Revised 5/20/2025

The Bylaws and Standing Rules of this corporation are to be read by both parents. Payment of the fees and signing of the membership contract presumes acceptance of the obligations set forth.

BYLAWS OF WESTMINSTER NURSERY SCHOOL

ARTICLE 1. MISSION

Section 1. **Name and Type**

The name of this organization shall be the Westminster Nursery School, also known as Westminster Co-Op Preschool, herein referred to as WNS. Located in Westminster, California. WNS is a parent-participation, non-profit, non-sectarian school, licensed by the California State Department of Social Welfare.

Section 2. **Purpose and Policy**

The purpose of this organization is to provide an affordable, non-profit, cooperative program. The parents establish policy and participate in the daily routine of the school. WNS strives to provide both parents and children the opportunity to grow and learn together under the guidance of a professional Early Childhood Educator. The name of the organization, its members, or its officers in their official capacities shall not be used in connection with a commercial enterprise or with any partisan interest for any other than the regular work of the organization without prior authorization of the Board of Directors.

Section 3. **Philosophy**

WNS, a parent participation program, strives to provide an environment to elicit experiences for physical, intellectual, social/emotional, and adaptive development. Through involved parents and teachers, this program seeks to provide direction and positive interaction.

The Teacher/Director is actively involved in facilitating play, responding to children's interest, concerns and feelings, setting limits and guiding social interaction. Curriculum is developmentally based with children actively engaged in exploration, self-expression, music, dramatic play and art. WNS's philosophy is that the experiences children have are far more important than the projects they produce.

ARTICLE 2. MEMBERSHIP

Without discrimination to race, creed, or color, membership shall be granted to the parents/guardians of a child for enrollment, upon completion of admission requirements set forth in the standing rules.

Section 1. **Definition and Responsibilities**

Only families, who can meet the participation, attendance, and financial requirements, shall be allowed to enroll their children. Membership **requires participation,** which includes, but is not limited to; work days, committee positions, monthly general meetings, fundraisers, and maintenance days.

Section 2. **Requirements**

Registration Packet- Prior to admittance into WNS, a completed registration packet, which includes emergency forms, immunization records, medical release, and administrative forms, must be submitted.
Orientation Meeting- Members are to attend an Orientation meeting and walk-thru prior to working in the classroom.

TB Test- Every working parent/guardian is required to have a TB (Tuberculosis) skin test. If the result is positive, a physician's note is required stating that you are not contagious. Test must be current within one year.

General Membership Meetings- There shall be a mandatory General Membership Meeting scheduled each month. If someone other than the parent works in the classroom, that person, along with the parent, should attend the General Membership Meeting.

Monthly Fee- The monthly fee, herein referred to as tuition, **must** be paid promptly to the Co-Treasurer. Tuition is due by the 1st of the month. If payment is NOT received by the 10th of each month (or following business day if the 10th is a weekend day) a LATE charge of **$10** will apply. Member accounts must be up to date by the last day of the month in order for their child to attend the following month.

Committee Position- Each member*, if not serving on the Board of Directors, is **required to serve a position on the committee.**

Work Day- A workday is considered as parent participation in the classroom. The Standing Rules outline all responsibilities regarding workdays.

Fundraisers- Fundraisers are a significant part of the WNS framework. There will be 3 mandatory fundraisers scheduled throughout the school year. A section of the Standing Rules is designated to outline fundraiser responsibilities for each member*.

Maintenance Day- Maintenance days are scheduled once a month throughout the school year. Each member* will be required to participate at least once or buy out for a $50 fee.

Section 3. **Termination of Membership**

Two weeks written notice shall be given to the Membership Chairperson before withdrawing a child from WNS. Such withdrawal will not relieve the member of their obligations from participation of WNS activities (tuition, outstanding fines, workdays, fundraisers or committee position) until proper notice has been received by the Board.

The Board of Directors shall have the authority to terminate the membership of any member for violation of these By-Laws or Standing Rules.

ARTICLE 3. MEETINGS

Section 1. **General Membership Meetings**

There shall be (1) monthly General Membership meeting. These meetings will provide an open forum for all members to participate and convey valuable information to members in reference to upcoming activities of WNS. Attendance by one parent is mandatory, but both are encouraged to attend. If someone other than the parent works in the classroom, they along with the parent should attend the General Membership meeting. See Section 5 in the Standing Rules for further details regarding General Membership meetings.

