

08/10/2009

PHINNEY COOPERATIVA PREESCOLAR EN ESPANOL

The Phinney Cooperativa Preescolar en Español (PCPE) is a program of the Phinney Neighborhood Association. The All-School Chair and the Executive Director of the PNA meet monthly to discuss issues of mutual concern and interest.

The preschool's organization and functioning are governed by its Operating Procedures; changes can be made only by a two-thirds majority vote of those present at an All-School meeting or individual class parent meetings.

The Board

An independent Advisory Board (referred to as "the Board" in this handbook) runs the preschool. The Board is comprised of voting members, including five All-School Officers, the Class Chair of the each classroom, the All-School Fundraiser and the All-School Parent Coordinator. The Teacher also sits on the Board as a nonvoting member.

The preschool Board meets monthly. Meeting dates and times are included in the All-School calendar, a copy of which appears in this handbook. They are open to all co-op members, although the agenda is controlled by the All-School Chair and items to be included on it must be submitted in writing to the Chair at least one week in advance of any given meeting. The minutes of each meeting are posted on the PCPE yahoo group or PCPE website once developed. All-School officers are selected annually in the early spring prior to the transitional board meeting that takes place in April of each year. These positions are open to the entire preschool membership. Notification of All-School position openings are made by the Chair-Elect in January. If more than one person is interested in a particular job, and all are qualified, the names of the candidates are put into a drawing. Class Chairs are selected for the coming year at the April parent meetings. Board terms typically begin and end in late April or early May with the transitional meeting that includes both outgoing and incoming members. People interested in serving as an All-School Officer or Class Chair should talk with the person currently holding the position of interest, as early as possible.

The Board positions and their responsibilities are outlined in detail in the preschool's Operating Procedures. They include:

All-School Chair

Handles the business details of the preschool. Trains and oversees Class Chairs. Communicates information about preschool issues and events to the preschool community and the PNA. Runs monthly board meetings and All-School meetings.

All-School Chair-Elect

Assists All-School Chair with business details and projects. Conducts meetings in absence of the All-School Chair. Organizes and coordinates All-School events, including All-School Meetings and social events, assisted by the Class Social Coordinators. Coordinates school pictures. Oversees the Summer Program and room set-up before each school year. Coordinates and oversees All-School jobs.

Registrar

Oversees school enrollment, coordinates registration, maintains class waiting lists, fills classes and answers questions about the preschool for interested families. Keeps a current all-school roster.

All-School Secretary

Keeps minutes of All-School and preschool board meetings and posts them on the PCPE website. Organizes and distributes the PCPE Handbook and Directory at the beginning of the year. Maintains the cleaning schedule and a roster of paid cleaners.

All-School Treasurer

Receives and banks all tuition, fees, and other preschool income. Prepares an annual budget as well as a monthly financial statement. Pays all bills and reimbursements.

All-School Fundraiser

Works with the preschool board to develop an annual fundraising goal and then with class fundraisers to meet that goal. Attends preschool board meetings.

All-School Parent Coordinator

Works with the Class Parent Coordinators to keep lines of communication open between the board, various classes, and teachers. Works with Class Parent Coordinators to resolve grievances with parents, including overseeing the implementation of the grievance procedures. Coordinates at least one parent evaluation each school year. Oversees the Parent Education component of the preschool program, including All-School Parent Education events, Parent Education Libraries, and speaker and resource lists. Serves as a link between preschool Parent Educators and the Board.

Class Chairs (see Roster for listing of individual Chairs)

See Class job descriptions for more information.

All-School Positions

Some of the jobs held by families in the preschool are described as “All-School Jobs” because the people who hold them do something for the entire school.

The Board reviews the All-School positions annually. New jobs are sometimes created while others are deleted because the need for them no longer exists. This year, our All-School jobs include:

Facilities Management/Purchaser

Work with Teachers and others to identify and coordinate necessary maintenance, repairs, and replacements in the Blue Room. Also communicates with All-School Health and Safety Coordinator regarding any safety concerns in the rooms. Works with the Teacher and classroom to keep the preschool rooms stocked with consumable supplies as well as having equipment in safe and good condition.

Health and Safety Coordinator

Maintains and updates first aid boxes and traveling first aid kits for both preschool rooms. Works with Class Chairs to get families to make “comfort kits” for children to be housed at school. Works with Class Chairs to notify families of contagious disease outbreaks as well as emergency plans. Coordinates with PNA about important PNA safety issues and emergency plans. Also coordinates earthquake and fire drill practices with Teachers and Class Chairs once in the spring and once in the fall. Updates school emergency plan if necessary.

