



Haddam Cooperative

NURSERY SCHOOL

905 Saybrook Rd., PO Box 206
Haddam, CT 06438
Telephone: 860-345-3983

BYLAWS

SCHOOL PHILOSOPHY

The Haddam Cooperative Nursery Association, Inc. shall be a non-profit, non-denominational, interracial organization.

The purpose of the Haddam Cooperative Nursery School is to provide children with an environment of love, acceptance, freedom, and fun. We work to establish a creative atmosphere in which children are encouraged to grow in knowledge about themselves, their peers and about the world within which they live. We strive to foster a respect for self; we want to assist you in helping your child to develop a positive self-image.

Our primary goals are to help your children feel good about themselves and feel confident in their abilities and to create a social, child-centered environment that serves as a positive beginning for their time away from home.

We seek to foster the intellectual growth of your children through exposure to basic preschool academic components consisting of numbers, letters, shapes, colors, and preparatory reading skills.

GUIDELINES & OBJECTIVES OF THE HEAD TEACHER AND TEACHER'S AIDE

Personal Characteristics

- Is sensitive and perceptive to all sides of a situation. Uses judgment and tact.
- Keeps in confidence all personal aspects of a child.
- Likes children and accepts them as they are.
- Makes an appropriate personal appearance.
- Is emotionally stable. Adjusts to new situations and is controlled and effective under pressure.
- Meets obligations concerning promptness. For example: in attendance at required meetings, with reports, etc.
- Is in good physical health and is able to meet the responsibilities of the job.
- Expresses ideas clearly; has clear, correct and pleasing speech.

Professional Attitude

- Seeks to resolve problems and complaints by referral through authorized channels designated by the Board at the beginning of each school year.
- Works cooperatively with parents in order that they may understand the child's progress and his/her developmental problems. Keeps all areas of communication open.
- Avails her/himself of opportunities to grow in the profession, such as outside meetings, workshops, advanced courses, etc.
- Is able to accept and put constructive suggestions into practice through the appropriate channels.

Classroom Management

- Establishes flexible routines, which provide a well-organized learning environment.
- Helps foster good attitudes toward self and peers, for work and play.
- Recognizes unusual behavior, reacts in a positive manner, and uses intelligent guidance techniques.
- Attempts to motivate a child in a social and emotional atmosphere without undue pressure.
- Shows enthusiasm in working with children.
- Greets incoming children at the door with enthusiasm.
- Performs fire drills, according to state requirements.
- Field Trips:
 - A. Head Teacher/Teacher's Aide will bring a class list and mark those planning to attend the field trip.
 - B. Head Teacher/Teacher's Aide will arrive five minutes prior to start of trip. He/she will take attendance at start of trip, and will be responsible for students during the trip along with the designated parents. Before departure, Head Teacher/Teacher's Aide will check attendance and remain with students until parents retrieve them.

Teaching Techniques

- Creates an environment of controlled fun time where kids can be kids and can express themselves under certain guidelines.
- Teaches a program of basic preschool skills, with learning through impersario, exposure, and adapting programs to opportunity and interest.
- Uses a variety of materials and methods to meet individual differences and needs of children. Encourages creativity and self-expression.
- Does careful, purposeful daily preparation.

ENTRANCE INFORMATION & SCHOOL POLICIES

AGE

In order to enter the three-year-old class in September, a child must be not less than three years of age by December 31 of that year. To enter the three-year-old class starting after December 31, a child may enter upon their third birthday. To enter the four-year-old class, a child must be not less than four years of age by December 31 of that year. Children in school must be toilet trained.

REGISTRATION

The places in the classes are filled in the order in which the student pre-registers. An exception to this registration policy can be made to correct extreme boy-girl ratio problems. If more than two-thirds of the class contains one sex (10 of 15, 12 of 18, etc.), order of registration may be overlooked in an attempt to provide a better balance. The Registration Chairperson can do this after consultation with the President and Head Teacher. After the quota for each class has been met, additional children will be placed on a waiting list on a first-come, first-serve basis. If applicable, when there is an opening in an AM class, all PM parents will be contacted in order of pre-registration to fill the vacancy. If after contacting all PM parents, the vacancy has not been filled, said vacancy will be filled by the first child on the waiting list and will be notified by the Registration Chairperson. The reverse applies for changing from the AM class to the PM class. In order to hold a place in the class, a nonrefundable registration fee^A (as determined by the Finance Committee) must be received after call-in registration has concluded. First month's tuition must be paid by the May general meeting.

