

Kids' Co-Op

Learning is child's play!



Parent Handbook & Bylaws 2011-2012

A Parent Cooperative Preschool & Kindergarten Since 1984

4316 North Decatur Boulevard (Southwest Corner of Craig & Decatur)

Las Vegas, Nevada 89130

Phone (702) 656-6600 Fax (702) 656-6669

www.kidscoop.org

Kids' Co-Op Handbook & Bylaws Received Form

2011-2012

Child's Name: _____

Child's Name: _____

Child's Name: _____

Parent's Name: _____



I have received a copy of the Kids' Co-Op 2011-2012 Handbook and a copy of the Kids' Co-Op Bylaws or the updated pages.

Parent's Signature: _____ Date: _____

_____ Returning member

_____ New member

Kids' Co-Op Parent Awareness Check-List

I am aware of the following requirements in order to maintain membership in good standing (please initial next to each item):

- _____ 1. Attend "Love and Logic Early Childhood Parenting Made Fun! Creating Happy Families and Responsible Kids." This is a 5 week parent training program designed by the Love and Logic Institute, Inc. Times and location TBD. This class requires an additional fee and must be taken and completed the first semester your child is enrolled in Kids' Co-Op.
- _____ 2. Attend monthly parent business meetings held in the evening on the 2nd Monday of each month (September-May).
- _____ 3. Participate monthly (usually 2-3 times per month) in your child's classroom as either Art or Snack Parent completing the assigned responsibilities which are posted in the classrooms. Parent Participation schedules are distributed and posted by the class coordinator. You must be prepared to start by 8:45 am on your scheduled work day for set-up and stay at school approximately 30 minutes after class for clean up.
- _____ 4. Participate as a member of a committee or as a member of the Board of Directors.
- _____ 5. Participation is encouraged for **all** sponsored fund-raisers. Participation in the following fundraisers is **mandatory** (See Tuition and Fee Schedule in the handbook for Buy-out option/non-participation fees):
 - A. Annual Auction (Spring) by acquiring (or helping to acquire) donations, serving on a planning committee and working the required shifts either before or during the event.
 - B. Mandatory Fall Fundraiser.
 - C. Purchase a total of \$1,000 in Scrip each year (June – May, with 60% completion by February).
 - D. Additional **mandatory** fundraisers may be added at the discretion of the Board of Directors.
- _____ 6. Assist 3 hours for set-up of classroom in August. (See Tuition and Fee Schedule in the handbook for Buy-out/non-participation fee)
- _____ 7. Required cleaning of the school approximately 2 times during the school year, approx. a 2 ½ hour commitment each time to be performed with other families. (See Tuition and Fee Schedule in the handbook for Buy-out/non-participation fee)
- _____ 8. Pay monthly tuition payment and any other fees incurred. Tuition is due on the 1st of each month and no later than the 15th of each month. Tuition is pre-paid one month in advance. For example, September tuition is due August 1. Late tuition is subject to a late fee. Returned checks are also subject to a returned check fee.
- _____ 9. Maintain current Clark County Health District Food handler/Childcare Health Card. Keep all information up to date and current with required copies in the office files. Maintain North Las Vegas Childcare Work Card **if** you volunteer in the classroom more than 20 hours per month and/or if you are a teacher or teacher substitute.
- _____ 10. Keep all child immunizations up-to-date. Current copy must be kept in the office files.
- _____ 11. Keep current address and telephone numbers on file. Any changes in emergency information must be reported to the office immediately.
- _____ 12. Acutely sick children must be kept at home. Please notify school when child is home sick. Children must be free of fever and vomiting for 24 hours before returning to school.
- _____ 13. I have received the Kids' Co-Op Handbook and Bylaws. I understand they govern the operations of the Co-Op and all matters of membership.

By signing below, I understand that all of the above requirements must be satisfactorily completed to maintain membership at Kids' Co-Op. Furthermore, I understand that failure to meet any or all of these requirements, may nullify my membership with Kids' Co-Op. Satisfaction of above requirements does not necessarily guarantee membership or create a contract between the Co-Op and myself.

Child Name: _____ Parent Name: _____

Date: _____ Parent/Guardian Signature: _____

Immunization/Enrollment Agreement

We the undersigned agree to the following:

_____ has declared that his/her religious/personal belief prohibits having the following children immunized:

_____ DOB: _____
_____ DOB: _____
_____ DOB: _____
_____ DOB: _____

This letter is a religious exemption that permits the enrollment of the above child(ren) at Kids' Co-Op Preschool & Kindergarten, a private school, in the State of Nevada under provisions of Nevada Revised Statutes 432A.230 and 432A.240.

In the event of the occurrence of any vaccine preventable illness in a classmate, the above child(ren) will be excluded for a period of no less than the normal incubation period for that particular illness.

Under such conditions, I agree to pay fees whether or not my child attends the Kids' Co-Op Preschool & Kindergarten. There are no refunds or deduction in fees for sick days. I understand that my child can withdraw from Kids' Co-Op provided that the Member provides the Director with at least two weeks written notice. For complete information regarding monies, fees and refund information refer to Kids' Co-Op Handbook and Bylaws (pg B10).

If I/we provide written notice as required, I/we will be released from the obligation to pay the tuition for the period following such withdrawal, and any tuition that has been prepaid past the withdrawal date will be refunded.

I agree to keep my child home from the Kids' Co-Op if there is any question of illness and to notify immediately the Kids' Co-Op the nature of the illness.

Signature of Parent/Guardian:

DATED: Day _____ Month _____ Year _____

Parent or Guardian's Name (please print clearly):

Address: _____

City: _____ State: _____ Postal Code: _____

Kids' Co-Op Preschool & Kindergarten

4316 N. Decatur Blvd., Las Vegas, Nevada 89130
Telephone: 702-656-6600 • Fax: 702-656-6669



Handbook & Bylaws 2011-2012

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Important Dates for 2011-2012 School Year

Date	Event	Time
08/01-08/05 M-F	Drop off paperwork, Tuition & Building Fee Due	9:00 am – 11:00 am
08/08-08/12 M-F	Drop off paperwork	9:00 am – 11:00 am
8/20 Saturday	Orientation	9:00 am – 12:00 pm
8/22 Monday	Board Meeting	6:30 pm
8/23-08/26 T-F	School Set-up	9:00 am – 12:00 pm
8/23-8/24 T-W	School Set-up	9:00 am – 12:00 pm or 6:00 pm – 9:00 pm
8/26 Friday	Kindergarten Meet the Teacher	10:00 am – 11:00 am
8/29 Monday	Kindergarten's First Day of School	9:00 am
8/30 Tuesday	T/R Preschool Meet the Teacher	10:00 am – 11:00 am
8/30 Tuesday	T/W Multi-Age PM Preschool Meet the Teacher	1:00 pm – 2:00 pm
8/31 Wednesday	M/W/F Preschool Meet the Teacher	10:00 am – 11:00 am
9/1 Thursday	Tuition Due	
9/5 Monday	Labor Day – No School	
9/6 Tuesday	T/R & T/W PM Preschool's First Day of School	9:00 am
9/6 Tuesday	Make-Up Orientation	6:00 pm – 9:00 pm
9/7 Wednesday	M/W/F Preschool First Day of School	9:00 am
9/7 Wednesday	Love & Logic Class Begins	6:30 pm – 9:30 pm
9/12 Monday	September Business Meeting	6:30 pm – 8:30 pm
9/26 Monday	Board Meeting	6:30 pm
9/27 Tuesday	Enrichment Begins	1:00 pm – 3:00 pm
10/1 Saturday	Tuition Due	
10/3 Monday	Lunch Bunch Begins (Preschool)	12:00 pm – 1:00 pm
10/4 Tuesday	Field Trip – Gilcrease Apple Orchard	9:30 am – 12:00 pm (T/R Classes & K)
10/4 Tuesday	No Enrichment due to Field Trip	
10/5 Wednesday	Field Trip – Gilcrease Apple Orchard	9:30 am – 12:00 pm (M/W/F & PM Class)
10/10 Monday	October Business Meeting	6:30 pm – 8:30 pm
10/11 Tuesday	Love & Logic Class Begins	6:30 pm – 9:30 pm (Location: Kids' Co-Op)
10/12 Wednesday	Picture Day	
10/13 Thursday	Picture Day	
TBD Saturday	Harvest Festival	11:00 am – 2:00 pm
10/24 Monday	Board Meeting	6:30 pm
10/28 Friday	Nevada Day Observed – No School	
11/01 Tuesday	Tuition Due	
11/5 Saturday	Kids' Co-Op Annual Race Tentative	
11/11 Friday	Veterans' Day Holiday – No School	
11/14 Monday	November Business Meeting	6:30 pm – 8:30 pm
11/22-11/23 T/W	Traditional Sharing Soup Celebration	
11/24-11/25 R/F	Thanksgiving Break – No School	
11/28 Monday	Board Meeting	6:30 pm

Date		Event	Time
12/01	Thursday	Tuition Due	
12/12	Monday	NO Business Meeting this month	
12/12	Monday	Board Meeting	6:30 pm
12/10	Saturday	Holiday Party	Time & Location TBD
12/19-1/2		Winter Break – No School	
1/1	Sunday	Tuition Due	
1/3	Tuesday	Classes Resume	
1/9	Monday	January Business Meeting	6:30 pm – 8:30 pm
1/16	Monday	MLK Jr. Day Observed – No School	
1/20	Friday	Kindergarten Parent Teacher Conferences	
1/23	Monday	Board Meeting	6:30 pm
1/23	Monday	Field Trip – Snow Day at Lee Canyon	9:30 am – 12:00 pm
1/24	Tuesday	Field Trip – Snow Day at Lee Canyon (T/R/K & PM class)	9:30 am – 12:00 pm (No Enrich. & PM Class)
1/30	Monday	Back Up Day for Field Trip – Snow Day	
1/31	Tuesday	Back Up Day for Field Trip – Snow Day	
2/1	Wednesday	Tuition Due	
2/13	Monday	February Business Meeting	6:30 – 8:30 pm
2/16	Thursday	Preschool Parent/Teacher Developmental Meetings	
2/17	Friday	Preschool Parent/Teacher Developmental Meetings	
2/20	Monday	Presidents' Day Observed – No School	
2/27	Monday	Board Meeting	6:30 pm
3/1	Thursday	Tuition Due	
3/1	Thursday	Roos-N-More	Tentative
3/2	Friday	Roos-N-More	Tentative
3/12	Monday	March Business Meeting	6:30 – 8:30 pm (Tentative)
TBD	Saturday	Auction	Date/Location TBD
3/26	Monday	Board Meeting	6:30 pm
4/1	Sunday	Tuition Due	
4/2-4/6		Spring Break Holiday – No School	
4/9	Monday	April Business Meeting	6:30 – 8:30 pm
4/23	Monday	Board Meeting	6:30 pm
5/10-11	R/F	4's & K - Mother's Day Celebration	
5/14-15	M/T	2's, 3's & PM Class - Mother's Day Celebration	
5/14	Monday	May Business Meeting	6:30 – 8:30 pm
5/21	Monday	Board Meeting (3rd Monday due to Holiday)	6:30 pm
5/22	Tuesday	Last Day of T/R Preschool	
5/23	Wednesday	Last Day of M/W/F & T/W PM Preschool	
5/28	Monday	Memorial Day Observed – No School	
5/30	Wednesday	Splash Day M/W/F & T/W PM	
5/31	Thursday	Splash Day T/R	
6/7	Thursday	Last Day of Kindergarten	

Welcome to Kids' Co-Op!

We Are Happy to Welcome You to the Kids' Co-Op Community

Over thirty years ago, a small group of Las Vegas families had the dream of a different kind of preschool – a place where the gentle rhythms of a child's life are honored, where learning and play go hand in hand, and where families and teachers work together for the good of every child...

We are a parent cooperative school, operated and governed by our member families. We are located at 4316 North Decatur in Las Vegas, Nevada and are the only parent cooperative in our city and state. For over twenty years the Co-Op leased classroom space from various churches in the Las Vegas area until it purchased the property in 2003 at which it now resides.

Kids' Co-Op was established as a preschool in 1982 with a grant received from the Junior League of Las Vegas. The Clark County Parent Cooperative, Inc., doing business as Kids' Co-Op, incorporated in 1983. In 2003, the Co-Op established a Kindergarten program. Our preschool and Kindergarten programs are both licensed through the state of Nevada and the Clark County Health District. Our Kindergarten adheres to the guidelines of the Clark County School District. Kids' Co-Op is a non-profit 501(c)(3) organization.

This handbook is offered as a comprehensive guide to the Co-Op's program. Please use it to become familiar with our methods of operation and educational philosophies and keep it available throughout the year for easy reference.

A cooperative school functions only as well as its members. Your desire to be an involved family was made evident when you chose to enroll your child(ren) at Kids' Co-Op. We look forward to working together with you to provide the best educational experience and developmental environment for our children. We wish you and your child(ren) a happy and productive year!

DEFINITIONS

Co-operate v. to act jointly with others; to unite for a common effort.

Co-operation n. joint action; a union of persons for the same ends; collective effort in business or industry.

Co-operative a. working jointly for the same end.

Kids' Co-Op is a safe, nurturing community of families and staff working together to foster the creative, social, physical, emotional and cognitive development of our children.

MISSION STATEMENT

Kids' Co-Op is a non-profit 501(c)(3) organization committed to enriching the lives of Las Vegas children and strengthening their families through its developmentally appropriate preschool program, through parent education and through community service.

A PLACE FOR CHILDREN

Our program is designed for children between the ages of 2 and kindergarten. It is run by the parents/guardians who work together on a daily basis under the guidance of our teachers to offer an enriching learning experience.

A PLACE FOR PARENTS AND GUARDIANS

Children are not the only ones who grow and learn at Kids' Co-Op. Participating parents/guardians have the opportunity to work directly with the children alongside our experienced teachers. Central to our philosophy of early childhood education, and overwhelmingly supported by current research, is the belief that parental education and involvement play crucial roles in assuring a child's success, both in school and in life. Parents bring unique understanding of their children to the classroom, and with this knowledge, teachers and parents can work together to create learning experiences that meet the needs of each child.

THE END RESULT

We provide children with first-hand experience in art, music and movement, manipulatives, science and nature. They have the opportunity to make social contacts, to work as a group, individually and to cooperate. Your child will learn to form caring relationships with other children and adults. They will also learn to communicate their needs and feelings in appropriate ways. We believe that through this positive first experience, your child will learn to love school.



OUR PHILOSOPHY

Our program is **child-centered**. Educational materials and activities are selected which will enhance the development of the child as a thinking, creative individual and allow the child to control his own learning as much as possible. Although we have many group activities in such areas as language development, music, math, science and art, a good part of the day is spent in play with a wide range of stimulating materials. Minimal direction from adults is given. The teacher provides structure, asks questions and encourages the expansion of vocabulary. A rich classroom environment is provided, which is appropriate to a child's stage of development. This provides the child many opportunities to discover concepts involved in math, science and language arts and to develop auditory and visual discrimination skills which are necessary for learning to read and write. Equally important in the Co-Op curriculum is encouraging the child to learn about himself and the world around him. We place great emphasis on the acquisition of social skills, attempting to teach children how to develop satisfying social relationships with other children and adults, to become aware of their feelings and emotions, and to resolve conflicts without fighting and aggression.

Above all, we try to meet the needs of each child in the program. Many of these needs are similar for most children, although they may vary depending on the age of the children in the class. There is a wide range of individual differences in all classes and we will strive to meet the needs of each child.

We recognize that development in the physical, cognitive, language and psychosocial areas occurs at a predictable and yet highly individualized rate. Development in one area does not necessarily keep pace with all other areas.

A functional role of this program is to recognize instances of developmental delay in young children. When a developmental delay is suspected, the teacher will advise the parent at the earliest possible time and make recommendations for intervention and/or support.

