



LOLLIPOP COOPERATIVE PRESCHOOL CONSTITUTION & HANDBOOK

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I. INTRODUCTION

Lollipop is a Cooperative Preschool licensed to operate legally by the State of Ohio. This license is posted in the hallway of the School. The laws and rules governing day care are available for review upon request. The annual fire inspection is also available.

This is a School in which both the child and the parents participate. You are a shareholder--an equal owner with all the other parents of children currently enrolled. Our cooperative preschool is a non-discriminatory, non-profit corporation run and administered by the parents, without regard to race, religion, sex, natural origin, disability, age or ancestry.

A. Philosophy

Preschool is a very important part of a child's total educational experience: the bridge between home and elementary school. The preschool experience offers your child a variety of social contacts with children and adults outside the family. It provides a sense of belonging to a group, a sharing of experiences with peers, and opportunities to gain independence. Preschool offers play space with equipment scaled to the size and capabilities of the child. It broadens his horizons by introducing him to a larger variety of situations than he would encounter in the home and neighborhood. Under the direction of trained and experienced teachers, each child is helped to grow toward becoming responsible for his actions and willing to accept the consequences of his own behavior. The teachers devote their complete attention to the needs of the children while at school. The aim is to act as a supplement, not as a substitute, for the home.

Lollipop Cooperative Preschool is the child's own special place away from home. It allows the child relative freedom to choose activities, to select play materials and companions or to elect solitary play. There is access to things that he can do easily and skillfully, yet there is always something to challenge him. The teachers accept and understand his emotions and help him to resolve problems only when he needs help. We provide the child with opportunities to experiment, to express his creativity, and to satisfy and stimulate his curiosity. Our emphasis is on personal and social growth, not academic achievement.

B. Goals

A cooperative preschool recognizes that parents are the primary educators of the young child. Through their active participation in the school, the parents get to share in their child's first school experience and help their child grow in confidence and independence. They gain a greater understanding and enjoyment of their young children and learn about new things that can enrich learning in the home. Parents learn new techniques and gain reassurance through contact with other children and with other parents who face the same day to day challenges of raising children.

Lollipop Cooperative Preschool aims to assist and allow the child:

1. To gain self-confidence and better know themselves as individuals.
2. To express his/her creativity, and to stimulate and satisfy his/her curiosity through play and social practice.
3. To develop trust and respect for adults outside the family.
4. To learn to trust new situations and to feel comfortable and secure in them.
5. To develop respect for people (individual differences and the rights and feelings of others) and respect for property.
6. To begin to make social adjustments and learn to share in a group.
7. To meet and solve problems, thereby growing in independence and self-reliance.
8. To develop self-control and the ability to follow directions by using appropriate coping and expression

strategies.

9. To learn to follow directions, to comply with simple rules and to cooperate in a group.
10. To exercise and improve motor (large and small muscle) skills and coordination.
11. To develop concepts necessary to a good beginning in learning to read, write and work with numbers when he/she enters primary grades.
12. To increase his/her awareness of the world around him.
13. To develop a positive attitude toward school and to discover that learning is fun.

C. LOLLIPOP'S PROGRAM

	<u>3 Year</u>	<u>3 Day Pre-K</u>	<u>4 Day Pre-K</u>	<u>Enrichment</u>
Hours: AM	9:00 - 11:30	9:00 - 11:30	9:00 - 11:30	9:00-1:00
PM	12:30 – 3:00	12:30 – 3:00	12:30 – 3:00	
Class Days:	TH, F	M, T,W	M,T,W,TH	Friday

Number of Children: A minimum of 10 children in the 3's and 3 Day Pre-K program and 12 children in the 4 Day Pre-K must be met to hold class for the year. A minimum of 7 for the Enrichment.

	3's	PK's
Enrichment		
Staff Members:	2	2
Working Parents:	1	1
Maximum Children	14	14
Maximum Ratio	1:12	1:14
Registration Fee: (non-refundable)	\$55	\$55
Paper Fee	\$20	\$20

Tuition: *Announced at Spring Parent's Meeting. *

(Tuition payable at the beginning of the year or 8 monthly payments collected on the 1st of each month September thru April)

D. Classes and Curriculum

3's program

The first 10-15 minutes of class time are set aside for the children to arrive. The children will play with play dough at the tables. Next is circle time. Circle time is a time when the working children get to do their "jobs". The children take a trip to the bathroom and then eat their snack. After snack the children have large motor time followed by story time. Once the projects are explained, the children enjoy free play and rotate between the curriculum activities. The day is concluded with a music activity.

3 Day Pre-K program

The first 10-15 minutes of class are set aside for the children to arrive. Learning games are placed out for the children to interact with. While the children are arriving, the working parents and children are setting up the snack. The children attend circle time where the working child does their "chores" and the activities for the day are discussed. The children take a trip to the bathroom and then eat their snack. After snack the children return to the classroom for a mixture of learning activities and free choice time. After free choice time the children have music or large motor activities and the day concludes with a story.

4 Day Pre-K Program

The first 10-15 minutes of class are set aside for the children to arrive. While the children are arriving the children may interact in any of the centers with friends. The children gather on the rug for circle time. The working children do their "chores" and the day's activities are discussed. The next hour consists of children rotating between 4 activity stations and free choice. After this the children are read a

story while the working children set up snack. The children proceed to the bathroom and then have a snack. The day concludes with large motor or music activity.

Enrichment Program

Children will start the day with an opening meeting and circle time. This will be exploring hands on science experiments, and project based learning experiences. In addition, teachers will offer individualized skill support to provide additional scaffolding in areas of development identified by his or her parent or Pre-K teacher. This will include focus on letter and sound recognition, math, social development, and fine motor skills. This will occur in a small group or individual setting. Children will pack a lunch that they will then eat at school where self- help skills are the focus. The day will be ended with some group time focusing on literacy.

Assessment

Throughout the year, various formal and informal assessments are completed by the classroom teachers and parents. The Ages and Stages Questionnaire is a developmental screening completed by the parents, if consent is granted. A vision assessment is completed by the teachers with consent of the parents. In addition, informal assessments are completed throughout the year to maintain record of growth, development, and needs.

E. SNACKS/ LUNCH

Snack will be served to all Lollipop students, during every class session. One parent brings milk or juice and the snack. Snacks should be nutritious and NUT FREE. This means NUTS OF ANY KIND are NOT to be in the list of ingredients. Cakes and cookies should be saved for special days. Please keep in mind any food allergies a child might have. Try not to bring too much food so that children will not want to take home uneaten snacks in their totes. Sign the snack register on the bulletin board in the snack room so that other parents will know what the children are eating.

Lunch for the Enrichment students will be provided by the parents. Meals must consist of the following:

All of the following: • 1 serving of fluid milk • 1 serving of meat or meat alternative • 2 servings of fruits and/or vegetables • 1 serving of bread and grains

If all of the food groups are not met, the school will supplement. If a child's lunch is continually missing items, fees for the supplements will be charged to the family account at \$1 per item.

F. SUMMARY

Throughout the school year questions may arise regarding your participation in Lollipop Coop. This handbook is an attempt to answer those questions about the School and your responsibilities and opportunities as members. All parent members are welcome to attend the monthly Executive Board/Committee meetings. If you have a specific concern to bring to one of these meetings, please notify a member of the Executive Board in advance so that time for discussion of your concern can be allotted on the agenda. If you have questions that remain unanswered by the Handbook or the Constitution, please call a Board member. Always feel free to share your concerns and suggestions with a Board member.

OUR SCHOOL CAN BE ONLY AS GOOD AS OUR PARENTS MAKE IT! Each and every member will wish to make our children's first experience in a school situation a rewarding and, most importantly, a happy one. There is much to learn as you start on this exciting adventure that you will share with your child. With sincere effort and cooperation it can be a rewarding experience for all. In an atmosphere of acceptance and affection a child can grow toward social maturity and independence.

II. COOPERATIVE ADMINISTRATION AND OPERATION

A. BOARD AND COMMITTEE

The School is administered by an elected Executive Board and an appointed Executive Committee. Election and appointment procedures and job descriptions are detailed in the Lollipop Cooperative Preschool Constitution. The Executive Board and Executive Committee Meeting minutes and agendas are printed in the monthly newsletter.

These officers are Parents who have assumed additional administrative duties (tasks such as filing legal papers and tax forms, negotiating the lease, planning and implementing the budget, etc.); but the responsibility for the day-to-day operation of the School is shared equally by ALL Lollipop parents.

B. PARTICIPATION OF ALL MEMBER PARENTS

As members of a cooperative preschool, we parents employ, supervise, and assist the teachers; equip and maintain the School; and meet the financial and legal obligations of the business. We all have an equal voice in running the school. Your signed Agreement Form is a legal contract between you and the School. Your participation in the School requires more than a minimal involvement; you must be committed to all aspects of the School. Our school will not accept enrollments of parents who cannot participate fully in the school's programs and activities for whatever reason. As business partners, we parents have an equal responsibility to supervise and support the business and an equal opportunity to improve the school for our children's benefit.

This section of the handbook contains rules and suggestions which may seem overwhelming in number. Most of these rules seem like nothing more than common sense, but experience indicates that they need to be stated. All are necessary for the safety of the children and the smooth operation of the school.

Your cooperation in following these rules is vital to the success of the School. When infractions occur, disciplinary action must be taken. For the first infraction of safety rules, you will receive a verbal and a written notice. For the second infraction, your child will be removed from enrollment.

If we all assume our responsibilities, everyone benefits. A co-op affords a unique opportunity for forming friendships among the children and their parents. We find interest in common; we trade babysitting, books, recipes; we share ideas and the cares of parenthood.

1) Cooperation with Business Aspects

a) Meetings and Maintenance

- (1) Attendance at Parent's Meetings is **Mandatory**. You will be given advance notice of meeting dates. At least one maintenance project per year is required participation for each member family. If you do not participate in the classroom 2 maintenance projects will be required.

b) Finances

- (1) Tuition is due by the first of each month, September through April. If a member family has a financial problem an alternative method of payment can be discussed with the President.
- (2) A non-refundable registration fee is also paid; the amount will be determined each year by the Board. New enrollees must also pay this registration fee upon admittance to the School. A fine will be charged according to the fine list disseminated yearly by the Executive Board. Any fees the School incurs due to a NSF check will be charged back to the member family. If the tuition, fees, and/or fines are not paid by the 10th of the month you will be given 10 days to pay the full amount due, including any late fees. If both are not paid or alternate arrangements made with the President within those 10 days, your child will be dismissed from the School.

