

Solon Cooperative Preschool, Inc.



"A place where children and parents grow together"

Bylaws

Solon Cooperative Preschool, Inc.
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Introduction

We are happy to welcome you and your child to the Solon Cooperative Preschool (SCP or Preschool). SCP is a non-profit school where the parents play an integral part in their child's education. We have been a viable part of the Solon community since 1954. Membership admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, and activities available to the students of the Preschool.

SCP is overseen by the Board as defined under Article V of the Bylaws. Members of the Executive Board are elected by the members of the school, whereas the remaining Board positions are appointed by the President. The Bylaws and Policy Guidelines set forth outline the obligations and rights for members, responsibilities of the Board, and duties of the Director and teachers. The educational program is under the direction of qualified teachers who are assisted by the Director and the Executive Board.

Philosophy

The school's program is both age and developmentally appropriate for preschool children, and is designed to provide a foundation for future positive educational experiences. The curriculum promotes the development of the whole child, which includes social and emotional growth, language growth, motor growth, and cognitive growth.

SCP recognizes that parents are the primary educators of their children. Therefore, the Preschool seeks to bring together parents, children, and teachers in a relaxed yet guided program so that parents can participate along with their children as they embark on this early learning process. At SCP, parents are given a unique opportunity to observe the growth and development of their child among children of his/her own age group in a school setting.

Play is the key that opens the door to unlimited possibilities for learning. Concrete, hands on, multi-sensory, open-ended, meaningful and relevant experiences foster creative thinking. SCP's program has been developed to provide adequate opportunities for children to express themselves freely and creatively. In addition, the curriculum gives children experiences and activities that help develop the child's motor skills and coordination. Through creative play, developmentally age appropriate opportunities are also provided for children to develop academic readiness skills in the areas of language arts, science, and mathematics.

Solon Cooperative Preschool, Inc. Bylaws

Article I. Purpose

The Solon Cooperative Preschool ("SCP") is a nonprofit organization established to provide activities for preschool children to help them develop self-reliance and develop socially in preparation for future school experiences. Parents learn constructive methods of parenting through observation, guidance, and practical experience by actively participating in the preschool education of their child.

Article II. Membership/Tuition and Fees

- Section 1.** SCP admits students of any race, color, national and ethnic origin to all the rights, privileges and activities available to students of the Preschool. Admission standards shall conform to the requirements of the Ohio Department of Jobs and Family Services and state and local agencies, which are authorized by law to regulate the operation of cooperative preschools.
- Section 2.** Membership shall be open to parents and/or guardians with children from ages two (2) to five (5) years old that are willing to assume the obligations and responsibilities of SCP. Hereafter, mother, father, guardian and child and/or children shall be referred to as "member."
- Section 3.** A child who is two (2), three (3) or four (4) years old by September 30th is eligible for the two (2), three (3) or four (4) year old programs, respectively. The birth date requirement is in conjunction with Solon school district kindergarten cut off date and shall be strongly adhered to by the school.
- Section 4.** Members shall enroll for one full school year or the balance of the current school year with a start date prior to March 1st. Enrollment after March 1st shall be at the discretion of the Director. The Executive Board will determine opening and closing dates and will create the school calendar.
- Section 5.** Registration Procedures:
- A.** Registration shall be held in January for the following year. Registration shall occur in a 3-tier process, on dates to be determined by the Executive Board. During Tier 1, current members shall be able to register for any spot in any class session. The Registrar shall distribute registration packets in current members' mailboxes, returnable by the date specified to ensure priority enrollment. During Tier 2 (alumni registration), those alumni not currently enrolled shall participate in registration. During Tier 3 (open registration), those in the general public may register.
 - B.** "Alumni" shall be defined as children or siblings who are currently attending or have previously attended SCP, or children of parents who attended SCP.
 - C.** Prospective members must complete and return the registration application and payment of the NON-REFUNDABLE registration fee to the Registrar at the time of registration. Member shall complete and return all other forms as required by the SCP and the Ohio Department of Jobs and Family Services prior to the child's first day of attendance.
 - D.** Enrollment shall be ongoing until all vacancies are filled.
- Section 6.** The registration fee secures the applicant's position for the upcoming school year and is NON-REFUNDABLE.
- Section 7.** The amount of the registration fee, tuition and fundraising requirement, as well as the payment schedule for each shall be determined each year by the Executive Board.

