

WINNIE-THE-POOH PRESCHOOL HANDBOOK

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I. INTRODUCTION

Winnie-the Pooh Preschool (WTPP, hereafter) has historically been a cooperative since it was first organized in 1969. WTPP strives to provide your child with a positive preschool experience in an environment where parents and teachers work together to meet each child's individual needs. The school is operated on a private, nonsectarian, nonracial basis and at the lowest possible costs consistent with the school's goals and programs. This provides parents the opportunity to participate with their child in this first major step away from home.

Goals & Programs

It is the goal of WTPP to provide each child, according to their own temperament and needs, with supervised play and social and emotional learning experiences with children their own age. The children will have the opportunity to learn to respect and accept the rights and also the differences of others. They will be presented with art, music, books and creative projects that are geared to their age level. Through various activities, the child will learn about the world around him and develop a feeling of belonging and security. It is the goal of WTPP to develop a child who is ready for primary school education, and complement, not replace, early learning between parent and child.

WTPP offers children a program based on the following sound education principles:

1. Individual acceptance: It is important for each child to be accepted as they are. Each child is helped to develop their own capabilities at their own rate of progress
2. Freedom within limits: Children need to know that there are limits beyond which they cannot go. They need order to their day. They also need freedom to play – their imagination and curiosity need room to wander.
3. A child-sized world: Children need to find themselves in a relaxed and friendly atmosphere where they can explore, share, play, and communicate with others their own age.
4. Parent participation: Parents come to school regularly, not merely to visit, but to participate and to observe. The parents learn about their own children in a broader perspective. The parent can observe other adults and other methods. Through close association with professionally trained teachers, parents acquire specialized skills and greater understanding of their children and their children's peer group.
5. Three-way sharing: In a cooperative preschool, one finds fellowship. Child-parent-teacher sharing furthers the adult's

understanding of children and facilitates the children's adjustment to their first school experience. The parents are also working together to provide the best possible preschool experience for their children at a minimum cost.

II. ADMISSIONS POLICY

As per the Bylaws, the principal criterion for membership in WTPP is a willingness to cooperate in the operation of the school. No child will be denied admission for reasons of race, religion, national origin, gender or disability.

Qualifications

The application packet contains information which details the goals and programs of the school, cooperative philosophy and cooperative participation. Eligibility of possible candidates is determined in accordance with the following criteria. The emphasis and priority may vary, but in general, the criterion follows no particular order of importance.

1. The applying family shall be willing to accept the financial obligations required.
2. The applying family, according to their Co-op/Non Co-op status, shall be willing to participate in the activities of the school. They shall give evidence of understanding the goals and programs of the cooperative by signing the application.
3. The child shall meet the age requirements and be toilet trained.

Age and Gender Requirements

The State of Virginia has set the age requirement cut-off date of September 30 of the current school year.

1. Children who are 3 years of age by the cut-off date shall be eligible for the Junior class.
2. Children who are 4 years of age by the cut-off date shall be eligible for the Senior class.
3. Children who are 5 years of age by December 31 shall be eligible for the Pre-Kindergarten class. It is also recommended that these children have completed at least one year of preschool.
4. Children who are 2 years of age by March 31 shall be eligible for the Honeybee class.
5. Children whose birthdays fall after the cut-off date shall be considered after May 1. The Membership Chairperson shall recommend these children to the Special Admissions Panel to be considered in order of application.

6. As it is desirable to have an even ratio of boys to girls, the gender of the child may upon occasion play a determining part in the placement of an applicant for a particular class.

Applications

1. Applications to the preschool can be made by requesting an Application Packet, and submitting the application forms with the non-refundable \$45 fee.
2. Applications may be accepted through February for current classes.
3. No applications for new membership will be accepted for the following school year prior to the specified enrollment date.

Enrollment

1. Priority for enrollment in the upcoming school year is given the following groups:
 - a. Current officers and current committee chairmen.
 - b. Continuing students
 - c. Siblings and children of current and past students, and members of the Mount Hope Baptist Church.
 - d. Names that have been on the waiting list prior to January 1 for the current year's classes.
2. The Executive Board sets an enrollment window in February for each group in item 1. After these windows have closed, Open Registration will occur by mail-in lottery.
3. All applicants will be notified of their enrollment status at the time of registration. When notified of a class opening, the eligible applicant will receive an acceptance packet, which includes a copy of this handbook in addition to other forms and information.
4. Member status is guaranteed only if ALL health and registration forms and monies are received by the date requested. The registration forms include the child's health form, parent TB form, medical consent form, parent referral form, and the handbook checklist (back of booklet). The State of Virginia requires the school to witness the original Birth Certificate of each child enrolled at the school. A physical examination and immunization certificate signed by a physician is required by the Loudoun County Health Department for each new student enrolling in the preschool. Returning students are not required to repeat physical exams, unless there has been a break in attendance. The monies include the registration/insurance fee and the activity fee.

5. ALL forms and correspondence must be entered into the Secretary's Mail Log Book to be considered officially received. They must be mailed to PO Box 387, Ashburn, Virginia 20146-0387. This includes all money paid.

Waiting List

1. Applications received after classes are filled shall be placed on a waiting list if the applicant so desires.
2. In the event of an opening in a class, names shall be taken from the waiting list in the order of application, providing the applicant, as stated above meets all qualifications and requirements.
3. The VP of Enrollment may divulge to individuals their exact position on the waiting list but may not divulge the names of any applicants on the list, except to members of the Committee or to the President.
4. A name may be placed on a waiting list for current classes at any time providing the application fee accompanies the application.
5. Once you accept an opening in the school, you may be placed on, or remain on, a waiting list for another class/session.

Special Admissions Panel

1. The Special Admissions Panel shall consist of the VP of Enrollment, the President and the respective teacher.
2. The Special Admission Panel under the following conditions shall make the eligibility decision.
 - a. When the child does not meet the age requirements of the class
 - b. When the VP of Enrollment feels there may be special circumstances.
 - c. After interviews with the applying family and observing and talking with the child, the Special Admissions Panel must reach unanimous agreement or the case is to be referred to the Executive Board for a decision.

III. FINANCIAL POLICY

Fiscal Year

The fiscal year of the school shall begin on the first day of July and end on the last day of June in each year.

Fees

The following fees are due from all members of the cooperative, and the actual due dates are specified in the application packet. For new members entering the school after September 1, the registration fee, activity fee, and a full month's tuition is due before the 15th of the month. If entrance is after the 15th of the month, the registration fee, activity fee, and one-half of the month's tuition is due. For members entering after January 1, one half of the registration fee and one half of the activity fee are due. **Failure to pay any fee by the due date forfeits membership.** There will be a \$10 charge on all checks returned for non-sufficient funds, in addition to bank charges. In case of financial emergencies, the family should inform the Treasurer or the President.