ADMISSION

Most new members enter at the beginning of the fall term in September. As required by the State mandate, class size shall be no greater than 20 students per class. Class size can be affected by boy-girl ratio and accommodating repeating students. If an adjustment problem exists beyond a month, the Head Teacher will notify the Executive Board.

The present three-year-old class automatically becomes the following year's four-year-old class, unless withdrawn. Siblings, however, are not members of the school until and unless they are registered. Parents planning to have their child repeat either the three or four-year old class must notify the Registration Chairperson prior to formal registration in spring. Any four-year-old child repeating the four-year-old class will get first choice of class hours after the three-year-old children who automatically roll over to their respective classes are placed.

WITHDRAWALS

It is difficult to maintain a reputable school with a constantly changing enrollment. Therefore, with the privilege of enrolling a child in the Cooperative Nursery School goes the responsibility of helping to maintain the strength and continuity of the school. If it becomes necessary to withdraw a child from school, a month's notice must be given to the Treasurer. Tuition for the period must be paid; responsibility for the balance of the year will be waived or refunded. If a child is to be withdrawn from the school temporarily, tuition must be paid to maintain their place in school.

CLOTHING & TOYS from HOME

Each child's clothing, including boots, mittens, and hats should be clearly marked. No inappropriate toys or materials should be sent to school with a child. Often, for the happiness of a child, it is necessary for the child to bring a toy to school, especially at the beginning of the year.

HEALTH

The health of the children is of primary concern to the school. To protect your child's health, the following procedures are followed:

- Health forms are distributed at the time of registration. Each child must have a physical examination prior to entering school and must be current in all vaccines as mandated by the state of Connecticut. The form must be filled out by a physician and returned to the Registration Chairperson BEFORE the start of the school year. No child will be allowed to begin school before their health form is received. Health forms are valid for one year from the date of the exam. A new health form is then required. It is the parent's responsibility to make sure that health forms are current. Children will not be permitted to attend school without a current health form.
- When a child has been exposed to a contagious disease outside of the school, notify the teacher as soon as possible.
- Parents are expected to keep the child home if there is any question of illness

- Please keep your child at home if he or she has a fever over 100° F, is vomiting, or has diarrhea or any communicable disease such as strep throat. The general rule is that a child must be fever free for 24 hours or on antibiotics for 24 hours before returning to school.
- Symptoms requiring removal of a child from a child care setting:
 - Fever and sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as having a temperature of 100° F or higher taken under the arm, 101° F or higher taken orally, or 102° F or higher taken rectally.
 - Diarrhea - runny, watery, or bloody stools. ◦ Vomiting - 2 or more times in a 24-hour period. ◦ Body rash with fever. ◦ Sore throat with fever and swollen glands. ◦ Eye discharge - thick mucus or pus draining from the eye, or pink eye. ◦ Yellowish skin or eyes. ◦ Child is irritable, continuously crying, or requires more attention than the staff can provide without hurting the health and safety of other children in the school.
- If the child is taken ill at school, the teacher will immediately isolate him/her and arrange for transportation home. In case of emergency, the teacher may use discretion as to whether a doctor should be called. The teacher maintains a list of all children in the school with the name of the person to be called in case of emergency.
- Even if every precaution is taken, a child may have more frequent colds after he or she enters school, as he or she is in more frequent contact with other children.
- Please don't bring sick siblings into the school. It brings unnecessary germs into the school, and can make the students and the teachers ill.
- The school is mandated by the State of Connecticut to report any suspicions of child abuse.
- Diabetes Care and Management: If any child attending HCNS is or has been diagnosed with diabetes, every attempt will be made to work with the family and physicians so that school enrollment can continue in the least restrictive environment to the child. The school, parents and physicians will comply with ALL state mandates listed within the state regulations titled Regulations of Connecticut State Agencies Title 19A Public Health and Well-Being Department of Public Health and Addiction Service Child Day Care Centers and Group Homes 2009.

