



**Dexter Cooperative Nursery School
Handbook**

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I. GENERAL PROGRAM INFORMATION

A. What is the Dexter Cooperative Nursery?

1. A non-profit preschool for 3 to 5 year olds directed, maintained and supported by its members, offering a developmentally appropriate program for the child and parent. Certified teachers teach the classes with parents assisting.

B. What does the Dexter Co-op Nursery offer your child?

1. A growing awareness and enjoyment of the world around them through a variety of child- scaled equipment, expressive materials, and experiences not always available at home. These experiences include the development of:
 - a. Socialization
 - b. Psychomotor skills
 - c. Cognitive skills
 - d. Feelings of self worth
 - e. Promotion of independent self-help skills
2. Sharing experiences with children his/her own age.
3. A comfortable and natural transition from home to school setting.
4. A certified and experienced teacher with a special interest in children and early childhood development.
5. A typical school day includes activities such as - song, art, large and small muscle development, snack time and outdoor play.
6. Extra activities offered are field trips, special visitors, special parent nights and birthday celebrations.

C. What does Dexter Co-op Nursery offer you?

1. Support during the joyous and trying times of parenting
2. First-hand observation of interactions of your child with other children in a group setting.
3. An opportunity to meet parents with children the same age.
4. A convenient location and moderate tuition.
5. An opportunity to be involved in formulating preschool policy and involvement in decision making.
6. Continued parental growth and understanding through interactions with children and educational programs.
7. Participation in classroom activities with children.
8. Opportunities to attend parent conferences and other parent educational events.

II. HEALTH REQUIREMENTS, EXCLUSION/ILLNESS POLICY, INSURANCE AND CARPOOLING

A. Health Requirements

1. No child will be permitted in the Preschool and no assist parent until all health requirements, as specified in the Bylaws, Article III, are met.
2. We ask that each parent be aware of the following:
 - a. If you do not feel your child is well enough to go outside and play, keep her/him at home.
 - b. Please report any contagious diseases your child may have or have come in contact with to the teacher **AND** Health Records Coordinator (i.e. COVID, RSV, measles, strep throat or chicken pox etc.) The Health Records Coordinator will email all parents if there is exposure to a communicable disease at school.
 - i. For **COVID-19** schools and child cares are required to: Exclude student and staff COVID cases from school per state guidance.

For COVID, exclude students and staff from school for 5 days after symptom onset AND until symptoms have improved and the individual is fever-free for at least 24 hours. Mask use is recommended for days 6-10.

- c. If your child becomes sick at school you will be called to pick him/her up.
 - i. For serious illness/injury (fever, vomiting, head injuries of any kind, etc.), parents will be called immediately along with 9-1-1 if needed. If a parent is unable to be reached, the emergency contact listed will be called. In the event of serious injury, an injury/incident report will be completed. The teacher will administer first aid in accordance with American Red Cross child first aid [training](#). (Teacher has received CPR and First Aid training as required by State of Michigan Law)
 - ii. For minor injury (scraped knee, etc.), parents will be notified at pick up time verbally, first aid will be administered if necessary.
- d. In the event of a **serious accident/incident** (lost children, physical interaction between children or a child and an adult, head injury where child loses consciousness, etc.), parents will be called immediately. If a parent is unable to be reached, the emergency contact listed will be called. In the event of a serious incident, an injury/incident report will be completed.
 - i. The teacher is in charge and should give directions (i.e. call 9-1-1, call parents, remove other children from the area, ect.) and apply first aid.
 - ii. If parents cannot be reached and it is decided that the child needs emergency treatment:
 - 1. The assist should stay with the class and the teacher will stay with the injured/sick child. The assistant will obtain the health form from the binders in the filing cabinet and the Child Information Record from the red binder on the

teachers desk.

2. The assist will notify the President to find someone to assist with the remaining class.

B. Exclusion/Illness Policy

1. Children, staff, and volunteers will be sent home immediately if they become [ill](#) while at school. Children will be kept comfortable and supervised in a separate area until a parent arrives to pick them up to prevent further spread of the illness.
2. When a child, staff member or volunteer has been ill, they may not return to school until the following criteria have been met:
 - a. Fever -- Must be fever free (oral temperature must be 100°F or less) for 24 hours (without the use of fever reducing medications)
 - b. Diarrhea – Must be symptom free for 24 hours (without the use of medications)
 - c. Vomiting – Must return to normal diet and be symptom free for 24 hours (without the use of medications)
 - d. Rash – Any/All rashes should be checked by a healthcare provider; child may return to school as directed by healthcare provider (exceptions for eczema/known allergic rash already known to parent)
 - e. Communicable diseases –Illnesses such as COVID, RSV, chicken pox, measles, lice, ringworm, pinkeye, etc. must be checked by a health care provider; Parent must notify Health Records Coordinator of Communicable disease; Child may return to school as directed by health care provider with proper documentation.
 - f. In the event of a communicable disease (such as COVID, RSV, chicken pox, measles, lice, pinkeye, etc.) the Health Records Coordinator will inform teachers and all session representatives. Session Representatives will notify all parents via email of the

date of communicable disease.

C. Insurance

1. The school maintains accident insurance for every child, participating parent, and teacher in the preschool. The premium for this is paid from the enrollment fee.
2. This insurance is effective under the following conditions:
 - a. At the school location: While attending the school during the hours and on the days when the preschool is in session.
 - b. Away from the school location: While participating in school sponsored and supervised activities away from school premises during or after school hours. While being transported to and from the school, seatbelts must be worn in order for children to be covered by insurance,
 - c. In case of an accident in any of the above conditions, the President or Vice President must be notified immediately, so that a claim to the insurance company may be initiated,
 - d. Siblings are not allowed to remain in school during times you are assisting.

III. GENERAL PRESCHOOL PROCEDURES

- A. Assist Parents or Teacher will be in the rooms with the children at all times. During circle time, assists should space themselves among the children to maintain order. Children are encouraged to walk quietly when going between rooms or to the bathroom.
- B. Wild play such as wrestling, or jumping off the furniture will not be allowed in the Gross Motor Room. Assisting parents will supervise children.
- C. At snack time, children will be encouraged to open their snacks themselves and to use the appropriate table manners. Children will clear their water bottle, snack bag, etc. and dispose of them in the proper place. Assist parents will be encouraged to sit down with the

children.

