



North City Cooperative
Preschool

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Growing Together

A Handbook for Parents

2010 - 2011

Table of Contents

Dear Parent

Goals and Purpose

Consensus

Our Teachers

Classroom Activities

Typical Day in Class

Parent Responsibilities

Committees

Leadership Possibilities

Facilitator's Checklist

Health, Safety, and Nutrition

Communication Pathways

Calendar

Appendix I: Rules of Procedure

Appendix II: NCCP Bylaws

Appendix III: Complaint Procedure

Appendix IV: Conflict of Interest Policy

Appendix V: Semi and Non Participating Status

Appendix VI: Request for Reduced Participation Form

Dear Parent,

Welcome! You are about to start the unique experience of sharing a class with your child. Our program offers you an opportunity to discover, with other interested adults and children, positive ways of interacting with your child. You will:

- * observe children's growth and development in an informal setting,
- * work beside children in an environment geared to the needs of the toddler and preschooler,
- * have an opportunity to participate in regular group discussion with other parents of young children,
- * discover effective ways of communicating and interacting with children within the family structure.

Since the program is being conducted for the benefit of parents as well as children, your responses, reactions, and suggestions would be appreciated. We hope that your participation in the program will be a worthwhile and enjoyable experience for you and your child.

Sincerely Yours,

Marilyn Grevstad
NCCP Director

From Marilyn Grevstad's Notebook: Andragogy

You probably have never experienced the type of education that you find at NCCP. If your own schooling was like mine, its form was pedagogy.

In a school based on pedagogy, the teacher directs the show; she focuses on group needs and insists on compliance to those group needs. They are needs that she alone identifies (or maybe imagines). The teacher is a central figure and imparts knowledge which only she as an expert knows. The teaching is primarily cognitive (head stuff). The children's work is product-oriented with the product being designed by the teacher and only carried out by the children.

Except for these product tasks the students are passive learners. The teacher initiates the learning, decides what will be learned, and when it has been learned. The goals of the curriculum take precedence over individual interests. The teaching is more often abstract (symbols and ideas) than concrete (using actual things), even though until ten years of age, children are concrete thinkers.

Now teachers are looking at a more effective form of education. It is called **andragogy**. I am proud that NCCP is one of the more progressive preschools in Shoreline in our application of **andragogy**.

In an andragogical preschool model, individual needs are as important as group needs, so you will see children pursuing individual interest (sometimes as many activities as there are children) and group circle times are kept short and lively.

In a pedagogical (traditional) model, children do the same thing at the same time, often for most of their school day. Individual learning needs and interest are put aside so the group can learn together, but do they? A whole classroom of children is almost never ready or interested in learning the same thing, in the same way, at the same time. A lot of children only pretend to be interested in the topic as they daydream about things they really want to do.

This kind of set-up teaches children some damaging things: to pretend to be something they're not, that individually inspired learning is irrelevant, that they cannot be responsible for their own learning, that adults are smart and kids aren't, that they can only be smart if adults teach them, and that their own seeking of information and skills is worthless.

This is why we follow **andragogy** at NCCP. In a prepared environment, these empowering messages our children receive about their ability to be involved, excited self-learners will last all their lives. I believe it is because of this self-esteem building environment that the preschoolers at NCCP love school so much. Let's hope it always continues.

Marilyn Grevstad

Goals and Purpose

What Is a Parent Cooperative?

In our Parent Cooperative Preschool, you pay a comparatively low tuition and receive college credit in parent education in exchange for your participation in the operation of the preschool. Parents participate once a week in class with their children, attend the monthly parent meetings, contribute to a committee throughout the school year, help in the cleaning of the school, and participate in raising funds.

Our Mission

We are a cooperative community of parents and children learning together. Self-esteem and social skills are built through play and exploration. Using consensus we work together to honor all opinions and ideas. Adults participate in parent education and peer support to foster growth and acceptance.

**We are what we contribute.
We receive what we give.**

Our Goal

Our goal is to help build strong, loving, and productive individuals through teaching families good communication skills and positive self-esteem.

