

GLACIER WAY BY-LAWS

ARTICLE I. NAME

This preschool shall be known as the Glacier Way Cooperative Preschool and shall be a non-profit, non-sectarian voluntary association, established and administered cooperatively by the preschool members according to its constitution and by-laws and licensed by the State of Michigan.

ARTICLE II. PURPOSE

- A. Children: This preschool shall be a means of broadening the experiences of pre-school children in an environment controlled by a qualified, understanding and patient adult(s) whose main motivation shall be love of and desire to serve pre-school children.
- B. Parents: This preschool shall provide opportunities for parents to further their understanding of their children, share in their early educational experiences and receive guidance, if desired, in helping their child develop to the best of the child's social, emotional and mental ability.

ARTICLE III. MEMBERSHIP

Glacier Way Cooperative Preschool, Inc. hereby resolves that it will not discriminate against applicants and students on the basis of race, sex, color, ethnic or national origin. All nursery facilities will be used on a non-discriminatory basis, allowing no separation of facilities or activities based on race, sex, color, ethnic or national origin.

ARTICLE IV. STRUCTURE OF ORGANIZATION

The preschool shall be governed and operated by the general membership, consisting of all parents and guardians. The general membership shall be represented by the Executive Board whose purpose shall be to plan and conduct the business of the preschool, and to make and act on administrative decisions. Organization and policy decisions shall be referred to the general membership through general meetings.

ARTICLE V. OFFICERS

The Executive Board shall consist of the following officers: Co-Chairpersons, Membership Chairperson, Secretary, Treasurer, Fundraising Chair, and Auction Chair, and appointed officers as listed by the by-laws.

ARTICLE VI. MEETINGS

- A. Executive Board: It shall meet once a month or as often as necessary. All meetings are open to the entire membership and teacher.
- B. General: Meetings shall be held at least once a semester or as often as the Executive Board feels it is necessary.

ARTICLE VII. AMENDMENTS

This constitution may be amended by a 3/4 majority of the general membership at any time if a notice of the change is publicized at least two weeks in advance to the general membership.

ARTICLE VIII. DISSOLUTION

- A. Method: If it becomes imperative to discontinue preschool operations, a 2/3 vote of the entire general membership will be required. A signed letter vote shall be acceptable.
- B. Assets: All of the preschool property and assets shall be transferred to a similar organization, or group establishing such an organization provided that the organization receiving the assets shall have a tax exemption status equal to this group. Decisions on disposition of assets shall be made by a 2/3 vote of the general membership.

ARTICLE IX EXECUTIVE BOARD STATEMENT

The Executive Board is a group of non-professional, volunteer parents, who fulfill all duties related to their respective offices to the best of their abilities. As such, they are not liable for any unintentional mistakes or oversights. If any officer is found abusing his/her authority, a majority vote of the remaining Executive Board members will be taken and he/she may be asked to resign. A system of checks and balances has been established to safeguard against fraud, embezzlement or "borrowing" of school funds. Furthermore, the following positions have been bonded to insure against any such loss: Co Chairperson I, Co Chairperson II, Treasurer and Co-Treasurer II. Any offenders will be personally liable to the insurance company of the preschool.

I. **MEMBERSHIP**

A. Eligibility:

1. Classes: The number of children enrolled is limited by the State of Michigan. Four year olds meet 3 days a week, and three year olds meet 2 days a week.
2. Age: Applicants must be three (3) years old by December 1 of that year, unless an exception is granted by the Executive Board.
3. Preferences: Children shall be accepted as members in the following order:
 - a. continuing and former preschool members in good standing.
 - b. new applicants in order received.
 - c. after a date set annually by the Executive Board, the applicants shall be considered according to the order their forms are received.
5. Health: Child and parent must agree to meet the health requirements as outlined in Section B.
6. Glacier Way Cooperative Preschool admits students of any race, sex, color and national or ethnic origin.

B. Health:

1. Each child enrolled must adhere to the standards prescribed for nursery schools by the State of Michigan. A statement of health from each child's physician shall be required. This physical exam is good for two years. A child may not attend school until the health forms are turned in or shall be turned in within two weeks of initial attendance.