- (3) Parents are required to participate in one or two Tuition Reduction projects that are used to supplement the budget so that we can keep tuition costs down. If you do not wish to participate directly (i.e., selling items for a fund-raiser), you will have the option of opting out of the fundraiser by paying a fee. The amount of the opt out fee will be determined annually by the Board.
- (4) Each family is required to pay a \$20.00 Paper Supply Fee at the August Parent meeting.
- (5) The School carries liability insurance covering the operation of the School. In addition, each child enrolled is protected with individual student accident insurance that covers a child at school, on the school grounds, and on field trips. Part of your registration fee is used to pay for this insurance coverage. Parents' personal auto insurance covers the children riding directly to and from school.

2) Participation with students

a) Communication

- (1) It is essential that you keep informed, and the school provides various means of doing this. Please read the entire Handbook and Constitution. Additional information is available through monthly board newsletters and emails from the teachers. A mailbox for communication with teachers and officers (money should not be put in the mailboxes but in the tuition box located in the hallway) and a bulletin board are located in the hallway.
- (2) Please note the pockets on the inside of the information folder. These are for your convenience in keeping together in one place various papers, such as your class list, work schedule, school calendar, tuition forms, teachers' and officers' telephone numbers and newsletter, etc. Be sure to keep with you at all times. **Lollipop's telephone number is: 330-467-6849**
- (3) Any questions or grievances with the school administration should be directed first toward the President of the Board. If the issue is unresolved, the parent may attend the regular Executive Board Meeting, and address the entire board. Any questions or grievances with the teacher or classroom should be directed first toward the teacher. If the issue is unresolved, the parent may direct questions or grievances to the President of the Board.

b) Classroom policies

i) Work Schedules

- (a) The Class Parent prepares these each semester. If you know in advance that there are certain dates that you cannot work, notify the class parent. If you need to switch a day due to illness or conflict, it is your responsibility to find another parent to switch with you. If a working day is missed without securing a replacement a fine must be paid. The fine amount is determined yearly by the Executive Board. Two missed working day's results in dismissal. If a date needs to be changed, mark the schedule posted on the class bulletin board and notify the teachers along with the class parent of the change. Each parent is required to be at the preschool on scheduled working days. **NO REMINDERS WILL BE GIVEN.**

3) Working Days

- (a) **Arrive 15 to 20 minutes early** in order to prepare snack, assist teachers, etc. Do not bring siblings or drive a car pool on your workday. Your child may even view this as

a special time when he/she is the only child at the school for a few precious minutes. The working parent brings the snack and the juice or milk. Be aware of food allergies in snack preparation and avoid candy, gum and other junk foods and "ade" type drinks. Save cakes, cookies, etc. for your child's birthday,, special day or for school parties. Record your snack on the snack register in the snack room. Don't bring more food than the children can eat, as uneaten food is thrown away; not put into the totes. Keep the snacks in sealed containers or the refrigerator until snack time. For instructions for snack set-up refer to instructions found in the snack room. Be sure to wash the tables before and after snack. The working parent(s) and teachers participate in snack time and join the children in conversation. Clean up may begin after snack time if the staff does not need you. Fill the children's tote bags. Fill out the working parent checklist posted, and then sign it. Know what to do in the case of any emergency. NO CHILD SHALL EVER BE LEFT UNSUPERVISED. THE WORKING PARENT IS NOT PERMITTED TO BE ALONE WITH ANY CHILD OTHER THAN THEIR OWN WITHOUT WRITTEN CONSENT.

4) Period of Adjustment

- (a) Since the children are in an important adjustment period during the first few weeks of school, a special schedule will be followed. A schedule for the first week of school will be distributed at the Fall Parent meeting*. This special schedule will allow children, parents, and teachers, to begin to get acquainted and will ease separation difficulties and apprehensions. Each parent in attendance can help her child in adjusting to the new preschool environment. It is helpful to sit quietly near him; neither pushing him to join the others nor keeping him totally occupied by playing with him. The teachers can be helpful in making suggestions for dealing with any individual separation problem.
- (b) *The first two days of school are mandatory for parent(s) to attend.

5) Calendar

- (a) School will be in session from August through May. Vacation times include Thanksgiving, Christmas, and Easter. Lollipop will generally follow the Nordonia Hills School calendar. However, Lollipop will close (both morning and afternoon sessions) when the Nordonia System closes or delays for emergency snow days due to severe weather. In cases of other emergencies, the President can close the preschool without Board approval. The Lollipop calendar will be distributed at the Spring Parent's meeting. Necessity for make-up days will be determined by the board yearly.
- (b) Lollipop can be closed by any of the following methods: TV (WKYC), Facebook, Email, or Phone Calls.

C. GENERAL SCHOOL POLICIES

- 1) No smoking at school, on field trips or class parties.
- 2) No siblings on working days. Siblings may attend field trips at the teachers' discretion. You will be notified of special occasions when families are invited to participate.
- 3) Transportation: Parents are responsible for getting children to and from school. Car pools and swapping babysitting for younger children on participating days may be arranged at your own discretion. Please no car pooling on working days. Each child must be buckled in proper child restraints on Lollipop property. There should be no car pools the first two weeks of school. This allows the children to "settle in" and become comfortable with a new situation. It also provides an excellent opportunity for parents to get acquainted with each other and with the school. Check the

bulletin board at school frequently, and pass along information to other members of your car pool. We hope the following will be helpful to you in providing a safe atmosphere for your child.

- a) Please be prompt in bringing your child/car pool to school and at dismissal. Arrive 15 to 20 minutes early on working days; on other days, arrive no earlier than 5 minutes before class time. The working parent stays until the last child leaves.
 - b) Parking
 1. Please park on the West entrance of the Church.
 2. No stopping or parking by the door or front/side of church building.
 3. DO NOT drive behind the church for drop off or pick up of children.
 4. You must have a handicapped sticker to park in handicapped parking.
 - c) Turn off your ignition and remove your keys before leaving the car. Please bring your child/car pool to the hallway entrance. No child should enter or leave the building unaccompanied by an adult. Do not leave other children unattended in the car. Lollipop is not responsible for children not enrolled in the school.
 - d) It is unsafe to allow children to run ahead of you in the parking area. We parents, as both drivers and pedestrians, must always be alert for people and vehicles in the parking lot.
 - e) Do not come into the classroom when you bring your child to school or when you pick him up. Wait in the hallway until your child or carpool is dressed and dismissed into your care. This avoids distracting the teacher and working parent from their duties. If you need to talk with the teacher, see her after class or call her to set up an appointment.
 - f) If another person other than you or your carpool driver is to pick up your child from school, please notify the teacher(s) in writing. No child will be released to an unauthorized person unless the teacher has written permission from the parent and photo ID. However, we will release the child to either parent unless a copy of a court order stating otherwise is in our records.
 - g) Children are not permitted to run freely throughout the church.
- 4) Tote bags are necessary--please no backpacks! One tote bag is provided for every new student (15 x 15"), and should be labeled with the child's name on the FRONT AND BACK. Stay informed by checking totes each day for messages from the teachers, Board, etc., reading your monthly newsletter, and checking messages on bulletin boards in the hallway. The tote bags may not be used to advertise products or services (however we do have a bulletin board in the hallway for this purpose).
 - 5) Clothing: Your child should wear washable play clothes to school. We probably won't stay clean and neat. RUBBER SOLED SHOES ARE PREFERRED FOR SAFETY and to reduce noise level. All outer, removable, clothing (boots, hats, coats, mittens, sweaters, etc.) must be LABELED with child's first and last name. Please dress children warmly in cooler weather for outdoor play. Assume that the children will play outside unless the weather is absolutely forbidding. Send boots, hats, and mittens, depending on the weather and when the ground is wet. Don't forget to wear boots on muddy or snow days and bring a pair of shoes to change your child into for class time. The children will be encouraged to dress themselves. Bring in a change of clothing the first week of school for your children in case of emergencies/accidents.
 - a) Parents should dress neatly and appropriately when participating at school. Washable, comfortable clothing is highly recommended since you will be working with paints, paste, food, etc. Jeans are fine.
- 6) **6. ALL FORMS MUST BE COMPLETED AND FILED WITH THE SCHOOL BEFORE ADMISSION TO THE PROGRAM.**
 - 7) The parents have unlimited access to the center during hours of operation for the purpose of contacting their child. Parents may request to meet with a teacher at any time to discuss their child. Conferences are held twice a year in the fall and spring. Schedule will be announced.

III. MAJOR POLICIES AND PROCEDURES

A. HEALTH

Parents are requested to follow their own good judgment and these basic rules to insure a safe and healthy school year. Consider not only whether your child is contagious, but also whether he is well enough to have adequate resistance to other contagious conditions that may be present in the group.

1. The child should not attend school within the preceding 24 hours he/she has shown any of the following symptoms: fever, vomiting, diarrhea, sore throat, earache, excessively runny nose, persistent cough, rash or acts unusually tired or "crabby".
2. Try to teach your child to wipe his nose when necessary and to cover his mouth during coughs and sneezes.
3. Please advise the teachers if anything unusual has occurred that might affect your child's behavior at school, such as a nosebleed, a fall, death or illness in family or of a pet, etc.
4. Your child will not be admitted to school if he is exhibiting symptoms of a communicable disease. If during the class your child begins to show signs of being ill, such as: diarrhea, severe coughing, rapid or difficult breathing, headaches, stiff neck, or fever, yellowish skin or eyes, conjunctivitis, untreated infected skin patches, unusually dark urine/gray-white stool, unusual spots of rashes, evidence of lice, scabies or other parasitic infestation, then the sudden illness procedure will be followed. (Refer to Emergency Health and Accident Plan)
5. Please notify the teachers so that they can alert the other parents if your child has any of the disease listed in the Health Report.
6. Parents should consult their own physician regarding the period of quarantine for a communicable disease. Your child will not be readmitted until he is no longer contagious.
7. As a working parent, please remember that frequent hand washing can help reduce the spread of communicable disease.
8. Please keep your child's fingernails trimmed SHORT. Short nails are much more sanitary at this age. Also, play may be "rough and tumble" at times and children are less likely to be scratched if nails are trimmed frequently.
9. A chart of "Communicable Diseases" is posted in the snack room for review. The teachers are trained in the management of Communicable Diseases as required by the state law. At the end of the handbook there is a Childhood Communicable Disease Chart for reference. **Medication will ONLY be administered for emergency situations or other circumstances where it is required by a doctor to be administered during school hours. All medication must have proper forms filed with the School. Medication for communicable diseases or symptoms of temporary illnesses will NOT be given at school.**
10. Nursing mothers may use the Nursery upstairs in the church located next to the sanctuary.
11. Any child that has not been vaccinated must provide a letter from the primary physician stating the child is free from illness, his/her health is under supervision, and that the physician is aware of the vaccination status of the child.