Parent Education meetings will occur 3 times during the year. These meetings will include invited speakers discussing pre-school related topics. **Attendance is mandatory!**

The General Membership meeting minutes are available from the Secretary and also available online.
No children are permitted at the monthly meetings **except** nursing newborns.
15 or more minutes late counts as a missed meeting.

Section 2. Orientation Meeting

During this meeting, the Teacher/Director, along with the Board of Directors, will convey WNS procedures. The handbook will be discussed and any questions will be answered regarding the WNS program.

Section 3. Board of Director Meetings

Board of Director Meetings shall be held monthly during the school year. All Board members are required to attend. Should a Board member need to miss a meeting for an emergency, that Board member is responsible for notifying all other Board members as soon as possible and any topics that need to be discussed at the meeting. Any WNS member is welcome to attend any Board of Director meeting in addition to the monthly General Membership meeting. Minutes of action shall be recorded and communicated at the following General Membership meeting.

Special meetings as necessary may be called by the President or upon the request of three Board of Director members.

Section 4. **Quorum**

For the transaction of business, a majority of voting members shall constitute a quorum. No proxies are allowed.

Section 5. Parliamentary Procedures

All meetings shall be run in accordance with the "Roberts Rules of Order."

ARTICLE 4. ADMINISTRATION

section 1. **Board of Directors**

The Board of Directors shall consist of the following elected officers: President, Vice President, Treasurer, Co-Treasurer, Secretary, Ways and Means Chairperson, Public Relations Chairperson, and Membership Chairperson.

Section 2. **Election and Term of Office**

The Board of Directors, herein referred to as the Board, shall be elected by a majority vote of the WNS General Membership present at the election meeting.

The nominating committee shall prepare an election slate and present it at the May General Membership meeting. Voting shall take place at the May General Membership meeting. Voting will be by ballot, and no proxy vote is allowed. For the election of the Board, a quorum shall consist of two-thirds of the entire membership.

All elected Board members shall be installed in June. New members shall assume their duties on July 1.

All Board members shall serve without compensation for the term of one fiscal year. WNS fiscal year will be July 1 through June 30.

No Board member shall serve in the same post longer than two consecutive terms.

The President shall receive a 50% discount on monthly tuition. In the event of the President having two or more children enrolled, the lowest tuition will be discounted.

Section 3. **Removal and Vacancies**

The Board may remove a Board member from their post if absent more than two consecutive scheduled Board meetings or by majority vote of the general membership.

With the advice and approval of the Board, the President shall appoint new Board members within 30 days of vacancy.

Section 4. **Duties of the Board Members**

President - Responsible but not limited to be the principle executive officer and shall preside at all meetings of the general membership and of the Board. The President shall appoint new Board members as voted by the Board. The President shall represent the Board and act as Parliamentarian at all meetings. The President shall have no vote except in case of a tie. The President shall act as a liaison between the Teacher and the Board. The President shall be responsible to obtain speakers for the Parent Education meetings throughout the school year. The President shall also be responsible for the installation of new Board members in June.

Vice President - The Vice President is responsible for but not limited to assist the President in the performance of the above described duties. The Vice President shall preside in the President's absence. The Vice President shall act as Program Chairperson. The Vice President shall interview and hire the Teacher/Director and be responsible for the Teacher/Director contract. The Vice President shall oversee the committee chairpersons and give a report on their activities. The Vice President shall keep a current file on each chairperson and their job, informing the Board of any vacancies or difficulties. The Vice President shall answer new member's questions and act as a sounding board for complaints from them and other members. The Vice President shall take a major responsibility for the WNS handbook.

Treasurer - The Treasurer is responsible for but not limited to receive and safely keep all WNS funds, disbursing them with approval of the Board. The Treasurer shall keep accurate records, present monthly financial reports, and arrange for an external review of the books. The Treasurer shall prepare an annual budget for the organization. The Treasurer's annual budget will be submitted by the last general membership meeting. In addition, the Treasurer is responsible for getting and distributing the mail.

Co-Treasurer - The Co-Treasurer is responsible but not limited to assisting the Treasurer with all financial aspects to keep the school's financial records accurate. The Co-Treasurer shall be responsible for tuition being paid on time. The Co-Treasurer is also responsible for

reporting to the Board any family who isn't upholding their financial obligations. Experience with Excel or similar spreadsheet (accounting) programs are recommended.

