



Parent Handbook

Table of Contents

Philosophy Statement	2
Introduction	3
General Requirements	3-4
Special Days	4
Emergency Procedures	4-5
Classroom Work Duties	6-7
Fire, Tornado, and Intruder Procedures	8-9 & 34
Tuition, Fees and Fines	10-11
Constitution	12-13
By-Laws	14-25
Special Needs Policy	26-27
Exposure Control Plan	29-31
Job List	32-33

Philosophy Statement

- We believe in the uniqueness of each child
- We believe in accepting each child and facilitating his/her growth to wherever they may go
- We believe that each child has a right to be nurtured by the significant adults in this life
- We believe in the worth of the family, no matter what the structure may be
- We believe in the right of the parents to be an integral part of the school
- We believe in the unique nature of early childhood
- We believe that preschool should be an extension of the home, rather than of the school, and provide a transitional link between those two important places
- We believe that preschool should have a relaxed atmosphere where children are free to fear and able to err
- We believe that preschool should be a place of active exploration and that the children will be active learners
- We believe that the preschool environment and routine provide a secure structure for children
- We believe that the preschool should provide abundant successes for each child
- We believe that play and its intrinsic value in learning
- We believe in dramatic and imaginative play and its opportunities for taking on life's "roles"
- We believe that the teacher and the children should ever be curious
- We believe in regular "hands on" experiences with all the materials of art, science, math, music, and physical activities
- We believe it is the teacher's responsibility to read a lot and lovingly to the children
- We believe it is the teacher's responsibility to encourage a life long "love affair" with reading
- We believe in fun!
- We believe that the teacher should genuinely enjoy the children in the classroom, and that the children and the teacher will grow together
- We believe that each of us will be enriched because of this class

Introduction

The curriculum of Livonia Nursery, Inc. is based on the knowledge that children learn through play. The environment is created to provide a developmentally appropriate, integrated curriculum that enhances all aspects of preschool learning: physical, social, emotional, and cognitive. Our goal is to provide a nurturing and relaxed environment where self-concepts are enhanced, independence is encouraged, free choice decisions offered, social skills acquired, and individuality respected. A wide variety of activities are provided within a routine where cooperative play is encouraged.

The classroom is divided into well-planned play spaces, or centers. This allows small groups of children to gather together according to their interests. The teacher is able to move around the room and interact with small groups or individual children.

General Requirements

Health

- A child is to be kept from school if he/she has had the following within a twenty four (24) hour period: vomiting, a fever of 101 degrees or higher, green or yellow discharge from the nose or eyes, a severe cough, rash or other discomfort, or a contagious disease.
- If a child has an infectious or communicable disease, the Health Chairperson, must be notified so that the contagious period may be determined. Parents will be notified of any illnesses the children have been exposed to at school.
- No child may be taken from the building except by an authorized person listed on the emergency card.
- Livonia Nursery, Inc. is a smoke free environment.

Dress

- Children should be dressed in play clothes, preferably pants because they play on the floor regularly.
- In order to avoid confusion concerning ownership or outer clothing, mittens, hats, sweaters, boots, etc. all clothing is to be marked with your child's name.

The child's adjustment period

At the beginning of the school year, staggered enrollment gives the teacher an opportunity to spend time with each child. If your child has difficulty adjusting to school, please discuss this with the teacher.

Snacks and Nutrition

- The policy of the Livonia Nursery, Inc. is for families to provide a nutritional snack for the children on a rotating basis.
- Please notify the classroom teacher of all food allergies.

Meetings

- Participation in the General Membership meetings will insure that decisions affecting the school will reflect the thinking of the majority and that parent education will be a continuing process
- Attendance at the General Membership meetings is a requirement of membership.

Bad Weather

School will be closed due to inclement weather on the same days as the Livonia Public School are closed.

Special Days

Conferences

Parents will be scheduled for at least one conference with the teacher during the school year. A conference about any individual child may be requested at any time by the parent or the teacher; however, please do not call the teacher during class time.

Parties

There are parties for the children marking the special days during the school year. (Halloween, Christmas, Valentine's Day, etc) These parties are nonsectarian and are designed to be a fun experience for the children. Families are asked to sign-up and provide treats for these parties. The Party Planner in each class handles coordination of these events.

Birthdays

- Your child's birthday shall be observed in some special way
- You will be scheduled to work on the day your child's birthday will be celebrated
- You may bring a special treat for your child to share with the other children and parents for his/her birthday
- If your child's birthday falls during the summer months, we will celebrate their half birthday. (Ex. If Mackenzie's birthday is in July, we will celebrate it in January)

Enrichment Activities

Enrichment activities are planned for each class in order to increase the children's experiences. These activities are normally held during the regularly scheduled class time. Parents are responsible for the transportation to and from, and the supervision of the children at any enrichment activity outside of school grounds. Additional costs may occur.

Emergency Procedure

In the event of an emergency at the school, the following procedure would be followed:

1. Call 911.
2. Call the child's parent.
3. If it is necessary for the child to go to the hospital, the teacher will accompany the child and take the white emergency card. Emergency cards are in the blue binder on the parent's worktable by the phone.
4. Call a board member to fill in during the teacher's absence.
5. Take the rest of the children to another area of the classroom and answer questions. Occupy them with story time, music, etc

Classroom Work Duties

Before Class

Outside the classroom

- Place orange pylons across the first driveway entrance
- Move coat rack, bulletin board and stop sign into the hallway

Set up easels and/or art project table as directed by the teacher

- Cover both sides of easel with newspaper
- Put newspaper on the floor under easel
- Place markers on each side of easel
- Put art paper on the easel
- Cover craft table with newspaper if needed
- Put out art supplies for today's project

Set up tables/activities for the day

- Make sure play dough, toys and placemats are out on the play dough table
- Set up sand table, water table or other special activities as directed by the teacher
- Put games, puzzles and manipulative on the game table as directed by the teacher

Set up and clean bathroom

- Use bathroom spray cleaner to clean sinks and toilet seats in bathroom and drinking fountain
- Turn on the hot water faucets in the bathroom and let it run until it stays hot
- Put green stool and small wastebasket in bathroom
- Place a stack of paper towels on the green stool
- Put steps at one sink, water fountain and two toilets
- Put soap dispensers at both sinks
- Prop bathroom doors open
- Close the janitor's closet

General duties before class

- Conference with teacher concerning activities, crafts, and projects for the day
- Assist the teacher with any needed cutting, etc. for that day's project
- Working parents should be on the rug to make sure the children sit on the rug as they enter the classroom.

