

# Dexter Cooperative Nursery School Handbook

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\* Dexter Cooperative Nursery Handbook

Revised 6/09

## **I. GENERAL PROGRAM INFORMATION**

### **A. What is the Dexter Cooperative Nursery?**

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

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

1. A growing awareness and enjoyment of the world around him 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 - music, 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 nursery school 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, INSURANCE AND CARPOOLING**

### **A. Health Requirements**

1. No child will be permitted in the Nursery School 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 him at home.
  - b. Please report any contagious diseases your child may have or have come in contact with to the teacher or Health Records Coordinator (i.e. measles or chicken pox),
  - c. If your child becomes sick at school you will be called to pick them up.

### **B. Insurance**

1. The school maintains accident insurance for every child, participating parent, and teacher in the nursery. The premium for this is paid from the registration 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 nursery 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 NURSERY PROCEDURES**

- A. An Assist Parent, Teacher, or Parent's Aide will be in the rooms with the children at all times. During circle time, parents and the Parent's Aide 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 running, wrestling, or jumping off the furniture will not be allowed in the Large Muscle Room. Assisting parents will supervise children on the climber.
- C. At snack time, children will be encouraged to pour their own drinks when possible, serve themselves, and to use the appropriate table manners. Children will clear their cup, napkin, etc. and dispose of them in the trash. 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. In the event of any emergency (i.e. fire, medical) call 911 immediately.
- G. Make sure to check the mailboxes for each child that you may be picking up from school.

#### **IV. EMERGENCY PREPAREDNESS PROCEDURES**

- A. Fire Drill 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. Teacher will account for all children as they exit the classroom.
  - 3. Have the children walk QUIETLY in an orderly manner, by rows if possible, out of the building.
  - 4. Assist parents will help children stay in lines.
  - 5. See that the entrance is clear. If not, proceed to an alternate exit (either stairwell or windows if necessary).
  - 6. Proceed to the back fence (proceed to playground if not a safe area) and again account for all children.
  - 7. Wait for signal to end the drill.
- B. Tornado Drill 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 listen to the radio 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 storage room.
  - 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. Blood Borne Pathogen Procedures - In an emergency situation involving blood or potentially infectious materials, you should always use Universal Precautions and try to minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices. All of these items can be found in the cabinet marked First Aid, located in the classroom. However, if you are exposed please adhere to the following procedures:
1. Wash the exposed area thoroughly with soap and running water. Use non-abrasive antibacterial soap if possible.
  2. If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes.
  3. Report the exposure to the teacher and Health Records Coordinator as soon as possible.

## **V. HAND WASHING POLICY**

- A. All volunteers, staff, and children will wash their hands immediately before preparing, serving, or eating snack and after using the restroom.
- B. 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 preparing, serving, and eating snacks.

## **VI. HOW TO HELP YOUR NURSERY 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. If your child is to go home with someone else, be sure to inform the teacher or assist parent and your child. This person needs to be listed on the white emergency card, or you need to write a note.
- 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 him, or to other children, immediately discuss these issues with the teacher so that the problem can be solved.
- E. **COMMUNICATION-** 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 nursery 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 and arrange to be Snack Parent that day if you wish to bring a birthday treat. Michigan law forbids the use of lighted candles in the nursery.

- 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. 426-2491.
- I. SCHOOL CLOSING- If Dexter Public Schools are closed due to inclement weather, the nursery school will also be closed. You will be contacted by your Session Representative or a person in your class.
- J. SOLICITATIONS- Solicitations and advertisements are not permitted in mailboxes. Advertising space and classified ads can be placed in the monthly newsletter for a small fee.

## **VII. PLAYGROUND RULES AND THE OUTSIDE 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 - 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 OUTSIDE PARENT - If an outside parent is scheduled, the outside parent is to come to school thirty minutes prior to dismissal. The outside parent will assist the teacher in the supervision of outdoor play activities (or indoor play during inclement weather), fill each child's backpack with the contents from their mailbox, and help children get dressed for outdoor play during the winter months. The session representative will schedule the outside parent on the regular class assist schedule. The outside 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. 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 because a Parent's Aide will be working during assigned sessions. 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.