B. DISCIPLINE

Positive discipline builds inner strength and social awareness of a child. It is our belief at Lollipop that firm reassurance but kind adult guidance is needed as a form of discipline.

The teacher is most qualified to handle discipline because he/she knows all the children and they know the teacher. This allows greater consistency and less confusion for the children.

Often intervention is not necessary since children learn to settle their own difficulties. However, if a conflict should occur, the teacher will redirect the child's attention or remove him from the group. Having the child sit on the "sideline" will help him to regain control of himself and think of alternative ways to handle the situation. UNDER NO CIRCUMSTANCES will the teacher resort to corporal punishment, ridicule, shame, humiliation or withholding basic necessities from a child.

The teachers will do their best to establish a good rapport with all the children. The teacher is sensitive to the needs of the individual child as well as to the interest of the whole group. The teacher will help the child channel his emotions and to accept the rules and limits that promotes good social relationships.

C. SAFETY

1. Teachers shall be responsible for the general safety of the children. At no time shall a child ever be left alone or unsupervised or in the care of the working parent.
2. The teachers greet each child at the door upon arrival and dismiss each child. If your child will be absent from school please call to let the teachers know. A child will only be released to parent, guardians, or people granted written permission by the parent or guardian. We will release the child to either parent unless a copy of a court order stating otherwise is in our records. If a child was expected to arrive via some other method other than parent drop of (i.e. day care bus), and does not arrive, a call will be made to the parent.
3. A child will be recorded in and out on the daily attendance form. Attendance sheets will travel with each class throughout the day and throughout the school. If a child (ren) is taken to a different area of the school, teachers will make note of child(ren) leaving on the attendance sheet.
4. Fire drills are held every month August thru May. Tornado drills, March, April, May and September. Lock-down drills are done quarterly.
5. Emergency Action Plans are posted on the bulletin board in the hallway and classrooms. School safety drills are conducted several times throughout the school year.
6. Children should not bring chewing gum or candy to school. These pose safety problems (choking, allergies), and they can be harmful to floors and equipment.
7. On field trips seat belts **MUST** be used. Each child shall wear a tag with his name, the school's name, address, and phone number. The first aid kit, the Emergency Medical Notebook, and a teacher trained in First Aid shall be present on all trips. There are no siblings permitted.
8. Absolutely NO SMOKING when participating with the children at school or on field trips.
9. No use of aerosol sprays will occur while the children are present.
10. There is access to a working telephone at all times.
11. If an accident or injury occurs, or the emergency transportation of a child, the teacher shall complete an

incident report. The report shall be given to the parent or guardian on the day of the incident, with a copy retained on file at the school for one year.

12. Security Doors are located outside of Lollipop. These doors will remain closed during school hours with the exception of pick-up and drop-off. All doors that access other parts of the church are locked by a code. The code is not to be dispersed and is known only by teachers and select board members. If you need to pick up or drop off your child during regular school hours you will need to call the school and someone will open the doors. This is to ensure the constant safety of the children.
13. There are smoke and carbon monoxide detectors and fire extinguishers in the school building. The teachers explain safety and conduct fire drills at varying times monthly.
14. Children will not be in proximity of water more than 18 inches in depth during a typical school day. Water play will be confined to water tables. If children are to be around water of deeper than

IV. SCHOOLACTIVITIES

A. FIELD TRIPS

During the year classes take various field trips that might include a fire station, library, animal farm, bakery, hospital, post office, etc. If possible, the four and five year olds take a school bus ride in May to the various elementary schools and visit one kindergarten.

You will be notified well in advance of each field trip. The teachers will explain field trip policies in more detail. Each parent is responsible for driving their child to and from the field trip. Siblings are not invited on field trips, unless you are notified differently.

B. SHOW AND TELL

Each teacher will establish and inform you of specific guidelines for show and tell in their class if applicable.

C. PARTIES AND BIRTHDAYS

The Teachers sets certain times and stipulations for parties each year. You will be notified in advance regarding special times and information about parties. Families are invited to some parties. Regular play clothes are worn for parties unless otherwise stated. The working parent will provide special refreshments for parties or a potluck will be organized. Parents may be asked to donate items for treat bags and/or gifts for children.

The Halloween party is a costume party, but the children will not be allowed to wear masks. Masks are frightening to some and dangerous for all young children due to impaired vision. No costumes with weapons.

Children may wear dress-up clothes to the Christmas party where Santa will visit.

When sending Valentines for the Valentine party, please send enough, but do not address them. If the Valentines are not addressed, it makes distribution much easier and the children delight in being able to play mailman. The Easter Bunny visits the Easter party.

All September through May birthdays will be recognized by having the parent participate on the school day nearest the child's birthday. For a June through August birthday, a school day is assigned to the child as a "special day" and the parent will be scheduled to work. Parents should plan to bring a special treat for the birthday or special day -- just something simple to eat. (Cupcakes are very messy.) No balloons, hats, candles or noisemakers.

D. TALENTS AND DONATIONS

If any parent has a special talent, career or hobby (singing, playing musical instrument, ceramics, cake decorating, police, fireman, dentist etc.), you are encouraged to share this with the class.

Each parent has his or her own contribution to make to the preschool. Perhaps your special talent is sitting with and encouraging a child who is trying to work a puzzle. Don't be modest in assessing your skills and talents, and please be generous in volunteering your time.

Another way in which you can contribute is by saving items from home (magazines, egg cartons, toilet tissue tubes, etc.), which may be used for projects throughout the school year. Watch the bulletin board and newsletter for special requests for these items.

V. WONDERFUL THREES, FOURS AND FIVES

At three a child is just beginning to develop control and must express himself immediately and physically. He still prefers the company of adults who give him a sense of security, but is beginning to want playmates his own age. He is primarily self-centered, and he wants what he wants when he wants it; however, he usually can be distracted into another activity. He needs to touch and handle all materials and will go from one thing to another rapidly. He is short on attention span but long on curiosity.

It takes time for the three-year-old to accept the wishes and opinions of others. He likes to have children around him if they do not threaten what he is doing or what he is playing with. He enters into play situations with other children slowly or sporadically. Often he will play or observe on the fringe of other children's play. Social learning occurs from watching and listening as well as participating in groups. Imitation is common. At three years of age playing occurs during motor activities. By playing first with one child then another, they begin to learn that each person is different and that different kinds of activity as well as different responses are necessary in getting along with others.

The four year old is also bursting with "I want to do that." He is a great pretender. He has a more sophisticated imagination and can plan and play more creatively. He is not quite ready to deal with abstract ideas. Therefore, he may take what adults say quite literally. He is still sorting fact from fantasy, but he is fascinated with both. Fours ask many questions of "how" and "why" in a necessary attempt to fit all the things they see and hear into a place in their lives. They still demonstrate feelings and wants through actions, but now are more capable of communicating some of them verbally.

At four years of age a child enjoys social contact with his playmates both physically and mentally. He is reasonably cooperative in many situations, and the level of organized play among older preschool children is often amazing. Fours are boastful, bossy and demanding. They also delight in silly rhyming word games.

At five, most children become more organized, focused, and conventional in their thinking. They learn to follow an idea, problem, or task to its completion, staying with it even from one day to the next. They can think of an idea and carry it out. Their thinking is becoming more defined and their memory for events, situations, strategies in problem-solving is improving.

Five-year-olds are very independent and helpful. They are internalizing social rules, becoming more aware of themselves in relation to others. Fives continue to participate in social dramatic play as a way to define their own self-concept.

A five year old loves to use their large muscle skills, they are able to hop, jump, skip, run and climb. Their fine motor skills are becoming more refined and in control. Their pencil grasp is improving; their drawing more controlled and scissors are used more effectively for cutting out things. Fives enjoy taking things apart and learning about their world through their 5 senses and how others describe it. Language is used by fives as a substitute for action. They seek verbal solutions to problems to which they used to react bodily and emotionally. Fives are continuing to expand their vocabulary, extend the length of their sentences, increase the complexity of their sentence structure and use language more as a way to learn about things in their world.

VI. GENERAL GUIDANCE TECHNIQUES

1. SAFETY of the children comes first. During the general activity of "free play" period the children are free to select whatever they want to do and play with. However, they need to know that there are limitations to the use of play equipment. They need to know what to cut, where to run and climb, when to take turns, etc.
2. In communication with young children, use few and easily understood words. Stoop down often to the child's level. If you want to be heard, be sure you have the child's attention before speaking by going to him or saying his name. Make suggestions positive rather than negative, or define things in terms of their use, like a child does. Say, "We share and take turns with toys," rather than, "Don't take toys away from other children." Or say, "Blocks are for building not for throwing." Move with unhurried gestures. Be friendly, pleasant and interested. Listen as well as talk. You may get some rewarding feedback!
3. Foresee troublesome or dangerous situations and prevent their happening. Kids seem to have unlimited energy and ideas. Their increasing sociability creates more instances of aggression and quarreling, but these are of short duration and can be valuable in teaching children to consider the rights of others, to cooperate and to compromise.
4. There will be a great deal of noise and activity. Try to distinguish between constructive and destructive behavior and channel it accordingly. Young children can neither be quiet nor still for very long.
5. If you hear a child using a "bad" word or saying things like "I hate you", try to ignore it. Usually these phrases and feelings pass quickly if little is made of them.
6. Show approval or disapproval of what a child does, but never of the child himself. Praise the behavior you want continued.
7. Avoid power struggles with the children. A child may be given a choice between two things. "Will you wash your hands, or shall I wash them?" His hands will be washed in either case. Don't trap yourself and confuse the child by giving him a choice when there is none.
8. When a child is using creative materials such as blocks, crayons, etc., let his imagination guide his efforts. Don't tell him what to make or even ask him what he is building. Say something encouraging, but honest; such as, "Wow, that is tall!" or "I like those bright colors". He may not have an end product in mind. At this age it is accomplishment enough just to experiment and enjoy using various means of self-expression.
9. Each child goes at his own speed. Accept and respect individual differences. As this applies to your own child, be aware that he must adjust to being in school. When you participate in his class, he has to share you with the other children. In his own time he will become happy and proud of his and your participation in preschool.
10. Allow the child to learn by experience. Children need much practice in various means of settling their difficulties, and only by testing and trying can they learn which social techniques are successful. Because their verbal ability is limited, physical aggression may occur when children disagree or when they merely attempt to establish social contact.
11. Never use the teachers or preschool as a threat or a bribe.
12. Some children freely discuss their day in school, whereas others say very little. It is unwise to continue to question an unwilling child, but you can show interest without seeming nosy.
13. In a cooperative preschool parents and teachers can share their knowledge and experience. Teachers have become skilled in working with preschoolers, but no one knows your child as well as you do.

