assistance, please let a staff member know.

In order to keep our focus on the children, volunteers may not use cell phones when working in the classroom, including for the purpose of taking pictures, unless requested by a staff member. Teachers will take occasional pictures to share with families via the private facebook page.

It is important that you, your child, and the school feel positive about your day as a classroom volunteer. If you have questions or concerns regarding the routine, please discuss them with a teacher or board member. We want you to feel comfortable and enjoy your time at school!

Work Schedules

Work schedules are emailed, posted online, and posted on a bulletin board at school. Please mark any subs or switches on the copy at school so the teachers know who to expect in the classroom. Work schedules typically run in 4-5 week cycles and do not always correspond with the calendar month.

Finding a Trade or Substitute

It is important that we have enough volunteer participants to meet licensing ratios and offer a full program to the children. When you are ill or have a schedule conflict, you may ask your partner or a relative that has all required paperwork on file at VPP to volunteer for you. You may also ask another VPP parent or caregiver from your class day to trade days or sub for you. It is your responsibility to pay your sub \$45 directly. If you have exhausted all sub options and still haven't found someone, please call the school by 8:30 for AM and 10:30 for PM to notify the teachers.

Subs are to be used on a limited, as needed basis and are not a replacement for the non-co op option. In a typical year there is a limit of using a sub six times per school year but due to the pandemic we understand a family may need additional times for health or quarantine needs. Your health, and the health of our community, is our top priority.

For no-shows, or incomplete efforts to find a sub, a fee of \$100 may be billed on your next tuition statement. Please note that you may need to make more than one full class email request for a schedule switch or a sub, so sending repeat requests until a sub is found is required. If a complete effort is made and no sub has been found, a teacher will cover and the sub fee will go towards the scholarship fund.

New families who add to the school throughout the school year may be required to work additional work days depending on their scheduled start date and if they have not been scheduled to work during their first month. Please contact the scheduler with questions.

Food Guidelines

AM Snack Parent

The snack parent brings the items listed on the snack calendar. Water will be served with snack, and child-sized pitchers are provided at school.

When choosing items for snack, please purchase items that are free of hydrogenated oils (also called Trans Fats), artificial sweeteners (such as Splenda, aspartame, and high fructose corn syrup (HFCS)), and artificial colors. VPP is an allergy aware school and works hard to be sure our facility is safe for all of our students. A list of allergies and safe foods will be provided each year based on the needs of our student population. Please bring all original labels and packages to school when serving snack. No items made at home may be served at school.

Food Allergies

Food allergies can be a matter of life or death for some of our children and must be taken very seriously. The secretary maintains a list of children who have food allergies and what they are allergic to. This list is posted in the kitchen. This list should be reviewed when working in the kitchen and before snack is served. Please bring all original labels and packages to school when serving snack. No items made at home may be served at school. For PM Pre-K, students will need to bring a nut free lunch to school each day.

If your child has an allergy or dietary concern, you must check in with the snack parent each morning and review the snack with your child. Please sign the snack review sheet noting what they may and may not eat.

Although we take allergies very, very seriously, VPP cannot guarantee to be free of any food items or nonfood items that may lead to an allergic reaction.

Party Guidelines

Food served at school parties must meet the school's nutritional and allergy guidelines.

Financial Policy

Tuition is calculated as a yearly amount and then divided into equal monthly payments for the convenience of our families. Tuition is due on the 1st day of each month and is past due on the 10th of each month. It is important that payment of tuition be done in a timely manner as the school has financial obligations to meet each and every month. Per the Standing Rules, families who have not paid their tuition by the 10th will be billed a late charge and the Executive Board will be notified. The second delinquency will be billed a higher late charge and the Executive Board will be notified again and the family will be put on warning. Any subsequent delinquency and the Executive Board will have the option to review the member's status.

Please notify the Treasurer (billing@valleyparent.org) if you are unable to meet this commitment. This policy will be strictly enforced.

Each family will receive an invoice on the 1st of the month for the following month's tuition. Payments should be made electronically through the options provided on the invoice. Checks and cash will not be accepted.

Unplanned School Closures

The decision to close school due to emergency situations or an unsafe classroom shall be made at the discretion of the Directors in consultation with the staff. This may be due to events including, but not limited to, ill teachers when no substitute can be obtained, poor air quality, covid exposure or outbreak, police action, earthquake, fire, flood, disease, natural disaster, pandemic, unexpected maintenance concerns, or any other event beyond the school's control.