- D. Children will be encouraged to clean up one activity before they move on to another.
- E. Children will be encouraged to do as much of the art project as they can by themselves. Dried art projects will be placed in mailboxes at the end of each day.
- F. Make sure to check the mailboxes for each child that you may be picking up from school.
- G. Mandatory Reporting: All staff and assist adults or volunteers are mandatory reporters; meaning you are legally required to make a report (to CPS) if you see or suspect abuse per the Child Protection Law.
- H. In the event of any emergency (i.e. fire, medical) call 911 immediately.
- I. Notice of the availability of the center's licensing notebook.
 - 1. The licensing notebook contains all licensing inspection and special investigation reports (if applicable) and related corrective action plans since May 28, 2018.
 - 2. The licensing notebook is available to parents during regular preschool hours (see teacher or board president to be directed to location – the book must stay at preschool).
 - 3. Licensing inspection and special investigation reports from at least the prior two years are available on the child care licensing website at [CCHIRP \(michigan.gov\)](http://CCHIRP.michigan.gov).

IV. EMERGENCY PREPAREDNESS PROCEDURES

- A. **Fire Evacuation Procedures** - At the sound of the fire alarm (or whistle blown for practice drills) every person must leave the building. Exit directions for fire drills are posted in every room near the door. The following rules have been established for fire drills:

1. Line the children up immediately upon the sound of the alarm.
 2. Lead Teacher will account for all children as they exit the classroom.
 3. Lead Teacher will grab attendance, emergency cards, portable first aid kit, and emergency medicines.
 4. Have the children walk QUIETLY in an orderly manner, out of the building.
 5. Assist parents will help children stay in lines.
 6. The Playground Assist Parent will contact the fire department. This person will do a quick check of bathrooms, under desks, etc. If children are found they will proceed with child to meeting location.
 7. See that the entrance is clear. If not, proceed to an alternate exit (other direction of hallway or windows, if necessary).
 8. Proceed to the back of the parking lot (proceed to baseball field if parking lot is no a safe area) and again account for all children.
 9. Wait for signal to end the drill.
- B. **Tornado Procedures** - In the event of hazardous looking weather (dark rolling clouds, hail, driving rain, or sudden increase in wind) the teacher will assign an assist parent to check weather report for possible tornado conditions. If a TORNADO WARNING is heard or the Public Address Warning Signal is sounded, take cover immediately. In the event of a practice drill a hand bell will be rung:
1. Line up the children.
 2. Teacher will account for all children as they exit the classroom.
 3. Have the children walk QUIETLY across the hall to the restroom.
 4. Have the children kneel on the floor, heads toward interior walls, and bend over from the waist and cover the back of their head with their hands.
 5. Help children maintain this position until danger has passed and all

clear is given.

C. **Active Shooter Procedures** - In the event of an active shooter on the premises of either/and/or Dexter Co-Op Preschool grounds or Peace Lutheran Church, the following plan will be followed:

1. The first adult (Teacher or assist) to identify an active shooter situation should signal all other adults.
2. One adult will call 9-1-1
 - i. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the police:
 1. Description of suspect and possible location.
 2. Physical description and number of shooters, if more than one.
 3. Number and types of weapons.
 4. Suspect(s) direction of travel.
 5. Location and condition of any victims
3. The other adults will be evaluating the course of action:
 - i. Evacuate out one of the classroom "EXIT" doors to the outside, or through the gym door depending on where the shooter is.
 - ii. Continue to our safe meeting place, the Pirates Cove Self Storage across the street
 - iii. Call 911 when you are safe (if you have not been able to yet)
4. If for some reason you are unable to evacuate:
 - i. Lock the classroom doors
 - ii. Get into the classroom bathroom and lock and barricade the door.

- iii. Remain quiet, Do NOT leave the bathroom under any circumstances until an official EMS representative gives the all clear.

D. **Other Natural or Man-made disasters** – Examples of natural or man-made disasters include, but are not limited to: flood, gas leak / chemical spill, sewer back-up and power outages. For disasters that require exiting the building, the following procedures have been established:

1. Line up the children.
2. Teacher will account for all children as they exit the classroom.
3. Have the children walk QUIETLY in an orderly manner, out of the building.
4. Assist parents will help children stay in line.
5. See that the entrance is clear. If not, proceed to an alternate exit (other hallway or windows, if necessary).
6. Proceed to the back of the parking lot and again account for all children.

E. Relocation Plan:

1. In the event that we are unable to return to Peace Lutheran Church after evacuation, children will be relocated to the following location: Pirates Cove Storage, 8225 Jackson Road, (734 426-7080)
2. With the assistance of Lead Teacher and assist parents, the children will walk in a single file line down the driveway across Jackson Road to Pirates Cove Storage main office building.
3. The lead teacher and assist parents will immediately notify parents via mass email and mass text message. If parents cannot be contacted, emergency contact will also be notified.
4. The lead teacher will notify police department of the location of the children.

F. Plan for Evacuation of Children with Special Needs

1. The school will identify students whose needs require assistance in the event of an evacuation, such as permanent or temporary impairments including crutches, wheelchairs, or other medical mobility devices.
2. Children with mobility issues that require full or guided assistance will be assigned to a specific teacher/assist parent to evacuate the child.
3. The assigned caregiver will assist the child(ren) in getting into equipment or guiding the child by the arm to safely evacuate.
4. Evacuation caregivers will evacuate the building and take children to the back parking lot, and to the baseball field if possible.
5. If staff and children with special needs are unable to evacuate the building, they are to proceed to the east exit door closest to the building exit.

V. HAND WASHING POLICY

A. *When to Wash Hands*

All volunteers, staff, and children will wash their hands immediately when arriving at the school for the day and before serving and eating snack and after using the restroom.

B. *Hand Washing Signs*

Signs are posted in the restrooms reminding staff and volunteers to wash their hands after using the restroom and returning to class. Signs are posted at the classroom sinks reminding volunteers to wash their hands before serving and eating snacks.

VI. HOW TO HELP THE SCHOOL RUN SMOOTHLY

A. *ARRIVAL*

School needs to start promptly. Make every effort to have your child in the classroom on time. A teacher or an assist parent will meet your child in the hallway. Inform the assist parent if any child in your carpool will be absent.

B. DISMISSAL

Please arrive on time to pick up your child. You will receive a written warning the first time you are late. After the initial warning, late fees may apply. If your child is to go home with someone else, be sure to inform the teacher or assist parent and your child. You also need to fill out a dismissal slip and submit it to the teacher. This person needs to be listed in your child's emergency file.

C. MAILBOXES

Check your child's mailbox after every session. Each mailbox will be labeled with the child's name, parent's name, and the parent's co-op job.

D. ADJUSTMENT PROBLEMS

If your child is having problems adjusting to school, to your leaving her/him, or to other children, immediately discuss these issues with the teacher so that the problem can be solved.