DURING CLASS DO NOT FORGET TO:

- Put each child's name & number on ALL artwork
- Sort artwork and put into school bags
- Check class bins for all items to go into school bags
- Write number of children on the white board by the door

Classroom Work Duties

After Class

Clean up easels and/or art project table

- Return any leftover paint to the right bottles
- Wash paint brushes with hot soapy water
- Dispose of newspaper
- Clean up craft table and put away all materials used
- Remove and dispose of craft table covering if used

Clean up tables/activities for the day

- Put all play dough away in the container and put the container in the cabinet
- Put away play dough toys and placemats
- Straighten play dough cabinet
- Cover sand table
- Clean all table tops
- Empty water from water table and wipe all spills
- Replace all games and puzzles and straighten game table
- Put away manipulative and tidy shelves

Clean Bathroom

- Use bathroom spray cleaner to clean sinks and toilet seats
- Empty trash from bathroom and return wastebasket to classroom
- Put soap dispensers and paper towel back in the janitor's closet
- Return green stool, yellow steps and blue and pink stools to the classroom
- Mop bathroom floor
- Mop janitor's closet and wipe out closet sink if necessary
- Turn off bathroom light and close bathroom doors
- Turn off janitor closet light and close door

Outside classroom

- Bring coat rack, bulletin board and stop sign back into the classroom
- Bring orange pylons back into the building and place on the landing inside the door

General duties after class

- Pick up and put away all equipment and toys
- Shake out sand table rug and vacuum ALL rugs
- Sweep up nursery floor, especially crumbs from snack
- Mop up spills from paint or juice
- Combine all trash bags into one big bag, and take it home
- Leave note for arts/supplies chairperson if supplies are low
- Check and turn off lights in the kitchen, fellowship hall, youth halls and classroom
- Make sure youth hall storage closet is locked
- Close classroom doors before leaving

Intruder / Suspicious Behavior Procedure - Plan #1

1. Anyone seeing a person possessing a gun, weapon, or displaying hostile/suspicious behavior in or near the school should immediately notify the teacher.
2. The teacher will instruct:
 - A. The working parents to call 911 and the church office

- B. The working parents to get the emergency card file
 - C. The children to be silent
 - D. Anyone in the hall, bathroom, or room 106 into the room
 - E. The working parent to close and lock the doors
3. Silently verify who is in attendance in your room.
 4. If it is determined by the teacher, office administration or police that the intruder/suspicious person has entered the building then:
 - A. Determine which exit (Fairfield or parking lot) is farthest from this person
 - B. Line up the children to leave the building
 - C. The teacher leads the children out the determined exit with working parents next to and at the end of the line to keep the children together
 - D. The teacher will lead the children away from the building
 5. Do not go back into the building for any reason unless directed to do so by the police.
 6. When the incident has come to a resolve, a report will be filed with the local police, church, preschool and copy to the parents of each child enrolled in the school. If necessary, the school will hold a question and answer session for parents on a date decided by the board members. Board members will meet prior to the parent meeting and will all be in attendance for the parent meeting.

In any potentially danger situation, the goal of the Livonia Nursery, Inc. is to keep the children safe and farthest from the potential danger.

Intruder / Suspicious Behavior Procedure - Plan #2

1. Anyone seeing a person possessing a gun, weapon, or displaying hostile/suspicious behavior in or near the school should immediately notify the teacher.
2. The teacher will instruct:
 - A. The working parents to call 911 and the church office
 - B. The working parents to get the emergency card file
 - C. The children to be silent
 - D. Anyone in the hall, bathroom, or room 106 into the room
 - E. The working parent to close and lock the doors
3. Attempt to give the impression of a locked, unoccupied area.
 - A. Turn off all lights
 - B. Close all blinds and shades
 - C. Move children into the room away from view, from the hall or windows and have them sit down on the floor in the "tornado" position
 - D. Keep the class quiet and wait for further directions from a police authority

(They must either show a badge into the window or a phone call into the room)
4. If it is determined by the teacher, office administration or police that the intruder/suspicious person has entered the building then:
 - A. Determine which exit (Fairfield or parking lot) is farthest from this person
 - B. Line up the children to leave the building
 - C. The teacher leads the children out the determined exit with working parents next to and at the end of the line to keep the children together
 - D. The teacher will lead the children away from the building
5. Do not go back into the building for any reason unless directed to do so by the police.
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In any potentially dangerous situation, the goal of Livonia Nursery, Inc. is to keep the children safe and furthest from the potential danger.

Tuition, Fees and Fines

<u>Class</u>	<u>September & April*</u>	<u>October-March</u>
3 Year Olds (2 Days)	\$97.50	\$65.00
4 Year Olds (3 Days)	\$135.00	\$90.00

*Half of the tuition for May is paid in September and the other half is paid in April. The half paid in September is non-refundable.

Fees

Registration fee	\$30.00
Orientation fee	\$10.00
Supply fee	\$10.00

*All fees are non-refundable

Fines

To begin, we want to make it very clear that it **IS NOT** LNI's goal to supplement our operation budget with fines. The fines are only in place as a motivator, should problems arise with a parent/family commitment to the preschool. It **IS** our goal to provide the best experience for our children, and to do so, we need full cooperation from you.

Following are a few scenarios and the resulting action taken by the preschool:

1. Working parent arrives more than 10 minutes late for their workday.
 - A. 1st day late, parent receives warning
 - B. 2nd day late, parent receives extra workday
 - C. 3rd day late, parent receives extra workday and \$50.00 fine
2. Working parent misses / forgets workday
 - A. 1st day missed, parent receives a warning and a rescheduled work day
 - B. 2nd day missed, parent receives a \$50.00 fine and a rescheduled work day
 - C. 3rd day missed, family is asked to withdrawal from the preschool

**If the working parent brings their child to school and is able to stay and work the remainder of the day, it is treated as a "late arrival" and follows scenario #1.
3. Parent misses General Membership Meeting (GMM)
 - A. All GMM meetings are **required**. For each meeting missed there will be a \$25.00 fine
4. If tuition is paid after the 15th of the month, a \$10.00 fine will be issued
5. If parent misses a monthly cleaning without being excused, a \$50.00 fine will be issued
6. In order for your child to participate in THE Graduation of the 4 Year Old Class, all tuition, fees and fundraising goals must be up to date with your last tuition payment
7. If a parent does not do their assigned job
 - A. 1st time, parent receives a warning
 - B. 2nd time, parent receives a \$50.00
 - C. 3rd time, board will review members standing with the preschool, if the board sees fit, the family will be removed



Constitution of Livonia Nursery, Incorporated

ARTICLE I - NAME

The name of this organization shall be Livonia Nursery, Incorporated, hereafter referred to as the "School." The official statement of designation will be "A Cooperative Preschool."

ARTICLE II - PURPOSE

We, as parents, wish for our children creative minds, sound bodies and behavior patterns accepted by society. To pursue goals, we support a preschool program that recognizes that early impressions are lasting. We seek to encourage in our children free expression, to strengthen their natural curiosity and to promote satisfactory group behavior. We believe that a developmentally appropriate preschool program is essential. To achieve this purpose, this school is formed and operated by parents, as a nonprofit, nondiscriminatory organization, to enable their children to have a developmental preschool experience. Consequently, it will be necessary for a parent or parent representative to assist the teachers as required. This also helps to bridge a gap between school and home.

ARTICLE III - MEMBERSHIP

Section 1. Membership shall be open to any parent whose children have achieved the age of three (3) years on or before December 1st of the school year for the Three Year Old Class, and the age of four (4) years on or before December 1st for the Four Year Old Class.

