



# FORT COLLINS PRESCHOOL HANDBOOK

## POLICIES, PROCEDURES AND BY-LAWS

Updated August 2022

You have joined a parent-involved preschool. The very essence of our preschool lies in cooperation. Many parents or guardians prefer a parent-involved preschool, which enables them to directly participate in their child's early education. In our preschool, parents have a chance to guide and direct children in a structured environment outside their homes. Belonging to our preschool is satisfying, reassuring and fun. Children and parents share in the growth experience of Early Childhood.

Fort Collins Preschool is a non-profit cooperative preschool that has been in operation since 1952. The school is owned and operated by the parents and is licensed and regulated by the State of Colorado.

### **OBJECTIVES FOR PARENTS AND GUARDIANS IN THE PARENT INVOLVED PRESCHOOL**

1. To gain new insights into how children grow and learn.
2. To accept their child at each stage of development and to help their child grow and develop positively at his/her own speed.
3. To share and enjoy with each child the wonderful new things that he/she is learning and experiencing.
4. To help their child learn and feel good about themselves as parents.
5. To provide the opportunity to share with other parents some of the experiences and problems they have faced with their children, and to share successful methods of handling problems.

### **ROLE OF THE TEACH PARENTS**

The teach parent is considered a paraprofessional and a contributing member for each teach day. The teacher relies heavily on her volunteers, and only as a cooperating unit will the most effective day for children and adults be achieved. Utilizing an online sign-up tool, parents sign up for a set number of teach, snack and alternate days before an announced deadline. After the deadline, the class representative will assign those days. The teach parent is expected at school on the assigned day or must arrange for a substitute. If a teach parent is planning a trip or expecting a baby, they might like to plan their teach days close together around the event. Generally, the responsibilities of the teach parents are:

1. Arrive at school by 8:40 a.m., prepared to start work.
2. Be prepared for the day by becoming familiar with daily plans and the schedule before arriving at school. Activities for the day are based on the monthly planning sheet that will be posted in the classroom and on the bulletin board in the hall.
3. View themselves as an important member of the staff and take personal responsibility for making the day a success.
4. Must provide morning snack as planned by the teacher in the snack calendar. We use only 100 percent fruit juice or milk -- about 1 & 1/2 gallons for each snack. The school provides cups, napkins and any necessary utensils for each snack.
5. Interact with all the children. Teach parents should talk with the teacher if they have difficulty relating with any child.
6. Allow time after school to finish the day's cleaning. If you cannot teach on your scheduled teach day, you are responsible for finding a substitute. You may swap dates or pay another parent \$35 to cover your shift. Please tell the class representative about any trading of teach days before that day and update the posted teach day schedule.

### **ROLE OF THE TEACHER**

The role of the teacher in a parent-involved preschool is a challenging and difficult one. The teacher must supervise her employers in the daily program, guide her employer's children in the school and work with a staff composed of different members each day. The teacher shares directly with the Executive Board and indirectly with the parents the responsibility of establishing policies, procedures and program planning.

The teacher plans the daily educational program for the children, utilizing her skills, knowledge and background to make it rich and varied. She incorporates the talents of participating parents wherever possible. The teacher acts as an advisor to the parents on matters of equipment, supplies, books, records, etc.

It is also the responsibility of the teacher to serve as a role model for teach parents, assisting them with methods for working with children in a classroom setting and offering stimulation, encouragement and further resources whenever necessary. The teacher is the head of staff of paraprofessionals (teach parents) and it becomes her task to see that they work together smoothly and effectively.

# POLICIES AND PROCEDURES

## HOURS AND SCHEDULE

Fort Collins Preschool (FCPS) will be in session from 9 a.m. until 12 p.m. Monday through Friday. Every moment before school is needed to prepare the day's planned activities; therefore, your child should enter the classroom no earlier than the time class is scheduled to begin. To ensure that your child is always under the supervision of an adult, you must escort your child into the classroom and pick him/her up from the classroom. No child may be left unattended in a vehicle.

You should pick up your child promptly at dismissal time. It is very difficult for a child to wait when all of the other parents have arrived. In the event you should be delayed, a late fee will be assessed. The fee will be \$15.00 for every 15 minutes the first hour and \$60.00 per hour after that time. A parent and the teacher will remain with the child for two hours. If, after that time, you or your emergency contacts cannot be reached, the police may be notified.

The school year begins the week of Labor Day and ends 1-2 weeks before Memorial Day. All school holidays and severe weather days are observed in conjunction with the Poudre School District.

## REGISTRATION PROCEDURE

Children will be admitted into the class in the order in which they are registered. Parents will be notified of a formal registration date. At this time, registration forms will be completed and accompanied by a registration fee of \$75.00. This fee and the holding deposit will be collected as the child is registered for each new school year. This registration fee and the holding deposit are non-refundable. Enrollment will be for the entire school term. However, if for some reason the child cannot complete the school year, a 30-day notice is required. Notice should be given in writing to the director.

Once classes begin in the fall, the holding deposit will convert into a participation deposit. The participation deposit is to guarantee a family's execution of all preschool duties. The participation deposit may be refunded, at the discretion of the Executive Board, upon completion of the school year if it is determined that a member has completed all duties. If a family does not complete the school year, the participation deposit is not returned.