We strive to meet this goal by doing the following:

- * Growing in a positive direction with our children and families
- * Creating an open, safe, and supportive environment for exploring and learning
- * Building supportive and loving friendships
- * Developing positive communication skills
- * Sharing our experiences of parenting
- * Learning about health and safety

Our Philosophy

We believe a solid foundation of learning requires:

- * Positive self-esteem
- * Safety to explore new paths
- * Recognition and Support as individuals in our community
- * Skills for clear and loving communication

Consensus

Our preschool strives to make our major operating decisions by consensus. North City is not only a place where your child can grow and learn, but adults can learn new ways for groups to interact. We believe the way any community makes its decisions has a significant impact on the quality of its decisions and on the group's very survival.

A wonderful definition of consensus is in the book *A World Waiting to be Born: Civility Rediscovered* by M. Scott Peck, MD (Bantam Books), pp. 290-291. It reads as follows:

Consensus is a group decision (which some members may not feel is the best decision, but which they can all live with, support, and commit themselves not to undermine), arrived at without voting, through a process whereby the issues are fully aired, all members feel they have been adequately heard, in which everyone has equal power and responsibility, and different degrees of influence by virtue of individual stubbornness or charisma are avoided so that all are satisfied with the process. The process requires the members to be emotionally present and engaged, frank in a loving, mutually respectful manner, sensitive to each other, to be selfless, dispassionate, and capable of emptying themselves, and possessing a paradoxical awareness of the preciousness of both people and time (including knowing when the solution is satisfactory and that it is time to stop and not reopen the discussion until such time as the group determines a need for revision).

This sounds deep, but the facts are that the big problem with democracy is that 49% of the people don't feel heard. If that many people want to do something else then the group needs to talk about it longer to find a solution that works for most, if not everybody.

A good rule of thumb about consensus meetings is that people need to come and put their needs on the table. Then the group can brainstorm solutions that meet those needs.

The following are some guidelines we use for our meetings, taken from the book *How to Make Meetings Work: The New Interaction Method* by Michael Doyle and David Straus (Wyden Books).

- * Avoid arguing for your own views. Present your position as lucidly and logically as possible, but listen to other reactions and consider them carefully before you press your point.
- * Do not assume that someone must win and someone must lose when discussion reaches a stalemate. Instead, look for the next most acceptable alternative for all parties.
- * Do not change your mind simply to avoid conflict and to reach agreement and harmony. When agreement seems to come too quickly and easily, be suspicious. Explore the reasons and be sure everyone accepts the solution for basically similar or complementary reasons. Yield only to positions that have objective and logically sound foundations.
- * Avoid conflict-reducing techniques such as majority vote, averages, coin-flips, and bargaining. When a dissenting member finally agrees, do not feel that she must be rewarded by having her own way on some later point.

- * Differences of opinion are natural and to be expected. Seek them out and try to involve everyone in the decision process. Disagreements can help the group's decision because with a wide range of information and opinions there is a greater chance that the group will hit upon adequate solutions.

Our Teachers

North City Cooperative Preschool is in its third decade of serving North Seattle through its successful early childhood education program. A Shoreline Community College lab school that started with 10 three-to-five-year-olds and their parents, NCCP has continually grown, with families participating in five classes with their children ages eight months through five years. We have a reputation for excellence in both early childhood education and parent education.

Marilyn Grevstad

At the heart of our school is teacher and Director, Marilyn Grevstad. Marilyn has taught at NCCP for more than 30 years and is loved by the parents and children alike. She is a certified teacher, with a background in art and early childhood education.

The mother of five grown children, Marilyn continues to delight in being with preschoolers. She is most likely to be found on the floor right in the middle of the children's play, all the while spontaneously teaching. She might encourage negotiation skills between two children in conflict by saying, "Michael, use your words. Tell Mary how you feel when she does that." Or say to a child who is writing, "Johnny, would you like me to show you how to make an S?" Or set up a math problem: "Carol, how many blocks will you need?" Or share some science information: "Sally, rabbits get scared when you make loud noises; they like quiet." Or give flight to young imaginations: "Where is the king of this castle?" Marilyn's teaching is tailored to the interest of the child, so the overriding emphasis is on self esteem and the worth of each individual. Kids feel good about themselves at NCCP and carry that confidence to kindergarten.

