

**MT. VIEW COOPERATIVE PRESCHOOL  
OPERATING PROCEDURES**

Article 1: Membership Duties

1. Parent education meetings will be held at the school at a time to be decided by the Board and included in the yearly handbook. Each participating parent/guardian shall be responsible for earning the required eight (8) parent education credits, half of which must be earned prior to January 31. At least four (4) of the total parent education credits must be earned by attending scheduled parent education meeting held at the Bates Campus, share sessions held during class time or selected alternatives. Entrance into the school after January 31st reduces the required total credits to four (4).
2. If a member cannot attend parent education meeting(s) at the school, the missed meeting(s) may be made-up by one of the following alternatives:
  - A. Visit another preschool's parent education meeting or Bates sponsored community education
  - B. Attend the next scheduled board meeting
  - C. Submit a newsletter article relating to parent education (i.e. review of recently read parenting book, summary of a family-oriented learning outing, etc)
  - D. Assist the teacher and/or Board with a project
  - F. Any other idea approved by the Bates coordinator.
3. Attendance is **mandatory** at Parent orientation and parent training. Parents joining mid-year shall be oriented and trained by their class representative. Each participating parent/guardian must attend the mandatory parent training prior to their child attending their first day of school. Families with multiple children enrolled at Mt. View must attend the appropriate parent training classes corresponding to each child's class: 2s, 3s, 4s and/or 5s.
4. Each member shall participate in the preschool as a working parent when scheduled and/or arrange for substitution.
5. Participating families will be responsible for arranging transportation to and from the field trip site for their child. All working parents must remain on-site for the duration of the field trip. Due to risk management policies, siblings are not allowed on field trips.
6. Participating families will be required to assist in hosting a parent education function; to bring refreshments, to set up or to clean up as scheduled by the Parent Ed. Chair.
7. Participating families will be required to attend one of three yearly classroom work party/ clean-up days.
8. Participating families will be required to assume a committee position. Families with two children enrolled must fulfill two committee positions. The board will address more than two children. Satisfactory completion of said committee position will earn each family one parent education credit after due consideration and evaluation from a team consisting of teachers and class reps.
9. Co-op members will be required to pay a yearly supply fee. The fee amount may change from year to year depending on the financial needs of the preschool. Fundraising opportunities will be provided in order to satisfy each family's supply fee.

Article 2: Fees and Finances

1. A registration fee shall be paid upon entrance to the preschool. Members joining after January 31st shall pay half the fee. This registration fee will be paid once per year per child. Registration fees are not refundable.
2. Each child is covered by a group insurance and the premiums are paid from the registration fee.
3. Each family will pay an annual program fee to Bates Technical College. One fee is paid per family. If more than one child from the same family is enrolled, the annual program fee is that of the oldest child. In the 3's 4s & 5s programs, the fee will be paid in 3 equal payments throughout the school year or in one lump sum. In the 2s program the fee will be paid in 2 equal payments throughout the year or one lump sum. The fee is adjusted for families entering during the school year. Families leaving the school that have paid Bates fees in advance are entitled to a refund of unused quarter fees, provided there is no outstanding balance to the school. Fees collected but not yet dispersed will be credited to the members' outstanding balance prior to any refund.
4. Tuition shall be based on the needs of the school as determined by the board.
5. Tuition is available at a 1/3 reduction for the younger child when two children from the same family are

enrolled. The Board will address families with more than 2 children.

6. Tuition is payable the first school day of each month. **A late charge will be assessed after the fifteenth day** of the month unless prior arrangements have been made with the treasurer. If payment is not received after the 20<sup>th</sup> day of the month, a written notice by the Treasurer will be given stating if tuition is not paid within 15 days, the child will not be able to return to class and the class position will be open for enrollment. Bank fees related to Non-Sufficient Fund checks will be passed back to the member writing the check. After two Non-Sufficient Fund checks have been returned money orders will be required for all future payments.
7. Monthly tuition paid by members shall not be refundable.
8. No charge is made for prospective members for a one-day visit. These visits are limited to one time during the school year. No other children shall be permitted to attend school when class is in session, including fieldtrips, due to liability reasons.
9. A scholarship committee shall be established consisting of President, Treasurer, Teachers and Coordinator to evaluate scholarship applications yearly. Those applications will be evaluated and funds distributed in the following order of priority: 1) Financial Need (Based on the ECEAP Income Eligibility Guidelines) 2) Service to the organization. Scholarships need to be reapplied for yearly. (See Constitution - Article 7.4) Mt. View Cooperative Preschool does not provide full scholarships.
10. Supply fees are due by January 31<sup>st</sup>. If members do not raise the entire supply fee through the Preschool fundraisers they will be required to pay the difference.

### Article 3: Non-compliance Procedure

1. The following guidelines shall be followed in the event that a family is not fulfilling their membership duties and/or financial obligations:
  - A. The class representative will contact the member involved by phone or in person to discuss possible solutions to the problem or to allow the member an opportunity to explain the circumstances. A documentation of the phone call or contact will be recorded. Strict confidentiality will be observed.
  - B. If after 15 calendar days the problems are not corrected, a letter will be sent by the President outlining the problem, restating the contract agreements and including a written warning of possible termination of membership. Along with this letter, a new contract will be included and must be signed by the family stating specific dated compliance requirements.
  - C. This will include:
    1. Financial responsibilities required (late payments, fees, etc.)
    2. Parent education participation requirements
    3. Committee or board duties
    4. School cleaning
    5. Classroom working parent duties
  - D. Any violation of the new contract will result in immediate termination of membership. A final letter informing the family of termination of membership will be sent. The family will not be allowed to re-enroll. Exceptions for hardships will be considered.