## TUITION

Children enrolled in the morning Pre-Kindergarten class will attend school three days each week and tuition is \$197 per month. Children in the Junior Kindergarten class will attend school four days each week and tuition is \$240 per month. Children in the Intermediate class will attend school two days each week and tuition is \$140 per month. Tuition is based on the number of school days in the year. Even though some months have fewer school days, the tuition is the same because the cost has been equally distributed over the number of months in the school year.

Tuition for September will be due on or before the first day of school and in January, tuition will be due the first day classes resume. Checks may be placed in the Treasurer's box in the classroom, or tuition may be paid online via the Fort Collins Preschool website. Tuition payments made online will be subject to a service fee. For the remaining months, payment will be due the first day of each month. Tuition is considered late after the 10th of the month and will be subject to a late fee of \$15. If tuition is not paid until after the 17th of the month, it is subject to a late fee of \$30. If special circumstances exist and arrangements need to be made, please talk with the Treasurer.

## RETURNED CHECKS

If a check is returned to FCPS, a \$40 fee will be assessed. Settlement of returned checks and resulting penalties shall be with cash or money order only. Should there be a second occurrence, all future financial transactions (tuition, grocery certificates, fundraisers, etc.) must be made by cash, money order or PayPal. No post-dated checks will be accepted.

## LICENSING

The Colorado Department of Human Services licenses Fort Collins Preschool (our license number is 47185). Our licensing reports, fire inspections and other documentation are on file and can be obtained from the Director for your review. We are committed to providing a safe and healthy environment. Please always feel welcome to address any and all concerns with the Director or an Executive Board member. Parents may also contact:

Colorado Department of Human Services  
1575 Sherman Street  
Denver, CO 80203  
303-866-5700

## EMERGENCY PROCEDURES

To ensure the safety of all children in our program, we respond to all emergency situations, including but not limited to: lost children, tornadoes and fires. If your child becomes lost while in our care, we will alert the proper authorities, all staff, and will immediately call the parent or legal guardian. On a regular basis, we conduct practice drills to ensure that all staff and children are familiar with the drill procedures in case of a real emergency.

Parents can help make these practice drills a learning experience for their child as opposed to a time of anxiety or apprehension.

Explain to your child that we are practicing good ways to leave the building so we will be much safer if anything should happen to the church or our preschool. Reassure them they can return to their activities after the drill.

In case of a natural disaster or any emergency situation where leaving the building would pose a threat, the children will be sheltered in the women's restroom. Staff members will accompany children at all times and will keep the sign-in and sign-out sheets with them. The children will be counted and any missing children will be located. Also, any necessary emergency medications and supplies will be available. In case of an emergency, this is where you would find your child.

Should the staff be directed by authorities to relocate the children from the school because of an emergency, we will walk to the King Soopers grocery store at the corner of Taft Hill and Elizabeth Street. In such an event, all staff and volunteers, the attendance sheets, appropriate supplies and emergency contacts will be with the children

In case of emergency, the proper authorities will be notified.

## **SECURITY PROCEDURES**

### **Background Screening**

All staff members and family volunteers receive background screening that includes criminal record checks and reports of child abuse and neglect before they are allowed to teach in the classroom. Anyone who wishes to volunteer in the classroom must complete an approved background check within two weeks of receiving the invitation from Verified Volunteers.

\*Background screening results are good for three consecutive years in which a child attends FCPS. A new background check is required if the family has a gap in enrollment or every three years.

### **Identifying Where Children Are**

Each preschool day, all children must be signed in and out by the person who transports them to school. The form must be signed and arrival and departure should be noted in the allotted space. Any changes in your child's normal dismissal time should be noted at this time. Teachers will verify periodically that all children are accounted for. Children will have a name-to-face head count after each transition.

### **Release of Children**

Your child will be released from school only to persons for whom we have written authorization. If car pools are established, the teacher will need a list of all drivers who can transport your child. If your child will be leaving the preschool with a person other than the usually designated adult, please inform the teacher in writing. Please state the person's name, their relationship to you or your child, and the estimated time that they will be picking up your child.

### **Unauthorized Pick-Up**

In the event that an unauthorized person should aggressively attempt to pick-up your child, the staff will protect the child and the police department will be contacted. Please note that either parent may pick-up his or her child at any time, unless in violation of a court ordered custody agreement

### **Children are Always Accompanied by an Adult**

If children need to leave the classroom for any reason, they must be accompanied by a staff member. At dismissal time, children should remain in the company of their parent. Two adults will remain at the school until all children are picked up.

### **Prevention of Access**

The preschool entrance door shall be locked from approximately 10 minutes after the start of class until approximately 10 minutes before dismissal time. All persons who wish to be admitted to the school during class hours should ring the doorbell and wait to be admitted. Preschool families should use the preschool entry door exclusively.

### **Outdoor Play Area**

The playground is secured by a locked gate that is intended to prevent easy access by unauthorized persons.

### **Visitors**

We welcome visitors to our school. Visitors must show a photo ID and sign in on the visitor's log.

### **Tours**

Formal tours for interested families are held intermittently. Please contact the Director for more information on tours.