Class Jobs

Those parents who are not serving on the Board or doing an All-School job will instead hold a class job. These jobs are critical to the functioning of each class. If you need more information on your class job, please feel free to speak to your Class Chair or someone who held that same job in previous years who can help you.

Like the All-School jobs, the class jobs are reviewed annually by the Board and by class Teachers. New jobs are sometimes created while others are deleted because the need for them no longer exists.

In 2010, our class jobs include:

Class Chair

Plans and conducts monthly parent meetings and represents the class at monthly preschool board meetings. Works with the Parent Coordinator to fill class jobs, and with the Chair-Elect to fill All-School jobs. Works throughout the year with the Parent Coordinator and the Teacher to make sure that the expectations and needs of families are met and that the class is running smoothly. Works with All-School Health and Safety Coordinator to get families to make “comfort kits” for children to be housed at school, to notify families of contagious disease outbreaks, and to develop and communicate emergency plans.

Class Parent Coordinator

Helps orient new families who join the class during the course of the year. Works with the Class Chair and the teacher to be sure that the expectations and needs of families are met and that the class is running smoothly. Works with the All-School Parent Coordinator on preschool evaluations during the year. Summarizes the evaluation forms and discusses results with the All-School Parent Coordinator, Class Chair and teacher/staff parent educator. Acts as a liaison between class families and the teacher and works with the All-School Parent Coordinator to address any problems or grievances. Also acts as a liaison between class parents if needed. Hosts or coordinates hosts for parents visiting the classroom.

Class Fundraiser

Works with the All-School Fundraiser to coordinate class involvement in preschool fundraising activities and events. Assists the All-School Fundraiser in gathering information from class members at the start of the school year about what fundraising option each family will choose (i.e. volunteer hours, selling wreaths, “opting out,” etc.). Assists the All-School Fundraiser with coordinating.

Class Secretary

Works with the All-School Secretary to create and maintain class files of required registration, medical, and insurance forms. Keeps minutes of business transacted at monthly parent meetings, and emails a copy of those minutes to the class and to the All-School Secretary. Keeps a record of attendance at parent and All-School meetings and notifies the Class Chair of absences.

Class Treasurer

Collects and records monthly class tuition and late fees. Maintains tuition payment records. Works with the All-School Treasurer as needed on the Scholarship Committee and/or in other capacities. Assists the All-School Treasurer by occasionally tallying receipts from our Market Receipts program.

Field Trip Coordinator

Works with Teacher and parents to organize and coordinate field trips. Responsible for making sure all children have nametags and emergency information as well as giving advance notice of field trips and any special requirements to all class families. In the older classes, organizes carpools and ensures that every child has an age-appropriate car seat or booster seat.

Plans class social events throughout the school year, gathering parent ideas and input from parent meeting discussions or social surveys or questionnaires. Assists the All-School Chair-Elect with organization and execution of All-School social events and family fun nights open to all classes – typically three during the school year; one each in the fall, winter, spring. Coordinates class gifts for teacher and parent educator, including collection of money, if necessary. (If the class so chooses, the Social Coordinator may also collect money for a social “fund,” which can then be used to pay for gifts, class parties, or other social items/events.)

Photographer/Yearbook

Takes pictures in class throughout the year, shares those photos with class via email and/or photo sharing website, and works with Teacher to create photo displays in the classroom. Responsible for creating, collecting money for, and distributing a class yearbook or other keepsake.

Scheduler

Works with Teacher, Parent Coordinator and Class Chair to create and distribute a schedule of parent workdays, workstation staffing, snack preparation, and upcoming events. For older classes, maintains substitute list for parents unable to come on their workday and, depending on the wishes of the class, may be the contact person for parent or child absences.

Translator/Interpreter

Translates English documents to Spanish or Spanish documents to English. Assists parents during meetings with Spanish/English interpretation if needed.

**PHINNEY NEIGHBORHOOD ASSOCIATION
SPANISH IMMERSION COOP OPERATING PROCEDURES**

PHINNEY COOPERATIVA PRESCOLAR EN ESPAÑOL - PCPE

Article I. NAME

The name of the organization shall be the Phinney Cooperativa Preescolar en Español (PCPE). It is affiliated with the Phinney Neighborhood Association (PNA), located in the city of Seattle, King County, Washington.

Article II. PURPOSE

A. The PCPE is dedicated to providing a structured cooperative program designed to encourage the social, emotional and physical growth of young children in a Spanish immersion environment that develops cross cultural awareness. It is also intended to be a resource to support bilingual and Hispanic families in North Seattle.

The PCPE is designed for children ages 1 to 5 who speak Spanish either full time or part time at home with a family member. This program will be divided into two classes: 1 and 2 yr olds and 3 to 5 yr olds. The governance of the preschool comes from an advisory board made up of representatives from each of the classes.