1. **Application fee:** A non-refundable fee of **\$45** per child is due when application forms are submitted.
2. **Registration fee:** Upon acceptance to the school, a registration fee of **\$30** is required. This fee is non-refundable.
3. **Insurance fee:** The accident/insurance fee covering the child is **\$35**, and is also due upon acceptance into the school. Everyone must participate in this program regardless of what personal insurance they may already have. This fee is non-refundable.
4. **Activity fee:** The non-refundable **\$40** activity fee is used for field trips, parties, and supplies. It is due by August 1st of the year.
5. **Fundraising fee:** This is an optional fee. There will be at least four fundraisers during the year; each **CHILD** is required to make a \$50 profit by the last fundraiser. This \$50 fee will excuse the family from participating in the fundraisers.

Tuition

1. May tuition is due on the first day of August after that, tuition is due on the first day of the months September through April and is delinquent if not postmarked by the fifth of those months.
2. Tuition is payable by check or money order to WTPP Preschool. For insurance reasons, tuition *cannot* be accepted at the school and therefore should be mailed to:

Winnie-the-Pooh Preschool, Inc.
PO Box 387
Ashburn, VA 20146-0387

3. If tuition is not postmarked by the fifth of the month, the family is notified that they are delinquent. A late charge of \$10 will be charged from the sixth through the tenth of the month, after which

the child may not be permitted to attend school. If tuition is delinquent three times, the board has the option to terminate membership. The member must pay the tuition due and all late charges by the fifteenth of the month to be reinstated. The member is not required to pay any additional registration fee for reinstatement.

4. Tuition is non-refundable except when the school terminates the membership upon recommendation from the teacher (see Bylaws, Article III, Section D.1 (b). (2)). In this instance, returned tuition will be prorated to the exact number of school days left in the month.
5. If a family terminates their membership in the preschool (refer to Bylaws, Article III - D), tuition is due and payable through the child's last day of school. If termination falls within the first through the fifteenth, one-half month's tuition is due. After the fifteenth, a full month's tuition is due. No part of the application, registration/insurance or activity fees are refunded.

IV. HEALTH POLICY

In order for this cooperative to operate, certain county and state health regulations must be met. In addition to the regulations listed below, the school has to be housed on a location that is certified by the county health board and the state licensing organization. To maintain this certification and license, the parents' cooperation is essential. These rules are necessary to maintain a health environment for the members of WTPP. To help in this endeavor, a communicable disease chart is provided. (See Appendix B)

Child's Health Requirements

1. The state health form, provided in the acceptance packet, must reflect that the child has received the vaccines for measles, mumps, and rubella, and must be signed by a physician and presented to the VP of Enrollment prior to entrance in the school.
2. Parents should be on the alert for disease symptoms in their child. The child should remain home if he/she has a cough, frequent sneezes, sore throat, running nose, rash, and fever, enlarged glands around the neck or throat or is vomiting. Cold symptoms are often those of a communicable disease, and the surest safeguard is to keep the child home until the signs of illness have past.
3. VA licensing standards require that WTPP must be notified within 24 hours or the next business day after their child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health. (Refer to the Communicable Disease Reference Chart.) In the case

of life threatening diseases, WTPP must be notified immediately. If your child becomes ill with a contagious disease, notify the Room Mother immediately of the nature of the illness and the last date the child was at school. The Room Mother will then notify the teachers and see that the membership is informed.

4. It is the policy of WTPP not to apply substances to the child's skin to include sunscreen, bug repellent and diaper cream. Parents should reapply these prior to class, if necessary.
5. No medication will be dispensed except in the case of life-threatening illness or allergy. No medication may be sent to school with the child. In the case of life-threatening illness or allergy, parents must obtain a long-term authorization from the child's doctor, abide by the medical policy in the WTPP Policies & Procedures Manual as well as sign the medical waiver form. Once medication is no longer needed, it will be returned to the parent or thrown away.
6. A note from the doctor is required before a child can return to school after having any of the following diseases
 - a. Hepatitis A
 - b. Meningitis, Hemophilus
 - c. Impetigo Contagiosa
 - d. Scabies
 - e. Whooping Cough (Pertussis)
 - f. Salmonellosis

Participating Adult's Health Requirements

7. In order to conform to the Loudoun County Public School's health policies, each participating mother/father/guardian must present to the VP of Enrollment a signed certificate of TB tine test or patch test, with negative results, received with the previous six months. The certificates must be submitted prior to the first day of school. TB tests are also required for participation on a field trip.
8. Returning families to WTPP, who are participating for a sibling, must submit a new TB test report if there has been a break in attendance with the school for one or more years.
9. TB test results are valid for **two years**. All members of the school and staff must be re-tested and submit the new results prior to the expiration of the previous test.
10. If the non-participating parent plans to participate anytime during the school year, the State of Virginia requires a TB test. The school needs to have this before that parent is permitted to participate in their child's special day program, or on a field trip.

11. No participating parent with a cold or other infectious disease may participate. The parents must make their own arrangements for a substitute. Please refer to Section IX Participation in this Handbook.

Pandemic Policy

In the event the Center for Disease Control (CDC), World Health Organization (WHO), Virginia Department of Health (VDH) declare a Pandemic, WTPP will require students and helping parents who travel to the epicenter of the Pandemic (which will need to be identified by the CDC, WHO, or VDH), or any area that the CDC, VDH, or WHO advise against traveling to, to remain home (quarantined from the school) for the length of the incubation period of the virus or disease. WTPP will refer to information provided by the CDC, VDH, or WHO to determine the incubation period of the virus or disease.

If a student's special day or any other WTPP sponsored event occurs during the school quarantine period, the student and helping parent will not be able to attend the special day or WTPP sponsored event. During the school quarantine period the student and helping parent should be monitored for the symptoms (as defined by the CDC, VDH, or WHO) of the virus or disease. If they exhibit any of the symptoms, they should seek medical attention immediately and will need their medical provider to clear them of the virus or disease before returning to WTPP.

During the Pandemic WTPP will send e-mails to the school with the recommendations of the CDC, VDH, and WHO for the prevention of the virus or disease with the hopes all members will follow the guidelines and preventative measures posted by the CDC, VDH, and WHO. WTPP will also update it's members of the latest information posted about the pandemic.

The Pandemic Policy will remain in effect for the duration of the pandemic as defined by the CDC, VDH, or WHO. WTPP will follow all additional guidelines and recommendations of the CDC, VDH, and WHO. As they change and update their information, WTPP will follow suit. Once the CDC, VDH, or WHO lift any travel restrictions or recommendations, WTPP will no longer require students and helping parents to remain quarantined from the school.

Emergency Information

In the event of an accident or other emergency during school hours, the teacher or participating parent will give first aid. In the case of an accident, an accident report will be completed and sent to the insurance company. All accidents will be entered in the accident log, which is kept in the school confidential files.

The emergency information for both the child and parent/guardian must be complete on the application form and the medical consent/waiver must be filled out and signed to ensure adequate emergency medical care for the child or the parent.

Absences

1. If your child is not going to attend school for the day, the school must be notified. If you do not call in, the teacher or participating parent must contact you.
2. If the teacher determines the child is unfit to attend class, she can request the child return home immediately.

V. TERMINATION POLICY

Expulsion

The Executive Board has the power to expel any family for continued neglect in the areas of participation responsibilities, financial obligations, or health regulations. After reasonable attempts to correct the problem(s), one week's notice will be given to terminate the membership. If a family has not met its obligations during the school year, it is possible that said family may not be allowed to re-enroll. Other children in the family may also not be allowed to enroll at a later date.

Termination by Member

If a family plans to terminate their membership in the preschool, the Bylaws (Article III - D.) require them to submit their intention in writing to the VP of Enrollment thirty (30) days prior to termination. WTPP operates as a nonprofit organization and must attempt to fill all vacancies to meet financial obligations.

VI. STAFF

Teachers

The staff of teachers at WTPP is selected carefully for their sympathetic understanding, warmth and ability to work with children and their parents. With a trained, experienced teacher and a participating parent always on hand for each group; we generously exceed the ratio of adults to children as required by the State of Virginia.

To carry out our goals and programs, WTPP hires teachers meeting these standards:

1. An educational background or teaching experience relevant to the age group they will be teaching.
2. An understanding of and belief in the basic educational goals and programs of this school.
3. An interest in cooperative schools and the desire to participate fully in the cooperative venture with the parents of the children they teach.
4. A warm and responsive personality, a love of teaching and an enthusiasm for the teaching profession.

The teacher is responsible for setting up the daily program, for guiding the group in its activities, for handling problem situations as they arise and for directing the participating parents.

Teachers attend General Membership meetings to discuss general classroom policy and situations. Teachers also attend monthly Executive Board meetings.

Substitutes

In the event that a staff member is unable to be in school for the day, a substitute will be found either by the employee herself, or by the Vice President of Operations. WTPP uses members of the school as substitutes whenever possible.

Any parent willing to substitute for a teacher is encouraged to sign up at the Orientation session, or with the Vice President of Operations. A teaching background is desirable but not required. After receiving a satisfactory criminal check from the Virginia State Police, these parents are eligible to substitute.

A parent who substitutes for a teacher is issued a tuition voucher in the amount of \$30 for each class worked.

The Vice President of Operations maintains the list of substitutes.

VII. PARENT EDUCATION

Membership in a cooperative school is a learning experience for the parents as well as the children. Parent involvement is an important part of our program.

Participation

The principle source of parent education will be your experience in the classroom. Observation is a key to understanding a child's behavior.

Membership Meetings

There are three general membership meetings during the school year. These meetings provide opportunities for:

1. Transaction of current school business.
2. Exposure to programs of interest to parents of preschool children.
3. Becoming acquainted with other parents.

Newsletter

The monthly school newsletter will keep you current on school activities and provide a participation schedule.

Orientation

There will be an Orientation Program for parents prior to the opening of school. Orientation is mandated by the State of Virginia before a parent can participate in the classroom. Orientation is held at the end of August and notification of the exact date and time will be mailed to each family on or by August 1st. The orientation day is also the first opportunity for each parent to meet the other parents in their class, their committee chair, board members and their child's teacher. If a member is unable to attend orientation then the member must attend a make up session within two weeks. If enrolling after the school year begins the member must attend within two weeks of enrollment. If a member fails to comply, then the member will be fined \$100 in addition to the substitute fee and monthly tuition since the member will not be able to participate in the classroom. In addition, the student will not be permitted to attend school until orientation is completed by the member.

VIII. TRANSPORTATION

WTPP does not provide transportation and is not responsible for children until they are in the school.

Arrival

Please park legally and do not allow children to play near or among the parked cars. Parents are required to walk children in and out of the building. Children are not permitted to be dropped off at the curb. Please bring your children to school on time. Late arrivals disrupt class and can be upsetting to the children.

Departure

Children will only be released to adults named on the application form or carpool form unless written permission is given. If carpool arrangements are made, the teacher(s) must be notified in writing. If a child is to leave school with anyone

not authorized on their application or in their carpool, awritten notice must be given to the teacher.

Pursuant to 63.2 – 1813 of the code of Virginia, a child’s custodial parent(s) have the right to be admitted to the school at any time while their child is present at the school. In the event that a parent does not have the legal authority to do so, please note that WTPP must have a court order on file to prevent a parent from picking up or visiting their child at school.

Field Trips

Members shall drive their own child on WTPP field trips. Parents may arrange their own carpool if unable to attend with their child.

IX. PARENT PARTICIPATION

WTPP offers parents the opportunity to participate in their child’s first school experience. Each parent contributes their services both to the administration and operation of the school. Through participation, the parents collectively mold the school to their desires.

Five forms of participation are expected of each member: classroom, field trip, committee, housekeeping, and meeting attendance. These forms of participation are described in detail below. The Non Co-op option offered by WTPP for members who are unable to participate during school hours is detailed in section X of this Handbook.

General

1. Any parent participating in the classroom or on a field trip must satisfy the Participating Adult’s Health Requirements in section IV of this Handbook and must also meet the State of Virginia Licensing qualifications that all volunteers and/or staff be capable of communicating effectively both orally and in writing as applicable to the job responsibility. Volunteers and/or staff that work directly with children shall be capable of communicating with emergency personnel.
2. When parties are scheduled, the Room Mothers will ask an extra parent to help on that day. The Room Mother will specify the times they are needed, as it is usually not for the entire duration of the class. The helper is expected to follow guidelines 1 - 5 listed below under “Classroom Participation”.

3. **Maternity Leave.** Since no other children may accompany the participating parent on their scheduled day. WTPP offers two options for maternity leave.
 - a. The family may choose to become Non Co-op until they can resume the classroom duties. Please contact the VP of Enrollment to switch to Non Co-op status. This option is only available if the Non Co-op position in class is not already taken. For more information on the Non Co-op option, please see section X of this Handbook.
 - b. The family may pay a substitute \$20 to work on their scheduled days. Arrangements for snack must be made between the scheduled parent and the substitute. Most scheduled parents provide the snack. The fee will be paid to WTPP and a voucher will be provided to the parent substitute.
4. The Executive Board has the power to deal with situations of continued neglect of any school obligations by expelling offending families. See section II.D of the Bylaws for more information.

Classroom Participation

It is a very “special day” for your child when you participate in his or her class. Your assistance in the classroom is crucial to the children’s enjoyment of their day, in addition to maintaining our generous ratios. Substitutes will participate in the classroom for Non Co-op members. Any member substituting for a Non Co-op member is entitled to a \$20 tuition voucher. Please see section X of this Handbook for more information on substituting for another member. The following rules apply to all participating parents, whether Co-op or Non Co-op, scheduled, or substituting.

1. **Schedule.** A monthly participation schedule will be generated by your Room Parent. The calendar will be distributed to each member at least one week before the day it goes into effect. A copy will also be posted in each classroom.
2. **Absence.** It is your responsibility to ensure that a parent is in the classroom on your scheduled day. If you are unable to participate on your scheduled day, you **MUST** trade with another parent in your class or arrange to pay a substitute. You must also notify your Room Parent of the change. Trading of participation days is often necessary and the following suggestions are given to facilitate trading.
 - a. Call a parent who is scheduled to participate in your child’s class on the same day of a different week. Many parents, for a variety of reasons, are only able to work certain days.

- b. Call a member of your carpool who is able to participate any day of the week.
- c. Call other parents in your class.
- d. Call your Room Mother for other suggestions if a, b, & c above fail.

If you are unable to find a parent in your class with whom you can trade days, you will have to pay a substitute. A list of parents willing to substitute is available from your Room Parent, or the Vice President of Operations. If you do require a substitute, you are responsible for paying the school. The total cost is \$30, \$20 for the cost of the sub and \$10 for the snack. WTPP pays substitutes for covering your duty.

WTPP requires that two adults be available in each classroom at all times. If you fail to show up on your scheduled participation day and have not made arrangements for a substitute, the staff and officers of WTPP must find someone to substitute for you and you will be charged the Non Co-op fee of \$30 as stated in the above paragraph. Since you did not find a substitute and the staff and officers of WTPP now must find one for you, you will be charged an additional \$100 fine (\$130 total) for not fulfilling your mandatory Co-op obligation. Failure to participate on your scheduled day is grounds for termination.

1. **Arrival.** All parents scheduled to participate in **morning classes** are required to arrive 5 minutes early—this will provide an opportunity to put away the snack, talk with the teacher and learn about the teacher’s plans for the day. All parents scheduled to participate in **afternoon classes** are required to arrive at 12:15 p.m.—this will help to ensure coverage at the school while the teachers are on their lunch break (such coverage will include assisting with visitors to the school, requests for information, deliveries and classroom tasks on an as needed basis).
2. **Departure.** All parents scheduled to participate in **morning classes** are required to stay until 12:00 p.m.—this will provide an opportunity to complete all parent classroom participation “activities” (see Policy IX. *Parent Participation—Classroom Participation, Activities*) and to help ensure an orderly conclusion to the class day. Additionally, this will help to ensure coverage at the school while the teachers are on their lunch break (such coverage will include assisting with visitors to the school, requests for information, deliveries and classroom tasks on an as needed basis). All parents scheduled to participate in **afternoon classes** are required to stay through 3:20 p.m.—this will provide an opportunity to complete all parent classroom participation “activities” (see Policy IX. *Parent Participation—Classroom*

- Participation # 7. Activities*) and to help ensure an orderly conclusion to the class day.
3. **Other Children.** Your other children may not come to WTPP with you on your participation day. This stipulation is made by our state license. Also, the teacher and students need your undivided attention. Many members of WTPP have found it satisfying to swap babysitting with other WTPP members. Opportunities to meet the other parents begin during the summer with Orientation in August.
 4. **Snack.** You are responsible for providing a snack and beverage for the class.
 - a. Due to allergies of some students and staff members, we are a **peanut-free snack school**. A list of suggested snacks, in addition to prohibited snacks will be available at Orientation. Allergies will be noted on the class roster available at orientation and on each monthly schedule.
 - b. Many children enjoy helping their parent choose the snack at the store. Please guide your child so that the snack is nutritious.
 - c. If you are substituting for a Non Co-op member (see below) the snack and beverage is provided by WTPP.
 - d. If you are unable to participate on your scheduled day and have arranged to pay a substitute, you must either provide the snack, or pay WTPP an additional \$10 to provide one. WTPP only provides snacks for scheduled Non Co-op days.
 5. **Activities.** Your participation in the classroom is a necessary part of the cooperative and it should be enjoyable also. You are there to assist the teacher and to interact with the children. Please feel free to ask questions of the teacher if you are ever uncertain about your responsibilities. During your participation day, you shall fulfill the following duties.
 - a. All parents participating in the morning classes will work together to set up the outdoor toys on days when there is to be outdoor play.
 - b. On snowy or icy mornings all parents participating in the morning classes are required to arrive early enough to shovel snow from the walkway and apply sand or salt as needed. These precautions should be completed before the other children arrive.
 - c. You will assist the children with a project, as explained by the teacher. This project could involve paint, so dress appropriately. You may also be asked to prepare materials for a project, such as mixing paint.

- d. You may be asked to supervise the children’s free play or assist them in game playing.
- e. Clean the tables prior to snack.
- f. You and your child will set the snack out for the class. If you are being paid to substitute for another parent, their child will help you with this task as it is their “special day”. Please ensure that you and the child wash your hands thoroughly prior to this task.
- g. You may assist the children in the bathroom by maintaining order and reaching the water and towels when they can’t do so. Children are to use the toilet by themselves. Problems or “accidents” should be brought to the attention of the teacher for help.
- h. Clean up the classroom at the end of the class by wiping off tables, sweeping the floor, vacuuming the carpet and emptying the trash.
- i. All of the participating parents will work together to ensure that the bathrooms are wiped down, and the hallways are swept/vacuumed as needed.
- j. All parents participating in the afternoon classes will work together to put away the outdoor toys on days when there has been outdoor play.

Field Trip Participation

Members shall drive their own child on WTPP field trips. Parents may arrange their own carpool if unable to attend with their child.

Committee Participation

Each committee is responsible for a particular aspect of the school’s operation. In order for the continued operation of the school, all members of all committees must meet their obligations. Members who are willing to chair a committee become voting members on the Board of Directors. They attend the monthly board meetings and are responsible for the smooth operation of their committee. Please refer to Article V Section D of the Bylaws for more information on committees.

Any member may serve as an Executive Officer, if elected, in lieu of their committee obligations. Please refer to Article V of the Bylaws.

Housekeeping Participation

Each member of the school, except officers, committee chairpersons and room moms, must participate in one housekeeping day during the year. These days include unpacking the school in late August/early September, packing the school

in May. A fine of \$100 will be imposed on anyone not completing his or her housekeeping responsibility. A schedule will be distributed in August at Orientation and updated as necessary.

Meeting Attendance

All members are required to attend the three General Membership meetings during the year. Through these meetings, all members are able to keep abreast of school activities and influence school policy. Remember, *it is your school*.

1. General membership meetings are held at the school in October, January and March, and begin at 7:00 p.m. Prior notice is given as to the date of the meeting. Attendance is required by at least one parent at each meeting. The first missed meeting will result in a \$50 fine. The second missed General Membership meeting will result in a \$50 fine and loss of priority registration for the upcoming school year. The third missed General Membership meeting will result in an additional \$50 fine. Unexcused absences may result in termination of membership. If neither parent is able to attend a meeting, it is required that the families call the President or Secretary for their absence to be excused. (Not having a baby-sitter is generally not accepted as an excuse.)
2. Executive Board meetings are held on the first Monday of each month at WTPP, and are open to all members. They begin at 7:30 p.m. Attendance is required by all Officers and Committee Chairpersons, and at least two Room Mothers. Room Moms will be notified regarding which meetings to attend.

X. NON CO-OP OPTION

WTPP recognizes that there are parents who are unable to commit to participation during school hours, but would still like to be involved in a cooperative school for their children's benefit. For this reason, a limited number of students may enroll with Non Co-op status.

General

1. Children who are enrolled with Non Co-op status have "special days" just like all other children at WTPP. The Room Mothers, who are responsible for drawing up the monthly participation schedules, rotate through all members in their class, regardless of their Co-op/Non Co-op status.
2. Non Co-op Honeybee, Junior and Senior three day members pay an additional monthly fee of \$30. Non Co-op Pre K and Senior four day members pay an additional monthly fee of \$60. This money is used to pay a parent to substitute for the Non Co-op member on

- their scheduled day. It also covers the cost of a snack, which is provided by WTPP.
3. The Executive Board deals with situations of continued neglect of any school obligation by expelling offending families. See section II.D of the Bylaws for more information.

Classroom Participation

A Non co-op parent who desires to become co-op during the year must check with the VP of Enrollment to confirm availability and Program Administrator to ensure eligibility.

Field Trip Participation

Non Co-op members are not required to participate on field trips.

Committee Participation

Non Co-op members are required to meet their committee obligations as described in section IX of this Handbook.

Housekeeping Participation

Non Co-op members are required to meet their housekeeping obligation as described in section IX of this Handbook.

Meeting Attendance

Non Co-op members are required to attend all three general membership meetings as described in section IX of the Handbook.

Substitute Participating Parent

WTPP requires that a parent be present in the classroom every day. Since Non Co-op members are not required to participate in the classroom, the school uses the extra monthly fee paid by the Non Co-op member to pay a substitute.

At the summer orientation in August, a sign-up sheet is circulated for members wishing to be substitute parents. Parents may be added to this list at any time during the school year by contacting the Vice President of Operations.

The substituting parent receives a \$20 voucher. Non Co-op members are not allowed to substitute. A “substitute slip” is completed and signed by the teacher

in order for the tuition voucher to be issued. This voucher must be mailed with the tuition payment to receive the \$20 substitute payment.

XI. LATE PICK UP POLICY

Late pick-up of children after class is a serious violation of school policy. It is upsetting to the child, inconvenient to both the teacher and the helping parent, and may place the school in violation of state licensing regulations. Therefore, WTPP’s policy is that all children must be picked up on time (between 11:40 a.m. and 11:45 a.m. for morning classes; between 3:10 p.m. and 3:15 p.m. for afternoon classes). If, after 15 minutes, the child still hasn’t been picked up, the parents will be called at home and work. If the parents cannot be reached, the emergency contacts listed on the application will be contacted. If the child is still at the school after one hour, the Loudoun County Sheriff’s office will be contacted to pick up the child. They will notify Child Protective Services.

Any parent late in picking up students is subject to a fine. Late fines may be appealed in writing within ten days of the postmark date of the late notice.

- 1. Official clock time will be followed. The official clock is located in your child’s classroom.
- 2. The doors will open at 11:40 a.m. and 3:10 p.m.—this will help to ensure a smooth and orderly classroom transition time where students can say good-bye to their teachers and where teachers/parents can briefly discuss concerns. There will be a 5-minute grace period from the time the classroom doors open. No fines will be imposed until 11:46 a.m. and 3:16 p.m.
- 3. After two late notices, a registered letter will be mailed to the address on record. Beginning with the third notice, the late fines will be tripled.
- 4. Late fines are as follows:

	<u>1 - 2 times</u>	<u>3 or more times</u>
1 - 5 minutes late	no fine	no fine
6 - 15 minutes late	\$10	\$30
16 - 30 minutes late	\$20	\$60
31 - 45 minutes late	\$30	\$90
46 – 60 minutes late	\$40	\$120

- 5. Fines are to be paid to WTPP with your next tuition payment. Appeals are to be made within 10 days of the postmark date of the notice. If the fine is not paid and a written appeal has not been filed, one reminder will be sent. Unpaid late fines may be cited as grounds for expulsion from the school.

XII. GENERAL INFORMATION

Contact

1. The telephone number of the school is 703-724-0496. This number should be used for all absences and non-urgent teacher/board member questions.
2. ALL correspondence, tuition, forms or any other written mail must go through the Secretary so that it can be logged into the Secretary's Mail Log Book in order to be considered officially received by the school. All forms, correspondence and payments must be mailed to:

Winnie-the-Pooh Preschool Inc.
PO Box 387
Ashburn, VA 20146-0387

3. Parents with children in the trailer classroom should call (703) 724-3995 for urgent needs during your child's school day only.

Schedule

1. **Class Times.** Morning Junior and Senior Classes meet from 9 a.m. - 11:40 a.m. Morning Honey Bee Classes meet from 9:40 a.m. – 11:40 a.m. Afternoon Junior, Senior, and PK Classes meet from 12:30 pm – 3:10 pm. Honey Bees, **Junior 2 and 3** attend school on Tuesday and Thursday mornings. **Junior4**, attends school Monday, Wednesday and Friday afternoons. Junior 5, attends school on Tuesdays and Thursdays afternoons. Senior 1, 2, and 3 attend school on Monday, Wednesday, and Friday mornings. **Senior 4** attends school Tuesday, Wednesday, Thursday and Friday afternoons. **PreK** attends school Monday, Tuesday, Wednesday, and Thursday afternoons.
2. **Holidays.** WTPP will follow the schedule of the Loudoun County Public School system regarding school day closings for teacher work days and holidays.
3. **Snow Policy.** WTPP will follow the policies of the Loudoun County Public School system regarding school day closings and delays for snow. A closing or late opening may be checked by watching a local TV station or listening to WMAL AM 630 or WAGE AM 1200 radio. If absolutely necessary WAGE Radio can be reached at (703) 777-1200.

- a. If Loudoun County schools open one hour late. WTPP will open one hour late and afternoon classes will begin on time.
- b. If Loudoun County schools open two hours late, morning preschool will begin at 11 and end at 12:40, and afternoon preschool will begin at 1:30 and end at 3:10.
- c. Should Loudoun County Schools close early due to bad weather, we will do the same.
- d. If Loudoun County schools are closed for the day, we will be closed for the day.
- e. Snow days will be made up only if Loudoun County schools change holidays to make up extra days. Because of the employee contracts, insurance and lease agreement, WTPP is unable to extend classes past May 31.

Parent/Teacher Communication

- 1. Progress reports will be sent out periodically, and parents desiring a teacher conference are encouraged to request an appointment with the teacher. Should a member have ANY problem or questions they should share it with the teacher. The teachers welcome all input and are willing to make time to discuss any concerns you might have.
- 2. All concerns or complaints regarding the classes will be handled in the following order. All school issues directed to any Executive Officer will be recorded in an Officer Communication Log.
 - a. Parents with any concerns or complaints regarding discipline or teaching methods should contact the teacher and arrange a conference (by phone or in person) outside of class times. (Parents bringing initial complaints to officers will be directed to contact the teacher first.)
 - b. If the issue is not resolved to the parent or teacher's satisfaction, the Program Administrator or Vice President of Operations should be contacted. The issue, and attempts at resolution, must be recorded in writing and submitted to the Program Administrator or Vice President of Operations. A meeting will be arranged between the parents, Program Administrator or Vice President of Operations and teacher. A plan of action will be formulated in writing, signed by all parties, and followed-up by the Vice President of Operations or Program Administrator.

- c. If the issue remains unresolved, it will be referred to the Executive Officers for a decision. If the issue still isn't resolved, it will be presented to the Executive Board.

Procedure for Class Change Request: Parent-Initiated

If a parent wishes to change their child from one class to another, the following steps should be taken:

1. The parent must contact the child's current teacher or Program Administrator to discuss the possibility of changing classes and the reason (s) why.
2. The parent must contact the VP of Enrollment or Program Administrator to confirm whether there is an opening in the other class and to state his interest in placing the child in a different class.
3. The parent must contact the other teacher involved to discuss the possibility of changing to her class. If agreeable, set up a day for the child to visit the new class.
4. If the teachers and the parent agree that this change is beneficial to the child and the other children in the class, the parent should submit the "Class Change Request" to the VP of Enrollment to officially initiate the class change.
5. The VP of Enrollment should immediately notify teachers, the officers and the program administrator of the change and its effective date.
6. If possible, the parent may take the child to one last day (or partial day) in the current class to say "good-bye" to his/her WTPP friends.

Procedure for Class Change Request: Teacher-Initiated

If the teacher believes a child should be placed in a different class, the following steps should be taken:

1. The teacher must contact the child's parent and the Program Administrator to discuss the possibility of changing classes and the reason(s) why. A meeting should take place between the teachers, parent and Program Administrator.
2. The program administrator will confirm whether there is an opening in the other class and will arrange to meet with the teacher and the parent(s).
3. The child will visit the new class.
4. If the teachers and the parent(s) agree that this change is beneficial to the child and the other students in the class, the program director will submit the "Class Change Request" to the VP of Enrollment to officially initiate the class change.

5. The VP of Enrollment should immediately notify both teachers, the officers and the program director of the change and its effective date.

Miscellaneous

1. School pictures will be taken sometime during the year both of the group and the individual. Parents may purchase these pictures, but are under no obligation to do so.
2. All children are invited to bring items from home for Show & Tell days. WTPP is a weapon-free school. Please do not allow your children to bring toy guns or weapons of any kind to school, even if they are a part of a costume. Care is taken with all items brought from home. However, WTPP is not responsible for any fragile or breakable items.
3. Never attempt to engage the teacher or participating adult in unnecessary or prolonged conversation during preschool hours. Please request an appointment, or quickly arrange a mutually convenient time for your discussion.
4. Conversations among parents should be conducted outside to avoid class disruption.
5. All children's wraps (including mittens and boots) and carry bags MUST be labeled with the child's name.
6. Leave church grounds promptly after the end of class. Parents should not allow children to stay and play on the church grounds after their class is over.
7. The following will need to sign in and out with the teacher:
 - a. Every nonmember visitor to the school.
 - b. Anyone (including parents) who visit the school at any time other than during designated pickup times.
 - c. Parents dropping off children late.
 - d. Parents picking up children early.

APPENDIX A. BYLAWS OF WINNIE THE POOH PRESCHOOL, INC.

ARTICLE I - NAME

The organization is formed as a private, non-profit, non-sectarian, non-racial cooperative membership association under the name of Winnie-the-Pooh Preschool, Inc.

ARTICLE II - PURPOSE

The purpose of the Winnie-the-Pooh Preschool, Inc. will be the establishment and operation through the cooperative effort of all members, of a Junior and Senior Preschool under the guidance of trained teachers. This organization shall promote parent education by making provisions for the parents to assist in the classroom and to meet together for the interchange of ideas.

ARTICLE III - MEMBERSHIP

A. Qualifications and Acceptance

1. The parents or legal guardian of a child, who will meet the age requirements of the school shall be eligible to become a member of Winnie-the-Pooh Preschool, Inc. Exceptions to the age requirements can be made under special situations with the agreement of the teacher and the VP of Enrollment.
2. The VP of Enrollment upon application and agreement to discharge the obligations and responsibilities of membership shall determine acceptance for membership.

B. Obligations of Members

1. Each member shall comply with the provisions of these Bylaws and with any rules or instructions issued within the authority of any Office of Winnie-the-Pooh Preschool, Inc.
2. Each member shall enter into a written agreement or contract with Winnie-the-Pooh Preschool, Inc. for the payment of all tuition, fees, special assessments or other charges establish in accordance with these Bylaws.
3. Each member shall participate in the activities of Winnie-the-Pooh Preschool, Inc. on the same basis as other members.

C. Rights of Members

1. To have the child or children participate on the same basis as the children of other members in the training and guidance programs and in the use of the facilities provided by Winnie-the-Pooh Preschool, Inc.
2. To receive a copy of these Bylaws, rules or written instructions pertaining to the activities of Winnie-the-Pooh Preschool, Inc.
3. To have access at reasonable times to any records or information pertaining to the operation of Winnie-the-Pooh Preschool, Inc. Personal information pertaining to an individual member or child shall be held in confidence by the Executive Officers.
4. To have access to the information pertaining to his/her child after consultation with the teacher.
5. To have notice of and to attend all meetings of Winnie-the-Pooh Preschool, Inc. and to have equal vote with all matters brought before General Membership Meetings.
6. To present any grievance in writing to the Executive Board and, if not resolved to their satisfaction, to present such a grievance to the members at a regular meeting of Winnie-the-Pooh Preschool, Inc.

D. Termination of Membership

1. Membership in Winnie-the-Pooh Preschool, Inc. may be terminated BY:
 - a. The members submitting his/her intentions in writing to the VP of Enrollment thirty (30) days prior to his termination.
 - b. The school:
 1. For failure of the member to comply with provisions of these Bylaws or such rules as established by the Executive Board.
 2. For failure of such member's child to adjust to the group or to the program after due recommendation from the teacher and consultation with the parent(s).
2. Obligations of Parties
 - a. The school shall notify the member in writing of termination and reasons for such action.
 - b. The member shall pay all accrued and unpaid debts before termination.

ARTICLE IV - TUITION AND FEES

The Executive Board based on the annual budget developed by the Executive Officers shall recommend tuition and fees. Such tuition and fees will be approved by the General Membership.

ARTICLE V - EXECUTIVE BOARD, OFFICERS AND COMMITTEES

The elected officers will be a PRESIDENT, VICE-PRESIDENT OF OPERATIONS, VICE-PRESIDENT OF ENROLLMENT, SECRETARY AND TREASURER. Chairperson of the Executive Committees and designated Room Mothers as stated in the Winnie-the-Pooh Preschool, Inc. Handbook, will be appointed officials. Officers, Chairpersons and designated Room Mothers will constitute the Executive Board.

A. Election of Officers

1. Time of Election

Effective school year 1996-1997, officers' elections shall be held in March. Proxy forms will be available for those who cannot attend the meeting. The meeting is mandatory, but in cases of emergency, proxy forms shall be accepted. A quorum of members must vote but need not be present at the General Membership Meeting.

2. Qualifications of Officers

All nominees shall be alumni members in good standing that will have a child in Winnie-the-Pooh Preschool, Inc. during the term of office.

3. Method of Election

There will be a Nominating Committee composed of a volunteer from the general membership. If there is not a volunteer, the Special Project Committee will assume the duties of the Nominating Committee. The Nominating Committee shall submit a list of nominees and their qualifications to the membership at least two weeks preceding the elections. Prior to voting, nominations for all offices will be considered. Each office will be voted upon separately by secret paper ballot. Where there is only one nominee for a given office, the Secretary can record a unanimous vote. A majority vote of a quorum of the membership is required for election. If no one candidate receives the majority vote on the first ballot, there will be a run-off of the two receiving the highest number of votes. If the office has not been filled after three ballots, a new slate of nominees shall be presented in accordance with these Bylaws.

4. Term of Office

- a. The term of office for the elected officers shall be for a period of one year, commencing on June 1st. There will be a transition period from March through May.
- b. The term of office for the other appointed Executive Chairperson shall be for a period of one year, commencing on June 1st.

5. Tuition Reduction for Officers

The five Officers will each receive a \$100 reduction off of one student tuition during their term of office.

6. Vacancy of Office

Should an office become vacant, a replacement name shall be submitted by the Executive Officers, to the Executive Board for a majority approval.

7. Recall of Officers

A motion for recall of an officer may be presented at a General Membership meeting and shall be considered at the next regular meeting. Recall will be effected by a majority of a quorum.

B. Duties of the Executive Board

The Executive Board is the governing body of the school and shall conduct all activities, which it may consider necessary in accomplishing the purpose of the school. The Board will periodically require the staff and individual members to attend Board Meetings for the purpose of discussing current problems. At any given time, no less than half of the Executive Board will constitute a quorum for any action by the Board. The current board will be responsible for securing signed teacher contracts for the following year, by the last day of the current school year.

C. Duties of Officers

- 1. PRESIDENT: The President will be responsible for helping prepare the agenda and serve as presiding officer; appoint standing committees and temporary committees where needed; serve as ex-officio member of all committees; and exercise general supervision of administration of the school. Assist the VP of Operations with the hiring of school

personnel. The President may call special meetings if required. Refer to the President Book for detailed duties.

2. VICE PRESIDENT OF OPERATIONS: The Vice-President of Operations will assume the duties of the President during absences or inability to act, and will assist in general supervisory functions; will be chairperson of a teacher selection committee appointed by the President when required; will be responsible for the procurement of substitutes during the absence of a regular teacher. Assist the President in the hiring of school personnel. Refer to the Vice-President of Operations book for detailed duties.
3. VICE-PRESIDENT OF ENROLLMENT: The Vice-President of Enrollment will be responsible for processing applications, assigning committees and committee chairpersons. As well as, preparation for Orientation and organizing Open House. Refer to Vice-President of Enrollment book for detailed duties.
4. SECRETARY: The secretary will prepare and maintain the minutes of the meetings; prepare the agenda for each meeting with the help of the President and other officers and committee chairpersons; keep a roll of all members; maintain all official records and correspondence of the school; will be custodian of all official documents of the school and such periodic reports as may be required. Refer to Secretary Book for detailed duties.
5. TREASURER: The Treasurer will keep a complete financial record which shall be audited by a committee of three, appointed by the President, at the end of each Treasurer's term of office, or annually. The Treasurer shall maintain a checking account at a bank approved by the Executive Board; collect tuition and fees; pay salaries and bills, make all necessary refunds; file annual financial reports to the membership; coordinate all state and federal tax filings. Refer to the Treasurer Book for detailed duties.

D. Duties of Executive Committees

Membership Committee – Chairperson, members

There will be representatives for the Junior and Senior classes. . This committee will provide babysitters for the General Membership Meetings and refreshments for Orientation and Open House. The committee will sell and distribute our school's t-shirts, sweatshirts and tote bags.

Activities/Room Parent Committee -- Chairperson, Room Mothers

This committee assists teachers in scheduling field trips, makes all necessary arrangements for such trips, including directions and arrangements for payment and assists teachers with planning school parties. Room parents are part of this committee. Room parents are responsible for monthly scheduling of participation days, requesting party materials from parents and scheduling non co-op days. They also communicate with parents regarding school reminders and schedule changes and serve as liaison between the school and parents during emergency situations.

Housekeeping Committee/Supplies -- Chairperson, members

This committee coordinates all housekeeping days by setting up a schedule for the year along with tracking and replenishing our supplies. Each housekeeping day is supervised by one of the housekeeping coordinators. They are responsible for making sure everyone arrives on time and all jobs are completed. Everyone in the school is responsible for working one housekeeping day except for the elected officers, committee chairpersons and room mothers. A fine of \$100 will be imposed on anyone not completing his/her housekeeping responsibility. A schedule will be distributed in September. This committee also assists teachers in overseeing the classroom packing and unpacking days that are held in September and May. This committee also coordinates with teachers and committee members a weekly cleaning and rotation schedule to ensure the sanitation of our classroom toys. This committee is also responsible for buying all paper products, non co-op snacks and cleaning supplies for the school's day to day operation, as well as special events throughout the year.