Because Valley Parent operates on the lowest possible fees, we can not offer refunds for days when children are unable to attend school. Tuition and fees are not prorated for family vacations, illness, holidays, or school closures as tuition reflects the cost of running our school for the full year. We are a cooperative business and community, and member owners all share the expense and responsibility of running the school.

If an unplanned closure stretches beyond two full weeks, alternative programming such as take home activities or virtual classes may be offered.

Fees

Please refer to the Registration Form for the respective year.

Fines

The following penalties will be assessed for failure to meet obligations. Unless otherwise indicated, penalties will be billed to your next tuition statement.

Participation Substitutes	\$45 to be paid directly to sub
Participation No Show or Incomplete effort to find a substitute	\$100
1st Tuition Late Charge	\$10
2nd and subsequent Tuition Late Charges	\$25
Late Pick-Up	\$1 per minute for the first 10 minutes and \$5 per minute after that

Withdrawals

VPP enrolls on an annual basis, and families are asked to register with the intention of completing the school year. If your circumstances do change unexpectedly and you wish to withdraw from the school, please complete the VPP Membership Withdrawal Notice.

This written notice should be submitted to the Membership Chair via email (info@valleyparent.org) or letter and will only be accepted on school business days. Should the Membership Withdrawal Notice be submitted on a weekend, holiday or scheduled break, it will be accepted on the following school business day. A 30-day notice will begin on the day that the written notice is accepted. The child does not need to attend school during this time.

During the 30-day period, withdrawing members are responsible for:

1. Ensuring that tuition is current.
 - a. Tuition will NOT be prorated. Note: If the 30-day period ends some time during the following month, tuition for that month must also be paid.
 - b. Tuition payment is required even if the child is no longer attending school.
2. Arranging for coverage of ALL scheduled workdays.
 - a. It is the withdrawing member/family's responsibility to cover or find coverage for scheduled workdays. It is NOT the responsibility of the Participation Scheduler to find coverage.
 - b. If needed, withdrawing members may arrange for a substitute to cover their workdays, OR, the withdrawing members may submit a request for VPP to find a substitute for a fee of \$50 per workday (VPP must be notified at least one week prior to the scheduled workday).
 - c. If a school holiday (e.g., Thanksgiving, Winter or Spring break) falls during the 30-day period, withdrawing members may be expected to cover workdays that extend beyond the 30 days.
3. Providing any snack as scheduled.
4. Completing the 5 School Upkeep Hours by the end of the 30 days.
5. Completing or handing off any committee responsibilities.
 - a. The withdrawing members should work with their Committee Chair to complete or hand off any tasks that have been assigned to them.

Any family submitting a withdrawal notice after 12:30 PM on February 28 (including Leap Year) will still be required to fulfill all tuition and co-op duties for the remainder of the school year.

Withdrawal notices for the purposes of vacation will not be accepted.

Any questions regarding obligations and/or refunds should be directed to the Membership Chair.

Scholarships

The Sandra Lewis Memorial Fund Scholarships are available to families who apply during registration. These year-long scholarships are awarded on the basis of financial need. Families can qualify for tuition assistance depending on the financial resources of the school and the needs of the family. This application is for school year scholarships only. If there is a temporary financial hardship, please speak with the Director about temporary assistance.

Registration

The registration process for the upcoming school year typically begins in January. Registration opens first to current and alumni families and then to the general public. Registration will be on a first-come, first-served basis signified by the receipt of the registration form and payment. Open enrollment will continue until all classes are filled. When maximum enrollment has been reached, a waiting list will be established.

At registration, families will be asked to pay September tuition plus the supply fee to reserve a spot for the following year. July 1, families will be billed a half month for August tuition. These are non-refundable and non-transferable.

Notice of Nondiscriminatory Policy

Valley Parent Preschool values and celebrates diversity. VPP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Rights of Licensing Agency

Community Care Licensing shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child(ren), or any staff member; and for the examination of all records relating to the operation of the facility. The licensing agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

Bylaws

Adopted by the Membership at the General Meeting in September 2015

I. NAME

The name of this organization shall be the Valley Parent Preschool, 935 Camino Ramon, Danville, California.

