



Standing Rules

I. PURPOSE

Parent Education through the cooperative preschool is a program of classes on child rearing for parents of children three, four and five years of age. The Child Study Laboratory operates in conjunction with the classes. The Cooperative Preschool is based on the premise that parents are willing to assume responsibilities to create a quality preschool experience for their children. Students observe models of child guidance practices and techniques in the laboratory classroom. Based on healthy family support principles, the Parent Education program encourages growth and development of healthy families.

II. MEMBERSHIP

- A. The BC Crossroads Preschool admits students of any sex, race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. BC Crossroads Preschool does not discriminate on the basis of sexual orientation, physical differences or challenges, race, religion, color or national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and any other school-administered programs.
- B. The BC Crossroads Preschool will consist of children between the ages of three and five and one-half years, and who are at least 3 or 4 by August 31 for the year that begins in September. The maximum size of each multi-age class will be 22 children, and the maximum number for the classes serving older children only will be 15. Any change in age or number will be at the discretion of the Child Study Lab Teacher, the BC Instructor and the Board. Because of sound developmental practice, we encourage a schedule where three-year-olds attend two or three days per week, and four- and five-year-olds attend three or four days per week. Parents have flexibility in which days their child(ren) attend(s).
- C. The registration policy is as follows:
 1. Registration priorities are:
 - a. Parents who are returning to the preschool for another consecutive year.
 - b. Families who have previously had a child enrolled in the BC Crossroads Preschool.
 - c. Families with a child currently enrolled in another BC Parent Education class.
 - d. General public.
 2. Registration will begin in January with priority dates to be determined in coordination with other BC programs.
 3. We register only children who meet the age requirement until the summer Board meeting and make exceptions for underage children to register by the September Orientation parent meeting. Underage children may be accepted on a wait list; however, children who meet the age requirement will get priority. In September, any exception to the age qualification will be at the discretion of the professional staff. A written agreement specifying membership requirements will be completed and signed by each parent. This policy applies to alumni, parents from other BC classes, and the general public.

III. OFFICERS

- A. The Officers of the BC Crossroads Preschool will be two Chairpersons, a Secretary, two Parent Leaders and Treasurer.
- B. Duties of Officers
 - 1. The Chairpersons
 - a. Manage general business of the preschool.
 - b. Preside over all meeting of the Board of Directors and general membership. Prepare agendas for all meetings. May call special meetings of the Board of Directors
 - c. Under advisement of the Child Study Lab Teacher, oversees standing committees and works with other board members if needed.
 - d. Accepts suggestions from the members and works with the Child Study Lab Teacher and Parent Education Instructor to resolve conflicts.
 - e. Promotes communication among group members, the Child Study Lab Teacher, and Instructor.
 - f. Arranges for substitute teacher.
 - g. Signs the "Parent Education Program Agreement." This outlines the obligations between the college and the cooperative.
 - h. Updates, offers and signs teacher contracts.
 - i. Assists in any areas as needed including special events and fundraisers.
 - j. May fulfill the responsibility of preschool liaison with the occupied facility, as needed.
 - k. Perform all acts and duties usually performed by a presiding Chairperson.
 - l. Assist in maintaining website, as directed by Board.
 - m. Divide duties as agreed upon between themselves, as talents and interests dictate.
 - 2. Secretary
 - a. Records minutes of the business transacted at the parent and board meetings.
 - b. Promptly post minutes of the parent meeting at preschool and online.
 - c. Handles all correspondence.
 - d. With cooperation from the Registrar sends out May new parent letters and September Orientation meeting information.
 - e. Assists in maintaining website, as directed by Board.
 - 3. The Parent Leaders
 - a. Prepare and distribute monthly work schedules for parents then posts them to the website, on the bulletin board at school and distributes hard copies to parents.
 - b. Collect and track all required BC forms returned by parents in the fall, or following enrollment in the preschool, if later in the school year.
 - c. Work with the teacher to arrange for training of parents to assist in the classroom.
 - d. Ensure parents are following the guidelines of working in the classroom, fulfilling committee duties and attending parent education meetings.
 - e. Share suggestions and concerns from co-op members with Board of Directors.
 - f. Assist in maintaining website, as directed by Board.
 - g. Are responsible for orienting new parents to the preschool if they join later than the September Orientation meeting.
 - h. Take attendance at monthly Parent Education Classes and work parties, etc.
 - i. Divide duties as agreed upon between themselves, as talents and interests dictate.
 - 4. Treasurer
 - a. Collects and disburses funds as approved by the members and keeps detailed records of these transactions.
 - b. Submits a tentative budget for approval of members at the beginning of the school year and notifies the group if running expenditures and income do not conform to the plan.
 - c. Presents a monthly report on the current financial status.
 - d. Reviews the books with Parent Education Instructor in January.
 - e. Prepares year-end reports and submits books for financial review by the Instructor at the close of the year.
 - f. Responsible for transmitting the insurance and tuition payments to Bellevue College through the Parent Ed Instructor by the established due date.
- C. These officers will be elected at the Spring Organizational Meeting.

