



Parent Handbook

Strongsville Co-Op Preschool
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Section I

INTRODUCTION

Welcome to the Strongsville Cooperative Preschool. This handbook is meant to help guide our members through the co-op experience. Please include Attachment #1 (School Calendar), #2 (Current Tuition Costs and Payment Options) and #3 (Current Board Members and Teachers Contact Information) to your handbook. These attachments are updated annually and distributed at the General Meeting. Should you have any additional questions, please contact the director, teachers or board members.

HISTORY

Strongsville resident, Mrs. Alice Signorelli, founded the Strongsville Cooperative Preschool in 1959. For her Master's Degree in Education she had to organize and operate a cooperative nursery school. The first class was held in the United Church of Christ. Later, the school was moved to the First Lutheran Church. In 1975, the preschool moved to 14009 Pearl Road and eventually purchased the building in 1980. In August, 2010, the preschool moved to its current location, 15245 Tracy Lane.

Over the years, many staff and parent volunteers have shared their time and talents to make our preschool what it is today. To all of them, we are grateful.

PHILOSOPHY

The philosophy of the Strongsville Co-op Preschool, Inc. is stated in our motto:

“Together we work,
Together we play,
Together we grow.”

The program goals are to provide an environment that fosters and nurtures children's physical, social, emotional, and intellectual needs. This is accomplished through play. Play has intrinsic value to children. By giving this time to the children, we, as adults show children that we value their choices, interests and ideas. Observing children's play enables teachers and parents an opportunity to introduce new experiences, materials, possibilities, ideas, skills and even problems into their play and exploration. We work together to promote a useful exchange of ideas.

At the Strongsville Co-op Preschool, we provide both the stimulus and the means for children, parents and teachers to grow together. We offer opportunities for cooperation, challenge and creativity. Our 2-day program (3-year-old) introduces the children to the routine of a classroom. We practice social skills like taking turns, sharing, getting along with others, properly expressing emotions and taking directions from other adults. We also begin the academic journey. Our 3-day (4-year-old) pre-k program continues to expand the learning process. Through play the children learn letters, letter sounds, sight words, math skills and participate in science experiments. The children learn about themselves and the world around them and continue to practice important social skills. The Strongsville Co-Op Preschool prepares your child for kindergarten and develops a love for learning.

MEMBERSHIP

Membership in the Co-op is open to parents with children from ages three to five years. Parents must be willing to assume the responsibilities of a co-op preschool. A child may be enrolled for a full year or the balance of a current school year. Before a child may attend, required paperwork must be completed, Child Enrollment and Health Information (JFS 01234) and Child Medical Statement (JFS 01305). Classroom rosters are generated in accordance with form JFS 01234. Members needing contact information, may request such from the administrator.

BUDGET

Our preschool is a non-profit corporation. Tuition is the source of revenue. Tuition is determined by the cost of financing the program. Each member will receive a copy of the current budget at the beginning of the school year. Money for special purchases and building improvements is raised through various fundraising projects.

LICENSURE

The Strongsville Co-op Preschool is licensed to operate by the Department of Job and Family Services. A license is posted in the building for review. The law and rules governing child day care are available at the school for review upon request. The preschool's licensing record is available from the Ohio Department of Job and Family Services. Their toll-free number is 1-877-302-2347 ext.4 and may be used to report suspected licensing violations. A current copy of the JFS rules are available at: <http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/>

The preschool is licensed and authorized to serve up to twenty-eight (28) preschool children and 5 school agers in average daily attendance per class session.

The Strongsville Cooperative Preschool does not discriminate on the basis of race, color, religion, sex, national origin, or disability.

Section II

ROLES AND RESPONSIBILITIES

Parents, teachers and board members all have important roles and share responsibilities to ensure that our preschool program runs smoothly.

PARENTS

Parent participation is required as a member of the governing board or on a standing committee. Standing committees allow members to share in the smooth operation of the preschool. (Please see Appendix E for committee responsibilities and assignments.)

As a member of the Strongsville Co-op Preschool, either you and/or your spouse are responsible for:

1. Paying tuition promptly by the first of each month.
2. Attending two General Meetings,
3. Participating in one mandatory fundraiser event..
4. Serving on the Governing Board or on a standing committee and fulfilling that obligation
5. Assisting in the maintenance of equipment and upkeep of the school including general cleaning of the building once a year (also referred to as a "Cleaning Party") Delinquency fee of \$30 if obligation is not fulfilled.
6. Getting your child to and from school on time.
7. Complete and return all required enrollment forms (JFS 01234 Enrollment Form and JFS 01305 Child Medical Statement) and others as needed.

DIRECTOR

The Director has overall responsibility for and oversees the teachers and educational programs conducted at the preschool including, overseeing the curriculum, and supervising the ordering of academic supplies and inventorying of the equipment. The Director is responsible for communicating with the state-licensing inspector and coordinating, with the Vice-President, the procedure required for accreditation (if

applicable). The Director also maintains relationships with local agencies and colleges that might provide assistance to the school and our membership. The Director assists in hiring new teachers and participates in the grievance process (Appendix A).

The Director's responsibility to the Governing Board is that of an employee. The Director is responsible for communications from and to the board and will relay the information to the other teachers.

TEACHERS

The teachers have an important and unique role in the school. Teachers plan and implement a program that is geared to the age, interest and ability level of the children. Through daily lesson plans, they choose a variety of activities that promote physical, social, emotional and intellectual development. The maximum teacher to student ratio for the 3 year-old program is 1:8 with maximum group ratio 2:16. The maximum teacher to student ratio for the 4 year-old program is 1:11 with a group ratio of 2:22.