B. This PCPE is organized exclusively for educational purposes, as required by Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision in any future United States Internal Revenue Law). No part of the net earnings of the organization shall benefit or be distributable to its members, trustees, officers, or private persons, except that the preschool may pay reasonable compensation for the services rendered and purchases made for the pursuit of its educational purposes.

Article III. MEMBERSHIP

A. The PCPE shall be composed of classes, the number of which will be determined by the Board in the spring of each year. Placement in these classes will be determined by a child's age as of August 31st. Age-group classification for individual children may be waived using established age-range exception procedures involving the Teacher, parents of the child in question, the Class Parent Coordinator, and the Registrar.

B. Any parent or guardian with a child or children of preschool age, living within the boundaries of the catchment area described below, is eligible to enroll in the preschool. Children living outside the catchment area are also eligible to enroll in the preschool, but priority is given to students within the catchment in order to ensure a community-based membership. The catchment area follows the North and Northwest geographic clusters as established by Seattle Public Schools for the 2009/2010 school year.

C. All-School registration for the following school year will be held each spring. At the time of registration, current students promoting into the next class or students repeating a class will be given first priority for enrollment. Vacancies that exist after registration will be filled from the group waiting list according to its priority classifications and date of contact.

D. Throughout the year it is the job of the Registrar to provide information to prospective PCPE families. When class enrollment is full, the Registrar will maintain a waiting list of children who would like to join the class if an opening occurs.

The waiting list will be organized using the classifications listed below. The classifications are listed in the order of enrollment priority. Each child's name will be placed in the single classification that provides him or her the highest priority and, within that classification, by date of contact with the Registrar.

1. Current students promoting into or repeating a class (including families returning from a Leave of Absence);
2. Siblings of students currently enrolled in the preschool;
3. Current students transferring from one class into another;
4. Siblings of alumni* students;
5. New enrollees whose parent(s) is a native Spanish speaker;
6. New enrollees whose parent(s) demonstrates appropriate fluency in Spanish (as determined by the PCPE language review committee);
7. New enrollees who live inside the catchment area;
8. New enrollees who live outside the catchment area;
9. New enrollees of Spanish families who are unable to participate in the classroom but whose caregiver meets Spanish speaking criteria. (Parent(s) of children must, however, commit to participate in PCPE as described in the Parent Handbook.)

* *An alumni student is one who has had continuous enrollment in PCPE program (regardless of start date), and graduated from the Pre-K class.*

When openings occur during the school year, they should be filled by children from the waiting list. Children in the highest enrollment classification will be offered, by date of contact, an opportunity to fill vacancies. The Registrar will continue down the waiting list according to priority classifications and date of contact until any vacancies are filled. The PCPE will strive to maintain a ratio of at least 60% to 40% between boys and girls within each class. In order to maintain this ratio, some applicants with higher priority on the waiting list may be passed over until the target ratio is reached.

In recognition of scheduling conflicts or family circumstances, if a family is offered a position in the preschool and chooses to decline, they will maintain their status on the waiting list. If a family is offered a position a second time and chooses to decline again, they will be assigned a new contact date based on the day they declined the second position and moved down the waiting list to the in-catchment or out-of-catchment category, as appropriate.

In the winter of each year, the Registrar will contact all families remaining on the waiting list for their class to determine if those families are interested in enrolling in the PCPE the next fall. The waiting lists then will be updated to show only families currently interested in enrollment. The updated waiting lists will be used to fill vacancies after the All-School registration and during the next school year.

The purpose for this system of categorizing waiting list students is to support families already in the PCPE while giving fair treatment to each family desiring entrance into the preschool. Families who feel their situation is exceptional and is not addressed by this system should bring this to the attention of the Board.

E. The PCPE Board may grant a leave of absence up to three months. The child's name will be placed at the top of the waiting list and he or she will be given priority to re-enroll as a vacancy occurs. Members who are absent without a leave, or for longer than the time specified in their leave of absence, will be classified as "new enrollee" for waiting list purposes. Their new date of contact will correspond to the date they called to be put back on the waiting list.

F. Each family represented at the monthly parent meeting is considered to be a voting member of the PCPE.

G. Member families will be required to sign a PCPE Family Contract when enrolling their child(ren) in the PCPE. By signing the contract, families acknowledge and accept their general responsibility to participate as contributing, active members of the Co-op as well as the specific responsibilities of their respective class(es).

H. The PCPE will not discriminate against applicants or students on the basis of race, religion, sex, national origin, disability, or sexual orientation.