We are concerned with the development of the **whole** child. Since there isn't one single theory of child development that attempts to explain all aspects of development, our program includes many predominant theories and adheres to the philosophy that the best approach is one that provides opportunities for successful experiences for children and their families.

We believe that young children learn best by **doing**. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world in which we live. In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling and looking.) In using real materials such as blocks, play dough, scissors and glue, children learn about sizes, shapes, colors and they notice relationships between things. **Play** provides the foundation for academic or **school** learning. It is the preparation children need before they learn highly abstract symbols such as letters and numbers. **Play** is the work of young children.

What is a Co-op?

DEFINITION

A co-operative is an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly owned and democratically-controlled enterprise.

VALUES

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity, and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility, and caring for others.

PRINCIPLES

The co-operative principles are guidelines by which co-operatives put their values into practice.

1st Principle: Voluntary & Open Membership

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political, physical handicap or religious discrimination.

2nd Principle: Democratic Member Control

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives, members have equal voting rights (one member, one vote) and co-operatives at other levels are organized in a democratic manner.

3rd Principle: Member Economic Participation

Members contribute equally to, and democratically control, the capital of their co-operative. At least part of the capital is usually the common property of the co-operative. They usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surplus for any or all of the following purposes: developing the co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting activities approved by the membership.

4th Principle: Autonomy & Independence

Co-operatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

5th Principle: Educating, Training, & Information

Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public – particularly young people and opinion leaders – about the nature and benefits of co-operation.

6th Principle: Cooperation Among Co-operatives

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional, and international structures.

7th Principle: Concern for Community

While focusing on member needs, co-operatives work for the sustainable development of their communities through policies accepted by their members.

ADMISSION & ENROLLMENT

Children are admitted regardless of race, creed, color, sex, national origin, religion, or disability.

Children will be placed in classes according to age. The dates used are based on the age requirements for Kindergarten enrollment of the Clark County School District. The cut-off date for placement is a birth date on or before September 30.

For example, a child who is three years old in the summer and whose next birthday is in November would register for the three-year-old class. When the child turns 4 in November, they will remain in the three-year-old class for the rest of the school year.

The two-year-old class will have a 3 to 1 child to adult ratio. The three and four year old classes will have a 4 to 1 child to adult ratio. Kindergarten will have a 8 to 1 ratio.

Classes are filled based on seniority and for returning families, contingent upon fulfillment of all cooperative school requirements each year. Seniority is based on the date of the original enrollment application the first time the family enrolled.

If the classes are filled, an outside family can opt to pay a waiting list fee and the child's name will be put on a waiting list to fill vacancies as they occur during the year. Upon payment of the wait list fee, the child will remain on the waitlist for 12 consecutive months. The office will maintain this list. As vacancies occur during the year, they will be filled from the waiting list or from new registrations according to the above procedures. If after the in-house and alumni registration period, space is available, the person on the waitlist will be contacted. If they choose not to take the spot, they will be moved to the bottom of the waitlist.

In the case of a family wishing to enroll more than one child when only one vacancy exists, once the family has enrolled in the program, the second child will be given priority status over any prospective members.

The teacher will meet with the parents or guardian of a child with special needs at the time of enrollment. A planning session will be coordinated with the child's parents or guardians, health, and/or education specialists.

Registration for the next school year is held in February or March. Currently enrolled cooperative families will be able to request a spot for the next school year by completing a registration form with a first and second class choice (where applicable) and paying a registration fee before a pre-determined date. The submission of a registration form in no way represents a contract between the Kids' Co-Op and the registering family nor does it guarantee a spot in the requested class. All registrations and placements for the **next** year are contingent upon the family's fulfillment of all cooperative school requirements for the **current** year. In addition, specific class assignments are assigned based on seniority, so members may not get their first choice in class assignment. If a member is not considered in good standing (as defined in the bylaws), the Kids' Co-Op reserves the right to refuse and revoke registration, enrollment, and/or seniority.

All waitlist, registration and building fees are non-refundable.

After current families enroll, enrollment will be opened to alumni and waiting list families. After this period, enrollment will be open to the community. Once the in-house registration deadline has passed and enrollment is opened to alumni and/or community, all families are placed on the waitlist and in classes based on a first come, first serve basis. Seniority is forfeited if registration and class placement requests are not submitted during the in-house registration period.

In the case where there are more children wanting to enroll in a particular class than there are spaces available, an opening will go to the member with the most seniority based on their family's original registration date. In the case of alumni with a break in attendance, their original family registration date will be modified as follows:

- For a one year break in attendance, there will be no change in their family registration date.
- If more than one year passes between attendance dates, one year will be added to their family registration date for each year they are gone.
- If a family drops midyear, they will lose all seniority. If they re-enroll, they will get a new enrollment date based on the date they re-enrolled.
- Families may take a "leave of absence" for medical reasons or if they temporarily move out of state. In this case, their seniority will follow the alumni with a break in attendance rule.

ENROLLMENT FORMS AND REQUIREMENTS

Before any child can attend classes at Kids' Co-Op the following forms must be on file:

- Kids' Co-Op registration/enrollment form
- Emergency information form
- Doctor's form to include immunization record
- NLV Consent and Release and Criminal History Review Form
- A copy of a current health card for "childcare and food handler" from the Clark County Health District
- The original (green) certificate showing TB test results from the Clark County Health District
- A copy of the child's birth certificate from the county where the birth took place
- Member financial obligation page
- Parent awareness checklist
- Publicity Release
- Permission to Release Information and Medical Release
- Other Forms as Needed

It is required by law that a parent working in the classroom has his valid work cards on his person during the days that he is participating in class. For your convenience, your cards may be kept in your child's file at school.

Nevada State law requires Kids' Co-Op to keep a copy of your child's immunization record. A doctor or registered nurse must sign it before we can allow your child to attend classes. If your child's immunizations are not up to date, you may submit a written plan signed by a doctor or nurse as to how you will get up to date. Religious belief exemptions and medical exemptions are accepted in lieu of immunization records with notification in writing to the Kids' Co-Op Board of Directors.

FEES AND TUITION

A non-refundable registration fee is due from each enrolling family. This fee must be paid before your child can be assigned to a class. Registration fees are determined each year and are set forth on the registration form.

Tuition is determined each year by the governing Board based on expenses and enrollment and is due on the first day of each month for the following month's classes. **Tuition is considered late after the fifteenth (15th) day of the month and a late fee will be assessed.** Full tuition is due each month and is not affected by holidays, vacations, breaks, illnesses, or absences. Children will not be allowed to attend class if tuition has not been paid by the 30th day of the preceding month. If a family's circumstances change and they experience financial hardship, they should approach the BOD right away to see if a solution can be worked out. Decisions will be made within 30 days.

Since tuition does not meet all of our financial needs, parents/guardians are expected to assume the following additional responsibilities:

1. Each school family is expected to sell or purchase one auction ticket for the annual auction. +
2. Each school family is expected to purchase a total of \$1,000.00 in Scrip per school year. ++
3. Each school family is expected to provide a minimum of three service hours during the school annual auction. Service hours will be assigned by the Auction Chair.
4. Each school family is expected to sell or purchase the minimum required item for the fall fundraiser.

Families are strongly encouraged to participate in all fundraising events, but are given the option to buyout. Please see page 41 for details.

+Auction Tickets — Tickets are sold, annually, for the school auction. Each school family is required to purchase minimum of one (1) ticket, in addition to their assigned auction duty leading up to the auction. Additionally, each family will be issued five invitations to be distributed to others by that family. Ticket cost may vary year to year. Payment for auction tickets will be due at the time of the auction.

++The Scrip Program — Basic Requirements: Each family is asked to buy \$1,000.00 in Scrip per year, beginning in June and ending in May, with 60% completion by February.

Buy Out (Cash): If you choose not to participate in the Scrip program, you are asked to pay a \$200.00 surcharge per year.

Buy Out (Service Hours): If a family feels they are unable to support the program by purchasing Scrip, or paying the surcharge, they may contribute by donating thirty (30) service hours per year to the school.

Profit Distribution of Scrip: The profits from all Scrip purchases will be used to acquire teaching materials, equipment, sponsor programs and activities and make physical plant improvements that are not provided for in the regular school budget. Should there ever be a significant surplus profit, it will be used to augment the school-operating budget. This will be done in a manner so that, should this source of income be lost (program discontinued by stores, etc.) it will not be necessary to make large tuition increases to compensate for the lost revenue.

How to Purchase Scrip: All families are required to sign up and create an account at shopwithscrip.com. The school's enrollment code is F52417921L7L5. Scrip can be ordered through shopwithscrip.com or on order forms on the 1st and the 15th by 9:00 p.m. of each Month. Any orders not in by 9:00 will automatically be rolled into the next order date unless you make arrangements with the scrip coordinator. You may also use the Scrip pre-order form (available on line and on the bulletin board next to the mailboxes) and place the completed form in the fundraising mailbox.

Special Orders: Any order that is not placed by the deadline may be ordered as a special order. Any special orders will be made available to you for a service fee of \$8.00. You may also make a special order of next day delivery for a service fee of \$13.00. Scrip Coordinators are flexible and are willing to work with families and their special requests.

Scrip Payment and Pick Up: Scrip may be paid for by personal check or money order and is paid for at the time of pick up. You may also enclose your check made payable to Kids' Co-Op with your order form. Please put scrip on the memo line. Insufficient funds checks will be charged the amount the bank charges Kids' Co-Op for returned checks. Pick up is usually available in 4 business days after the order is placed. You may pick up your scrip Monday-Friday between 9:00-9:30.

*Any payment to the Scrip program is not tax-deductible by purchasers; any attempts to deduct such payment would jeopardize the tax-exempt status of the Kids' Co-Op of Las Vegas.

A General Observation: The more we use scrip, the more profits there will be to cover the miscellaneous out-of-budget improvements and costs for our school. Other than some advanced planning, there are no costs to our families. The Scrip Program is a great way to raise additional funds for the school, without excessive tuition increases.

Each year a revised Financial Obligation and Commitment sheet will be provided that states the financial guidelines and penalties in use by Kids' Co-Op. The sheet will contain billing and collection procedures and the year's current fee assessments. A signed copy by each member will be kept on file.

Delinquent accounts will be reviewed by the Board of Directors and handled in accordance with the By-laws of Kids' Co-Op. A returned check fee will be assessed for any returned checks.

MISCELLANEOUS FEES — A member's accounts may be subject to miscellaneous fees for missed business meetings, late tuition, not working when scheduled to, etc. These fees are due and payable within thirty (30) days of billing. After thirty (30) days of billing, if the amount is not paid, that member's children will not be allowed to attend class until the account is current.

MEMBER NOTIFICATIONS — All members should familiarize themselves, at the beginning of the year, with member requirements and expectations. A written "Member Notification," will provide immediate notice to members for the following reasons:

- Missed Business Meeting
- Missed Board Meeting
- Late Tuition and/or Fees
- Not working when scheduled to do so and not securing a substitute to cover your shift.
- Not fulfilling your committee position and tasks required.
- Excessive Tardiness when scheduled to work in class.
- Not fulfilling any other Member Requirement.

Upon receiving three Member Notifications, your account and membership is reviewed by the Board to determine if further action is required.

Kids' Co-Op Preschool & Kindergarten

2011-2012 Tuition and Fee Schedule

Monthly Tuition

3 Day Tuition	\$ 225 / Month
3 Day Tuition w/ Included Lunch Bunch	\$ 270 / Month
2 Day Tuition	\$ 150 / Month
2 Day Tuition w/ Included Lunch Bunch	\$ 180 / Month
2 Day Multi-Age PM Tuition	\$ 125 / Month
Kindergarten and Enrichment	\$ 375 / Month
Enrichment Only – 2 Day a Week Program	\$ 100 / Month
Lunch Bunch	\$ 5 / Day
Tuition Late Fee (After the 15th of the month)	\$ 10
Returned Check Fee	\$ 20

Multiple Child Discount: First Child is at Full Tuition Rate, \$20 discount on the tuition for each child thereafter. *
Discount will be applied to the lowest tuition rate.

Registration/Supply Fees – Non-Refundable

Building Fund	\$ 200 / Year, Per Family
Preschool Registration	\$ 75 / Year, \$ 40 / Additional Child
Kindergarten Registration	\$ 75 / Year, \$ 40 / Additional Child
Enrichment Registration	\$ 75 / Year, \$ 40 / Additional Child
Kindergarten & Enrichment Supply Fee	\$ 100 / Year
Enrichment Only Supply Fee	\$ 50 / Year
Wait List	\$ 30 / Family
Key Fob	\$ 10

Buyout/Member Fees

Working Parent Substitute Fee (This Fee Paid Directly to the Substitute in Cash)	\$ 20
Working Parent Substitute Fee Including Cost of Snack (This Fee Paid Directly to the Substitute in Cash)	\$ 30
Working Parent No Show Fee	\$ 50
School Set-Up Buyout	\$ 75
Required Cleaning Buyout (Cost per Shift) (This Fee Paid In Cash To The Office To Give To The Buyout Family)	\$ 100
Fall Fundraiser Buy Out	\$ 100
Scrip Buy Out	\$ 200 / family
Auction Buyout	\$ 75 / child
Business Meetings, 1st Missed Meeting	\$ 100
Committee Non-Compliance Fine	TBD by Board of Directors
Love & Logic 5 Week Class	\$ 75 / Person \$ 110 / Couple

All Fees Are Subject To Change Annually.

Where to go if you have questions...

Our office staff, teachers and board members are at your service when you need information. Here is an overview of where to begin your inquiries about specific items. If in doubt, visit the office for help connecting to the right person.

Ask the Director about:

- your child or other children at school
- your child's daily program
- scheduling a parent-teacher conference at any time to talk through any concerns you may have
- parent workshops

Ask the Board President about:

- the general functioning of the school
- projects or improvements you would like to initiate or suggest

Ask the Fundraising Chair/Committee about:

- fundraising opportunities and ideas
- your fundraising obligations
- suggestions or contacts for donations

Ask the Vice President about:

- your cleaning responsibilities
- any skills or services you would like to contribute (i.e. carpentry, painting, etc.)
- a needed repair
- suggestions for improvements

Ask the Office Manager about:

- general questions (examples: invoicing, monthly tuition and fees, key fobs, paperwork, shot records, illness, policies, etc.)

Ask Class Coordinators about:

- the scheduling of your workday
- special classroom activities
- business meetings and other participation requirements

DISCLOSURE OF INFORMATION

Nevada Licensing, the Clark County Health Department, the Las Vegas Police Department, Co-Op teachers and Board Members all have access to your child's file. Any of these parties may access student files to ensure that Kids' Co-Op is in compliance with the requirements as set forth by each of the above listed organizations.

Programs

CURRICULUM OVERVIEW

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their own ideas and thoughts. We are allowing them to learn at their own pace and in the ways that are best for them.

Our curriculum identifies goals in all areas of development:

Social: To help children feel comfortable in school, trust their new environment, and feel they are a part of the group.

Emotional: To help children experience pride and self-confidence, develop independence and self-control, and to have a positive attitude toward life.

Cognitive: To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

Physical: To help children increase their large and small muscle skills and feel confident about what their bodies can do.

CURRICULUM GOALS

- To provide a preschool and Kindergarten education program which will promote the social, physical, emotional and intellectual growth of each child.
- To prepare children to become creative, self-directed learners.
- To facilitate social, physical, emotional, and intellectual development in order to prepare children for success in future educational experiences.
- To guide children in developing a sense of self-worth and self-confidence while developing self-control, social skills and responsibility.
- To enable children to learn how to learn, rather than just to learn specific academic skills.
- To permit children the freedom to explore their feelings and environment in imaginative, play-type activities.

PROGRAM GOALS

Kids' Co-Op aims to provide opportunities for parents to learn about the development of their child(ren), the use of educational play materials, and to learn how to become more effective parents through participation in the classroom and through ongoing parental education.