14. A child should be given only the help he needs. If a child asks for help, help him to think things out for himself. He will need help in learning the school rules of sharing and taking turns, which activities are permitted and which are not. Many things that relate to safety, health, preservation of property, and the rights of other people are beyond the child's capacity to judge. Setting limits is an essential part of helping a child develop by allowing him to behave and experiment freely, unencumbered by uncertainties. Discipline should give the child the boundaries he needs to feel secure and the freedom he requires to be himself. Setting limits prevents uncertainties.

VII. ROLE OF TEACHERS

Teachers are qualified professionals employed for their educational expertise and guidance. They plan and execute the daily teaching activities and work with the Executive Board in formulating the over-all curriculum program.

Teachers submit written lesson plans to the Board for review. Approved monthly lesson plans are sent home in the tote bags. Prior to the beginning of each class session, the teacher and the working parents review the topics and activities planned for that day. On the days that you participate, the teacher can help you to understand your own child better and to work confidently and effectively with the other children.

A preschool teacher provides a variety of experiences to broaden the children's areas of learning. The children come to understand these experiences through her interest and explanations. The teacher helps them relate new concepts to what they already know.

The teacher knows that young children learn best by doing. By the planned utilization of equipment and materials, she will teach specific skills such as the use of paste, paint, scissors, crayons, chalk, play dough, and other creative materials. Topics that are covered may include the five senses, seasons of the year, holidays, ecology and environment.

The teacher will do her best to establish good rapport with your child. From training and experience the teacher has learned to help each child in making his adjustments to this new experience. Sensitive to the needs of the individual child as well as the whole group, she helps him channel his emotions and to accept the rules and limits that promotes good social relations. In summary, the teachers strive to help the child master the goals listed in this handbook.

If a teacher is ill, they shall notify the Curriculum Director. The Curriculum Director maintains a file of qualified substitutes. She will secure a substitute as needed. Credentials are on file. At least one teacher certified in first aid shall be on premises.

VIII. HISTORY AND STATE LICENSING

A. HISTORY

The idea of a cooperative nursery school in the Northfield area began in the spring of 1958. Interested parents formed an investigative group and sought professional advice. During the summer officers were elected, by-laws were written, and willing fathers handcrafted a variety of large toys and play equipment. In September 1958, the parents approved the by-laws, and the Northfield Presbyterian Cooperative Nursery School began. Several amendments to the constitution were made during the first two years of operation; and in May 1960, the members adopted a completely revised constitution.

In 1967 two more class sessions were added to accommodate the increasing requests for enrollment. In 1970, the school was licensed under the Day Care Licensing Act to operate in accordance with State requirements. In 1971, the State of Ohio decided that coops did not fall into the category of Child Day Care and we were no longer required to be licensed as such.

There were major changes in 1973. The constitution was completely rewritten and approved by the membership. The parents adopted a new name for the school: Lollipop Cooperative Preschool. During the summer the school was relocated from the Northfield Presbyterian Church to the Shepard Road Christian Church.

During 1979, the State tightened regulations governing programs for young children. All such programs were either licensed or formally exempted from licensure by the State. Since coops still did not fit the definition of child day care centers, Lollipop applied annually for formal exemption.

In 1986, a new State law became effective requiring all coops to be licensed. A licensing committee was formed. The committee reviewed the laws of licensure. The Constitution and Handbook were revised and other areas surveyed to be sure that Lollipop met the requirements of the State. An Administrator was added to the staff as was required by State law. The 3-year-old class enrollment was increased to 18. This was done to offset the salary of the new staff member and to help pay for the rising cost of insurance.

Early in 1996, a committee was formed to start development on a new program for children who are 5, but emotions and to accept the rules and limits that promote good social relationships. not yet ready for kindergarten. The parents approved the plans in January and the school contracted with the United Methodist Church of Macedonia for classrooms. Teachers and parents worked through the summer to prepare the classroom and curriculum for the new program. In September of 1997, the school added the two new sessions, a Pre-K class and a 4-year class to accommodate increasing demand.

In the summer of 1998, due to increased demand an additional 3-year-old class was added to the UMC location. Due to the schools continued growth, a UMC Secretary position was added to the Executive Board and Pre-K Representative was changed to UMC Representative in the spring of 2000.

During the 2000/2001 school year Lollipop Cooperative Preschool was informed by Shepard Road Christian Church that this would be the last year for occupancy. Due to the cost of maintaining the old building and the constant upkeep the church had no choice but to dissolve the partnership at the end of the school year. Unfortunately this meant major changes for Lollipop Cooperative Preschool again. We were able to relocate our Shepard Road classes with our other classes at the United Methodist Church. In doing this we were able to reach a long range goal which was to operate from one location but due to lack of space Lollipop had no choice but to downsize. Enrollment was cut back to meet our new classroom sizes. The Constitution and Handbook were revised to meet the requirements for United Methodist Church. Teachers and Parents worked very hard over the summer months to move everything from our old location to our new classrooms. By the first day of school everything was ready for our new start as Lollipop Cooperative Preschool at the United Methodist Church. The school now offers three programs: 3 year old class, 3 Day Pre-K year old class, and 4Day Pre-K class, all classes offering morning and afternoon sessions.

B. LOLLIPOP IS LICENSED BY THE STATE OF OHIO

The State of Ohio sets standards for preschools to help ensure quality education for your children. Their controls cover areas such as: staff qualifications, space, administration, ratio of adults to children, educational programs, equipment, health and sanitation and safety. This includes child abuse reporting when abuse or neglect is suspected. Lollipop is a non-profit educational institution and is non-discriminatory with regard to race, religion, national and ethnic origin. The current licensing evaluation report is available on the Ohio Department of Job and Family Services website.

ADDENDA

If a teacher suspects that a child has been abused or neglected, they shall notify the Children's Services Agency in accordance with State law. **CHILD ABUSE HOTLINE 1-330-379-1880**

The evaluation forms and licensing record of Lollipop are available from the **Department of Human Services. The Department's toll-free number, 1-800-686-1581**, is available for reporting any suspected violations of the law and rules.

ADDENDA (May 2004)

Each program shall adhere to specific teacher/child ratios in the classroom. In the 3 year program the T/C shall be 1-12 and in the 4 year program and the Pre K program the T/C shall be 1-14.

ADDENDA (April 2005)

Each program shall adhere to the state licensing guidelines by having only teachers and qualified substitutes alone with the children in the classroom or in the bathroom.

In April, 2005, the Executive Board and Teachers took a thorough look at the handbook. Many changes were made to reflect Lollipop's progress over the years.

The Executive Board voted to raise tuition for the 2005-2006 school year.

ADDENDA (April 2006)

The Executive Board voted to increase the length of time that the 3's are in class from 2 hours to 2 1/2 hours.

The class will not run from 9-11:30 and 12:30- 3:00.

The class sizes in the 3's and 4's were raised from 16 to 18 children.

January 31st will be the last date to enroll a new student for the current school year.

The parents voted to allow a president to run for a 3rd term only for the 2006-2007 school year. The parents voted not to make it a permanent constitutional change.

The Executive Board voted to start a Family Assistant Fund. The fund would cover the tuition and registration fees equivalent to the pre-k class for only one child. If more than one child needed the fund then the Executive Board would divide the fund for educational credit among all applicable children. The recipient would be based on need brought to the Executive Boards attention. The funding will come from optional fundraisers. As the fund grows more children will be able to be helped. Donations can be made to the fund. The recipient of the fund will still be responsible for the minimum number of mandatory fundraisers, paper supply fee and field trip costs. This fund can also be used at the discretion of the Executive Board by majority vote to help a family in need in other ways.

The Executive Board voted to raise tuition for the 2006-2007 school year.

ADDENDA (May 2007)

In May, 2006 parent voted in favor of changing the rules of the Pre-K date. A child now needs to be 5 by December 31st of that school year unless they receive teacher recommendation from our 3's teachers.

In January 2007, the parents voted to change the Executive Board from 7 to 5 positions. They are President, Membership, Treasurer, Assistant Treasurer, and Curriculum.

Lollipop is now offering one 3 day class and one Pre-k Class.

We have reduced the number of children in the 2 day class to 12 and the 3 day class to 16.

We have decided to try a 2 day (3's) class in the afternoon on Monday and Wednesday in 2007-2008.

Lollipop Cooperative Preschool joined the Nordonia Hills Chamber of Commerce in March 2007 and we are involved in the Community Business Expo for the first time.

In May 2006, Lollipop began a new tradition of being in the Nordonia Hills Memorial Day parade.

ADDENDA (May 2008)

Lollipop added a Pre-K pm class and a 4's pm class. The schedule of classes went back to Pre-K Monday through Thursday both AM and PM, 4's Monday through Wednesday both AM and PM, and 3's Thursday and Friday both AM and PM.

We voted to allow parents the choice of either the Pre-K or 4's class if their child is 4 by September 30th. The child must have one year of previous preschool to enroll in Pre-K.

The parents voted to change the number of Executive Board positions from 5 to 7. The positions are President, Vice President, Treasurer, Assistant Treasurer, Curriculum, Secretary, and Family Events Chairperson.

ADDENDA (May 2009)

We voted to collect tuition monthly instead of three times a year.

We have decided to run both AM and PM class for the 3's, 4's, and Pre-K classes.

ADDENDA (May 2010)

We have voted to change the enrollment requirements for the 2010-2011 school year. To be eligible to attend Lollipop, children must be 3 years old on or before August 1st of each year for the 3's class and 4 years old on or before August 1st of each year for the 4's or Pre-K classes. Prior preschool experience is recommended but not required for enrollment in the Pre-K program.

The board voted to allow the administrator to evaluate all the teachers.

We voted to change the nominating committee which consists of 7 people to nominating chairperson which consists of 1 person.

We voted to keep tuition monthly, but have the first (Sept) and last payment (May) due in September.

ADDENDA (May 2011)

We voted to have a scholarship awarded to a graduating High School Senior who is a Lollipop Preschool Alumni. Certain criteria applies see website for more information.