Section 8. A sibling discount will be given to members enrolling more than one child at the school in the same school year. The younger sibling(s) will be granted a 10% discount on the second and subsequent tuitions paid.

Section 9. If a member's tuition payment is overdue by more than five (5) days, the Secretary shall notify the President. The President shall then notify the member parent(s) of the delinquent tuition payment and shall inform the parent(s) that the member child will not be allowed to attend class until payment is made. At this time, the President, after consulting with the Executive Board, shall determine a date by which the member family's delinquent tuition must either be paid in full or the member family will be required to withdraw from SCP. Notice of said date shall promptly be mailed to the member family. In the event a member family is forced to withdraw from SCP for failure to pay tuition, the member family will be required to resubmit an application for registration, including the non-refundable registration fee, before the child will be reinstated in class, providing a space in the class is still available.

Section 10. In the event a member's check for tuition or any other payment is returned to SCP for insufficient funds, the Treasurer shall promptly notify the member. The member shall reimburse SCP for any charges incurred as a result of the returned check, including but not limited to bank charges. The member's outstanding balance and reimbursement of any fees shall be due upon notice.

Section 11. All members of SCP shall be required to participate in fundraising activities for the benefit of the school. Each school year, the Executive Board shall determine the amount of net fundraising profit each member student is required to raise (the "fundraising commitment"). No later than April 15 of each school year, each member student will be billed for the balance of his/her fundraising commitment. Payment is due upon receipt of invoice. If the balance of the fundraising commitment has not been paid within fourteen (14) days of the invoice date, the member child will not be permitted to return to school until payment is made. Any member enrolled for a portion of the school year beginning September through December **or** January through May has a fundraising commitment of half of the amount set for the current school year.

Section 12. Members reserve the right to withdraw from SCP at any time upon written notification to the Registrar. The Director and Executive Board shall review such notice within thirty (30) days. Members may be entitled to a tuition refund for prepaid tuition under the following conditions:

- A. Serious or prolonged illness;
- B. Transfer/permanent relocation of the family out of the community (exceeding a 15-mile radius of the Preschool); or
- C. Certification from a school psychologist that the child qualifies for a special needs program.

Withdrawals for any reason other than those indicated above will result in no refund of prepaid tuition. Under no conditions will the registration fee previously paid by a withdrawing member be refunded.

Article III. Class Size

SCP classes will not exceed eight (8) students in each Mom and Tot 2-year-old class, sixteen (16) students in each 3-year-old class, and nineteen (19) students in each 4-year-old class. State regulations require a ratio of no more than twelve (12) children per working adult including teachers and aides for the three-year-old class and no more than fourteen (14) children per working adult including teachers and aides for the four-year-old class. In the event that the 2-year-old class reaches full enrollment, a second class may be formed as needed.

Article IV. Executive Board

Section 1. The Executive Board shall consist of a President, Vice President, Secretary, Treasurer, and Registrar. The Director of the Preschool shall be a member ex-officio. In the event there is no individual member capable of or willing to hold any of the Executive Board positions, two (2) members (and no more than 2 members) may share a position, thereby creating a co-position for the school year. Each position may cast only one vote, even if two individuals share the position.

Section 2. In the event that an Executive Board member resigns his/her position, the remaining Executive Board members shall select a replacement for the vacancy.

Section 3. The Executive Board shall meet as deemed necessary by the President or at the request of two Executive Board members. These meetings shall be held in order to administer to the operation of the Preschool. It is suggested that meetings are held monthly.

Section 4. The Executive Board has the following responsibilities:

- A.** Hire staff members and define their duties;
- B.** Annually evaluate the staff's performance and implementation of school philosophy and educational programs;
- C.** Evaluate organizational policies and practices of the Preschool as necessary; and
- D.** Review the Preschool's financial outlook from the year and set tuition rates for the upcoming year.

Section 5. Executive Board Positions

1. The PRESIDENT serves as the administrative head of the Preschool. The President shall preside at Board meetings and general membership meetings. This position is the liaison between the members, staff and facility (currently the Solon United Methodist Church). Working with the Director, the President shall establish the Preschool's calendar, subject to Executive Board approval. The President shall prepare informational folders for each member family to be distributed on Curriculum Night. The President shall maintain current employment records for each staff member. To the extent possible, efforts of the President shall be coordinated with the Vice President.
2. The VICE PRESIDENT serves as the Nominating Committee Chairperson. The Vice President shall preside over Board meetings and general membership meetings when the President cannot attend. To the extent possible, the Vice President shall assist the President with his/her duties.