E. COMMUNICATION

Please do not hesitate to inform the teacher or a member of the Board on any issue of concern or question. Remember that you have a right to appear at any board meeting to discuss any issue. We are a cooperative preschool and, by definition, can only be successful when our members participate in all facets of our organization.

F. BIRTHDAYS

Inform the teacher and session representative in advance of your child's birthday. The teacher and you can discuss your child's birthday celebration. (Celebrations may look different from year to year and from teacher to teacher. Please be respectful of what the teacher asks or the fact that you might not be able to provide a food treat due to allergies) The session rep will arrange for you to be the Playground Parent that day. Michigan law forbids the use of lighted candles in the preschool.

G. CLOTHING IDENTIFICATION

All outerwear and shoes should be clearly marked with your child's name.

H. ABSENCES

Please notify the school if your child is going to be absent. Please indicate the specific type of illness if required. If the absence is illness related also contact the Health Records Coordinator.

I. SCHOOL CLOSING

If Dexter Community Schools are closed due to inclement weather; the school will also be closed. You will be contacted by the President informing you school will be closed.

J. SOLICITATIONS

Solicitations and advertisements are not permitted in mailboxes.

K. INCLEMENT WEATHER

When Inclement weather occurs (rain, wind chill, temperature - extreme heat or cold, ect.) kids will not be permitted to play outside. (Lead teacher will use their best judgment when determining if it is safe to take the kids outside to play. They will also continuously monitor the kids for signs of being uncomfortable due to extreme heat or cold).

1. Hot Weather:
 - a. Feels like temperature: 90* F or higher
2. Cold Weather:
 - a. Feels like temperature: 18* F or lower

VII. PLAYGROUND RULES AND THE PLAYGROUND PARENT

A. SANDBOX

The sand stays in the sandbox, no throwing of sand. Sand toys should be shared. You may encourage the children to take turns if sharing is difficult.

B. SLIDE

Slides will be used safely, body needs to be completely on the slide when going down and be sure children slide down feet first. Climbing up the slide instead of sliding down is not allowed.

C. AT ALL TIMES - SAFETY IS FIRST

If you judge something unsafe, stop it. If a child repeatedly refuses to adhere to a rule, you may ask the child to stay off the equipment. You may also ask the teacher to intervene. No sticks, bricks, rocks, etc. at

any time, and no "gun" games.

D. THE PLAYGROUND PARENT

The Playground parent will assist the teacher in the supervision of outdoor play activities (or indoor play during inclement weather), and help children get dressed for outdoor play during the winter months. The session representative will schedule the playground parent on the regular class assist schedule. The playground parent will remain until all children have a parent or adult present that will be taking them home.

VIII. ASSIST PARENT

An assist parent is a member of the co-op who will participate and help with classroom activities as scheduled. The policy regarding the number of assists in a class on any given day is based on enrollment.

- For 3's: if enrollment is 6 students or less, 1 assist will be in the classroom; 7-10 students enrolled, 2 assists in the classroom; 11 and up, 3 assists will be in the class.
- For 4's: if enrollment is 8 students or less, 1 assist will be in the classroom; 10-14 students enrolled, 2 assists will be in the classroom; 15 and up, 3 assists will be in the classroom.

Teachers can use their best judgment to change these assist numbers as needed as long as it meets Michigan Requirements. Assist parent responsibilities are further defined in Article VI of the By-Laws.

IX. NON-ASSIST PARENT

A non-assist parent is a co-op member who does not participate in assisting the teacher in the classroom, but still desires the co-op experience for their child. The non-assist parent pays a higher tuition to cover the cost of a paid assist. This program is available on a limited basis. Parents may apply for this program on the initial application. The Membership Chairperson will notify them of their acceptance. Non-assist parent responsibilities are further defined in Article VI of the By-Laws

- Two non-assist families are allowed per session with full enrollment. If less than 9 children are enrolled in a session only one non-assist family is allowed without special permission from the board.

X. CHANGE OF STATUS/TEMPORARY CHANGE

A. *Change of status during the school year*

1. Any parent may apply for a change of status from assist to non-assist or from non-assist to assist at any time during the school year. If such a change is desired, that parent should contact the Membership Chairperson to make the request. Changes from assist to non-assist have to be approved by the Executive Board.
2. Requests for a change in status will be granted based on the number of non-assists currently in that session and the total number of students enrolled in that class.
3. You may be required to give up to one month's notice for any change.
4. We prefer no more than one permanent change in status be requested during the school year.

B. *Temporary change in status*

1. Any parent may apply for a temporary change for health related reasons (i.e. pregnancy, illness). This request may be made by contacting the President or Membership Chairperson. It is requested that the length of temporary change be determined at the time of the change, if possible. One month's notice is requested when the situation allows.
2. In emergency situations please contact the President or Membership Chairperson and an immediate arrangement for change in status will be made.

XI. FIELD TRIPS

Parent Responsibilities:

- A. Provide transportation for your child to and from the field trip or make arrangements with another parent to transport your child to and from the field trip.
- B. Attend the field trip with your child or have another parent assume

responsibility for your child. NOTE: Parents of 3 year olds may be responsible for two children including siblings. Parents of 4 year olds may be responsible for three children including siblings. You may also hire a paid assist to attend the field trip to accompany your child. (The teachers and paid assists are not allowed to transport children).

- C. If you are unsure about which parents are willing to help, talk to your Session Representative for ideas.
- D. If you are assuming responsibility for transporting a child to a field trip please follow these guidelines:
 - 1. Buckle all passengers properly (Michigan Law). The Michigan Highway Safety Planning puts out a brochure and may be contacted at 1-800-851-0851.
 - 2. Carry a First Aid Kit in your vehicle.
 - 3. Obtain emergency information you feel is needed from parents whose children you transport.
 - 4. Never leave children unattended in the vehicle.
 - 5. Keep your license and insurance up to date. These guidelines are for your legal protection, and the children's safety.

XII. SNACK IDEAS AND SUGGESTIONS

- A. Please bring a labeled water bottle for your child to drink.
- B. NO NUTS - We are nut free
- C. Should you forget a snack for your child, back-up snacks are available. Please replace items used at the class session immediately following.
- D. Please limit the number of snacks to two/three small items. These could include any combination of a fruit, veggie, dairy, or grain. (Nothings with any type of nuts)

XIII. NON-BOARD JOB DESCRIPTIONS

These jobs require 1-3 hours to complete each month.