## **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 or the President 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 availability of Parent's Aides.
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 the parent aide to attend the field trip to accompany your child. (The teachers and parent aides 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 PARENT RESPONSIBILITIES & SUGGESTIONS**

- A. The nursery provides all paper products needed to serve your snack, including plates, cups, napkins and plastic utensils.
- B. Many times the children can prepare part of the snack as a project during a learning time. Check with the teacher if you would like to do this.
- C. Beverages must be brought in unopened containers. If a beverage requires water to mix, the water from the main nursery room is the only water to be used. Do not mix a concentrated beverage at home and bring it in. Bring your own container for mixing a beverage.
- D. You should bring snack for all children, teacher and assist parents. Any known food allergies will be noted on your class list.
- E. Should you forget snack on your assigned day, back-up snacks are available. Please replace items used at the class session immediately following your snack day.

### NUTRITIOUS SNACK SUGGESTIONS

*Please keep portions small*

#### VEGETABLES:

Carrots	Cucumbers	Zucchini	Peas, fresh/frozen
Celery	Cauliflower	Corn, fresh/canned	Green beans, fresh or canned

#### FRUITS

Apples, fresh/dried	Bananas, fresh/dried	Grapes/raisins	Watermelon
Cantaloupe	Blueberries	Blackberries	Raspberries
Strawberries	Kiwi	Apricots, fresh/dried	Applesauce, snack pack size
Peaches, fresh/dried	Nectarines	Canned fruit	Honeydew Melon
Oranges	Grapefruit	Pear slices	Nectarines
Pineapple	Fruit Cocktail	Cherries	

(When serving fruits make sure they are clean and appropriately sliced or peeled for small children)

#### BEVERAGES

Milk, Water  
100% Fruit Juices; apple, orange, pineapple, grape, cranberry

**XIII. NON-BOARD JOB DESCRIPTIONS** — *These jobs require 1-2 hours to complete each month.*

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- A. AUDITOR: (one) Review the Treasurer's QuickBooks file once per quarter and make any necessary adjustments. File quarterly and annual payroll tax forms, 990EZ, Michigan Annual Report Return.
- B. BOOK CLUB: (one) Coordinate and distribute book club orders for all classes.
- C. BOOK KEEPER: (one) Coordinate check-out procedure and overall inventory of Dexter Co-op books. Repair and select a rotation of books for display at the Dexter Co-op.
- D. CLEANING COMMITTEE: (at least seven) Complete an assigned cleaning job monthly as directed by the Cleaning Coordinator. These jobs are done after school or at night, so it is ideal for non-assist parents and those who work days.
- E. GENERAL MAINTENANCE: (one) Maintain the general upkeep of the outside play area, including monthly raking under the swings and slides. Make general repairs at the school as directed by the teachers, President or Vice President. This person should be 'handy'.
- F. HEALTH RECORDS COORDINATOR: (one) Maintain a roster of Co-op students' immunization records on the Michigan Care Improvement Registry website. Ensure that each child has turned in a completed health appraisal form. Organize and file health appraisal forms at the preschool. 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 (i.e. lice, strep throat, etc). This job is a possible two year position.
- G. LAUNDRY-DRESSUP, DOLL CLOTHES, TOWELS AND SMOCKS: (one) Launders towels and paint smocks weekly. Launders dress-up and doll clothes monthly, mends as needed. Directed by Cleaning Coordinator.
- H. MEMBERSHIP ASSISTANT: (one) Assist Membership Chairpersons with maintaining class spreadsheets, filing and organizing registration paperwork, updating files and creating a future membership database.
- I. NEWSLETTER TEAM: (two) Work together to edit, publish and distribute the Co-op newsletter monthly. Word processing skills a must, graphic design helpful.
- J. PLAY DOUGH: (one) Makes play dough and cleans play dough toys at least once per month and assists the teachers in preparation of special projects, i.e., dyeing pasta. This job is done at home.
- K. PRESCHOOL CLASSROOM SETUP: (four from 4AM class) Every week during the school year, set-up the classroom for preschool on Sunday afternoon or early Monday morning (before 8:25). This involves moving items from one room to another. A key to the church will be provided, this would be an ideal job for someone who is a member of Dexter United Methodist Church or in the 4 am class and is able to come in early.
- L. PUBLICITY COORDINATOR(S): (two) Coordinates Co-op publicity such as newspaper articles, photos, flyers, etc (including design and distribution). Assists Ways and Means with publicity about fundraisers as requested. Solicit and collect advertisements and fees from Co-op members or local businesses for the newsletter team. Updates sponsor information for the website.
- M. SUNDAY SCHOOL CLASSROOM SETUP: (four from 4PM class) Every Friday afternoon after class, set-up the preschool classrooms for Sunday School use by the church.
- N. SUPPLIES COORDINATOR: (one) Purchase general supplies for the school. Maintain an inventory of snack and cleaning supplies, and keep the snack and cleaning cupboards orderly. This person must be thrifty; a Sam's club and/or Costco membership is a plus.
- O. TEACHERS HELPER: (four, 1 from each class) Assist teacher with preparing materials for class sessions as requested, take pictures of class for publication in newspaper and scrapbooks.
- P. TECHNOLOGY TEAM: (two) IT-WEB: Maintain and manage surveys and online registration, and offer technical assistance to Board members as needed. This person should be comfortable with spreadsheets and word processing. Familiarity with surveymonkey.com is a plus, but not required for anyone willing to learn. WEB MAINTENANCE: Update and maintain the Co-op's website as directed by the Board.
- Q. WAYS AND MEANS COMMITTEE: (eight, 2 members from each class) Assist the Ways and Means Committee Chairpersons with fundraising projects for the preschool. Must be an assist parent and able to make yourself available before or after class for grocery store gift certificate sales. Attend occasional committee meetings throughout the school year as scheduled by the Ways and Means Chairpersons.