II. PURPOSE

A. To bring to the community a school with a rich, creative environment for preschool children where they will be given the opportunity (1) to play and learn with children of their own age; (2) to use equipment and materials geared for their age level; (3) to more fully enrich themselves physically, intellectually, emotionally, and socially.

B. To provide for the parents/caregivers the opportunity (1) for study in child development; (2) for acquisition of approved techniques in handling children; (3) for an enrichment of family life through understanding the basic theories underlying good family relationships.

III. POLICY

A. This organization shall be nonprofit, nonsectarian, nonpartisan, and interracial. Neither commercial enterprise nor any candidate shall be endorsed by it. The name of the organization or its officers in their official capacities shall not be used in connection with a commercial concern or with any partisan interest for any other than the regular work of the organization.

B. The organization shall be responsible for the financial solvency of the preschool; acquire and maintain equipment; be responsible for the acquisition of the best possible building for the preschool plant.

C. In the event of dissolution of this organization, all assets shall be distributed to various nonprofit organizations as determined by the membership at the time of such dissolution.

D. All property purchased by or given to this organization shall be and will remain the property of the preschool unless otherwise specifically indicated.

IV. MEMBERSHIP

A. The mothers, fathers, and guardians of the children enrolled in the preschool shall be members of the organization and, as such, shall participate in the management and operation of the school.

B. The Executive Board shall determine the total enrollment. The enrollment shall be open to any child in good physical and mental health (as determined by the Director and physician), of preschool age, regardless of race, creed, or color.

C. All members are encouraged to attend regular meetings. Any member may hold office in the organization.

D. All members are committed to participate in the fundraising efforts each school year.

E. Membership in the organization shall terminate upon the withdrawal of a member (with 30 days notice to the Membership Chairperson), upon violation of these By Laws, or delinquency of dues.

V. FEES AND FUNDS

- A. The Executive Board, subject to approval, shall set entrance fees and tuition by majority vote of the full board.
- B. Any project involving the raising of funds shall be subject to approval of the Executive Board.
- C. All tuition is due on the first of each month and will be delinquent after the tenth of each month.
- D. A member entering after the fifteenth of the month shall pay one-half of a month's dues.

VI. MEETINGS

A. General Meetings

1. General meetings shall be held at least two times per year. The Executive Board shall determine the dates and times. Parent education workshops or lectures shall be held during the year as determined by the Director in consultation with the Secretary.
2. A majority of the membership present at a General Meeting constitutes a quorum for the transaction of business. Each family shall be entitled to one vote.
3. The last regularly scheduled meeting of the membership shall be the meeting at which election of officers for the succeeding term shall be held. All officers and chairpersons shall turn over books and records to their successors at the following meeting or at the end of the school year, based upon the position held.
4. Special meetings may be called by the President, three members of the Executive Board, or at the request of seven members of the organization.

B. Board Meetings

1. Board meetings shall be held at least once a month during the months the preschool is in session and at least once during the summer. The minutes of the Full Board meetings shall be posted on the Board bulletin board for at least one week before the next General Meeting. The entire membership shall have the right to demand a vote on any action taken by the Board. Copies of the minutes of these meetings shall be distributed to each member.
2. All Executive Board members shall be expected to attend Board Meetings. Full Board and community members are invited to attend Full Board meetings.
3. A quorum shall be six Executive Board members.
4. The President or three members of the Executive Board may call a special meeting of the Executive Board. Executive Board members shall be informed of a special meeting at least two days in advance.
5. Business requiring emergency action shall be transacted at a special meeting of the executive officers. Such action must be reported at the next Board meeting.
6. There shall be a joint meeting of the outgoing Board members and the incoming Board members following elections. The outgoing President shall call this meeting.

C. Orientation Meetings

Orientation meetings shall be held to familiarize all members with school procedures. All new and returning members are expected to attend these meetings.

VII. ORGANIZATION

A. Executive Board

Officers of this organization shall include an Executive Board as follows:

- (i) President
- (ii) Director
- (iii) Membership
- (iv) Personnel
- (v) Treasurer
- (vi) Secretary
- (vii) Social
- (viii) Fundraising
- (ix) Maintenance
- (x) Enrichment

These officers shall have the duties commonly ascribed to such offices and such additional duties as may be specified by the Executive Board. The officers shall have full authority to administer the affairs of the organization at such times as the preschool is not in operation. Members serving on the Executive Board assume additional responsibilities and time commitments and can receive an optional \$475 reduction in tuition per year.