Parents feel good about themselves at NCCP too, as they make friends and develop new skills in a safe environment. Under Marilyn's direction, NCCP is a supportive community in which families learn and grow together.

Marilyn is a self-directed learner. She attends workshops and conferences to keep abreast of the latest research, theories, and applications in early childhood education. She brings new and exciting learning to NCCP. Marilyn has earned her Master's degree in Human Development.

Marilyn is a co-author with Jean Illsley Clarke of *Help for Parents of Three to Six Year Olds* (Harper and Row), a book of suggestions from parents who have found ideas that really work. Marilyn also conducts many popular workshops.

Cathy Childs

Cathy Childs is a certified Elementary and Preschool teacher with nearly 20 years experience working with young children, parents and student interns. She is a certified Montessori teacher and holds a Masters degree in Teaching from the Evergreen State College. Cathy works hard to recognize the individual learning stages and needs of each child and to provide corresponding educational activities. She enjoys listening to parents and guiding them through the various hurdles of raising their children in a loving and thoughtful manner. Cathy enjoys gardening, quilting and spending time with her husband and three children. Cathy teaches the Explorers, Busy Ones, Night Owls and Rising Stars.



Classroom Activities

North City Cooperative Preschool has three classrooms, a shared gymnasium, and an outdoor play structure.

Snack Room

Sensory Play: Clay, playdough, sand, water, easel painting: Self expression, outlet of tension, dexterity, and creativity.

Snacks: Cooking, slicing, mixing, and eating: Sharing of new food experiences among friends; awareness of amounts and measures.

Carpentry: Saws, hammers, paint, drills, glue wrenches, pipes: Eye-hand coordination; small and large muscle coordination; release of tension; sense of accomplishment.

Art Room (Circle Time, Play Room)

Dramatic Play: Dolls, toys, and dress-up clothing rotated with curriculum theme: Imagination; acting out of feelings; recreation of experiences; language development.

Table toys: Books, picture puzzles, construction toys: Listening and memory; visual perception; ability to complete task; small muscle growth.

Creative Arts: Easel and finger paint, crayons, collage, scissors: Self-expression; experimentation with color, shape, and texture; increased dexterity.

Music: Songs, dance, rhythms, records, instruments: Awareness of sounds, tone, melody, vocabulary, and speech: body response to rhythms and mood.

Storytelling and Conversation: Books, pictures, puppets, small and large group discussions: Attention to words; visualization and listening skills; confidence in speaking up.

Exercise Room (Climber and Firetruck)

Block building with large and small blocks: large and small muscle development; number, balance, and space concepts; creativity.

Indoor climbers and slides, play fire engine, piano: Large and small motor development; imaginative play.

Gymnasium and Outdoor Play

Balls, climbers, slides, tricycles, wagons, swings: Balance; coordination; release of tension; parallel or cooperative play.



Typical Day in Class

Explorers

8 to 18 months as of September 1st

What new adventure will the eight to eighteen month Explorers be ready for this week? The world is brand new and there is so much to see and do! On a typical day in the Explorers class little ones have several choices to begin the busy work of play. Many start off on the big white rug with several age appropriate activities. Children may scoot to a new friend, crawl to the musical instruments, don necklaces and sunglasses, play with a big ball or stack rings. Maybe your child will crawl right in to the ever popular seed table to pour, dump and squish in delight. Perhaps the following week they will be ready to pull up to the sensory table or take the first steps in art. The rich environment includes opportunities for water play, nurturing babies, petting live animals, squishing clay and having a nutritious snack. No matter what you do together, your little one will grow in play every day with a variety of possibilities to stimulate their senses.

In what seems like too short a time, the strains of “the entertainer” are heard over the speakers. This music singles that play time is over, and parents help their children clean up and come to circle.

