



# **Winnie-the-Pooh Preschool**

## **MEMBERSHIP HANDBOOK**

**Revised March 2011**

# WINNIE-THE-POOH PRESCHOOL MEMBERSHIP HANDBOOK

(May be amended by Officers with approval of Board of Directors)

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## I. INTRODUCTION

Winnie-the-Pooh Preschool (“WTPP”) has 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.

### A. 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**

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, color, national origin, ethnic origin, or religion.

### **A. 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.

### **B. 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 Administrator 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.

### **C. 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.

#### **D. Enrollment**

1. In accordance with 0 of the Bylaws, priority for enrollment in the upcoming school year is given the following groups:
  - a) Current Officers and current Committee Chairmen.
  - b) Continuing students
  - c) Alumni (siblings 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 Officers set 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 Membership 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 Membership 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 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.

#### **E. 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 Administrator 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 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.

#### **F. Special Admissions Panel**

1. The Special Admissions Panel shall consist of the Administrator, 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 Administrator 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 Board of Directors for a decision.

### **III. FINANCIAL POLICY**

#### **A. Fiscal Year**

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

#### **B. 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 June 1<sup>st</sup> of the year.

5. **Capital Improvement fee:** This fee establishes a fund for school improvement across the year. In the case of a budget shortfall, this fund will be used to cover any debts. Funds remaining at the end of the school year will be allocated to the following years Teacher Supplies Budget. This fee is due in two installments, \$25 in October and \$25 in February and is non-refundable after being paid..

### C. Tuition

Class	Co-op Tuition rate	Non Co-op Tuition rate
Honeybees 2-day (2 1/2 yr olds)	\$160/month	\$190/month
Junior Preschool 2-day (3 yr olds)	\$160/month	\$190/month
Junior Preschool 3-day (3 yr olds)	\$200/month	\$230/month
Senior Preschool 3-day (4 yr olds)	\$200/month	\$230/month
Senior Preschool 4-day (4 yr olds)	\$240/month	\$300/month
Senior Preschool 5-day (4 yr olds)	\$300/month	\$360/month
Pre-K Program 4-day (5 year olds)	\$240/month	\$300/month

1. May tuition is due on the first day of June 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 “*Winnie-the-Pooh Preschool*”. For insurance reasons, tuition *cannot* be accepted at the school and therefore should be mailed to:

Winnie-the-Pooh Preschool  
42507 Mount Hope Rd.  
Ashburn, VA 20148

3. If tuition is not postmarked by the fifth of the month it is 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,

Section 1.01(A)4 below)). 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, 0), 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 A)

##### **A. 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 Administrator 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 – Appendix A.) In the case of life threatening diseases, WTPP must be notified immediately. If your child becomes ill with a contagious disease, notify the Room Parent immediately of the nature of the illness and the last date the child was at school. The Room Parent 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 Operating Policies and 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

## **B. Participating Adult's Health Requirements**

1. In order to conform to the Loudoun County Public School's health policies, each Parent-of-the-day must present to the Administrator 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.
2. 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.
3. 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.
4. If a Non co-op 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.
5. No Parent-of-the-day with a cold or other infectious disease may participate. The parents must make their own arrangements for a substitute. Please refer to Article XI.B.2 in this Membership Handbook.

## **C. 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 its 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.

#### **D. Emergency Information**

In the event of an accident or other emergency during school hours, the teacher or Parent-of-the-day 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.

#### **E. Absences**

1. If your child is not going to attend school for the day, the school must be notified.
2. If the teacher determines the child is unfit to attend class, she can request the child return home immediately.

### **V. TERMINATION POLICY**

#### **A. Expulsion**

The Officers 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.

### **B. Termination by Member**

If a family plans to terminate their membership in the preschool, 0 of the Bylaws requires them to submit their intention in writing to the Administrator thirty (30) days prior to termination or no fees or paid tuition is refundable. WTPP operates as a nonprofit organization and must attempt to fill all vacancies to meet financial obligations.

## **VI. OFFICERS**

### **A. Tuition Reduction.**

In accordance with 0 of the Bylaws, the three (3) Officers currently receive a \$112 per month reduction off of one student tuition during their term of office.

### **B. President Duties.**

The President will be responsible to: (1) Respond to emergencies and time sensitive issues pertaining to the daily operation of WTPP; (2) Deal with issues of confidential/sensitive matters (generally, student related); (3) Ensure that each Member shall understand and carry out the purpose of the preschool and the obligations of membership; (4) Ensure that all Members have copies of the Bylaws, Operating Policies and Procedures Manual, Membership Handbook and other official policy and that they are adhered to; (5) Appoint standing committees and temporary committees as needed; (6) Prepare agenda for all meetings and circulate at least one week prior to meeting to all eligible voting members; (7) Ensure all notice requirements are met 0 of Bylaws; (8) Preside over all meetings; (9) Facilitate Orientation; (10) See that the initial research on business matters is completed and brought before the Board of Directors; (11) Cancel school as needed; (12) Act as one of the preschool's community representatives; (13) Prepare the annual teacher and Administrator contracts to be discussed, reviewed, and finalized by the Board of Directors and oversee teacher or staff reviews as established in the Employee Handbook; (14) Serve as a resource/reference/source of information to membership; (15) Designate and distribute fairly responsibilities not provided for to the other Officers and Board of Directors as needed; (16) File all prudent documentation of incidences with members, teachers and others; (17) Ensure that meeting minutes are complete and correct and all corporate records are maintained; (18) Participate in the hiring of new teachers in accordance with 0 of the Bylaws.

### **C. Secretary/Vice President Duties.**

The Secretary will be responsible to: (1) Assist the President as needed; (2) Act in the stead of the President in his/her absence; (3) Procure substitutes in absence of teacher; (4) Handle publicity for WTPP with assistance from committees as needed; (5) Work with the President, Administrator and committees to organize

annual Orientation, Open House and registration or other function on an as needed basis; (6) Notify all Members of Orientation; (7) Advertise annual open house and openings at the preschool; (8) Produce, distribute, and collect surveys relating to the performance of the teachers on an as needed basis; (9) Attend and take accurate minutes of all meeting; (10) Circulate minutes to those in attendance for correction/clarification within three days of each meeting and post minutes in the corporate book within two weeks of the meeting; (11) Maintain the corporate minute book; (12) Provide a copy of the Bylaws and make all minutes available at meetings upon request; (13) Print Membership Handbook, Operating Policies and Procedures Manual and Employee Handbook; (14) Organize EpiPen (and other training) for teacher substitutes on an as needed basis; (15) Draft and transmit written correspondence to Members regarding delinquent payments, absences etc. as needed; (16) Make name tags for Members for General Membership Meetings; (17) Collect teacher leave/absence information and disseminate to Treasurer; and (18) Participate in the hiring of new teachers in accordance with 0 of the Bylaws; (19) coordinate background checks for all staff including substitutes.