## **INJURIES OR ILLNESS**

In the event of an emergency or illness, every effort will be made to contact you first. You will be asked to provide information that will be kept on file at the school to assist us in locating you. As a precautionary measure, you will also be asked to sign a release for emergency medical care.

Since the children are only in the classroom for 2 to 3 hours, the staff will not administer medication. If your child is on medication, we suggest that you adjust the time of dosage to cover the time in the class. The exception to this is a child who must have emergency medication (i.e. epi pen, asthma inhaler, or insulin). The medications will require parental permission and doctors' orders. All medication will be administered by trained and delegated staff and in accordance with the prescribed directions. All medication is stored in areas that are easily accessed by staff but inaccessible to children.

Because we are concerned about protecting the health of all children in the class, we cannot admit any child who is sick upon arrival. Parents should not bring their child to school if the child has had a fever within 24 hours prior to class. If a child should develop a fever or exhibit any other evidence of ill health while in the classroom, the child will be isolated immediately and comfortably cared for until a parent comes to pick them up. Parents should notify the teacher if their child has been exposed to any communicable disease.

## **PERSONAL BELONGINGS**

Please clearly label all clothing that you bring to preschool for your child. Please label coats, sweaters, and boots with your child's name or initials. Clearly labeled outerwear can save time and avoid confusion. Please help your child learn to leave his toys at home. The interest areas and activities provided at school are diverse and plentiful. Explain to your child that he/she will be too busy at preschool to give attention to toys brought from home. The exception to the rule is your child's "tell and show" day. Please do not send any extra money to school with your child.

## **TOILET TRAINING**

It is ideal for all children to be toilet trained before starting preschool. However, we understand that training is a learning process and children may have accidents. You may wish to bring extra clothes to keep at school. In addition, in accordance with the Americans with Disabilities Act, policies will be modified to make reasonable accommodations for children with disabilities. All children will be supervised when using the restroom by an adult. The supervising adult will also be responsible for facilitating appropriate hand washing techniques with children at all times.

## **EXCESSIVELY HOT OR COLD WEATHER**

Children will be given the opportunity to be outside whenever possible. If the outdoor temperature is excessive, children will remain indoors. Sun in Colorado is intense at all temperatures. Please apply sunscreen to your child prior to coming to school. At all times, common sense will be used when determining if it is appropriate for children to play outside. On days when the wind chill is too low, the children will participate in active learning indoors.

## **GUIDANCE/SUPPORTING POSITIVE BEHAVIOR/DISCIPLINE AND CONSEQUENCES**

Unacceptable behavior is redirected in a positive manner. Physical discipline, use of sarcasm, and verbal belittlement are not used at the preschool. The preschool believes in working to identify the specific physical, social and emotional needs of each child, and we have developed positive behavior support plans for our students. We encourage positive interactions that allow children to learn and be capable of respecting others socially and emotionally. Our goal is to promote self-regulation.

In the event a child does not respond to our behavior support plan or a teacher feels the child's development could be enhanced with the support of outside experts, parents will be provided with information on how to access these providers. Providers may include an early childhood mental health specialist, occupational therapist, speech and language pathologist or an early childhood specialist for a developmental screening.

## **SNACKS**

FCPS is committed to offering nutritious snacks for students to enjoy. Snacks are planned by the classroom teacher using recommended guidelines from the United States Department of Agriculture (USDA). It is important that the children receive offerings from at least two different food groups in their snack each preschool day. The following are the various food groups recommended by the USDA:

- Bread/Cereal/Rice/ Pasta
- Fruits
- Vegetables
- Milk, Yogurt & Cheese
- Meat/Poultry/Fish/Beans

Each semester you will receive a snack calendar that lists the planned snack for each school day. On the days that you are a snack parent, please bring the snack that is planned. Please keep in mind the number of children you are serving when planning the amount of food to bring. Children learn best to take a polite amount of snack when there is plenty for everyone. Also, we only serve 100 percent fruit juice, milk or water — about a ½ gallon for every 8 people.

Health and nutrition will be discussed throughout the year. The serving of healthy snacks reinforces our discussions and creates a basis for children to develop a preference for healthy foods. In addition, children should be introduced to a variety of wholesome foods. Besides serving favorite snacks that most children enjoy, we will try some new foods that your child may not have tried before. Children are sometimes more willing to try new things in the classroom when they see their friends enjoying it. It is our goal to provide a framework for children to make a lifetime of healthy food choices.

In addition to providing nutrition, snack time is an important educational part of each preschool day. Many things are learned at snack time. Family-style service is used, so children learn how to serve themselves, they learn about table manners and they are engaged in socially appropriate conversations and interactions. Literacy and numeracy skills are developed by conversations about the colors, shapes, quantity and temperature of the food as well as events of the day. Motor skills and eye hand coordination are developed through pouring of beverages, use of tongs and other utensils. Self-regulation, self-esteem, and social competency are developed by sharing food with peers and teachers.