Circle time with teacher Cathy is full of movement, finger plays, songs, or perhaps peek-a-boo or dancing with scarves. There is always time to include children’s favorite circle time activities and a book or two. After circle we head off to the exercise room and the outside area for active play. They scoot, climb, slide, or ride their way through even more fun activities. Then it’s time for our going home song, “Preschool is over, we had lots of fun. Now it’s time for going home so ‘Good-bye’ everyone!” The children give Cathy a BIG HUG or a wave good-bye, you help them put on their coats and gather your things to go home.

With so much to do, by the end of class Explorers are ready for a nice long nap!

Busy Ones

18 months through 3 years of age

A typical day in the Busy Ones class begins with excited children ready to let loose of all that busy energy! How will your little one choose to start their day? A wide array of ever changing activities awaits these playful children. Some children begin their play based thinking with painting, climbing, molding clay or experimenting in the seed box by dumping, pouring and squishing in delight. Their interests may take them to discover what is new in the sensory box or maybe it's time to create an art project with interesting materials. Perhaps they want to meet around the train table or block area for some serious building. Still others may choose a quiet moment in the play house with the babies, observe or pet one of our friendly animals or sit on a cozy cushion with a parent ready to read a book. With all that play, many children are ready to refuel at the snack table with a nutritious snack that a classmate has brought to share with everyone. These Busy Ones have plenty of opportunities to play, enrich their senses, make friends and develop social skills.

In what seems like too short a time, the strains of "the entertainer" are heard over the speakers. That music, the children soon learn, means clean up time. All the adults find clean up jobs for the children and soon everyone is busy picking up, putting away and scrubbing. In ten minutes the whole school is clean.

Busy movement continues at circle with teacher Cathy for those who want to join in active songs, finger plays, dancing with scarves or other props. There is always time to include children's favorite circle time activities and a book or two.

Our morning ends with play in the exercise room or outside where children climb, slide, build with large blocks and ride bikes or cars. Then it's time for our going home song, "Preschool is over, we had lots of fun. Now it's time for going home so 'Good-bye' everyone!" The children give Cathy a BIG HUG or a wave good-bye; put on their coats and gather their art projects and other belongings. After all those activities, a lot of energy has been expended and your Busy Ones will tend to be tired and ready for a long rest!

Night Owls

1 months through 4 years of age

It's 6:30 PM and all happily greet each other in the exercise room. We watch one Owl swinging from the Tarzan rope as two others play firefighter in the truck; watch out, they are both driving! There are other flashes of activity - kids sliding, climbing, building a tower, pushing a truck. Moms and Dads join in the fun as they discuss the latest achievements of their junior Owls. It feels good to share the week's ups and downs. After an active 15 minutes, running feet lead all to the gym where slides and crawling tubes abide. They are soon filled with bodies. The room reverberates with happy sounds as well as those of tricycle wheels, balls, hoops, and parents trying to keep up with their kids.

At 7:10 it's time for a healthy snack and lots of juice. While snack is very important to some, others prefer to play in the seed box, hammer at the carpentry station, or create some big colorful paintings, all in the snack room. On the last Thursday of the month we have a family potluck dinner. It's so nice to share a meal with our friends.

At 7:25, the kids move on to the art room and half the parents go with them. The other half stay to learn even more about parenting. Cathy leads them in active discussions and is always open to help with any ongoing challenges. Sometimes the group does a "suggestion circle." In a suggestion circle one parent asks for ideas about a current challenge (staying in the cart at the store, bedtimes, potty, etc.). The other parents put their best ideas into one sentence and the only response the "asking parent" may make is "thank you." These are great! In the next room, the kids are letting their imaginations cook up culinary masterpieces, putting babies to bed, dressing up, reading, playing with the animals, discovering endless other activities and completing the art project of the day. Parents rotate art and snack responsibilities.

Half an hour later, it's time for a quick clean-up, then on to singing and dancing. A particular favorite is the Hug Bear Song complete with a hugging bear! All too soon the owls are singing the Good-bye Song, saying a personal farewell to each child. It must be 8:15. Everyone reminds each other they will be doing it all again in a week. Yeah!