Secretary- The Secretary is responsible but not limited to take and transcribe the minutes of General membership meetings and Board meetings. The Secretary shall keep a record of attendance for all meetings, and shall be prepared to refer to minutes of previous meetings. The Secretary shall prepare a summary of any unfinished business for use of the President. The Secretary shall prepare one copy of meeting notes for each member and to upload minutes to the website, for anyone who missed the meeting.

Ways and Means Chairperson - The Ways and Means Chairperson is responsible for but not limited to being responsible for all fundraising activities for WNS.

Membership Chairperson - The Membership Chairperson is responsible for but not limited to maintaining full enrollment and enforcement of enrollment policies. The Membership
Chairperson shall maintain files of member's health forms and other administrative paperwork. The Membership Chairperson shall correspond with any prospective members and shall assist the Teacher/Director and Vice President with acquainting all new members with the school and its routine, informing them of their duties and responsibilities.

Public Relations Chairperson - The Public Relations Chairperson is responsible for but not limited to coordinating all public relations for WNS, arrange for publicity and edit the school brochure. The Public Relations Chairperson shall also be responsible for developing and maintaining the school's website, Facebook, Yelp, Photo Circle, and Shutterfly.

Section 5. **Responsibility of the Board**

The responsibility for administering the affairs of WNS is delegated to the Board, with the Teacher/Director attending meetings in an advisory capacity. The past President will be invited to attend meetings at the request of the Board. The Board shall be the overall policy making body of WNS, transacting business and making decisions consistent with the Articles of Incorporations, the Bylaws and the Standing Rules.

Board members are required to attend the board meeting, typically held on the same day as but prior to the general meeting. Missed meetings will result in a fine, starting on the second missed meeting. The fine shall be at the rate of the fines listed under the general meetings. If both the general and board meetings are missed, this will result in a double fine.

The Board shall approve the hiring of the Teacher/Director.

The Board shall consult and maintain a close working relationship with the Teacher/Director, sharing the responsibilities for the orientation of new members throughout the year.

The Board shall be required to keep workbooks and turn them over to their successors with all records and copies of reports immediately upon their term of office expirations or upon resignation.

The Board shall conduct a performance evaluation for the Teacher/Director no later than May of the school year.

The **Ways and Means Chairperson** shall receive 3 less scheduled parent workdays in the month prior to the auction in order to effectively prepare and execute the auction.

ARTICLE 5. STAFF

The staff of WNS shall consist of the Teacher/Director and any other persons deemed necessary by the Board and approved by the membership. The Board shall fix salaries.

Section 1. **Teacher/Director**

There shall be a compensated Teacher/Director in the employment of WNS who shall be responsible for the continuity of the school's program. The Teacher/Director shall meet the requirements of the Board and membership as to health, educational experience, and character. The Teacher/Director shall be hired by the Board and shall act as a consulting member of the Board. There shall be a contract with the Teacher/Director outlining their responsibilities, wages, hours, etc., and an annual review of the position. The Teacher/Director shall be the professional head of WNS and shall represent it in the community. The Teacher/Director shall have the responsibility on **all** matters regarding the children, the daily program of the school, and shall share with the Board in planning orientation for members throughout the year. The Teacher/Director shall be available to consult with and offer their professional advice regarding every phase of the school's programs to the Board.

In the event that the Teacher/Director feels that an aide is necessary to assist them in the classroom, a request should be made to the Board. The Board will survey the school's financial status to determine if possible. In the event that a substitute teacher is needed the Board can contact OCCPPNS for a list of substitute teachers for a fee of $100 per day.

ARTICLE 6. FINANCES

Year-end financials shall be reviewed.

ARTICLE 7. AMENDMENTS

These Bylaws may be amended by a vote of two-thirds of the total membership.
However, proposed amendments must be submitted in writing and read at a General Membership meeting or posted two weeks prior to the meeting at which they are to be voted upon.

ARTICLE 8. RULES OF ORDER

"Roberts Rule of Order, Revised" shall govern this corporation in all cases to which they are applicable and not inconsistent with these Bylaws.