PARTICIPATION

Families must adhere to the following:

- 1 family member must attend all General Meetings (September, February, and May) including the May General Meeting prior to September's enrollment. Members will be subject to a fine^B (determined by the Finance Committee) for non-participation in each of the General Meetings. All fines are payable within 14 days or the student will be dismissed from the school until sufficient payments have been made. If an emergency arises and you are unable to attend a General Meeting, notify the President or Secretary prior to the meeting, and the Executive Board will make a decision regarding the fine. Parents of outgoing Fours will be excused from the last May General Meeting if leaving the school. However, you must attend if you are a Board Member, owe tuition, or have an incoming three-year-old. Attendance is required by all incoming and outgoing Board Members and Teachers at the June Board Meeting.
- One family representative must participate in the Haddam Kids' Fair, other major fundraiser that the Board determines to be its major fundraising event for the year. The annual date and time of this event will be scheduled by the Board. Examples of Kids' Fair participation include, but are not limited to, organizing and carrying through with a game booth, craft tables, food concession, ticket sales or pre-fair fundraising/sales/organization. In addition, all families are required to pre-sell raffle tickets. Parents with more than one child enrolled in the school must sell raffle tickets for each child, but only need to have one parent representation for the day of the fair. Families can choose not to participate in the major fundraiser by paying a nonparticipation fine^C (as determined by the Finance Committee). This option does not exempt families from the pre-sale of Kids' Fair raffle tickets.
- A family representative must provide a snack and drink for the class on a rotating basis. If your child has an allergy and you regularly send in a snack for your child, you may be excused from this requirement.

Although it is not mandatory, parents are welcome to participate in any classroom activity, special event, and their child's birthday.

FIELD TRIPS

Parents are responsible for getting their child to and from the field trip location. Siblings are not allowed to participate on field trips because they are not covered by the school's insurance. Any participation problems shall be discussed and settled by the appropriate chairperson.

A Special Events Chairperson for each class shall determine special celebrations and arrange field trips. Each class is to limit field trips to a maximum of two car trips and one walking trip per month. These should be held within regular school hours.

A general permission slip covering all field trips for the school will be signed at the start of the school year. If a parent feels that his/her child should not participate in a scheduled trip, it will be his/her responsibility to keep their child home that day.

PARENT-SCHOOL RELATIONS

The President shall be responsible for canceling school. On snow days, cancellation will be the same as for the public schools. If there is a 2-hour delayed opening for Regional District 17 schools, the co-op will follow the schedule handed out at the start of the school year. On half-days prior to Thanksgiving and Christmas, there will be no classes held at the Nursery School. Parents will be notified of school cancellations (other than snow days).

When a parent has a criticism or suggestion that will improve activities in the classroom, he or she should meet with the Head Teacher. If no resolution has been made with the Teacher, the parent should then notify the President who will then take the matter to the Executive Board for a resolution.

Children must be dropped off and picked up on time. Members will be subject to a fine^D (as determined by the Finance Committee) for failure to pick up a child within 5 minutes of the end of class. After 30 minutes, the teacher will call the parent and then the people listed on the pick-up authorization form in an attempt to locate someone to pick up the child. If a child is not picked up within one hour after class is over, the Police will be notified and assume responsibility.

Children should arrive to class on time, entering when the Teacher has indicated that class is beginning.

When parents drop off their children, they should leave the classroom immediately unless the child needs parental support for adjustment. It is important for the teachers and children to benefit from the entire classroom time.

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be “the Haddam Cooperative Nursery Association, Inc.”, hereafter called the Cooperative.

ARTICLE II – PURPOSE

1. It shall be a nonprofit, interdenominational, interracial organization. No member, officer, or executive may participate in any profits except reasonable compensation in effecting one or more of the purposes of the organization.
2. It shall be the establishment and operation, through cooperative efforts of all members of the preschool which provides, under trained teachers and teacher’s aides, an environment where children may be aided in their early life adjustments by broadening their experiences in group living, and by aiding their total social and intellectual growth wherever possible.
3. It is also the purpose of the Cooperative to sponsor parent education by making provisions for parents to assist in the classroom and meet for interchange of ideas.