Rising Stars

2 TO 3 1/2 YEARS OF AGE

On a typical day in the Rising Stars Class the children walk happily in the room ready to start their day of fun. The environment is structured, the children have choices. Some dress up in costumes and don't be surprised if you see a cat or dog running around. The artists go right to the art table to express their creativity, with art materials that the art parent has set out. The play dough table is always busy as children squish and pound and press. Popular, too are the sensory boxes. Seeds fly, water splashes, a good time is had by all. A few might want to investigate animals or be read to on cozy pillows in the animal area. Others are busy playing with trains. Everyone is creating, thinking, and they are learning to share with their new friends, as they go about the business of play.

In what seems like too short a time, the strains of "the entertainer" are heard over the speakers. That music, the children soon learn, means clean up time. All the adults find clean up jobs for the children and soon everyone is busy picking up, putting away, and scrubbing with sponges. In ten minutes the whole school is clean.

Circle time is a time when the whole group comes together to sing songs, and dance. Eager listeners gather around Cathy to hear a story.

After sitting, the children are happy to move into the exercise room and the outside area for active play. They climb, run, jump and ride trikes as fast as they can. Then it's time for our going home song, "Preschool is over, we had lots of fun. Now it's time for going home so 'Good-bye' everyone!" The children put on their coats, give Cathy a BIG HUG, and gather their art work from their cubbies. They are happy, but tired little Rising Stars.

SUPER HEROES

3 1/2 TO 5 YEARS OF AGE

On a typical day in the Super Heroes' Class the children come bursting through the door full of energy. It is free play time. There are play stations all set up with activities, and the children decide how they will spend the next forty minutes. Some dress up in costumes, a super hero, a bride, or a cat, and play in the pretend area. The artists go right to the art table to express their creativity, with art materials that the art parent has set out. The kids are full of ideas for play in the seed box or water table. The play is energetic although a few may want to investigate animals or be read to on cozy pillows in the animal area. Others are busy building with blocks, showing their constructions proudly to the supervising adult. The discovery table holds wonders for a child's investigation; maybe cooking your own muffin or doing a chemistry project that fizzes and pops. At this age, the children learn to play cooperatively with other children and everyone is busy creating, thinking, and making new friends, as they go about the business of play.

In what seems like too short a time, the strains of “the entertainer” are heard over the speakers. That music, the children soon learn, means clean up time. All the adults find clean up jobs for the children and soon everyone is busy picking up, putting away, and scrubbing. In ten minutes the whole school is clean.

Circle time is a time when the whole group comes together to sing songs, hear books, dance, and listen to fairy tales. The children enjoy adding a verse or some new words to a song. Acting out plays, the children have created, is always popular.

After sitting, the children are happy to move into the exercise room and the outside area for active play. They climb, run, jump and ride trikes as fast as they can. Then it’s time for our going home song, “Preschool is over, we had lots of fun. Now it’s time for going home so ‘Good-bye’ everyone!” The children put on their coats, give Marilyn a BIG HUG, and gather their art work from their cubbies. They are happy, but tired little Super Heroes.

Parent Responsibilities

NCCP is a cooperative venture of the teachers, parents, children, and community. Our common success depends upon each party in our venture sharing resources (money, time, and energy), networking skills, and knowledge.

Parent Commitments

Details regarding these commitments are outlined in the Parent Commitment Packet (located in the back pocket):

1. Attendance at monthly Parent Ed meetings
2. Monthly committee work
3. Weekday cleaning two times during the year (or pay \$40 each)
4. End of year cleaning (or pay \$40)
5. Tuition paid the first class of each month.
6. Work during class one time per week. See page 35 for families with more than one child enrolled.
7. Participate in auction and other fundraising events

Members enrolling on or after March 1st are not obligated to fulfill auction requirements

Meetings

The following meetings will be held during the year:

- Orientation: Thursday, September 2, 6pm at North City Elementary library
- Late Joiners Orientation, date to be announced
- Monthly Parent Ed Meetings: Dates to be determined at Orientation
- Monthly Board Meetings (all members welcome): Dates to be determined after Orientation. Meetings are held at the North City Elementary library.
- Annual All-Parents Meeting, sponsored by the Parent Advisory Committee (PAC) in association with SCC, usually in March.
- Quarterly class meetings as scheduled by the Parent Coordinators
- Committee meetings as scheduled by the Committee Chairs

You will be notified of meeting dates. Meetings do take time and energy, but they also help us enhance our school and support each other. Meetings are a means by which we may be aware of the business of our school. Meetings are essential for participating members. **One absence from the monthly Parent Ed Meeting will be excused without question each year.** However, any further absence requires a make-up. Refer to Parent Commitment Packet for make-up options.