## **SPECIAL NUTRITIONAL NEEDS**

In an effort to provide a safe and healthy environment for all children in the program, and in consideration of both life threatening allergies and food sensitivities, FCPS is a nut-free zone. Please do not bring any nuts or nut products into the school. We cannot guarantee that FCPS is a nut-free school but we do strongly discourage any nuts or nut products from entering the school. If a child has a life-threatening allergy, parents, along with the child's health-care provider, will need to fill out the appropriate health-

care plan for the child's allergy. The parent will need to provide any allergy medication for the school to keep on site. Children with special dietary needs must have an individual care plan that includes a written description of each child's restrictions, including prohibited foods and any additional details you would like the school to be aware of. This form is available through the Director. Parents of a child with an allergy or sensitivity are required to check the snack calendar and to also visually check the snack brought in each preschool day to approve the ingredients. In case of a food allergy, food sensitivity, or voluntary dietary restrictions, parents are strongly encouraged to provide a small container of a few acceptable snacks, labeled with your child's name, in the event the planned snack is deemed inappropriate.

The health and well-being of our students is a top priority. In addition, we encourage the awareness and acceptance of inclusive practices for the differing needs of individual children. The above procedures will help us work together to maintain these priorities.

### **BIRTHDAYS**

Birthdays are a special time for children. We welcome the chance to share in celebrating your child's special day. The snack calendar includes a special day for every child and you should choose a snack for that day. We would like to encourage you to bring nutritious alternatives to conventional treats such as cake. Some successful snacks in the past have included pizza, waffles, and frozen yogurt. However, if your child has his or her heart set on cupcakes, cookies, etc., please combine this food with fruit and milk, then each child may have his or her fill of nutritious food. Please do not send invitations for an at-home birthday party to school. This is very hard for children not involved.

### **HOME VISITS**

The teacher must conduct a home visit with all new students before they begin school. Students may not begin classes before a home visit has been conducted.

### **LESSON PLANS**

Lesson plans will be included in the school newsletter and will be posted in the classroom and/or hall bulletin board. You may refer to the calendar when discussing preschool activities with your child. Planned activities include language arts, science, math, music, creative art, craft projects, large muscle activities, and community awareness. Lesson plans are based on the children's developmental needs.

### **CUBBIES**

Each child has a cubby. In the top is a special slot for items that need to go home. Please check this slot daily and be sure to get all information designated for you and any parent whose child you may be picking up. The bulletin board in the hallway, e-mail, Remind texts and emails, and the school website are also used for communication. Please teach your child to not take items from other mailboxes.

### **TV AND VIDEO VIEWING**

We will not view any television because the children are at school for such a brief time. An occasional informative video lasting less than 10 minutes may be shown.

### **BOARD POLICIES**

#### **Personal Issues**

If any member of the preschool has a personal issue with another member of the preschool, they may fill out the Grievance Form, and the Executive Board will present this issue at a scheduled board meeting.

#### **Multiple Children**

If a family has multiple children enrolled in the preschool, they receive 10 percent off total tuition. However, they still must pay a full participation deposit for each child. The family is only responsible for serving on one committee.

#### **Teach Parent**

Any person who would like to be a teach parent must attend training, undergo a background check and be a relative of the child enrolled in the school. All teach parents are required to complete a background check within two weeks of receiving the invitation from Verified Volunteers, Inc. The Executive Board will not accept any other background check than Verified Volunteers, Inc. Families who enroll after the beginning of the school year must "shadow" a teach parent in the classroom before their first teach day.

#### **Preschool Childcare**

Only current students, their siblings, and other children under the legal guardianship of preschool families may be left in preschool child care (e.g., child care during clean-up day, board meeting child care, and sibling child care during teach days). Parents must sign the child care waiver, remain on premise, be accessible during all child care, and communicate with child care providers.

#### **Variance Request**

FCPS has numerous policies that can be found in the Handbook (Policies, Procedures & Bylaws) and Admission Agreement. These policies have been decided on by previous FCPS Executive Boards. To be fair to all members, we follow these policies and procedures. However, if you would like an exemption to one of these policies, please ask your class representative for a Variance Request form. Upon return of the form, the Executive Board will consider your request.

## Dual Household

FCPS welcomes a diverse range of family styles. We expect that in all situations, the parent or guardian, teacher, and Executive Board will work in the best interest of the student.

In addition:

- We will provide one parent/teacher conference or special meeting regarding the child for both parents or guardians together. We find that it is essential for information about a child to be shared openly and consistently with both parents at the same time.
- We encourage both parents to attend school events and participate fully in our preschool community.
- We will assign one committee assignment per family and one set of teach days per child. Thus, the parents must work together to coordinate who fulfills these responsibilities.
- In our student roster, if both parents want their addresses and phone numbers listed, we will include both.
- We would like both parents' email addresses so that all e-mail communication goes to both parents.
- Although we value the many important people in a child's life, we communicate only with custodial parents or legal guardians.
- We require that both custodial parents or legal guardians sign all emergency forms to ensure there is agreement on emergency contact and health information.
- We require both parents to sign the financial agreement. Our understanding is that tuition will be split 50/50 unless it is otherwise indicated on the financial agreement. One parent may apply for a scholarship independent of the other.
- We will abide by all court orders if we have a copy of them on file, but ask that parents work together to allow for seamless flow of school operations.
- If either parent does not fulfill the financial, committee, teach day or other commitments required by the school, the child may be asked to leave FCPS.

Bylaws continued on next pages...