ARTICLE III – MEMBERSHIP

1. Eligibility: Any person legally responsible for a child of preschool age and who meets the enrollment requirements is eligible for membership as a voting member of the Cooperative. The parents of children who are registered for the fall classes are also eligible as members (they are required to attend the May meeting prior to enrollment and should be allowed to vote as members).
2. Requirements: Membership will be open on a first-come, first-served basis; first to current families already attending, then to alumni, then to new incoming students.
3. Associate Members: Other interested persons may become non-voting or associate members, but may not hold any office.

ARTICLE IV – OFFICERS and EXECUTIVE BOARD

1. Officers: The officers of the organization shall be the President, Vice President, Secretary, Treasurer, and Assistant Treasurer.
2. Executive Board: The Executive Board shall be composed of the elected Officers and the chairperson(s) of the standing committees. The teachers shall be the ex-officio members.

ARTICLE V – AMENDMENTS

1. Amendments to this Constitution shall be proposed by the Executive Board and adopted at any regular meeting by a two-thirds majority of the voting membership present, provided written notice of the proposed amendment has been submitted at least two weeks earlier.
2. Only members in attendance shall be allowed to vote.

ARTICLE VI – DISSOLUTION

1. Process: This Cooperative may be dissolved and its activities terminated upon payment of all debts and obligations, if approved by three-fourths of all members on record, provided that a special meeting is called for this purpose, with at least two weeks written notice given to all members.
2. Dissolution: In the event of dissolution, the financial assets of the Cooperative shall be donated to a charity(ies) decided upon at the time by the Executive Board. All remaining equipment shall be sold and the proceeds shall go to the elementary school libraries.

BYLAWS

ARTICLE I - OFFICERS

1. Composition: The officers of the Cooperative shall be the President, Vice President, Secretary, Treasurer, and Assistant Treasurer.
2. Election and Nomination: All positions will be filled on a volunteer basis. The slate of officers will be presented to the membership at the May General Meeting for approval. Additional nominations may be made from the Floor. A majority of members present and voting shall elect.
3. Term of Office: Term of office is for one year, beginning from the first day of July, for one calendar year.
4. Duties:
 - A. President
 - Presides over membership and Executive Board meetings, and oversees the general running of the school in cooperation with the other officers.
 - Along with the Vice President, negotiates the lease terms and signs lease agreement.
 - Acts as liaison between the school and the church, attending any necessary church meetings.
 - Acts as liaison between parents and teachers.
 - Possesses one of the four legal signatures of the Cooperative.
 - Obtains approval for the school from the Fire Marshall and Health Officer in accordance with the Connecticut State Laws and completes any reports or forms required by the state related to the operation of the school.
 - Arranges an agenda for general meetings.
 - Conducts roll call at the beginning of all Board Meetings and General Meetings.
 - Along with the Vice President, reviews teachers' contracts.
 - Along with other officers, handles any problems relating to curriculum.
 - Assists during phone-in registration in January, if needed.
 - Member of the Finance Committee and the Grievance Committee.
 - Along with incoming President and Vice President, meets with church liaison at the end of the year to discuss concerns and keep communication lines open.
 - Receives a 5% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
 - B. Vice President
 - Performs the duties of the President in their absence or at their request.
 - Along with the President, negotiates the lease terms and signs lease agreement.
 - In June of every second year, evaluates school policies and makes necessary revisions in the Constitution and Bylaws by chairing the Revision Committee.
 - Reviews teachers' contracts with the President.
 - Assists during phone-in registration in January, if needed.
 - Along with incoming Vice President and the current President, meets with church liaison at the end of the year to discuss concerns and keep communication lines open.
 - Is responsible for all advertising (posters, flyers, newspaper ads, including publicity regarding registration and openings) and distribution of advertising materials.
 - Arranges use of church facilities during non-school hours (such as General Meetings and Open House).
 - Member of the Finance Committee.
 - Receives a 5% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
 - C. Secretary
 - Keeps the minutes of all General Membership Meetings and Executive Board Meetings and distributes copies of these minutes to each member of the Board and posts a copy on the Information Board.
 - Receives and files reports of officers and committee chairpersons who have to file reports.
 - Conducts the correspondence of the Cooperative, including thank you notes and sympathy cards.