3. The SECRETARY shall take minutes at all Executive Board, Board, and General meetings. The Secretary shall be responsible for the billing of tuition, collecting tuition payments and making deposits of tuition payments. All deposits shall be made in a timely manner, and accurate and detailed records of monies deposited shall be maintained. The Secretary shall notify the Treasurer of the amount of any deposit made within two (2) days of making the deposit. In accordance with Article II, Section 9 of these Bylaws, the Secretary shall notify the President in the event a member's tuition is more than five (5) days overdue.
4. The TREASURER shall maintain current financial records for the Preschool. The Treasurer shall be responsible for accounts payable for the school and submitting required tax forms. The President must approve checks written for more than \$500.00, excluding payroll, rent, and insurance checks. The Treasurer shall contract with an outside company (i.e. Paychex) for the preparation and payment of payroll for all SCP employees. At any point requested and at the end of the year, the Treasurer shall prepare and submit a financial outlook for the year to the Executive Board.
5. The REGISTRARS shall maintain accurate membership listings for current and upcoming school years. The Registrar shall prepare registration materials to be distributed to prospective members and shall respond to inquiries from individuals seeking information regarding SCP in a prompt manner. Upon request from a prospective member, the Registrar shall provide written materials and schedule a tour of the facilities and class of interest.

Article V. Board

Section 1. The Board shall be comprised of the members of the Executive Board, each of the Class Chairpersons, the Licensing Chairperson, the Ways and Means Chairperson, the Director, and the teachers. Each position on the Board shall be entitled to one vote on any issue voted upon by the Board.

Section 2. The Board shall meet as deemed necessary during the school year to administer the operation of the Preschool. The meetings shall be called by the President or when requested by three Board members. It is suggested that the Board meet once a month throughout the school year.

Section 3. The Board shall act upon recommendations of the Executive Board.

Section 4. The Board has the following responsibilities:

- A. Review, propose and implement policy for the operation of the school;
- B. Authorize expenditures not included in the budget; and
- C. Approve the budget for the upcoming year to present to the general membership.

Section 5. The existing Board shall meet jointly with the new Board in May and shall turn over all materials with recommendations to the new Board before June 1st with the exception of the Treasurer. The Treasurer shall relinquish all financial records within two weeks of the close of the fiscal year.

Article VI. Standing Committees

The following standing committees shall be established each year. Each committee shall have a chairperson who is responsible for overseeing the functions and activities of the committee and reporting to the Vice President. The chairperson shall act as a liaison between the Board and committee members and shall attend board meetings as requested by the President. An asterisk (*) indicates that the Committee Chairperson is a Board position.

Class Chairperson*

The 2-year-old class(es), the 3-year-old class, and the 4-year old class shall each have a class chairperson who shall serve as a link between parents, teachers and the Board. The class chairperson's main responsibility shall be to organize and maintain a schedule of the members' parent helper days for his/her class. The class chairperson shall also make arrangements for class parties, prepare and collect permission slips and/or payment for class field trips, organize teacher appreciation day and assist in any other way requested by the teachers.

Licensing Chairperson*

The licensing chairperson shall be responsible for handling all issues relating to state licensing. The licensing chairperson shall review all members' forms to insure they are completed in their entirety and meet all state requirements.

Ways & Means*

The Ways & Means Committee shall consist of one (1) chairperson and at least three (3) additional members. The Ways & Means Committee shall be responsible for the organization and running of all SCP fundraisers. The committee chairperson shall additionally be responsible for collecting and depositing all fundraising money, and reporting all such deposits to the Treasurer in a timely manner. The committee chairperson shall maintain records of all funds raised by each member and shall notify each member of the amount raised toward his/her fundraising requirement no later than April 15.

Hospitality/Advertising

The Hospitality Committee shall consist of three (3) members, one from each class offered at SCP. One of the three Hospitality Committee members shall serve as Hospitality Chairperson. The Hospitality Committee shall be responsible for set-up, clean up and refreshments on Curriculum Night and Family Night. At the request of the Registrar, members of the Hospitality Committee shall conduct tours of the Preschool for prospective members. The committee chairperson shall be responsible for arranging individual portraits of students and staff and class portraits for each class at SCP. *Hospitality will assist the Director in advertising for the school. Parents may be asked to make phone calls, arrange media, and distribute advertising materials.*

Maintenance

The Maintenance Committee shall be responsible for the upkeep and periodic cleaning of the toys (blocks, play clothes, etc.) and other equipment (towels, smocks, etc.) used throughout the school. The committee chair shall be responsible for making a schedule/calendar for all committee responsibilities.