- A. BOOKKEEPER(1 person): Maintain payroll spreadsheet for each calendar year. Review the treasurer's QuickBooks file once per quarter and make any necessary adjustments. File monthly, quarterly and annual state and federal tax forms including 941, 165, and 990N. Submit W2 forms to the co-op staff and IRS.
- B. CLEANING COMMITTEE (16+ people): Complete an assigned cleaning job monthly as directed by the cleaning coordinator. These jobs are done after school or between classes so it is an ideal job for non-assist parents and those who work days.
- C. GENERAL MAINTENANCE (1 person): Perform maintenance jobs as directed by the teachers or board. This person should be handy and is expected to provide their own tools.
- D. HEALTH RECORDS COORDINATOR (1 person): Maintain a roster of the Coop students' immunization records on the Michigan Care Improvement Registry website. Keep a running log of student absences to be provided upon request of the health department. Monitor communicable diseases during the school year and send a weekly report to the Washtenaw County Health Department. At orientation give a short presentation on the first aid kit, bloodborne pathogens, and when to keep a sick child home. During the school year, notify families of potential communicable disease exposures in their child's classroom.
- E. PUBLICITY COMMITTEE (5-6 people):
 - a. Blog/Social Media/PR Assist (1 person): Manages the blog for the coop - at least 1 blog post a month, keeps our social media updated and relevant and assists the Publicity Chair with PR events.
 - b. Website/technology (1 person): Maintains and updates the coop's website as directed by the board/PR Chair (Keeps calendar on website up to date and current, updates about us section as needed, makes sure website is functioning and updated at all times). Also Helps with technical needs of the teachers and board members.

- c. Outreach PR event support/PR Assist (3-4 people): Helps to plan outreach events (apple daze, holiday parade, preschool expo, ect.), attends PR events, organizes volunteers and acts as a day of event support for the coop.
- F. TEACHER'S HELPER (2-4 people): Assist teachers with preparing materials for class sessions as directed. Also, responsible for washing and returning laundry in a timely manner.
- G. WAYS AND MEANS COMMITTEE (2-3 people): Assist the Ways and Means Chairperson with coordination of fundraising project(s) for the year.
- H. YEARBOOK/PHOTOS (4 people): Set up a photo-sharing account (using an app such as Photo Circle or google photo). Take and collect photos of students. Create a class yearbook. Collect orders and distribute yearbooks before the last day of school.
- I. EVENTS COMMITTEE (1-2 people): Assist events coordinator with special coop events and help organize class pictures.
- J. SOCIAL COORDINATOR (2 people): Plans/coordinates a minimum of two get-togethers that all members of the co-op can attend. (Gingerbread house building, sledding, play date at a local park, movie night, moms night out, etc.) Shares community events with co-op members.

Each family is responsible to hold one job while at the Co-op. If a family fails to complete their job in a timely manner the board will:

1. (First offense) Have a discussion with the family about the importance of completing their job to help the co-op run smoothly.
2. (Second offense) Provide a written warning that the job has not been completed and that the family has 5 days to complete the task or they will be fined \$25.
3. (Third offense) Will fine the family \$25 for each occurrence that their job is not completed in a timely manner.

XIV. TEACHER JOB DESCRIPTION

A. Reports to the Executive Board

B. Responsibilities

1. Present a program that meets the developmental needs of the

children, as defined by the Michigan Department of Social Services (refer to the booklets entitled Nursery School and Day Care Center and Recommended Standards and Requirements for Licensing).

2. Maintain and support the philosophy of the Dexter Co-op Nursery where emphasis is placed on the growth and development of the child and parent together, and where cooperation and exchange of ideas among members is encouraged.
3. Support the Constitution and Bylaws of the Dexter Co-op Nursery.

C. Specific Duties

1. Have the required medical records on file in the school by September of each year.
2. Determine the nature of the field trips to be taken, giving when possible, and consideration to suggestions from the membership.
3. Attend all general membership meetings.
4. Attend all regularly scheduled board meetings.
5. Provide daily lesson plans, in calendar form, to be distributed to all parents.
6. Maintain on file with the Board, an emergency substitute lesson plan for one day, for each session, in case of unexpected absence.
7. Meet as needed with other teacher(s) at co-op.
8. Report to the Board any items in the preschool that need to be repaired, replaced, or purchased.
9. Report to the Board any hazardous conditions or unsafe and dangerous equipment.
10. Exclude any child from attendance at a session of school who appears to have a contagious or communicable disease.
11. Keep accurate records relative to the daily attendance of the

children.

12. Report to the Board any situation whereas in his or her opinion a child should be withdrawn from the preschool.
13. Participate in and coordinate one parent-teacher conference during spring of each year.
14. Be free from concern of the administrative details of the preschool, but will be available for counsel and recommendations.
15. Coordinate all absences with the President and/or Vice President of the Executive Board.
16. Furnish lesson plans to a substitute teacher (obtained by the Board) in the case of an absence.
17. Notify parents, or other authorized persons if parents are unavailable, of any injury to a child, and take appropriate emergency action.
18. Before unsupervised contact with children, receive an orientation that covers all the center's policies and practices such as supervision of children, administration of medication, handling emergency situations, child abuse/neglect reporting procedures, and other topics relevant to job responsibilities. The orientation will also cover administrative child care licensing rules. Annual updates will be provided by the President/Board Member.
19. Assist in planning the parent orientation program.
20. Abide by the constitution of the preschool.

D. Qualifications

1. Hold a Bachelor's degree in Education and be certified by the State of Michigan or have a Bachelor's degree specializing in child development and be certified in Nursery School Education.
2. Be certified in CPR and first aid to be renewed according to State of

XV. PAID ASSIST JOB DESCRIPTION

A. Reports to the teacher.

B. General Responsibilities

1. Provide attention and guidance to the children of the non-assist parents, as assigned in each particular session.
2. Assist the teachers according to their directions.

C. Specific Responsibilities

1. Arrive on time, at least twenty minutes before class begins.
2. Keep informed relative to the business of the preschool via board minutes and monthly calendars.
3. Communicate on an individual basis with a non-assist parent regarding their child.
4. Perform the duties of the assist parent for the child assigned on a daily basis.
5. Perform other duties as required by the teacher or the Executive Board.

D. Qualifications

1. Have a high school diploma.
2. Have experience with the supervision of children three to five years of age.
3. Be patient and loving with children.

CONSTITUTION OF THE DEXTER COOPERATIVE NURSERY

Article I: Philosophy

The Dexter Co-op Nursery is a preschool where young children engage in group experiences before entering the elementary school, where emphasis is placed on the growth and development of the child and parent together, and where cooperation and exchange of ideas among members is encouraged. Our goals are to provide your preschool child with the kind of environment and varied experiences that will encourage him or her to:

- A. Develop a positive self-image and sense of security as he or she relates to other children and adults.
- B. Discover his or her interests by exploring his or her world.
- C. Learn to work and play cooperatively with other children in a large group.
- D. Maintain health and physical development by providing the chance to improve coordination, balance, speed, grace, and strength.
- E. Grow in a friendly, relaxed, accepting environment.
- F. Broaden social contacts with other children and adults.
- G. Develop a sense of responsibility, independence, self-direction, and self-control.