The teacher's responsibility to the Governing Board is that of an employee. Teachers must attend regular board meetings, continue their education through seminars and meet with staff members to discuss and evaluate the educational program.

GOVERNING BOARD

The Governing Board is made of current program members. The Governing Board has administrative responsibilities. Because our membership changes from year to year, the Board helps maintain continuity by including members with previous experience in the school and/or who have previously served on the Board. Our Governing board is elected annually by the membership.

EXECUTIVE BOARD

The Executive Board consists of the President, Vice President, Treasurer, and Secretary. The Executive Board's responsibility is to convene and act in the interest of the Strongsville Co-op when time to convene the Governing Board is not feasible. Also, the Executive Board is specifically tasked with the hiring and dismissal of the teacher.

Section III

PROGRAM

Children are enrolled in one of the four class sessions according to age and individual needs.

2 Day Preschool Program (3's)

- Children must be 3 years old on or by August 1st
- Meeting times: Tuesday and Thursday
- Morning Session: 9:30 – 11:30 A.M.
- Afternoon Session: 12:15 – 2:15 P.M.
- Class ratio: 15 students, 2 degreed teachers

3 Day Pre-K Program (4's)

- Children must be 4 years old on or by August 1st
- Meeting times: Monday, Wednesday and Friday
- Morning Session: 9:15 – 11:45
- Afternoon Session: 12:30 – 3:00
- Class ratio: 20 students, 2 degreed teachers

FEE SCHEDULE

A registration fee is required at time of registration to secure enrollment.

A supply fee and tuition payments begin August 1st.

For current pricing, see Attachment#2

Tuition:

Yearly tuition fees are charged. Payment options are available. Fees can be paid in full, 2 payments (50% each), or 9 monthly payments. Monthly payments are due by the 1st of each month, August-April. Checks should be made payable to: The Strongsville Co-Op Preschool and placed in the outside dropbox. Tuition checks are not to be sent through the book bags. Delinquency fees may be added for late payment. In addition, members are responsible for any bank charges incurred for returned checks or insufficient funds.

FACILITY

The facility offers over 1,700 square feet of floor space for the children to enjoy. The space includes a large classroom, art room and 2 restrooms. In addition, there is space for large muscle activities. The upstairs houses a teacher's office, meeting space and storage. Behind the building is a fenced playground spanning approximately 1,600 square feet.

Section IV

POLICIES AND PROCEDURES

Each Co-op member should carefully review our school's policies and procedures. Please contact the director, teachers, or board members if you have any questions.

DISCIPLINE

We believe in a discipline policy that ensures a safe environment for the children to work, play and grow. The Guidance and Management policy as described in rule 5101:2-12-19 of the Administrative code applies to all staff. See Appendix F

Our approaches to classroom behavior are positive. We believe in praise and positive reinforcement of good behavior. We intervene with the children's behavior when classroom rules are not followed and/or actions may be harmful to self or others. The procedures our teachers use for classroom management are designed with the specific situation and child in mind. They include:

1. Creating a list of rules with the children at the beginning of the year and continually reviewing
2. Discuss inappropriate behavior with the child and redirect his/her attention.
3. As a last result, give the child "thinking time" on a chair.
4. Turn off the lights and sit quietly for one minute (used for overall classroom control).
5. Report frequent negative behavior to parents. (A conference may be requested to determine future action and assistance for the child, if necessary.)

It is our goal to provide each child a safe and positive learning environment where he/she can experience both social and academic growth. We recognize that all preschoolers do not develop equally. Some experience difficulty with separation, toileting, routine and structure, or relating to the group experience. The program allows an adequate adjustment period, but some instances require attention. When a child experiences prolonged difficulties, parents will be notified. A plan will be discussed and strategies implemented. If deemed necessary, staff and parents can agree to call upon an intervention specialist from the local school system. If strategies are unsuccessful, it may be necessary to counsel the child out of the program. The school must make decisions based on the safety and the best interest of the whole group. It is important to remember that not every child is ready for the preschool group experience and may need additional time for growth. The school will report any expulsions for behavior to the Ohio child licensing and quality system (OCLQS) in accordance with paragraph (G) of rule 5101:2-12-16 of the Administrative Code.

PARENT PARTICIPATION

The Strongsville Co-Op Preschool offers parents an opportunity to get involved. Parents may join the board, be an active committee member, attend Co-Op outings/field trips, assist at special parties or events, participate in school fundraisers and contribute to community events (food drives, Christmas shopping/wrapping nights). We encourage parents to share their time and talents.

Together we work, together we play, together we grow!

Drop-Off and Pick-Up

Please follow these procedures so that your child can get off to a good start each day. If your child will be absent, we kindly ask that you call or email the school.

Drop-off

- Be prompt in bringing children to school. Do not let the children out of the car until the teacher greets them at the car door.
- Child's arrival will be noted
- Be sure your child has brought his/her school bag.

Pick-Up

- Be prompt in picking up the children.
- Call the teacher or write a note to the teacher if someone other than you or the regular car-pool parent will be picking up your child. This person will be required to show a photo ID when picking up the child.
- We will escort the children to the car.
- It is helpful and safe to have the children enter through the driver's side rear door.
- Child's departure will be noted
- Check the school bag for notes and other communications.
- If a custody agreement is in place, a child may only be released to the custodial parent unless written instructions are provided.

Appendix B shows the drop-off and pick-up route.

School Outings/Field Trip

During the school year, we will arrange 3-4 outings. These trips are scheduled well in advance so the parents will have ample time to prepare for them.