Section 2. The Executive Board shall receive applications for membership

ARTICLE IV - OFFICERS AND THEIR ELECTION

Section 1. The officers of this organization shall consist of a President/Co-President, a Vice President for each class, a Treasurer, a Secretary / GDCNC Delegate, a Fundraising Chair and a Membership Chair.

Section 2. The officers shall constitute the Executive Board, each having only one (1) vote, except for the presiding officer who may vote only in case of a tie.

Section 3. No single member may hold more than one (1) position at any time on the Executive Board.

Section 4. The term of office for a position on the Executive Board shall not exceed two consecutive years for any single position.

ARTICLE V - MEETINGS

- Section 1. Regular meetings of the membership shall be held at least four times each school year. Special meetings may be called when necessary.
- Section 2. Both parents are welcome to attend. However, each family shall have but one vote.
- Section 3. A quorum shall consist of representatives of one-third of the membership

ARTICLE VI - STAFF

- Section 1. The school staff shall consist of a Director, Teacher and such assistants as required and shall be chosen by the Executive Board.

ARTICLE VII - PROPERTY OF THE SCHOOL

- Section 1. All property purchased with funds of the school, shall belong to the school and be under the control of the Executive Board.
- Section 2. No part of the property of the school shall inure to the benefit of any member family or individuals.

ARTICLE VIII - AMENDMENTS

- Section 1. Proposed amendments to the Constitution must be available to each member twenty-eight days before Members vote on them.
- Section 2. This Constitution may be amended by a two-thirds vote of those attending a Membership meeting, a quorum being present, or by a majority vote of the current Membership taken by ballot.

ARTICLE IX - DISSOLUTION

- Section 1. This organization reserves the right to dissolve at any time upon the vote of three-fourths of the current membership.
- Section 2. Upon dissolution, after payment of all expenses and refund tuition paid in advance, remaining assets are to be distributed to such organizations as are qualified as tax exempt under Section 501 © (3) of the Internal Revenue Code of 1954, as amended.

By-Laws of Livonia Nursery, Inc.

ARTICLE I - MEMBERSHIP

- Section 1. Application Priority. Applicants shall be given priority according to:

- A. Present three year group members transferring to a four year group, providing the registration application and fee is received by February 1st.
- B. Present members returning with the same or another child, providing the registration application and fee is received by February 1st.
- C. Previous enrolled families in Livonia Nursery, Inc. providing the registration application and fee is received by February 1st.
- D. Families transferring from or past enrollment in other cooperative nurseries within the Michigan Council of Cooperative Nurseries, providing the registration application and fee is received by February 1st.
- E. Date of application
- F. Members who have been asked to leave the school for any reason or who have left in bad standing shall not receive priority in applying for membership at a future date, but shall instead be treated as new members for acceptance. Their acceptance shall be at the discretion of the Executive Board.

final

Section 2.

Membership Requirements / Parents or Parent Representative

In order to maintain membership in the school, the following is necessary:

- A. Complete Registration Application and pay Registration Fee (\$30.00). A registration fee is required to cover cost of registration and to reserve an enrollment position in the school. Registration fee is nonrefundable.
- B. Attend Orientation meetings and pay the Orientation Fee (\$10.00). The Orientation Fee will cover the cost of individual dues required by the Greater Detroit Cooperative Nursery Council. Orientation fee is nonrefundable. A returning member of three consecutive years may be excused at the discretion of the Executive Board. If a new family enrolls after Spring Orientation, a parent is required to meet with the class Vice President to receive orientation information.
- C. All required forms must be turned into the Membership Chair by September 1st. If all forms are not received by September 1st, your child's enrollment position in the school and all monies paid may be forfeited. The enrollment position may then go to the next child on the waiting list.
- D. Agree to work a required number of days at the school as a classroom assistant. These "work days" must be done by a parent or parent representative that has received a Child Abuse/Neglect Central Registry (CA/NR) clearance from the Family Independence Agency. A new clearance is needed for the parent or parent representative that will be working in the classroom for each year that the child attends Livonia Nursery.
- E. Serve the school either as an officer, a committee chairperson, or by doing a specific job for your individual class or the school as a whole.
- F. Attend General Membership meetings. Attendance at one Greater Detroit or Michigan Cooperative Nursery Council conference is also encouraged, but not required.
- G. Participate in the required number of monthly general cleanups. The Executive Board will determine the number of cleanups required.
- H. Comply with any mandatory fundraising requirements.

Section 3.

Membership requirements / Child

- A. Before a child may attend Livonia Nursery, a physical must be performed and a Michigan Department of Public Health form must be filled out by a physician and filed with the school. A new physical and health form is needed for each year that the child attends Livonia Nursery.
- B. All immunizations required by the State of Michigan must be up to date or a waiver must be on file at the school.

Section 4. Withdrawal

- A. Members who withdraw, shall give a two week written notice to their class Vice President and shall pay tuition and work all days required for that two week period.
- B. In the event of unsatisfactory adjustment of the parent member, the Executive Board may request the withdrawal of that member and take action as it sees fit.
- C. In the event of a child failing to make a satisfactory adjustment, the Executive Board shall request withdrawal recommendation of the Director or Teacher.

upon

Section 5. Emergency Leave

- A. There is no leave of absence. Any Member that wished to hold an enrollment position in the school must pay the regular tuition and maintain all responsibilities of the Parent Member.

Section 6. The fiscal year of Livonia Nursery, Inc. will be July 1st to June 30th.

Section 7. Busy Parent Option

- A. One slot for every five regular enrollments in any group will be available to parents who will pay extra in monthly tuition in lieu of a daily work commitment. The "Busy Parent" must arrange for another parent or parent representative to work the required classroom work-days.
- B. Tuition will be one and one half times the regular monthly tuition. Tuition for the substitute working parent will be one-half the regular monthly tuition.
- C. The "Busy Parent" will be expected to attend Membership meetings, serve the school by doing a specific job and fulfill all other requirements of the parent member.
- D. The parent's workdays must be assigned to the designated worker before the child enters school.

Section 8. Class/Teacher Liaison

- A. Each class shall elect one person, by plurality, in October, to serve as the Class Liaison between members from his/her class to the Board. This is necessary when a member has a problem or concern that they can't voice to their Vice President.
- B. Report concerns to the board at the next board meeting.
- C. Be acting Vice President of their class when the Vice President (or his of her spouse) is unable to do so.
- D. Serve as a Liaison or Mediator for the teacher if necessary.
- E. There is be one (1) Liaison for each class.
- F. The individual elected to serve as Class/Teacher Liaison, will do so in addition to his/her job assignment for the school.