Article II: Name

The name of the preschool is the Dexter Cooperative Nursery, Inc., licensed by the Michigan State Department of Human Services. Other assumed names include: Dexter Co-op, Dexter Cooperative Preschool, Dexter Co-op Preschool.

Article III: Purpose

This organization is now being filed as a Cooperative Corporation under Sections 98-109 and 117-132 Act 327 (1931) of the Compiled Laws of the State of Michigan. Within the meaning of Section 501 (C) (3) of the Internal Revenue Code of 1986, the exclusive purpose or purposes for which the corporation is organized are as follows:

- A. To provide an organized cooperative preschool program on a racially non-discriminatory basis for eligible children of active members under the

supervision of a trained teacher.

- B. To promote the social, emotional, and physical development of preschool children.
- C. To help parents understand their children and to express their love for them in ways that will help them grow in wisdom and understanding.

Article IV: Membership

The membership shall consist of the parents, guardians, or approved substitutes, of the children enrolled in the preschool.

Article V: Executive Board

The Executive Board shall consist of the President, Vice-President, two Treasurers, Secretary, four Session Reps (one from each session), two Membership Chairpersons, Ways and Means Chairperson, Publicity Chairperson, Cleaning Coordinator and one Events Coordinator. The teachers and other committee chairpersons may be asked to participate in an advisory capacity.

Article VI: Meetings

- A. General Membership meetings shall be held in October and February
 - 1. Attendance of one parent per child is required.
 - 2. The Executive Board may call additional meetings or eliminate meetings as necessary.
 - 3. Voting privileges at these meetings shall be limited to one vote per child enrolled for the current school year.
- B. The Executive Board shall meet at least once per month. Executive Board members are required to attend these meetings. All Board meetings are open for attendance by any member. Board meeting times will be included with the school year calendar at the beginning of each year.

Article VII: Quorum

- A. A majority of eligible voters in attendance at a General Membership meeting shall constitute a quorum.

- B. A majority of the Executive Board members in attendance shall constitute a quorum at any Executive Board meeting.

Article VIII: Committees

The composition and duties of standing committees shall be set forth in the Bylaws. The chairpersons of these committees shall be appointed by the Executive Board for a term of one year.

Article IX: Amendments

Proposed amendments to the Constitution and Bylaws may be presented by the Board at any General membership meeting if they have been posted on the cooperative preschool bulletin board or if copies of the proposed amendments have been circulated among members at least one week prior to the meeting. Amendments must be passed by two-thirds majority of eligible voters in attendance at the meeting.

Article X: Selection of Executive Board Members

Selection of Executive Board members shall be set forth in the Bylaws.

Article XI: Dissolution

- A. In the event that circumstances make it imperative to discontinue the operation of the preschool, said preschool shall be discontinued upon a vote of two-thirds of the entire membership.
- B. In the event of dissolution, the property and assets of the preschool shall not be divided among the members, but instead, shall be transferred to one or more cooperative nurseries or groups establishing such nurseries. The Huron Valley Council of Cooperative Nurseries may be utilized as the agency for this action.

Article XII: The Optional Advisory Board

The Advisory Board will consist of three members, to include the immediate Past President, and will advise the Executive Board on aspects of policy when called upon to do so by the President or Vice President.

BYLAWS OF THE DEXTER COOPERATIVE NURSERY

I. Membership

- A. The membership shall consist of the parents, guardians, or approved substitutes, of the children enrolled in the preschool.
- B. Application for membership is an online process that is accompanied by a non-refundable fee.
- C. Relief for family tuition costs may be offered to currently enrolled families who experience a sudden financial hardship due to health or family crisis. The current President, Tuition Treasurer, and Treasurer must unanimously decide to grant the relief and indicate the amount and duration of relief. Requests should be made directly to the President.
- D. Membership will be granted in order of receipt of application and receipt of ALL fees (registration and enrollment fees).

II. Qualification for Registration of Children

- A. Children who are three or four on or before September 1 are eligible for enrollment in the preschool. Exceptions will be made on a case by case basis.
- B. Children must be toilet trained.
- C. Children must comply with state and DCN health requirements specified in Article III before they can be admitted to the preschool. Health Documents must be turned in to the Health Records Coordinator no later than the first day of school year, or 15 days after date of enrollment. If Article III's health requirements are amended mid-year, children must comply with the amended requirements one week after members are notified of the proposed change. Failure to comply with Article III's health requirement can result in a child's removal from the program.

III. Health Requirements for Children

- A. A recent health appraisal form for each child, signed by a licensed physician, must be on file at the preschool by the first day of school, or 30 days after enrollment. This report is valid for one year. It shall contain

the following information:

1. A record itemizing all immunizations and dates administered or an immunization waiver form completed by the child's physician. (See 'Health Appraisal Form' for a complete list of required immunizations.)
 2. Any history of recent exposure to communicable diseases.
 3. A description of any abnormal conditions found upon examination.
- B. Members must notify the Health Records Coordinator of any communicable disease contracted by a child or parent. Re-admission to preschool after communicable disease may then be permitted under the rules in the code of the Michigan Regulations for the Control of Communicable Disease. The preschool also reserves the right to further exclude any child who continues to appear ill after the specified communicability of any illness.
- C. All children with known food allergies, bee allergies, asthma, or medical conditions must have the following documentation on file and must comply with the following requirements or the student(s) will not be allowed to participate in the program:
1. An allergy/medical condition "Food Allergy Action Plan" (forms available online) signed by the treating pediatrician or doctor, stating the doctor's name and contact number; the name of the condition or type of allergy; a definition of the medical condition or allergy; and a proposed method of treatment in the event that the allergy or medical condition requires treatment while a child is at the preschool.
 2. If the methods of treatment consist of administering medication, said medication must be kept at Dexter Cooperative Nursery School with a signed permission slip to allow the classroom teacher to administer (form available upon request). The classroom teacher, or substitute teacher, will be the only person authorized to administer the medication.
 3. Any student with a food allergy must bring his/her own snack.

4. The Board will review special cases on an individual basis, at the request of the individual family.
5. In the event of a medical emergency, our first response is to call 9-1-1.