TEACHER'S OBSERVATION RECORDS

It is the teacher's responsibility to be aware of each child's development. The teacher spends time observing the children and directs the curriculum to make sure it is meeting each child's needs. If the teacher is concerned about a child's development, she may choose to use the procedure outlined below.

This procedure is not used routinely but is designed to help assess developmental concerns such as language delays, difficulty with age appropriate tasks or consistently inappropriate behavior that may affect the overall safety of the children. It is always our goal that the parents and teachers work together in the best interest of the child.

The teacher will observe the child for two class sessions and record her findings on the appropriate form. The teacher may request that the parents observe their child outside the school environment and record their findings as well.

The teacher will hold a conference with the parents to discuss the observations. The teacher may make recommendations for remediation, if possible, within the school and home.

The teacher will reassess the situation after two more class sessions. The teacher may make a recommendation for additional evaluation or remediation outside the school. This will be done in written form and will be signed by the teacher, Director, parents and Board President.

The teacher will hold a conference with the parents following additional evaluations in order to propose a plan for meeting the child's needs. Additional conferences may be held as needed. If the parents do not comply with the professional recommendations, the Board may request that the parents withdraw the child from Kids' Co-Op.

TRADITIONS

Traditions are the handing down of stories, beliefs and customs from generation to generation. Traditions do not have to be old. We invite you to share a simple tradition from your family with us in the classroom. These traditions are precious and valuable and they provide important opportunities for a child to discover, imagine, problem solve, empathize and appreciate. You may be asked to share your favorite seasonal traditions with your child's class.

BIRTHDAYS

Birthdays will be recognized with a birthday greeting from your child's teacher. Special snacks will not be permitted.

Preschool Program

Our preschool program offers a play-based curriculum designed to promote the growth of each child, individually, in all spheres of development. The program is open to children aged 2 through pre-K. Rather than teaching specific academic skills, a play-based approach helps children “learn how to learn.” Through exploration, experimentation and play, children develop a concrete understanding of the world, which is the crucial foundation for all higher learning. The acquisition of positive social skills is also emphasized at Kids’ Co-Op. It is our goal to help children become creative, independent learners who grow in both self-esteem and self-control.

SAMPLE SCHEDULE

- 9:00 – 10:10 Child Directed Play & Art Exploration
- 10:10 – 10:15 Clean Up
- 10:15 – 10:20 Music and Movement
- 10:20 – 10:30 Gathering Time
- 10:30 – 10:45 Snack
- 10:45 – 11:15 Outside Child Directed Play
- 11:15 – 11:25 Clean Up
- 11:25 – 11:45 Small Group Activities – Explorations
- 11:45 – 11:50 Good Bye Gathering

ARRIVAL PROCEDURE

Non-Working Parents – Start time for all morning **Preschool** classes is **9:00am**. If you are not working in the classroom, please do not bring children more than 5 minutes prior to the start of class. Please walk your child into the classroom and complete the sign-in sheet (please be sure to include a phone number in case you need to be reached). Please also direct your child to put his belongings in the appropriate place. If you have matters to discuss with other parents, please adjourn to an area outside the classroom. All non-working parents and siblings are requested to be out of the classroom no later than 9:15am.

It is very important that each child have a complete change of clothing at school. This is not just for bathroom accidents. Children paint, play in water, get in mud and may get their clothing wet or dirty in many ways. Please bring underpants, pants, socks and shirt for each child in a backpack every day. If your child is not potty trained, diapers and wipes must be sent along as well.

Working Parents – Each day that you are scheduled to work in the classroom, you must arrive to start work at 8:45am. If you have more than one child to get signed in, it is a good idea to arrive around 8:40am so that you will be able to complete your set-up duties by 8:55 and deliver your children to their respective classrooms at that time. If you arrive after your start time, the other working parent will automatically do your setup duties. You will then be required to do the entire end of day clean-up/duties for both snack and art parent. For complete information and procedures for working parents, please refer to the Member Requirement section in this handbook.

DEPARTURE PROCEDURE

Non-Working Parents – Children are to be picked up promptly at their designated dismissal times. Dismissal times and locations are as follows:

2's class	11:45 am	2's & 3's classroom yard
3's class	11:50 am	2's & 3's classroom yard
4's class	12:00 pm	Kindergarten classroom yard
Lunch Bunch	1:00 pm	Kindergarten classroom yard

Upon dismissal, complete the sign out sheet, pick up artwork, and give your child a chance to say good-bye.

Any parent who arrives to pick up their child more than 5 minutes after dismissal time will find their child automatically placed in the Lunch Bunch program for the day and will be charged the daily fee for Lunch Bunch. Any parent who arrives to pick up their child late from Lunch Bunch will be assessed a late fee of \$10.00.

Children will not be released to anyone other than the parents or those listed on the information form, unless prior arrangements have been made with the child's teacher. Proper identification will be required.

If you want to talk to your child's teacher, please wait until most of the other parents have left with their children. This will enable you to have an uninterrupted private conversation.

Working Parents – Working parents should plan to depart approximately 30 minutes after class ends. For complete information and procedures for working parents, please refer to the Member Requirement section later in this handbook (page 30).

ARRIVAL/DEPARTURE FOR MULTI-AGE AFTERNOON CLASS

The flow of the day for this class is similar to the morning program. The same Arrival/Departure procedures apply for Morning/Afternoon classes. Adjusted times for the afternoon class are provided below:

Non-Working Parents – Start time for the Multi-Age (3-4) Preschool Afternoon Class is **12:30pm**. All non-working parents and siblings are requested to be out of the classroom no later than 12:45pm.

Working Parents – Each day that you are scheduled to work in the classroom, you must arrive to start work at **12:15pm**.

Dismissal – Please pick up your child at the Kindergarten classroom yard at **3:00pm**. Any parent who arrives to pick up their child more than 5 minutes after dismissal time will be charged a \$5 fee. Any parent who arrives to pick up their child more than 15 minutes after dismissal time will be assessed a late fee of \$10.00.

Kindergarten Program

LICENSING

Our kindergarten class is fully licensed by the Nevada State Board of Education and is taught by a fully licensed teacher. State law requires that a child be 5 years old by September 30 of the year they are enrolling in kindergarten.

CURRICULUM

We follow all state educational requirements and follow the kindergarten curriculum guidelines of the Clark County School District. These guidelines are taught in a developmentally appropriate way for children of this age group. Lessons and activities are hands-on, and children are actively engaged.

ABSENCE POLICY

School attendance is very important. Many of the experiences that your child will be exposed to can not be repeated or made up if s/he misses those experiences due to being absent. The importance you place on your child attending school now, sets the tone for the future. If your child knows that you place a high value on being at school every day, s/he will benefit now and in the long run. The Clark County School District sends letters to students' parents after the child has been absent between 6 and 10 times. This letter usually states that one possible consequence of poor attendance is retaining the child in the same grade. A Kindergarten Attendance Letter will be given to all Kindergarten parents before the beginning of the school year. This letter must be signed and on file for your child to attend Kindergarten at Kids' Co-Op; a copy of this letter is available on page 20 of this handbook.

CLASS SESSIONS

Kindergarten is in session from late August to early June in accordance with the Clark County School District. Our school runs a nine-month academic calendar that roughly mirrors the Clark County School district holidays and breaks. We do not break for Staff Development Days. We offer a five-day, morning program, from 9:00 am until 12:30 pm (except Tue/Wed, Enrichment until 3:00pm. See pg. 21). Class size is limited to 16 students. Parents are required to participate and volunteer in the classroom. Having parents in the classroom is a great opportunity for them, the children, and the teacher. They help keep our ratio at a maximum of 1:8. Classes are filled on a first come, first served basis according to the family's Seniority Date.

SAMPLE SCHEDULE

8:55	Kindergarten classroom opens
9:00	Classroom instruction begins
9:10 – 9:25	Opening: sign-in, attendance, table tasks (play dough, letters, numbers, puzzles, books, etc.)
9:25 – 9:45	Morning meeting: read aloud, greeting, calendar (mathematics concepts), letter of the week, morning message/question of the day, pledge of allegiance
9:45 – 10:10	Content instruction: math, science, social studies, theme activities
10:10 – 10:40	Outside play
10:40 – 10:50	Snack
10:50 – 11:10	Language workshop: big book instruction, phonemic awareness, shared/interactive writing, writing workshop
11:10 – 11:25	Journal writing & book time
11:25 – 12:05	Centers (choice of four centers each day): math, building, dramatic play, writing, library, phonics, listening, sensory table, art, computer, individual instruction with teacher.
12:05 – 12:30	Ending day: community circle, daily news, prepare for dismissal
12:30	Class to Lunch Bunch

ARRIVAL PROCEDURE

Non-Working Parents – Start time for **Kindergarten** class is **9:00am**. If you are not working in the classroom, please do not bring children more than 5 minutes prior to the start of class. Please walk your child into the classroom and complete the sign-in sheet (please be sure to include a phone number in case you need to be reached). Please also direct your child to put his belongings in the appropriate place. If you have matters to discuss with other parents, please adjourn to an area outside the classroom. All non-working parents and siblings are requested to be out of the classroom no later than 9:15am.

It is very important that each child have a complete change of clothing at school. This is not just for bathroom accidents. Children paint, play in water, get in mud and may get their clothing wet or dirty in many ways. So please bring underpants, pants, socks and shirt for each child in a backpack everyday.

Working Parents – Each day that you are scheduled to work in the classroom, you must arrive to start work at **8:45am**. If you have younger children to sign in, it is a good idea to arrive around 8:40am so that you will be able to complete your set-up duties by 8:55am and deliver your children to their respective classrooms at that time. For complete information and procedures for working parents, please refer to the Member Requirement section in this handbook.

DEPARTURE PROCEDURE

Non-Working Parents – Children are to be picked up promptly at their designated dismissal times. Dismissal time is following Lunch Bunch at 1:00 pm in the Kindergarten classroom yard (except Tue/Wed, Enrichment until 3:00pm. See pg. 21). Upon dismissal, complete the sign out sheet, pick up artwork, and give your child a chance to say good-bye.

Any parent who arrives to pick up their child late from Lunch Bunch will be assessed a late fee of \$10.00.

Children will not be released to anyone other than the parents or those listed on the information form, unless prior arrangements have been made with the child's teacher. Proper identification will be required.

If you want to talk to your child's teacher, please wait until most of the other parents have left with their children. This will enable you to have an uninterrupted private conversation.

Working Parents – Working parents often complete their duties approximately 30 minutes after class ends. For complete information and procedures for working parents, please refer to the Member Requirement section later in this handbook (page 30).

KINDERGARTEN ATTENDANCE

Dear Kindergarten Parents:

Please be advised that, as a Kindergarten program licensed by the State of Nevada and Clark County School District, the Kids' Co-Op Kindergarten is compelled to adhere to Clark County School District Regulations 5111 and 5113 governing attendance enforcement and the transition of students from kindergarten to the first grade. The aforementioned regulations are attached for your information and records.

In summary, Clark County School District Regulations require that kindergarten students physically attend at least ninety percent (90%) of class time in order to receive an attendance certification. An attendance certification is required from kindergarten if the student is to be admitted to first grade without being required to take an entrance examination. If a kindergarten student at the Co-Op fails to physically attend in conformance with Clark County School District Regulations, the Co-Op will not certify the student's attendance and that student will be required by the School District to take an examination in order to be admitted into first grade.

Please acknowledge that you have received copies of Clark County School District Regulations 5111 and 5113 by signing below. The summary of those Regulations contained in this letter are not to be construed as a substitute for those Regulations and in all events, the text of those Regulations and interpretation of the same by the Clark County School District shall control.

ACKNOWLEDGMENT

The undersigned, as parent(s) of the kindergarten student identified below, have received copies of Clark County School District Regulations 5111 and 5113 and understand that the student identified below will be required by the School District to take an entrance examination in order to transition from kindergarten to first grade, unless the minimum attendance standards set forth in the Regulations are met, enabling the Co-Op to certify the student's attendance is in compliance with those minimum standards.

If the student identified below is subjected to the entrance examination due to failure to meet the minimum kindergarten attendance standards set forth in Clark County School District Regulations 5111 and 5113, and fails to pass said examination in order to enter first grade, the undersigned, on behalf of himself/herself/themselves and on behalf of the kindergarten student identified below, in the capacity of his/her legal guardian(s), hereby fully and completely releases the Clark County Parent Co-Operative, Inc., d/b/a Kids' Co-Op, and holds it harmless from any and all damages arising or which may arise from said student's failure to pass said examination.

Date: _____

Parents' signatures:

(print name below)

(print name below)

Name of kindergarten student: _____

Enrichment - Afterschool Kindergarten Program

The Kindergarten Enrichment program is designed for children who are currently enrolled in a kindergarten program. This program is an addition to what is required by the state of Nevada for kindergarten. Enrichment is held 2 days per week from **1 pm until 3 pm** in the afternoon. All activities support and promote current Kindergarten curriculum goals and objectives. Children are given the opportunity to practice and develop many of the skills they are learning in Kindergarten. Many of these activities include: games, arts and crafts, building projects, science experiments, physical challenges, dramatics, and music and movement. Throughout class, students are encouraged to use social skills, problem solving skills, small and gross motor skills, reading and writing skills, and cooperative play skills. The Kindergarten Enrichment program is fun, exciting and full of hands-on learning.

DEPARTURE PROCEDURE

Enrichment 3:00 pm Kindergarten classroom yard

Any parent who arrives to pick up their child more than 5 minutes after dismissal time will be charged a \$5 fee. Any parent who arrives to pick up their child more than 15 minutes after dismissal time will be assessed a late fee of \$10.00.

Lunch Bunch

Lunch Bunch is an after school program that is offered on selected days. Actual days are determined yearly by school staff and board. Lunch Bunch offers an opportunity for children from each class to socialize and eat lunch together. Members purchase a pre-paid Lunch Bunch card from the office. Members indicate on the class sign in sheet whether their child is staying for Lunch Bunch that day. Each parent is responsible for providing a healthy, prepared lunch for their child(ren).

A lunch may NOT consist of any nut products.

Lunch Bunch is included in the Kindergarten program/tuition, and for Kindergarteners, will take place Monday - Friday throughout the year. In the case of inclement weather, students will remain/have lunch in their classroom.

DEPARTURE PROCEDURE

All Students 1:00 pm Kindergarten classroom yard

Any parent who arrives to pick up their child late from Lunch Bunch will be assessed a late fee of \$10.00.

Staffing and Committee Positions

BOARD OF DIRECTORS

The Board of Directors consists of very special people who volunteer their different skills and interests to work as a team. Together the Board is responsible for the functioning of the school and ensuring its financial viability for the future.

The Board of Directors is the governing body of the school. Positions are as follows: President, Vice President, Secretary, Treasurer, Fundraising Chair, Facilities Manager, Ombudsman, Coordinator Liaison, Publicity Manager, Auction Chair, Special Projects and a non-voting Board Advisor. If all positions are not filled and the Board has actively tried to fill the available positions, the Board may carry on with "business as usual" including full voting capability to enact or change policy. For a complete list of the Board positions and responsibilities, please refer to the Bylaws.

The Board is made up of elected officers who will meet once each month. Board Members can be parents of currently enrolled children or alumni. Each officer shall keep records of the year's activities and make recommendations for the following year.

The governing Board of the school exercises the right to review and/or terminate any member's membership for failure to comply with the rules and regulations as set forth in this handbook (i.e., failing to work on scheduled work days, failing to attend the business meetings, failing to participate in the fundraisers, etc.).

Board members will be put on the cleaning schedule after a 2nd missed meeting.

DIRECTOR

The bylaws require that the Director have education and work experience as an early childhood educator. The Director is responsible for ensuring that the school is in compliance with all of the licensing requirements. But most importantly, the Director is responsible for planning, supervising and implementing the school program in accordance with the philosophy, policies and guidelines of the school. The Director is also responsible for providing parent education that is in accordance with the philosophy of the school. Further information about the requirements and qualifications are on file in the school office.