#### **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, 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 published in the monthly newsletter.
6. Coordinate and plan VIP night and/or Family Fun night twice during each school year.
7. Maintain on file with the Board, an emergency substitute lesson plan for one day, for each session, in case of unexpected absence.
8. Meet as needed with other teacher(s) at co-op.
9. Report to the Board any items in the nursery that need to be repaired, replaced, or purchased.
10. Report to the Board any hazardous conditions or unsafe and dangerous equipment.
11. Exclude any child from attendance at a session of school who appears to have a contagious or communicable disease.
12. Keep accurate records relative to the daily attendance of the children.
13. Report to the Board any situation whereas in his or her opinion a child should be withdrawn from the nursery.
14. Participate in and coordinate one parent-teacher conference during January or February of each year.
15. Be free from concern of the administrative details of the nursery, but will be available for counsel and recommendations.
16. Coordinate all absences with the President and/or Vice President of the Executive Board.
17. Furnish lesson plans to a substitute teacher (obtained by the Board) in the case of an absence.
18. Notify parents, or other authorized persons if parents unavailable, of any injury to a child, and take appropriate emergency action.
19. Assist in planning the orientation program.
20. Abide by the constitution of the nursery.

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 Michigan Law.

## **XV. PARENT'S AIDE (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 nursery school 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. This includes setting up snack with the child if assigned as snack parent and helping the child with show and share if necessary.
  - 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**  
(Revised and Amended as of September 2002)

**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 nursery is the Dexter Cooperative Nursery, Inc., licensed by the Michigan State Department of Social Services.

**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 nursery 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 nursery.

#### **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, two Ways and Means Chairpersons, one Huron Valley Council of Cooperative Nurseries Representative and one Events Coordinator (if enrollment allows for this position). 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 September, November, February, or April
  - 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 expected 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 nursery 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 nursery school, said nursery 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 nursery school 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 utilize 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**

(Revised and Amended as of September 2006)

### **I. Membership**

- A. The membership shall consist of the parents, guardians, or approved substitutes, of the children enrolled in the nursery.
- B. Application for membership must be made in writing on the application form and accompanied by a non-refundable fee.
- C. Financial assistance is available. Request may be filed with the Tuition Treasurer, with final approval made by vote of the President, two treasures and two membership co-chairs. Confidentiality will be respected.
- D. Membership will be granted in order of receipt of application accompanied by the registration fee.