IV. Withdrawal

- A. Withdrawal of a child will be requested at the discretion of the Executive Board for the following reasons:
 1. Failure to pay tuition and to make arrangements with the Tuition Treasurer for extension.
 2. Failure of the child to adjust to the preschool.
 3. Non-cooperative parent does not comply with one or more of the Responsibilities of Co-op Members as written in Section VI of the Bylaws.
 4. Dexter Cooperative Nursery School, at the discretion of the Executive Board, also has the authority to request the withdrawal of any student upon 30 days notice to the family. Families also have the right, upon 30 days notice to Dexter Cooperative Nursery School, to withdraw student from the program.
- B. Refunds of tuition will be made in case of withdrawal for one of the following reasons.
 1. Failure to adjust to preschool situations.
 2. Withdrawal for serious illness.
- C. Withdrawal of a child by the parents or legal guardian will be responsible for the following:
 1. Give (30) days notification. Parent will be responsible for payment of tuition of those thirty days, prorated as necessary.
 2. Registration fee is non-refundable.
 3. Child may attend classes during the thirty-day notification period.

V. Donation and Grants

The allocation of donation from private parties to a specific expense/use will be honored if within the legal limits of the law in effect at the time of the donation. The donor will be notified if specific use is not allowed and will be given the opportunity of reimbursement of their donation. Donations and grants with no specifications will be added to the general fund of the Preschool.

VI. Responsibilities of Co-op Members

A. All Members

1. All members must serve as teacher assistants when scheduled by the Session Representative, and work with the children as directed by the teacher in accordance with Preschool needs, or participate in the non-assist program as described in (B) below, or secure a permanent assist substitute to take their place, upon approval by the Executive Board.
2. All members must attend field trips with their child or make arrangements with another parent to take their child.
3. All members must accept and carry through a committee or job assignment responsibility for the preschool year. If you choose to help another committee, your help is appreciated. However, your assigned job must take priority. Failure to do so will result in a fine.
4. All members are required to be in attendance at an orientation session, parent- teacher conference and each General Membership meeting. Also, the Board reserves the right to assess a fine to any member not in attendance at a General Membership meeting.
5. All members are responsible for paying tuition as outlined in Article X.B. of the By-Laws.
6. The Ways and Means committee will organize 2-3 fundraising events per year with the intent of reaching a specific annual fundraising goal. Members will be informed of this goal at the first general meeting.
7. All members are expected to have read the entire handbook and

signed the 'Acknowledgement Form'.

8. All members are required to participate in parents' work days or work nights, such as year-end clean up.

B. Non-assist parents

1. Non-assist parents must register as such upon application to the preschool, and pay the higher tuition rate required. The higher tuition will be used by the Executive Board to hire a paid assist who will cover the assist days for the non-assist parents.
2. An Assist schedule will be completed by the Session Representative and your name will appear on the schedule. It will be noted that the paid assist will work your day.
3. Make an effort to communicate with the paid assist so that they will be aware of any special needs of your child.
4. You are welcome to attend class with your child, however, please notify the teacher. If you choose to attend you will not be reimbursed for assisting.

C. Assist parents

1. Assist parents must secure their own emergency assist in the case that they are unable to fulfill their assist duties. You may trade with another parent or agree with another person to pay the coop a fee in the amount decided on by the co-op board. This fee will be used to pay the emergency assist. Any changes in assist must be reported to the teachers. Emergency assist parents will be posted on the class bulletin board. These parents may be able to assist for you on short notice if an emergent situation prevents you from assisting. The emergency assist parents volunteer and are not obligated to work if they have a schedule conflict.
2. Assist parents must notify their class session representative in writing if there are any special scheduling requests.
3. If assist parents are not cleared through the Central Registry Clearance and Michigan State background checks (LARA) by the

time the assist schedule is being written, then parents will be responsible for the paid assist fee.

4. General Responsibilities for all assists
 - a. When scheduled to assist, parents must arrive twenty minutes before the session begins for direction.
 - b. Follow the teachers' directions throughout the day.
 - c. Engage the children in play and learning.
 - d. Follow the steps that are outlined in the "Day In the Life of the Assisting Parent" document provided by your session rep to assist the teacher in the day running smoothly.
 - e. The Playground assist, takes the students outside with the teacher and helps supervise, while the other assist/assists complete the checklist of cleaning tasks that is posted in the classroom.

VII. Rights of Members

- A. Members may attend any Executive Board meeting.
- B. A member may bring suggestions or grievances before the Executive Board for consideration.
- C. Members may apply to the Executive Board to receive special consideration because of extenuating circumstances, such as pregnancy, jobs, finances, etc.

VIII. Executive Board

- A. Election of Members to the Executive Board
 1. The following members of the Board are elected by a majority of members at the end of March/April: President, Vice President, Secretary, and two Treasurers.
 2. The President shall appoint a Nominations Committee in January, which will consist of the Vice President as chairperson of the committee and at least one member from each session, but not

more than two members from each session.

3. Additional nominations will be accepted from the floor at the last General Membership meeting of the school year.
 4. All positions will take office at the end of the fiscal year, May 31, except Membership Chairperson, which shall take over enrollment responsibilities on January 1 until the following December 31, yet be a consulting member of that committee and the board for a two year period starting May 31.
 5. All elected board members have one vote at board meetings with exception of the President, who may vote only to break a tie. Teachers do not vote.
 6. Vacancies shall be filled by appointment by the President with recommendations from the Membership Chairperson. The President may only make these appointments with the majority approval of the Executive Board.
 7. It is intended that the Vice President and the Membership Chairperson be returning as a co-op member the following year to assume board responsibilities as President, Co-Membership Chairperson respectively. This will help provide some stability to the organization. These positions are still subject to re-election every March/April.
- B. Selection of Non-elected Executive Board Members
1. The following Executive Board members are appointed by the President of the Board: (2) Membership Chairpersons, (4) Session Representatives (one for each session), (1) Publicity Chair, (1) Ways and Means Chairperson, (1) Events Coordinator and (1) Cleaning Coordinator. President shall use experience and professional judgment in selection of these positions, taking into consideration the overall well being of the preschool.
 2. Interested individuals for these positions may make their intentions known in March of each year by contacting the Nominations

Committee.

3. All appointed Executive Board members have one vote at Executive Board meetings. Teachers do not vote.
4. These board members are appointed for a one-year term of office.

C. Qualifications of Executive Board Members

1. All board members must be elected or appointed properly as described in the bylaws.
2. All board members must have a child enrolled in the preschool.
3. The President, one Treasurer and the Ways and Means Chairperson should have preferably served on a previous Board of the Dexter Cooperative Nursery, or the board of a similar organization.
4. No board members shall hold the same office position for more than two consecutive years unless there is no one else interested in the position, in which case, they may seek re-election for an additional term.

D. Executive Committee

The President, Vice President, Treasurers, Secretary and two Membership Chairpersons shall constitute an Executive Committee empowered to act for the Board when there is insufficient time to convene a General Membership meeting for full deliberation in an emergency situation. The committee shall be free to act upon decisions agreed to by four of its six members. Minutes shall be recorded and kept in the Secretary's log.