Procedures for outings are as follows:

- Parents drive their child directly to the trip location.
- Teachers may not transport children
- On occasion, the class time may be extended for a longer field trip. If so, all information will be included on the parent participation slip.
- Permission slips will be sent home in school bags. Written permission is needed from each family including child's name, destination, date of trip, parent signature and date signed.
- Siblings may or may not be invited to attend (please refer to the permission form)
- Smoking is not permitted on field trips.
- Children should be dressed so they can participate comfortably in planned activities.

MISCELLANEOUS

Closure

We follow the Strongsville City Schools schedule with regards to school closings due to weather. If circumstances occur at the building and we are unable to hold class, parents will be called.

Progress Reports

Written progress reports are provided to parents twice a year (January/May). The results of these reports are not currently reported to the ODJFS pursuant to rule 5101:2-17-02 of the Administrative Code but may be if required for compliance. Conferences are also scheduled at these times. Additional conferences may be arranged when needed. Parents are welcome to schedule an appointment any time they wish to meet with the teachers.

Dress

Please dress your child appropriately for preschool. We will be active and messy. Accidents can be avoided if clothes are easy off and on for toileting. Please dress for outdoor play when weather and outdoor conditions permits. Outdoor clothing (coats, hats, boots) should be labeled with child's name. Outdoor play is reserved for fair weather. We will not go outside if weather is wet, cold (below 50*), threat of storm or unsafe environmental conditions. Special occasions (winter theme day) will be arranged prior.

Snacks

Parents may provide an **individual, pre-packaged** snack on your child's special day or a planned party day. Homemade treats are not permitted

WE ARE A PEANUT FREE SCHOOL. THANKS FOR HELPING KEEP OUR LITTLE ONES SAFE

Assistance and Suggestions

We believe in open communication. Both parents and staff are encouraged to reach out to the director, teachers, or board members if needing assistance in resolving problems relating to the Preschool. Please share your thoughts. We strive to provide the best preschool experience.

SAFETY

Our safety policies and procedures are as follows:

- No child will ever be left alone or unsupervised.
- Our school has immediate access to a working telephone at all times.
- A fire drill and emergency evacuation drill will be held at varying times each month. Alert plans (instructions) for fire drills are posted at the school. A record of fire drills is also posted at the school. The children will follow teacher/parent helpers from the building to the back of the play area or the adjacent parking lot away from the building, using closest exit. Along with fire/evacuation drills, severe weather drills will be conducted March through September.
- Intruder/threat of violence drills are also practiced quarterly
- In the event of an emergency where evacuation from the school is required, the children and teachers will walk to Southpark Square Senior Apartment Complex on Howe Rd., or to the Southpark Mall, located on Royalton Rd. The teachers will have taken with them all emergency forms, cell phone and all medication necessary for children. Parents will be called to inform the whereabouts of the children and

explaining the reason for the evacuation. If the emergency allows, a note of plan will be posted on the front door.

- The Strongsville Emergency Squad will provide any needed emergency transportation from the school. Staff will not transport children.
- When an accident or injury occurs, the teacher will complete an incident report and give a copy to the parent on the day the incident occurred.
- Spray aerosols will not be used when children are at school.
- There is no smoking on school property
- We do not participate in swimming activities

HEALTH

The Strongsville Co-Op Preschool will follow the rules set forth by the ODJFS Guidelines and recommendations from the CDC and the Cuyahoga County Board of Health will be considered when developing policy and protocol. Recommendations may include entrance health screenings, mandatory temperature checks, frequent handwashing, isolation of a sick child, and required stay at home orders.

Parents are asked to follow these basic rules to ensure a safe and healthy school environment:

- Keep your child home if within the preceding twenty-four hour period he/she has shown any of these symptoms: fever of or over 100 degrees Fahrenheit, unexplained cough or shortness of breath, unusual irritability, diarrhea and/or vomiting two or more times, sore throat, skin rash, runny nose, evidence of lice, or redness of the eyelid.
- Consult your physician about the quarantine period for a communicable disease.
- Telephone the teacher or director if your child has a contagious disease so that we may alert the other Co-op members. Parents will be notified by letter if the children were exposed.
- Refer to the Communicable Disease Chart (classroom wall) for additional info
- Allow your child to return to school three or four days after the onset of a cold if he shows no fever or other abnormal symptoms and seems well.
- Co-op teachers are not permitted to administer medication, topical products, or vitamins, except in emergency situations where required by "Request for Administration of Medication" form and "Child Medical/Physical Care Plan" are filled out with instructions as to when and how the medication should be administered.
- Advise the teacher(s) if anything unusual has occurred since the child last attended school.
- The Staff will not attend school with a suspected communicable disease.
- Child must be potty trained.

Each teacher is trained in first aid to recognize the common signs of communicable diseases or other illnesses. Each child is observed before entering the group. If your child has the signs and symptoms listed below, you will be notified immediately. Your child will be isolated in a quiet area of the room until you arrive. A cot and blanket are available. When the child leaves, the area is disinfected and the blanket washed.

Isolate and Send Home:

- Temperature of at least one hundred degrees Fahrenheit
- Diarrhea
- Severe coughing
- Difficult or rapid breathing.

- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty swallowing
- Vomiting

Observe:

- Minor symptoms alone.
- Not feeling well enough to participate.

In case of emergency and/or accident, the school will follow the posted medical and dental emergency plan and complete an incident report form. The school will administer first aid, summon emergency transportation (911) and contact parents. We require that all parents grant consent to transport in an emergency situation.

During the year, we may offer vision screening for the three and four year old classes.