2. GDCNC Special Needs Children Policy:

Any child who requires constant, one-on-one supervision or whose individual needs would require removing an adult from the classroom on a frequent basis, needs to be accompanied to class by a parent, or approved parent substitute, on a daily basis. This parent is in addition to the number of parent assistants scheduled on any given day and is there to provide supervision and assistance to their child. The parent is relieved of other classroom duties and the family is not required to work any additional hours in the classroom.

This policy does require more attendance than the average parent would provide. However, as a school, we are, in effect, remitting the cooperative requirement of serving as a teaching assistant to the whole classroom. We hope, in this way, to encourage parents to join our program even if their child has special needs.

C. Obligations and Responsibilities: Members shall be required to participate in the following ways:

1. Assisting: Members only are responsible for assisting in the preschool on a scheduled basis, the number of assist days to be determined by the Assist Schedule Chairperson. They are responsible for helping in the children's activities at the teacher's direction, and keeping the preschool rooms clean and in order according to the preschool's agreement with the church. If an assist parent or guardian is unable to assist on a scheduled day, he/she is responsible for finding a replacement.
2. All new members must attend the New Members Meeting scheduled at the beginning of the school year.
3. At least one parent or guardian shall be required to attend all General Meetings. Please, no children unless non-walking infant.
4. Members shall assume responsibility for one specific phase of preschool operation, which will include a written report if asked for by the chairpersons.
5. Members shall meet the financial obligations as specified in FEES and FINANCES below.
6. Members must adhere to all safety requirements prescribed by the State of Michigan. Failure to fulfill one's obligations, or inability to adjust to the co-operative spirit of the preschool program will be regarded as sufficient reason for requesting a member's withdrawal.

D. Withdrawals:

1. By member
 - a. No refunds will be made after the child has attended two (2) weeks of school in either semester. In case of extenuating circumstances, parents may petition the Executive Board for a refund.
2. By Executive Board
 - a. Any member failing to meet the obligations and responsibilities of the preschool, including job assignment and assist obligation, will be subject to

- disciplinary action by the Executive Board up to and including withdrawal of preschool membership.
- b. The Executive Board has the privilege to withdraw a member if they fail to meet their financial obligations.
 - c. Fees for the remainder of the session may be pro-rated and refunded upon the discretion of the Executive Board.

II. FEES AND FINANCES

A. Fees:

1. Registration: An initial registration fee per child shall accompany the registration form(s). This is not refundable and applies toward tuition.
2. Tuition: The amount of tuition shall be set by the Executive Board. This fee shall be determined by the cost of preschool operations and be made payable to GWWCN in full on or before a date(s) set by the Executive Board, unless special arrangements are made with the Treasurer.
3. Refunds: There will be no refunds or allowances made for absences.
4. Special Assessments: Special assessments may be made with the consent of the general membership.

III. OFFICERS AND THEIR DUTIES

A. Executive Board:

1. **Co-Chairperson I:**

- a. Coordinates all preschool activities.
- b. Calls and presides at all scheduled or special general and Executive Board meetings.
- c. Appoints members (along with assistance from Co Chair II and Membership Chair) to chairmanships, committees, and other jobs only where these are not filled on a voluntary basis, and she (he) shall also create new committees as needed with the approval of the Executive Board.
- d. Shall have authority to sign checks in the absence of the Treasurer. Makes all deposits to bank.
- e. Prepares and presents to the Executive Board for approval the teacher contract.
- f. Arranges for any substitute teacher.

- g. Shall be a Church Liaison to the Board of Trustees and help write, revise, and sign the agreement contract with each group, plus report the results to the Executive Board and to the general membership when pertinent.
- h. Submits a report at the end of her (his) term to the Executive Board.
- i. Comes up with School Calendar. Reserves needed space at church for relevant meetings and Breakfast with Santa.
- j. Communicates with Membership.

2. Co-Chairperson II:

- a. Shall fulfill the duties of Co-Chairperson I when she (he) is not available.
- b. Heads teacher procurement committee when necessary.
- c. Shall be responsible for the revision of a parent handbook, if needed.
- d. Be responsible for monthly reporting to the Executive Board from her (his) assigned committee heads.
- e. Be responsible for arranging for appropriate programs for general meetings and any necessary follow-up.
- f. Takes care of Department of Social Services (DSS) related needs.
- g. Collects and prepares Job Folders at the end of the year for job assignments later in the summer.
- h. Submits a written report at the end of her (his) term to the Executive Board.
- i. Takes care of insurance and licensing requirements.
- j. Schedules and prepares for Summer Clean Up session.
- k. Schedules school photographer.

