

BIG BEND COOPERATIVE PRESCHOOL
POLICIES AND PROCEDURES

SECTION 1: NAME

Big Bend Cooperative Preschool (hereinafter referred to as the “Preschool”.)

SECTION 2: PURPOSE

The purpose of this group shall be:

- 2.1 To further the understanding and enjoyment of child development and early childhood education through parent education including but not limited to lectures, observations and by participating in the Preschool.
- 2.2 To provide a support system for all parents to help meet their individual parenting needs.
- 2.3 To provide an accepting, safe and secure environment for children to actively explore.
- 2.4 To provide a developmentally appropriate and relevant curriculum that allows children to learn through play focusing on the four major areas of development: social, emotional, physical and intellectual.
- 2.5 To operate the Preschool at minimal cost through equitable sharing of preschool job responsibilities.

SECTION 3: ELIGIBILITY

- 3.1 **Non-discriminatory Policy**
Big Bend Cooperative Preschool does not discriminate on the basis of race, color, national, origin, age, sex or handicap in accord with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- 3.2 A participating child shall be the following ages on or before August 31 to be eligible to participate in the program:
 - A. Toddler - 18-36 months. Siblings in the same toddler class may enroll at 12 months if they are walking and at least one sibling is 18-36 months. After the school year has started, if there is an opening in the toddler class, a child may start if they have reached the age specified in the Policies and Procedures at the time of said child’s enrollment.

- B. 2-Day Preschool - 3 years.
- C. 3-Day Preschool - 4 years.
- D. The Preschool Board may make any exception after consultation with the classroom teacher. The participating parents shall be notified of any exceptions to the age guidelines to insure better understanding of the child. The Board, teacher and participating parents in that class shall review any exceptions after a 30-day probation period.

3.3 Parents must be able to meet the responsibilities and duties outlined in the Parent Agreement Registration Form, and these Policies and Procedures.

3.4 The Parent Coordinator shall perform background checks and a committee consisting of the Preschool President, Vice President, and Parent Coordinator (“Background Check Committee”) will review the results and make recommendations to the Board on whether to disqualify a potential volunteer from working with children in the program. Convictions that disqualify an adult from volunteering in the program will not affect the child’s enrollment in the program. Background check information is highly confidential and shall not be shared with any person not on the Background Check Committee.

The following convictions will disqualify a prospective volunteer from working with children in the program. If s/he has been:

- A. Convicted of any crime against persons;
- B. Found in any dependency action under RCW 13.34.0.0(2)(b) to have sexually assaulted or exploited any minor or vulnerable adult or to have physically abused any minor or vulnerable adult;
- C. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or vulnerable adult or to have physically abused any minor or vulnerable adult;
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or vulnerable adult or to have physically abused any minor or vulnerable adult; or
- E. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

All background check records will be archived in a secure location at the Preschool for five (5) years and access to this information will be limited to persons on the Background Check Committee. After five (5) years, background check records will be shredded by a member of the Background Check Committee. Any background check information that disqualifies a person from working in the program will be maintained in a sealed envelope and archived indefinitely in a secure location at the Preschool. Access to this information will be limited to persons on the Background Check Committee.

Agreeing to a background check is voluntary and written consent must be provided before a background check will be performed on any potential volunteer. Any persons wishing to opt out of a background check or determined by the Board to be will not be allowed to work with children in the program and they will be required to provide an alternate to work in their place in order to satisfy their working parent duties as outlined in the Parent Agreement Registration Form, and these Policies and Procedures. The alternate volunteer will be required to undergo a background check and must satisfy the background check criteria before they will be allowed to work in the program.

The Background Check Committee reserves the right to make recommendations to the Board on persons wishing to serve on the Board if that person's background check reveals information that may affect their functionality in such a position (e.g. a person convicted of embezzlement would not be allowed to serve as Treasurer on the Board).