B. The Board

1. The Executive Officers and committee chairpersons shall constitute the Executive Board. All other board positions shall constitute the Full Board.
2. The Executive Board shall have full authority, except as noted below, to direct the affairs of the organization, including the spending of money, the making of contracts, and the taking of any action necessary, in their judgment, for the good of the organization.
3. The employment, contraction, evaluation, suspension, and/or termination of the staff shall be the duty of the President, Personnel and Director. The President, Personnel, and current Director make up the Hiring Committee when hiring a new Director.
4. With a quorum present, by a majority vote of the members present and voting, the membership may veto or disapprove any action taken by the Executive Board; but until such veto or disapproval, action by the Executive Board shall be binding upon the membership.
5. When any officer or chairperson fails to perform duties or has excessive (more than 3) absences from meetings, that office shall be considered vacant and a successor shall be appointed immediately by the President subject to ratification by the Executive Board.
6. The Executive Board will hold a vote to confirm the recommendation of the Hiring Committee for Director position, majority vote is needed.

C. Committee Chairpersons (or Standing Committees)

1. Standing committee chairperson shall act in such capacity as the President or the Executive Board may direct.

2. The President shall be an ex-officio member of all committees, with the exception of the Nominating Committee.

D. Election of Officers

1. Officers and standing committee chairpersons shall be elected in the Spring. All newly elected positions will take effect on the following June 1st. Candidates will be solicited in Winter. In March, a nomination committee shall consist of volunteer outgoing members of the Executive and Full Boards. This committee shall solicit volunteers from the general membership for each position and nominate candidates based on the volunteer list and recommendations of the staff. A copy of the nominated slate of officers and chairpersons must be available for review by the general membership one week before the Spring election.
2. When vacancies occur during the school year, the President shall fill them by appointment. Such appointments will be designated as “acting” and subject to confirmation at the following Board meeting. The President shall be responsible for informing the membership of the acting appointment. In the case of a Presidential vacancy, the remaining Executive Board shall make an “acting” appointment and the Membership Chair must inform the membership. The appointment would be designated as “acting” until confirmed at the following Board meeting.

E. Administrative Director and Staff

1. The Administrative Director shall be responsible for the general health of the organization and may send any child or parent home by reason of health, limitation of the day’s staff, or other good cause. The Director may recommend withdrawal of any family in the interest of the school. No such action shall be taken, however, without prior approval of the Executive Board.
2. The Director may recommend the withdrawal of any family in the interest of the school. There are three primary categories for which termination of enrollment may be implemented. They include but are not limited to the following: a) the needs of the child are not being met within the framework of the program offered at Valley Parent; b) the member family is not meeting its contractual obligations as specified in the handbook; and/or c) a family member’s presence at the school in a condition not fit for the supervision of children (i.e. in a state which could do or allow harm to a child, or exhibiting behaviors which could compromise the welfare of a child). No such action shall be taken without the prior approval of the Executive Board.
3. The Administrative Director shall oversee the schedules for the school sessions and be in charge of education.
4. The staff shall act as consultants in the hiring process of teachers and associate teachers.

F. Health and Safety

1. Upon entering school, the participating parent or guardian must submit all required state and VPP enrollment forms.
2. Upon enrolling a child, a physical for general health, immunizations (whooping cough, diphtheria, tetanus, polio, mumps, measles, etc.) and a negative tuberculosis test (at the discretion of the child’s doctor) must be submitted for the child.
3. If carpools are formed, this is at the member’s discretion.

VIII. AMENDMENTS

The bylaws may be amended at any regular business meeting or special meeting by a vote of a majority of the membership. Absentee ballots will be accepted. A copy of any proposed amendment and of the corresponding article of the bylaws as it stands shall have been posted at the preschool two weeks in advance. Such amendment shall take effect immediately upon its adoption.

IX. EFFECTIVE DATE

These bylaws shall take effect upon their adoption.

Standing Rules

*Changes and amendments will be made as needed in response to the Covid-19 Pandemic. Some sections of our typical Standing Rules may not apply or may need to be edited this school year.

Board and Executive Board

1. The Board shall consist of the Executive Board (see bylaws) and Purchaser, Membership Assistant, Scheduler, Maintenance Assistant, Explorers Assistant and Class Representatives.
2. Full and Executive Board members will be exempt from participating on committees.
3. Board Members are exempt from any maintenance requirement.
4. All Executive Board Members, including the Director, are allowed one vote in the Executive Board's decision-making process with the exception of the President who will only vote in case a tiebreaker is needed.
5. In the case of a Capital Project, an extra Board Member may be added to the Full Board to manage this project for the duration of this project. This Board Member will report to the President. This project will cover the member's 20-25 hour committee commitment, provided the project takes 20-25 hours.

Fees And Funds

1. The supply fee shall be charged at the time of registration. Please refer to the registration form for details.
2. A substitute shall be paid \$45.00 per day. If the teachers find the substitute the sub is paid \$45 and a \$15 fee is billed on the next tuition statement. For no shows, or incomplete efforts in finding a sub, a \$100.00 fine will be imposed.
3. Families not paying tuition by the 10th of each month will be charged a \$10.00 late fee by the Billing Treasurer. A late fee of \$25 will be charged for second and subsequent delinquencies.
4. A \$75 fine may be assessed in the event a required parent/guardian meeting is missed.
5. Fines for parking in the Montessori Lot will be by family (not individual). The first offense will be \$25, second offense will be \$50 and the third offense will be \$75.

Late Pickup Policy

1. Parents are required to pick up children on time. The following late fees will be assessed for late pick-ups after 11:30 for the AM class and 2:00 for the PM class.
 - a. \$1.00 per minute for the first 10 minutes
 - b. \$5.00 per minute for each additional minute
2. If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of VPP's closing time, we will call the emergency contact(s) listed on their enrollment forms. The

Department of Social Services and/or the Danville Police Department may be contacted if parents cannot be contacted or no one has arrived to pick up the child within 30 minutes of closing time.

3. If late pick-ups are an ongoing problem, a meeting will be held with the President and Director and an alternative solution will be discussed, which may include an alternate attendance schedule, suspension, or removal from the program.
4. We suggest that you please add other VPP parents or friends or family who live close to the school to your pick up list so this is not an issue.

Fiscal Policies

1. The Fiscal year of Valley Parent Preschool will be July 1 to June 30.
2. A review of the financial records and books shall be done by a qualified member at the end of the school year.
3. Reserve Budget – The Reserve Budget exists to guide the board in planning for certain physical maintenance expenses. The policies relating to the Reserve Budget are as follows:
 - a. Every five years starting in April 2000, a Reserve Study shall be conducted by the Maintenance Chair or designee (based on input from a Reserve Budget consultant or Inspector) to determine the current state of major physical components and major maintenance expenses, their expected remaining life, estimated replacement cost, and estimated annual reserve amounts. The scope of the reserve study should be 25 years forward of the date the study is conducted.
 - b. Funds committed to the Reserve Budget are to be used only for maintenance items and projects contained in the Reserve Study.
 - c. The board may only use Reserve Budget funds for non-reserve purposes upon a 2/3 vote of the standing (full) boards and written notice to the membership.

Nominating Committee

Nominating Committee Guidelines shall be as follows, in addition to the provisions set out in the bylaws under Article VII:

1. The Nominating Committee shall send out emails to all members (with a copy to Staff) encouraging them to step forward and volunteer for any position, including the Executive Board. The Nominating Committee, in making its slate of recommendations, shall consider these responses.
2. In the event two or more people are interested in the same position, the Nominating Committee shall: (1) first try to fill all Executive Board positions; and (2) consider balloting at the meeting designated for the election. In this instance, the Nominating Committee should also set guidelines for the handling of a campaign.
3. In the event the slate changes once it is posted, one week prior to election, that the Nominating Committee shall fill slot as promptly as possible. Any names added after said list is posted need not be posted for an additional week but shall be posted only for the length of time remaining until the meeting for election is called to order. These additions shall be handled in the same manner as nominations from the floor.

Family Leave

Family Leave is offered when a new child joins the family. Members should notify the Participation Scheduler at least 30 days before the desired time of leave. Members who are on family leave will be removed from the

participation schedule for 6 weeks and are not required to attend school meetings, except for orientation. The six weeks are consecutive and include school holidays.