TEACHER QUALIFICATIONS

Preschool Teachers – A minimum of an Associate level degree in early childhood education or related field is preferred in addition to a minimum of one year of teaching experience in a developmentally appropriate classroom situation. Exceptions made at the Board of Directors' discretion.

Kindergarten Teacher(s) – Teacher must hold a current elementary school teacher license with the State of Nevada.

Detailed qualifications and duties are available in the Co-Op office.

Kids' Co-Op Committee Taskings 2011-2012

All members are required to hold a Board of Directors position OR serve on the Fundraising, Facilities, or Teacher Support Committees each year. If you enroll midyear, the Vice President will contact you for Committee placement. Specific direction will be given by the Director, Teachers, Board of Directors, and Committee Chairs.

Committee taskings are not to be completed during time as a working parent. Committee Chairs should instruct Members to make other arrangements to complete taskings, such as before or after school, on a weekend, or a morning when they are not a working parent.

FUNDRAISING COMMITTEE TASKS

- **Fundraising Assistants:** Parent(s) will assist with administration and communication needs for all fundraising events, which include but are not limited to: t-shirts, Scrip, cookie dough, dinner nights out, etc.

FACILITIES COMMITTEE TASKS

- **Building Maintenance and Fix It / Repairs:** Parent(s) will be responsible for ensuring the facility, grounds, and equipment are safe and in good repair. Responsible for monthly maintenance of the building such as cleaning out the gutters, and for odd jobs and minor repairs as needed.
- **Groundskeepers:** Parent(s) will be responsible, on their appointed weekend of the month, for raking the sand in the Big Yard and removing all foreign materials. Responsible for cleaning sand toys and play structures in **all** outside areas (i.e. playhouse and doghouse in 3's yard, Kindergarten yard, structures in the Big Yard, and all Mud Bog toys). Responsible for rototilling Big Yard sand as needed.
- **Front Grounds and Patio Maintenance:** Responsible for sweeping and pressure washing **all** concrete patios two weekends per month. Toys, sensory tables, etc. should be removed from the patio during sweeping and cleaning to allow access to the **entire** patio. Responsible for assisting in trash pick up on the front grounds as needed.
- **Gardening:** Parent(s) will be responsible for weeding the flower and vegetable beds on a seasonal basis and for assisting as needed in any gardening projects. Responsible for fertilizing all trees in the Spring and maintaining all bedding and planting areas on a year-round basis (i.e. clean out and discard dead leaves in fall, rake soil in Spring).
- **Lawn and Sprinkler Maintenance:** Parent(s) will be responsible for maintaining the lawn fields. Responsible for maintaining all sprinklers on school grounds, checking all sprinkler heads and reporting any problems to Facilities. Responsible for ensuring watering guidelines and restrictions established by the Las Vegas Valley Water District are followed.
- **Carpet Cleaning / Floor Waxing:** Parent(s) will be responsible for scheduling and overseeing the required carpet steam cleaning and floor waxing. (End of August, during Winter Break, and during Spring Break) Carpet and floors must be cleaned on alternate days or weeks. Responsible for moving all furniture before carpet and floors are cleaned and for replacing all furniture after carpet and floors dry.
- **Cleaning Scheduler:** Parent(s) will be responsible for scheduling parents to clean the school every other weekend. Responsible for making reminder call to families about their cleaning date and verifying that buyouts are paid and substitutes are scheduled.

- **Laundry Parent:** Parent(s) will be responsible for washing the dress-up clothes and blankets from each classroom. 2's and 3's items should be washed every other week; 4's and K items should be washed once per month. Items should be taken on Friday and returned on Monday, or taken and returned the same day. Also responsible for washing and returning cleaning rags used for weekend cleanings.
- **Vacuum and Mop Maintenance / Purchase Air Filters and Light Bulbs:** Parent(s) will be responsible for vacuum cleaner maintenance and service and purchasing and replacing all mop heads after tile floors have been professionally cleaned and waxed. Parent will purchase replacement air filters and replacement light bulbs. Parent will fill out a check request to be reimbursed all costs.
- **Recycling:** Parent will be responsible for cleaning and maintaining school recycling bins. Parent will be responsible for removing recycling from school property on a weekly basis.
- **Weeds and Trash Pick Up:** Parent(s) will be responsible for pulling weeds, spraying weeds in front only and picking up trash on the grounds on an ongoing basis, as needed. Gloves and face mask to be worn for protection.

TEACHER SUPPORT COMMITTEE TASKS

- **Classroom Coordinators (8):** Eight parents to represent their respective classes. Responsible for creating monthly in-classroom work schedule; outlining activities, fund-raisers, field trips, and meetings. Works with new families to orient them to the classroom and the school as a whole. Works with teachers to support planned activities (i.e. requesting needed items from families) and arrange services for families in need (i.e. schedule meals for families after surgeries or medical emergencies, births, or deaths). Maintains a participation checklist of all class members to ensure they are fulfilling all requirements, which include but are not limited to: participation in School set-up and tear-down and weekend cleaning; attendance at Orientation, business meetings, and parenting classes; participation in required fund-raisers; bringing in required supplies from the supply list. Reports non-participation to the Coordinator Liaison. Posts notes taken during classroom breakouts at monthly business meetings. If requested, participates in periodic Board of Directors meetings. Organizes any teacher gifts with the class (i.e. holiday, end-of-year, auction catalog or yearbook pages, etc.). Coordinators must have a child currently enrolled in class they are coordinating.
- **Art/Prop/Dramatic Play:** One parent from each class who will assist the teacher with preparing items needed for activities. As requested, will assist with props needed for class and gather items for monthly themes. As requested, will set up items needed for dramatic play each month according to monthly themes. Will assist the teacher to assemble/maintain student portfolios. Direction for assembling portfolios will come from each teacher. **These people should be creative, crafty, resourceful, and enjoy art.**
- **Play dough:** Parent(s) will be responsible for making play dough for the participating classrooms. This can be done ahead of time and in bulk so the teachers can use it on an as needed basis. Responsible for cleaning and sanitizing each classroom's play dough utensils monthly. **This person should be one whose family is new to the Co-Op.**
- **Sensory Table / Pets:** Parent(s) will be responsible for maintaining the sensory table in all participating classrooms and changing the material once a month, or at the direction of the Director. Responsible for cleaning and disinfecting the sensory table and all table-related toys every time the material is changed. Responsible for purchasing pets and/or pet supplies for teachers as needed.

- **Book Orders / Librarian:** Parent(s) will organize and place book orders every 4-6 weeks. Responsible for distributing order forms to families, compiling all received orders, placing order with Scholastic and then separating and distributing filled orders to families. Responsible for working with the teachers to provide books that coincide with monthly themes. Responsible for maintaining the physical appearance and organization of the library and an inventory of books. Responsible for assisting teachers to create props that correspond to book selections. Props may include, but are not limited to: manipulatives, flannel characters, and real-life objects. **This person should be creative, crafty, resourceful, well-organized, detail-oriented and enjoy children's literature.**
- **Inventory / Purchase Teacher Supplies:** Parent(s) will work with the Director to create, maintain, and update the inventory list of teaching and staff supplies. Will purchase supplies as needed or as requested by teachers. Parent(s) will purchase supplies and be reimbursed by the School.
- **Inventory / Purchase Office and Cleaning Supplies:** Parent(s) will create and maintain an inventory list of cleaning shed supplies. Will purchase supplies as-needed or as requested by teachers and office staff. Parent(s) will purchase supplies and be reimbursed by the School. **This person should be pro-active and able to anticipate needs before they become emergencies (i.e. when cleaning product supplies are depleted, purchase more BEFORE there is none left.)**
- **Grant Coordinator:** Parent(s) will be responsible for presentations to potential Grant governing boards. Responsible for researching possible grants and funding sources, and handling the administrative tasks associated with applying for the grant.

PUBLICITY COMMITTEE TASKS

- **Database Manager/Information Manager:** For the purpose of creating useful information to facilitate efficient and effective management of our school and school events, this parent is responsible for keeping detailed records of current members, alumni, auction donors and participants. This parent will work with the BOD to provide manipulated and useful information that indicates the best allocation of different resources. This position reports to the President.

One missed committee duty will result in a written warning and the completion of the duty, the 2nd time a duty is missed it will result in a \$100 fine or weekend cleaning shift, the 3rd time a duty is missed it will result in a \$100 fine AND a weekend cleaning shift.

Health And Safety

SNACKS

Kids' Co-Op is a nut free school. Do not bring any nuts or nut butter products to school.

Please notify the teacher if your child has any food allergies. While staff and members alike try to adhere to a particular child's allergies, food allergies can be life-threatening. Therefore, if your child does have a food allergy, the parent will be asked to sign a waiver stating that it is the parent's responsibility to check the snack at the beginning of each school day. If a parent does not feel comfortable with the choice of snack for that day due to potential allergic reaction, the parent must provide an alternative snack for their child on that day.

Snacks are served mid-morning. Snack time will provide opportunities for socialization, making choices and exercising independence, problem solving and concept development. Snacks should be healthy, nutritious and low in sugar and no trans fat. When purchasing snack, please provide at least two choices (e.g. whole grain crackers and cheese) Please exclude food items that need cutting, and slicing, per Clark County Health Code. However, you may choose snacks that require refrigeration. All food items must be commercially pre-packaged and sealed prior to snack time.

The following is a list of suggested snacks: individual boxes of raisins, crackers (saltines, Ritz, Goldfish, Wheat Thins, etc.), pre-packed crackers and spread, pretzels, regular and cinnamon graham crackers, animal crackers, rice cakes, cereal (Cheerios, Kix, Rice Chex, etc.), nut-free snack mixes, tortilla chips & salsa, Nutrigrain bars, pre-sliced salami or turkey (preferably with no nitrates), individually packaged yogurts, applesauce, cheese sticks, pre-packaged vegetable trays. If you have any questions, please contact your child's teacher. **PLEASE NO SEEDS OR NUTS.** Clark County Health District prohibits any "homemade" or non-commercial foods.

CHANGE OF CLOTHING

It is very important that each child have a complete change of clothing at school. This is not just for bathroom accidents. Children paint, play in water, get in mud and may get their clothing wet or dirty in many ways. Please bring underpants, pants, socks and shirt for each child in a backpack every day. If your child is not potty trained, diapers and wipes must be sent along as well.

GENERAL CLEANLINESS

Children are encouraged to get themselves clean to the extent they are capable. Children are supervised in toileting and washing hands. They receive age-appropriate training in personal hygiene to include proper hand washing and proper bathroom procedures.

SMOKING AND ALCOHOL POLICY

There is no smoking of tobacco or drinking of alcohol permitted on school grounds. For more information, see http://www.leg.state.nv.us/73rd/bills/AB/AB118_EN.pdf

DRESS

Children are encouraged to wear play clothes and play shoes. Daily activities sometimes include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. Your child's name should be placed in all outdoor clothing and other belongings to help ensure the return of all the proper possessions and clothes.

DISCIPLINE

Our philosophy and purpose encompass compassionate supportive interaction with our children. Corporal punishment is not an accepted method of dealing with young children's behavior. Children will not be hit, slapped, spanked or verbally abused in any manner while attending this school, on school grounds (to include the parking lot) and within any vehicle within the parking lot. Rather, we use positive reinforcement techniques.

While our school teachers respect the right of every parent to discipline his or her own child in their own way (except where child abuse or neglect is suspected), parents who participate in the school may not hit or use name calling at any child, including their own. At times it is preferable to allow the teacher to suggest appropriate responses to a child's behavior.

The policies of our school regarding discipline do not mean that we permit inappropriate behavior. Instead, we wish to change behavior by modeling or redirection. Some of these techniques include:

- Developing with children rules that are stated to the children at their developmental level.
- The use of natural or logical consequences.
- Having age-appropriate expectations for children.
- Allowing children time to practice new guidelines.
- Ignoring some kinds of inappropriate behavior. Misbehaving can be an attempt to get attention. The more attention the child gets, the more likely it is that the behavior will be repeated.
- Reinforcing desirable behavior by praising and encouraging the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue. Children are most likely to respond to attempts to discipline them when the adults involved are consistent; that is, when every adult who disciplines the child uses similar techniques.

One of the many goals of Kids' Co-Op is to work together with parents to help children develop appropriate behavior. Parents are invited and urged to discuss their concerns about their children's behavior with teachers during private parent conferences.

EMERGENCY PROCEDURES

Our teachers are trained in emergency procedures through licensing requirements and annual in-service first aid training. The child's parent, guardian or authorized person shall be notified immediately in the event of a serious accident or illness requiring emergency care. We conduct monthly fire drills and discuss safety issues on an ongoing basis. See Emergency Procedures Section in this Handbook for more information.

ILLNESS

We request that your child remain at home if he/she has a fever, red throat, severe runny nose, or unusual rash (that has occurred in the past 2 weeks). Children must be free of fever and vomiting & diarrhea for 24 hours before returning to school. If you discover that your child has been exposed to a contagious disease, you are responsible to notify the Co-Op staff of these details as soon as the diagnosis is made.

Please notify us by phone before 9:00am if your child will be absent from school (702-656-6600). If your child becomes ill while at school, you or your authorized guardian will be notified to take the child home.

If your child appears noticeably ill when you arrive at school the teacher may request that the child may not attend school that day.

SUPERVISION OF ILL/INJURED CHILDREN

If a child becomes ill or injured during the school day, parents are notified immediately and the child will remain in supervised isolation in the school office until a parent assumes responsibility.

ABUSE AND NEGLECT REPORTING PROCEDURE

The Director and staff of Kids' Co-Op are required by law (NRS 432B.220) to report suspected child abuse/neglect in child's home, facility or elsewhere to a reporting agency, such as Child Abuse Hotline (399-0081) or Child Protective Services. Failure to report is a misdemeanor per NRS 432B.240. Staff is trained in reporting requirements.

CPR AND FIRST AID

Staff members of Kids' Co-Op are trained in CPR and First Aid. Certifications are located in their employee files.

HANDWASHING PROCEDURE

Before & After:

- Preparing or handling food or feeding a child
- Administering medication
- Playing in water used by more than one person (i.e. water table)
- Eating a meal or snack

After:

- Handling bodily fluid (mucus, blood, vomit, feces or urine) from sneezing, wiping and blowing noses, from mouths, or from cuts or sores
- Using the toilet or helping a child use the toilet
- Changing a diaper with or without gloves (Hands must be washed after EVERY diaper change)
- Attending to an ill child
- Handling an animal
- Cleaning or handling the garbage

The staff of the facility shall ensure that each bathroom has running water, soap and paper towels.

All child care providers, staff, volunteers, and children shall use the hand washing procedure:

1. Check to be sure a clean, disposable paper towel is available.
2. Turn on WARM water to a comfortable temperature.
3. Moisten hands with water and apply liquid soap to hands.
4. Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds. Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
5. Rinse hands under warm running water until they are free of soap and dirt. Leave the water running while drying hands.
6. Dry hands with the clean, disposable paper towel.
7. If taps do not shut off automatically, turn taps off with a disposable paper towel.
8. Throw the disposable paper towel into a lined trash container. Use hand lotion to prevent chapping of hands, if desired.

Member Requirements

CLASSROOM PARTICIPATION

Parents are required to participate in their child's classroom. Either parent may participate. (Fathers are encouraged to participate if at all possible.) Families who are unable to work their scheduled shift on a regular basis, may designate a representative to work on their behalf in the classroom: grandparents, aunts, uncles, or any family member or close friend over the age of 18. Individuals that work in the classroom more than twice a year, must fulfill the requirements otherwise mandated for the parents (Health Card, NLV consent and Release and Criminal History Review Form, Love and Logic® Class, etc.) Twice a year, the working member/family may have a guest work in their place within the classroom.

Scheduling of parents is done on a rotating basis; usually two in each class, each day. Schedules are flexible and can be made to accommodate other activities and/or responsibilities by simply contacting the class coordinator.