SECTION 4: ENROLLMENT

- 4.1 Younger children of participating parents shall have a preference if there is an opening in the Preschool.
- 4.2 For a child to be assigned a position in a class, the parent will be contacted in order of application and/or waiting list position. A registration fee must be submitted to the Parent Coordinator within seven days from the date the parent is initially contacted. If the registration fee is not received within seven days, the Parent Coordinator may, in his or her discretion, contact the next applicant/and or waiting list parent. The parent will receive a parent information packet, which will include the Parent Agreement, medical forms, and additional informational documents related to the Preschool. The Parent Agreement and medical forms must be completed in order for a child to be enrolled in the Preschool.
- 4.3 To be assigned a position on the class waiting list, the registration fee and the Parent Agreement must be submitted to the Parent Coordinator. The registration fee is non-refundable if the parent is contacted with an opening but declines. If an opening does not become available within 30 days, the parent will have the option to request a full refund or stay on the waiting list.
- 4.4 Parents on the waiting list shall be invited to attend the parent meetings (without children) and to observe the Preschool with the applicant child (no siblings).
- 4.5 Parents that plan to withdraw from the program must notify the Parent Coordinator two weeks prior to withdrawal. Tuition balances will be calculated based on the date notification is given to the Parent Coordinator. Tuition will continue to be charged

until notice has been given. The Board may waive the two-week notice under extenuating circumstances as so determined by the Board.

- 4.6 The Board will determine class sizes taking into consideration space, safety and the fiscal viability of the class.

SECTION 5: TUITION AND FEES

- 5.1 A non-refundable registration fee shall be collected annually per child. Registration for any additional children of the same family shall be collected at the regular rate. If a child is enrolled after the start of the school year, the registration cost will be prorated beginning at the first month of enrollment and calculated through the end of the school year.
- 5.2 Tuition is due on the 1st day of each month and is payable up through that month's Parent Meeting. After the Parent Meeting, a \$10.00 late fee will be added. Additional late fees will be applied on the first day of the next calendar month and each subsequent month.
- 5.3 Tuition will be prorated for a child enrolled after the first day of the month based on the number of actual days attending that month.
- 5.4 In the case of a Board approved leave of absence, tuition during the period of absence will be waived if the child's class is under the maximum enrollment. If the class is at or reaches maximum enrollment during the absence period, tuition must be paid in full to maintain the child's enrollment (a position) in the class.
- 5.5 When two or more children from the same family are enrolled in the Preschool, there will be full tuition charged for the first child and 10% reduced tuition charged for each additional child. If there is a price difference, full tuition will be paid on the greater amount.
- 5.6 There will be a \$35.00 fee for all returned checks. After two returned checks, parents must pay with cash or cashier check for the remainder of the year.
- 5.7 The Board will negotiate with parents owing tuition to collect payment or develop a payment plan. If a payment has not been made within 45 days, the child cannot attend class until a payment is made. If a payment has not been made within 60 days, the child's enrollment will be discontinued. If a payment has not been made within 90 days, a claim may be filed with Small Claims Court and/or sent to a collection agency, as determined in the sole discretion of the Board. In the case of all non-payments, the Preschool has the right to seek collection and fees (recover all costs).
- 5.8 When withdrawing from the program, it is mandatory to fill out a withdraw form and turn it into the Parent Coordinator TWO WEEKS PRIOR to your child's last day.

Parents who do NOT fill out a withdrawal form will be responsible for tuition payments until the form is turned in.

- 5.9 School holidays will follow the schedule of Moses Lake School District. We will begin the school year in early September and close at the end of May.

SECTION 6: BIG BEND COOPERATIVE PRESCHOOL SCHOLARSHIPS

6.1 Scholarship Guidelines.

- A. Each application for scholarship will be considered by the Board based on the following data:
 - 1. Availability of scholarship monies in the Preschool budget.
 - 2. A scholarship application form signed by applicant.
- B. Depending on Preschool and applicant circumstances, scholarships may be partial or full. The Board will decide on how many scholarships will be awarded and whether they will be full or partial.
- C. Number of scholarships available is determined yearly.
- D. Scholarships can be available on a short term or long term basis.