The 3's PM class time has been changed to 12:15 pm - 2:45 pm, to follow the same schedule as the other PM classes.

Addenda (April 2012)

The Board voted to change to age requirement for the 4's class. A child must be 4 by September 15th to join the 4's class.

The membership voted at the January 2012 parent meeting to increase tuition and have one mandatory tuition reduction project each school year.

Addenda (April 2013)

The Board voted to maintain the age requirement in the 4's class, requiring the child to be 4 by September 15th. A child who turns 4 after this date can be enrolled in the 4's class on a case by case basis, upon Board approval.

Addenda (April 2014)

The Board voted to change the name of the "4's" class to 3-Day Pre-K class and the "Pre-K" class to 4-Day Pre-K class.

The board voted to change the participating parent vs. non-participating rules and also increase tuition slightly. There will only be one price so we do not void our non-exempt status based off of 501(3) c rules and regulations.

The Board voted to change the age requirement in the 3-Day Pre-K class, requiring the child to be 4 by October 1st. A child who turns 4 after this date can be enrolled in the 3-Day Pre-K class on a case by case basis, upon Board approval.

Addenda (April 2014) continued

The board wanted to define Calamity days on whether days will be made-up or not. Since Lollipop follows Nordonia School District's calendar and cancels when Nordonia Schools either cancels and/or delays for inclement winter weather conditions. Currently, the Nordonia School District makes-up days after 5 calamity days missed. The Board voted to follow what Nordonia Schools deem necessary. If they make-up days, then Lollipop will also make-up day missed after the 5 calamity days.

The board voted to allow incoming Executive Board members for the next school year to be exempt from all lotteries during the registration process, if deemed necessary.

Addenda (April 2015)

The constitution and handbook was reviewed and updated to reflect the following:

- 1.) Class mothers as class parent
- 2.) Working mother as working parent
- 3.) His/he as his/hers and he/she
- 4.) No restrictions on cowboy boots and jewelry for the students
- 5.) No weapons for Halloween costumes

Tuition was voted on to be changed in the following way: Instead of collecting two tuition payments at the beginning of the year and having 9 monthly payments, tuition will be divided by 8 equal payments. This will help the parents not have to pay so much at the beginning of the school year. When changing the tuition to be divided up equally by 8 payments the tuition went up \$3 for the 3's, \$1 for the 3-Day Pre-K and \$5 for the 4 Day Pre-K.

Addenda (August 2015)

The Executive Board voted to temporarily extend the cutoff date of the 3 Day Pre-K class from October 1st to December 31st for this school year. By doing so we have allowed some of the children on our waitlist for the 3's class to enroll into our 3 Day Pre-K class. This change helped boost enrollment by 4 students.

Addenda (February 2016)

Article 6, Section 7, was updated to reflect the most current standards set forth but the Ohio Department of Job and Family Services, REQUIREMENTS FOR STAFF AND OTHERS IN CHILD CARE CENTERS AND TYPE A HOMES form. JFS 01219 (Rev. 1/2011)

Addenda (April 2017)

The membership voted to change class times to 9 AM-11:30AM for the AM classes, 12:30 PM-3:00PM for the PM classes, and 9AM-1:00 PM for Enrichment.

Addenda (May 2017)

It was voted to hire an Assistant Director from within the teaching staff to help with education, curriculum, and building affairs. A job description has been included in the Constitution.

Building Representative was eliminated due to the Assistant Director taking on some of those duties. A Playground Maintenance Chair was created.

Addenda (June 2017)

Enrollment procedures were clarified in the Constitution. Lottery procedures, and students exempt from the lottery was described in more detail.

It was voted that any family requesting an age eligibility exemption for any class must do so in writing to the Executive Board. The Board may use varying factors to determine the child's enrollment possibility.

The entire Handbook and Constitution was reviewed for clarification, to omit obsolete items, and to correct current information.

Addenda (August 2017)

The Handbook and Constitution were reviewed and edited by the President and School Administrator to include all updated parent handbook requirements from ODJFS.

LOLLIPOP COOPERATIVE PRESCHOOL EMERGENCY PROCEDURES

Weather Alert Procedure

1. Daily attendance records shall be kept current by the teachers and with the class at all times and with the class at all times.
2. All exit/entrance doors shall remain unlocked and be kept clear at all times while classes are in session.
3. Emergency telephone numbers shall be posted near the telephone for fire and police:
Fire: Emergency 911 Non-Emergency 330-468-1234
Police: Emergency 911 Non-Emergency 330-468-1234
4. Weather drills will be held at least once a month in September, March, April, and May.

Responsibilities of the Teachers

1. Supervise movement of children to the hallway.
2. Keep children away from all windows and cover the ones nearby, if there is time. Have children lie face down, draw their knees under them, and cover the back of their heads with their hands to make as small a target as possible.
3. Take roll call using the daily attendance record.
4. After drill is complete or alert has passed, return children to classroom.

Responsibilities of the Working Parents

1. The first priority is to assist staff to move children to the hallway and position as in #2 above.
2. Working parent is responsible for checking all areas of the building for children.
3. Proceed to the hallway and take cover.
4. After the drill, return to classroom.
5. In the event of an actual tornado, proceed to the nearest available telephone as soon as possible.

Emergency Lock Down Procedures

At the beginning of the school year the school will stock or ask for donations of:

- Gallons of Bottled Water
- Canned food
- Fresh batteries
- Duct Tape
- Plastic Tarps
- Blankets

These supplies will be discarded at the end of the school year and restocked each subsequent year.

Should an emergency arise which forbids parents or guardians to pick up any children, the following procedures will be followed:

Responsibilities of the Teachers

1. All adults on the premises with cellular telephones are to bring them to the evacuation room(s).
2. Teachers will escort children to any available room in the basement along the north wall.

Responsibilities of the Working Parents:

1. Two working parents are to remove emergency supplies listed above and bring them into the evacuation room(s).
2. The remaining working parents are to remove the landline telephone, radio, can opener, paper towels, baby wipes, cups, napkins, garbage bags etc. and bring them to the evacuation room(s).

The highest ranking school official* will determine the severity of the situation and will determine the best course of action once all children are “locked down”.

The United Methodist Church is designated as a Red Cross Emergency shelter in Macedonia.

*Ranking order: President, Vice President, Curriculum, Treasurer, Secretary, Family Events, Assistant Treasurer, Administrator, Lead Teacher, and Assistant Teacher.

LOLLIPOP COOPERATIVE PRESCHOOL

Fire Drill Evacuation Procedure

1. The teachers shall keep daily attendance records current and with the class at all times.
2. All exit/entrance doors shall remain unlocked and be kept clear at all times while classes are in session.
3. Emergency telephone numbers shall be posted on the telephone for fire and police:

Fire: Emergency 911 Non-Emergency 330-468-1234
Police: Emergency 911 Non Emergency 330-468-1234

4. Fire alarm bell is located in the hallway.
5. Fire drills will be held at least once per month.
6. Fire extinguishers are located in the hallway.

Responsibilities of the Teachers

1. Supervise the evacuation of the children from the school building. In the event that the children are separated into two groups, upstairs and downstairs, the supervising teacher(s) and/or parent(s) will be responsible for evacuating their respective group.
2. Following the designated escape route, the teacher(s) will escort the children to the designated meeting place:
 - A. Plan A--Lower Level: Exit through the lower level doorway, turn right and proceed west towards the back garage at the rear of the church.
 - B. Plan B--Main Level: Exit through Fellowship Hall's side door, turn left and proceed south towards the back garage at the rear of the church.
 - E. In the event that an escape route is blocked by fire, proceed to the alternate escape route.
6. Upon arriving at the designated meeting place, the teachers, aided by the daily attendance record, will take roll call.
7. After the fire drill is completed, the teachers will return the children to the school building.

Responsibilities of the Working Parents

1. If the working parent is supervising a group of children alone, either upstairs or downstairs, the first priority will be to evacuate that group of children from the school building, following the designated escape routes listed in #2 above.
2. The working parents will be responsible for checking all areas of the building for children.
3. If there is time (in the event of an actual fire), the working parents then will shut all windows, turn off all lights, call the fire department, and shut the doors upon leaving the school building.
4. The working parents then will proceed to the designated meeting place to assist the teachers with the children.
5. In the event of a fire drill, all the steps of #3 will be done except that of calling the fire department.
6. In the event of an actual fire, if there is not ample time for calling the fire department before leaving the school building, the working parent(s) will attempt to locate a phone and call the fire department after leaving the building.

LOLLIPOP COOPERATIVE PRESCHOOL

Emergency Health and Accident Plan

Located by the telephone and hallway is an index card with the following info:

LOCATION OF THE FIRST AID KIT,
LOCATION OF CHILDREN'S EMERGENCY MEDICAL FORMS,
NAMES OF STAFF TRAINED IN FIRST AID, AND
PUBLIC EMERGENCY PHONE NUMBERS.

The First Aid Kit is located in the cabinet in each room. The Children's Emergency Medical Forms are also located in the filing cabinet--each class has its own colored plastic notebook.

Responsibilities of the Teachers

1. The main responsibility of the teachers will be to determine if the child needs medical attention. If the child needs immediate first aid, the teacher(s) will administer such, and stay with the child until emergency assistance arrives.
2. If the child is transported to the Hospital, a teacher will remain behind with the rest of the class, while the assistant educator accompanies the child to the Hospital.
3. If an injury occurring at the school requires medical attention, the teacher(s) will fill out an accident report form to be given to the President for filing in the child's records.
4. The teachers shall relate any medical emergency, which appears to be upsetting or traumatic to the child or any of the other children, to the parents.

Responsibilities of the Working Parents

1. If in the judgment of the teachers, a child needs medical attention, the parent(s) will gather all students to the main rug, and will then call the child's parent(s).
2. If the parent cannot be reached, the working parent(s) will call the emergency number(s) listed on the Emergency Medical Form from the notebook in the office.
3. If the injury or illness requires immediate emergency treatment, the working parent(s) will check the Emergency Medical Form (to be sure consent for treatment has been given), and will then call the emergency ambulance for transportation to the hospital. Then, the working parent(s) will call the child's parent. If the parent cannot be reached, the other numbers listed on the Emergency Medical Form will be called.
4. If the child is to be transported to the Hospital, a teacher will accompany the child, taking the Emergency Medical Consent and Child's Health Form.
5. If consent has not been given, a working parent will remain with the child until the parent or other emergency contact arrives.
6. If the child does not need medical attention, or in the event of a sudden illness, the child shall be separated from the rest of the class and placed on a cot.
7. The child's parent(s) shall be contacted. If they cannot be reached, the emergency numbers from the Emergency Medical Form shall be contacted.
8. The teacher shall remain with the child until his parents arrive.