3. Secretary:

- a. Shall keep accurate, current minutes and attendance records of all general and Executive Board meetings,
- b. Takes charge of all correspondence.
- c. Provides and post copies of all the minutes of both the general membership and the Executive Board meetings.
- d. Signs as a witness to the church contracts after approval by the Executive Board, if needed.

- e. Is responsible for monthly reporting to the Executive Board from her (his) assigned committee heads.
- f. Ideally, shall be a representative of the three year old class.
- g. Submits a written report at the end of her (his) term to the Executive Board.

4. Treasurer:

- a. Shall receive all fees, pay salaries, bills for equipment, supplies, taxes, and expenses submitted directly to her from committees.
- b. Shall be responsible for figuring the amount and paying all withdrawal refunds.
- c. Shall be responsible for filling out all the preschool's financial forms, e.g., withholding tax, getting consultation from retained tax accountant and GDCNC financial consultant if need be
- d. Prepares and presents monthly and term reports on the preschool's finances and submits books for audit annually.
- e. Prepares the budget with the help of a committee.
- f. Signs checks and is responsible for an accurate, current bank account.
- g. Is responsible for monthly reporting to the Executive Board from her (his) assigned committee heads.

5. Membership:

- a. Shall receive applications for membership.
- b. Accepts new members in accordance with the constitution.
- c. Informs new members of acceptance or rejection.
- d. Maintains up-to-date waiting list.
- e. Gives tours of preschool, upon request.
- f. Generates class rosters.
- g. Is responsible for monthly reporting to the Executive Board from her (his) assigned committee heads.
- h. Shall be responsible for individual membership orientation throughout the year.
- i. Submits a written report to the Executive Board at the end of the term.
- j. Checks answering machine on regular basis and responds to all new member inquiries.
- k. Plans summer play date schedule.

- I. Organizes Open Houses and similar marketing events.

6. Fundraising Chair

- a. Plans and coordinates all Fundraising activities.
- b. Keeps track of each family's fundraising totals and dues upon completion of each term.
- c. Seeks out new fundraising opportunities as needed.

7. Auction Chair

- a. Shall procure site for annual Auction and schedule date and time.
- b. Communicates Auction-related information with Membership.
- c. Shall update Executive Board as needed on progress of Auction planning.
- d. Shall maintain updated Auction Database in yahoo group site.
- e. Shall submit written report upon completion of Auction to be forwarded to future Auction Chairs.
- f. Shall supervise Auction Chair II and Auction Assistant(s).
- g. Follows up Auction with Thank you letters to all donors.

B. Appointed

1. Shall be appointed by the Chairpersons and Membership upon approval of the Executive Board.
2. May include the following positions: Supply Maintenance, Assist Scheduler, Publicity, Health Coordinator, Librarian, Housekeeping, Teacher's Aide, Newsletter editor, Social Events Coordinator, Fundraising Assistant, Yearbook, Auction Assistant, etc This list is not exhaustive, may change as the needs of the preschool change and is dependent on number of families enrolled at the preschool.
3. Committees may be formed or dissolved at the Executive Board discretion.

C. Terms of Office

1. Definition of fiscal year

- a. July 1st through June 30th of the following year.
2. Board Members attend a joint Old Board/New Board meeting in May. In June, New Board assumes all duties. Over the summer, preschool jobs are assigned and duties begin upon assignment through to the end of the school year, unless completed earlier.

D. Executive Board:

1. Shall consist of Co-Chairpersons I and II, Membership Chair, Secretary, Treasurer, Auction Chair and Fundraising. Candidates are sought beginning at the General Membership Meeting in January. Ideally, a balance of parents representing the 3s and 4s class is sought.
2. Shall represent the general membership of this preschool.
3. Shall make and act on administrative decisions, and conduct the routine business of operating the preschool.
4. Shall make the final decision on hiring a teacher after evaluating the material provided by the Teacher Procurement Committee.
5. Vacancies occurring on the Executive Board during the year shall be filled by appointment of the Executive Board.