The duties for parents working in the classroom include, but are not limited to those outlined below:

Art Parent: Assist teachers with preparation of the daily art project. Put out paint jars and brushes at the art easels. Assist teachers and children with the art project during child-directed play. Assist the art parents from other classes with clean up. Make sure glue or paper scraps are picked up from the tables and floor. Pick up paint brushes and paints from easel area. Retrieve art projects and set them out to go home at the end of class. Make sure all art supplies have been cleaned and put away. **Additional duties are listed in the classroom.**

Snack Parent: Provide a nutritional snack according to the teacher's schedule and guidelines. Prepare table for snack (i.e., napkins, cups, snack). Serve the snack and then clean up tables and wipe chairs. Always take home any leftover snack. **Additional duties are listed in the classroom.**

Working parents from **all** classes are responsible to help with the clean-up of outside toys.

WORKING PARENTS

Your role as a working parent in the classroom is to participate with your child and their classmates. We ask that working parents refrain from using their cellular phone in any way while on duty, with the exception of emergencies. Working parents are encouraged to wear appropriate clothing and shoes. Clothing should be conducive to assisting the teacher and playing with the children. Inappropriate clothing and appearance are disruptive to the school program.

Your class coordinator is responsible for scheduling working parents and distributing a schedule calendar at each monthly business meeting. If you know ahead of time that you cannot work on a certain day, be sure to contact your class coordinator prior to the business meeting so the coordinator can adjust the schedule accordingly. Once the schedule is handed out, it is your responsibility to either switch days with another parent or arrange for a substitute to work in the classroom for you. The person arranging the switch is responsible for notifying the teacher and other appropriate individuals. If it is less than 24 hours prior to your shift, a phone call to class members is necessary prior to calling individuals on the sub list. Texting for a sub is not considered sufficient for last minute substitution.

Your list of duties is posted in the classroom and the teacher will guide you through the day. Working parents are required to start work 15 minutes before class. Since parking in front of the school is limited, please park at Walgreens. If you have more than one child to get signed in, or if you need some extra time, plan to arrive 20 minutes before class so you will be able to complete your set-up duties 5 minutes before the start of class and deliver your children to their respective classrooms. Please do not arrive any earlier than 20 minutes before class, as the teachers use the morning time for meetings and/or lesson plan review. Please

do not disrupt this “teacher time.” Parents must refrain from bringing non-enrolled children to school on the days you are scheduled to participate in the class. **If you arrive after 8:45am, the other working parent will automatically do your setup duties. You will then be required to do the entire end of day clean-up/duties for both snack and art parent.**

You will be scheduled by your coordinator as either Art Parent or Snack Parent. A Parent Duties checklist is posted in each classroom to assist you with the details of the job you are scheduled to perform for any given day. If you are Snack parent, put the snack in the refrigerator or appropriate basket in the kitchen.

Snacks are served mid-morning. Snack time will provide opportunities for socialization, making choices and exercising independence, problem solving and concept development. Snacks should be healthy, nutritious and low in sugar. **Please notify the teacher if your child has any food allergies.**

When purchasing snack, we suggest you provide at least two choices (e.g. whole grain crackers and cheese). Please familiarize yourself with the school’s policy on snacks on page 26.

End of Day Procedures

Working parents should plan to depart around 30 minutes after class ends. Please do not begin cleaning until after the children leave. Each classroom has their own cleaning supply box with items needed for daily cleaning. Mops, buckets, vacuums and supply refills are located in the cleaning closet, just outside the 4’s room on the playground. As a Working Parent, you are responsible for supervising your own child while you are cleaning. Your child must stay with you, or you can enlist another parent to watch your child while you are cleaning. Some parents like to enroll their children in Lunch Bunch (for \$5) on days they work.

SUBSTITUTES

Working Parent Substitutes

If you are unable to work in your child’s classroom on your scheduled day (for example, if you or your child are sick), please call other parents in your class to see if they can fill in or trade days with you. Be sure to tell the class coordinator that you have arranged to have another parent work for you. Parent substitutes are also sometimes available for a fee if you are unable to attend school on your scheduled work day. Substitute fees are due immediately to the parent subbing for you, but must be paid no later than the first day of the month following the substituted work day. If you make arrangements to have a substitute work for you, please contact your class coordinator and inform them of who will be substituting for you prior to the scheduled work day.

If you fail to participate on a scheduled work day and make no arrangements for a substitute to take your place in the classroom, you will be assessed a fee. Please refer to Fee Schedule for the amount.

If you have exhausted all possibilities of arranging for a substitute and are unable to find one due to unavoidable circumstances, notify your class coordinator. You will be required to pay the sub fee, and your coordinator will try to arrange for coverage. Failure to notify the class coordinator in a timely manner of this situation, however, will result in being assessed a fee in addition to the sub fee.

If you are scheduled as snack parent and require a substitute, you must provide the snack and deliver it either to the substitute parent or the school. If this is not possible, an additional fee of \$10.00 must be paid in accordance with the substitute payment policy.

If you are a substitute parent and have not been paid by the person you are subbing for, you may complete a **Sub Slip**, (available in the office) and place it in the mailbox of the other member. If you still do not receive payment, please communicate with your classroom coordinator about the situation.

FATHERS IN THE CLASSROOM

Each year we have more fathers participating in the classroom. Most of them find it difficult the first time since they are not quite sure what is expected of them. However, the children really enjoy having fathers in class and the fathers themselves usually enjoy it once they become familiar with routines and participation.

We would encourage all fathers to participate at least once during the school year if at all possible. More and more fathers are feeling they have the right and obligation to become more involved in their children's lives. Education will continue to be a big part of children's lives and if involvement begins early, fathers will find it easier to remain involved throughout their children's school experiences. Twice a year, the working member/family may have a guest work in their place within the classroom.

MATERNITY/MEDICAL LEAVE POLICY

We offer a pregnancy and postpartum leave in which you would be excused from your classroom participation duties for 6 consecutive weeks and are excused from one business meeting. This can be scheduled with your class coordinator. You are still required to do your committee position during this leave unless you are granted special consideration (see below).

Upon written request, members may receive special consideration because of a medical condition and/or other extenuating circumstances approved by the Board of Directors. Requests must be in writing, and contain reason and estimated time of leave. Requests are reviewed by the Director and BOD. Medical leave does not excuse member from fulfillment of committee position duties or Business Meeting attendance unless the Director grants permission.

BUSINESS MEETINGS

Co-operative members (one member per family) are required to attend all regularly scheduled monthly business meetings. Meetings are held on the 2nd Monday of each month, unless it falls on a holiday. Please bring your handbook to each business meeting. If you are unable to attend due to an emergency, your class coordinator must be notified within 24 hours prior to the meeting. Failure to contact your coordinator within this time will result in automatic fine of \$100. No children, with the exception of nursing infants, will be allowed at business meetings.

Upon the first missed meeting, the member will be required to perform a 3 hour cleaning shift or pay a financial penalty of \$100. Upon the second missed meeting, the member will be required to complete a 3 hr. cleaning shift, pay a \$100 fee and may be asked to appear before the Board of Directors and may be subject to termination of enrollment.

FUNDRAISING AND SCHOOL PROJECTS

Kids' Co-Op is a non-profit organization. We strive to keep tuition at a reasonable rate. Tuition only covers our daily operating expenses, if all classes are at capacity. In order to provide the school with educational materials, supplies and equipment, funds must come from other sources.

Fundraising events have been extremely successful in the past because of parents like you, who care about the school and want to provide the best for their children. It is necessary for each and every one of us to take on our share of the burden and only in this way can we reap the rewards of our labors. This enables us to maintain a quality early childhood program for our children that will set the stage for a lifetime of learning.

Fundraisers are considered and scheduled throughout each year on an as-needed basis. Factors such as enrollment, expenses and tuition are all considered when deciding which fundraisers are needed and when. Three fundraising activities require your participation each year. The first is the Fall Fundraiser, the second is the Auction, which takes place in spring, and the third is the Scrip program (for more info about Scrip, see the Fees and Tuition section). Information on events will be provided well in advance of the events.

It is recognized that due to other obligations it may be impossible for each family to participate in these events. However, the school has only its members to rely on, so in the event that you are unable to participate or make prior arrangements for pre-event or additional work, a non-participation fee will be assessed. This fee is payable at the first day of the month following the scheduled event. Please refer to the fee schedule for exact amounts. *Members enrolled after February 1st are not required to work a shift for the auction.

QUESTIONS

If you have any questions concerning your child or the program, please feel free to discuss them with your child's teacher. However, please do not do so in the presence of your child. We want the best possible program for your child and welcome your suggestions and assistance.

Discussions with other parents regarding school procedures, or other parents' children, and "gossiping" is strongly discouraged. Solutions to problems are rarely found under these conditions. Most often problems are compounded by resulting misunderstandings. The parents and teachers at Kids' Co-Op are in very close contact and this provides the opportunity for very strong mutual support. However, parents are encouraged to discuss their child's development and specific behavior with the child's teacher. Working parents should not discuss other children's behavior in class with children's parents or anyone else.

We urge you to notify your class coordinator of any oversights, inconsistencies, unfairness or any other unacceptable situations. You are welcome at any time to have an audience with the Board of Directors or the Board President individually. We welcome your input to help us find solutions together. Contact information for the Staff and Board of Directors is listed under separate section.

Members have the right to an expectation of confidentiality concerning their children. Federal Education Right to Privacy Act (FERPA) protects the identity of all children in the educational system. Employees, teachers, and members of the Co-Op are not permitted to provide any information regarding any child enrolled in the school to anyone other than the parent or legal guardian unless the parent or legal guardian of the child grants specific written permission. Parents having concerns about a child should address those concerns to the Director.

PARENT EDUCATION

New members are required to attend “**Love and Logic® Early Childhood Parenting Made Fun!**™ Creating Happy Families and Responsible Kids.” This is a 5-week parent training program designed by Love and Logic.® Times and location TBD. This program requires an additional fee and must be taken & completed the first semester your child is enrolled in Kids’ Co-Op.

Attendance is not optional. This parent training program must be satisfactorily completed to maintain membership at Kids’ Co-Op. Upon completion, a copy of your Certificate of Completion will be placed in your file. If for some reason, a parent cannot attend either session being offered at Kids’ Co-Op, they may find a session offered elsewhere in Las Vegas.

As with business meetings, there are no children allowed (except nursing infants). This is a necessity in order to comply with licensing codes. In addition, numerous continuing education opportunities will be incorporated in our business meetings for parents that have already completed the classes. Opportunities within the community will be publicized throughout the year.

SCHOOL SET-UP

In August, a number of days are set aside for organizing and cleaning the school in preparation for the new school year. Each family is required to fulfill a three hour shift for set-up. A non-participation fee will be assessed.

WEEKEND CLEANING

Twice a month the school must be thoroughly cleaned by the membership. This is a requirement of membership and is done not only for our children’s’ health and safety, but also due to licensing and health department requirements. Board members are exempt from Weekend cleaning.

Each month, four families are appointed to complete the cleaning on two designated weekends. Each family will be required to clean a minimum of one time for each child enrolled in the program. The cleaning schedule is completed prior to the beginning of each school year and a copy is distributed to each member. A list of duties to be completed during the cleaning and the needed cleaning supplies are provided at the school.

If you are unable to clean on your appointed day(s), you must arrange to switch with another member or buy-out of this requirement. In either case, you must notify the committee chairperson in charge of scheduling as soon as possible.

If you decide to buy-out of this requirement, a buy-out fee previously decided upon by the Board will apply and must be paid prior to your scheduled cleaning date. Please submit the required fee in cash, in a sealed envelope marked “cleaning buy-out.” Please also include your name as well as your appointed cleaning date. The sealed envelope must be put in the secured tuition box so that your fee can be given directly to a substitute member who may opt to do the cleaning for this fee. If you or a family member is interested in cleaning the school for this fee and would like to be added the cleaning substitution list, please contact the committee chairperson in charge of scheduling.

MEMBER NOTIFICATION

All members should familiarize themselves, at the beginning of the year, with member requirements and expectations. A written "Member Notification," will provide immediate notice to members for the following reasons:

- Missed Business Meeting
- Missed Board Meeting
- Late Tuition and/or Fees
- Not working when scheduled to do so and not securing a substitute to cover you.
- Not fulfilling your committee position and tasks required.
- Excessive Tardiness when scheduled to work in class.
- Not fulfilling any other Member Requirement.

Upon receiving three Member Notifications, your account and membership is reviewed by the Board to determine if further action is required.

GRIEVANCE PROCEDURES

From time to time, grievances may arise between members of the Kids' Co-Op school, including member families and staff. The following sets forth the school's guidelines for settling disputes and grievances:

- Settle the matter informally. The Kids' Co-Op strongly urges members and staff to attempt to resolve any grievances amicably, informally, and privately. Please attempt to do this off school property and outside of school hours.
- Request the assistance of the Ombudsman. The Ombudsman is a Co-Op member who assists member families and staff in resolving conflicts. The Ombudsman is a position appointed by the Board. The Ombudsman acts as the liaison between the Board and the general membership. S/he is responsible for representing and resolving all concerns, complaints and suggestions from members or others. The Ombudsman will attend Board meetings on an as needed basis to resolve issues that may be elevated to the Board. In the event that the grievance cannot be satisfactorily resolved informally with the concerned party, the member may submit his grievance in written form to the Ombudsman. The Ombudsman will attempt to address the concern with the affected parties and submit a written response in a timely manner to the submitter(s).
- Bring a grievance to the Board. In the event that the grievance cannot be satisfactorily resolved, the matter will be brought to the Board for discussion and resolution. The Ombudsman will be required to attend the next scheduled board meeting and bring the grievance before the Board. The Ombudsman is required to keep the submitter(s) name confidential. Upon discussion and direction from the Board, the Ombudsman will submit a written response in a timely manner to the submitter(s).

Emergency Procedures

Our teachers are trained in emergency procedures through licensing requirements and annual in-service first aid training. The child's parent, guardian or authorized person shall be notified immediately in the event of a serious accident or illness requiring emergency care. We conduct monthly fire drills and discuss safety issues on an ongoing basis.

DISASTER, EVACUATION AND FIRE DRILLS

Procedure

- A. Fire drills shall be held at the school each month.
- B. The teaching staff will be responsible for ringing the alarm monthly. Teaching staff shall designate a staff member and an alternate who will be responsible for ringing the alarm monthly.
- C. The classroom teacher shall provide an orientation to the children (circle time activity, outside activity) describing emergencies and evacuation plans in case of fires. Teachers shall use books, stories, songs, etc., to help children learn, in a non-threatening manner, the proper way to behave in an emergency.
- D. Classroom Fire Drill Orientation will occur by the second week of school in September, as documented by daily lesson plans. The first fire drill shall occur in September.
- E. During the first two (2) months of class, additional drills may be conducted as necessary until satisfactory proficiency is reached.
- F. During the fire drill the following precautions shall be emphasized:
 - Everyone should leave the building by the prescribed route.
 - The teacher and/or her designee(s) shall ensure that the building has been evacuated.
 - The teacher and/or her designee(s) shall personally attend to the evacuation of all children with special needs. This will include but is not limited to children with disability impairments, visual and hearing impairments and mental disabilities.
 - There should be no talking, running, pushing, or skipping.
 - Adults/children should not stop to take personal belongings.
 - Teacher should pick up class attendance record (sign-in/sign-out), and proceed with the group. Teachers shall take the roll upon arrival at the designated location.
 - The children should move to the assigned place on grounds or sidewalks. In no case should the group stop less than 125 feet from the building.
 - Keep clear of all driveways and entryways and vehicular traffic to allow free access to emergency equipment.
 - Teachers will assess the situations and signal the group when it is safe to return to the classroom.
 - Teachers shall take roll again upon arrival in the classroom.
 - A record of the Fire Drill will be kept on the **Record of Disaster, Evacuation and Fire Drills**.
- G. Once every three months, a drill for Natural Disaster will be conducted at the school. This drill has two parts, one for the Staff and Children called the **Shelter-in-Place**, the other a comprehensive planning and/or a walk through with only Staff as participants in the **Emergency Evacuation Drill**.

