

McKinley Cooperative Preschool, INC.

Bi-Laws

STATEMENT OF PROGRAM PLAN

The purpose is to administer and maintain a parent cooperative preschool, and to offer a developmental program with emphasis on providing an environment that encourages each child's natural curiosity and creativity. It is believed that the group experience of the school will increase independence and socialization skills. The cooperative aspect of the preschool involving the parents as assistants to the Teacher, by its very nature, makes for a closer bond between the child and the parent.

REQUIREMENTS OF MEMBERSHIP

A. Age of chil(ren)

a. The child entering the toddler program must be 18 months or old on or before September 1st of the school year.

b. The child entering the 3-year program must be 3 years old on or before September 1st of the school year.

c. The child entering the 4-year program must be 4 years old on or before September 1st of the school year.

d. A child who has not attained the age of 4 years by September 1st may be allowed to enter the class at the teacher's discretion.

e. Birth certificates will be required of all new children entering the preschool.

B. The child entering the preschool three- and four-year programs must be toilet trained. The child entering the toddler program does not have to be toilet trained.

C. The following list contains the preference order and dates in which the membership chairperson must receive the application and registration fee. Membership into the co-op is on a first come basis within each category:

- a. PRESENT MEMBERS: LAST FULL WEEK OF FEBRUARY

- b. ALUMNI MEMBERS: FIRST FULL WEEK OF MARCH

- c. OPEN REGISTRATION: BEGINS SECOND WEEK OF MARCH

D. The parent or other designated adult must be available to work the required number of days at the preschool.

E. The child entering the 3-year and 4-year-old program must have had a physical examination no longer than one year prior to his/her entering the preschool program. The child entering the toddler program must have had a physical examination no longer than 3 months prior to the child entering the program.

- A. Evidence of such an examination must be shown on the form supplied by the Michigan Department of Health, before attending their first session.
- B. All children's health forms must include date of examination (month, day, and year), physician's signature, and date of the following immunizations:
 - a. Pollio
 - b. DPT
 - c. Measles
 - d. Mumps
 - e. Rubella
 - f. Negative TB test

Immunization Waiver from the child's county health department will be accepted.

F. Child Information Cards must be completed in full, and returned to the Membership Chairperson before the child's first session. Failure to comply will result in child's exclusion from class until the card is returned. A file of new emergency cards must be kept in the room. These cards must be filled in completely, including the parents' business telephone number and working hours.

G. Enrollment shall be limited to a maximum of 15 children in the three year and four-year program in compliance with the Department of Social Services. Toddler program will have a maximum of 10 children with 10 adults in compliance with the Department of Social Services, as each toddler must be accompanied by an adult.

H. MEMBERS WHO HAVE BEEN ASKED TO LEAVE THE PRESCHOOL FOR ANY REASON, OR WHO HAVE LEFT IN BAD STANDING SHALL NOT RECEIVE PRIORITY IN APPLYING FOR MEMBERSHIP AT FUTURE DATE, BUT SHALL INSTEAD BE TREATED AS NEW MEMBERS FOR ACCEPTANCE.

INSUFFICIENT FUND

A. All monies shall be made payable by check, money order, or PayPal (+4% paypal fee) to McKinley Cooperative Preschool, INC.

B. A member who submits a check that is returned for insufficient funds will be required to pay a \$25.00 check returned fee, as well as any bank fees that are acquired from the returned check. A tuition payment returned for insufficient funds will be subject to the late fee of \$25.00 as well as the returned check fee.

Registration

A. The registration fee and completed application form must be turned into the membership chairperson in order to secure a place in the preschool program.

B. The registration fee for the 3 year and 4 year and toddler preschool program will be determined for the year by the current board no later than Dec 31st.

C. If two children from the same family are enrolled at the same time in the three- and four-year program, the registration fee will be \$10.00 less for each additional child that is enrolling into the program.

D.Registration fees are non-refundable

E. For children enrolling after Feb 1st, the registration fee will be half of what the full year registration cost is. This is for all classes.

McKinley Cooperative Preschool Hours of Operation

A. Toddler Class is Tues/Thurs 9:30-10:30

B. 3yr Class is Tues/Thurs 11:00-1:30

C. 4 year Class is M/W/F is 9:30-12:30

a. If afternoon class is required then It would M/W/F 1:00-4:30

PROCEDURE FOR ABUSE AND NEGLECT

A. Everyone in the current school year must comply with the FIA request for central registry clearance.

B. For those volunteers who can be unsupervised in the classroom, they must pass a fingerprint clearance that is requested from the State of Michigan

C. Everyone in the current school year must read and sign the abuse/neglect reporting requirements. To be completed at orientation or prior to their child starting school.

D. Policies for Discipline and Withdrawal

a. Our policy on discipline is one of using positive methods to encourage self-control, self-esteem, and cooperation. Hitting, shaking, and severe physical action or any form of corporal punishment is forbidden. We will not allow a child to hurt him/herself, another person, or property in the room. In extreme cases, a child may be removed from group activities and asked to sit by him/her self for a while, or asked to leave the room but only with adult supervision for a short period of time. The situation sheet that appears in the parent folder is meant to help parents in handling smaller problems. When in doubt, the working parent if the teacher or another working parent if the teacher is not readily available.

E. WITHDRAWALS

a. In the event of an unsatisfactory adjustment of the member, the Board may request the withdrawal of that member or take action as they see fit.

CHILD PLACEMENT CONTRACT

A. Everyone in the current school year must read, complete and sign the child placement contract which describes the contract provisions provided by McKinley Co-op Preschool.

STAFF INSTRUCTIONS ARE AS FOLLOWS

A. Teachers shall be selected by the board members

B. RESPONSIBILITY OF THE TEACHER

- a. Shall plan daily programs in compliance with the goals set by the membership.
- b. Shall be in complete charge during the preschool session.
- c. Shall hold one parent-teacher conference during the school year.
- d. Shall notify parent of any injury or illness
- e. Shall attend all membership meetings, orientation meetings, board meetings, and open house.
- f. Shall have on file in the classroom a set of emergency lesson plans.
- g. Shall prepare a list of supplies needed.
- h. Shall make a daily health check and may exclude from any preschool session any child who she feels should not be in attendance that day.
- i. Shall recommend the withdrawal of a child if necessary.
- j. Shall notify the president of any intended absence.

C. SUBSTITUTES

- a. A substitute teacher must be hired by the Board and paid a rate determined by the board.
 - i. Typically follow the local school district rate for substitution.

NON-COMPLIMENT MEMBERS

The Board may consider termination of membership if a member fails to comply with any one or more of the Bi-Laws contained in the McKinley Cooperative Preschool,

Inc. Parent Folder. If termination occurs, the fundraising requirement must be paid in full. McKinley Cooperative Preschool, Inc. will prosecute all embezzlements.