ARTICLE II - TUITION, FEES AND FINES

- Section 1. Tuition, fees or fines shall be set for the following school year, during the month of December, at the recommendation of the Treasurer.
- A. All changes in tuition, fees and fines must be voted on by the General Membership of the school. A family must have been active members for twenty-eight (28) days in order to vote on tuition, fees or fines.
 - B. If a change in tuition, fees or fines becomes necessary during the school year, the proposed changes must be presented to the membership at least twenty-eight (28) days before being brought to vote.
 - C. Families having more than one child in the school at the same time may receive a discount of 20% off the second child's tuition, depending on the financial status of the school. This will be determined by a majority vote of the Executive Board.
 - D. Half of May's tuition (paid in September) is nonrefundable.
- Section 2. The billing period shall be the calendar month.
- Section 3. The due date for tuition, fees and fines will be the 1st of each month. There will be a 15-day grace period after which there will be a fine for late payment.
- Section 4. All payments are to be made payable to: Livonia Nursery, Inc.
- Section 5. The membership of any family whose tuition, fees and fines have not been paid thirty (30) days after the due date will be automatically suspended. The Executive Board will meet, consider all factors involved, decide the disposition of the suspended member. If the Executive Board so decides, the first family on the waiting list will be granted membership.
- Section 6. In order for your child to participate in THE Graduation of the 4 Year Old Class, all tuition, fees and fundraising goals must be up to date with your last tuition payment.
- Section 7. No tuition will be refunded on a discounted membership. However, the memberships may be continued temporarily until all unpaid tuition has been used, except for the prepaid one-half of May's tuition, which is nonrefundable.
- Section 8. There will be no refund of tuition for nonattendance of a child.
- Section 9. In case of a school financial emergency, a special assessment can be voted by a majority of members.

ARTICLE III - DUTIES OF OFFICERS

- Section 1. President/Co-President. The President/Co-President shall:
- and
- A. Preside at all meetings at which he/she is present, General Executive Board meetings.
 - B. Prepare agenda for General and Executive Board Meetings.
 - C. Exercise general supervisions over the affairs and activities of the school.
 - D. Appoint committee chairmen as specified in Article VI, Section 1.
 - E. Appoint a parliamentarian if desired.

- F. Appoint a treasurer's assistant.
- G. Serve as ex-officio member of all standing committees.
- H. Maintain contact with landlord or designate a representative to do so.
- I. Keep all documentary materials pertaining to his/her office on file, to be passed on to his/her successor.

Section 2. Vice Presidents. The Vice President shall:

- her
- A. Assume the duties of the President/Co-President during his/absence. An election at the combined Board meeting each May shall elect first, second and third Vice Presidents to succeed the President/Co-President should he/she not be available. The order of succession in the absence or incapacity of the President shall be first, second, third Vice President, respectively.
 - B. Represent their classes on the Executive Board and act as consultant to their classes.
 - C. Be responsible for the operation of their classes
 - D. Assist with the annual orientation program.
 - E. Preside at classroom meetings.
 - F. The Vice Presidents shall take roll at General Membership meetings and advise the Assistant Treasurer and Secretary of any absence.

Section 3. Secretary / GDCNC Delegate. The Secretary / GDCNC Delegate shall:

- A. Take and transcribe minutes of all meetings of the General Membership and the Executive Board. Distribute such minutes to the Executive Board Members within 36 hours of the meeting.
- B. Be the custodian of all records of the school.
- C. Keep attendance record for all meetings
- D. Conduct all correspondence for the school.
- E. Be responsible for the preparation and production of all forms necessary for the operation of the school.
- F. Represent the school, or find a substitute to represent the school at all events sponsored by the Greater Detroit Cooperative Nursery Council.
- G. Provide and maintain liaison between the school and the Greater Detroit Cooperative Nursery Council and serve as an advisor to the Executive Board.
- H. Attendance of the annual meeting of the Michigan Council of Cooperative Nurseries is encouraged but not mandatory.

Section 4. Treasurer. The Treasurer shall:

- A. Dispense all money with authorization of the Executive Board.
- B. Oversee the collection of funds by the Assistant Treasurer.
- C. Be custodian of all money and account monthly for all receipts and expenditures.
- D. Be authorized to sign checks along with one (1) President/Co-President.
- E. Prepare annual budget for approval by the Executive Board.
- F. Prepare an annual report.
- G. Act as Chair of the Finance and Budget Committee.

Section 5. Membership Chairperson. The Membership Chair shall:

- A. Take phone calls inquiring about membership.
- B. Mail out and accept Registration Applications and all other required paperwork and forms prior to the beginning of school.
- C. Assign enrollment in classes in accordance with date of receipt of Registration Application and fees.
- D. Maintain all waiting lists and fill vacancies as needed.
- E. Be responsible for organizing the Annual Open House, and in the Spring of each year.
- F. Assign and supervise the duties and responsibilities of the Assistant Membership Chair, if applicable.

Section 6. Fundraising Chairperson. The Fundraising Chair shall:

- A. Coordinate and organize all fundraising activities for the school year.
- B. Serve on the annual Finance and Budget Committee. Make recommendations to the Executive Board regarding the necessary fundraising commitment needed for the upcoming school year.
- C. Assign duties to and supervise the Fundraising Support Job Holders in each class, if applicable.

ARTICLE IV - THE EXECUTIVE BOARD

Section 1. Meetings

- A. The Executive Board, hereafter called the "Board", shall meet monthly to assist in the planning and preparation for the General Membership meetings and the general operation and administration of the school. A quorum to conduct business shall consist of a simple majority of the entire Board.
- B. Special meetings of the Board may be called by the President/Co-President or any four board members.
- C. After a Board Member has missed three (3) meetings, their continuance as a Board Member will be reviewed. If a member is removed from the Board, the Member must take an available job within the school.

Section 2. Duties

- A. Establish general policy and procedures for operation of the school.
- B. Insure that the policies and procedures are implemented in a manner compatible with the desires and directions of the membership.
- C. Bring together and make known, announcements and information pertaining to the various classes and individuals of the school.
- D. Decide upon any necessary action, consistent with the Constitution, regarding delinquent or uncooperative actions of members.
- E. Determine when there is a need to alter the number or size of classes or tuition, fees and fines, and then refer the matter to General Membership for ratification.
- F. Interview applicants for Teacher and Teacher-Director positions.

- report
- G. Negotiate a contract with Teacher or Teacher-Director and set the compensation for each.
 - H. Select appropriate quarters for the school when necessary.
 - I. Temporarily fill all vacancies by appointment. The vacancy shall be filled by election at the next General Membership meeting.
 - J. Provide for necessary insurance. Tend to licensing and inspection as required by state law and buy necessary equipment.
 - K. Attend Orientation meetings, Membership meetings, and Class Membership meetings.
 - L. The Executive Board shall consider the transfer of funds between accounts to better facilitate the operation of the school.
 - M. Assist the President/Co-President in preparing an annual report including progress, accomplishments, and problems of the year. Each Board Member shall prepare a summary of her responsibilities.
 - N. Make provisions to have Treasurer's books reviewed no later than July 15th of each year.
 - O. Make provisions for storage of equipment and materials during recess.
 - P. Approve any unbudgeted, proposed expenditure in excess of \$100.00, if no prior Executive Board motion exists for approval of such expenditures. In an emergency, the President/Co-President may authorize such expenditure prior to an Executive Board meeting.

Section 3. Removal of Board Members

A two-thirds majority of the Board may recommend that a member of the Board be removed by bringing the matter before a meeting of the General Membership. There will be a one (1)-week waiting period between the time the recommendation for removal is made to the Membership and the time it is voted on by the Membership. During this week, the Board Member shall be suspended.