Newsletter Committee -- Chairperson, members

This committee oversees the publications of the monthly newsletter. This includes the actual writing of articles, typing, compiling, copying and distribution of the newsletter.

Fundraising Committee – Three chairpersons, members

This committee coordinates all the fundraising activities of the school throughout the year. This committee will plan and organize our annual Fall Festival.

Historian Committee– Chairperson, members

This committee is responsible for taking photographs at school functions, maintaining the camera and film, developing the photos and displaying them on posters. This committee is also responsible for preparing visual aids for Open House. This committee prepares a DVD slideshow to be shown at graduation and sold to WTPP families.

Grounds keeping – Chairperson, members

This committee is responsible for the safety and maintenance of our buildings and grounds. These duties include ensuring that the school’s sidewalks, steps, decks and ramps (both building and trailer) are cleared of snow and ice prior to school’s start or resumption in the event of delays and cancellations. This committee also prepares our grounds for Open House and Orientation events by illuminating our school sign, sidewalks and trailer ramp with spotlights and rope lights. This committee coordinates the delivery and distribution of playground mulch for our playground and ensures the safety and cleanliness of our playground toys.

Information Technology Committee-- Chairperson, members

This committee is responsible for maintaining the school website, including, but not limited to: uploading forms and the monthly newsletter and keeping all other website information up to date. This committee also provides IT support to our program administrator for our school’s office computer and maintains the school’s database server. The committee is responsible for creating and periodically updating (when drops and adds occur) an email distribution checklist.

Staff Support/Hospitality Committee -- Chairperson, members

This committee provides assistance to the teachers in the areas of photocopying; cutouts, play dough making, the sorting of scholastic book orders, and other special projects. This committee also plans various staff-appreciation lunches throughout the school year. Examples of luncheon include delivering lunch at the teachers’ expense or organizing a class provided lunch. This committee aids teachers in planning for senior graduation and picnics. This committee also provides Hospitality by recognizing family events and decorating for Holidays/Seasons. Examples include child birth recognition, welcoming new students and expressions of sympathy.

Grants/Special Projects Committee – Chairperson, members

This committee is responsible for writing requests for grants. This committee is responsible for researching any special projects for the school as requested by the Board. An example would be the moving of the trailer.

E. Establishment of Executive Committee Operating Rules

Each Executive Committee shall adopt rules for its own governing not inconsistent with these Bylaws or rules adopted by the Executive Board, and will perform the duties delineated in other sections of the Bylaws, and individual committee operating manuals; shall make regular written reports and an annual report to the Executive Board and membership. Any expenses to exceed \$30 to be spent by a committee must be approved by the Executive Board.

F. Tuition Reduction for Committee Chairpersons

The Committee Chairpersons will each be reimbursement the equivalent of one month's cooperative Senior three day tuition at the end of the year if they fulfill all duties of their position including attending all monthly Board meetings. Two excused absences are permitted if the chairman has another member of their committee attend the meeting in their place and provide their committee report. The Chairperson must sign in the Committee binder to the VP of Enrollment by June 1, failure to do so will result in forfeit of tuition reimbursement.

ARTICLE VI - ADOPTION OF THESE BYLAWS

These Bylaws will be adopted by and go into effect by the majority vote of the membership, a quorum being present. For purposes of these Bylaws, a quorum will be two-thirds of the registered membership of Winnie-the-Pooh Preschool, Inc. There shall be one vote per family.

ARTICLE VII - AMENDMENT OF THESE BYLAWS

Amendments must be presented in writing at a General Membership meeting and shall be considered as the first order of business at the next regular meeting. Amendments to these Bylaws will be adopted by and go into effect by a majority vote of the membership, a quorum being present.

ARTICLE VIII - GENERAL MEMBERSHIP MEETINGS

- A. The Executive Board will set up a schedule of membership meetings at the beginning of the year. Attendance at all membership meetings is required unless the Executive Board is notified. The first missed General Membership Meeting will result in a \$50 fine. The second missed General Membership meeting will result in a \$50 fine and loss of priority registration for the upcoming school year. The third missed General Membership meeting will result in an additional \$50 fine. Two unexcused meetings could mean termination of a family's membership. The Executive Board will have the responsibility of reviewing reasons for not attending.
- B. Robert's Rules of Order shall conduct meetings and motions shall be acted upon in accordance with a simple majority of the members voting, unless otherwise stated in these Bylaws.

ARTICLE IX - DISSOLUTION OF THE SCHOOL

- A. The school will continue in existence until the members, at a general membership meeting or special meeting called for that purpose, determine by a majority vote of a quorum that the school should be dissolved. All obligations of the school must be met before dissolution.
- B. Upon dissolution of the entire school, disposal of any assets will be determined by a majority vote of a quorum of membership at the dissolution meeting.

THESE BYLAWS WERE:

Approved

November 29, 1973
February 9, 1974
February 12, 1976
March 3, 1980
February 25, 1985
March 4, 1989
November 6, 1990
April 18, 1995
April 17, 1996
October 16, 1996
January 12, 2004
March 8, 2004
January 10, 2005
March 13, 2006
March 19, 2007
March 10, 2008
June 16, 2008
June 24, 2009

Amended

November 29, 1973
February 28, 1974
February 12, 1976
March 11, 1980
March 12, 1985
March 14, 1989
November 6, 1990
April 18, 1995
April 17, 1996
October 16, 1996
January 12, 2004
March 8, 2004
January 10, 2005
March 13, 2006
March 19, 2007
March 10, 2008
June 16, 2008
June 24, 2009

CHILD'S NAME:

CLASS:

Please complete this form after reading the handbook. Return this sheet with your registration/insurance fee within two weeks.

Please initial each section after completing:

Section I – Goals & Programs _____

Section II – Admissions Policy _____

Section III – Financial Policy _____

Section IV – Health Policy _____

Section V – Termination Policy _____

Section VI – Staff _____

Section VII – Parent Education _____

Section VIII – Transportation _____

Section IX -- Parent Participation _____

Section X – Non Co-Op Option _____

Section XI – Late Pick-Up Policy _____

Section XII – General Information _____

Appendix A – Bylaws _____

Appendix B – Communicable Disease Charts _____

I/We, _____, have read and understand the Winnie-the-Pooh Preschool handbook, and I/we agree to abide by all the terms and guidelines as presented in the handbook.

Date Signature

Date Signature