#### **D. Treasurer Duties.**

The Treasurer will be responsible to: (1) Handle all day-to-day budgeted payments and receipts using current *Generally Accepted Accounting Principles* (“GAAP”) related to nonprofits; (2) Attend all meetings (Officers’, Board of Directors and General Membership); (3) Pay the salary and fixed budgeted expenses necessary to maintain the efficient operations of the preschool; (4) Receive all money due to the school for tuition, fundraising, gifts and other sums; (5) Notify Secretary of financial matters (late payments, etc.) that require correspondence with the Members; (6) Communicate requisite information regarding payroll with payroll service provider; (7) Distribute paychecks to all teachers and Administrator; (8) Collect teacher leave/absence information from Vice President/Secretary; (9) Monitor the spending/budget; (10) Provide a detailed monthly written accounting report (in requested form) to the Board of Directors at each Board of Directors Meeting; (11) Keep accurate records of all financial transactions; (12) Assist in the preparation and filing of all forms regarding state and federal taxes as needed; (13) Upon request by Members, provide a tax receipt (current tax year) for tuition funds paid to the preschool; (14) Oversee the purchase of any supplies needed to further the preschool program; (15) Check annually with insurance agent and file any necessary forms to ensure adequate coverage; (16) Review expenses and deposit records with the President or Board of Directors Member as needed; (17) Issue all refunds/reimbursements; (18) Prepare an annual budget and proposed tuition and fees schedule for review by the Officer and approval by the Board of Directors; (19) Participate in the hiring of new teachers in accordance with 0 of the Bylaws; and (20) Fully cooperating with the annual audit as set forth in 0 of the Bylaws.

## **VII. TEACHERS, ADMINISTRATOR AND ROOM PARENTS**

### **A. Teachers**

As directed in 0 of the Bylaws, the 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 Parent-of-the-day 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 Parents-of-the-day.

Teachers attend General Membership meetings to discuss general classroom policy and situations. Teachers also attend monthly Officer and Board of Directors meetings as voting members ensuring the long-term mission of our school.

### **B. Administrator**

The Administrator will be responsible to: (1) Retrieve and distribute mail from P.O. Box and update Mail Log Book; (2) Work with the Teachers, Officers and Board of Directors to see that the file of emergency information is kept up to date; (3) Notify officers and teachers of any new members and any other changes in enrollment; (4) Accept applications and establish enrollment for the upcoming school year; (5) Assign committees and Committee Chairpersons with input from President as to number of respective committee members needed to best fulfill goals of school; (6) Keep an accurate waiting list when necessary; (7) Act as the preschool's community representative; (8) Make application for state license; (9) Oversee maintenance and repairs; (10) Serve as contact for vendors, licensing, Mount Hope Baptist Church and any local, state and federal agencies; (11) Purchase all budgeted office supplies; (12) Respond to telephone calls, emails and written correspondence; (13) Orient new members and give tours; (14) Be

responsible for all records being on hand before the school term begins; (15) Attend Officers' Meetings, Board of Directors Meetings and General Membership Meetings; (16) Serve as custodian of all official documents of the school; (17) Maintain confidentiality of student records in WTPP office, Child Abuse Logs, etc.; (18) Input all data to membership/student information databases and generate reports as needed; (19) Maintain files for teachers, substitutes and other files as needed; (20) File Annual Statement with Virginia State Corporation Commission and serve as Registered Agent at the school's mailing address; (21) Follow all policy and procedures stated in the Operating Policies and Procedures Manual, Membership Handbook and Employee Manual; (22) research and prepare grant applications; and (23) Follow all directives established by WTPP.

### **C. Room Parents**

Room Parents are responsible to: (1) serve as contact person for class members regarding school reminders and schedule changes; (2) serve as liaison between the school and parents during emergency situations; (3) schedule coverage of non co-op days, draft and transmit monthly Parent-of-the-day calendar to the Activities Committee Chairperson; (4) coordinate class gifts; (5) request party material from parents; (6) assist in the orientation of new members who start mid-year; (7) provide additional assistance to teachers during parties and special events; (8) optional attendance at the monthly Board of Directors Meeting. Room Parents receive no compensation but do have a vote on the Board of Directors and are exempted from the housekeeping obligation. Attendance and voting by Room Parents at the monthly Board of Directors Meeting (0 of the Bylaws) is recommended but voluntary and no penalty will be assessed for absence from such meetings.

### **D. 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 Administrator. 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 Administrator. 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 Administrator maintains the list of substitutes.

## **VIII. COMMITTEES AND COMMITTEE DUTIES**

The Committees provide vital services to our school and each major Committee Chairperson receives one vote on the Board of Directors (see 0 of the Bylaws). The chairperson of each committee is strongly encouraged to maintain a committee manual detailing their individual duties so long as such guidelines are in strict compliance with these Bylaws. All such manuals shall be returned to WTPP upon resignation, failure to do so will result in forfeit of tuition reimbursement. The Committee Chairpersons listed in Section VIII.A - VIII.H are exempted from the housekeeping obligation and are entitled to receive a tuition reimbursement as set forth in Section VIII.J of this Membership Handbook. Additional committees created by the President are done on a volunteer basis and are not compensated in accordance with Section VIII.J of this Membership Handbook nor exempted from the housekeeping obligation. The President may assign additional duties on as needed basis upon consent of the respective Committee Chairperson.

#### **A. Activities/Room Parents Committee**

- (1) Chairperson, Room Parents

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. The Committee Chair organizes and compiles monthly co-op/helping parent schedule. Room parents are responsible for monthly scheduling and serve as liaison between the school and parents. This committee also provides hospitality by recognizing family events and assisting with holidays.

#### **B. Maintenance Committee**

- (2) Chairperson, members

This committee coordinates: (1) cleaning of the school; (2) inventory and purchasing of paper products, cleaning supplies and snacks; (3) packing and unpacking days that are held in September and May; and (4) maintenance of the school buildings and grounds.

#### **C. Newsletter Committee**

- (1) Chairperson, members

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

#### **D. Fundraising Committee**

- (2) Chairperson, members

This committee coordinates all the fundraising activities of the school throughout the year. This committee will work in conjunction with the Events committee to plan, organize, and manage school events as well as sell t-shirts and school spirit items to the membership.

## **E. Events Committee**

- (2) Chairperson, members

This committee coordinates all the events of the school throughout the year. This committee will work in conjunction with the Fundraising committee to plan, organize, and manage school events. Additionally, the Fundraising committee arranges babysitters for the General Membership Meeting, refreshments for Orientation and Open house and co-manages and organizes Orientation and Open House with the Vice President.

## **F. Historian Committee**

- (1) Chairperson, members

This committee is responsible for taking photographs at school functions, maintaining the camera, processing 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.

## **G. Information Technology Committee**

- (1) 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 Administrator for our school's office computer.

## **H. Staff Support Committee**

- (1) Chairperson, members

This committee will provide overall support to the staff, including but not limited to: play dough making, school correspondence, book orders, theme days and graduation. This committee will work in conjunction with the Events Committee and the Vice President to coordinate the school's Orientation and Open House. This committee also acts as a resource to the School Administrator and Officers.