STANDING RULES AND REGULATIONS OF WESTMINSTER NURSERY SCHOOL

Section 1. **School Sessions**

Class sessions are as follows:
Parent and Me: 12:45pm-1:45pm Thursdays
2-Day Class: 9:OOam-12:OOpm Tuesdays and Thursdays
Pre-K: 9:OOam-1:OOpm Mondays, Wednesdays, Fridays

Children shall not be permitted into the classroom prior to their start time. **Working parents must arrive NO LATER THAN 8:30am. It is crucial that working parents arrive on time so class can start on time. Fines will apply to late parents.**

School semesters will conclude with the Westminster Public School District semesters and most public school holidays will be observed and celebrated.

Section 2. **Admission of New Members**

The Membership Chairperson shall accept applications for children who are a minimum of 3 years old by December 31st and are toilet trained for the 2 Day class and 4 years old by December 31st and are toilet trained for the Pre-K class. No child older than 5 years and 6 months may be accepted unless approved by the Board of Directors and Teacher/Director. Children who attend the Parent and Me session are to be between the ages of 2 to 3 years old.

The first 8 class sessions of the child's attendance shall be an evaluation period. During this time, all children will be observed by the Teacher/Director to determine which class would benefit the child most.

Upon entering WNS, parents and children shall have a probationary period of six (6) weeks. Any child who does not adapt to the program during this period may be asked to leave the co-op. The Teacher/Director reserves the authority, with Board approval, to determine if a child has not adjusted within this time frame. A written notification to the family will be given.

Section 3. **Finances**

The initial financial obligations to secure enrollment will be a non-refundable registration fee which includes a $25 supply fee and is subject to change per Article 7 of the Bylaws. Those fees are as follows:

Parent and Me	$40
New Members	$110
Returning Members	$100

Full registration fees are due and payable prior to completing registration securing enrollment in WNS. Registration fees are not reduced for members with two (2) or more children enrolled. Registration fees are **NON-REFUNDABLE.**

Before the start of the school session, the first month's tuition must be paid. Please refer to the current tuition/fee schedule located on the Westminster Nursery School Website: www.westminsternurseryschool.com/programs

Monthly tuition is due on the 1st of the month and shall be considered delinquent if not paid by the 10th of the month. A fine will be assessed. See Section 9 regarding fines.

When an additional child of a family is enrolled, the monthly fees shall be:

1st child or oldest: 100% of Tuition
2nd child, younger or twin: 80% of Tuition
3rd child, younger or twin: 70% of Tuition

Monthly tuition is due whether the child attends class that month or not (due to vacation, illness, etc.) if the membership is to be considered current.

Upon the discretion of the Board, the school may take in a member who is willing to pay $75 per work day for the 2-Day Class or $100 per work day for the Pre-K Class in lieu of working in the classroom. The member must be willing to do the following:

1. Submit a written request and justification to the Board.
2. Attend Orientation and complete all registration requirements.
3. Take on a Committee Position.
4. Attend monthly General Membership meetings.
5. Take part in all **mandatory fundraisers.**

6. Pay the applicable fee in cash to the working parent (pay-to-work), who works in the classroom for you.

Section 4. **Registration and Orientation**

Prior to the start of class, the following registration process must be completed.

1. Registration fees are due.

2. Registration packet and all forms are to be completed, signed off and filed by the Membership Chairperson no later than the 1st day of school.
3. An intradermal tuberculin or chest x-ray is required for every working adult participating in the program. This may be obtained from your family physician or from the County Health Department in Santa Ana. The intradermal tuberculin test is good for four (4) years, while an x-ray is only sufficient for one (1) year. All working adults in this program must complete this requirement. All working adults must be in compliance with necessary vaccinations required per California Health and Safety Code 1596.7995. Vaccinations included are influenza, Pertussis (TdaP), and Measles (MMR).

4. A health release from (included in packet) is required to be filed out and signed by your child's physician.

5. Enrolled children must be immunized for diphtheria, whooping cough, tetanus, polio, and measles in addition to the screening of TB risk factors.

Orientation procedures must also be completed prior to start of class:

1. Orientation will be scheduled prior to the first General Membership meeting. Program specifics will be outlined and questions regarding school policy will be answered. The Teacher/Director will discuss program goals and curriculum. The meeting is for all members.

Section 5. **General Membership Meetings**

The General Membership meetings are invaluable to the co-op existence. They allow members to exchange ideas and opinions, as well as receive information on upcoming events and co-op agenda. One parent is mandatory, but both parents are encouraged to attend. If someone other than the parent works in the classroom, that person should also attend the General Membership meeting.