Fees

A non-refundable registration fee to cover insurance and equipment is paid annually with the

enrollment of each child. The fee is also required for students put on the waiting list. Current class fees are detailed on page 31.

Registration, SCC tuition and first and last months' tuition are due by Orientation, or if a mid-year start, on the first day of class. Tuition is due and payable the first class of each month and must be placed in the Treasurer's lockbox. Because tuition is an annual fee paid in monthly installments, tuition is due each month no matter how many times your child misses school.

Siblings attending must be enrolled and pay tuition so that they will be covered by insurance. For further details regarding sibling fees, please refer to the NCCP Sibling Policy on page 35.

Reduced-participating Members

See page 34.

Fundraisers

The members may decide to hold various fundraisers during the year to defray operating costs and to buy new equipment. We have one major fundraiser (our auction) and several small ones throughout the year. Our members are always on the lookout for items that would be interesting to offer at our annual auction. For the year's major fundraiser, everyone contributes time and energy.

Art Items

Art for young children means exploring media, experimenting with forms, shapes, and colors, and using the imagination to manipulate the materials in a variety of ways. When you are responsible for preparing an art project, remember the process is more important than the product. Try providing interesting combinations of media such as paints and glitter, colored glue and collage materials, wallpaper and ink stamps, watercolors, and sandpaper. If appropriate for your age group, leave the shelves open and help children carry their choices to the table.

Two tables in the art area allow for two types of learning at once: art at the large table and craft skills at the smaller table, for instance, or playdough or clay at the smaller table. Craft skills could include stencils, tracing, or sewing with yarn and big blunt needles.

Save items such as old beads, styrofoam meat trays, egg cartons, cardboard towel rolls, etc. These are the treasures our children use to create their masterpieces. Try keeping a bag on a hook in the kitchen for ***cleaned-out*** frozen juice containers (easel paint cups), popsicle sticks, and all the goodies that show up in collages at school. Thanks!

Weekly Clean-up

It is probably safe to state that most of us appreciate, and perhaps even require, a clean environment in which our children can freely play and explore. Since we do not have a janitorial staff at NCCP, the parents provide the services needed each week to keep our school clean. Members are also required to participate in the end-of-the-year clean-up the last week in May. The Chair of the Housekeeping and Supply Committee will compile a schedule from which you can choose the date(s) most convenient for you to clean during the course of the year. In general, clean-up will require two people to divide and complete the necessary tasks each week.

Clean-up can take place on during the weekdays after class. It usually takes 2-3 hours to complete. Clean-up checklists will be posted on the wall by the sink in the snack room for

reference. Questions concerning tasks, tools, times, or cleaning products can be answered by the Housekeeping and Supply Chair. Each family is required to do two cleanings throughout the year. Board members are required to do only one cleaning per year. Also, you are welcome to negotiate trades in scheduled dates if you need to do so.

If you do not want to clean or cannot clean for whatever reason, you can choose to pay \$40 (per cleaning) for another person to clean. We ask that you “buyout” your cleaning commitment by Dec. 1. Buyouts are non-refundable. After Dec. 1, the Housekeeping Committee will assign your cleaning dates. Members joining after Dec. 1 will have 30 days to schedule their cleanings or buyout. If you are scheduled and fail to show up you will be billed \$50 (per missed cleaning), which consists of \$40 for the buyout, and an additional no-show fee of \$10. A tuition credit of \$20.00 may be earned by completing extra cleanings, when available. We all appreciate your cooperation and effort.