## **I. Business Committee**

- (1) Chairperson, members

It shall be the duty of this committee to procure donations and sponsorships from the local community as well as the current families and alumni of WTPP. This committee will maintain a working relationship with any donors, sponsors (community partners) and the WTPP Treasurer. Other responsibilities to include: advertising and marketing, grant applications, press releases, and correspondence with community partners. This committee will actively seek opportunities and events that promote and endorse WTPP. For example, preschool forums, neighborhood expos, and parent supported groups and associations. This committee will assist the Executive Board with matters pertaining to our tenancy and requirements placed upon us by Loudoun County. This committee also acts as a resource to the School Administrator and Officers.

## **J. Tuition Reimbursement.**

The major Committee Chairperson(s) listed in Section VIII.A - VIII.I above, in accordance with 0 of the Bylaws shall receive a tuition reimbursement in the amount of \$180 at the end of the year if they fulfill all duties of their position including attending all monthly Board of Directors meetings.

## **IX. 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.

### **A. Participation**

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

### **B. 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.

### **C. Newsletter**

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

### **D. 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 1<sup>st</sup>. 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.

## **X. TRANSPORTATION**

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

### **A. 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.

### **B. 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, a written notice must be given to the teacher.

Pursuant to Virginia Code § 63.2-1813, 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.

### **C. 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.

## **XI. 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 Article XII of this Membership Handbook.

### **A. General**

1. Any Parent-of-the-day participating in the classroom or on a field trip must satisfy the Participating Adult's Health Requirements in Article IV.B of this Membership 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 Parents will ask an extra parent to help on that day. The Room Parent 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 XI.B.1- XI.B.5 listed below under “Classroom Participation”.
3. **Maternity Leave.** Since no other children may accompany the Parent-of-the-day 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 Administrator 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 Article XII of this Membership 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 Officers have the power to deal with situations of continued neglect of any school obligations by expelling offending families. See 0 of the Bylaws for more information.

## **B. 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 Article VII.D of this Membership Handbook for more information on substituting for another member. The following rules apply to all Parents-of-the-day, 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 Parent 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 Chair person of the Room Parents Committee (Section VIII.A). 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.

3. **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).
4. **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 Article XI.B.7 of this Membership Handbook) 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 Article XI.B.7 of this Membership Handbook) and to help ensure an orderly conclusion to the class day.

5. **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.
6. **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 **nut-free snack school**. Snack guidelines are found in the Operating Policies and Procedures Manual and are covered in detail at Orientation. Class member allergies will be noted on the class roster available at Orientation and on each monthly schedule.
  - b) Snacks should be low in fat and low in sugar. Beverage choices should be limited to milk, water, or 100% fruit juice.
  - 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.
7. **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 Parents-of-the-day 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.

### **C. 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.

### **D. 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 VIII of this Membership Handbook and 0 of the Bylaws for more information on committees.

Any member may serve as an Officer, if elected, in lieu of their committee obligations. Please refer to 0 of the Bylaws. Additionally, WTPP may offer Members the option to pay a reasonable one-time additional fee in lieu of serving on a committee, please contact the Administrator regarding availability.

### **E. Housekeeping Participation**

Each member of the school, except officers, committee chairpersons and Room Parents, 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.

## **F. 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.** 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. **Board of Director Meetings.** Board of Directors 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, Committee Chairpersons, and Teachers and attendance by Room Parents is optional (Room Parents are entitled to vote if they choose to attend).

## **XII. 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.

### **A. General**

1. Children who are enrolled with Non Co-op status have "special days" just like all other children at WTPP. The Room Parents, 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 and five 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 Board of Directors deals with situations of continued neglect of any school obligation by expelling offending families. See 0 of the Bylaws for more information.

**B. Classroom Participation**

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

**C. Field Trip Participation**

Non Co-op members are not required to participate on field trips, but in accordance with Section X.C hereof, Non Co-op members must provide their own transportation on field trips.

**D. Committee Participation**

Non Co-op members are required to meet their committee obligations as described in Article XII of this Membership Handbook.

**E. Housekeeping Participation**

Non Co-op members are required to meet their housekeeping obligation as described in Article XI of this Membership Handbook.

**F. Meeting Attendance**

Non Co-op members are required to attend all three general membership meetings as described in Article XI of this Membership Handbook.

**G. Substitute Parent-of-the-day**

WTTP 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 Administrator.

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.

**XIII. 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, WTTP’s policy is that all children must be picked up on time (between 11:45 a.m. and 11:50 a.m. for morning classes; between 3:15 p.m. and 3:20 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 11:51 a.m. and 3: 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.

#### **XIV. GENERAL INFORMATION**

##### **A. 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 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  
42507 Mount Hope Rd

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

## B. 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. **Junior 4**, 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.

## C. 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 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 Administrator should be contacted. The issue, and attempts at resolution, must be recorded in writing and submitted to the Administrator. A meeting will be arranged between the parents, Administrator and teacher. A plan of action will be formulated in writing, signed by all parties, and followed-up by the Administrator.
  - c) If the issue remains unresolved, it will be referred to the Officers for a decision. If the issue still isn't resolved, it will be presented to the Board of Directors.

#### **D. 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 Administrator to discuss the possibility of changing classes and the reason (s) why.
2. The parent must contact the Administrator to confirm whether there is an opening in the other class and to state his/her 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. 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 Administrator to officially initiate the class change.
4. The Administrator should immediately notify teachers and the Officers of the change and its effective date.
5. 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.

#### **E. 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 Administrator to discuss the possibility of changing classes and the reason(s) why. A

meeting should take place between the teachers, parent and Administrator.

2. The 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.

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 Administrator to officially initiate the class change.

4. The Administrator should immediately notify both teachers the Officers and Administrator of the change and its effective date.