 - Saves and backs up files relative to the school, including the Bylaws and Constitution and other administrative documents.

- Publishes a monthly School Calendar, including the snack schedule, and provides an Emergency Contact List and other necessary information to parents and teachers.
 - Member of the Finance Committee and Grievance Committee.
 - Receives a 5% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
- D. Treasurer
- Must have an accounting or bookkeeping background.
 - Receives monies and deposits them in a bank approved by the Executive Board.
 - Keeps all financial records and all original receipts and disbursements.
 - Pays all bills and payroll promptly.
 - Collects teachers' overtime hours.
 - Has unbudgeted expenditures over a specified amount, as determined by the Finance Committee, approved by the Executive Board.
 - Presents a financial report at each meeting.
 - Possesses one of the four legal signatures of the Cooperative.
 - Prepares books for Accountants, or prepares the books themselves (if qualified).
 - Prepares records for budget meeting in April, in conjunction with the Assistant Treasurer.
 - When completely unavailable, all monies and records will be made accessible to the Assistant Treasurer or another person designated by the President.
 - Shall be responsible for distributing petty cash to various booths on the day of the Haddam Kids' Fair and/or any other fundraiser(s) and collecting and counting all monies at the close of the fair and/or any other fundraiser(s).
 - Chairperson of the Finance Committee.
 - Receives a 5% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
- E. Assistant Treasurer
- Assists the Treasurer.
 - Must have an accounting or bookkeeping background.
 - Shall be responsible for contacting those members who have fines due, upon notification from the Committee Chairperson.
 - Collects registration and tuition fees and deposits the funds in the bank.
 - Is responsible for keeping an accurate student financial register.
 - Possesses one of the four legal signatures of the Cooperative.
 - Prepares books with the Treasurer and accompanies the Treasurer to the last meeting with the Accountant.
 - In conjunction with the Treasurer, is responsible for collecting and counting all monies at the close of the Kids' Fair and/or any other fundraiser(s).
 - Member of the Finance Committee.
 - Receives a 5% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.

ARTICLE II – MEETINGS

1. General Membership
 - A. Meetings of the members shall be held on dates set by the Executive Board, with a minimum of three (3) per year.
 - B. Quorum: Two-thirds of the membership constitutes a quorum.
2. Executive Board
 - A. Meetings of the Executive Board shall be held once a month at the discretion of the Board.
 - B. Quorum: Two-thirds of the voting board members constitute a quorum.
3. The Executive Board, stating the agenda for which the meeting is called, may call special Meetings of the membership. No other business shall be transacted at the meeting.
4. Notification of a changed meeting shall be given to the members at least one (1) week in advance.
5. Teacher Attendance: The Head Teacher shall be expected to attend all General and Executive Board Meetings. The teacher's aide(s) is required to attend the September and May General Meetings. Attendance at Executive Board Meetings for teacher's aide(s) is optional.

ARTICLE III – RESPONSIBILITIES OF PARENTS

Each parent shall sign and comply with the terms of the Participation Agreement, which has been approved by the Executive Board.

ARTICLE IV – EXECUTIVE BOARD

1. Composition: See the Constitution, Article IV, Section II. Voting members shall consist of the five officers and the Chairperson(s) of the Standing Committees. The ex-officio members (without vote) shall be the teachers.
2. Authority: The Executive Board shall consider the work, welfare, current and future problems of the Cooperative, hire and dismiss teachers and teachers' aides, and draw up the registration agreements and any changes in school policy. The Executive Board shall have authority to approve all ordinary running expenses of the school.
3. Member Requirements: Executive Board Members are expected to attend all meetings or to send an assistant.
4. Vacancies: Vacancies in an office or committee shall be filled by a majority vote of the Executive Board with the exception that the Executive Board shall have the power to fill Committee vacancies occurring between annual elections.