There will be only one excused absence from a General Membership meeting. If you know in advance that you will not be able to attend the General meeting, you may attend the Board meeting that precedes the General meeting. You will not be considered absent if you attend one of the alternate meetings. If a second meeting is missed, a fine shall be imposed. See Section 9 regarding fines.

Section 6. **Work Days**

WNS is a cooperative venture in which parents agree to participate in a program that is structured to help move the child from his/her home relationships out into the world. This is an extremely low-cost program, whit can only succeed as long as members agree to give of themselves, accepting the rules outlined:

The maximum class size shall be twenty-four (24) children. The Teacher/Director shall have the authority to decrease this figure if they deem necessary.

There shall be one adult (staff or participating adult) for each five (5) children in attendance, Department of State Social Services licensing Title 22031213. The Teacher/Director shall have the authority to increase the number of working adults.

The scheduling parents for each of the classes will assign workdays and post the schedule by the 15th of the prior month. If a member* has a personal scheduling issue and can only work at school on specific days, it is up to them to contact the scheduling parent for their class no later than the 10th of the prior month. Each class will have a different number of required working adults depending on enrollment in each class.

A working adult who is on pregnancy disability or has undergone major surgery shall be granted a leave from assigned work duty in the classroom for a period of six (6) consecutive weeks. The working adult shall notify the Board by written request. This leave of absence does not free the parent of their responsibilities from their committee job, tuition, or other requirements, only from workdays.

On your scheduled workday, you are required to arrive in the classroom **no later than 8:30am.** The first working adult to arrive can choose which set-up duties they wish from a list of job duties. There will be a set curriculum planned by the Teacher/Director and ready for the working adults to read and prepare for. **Please be on TIME so that the classroom is prepared to start on time.** *See fine schedule for late arrival fees.*

If you are more than 30 minutes late and parents are unable to drop off students, a fine ($125 for the 2-Day Class or $150 for the Pre-K Class) will be assessed, just as if you missed a scheduled workday.

If upon receiving the month's schedule you realize that you cannot work on a specific day, it is your responsibility to trade days with another member*. Try to do this as soon as possible to avoid confusion. Be sure to cross your name off of the posted master schedule on the bulletin board and replace it with your confirmed replacement. Scheduling parents will keep all master schedules and a running tally of days worked by each member*. It is the member's responsibility to contact the scheduling parent when a vacation or other event is to occur.

If you suspect on the evening before your scheduled work day that you will not be able to work due to illness or other emergency, it is your responsibility to contact another member in the class to replace and/or trade with you.

If you have an emergency on the morning of your workday and cannot participate in the classroom, contact another member from the class using the class roster. Be sure to call a replacement as soon as possible because a fine will be assessed if you miss your scheduled workday. The applicable fine will be paid to the Treasurer and then paid to the substitute working parent. It is a requirement of our program that we have a 1 adult per 5 children ratio. You are limited to 3 failed workdays. The Teacher/Director and the Treasurer will keep records of failed workdays and fines assessed.

Do not bring other children on your workdays. You will be asked to leave, as these children are not covered by our insurance policy. Please find a babysitting alternative for them during your work days. Refrain from using your cell phone and keep discussion with other parents to a minimum during class time. Keep in mind we are there for the children. Wear casual, comfortable clothing...you're bound to get dirty.

NO SMOKING IS ALLOWED AT WNS AT ANY TIME!

Avoid personal conferences with the Teacher/Director during class time. Working adults are not to leave the facility until ALL children have been signed out, cleanup is completed, and the Teacher/Director has dismissed them.

-ASSUME RESPONSIBILITY FOR ALL CHILDREN ON YOUR ASSIGNED WORKDAY.

-WORKING ADULTS ARE NOT COVERED UNDER THE SCHOOL'S WORKER'S COMPENSATION POLICY. YOU NEED YOUR OWN INSURANCE.

Section 7. **Committee Positions**

Each member*, if not serving on the Board, will be required to serve one committee position. If a question or problem occurs, please contact the Vice President, who oversees all committee positions.

OCCPPNS Representative: (1) The OCCPPNS Representative is responsible for but not limited to attending monthly OCCPPNS meetings. The OCCPPNS Representative shall maintain communication between WNS and other parent participation nursery schools. The OCCPPNS Representative shall report council news and activities to the Board and the General Membership.