College Credit

Each NCCP member pays tuition for and earns two credits (three for Superhero parents) per quarter through the Shoreline Community College Parent Education program. Attendance at Parent Education meetings is required to receiving a passing grade on your transcript. Missed meetings can be made up (see parent commitment packet).

Animal Care

The animals we have at NCCP require care and love; adult supervision is required to ensure gentle holding and petting. We all need to be aware of them and their needs.

Committees for 2010-2011 School Year

The work of committees at NCCP is the lifeblood that sustains the organization and promotes a vibrant learning environment for the children and parents/caregivers. Each participating adult is required to do committee work each month. Committee work teaches us how to work cooperatively for a common goal, how to ask for help (“My kids have Chicken Pox and I need help.”) How to find and use resources in the school and community, how to facilitate meetings, and how to delegate. It also gives us more opportunities to practice using consensus. When we are all working together to enrich our co-op, it becomes the amazing, vital school we want for our children and ourselves.

A notebook detailing the responsibilities for each committee is available in the office area.

What follows is a list of our standing committees, a brief description of what they do, and the recommended minimum number of committee members based on enrollment. If/when enrollment increases more committee positions will be made available.

Auction Committee. This committee works throughout the year to ensure that our annual auction is a success. This involves receiving procurements from the community, planning the dinner and auction and communicating progress and needs with the membership. Five (5) people are recommended. **The chair of the auction committee is a board position.**

Curriculum Planning Committee chooses the monthly theme that will be incorporated into all areas of our school. Each month they hold a creation party to develop materials and settings that coordinate with that theme. Five (5) people are recommended.

Excursions Committee finds appropriate outings and field trips for the Superheroes and Rising Stars classes. They plan and organize all the trips from collecting money and verifying drivers to writing thank-yous if needed. One person from each class (RS and SH only) is recommended.

Finance Committee Consists of 2 co-treasurers plus one person to assist with all matters concerning finance for the school. Co-Treasurers are board positions.

Fundraising Committee leads the school in raising funds outside of the auction. This includes E-books, Chinook books, car wash tickets and scrip sales. The committee fields other fundraising suggestions as appropriate. Three (3) people are recommended. **The chair of the Fundraising committee is a board position.**

Health and Safety Committee coordinates all health and safety issues at our school. Main duties include conducting monthly safety checks and identifying and eliminating any health hazards. One (1) person is recommended.

Housekeeping, Supplies and Recycling Committee coordinates keeping our school clean. Duties include setting up the schedule for weekly cleanings and for the end of the year clean up. Also coordinates collection of supplies and keeping recycling bins emptied. Two (2) people are recommended.

Librarian Committee brings books that coordinate with the monthly theme. This person manages monthly Scholastic Book orders. One (1) person is recommended.

Natural Sciences Committee cares for the animals that enrich our children's preschool experience. They supply hay, food, and habitat cleaning and care as needed. Two (2) people are recommended.

Newsletter Committee is composed of the editor who gets reports and or photos from each class. All members work together to get the newsletter out each month. One (1) person is recommended.

Office Manager Committee has the important job of keeping our paperwork straight. The main goals of this committee are copying and distributing parent education handouts to members as needed, keeping our paperwork filed, and supplying and maintaining the copy machine. One (1) person is recommended.

Party Planners Committee coordinates the all-school parties, which occur during the year. These include a Halloween party, a Valentines Sock Hop, and an Ice Cream Social. Two (2) people are recommended.

Promotions Committee is responsible for increasing enrollment (especially during the Summer.) They distribute updated brochures and flyers, contact newspapers, organize the annual tee-shirt sale, etc... Three (3) people are recommended. **The chair of the Promotions is a board position.**

Sunshine Committee provides a “buddy” for every new member, coordinates care needed for other class members in times of crises; coordinates special class affairs such as Nights Outs, Class Photographer, Birthday Cards and Casserole Baby showers. He/she also assists the newsletter editor to get out monthly newsletters. One person from each class is recommended.