ARTICLE V – STANDING COMMITTEES

1. Registration (co-chairs)
 - Two co-chairs, one will coordinate registration and the other will collect and maintain all student health records.
 - Arranges for phone-in registration in January and formal Registration/Open House in March.
 - Is responsible for making available copies of the Constitution, Bylaws, Registration, Participation, and Option agreements to all interested people.
 - Keeps a student folder containing all necessary forms on file at the school.
 - Maintains an accurate membership roster, and provides updated copies to the Executive Board, Committee Members, and Teachers.
 - Updates health forms and emergency cards.
 - Completes necessary State Immunization Survey.
 - Prepares nametags for officers and sets up a welcome table at May and September General Meetings.
 - Collects and turns over all registration and membership fees to the Assistant Treasurer.
 - Compiles and makes accessible data from Parents' Participation Forms relating to special talents and qualifications (in registration packet).
 - Receives 5% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
2. Building and Maintenance
 - Oversees repairs and maintenance of the facility, school equipment, toys and playground.
 - Purchases, repairs or replaces major equipment or furnishings.
 - Performs an annual inventory.
 - Reports problems with building maintenance to the President and/or the Executive Board.
 - Receives 3% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
3. Ways and Means (General Fundraising)
 - Plans and organizes fundraising projects.
 - Contacts members with any relevant information regarding fundraising activities.
 - Administers the Book Club and Scholastics.
 - Receives 3% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
4. Kids Fair/Major Annual Fundraiser
 - The chair will meet with the Board to determine the Major Fundraiser for the year.
 - If Kids' Fair is held, responsibilities include, but are not limited to:
 - Meets with the past Haddam Kids Fair Chairman to learn the intricacies of the position.
 - Oversees the Haddam Kids Fair Committee.
 - Works with the Finance Committee to set a budget for the event.
 - Along with the Haddam Kids Fair Committee, sets goals for the event.
 - Sets a schedule of events (including, but not limited to; date of event and event set up, advertising due dates, donations, HCNS member involvement and community involvement).
 - Presents an event summary at each Board Meeting and General Meeting (if unable to attend, must delegate to a Committee member who will present the event summary).

- Arranges monthly meetings with the Haddam Kids Fair Committee. (Monthly meetings are a minimum; more frequent meetings may be required).
- Is the point person on the night of set up and the day of the event.
- Sends Thank You notes to donating and/or participating businesses.
- Creates an Event Binder to be handed off to successor, including a notes section outlining ideas for improvements, suggestions, etc.
- If Major Raffle is held, responsibilities include, but are not limited to:
 - Applies and manages all state and town raffle permits
 - Works with printing company to design and print tickets
 - Secures raffle prizes
 - Communicates all raffle laws and obligations to the families
 - Assists with promoting the raffle
 - Works with area businesses to increase raffle sales
 - Sends Thank You notes to donating and/or participating businesses
 - Keeps careful records of each raffle ticket issued and sold.
 - Distributes tickets to families and provides additional tickets as needed.
 - Assists with collecting and counting all unsold raffle tickets and monies from sales.
 - Verifies money collected with the Assistant Treasurer and Treasurer.
 - Oversees the raffle drawing and complies with the CT Raffle Law.
 - Prepares all paperwork required by the state before and after the drawing is held. ○ If Board determines to do any other Major Fundraiser for the year, the Board shall also determine the responsibilities of the Fundraising Chair, as well as the responsibilities of each family.
- Fundraiser must be determined and reported to all families NLT the September General Meeting.
- Receives a 5% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
- 5. Supplies and Equipment
 - Purchases all educational supplies, educational equipment, toys, and play equipment as the Executive Board directs.
 - Performs an annual inventory of all school supplies.
 - Purchases cleaning supplies when needed.
- 6. Special Events (3 year old and 4 year old)
 - This may be one chairperson for both classes or may be co-chaired with one parent from each class (three-year-old parent/caregiver and four-year-old parent/caregiver).
 - Makes arrangements for school pictures, special programs on holidays, lectures and programs for classes and field trips for the school.
 - Coordinates (using sign-up sheets) the hospitality at all General Meetings.
 - Arranges for Santa to come to the Christmas party and purchases gifts that he will present to the children.
 - Buys a Christmas gift for Santa, Christmas and year-end gifts for the teachers and year-end 'thank you' gifts (for maintenance, classroom support, etc.).
 - Keeps track, and notifies the Head Teacher or Secretary, of any special situation involving the families of students in their respective class (e.g. card needs to be sent).
 - Phones or e-mails parents of their respective class when necessary.
 - Plans the end-of-year picnic.
 - Receives 3% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
- 7. Website/Social Media
 - Maintains the school website, keeping information current, including updating the online calendar and posting meeting agendas and minutes.
 - Maintains and updates all social media accounts.
 - Receives a 3% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
- 8. Advertising and Marketing
 - Designs ads for all HCNS events and enrollment information.
 - Works within the community to promote and advertise HCNS.
 - Places advertising in various print and electronic sources.
 - Posts advertisements on local bulletin boards and with local businesses.
 - Assembles media for fundraisers as needed.