Article IV. OFFICERS, VOTING MEMBERS OF THE BOARD, AND ELECTIONS

A. The All-School Officers of the preschool shall consist of a Chairperson, Chair Elect, Registrar, Secretary, and Treasurer. If an All-School Officer has more than one child in the preschool, that officer shall be exempt from the "one-job-per-child" rule and shall not be required to assume a second job assignment.

B. The voting members of the Board shall consist of the All-School Officers, the All-School Fundraiser, the All-School Parent Coordinator and one representative of each preschool class.

All Board meetings shall be conducted in Spanish. However, if in any occasion there is a need of an interpreter, the PCPE Translator/interpreter will provide these services.

The Board shall have such powers as are reasonable and necessary to manage and administer the preschool. Decisions of the Board will be by vote and recorded in the minutes of its meetings.

Board meetings will be held once a month. The All-School Chairperson must be notified in advance of the need for placement of an item on the Board's agenda. The Board meetings are open to all member families.

C. Each class in the preschool shall pick a Chairperson, Parent Coordinator and Secretary. Each class will select its Chairperson and Parent Coordinator following registration in the spring for the next preschool year. The Secretary position for each class shall be filled as soon as possible thereafter.

D. Any vacancy in an All-School Office will be appointed by the Board as soon as possible after it occurs. Any vacancy in a class office shall be filled by the class as soon as possible after it occurs.

E. Nominations for All-School Officers shall be taken at class meetings. The new Officers are approved by vote of preschool and serve on the Board for a term of one year.

F. If the question of dismissal of an All-School Officer arises, a committee of five participating parents, excluding Board members, shall be chosen by lot to investigate the situation and make recommendations to the general membership.

G. Voting may be by a show of hands or by secret ballot.

Article V. DUTIES AND RESPONSIBILITIES OF OFFICERS, BOARD MEMBERS, ALL-SCHOOL POSITIONS AND OTHER KEY JOB HOLDERS

A. All-School Chair

1. Manages all business details needed to operate the preschool;
2. Schedules and conducts All-School meetings and Board meetings;
3. Arranges for preschool committees and oversees their functioning;
4. Oversees Class Chairs;
5. Informs members and staff of preschool issues and events through notices;
6. Develops budget with All-School Treasurer;
7. Signs checks in the absence of the All-School Treasurer;
8. Decides when school is to be canceled due to inclement weather and emergencies;
9. Meets regularly with PNA Director, Teacher, and members to assure program coordination;
10. Receives a 100% tuition break for one participating child, and is exempt from the "one job per child" rule.

B. All-School Chair-Elect

1. Assists All-School Chair with business details and projects;
2. Conducts meetings in absence of the All-School Chair;
3. Organizes and coordinates All-School Events, including All-School Meetings and social events;

4. Responsible for communicating information about the preschool to the PNA community through the
Phinney Review, and the PNA newsletter;
5. Coordinates school pictures;
6. Coordinates assignment of All-School positions;
7. Oversees the summer program and develops and distributes the All-School summer park schedule;
8. Works with Teachers and members to prepare facilities at the beginning of the year;
9. Receives a 50% tuition break for one participating child in Threes and Pre-K, 100% for P/I, Toddlers and Twos, and is exempt from the “one job per child” rule.

C. Registrar

1. Manages school enrollment;
2. Responds to inquiries about the preschool by interested families;
3. Maintains waiting lists for each class;
4. Oversees registration for new school year and filling vacancies during the year;
5. Organizes and distributes an All-School roster at the beginning of the year and updates it as needed;
6. Maintains email groups for each class;
7. Receives a 50% tuition break for one participating child in Threes and Pre-K, 100% for P/I, Toddlers

D. All-School Secretary

1. Keeps minutes of business transacted at All-School Meetings and Board meetings;
2. Posts the minutes on the PCPE website once they are approved by the Board;
3. Takes care of necessary correspondence for the preschool;
4. Receives the minutes of each parent meeting from each group’s Secretary and maintains a record of parent meetings for the board;
5. Updates and distributes, with the assistance of each class’s secretary, the preschool handbook;
6. Creates and distributes a preschool directory;
7. Maintains the cleaning schedule and a roster of paid cleaners;
8. Works with the Teacher to schedule fall and summer cleaning weekends;
9. Receives a 50% tuition break for one participating child in Threes and Pre-K, 100% for P/I, Toddlers and Twos, and is exempt from the “one job per child” rule.

E. All-School Treasurer

1. Receives and banks all fees, tuition, and other income;
2. Promptly pays all bills;
3. Submits to the Board a monthly financial statement;
4. Prepares the annual budget and financial statement with the All-School Chair;
5. Receives a 100% tuition break for one participating child and is exempt from the “one job per child” rule.