ARTICLE V - ELECTIONS

Section 1. A nominating committee will be appointed by the President/Co-President to present a slate of officers to the Membership. Nominations will be accepted from the General Membership and can consist of any person who has applied for Membership for the coming year. Elections shall take place in the Spring.

Section 2. Officers shall be elected by plurality vote taken by ballot except that a unanimous vote may be taken by voice if there is only one candidate for an office.

Section 3. Only names of winners of elections shall be announced. The tally will be available immediately following the meeting to those desiring results.

Section 4. The Treasurer-elect shall not take office until the books of the retiring Treasurer are completed and reviewed, which shall be no later than July 31st of that year.

- Section 5. All vacancies on the Board, shall be filled immediately by the Board, with an election of the Membership at the next General Membership meeting. Vacancies among Class Liaison shall be filled by the class to be represented.
- Section 6. Each family shall have one(1) vote in elections if they have been Members of the school for twenty-eight (28) days preceding the elections.

ARTICLE VI - COMMITTEES

- Section 1. The President/Co-President shall appoint chairperson for any standing committee whose membership consists of volunteers from more than one class within the school. The President/Co-President shall also appoint the Health Chairperson, the Assistant Treasurer and any other chairperson that he/she deems necessary. In accordance to Article 1, Section 2 E, each Member must serve the school either as an officer, a committee chairperson, or by doing a specific job for his/her individual class or the school as a whole.
- Section 2. The President/Co-President shall compose a list of committees and all other jobs within the school prior to the Spring Orientation. The President/Co-President shall decided the number of Members necessary on each committee and for each job and compose sign up sheets to be used. If a Member does not fulfill the responsibilities of their committee or individual job as stated in their job description, the Member will be given a warning, by the Vice President or Chairperson of their committee, for the first occurrence. If there is a second occurrence, a fine will be levied. Should there be a third occurrence, the Member will be asked to withdraw from the school. It is understood and expected that, should a Member be unable to fulfill their job responsibilities, a substitute should be arranged for, at which time, the above would not apply.
- Section 3. After consultation with the Director, Teacher and Class Vice-Presidents to determine priority and need, the President/Co-President shall assign a job to any Member joining the school after the Spring Orientation sign up is completed.
- Section 4. An Orientation Committee shall consist of the President/Co-President, Director, Teacher (s), and the entire newly elected Board for the next school year. The committee shall have the duty of planning and carrying out the Orientation of new Members. The President/Co-President elect will preside at the Orientation meetings. The Vice-Presidents elect will preside at any classroom Orientation meetings.
- Section 5. There will be a committee including the President/Co-President elect, past and succeeding Treasurer, the Fundraising Chair elect and the three Vice-Presidents elect formed in May to make up the proposed budget for the coming year. This Finance and Budget committee will also recommend an amount for the mandatory fundraising commitment.

ARTICLE VII - MEMBERSHIP MEETINGS

- Section 1. Livonia Nursery will conduct meetings of the Membership. Each family is required to have a representative at each of these meetings. These meetings are a very important means of communication among the Board, Members and the Teachers. If the family fails to call the Secretary of Vice-President, the fine will be doubled.

- Section 2. Members who arrive at the meeting after the meeting has been called to order, must report to the Secretary following the meeting to report their presence and to hear the announcements. Failure to do so will result in an unexcused absence.
- Section 3. Matters pertaining to one class shall be discussed and voted upon by that class only.
- Section 4. Special meetings may be called by the President/Co-President or a majority of the Executive Board.
- Section 5. Any Member not excused from performance of the monthly general cleanings of the school shall be fined and will be given a rescheduling.

ARTICLE VII - STAFF

- Section 1. The staff shall consist of a Director, Teachers and such Teaching Assistants as required.
- Section 2. The Executive Board shall choose the Director, Teachers and Assistant.
- Section 3. The Teacher of each class will choose the substitute teacher. A nonmember substitute will be paid two-thirds of the Teacher's regular Teacher's base pay; a Member substitute will either receive one (1) regular work day credit for each day he/he substitutes or a payment of \$20.00.

ARTICLE IX - WORKING

- Section 1. The Scheduling Chairman shall distribute the work schedule in advance. Once the schedule is set, it shall be the responsibility of the parent unable to work, to obtain a substitute to work for him/her.
- Section 2. Scheduled workers must arrive thirty (30) minutes before session begins. If a scheduled worker arrives less than twenty (20) minutes before a session begins, the worker will be considered as arriving late. If late on a scheduled work day, the worker will receive a warning by the class Vice-President concerning the following consequences. The second time such worker is late, an extra work day will be scheduled; and if same worker is late for a third time, a fine shall be levied and an extra work day will be scheduled.
- Section 3. If a worker does not appear for a scheduled session and a substitute has not been provided, the worker will receive a warning concerning the following consequences and a rescheduled work day. If same worker does not appear for a second scheduled work day, a fine shall be levied and a rescheduled work day. If same worker does not appear for a third time, the family will be asked to withdraw from the school.
- Section 4. Extra children may not be brought to school with the working parent except on interview days.

ARTICLE X - HEALTH AND SAFETY

- Section 1. A child is to be kept from school if he/she has had the following within a twenty four (24) hour period: Vomiting, fever of 101 degrees or higher, green or yellow discharge from the nose or eyes, a severe cough, rash, or other discomfort or a contagious disease. The Director or Teacher has the authority

to determine if a child is too ill to be at school. The decision of the Direction or Teacher is final.

- Section 2. If a child has an infection or communicable disease, the Health Chairperson must be notified so that the contagious period may be determined. Parents will be notified of any illnesses their child has been exposed to at school.
- Section 3. 911 will be called in the event of an emergency at the school.
- Section 4. No child may be taken from the building except by an authorized person listed on the child's emergency card.
- Section 5. Parents must notify the Teacher if anyone other than the parent will be picking up the child. The Teacher reserves the right to ask for picture identification.
- Section 6. School will be closed due to inclement weather on the same days that the Livonia Public Schools are closed. IN the event that the school is scheduled to be open when the Livonia Public Schools are scheduled to be closed, the decision to close will be made by the President / Co-President, Vice President of the class, and the Teacher. School will be open unless fewer than five (5) children are in attendance.

ARTICLE XI - SPECIAL ACTIVITIES

- Section 1. Your child's birthday shall be observed, if so desired, in some special way. Check with the Teacher about your plans.
- Section 2. All special day observations will be nonsectarian.

ARTICLE XII - EQUIPMENT

- Section 1. Equipment not being used will be sold "as is" at a regular meeting or given to charity.

ARTICLE XIII - RULES OF ORDER

- Section 1. The rules contained in Robert's "Rules of Order, Revised" shall be parliamentary authority for the school in all cases which they are not inconsistent with the Constitution or By-Laws of the school.

ARTICLE XIV - AMENDMENTS

- Section 1. These By-Laws may be amended by a majority vote of those attending a General Membership Meeting, a quorum being present, or by a majority of the current Membership by ballot vote.