- H. The **Shelter-in-Place** drill will include a “Drop and Cover Drill” and/or identify areas within the building facility that the children and staff may seek shelter away from falling walls and broken glass as in the case of an earthquake or extreme weather conditions that warrant gathering children in a central location. This drill should be viewed as the main drill to be exercised with some creativity toward child participation.
- When conducting the drill, all students should be accounted for and report to their assigned areas or rooms.
 - Upon notification of a Shelter-in-Place drill, teachers should have all students move into the classrooms.
 - Teachers shall close all doors and windows to classrooms.
 - Teachers shall obtain Shelter-in-Place kits and remove the necessary supplies to seal the room.
 - Teachers shall demonstrate their knowledge and ability by simulating the sealing of windows and doors.
 - Teacher and/or her designee shall simulate the shut down of all ventilation systems.
 - Teachers shall assess the situations and notify occupants upon the cancellation of the Shelter-in-Place drill.
 - A record of the drill will be kept on the **Record of Disaster, Evacuation and Fire Drills**.
- I. Staff will become familiarized with an Emergency Evacuation Drill. This Drill will be the procedure utilized in the event that the center has become unsafe or has been ordered vacated by the fire department, law enforcement, or any other appropriate City/State authority.
- The facility will have posted the sites that will be utilized as Primary and Secondary Safe Evacuation Sites.
 - The same 10 procedures used in the Fire Drill will pertain to the Emergency Evacuation Drill. Only this time the distance to travel will vary according to the assigned Primary and Secondary Safe Evacuation Site.
 - A record of the drill will be kept on the **Record of Disaster, Evacuation and Fire Drills**.

Special policy and procedure for the Kids' Co-Op Preschool & Kindergarten

Wearing Of Keys — Policy For Exiting The Property In An Emergency

The following special policy will be followed to ensure swift evacuation of the Kids' Co-Op Preschool, located at 4316 North Decatur, in the event of a fire or other emergency. The two parallel chain link fences, located at the north side of the property will remain locked during the school's normal operating hours. To ensure that these gates can be opened quickly in an emergency, all teachers and parents working as aids in the classroom will wear wrist keys while on the school's property.

Teacher and working parents will don the wrist keys upon entering the property. They will wear the keys at all times and will return the keys to the office just before leaving the school. All members of the school co-operative will be required to review this policy.

PRACTICAL APPLICATIONS

What to do if a dangerous chemical is ever spilled or released

The world we live in today is an industrial one. We make, move, and use products created from chemicals that can be hazardous to humans. As a result, there is a remote possibility that a hazardous chemical could be spilled during a train derailment, a freeway accident, or a manufacturing accident. A hazardous chemical could be a solid, liquid, or a gas; that means you might not be able to see or smell anything. Still, it can be quite dangerous.

How do you tell if there is a hazardous chemical emergency? Most often, you will be notified by the local authorities. You should take action if you notice any of the following:

- an unusual smell or sound, such as an explosion
- visible smoke, fire, or a vapor cloud
- skin or eye irritation
- breathing difficulty

How to Shelter in Place

If a hazardous chemical emergency occurs in your neighborhood, the most important thing to remember is to take action quickly. During a hazardous chemical emergency, you should go inside and stay put. This procedure is called Shelter in Place. You can use your entire house or only a few rooms. Make sure you choose an area that has a telephone, water, a toilet, and someplace you can seal off easily. A bedroom is an excellent choice.

- go inside
- turn off heaters and air conditioners and close fireplace dampers
- close and seal all doors and windows
- cover your nose and mouth with a wet cloth if necessary
- listen to your radio or TV
- wait for the all clear signal before you move outside

Be Aware and Prepare

Create an emergency plan just like you do in the event of a fire, earthquake, or any other kind of emergency. Include in the plan the steps you will take to protect yourself and your family.

Make a checklist of what needs to be done, then assign tasks. Each person in the family should have a job for which they are capable and responsible.

Add to the emergency kit you may already have for earthquakes. Inside, keep an updated emergency phone list that includes phone numbers for a doctor, and the radio stations with frequent news broadcasts. Make sure your emergency kit includes the following:

- two rolls of duct tape
- scissors
- towels
- drinking water
- toilet supplies and any necessary medications
- a portable, battery operated radio
- a flashlight
- extra batteries
- your checklist

Store your emergency kit in a place you can get to quickly and easily. Then rehearse by having drills.

Posted within the building are drawings detailing emergency exit routes from the interior of the building to the exterior gates. All Co-Operative members will be required to review these drawings and following the exit routes indicated in the event of an emergency.

Kids' Co-Op

Our phone number here is:
702-656-6600

IN CASE OF EMERGENCY DIAL 911

**Our address here is:
4316 North Decatur Blvd.
Las Vegas, NV 89130**

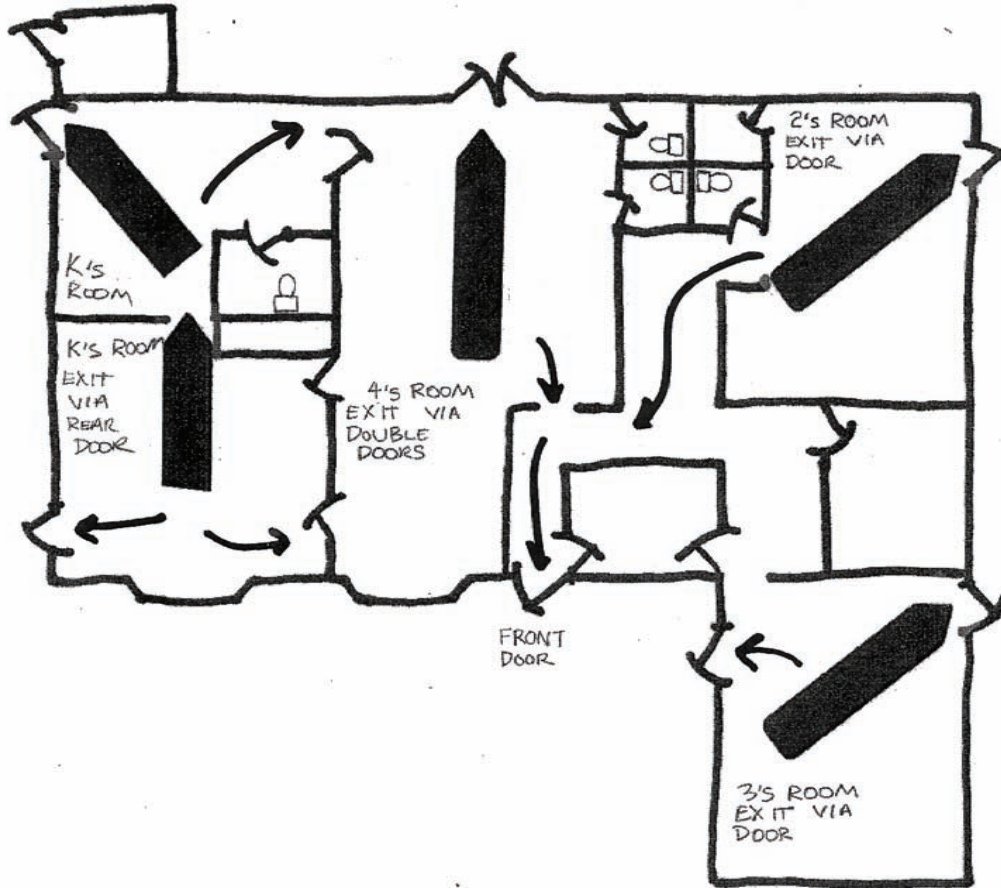
We are located on the south-east corner of Decatur and Craig, next to Walgreens.

EMERGENCY NUMBERS

Child Abuse Hotline	399-0081
Poison Control.....	732-4989
Police Department (non-emergency)	311
Fire Department (non-emergency).....	311
UMC Quick Care.....	658-4507

Kids' Co-Op
 4316 N. Decatur Blvd.
 Las Vegas, NV 89130

Fire Evacuation Procedure



Once the building is evacuated,
 line up at the rear (east) end of the playground along the block wall.

LOCATIONS OF PRIMARY AND SECONDARY SAFE EVACUATION SITES

Primary Evacuation Site	Secondary Evacuation Site
Walgreens 4771 W. Craig Road North Las Vegas, NV 89030	Advent United Methodist Church 3460 N. Rancho Blvd. Las Vegas, NV 89130

Ongoing Material Collection List for Science and Art Projects

Don't Throw It Away, Donate It to Our School!

Aluminum foil	Filter paper	Paper of various types	Soap
Ball bearings	Flashlight	Paper rolls & spools	Spatulas
Balloons	Floor covering	Paper tissue	Sponges
Barrel hoops	Flowers	Paper towels	Spools
Beads	Gears	Paper tubes	Stockings
Belts	Glass	Paper wrapping	Stones
Binoculars	Gourds	Phonograph records	String
Bird nests	Hat boxes	Photographs	Styrofoam
Bones	Hooks	Picture frames	Sweaters
Bottles	Inner tubes	Pinecones	Tacks
Bowls & cups	Insect nests	Pins	Tape
Bracelets	Jacks	Pipe cleaners	Thermometers
Braiding	Jars	Plants	Thread
Brass	Jugs	Plastic bags	Tiles
Buckles	Kaleidoscope	Plastic board	Tin cans
Burlap	Lacing	Plastic containers w/ lids – many sizes	Tin foil
Buttons	Lampshades	Plastic paint	Tongs & tweezers
Candles	Leather remnants	Plastic tubing	Tongue depressors
Canvas	Linoleum	Pocket books	Tools – hammer
Cartons	Locks & keys	Pots, pans, trays, muffin tins	Pliers
Cellophane	Magnets of varying strengths/sizes	Prism	Towels
Chains	Magnifying glasses w/ good lenses	Pulleys	Tubes twine
Chalk	Marbles	Reeds	Tuning forks
Chamois	Masonite	Ribbons	Wallpaper
Clay	Measuring cups & spoons	Rings	Wax
Cloth	Metal foil	Rocks	Waxed paper
Cocoon	Microscope	Rope	Weeds
Colored pictures	Milk cartons	Rubber bands	Wheels
Confetti	Mirrors – all sizes	Rubber tubing	Window shades
Containers	Moths	Rug yarn	Wire
Copper foil	Musical instruments	Ruler	Wire eyelets
Cord	Muslin	Safety goggles (child size)	Wire hairpins
Corks	Nails/screws/bolts	Safety pins	Wire hooks
Cornhusks	Necklaces	Sand	Wire mesh
Costume jewelry	Neckties	Sandpaper	Wire paper clips
Crayon pieces	Newspapers	Scales	Wire screen
Crystals	Oilcloth	Scissors – assorted sizes	Wire staples
Discarded clock	Ornaments	Screen wire	Wood & other building materials
Dishpans	Pans	Seashells	Wooden beads
Drinking straws	Paper bags	Seeds	Wooden blocks
Drums	Paper boxes	Sheepskin	Wooden clothespins
Egg cartons	Paper cardboard	Shoelaces	Wooden sticks
Eggbeaters	Paper corrugated	Sieves, sifters, & funnels	Wool
Emery cloth	Paper dishes	Snaps	Yarn
Eyedroppers & basters	Paper doilies		Zippers
Eyelets	Paper napkins		
Fabric scraps	Paper newspaper		
Felt			
Felt hats			

ABC'S and 123'S EARLIER IS NOT BETTER

Many parents are concerned when their children aren't practicing letters and numbers. They feel that ditto sheets and homework will prepare their children for elementary school.

We could give your children workbooks.
We could make them memorize the alphabet.
We could drill them. We could test them.
But if we do, your children may lose something very important.

Children who are rushed into reading and writing too soon miss important steps in learning and may suffer later on because they lack the foundation they need for using language. Children who are taught to read before they are ready may be able to sound out and recognize words, but they also have little understanding of what they are reading. If they haven't been given time to play, they won't have explored objects enough to know what words (like "hard, harder, hardest") mean. If they aren't allowed to string beads, button, dress up, cut, paste, pour, and draw, they won't develop the small muscle skills they need for writing.

Because math involves more than memorizing facts (like $2+2=4$), because it involves logical thinking, children shouldn't be pushed into paper and pencil arithmetic too soon. To acquire the foundation for logical thinking, children need many opportunities to count objects, sort them into piles, and add some to a pile and take some away. It is by playing games like these that they will learn to truly understand addition, subtraction, division, and multiplication. Without these concrete experiences, children may give correct answers but probably won't understand what they are doing and why.

Worst of all, if children are rushed into academic subjects too soon, they may lose their enthusiasm for learning and lose their sense of themselves as learners. If children are **told** what to learn and memorize by the teacher, they may become more passive and dependent learners, and be less excited about learning something new.

Children who are given plenty of time to play, however, learn to ask their own questions and figure out their own answers. They are responsible for their own learning.

*They see themselves as explorers, discoverers,
problem solvers, and inventors.*

Adult-Child Relationships

- Use physical and verbal signs of affection often. Let the children know you like them.
- Remain aware of the expected behavior at various ages at all times. We do not expect 2 year olds to act like 4 year olds.
- Try not to play favorites. As much as possible treat all children the same even though it is natural to feel more positively toward some children than others. On the other hand, if your own child is in your area try not be harder on him or expect more from him than from the other children.
- Pay attention to what is going on at all times. Do not become too involved in conversation with other adults or children.
- Try to remain in the background as much as possible. Do not become the center or director of children's activities. You are there primarily to supervise and observe.
- Do not discuss a child with other adults in the children's presence.
- Get down to the children's level when you talk to them. Either squat, kneel or sit on a low chair at their eye level.
- Do not shout or yell to children across the room. Approach a child, make sure you have his attention, then give directions or make suggestions.
- Before asking a child to change what he is doing you can say, "You are welcome to play blocks with us as long as you aren't throwing them."
- Do not push being "big" too much or tell a child he is acting like a baby. Expect a child to cry when he is hurt or unhappy.
- Treat the children as you like to be treated. Use "please" and "thank you." Children learn by imitation. "Please clean up the blocks." "Your feet belong on the floor, thank you."
- Use the words "let's" and "we" often. They give a sense of togetherness.
- Remain calm if children are hurt or injured. If you get upset and emotional the children will do so also.

Above all relax. Be cheerful. Smile.

Cultivate a sense of humor.

Laugh with and enjoy the children.

CHILDREN'S RELATIONSHIP WITH EQUIPMENT

- There must be no throwing of equipment or materials (except balls and bean bags).
- Do not try to force children to play or participate in activities during non-directed play time. If a child wants to sit quietly and watch, let him. Above all, do not try to entertain the child by doing things for him.
- Do not always insist that children finish an activity before going on to another. Children's attention spans are often very short. Allow them to stop and put away materials at any time (with assistance if necessary).
- Help the children put away materials. Even if they end up doing most of the work, children are not nearly as overwhelmed by the job initially if you say, "I will help you," "Let's put the blocks away now," or "Do you want to do it yourself or would you like some help?"
- Do not ask children to help you put toys away. Make it clear that it is the child's responsibility to put toys away after they have used them but that you will help them. "You can go paint as soon as the blocks are put away."