### **II. Qualification for Registration of Children**

- A. Children who are three or four on or before December 1 are eligible for enrollment in the nursery school. No exceptions will be made.
- 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 nursery. Health Documents must be turned in to the Health Records Chairperson 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 physical examination report for each child, signed by a licensed physician, must be on file at the nursery by the first day of school, or 30 days after enrollment, if later. This report is valid for one year. It shall contain the following information:
  - 1. A record stating the child has been completely immunized against diphtheria, whooping cough, tetanus, polio, measles, and chicken pox, and the approximate dates for these procedures, or that inoculation took place at the time of examination and will continue to completion or an immunization waiver form completed by child's physician.
  - 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 Chairperson of any communicable disease contracted by a child or parent. Re-admission to nursery school after communicable disease may then be permitted under the rules in the code of the Michigan Regulations for the Control of Communicable Disease. The nursery 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 "Action Plan" (forms available in the main office) 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 nursery.
  - 2. If the methods of treatment consist of administering medication, said medication must be kept at the DCN 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 911.

#### **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 nursery.
  - 3. Non-cooperative parent does not comply with one or more of the Responsibilities of Co-op Members as written in Section VI.
  - 4. DCN, 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 DCN, to withdrawal 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 nursery 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 thirty (30) days notification. Parent will be responsible for payment of tuition of those thirty days, prorated as necessary.
  2. Parent will be responsible for Fundraising goal up to the point including the thirty days notification period. Fundraising goal will be the Fundraising goal divided by nine (9) months times the number of months you attended. Prorated as necessary.
  3. May's tuition will be refunded only if there is another child to take your place during the thirty day notification period.
  4. Registration fee is non-refundable.
  5. 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 Nursery.

## 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 Nursery 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 nursery school year. If you choose to help another committee, your help is appreciated. However, your assigned job must take priority.
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. All members are required to participate in fundraising projects as directed by the Ways and Means Committee. All members will be responsible for raising a specific amount of money for the co-op. This amount will be determined by the Ways and Means Chairperson and the Treasurer, then presented to the Executive Board for approval. Members will be informed of their responsibilities at the first General Membership meeting in September.
7. All members are required to help provide refreshments for parent meetings, as needed.
8. All members must return the handbook and all other nursery materials at year-end.

9. All members are required to participate in parents' work days or work nights, such as year-end clean up.
10. On a rotating basis you will be required to provide the class snack for the children and adults in your child's session.

B. Non-assist parents

1. Non-assist parents must register as such upon application to the nursery, and pay the higher tuition rate required. The higher tuition will be used by the Executive Board to hire a Parent's Aide 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 parent aide will work your day. If you are listed as the 'Snack' assist for any day, you should send a snack for the entire class with your child.
3. Make an effort to communicate with the parent aide 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 substitutes. You may trade with another parent, contact an emergency assist parent in your class, or pay a Parent Aide, if unable to assist when assigned. Any changes in assist duties must be reported to the Session Representative. Emergency assist parents will be posted on the class bulletin board or monthly schedule. These parents may be able to assist for you on short notice if an emergent situation prevents you from assisting. You may trade an assist day with them or pay them. 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. When scheduled to assist, parents must arrive twenty minutes before the session begins for direction and preparation and stay afterwards to clean up. If scheduled, outside assist parents must arrive thirty minutes before the end of the class session.

## **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.
- D. On your assigned assist days, your child may take home a creative case costume to be returned after two class sessions. They should be checked out as instructed.

## **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 in attendance at the end of March: President, Vice President, Secretary, two Treasurers, and two Ways and Means Chairpersons.
  - 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.
  - 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, one Membership Chairperson, and one Ways and Means Chairperson be returning as a co-op member the following year to assume board responsibilities as President, Co-Membership Chairperson and Co-Ways and Means Chairperson, respectively. This will help provide some stability to the organization. These positions are still subject to re-election every April.