6.2 Application Process.

- A. Applicants shall make a written request to the Board identifying their needs. Application forms are available from the Treasurer.
- B. Applications for the upcoming school year must be submitted by July and will be considered during the summer Board meetings.
- C. Applications may be submitted during the academic year and will be considered at the next scheduled Board meeting.
- D. The Board may ask applicants to come to a Board meeting for an interview process if necessary.
- E. Information submitted to the Board is confidential.

6.3 Scholarship Responsibilities of the Board.

- A. Review applications and make selections based on guidelines stated above.
- B. Notify scholarship recipients in a timely manner and review responsibilities with them.
- C. Review any scholarship problems that may arise at the next scheduled Board meeting. Involve parent in a scheduled meeting when necessary.
- D. All meetings and decisions will be documented.
- E. Board will determine whether scholarships will be reviewed each quarter.

SECTION 7: PARENT EDUCATION/BUSINESS MEETING

- 7.1 Meetings will be held once a month.

- 7.2 Dates of parent meetings will be determined for each year at either the orientation or first regular class of the year. The second Tuesday of each month (unless otherwise noted) is the scheduled day.
- 7.3 Attendance at parent meetings is required. Missed meetings shall be made up by reading and signing minutes from the missed meeting and completing a task to benefit the Preschool. The Vice President will help the parent choose an appropriate task. A copy of the minutes will be made available in the classroom and a summary of main points from the meeting will be provided to each parent who missed that meeting. Make-up task must be completed by the following parent meeting.
- 7.4 A review of monthly parent meeting attendance and make-up tasks will be made at each board meeting. When a parent has missed a total of three meetings within the same academic year, the Board will determine, in its sole discretion, appropriate action. Action may include having the parent(s) meet with the Board to explain their absences up to termination from the program. Parents that withdraw with outstanding make-up tasks cannot re-enter the program until the make-up tasks are completed.
- 7.5 All meetings are open to the public.
- 7.6 All meetings shall be conducted in a manner consistent with procedures set forth in Robert's Rules of Order Revised.

SECTION 8: PARENT PARTICIPATION

- 8.1 Toddler parents must attend class each week with their child. Toddler parents sign up to bring snacks the appropriate number of times as determined by the schedule parent. If the parent who is providing snack that day is unable to attend class, they will make arrangements to provide the snack to a substituting parent.
- 8.2 Each parent in the 2 or 3-day program shall sign up as a working parent in the classroom. The number of working days will be equally distributed, determined by the number of working days in the month and the number of parents registered in the class.
- 8.3 Parents scheduled to work in the 2 and 3-day classrooms **NEED TO ARRIVE 10 MINUTES EARLY**. If you anticipate being late, you are responsible for notifying the preschool teacher or another working parent who in turn shall notify the preschool teacher upon arriving to class.

- 8.4 Parents are responsible for supervising their children before and after preschool hours. If you should arrive early, you will be required to remain until the beginning of class.
- 8.5 Working parents are not allowed to bring children other than those enrolled to participate in class. In case of an emergency, contact the scheduling parent if the alternate is unable to be reached.
- 8.6 Working parents are required to supervise the children during outdoor play. The preschool teacher will assign the location.
- 8.7 Parents are responsible for getting their children to and from field trips.
- 8.8 A parent with 2 children in the same class will be required to work 1.5 units per month.
Example: Mary who has one child in class is required to work 6 days in March; Jane who has 2 children in class is required to work 9 days in March.
- 8.9 Each parent in the 2 or 3-day program shall also sign up for an equal number of times as alternate parent as determined by the schedule. The alternate parent must be available to work on their assigned day or make prior arrangements with another parent to exchange their workdays.
- 8.10 If an unavoidable absence for a 2 or 3-day parent is known *prior to the day of class*, the parent shall arrange for a substitute who is not on the work schedule for that day. If the parent is providing snack that day, they will make arrangements to provide the snack to the substituting parent.
- 8.11 If an absence is unavoidable for a 2 or 3-day parent the *morning of their workday*, the parent shall call the alternate parent that is scheduled to work that day. The alternate working parent needs to have childcare arranged on their day as an alternate. Notification must be made by 8:00 AM of the workday. If the absent parent is scheduled to provide snack that day, they will make arrangements to provide the snack to the alternate parent.
- 8.12 If an alternate is called and unable to work and has not arranged for a substitute alternate, they will be required to work an extra day on the next schedule.
- 8.13 A parent who fails to work on their scheduled workday must work for the parent who substituted for them in class.
- 8.14 It is the parent's responsibility to notify the scheduling parent of any changes they have made in the work schedule.