Scheduling Parent: (One per class)
Responsible for scheduling the working adults in each class.
Posts the monthly schedule no later than one (1) week prior to the first of each month
Distributes the monthly schedule to all working adults
Keeps a running tally of each member's* workdays
Keeps list of days that members* are unavailable to work

Library & Book Club: (1)
Works with Teacher/Director to obtain resources with the current curriculum
Maintains WNS book library, rotating monthly
Coordinates Book Club sales including flier distribution and collecting orders and funds

Art Parent: (One per class)
Prepares art activities per direction of the teacher.

Party Coordinator: (One per class)
Checks with the Teacher/Director for needed party items and food
Plans, send out donation/volunteer sign ups, purchases and prepares food items for each party and special school activity
Purchases plates, cups, napkins, food, etc., for parties
Provides a reimbursement request to the Treasurer for items purchased

Sample Snack Menu: (1)
Prepares a monthly sample snack menu and posts it at school a week prior to the beginning of every month.
Keeps track of all current student food allergies and notify/remind all members bringing snacks.

Attendance Sign In Records: (1)
Responsible for reviewing and filing all attendance sign in records
Check and obtain any missing signatures or sign in information

Ways and Means Committee: (4)
Works closely and assists the Ways and Means Chairperson
Helps with all fundraising events, especially our Spring Auction

Purchasing: (1)
Keeps a current inventory list of school supplies
Checks with the Teacher/Director on a weekly basis for needed items
Purchases all requested supplies and equipment on a timely basis
Provides a reimbursement request and receipt for all purchased supplies to the Treasurer
Attempts to purchase items at lowest cost possible to keep expenses down

Housekeeping Coordinator: (1)
Schedule monthly maintenance days
Keeps track of members* who have/have not worked maintenance days
Contacts members* to remind them of their scheduled maintenance days
Checks the dirty laundry basket weekly, laundry must be returned by Monday
Checks with Teacher/Director as to any maintenance projects to be done Checks cleaning supplies, sponges, bathroom cleaners, etc. and informs Teacher/Director of what supplies are needed. Keeps the storage room picked up and swept.
Responsible for all the sewing needs of the school

Field Trip Coordinator: (1)
Meets with Teacher/Director at beginning of school year to coordinate field trips
Calls to get necessary information for each field trip at beginning of school year
Provides flyers, maps, etc., to all members
Researches new field trip ideas

Picture Day Coordinator: (1)
Research photographers and photo packages
Responsible for scheduling picture day and coordinating on the day of event

Membership Committee: (1)
Works closely and assists the Membership Chairperson
Helps with maintaining student and member files and records
Responsible for maintaining the emergency manual and ensuring that it is up to date
Creating and supplying all members with a current copy of the school directory.

Section 8. **Fundraisers**

Fundraisers are the financial foundation of WNS. Fundraisers help to buy new equipment and keep our tuition fees low. Member involvement is crucial, whether the contribution is manpower, merchandise, or planning. **We need all hands.**

All members* of WNS are required to participate in three (3) mandatory fundraisers for the school year (if joining after January, all remaining fundraisers). Members are more than welcome and encouraged to participate in more. The following is a brief synopsis of the three mandatory fundraisers (subject to change).

Vendor Sale- For example: Mixed Bags, Cookie Dough Sales, Sees Candy, Julian Apple Pie, etc. Minimum requirement of vendor sales shall be determined annually based on enrollment.

Merchant Auction- Our biggest and most profitable fundraiser, the merchant auction is a two-part requirement.

Part one requires that members* solicit or donate a service or product with a minimum value of $150 for the auction (or $150 buy-out). We must have a committee of at least five (5) members to help with the auction. The more merchandise and donations we can solicit, the more money the school makes. Get donations from ,Mends, family, co-workers, stores or businesses you may frequent. The more money we can raise from outside sources, the less we have to pull from ourselves. All members* are encouraged to solicit as much as possible, not just the required $150 product/service.

Part two requires that members* purchase/sell at least two (2) tickets for the auction or the buy-out of two (2) tickets. Ticket prices are $25 each.

Wheel-A-Thon- This is the event that the whole family can participate in and is the most fun. A "race course" is set up around the school and the children ride their decorated bikes and trikes around the course as many times as possible. The fundraising comes from pledges for laps completed. All participants receive an award. Members* must get $25 minimum in pledges for each child. This too will need members* to help setup, work the main event and clean up.