## **BYLAWS OF FORT COLLINS PRESCHOOL ASSOCIATION, INC.**

### **ARTICLE I - NAME**

The name of this corporation shall be the Fort Collins Preschool Association, Inc. (FCPS).

### **ARTICLE II - PURPOSE**

The purpose of this corporation shall be: To conduct a preschool that provides age-appropriate curriculum, meeting the needs of the whole child. To create an environment where children and families love and value learning. To succeed through mutual respect, collaboration and cooperation.

### **ARTICLE III - MEMBERSHIP**

Section 1. The parent, guardian, or sponsor of a child or children duly enrolled in the preschool shall automatically be a member of this corporation, subject to all the rights, privileges and responsibilities thereof (as long as such enrollment shall properly continue.)

Section 2. The Preschool Director and Teacher(s) shall automatically be non-voting members of this corporation. They shall have a voice at meetings, however, they are not subject to all the rights, privileges and responsibilities thereof outlined in Article VI of the Bylaws.

Section 3. FCPS is a non-profit, inclusive group that seeks to embrace the diversity found in our community and welcomes all families regardless of their race, religion, sexual orientation, philosophy, educational background, or economic status.

Section 4. Membership in FCPS shall be open to a parent or other person responsible for the general care and welfare of a child or children.

### **ARTICLE IV - ELIGIBILITY**

Section 1. The child must be two years of age by October 1 of the current school year to enter the Parent-Tot class. The child must be three years of age by October 1 of the current school year to enter the Intermediate class. The child must be four years of age by October 1 of the current school year and not more than five years of age to enter the Pre-Kindergarten class. The child must be four years and nine months and not more than six years of age by October 1 of the current school year to enter the Junior Kindergarten class. Any exception to these requirements shall abide by the following conditions:

- a) At the recommendation of the teacher, and/or because of a parent request, and at the discretion of the Executive Board, a child may receive admittance to the preschool with age requirements not met.
- b) Within the resources of the preschool and in compliance with the Americans with Disabilities Act, every effort shall be made to accommodate all children's needs and to integrate all children within the preschool setting.

The conditions for determining admittance shall be as stated in Article III, Section 3 of the Bylaws. Tuition and fees shall be paid in accordance with Article IV of the Bylaws.

A trial period will be expected to determine if the child has adjusted to the daily routine and can be successful in the preschool environment.

### **ARTICLE V - ADMISSIONS**

Section 1. The conditions and requirements for enrolling a child in the preschool conducted by this corporation shall be affixed and determined by the Executive Board, having due regard for the capacity of the school, the effectiveness of the program, and provided that the following principles shall not be contravened.

- a) The order of preference for acceptance of children for enrollment shall be:
  1. Member's children from the previous or current semester
  2. Children of former members
  3. Children of applicants for new membership

After a date set and published by the Executive Board, member's children from the previous semester and children of former members shall no longer be given preference and registration will be on a "first-come, first-served" basis.

Section 2. Applications for membership shall be made in writing via the Registration Form. Applications will be accepted as

vacancies occur, at the discretion of the Executive Board. Applicants must qualify from the standpoint of age, health, and adaptability to the cooperative program.

- a) A non-refundable registration fee, enrollment holding deposit, and Registration Form must be received by the preschool to secure a position in a class. Returning students shall pay this fee to secure their position before registration is opened to the public. The registration fee is non-refundable and the holding deposit becomes a participation deposit that may be returned at the end of the school year if all requirements are met.

Section 3. Total maximum enrollment shall not exceed twenty-two children in the Pre-Kindergarten class, eighteen children in the Intermediate class, twelve children in the Junior Kindergarten class and ten children in the Parent-Tot class.

Section 4. Members may be asked to withdraw if the adjustment of parent or child to the cooperative situation is not satisfactory. This includes teaching requirements, group activities or financial obligations.

Section 5. Members shall enroll for not less than one full school year or for the balance of the current year. If a member must withdraw due to extenuating circumstances, he/she must notify the Director in writing. Members wishing to withdraw must give written notice at least 30 days before the withdrawal occurs. The member will be responsible for all duties and responsibilities including paying tuition during that time.

Section 6. In the event a member withdraws before the end of the school year, the participation deposit is forfeited.

#### **ARTICLE VI - DUTIES AND RESPONSIBILITIES**

Section 1. Duties and responsibilities of the teaching members of the preschool include, but are not limited to:

- Paying tuition in a timely manner
- Serving on a committee
- Working assigned teach days throughout the entire year
- Supplying appropriate snacks on assigned days
- Attending all-membership general meetings and class meetings as they arise
- Participating in fundraising
- Participating in two school work days

Section 2. Duties and responsibilities of the non-teaching members of the preschool include, but are not limited to:

- Paying tuition in a timely manner
- Serving on a committee
- Supplying appropriate snacks on assigned days
- Attending all-membership general meetings and class meetings as they arise
- Participating in two school work days
- Participating in fundraising

Section 3. Parents, legal step-parents, legal guardians and grandparents are allowed to be in the classroom as teach parents. Any exceptions will be made upon review by the Executive Board.