- 8.15 Each parent will sign up as a Chairman for a job responsibility. Board positions will substitute for chairmanship positions. If the job requires follow through during a vacation or absence, the assigned parent should ensure the job is covered by another parent.
- 8.16 Each family shall take an equal part in the fundraisers planned for the school year, as determined by the Board. Lack of participation in individual fundraisers will result in the charge of an “opt out” or “non-participation” fee (amount determined by the Board each year) for each missed fundraiser. This fee will either be paid in full or spread evenly throughout the remainder of the school year and added to the monthly tuition statement; each installment payment is due at the time of monthly tuition payments.
- 8.17 Each parent shall participate on one clean-up committee during the year. There is a fall, spring and end-of-the-year clean up. Each class will “host” a clean up.
- 8.18 At the discretion of the Board, a participating parent may have four to six weeks leave of absence immediately preceding or following a major illness, surgery, delivery of a child, or family emergency. Other parents shall take turns filling in workdays (not applicable in the toddler class). If additional leave is necessary, the parent shall arrange for a substitute for up to an additional six weeks.
- 8.19 After one month of continued failure to participate as required in these Policies and Procedures, the Board will review enrollment in the program and immediate action will be taken. Written and verbal notice will be given regarding the parent’s current status in the Preschool.

SECTION 9: HEALTH AND SAFETY

- 9.1 The goal of the health and safety guidelines is to prevent injury and reduce the spread of illness and disease, primarily the more serious flues and communicable diseases. These guidelines are not intended to prevent the common cold.
- 9.2 A child shall remain at home under any of the following conditions:
- A. Has had diarrhea or vomiting in the last 24 hours.
 - B. Has had a fever of 100 degrees or more, within the last 24 hours.
 - C. Has had a deep or hacking cough and/or is severely congested.
 - D. Has any unidentified skin condition or eye infection.
 - E. Is listless and not feeling well.
 - F. Has a communicable disease (if in doubt, contact your doctor to determine when child is no longer contagious).
 - G. If lice eggs or nits are still found in hair after treatment.

- 9.3 If conditions arise during class, the teacher will determine health of child and notify parent if child is ill.
- 9.4 If there is a communicable disease in the home, the parent is to consult with the child's teacher before sending the child to Preschool.
- 9.5 If a child cannot participate in outdoor play due to illness, the child should be kept home.
- 9.6 Each child must have an up-to-date immunization record, medical waiver or immunization exemption and emergency information card on file at the Preschool.
- 9.7 No prescription or non-prescription medication may be given to a child except under the following conditions:
- A. Prescribed medications ordered by a healthcare provider for a specific child with written permission of the parent(s) or legal guardian(s) for life-threatening conditions.
 - B. Non-prescription (over the counter) medications recommended by a healthcare provider for a specific child with written permission of the parent(s) or legal guardian(s) for life-threatening conditions.
 - C. Only a child's parent(s), legal guardian(s), or the teacher(s) may administer medication. It is the responsibility of the parent(s) or legal guardian(s) to train the teacher(s) in proper administration of the medication.
- 9.8 In the event of an emergency impacting children at the Preschool, procedures outlined in the Risk Management Handbook will be followed.
- 9.9 All teachers and substitute teachers must have a current First Aid Certification.
- 9.10 Biting is a health hazard and poses a physical threat. The Health Department supports a decision by this Board to limit biting. Tolerance policy procedures will be followed.
- 9.11 We adhere to the following policy concerning Hepatitis and HIV:
- A. HIV
 1. Confidential
 2. Treat all injuries (blood, body fluids) as if they are infected; use gloves that are provided in first aid kits.
 - B. Hepatitis
 1. Confidential
 2. Wash hands after using the restroom, blowing nose.
 3. Hepatitis shots are required.