#### **F. 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

**COMMUNICABLE DISEASE REFERENCE CHART FOR SCHOOL PERSONNEL**

DISEASE	INCUBATION PERIOD*	TRANSMISSION	COMMON SYMPTOMS	RECOMMENDATIONS
Chickenpox** (Varicella)	From 2-3 weeks, usually 14-16 days.	By direct contact with vesicular fluid or by airborne spread from respiratory tract secretions.	Sudden onset with slight fever and itchy eruptions which become vesicular (small blisters) within a few hours. Lesions commonly occur in successive crops, with several stages of maturity present at the same time. Communicable for as long as 5 days (usually 1-2 days) before eruption of vesicles and until all lesions are crusted (usually 5 days). Communicability may be prolonged in immunocompromised people.	CASE: Exclude from school for at least 5 days after eruptions first appear or until vesicles become dry. Avoid exposure to women in early pregnancy who have not had chickenpox and/or varicella vaccine.  CONTACTS: On appearance of symptoms, exclude from school.
Conjunctivitis, Acute Bacterial (Pink Eye)	Usually 24-72 hours.	By contact with discharges from the conjunctivae or contaminated articles.	Pink or red eyeball with swelling of the eyelids and eye discharge. Eyelids may be matted shut after sleep. May involve one or both eyes.	CASE: Exclude from school while symptomatic or until 24 hours of antibiotic treatment has been completed.  CONTACTS: School exclusion not indicated.
Diarrheal Diseases** (Campylobacteriosis, E. coli O157:H7, Giardiasis, H7, Giardiasis, Salmonellosis, Shigellosis, etc.)	Campylobacteriosis: From 1-10 days, usually 2-5 days. E. coli O157:H7: From 2-10 days, usually 3-4 days. Giardiasis: From 3-25 days, usually 7-10 days. Salmonellosis: From 6-72 hours, usually 12-36 hours. Shigellosis: From 12-46 hours, usually 1-3 days.	By the fecal-oral route through direct contact or ingestion of contaminated food or water.	Ranges from sudden onset of fever, abdominal pain, diarrhea, nausea, and sometimes vomiting in salmonellosis, to cramps and bloody stools in severe cases of shigellosis and E. coli O157:H7. Dangerous dehydration may occur in younger children. In giardiasis, persons may be asymptomatic or have decreased appetite and weight loss.	CASE: Exclude from school until cessation of acute diarrhea. Stress importance of proper handwashing.  CONTACTS: School exclusion and stool cultures not indicated in absence of symptoms. Consult with your local health department for advice during suspected school outbreaks.
Fifth Disease (Erythema Infectiosum)	From 4-20 days.	Primarily through contact with respiratory secretions.	Rash characterized by a vivid reddening of the skin, especially of the face, which fades and recurs; classically described as a "slapped face appearance." Mild symptoms of fever, body aches, and headache may occur 7-10 days before rash.	CASE: Exclusion from school not indicated.  CONTACTS: School exclusion not indicated. Pregnant women and immunocompromised persons should seek medical advice.
Hepatitis A**	From 15-50 days, usually 28-30 days.	By the fecal-oral route through direct contact or ingestion of contaminated food or water.	Fever, loss of appetite, nausea, abdominal discomfort and weakness followed by jaundice. Many unrecognized mild cases without jaundice occur, especially in children. Communicability greatest from 7 days before to several days after onset of jaundice.	CASE: Exclude from school until physician advises return. Convalescence may be prolonged.  CONTACTS: School exclusion not indicated. Stress importance of proper handwashing.
Hepatitis B**	From 45-180 days, usually 60-90 days.	By direct contact with infected blood or body fluids. Transmission occurs when the hepatitis B virus enters the body through broken skin or mucous membranes.	Only a small proportion of acute infections have clinical symptoms. Symptoms are similar to those of hepatitis A.	CASE: Follow advice of child's physician and/or your local health department.  CONTACTS: School exclusion not indicated.

DISEASE	INCUBATION PERIOD*	TRANSMISSION	COMMON SYMPTOMS	RECOMMENDATIONS
HV infection** and AIDS**	Variable	By direct contact with infected blood or body fluids. Transmission occurs when the human immunodeficiency virus enters the body through broken skin or mucous membranes.	A broad range of disease manifestations affecting multiple organ systems. Many children remain asymptomatic.	CASE: Follow advice of child's physician and/or your local health department.  CONTACTS: School exclusion not indicated.
Measles** (Rubella, Red Measles)	From 7-18 days, usually 14 days.	Airborne by droplet spread or direct contact with nasal or throat secretions of an infected person.	Prodrome characterized by fever, followed by reddened eyes, runny nose, and cough. Dusky-red blotchy rash appears on day 3 or 4 and lasts 4 to 7 days. Highly communicable from one day before the beginning of symptoms to 4 days after the appearance of the rash.	CASE: Exclude from school until at least 4 days after appearance of the rash. Check immunization records of all students. Discuss with your local health department.  CONTACTS: Exclude from school immediately on signs of prodrome.
Meningitis, bacterial (H. influenzae**, meningococcal**, pneumococcal)	H. influenzae: From 2-4 days Meningococcal: From 2-10 days, usually 3-4 days. Pneumococcal: From 1-4 days	By direct contact or droplet spread of nasopharyngeal secretions of an infected person.	Sudden onset of fever, headache, nausea, stiff neck, and photophobia. Rash may occur in cases of meningococcal disease.	CASE: Exclude from school during acute illness. Non-communicable after 24-48 hours of appropriate drug therapy.  CONTACTS: School exclusion not indicated. Discuss with your local health department to determine if close contacts need prophylactic treatment for H. influenzae and meningococcal forms.
Mumps**	From 14-25 days, usually 16-18 days.	By droplet spread or by direct contact with the saliva of an infected person.	Fever with swelling and tenderness of one or both parotid glands located below and in front of the ears. Unrecognized mild cases without swelling may occur. Communicable from 7 days before swelling until 9 days after.	CASE: Exclude from school for 9 days after the onset of parotid gland swelling.  CONTACTS: School exclusion not indicated.
Reductionis (Head Lice)	Under optimum conditions, eggs hatch in 7-10 days and reach maturity 1-3 weeks later.	By direct contact with an infested person or their personal belongings such as combs, brushes, and hats.	Severe itching and scratching, often with secondary infection. Eggs of head lice (nits) attach to hairs as small, round, gray lumps.	CASE: Exclude from school until treated.  CONTACTS: Direct inspection of head. School exclusion not indicated in absence of infestation.
Pertussis**	From 6-20 days, usually 9-10 days.	By direct contact with respiratory secretions of an infested person by the airborne route.	The initial stage begins with upper respiratory symptoms and increasingly irritating cough. The paroxysmal stage usually follows within 1 to 2 weeks, and lasts 1 to 2 months. Paroxysmal stage is characterized by repeated episodes of violent cough broken by a high-pitched inspiratory whoop and vomiting. Older children may not have whoop. Convalescence may require many weeks.	CASE: Exclude from school until a physician advises return (usually 5 days after initiation of appropriate antibiotic therapy). Discuss with your local health department.  CONTACTS: Exclude on first indication of symptoms.