F. All-School Fundraiser

1. Works with Board to establish preschool fundraising goals and develops a plan to raise money to meet goal;

2. Oversees and coordinates fundraising events;
3. Oversees class fundraisers and coordination of their help in fundraising events;
4. Reports to Board on the status of fundraising and conduct of fundraising events;
5. Receives a 50% tuition break for one participating child in Threes and Pre-K, 100% for P/I, Toddlers and Twos, and is exempt from the “one job per child” rule.

G. All-School Parent Coordinator

1. Coordinates the mentor program at the beginning of the school year, pairing new families with experienced PCPE families;
2. Works with Class Parent Coordinators to keep open lines of communication between the board, various classes, and Teachers;
3. Coordinates at least one preschool evaluation each year and works with Class Parent Coordinators to report the results to the Board and the preschool members;
4. Serves as a mediator if problems arise between Teachers and parents, including overseeing implementation of grievance procedures;
5. Oversees the Parent Education component of the preschool program and chairs the Parent Educator hiring committee as needed;
6. Serves as a link between preschool Parent Educators; North Seattle Community College, Child and Family Education Division; and the Board. Coordinates evaluation process, registration, and payment with NSCC;*
7. Act as a mentor and supervisor for Class Parent Education position holders, overseeing class budgets and the distribution of those funds;*
8. Maintains a list of available speakers, special events, and parenting resource professionals in the community;
9. Maintains Parent Education Libraries, one in each preschool room;
10. Plans All-School Parent Education events;
11. Receives a 50% tuition break for one participating child in Threes and Pre-K, 100% for P/I, Toddlers and Twos, and is exempt from the “one job per child” rule.

H. Class Chairs

1. Communicates the business details and concerns of his or her class to All-School Chair;
2. Attends monthly Board meetings or arranges for a representative to do so;
3. Plans and conducts class parent meetings;
4. Assists the All-School Chair in arranging for preschool committees and overseeing their functioning;
5. It is exempt from the “one job per child” rule.

I. Health & Safety Coordinator

1. Maintains and updates first aid boxes and traveling first aid kits for both preschool rooms;
2. Works with Class Chairs to get families to make “comfort kits” for children to be housed at school;
3. Works with Class Chairs to notify families of contagious disease outbreaks as well as emergency plans;
4. Coordinates with PNA about important PNA safety issues and emergency plans. Also coordinates earthquake and fire drill practices with Teachers and Class Chairs once in the spring and once in the fall;

5. Updates school emergency plan, if necessary.

J. Class Parent Coordinator

1. Keeps a current roster of parents and children and notifies the Registrar of any changes in class membership;
2. Arranges for prospective members to visit and observe his or her class;
3. Works with the Class Chair to implement the mentor program;
4. Works with the All-School Parent Coordinator to plan and coordinate Teacher and program evaluations;
5. Orients families who join their class during the course of the year;
6. Acts as a liaison between class' Teacher and parents, and works closely with the All-School Parent Coordinator in implementing the grievance procedure.

K. Class Secretary

1. Keeps minutes of business transacted at class meetings and relays them to the All-School Secretary;
2. Emails the minutes to the class within one week after each meeting;
3. Maintains a bulletin board for the class;
4. Takes care of any necessary correspondence for the class;
5. Keeps a record of attendance at class meetings and relays this to Class Chair;
6. Maintains a current file of all required registration, medical, and insurance forms for each member of the class.

Article VI. PRESCHOOL TEACHERS

A. The PCPE's Teachers will develop and implement a developmentally appropriate educational program in Spanish for the children in their class(es) based on recognized research and philosophy in the field of early childhood education. That program will incorporate parent input and be presented to each class as a general curriculum plan. The curriculum plan will be posted prior to its implementation and made available to the teacher.

B. Each PCPE's Teacher also is responsible for:

1. Supervising the children's activities with the assistance of the parents;
2. Supervising parent participation in the classroom;
3. Attending meetings and workshops scheduled for his or her professional development;
4. Administering the school supply fund;
5. Attending respective class meetings, and encouraged to attend All School Functions;
6. Communicating openly with families about the development of their children;
7. Making every possible effort to meet the goals of the preschool as set out in his or her job description (a copy of which shall be posted and made available to the membership);
8. Giving a minimum of one week's notice prior to foreseeable changes in class routine, such as family nights and field trips.