ARTICLE XV - ASSOCIATE MEMBERSHIP

- Section 1. Associate Membership shall be open to all former members of Livonia Nursery Inc.
- Section 2. Associate Members have the option to attend all membership meetings.
- Section 3. Associate Members have no penalty for missed meetings
- Section 4. Associate Members have no vote.

- Section 5. Associate Members will receive through the mail, a copy of each newsletter published during the school year.
- Section 6. The Newsletter Editor shall be responsible for the mailing of Newsletters to Associate Members.
- Section 7. The Membership Chairperson shall maintain Associate Membership records.
- Section 8. Associate Membership dues will be determined by the Executive Board.
- Section 9. Associate Membership dues are due September 1st of each year.

ARTICLE XVI - FUNDRAISING

- Section 1. The Executive Board will determine a, per family, mandatory fundraising goal by the October General Meeting. Families not meeting this goal will be required to do one of the following activities in lieu of each one-third of the goal not met:
 - 1) Pay a \$25 fine.
 - 2) Work two additional classroom days
 - 3) Do a special project as determined by the Executive Board which will require a minimum of 6 hours of the family's time.
- Section 2. Any family having more than one (1) child enrolled in the school concurrently, shall be responsible for 100% of the set fundraising commitment per family for one (1) child. Also, the family must raise 75% of the fundraising commitment for each additional child enrolled at the school at the same time.

ARTICLE XVII - COMPLAINT PROCEDURE

- Section 1. The Complaint procedure is in effect to air opinions or concerns one member has with another member or teacher. This is done privately to insure positive harmony within the school. This procedure is:
 - A. Contact the class Vice President or Class Liaison with the voice complaint by telephone or letter.
 - B. Class Vice President or Class Liaison will contact the other party for information and their response. An attempt to resolve the complaint would follow.
 - C. If the situation is unresolved, the class Vice President or Class Liaison will turn the complaint over to the President/Co-Presidents by telephone or letter.
 - D. President/Co-Presidents will study the complaint information and will make a decision. The decision of the President/Co-President is final.

ARTICLE XVII - CODE OF CONDUCT

Livonia Nursery, Inc. shall not be used to further any member's political or religious options or beliefs, and this shall include, but not be limited to, disturbing literature of a political or religious nature to the membership, interfering in any way with the smooth operation of activities, etc. Any characterization of such activity can be brought before the Executive Board for review, and shall be handled in accordance with Article IV - Executive Board Section 2.D.



Livonia Nursery Special Needs Children Policy

A "special needs" child shall be defined as any child who requires constant one-on-one supervision or whose individual needs would require removing an adult from the classroom on a frequent basis. In a cooperative preschool, we have one trained teacher who needs to be available to lead the classroom. The parent assistants are not able to provide specialized care. However, we welcome children with special needs and want to assist them in benefiting from the co-op experience. We believe that the parents or other caretakers of a special needs child know best, on how to supervise the child and intervene if any problems develop. Therefore, we require that a parent or approved parent-substitute accompany the child at all times, providing one-on-one care. The teacher will be available to suggest interventions to the parent, as long as this does not disrupt the regular classroom activities.

This parent is in addition to the number of parent assistants scheduled on any given day and is there to provide supervision and assistance for their child. The parent is relieved of other classroom duties and the family is not required to work any additional hours in the classroom. This policy does require more attendance than the average work parent would provide. However, as a school, we are, in effect, remitting the cooperative requirement of serving as a teaching assistant to the whole classroom. We hope, in this way, to encourage parents to join our program even if their child has special needs.

According to our policy, the teacher decides if a child is "special needs" and requires a parent's full-time participation in the classroom. Our teacher needs to be available as the classroom leader and can't spend more time with one child than with all the others. Because our assistants are parents, without special training, they are not asked to assume responsibility for providing one-on-one care to a child who is not their own. We also base our parent numbers on the assumption that those adults are available in the classroom for most of the time. A child who is requiring a parent to spend more than minimal time out in the hall or in the bathroom, needs their own parent available for this duty, otherwise our classroom is short staffed.

Some "special needs" children require a permanent parent helper, because their condition remains the same. This includes conditions such as physical disabilities and autism. Some children might become a "special needs" child later in the year due to the development of a problem which is disrupting the classroom such as, tantrums, or a lapse of potty training. Some children may begin the year as "special needs", but outgrow the need for one-on-one supervision as they adjust to school and/or mature. Most cases of severe separation anxiety fall into this category.

In summary, the teacher decides if a child is "special needs". This can be for a physical or behavioral problem and the child can be reclassified at any time at the teacher's discretion. During the time that a parent is providing one-on-one classroom supervision, they are relieved of their regular coop parent classroom duties. These duties resume if the child is no longer "special needs". If a parent can't attend each day with their special needs child, they can provide a substitute such as a grandparent or babysitter who is over 18 years of age. However, they must be approved ahead of time by the teacher, and have a FIA clearance on file at Livonia Nursery, Inc. Also, the parent is under the teacher's direction and will remove the child, at the teacher's request, if the child is disrupting the class and return when the child has reestablished appropriate control. The parent will bring any special needs equipment to the preschool, including changes of clothing, if necessary. The teacher will designate a quiet, separate place such as a hallway or empty room if the child needs a place to regain control of disruptive behavior.

EXPOSURE CONTROL PLAN

For Compliance with
OSHA Blood Borne Pathogens Standard 29 CFR 1910.1030

I. Exposure Determination

Persons considered to be at risk for exposure to blood or other potential infectious materials resulting from performance of their duties in the preschool classroom are as follows:

- A. Lynn Powers
- B. Employers of their designees
 - 1. Working co-op adults

II. First Aid Responders

Teacher, Lynn Powers, is the designated First Aid Responder.

III. Schedule and Method of Implementation

The schedule is effective immediately.

Universal precautions will be observed in all first aid treatment in the preschool classroom in order to prevent contact with blood or other potentially infectious materials. Universal precautions are an approach to infection control where all blood or other potentially infectious material are considered infectious regardless of the perceived status of the source individual. Other potentially infectious materials can be any of the following: semen; vaginal secretions; amniotic fluid; cerebral spinal fluid (fluid from the brain or spine); peritoneal fluid (fluid from the abdomen); pleural fluid (fluid from the lungs); pericardial fluid (fluid from the heart); synovial fluid (fluid from body joints); saliva, any body fluid that is visibly contaminated by blood; all body fluids in a situation where it is difficult to differentiate between body fluids; or any unfixed tissue or organ other than intact skin.

***Under circumstances in which differentiation between bodily fluid types is difficult or impossible, all bodily fluids shall be considered potentially infectious materials.**

All personal protective equipment used at the preschool, will be provided without charge. Disposable latex gloves (or non-latex), gauze, bandages, protective gowns, face shields, and single use resuscitation devices are kept on top of the storage cabinet next to the copy machine in the preschool classroom. This bin is labeled "Exposure Control".