Section 4. All teach parents are required to complete a background check within two weeks of receiving the invitation from Verified Volunteers Inc. and attend a training or participate in a shadow teach program before they will be allowed to teach. Parents must submit a Grievance Form to the Executive Board for background check financial aid.

Section 5. If a teach parent fails to show up for their assigned teach day, the scheduled alternate will act as substitute teach parent. In return, the original teach parent will work one of the alternate's remaining teach days. If the alternate has no remaining teach days, the teach parent will pay the alternate the appropriate teach fee.

#### **ARTICLE VII - TUITION AND FEES**

Section 1. The amount of registration, tuition and all other fees shall be set by the Executive Board after notification of the general membership and shall be published in the Registration Form and Handbook.

Section 2. Tuition is due and payable on the first school day of the month. Tuition is considered delinquent if not paid by the 10th of the month.

- a) If payment of tuition becomes delinquent, a late fee will be assessed. Written notice will be sent by the Treasurer, and the child may, at the discretion of the Executive Board, be withdrawn. The Treasurer will work with the family on an acceptable payment plan. All tuition and late fees must be fully paid by the 17th day of each month for the child to continue attending preschool during the following month.
- b) No post-dated checks will be accepted for any payment.
- c) New members entering after the 1st of the month shall pay a pro-rated tuition.
- d) In the event of two children are enrolled from one family, there will be a 10 percent reduction in total tuition.

Section 3. As outlined in Article V Section 2, the non-refundable registration fee and non-refundable enrollment deposit must be



received by the preschool to secure a position in the class. Once the enrolled child starts attending the school as a student, based on the position held by the enrollment deposit in Article V Section 2, the enrollment deposit shall be converted into a participation deposit.

- a) At the end of the school year, and upon a member's completion of all required duties and responsibilities over the course of the entire school year, as outlined in Article VI Section 1 and 2, the participation deposit may be refunded. A tracking document will be posted for members' review. Determination of the fulfillment of these requirements is at the Executive Board's discretion.

Section 4. In the event the association is dissolved, the assets shall be liquidated and the proceeds given to a non-profit organization chosen by a majority vote of the members.

Section 5. The financial records shall be reviewed annually by a qualified non-vested party approved by the Executive Board. A report shall be provided and include, but is not limited to:

- General accounting principles
- Disclosure required by general accounting principles
- Inquire and analytical procedures for questionable discoveries

Section 6. In the event that scholarship money is available, a scholarship application must be filled out, reviewed, and approved by the Executive Board for a scholarship to be awarded. Scholarship amounts and duration depend on the needs of the family and are determined at the discretion of the Executive Board. Scholarships may only be awarded to families who are current on duties and responsibilities as outlined in Article VI Section 1 and 2. Families that are behind on tuition need to pay back tuition and any assigned late fees before their scholarship application will be considered. If other obligations require a family to miss one of the listed responsibilities, that time and effort must be made up as directed by the Vice President before the scholarship application will be considered. Executive Board members requesting a scholarship shall not participate in any decision regarding that scholarship. Scholarships will be re-evaluated in January and are subject to withdrawal (upon approval of the Executive Board) for any student with late tuition.

#### **ARTICLE VIII - GENERAL MEETING**

Section 1. General meetings that include the total membership shall be held on designated days. Attendance shall be compulsory. If parents miss a general meeting, they may be asked to offer explanation to the Executive Board. At the discretion of the Executive Board extra work hours may be assigned.

Section 2. Special meetings of the membership may be held at the discretion of the Executive Board or upon the written request of 20 percent of the membership. Notices of special meetings, whether oral or in writing, shall be given at least 72 hours in advance.

Section 3. One half of the membership present in person at any duly called meeting shall constitute a quorum. A majority of votes cast in the presence of a quorum shall be sufficient to carry any issue properly on the agenda. An item may be placed on the agenda by notifying the President 72 hours in advance of a designated meeting. Each family unit, as a member of the corporation, in good standing, shall have one vote. Proxies shall not be allowed any time or for any purpose. The Preschool Director, Teacher(s) and Board President are non-voting members of the preschool and as such, do not have a vote. The Board President may break a tie.

#### **ARTICLE IX - ELECTIONS AND OFFICERS**

Section 1. An elected Executive Board shall act as the governing body of FCPS. Elections shall be held at the general meeting in February. Nominations may also be made from the floor and appointed thereafter. Voting shall be by secret ballot unless there is a single candidate for an office. Each Executive Board will serve for the period of time from April 30 of the year they were elected until May 31 of the following year.

Section 2. The officers elected shall be the following: President, President Elect (if available and seen fit), Vice President, Secretary, Treasurer, Marketing Coordinator, and a representative member from each class.

Section 3. The new officers shall participate in a joint board meeting with the outgoing Executive Board in April. In addition the current Executive Board shall arrange a meeting before May 1 to train new Executive Board members. All outgoing and incoming Executive Board members are expected to attend. Outgoing Executive Board members will attend the May Executive Board meeting, under the leadership of the incoming Executive Board, to ensure a smooth transition of duties and responsibilities.

- a) Voting rights for all outgoing Executive Board members will be surrendered as of May 1, however, duties and responsibilities of all outgoing Executive Board members shall continue until May 31.
- b) Voting rights for all incoming Executive Board members will start May 1. Motions placed in the month of May that pertain to issues that have taken place during the school year pertaining to the outgoing Executive Board members' term shall be voted on by the incoming Executive Board members only, however, under the guidance and assistance of the outgoing Executive Board.