IV. MEETINGS AND ELECTIONS

A. Executive Board:

1. Meetings: It shall meet once a month or as often as necessary. All meetings are open to the entire membership and the teacher.
2. Voting: Only Executive Board members may vote, with a quorum consisting of 2/3rds of the members.
3. In case an immediate decision on a pressing issue is required, a majority Executive Board vote may be utilized.

B. General:

1. Meetings shall be held at least once a semester, or as often as the Executive Board feels it is necessary.
2. Voting: Voting privileges shall be limited to members of the preschool with each family having one vote.
 - a. A quorum shall consist of a majority of the entire general membership.

C. Elections:

1. The Executive Board will accept nominations from its membership for Executive Board positions at the General Meeting of the second semester, and thereafter until April.

V. CONTRACT

All contracts applicable to preschool operations shall be subject to final approval of the Executive Board of the preschool.

VI. AMENDMENTS

These By-laws may be amended by a 2/3 vote of the members at any membership meeting where a quorum is present, providing the change has been publicized at least two (2) weeks in advance of that general meeting to the general membership.

VII. DONATIONS

- A. May be accepted by the Executive Board for the purpose of furthering the educational purposes of this organization. The organization shall conduct fund raising projects as approved by its members.
- B. Due to Federal exempt status of the preschool, all gifts and/or donations are tax deductible by the donor.

ASSIGNMENTS:

Supply Maintenance shall:

- a. report to the Treasurer.
- b. maintain an adequate supply of arts and crafts materials, classroom supplies, clerical and cleaning supplies and will submit invoices/receipts to the Treasurer.
- c. receive and process, subject to Executive Board approval, the teacher's requests for supplies.
- d. submit a written report to the Executive Board at the end of the term if requested.

Assist Schedule Coordinator shall:

- a. report to the Membership Chair.
- b. create schedule for Assist parents in the classroom and in the Sibling Nursery for fall and winter terms.
- c. post an up-to-date copy of the schedule on the bulletin board in A room.
- d. make changes to the schedule when members submit changes/replacements.
- e. submit a written report to the Executive Board at the end of the term if requested.

Publicity Coordinator shall:

- a. report to the Membership Chairperson.

- b. market the preschool in newspapers, flyers, etc for events such as Auction and Open House, as requested by the Executive Board.
- c. submit a written report to the Executive Board at the end of the term if requested.

Health Coordinator shall:

- a. report to the Membership Chairperson.
- b. maintain a current file on all required health records and any other files deemed necessary concerning the health and safety of members.
- c. receive notice from parents of any communicable disease present and arrange to have this information relayed to all parents concerned.
- d. maintain a complete first aid kit, for classroom and field trips.
- e. submit vaccination records to the County twice a year.
- f. submit a written report to the Executive Board at the end of the term if requested.

Membership Assistant shall:

- a. report to Membership Chair.
- b. mail, collect and organize membership paperwork.
- c. collect tuition and submit to Treasurer.
- d. complete I CHAT forms for each family.
- e. assist with Open House events.
- f. submit a written report to the Executive Board at the end of the term if requested.
- g. update Board on status of all forms upon request.

Housekeeping Coordinator shall:

- a. be report to the Membership Chair.
- b. coordinate monthly deep cleaning schedule with the church.
- c. send out email reminder to families scheduled for Deep Cleaning session.
- d. submit a written report to the Executive Board at the end of the term.
- e. shall let cleaning crew in on scheduled days and will supervise the crew during all fall term sessions.

Scripts and Grocery Certificates Coordinator shall:

- a. report to Fundraising Chair.
- b. inform membership of these 2 fundraising opportunities.
- c. prepare and collect orders/payment for these programs. Distribute gift cards/certificates upon receipt.
- d. prepare bank deposit and submit to Treasurer.
- e. calculate fundraising earnings per family and submit totals to Fundraising Chair upon request.
- f. submit a written report to the Executive Board at the end of the term upon request.

Newsletter Editor shall:

- a. report to Co Chair I.
- b. gather all information and announcements to be included in a monthly newsletter.
- c. prepare monthly newsletter and distribute via yahoo group. Will post hard copy on classroom bulletin board in Room A.
- d. submit a written report to the Executive Board at the end of the term upon request.

Social Events Coordinator shall:

- a. report to Co-Chair II.
- b. plan and coordinate special activities held by the school.
- c. assist with the Auction as needed.
- d. submit a written report to the Executive Board at the end of the term upon request.