CHILDREN'S RELATIONSHIP WITH OTHER CHILDREN

- Children are not allowed to hit, bite, or scratch other children (or adults) under any circumstance.
- Encourage children to take turns. It sometimes helps to encourage the child who wants something that someone else has to tell that child they want a turn when they are done.
- Encourage the timid child to stick up for himself – don't always step in to protect him.
- Never initiate competition between children. Don't ever point out how much better another child can do an activity.
- Interpreting one child's actions to another is sometimes needed. "Jim is trying to help you. He did not mean to knock down your blocks."
- Avoid rushing in to help a child. Allow the children, as much as possible, to solve their own problems with other children or with materials. However, if you see a child is becoming frustrated or upset, volunteer to help him.
- Children are encouraged to stand up for their own rights. It is legitimate for a child to hold on to a toy that another child unjustly tries to snatch away or to ward off any offender by pushing him away.
- Children who are wronged against are encouraged to use verbal rather than physical force, such as, "Tell Eric that it is your shovel and ask him to wait until you are through."
- Always listen to both sides of the controversy before dispensing justice. You may have only seen half of the situation, and the child who looks like the victim may have actually caused the problem.
- Try to discourage children from excluding other children from play activities by suggesting some way the child can be included. "Maybe Paul can be the uncle or grandpa," "There is room for 4 in the boat," or "How about letting Janie be the building inspector?"
- Try to discourage the dependence of one child on another special friend by suggesting activities with different children whenever possible.

Making Sure Practices Fit What I Believe About Children

BELIEFS		PRACTICES
Children do not share well		Provide lots of material Avoid saying "we share our toys in school" The child keeps the toy until they are finished
Children only collect information that is important and relevant to them		Make directions clear and precise Use visual clues often Avoid interrupting Find out what is relevant to them
Children constantly have the need for POWER		Provide lots of activities that include getting POWER Let children take risks Avoid power struggles Stop letting children push your buttons Avoid rules you cannot enforce Offer choices
Children have different learning styles		Provide activities that are process not product Recognize the need to move Let children direct and change activities
Children see no boundaries of space and time		Help children define their boundaries Give more time Recognize they are good "starters" but terrible "stoppers"
Children don't have words to express their feelings		Avoid asking children to say they're sorry Don't make judgments on what children say Help talk them through it
Children don't sit down		Provide for movement Avoid any waiting time

Limitation and Discipline

1. Be positive! Try as much as possible to eliminate the words "no," "don't," "can't," "quit," "bad," etc., from your vocabulary while in the classroom.
2. Tell children what they can do, not what they can't do:

SAY	INSTEAD OF
"Chairs are for sitting."	"Don't sit on the table."
"You may hit the pegs with the hammer."	"Don't hit the puzzle with the hammer."
"It hurts Pete when you hit him. Tell him if he is doing something you don't like."	"Quit hitting Pete."
"You may play with the clay on the table." "You may throw the bean bags inside or we will find you a ball to throw when we go outside."	"Don't throw the clay."
"We use inside voices when we are inside. You may yell when we go outside."	"Be quiet."

3. Unless a child is hurting himself, another child or toys and equipment, try as much as possible to ignore inappropriate behavior. Pay attention to children when they are behaving appropriately. Example: You have asked the children to put away the toys, after reminding Jeff several times, he still isn't helping. Name the children who are helping and be sure to recognize Jeff if he puts away even one toy. (After awhile he will want to earn your praise by helping.) "Johnny is putting blocks away, and Suzy is cleaning the table."
4. When a child is being disciplined, always tell him how and when the consequence will end. "You may go back to the sandbox when you are ready to play without throwing sand." "You can join us when you have calmed down."
5. Try to help the child who is being disciplined understand that you do not like what he is doing, but that you still like him.
6. If a child hurts another child ask him if he would like to tell the other child that he is sorry. However, do not force a child to say he is sorry. When he is not, nothing will be gained by saying he is. You can model that you are sorry, "I'm sorry Billy hit you."
7. Let one adult handle a situation to the finish whenever possible. Do not "gang up" on a child. If you want the teacher's assistance, however, always feel free to ask.
8. Once a child has been disciplined, do not continue to try to make him feel guilty. When it is over, let it drop.
9. Never hit or spank a child! This includes your own, not even in the parking lot. There may be times that an angry child needs to be restrained, but try to do it in a calm fashion, or let the teacher do it.

10. Do not feel responsible for disciplining your own child while he is at school. Allow the adults who are supervising his area to guide him if necessary. (Try to treat him as you would any other child.)
11. When you become irritated and upset, the children usually get worse, not better. If you find yourself getting angry, count to 10 or leave the area temporarily.
12. Try to anticipate problems rather than waiting for them to happen. Often just moving close to a possible problem situation calms the children.
13. The few "hard and fast" rules we have are for the safety of the children and the equipment. They apply to all children at all times and are to be consistently enforced.
14. When you see a child behaving inappropriately tell him what he is doing wrong, explain to him the consequences if he continues, and then follow through if he continues the behavior.
Example: Johnny is throwing sand. Go to him and tell him, "Sand is not for throwing. You are welcome to play in the sandbox as long as the sand stays low." If he continues to throw sand, tell him to go to another activity.
15. Generally the only punishment used in the school is removal from a desired activity. Continued disobedience may require placing a child temporarily on the chair or bench, but this is usually not necessary.
16. Help a child to find an outlet for his hostility or anger. "You feel like hitting something, you may hit the pegs with the hammer." "Tell Pete that you are angry with him."
17. If a child sulks after some difficulty or after being disciplined, ignore it. You may suggest a new activity, but not in a manner of pacifying the child. If he refuses to join the activity, ignore the sulking, do not reinforce it with further attention.
18. Look for genuine opportunity for fun with, or appreciation of, a child you have had to discipline. It helps him to like himself again and to believe that you still like him.

Play Today?

You say you love your children,
And are concerned they learn today?
So am I – That's why I'm providing
A variety of kinds of play.

You're asking me the value
Of blocks and other such play?
Your children are solving problems.
They will use that skill each day.

You're asking what's the value
Of having your children play?
Your daughter's creating a tower;
She may be a builder someday.

You're saying you don't want your son
To play in that "sissy" way?
He's learning to cuddle a doll;
He may be a father someday.

You're questioning the interest centers;
They look like useless play?
Your children are making choices;
They'll be on their own someday.

You're worried your children aren't learning
And later they'll have to pay?
They're learning a pattern for learning;
For they will be learners always.

Leila P. Fagg

The Language of Encouragement

Phrases that communicate confidence:

- "Knowing you, I'm sure you'll do fine."
- "You'll make it."
- "I have confidence in your judgment."
- "That's a rough one, but I'm sure you'll work it out."
- "You'll figure it out."
- "What do you think?"
- "Keep trying; you can do it."
- "Just a little more and you'll have it!"
- "Would you like to tell me about what you have done?"

Phrases that focus on contributions, assets, and appreciation:

- "Thanks; that helped a lot."
- "It was thoughtful of you to _____."
- "Thanks, I really appreciate _____, because it makes the job easier."
- "I need your help on _____."
- "You have skill in _____. Would you do that for the family?"

Phrases that recognize effort and improvement:

- "It looks as if you really worked hard on that."
- "It looks as if you spent a lot of time thinking that through."
- "I see that you're moving along."
- "You're really improving in _____." (be specific)
- "I can see the effort that went into this."

Phrases that value the child as he or she is:

- "I'm glad you enjoy _____."
- "I like the way you handled that."
- "I'm glad you're pleased with _____."
- "It looks as if you enjoyed that."
- "How do you feel about that?"
- "Since you're not satisfied, what do you think you can do so that you will be?"
- "I love you, it's (specific behavior) I don't like."
- "I guess you made a mistake. What can you do about it?"
- "You are very special."
- "I love you."
- "You're a neat kid, you know that?"

Phrases that stimulate independence:

- "How do you think we should do this?"
- "You can handle it."
- "You're getting able to take care of that yourself now."
- "Would you like to practice _____?"
- "Would you like _____ or _____?"

Recommended Reading

The Wonder of Boys

by Michael Gurian

The Strong Willed Child

by James Dobson

Grandparenting with Love and Logic: Practical Solutions to Today's Grandparenting Challenges

by Jim Fay and Foster W. Cline, M.D.

Helicopters, Drill Sergeants, and Consultants: Parenting Styles and the Messages They Send

by Jim Fay

Tales of Successes with Kids From Parents and Educators Who Use Love and Logic

by Jim Fay

Parenting Teens with Love and Logic: Preparing Adolescents for Responsible Adulthood

by Foster W. Cline, M.D. and Jim Fay

Love and Logic Magic When Kids Leave You Speechless

by Jim Fay and Charles Fay, Ph. D.

Parenting with Love and Logic: Teaching Children Responsibility

by Foster W. Cline, M.D. and Jim Fay

Love and Logic Magic for Early Childhood:

Practical Parenting from Birth to Six Years

by Jim Fay and Charles Fay, Ph.D.

Tear Soup

by P. Schwiebert/C. DeKlyen

All Over But The Shouting

by Rick Bragg

Believing It All

by Marc Parent

Northern Borders

by Howard Frank Mosher

Witness of Combines

by Kent Meyers

Failure to Connect – How Computers Affect Our Children's Minds for Better and Worse

by Jane Healy

The Happy Child

by Steven Harrison

High Tech Heretic – Why Computers DON'T belong in the Classroom and Other Reflections by a Computer Contrarian

by Clifford Stoll

Hold On To Your Kids

by G. Neufeld/G. Mate

In Their Own Way

by Thomas Armstrong

Parenting Well In A Media Age

by Gloria de Gaetan

Reclaiming Childhood

by William Crain

Punished by Rewards – the Trouble with Gold Stars, Incentive Plans, A's, Praise and Other Bribes

by Alfie Kohn

101 Secrets A Good Dad Knows

by Walter Browder and Sue Ellen Browder

A is for Ox

by Barry Sanders

The Hurried Child

by David Elkind

How to Talk So Your Child Will Listen

by Faber and Mazlish

Liberated Parents, Liberated Children

by Faber and Mazlish

Siblings Without Rivalry

by Faber and Mazlish

Understanding Children's Play

by Ruth Hartley

Your Child and His Art

by Viktor Lowenfed

CLARK COUNTY PARENT CO-OPERATIVE, INC.
D/B/A KIDS' CO-OP SCHOOL
REVISED BY-LAWS
(2010)

I. NAME AND ORGANIZATION

Clark County Parent Co-Operative, Inc., D/B/A Kids' Co-Op School (hereinafter "Kids' Co-Op" or "School"), is a Nevada non-profit corporation, existing pursuant to Chapter 82 of the Nevada Revised Statutes (NRS) and a 501(c)(3) tax exempt organization as defined by the United States Internal Revenue Code. (Revised 8/97)

II. PURPOSE

To combine parent education with participation in the children's classroom and on a governing Board in order to provide a quality learning environment for kindergarten and pre-kindergarten aged children.

III. SCHOOL PROCEDURES

- A. The Kids' Co-Op shall always meet all applicable licensing requirements for pre-schools and elementary schools in Clark County, Nevada. (Revised 8/99; 7/03)
- B. The Kids' Co-Op class year shall run from approximately late August through early June, with opening and closing dates set by the governing Board. Closure for holiday observance will roughly correspond with the Clark County School District (CCSD) calendar (not including CCSD staff development days). Exceptions must be approved by a $\frac{3}{4}$ vote of membership. Availability of a summer program will be determined on an annual basis by the governing Board. (Revised 8/01)
- C. ELIGIBILITY:
1. Four year old class: child must be four by September 30 of the year in which the child is to be enrolled in the four-year-old class.
 2. Three year old class: child must be three by September 30 of the year in which the child is to be enrolled in the three-year-old class.
 3. Two year old class: child must be 2 by September 30 of the year in which the child is to be enrolled in the two-year-old class.
 4. Kindergarten: child must be 5 by September 30 of the year in which the child is to be enrolled in the kindergarten class. (Revised 7/03)
 5. Children enrolled in kindergarten are not eligible for **preschool** enrollment at the Kids' Co-Op. (Revised 7/03)
- D. MEMBER HANDBOOK:
- The School shall publish a Member Handbook (hereinafter "the Handbook") as an additional resource for the Members. The Handbook shall address operating procedures, registration procedures, Member duties and obligations, disciplinary and remedial measures, and all other manner of detailed operational information regarding the School, not addressed, or addressed in more general terms, by these By-Laws. The Handbook is intended to supplement these By-Laws and be read and interpreted consistently with the By-Laws. In the event the Handbook and these By-Laws are inconsistent with one another, however, these By-Laws shall control.

IV. MEMBERSHIP

A. ELIGIBILITY:

The parent(s) or guardian(s) of a child enrolled in the School is a Member and subject to these By-Laws, as well as the other duties and obligations of Members that may be approved from time to time by the Board of Directors and/or the Membership. (Revised 7/03) A member is considered in good standing if all of the **Requirements** (section B) and **Duties and Responsibilities** (section C) are met.

B. REQUIREMENTS:

1. Members must meet the requirements of the Clark County Health Department by maintaining a current health card for childcare.
2. Members are required to attend the School's Orientation Meetings.
3. Members are required to attend the monthly Business Meetings.
4. Members are required to participate in all major fund-raisers, as mandated by the Board of Directors. (Revised 8/97; 7/03)
5. Members are required to register for and attend CD 238 (Family and Community Relations), offered by the Clark County Community College, for two consecutive semesters or the "Becoming a Love and Logic Parent" class provided by Kids' Co-Op prior to the conclusion of the Member's child's first semester of enrollment at the School. (Revised 9/04)
6. Members are required to hold and perform all required duties of a Board or committee position.
7. All driving members are required to have a valid driver's license and the at least the minimum level of automobile insurance required by Nevada law.
8. Members are required to complete a consent and release for criminal background check and, if working at the school over twenty (20) hours per month, possess a current North Las Vegas Child Care Work Card. (Revised 8/99, 6/03)
9. No child will be allowed to attend Kids' Co-Op until the required forms are received by the school: i.e. health card, North Las Vegas Child Care Work Card, medical forms and a copy of the child's birth certificate. An updated medical form and emergency information form is required annually for each child enrolled, in addition to any other forms or documentary information required by the Board from time to time. (Revised 8/99, 6/03)
10. Failure to meet these requirements will be reported to the Board of Directors and will subject the Member to the disciplinary and remedial measures adopted from time to time by the Board of Directors and/or the Membership and published in the Handbook. (Revised 8/97)

C. DUTIES AND RESPONSIBILITIES

1. Members are required to participate in the classroom on a rotating basis, as scheduled by the classroom coordinators, to maintain a child-adult ratio of no more than 4 to 1 for preschool and 8 to 1 for Kindergarten. (Revised 7/03) (Revised 3/09)
2. On a rotating basis, Members are required to supply nutritious snacks to the classroom to which they have been assigned to participate.
3. Members are required to participate in the cleaning and maintenance schedule, including set-up before start of school classes, and periodic cleaning during the school year as required by licensing. (Revised 8/00)
4. Members are required to pay all fees when due.
5. When scheduled to work in the classroom, Members are required to arrange for a substitute in case of an unavoidable absence. The substitution fee is set forth yearly in the Handbook, along with the method and manner of payment and disciplinary and remedial measures applicable when such payment is not made.
6. Members shall not bring non-enrolled children to the School on days when they are participating in class.
7. Members shall not bring children with communicable diseases to the School and must notify a teacher as soon as the diagnosis is made. (Revised 8/99)
8. Members are required to be on time, as set forth in the Handbook, when scheduled as a working parent.

D. RIGHTS OF MEMBERS

1. A member shall have the right to request a conference with the teacher and/or the Director regarding developmental and/or school related concerns.
2. A member shall have the right to submit a written grievance to the Ombudsman and /or Board of Directors for consideration. (Revised 7/03)
3. A member shall have the right to attend the meetings of the Board of Directors.
4. Members may request, in writing, special consideration because of medical condition and other extenuating circumstances approved by the Board of Directors. Requests must be in writing, and contain reason and estimated time of leave. Requests are reviewable by the Director and BOD. New mothers are excused from classroom participation duties for a total of six consecutive weeks to be scheduled with the class coordinator. Medical leave does not excuse member from fulfillment of committee position duties unless the Director grants permission.
5. Members have the right to an expectation that the other Members, the Board of Directors, the Director, and the teachers, will maintain the confidentiality of matters concerning their children enrolled at the School.