E. Responsibilities and Authority

1. Executive Board members are entitled to one vote at board meetings with exception of the President, who may only vote to break a tie.
2. The Executive Board shall have the power to terminate membership

if the bylaws of this organization are violated.

3. The Executive Board shall make the final decisions for the hiring of employees of the Dexter Cooperative Nursery, and shall appoint a hiring committee consisting of board members for this purpose.
4. The Executive Board shall have the authority to approve payments to members who have receipts exceeding \$50.00.
5. The Executive Board shall approve permanent assist substitutes who have been secured by members.
6. A board member who cannot fulfill the duties of the position shall give one month's notice to the President.
7. The Executive Board shall meet jointly with the newly elected board in May and shall turn over all materials to succeeding officers during the month of May. The Treasurer shall have completely turned over his or her books by July 31, and have closed out the records so a new fiscal year can begin June 1.
8. The Executive Board reserves the right to have a closed session at the end of any board meeting.
9. Board members may be asked to resign their position for not fulfilling their duties as described in the bylaws.
10. Compile a list of approved teacher substitutes at the beginning of each year.
11. Attend monthly Board Meetings and quarterly General Meetings.

IX. Duties and Privileges of Individual Executive Board Members

A. President

1. Prepare an agenda and presides at all General Membership and Executive Board meetings.
2. Negotiate rental contract for the preschool premises.

3. Handle renewal of preschool licensing in conjunction with the VP and Program Director.
4. Aides all members in meeting state requirements to be an unsupervised volunteer in the classroom (i.e. fingerprinting requirements and required trainings)
5. May NOT vote at meetings except to break a tie.
6. Act as an ex-officio member of all committees.
7. Exercise general supervision over the affairs of the preschool.
8. Review and present evaluation of teachers, along with the Vice-President, with input from general membership evaluations.
9. Arrange and conduct contract negotiations for the employees of the preschool as approved by the board, in conjunction with the Vice President and the Treasurer. Contract negotiations shall take place after the May board meeting so that the board members can approve the content of the contracts.
10. Arrange for an annual review of the books and budget with the Treasurer.
11. Confer with the teachers as necessary about curriculum, programs and policies.
12. Direct the orientation program with the Vice-President.
13. Close school in an emergency after consultation with the teachers.
14. May serve on the Advisory Board for one year following the Presidency.
15. Keep a file of duties pertaining to the office.

B. Vice President

1. Is the hope that the Vice President assumes the office of the President the following year.
2. Assume the duties of the President due to illness or resignation.
3. Directs the Spring Open House
4. Assume such additional duties as deemed necessary by the President
5. Be the face/voice of the coop.
 - Check/respond to voicemails
 - Check/respond to VP emails (the contact us section of website goes to this email account)
 - Schedule/give tours for prospective families
6. Assign the committee jobs to members of the co-op, taking into consideration the job requests on the member's application.
7. Be present at teacher contract negotiations with the President and Treasurer.
8. Be present at teacher evaluations with the President.
9. Direct orientation program with the President.
10. Act as Chairperson of the Nominations Committee.
11. Keep a file of duties pertaining to the office.

C. Secretary

1. Keep and distribute minutes of General Membership and Executive Board meetings. Post minutes of these meetings on the co-op bulletin board within ten days after each meeting.
2. Keep attendance records at Executive Board meetings and General Membership meetings.
3. Maintain a file of duties pertaining to this office.

4. Assist the President with any secretarial needs that may arise.
5. Collect mail from P.O. Box and church mailbox; distribute to appropriate people.
6. Label mailboxes with student and parent names and jobs before the orientation meeting.
7. Distribute Scholastic fliers. Collect book orders from teachers. When books come in, distribute books to families.

D. Treasurer

1. Attend monthly Board Meetings and quarterly General Meetings to report budget status.
2. Keep complete books and files, government reports, and returns.
3. Pay outstanding bills; do payroll.
4. Close out books by July 31 each year and submit books for audit every two years.
5. Chair the annual proposed budget meeting and submit the proposed budget to the Board in August of each year.
6. Maintain the bank accounts for the preschool. Signature authority on all accounts must require two signatures, and could include the Treasurer, the President, or the Vice President. (Preferably the Treasurer and the President).
7. Arrange for an annual review of the books with the President.
8. Maintain a file of duties pertaining to the office.
9. Be present at contract negotiations of co-op employees.
10. Treasurer and Ways and Means Chairperson will meet as necessary (amount of sales will determine schedule) to reconcile fundraising income.
11. Maintain Quickbooks account and reconcile the account monthly.

12. Submit the application for insurance due in December and complete any associated audit paperwork.

E. Tuition Treasurer

1. Attend monthly Executive Board meetings and report status of tuition and profits.
2. Attend General Membership meetings and report profits.
3. Collect ACH forms from all families at the beginning of the school year and as new members are added throughout the year.
4. Charge monthly ACH tuition payments through PNC and record tuition as paid per student.
5. Assess necessary late fees and contact delinquent members if necessary.
6. Deposit any tuition checks monthly for families that choose not to do ACH

F. Membership Chairpersons (2 - Membership Chair and Membership Assist)

1. Acquaint new members with the rules and policies of the preschool.
2. Collect applications and submit them to the President for review.
3. Maintain a complete and accurate membership list.
4. Maintain a past membership file and track alumni to make them aware of registration for younger siblings.
5. Maintain a waiting list (if necessary) for entrance into the preschool.
6. Handle all inquiries about applications for membership.
7. Notify the Executive Board, teachers, and appropriate Session Representative of admissions and withdrawals.

8. Record and file membership applications.
9. Membership Assist
 - a. Assist membership chair from August to December and take over as membership beginning in January through December of the following year.

G. Ways and Means Chairperson

1. Plan and organize Executive Board approved fundraising projects with the assistance of a committee.
2. Be responsible to attempt to raise money as indicated by the fundraising goal.
3. Report all fundraising projects at board meetings and general membership meetings.
4. Maintain a file of duties pertaining to this office.

H. Session Representatives

1. Schedule assist days for each member in assigned session or the paid assists for non-assist members.
2. Distribute a monthly schedule to members by mid-month for the coming month's schedule.
3. Keep a record of assist days, changes, and substitutions.
4. Represent class session at all Executive Board meetings.
5. Receive suggestions and criticisms from members of session and act as a liaison between assigned session and the board.
6. Maintain a file of duties pertaining to this office.
7. Beginning of the year organization of class lists, meet the class playdates, etc.
8. When enrollment is low session rep will also take on the responsibility of yearbook/photos job.