We encourage that all children follow the recommended immunization schedule but respect each family's decision to follow their conscience. We will not deny enrollment but reserve the right to limit attendance if an outbreak is occurring in the area. We will seek advice from the CDC and the Cuyahoga County Board of Health.

We do not discriminate on the basis of disability. We will ensure compliance with the ADA including care procedures and administering of medication to children with disabilities.

SUSPECTED CHILD ABUSE

Staff members who suspect child or sexual abuse will report it to the Director and call the "Child Abuse Hotline", (216) 696-5437, as required by law.

Parents who suspect that their child is being abused in any way should also call the Hotline. Communication with the Co-op's Governing Board is also encouraged so that an internal inquiry can be made in order to protect the children.

APPENDIX A

Grievance Procedure

If parents have concerns about the teacher's performance of her duties, they should go to the teacher first, then, if their concerns have not been fully addressed, to the Director who will talk to the teacher and keep the President and Vice President informed. The Director will follow up with the parent who brought forth the concern.

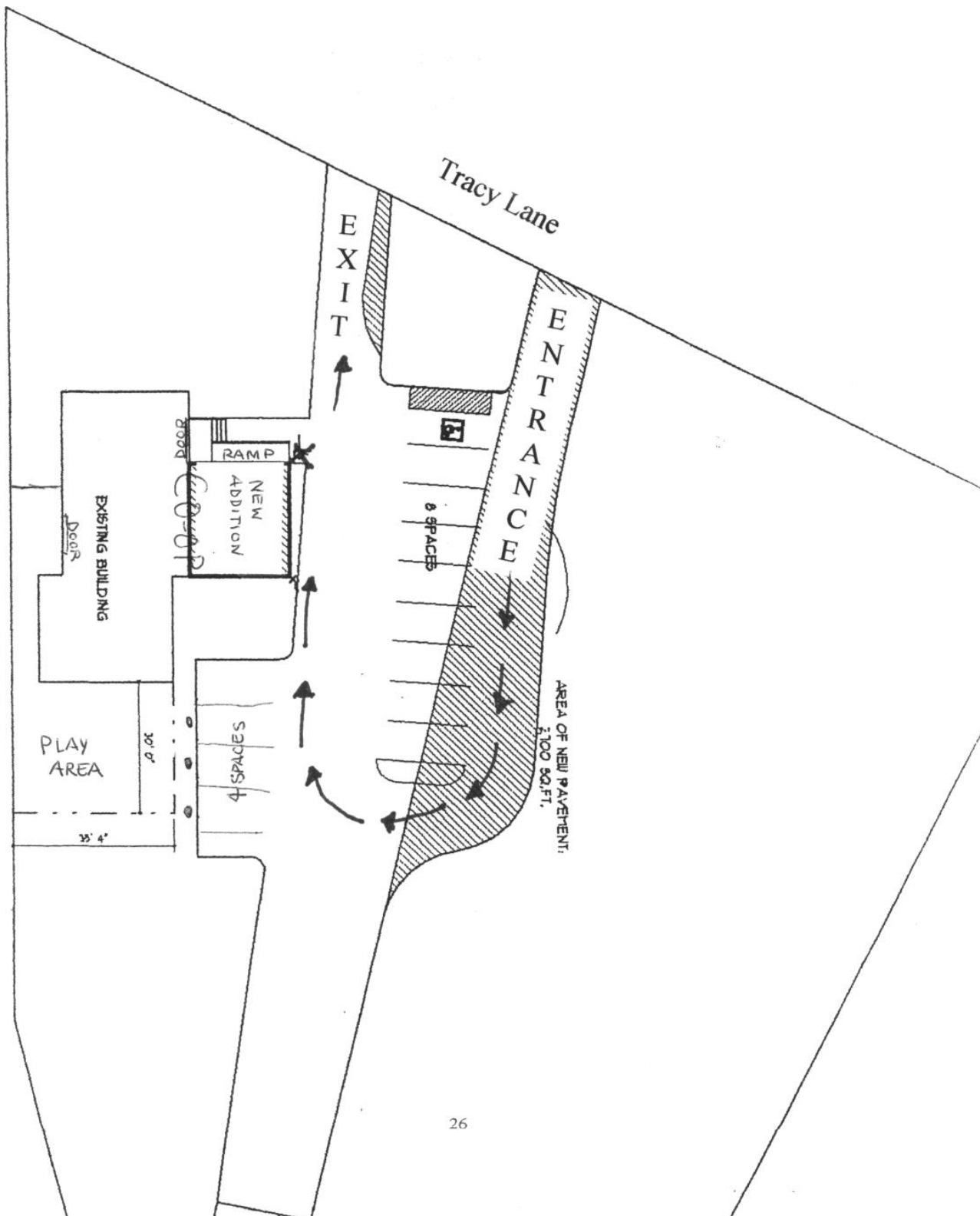
If the problem is still not resolved, the President and the Vice President will conduct a full evaluation. The Executive Committee, consisting of the President, Vice President, Treasurer, Assistant Treasurer, and Secretary and the Director, will review the results of the evaluation. From this review a course of action will be determined. The report of this Committee will be taken to the full board for approval.

If parents have concerns about the Director's performance of her duties, they should go to him/her first, then, if their concerns have not been fully addressed, to the President. The President and the Vice President will discuss the problem with the Director, conduct an evaluation if this is indicated, which the Executive Committee will review. The report of the Executive Committee will be taken to the full board for approval. The Director will not be present at this board meeting.

The President, Vice President and Treasurer will hire a new Director, either from the existing teaching staff or a qualified applicant.