LOLLIPOP COOPERATIVE PRESCHOOL

Dental Emergency Procedures

Located by the telephone and hallway is an index card with the following info:

LOCATION OF THE FIRST AID KIT,
LOCATION OF CHILDREN'S EMERGENCY MEDICAL FORMS,
NAMES OF STAFF TRAINED IN FIRST AID, AND
PUBLIC EMERGENCY PHONE NUMBERS.

The first aid kit is located in the filing cabinet in each room. The Children's Emergency Medical Forms are also located in the filing cabinet--each class has its own colored plastic notebook.

Responsibilities of the Teachers

1. The main responsibility of the teacher(s) will be to determine the type of injury. Once this has been determined, the teacher(s) will administer the immediate first aid required.
2. If the injury requires medical attention, the teacher will fill out an accident report form to be given to the President for filing in the child's records.
3. The teachers shall relate any medical emergency, which appears to be upsetting or traumatic to the child or any of the other children, to the parents.

Responsibilities of the Working Parents

1. If in the judgment of the teacher(s), a child needs further medical attention, a working parent will gather all students on the main rug.
2. A working parent will then contact the parent or guardian. If they cannot be reached, the emergency numbers listed on the Emergency Medical Form will be called.
3. A teacher or assistant educator will then remain with the child until a parent or guardian arrives to transport the child to the dentist if necessary.
4. In the event no one can be reached, a working parent will telephone the dentist or doctor whose name appears on the medical emergency form. If consent has been given for treatment, a teacher or assistant educator will then follow the instructions of the dentist.

LOLLIPOP COOPERATIVE PRESCHOOL
HEALTH REPORT

Class _____ Date _____

Dear Parents,

This is to notify you that a child in your son/daughter's class has developed a communicable disease as checked below. Your child may have been exposed. Please observe carefully and keep your child home if fever or other evidence of illness occurs.

Disease Incubation Period Isolation Period

___ Chickenpox	12 to 21 days	7 days
___ Measles	9 to 14 days	5 days after appearance of rash
___ German Measles (3 day)		14 to 21 days until recovery is complete
___ Mumps	12 to 26 days	until recovery is complete
___ Strep Throat	1 to 3 days	None after 24 hrs. on medication
___ Mono	2 to 6 weeks	None after treatment is started
___ Impetigo	2 to 5 days	Exclude unless covered w/Band-Aid
___ Pink Eye	24 to 72 hours	during active infection
___ Scabies	4 to 6 weeks	none after treatment
___ Pinworm	3 to 6 weeks	None, but all family needs exam
___ Pediculous (Head Lice)		while lice/eggs present until lice/eggs gone from head/hair
___ Scarlet Fever	1 to 3 days	none after 24 hours on medication
___ Other	_____	_____

Teacher's Signature _____

CONSTITUTION

ARTICLE I

NAME

Section 1. This organization shall be known as the LOLLIPOP COOPERATIVE PRESCHOOL, Inc.

ARTICLE II

PURPOSE

Section 1. The school shall serve the community. There shall be a written agreement between the School and the Lessors concerning the use of the facilities. This agreement shall be reviewed annual.

Section 2. This cooperative organization is a non-profit, non-discriminatory corporation owned and operated by the parent members. The program includes parent education and parent participation and aims to help nurture better human relationships. Our goal is to assist the children to develop; self-confidence, trust and respect, independence, self-control, group cooperation, self-awareness, experimentation, curiosity, creativity, communication skills, motor coordination, positive attitudes towards school and learning.

ARTICLE III

DESCRIPTION OF THE SCHOOL

Section 1. Schedule

- A. The School shall operate on a semester schedule from August through May, as determined by the Executive Board.
- B. The School shall operate on a schedule of two and a half hours per day - 4 days per week for the 4-Day Pre-K, 3 days per week for the 3-Day Pre-K, and 2 days per week for the 3's class. The Enrichment class shall operate on a schedule of 4 hours per day on Fridays.

Section 2. Maximum enrollment is to be determined by the Executive Board and approval of the Executive Committee.

- A. The number of parent supervisors and teachers per class will be adjusted according to class size.
- B. Maximum enrollment of any class will consist of seven students to one participating adult.

ARTICLE IV

MEMBERSHIP

Section 1. Eligibility

- A. Any child who is 3 to 5 years of age, regardless of sex, race, religion, color, handicap, ancestry, or national origin may apply for enrollment.
1. Children who are three on or before August 1st of each year are eligible for the two day class (3's) and must be fully potty trained.
 2. Children who are four on or before October 1st of each year are eligible for the 3 Day Pre-k class and 4 by August 1st for the 4 day class Pre-K and must be fully potty trained.
 3. Children entering the Pre-K program are recommended but not required to have prior preschool experience.
 4. Any family requesting age eligibility exceptions may do so in writing to the Executive Board. After consulting with the affected teachers, the Executive Board will vote on each exception, regardless of membership status, after Open House Registration is completed. Consideration may be based on, but is not limited to, enrollment availability and minimum capacities, as well as the child's birthday.

Section 2. Enrollment

- A. Enrollment for the next school year shall be solicited in the following manner:
1. A registration form will be distributed by the Vice-President in January or February to Current Member for Registration. This registration will include Current Members wishing to enroll their children currently enrolled in Lollipop as well as any other children that will be age eligible.
 2. In the event a class exceeds its allocated slots between returning and progressing students, a lottery of all involved students will be held. The allotted spots will be filled. The overflow students will be placed in another class of parents' choosing. These student(s) will be put on the waiting list for the desired class in order of their lottery pick. Should an opening occur in the class, these students will then have first option on the opening. Those on the waiting list retain their space in their present class. Lottery, if needed, will be held by the Vice-President and one other Board Member.
 3. The following students will be exempt from a lottery: student repeating a program year return to their class, i.e., 3's AM to 3's AM, students who will be registering for the 4-day Pre-K class after completing both the 3's class and the 3-day Pre-K class and any student who has a parent that will be serving on the incoming Executive Board.
 4. If a family, whom received a lottery exemption for the school year by way of committing to hold an Executive Board position, vacates or becomes unable to fulfill the duties of said position, the child may be moved to a different class if a wait list exists for the class in which the child is registered. This determination will be made by the residing Executive Board dependent upon circumstances for resigning from the assigned position.
 5. Alumni registration will be done with a call to the Vice-President, which will be held in February, filling available openings. This registration occurs on a first-come-first-serve basis.
 6. The date for Open House and Open Registration will be determined by the Board, to be held in February.
 7. Announcements of Open Registration will be made known to the public by the Publicity Chairperson, via posters, news article, etc.
 8. Open registration will be held after Current Members and Alumni registration. Open registration will be done by lottery at the scheduled Open House. Registration will occur by age group lotteries held during the announced time at Open House. There will be a 3's lottery and a Pre-K lottery. Upon arrival, families will receive numbers that correspond

with their child's age group lottery. Once the lottery begins, families will be called by number during their age group lottery. At that time, they will be able to choose an available class and/or waitlist for any other class. If a family is not present during the lottery but has submitted the registration packet and fees, they can be included in the lottery. Class preference will need to be submitted in writing and left with the Board Member residing over the lottery. A number will be assigned to all absent families. When the number is drawn that is assigned the absent family, their class preferences will be assigned as available.

9. Lollipop registration will not begin until the announced registration time, i.e. no list will be posted by Lollipop to record the time of arrival
10. A registration fee, determined yearly by the Board, will be payable upon registration and is non-refundable. In order for a student to be included on the roster, the registration fee must be paid and all necessary paperwork submitted. This includes current members and alumni. If a current member does NOT pay the registration fee prior to alumni or open enrollment, they will forfeit their priority enrollment capabilities.
11. People put on the waiting list by calling in after Open Registration; need to re-register for the following year by attending Open Registration. The date will be determined by the Board and publicly announced.
12. Any student registered after Open House will do so through contact with the Vice President, and the family will have choice of any eligible openings.
13. If a child is withdrawn or moved from a class and a waiting list is active for that class, the Vice-President will contact families in order of placement on the list to inquire about interest in filling the vacated slot.
14. No new enrollees will be taken after March 1st of the present school year. In addition, any remaining Wait List becomes null and void on March 1st, as no child will be moved after that date.
15. All required paperwork must be submitted before the child can start school, including the Lollipop Agreement, Child Enrollment and Health Information, and the Child's Medical Statement (including immunization records). Children with no consent to transport for medical emergency will be permitted to enroll in Lollipop.

B. Trial Period/ Disenrollment

1. Children shall be accepted on a trial basis for the first six weeks.
2. If a child is to be dismissed after the trial period, it shall be the decision of the teachers with the approval of the Executive Board. A written notice signed by the Executive Board Members and the teachers shall be sent to the parents.
3. Any child can be disenrolled at any time if it is decided between the Executive Board and the Teachers that the needs of the child cannot be safely met at the school, or if caring for the child or the child is threatening the safety of other children.

C. A medical examination by a licensed physician is required by the school's starting date and annually thereafter.

Section 3. Withdrawal from the School

- A. Members shall be allowed to withdraw prior to the end of the term by giving two weeks notice in writing, submitted to the President. There will be no refund of tuition.
- B. Members withdrawing prior to the first day of school will be refunded the tuition payment only. The registration payment is non-refundable.

ARTICLE V

STAFF

Section 1. The Teachers

- A. Paid qualified educators hired by the Executive Board, under annual contract, shall serve as the teachers.
- B. Responsibilities
 - 1. To work with the Curriculum Director in planning a well-balanced program in accordance with the educational policy of the School.
 - a) Submit Professional Development Plans to the Curriculum Director and Assistant Director yearly.
 - b) Submit lessons to the Curriculum Director a minimum of 2 weeks before they are taught.
 - 2. To carry out the approved program based on principles of good preschool education.
 - 3. To guide the children in achieving the educational goals of the School.
 - 4. To review with the working parents the daily lesson plans before each class session.
 - 5. To attend all membership meetings and attend Board meetings.
 - 6. To notify Curriculum Director when a substitute teacher is needed.
 - 7. To continue professional growth through attending classes, educational meetings, conferences, workshops and through membership in professional organizations per their yearly contracts.
 - 8. To promote parent education through orientation, emails and membership meetings.
 - 9. To comply with the Teacher Contract, Job Description, Constitution and the Handbook of the School.
 - 10. To plan for and participate in special days as scheduled on the School Calendar.
 - 11. To evaluate each child's progress and conduct one class meeting in the fall and one parent-teacher conference in the spring. The teachers should be available by phone and email and for extra conferences as the need arises.
 - 12. To participate in annual evaluation of teachers & program.
 - 13. To maintain a safe, healthy School environment.
 - 14. To work cooperatively with the parent administration of the School.
 - 15. To maintain a current Red Cross First Aid Certificate, CPR, also included is Communicable Diseases and Child Abuse Recognition and Prevention.
 - 16. To have a certificate of good health from a licensed physician upon hiring.
 - 17. Complete inventory of supplies needed for the school year in June and January.