I. Events Coordinator

1. Organize school picture day. Arrange for school pictures with a photographer and be present (or have committee members present) on picture day for all sessions.
2. Organize a meet the teacher event the week before the start of school.
3. Organize/plan year-end family fun events. Plan for food, entertainment, and location.
4. Work on committee with Publicity to organize preschool involvement in any events that publicize the coop.
5. Work with membership and publicity to organize an open house.
6. Organize any other events approved by the board.
7. Maintain a file of duties pertaining to this office.

J. Cleaning Coordinator

1. Meet with cleaning committee members to discuss jobs, including the rotation of jobs or doing the same job throughout the school year.
2. Post a monthly cleaning schedule for the committee.
3. Verify that the weekly tasks are completed. Report to the Board at monthly meetings.
4. Maintain an inventory of cleaning supplies. Order any supplies needed and submit your receipt for reimbursement.
5. Schedule and organize additional cleaning projects as directed by the Board. Additional cleaning is usually scheduled prior to the spring Open House.
6. Once, mid year, schedule the storage room for organizing and cleaning.

7. Organize and head-up year-end cleaning of the school.
 8. Maintain a file of duties pertaining to this office.
- K. Recruitment and Publicity Chair
1. Coordinates publicity for the Co-op such as newspaper articles, activity on school Facebook page, posters, Blog, yard signs, etc.
 2. Actively recruit new members based on enrollment needs.
 3. Work on committee with PR events to organize preschool involvement in any events that publicize the coop.
 4. Maintain a file of duties pertaining to this office.

X. Tuition

- A. Tuition shall be decided by the Executive Board on the basis of the approved budget. Tuition rate will differ depending on if the child is in the 3- year old or 4-year old program and whether the member is registered as assist or non-assist.
- B. Tuition shall be payable by the first of every month from September through May.
- C. Tuition checks should be made out to Dexter Cooperative Nursery. Checks must be placed in the tuition box located on the teacher's desk in school or given directly to the Tuition Treasurer. Tuition may also be sent by mail to P.O. Box 392, Dexter, MI 48130.
- D. Members failing to pay tuition by the first of each month will be assessed a \$10.00 late charge upon the seventh day of delinquency. Members are expected to contact the Tuition Treasurer if a problem arises regarding their tuition payment, prior to the seventh of the month.
- E. Accounts still delinquent by the tenth of the month will be notified that their presence is requested at the Executive Board meeting to show cause why their membership should not be terminated and informing them that their child may be excluded from school activities until the

tuition is paid.

- F. Members enrolling after the first of the month shall pay tuition for that month using a four weeks equals one month prorated basis as determined by the Tuition Treasurer.

XI. Monies—Fee and Expenses

A. Registration Fees

- 1. There shall be a non-refundable enrollment fee per family.

B. Expenses

- 1. Individual members or teachers may spend up to \$20.00 with the approval of the president or treasurer.
- 2. The Executive Board shall approve expenditures exceeding \$50.00, which are not contained in the approved budget.

C. CD at National City

- 1. The monies shown on the balance sheet in the investment account are hereby earmarked for purchases/expenses that will serve the greater interest of the coop as a whole. Such interest would include but are not limited to playground additions, moving expenses, renovations, etc. The use of the monies must be approved by two-thirds of the general membership in attendance.

XII. Duties and Requirements of the Teachers

- A. Duties will be specified by a job description and/or included in their contract.
- B. Teachers will abide by their job descriptions and their contracts.

XIII. Duties and Requirements of the Substitute Teachers

- A. To follow the lesson plans set forth by the teacher they are replacing.
- B. To abide by the Dexter Cooperative Nursery Constitution and Bylaws.
- C. To follow directions as set forth by the Executive Board

XIV. Discipline Procedures

As part of our program, we teach the students how to follow classroom rules in order to prepare them for success in Kindergarten and all community endeavors. Our discipline procedure relies on positive reinforcement of desired behaviors, redirection from inappropriate behaviors, providing a safe space and quiet time for children to calm down, when necessary.

We see part of our task as helping the children move from exterior modes of discipline to self-discipline - from parents and teachers regulating student behavior, to children beginning to develop self-control.

- A. Staff and volunteers set consistent expectations and give clear directions to students, followed by commending positive behavior to encourage listening and cooperative behavior. (e.g. Teacher gives direction to choose a seat for story time, then praises students by name who follow directions.)
- B. Staff and volunteers redirect students from inappropriate behavior and give clear redirection. (e.g. in the event that a student throws a block, the responsible adult would address the child, state the classroom rule "we do not throw blocks, we build with blocks.")
- C. In the event that a student is behaving in a way that could cause physical or emotional harm to him/herself, other students, staff or volunteers, the student may be gently moved to a safe space and given time to calm him/herself down. The teacher will determine if the student can safely resume class after the calm down time or if parents need to be contacted to take the child home immediately.
 1. Behavior Consultation 1: If a student displays chronic disruptive behavior, the teacher will request a parent conference and document the problem and attempted solutions. With the parents, a behavioral plan will be developed to best resolve the issue.
 2. Behavior Consultation 2: If the plan developed at the first consultation is unsuccessful, the teacher and parents will meet again to revise the behavioral plan.
 3. Request to withdraw student: At the teacher's discretion, with Board President (or representative) review, if multiple attempts have been

made to modify student behavior without progress, a request will be made for the family to withdraw the student. The teacher can request withdrawal without going through the process in exceptional cases, with approval from the Board President (or representative).

- D. If you have any concerns about a particular discipline situation, please discuss it with the teacher or a Board Member. Issues should not be discussed with other parents, and not in front of the child and/or his/her classmates.
- E. Corporal punishment and/or verbal intimidation are absolutely prohibited.

XV. Advisory Board—Optional

A. Selection and Membership

- 1. The Advisory Board shall consist of two members elected by the general membership in the final meeting of the year after presenting their credentials at that meeting, and the immediate Past President of the preschool.

B. Qualifications

- 1. Members shall have served at least one year on a past Executive Board.
- 2. With the exception of the immediate past president, members shall not have a child enrolled in the preschool.

C. Terms

- 1. Elected members may not serve more than two consecutive years.

D. Roles and Duties

- 1. To act only in an advisory capacity when called upon by the Executive Board.
- 2. To attend the Executive Board meetings upon request of a board member.

3. To attend the first and last General Membership meeting of each school year for the purpose of introduction or election.
4. To meet with the President and Vice-President prior to the distribution of evaluations, and to help provide criteria for evaluations and for presentation of evaluation results, if requested.
5. To treat with confidentiality any discussion relative to evaluations of employees or members.