4. Wash hands upon arriving at Preschool.

9.12 To prevent the spread of disease, parents and children shall wash their hands thoroughly with soap and water upon entering the Preschool classroom.

9.13 For health and safety reasons, children shall wear suitable play clothes and shoes. Parents and children shall wear shoes at all times. Shoes will be enclosed over the toes, be well secured on the feet and have gripping soles. In winter, parents and children shall wear suitable gear (coat, hat, gloves, boots, etc.), children will play outside unless the weather is too cold or too wet. Children who wear boots to school shall bring other shoes to wear inside or wear their boots during class time. It is suggested that children not wear clothes that could be ruined by paint, snack, spills, etc.

9.14 Food for Snack Center and special occasions (birthdays, holidays, etc.) is to be nutritious, healthy, natural, low- (or no) sugar foods. Water is the best option for drinking. If bringing treats for special occasions, please include non-candy items such as crayons, stickers, band aids, temporary tattoos, etc.

9.15 During preschool, there shall be no drinking of hot liquids and no smoking or use of smokeless tobacco products in the Preschool building or playground area.

9.16 Health and safety guidelines are outlined in the Parent Handbook and Risk Management Manual and are strictly followed, including: cleanliness, fire/earthquake drills, equipment, etc.

SECTION 10: CLASSROOM PROCEDURES

10.1 Class shall be held at a time decided by the teacher(s) and the Board and is as follows:

2018-2019 Schedule

- Toddler Monday & Wednesday 9:15-11:15 AM
- 2-Day Preschool Tuesday & Thursday 9:15-11:45 AM
- 3-Day Preschool Monday, Wednesday, & Thursday 12:30-3:00 PM

- 10.2 Parents shall bring their children into school and sign them in on the attendance sheet provided on the bulletin board. Parents and children shall wash their hands thoroughly with soap and water after signing in on the attendance sheet.
- 10.3 All parents are to park in the west parking lot to drop off and pick up children. This is for the safety of the children walking to the building and to keep the fire lane open at all times. Children may not be left in parked cars in the preschool parking lot.
- 10.4 No candy or gum will be sent to school with any child. Only toys to be shared at circle time are to be sent to school.
- 10.5 When a parent observes a child putting a toy in his/her mouth, that parent will place the toy in a designated basket so the toy can be washed with the next load of dishes.
- 10.6 Weather.
- A. CLOSURES. During inclement weather, the preschool shall follow the Moses Lake School District's determination of weather safety. If the Moses Lake School District is closed for weather conditions the Preschool will also be closed. If the Moses Lake School District is on a two hour delayed start for weather conditions, Preschool morning classes are cancelled. Be sure to listen to the television or radio for school closures, or check the Moses Lake School District Transportation website or Facebook page.
 - B. MAKEUPS. If more than 50% of a classes total number of scheduled classes are cancelled in a month, one makeup day per 50% of classes cancelled shall be offered the following month. No refund or discount of tuition shall be given for classes cancelled due to weather.
- 10.7 Parents in the toddler classes who have newborn babies may bring them to class under the following circumstances:
- A. Baby is less than 12 weeks old.
 - B. Keep baby in a front/back pack or a safety carrier seat.
 - C. Toddler must be attended to during class and not left on own.
 - D. Every individual case will be reviewed and determined by the Board.
- 10.8 Confidential information learned at preschool about a child, parent or teacher is not for public discussion.
- 10.9 A suggestion box is in the classroom for any written suggestions.
- 10.11 Any parent having problems in the classroom should try to resolve the issues directly with the person involved. If this not possible, the teacher or any Board member may be contacted to facilitate a dialogue between the parties involved. Refer to the Discipline and Tolerance Policy for more information.