DISEASE	INCUBATION PERIOD*	TRANSMISSION	COMMON SYMPTOMS	RECOMMENDATIONS
Ringworm of the Body (Tinea Corporis)	From 4 to 10 days.	By direct or indirect contact with lesions of an infected person or contaminated environmental surfaces.	Circular well-demarcated lesion that can involve face, trunk, or limbs. Itching is common.	CASE: Exclusion from school not indicated as long as lesions are covered or child is receiving treatment. During treatment, exclude from gymnasiums and swimming pools.  CONTACTS: School exclusion not indicated.
Rubella** (German Measles)	From 14 to 21 days, usually 14 to 17 days.	By direct contact or droplet spread of nasopharyngeal secretions of an infected person.	Mild symptoms; slight fever; rash of variable character lasting about 3 days; enlarged head and neck lymph glands common. Joint pain may occur, especially in older children and adults. Communicable for 7 days before onset of rash and at least 7 days thereafter.	CASE: Exclude from school for 7 days after onset of rash. Avoid exposure to women in early pregnancy. Check immunization records of all students. Discuss with your local health department.  CONTACTS: Those who are pregnant and not immunized should be urged to seek medical advice.
Scabies	From 2 to 6 weeks.	By direct skin-to-skin contact.	Begins as itchy raised areas around finger webs, wrists, elbows, axilla, belt-line, and/or genitalia. Extensive scratching often results in secondary infection.	CASE: Exclude from school until 24 hours of antibiotic treatment has been completed.  CONTACTS: Direct inspection of body. School exclusion not indicated in absence of infestation.
Streptococcal Diseases (Including Impetigo, Scarlet Fever, and "Strep" throat)	Variable, often 1-3 days, may be longer.	By direct contact with infected persons and carriers or by contact with their respiratory droplets.	Impetigo: Multiple skin lesions usually of exposed area (e.g., elbows, legs, and toes), but may involve any area. Lesions vary in size and shape, and begin as blisters, which rapidly mature into brown crusts on a reddened base. Healing from center outward produces circular areas, which may resemble ringworm.  Scarlet Fever: Fever, sore throat, exudative tonsillitis or pharyngitis. Sandpaper-like rash appears most often on neck, chest, and skin folds of arms, elbows, groin, and inner aspect of thighs.  "Strep" throat: Sudden onset of fever, sore throat, exudative tonsillitis or pharyngitis, and enlarged lymph nodes. Symptoms may be absent in some cases.	CASE: Exclude from school until lesions are healed or until 24 hours of antibiotic treatment has been completed.  CONTACTS: Exclusion from school not indicated. Observe carefully for symptoms.  CASE: Exclude from school during acute illness. Non-communicable after 24 hours of appropriate drug therapy.  CONTACTS: Exclude on first indication of symptoms. Culturing of school contacts and treatment of carriers not usually indicated.  CASE: Exclude from school until 24 hours of antibiotic treatment has been completed.  CONTACTS: Exclusion from school not indicated. Observe carefully for symptoms.

NOTE: THESE RECOMMENDATIONS APPLY ONLY TO SCHOOL-AGED CHILDREN - A more complete discussion of these conditions and other communicable diseases may be found in *Control of Communicable Diseases Manual* (2006) published by the American Public Health Association and the *Red Book 2003 Report of the Committee on Infectious Diseases* published by the American Academy of Pediatrics. Additional information and consultation are also available through your local health department.

\* Based on the *Control of Communicable Diseases Manual*, 18th Edition (2004).

\*\* Officially reportable in Virginia to the local health department. All outbreaks and unusual occurrences of disease are also reportable.

Virginia Department of Health, Office of Epidemiology, PO. Box 2468, Richmond, Virginia 23218. Please visit our web site at [www.vdh.virginia.gov](http://www.vdh.virginia.gov).  
Revised March 2008

## APPENDIX B

### Amended and Restated Bylaws of Winnie-the-Pooh Preschool

A Virginia nonstock corporation

#### NAME.

The name of this corporation is Winnie-the-Pooh Preschool.

#### PURPOSES AND LIMITATIONS

##### **Purposes.**

Winnie-the-Pooh Preschool (“WTTP”) is a Virginia nonstock corporation and IRS qualified nonprofit organization. The purpose of WTTP is to: (1) operate a cooperative preschool under the guidance of trained teachers; (2) promote parent education through classroom oversight and teacher interaction; and (3) promote other lawful activities as authorized by the Board of Directors. WTTP admits students of any race, color, national origin, ethnic origin or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, ethnic origin, or religion in administration of its educational or admission policies.

##### **Limitations**

##### Property.

The property, assets, profits and net income are dedicated irrevocably to the purposes set forth in 0 above. No part of the profits or net earnings of WTTP shall ever inure to the benefit of its officers, directors, employees or to the benefit of any private individual.

##### Dissolution.

Upon the winding up and dissolution of this corporation, after paying or adequately providing for the payment of the debts, obligations and liabilities of the corporation, the remaining assets of WTTP shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for nonprofit purposes and which has established its tax-exempt status under Section 501(c)(3 or 6) of the Internal Revenue Code (or corresponding future provision). Such actions will be taken by the Board of Directors at the time of dissolution.

#### MEMBERSHIP

##### **Qualification and Classes of Membership**

WTTP shall have two classes of membership: (1) Co-op Members and (2) Non Co-op Members (collectively, the “Member” or “Members”). Both classes of

Members shall consist of parents or legal guardians of a child accepted for admission to the school. Members with more than one child enrolled at WTPP will be required to perform duties for each child.

Co-op Members:

Co-op Members participate in the classroom and designated school activities, and are required to comply with the duties set forth in the Membership Handbook.

Non Co-op Members:

Non Co-op Members are exempted from classroom participation in exchange for higher tuition payments as set forth in 0 and are required to comply with those duties set forth in Section XII of the Membership Handbook.

**Obligations of Members.**

In addition to the duties listed in 0, each Member shall comply with these Bylaws, the Operating Policies and Procedures Manual, Membership Handbook and all other official policy and procedure. Moreover, each Member shall enter into a written agreement with WTPP for the payment of all tuition, fees, special assessments or other charges established in accordance with these Bylaws.

**Right of Members**

Members are entitled:

- To have their child(ren) participate on the same basis as the other children in the training and guidance programs and in the use of the facilities provided by WTPP;
- To receive a copy of the Bylaws, Operating Policies and Procedures Manual, Membership Handbook and other written instructions related to activities at WTPP;
- To have access at reasonable times to any records or information pertaining to the operation of WTPP (including minutes, financial and budget statements);
- To have access to the information pertaining to their child;
- To have voting rights as set forth in these Bylaws;
- To receive timely responses to questions;
- To present any grievance to the Board of Directors during its monthly meeting or to the Members at a General Membership Meeting;
- Receive notice of and voluntarily appeal non-budgeted expenditures at a Board of Directors Meeting (See Section 1.01(D) below);

Member Grievances. Concerns and/or grievances pertaining to the administration and policies of WTPP should be brought to the attention of the President. When a concern and/or grievance cannot be resolved by the Officers and/or the teacher, a resolution will be sought from the Board of Directors. The

entire membership will be requested to assist if necessary upon consent of the aggrieved party (see also 0 of these Bylaws).

### **Termination of Membership**

Membership in WTPP may be terminated by:

#### Members.

Members may terminate their membership by submitting: (1) written notice to WTPP; (2) payment of all past-due tuition and fees; and (3) payment of any penalty as outlined in the Membership Handbook. All fees are non-refundable.

#### WTPP.

The Officers may terminate the membership of a Member for violation of the following:

1. Failure to pay tuition and fees;
2. Failure to comply with the Bylaws, Operating Policies and Procedures Manual, Membership Handbook or other official policy and procedure;
3. Failure to attend General Membership Meetings as set forth in 0;
4. Failure of Member's child to adjust to the group or program after due recommendation from the teacher and consultation with the parent(s); or
5. Actions of Member or Member's child which possess an immediate direct health or safety threat.