- Receives 3% discount off of 1 child's yearly tuition (highest price prevails). Co-Chairs will split this discount.
9. Assistants
 - An assistant to a Committee Chairperson may be appointed by the President at the request of the standing committee chairperson. The Assistants shall fulfill duties at the discretion of the chairperson.
 - Assistants to a Committee Chairperson shall split the yearly tuition discount with the Chairperson they are assisting.
 10. Finance Committee
 - Composed of the President, Vice President, Secretary, Treasurer (Chairperson), Assistant Treasurer, Head Teacher and other members as requested by the Finance Committee.
 - Meets periodically to review the financial situation of the school and to prepare the budget for the following year.
 11. Grievance Committee
 - Composed of the President, Secretary, and one representative from each class (not an Executive Board Member), to be appointed at the beginning of the school year.
 - After presentation of grievance in which no resolution is found, the committee's purpose shall be to investigate the grievances upon the written request of three (3) or more families.
 - Upon completion of this task, a written report will be submitted to the Executive Board, including the Committee's recommendations.
 12. Special Committee
 - The President shall appoint members to this committee to perform a specific task, as the need arises. The committee chairperson will not have a vote on the Executive Board on issues pertaining to this committee. The committee will be dissolved at the time of task completion.

ARTICLE VI – FINANCE

1. Fiscal Year: The fiscal year shall be from July 1 to June 30 the following year.
2. Finance Committee: Committee must propose a budget for the following year to the Executive Board by April for approval prior to being submitted to the general membership for approval in May. The Committee must submit a written notice of the proposed budget at least two (2) weeks in advance of the May meeting. The Committee shall propose the Major Fundraiser non-participation fee for the upcoming school year to be voted on at the May General Meeting. The chairperson shall review all income and expenditures prior to each general meeting and report any irregularities to the membership.
3. Tuition: The tuition for each class shall be determined by January. It is calculated on a yearly basis, divided into 10 equal monthly payments; payments are not affected by attendance or by the number of school days in any given month. Full payment of tuition at the beginning of the school year enables parents to a 5% deduction from the total cost. The option to pay tuition in full for the entire year must be made by September 30th and full payment received by then. The tuition payment for September's enrollment will be due at the previous year's May General Meeting. Thereafter, tuition is due on the 10th of the month, beginning in September through May. Payment is required to retain registration. If unpaid, a student on the waiting list can be registered in place of the unpaid student. Your payment made at the May General Meeting is nonrefundable; exceptions can be made at the discretion of the Executive Board. A family with more than one child enrolled in the school at a time shall receive a 10% discount for any younger child. If tuition is paid in full for the entire year, the 5% full payment discount will only apply to the older child since the younger child will already be receiving the 10% multiple child discount.
4. Tuition Delinquency: Delay in tuition payment until the 15th of the month will result in a notification from the Assistant Treasurer. If tuition is not received by the 15th of the month, a late fee^E will be assessed (as determined by the Finance Committee). If tuition payment, and the first late fee, is not received by the 20th of the month, an additional late fee^F (as determined by the Finance Committee) will be assessed. An exception can be made for hardship cases at the discretion of the Finance Committee. If payment is still delinquent at the first of the following month, the student will be dismissed from school until sufficient payments have been made.
5. Registration Fee: A non-refundable registration fee^G (amount determined by the Finance Committee prior to registration) is to be paid when a child is enrolled.
6. Petty Cash: Teachers are issued a petty cash fund, per class, at the beginning of the school year, from which to purchase educational supplies or toys at their discretion. Receipts should be turned into the Treasurer at each Executive Board Meeting and any monies left over turned into the Treasurer at the end of the year.
7. Insufficient Funds: When a check is returned for insufficient funds, parents must cover the cost of fees from the bank as well as pay the school's late fees.
8. Hardship Cases: The Assistant Treasurer must be notified immediately if there is a problem concerning tuition payment. The Assistant Treasurer, President, and Parent (member) must agree upon a payment plan, which must be in writing and signed