APPENDIX B

Drop-Off and Pick-Up Route Diagram



APPENDIX B continued

4 year old daily schedule

This class is held on Mondays, Wednesdays and Fridays, with a morning and afternoon class

9:15 - 9:25	12:30 - 12:40	Arrival, table time
9:25 - 9:55	12:40 - 1:10	Morning meeting, calendar, weather—circle time
9:55 – 10:20	1:10 - 1:35	Centers
10:20 - 10:35	1:35 - 1:50	Free time
10:35 - 10:40	1:50 - 1:55	Clean up
10:40 - 10:55	1:55 - 2:10	Circle time
10:55 - 11:00	2:10 - 2:15	Wash hands to prepare for snack
11:00 - 11:20	2:15 - 2:35	Snack
11:20 - 11:40	2:35 - 2:55	Music, movement, story, outside time
11:45	3:00	Dismissal

3 year old daily schedule

This class is held on Tuesdays and Thursdays, with a morning and afternoon class

9:30 - 9:55	12:15 - 12:40	Arrival/Circle time - calendar, weather, daily theme
9:55 - 10:30	12:40 - 1:15	Centers/Free time
10:30 - 10:35	1:15 - 1:20	Clean up
10:35- 10:50	1:20 - 1:35	Group time - counting, sorting, sequencing, rhyming
10:50 - 11:05	1:35 - 1:50	Wash hand/ Snack
11:05 - 11:15	1:50 - 2:00	Music/Movement
11:15 - 11:25	2:00 - 2:10	Outside/Story time
11:30	2:15	Dismissal

The Strongsville Co-op Preschool has an “open door policy” to parents only.

APPENDIX C

Amended Constitution Strongsville Co-op Preschool, Inc. (Adopted March 23, 1977)

This Constitution is subject to the provisions of the Articles of Incorporation of the Corporation and in the event of any inconsistency the Articles shall control.

ARTICLE I NAME

The name of the Corporation shall be Strongsville Co-op Preschool, Inc.

ARTICLE II PURPOSES

The Corporation is organized and at all times shall be operated exclusively for charitable and educational purposes, including but only for such purposes of, providing activities for children to teach them to develop personalities and self-reliance, to adjust socially and prepare for school experience with a curriculum of, and program for, creative group play, parent educating and preparing children for the future.

ARTICLE III MEMBERSHIP

Section 1. Active Members

Active members of the Corporation shall consist of the parents and/or guardians of children who have met the qualifications for enrollment set forth in ARTICLE IV hereof and are actively enrolled. Only parents who can and will participate as Co-op parents shall be allowed to enter their children.

Section 2. Termination of Membership

Active membership in the Corporation shall be terminated by:

- a. Letter of resignation to the Governing Board.
- b. Withdrawal of a child due to a serious and prolonged illness of said child and parent.
- c. Lack of member participation as required by ARTICLE VII.
- d. Failure to pay tuition by the first of each school month in which the tuition is due unless prior arrangement has been made with the treasurer.
- e. By specific action of the Governing Board with provisions to notice and hearing.

ARTICLE IV QUALIFICATIONS FOR STUDENT ENROLLMENT

Section 1. Admission and Non-Discrimination

Children eligible for enrollment in accordance with the provisions of Section 2 of this ARTICLE IV shall be admitted to active enrollment in the Preschool operated by the Corporation in the order in which their applications are received, up to the maximum number of enrolled students as may be fixed from time to time by the Governing Board. The Corporation shall not discriminate on the basis of race, creed, sex, religion, disability or national origin in the administration of its education policies, admissions policies or any other program administered by it.

Section 2. Conditions of Admission

Children meeting the following conditions shall be eligible for active enrollment:

- a. A child shall have attained the age of three years on or before August 1st in any school year to be eligible for the two-day class or attained the age of four years on or before August 1st in any school year to be eligible for the three-day class.
- b. Enrollment form must be completed (JFS 01234)

- c. Per state law, a child must receive a medical examination in order to attend the preschool. Physical exams are valid for one year from the date of the exam, not the date of physician's signature; re-examination is required if the one-year period expires during the school year. If the exam is not updated prior to the required renewal, by state law, the child cannot be admitted to the school. The physician's report (JFS 1305) must be filed with the Health Chairperson within 30 days of enrollment.
- d. A child must be potty trained; no pull-ups allowed.
- e. Such other conditions as may be fixed from time to time by the Governing Board, subject to the provisions of Section 1 of this ARTICLE IV.

Section 3. Termination of Enrollment

- a. Children shall be accepted on a four-week trial basis. The teacher has the right to recommend to the Governing Board the dismissal of any child who, in her opinion, is unable to adjust to the preschool setting.. The Board's decision shall be final.
- b. If the teacher feels at any time it would be in the best interest of the child or the school to terminate a child's enrollment, the same procedure would be followed as stated in Section 3a. of this ARTICLE IV.

ARTICLE V TUITION AND FEES

Section 1. Fixing of Tuition and Fees

The Governing Board shall fix tuition and fees for each school year.

Section 2. Prepayment

Tuition can be paid in one lump sum, two partial payments, or nine monthly payments, August-April.

Section 3. Due Date

Tuition shall be due on the date fixed by the Governing Board as stated in the by-laws.

Section 4. Refunds

- a. Tuition will be refunded upon one month's notice to the Membership Chairperson and teacher when a replacement student is enrolled and full class capacity is reached within one month of withdrawal.
- b. If a child is out of school due to illness or vacation, or prolonged school closing due to weather or energy emergency, the tuition payments must be continued to keep the child in school. No refunds or make-up days will be given for absence.

Section 5. Application Fee

An application/registration fee, fixed by the Governing Board, shall be paid upon application for enrollment of a child. This fee is nonrefundable.