- A. During treatment and cleanup, the employer or designee assigned to the preschool classroom for that day, shall keep all of the children not involved in the incident, at a reasonable distance from the area. If possible; close classroom dividers or take non-involved children across the hall to room #106
- B. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective clothing will be worn when blood or other bodily fluids are present in large amounts, and there is a good chance it will get on a person's body or clothing. Disposable gloves will be worn at all times when there is potential for exposure to blood or potentially infectious materials. Goggles, mask and/or face shield must be worn when splashing is likely to occur.
- C. All materials used in treating the victim (e.g. gauze, tissue etc.) will be disposed of according to the disposal chart taped on the inside lip of the Exposure Control Bin.
- D. All areas involved in the incident shall be cleaned, while wearing the appropriate protective clothing, using the following steps:
 - 1. Look at the bodily fluid to see if the bodily fluid has been contaminated with blood.

2. Sprinkle the area with the kitty litter. (Kept in Exposure Control Bin)
 3. Use broom and dustpan (kept in Exposure Bin) to pick up kitty litter and fluid.
 4. Empty dustpan into the biohazard container kept next to the Exposure Control Bin.
 5. The areas shall then be decontaminated by flooding the entire area with a bleach and water mixture, then scrubbing the area well, using the scrub brush. Both the bleach and scrub brush can be found in the janitor's closet across the hall from the preschool classroom. A 10% chlorine bleach and water solution (1 cup bleach: 9 cups water OR about 1-½ cups bleach: 1 gallon water) shall be mixed each time it needs to be used.
 6. Dry area with paper towels.
 7. If the bodily fluid was contaminated with blood, then dispose of the paper towels in the biohazard containers. Otherwise, dispose of the paper towels in the trash.
 8. Clean broom, scrub brush and dustpan using the bleach and water mixture.
- E. Broken glass or other sharp objects will be cleaned up using the broom and dustpan or tongs provided expressly for this purpose and placed in a puncture resistant container. This container and tongs will be kept with the Exposure Control Bin. It will be the responsibility of the preschool Co-President to check this container on a monthly basis and contact the Dire Department to arrange a drop off of the container. The Co-President shall then replace the container with a clean one.
- F. After completing the cleanup, the protective clothing will be removed and the employee or employer shall wash their hands and any other potentially contaminated skin area in the bathroom sink across the hall from the preschool classroom. If employees or employers incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as possible following contact. Eyewash is kept with the first aid supplies near the Exposure Control Bin.
- G. The protective gloves shall be disposed of following the chart taped on the inside lid of the Exposure Control Bin. Garments contaminated by another person's bodily fluids shall be placed in a biohazard container, to be disposed of. Livonia Nursery, Inc. will pay for the cost of new garments. The garments of the person receiving treatment shall be placed in a bag, sealed and sent home with that person for cleaning.
- H. If there is any injury that the teacher feels cannot be treated in the classroom, the teacher shall assign one of the employees to go to the phone in the classroom and call 911. If the person needing treatment is a student, after calling 911, the employer shall also call their parent or guardian according to the white emergency card in the binder next to the phone.
- I. The facility will be cleaned and decontaminated according to the following schedule:
- * Towels and other laundry produced during normal classroom activities and clean up shall be laundered by the co-op member assigned the "laundry job" using commercially prepared laundry detergent.
 - * Cupboards and shelves are washed once a month by the housekeeping committee using prepared Basic G solution.
 - * The floors are mopped once a week by the person assigned the "Friday Floors" job.
 - * A working co-op parent using Lysol Scrubbing Bubbles prior to each school day cleans the toilets and sinks.

- * The Co-President shall check the scrub brush, broom and dustpan on a monthly basis to make sure they are in good condition. If they are not in good condition, they are to be replaced immediately.

IV. Hepatitis B Vaccination

The Hepatitis B vaccine and any boosters required in the future will be offered, at the preschool expense, to those paid employees listed above after appropriate training. If a paid employee chooses to decline the vaccine, she/he will sign a waiver so stating this. If an employee decides at a later date to get the vaccine, the vaccine will be made available. The training must take place before the employee starts work at the preschool. The vaccine must be offered within ten (10) days of the start of work.

V. Training

Training is mandatory for all employees at time of hire, before starting work and annually thereafter. Training is strongly recommended for all Livonia Nursery, Inc. board members. Training sessions are available through the Greater Detroit Cooperative Nursery Council and the Michigan Council of Cooperative Nurseries. Certificate of attendance shall be kept on record in the preschool's licensing folder, kept in the black file box near the phone in the classroom.

Training will include:

- A. Epidemiology and symptoms of blood borne diseases.
- B. Modes of transmission.
- C. Explanation of ways to recognize possible exposure and ways to reduce exposure.
- D. Action to be taken if exposure occurs.
- E. Information on the Hepatitis B vaccine.
- F. Explanation of the Exposure Control Plan and where employees and their employers or designees can get a copy of the Exposure Control Plan and the OSHA standard.

This information will be disseminated at the board meeting.

VI. Post Exposure Evaluation and Follow Up

Med Stop Clinic will counsel any employees and/or volunteer workers who have been exposed to blood borne pathogens, evaluate and give the Hepatitis B vaccine to those who desire the vaccine after exposure. Med Stop Clinic is located at 30150 Plymouth Road, Livonia MI 48150. The phone number is (734) 261-3891. Livonia Nursery, Inc. is not responsible for the cost of counseling, evaluation or vaccine for the employers and their designees.

All exposure incidents will be reported immediately to the teacher, who will ensure that proper procedures are followed.

The employee/employer/designee that has been exposed, will be referred immediately to the Med Stop Clinic for counseling concerning the potential dangers due to exposure to blood.

An incident report will be initiated immediately. Within seven (7) days, all completed incident reports will be signed and dated by the teacher in charge of the classroom and by all adults present at the time of the incident. Upon completion of the report, it should be forwarded to the Livonia Nursery, Inc. Co-President who will review the report and do follow up to make sure that proper procedures have been followed. All reports will be kept on file at Livonia Nursery, Inc. A person shall be entitled to receive a copy of their own records, or those of their children.

The Co-President shall also put a date on any biohazard containers that have anything in them from this incident.

The follow up shall include:

- * Upon consent of the patient or guardians; the identification of the source patient and their status.

- * The blood of the source of the patient will be tested (if consent is obtained) for HIV/HBV infectivity.
- * Within fifteen (15) days of the incident and referral to the Med Stop Clinic, the person shall call the Med Stop Clinic for the results of the tests.

VII. Record Keeping

All records required by the OSHA standard will be maintained in the black file box in the classroom by the Livonia Nursery, Inc. Co Presidents. These records will include:

- A. Copy of all employees' Hepatitis B vaccination records or declination form and any additional medical records relative to Hepatitis B. These records shall be maintained for the period of employment, plus thirty (30) years.
- B. All completed exposure incident reports. These records must be maintained for the employment period or period of association with the preschool, plus thirty (30) years.
- C. All post exposure evaluation and follow up reports. These records must be maintained for the employment period or period of association with the preschool, plus thirty (30) years.
- D. Records of all training sessions, including the date of sessions, contents or summary of training sessions, the names and qualifications of persons conducting the training and names of all persons attending the sessions. Training records shall be maintained for three (3) years from the date of training.