C. In case of a grievance against a parent, guardian, or caretaker, a Teacher shall contact the appropriate Parent Coordinator within 7 days of the incident and submit a written account of the grievance. The Parent Coordinator shall submit a solution, in writing, to the Teacher within an additional 7 days for approval and signature. If the solution is not acceptable, the Parent Coordinator shall refer the grievance to the All-school Parent Coordinator, who shall investigate the matter and submit a solution, in writing, to the Teacher within 14 days for approval and signature. If this solution is still not acceptable to the Teacher, the matter will be referred to the Board. The Board will take it up at its next meeting. The board will come to a final solution, by vote, as soon as possible but in no case later than three months from the date of referral. The decision of the Board shall be binding. A copy of all grievances, and all written solutions to those grievances, whether approved or not approved, shall be forwarded to the All-School Parent Coordinator for filing.

Article VII. PRESCHOOL TEACHERS' EMPLOYMENT

A. Teachers shall be employees of the PNA and subject to its personnel policies and procedures. A copy of the preschool-teacher job description shall be posted in each classroom.

B. A survey will be prepared annually in the spring and distributed to the membership by class parent coordinators. An informal survey may also be prepared in the fall. The survey(s) will contain questions that contribute to the evaluation of the school's teachers as well as the evaluation of the preschool's overall program and operation.

The All-School Parent Coordinator is responsible for developing and revising all such surveys and presenting them to the Board for review before they are distributed to the membership. The All-School Parent Coordinator will then work with the Class Parent Coordinators to develop a mechanism for the distribution and uniform tabulation of survey results, as well as a method for presenting those results to the Board, the preschool's Teachers, and each parent group.

The Board will use the survey results as a basis for evaluating each teacher's performance. The evaluation shall take place at the Board meeting, which follows the tabulation of those results. It will be conducted by the Board, the Teacher and the Class Parent Coordinators. All preschool members may participate in the discussion, although the teachers will be asked to leave the room when their evaluations are being discussed. Any decisions regarding a teacher's employment status shall be made privately by the Board, the Teacher, and the relevant Class's Parent Coordinator.

C. In the event that a Teacher vacancy occurs, a hiring committee shall be formed by the All-School Chair and will strive to fill the position as soon as possible.

D. The Board reserves the right to terminate a Teacher's employment with one month's notice by a two-thirds majority vote of the members. However, when, in the opinion of the Board, the continuing employment of a Teacher is detrimental to the

safety and welfare of the students, parents and guardians, or Teacher, employment may be terminated immediately upon notice to the Teacher.

E. A preschool Teacher may be hired by the Board to serve as Head Teacher to fulfill such duties as specified by the Board. These duties would typically include supervision of other Teachers, assisting in the hiring and evaluation of Teachers, participating in Board meetings, and assisting the All-School Chair and other Board members with the administrative work of the preschool.

Article VIII. DUTIES AND RESPONSIBILITIES OF PARTICIPATING FAMILIES

A. A parent, guardian, or caretaker of each child enrolled in the preschool shall work in one session of preschool per child, per week, under the direction of the preschool Teacher. Each family is expected to hold one preschool job in each class they have a child enrolled or serve as an officer of the Board (see Article IV(A) and Article V(I) and (J) for potential exceptions). Lack of full participation, as detailed in the PCPE Family Contract, is grounds for review and possible dismissal from the preschool by the Board.

B. If the parent, guardian, or caretakers scheduled to work in the classroom on a given day finds absence on that day unavoidable, he or she is responsible for finding a substitute and promptly reciprocate by assuming his or her alternate's duties on another day.

C. One parent or guardian from each family is required to attend the monthly parent meetings. Any family that is unable to attend a group parent meeting or an All-School meeting should notify their Class Chair. Families are responsible for finding out about the business conducted at any missed meeting and any responsibilities assigned.

D. Families are responsible for arranging the transportation of their child to and from school. Children whose parent, guardian, or caretaker is not staying in class should be dropped off and picked up from school promptly.

E. Families must show proof of the child's immunizations for his or her preschool file, as required by state law by the first day of school. Those with religious or personal objections shall be exempted, but failure by others to do so will be reason for dismissal from the PCPE. Families must also turn in a medical release form by the first day of school or their child will not be permitted to remain at school without a parent, guardian, or caretaker.

F. Every adult working in the classroom may be required to present proof of a valid tuberculosis test or chest x-ray. The All-School Chair and the All-School Health and Safety Coordinator, with the advice of the King County Health Department, shall decide on an annual basis if such proof is necessary. If a presented test is positive, the individual and the preschool should follow current health department recommendations. If the test results are positive, the adult should provide a letter from a qualified doctor as proof that they have passed the x-rays and are not contagious.

G. Families shall provide transportation for class excursions when those excursions fall on their assigned work day, if they have a vehicle at their disposal. Families who are not working on the day of a given class excursion have the option of accompanying their child on excursions. All drivers shall provide copies of their current driver's license and proof of auto insurance to their class secretary by their child's first day of school attendance or as obtained.