B. Selection of Non-elected Executive Board Members

1. The following Executive Board members are appointed by the President of the Board: the Huron Valley Representative, two Membership Chairpersons, four Session Representatives (one for each session) and one Events Coordinator (if enrollment allows). President shall use experience and professional judgment in selection of these positions, taking into consideration the overall well being of the nursery.
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.
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 nursery school.
3. The President, one Treasurer and one 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 \$20.00.
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. May not vote at meetings except to break a tie.
3. Act as an ex-officio member of all committees.
4. Exercise general supervision over the affairs of the nursery.
5. Review and present evaluation of teachers, along with the Vice-President, with input from general membership evaluations.
6. Arrange and conduct contract negotiations for the employees of the nursery 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.
7. Assign the committee jobs to members of the co-op, taking into consideration the job requests on the member's application.
8. Arrange for an annual review of the books and budget with the Treasurer.
9. Handle renewal of nursery school licensing.
10. Confer with the teachers as necessary about curriculum, programs and policies.
11. Submit information to the newsletter monthly and keep a suggestion box.
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. Is excluded from year-end clean up.
16. Keep a file of duties pertaining to the office.

### **B. Vice President**

1. Is expected to assume the office of the President the following year.
2. Assume the duties of the President due to illness or resignation.
3. Direct the Open House
4. Assume such additional duties as are deemed necessary by the President.
5. Be present at teacher contract negotiations with the President and Treasurer.
6. Be present at teacher evaluations with the President.
7. Attend Spring MCCN conference for President's seminar as incoming President. Registration fees and mileage will be reimbursed.
8. Direct orientation program with the President.
9. Negotiate rental contract for the nursery premises.

10. Obtain and maintain all required school insurance.
11. Act as Chairperson of the Nominations Committee.
12. Oversee job assignments of non-board members. Answer questions relative to job assignments.
13. Take charge of year-end clean up.
14. Keep a file of duties pertaining to the office.

#### C. Secretary

1. Receive agenda from President and distribute with previous months minutes for review, one week prior to monthly board meetings
2. Keep 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.
3. Be responsible for all correspondence of Dexter Cooperative Nursery.
4. Keep attendance records at Executive Board meetings and General Membership meetings.
5. Keep a file of all correspondence and information that has been distributed to the membership.
6. Maintain a file of duties pertaining to this office.
7. Assist the President with any secretarial needs that may arise
8. Collect mail from the P.O. Box and church mailbox, stamp with date and distribute to appropriate person.

#### 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. Present monthly printed reports of itemized receipts and disbursements to the Board.
6. Chair the annual proposed budget meeting and submit the proposed budget to the Board in August of each year.
7. Maintain the bank accounts for the nursery. 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).
8. Arrange for an annual review of the books with the President.
9. Arrange for the bonding of the appropriate individuals.
10. Maintain a file of duties pertaining to the office.
11. Be present at contract negotiations of co-op employees.

#### E. Tuition/Ways and Means Treasurer

1. Attend monthly Executive Board meetings and report status of tuition and profits.
2. Attend General Membership meetings and report profits.
3. Attend Ways and Means Committee meetings.
4. Maintain a file of duties pertaining to this office.
5. Collect monthly tuition from tuition box and record tuition as paid per each member.
6. Assess necessary late fees and contact delinquent members if necessary.
7. Report tuition and fundraising records to Treasurer weekly.
8. Tuition Treasurer and Ways and Means Chairperson will meet on a weekly or biweekly basis (amount of sales will determine schedule) to reconcile fund raising income.
9. Record weekly sales and inventory.
10. Record YTD sales and profits.

11. Keep a weekly sales record for each member/class and give copy of report to Treasurer and Ways and Means Chairperson.
12. Deposit all money coming into nursery in bank weekly.

#### F. Membership Chairpersons

1. Acquaint new members with the rules and policies of the nursery.
2. Collect registration fees and advance tuition and turn them over to the Treasurer.
3. Collect applications and submit them to the President for review.
4. Maintain a complete and accurate membership list.
5. Maintain a past membership file and track alumni to make them aware of registration for younger siblings.
6. Maintain a waiting list (if necessary) for entrance into the nursery.
7. Handle all inquiries about applications for membership.
8. Notify the Executive Board, teachers, and appropriate Session Representative of admissions and withdrawals.
9. Record and file membership applications.
10. Handle distribution and collection of co-op handbooks.
11. Maintain a file of duties pertaining to this office.