Voluntary fundraisers may be scheduled throughout the year. Although they are not mandatory, enthusiastic participation is greatly appreciated. Remember, this is for our children.

Section 9. **Fines**

WNS is a Non-Profit Cooperative Nursery School. It is important to remember that without the cooperation and timeliness of all members, certain obligations may not be met. Therefore, fines are imposed to ensure the working continuity of the school.

' **Monthly Meetings-** All WNS members are required to attend a monthly General Membership meeting. More than 15 minutes late results in a missed meeting. If a member cannot attend this meeting or alternate meeting, (such as a Board Meeting) the following fines will be assessed:

1st missed meeting - Warning
2nd missed meeting - $15
3rd missed meeting - $25
4th missed meeting - $35 & go before the Board of Directors or the school Director and President.
President to discuss continued enrollment.

Monthly Tuition- Monthly tuition is due and payable on the first (1st) of each month and shall be considered delinquent if not received by the General Membership meeting or the 10th of the month (whichever comes first). If not paid by this date, the following fines we be assessed:

After the 10th - $10
After the 20th - $20
After the 30th - Child may not attend until the account is up to date

Workdays- Workdays are **mandatory** at WNS. Working adults are expected to report to the classroom on time: **8:30 am.** A **10 minute grace period is allowed.** Fines will be assessed. If you are more than 30 minutes late and parents are unable to drop off students, a fine of $125 (2-Day Class)/$150 (Pre-K Class) will be assessed, just as if you missed a scheduled workday.

Missed assigned day - $125 (2-Day Class)/$150 (Pre-K Class)
1st Late Arrival - Warning
2nd Late arrival - $15 Fine
3rd Late Arrival - $30 Fine
4th Late Arrival - $45 Fine and go before the Board or the school Director and President.
Over 30 minutes late - $125 (2-Day Class)/$150 (Pre-K Class)

More than 3 missed assigned word days and/or excessive tardiness (30+minutes) will go before the Board of Directors.

Fundraisers- WNS members are required to participate in three (3) mandatory fundraisers. If for any reason a member* does not meet all of the fundraising requirements, a "buy out" fine will be assessed per fundraiser. See section 8 regarding fundraisers.

Maintenance- WNS members* are required to participate in at least one (1) mandatory maintenance day. Failure to report on the assigned date will result in a **$50 fine.** If you know you cannot make your assigned day, call the housekeeping parent to reschedule.

Section 10. **Safety**

Safety during school is of paramount importance. Real play is safe play. Working adults must be on the lookout at all times for any unsafe situations. Common sense must be applied.

If there is any doubt in your mind that a situation is unsafe, take the necessary action, whether it be removing equipment or directing a child to another activity, and follow up by consulting with the Teacher/Director. The working adult is not covered under Workers Compensation Insurance. Personal health insurance is advisable. WNS is not liable for any or all injuries sustained during the working shift or while on WNS grounds. Section 11.

Section 11. **Emergency and Disaster Procedures**

At WNS, safety takes precedence over all. Therefore, it is the goal of the school to be prepared for all emergency situations. It should be the responsibility of all to learn and understand the WNS emergency-preparedness policy so that response to an emergency is automatic and efficient. The first step of the plan includes the education of all children and adults. The Teacher/Director will set a fire drill schedule for each class. Occasional drills will assume quick reaction to avoid injury and panic in an emergency. Members will be instructed as to the specifics for the plan at the walk-through.

The plan will be explained so that members are aware of what to expect if they are the working adult and an emergency occurs, as well as what to expect if their child is attending class and they are not working. It is important for all parents to discuss the plan at home with their child so that their questions are answered.

The emergency supplies (emergency food and water supply required by parents) are stored in a storage container in the classroom and are the first item placed outside and the last to be placed back in the room. This will ensure that the emergency supplies are outside the building while class is in session. The emergency manual contains the necessary medical release forms and emergency phone numbers for all children enrolled. It also contains information for first aid and natural disaster guidance.

This manual is also located near the sign in sheet and located in the storage area on the shelves. In the event of an earthquake inside the facility, the Teacher/Director will implement an "Action Drop". The children are taught to drop to the floor and get into a fetal position, with their head between their knees under a table. If outside the building when an earthquake occurs, the Teacher/Director will also implement "Action Drop" and instruct children to move away from the building.