Section 6. Other Fees

The Governing Board may fix the amounts and payment dates of such other fees, as it deems reasonably necessary for the maintenance of the Corporation.

ARTICLE VI MEETINGS

Section 1. General Meetings

The Corporation shall hold a minimum of two general meetings during the school year, at the time and place fixed by the Governing Board. The second such meeting shall be designated as the Annual Meeting of the Corporation, at which time the Governing Board for the ensuing year shall be elected. If the Annual Meeting is not held, a Special Meeting may be called and held for such purpose.

Section 2. Call

The President, a majority of the Governing Board or the lessor of (a) 10% of the active members or (b) 25 active members may call meetings.

Section 3. Notice

Notice of the time and place of any meetings of the membership shall be served upon, emailed or mailed to each active member at his address as it then appears upon the records of the Corporation at least ten days prior to the time of the meeting. The attendance of any active member at a meeting without protesting the lack of proper notice shall be deemed a waiver of notice of the meeting.

Section 4. Voting Rights

Each family shall have one vote for each child enrolled upon all questions presented to any meeting of the membership.

Section 5. Quorum

The members present and voting at any meeting of the membership shall constitute a quorum for the conduct of business at such meeting.

Section 6. Procedure

All meetings shall be conducted in accordance with Robert's Rules of Order, Revised; except as may be provided by the Constitution or by-laws. The President with the approval of the Governing Board may obtain a Parliamentary.

ARTICLE VII PARENT PARTICIPATION

At least one parent or guardian of each enrolled child shall serve the Preschool as a member of a committee. It is the intention of this provision that the Corporation operate on a cooperative basis through the utilization of services provided by each active member, and the failure to comply with the provisions of this ARTICLE VII shall constitute grounds for termination of membership in accordance with Section 3 of ARTICLE III hereof.

ARTICLE VIII OFFICERS

The Corporation shall have a President, a Vice President, a Secretary, a Treasurer, a Membership Chairperson, a Children's Activities/Santa Shop Chairperson, a Fieldtrip/Scheduling Chairperson, an Operations Chairperson, a Publicity Chairperson, a Purchasing/Hospitality Chairperson, a Fundraising Chairpersons, a Newsletter/Website Chairperson, and a Health Chairperson.

Section 1. President

The President shall be the chief executive officer of the Corporation and shall preside at all meetings and be chairperson of both the Governing and Executive Boards. The President shall conduct the interviewing of all prospective employees and is responsible for all legal transactions of the corporation.

Section 2. Vice President

The Vice President shall succeed or substitute for the President in the case of absence or vacancy and shall be the liaison between the parents and teachers. The Vice President shall also be responsible for parent orientation sessions and teacher evaluations. The Vice President shall also serve as a member of the Executive Board. The Vice President shall also be responsible for scheduling Meet the Teacher and Get Acquainted Day sessions. The Vice President is also responsible for scheduling the holiday and end of year board dinners; and buying end of year flowers for the teachers at the general board meeting.

Section 3. Secretary

The secretary shall keep the roll at any general meeting, board meeting or special meeting and shall keep the minutes of all such meetings. The secretary shall handle all general correspondence of the Corporation. The Secretary will be responsible for scheduling pictures, collecting money for school pictures.

Section 4. Treasurer

The Treasurer shall receive and disburse all moneys and deposit it in a bank or banks approved by the Governing Board. The Treasurer will be responsible for keeping records and receipts for all expenditures. The Treasurer shall prepare and submit a financial report at each meeting of the membership and shall prepare and submit a proposed budget to the Governing Board for each school year. The Treasurer shall also serve as a member of the Executive Board. The Treasurer shall be bonded.

Section 5. Membership Chairperson

The Membership Chairperson shall receive all inquiries and applications for enrollment and keep complete information of all members and prospective members. The Chairperson shall also be responsible for greeting prospective members who wish to visit the school during class time. Membership will prepare class rosters.

Section 6. Children's Activities Chairperson (2)

The 2 Children's Activities Chairpersons will be responsible for ordering school bags, organizing t-shirt sales, decorating the classroom when needed, organizing end of the year picnics and graduation.

Section 7. Fieldtrip Chairperson

The Fieldtrip Chairperson shall make the arrangements and distribute information about the fieldtrips.

Section 8. Operations Chairperson(2)

The 2 Operations Chairpersons shall be responsible for the maintenance, cleaning and repairs of the building, equipment, materials, furnishings and appliances and any other facilities associated with the Preschool. They are responsible for scheduling and overseeing the monthly "cleaning party".

Section 9. Fundraising Chairperson

The Fundraising Chairperson shall be responsible for planning and implementing, with the support of the general membership, all projects designed to raise funds for the preschool with the exception of the Santa Shop, and for requesting grants.

Section 10. Santa Shop Chairperson

The Santa Shop Chairperson shall be responsible for the planning and implementing of the annual Santa Shop project.

Section 11. Publicity Chairperson

The Publicity Chairperson shall be responsible for all publications including the handbook, meeting notices, special events and registration (but excluding the newsletter). The Chairperson shall also be responsible for sending pictures and articles of interest to local newspapers. The Chairperson shall also be responsible for coordinating service for the copy machine, which includes scheduling repair and maintenance; adding toner when needed; negotiating lease agreement when expires; and keeping school supplied with white and colored paper.

Section 12. Newsletter/Website Chairperson

The Newsletter Chairperson shall be responsible for the production and distribution of the monthly newsletter to be received by all Preschool members and teachers.