The Officers shall notify the Member in writing of termination and reason for such action. Any grievance shall be resolved in accordance with 0.

### **Handling of Applications**

Priority enrollment shall be set forth in the Membership Handbook and amended from time to time. A waiting list for potential new members will be maintained throughout the school year. Qualified applicants will be entered on a waiting list if the enrollment is full and notified if and when a space becomes available. Spots will be offered to those on the waiting list on a first-come, first-serve basis.

### **Classroom Size**

Class enrollment shall be limited to current legal licensing limits as defined in the Membership Handbook and amended from time to time.

## **TUITION AND FEES**

### **Amount of Tuition**

The amount of tuition and fees shall be set by the Officers and approved by the Board of Directors based on the budget for the following school year prior to priority enrollment of returning students (0). Changes to tuition and fees shall be noticed to the Members and outlined in the Membership Handbook but shall not take effect until the upcoming school year (mid-year tuition increases are

prohibited). Any increase in tuition or fees shall require a simple majority vote of the Members.

Non Co-op Tuition. Non Co-op Members shall pay a higher tuition per month. This amount shall be set by the Officers, approved by the Board of Directors and published in the Membership Handbook. The higher fee shall compensate for their non-participating status in classroom-related activities, including parent-of-the-day duties.

### **Payment of Tuition**

Tuition shall be paid as directed in the Membership Handbook and any late payments may incur a fee as provided in the Membership Handbook.

If a Member's tuition payment must be delayed due to financial difficulties, the Member should follow the steps outlined in the Membership Handbook. The Officers may waive late fees at their discretion in extraordinary circumstances upon Member's compliance with the written payment plan provided.

### **Fees**

The Officers with the approval of the Board of Directors, shall annually set the following fees and publish them in the Membership Handbook:

Application fee: A non-refundable fee when application forms are submitted.

Registration fee: A non-refundable registration fee due upon acceptance.

Insurance fee: A non-refundable accident/insurance fee due upon acceptance.

Activity fee: The non-refundable activity fee used for field trips, parties, programs, and supplies.

Capital Improvement fee: A fee to be held in trust for capital improvements.

Capital Improvement funds may be accessed, upon consent from the Board of Directors, in the event of a severe budget shortfall to cover debts. Such fee shall be more fully described in the Membership Handbook.

The creation of any additional fees shall require the affirmative vote of the Members and an amendment to these Bylaws at a General Membership Meeting.

## **BOARD OF DIRECTORS**

The Board of Directors consists of the Officers, Committee Chairpersons (see 0), Room Parents (one per class), and Teachers ("Board of Directors"). The Board of Directors shall hold monthly meetings as set forth in 0 and vote as set forth in 0.

### **Term.**

The term of the directors shall be one year, commencing the first day of June through the last day of May.

## OFFICERS

There shall be three (3) elected officers of WTPP: President, Secretary/Vice President, and Treasurer (“Officer” and “Officers”).

### **Elections**

Time of Election. Officer elections shall be held at the March General Membership Meeting.

Nominations. The process of nominating officers shall begin in January with the Officers’ appointment of the Nominating Committee composed of a Member volunteer. The Nominating Committee shall extend an invitation to run as a candidate to the Members and ample time provided to collect nominations. Nominees shall have a child at WTPP during the term of office. Nominees shall be invited to post a resume/message to the Members regarding their candidacy in the February Newsletter and/or another method of their choosing in addition to briefly speaking to the Members prior to the election at the March General Membership Meeting.

Method of Election. Each office will be voted upon separately by secret paper ballot or proxy ballot in accordance with 0. A quorum must be reached for a valid election. A quorum shall be defined as fifty one percent (51%) of the Members. In the event of a tie, a subsequent proxy run-off election will be held to determine that officer position. Where there is only a single nominee for a given office, the Secretary can record a unanimous vote.

Term of Office. The term of office shall be one year, commencing the first day of June through the last day of May. The newly elected Officers (whose term has not yet begun) shall attend the May Officers Meeting and Board of Directors Meeting (without tuition reduction benefits) to facilitate transition.

Vacancy. If for any reason there is a vacancy, there shall be nominations and election by proxy via email or paper ballot of the Members.

Officer Recall. Any Officer may be removed from office by a simple majority (51%) vote of the Members.

### **Tuition Reduction/Benefits.**

Each of the three (3) Officers may receive a per month tuition reduction off of one student tuition during their term of office in an amount not to exceed 56% of one month’s cooperative Senior three-day tuition and shall be exempted from the housekeeping obligations. The current Officer tuition reduction shall be published in the Membership Handbook.

### **Officer Duties.**

The duties of the Officers shall be detailed in Article VI of the Membership Handbook. The Officers are strongly encouraged to maintain an individual officer manual detailing their individual duties and delegating additional duties so long as such guidelines are in strict compliance with these Bylaws and the Membership Handbook (as approved by the Board of Directors). All such manuals shall be returned to WTPP upon resignation or recall. In strict compliance with these Bylaws, the Officers, with approval of the Board of Directors, may amend the Operating Policies and Procedures Manual, Membership Handbook, and Employee Handbook as needed.

### **Restriction of “Agent” Authority of Officers.**

The Officers must seek approval by the Board of Directors of all non-budgeted financial expenditures/decisions and comply with the Member notice requirements in Section 1.01(B)2.

All contracts must be ratified by the Board of Directors;

## **ADMINISTRATOR AND ROOM PARENTS**

### **Administrator**

WTPP may engage a part-time employee to serve as the administrator (“Administrator”). Salary for the Administrator shall be set in the same manner as the teachers set forth in 0. The duties of the Administrator shall be set forth in Article VII of the Membership Handbook and the Employee Handbook. . At the option of the Board of Directors, WTPP may forego the employment of the Administrator and establish up to two (2) vice president positions. In the event of the establishment of secondary vice president position(s) all duties of the Administrator shall fall to such officer(s) and default officer compensation in 0 shall apply to such position(s).

### Voting Authority of Administrator.

The Administrator shall be included in all discussions with the Officers and Board of Directors in an advisory capacity but shall have **NO** voting authority.

### Selection of new/replacement Administrator.

WTPP shall not discriminate in its employment practices on the basis of any characteristic protected by Virginia or federal law. Upon termination or resignation of the Administrator, the President shall be responsible for organizing the new staff selection process. The selection process shall include the following steps: (1) Outline position-specific job qualifications; (2) Announce opening(s) to Members and general public; (3) Recruit applicant(s) from a broad pool of applicants, including those outside of WTPP; (4) Request resume, three personal references, two professional references, records of experiences, etc.; (5) Verify that prospective administrators are highly qualified; (6) Verify previous

employment; (7) Officers interview candidate(s); (8) Final candidates shall be presented to the Board of Directors for approval; (9) Medical clearance -proof of medical exam and TB testing; (10) Fingerprinting -applicant will submit prints (LiveScan) that will be forwarded to appropriate agencies for criminal record check prior to employment in a manner consistent with applicable state law; (11) Employment contract will be set in accordance with 0.