V. EXECUTIVE BOARD AND BOARD OF DIRECTORS

- A. The Executive Board of the school shall consist of no less than four members at all times. Said members are: President, Vice President, Secretary, and Treasurer. (Revised 7/03)
- B. The affairs of the school shall be governed by the Board of Directors (BOD) elected by the members of the school. The BOD shall consist of the Executive Board, plus at least the following: Fundraising Chair, Auction Chair (Revised 8/08), Facilities Chair, Coordinator Liaison (Revised 8/83; 7/03), Publicity Manager (Revised 8/08), and a Special Projects Coordinator (Revised 8/99).
- C. Subject to approval of the Membership, the Executive Board and BOD may propose the addition of other Officer positions to the BOD. In the event additional Officer positions are approved, said positions shall be set forth in the next publication of the Handbook, with descriptions of the duties and criteria of said positions.
- D. The BOD may adopt from time to time a structure of committees or sub-boards it determines necessary to implement the business of the BOD and the School. Each incarnation of said structure shall be published and described in the next publication of the Handbook.
- E. The BOD shall meet once each month. If any member of the Board cannot carry out the designated duties of that office, that member shall resign and a replacement will be appointed.
- F. The Executive Board shall have the power to terminate membership subject to the rules and procedures promulgated by these By-Laws and the Handbook and, to the extent not inconsistent with these By-Laws and the Handbook, subject to NRS 82.251, and subject to notice to the Member and an opportunity for the Member to appear before the Executive Board.
- G. The Executive Board shall negotiate a contract with the director and the teachers and secure proper facilities for the school.
- H. Each officer shall keep records of the year's activities and make recommendations for the following year.
- I. Each officer shall maintain confidentiality on matters pertaining to individual members and their children, as well as on other sensitive issues. (Revised 8/97)
- J. The terms "Board" and "Board of Directors" are one and the same for all our purposes.
- K. A quorum of the Board must be present before business can be transacted or motions made or passed. A quorum of the Board shall be comprised of at least 50% of the Board members, plus one.
- L. All Board members serve one (1) year terms from May through May. They are eligible for re-election for an additional term. Board members may not serve in any one position for more than two (2) consecutive years.

VI. OFFICERS

A. ELECTION OF OFFICERS

1. The BOD shall serve as a nominating committee, which shall receive nominations of at least one candidate for each office in the month of January. (Revised 7/09)
2. The consent of each nominee must be obtained before placing his or her name on the ballot.
3. The President shall not be a voting member of the committee, but shall serve in an advisory capacity.
4. The slate shall be made available to the Members prior to the business meeting when elections are held.
5. Elections are to be held in (February), and shall be by secret ballot and determined by a simple majority of the votes cast. Additional nominations from the floor shall be accepted with the consent of the nominees. Two non-slate members and the Director shall count and verify ballots. (Revised 7/09)
6. If there is only one candidate for any office, the election may be by voice, or by motion from the floor.
7. New officers shall work jointly with the retiring officers from May through August, and assume their duties until the following August, to assure a smooth transition. Newly elected officers will assume voting privilege as of the June Board meeting thus relieving the "retiring" Board members of the responsibility. (Revised 8/01)
8. Any vacancy in an office shall be filled by appointment of the Board.

B. DUTIES OF OFFICERS

1. PRESIDENT

- a. Shall participate in the preparation of an agenda and preside at Board meetings in the absence of the Director and shall preside at business meetings.
- b. Shall not vote at meetings of the members, except to break a tie.
- c. Shall provide information for the newsletter.
- d. Shall be the teacher liaison, and meet with the teachers, director and vice president on a monthly basis.
- e. Shall have the power to close school in an emergency after consultation with the director and/or teachers.
- f. Shall oversee the director for the annual renewal of license and post it in the school.
- g. Shall consult with the director on issues pertaining to the Clark County Health Department, as necessary.
- h. Shall meet with the vice president and treasurer to review the treasurer's books on a quarterly basis.
- i. Shall oversee the director, reviewing daily classroom logs and reports, ensuring that relevant issues are brought before the Board.
- j. Shall conduct yearly evaluations of the director, with the vice president and the past Board president. (Revised 8/98)
- k. Shall oversee and supervise the governance of the Co-Op including such duties as may from time to time be prescribed by resolution of the Board or that are otherwise incidental to the office of President.

2. VICE PRESIDENT - OPERATIONS

- a. Shall work closely with the president and assume his/her duties when necessary because of illness or resignation.
- b. Consults with chairpersons on events. (Revised 7/92)
- c. Shall meet on a quarterly basis with the president and treasurer to review the books. (Revised 6/94)
- d. Meets with the director and teachers on a monthly basis, with the president.
- e. Assists president with director evaluations.
- f. Assists the Facilities Chair and Treasurer with planning for capital improvements and expenditures thereof.
- g. Assists the director on issues pertaining to the upkeep and safety of the school and grounds. (Revised 9/08)
- h. Acts as first responder to alarm and other school emergencies.
- i. At the end of each year, review the list of Board Taskings; add, delete, and revise tasks as necessary.
- j. Over the summer, update all binders with new contact sheets for the next school year. Change any position descriptions/ instructions per Director's input. Create binders as needed for any newly created positions.
- k. Place members on Boards and keep a roster of each Board to give to the Board Chairs and to reference throughout the year.
- l. As families withdraw and new families join the Co-Op, fill vacant positions and let new families know where they are to serve.

3. FUNDRAISING CHAIR

- a. Shall be liaison between Board and members on each fundraiser.
- b. Coordinates and oversees fundraising board members for each fundraising event.
- c. Report progress on fundraisers to the Board.
- d. Evaluate effectiveness of fundraising methods and suggest changes, subject to Board approval.
- e. Keep a record of each fundraiser in a file at the school for future reference.
- f. Prepare report for General meeting outlining the status of all fundraising events for the membership.
- g. Report fundraising event information to Publicity for Newsletter.
- h. Hold monthly meetings with all fundraising committee members in order to oversee their work with their fundraising duties. (Revised 7/09)

4. AUCTION CHAIR (ADDED 7/09)

- a. Shall be liaison between Board and members on the annual auction.
- b. Coordinates and is responsible for the annual auction; heads up the Auction Committee.
- c. Evaluate effectiveness of annual auction and suggests changes, subject to Board approval.
- d. Keep a record of annual auction in a file at the school for future reference.

- e. Prepare report for General meeting outlining the status of auction for the membership.
 - f. Report auction event information to Publicity for Newsletter.
 - g. Hold monthly meetings with all auction committee members in order to oversee their work with the Auction.
 - h. Shall select three (3) managers to help assist with managing auction tasks and auction committee members.
5. SECRETARY
- a. Shall prepare an agenda for Board of Directors' meetings, Executive Board meetings and business meetings.
 - b. Shall prepare and keep minutes of the Board meetings and business meetings, and distribute copies of these minutes to the executive Board members and any member missing a meeting. Board meeting minutes should be available for the president before the business meeting. (Revised 8/97)
 - c. Shall be responsible for the school's correspondence, including thank you to school visitors, get well cards, etc. (Revised 7/92)
 - d. Shall take attendance at all meetings.
 - e. Prepare, post and distribute notices of upcoming events as needed.
 - f. Shall update and coordinate the parent handbook to ensure that each member receives any amendments during the school year.
6. TREASURER
- a. Oversees all monies. (Revised 9/04)
 - b. Shall file or cause to be filed all government reports and IRS returns.
 - c. Shall keep an itemized ledger of all receipts and disbursements and present a monthly report at the Board and business meetings.
 - d. Shall prepare an annual operating report from July 1 to June 30.
 - e. Shall prepare an annual statement in June and submit books for review by a CPA annually for tax purposes. Two appointed members or a non-member should also audit books annually. (Revised 8/97)
 - f. Shall assist in preparation of an estimated budget for the following year, which is submitted to the general membership.
 - g. Shall permit inspection of the books by any member, at any time, upon request.
 - h. Shall be prepared to give a status of the budget report at any time, upon request of the president.
 - i. Shall attend all fundraising functions to collect and ensure handling of the moneys. (Revised 8/92)
 - j. Shall maintain liability insurance. (Revised 8/98)
 - k. Shall submit Profit & Loss to membership for review every 2 months electronically and paper copies twice a year.

7. COORDINATOR LIAISON
 - a. Hold a coordinator orientation before school starts in the fall.
 - b. Oversee classroom coordinators.
 - c. Hold monthly meetings with all coordinators in order to oversee their work with the class members.
 - d. Serve as a liaison between parents, teachers, and board.
 - e. Bring before the BOD any issues that have arisen in the classroom.
 - f. Communicate to classroom coordinators any pertinent information from BOD meetings.
 - g. Shall serve as classroom coordinator in their child's classroom. (Revised 7/09)
 - h. Initiate and schedule "Summer Play dates in the Park" for the purpose of maintaining and fostering membership relations.
9. PUBLICITY/MARKETING MANAGER (Revised 6/2010)
 - a. Shall produce the Co-Op newsletter.
 - b. Is responsible for a yearly publication of the Co-Op Non Discrimination policy in a newspaper publication.
 - c. Shall oversee all ads and publicity in regards to Kids' Co-Op.
 - d. Shall oversee the creation and organization of both the Auction catalog and the school yearbook. (Revised 7/09)
 - e. Provide marketing initiatives to promote and grow revenues from maximizing student ratios.
 - f. Strengthen giving relationships from the philanthropic community, individual and foundation donors. Serve as a visible spokesperson and advocate for in the broader community.
 - g. Effectively, mentor and manage a 2-person staff in accordance with approved budgets.
 - h. Work to strengthen Kids' Co-Op's reputation in its established communities. Shape, transform and grow the organization's overall marketing and publicity programs.
10. SPECIAL PROJECTS COORDINATOR (Revised 8/99)
 - a. Responsible for planning and operation of special events such as Orientation, Harvest Festival, holiday party, seminars and workshops.
 - b. Responsible to work with teachers to coordinate visitors to the school and to make field trip arrangements, provide maps and related information.
 - c. Attends all such special events as a leader and for guidance.
 - d. Shall schedule photographer for class photos. (Revised 9/08)

11. OMBUDSMAN

The Ombudsman, who shall be a current or alumni Co-Op parent, is appointed by and serves at the pleasure of the Board of Directors. Because this is an appointed position the Board Advisor shall not be subject to election by the general membership and shall serve in the position until resignation or discharge. For the purposes of committee service and fulfilling school cleaning requirements, the Ombudsman shall be considered a member of the Board of Directors. The Ombudsman shall attend the meetings of the Board of Directors but shall not vote with respect to Board business. Additionally, the Ombudsman is responsible for the following:

- a. Shall act as the liaison between the Board and general membership.
- b. Responsible for representing and resolving all concerns, complaints and suggestions from members or Board members.
- c. Attends Board meetings on an as needed basis, both upon own initiative and upon invitation by the Board to resolve issues that may be elevated to the Board.

12. FACILITIES CHAIR

- a. Supervises the overall maintenance of the school facilities by members appointed to the Facilities Board, including, building maintenance and repairs, groundskeeping, front grounds and patio maintenance, gardening, sprinkler maintenance, carpet cleaning and floor waxing, weeds and trash pick-up, and creation and maintenance of a cleaning schedule.
- b. Gives clear instructions and trains their assigned Assistant to perform the basic necessary tasks in assigned areas.

13. BOARD ADVISOR

The Board Advisor, who shall be a current or alumni Co-Op parent, is appointed by and serves at the pleasure of the Board of Directors. Subject to the Board Advisor's professional qualifications, he/she shall advise the Board of Directors, as requested, on financial, legal, business and strategic planning matters. Ideally, the Board Advisor should possess an advanced professional degree or professional licensure, such as, but not limited to JD, CPA, or MBA. Because this is an appointed position the Board Advisor shall not be subject to election by the general membership and shall serve in the position until resignation or discharge. For the purposes of committee service and fulfilling school cleaning requirements, the Board Advisor shall be considered a member of the Board of Directors. The Board Advisor shall attend the meetings of the Board of Directors but shall not vote with respect to Board business.

14. BOARD OF DIRECTORS ACCOUNTABILITY

The BOD represents the membership of The Kids' Co-Op and is directly accountable to said membership. They also have a fiduciary duty to those who provide funds to the Co-Op and to its staff for the sound administration of the Co-Op. In addition, they have a general duty of trust to those served by the Co-Op and to the public.

15. CONFLICT OF INTEREST

Where a member of the BOD, either on his behalf or while acting for, by, with, or through another, has a pecuniary or personal interest, direct or indirect, as a BOD member, he/she:

- i. Shall disclose his interest fully at a meeting of the BOD prior to any consideration of the matter,
- ii. Shall not take part in the discussion of or vote on any question in respect to the matter, and
- iii. Shall not in any way whether before, during, or after the meeting act to influence the voting on any such matter.

IX. MONIES AND FEES

- A. Fees shall be established by a majority vote of the Board annually. Tuition increases are to be reviewed annually, established and published prior to registration whenever possible. (Revised 8/00)
- B. Registration fees are due at the time of registration and are non-refundable. (Revised 8/00)
- C. TUITION:
 1. Tuition is assessed on a monthly basis and is due and payable on the first day of the month. Collection of delinquent tuition shall proceed in accordance with the procedures set forth in the Handbook.
 2. Teachers receive a tuition discount for one child annually, as specifically set forth in the Teacher's Employment Agreement. (Revised 8/01; 7/03)
 3. Members with continually delinquent accounts will be subject to corrective and/or remedial action as set forth in the Handbook. At any time, a Member may attend a regularly scheduled Board meeting to request special tuition payment arrangements, stating the reason(s) therefore. Approval of such a request shall be at the Board's sole discretion.
 4. Members enrolling after the first of the month shall pay tuition for that month on a pro-rata basis, as determined by the Treasurer.
 5. A \$10.00 fee will be assessed to any parent arriving 5 minutes late to pick up their child and for an additional one dollar per minute thereafter. (Revised 8/00)
 6. Members are required to arrange for a substitute in case of unavoidable absences. (see section IV, C, 5) A substitute fee will be assessed to any member who is scheduled to work and does not arrange a substitute. This fee is due and payable with the following month's tuition. (Revised 6/92, 4/03).
 7. A buy-out obligation will be imposed upon any Member who does not participate in a mandatory fundraiser. The amount of the buy-out will be determined in consideration of the particular fundraiser and will be publicized to the Membership not less than thirty (30) days prior to the commencement of the mandatory fundraiser. (Revised 8/97)

D. REFUNDS

1. In the event a Member family withdraws from membership, the full sum of tuition due and/or paid for the Member's final month of enrollment shall be retained by the School without refund unless the Member provides the Director with at least two weeks written notice of withdrawal. In the event such notice is provided, the tuition due and/or paid for the final month of enrollment shall be pro-rated, and a refund or credit provided the Member for the days of the month following the withdrawal.
2. Tuition refunds will not be given except upon approval of the Board, in the Board's sole discretion, following a Member's written request for said refund and appearance at the next regularly scheduled Board meeting following submission of said request to discuss the requested tuition refund.
3. Pre-registration or registration fees are non-refundable.

X. DISSOLUTION OF THE GROUP

Upon dissolution of the group, any assets remaining after payment of expenses are to be transferred to a tax-exempt organization which qualifies under Section 501 (C-3) of the Internal Revenue Code of 1954.

XI. AMENDMENTS

These by-laws may be adopted, amended, or repealed by a majority of the Board at any Board meeting, or by a majority of the members at any regular or annual meeting of the members.

XII. NONDISCRIMINATION CLAUSE

The Kids' Co-Op School admits students of any race, ethnicity, and gender to all the rights, privileges, programs, and activities generally accorded or made available to its students, and does not discriminate on the basis of race, ethnicity or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.