by all parties present. If no payment plan is agreed upon or if the payment plan selected is not adhered to by the Parent (member), a written and verbal Thirty (30) Day Withdrawal Notice will be given to the Parent (member) and the child will need to be withdrawn at the end of the thirty (30) days.

9. Savings Account: The savings account must maintain a minimum balance^H, as determined by the Finance Committee, with the goal of a 5% increase or more each year. Any deficit to cover an expense must be recouped through fundraising as quickly as possible.
10. Non-Budgeted Items: The Executive Board must approve non-budgeted items costing less than \$500. The Executive Board and the General Membership must approve non-budgeted items costing more than \$500.
11. Fundraising: If the amount of money collected from fundraising activities exceeds the allotted amount in the budget, the excess may be spent on improvement of the school at the discretion of the Executive Board, with input from the teachers.
12. Fees and Fines: The Finance Committee decides upon the amounts for each fee and fine prior to the start of each upcoming school year. The amounts are presented at the May General meeting and voted on by the incoming members.

ARTICLE VII – SCHOOL CLEANING

The weekly cleaning of the school shall be awarded to a member. Members may submit their names for this position at the May General Meeting. The position will be determined at the August Board Meeting via lottery. A credit¹ (determined by the Finance Committee) will be applied to tuition for the member selected. The Board may use the discretion of having two members chosen to do the job with the tuition credit being split 50/50. Duties consist of the following: vacuuming, cleaning bathrooms, dusting, washing floors, chairs, and tables and such other duties as may be determined by the Executive Board. If no member enters the lottery, the Executive Board will contract out the position.

ARTICLE VIII – PARLIAMENTARY PROCEDURE

The proceedings of the Cooperative are governed by Robert's Rules of Order Newly Revised, except where they conflict with provisions of the Bylaws.

ARTICLE IX – AMENDMENTS

Procedure for amending the Bylaws shall be the same as for the Constitution.

ARTICLE X – BEHAVIOR

If any child attending the Nursery School exhibits uncontrollably aggressive behavior, the Teacher is to notify the parent (member) immediately. The Teacher and Parent (member) must work together to try to correct and improve such behavior. A written progress report will be sent home each attended school day for one (1) week (one week being Tuesday and Thursday for 3-year-olds, and Monday, Wednesday, and Friday, for 4-year olds). If after that week there has been no noticeable change in the child's behavior, the Teacher, Parent (member), and Officers will meet to discuss outside help, such as counseling, etc. There must be a signed written agreement by the Parent (member) agreeing to counseling, etc. for the child. The child must then start counseling, etc. immediately. There must be some sign of improvement in the child's behavior within thirty (30) days of counseling, etc. or the Parent (member) will be given a written Withdrawal Notice and the child will be removed from the program until behavior is controlled.

Please complete this page and return it to school with the completed Registration Packet.

Student's Name: _____
(If enrolling more than one child please list each child's name above)

Class: (circle one) 3 year old 4 year old



I, _____, have received, read and agree to the Haddam
Cooperative Nursery School Bylaws and Constitution.

Signed _____ Date _____

Appendix A: Fines, Fees and Credits

The following are the 2017-2018 school year fees, fines and credits as determined by the Finance Committee:

- a. \$75 nonrefundable registration fee
- b. \$25 fee for missing a General Meeting
- c. \$300 Major Fundraiser nonparticipation fine
- d. \$10 fine for failure to pick up a child within 5 minutes of the end of class
- e. \$10 late fee for not paying tuition by the 15th of the month
- f. \$10 additional late fee for not paying tuition by the 20th of the month
- g. \$75 nonrefundable registration fee
- h. \$20,000 minimum savings account balance
- i. \$1000 credit will be awarded to an individual family