### **Termination and Discipline of Administrator**

The Board of Directors shall be responsible for the discipline and/or termination of the Administrator.

### **Room Parents**

There shall be one Room Parent per class. Room Parents are supervised by the Activities Committee Chairperson (Membership Handbook Section VIII.A) or his/her designee. The duties of the Room Parents shall be set forth in Article VII of the Membership Handbook. Room Parents receive no compensation but do have a vote on the Board of Directors and are exempted from the housekeeping obligation. Attendance and voting by Room Parents at the monthly Board of Directors Meeting (0 hereof) is voluntary and no penalty will be assessed for absence from such meetings.

## **COMMITTEES AND COMMITTEE DUTIES**

The number and duties of committees shall be set forth in Section VIII of the Membership Handbook. The chairperson of each committee is strongly encouraged to maintain a committee manual detailing their individual duties so long as such guidelines are in strict compliance with these Bylaws. All such manuals shall be returned to WTPP upon resignation, failure to do so will result in forfeit of tuition reimbursement. A maximum of twelve (12) major Committee Chairpersons may receive: (1) tuition reimbursement in accordance with 0 hereof; (2) one vote per Committee Chairperson not to exceed twelve (12) votes on the Board of Directors in accordance with 0; and (3) exemption from the housekeeping obligation. Additional committees created by the President are done on a volunteer basis and may not be compensated in accordance with 0 nor exempted from the housekeeping obligation without an amendment to these Bylaws. The President may assign additional duties on as needed basis upon consent of the respective Committee Chairperson(s).

### **Tuition Reimbursement.**

The authorized Committee Chairperson(s) may receive a tuition reimbursement in an amount NOT to exceed 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 monthly Board of Directors meetings. Such amount, as amended from time to time, shall be set forth in the Membership Handbook.

## TEACHERS

### **Minimum Qualifications.**

Teachers shall demonstrate: (1) a clean criminal record; (2) an educational background or teaching experience relevant to the age group they will be teaching; (3) an understanding of and belief in the basic educational goals and programs of WTPP; (4) an interest in cooperative schools and the desire to participate fully in the cooperative venture with the parents of the children they teach; and (5) a warm and responsive personality, a love of teaching and an enthusiasm for the teaching profession.

### **General Duties.**

The teacher is responsible for: (1) setting up the daily program and guiding the group in its activities; (2) handling problem situations as they arise; (3) directing the Parents-of-the-day ; (4) following all policy and procedures stated in the Operating Policy and Procedure Handbook, Membership Handbook and Employee Manual; (4) following all directives established by WTPP; (5) attending the Officer and Board of Directors meetings; (6) attending General Membership Meetings to discuss general classroom policy and situations.

(B) Curriculum. The teachers shall set curriculum and course objectives under the supervision and approval of the Board of Directors.

### **Salaries/Contracts/Bonus**

According to a schedule established in the Employee Handbook from time to time (or in accordance with the employment contract in force), the President shall prepare an employment contract for all teachers, Administrator and other staff as needed. Such contracts shall be circulated to the respective teachers, Administrator or other for preliminary review and shall be placed on the agenda for discussion/negotiation at the next Board of Directors Meeting. All contracts MUST be ratified by the Board of Directors.

Any meritorious bonus system must be clearly outlined in the Employee Handbook.

### **Selection of new/replacement teachers.**

WTPP shall not discriminate in its employment practices on the basis of any characteristic protected by Virginia or federal law. Upon termination or resignation of any teacher, the President shall be responsible for organizing the new teacher selection process. The selection process shall include the following steps: (1) Outline position-specific job qualifications; (2) Announce opening(s) to Members and general public; (3) Recruit applicant(s) from a broad pool of applicants, including those outside of WTPP; (4) Request resume, three personal references, two professional references, records of experiences, credentials, licenses, etc. as required by licensing; (5) Verify that prospective teachers are

highly qualified; (6) Verify previous employment and interview candidate(s); (7) Final teacher candidates will be interviewed by volunteers from the Board of Directors using questions specifically directed to the applicant's understanding of the WTPP philosophy and present a demonstration lesson at a particular grade level while being observed by Officers and volunteers from the Board of Directors; (8) The Board of Directors shall be authorized to determine, by vote, in an advisory capacity, which applicants will be hired; (9) Medical clearance (proof of medical exam and TB testing); (10) Fingerprinting (applicant will submit prints (LiveScan) that will be forwarded to appropriate agencies for criminal record check prior to employment in a manner consistent with applicable state law); (11) Employment contract will be set in accordance with 0.

### **Termination and Discipline**

The Board of Directors shall be responsible for the discipline and/or termination of any teacher. Any disagreements shall be resolved in accordance with Section 1.01(B)11

## **MEETINGS AND VOTING**

### **Agenda**

The agenda will be determined by the Officers and/or the Board of Directors and shall be circulated 48 hours prior to every meeting.

### **Annual, Regular and Special Meetings**

Monthly Officer Meeting. The Officers shall hold a regular monthly meeting. Minutes of all Officer Meetings will be taken and placed in the corporate book in the WTPP office within two weeks of said meeting for review by any Member.

Monthly Board of Directors Meeting. The Officers, Administrator, Committee Chairpersons, Teachers and Room Parents (*attendance by Room Parents is voluntary*) shall hold a regular monthly meeting at WTPP that shall be open to all Members wishing to attend.

1. Chairperson Meeting Absences. Excused absences are permitted if the respective Chairperson (1) has another member of his/her committee attend the meeting and provide the committee report; or (2) provides his/her committee report in advance of the meeting in writing.
2. Notice to Members of Board of Directors Meeting to Approve Non-Budget Expenditures in excess of 10%. In accordance with 0 and Section 1.01(D) , The Board of Directors must notice the Members a minimum of 7 business days prior to the date of the meeting at which a vote shall be held to approve non-budget expenditures in excess 10% of any approved budget line-item.

General Membership Meeting. The Officers shall schedule and publish notice of mandatory General Membership Meetings at the beginning of the school year. General Membership dates shall be published in the Membership Handbook. Attendance (at no more than 4 General Membership Meetings) is mandatory and failure by a Member to attend may result in a fine as established in the Membership Handbook.

3. Notice. Notice of each of the General Membership Meetings shall be given in the Membership Handbook distributed at the beginning of the year and again in writing at least thirty (30) days prior to the meeting. Any proposed amendment to these Bylaws to be voted upon at a General Membership Meeting must be presented in writing to the Members at least thirty (30) days prior to the General Membership Meeting.

Special Meetings/Actions by the Board of Directors.

4. Authority to Call. Officers, Committee Chairpersons, Room Parents or Teachers may call special meetings of the Board of Directors for any purpose at any time.
5. Notice. Special meetings shall be noticed to the directors personally, in writing, by telephone, or email specifying the purpose, time and location of the meeting.