- c) Outgoing Executive Board members shall stay in good communication with the incoming Executive Board throughout the entire month of May to ensure a smooth transition. Outgoing Executive Board members will be expected to respond to phone calls, emails, and/or texts in a timely fashion during the transition of Executive Board members. Outgoing Executive Board members will be accountable for attending impromptu meetings should they arise.

Section 4. In the event of an officer's resignation, the President, with the approval of the Executive Board, may appoint a replacement to fill the remaining term of office. If the President resigns, the Vice President shall be the President and the new Vice President shall be appointed by the Executive Board. In the event this process does not provide a replacement for the President, the Executive Board shall appoint one from the membership.

- a) Only members who have enrolled for the following year may be appointed or elected to serve on the Executive Board.

#### **ARTICLE X - EXECUTIVE BOARD**

Section 1. The Executive Board shall be the directors of the corporation and shall consist of the current elected officers. The preschool Director shall be a non-voting member of the Executive Board.

Section 2. The Executive Board shall meet once each month to consider policies, programs, budget and other FCPS business. All Executive Board meetings are open to the general membership and minutes will be posted on the hall bulletin board and on the preschool website. In instances where topics are discussed that must remain confidential to protect another family's privacy, non-Executive Board members will be asked to leave the room.

Section 3. The affairs of the Preschool shall be managed by its governing Executive Board and all the rights, powers, duties, and responsibilities relative to the management and control of the preschool's property and affairs are vested in the Executive Board. These powers exist in the Executive Board members meeting as a group and not in individual members, except as delegated by the Executive Board.

Section 4. The Executive Board shall have the power to: hire staff members or substitute teachers and define their duties; sever the connection of any staff teacher with the school before the end of the school year, provided that such action is in accordance with the terms of the contract of employment; take any action on matters of policy where circumstances dictate. If such action is inconsistent with actions previously taken by the membership, a majority vote of the membership is required.

Section 5. The Executive Board may hire staff members after a hiring/screening committee has been formed, allowed to receive applications and resumes from teaching candidates and has presented its recommendations to the Executive Board.

Section 6. A summary report shall be made at every general meeting of important Executive Board actions since the last general meeting.

Section 7. The Executive Board and preschool Director will work together to ensure full enrollment each year.

#### **ARTICLE XI – DUTIES OF OFFICERS**

Section 1. The Officers of the Association shall be: President, President-Elect (if available and seen fit), Vice President, Secretary, Treasurer, Marketing Coordinator, and a representative member from each class.

Section 2. All Board members shall:

- a) Attend regular scheduled meetings of the Executive Board
- b) Give input to the Executive Board in any decision-making process, keeping in mind the purpose of the school
- c) Pass any relevant documentation that is created as a part of their Executive Board role to the Secretary so that it can be centralized and archived
- d) Maintain position binder with applicable forms, notes and documentation to be given to the next parent filling the position
- e) Participate in training as an incoming Executive Board member and provide training at the completion of your term
- f) Be responsible for recruiting incoming Executive Board members to ensure continuity in the management of the school
- g) Come to meetings prepared; with all relevant information submitted to other members one week before they are to be discussed
- h) Represent the school in the community

Section 3. The President shall:

- a) Preside over all meetings
- b) Negotiate the Director's contract and ensure staff has signed contracts
- c) Work with Director on hiring and evaluation of staff
- d) Work with Director and Treasurer to prepare the school budget
- e) Review bank and credit card statements before delivering to Treasurer
- f) Develop and execute a process for parent feedback on school operations
- g) Prepare and distribute a work plan within seven days of each Executive Board meeting
- h) See that all members are given the required notice of actions to be considered at meetings, and of actions taken in their behalf

- i) Seek to fill all Executive Board positions.

Section 4. The President-Elect shall:

- a) Act as liaison with Parent-Tot class, keeping the class roster
- b) Act as advisor to half the committees
- c) Work with Marketing Coordinator to oversee fundraising
- d) Oversee and assign families to all school work days, including Set-Up Day in August, the Garage Sale, Mid-Year Work Day and Clean-Up Day

Section 5. The Vice President shall:

- a) In the temporary absence of the President, act in their stead
- b) Become President if that office falls vacant
- c) Update, organize and assign all preschool committees
- d) Act as advisor to the committees (if a President-Elect is not appointed, the Vice President will assume the President-Elect duties)
- e) Maintain the Accountability Checklist

Section 6. The Secretary shall:

- a) Keep correct minutes at all Executive Board meetings and distribute them to all Executive Board members and the Director; Minutes will include a list of action items within 5 days of each meeting
- b) Post current minutes of all meetings
- c) Maintain and update any changes to the Bylaws
- d) Have possession of the Bylaws and see that correct copies of these and of minutes of meetings are on hand at all business meetings or when needed by other officers
- e) Take care of all correspondence: maintain a system of centralizing all documents used in the operation of the preschool both soft and hard copy to ensure that they are accessible for reuse
- f) Communicate the school calendar and use of the building to the church secretary
- g) Ensure completion of background checks
- h) Use Remind to communicate key school dates to preschool families
- i) Work with insurance agent to maintain insurance policies
- j) Update and print (or post on the website) enrollment and admission forms for distribution to families