#### G. Ways and Means Chairpersons

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 amount in the budget.
3. Report all fundraising projects at board meetings and general membership meetings.
4. Plan to serve two consecutive years on the Board in this position.
5. Maintain a file of duties pertaining to this office.
6. Keep lines of communication open with the Executive Board regarding the status and changes of special fundraising projects throughout the year.

#### H. Session Representatives

1. Schedule assist days for each member in assigned session or the Parent's Aide 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 session at all Executive Board meetings.
5. Report to the membership at the General Membership meetings.
6. Receive suggestions and criticisms from members of session and act as a liaison between assigned session and the board.
7. Maintain a file of duties pertaining to this office.
8. Schedule monthly activities for parents to acquaint the members of the class.

#### I. Huron Valley Representative

1. Attend and publicize meetings of the Huron Valley Council and Michigan State Council of Cooperative Nursery groups.
2. Report to the Executive Board on the results of the above meetings, or to the President if an issue needs immediate attention.
3. See that the nursery's responsibilities at the November workshop and May conference are carried out.
4. Maintain a file of duties pertaining to this office.

#### J. Events Coordinator

1. Organize school picture day. Arrange for school pictures with photographer and be present on picture day for all sessions.
2. Organize summer ice cream social.
3. Chair year-end picnic committee. Plan for food, entertainment and location.
4. Chair Memorial Day parade committee (work with Publicity).
5. Organize co-op participation in Dexter Daze. Participation in Dexter Daze will be determined at the last Board meeting in May.
6. Notify members of above mentioned events in the monthly newsletter.
7. Keep the President informed of progress of the above mentioned events.

#### K. 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 monthly tasks are completed. Report to Board at monthly meetings.
4. Maintain an inventory of cleaning supplies. Notify the Supplies Coordinator of supplies needed.
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.

The addition of Cleaning Coordinator to the Executive Board of the Dexter Co-op was approved unanimously by the membership during the General Membership meeting on February 19, 2004.

## **X. Tuition**

1. 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.
2. Tuition shall be payable by the first of every month from October to April. September tuition is due within one month of receiving confirmation of enrollment. This will guarantee your space in the selected class and is non-refundable. May tuition is paid at the parent orientation in September.
3. Tuition will be payable by check only 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.
4. 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.
5. 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.
6. Members enrolling after the first of the month shall pay tuition for that month on 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 registration fee per family.
2. Registration fees will be used to purchase insurance for the parent and child, and for membership in the Michigan Council of Cooperative Nurseries and the Huron Valley Council of Cooperative Nurseries.

### **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 \$20.00, 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**

Discipline is a life skill necessary to channel energy and interest in appropriate ways.

We see part of our task as helping the children move from exterior modes of discipline to self-discipline - from parents and teachers controlling behavior, to children beginning to develop their own controls.

- A. This is best accomplished through a positive approach to better foster a positive self-concept in the child. The ultimate concern is the safety and well being of the children. Positive behavior should publicly be rewarded in front of the children.
- B. Staff and volunteers shall use developmentally appropriate positive methods of discipline, which encourage self-control, self-direction, self-esteem, and cooperation.
- C. Physical and verbal abuse is not acceptable. Staff and volunteers shall be prohibited from the following as means of punishment:
  - 1. Hitting, spanking, shaking, biting, pinching or inflicting other forms of corporal punishment.
  - 2. Restricting a child's movement by binding or tying him or her.
  - 3. Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child.
  - 4. Depriving a child of snacks, rest or necessary toilet use.
  - 5. Confining a child in an enclosed area such as a closet, locked room, box or similar cubicle.
- D. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited in 1-5 listed above.
- E. Our approach in conflicts between children or for inappropriate behavior is
  - 1. Have children work through the problem with or without guidance from parent or teacher.
  - 2. Redirect toward appropriate behavior.
  - 3. Isolate or remove child from the situation (time-out).
- F. If you have any concerns about a particular discipline situation, please discuss it with the teacher or a Board Member, not with other parents, and not in front of the child or his/her classmates.

## **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 nursery.

### **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 nursery.

### **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.