When the earthquake is over, the Teacher/Director will direct all children and working adults to go to an open grass area in the park outside the school. The Teacher/Director will take roll and wait until parents have picked up all children.

In the event of a fire, children will be instructed to leave the building as quickly as possible. Children will also be taught to "Stop, Drop, and Roll" and stay close to the floor if the room is smoke-filled. Once outside the building, the Teacher/Director will take roll, administer first aid if necessary, and wait for parents to pick up their children. If you are not the working adult for the day when an
emergency/disaster occurs, try to remain calm. The Teacher/Director will be with your child until you reach the school to pick them up. In the event of a disaster that affects the roads and transportation, the children will be taken to the nearest member's home until you can reach them. Notice will be left at the school along with a map to the member's home. (There are enough emergency supply kits for 20 children lasting 3 days. Each kit includes food and water).

SECTIONS 12 THROUGH 15 ARE ADDITIONAL STANDING RULES TO BE IN COMPLIANCE WITH COMMUNITY CARE LICENSING

Section 12. **Arrival and Departure**

Parents or an authorized adult are to walk their children into the classroom and sign them in upon arrival. Parents or an authorized adult are to sign their children out upon departure. Full legal signatures are required. An authorization form for all adults authorized to pick up your child from school must be complete and on file. Identification will be checked if the director/teacher is not familiar with the authorized individual.

Section 13 **Discipline**

Treat all children with dignity and respect, taking into consideration each child's individual needs. Corporal or harsh punishment of any kind is not permitted at Westminster Nursery School. If a child is being disruptive, discreet re-direction is always the first option. If there is a dispute between children, the goal is to give children words to solve the problem. The adult role should be as mediator, to encourage each child to verbalize their view of the problem. Help them determine an agreeable solution on their own when possible. The teacher will communicate daily either verbally or with a note about any behavior concerns.

If a child is exhibiting repeated aggressive behavior, the Director will determine the proper course of action including but not limited to: 1) scheduling a conference with the parents 2) contacting the parents to pick up the child from class. Each parent is provided with a copy of your child's Personal Rights which state that each child is entitled to a safe environment. In order to maintain a safe environment, a

child with unresolved repeated aggressive behavior will be terminated from the program at the discretion of the Director and in conjunction with the Board.

Section 14 **Incidental Medical Services (IMS)**

As a general rule, medications are not administered at Westminster Nursery School. In the event that a child requires medication while at preschool, it must be stored in the cabinet out of the reach of children. Any medication must be administered by the teacher who is trained in Pediatric First Aid or the parent of the child or an adult who has been expressly authorized by the parent in writing.

Types of Incidental Medical Services Administered by Trained Staff, Parent of child, or Authorized Representative of Child

1) Administration of Inhaler or Nebulizer
2) EpiPen or EpiPen Jr.

All other medical services to be provided by the child's parent or child's authorized representative. Such services include, but are not limited to: blood glucose monitoring, gastronomy tube, glucagon, and insulin.

Storage of Medication, Equipment & Supplies

Any medication and equipment/supplies shall be stored out of reach of children on top shelf section of white cabinet located in storage room.

Records to be Maintained relating to Incidental Medical Services

- Parental/Authorized Representative permission to provide specific Incidental Medical Service
- Written instructions from child's physician
- Verification of staff training:

-Director / teacher shall be trained
-List of qualified substitute teachers shall include Pediatric First Aid for \ Caregivers Certification
-How to administer medication/service
-Use and maintenance of required equipment/supplies
-What to do in emergencies
-Training to staff provided through Pediatric First Aid for Caregivers certification

- Records of medication / service provided

Emergency Plan for Transporting Medication, Equipment & Supplies

In case of emergency, medication, equipment, and supplies will be transported by the teacher. For field trips away from the facility, the parent or authorized representative is responsible for providing all Incidental Medical Services.

Reporting

Parents/authorized representatives will be notified by the teacher of any services provided. All serious incidents will be reported to Community Care Licensing as required by the Agency.

Section 15 **Illness**

Children who are ill will be sent home if they have a fever or exhibit signs of illness. Children must be symptom-free for twenty-four hours before returning to school.

** A "member" refers to a parent/representative/guardian for each enrolled student.*