### Article 4: Leave of Absence of Parent/Guardian Members

1. The Board will consider necessary allowances for prolonged illness or emergency family situations.
2. A pregnant mother may be excused from participation in the school for two months at no extra cost, provided she plans to remain a member. This leave is to be taken immediately following the birth of her child. However, she will not be exempt from earning parent education credits.

### Article 5: Hours

1. Mt. View Cooperative Preschool shall hold four sessions. One session shall be held Monday and Wednesday from 9:30 a.m. until 11:30 a.m. One session shall be held Monday from 12:30 p.m. to 2:30 p.m., Tuesday and Thursday from 9:30 a.m. to 11:30 p.m. One session shall be held Tuesday, Wednesday, and Thursday from 12:30 p.m. to 3:00 p.m. One session shall be held Friday from 9:30 a.m. to 11:15 a.m.
2. The schedule will approximate that of the Fife School District in holidays and school closure. If the Fife

School District is running one hour or more late due to weather, the preschool will be closed.

#### Article 6: Class Size

1. The number of children shall be limited to ten (10) in the one day session and sixteen (16) in the two and three day sessions. **The Board reserves the right to determine the maximum class sizes.**

#### Article 7: Health

1. The teachers shall be notified of any known exposure of a parent/guardian or child to a communicable disease.
2. An up-to-date record for immunization must be presented for each child prior to the first day of attendance.

#### Article 8: Enrollment

1. Class enrollment lists are filled as registration fees are paid. Children will be placed in one of Mt. View's four classes according to the age guidelines: 2s Class – 2 by August 31<sup>st</sup>, 3s Class - 3 by August 31<sup>st</sup>, 4s Class - 4 by August 31<sup>st</sup>, 5s Class - 5 by March 31<sup>st</sup>. **Exceptions will be considered, with the final decision made by a team consisting of Teachers, President, Membership Chairperson and Coordinator.**
2. The Executive Board reserves the right to ask withdrawal of any child or parent/guardian, who seems unable to adjust to the cooperative preschool.
3. Recommendation for withdrawal of a child, to the Executive Board, will be made by a team consisting of Teacher, Coordinator, Class Representative, and President.
4. Failure to perform the duties as outlined in these Operational Procedures shall make the participating parent subject to suspension.

#### Article 9: Registration

1. Registration for the following school year shall begin on the first Monday in the month of March and continue through the third Friday of March.
2. Priority shall be given in the following order:
  - I. Current Mt. View Co-op Preschool members and their immediate families
  - II. Mt. View Co-op Alumni and their immediate families
  - III. Members of Mission Woods Church and those persons presently on class waiting lists on or before September of the previous year
  - IV. Bates Co-op transfers, Bates Parent/Toddler transfers and the general public.
3. Classes shall be filled with applicants using fore mentioned priorities. In the event of any category receiving more applicants than available positions, a lottery drawing shall be held at Mt. View Co-op by the membership chair, teacher(s) and the president. All applications shall be drawn and placed on class lists. Applicants not receiving a class position shall be placed in drawn order on a waiting list. Class lists shall be posted as soon as possible in the classroom. If at the close of the first day of the enrollment period there are more applicants for a class than seats available, a lottery shall be held to determine enrollment and waiting lists. The lottery shall consist of the Membership Chair, the President or Vice President, and at least one other board member or teacher. All applicant names for that enrollment period shall be drawn at random from a container until all are drawn and assigned numbers in the order they were drawn. All applicants shall be promptly notified of their status by the membership chair. Applications that arrive after the lottery shall be placed on the waiting list in the order they were received, but after the lottery applicants.
4. Applicants placed on a waiting list shall receive their registration fee back at this time.

#### Article 10: Nominations and Elections

1. Nomination forms for executive board positions will be distributed with registration forms the first week of March.
2. At the end of the third week of registration, nomination forms are due back and will be reviewed by the selected nomination committee and a proposed executive board shall be chosen.
3. In the case of two members nominating themselves for the same position there can be a run off with the approval of the nomination committee. The run off vote will appear on the proposed ballot for that particular position. The member receiving the greatest number of votes shall secure that said position.
4. The new proposed executive board shall be presented to the entire membership. The vote will be conducted before or after class by each class representative.

5. The newly elected executive board shall be posted after all classes have voted and the votes have been tallied.
6. Positions not filled during the executive board elections shall be open to the entire membership. Those individuals interested in any open position may approach the board and nominate themselves. The executive board must approve these nominations by a majority vote prior to acceptance.

Article 11: Personnel committee

1. The personnel committee will consist of the President, Treasurer, one representative from each class and any other concerned members who may be appointed by the executive board. The Bates Coordinator shall advise.
2. Duties of the Personnel Committee shall include:
  - A. Hiring qualified Teacher(s) for the school.
  - B. Determining personnel policies.
  - C. Drawing up a contract which shall be renewed annually by the Teacher(s) and the school.
  - D. Conducting a yearly evaluation of the Program and the Teacher(s).

Article 12: Accidents and Illnesses

1. Mt. View Cooperative Preschool will annually purchase sufficient liability insurance for its students.
2. In case of an accident or serious illness, 9-1-1 will be called and the parent/guardian shall be notified immediately. If the parent/guardian cannot be reached, the child will be taken to the nearest local hospital as directed by emergency personnel.
3. Parents/Guardians/Working parent and siblings are not covered under Mt. View Cooperative Preschool's accident insurance when working or visiting the classroom.

Article 13: Snow Make-Up Days

1. Snow make-up days will be limited to one (1) day per class per school year.

Article 14: Amendments

1. Any article of the operating procedures may be amended by a majority of the Executive Board.