**Voting at Meetings**

Officers, Committee Chairpersons, Room Parents and Teachers must strictly comply with the Conflict of Interest Policy (0 hereof).

Officers' Meeting. Attendance by all five (5) Officers shall constitute a quorum for purposes of the Officers' Meeting. A quorum is not required to conduct business at the Officers' Meeting provided all Officers were reasonably notified of the meeting. Officers present at the Officers' Meeting will vote and the majority rules.

Board of Directors Meetings. Attendance by at least half of the directors shall constitute a quorum for purposes of the Board of Directors Meeting. A quorum is required for business. Each Officer, Committee Chairperson and Room Parent shall have one vote. In the presence of a quorum, a simple majority of the members of the Board of Directors in attendance is required to pass an action. The Board of Directors reserves the right to override a decision made by the Officers. If a disagreement arises, the following protocol should be used as a guideline toward a resolution. All final votes will become part of the minutes and may be cast unanimously in writing if desired.

Protocol:

6. Review Protocol.
7. Officers' explanation of situation including, but not limited to:
  - (a) Officers' position on the issue
  - (b) Justification of the position
8. Discussion period with Officers and Board of Directors
  - (a) Questions and answers
  - (b) Identify alternative courses of action.
9. Board of Directors (including Officers) determine by vote to proceed with one of the following steps:
  - (a) Conduct vote to determine if majority wants to uphold or override the decision.
  - (b) Continue discussion. Representatives will facilitate discussions in individual meetings, then present viewpoints to the entire group. Vote to uphold or override the decision.
10. If the outcome of Section 1.01(B)9(a) or (b) above is to override the initial decision, a subsequent vote will be held to determine the new course of action.
11. In the event, the Board of Directors ultimately overrides the decision of the Officers. The Officers may seek a simple majority (51%) proxy vote from all the Members to overturn a final decision by the Board of Directors.

General Membership Meeting. Each child enrolled at WTPP may be represented by one vote only. Members shall be allowed and encouraged to vote by proxy in the event of an excused absence.

Written Resolution of Members. The Officers, Board of Directors and Members may call for a resolution by proxy of any action (not specifically outlined in these Bylaws) provided five days notice is given in accordance with Virginia Code §13.1-841.D. An amendment to the Bylaws shall be done in accordance with 0 hereof.

**Robert's Rules of Order**

*Robert's Rules of Order* shall guide all meetings and motions shall be acted upon in accordance with a simple voting majority, unless otherwise stated in these Bylaws.

**FISCAL MANAGEMENT**

**Fiscal-Year.**

The fiscal year of WTPP shall begin on the first day of June and shall close on the last day of May of the following year.

### **Fiscal-Year Budget.**

The Board of Directors will develop a budget for the financial operation of WTPP under the direction of the President by March of each year. Once the budget is adopted, any increases in budgeted expenses need majority approval of the Board of Directors. The Treasurer will maintain a progressive comparison between the original budget submission and actual financial developments. The Treasurer will provide the Board of Directors financial updates on a monthly basis during the school year (August – May) and to the Members at the General Membership Meetings.

Allocation of Activity Fee: 100% of all Activity Fees (see 0) collected must be allocated only to the Activities Committee budget (or their designee as amended from time to time in the Membership Handbook) and shall never be used to compensate for any budget variances of any kind. In the event any Activity Fee funds remain unspent at the end of a fiscal year, such excess shall be rolled forward to the Teacher’s classroom supply budget or to the Activities Committee budget for the upcoming school year.

### (C) Mandatory Reserve

The Board of Directors may set aside amounts to be maintained as a mandatory reserve. The amount to be maintained as a reserve shall be determined, and adjusted, from time to time by the Board of Directors with regular input and advice from the Treasurer and the most recent annual audit report. At all times the amounts to be saved, or retained, as reserves shall be determined with consideration of known or planned projects.

### (D) Non-Budget Expenditure Approval.

In the event of a non-budget expenditure request from the Officers (or a committee) in excess of 10%\*\* of the approved line-item budget, the Board of Directors must notice the Members via email or in writing of: (1) the nature of the expenditure; (2) justification of such expenditure; and (3) date of next Board of Directors Meeting at which such expenditure will be on the agenda for debate and approval. The Board of Directors must notice the Members a minimum of seven (7) business days prior to the date of the meeting that the expenditure will be debated. Interested Members should encourage their respective Room Parent(s) to attend such Board of Directors Meeting and represent them with a vote (see 0). Attendance by the requested Room Parent is optional.

*\*\* (NOTE: any related special project expenditures must be considered as a total and not as multiple individual requests).*

### Annual Audit

At the close of each fiscal year, the accounts of WTPP shall be audited by an independent committee of at least one volunteer Member/Alumni who has expertise in accounting of tax-exempt organizations generally. The auditor(s)

shall not be compensated. The audit shall be done in compliance with all applicable state and federal laws controlling non-profit tax-exempt corporations. Copies of the audit shall be made available to the Board of Directors and a copy shall be archived in the corporate book for review by the Members.

## MISC

### **Conflict of Interest Policy**

In brief, no Officer, Committee Chairperson, Room Parent or Teacher may vote on an issue at a Board of Directors Meeting that directly relates to their own employment contract, employment status, compensation, child (as an individual and not as a member of a classroom), spouse, family, or business partner. Conflicted parties may engage in discussion with the Board of Directors, but must abstain from voting. Conflicted parties may be requested by the Board of Directors to excuse themselves from a meeting at which discussion and voting is taking place. (For example: ratification of a teacher contract, disciplinary action, etc.) Any possible conflict of interest on the part of any Officer, Committee Chairperson, or Room Parent of WTPP shall be disclosed in writing to the Board of Directors and made a matter of record. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new director on the Board of Directors will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging understanding of and agreement to this policy. The Board of Directors will comply with all requirements of Virginia law and federal law (specifically IRS provisions related to nonprofits) and the named state and federal requirements are incorporated into and made a part of this policy statement.

### **Adoption/ Amendment of these Bylaws**

These bylaws will be adopted and go into effect by a 2/3 majority vote of the membership. A motion to amend these bylaws may be made by any Member. Amendments must be presented in writing and noticed to the Members in accordance with (B)3. Amendments shall be considered the first order of business at the General Membership Meeting and require a 2/3<sup>rd</sup> majority of the membership to pass.

## **Bylaws Document History**

Amended and Adopted (by 2/3<sup>rd</sup> Majority Vote of Members):  
March 15, 2010; March 15, 2011

CHILD'S NAME:

CLASS:

Please complete this form after reading the Membership 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 – Communicable Disease Chart \_\_\_\_\_

Appendix B – Amended and Restated Bylaws \_\_\_\_\_

I/We, \_\_\_\_\_, have read and understand the Membership Handbook, and I/we agree to abide by all the terms and guidelines as presented in the Membership Handbook.

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature