

Valley Parent Preschool Handbook

For the 2018/2019 School Year

Updated August 2018



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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 more structured small group experiences.

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. Parent 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 55 years many wonderful directors, teachers and families have been a part of our program and helped us grow. We look forward to the next 50 years!

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, stork, 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 will be assessed for anyone parking at 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 to school on time; 9:00 for the AM class and 12:30 for the PM class. Arriving late is disruptive to the children and in some classes, makes it very difficult for the teachers to start circle on time.

Sign your child in using 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. As required by licensing, parents will be called and required to come back if they fail to sign in or out properly.

Please inform staff and note it on sign-in sheet if your child will be picked up by anyone other than their parent 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. Take any art in their art folder if out, and check your parent mail folder.

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.

Field Trips

The school plans periodic field trips and all parents attend with their child. Parents have full responsibility of 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.

Special Programs

AM Playgroup

On select days, children in the morning program may be dropped off at 8:40 am to enjoy stories, music and movement activities with a teacher. Space is limited and sign ups are required. Fees are billed to your monthly statement. AM Playgroup is typically offered M-F.

PM Playgroup

On select days, children in the morning program may stay until 12:00 pm to enjoy activities with a teacher. Space is limited and sign ups are required. Fees are billed to your monthly statement. PM Playgroup is typically offered Monday – Thursday.

Birthdays

We celebrate children’s birthdays by singing “Happy Birthday” at circle time, giving them a birthday badge, and sending Birthday Bear home with them. Birthday Bear is a great way for your child to celebrate with a special

school friend while focusing on family, friends, and the gift of their own birthday! You and your child can read through Birthday Bear's journal and read about their classmates' special days. Please help your child with her journal entry using words, pictures, and/or photos to describe her unique day and her individual time with Birthday Bear. Please let your child's teacher know on the day you would like to celebrate!

Telephone and Email Information

The VPP classroom number is [HIDDEN]. (Number will be given to families once enrolled) 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 be reached at school between 8:30 and 3:30 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 is partially dependent upon the good health of the other children who attend school. Children and adults are not allowed at school with any communicable disease. It is in both the school's and your child's best interest to keep your child at home if they have cold symptoms, fever, nausea, a rash, or are overly tired. Please call or email your child's teacher if they will be absent from school.

Your child must be symptom, fever, diarrhea, vomit and rash free WITHOUT MEDICATION for 24-hours, or at least a full school day, before returning to school. At the discretion of the teachers, your child may be sent home if they do not appear to be in good health.

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 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 gate.

- All parents – ensure there are no children in your work area and then exit with the class.
- All children, parents, 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 instruct everyone to calmly go to our meeting spot
- Teachers will give further instructions.

Evacuation

- In the event that we need to evacuate, children will be walked to the park on El Capitan.
- Parents will be notified and a sign will be placed on the front door.
- 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 and Lockdown

- All children and parents 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.

Your Role in Our Co-Op

Parent Participation

Valley Parent is a cooperative school and relies heavily on the involvement of each and every school family. Parents work in the classroom, attend general 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, and children working together creates a strong community and long lasting friendships. Below are the specific member requirements at Valley Parent.

Classroom Participation

Parents are required to work the number of days per month that their child attends per week. On scheduled workdays, AM participating parents arrive at 8:40 and are done by 12:00. Approximately four times a year each family is scheduled to provide a healthy snack for the morning class.

In the PM Pre-K class, parents arrive at 12:15 and are done at 3:35. PM Families bring snack for the class on a rotating basis, and the number of times per year depends on how many children are enrolled.

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 when working in the classroom.

Anyone co-oping in the classroom cannot be listed as an offender under Megan's Law.

Orientation and General Meetings

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.

A minimum of two mandatory General Meetings are held per school year. The meetings consist of parent education, including interesting speakers, as well as a time to conduct school business. One parent from each family is required to attend each meeting. See Financial Policy for penalties for missed meetings.

Orientation and General 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.

School Upkeep

Members are required to contribute their time and talent to 5 School Upkeep Hours for each child they have enrolled. Projects include participation in one of three scheduled upkeep days; laundry for a month, or a number of special projects available during the year. Holding an Executive or Full Board position will fulfill the School Upkeep requirement.

Leaves of Absence

Maternity/Adoption Leave

To request maternity or adoption leave, members should notify the Participation Scheduler at least 30 days before the desired time of leave. Members who are on maternity or adoption leave will be removed from the participation schedule for 6 weeks.

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 Director. 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

Participating parents 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 participating parent chooses a work area on a first-come basis, except for the designated AM snack parent, which is assigned in advance. Working parents are expected to have positive and engaging interactions with students. No physical discipline or shaming of a child will be tolerated, including one's own child.

Smoking is not allowed on school premises and cell phones may not be used in the classroom. 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, parents may not use cell phones when working in the classroom, including for the purpose of taking pictures. Teachers will take occasional pictures to share with families via the private facebook page, and periodically, a non-working parent will volunteer to take photos for use on the website. All child nametags will be concealed prior to photos being posted.

It is important that you, your child, and the school feel positive about your day as a participating parent. 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 posted online and 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.

Finding a Trade or Substitute

It is important not to miss your workday as we rely on our parent 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 spouse or a relative that has all required paperwork on file at VPP to sub for you. You may also ask another VPP parent 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 have not found someone, please call the school by 8:30 for AM and 12:00 for PM to notify the teachers. If they are able to find a sub for you, the fee will be \$65.

Subs are to be used on a limited, as needed basis and are not a replacement for the non-co op option. There is a limit of using a sub six times per school year.

For no-shows, or incomplete efforts to find a sub, the fee of \$100 will be billed on your next tuition statement. Sending an email does not count as a complete effort to find a sub and will result in a \$100 charge. If a complete effort is made and no sub has been found, a \$65 sub fee will be charged.

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

Snack Parent

The snack parent brings a fresh fruit or vegetable and crackers for the children to enjoy. A list of allergy aware snack options will be provided based on the allergies each year. 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.

Food Allergies

Food allergies can be a matter of life or death for some of our children and must be taken very seriously. The Health and Safety Coordinator 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.

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. You must sign the snack review sheet noting what they may and may not eat. Although we take allergies very, very seriously, Valley Parent 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 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 will not be accepted.

Tuition & Fees

Refer to the Registration Form for the respective year.

Special Programs

AM Playgroup \$5/day. Sign up in advance.

PM Playgroup \$7/day. Sign up in advance.

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
Teacher finds Participation Substitutes	\$65 total
Participation No Show or Incomplete effort to find a substitute	\$100
1st Tuition Late Charge	\$10
2nd and subsequent Tuition Late Charges	\$25
1st Missed General Meeting	\$75
2nd Missed General Meeting	\$125
3rd Missed General Meeting	\$200
Late Pick-Up	\$1 per minute for the first 10 minutes and \$5 per minute after that

Withdrawals

If 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.

Families who drop between August 1st and August 5th will not be required to pay September tuition and September tuition paid will be refunded if already paid.

Any family submitting a withdrawal notice after March 1st will still be required to fulfill all 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

Financial assistance may be available to our current families on an interim basis. Confidential inquiries may be made to the Board President or Director.

Registration

The registration process for the upcoming school year typically begins in January. Registration opens first to current and alumni families, then to Explorers families who've been enrolled within the current school term, 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 ½ August tuition plus the supply fee to reserve a spot for the following year. These are non-refundable and non-transferable.

Notice of Nondiscriminatory Policy

Valley Parent Preschool values diversity. All interested families, from all backgrounds, are encouraged and invited to enroll.

Library

The school maintains a library for the use of our families. The parent books are on the top shelf of the white bookshelf in the hallway. The books in the parent lending library may be borrowed for up to three weeks. Families are also welcome to borrow children's books for up to one week. PLEASE DO NOT BRING BOOKS HOME THAT HAVE A TEACHER'S NAME ON THEM, or are from a shelf titled "TEACHER'S PERSONAL BOOKS" as these books are part of the teachers' personal library and do not belong to Valley Parent!

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 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 Executive Board in consultation with the Administrative 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.

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.

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

Version Approved by Executive Board April 2018

Board and Executive Board

1. The Board shall consist of the Executive Board (see bylaws) and Purchaser, Membership Assistant,, Participation Scheduler, Maintenance Assistant, Health and Safety Representative, and Class Reps.
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 will be assessed in the event a General Meeting is missed and the fine will be increased each subsequent meeting. \$125 will be fined for missing a second general meeting and \$200 for missing a third meeting.
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 3:30 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

Maternity/Paternity/Adoption leave will be 6 weeks. Families on leave are excused from classroom co-oping duties and are not required to attend general meetings.

Meetings

General business meetings should be held in the Fall, Winter and Spring.

Participation

Dual Participation

1. With a child in the Preschool program and also a child in the Pre-K program, the parent may not have to participate more than one day a week at either program, depending upon the needs of the session and the approval of the Director.
2. A parent who has two children in the program will be scheduled to work on a day when both children are at school unless the parent requests otherwise.
3. If your child attends two days a week, you will work two days a month. If attendance is three days, then you'll work three days each month. Due to holidays, school recesses and months with five weeks, the number of days you may work each month may fluctuate.
4. PM Pre-K has two to three working parents per day; parents can anticipate working four times a month and five to seven times a month if multiples are in the program.

Non Co-op Option

1. One non co-op spot is available for each 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

1. Scholarships may be available. Confidential inquiries may be made to the President. A Scholarship Committee consisting of the Director, President, Membership Chairperson, and Treasurer shall make decisions on all requests. The following guidelines will be used to help their judgment:
 - a. No more than 5 percent of the current membership may be on scholarship at one time.
 - b. Scholarships may be granted to a currently enrolled child or a child from the community.
 - c. Scholarships will be granted based on needs.
 - d. Families on scholarships will be encouraged to begin paying tuition or any portion thereof as soon as they are able.

Staff Policies

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. CCPPNS 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 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 CCPPNS will take place within 45 days of notification of suspension.
7. If a salaried staff member has a child or children attending the Preschool, Pre-K, or Kinderprep 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. Valley Parent Preschool will provide 50 percent discount tuition and classroom co-op commitment for the first child of an hourly employee; 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 percent for each family, for their first child; subsequent children can be exempt following the same protocol mentioned above.

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 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.