- 10.12 An orientation of the Preschool group and a conference with Parent Coordinator is required. The By-Laws will be explained and the first month's tuition will be collected. Anyone starting in the middle of the year must also follow the above protocol.

SECTION 11: ORGANIZATION

Section 1. Board of Directors (hereinafter, Board)

- A. The Board shall be composed of the President, Vice President, Secretary, Treasurer, Parent Coordinator, Publicist, Fundraiser, and Teachers as voting members.
- B. Duties of the Board are:
1. To provide a well managed, safe, and cooperative program for parents and children.
 2. To be responsible for the hiring or dismissal of Preschool employees.
 3. To secure chairmanships as outlined by Board and ensure all committees understand and carry out their duties.
 4. To set policy and report on Board meetings.
 5. To announce date and time of Board meetings and invite parents to attend.
 6. To maintain files of his or her offices and pass on to new Board members.
 7. Determine actions needed for parents not participating as outlined in the Parent Agreement, By-laws, and Policies and Procedures.
 8. Plan and schedule parent education topics.
- C. Duties of the Board members are as follows:
1. President shall:
 - a. Conduct Board meetings and business portion of parent meeting.
 - b. Be responsible for general organization of parent group.
 - c. Contact withdrawing families to learn why they are leaving and collect suggestions for improving the program.
 - d. Serve on the Background Check Committee as described in Article III Section 4 of these by-laws.
 - e. Serve on a committee to review account books at the end of the year.
 - f. Assure communication between Board members.
 - g. Assure Board members are performing their duties in accordance with the By-laws.
 2. Vice President shall:
 - a. Organize work groups and fill Chairmanships.
 - b. Serve on the Background Check Committee as described in Article III Section 4 of these by-laws.

- c. Provide Chairman of each committee with job description and necessary documents and forms.
 - d. Preside in the absence of the President.
 - e. Assist and serve as back up for Parent Coordinator.
 - f. Supply Treasurer with any changes to Vice President's documents and forms such as Chairmanship Master List.
 - g. Be in charge of purchasing equipment and supplies as specified by the Board, maintain first aid boxes.
 - h. Be responsible for maintaining Preschool equipment and arranging for all needed repairs.
 - i. Be responsible for conducting and documenting quarterly safety checks and reporting to the Board.
 - j. Oversee make-up work for missed parent meetings.
3. Secretary shall:
- a. Keep an accurate record of attendance at Board meetings and the business portion of parent meetings and read minutes from the previous meeting at each Board and parent meeting.
 - b. Attend to necessary correspondence, e.g., thank you notes.
 - c. Post minutes of parent meeting in the classroom within one week of meeting date.
 - d. Email or make copies of minutes from Board and parent meetings available to Board and absentee parents within one week of meeting date.
 - e. Keep records of input for possible By-laws and Policies and Procedures changes.
 - f. Create the school calendar to be handed out at the first parent meeting (typically September).
 - g. Email and post parent meeting agendas one week prior to meetings.
4. Treasurer shall:
- a. Submit a proposed budget at the beginning of the year and assist in its being followed.
 - b. Provide a complete financial statement at each Board and parent meeting.
 - c. Collect tuition and any additional fees (e.g. opt out fee, late fee, etc.) at each parent meeting.
 - d. Pay teachers' salaries and prepare yearly teacher Employee Agreements.
 - e. Pay all bills promptly.
 - f. Pay taxes, insurance and annual corporation fee.