H. Families are obliged to support the fundraising goal of the preschool set annually by the Board.

I. Siblings, with the exception of infants under the age of six months, shall not accompany parents or guardians on their work days. If the presence of infants becomes disruptive to the class, those involved will explore acceptable alternatives. In an extreme situation when a non-enrolled child must attend class, previous permission of the Teacher must be obtained.

J. Each family is responsible for having their child in good health when attending school and must notify their Class Chair if the child contracts a contagious disease or ailment. See "When Your Child Is Sick," on page 24 for guidelines on when to keep your child home.

K. In case of a grievance against a Teacher, the parent shall contact the relevant Parent Coordinator within seven days of the incident and submit a written account of the grievance. The Parent Coordinator shall submit a solution, in writing, to the parent within an additional seven days for approval and signature. If the solution is not acceptable, the Parent Coordinator shall refer the grievance to the All-School Parent Coordinator, who shall investigate the matter and submit a solution, in writing, to the parent within fourteen days for his/her approval and signature. If this solution is still not acceptable to the parent, the matter will be referred to the Board. The Board will take it up at its next meeting. The Board will come to a final solution, by vote, as soon as possible, but in no case later than three months from the date of referral. The decision of the Board shall be binding. A copy of all grievances and all written solutions to grievance whether approved or not approved, shall be forwarded to the All-School Parent Coordinator for filing.

Article IX. PRESCHOOL SESSIONS

A. The preschool year shall approximate that of the public schools, and most regular school holidays will be observed.

B. The preschool will be closed when Seattle Public Schools are closed due to inclement weather. When Seattle Public Schools open late, however, the decision as to whether the preschool will run according to its regular schedule will be made by the Teacher, the Class Chair and the All-School Chair. In the event of any other emergency, the All-School Chair will decide if school is to be canceled and will notify Teachers and Class Chairs.

Article X. FEES AND FINANCES

A. Finances will be handled by the All-School Treasurer with the assistance of the All-School Chair.

B. The Board will develop an annual budget, a copy of which shall be available upon request to any co-op member who requests it. Any expenditure in excess of \$1,000 not included in the annual budget must be approved by a majority of PCPE members.

C. A registration fee intended to cover insurance, operating costs and the future Scholarship Fund shall be paid upon enrollment. That registration fee shall be set by the Board prior to registration, according to the financial condition of the PCPE. The registration fee is non-refundable and must be paid no later than the first day of attendance. For those who register up to January 31st, the full registration fee will be due. After January 31st, registration will be one-half the full amount. For those who are registered on or before the 15th of a month, 100% of monthly tuition will be due; for those who are registered after the 15th, 50% of monthly tuition will be due.

D. PNA membership is required for enrollment in the PCPE. Each family's PNA membership fee shall be paid at the time of enrollment. The PNA annual membership begins in the spring following March registration. The fee is prorated for families who enroll later. This fee is non-refundable.

E. Tuition will be calculated during the summer break and announced at or before the first class meeting. The tuition cost will be based upon the minimum enrollment figures for each group. A set tuition will be established for the year. Payment of one month's tuition ("first month") will be made during spring registration. An additional month's tuition ("last month") will be paid at the first class meeting prior to the start of school. The first month's tuition will be deposited but is refundable IF a parent informs the Registrar and their Class Parent Coordinator by June 30th that they are leaving PCPE. The registration fee is non-refundable. Tuition is to be paid on the first of each month and shall cover the period from the first day to the last day of that month. A \$5 penalty will be added to any tuition not received by the 5th of the month unless prior arrangements have been made with the All-School Treasurer. If tuition has not been paid by the 15th of the month, the penalty increases to \$15. Tuition one month in arrears shall constitute reason for suspension from the preschool. The All-School Treasurer will make a recommendation to the Board regarding appropriate action. During the period of enrollment, full tuition must be paid each month whether or not the child attends every session. One month's written prior notice shall be given to the Registrar and Class Parent Coordinator when a child is withdrawing from the PCPE. Withdrawing students may use their prepaid last month's tuition only by giving notice a full thirty days prior to his/her withdrawal. No refunds will be given for unused portions of a calendar month. If payment of tuition poses a hardship, a payment schedule may be arranged with the All-School Treasurer and an application may be made for a scholarship or emergency assistance. A confidential financial statement will be required for all such applications.

All unpaid fees must be paid in full before registration can take place for the next year. Parents will pay their own way on field trips unless other arrangements are made in advance.

Article XI. MONTHLY PARENT MEETINGS

A. Monthly parent meetings shall be scheduled by each group. Meetings are mandatory. A set date will be determined by each group in the orientation meeting.