Section 13. Purchasing/Hospitality Chairperson

The Purchasing/Hospitality Chairperson shall be responsible for buying and/or ordering all supplies authorized for the Preschool and providing refreshments at the general meeting.

Section 14. Health Chairperson

The Health Chairperson shall collect and file children's medical forms, make a list of emergency telephone numbers and allergies, and assist the teacher in setting up vision tests. First aid kit shall be checked and replenished when needed.

ARTICLE IX

GOVERNING BOARD

Section 1. Authority

Except as otherwise provided by law, the Governing Board shall exercise all of the authority of the Corporation. It shall receive committee reports and recommendations and shall submit at a general meeting recommendations, which it has approved, affecting the administrative or activity policy of the corporation. It shall also have the power to contract and terminate service contracts where justified. The Governing Board consists of the President, Vice President, Treasurer, Secretary, Publicity Chairperson, Membership Chairperson, Purchasing/Hospitality Chairperson, 2 Children's Activities Chairpersons, Fieldtrip Chairperson, Fundraising Chairperson, Santa Shop Chairperson, Health Chairperson, Newsletter Chairperson, and 2 Operations Chairpersons. In the event a decision must be made between board meetings or regarding teacher's contracts the President, Vice President and Treasurer (Executive Board) shall have the authority to make such a decision.

Section 2. Membership (Board Officers)

The Governing Board shall consist of the officers provided for in Article VIII. The person who served as President of the Corporation during the immediately preceding school year shall be designated the Immediate Past President and shall act in an advisory capacity without a vote.

Section 3. Election

- a. The officers constituting the Governing Board (with the exception of the Immediate Past President) shall be elected at the annual meeting of the membership in each year. Persons whose children have been accepted for active enrollment in accordance with ARTICLE IV and who will thus be active members during the succeeding school year in accordance with ARTICLE III shall be eligible for election to the Governing Board. If members of the Governing Board are not elected at the annual meeting or if the annual meeting is not held, they may be elected at any special or general meeting of the membership.
- b. The officers of the Corporation shall be elected as follows: a nomination meeting shall be held in accordance with ARTICLE VI; the President shall appoint a nominating committee for the purpose of proposing the names of candidates for the various officers from presentation at the nominating meeting. The nominating committee shall consist of two non-returning board members and one member from each class and the President acting in an advisory capacity. The committee shall formulate a slate consisting of all members who wish to run for office. Nominees for President, Vice President and Treasurer should be returning Board Members. No member shall serve more than two consecutive terms in one position. The slate shall be presented twice prior to the election meeting. Nominations by the general membership should be made at the time. A list of qualifications of each candidate must be presented to the membership before voting.

Section 4. Term

Each member of the Governing Board shall hold office for a term of one year beginning June 1st or until his successor is elected and qualified or until his earlier resignation, removal from office or termination of membership.

Section 5. Vacancies

In the event of any vacancy on the Governing board other than the expiration of a term on such Board, such vacancy may be filled by an election held by the remaining members of the Governing Board. During any period that a vacancy exists, the remaining members of the Governing Board shall continue to have the powers and authority of the full Governing Board.

Section 6. Removal

Any member of the Governing Board may be removed from office with cause by the affirmative vote of 2/3rds of the membership present and voting at any meeting of the membership, but only after being given an opportunity to be heard.

Section 7. Meetings

An annual meeting of the Governing Board shall be held at such time and on such date as may be fixed by the Governing Board and stated in the notice of the meeting. Regular meetings of the Governing Board shall be held at such specified regular time and place and at such intervals as may be fixed by the Governing Board. Special Meetings of the Governing Board may be held upon call of the President, Vice President or any three members of

the Governing Board. Any active member requesting to attend such board meetings shall notify the President 48 hours prior to said meeting so accommodations can be arranged.

Section 8. Large Purchases

The Governing Board must approve any single purchase costing \$100.00 or more. In an emergency, the Executive Board may approve the purchase.

APPENDIX D

By-Laws

- a. The teacher(s) shall serve as the program administrator(s) of the Preschool following the policies established by the Governing Board. The role of the teacher(s) include:
 - b.
 - The education and socialization program of the children in the classroom.
 - The explanation of the theory and practice of said program and knowledge of children to the parents.
 - The long-range developmental objectives for both children and parents.
 - c. Members shall be responsible for:
 - Paying tuition and fees promptly.
 - Participating on field trips.
 - Serving as committee chairperson or member on a standing committee.
 - Attending all scheduled meetings.
 - Participating in the cleaning of the building and grounds.
 - Participating in Operations projects.
 - Cooperating with the rules and regulations set forth by the Strongsville Co-op Preschool.
 - d. Members shall fulfill their obligations as outlined in By-laws. In the event a member does not fulfill such requirements a fine will be assessed. Delinquency of three requirements within a school year constitutes grounds for termination of membership by the Governing Board subject to notice and hearing.
 - e. At least one parent or guardian is required to attend the general meetings. The Secretary must be notified if a parent or guardian is unable to attend. Members who cannot attend must read and sign minutes of said meeting.
 - f. Unless otherwise specified by the Governing Board, the Preschool shall have the same vacations and holidays during the school year as observed in the Strongsville Public School System.
 - g. In the case of inclement weather or in an emergency, Preschool classes will be suspended when public school classes are suspended. Teachers and the President or Vice President and another Board member will decide on school closings that are not covered by the Strongsville Public School System.
 - h. In case of public school closing because of an energy emergency, Preschool classes shall be conducted or suspended according to the majority vote of the membership.