Section 7. The Treasurer shall:

- a) Assist the President and Director in establishing a budget for the year
- b) Work with President and Director to ensure all staff contracts are signed and ensure W-4s are on file.
- c) Work with the bookkeeper to:
  - 1. Record receipt of payments
  - 2. Ensure accurate and timely payment of all bills
  - 3. Ensure payroll is accurate and withholdings are correct
  - 4. Prepare monthly report for the Executive Board monthly board meetings
- d) Sign all checks
- e) Collect tuition from the box
- f) Monitor payment status to ensure the tuition deadline is met
- g) Submit the financial records for annual review by a qualified non-vested party as approved by the Executive Board
- h) Prepare all tax returns, corporate reports and employer's tax statements as required by the county, state, and federal governments
- i) Submit quarterly raffle activity reports to the Colorado Secretary of State. Reports are due on April 30, July 31, October 31 and January 31
- j) Work with the Treasurer's Assistant on tracking of all payments received and invoices outstanding

Section 8. The Bookkeeper shall:

- a) Be a contract position hired by the Executive Board
- b) Have education and experience in keeping the books and financial records of a non-profit organization
- c) Be in contact with the Treasurer to ensure the school records are being kept in accordance with accepted accounting principles

Section 9. The Marketing Coordinator shall:

- a) Be responsible for supervising the publicity of the association (including, but not limited to, advertisements, banners, and social media)
- b) Prepare a marketing plan for the school year
- c) Work with the webmaster to keep the website updated
- d) Promote the preschool through social media

- e) Prepare for and attend the preschool fair
- f) Update and create preschool literature to post or hand out in the community
- g) Work with the fundraising committee to oversee school fundraising

Section 10. The Class Representatives shall:

- a) Assign teach days
- b) Prepare and distribute current rosters and teach calendars
- c) Provide a line of communication between the Executive Board and the membership
- d) Assemble admission packets and other school mailings
- e) Welcome new members and act as social chairperson, as well as a line of communication for their respective classes

#### **ARTICLE XII - DUTIES OF THE STAFF**

Section 1. The staff shall consist of a Director and/or one or more professionally trained teachers, subcontracted art and music teachers, plus personnel such as a parent-consultant, nurse, business manager or doctor, whom the Executive Board may appoint from time to time.

Section 2. The Director shall:

- a) Be responsible for the admissions process
- b) Be responsible for daily operations of the school
- c) Plan and implement curriculum
- d) Liaison with the church
- e) Work with the Executive Board to manage staffing including: hiring, hours, evaluation
- f) Co-sign withdrawals from savings
- g) Work with President and Treasurer to prepare the school budget
- h) Maintain and update information in the Handbook
- i) Ensure completion of background checks
- j) Receive deposit funds from the Treasurer and deposit into the school bank account
- k) Ensure that the school is in compliance with all federal, state, and local rules and regulations
- l) Keep complete files on all members and compile (and update as needed)
- m) Act as the preschool's representative in all relationships with outside agencies such as the health department, social services, fire and police departments
- n) Conduct informational meetings with parents to discuss specific problems and techniques of participation.
- o) Hold regular conferences with parents
- p) Attend scheduled Executive Board meetings
- q) Arrange personal interviews with incoming members
- r) Keep a daily record of attendance of the pupils, teach parents, visitors and teachers
- s) Plan the daily program of the school and, with the participating parents, implement and administer the program
- t) Attend general meetings of the preschool

Section 3. The staff shall:

- a) Plan and implement the daily curriculum of assigned classes with the participating parents
- b) Conduct informational meetings with the parents to discuss specific problems and techniques of participation
- c) Hold regular conferences with parents
- d) Arrange personal interviews with incoming members
- e) Attend scheduled board meetings at the invitation of the Executive Board
- f) Attend general meetings of the preschool

#### **ARTICLE XIII - STANDING COMMITTEES**

Section 1. Standing committees shall be appointed by the Executive Board based upon recommendations of the Vice President, President-Elect and the Director.

Section 2. The Vice President and President-Elect shall supervise all such committees

#### **ARTICLE XIV - GENERAL RULES**

Whenever the conduct of the meetings and order of business and procedure to be allowed by this association in its meetings and deliberations has not been provided and specified by its certificate of incorporation, these bylaws, or the proper regulations of the Executive Board or responsible committees duly constitutes, Robert's Rules of Order, Revised, 75th Edition, shall control. The preschool's fiscal year begins August 1 and ends July 31.

#### **ARTICLE XV - AMENDMENTS**

These Bylaws may be amended only on recommendation of the Executive Board or on the written and signed application of at least twenty percent of the membership. Such recommendation or application must specify the part or parts of the Bylaws concerned. The proposed amendment(s) shall be submitted to a vote at a convened general meeting to be held at the time and place specified, not less than seven nor more than thirty days after the Executive Board meeting, at which said proposed amendment has been first formally submitted in writing. A majority of those present at the general meeting designated for voting upon the proposed amendment(s) shall determine the issue.