B. All-School parent meetings may be held in the fall and spring of each year. In the event that All-School parent meetings are scheduled, up to two monthly class meetings may be waived to compensate for attending All-School meetings.

C. Attendance at class parent meetings and All-School meetings is mandatory. Class Secretaries are responsible for taking attendance at parent meetings and for notifying the Class Parent Coordinator and Chair when a family has missed two such meetings. The Chair is then responsible for bringing the issue to the family's attention.

A family that misses three meetings will be required to present an explanation to the Board and risks dismissal from the PCPE. The decision to dismiss will be made by the Board. The Board will consider information from the family, the class's Chairperson, and the class's Parent Coordinator when making the decision

Because meetings are mandatory, officers shall respect the commitment required of the members and make every effort to conduct meeting business in a timely manner.

D. A vote by a simple majority of PCPE's member families present at a monthly parent meeting shall be considered binding.

Article XII. COMMITTEES

A. The All-School Chair will work closely with the Class Chairs to establish and fill positions and committees according to the needs of the preschool

Class Chairs shall notify the All-School Chair and committee chairs of any changes in jobs or committee assignments.

B. Committee chairs shall report to the All-School Chair, prior to the monthly Board meeting, if they have any business to be handled at either the Board meeting or the monthly class parent meeting.

Article XIII. ADOPTION AND AMENDMENT OF OPERATING PROCEDURES

A. The Operating Procedures shall be reviewed periodically by the Board or a committee appointed by the Board. A committee report will be passed on to the membership prior to voting on any proposed amendments or revisions.

B. The Operating Procedures may be amended by a two-thirds majority vote of those present at any All-School parent meeting, or by a two-thirds majority combined vote from the class meetings. Three days' notice of any amendments or revisions must be given to the membership before such a vote.

Article XIV. DISSOLUTION OF THE COOPERATIVE

In the event that the PCPE dissolves, its Board shall be responsible for liquidating and disposing of all assets, in accordance with the Agency Service Agreement signed with the City of Seattle, Department of Community Development in July 1981.

**Will apply when we have "Parent Education" as part of the program.*

PCPE CONTRACT

As a member of the Phinney Cooperativa Preescolar en Español, I AGREE:

Attendance at Preschool: To participate in the classroom once a week on a scheduled workday.

Classroom Substitute: To arrange for a substitute to assume my responsibilities when I cannot be there on my workday, even if my child is not in school, and to reciprocate by assuming my substitute's duties at another time.

Attendance at Monthly Meetings: To attend mandatory class parent meetings held on a regularly scheduled date agreed to by the entire class. If I cannot attend a meeting, I will notify my Class Chair in advance and take responsibility for finding out what business was conducted at the meeting. Meetings run approximately two hours and parents are expected to stay until they are over.

Fundraising: To participate with additional volunteer time and/or financial support on behalf of fundraising efforts to benefit the preschool.

Tuition: To keep current on all tuition due in accordance with PCPE Operating Procedures found in the handbook. Late fees will apply. Any refunds made will be in accordance with PCPE Operating Procedures. For details, see the section on Tuition and Article X of the PCPE Operating Procedures found in the Handbook.

Class and Board Positions: To hold at least one Class, All-School, or Board position.

Transportation: To be responsible for transporting my child to and from school and to provide a car seat or booster seat for my child appropriate to his/her age and size for field trips according to the state law.

Immunization: To show proof of my child's immunizations as required by State Law (exempting those with religious or personal objections) and show proof of parent TB test in accordance with the State Health Department's recommendations by the first day of class.

Criminal History Background Check: To submit to my Class Secretary the names and birth dates of anyone who will be regularly working in my child's classroom, so a criminal history check can be done.

Siblings: Not to bring siblings, except infants under 6 months, on my workday or to parent meetings except in case of emergency and with prior consent of Teacher/Class Chair.

General Health: To be responsible to have my child and myself in good health when attending school and to notify my Class Chair if my child contracts a contagious disease.

General Behavior: To conduct myself in an appropriate and responsible manner while involved in the classes.

Grievances: To take any grievances to my class Parent Coordinator. If grievances are not met, I will follow the prescribed procedure according to the PCPE Operating Procedures and detailed in the PCPE Handbook.

PNA Membership: To maintain membership in the Phinney Neighborhood Association.

Withdrawal: To give one month's written notice to my Class Parent Coordinator and the PCPE Registrar if I withdraw.

Handbook: To read the PCPE Handbook and abide by the policies outlined in it.

I understand that by not meeting any one of the above requirements, my family is subject to being asked to leave the preschool.

Signature

Date