Yearbook/Photography person shall:

- a. photograph and collect photos of the children while at school, special events and field trips, to be used in end-of-the-year yearbooks for either the 3's and 4's class.
- b. contribute photos to monthly newsletter.
- c. shall report to Co Chair I.
- d. submit a written report to the Executive Board at the end of the term upon request.

Teacher's Aide shall:

- a. make play dough as needed for classroom and for marketing events.
- b. make other classroom recipes, as needed.
- c. work with the teacher and Co Chair II to coordinate field trips.
- d. help with special projects.
- e. submit a written report to the Executive Board at the end of the term.
- f. report to Co Chair II.

Librarian/ Book Club person shall:

- a. report to Co-Chair I.
- b. prepare Scholastic book orders and distribute orders upon delivery.
- c. maintain and rotate library collection.
- d. organize parent library.

- e. submit a written report to the Executive Board at the end of the year upon request.

Fundraising Assistant shall:

- a. report to Fundraising Chair.
- b. assist Fundraising Chair with coordination and promotion of fundraising events.
- c. submit a written report to the Executive Board at the end of year upon request.

Co – Treasurer II shall:

- a. report to Treasurer.
- b. ensure that all checks have been authorized.
- c. write all checks.
- d. submit a written report to the Executive Board at the end of year upon request.

Auction Assistant(s) shall:

- a. report to Auction Chair (s).
- b. assist Auction Chair(s) as needed.
- c. serve as Food & Beverage Coordinator for the Auction.
- d. submit a written report to the Executive Board at the end of year upon request.

Web Page Maintenance shall:

- a. report to Co Chair I.
- b. maintain and update web page as requested by Executive Board.
- c. submit a written report to the Executive Board at the end of year upon request.

Meeting Volunteer shall:

- a. report to Co Chair I.
- b. supervise children during monthly Board Meetings and as needed during Auction preparation.
- c. submit written report to the Executive Board at the end of year upon request.

Laundry Maintenance shall:

- a. report to Co Chair II
- b. wash aprons, rags, and napkins weekly, dress-up clothes monthly and textiles from special events as needed.
- c. submit written report to the Executive Board at the end of the year upon request.

HEALTH AND INSURANCE

Please notify the Teacher if your child has a contagious disease.

The preschool carries general liability accident insurance for any enrolled child, participating parent and teacher while at preschool. This insurance covers accidents that may occur on the preschool premises only.

Miscellaneous:

1. Smoking: There will be no smoking in the church.
2. Belongings: Try not to have children bring toys and other belongings to the preschool. It is hard for other children to understand not to play with them.
3. Birthdays: We do celebrate children's birthdays. Try to assist on or near your child's birthday as A Parent to bring a special treat. Please be aware of any food allergies.
4. Visitors: We are not allowed to have visiting children.
5. Weather: We follow the Ann Arbor Public School schedule of closings due to weather severity.
6. Field Trips: Siblings may accompany preschool children on their field trips, at parent's expense. Parents must provide transportation to and from fieldtrips and must also arrange for adequate supervision while at the fieldtrip (self, other parent, or OK from teacher)
7. Keys: The teacher and Housecleaning person have keys to the building.
8. Nut policy: We are a nut-free school at all times. Additional food allergies may be relevant and special snack lists may be provided that need to be followed when providing snack as the A parent.
9. Though not required to be toilet trained, the parent of any child who has an accident during the school day may need to make themselves available at the school. The teacher, by licensing rules, is not allowed to change soiled clothes. Assist parents may be agreeable to doing so, but this is not guaranteed.

10. No children are to be left unattended in cars. Assist Parent C is available at drop off time to supervise younger siblings in cars, if needed.

CLOTHING

1. Label your child's clothing.
2. Please pack a change of clothes (shirt, pants, underwear and socks) in your child's backpack, in case of accident.
3. Since preschool is primarily a play time, your child will be more comfortable in play clothes, and in clothes that can get dirty.
4. Dress children warm enough for outdoor activities every session.

CLEANING

After each session: Sweep or vacuum all floors and rugs in play rooms, activities area, and entrance hall, wash tabletops and dishware.

Assist A & C remain in classroom during recess to complete cleaning.

Playground: Put away sand toys.