Workroom

The Workroom Committee shall be responsible for organizing and maintaining the supply closet, keeping an inventory of supplies and making play dough for use in the classrooms.

The committee chairperson shall notify the Director when supplies need replenished. Additionally, the Workroom Committee shall be responsible for assisting in the preparation of classroom materials as requested from time to time by the Director and/or teachers.

Website:

This committee is responsible for maintaining and updating the Solon Cooperative Preschool website.

Scholastic Books:

This committee is responsible for distributing Scholastic Book Club order forms, compiling and submitting orders placed by members, and making purchases through Scholastic for the benefit of the Preschool.

Article VII. Election of Officers

Section 1. All members shall be eligible for election.

Section 2. The Vice President shall serve as Nominating Committee Chairperson. The Committee shall consist of the President, Vice President, Secretary, Treasurer, and Registrar. The Director shall be a member ex-officio.

Section 3. The Nominating Committee shall recommend a slate of officers, which shall be presented to the general membership for a vote during the month of April. Each officer shall serve a term of one year. No officer shall serve for more than two consecutive years in the same position. The vote shall be returned by a specified date in the ballot box provided.

Article VIII. Staff

Section 1. The Preschool staff consists of a Director and teachers who report to the Executive Board. Employment of the staff is not based on race, color, religion, sexual orientation, national origin, or ethnic origin. The President and the Treasurer shall fix salaries in accordance with the budget. Staff members shall be responsible for performing duties as outlined in their job descriptions and contracts.

Section 2. Duties of the Director shall include, but are not limited to, the following:

- A.** Supervising the planning of all the educational programs in accordance with the established guidelines and mission of the preschool. The Executive Board reserves the option to review the program.
- B.** Supervising the staff in preparing daily, weekly, and monthly lesson plans.
- C.** Providing weekly office hours, thereby acting as a resource to parents on matters concerning the Preschool's program and general child growth and development.
- D.** Ensuring compliance with all state and regulatory agencies.
- E.** Attending Board meetings.
- F.** Advertising the school throughout the community.
- G.** By June 1st, submitting an annual written report to President with recommendations for the following school year.
- H.** Performing all other duties described in the job description and contract.

Section 3. Duties of the teachers shall include, but are not limited to, the following:

- A. Planning the year's program subject to the director's review and approval. The Executive Board reserves the option to review the program.
- B. Teaching the assigned class(es).
- C. Preparing a lesson plan for substitute teacher(s).
- D. Notifying parent/authorized persons of injury to child. In the event emergency treatment is necessary, staff will take appropriate action and fill out an incident report.
- E. Attending Board meetings.
- F. Completing a behavior report on children whose behavior is disruptive to the class in accordance with policy guidelines. For every incident requiring documentation, teachers are to give a copy of the written report to the Director and the child's parents.
- G. After following the outlined disciplinary procedure, recommending dismissal of children whose behavior is deemed continuously disruptive to the class.
- H. Completing progress reports for each child prior to parent/teacher conferences.
- I. Performing all other duties described in the job descriptions and contract.

Article IX. Obligations and Responsibilities of Members

Section 1. The members own, operate, and administer the Preschool. It is essential that each member share the responsibility of the Preschool in order to maintain the high standards of the program and to insure continued success of the Preschool.

Section 2. Members must pay a full year's tuition or the balance of the current year's tuition in the case of a late enrollment according to the payment schedule established by the Executive Board, except as provided in Article II Section 11.

Section 3. Members will assist the teacher in the classroom on a regular basis according to the participation schedule. The participating parents can view the day's lesson plan with the teacher before the session. If a member is unable to work on his/her participation day, it is his/her responsibility to find another member to exchange workdays.

**Emergency Member Substitute List – Each Class Chairperson shall maintain a list of current members from each class who are willing to work for another member in an emergency or hardship situation. The member requesting the change must trade a working day with the Emergency Member who works for him or her. This list will be posted at the Preschool or can be obtained from the Class Chairperson. This emergency list should be used no more than twice during the school year by any one member.*

Section 4. Members shall attend scheduled meetings. A member who misses a meeting shall abide by decisions reached at the meeting.