Section 2 Assistant Director

- A. A member of the current teaching staff that holds a degree in the field of Education.
- B. Responsibilities
 - 1. Assist Director in duties associated with maintaining compliance with ODJFS Child Care Licensing Rules, including but not limited to making changes in the handbook to address licensing changes.
 - 2. Act as Director in the absence of the Director during a Child Care Licensing inspection.
 - 3. Lead the implementation of various screenings including but not limited to Vision, Ages and Stages Questionnaires, and any other screenings added in the future. This will entail scheduling screenings with outside sources when necessary, distributing and collecting consents, and completing screenings when needed.

4. With the assistance of the Director, complete environmental assessments on the classrooms (using an adapted form of ECERS: Early Childhood Environmental Rating Scale) yearly.
5. Implement teacher professional development, outside of the ODJFS required trainings. This will include, but is not limited to tracking hours, collecting teacher professional development plans, and dispersing any information about trainings as needed or is obtained.
6. Act as curriculum support to the volunteer Curriculum Chair.
7. With the support of the Director, act as the Building Liaison for the board and teachers to schedule events, meetings, or address concerns with the church.
8. Research Step Up to Quality on a yearly basis to acquire information about changes that have or have not been made to the optional program that would make it relevant or beneficial to Lollipop, as a part-time preschool. Report yearly to the board about those findings.
9. With the assistance of the Director, complete parent orientations in the start of school for Working Parents.

Section 3 Director

A. A member of the current teaching staff that holds a degree in the field of Education.

B. Responsibilities

1. Serve as the primary communications liaison between the teaching staff and the Board/Parents.
2. Assist all teachers with any issues that they may have pertaining to their class(es).
3. Attend all Parent and Board meetings and other special functions of the school when requested.
4. Verify that all teaching files are being maintained such as: attendance records, lesson plans, conference records.
5. Confer with teaching staff to determine the best usage of See-Saw Book points.
6. Assist the Board in evaluation of program and the teachers.
7. Assist the Board in filling licensing documents, SUTQ and/or reports, reporting any patterns of illness by a child, which are unusual to the state.
8. Prepare information, with the assistance of other teachers, for parents at orientations, open house and parent meetings.
9. Verify all children, staff and substitute records are up to date.
10. Assist the Board when hiring new teaching staff.
11. Assist the Board with filling committee positions.
12. Update Medical/First Aid Kit.
13. Maintain an open line of communication with purchasing and family events chairperson about supplies and projects.
14. Submit newsletter articles when requested.
15. Maintain a list of fire drills in all classes.
16. Be on site more than 60% of the time class is in session.
17. Continue to ensure that Lollipop Co-operative Preschool files for Ohio's Step Up to Quality program each year with an emphasis on applying for as many stars as previously achieved or that are obtainable for the year to come. This is only applicable if the recommendation from the Assistant Director suggests the program should obtain stars for the given school year.
18. Work cohesively and cooperatively with the Administrator Assistant when completing tasks.

19. Combine inventory lists of supplies needed for the school year in June and January. Complete a master copy to give to Purchasing Chair. Assist Purchasing Chair as needed. Put away inventory supplies.

ARTICLE VI

PARENT PARTICIPATION

- Section 1. Parents will assist with teacher planned activities in accordance with the schedule set up by the Class Parent.
- A. The working parent must arrange for a substitute parent if unable to work on a scheduled day.
 - B. If a scheduled day is missed, the working parent will pay a fine, determined by the Board. If a replacement cannot be found and the school notified, the parent will pay the substitute fee. If a working day is covered by another parent then they must work the substitute parent's next working day.
- Section 2. Parents must participate in the School organization by being willing to service in the areas as designated on their application.
- Section 3. One or both parents must attend general membership meetings and the class meetings.
- Section 4. Parents are responsible for transporting their children to and from School. The teacher must have authorization from parents if someone else is transporting their child.
- Section 5. Parents must sign an Agreement of Participation form by the Fall Parent Meeting.
- Section 6. All required forms must be completed and turned in **before** the child or parents may participate in the School program.
- Section 7. Parent Volunteers who volunteer two or fewer times per year are not required to have BCII and FBI finger printing, but must complete a Statement of Non-Conviction. Parent Volunteers working three or more times a year are required to complete a Non-conviction Statement, BCII and FBI fingerprint background checks. Fingerprints remain valid for consecutive years at Lollipop. Substitutes (may be a parent), a child care staff member who replaces as assigned staff member on a temporary basis, is required to have at hire a Non-conviction statement (at hire and annually), Medical (at hire every 3 years), Three Referrals (at hire), Education Verification (at hire), BCII (at hire and every 4 years), FBI (at hire, every 4 years at admin. Discretion) and Employee Policy Statement (at hire).* JFS 01216 (Rev 1/2011)

ARTICLE VII

TUITION AND FEES

- Section 1. The tuition shall be established by the Executive Board. It may be adjusted at the beginning of each semester.
- Section 2. Tuition is due to the Tuition Clerk via Oncare Online Tuition system by the 1st of each month from September through April. If a member family has financial problems an alternative method of payment can be discussed with the President.
- Section 3. No refunds will be made for absence, holidays, snow days, or emergency school closings.
- Section 4. A fine will be levied for delinquent payment. If tuition is not paid by the 10th of the month, the family will be given ten additional days to pay both the fine and the tuition. If both are not paid or alternate arrangements made with the President by the 20th, the child will be removed from enrollment.
- Section 5. Fees and fines are determined by the Executive Board.
- Section 6. The registration fee shall be determined by the Executive Board, payable to the School upon enrollment. This fee is refundable only if the school does not operate.
- Section 7. A paper fee determined by the Executive Board annually is due at the August Parents Meeting.

ARTICLE VIII

SCHOOL ADMINISTRATION

Section 1. Board of Trustees

- A. The elected officers of the School serve the corporation as the Board of Trustees.
- B. No Officer or Director will ever have to pay any money as a consequence of any action or inaction of the organization unless the action or inaction was a direct result of gross negligence of duty on the part of the Officer or Director, and if any Officer or Director is ever held liable for any payment for any reason not involving gross negligence, such payment will be made from the funds of the organization, either directly or as reimbursement to the Officer or Director.

Section 2. The Executive Board

- A. The President, Vice President, Secretary, Treasurer, Assistant Treasurer, Curriculum Chairperson, and Family Events Chairperson are the elected officers and make up the Executive Board.
 - 1. Each shall have voting status, except that the President votes only in case of a tie.
- B. The Executive Board shall meet regularly. The Executive Board may call as many special meetings as deemed necessary to prepare for a general membership meeting.
- C. The Executive Board has the power to:
 - 1. Authorize the appointment of any special committees by the President.
 - 2. Initiate the School's hiring policy if the need arises.
 - 3. Fix the terms of contract of employment for the Staff.
 - 4. By a majority vote of the entire Executive Board, sever the connection of any teacher with the School, provided that such action shall be in accordance with the term of the contract of employment.
 - 5. Take any action on matters of policy where circumstances permit no delay.

Section 3. The Executive Committee

- A. The Executive Committee shall consist of:
 - 1. The elected officers of the Executive Board.
 - 2. The following Chairpersons appointed by the Executive Board:
 - Purchasing Chairperson
 - Publicity Chairperson
 - Tuition Reduction/Fundraiser Chairperson
 - Playground Chair
 - Tuition Clerk
 - 3. The Teaching Staff.
- B. The Executive Committee shall meet regularly.
 - 1. Parents may (and are encouraged to) attend these meetings.
- C. Each Executive Committee member must keep an up-to-date notebook or electronic file to be passed on to the incoming Executive Committee member.

ARTICLE IX

DUTIES OF THE EXECUTIVE BOARD

Section 1. President

- A. Calls and presides at all membership, Executive Board, and Executive Committee meetings.
- B. Serves as official representative of the school.
 - 1. At conferences or meetings of other organizations at which the Board deems it desirable that the school be represented.
 - 2. In signing contract and other legal documents.
- C. Appoints Executive Committee with Board approval.
- D. Appoints various special committees, from time to time, whose duties shall be defined by the Executive Board.
- F. Compiles a list, with the assistance of the Vice President, of potential Board members for the following school year to present to the Nominating Chair.
- G. Orders the preparation of, receives and correlates regular reports from the other officers and committee chairpersons.
- H. Has the power to act in an emergency until such time as a regular or special meeting of the membership may be called.
- I. Acts as a liaison between the Board, committees and membership; accepting any constructive suggestions and expressions of dissatisfaction for referral to the Executive Board.
- J. Has no vote except in case of a tie.
- K. Is responsible for securing the signed contract from the Lessor.
- L. Is bonded by the School.
- M. Will receive a tuition credit equivalent to one year's tuition for the class their child is in for the year in which the President is in office.
- N. Shall have the office of President for no more than 2 consecutive years.
- O. Is required to be on the Executive Board or Executive Committee for at least one year prior to holding office.
- P. The President may be impeached by a majority vote of the entire Executive Board and Executive Committee if not performing his/her duties.
- Q. Is responsible for insurance.
- R. Handles all correspondence concerning the School.
- S. Sends notices of events, meetings and other matters to all member parents, teachers and Board members.
- T. Works in conjunction with the Curriculum Director to fulfill the hiring procedure.

Section 2. Vice President

- A. Presides at all meetings where the President is absent.
- B. Is responsible for registration, and maintaining a waiting list.
- C. Maintains a membership file.
- D. Fills the School enrollment vacancies during the year, and keeps class lists up-to-date.
- E. Succeeds the President if that office should become vacant.
- F. Is responsible for coordinating Class Parent.
- G. Is responsible for securing volunteers for special committees with the help of the President

Section 3. Secretary

- A. Takes minutes of all Executive Board, Executive Committee, and membership

- meetings; and keeps typewritten copies of these minutes.
- B. Types a summary report of all Executive Board, Executive Committee, and membership meetings within two weeks after each meeting.
- C. Succeeds the Vice President if that office becomes vacant.
- D. Makes copies of all materials needed by all committees.
- E. Assist other Board Members with clerical duties.
- F. Collects and files all health records and fingerprint cards for their specific location.
- G. Facilitates Parent Meeting packet creation with the assistance of the Board.

Section 4. Treasurer

- A. To coordinate deposits with Asst. Treasurer.
- B. Arranges to have the books audited at the end of each school year by an accredited accountant and submits a notarized financial report.
- C. Submits a written financial report to be given to the membership at the Fall Parent meeting.
- D. Submits a monthly financial report to the Executive Committee.
- E. Is responsible for filing all federal, state, and local taxes including all online filing and payments.
- F. Should submit a budget (prepared in conjunction with the assistant treasurer) for the following year to be adopted at the Fall Parent's meeting.

Section 5. Assistant Treasurer

- A. Pays the expenses of the School.
- B. Is bonded by the school.
- C. Should submit a budget (prepared in conjunction with the treasurer) for the following school year to be adopted at the May Parent's meeting.
- D. To coordinate deposits with Treasurer and Tuition Clerk.
- E. Monitors classroom expenses.

Section 6. Curriculum Director

- A. Should have a background in education.
- B. Responsibilities:
 1. Coordinates the lesson plan of the teachers with the School's educational policies.
 2. Reviews Professional Development Plans with teachers yearly.
 3. Formulate with the teachers' assistance, the long range plans for the year based upon the general curriculum goals.
 4. Reviews lesson plans bi-weekly and meets as necessary with the teachers.
- C. Facilitates Teacher Appreciation with the help of the Board
- D. Fulfills the responsibilities involved in the School's hiring policy in conjunction with President.
- E. Informs the Executive Board of all meetings with the teaching staff.
- F. Acts as a liaison between the teaching staff and the Executive Board.
- G. Arranges "Parent Education" speakers and "Kindergarten Tea".
- H. Conducts parent surveys.
- I. Secures Substitute Teachers when necessary.
- J. Organizes the Lollipop Alumni Scholarship by disseminating and collecting applications from local high schools.
- K. Attends events and meetings as needed pertaining to curriculum.
- L. Conducts teacher observations and evaluations with the assistance of other Board members.

Section 7. Family Events Chairperson

- A. Will research policies when required.
- B. Responsibilities:
 - 1. Plans Fall and Spring Family Outing
 - 2. Takes and places orders for Tote Bags when needed
 - 3. Organizes and submits orders for T-Shirt Sales in the Fall.
 - 4. Is responsible for securing volunteers for special committees.
- C. Is responsible for scheduling and organizing committees to maintain and improve the physical setting of the School, both inside and out through Maintenance Jobs.
- D. Is responsible for good condition of the toys and equipment, seeing that they are clean, well painted and in good repair.
- E. Schedules work parties for maintenance, cleanup and gardening according to the policies accepted by the membership for participation.
- F. Prepares the school building and grounds before the start of school and after the end of the school term.

ARTICLE X

DUTIES OF THE EXECUTIVE COMMITTEE

- Section 1. Purchasing Chairperson
- A. Purchasing supplies and equipment for the School program, as budgeted.
 - B. Keeps a running inventory of all expendable supplies.
 - C. Procures bids on all major purchases and submits them to the Executive Board for decision.
 - D. Maintains an up-to-date list of supply sources and prices.
- Section 2. Fundraising Chairperson
- A. Submits recommendations for Ways and Means projects to the Executive Committee.
 - B. Carries out those projects approved.
 - C. Notifies assistant treasurer of moneys received.
 - D. Organizes and oversees all fundraising projects for the school, both mandatory and optional (1-3 per year).
- Section 3. Playground Maintenance Chairperson
- A. Is the liaison between the school and the Lessor.
 - B. Handles all playground problems..
 - C. Is responsible for coordinating maintenance projects pertaining to the playground
 - D. Maintain and order mulch when necessary
- Section 4. Publicity Chairperson
- A. Responsible for all school publicity of registration, open house, school happenings, and birthday through the local newspaper, magazines, social media, flyers and posters.
- Section 5. Tuition Clerk
- A. Collects all tuition and fines.
 - B. Deposits tuition/registration fines.
 - C. Keeps a record of all moneys received.
 - D. Is accountable for all moneys received.
 - E. Is bonded by the School.
 - F. Manages online payment system

ARTICLE XI

DUTIES OF OTHER CHAIRPERSONS AND COMMITTEES

Section 1. Class Parent

- A. Assists the Vice-President.
- B. Establishes the schedule for participation of the members in the School and sees that each member gets a copy of the participation schedule.
- C. There will be one Class Parent for each class session.
- D. Is responsible for notifying by phone or email all parents enrolled in her assigned class session of any special information in regard to the school. This will be done at the request of the President or teacher.
- E. Plans parties and special classroom programs with the help of the teachers.
- F. Acts as a Sunshine Chairman for her assigned class.
- G. Recruits extra help as needed for special classroom projects.
- H. Prepares name tags for field trips.
- I. Creates Birthday /Special Day materials for each child.

Section 2. Philanthropy Chair

- A. Organizes philanthropic projects (2-3 per year) as an outreach to help others in the community.

Section 3. Librarian

- A. Reserves all books.
- B. Is responsible for maintaining the Parent's Library.
- C. Is responsible for the handling of See-Saw and Scholastic books.

Section 4. Newsletter

- A. Publishes a monthly letter to the parents on the first day of school each month and distributes via email.

ARTICLE XII

HIRING AND EVALUATION PROCEDURES

Section 1. Hiring Procedures

- A. The purpose of the hiring procedure is to hire qualified educators to serve as Teachers for the School.
- B. Hiring a new teacher is the responsibility of the Executive Board.
- C. The current Executive Board exercises this responsibility for a vacancy to be filled from September through May of the School year. The incoming Executive Board exercises this responsibility for a vacancy to be filled after May of the School year.
- D. The Executive Board will authorize the Curriculum Chairperson to initiate the search for a teacher when a vacancy occurs.
 - 1. The Curriculum Chairperson will be responsible for:
 - a) Advertising for teaching personnel in local newspapers, social media and/or college placement offices.
 - b) Acknowledge resumes by sending return letters and application forms.
 - c) Contacting references given on the applicant's resumes.
 - 2. Curriculum Chairperson will gather all data on applicants and turn it over to the Executive Board as appropriate under Article XII, Sections 1-2.
- E. The Executive Board is responsible for interviewing the applicants.
- F. The outgoing Curriculum Chairperson will serve as a hiring advisor to an incoming Executive Board if a teacher has to be hired between June and September.
- G. A Board majority vote is required to hire a staff member.

Section 2. Evaluation Procedures

- A. The purpose of the evaluation procedure is to evaluate the School's educational program as well as teaching performance, parent-teacher relationships and employee performance of the teachers.
- B. Parent members will complete a survey form of the school program, as required by the Board, usually in March.
- C. At the beginning of the second semester, 2-3 members of the Executive Board and School Administrator will observe classroom teaching of the two-day, three-day, and four-day program.
 - 1. Based upon the personal evaluations of each Board Member and Administrator, an evaluation form will be completed, one per teacher.
 - 2. The Board will then meet to discuss these observations, as well as the program evaluations filled out by the parent members.
- D. The Executive Board and School Administrator will decide the terms of employment for each teacher for the following year.

- E. In the spring, the President, Vice-President, and Curriculum Chairperson will meet with each teacher to discuss and sign the evaluation. At this meeting the contract will be presented for the following year.
 - 1. The signed contract must be returned within three weeks from the date it is offered or the Executive Board will interpret this to mean that a vacancy exists for the following year and will initiate the hiring policy.
- F. The Executive Board must initiate the School's hiring procedure if a teacher's contract is terminated.

ARTICLE XIII

ELECTIONS OF OFFICERS

- Section 1. A Nomination Chairperson consisting of one member shall be elected by the Executive Committee in the following manner:
- A. A letter is sent out to all members asking for a volunteer.
 - B. The chairperson cannot be a candidate for office.
- Section 2. Parents whose children have been accepted for membership for the following term shall be eligible for election and voting.
- Section 3. Each member of the School is to be asked if he or she would be interested in running for an office. The Nominations Chairperson is then responsible for contacting by phone the members who express such an interest.
- Section 4. The Nominations Chairperson shall present a slate of officers to the Executive Board at the April Board meeting. The slate will be voted on to be accepted. At the May Mandatory Parents Meeting the Nominations Chairperson will provide the ballots for Elections Of Officers. The slate is read by the presiding officer and nominations for each office may be taken from the floor at this time. If there is an office calling for two or more nominations, the ballot for that office shall be written. The candidate receiving the most votes is elected to that office. Any unopposed office may be voted upon collectively by voice.
- Section 5. The newly elected officers will assume office in June except the treasurer, who will assume office at the new fiscal year.
- Section 6. The Nominations Chairperson should make a list of all possible chairpersons and assistants for the following school year. This list is to be presented to the incumbent President for future reference.

ARTICLE XIV

GENERAL MEETINGS

Section 1. Meetings

- A. The membership shall meet in the spring (May), and in the fall (August). A January meeting may be called at the discretion of the Board.
- B. Members shall be notified at least seven days before each general meeting.
- C. A special meeting of the membership may be called by the Executive Board or by the general membership.

Section 2. Voting

- A. Each member family shall have one vote per child enrolled upon all questions presented for action at any general membership meeting.
- B. A majority of the member families shall constitute a quorum at any general membership meeting.
- C. Matters presented for consideration shall be decided by a majority vote of those present at this meeting.

Section 3. Attendance

- A. At least one of the parents of a child enrolled must attend all general membership meetings to stimulate interest in the School and its programs. For each unexcused absence, the family shall be fined.
- B. Teachers shall attend the general membership meetings.

ARTICLE XV

GENERAL RULES

Section 1. Rules of Order

- A. All meetings will be conducted by general parliamentary procedure.

Section 2. Amendments

- A. This Constitution may be amended by a majority vote at any general membership meeting.

Section 3. Problems that may arise within the School are not to be discussed outside the School.

Section 4. Parents who desire a discussion of problems may attend the next scheduled meeting of the Executive Board, Executive Committee, or Curriculum Committee depending on the nature of the problem.

ARTICLE XVI

DISSOLUTION

- Section 1. Upon dissolution, the Board of Trustees, with approval of the membership, (after paying or making provisions for payment of all the liabilities) shall transfer all assets to such organizations which are organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code.