Deep Cleaning Sessions: You will be scheduled for one deep cleaning session per semester. One parent only need attend (no children, please) this 3 hour session with 4-5 other family representatives. You will have a chance to select the dates that work for you at the General Membership Meeting. Housekeeping parent will provide some supervision and instructions.

ARRIVAL

1. Please be prompt. School starts at 9:20 A.M.
2. Please call the teacher if your child will be absent from school.

DISMISSAL

1. Be Prompt! Dismissal is at 11:30 A.M.
2. Be sure to remind children of anything brought from home. Check for rubber boots, sweaters, jackets, etc.

ASSIST DAYS

The suggestions below are designed to help you have an interesting and enjoyable assist day. Your own enthusiasm can mean a great deal to both the teacher and the children, and can make the day a rewarding one for you.

Plan ahead for your assist days, enlisting in the use of the preschool sibling nursery or making arrangements at home as necessary. When you make exchanges, be sure to NOTIFY the Assist Schedule Chairperson, and make changes on the bulletin board.

1. Plan to arrive with your child at 8:55 A.M. Be prompt. Do not leave until all the cleaning is completed.
2. The children will not be supervised by a teacher before 9:10 A.M., or after 11:30 A.M.
3. Check the bulletin board, and consult with the teacher about special things to be done. Assist parents A, B and C are designated on the assist schedule. Assist duties are located in the individual aprons.
4. After first circle time, Assist (B) supervises free play in B room, encouraging as much self reliance and free expression as possible. Assist A supervises 2 or 3 children at a time in the craft area (A room) and C parent supervises gross motor activities in the hallway, and in either room, as needed. Smocks should be used during any painting activity (or other craft that may cause clothes to get soiled). The child's name should be printed on all art/paper work. Encourage child (especially 4s) to write their name as able, or assist if needed.
5. Be natural with the children. Chat with them, read or play with them if they want you to.
6. Avoid too much adult conversation, and be alert to the needs of the children. Wear comfortable clothes so that you can participate in their activities if needed.
7. Clean up time is a time for parents and children to work together in straightening the room after free play. We work on the principle that everyone works so that our room may be nice for all to enjoy.
8. Assist parents B and C should join the group and participate in 2nd circle time activities. Do not take this opportunity to clean the room or be otherwise preoccupied. Assist parent A prepares for snack time.
9. Sit down and enjoy snack with the children, and don't lose this opportunity to get better acquainted with them.
10. Assist parents B & C should help the children with their coats for outdoor play, especially the threes. This can be a difficult part of the day so learn to smile. During snack time, set back packs, shoes, coats out in hallway for the children.
11. A general reminder: Look to the teacher for guidance in handling disputes. If the teacher is not on the spot, use your judgment, being as non-punitive as possible.

12. PLEASE DISCUSS WITH THE TEACHER ANY QUESTIONS YOU HAVE REGARDING HANDLING OF CHILDREN, ROUTINE OR ANYTHING ELSE WHICH IS OF CONCERN TO YOU. IT SHOULD BE DISCUSSED AFTER THE CHILDREN LEAVE.

DISCIPLINE POLICY

Our school believes strongly that it be a center where children develop a strong positive self image while experiencing the many facets of growth for the three and four year old. We try to provide an atmosphere with many options and experiences.

Discipline is provided with positive reinforcement. We try always to channel energy into positive directions. Verbal communication is encouraged to express feelings and thoughts. Children may be removed to another area if harm to property or other persons is involved. This removal, if necessary, is done with sensitivity and encouragement for the child in question.

EXECUTIVE BOARD COMMITTEE

Subdivision of which Board Member each committee head is responsible to follows:

CO-CHAIRPERSON I

- Web Page Maintenance
- Meeting Volunteer
- Yearbook (4s)
- Librarian/Bookclub
- Newsletter Editor

CO-CHAIRPERSON II

- Teacher’s Aide
- Social Events Coordinators
- Laundry Maintenance

FUNDRAISING CHAIR

- Great Lakes Scrips
- Grocery Certificates
- Fundraising Assistant

TREASURER

- Co Treasurer II
- Supply Maintenance

MEMBERSHIP

AUCTION CHAIR

Membership Assistant

Health Coordinator

Publicity Coordinator

Assist Scheduling

Housekeeping Coordinator

Auction Chair II

Auction Assistants

SECRETARY – Yearbook (3s)