- i. The school year for the M/W/F class will meet a minimum of 90 days. The school year for the T/H class will meet a minimum of 60 days.
- j. Non-member visitors and observers in the classroom will be permitted only if the visit has been previously arranged with the head teacher(s).
- k. A written student evaluation will be presented to each parent or guardian at mid-year and at the end of the school year. An evaluation interview between the teacher(s) and the parent(s) or guardian(s) may be conducted at these times.
- l. All payments shall be made payable to the Strongsville Co-op Preschool, Inc. and placed in the drop box.
- m. Tuition is due on the first of each month. The Assistant Treasurer will call members whose tuition is not received on time. Late payments will result in a fine of \$5.00 per day after the fifth of the month. If a late payment is not received by the 10th of the month, the child will not be admitted to the school until payment is made. In the event a member anticipates a problem with timely payment of tuition, the Treasurer will be contacted to make appropriate arrangements. A \$15.00 charge will be incurred on any check returned from the bank.
- n. Registration is open to the general membership and associate members before it is open to the public.
- o. If a parent has two (2) or more children in preschool, they shall serve on one (1) committee position or one (1) board position, but are still responsible for one parent helper per child on the parent helper schedule.
- p. If a child is to be withdrawn from the school, the Membership Chairperson is to be notified in writing. Registration, supply fees and previously paid tuition may not be returned as a result of a withdrawal.
- q. It is a requirement that all children attending the Preschool be toilet-trained. Pull-Ups are not permissible.
- r. No Officer or Director will ever have to pay any money as a consequence of any action or inaction of the organization unless the action or inaction was a direct result of gross negligence. Such payment will be made from the funds of the organization, either directly or as a reimbursement to the Officer or Director.
- s. Each year the membership will reserve \$500.00 from income to be added to a building fund.
- t. A teacher/aide who is also a parent of a child in the co-op preschool can take a board position but with non-voting status.
- u. The Strongsville Cooperative Preschool is a nondiscriminatory school.

APPENDIX E

Strongsville Co-op Preschool Standing Committees Responsibilities

Our Preschool is organized so that each member serves on a Standing Committee or on the Governing Board. At full capacity, there are 14 Governing Board members (**President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Chairs: 2 Operations, Membership, , Field Trips, Publicity, Newsletter/Website, Purchasing/Hospitality, Fundraising, and Health**) and 56 committee positions, for a membership of 70. Positions and their responsibilities are listed below. If you have any questions about a committee position, please call the school and ask to speak with the board member in charge of the committee.

Assistant Treasurer

- Responsible for collecting, tracking and depositing tuition and receipts.
- Following up with and calling members who are delinquent in tuition payment.
- Help the Treasurer with duties at the Treasurer's discretion.

Book Orders (non-board position)

- Responsible for distribution of book orders and all items connected to them.

Fundraising

- Responsible for scheduling, organizing and executing all fundraising projects, except Santa Shop.
- Responsible for applying for various grants.

Membership

- Responsible for tracking membership throughout the school-year including new enrollment and withdrawals.
- Responsible for creating class rosters for board, director, teachers, members and to be posted at the preschool.
- Responsible for greeting prospective members who wish to visit the school during class time.
- Answer inquiries about the preschool.
- Send out and receive enrollment applications and registration packets.
- Maintain files for enrollment applications and registration information

Health

- Collect, review, and organize medical forms by class
- Monitor expiration dates of Medical Form and distribute update reminders
- Create and post a list of allergies
- Assist with scheduling vision screening
- Check first aid kit monthly

Field Trips

- Responsible for working with teachers to schedule field trips for both classes. Additionally responsible for distributing field trip registration materials to the membership and collecting materials and money for the trips.

Children's Activities and Santa Shop

- Aid in the planning and implementing of special days such as parties and picnics.
- Responsible for reserving the location and coordinating the paper products, food and beverages as well as the graduation flowers for the end of the year picnics and graduation ceremonies for both classes.
- Help to decorate the school seasonally and for special holidays.
- Purchasing and personalization of book bags.
- Organizing t-shirt sales
- Responsible for purchasing and/or crafting items for the Santa Shop.
- Responsible for setting up and taking down the Santa Shop.

Purchasing/Hospitality

- Assist Chairperson with purchasing duties, including purchasing all paper products, cleaning products and other items requested by staff.
- Make the physical arrangements and provide refreshments for two general meetings and special events.

Publicity

- Make and distribute poster to publicize registration, Open House and other special events at the Preschool.
- Handle all newspaper ads and photos.
- Coordinate service for copy machine.
- Oversee all marketing and publicity for the Preschool.
- Submit Non-Discriminatory notice to newspaper annually (January)

Operations

- Supervise monthly cleaning of the preschool by parents on a rotating basis.
- Assist the Operations Chairperson with general duties.
- Coordinate the resources and talents of preschool members to be used to improve the school facility and grounds. Such work will include but not be limited to, minor repairs, painting and grass cutting.
- Schedule annual snow removal contract and lawn treatment contract.
- Schedule annual carpet cleanings.

Teacher's Aides

- Assist teachers in non-academic duties such as cutting, mixing paints, obtaining special books, records, and materials as requested.

APPENDIX F

Child Guidance and Management for Licensed Child Care Centers As described in rule 5101:2-12-19

The following techniques or practices may be used by all child care staff members and employees of a licensed child care center as a means to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

Prohibited Discipline Techniques

The following techniques or practices shall **not** be used by any child care staff member or employee of a licensed child care center as a means to control or discipline children:

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
 - Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position. o
 - Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.
11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
12. Punish children for failure to eat or sleep or for toileting accidents.
13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from any or all activities for an extended period of time.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS

Region V, Office of Civil Rights 233 N.
Michigan Ave, Ste. 240 Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.