IV. BOARD OF DIRECTORS

- A. In addition to the above-described Officers, other members of the Board of Directors will include the Registrar, the Assistant Registrar, the Child Study Lab Teacher, and the BC Parent Education Instructor, and may also include other positions as deemed necessary by the Officers. The term of office shall be for one school year. The members of the Board of Directors are elected by the preschool members at the Organizational meeting in May for the following school year.
- B. Members of the Board of Directors shall have one vote, and decisions shall be by majority vote. The BC Parent Education Instructor and Child Study Lab Teacher are non-voting, ex-officio members of the Board.
- C. Board minutes will be distributed by the current Secretary either by hard copy or email to all Board members at least one week prior to the next Board of Directors meeting.
- D. Each Board member will be responsible for training newly elected members for their individual Board responsibilities, as outlined above.
- E. Each Board member will accept suggestions from Co-op members then work with the Children's Teacher and BC Instructor to resolve conflicts.
- F. Board members are expected to participate in the fall classroom set-up.
- G. Responsibilities of the Board of Directors include:
 1. To manage the preschool.
 2. To enforce the Bylaws, Standing Rules and any policies and procedures.
 3. To establish registration and tuition fees for the coming year, and plan the budget.
 4. To consider renewal of the Teachers' contract in a timely and fair manner.
 5. To follow hiring guidelines set forth in the Co-chairperson's notebook in the event of hiring a new teacher.
 6. Attend all Board and Parent Education class meetings.
- H. Specific duties of the Registrar and/or Assistant Registrar are as follows:
 1. Accept, reply to and manage all correspondence with regard to interested families, including answering questions about the program, sending literature, etc.
 2. Maintain roster for preschool throughout the year, alerting the Board of any changes in attendance.
 3. Maintain contact and waiting lists of interested families for both the current and the following school year.
 4. Create and/or maintain all registration literature with pertinent changes.
 5. Create and amend website language, and coordinate with webmaster on timely updates and postings.
 6. Check PO Box once a week (or more as needed) for any registrations, tuition checks and any other pertinent preschool business.
 7. Coordinate January Open House and subsequent scheduled Observation Appointments.
 8. Update and print copies of roster, and have it available at the preschool, as changes dictate.
 9. Maintain Parent Education attendance lists.
 10. Coordinate with Secretary on May new parent letters and September Orientation meeting information.
 11. Divide duties as agreed upon between themselves as talents and interests dictate.
 12. Mentor Assistant Registrar and transition duties toward end of school year.
- I. The Board shall meet monthly prior to the Parent Education Meetings. No Board member may call a meeting without either the Parent Education Instructor's knowledge *or* the BC Parent Education Director's knowledge, if the Board needs to discuss the Instructor. All Co-op members are invited to attend Board meetings or bring issues before the board for consideration. Advance arrangements with one of the Co-Chairpersons must be made in order to be included on the agenda. Unless the meeting is to discuss employment of the Child Study Lab Teacher, she/he must be notified and included in all Board meetings. Decisions requiring a vote may be approved by simple majority and be considered binding. All decisions made by the Board shall be binding until voted upon again.

V. PRESCHOOL TIMES AND ATTENDANCE POLICIES

- A. School will begin in concurrence with the times determined in the Teachers' contracts.
- B. All Bellevue School District vacations will be observed.
- C. Weather-Related Cancellation Policy: If the Bellevue Schools are delayed because of weather, even by only one hour, there will be NO morning preschool class. If the district has a delayed start by one or two hours, afternoon classes will be held. There will be no classes for the day if the district is closed. If BC Crossroads Preschool has a field trip scheduled for a late-start day, parents agree to watch their email inbox for messages, or they may contact a Parent Leader for information.

- D. The Board will review any extended leave of absence request. You must notify one of the Parent Leaders or Chairpersons of any extended leave of absence. Tuition must be paid during the absence to hold your child's place in the preschool. You may notify the teacher as a courtesy; however, you must notify a Board member.
- E. Parents are excused from working in the classroom for one month after the birth or adoption of a baby if they so desire.

VI. PARENT RESPONSIBILITIES AND PARTICIPATION

As a parent in the BC Crossroads Preschool, the enrollment commitment is as follows:

- A. Attend one of the monthly Parent Education Classes/Business Meetings (September-May). Either parent of an enrolled child may attend class meetings. It is encouraged that the participating parent attend, due to class information and business conducted during the meeting times. If a parent is unable to attend for any reason, s/he must notify a Board member in advance for the absence to be considered "excused". Any parent with more than two unexcused absences from class meetings during the course of one school year will be required to work an extra day in the classroom, once per each extra unexcused absence.
- B. Attend the spring Organizational meeting and fall Orientation meeting if enrolled for the following school year.
- C. Work at school as a teacher assistant according to the work schedule. Generally, parents will be assigned to work in the classroom the same number of class days per month that the child attends per week. The responsibility to bring the children's snack will sometimes be part of a parent's work assignment. It is the parent's responsibility to arrange for a substitute if unable to meet his/her obligation. These changes must be written on the "work schedule" posted at the preschool. If shifts are not covered, the preschool class may be cancelled for the day at the teacher's discretion. Parents who do not meet this important co-op obligation will be asked to meet with the Board of Directors.
- D. Keep your child home if there are any signs of communicable disease.
- E. Carry out the responsibilities of a specific Committee position (Field Trips; Parties; Art Room Manager; Maintenance and Safety, etc.) if not serving on the Board of Directors
- F. Receive Health and Safety Training as specified by Washington State Risk Management Guidelines.
- G. Parent must complete a Washington State Certificate of Immunization Status for the enrolled preschool child.
- H. No children other than those enrolled will be allowed at preschool during regular school sessions, except newborn babies, whose names will be included on the class roster. Parents of newborns may also be asked to pay a small tuition fee. Insurance will cover babies in the classroom and included on the class roster for up to one quarter. Babies must be carried in a front pack carrier and will not be allowed to remain in a stroller, baby carrier or car seat on the floor.
- I. A parent with multiple children enrolled in the preschool will be offered a 10% tuition discount for the Child(ren) with the lesser tuition. This policy may be altered subject to enrollment and numbers and is subject to change by the Board of Directors.
- J. Assist with work parties when available. Attend at least one of several clean-up days, to be determined by the Child Study Lab Teacher. These generally occur mid-year and at the end of the school year.
- K. There will be no smoking, alcohol consumption or use of illegal drugs on the premises at any time, either inside or outside, including evening functions.
- L. Generally all items to be posted on bulletin boards or included in folders need pre-approval by a member of the Board of Directors.

VII. FINANCES

- A. BC Crossroads Preschool is a registered non-profit corporation with the State of Washington and donations are tax deductible to the full extent of the law.
- B. Each Treasurer will be responsible for duties outlined in the Treasurer's Handbook including receipt of moneys from all groups, disbursement of moneys, setting up a yearly budget, complete records of expenditures and arrangement of bi-annual financial review. A designated Board member will be authorized as a secondary signer. No check shall be paid to the order of and signed by the same person. The monthly treasurer's report will be made available to the Board and co-op parents at monthly meetings and upon request.
- C. A **non-refundable** fee of is due at the time of registration. This fee is \$75 for registration prior to the school year and through the end of fall quarter, \$50 for registration during the winter quarter, or \$25 for registration during the spring quarter. The registration fee is transferable to other BC co-op preschools if the child transfers enrollment prior to 10/31.

- D. Fees are subject to change at the discretion of the board. Fees and tuition will be published on the co-op website. All fee and tuition changes will be announced at a Parent Meeting following the change.
- E. Payments and refunds:
 - 1. The first month's tuition and a half-month's tuition for May are due at the Spring Organizational Meeting or upon registration if joining after the Spring Organizational Meeting.
 - 2. Tuition for October is due at the fall Orientation meeting. In addition, there is a minimal fee for emergency care packs.
 - 3. The following month's tuition is due by the 15th of each month.
 - 4. Beginning in October, children enrolled during the 1st through the 15th of a month will pay full tuition for that month. Children enrolled on the 16th or later of a month will pay 50% tuition for that month.
 - 5. Checks should be made payable to "BC Crossroads Preschool".
 - 6. May tuition is refundable only if a family withdraws prior to August 31st.
 - 7. If a child is withdrawn from the preschool after the first day of the month, that month's tuition is due in full.
 - 8. Members will agree to pay any bank fees incurred by the preschool on their behalf. For example, any NSF checks returned will be charged the current bank rate.
- F. Tuition is paid whether a child attends or not. Tuition is prorated for the entire year and some months have more class days than others. Months with vacation days or weather-related closures will not be discounted.
- G. If during the school year a Co-op member family suffers financial difficulties, such that it is a hardship for the child to continue in the preschool, the parent, still accepting the duties and responsibilities of active group participation, may inquire of the BC Instructor about a scholarship. This must be done immediately, as scholarships cannot be used to pay past due balances. Following two consecutive months of non-payment of tuition, the parent and child may be asked to withdraw from the preschool, subject to review by the Board. In this event, no refund of May tuition will be made.
- H. Reimbursements for expenses incurred for the benefit of the preschool will be made upon submission of a written voucher to the Treasurer. Large purchases greater than \$250 must be approved by the Treasurer in advance.
- I. Any funds remaining at the close of the school year will be carried over into the next school year.

VIII. HEALTH AND SAFETY

The BC Crossroads Preschool follows the health and safety guidelines in the Risk Management Manual produced by the State of Washington, as required by BC.

IX. AMENDMENTS

Amendment to this Standing Rules document shall require approval of 2/3 of the total number of families enrolled in the preschool

I hereby certify that the forgoing amended and restated Standing Rules of BC Crossroads Preschool were duly adopted by the membership at a meeting held on May 13, 2013.



Jennifer Meyer, Co-Chair