- g. Be a part of the annual books review committee. At the end of the year the President, Treasurer and a third Board member will review the books before turning them over to the new Treasurer. New and old President and Treasurer shall be at the end of the year review.
 - h. Maintain a complete set of books.
 - i. Ensure that all checks are either approved via email by the President or co-signed by Treasurer and one other authorized Board member (typically President).
 - j. Distribute receipts for tuition payments.
 - k. Pick up mail at the post office.
 - l. Maintain Preschool's laptop computer and printer, including software. This computer shall serve as primary repository for all Preschool documents and forms including but not limited to all Parent Coordinator documents and forms, By-laws, Committee Chairmanship Master List and Policies and Procedures. The Treasurer is responsible to ensure that the most current documents and forms are stored electronically and are available as needed.
5. Parent Coordinator shall:
- a. Explain the program and philosophy of the Preschool to prospective members.
 - b. Register new parents. Supply necessary forms and materials. Collect registration forms and/or tuition fees and distribute or file.
 - c. Serve on the Background Check Committee as described in Section III of these by-laws, including running all background checks described therein.
 - d. Organize and maintain registration paperwork in Risk Management Manual.
 - e. Work with President to plan open house and fall orientation.
 - f. Work with the Board to provide orientation to parents joining during the school year.
 - g. Schedule an observation time for prospective members, if desired.
 - h. Keep up to date files of parents, children and a waiting list.
 - i. Provide an updated class list at Parent Meetings monthly if changes in class have occurred.
 - j. Notify the Board and teacher(s) of any child and parent enrolling or dropping from the program.
 - k. Supply Treasurer with any changes to Parent Coordinator documents and forms.
6. Fundraiser shall:
- a. Supervise all fundraisers.
 - 1. Work with the Board to plan and schedule all fundraisers.

2. Coordinate committees and any work groups needed for each fundraiser and recruit a suitable parent to serve as Chairman of each committee.
 - a. Each Chairman is responsible for coordinating meetings and tasks needed to successfully complete the fundraiser.
 - b. Each Chairman will work with the Fundraiser to communicate concerns to the Board and ensure tasks are completed on time.
 3. Ensure that all parents participate in fundraising and work with the Board to follow-up with parents not participating in fundraisers.
 - b. Provide income and expense reports for each fundraiser to Board and Treasurer.
7. Publicist shall:
- a. Oversee and update Preschool's website and Facebook page.
 - b. Coordinate and distribute all advertising, including year-end and summer advertising for recruiting new families for the following school year.
 - c. Coordinate and manage all media communications.
8. Teachers shall:
- a. Supervise and plan the children's play and curriculum with input from the Board and parents.
 - b. Be in attendance with the children at all times during preschool group hours.
 - c. Be responsible for making the decision whether a child is well enough to remain at preschool or be sent home.
 - d. Be familiar with emergency medical cards and pick-up authorization forms for children (post list of children with food allergies as needed).
 - e. Be responsible for conducting monthly fire drills, quarterly earthquake drills and file the record of dates at the end of the school year to the Board.
 - f. Conference with parents as needed.
 - g. Turn over attendance records of children to the Board.
 - h. Be subject to the following conditions.
 1. May not serve on the Executive Board of Directors.
 2. Newly hired teachers are subject to a 60-day probation period at which time a formal review will be performed by the Board to determine if permanent employment will be offered.
 3. If teaching the class their child is enrolled in, a teaching parent must have an alternative supervising adult attend with their child.

Section 2. Board Meetings

A. Board Meetings shall be held as set forth in the Bylaws.

Section 3. Elections

A. Officers shall be elected as set forth in the Bylaws.

Section 4. Amendment of Policies and Procedures

A. The By-Laws Revision Committee will coordinate the annual By-Laws and Policies and Procedures revision review.

1. By-Laws and Policies and Procedures will be reviewed annually.
2. By-Laws and Policies and Procedures Committee shall include at least two people.