- Section 5.** Each member is required to share in the responsibility for running the Preschool by accepting a chairpersonship, assisting on a committee or by serving on the Board.
- Section 6.** Members are expected to help in the repair, maintenance, and upkeep of the Preschool property and equipment.
- Section 7.** Members are required to actively participate in all Ways and Means projects to raise additional money for equipment and other school needs as stated in Article II, Section 10.
- Section 8.** Members are responsible for getting children to and from the classroom. No children should enter or leave unaccompanied by an adult.
- Section 9.** Members must participate in required parent/teacher conferences.
- Section 10.** If a member's child's behavior has been deemed disruptive to the class, member shall meet with the teacher and/or Director and/or President and review a plan for the modification of the child's behavior.
- Section 11.** Parents may be required to withdraw their child from SCP when the child's behavior is determined to be disruptive to the class. This withdrawal may be made at the request of the teacher, Director and/or the Executive Board. The decision to require the withdrawal of a child is final, and is within the teacher, Director, and/or the Executive Board's sole discretion.
- Section 12.** Members shall sign a contract agreeing to abide by the obligations and responsibilities of the members.
- Section 13.** Members failing to meet their responsibilities and obligations may be asked to withdraw their child from the Preschool by the Executive Board after consultation with the Director.

Article X. Rights of Members

- Section 1.** Members may fully participate in the operation of the school.
- Section 2.** At general meetings members may:
- A.** Participate in discussions.
 - B.** Cast one vote upon all questions presented for action.
 - C.** Suggest revisions of the budget and bylaws for the following year.
 - D.** Nominate Executive Officers for the following year (President, Vice-President, Secretary, Treasurers and Registrar), in addition to the slate presented by the nominating committee.
 - E.** Elect the Executive Officers for the following year.
- Section 3.** Members may express grievances and/or suggestions to their Group Chairperson. They may complete a written evaluation and submit it to the President or Executive Board.

Section 4. Members may petition the Executive Board for a special meeting.

Section 5. Members are permitted to visit the Preschool during school hours.

Article XI. Standing Rules

Section 1. The fiscal year of the school shall be from August 1st to July 31st.

Section 2. All meetings of the members shall be conducted in accordance with the rules contained in "Robert's Rules of Order Newly Revised" and "The New Primer in Parliamentary Procedure."

Section 3. Each member shall have one vote upon all questions presented for action at any meeting of the members.

Section 4. At Executive Board meetings, a quorum shall consist of 2/3 of the Executive Board members. Proposals shall be passed or defeated by a majority vote of the quorum.

Section 5. At Board meetings, a quorum shall consist of 2/3 of the Board members. Proposals shall be passed or defeated by a majority vote of the quorum.

Section 6. At general meetings, a quorum shall consist of the number of members present providing that the meeting has been publicized to the membership. Proposals shall be passed or defeated by a majority vote of the quorum.

Section 7. SCP policies may be reviewed and amended by a majority vote of the Board.

Section 8. Bylaws may be amended by a 2/3 majority vote of the members present at a regularly scheduled meeting. They may also be amended upon written notification and ballots that must be submitted by a deadline determined by the Executive Board. It is suggested that the Bylaws and the Policy Guidelines be reviewed every other year and amended as necessary. This will ensure that they are in accordance with the current operation of the school and that they address current trends in education and shifts within the school community.

Section 9. Each Committee Chairperson shall submit a written report of her/his activities at the last Board meeting of the year. A duplicate copy shall remain on file in the committee folder.

Article XII. Dissolution

The corporate entity of the Solon Cooperative Preschool, Inc. shall be dissolved upon approval of the Executive Board. Upon dissolution, funds of the Preschool shall first be used to pay any outstanding expenses or amounts owed by SCP. Next, funds shall be reimbursed to any members who have paid tuition in advance of the amount incurred. Finally, any remaining funds shall be

transferred to those exempt organizations benefiting children, which qualify under Section 501 (c) 3 of the Internal Revenue Code, in such amounts as agreed upon by the Executive Board.

BYLAWS CONFIRMATION FORM

Print Student Name

I have received and read the Solon Cooperative Preschool Bylaws.

Parent's Signature

Class

Date

Please sign and return this signature page to your Group Chairperson at the start of school.
Thank you.