JOBS

Each member of the school is required to serve on a committee, or do an individual job for the school. The parents contribution to the success of the school is essential. Like other aspects of a cooperative school, your "job" can be just doing the required amount of work, or it can be a means through which your own individual interests and talents can be expressed. Please use the following brief descriptions to help you determine which job you may like.

Committee Chairpersons (Whole School, Non class specific)

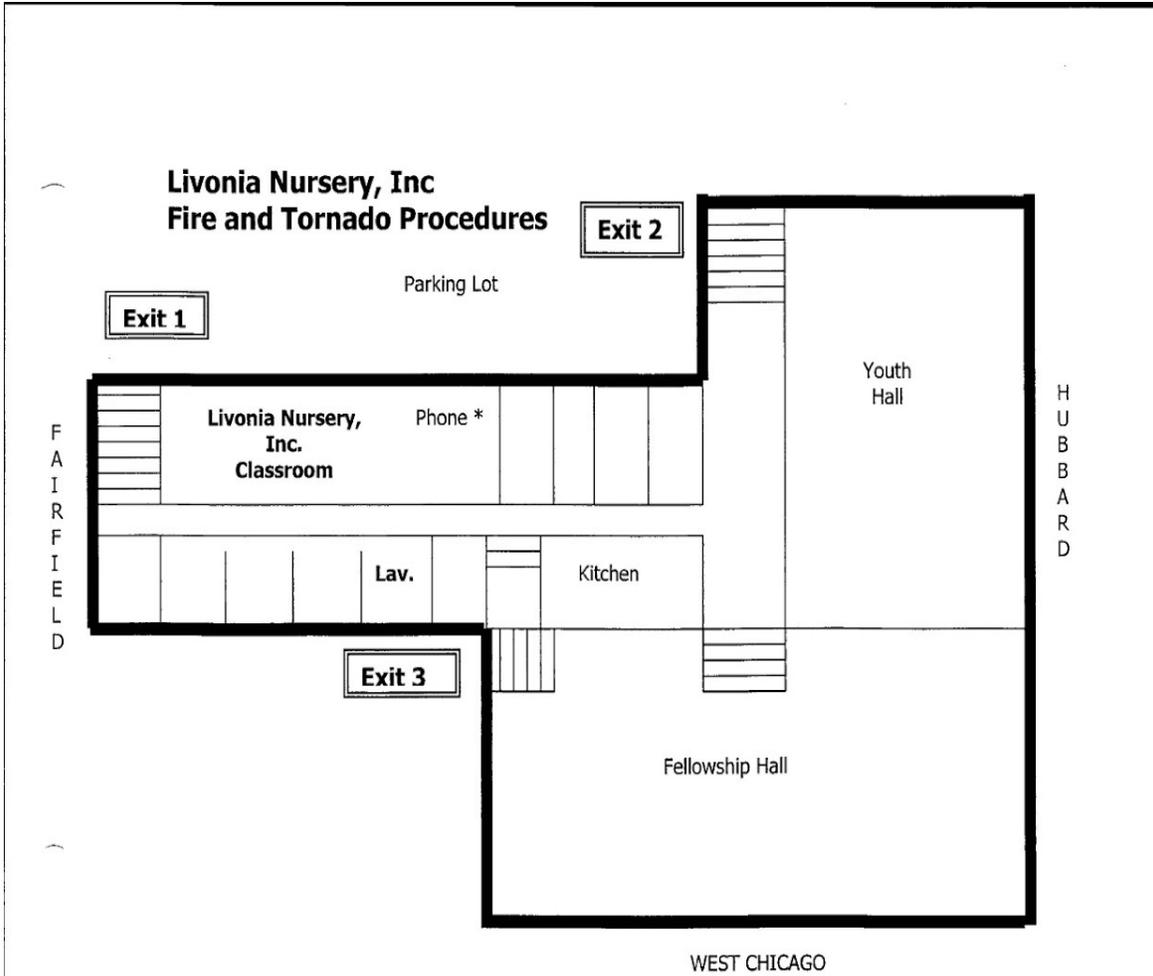
Assistant Treasurer	Responsible for the collection and recording of all funds for the school including Tuition, Fees and Fines. Also responsible for making all bank deposits.
Health Chairperson	Responsible for the Health Records of all children in the school. Responsible for making weekly Health reports to the Wayne County Health Department
Housekeeping / Laundry Chairperson	Responsible for the equitable distribution of duties to Housekeeping / Equipment Committee Members. Responsible for cleaning, maintenance and repair of all equipment and toys. Responsible for the scheduling of and reminder calls to Members for the monthly clean up.
Preschool Supply Chairperson	Responsible for the equitable distribution of duties of Art and Supply Committee Members. Responsible for the making of "sand" and play dough, mixing paints, and making sure that all art supplies are on hand. Also responsible for purchasing and stocking all supplies and keeping accurate inventory of all supplies used in the school.
Sunday Set-Up Chairperson	Responsible for coordinating equitable distribution of Sunday Set-Up times among the members of the Set-Up committee. Responsible for the weekly set-up of the classroom on Sunday.

Individual Jobs (Whole School, Non class specific)

Housekeeping / Laundry Support	Assist the Housekeeping Chairperson / Co-Chairperson with assigned duties. Attend all of the monthly cleanups for the school and/or other duties as assigned by the committee. Several families will be on this committee.
Social Coordinator	Coordinate refreshment contributions among all classes for all school meetings and events. Call those assigned to bring refreshments. Set up and clean up refreshments. Set up and take down chairs before each General Membership Meeting with the assistance of those signed up to bring refreshments.
Book Order Coordinator	Responsible for coordinating the ordering and delivery of book orders.
IT Support	Responsible for maintaining the website and Facebook page.

Individual Jobs (Class Specific) Each class will have one of the following:

Fundraising Support	Work with the Fundraising Chairperson to coordinate fundraising in your individual class. Assist with the distribution of items as needed. Attend all fundraising activities.
Party Planner	Plan with the teacher and class, for each of the children's holiday parties, special person's night and picnics.
Photographer	Attend all parties and enrichment activities to take photos. Responsible for ordering copies of the photos and distributing them. Creating a website, and making photo posters for the classroom.



FIRE PROCEDURE

1. Alarm will sound.
2. Children stop activity and look to teacher for direction.
3. Teacher leads children to most accessible exit, in order of priority:
 - Fairfield exit (1)
 - Parking lot exit (2)
 - Side entrance (down steps by kitchen and up stairway) (3)
4. One parent checks halls and bathroom for children.
5. Teacher leads children away from building.
6. Parents follow with emergency card binder.

TORNADO PROCEDURE

1. Siren will sound.
2. Children stop activity and look to teacher for direction.
3. Teacher leads children across the hall to the women's bathroom (shown as Lav.).
4. One parent checks halls and classroom for children.
5. Children assume the tornado alert position:
 - Crouch on floor on knees
 - Cover head with hands
 - Face inside walls
6. Parents follow with emergency card binder.
7. Adults assume the tornado alert position.