Meetings

Required parent/guardian business meetings should be held in the Fall and Spring.

Participation

Dual Participation

1. When the schedule allows, families with multiple children enrolled will be given one less work day per month. Unfortunately this is not something we can always do as we need to fully staff the classroom, but when possible, we are happy to offer it.

Non Co-op Option

1. One non co-op spot is available in each of the following classes: MW(F) Preschool class, TR(F) Preschool class, AM Pre-K class, and the PM Pre-k class. Families choosing this option do not work in the classroom, but are still required to fulfill their upkeep hours, serve on a committee, and attend all general meetings. Tuition will be double for the non co-op spot.

Scholarships

Sandra Lewis Memorial Fund Scholarships may be available depending on the financial resources of the school. A Scholarship Committee consisting of the Director, President, two board members, and Jeffrey Lewis or his designee shall make decisions on all applications. The Committee will read anecdotal and financial information provided on the application and may request financial documentation if necessary. Scholarships are for one school year only and range from partial to full tuition. All information presented to the Scholarship Committee will remain anonymous. Only the Membership Chair and Treasurer will know of the recipient(s) and will keep this information confidential.

Staff Policies

Enrolled Child

1. If a salaried staff member has a child or children attending the Preschool, Pre-K, or PM program, Valley Parent Preschool will waive tuition and classroom co-op commitment for the first child; subsequent children will also be exempt upon the discretion of the Board based on the current enrollment and budget. Salaried employees will be excused from Maintenance and Committee hours.
2. If an hourly staff member has a child or children enrolled, Valley Parent Preschool will provide a 50% tuition discount and when possible, waive classroom co-op commitments for the first child; subsequent children will be exempt upon the discretion of the Board based on the current enrollment and budget. If two families job-share an hourly position, the tuition discount will be 25% for each family, for their first child; subsequent children can be exempt following the same protocol mentioned above.

Termination and suspension procedures are as follows:

1. Endangering a child's physical or emotional well being is cause for immediate suspension without pay of a staff member.
2. CCPNS will be requested to appoint arbitrators for all suspension hearings.
3. The suspended staff member may request a hearing within 30 days of notification of suspension.
4. In the event an employee does not request a hearing within 30 days of notification of suspension, termination will be effective at the end of the 30-day period.
5. Termination or reinstatement will take place within 45 days of the notification of suspension.
6. A hearing before a panel of arbitrators chosen by the CCPNS will take place within 45 days of notification of suspension.

Hiring a Director

The employment, contraction, evaluation, suspension, resignation or termination of the staff shall be the duty of the President, Personnel and Director. Hiring procedures for a new Director are as follows:

1. Director gives notice to Personnel and President.
2. The Hiring Committee meets with the teaching staff to receive input on what they are looking for in a candidate.
3. The Hiring Committee meets with the Executive Board to receive input on what they are looking for in a candidate.
4. The Hiring Committee posts job description publicly and shares with the board and current staff.
5. In the event a board member should decide to apply for the job of Director then their board role will be temporarily filled by another board member.
6. The Hiring Committee conducts interviews.
7. The Hiring Committee meets with the Executive Board to present candidates, gather input and answer questions. Strong preference is given to internal candidates, see President's notes for details.
 - a. If an outside candidate is chosen, the candidate must spend significant time, determined by the board, in the school working with the board, parents, teachers and children before being hired and funds will be made available for this interim role.
8. The Hiring Committee makes a recommendation to the Executive Board. The Executive board votes to approve or not approve the recommendation. In the event the board votes not to approve, then the process begins again.

Standing Rule Revisions

Standing rules will be approved and revised by a vote of the Board.

Tuition

1. Tuition shall not be unpaid for more than one month unless special arrangements are made with the Executive Board.
2. Children whose tuition is not current will not be admitted to school until their tuition payment has cleared.
3. The Treasurer shall notify the Board President and Director of any outstanding tuition after the 10th of the second unpaid month. The Board President shall then bring the matter to the Executive Board for consideration.

4. Families not paying tuition by the 10th of each month will be charged a late fee of \$10 for the first instance and \$25 for every instance after per family.
5. Recurrent late payment of tuition may result in further action determined by the Executive Board and Directors.

Reports to the Proper Authorities

Crimes committed against the school will be reported to the proper authorities.