Website Committee updates the NCCP website, oversees the maintenance of the site, collects or takes new photos for the website, tests the site and works to increase the visibility of our site on the Internet. One (1) person is recommended. **This is a board position.**

Workshop and Repair Committee repairs and maintains preschool equipment and furnishings. Two (2) people are recommended.

Leadership Possibilities

Board Positions at NCCP

Since we are a cooperative school, parents participate in the operation of the school and in the decision-making. Serving on the Board is one way to make a contribution. Board members receive an exemption from one weekly cleaning and the end of the year cleaning. All Board members are expected to attend the monthly Board **AND** Parent Ed meetings. Descriptions of each Board position may be found on pages 36-38.

Facilitator’s Checklist

We invite you to facilitate a Board, Parent, or Class meeting. It's fun and exciting to sharpen your leadership skills in our supportive community. North City is definitely a safe place to try something new.

Two weeks or more before the meeting: Gather agenda items and find out time needed for each one.

For the Parent Meeting, contact Secretary, Co-Chairs, Registrar, Co-Treasurers, Teacher, Ad Hoc Chairs, and any others the Secretary or Co-Chairs may recommend.

For the Board Meeting, contact Co-Chairs, Secretary, Co-Treasurers, Newsletter Editor, PC's for each class, Co-Registrars, Teacher, PAC Rep, and Members-At-Large.

For a Class Meeting, contact the Parent Coordinator.

At least one week before the meeting: Post a noticeable agenda on the Parent bulletin board (as much information as you have). Contact host to bring refreshments, treats, cups, and napkins and have host arrive at least 15 minutes early to set up.

Just before the meeting: Make a handout agenda for all members (for the Board Meeting). Make a large agenda sheet, visible across the room. Bring markers, push pins, tape, agenda, ten blank sheets of newsprint, name tags, and any other needed equipment. Take care of yourself so you will be calm and alert. Come an hour early to help set up the room.

Starting the meeting: Start on time, even if we are still waiting for some folks. Introduce yourself. Get a scribe, timekeeper, ground rules keeper, and a facilitator for the next meeting. Briefly go over the agenda. Plan an opening that allows people to connect with another member on a personal level and learn people's names. Need ideas? Ask Marilyn or an experienced member.

During the meeting: Go over the ground rules. Move the group along without rushing them. Remember, conflict is normal; just keep it humane. Help people focus on the same topic at the same time. Use a consensus decision-making process. Decide which items need action and establish who, what, and when.

At the end of the meeting: Establish or remind people of the date, place, and time of the next meeting. Briefly review goals accomplished and evaluate the meeting. Plan a positive, crisp closing. Once again, Marilyn or an experienced member can help with ideas. End on time or negotiate a later ending.

After the meeting: Put the room in order. Take any materials back to school and put them away. Celebrate your good leadership.

Reminder: Be sure to get help and suggestions from people at preschool. Remember, you can delegate any part of the facilitating you wish. Good luck!

Health, Safety, and Nutrition

Safety in the Classroom

Though given plenty of room to explore their own interests, children are closely supervised at NCCP. The safety of each child is paramount.

Parents assigned to particular areas of the classroom stay in those areas and supervise the children who are there. Parents clean up their areas at the end of class, making sure small and sharp objects are out of reach of toddlers. Prevention and common sense are crucial to the creation of a safe learning place. Bathroom policy is to be decided by each class at the beginning of each school year.

Emergency Supplies and Phone Numbers

The first aid kit is in the office area. The fire extinguisher is mounted in the hallway. The fire escape plan is posted next to each door in compliance with guidelines set by our insurance carrier. Member phone numbers are in a binder on top of the file cabinet near the phone. Emergency contact numbers are in the emergency contact binder in the office area.

Try to become familiar with these safety features the next time you are in the preschool so you are prepared in the event of an emergency. If you notice anything in the school that could cause a problem, please bring it to the attention of the Health and Safety Committee and Marilyn and Cathy. If two weeks go by and no one has addressed your concern, please call the Co-Chairs and, if necessary, get your issue on the Board or Parent meeting agenda. Safety is the most important topic. Make sure your issue is resolved to your satisfaction.

Emergency

The first step in handling emergencies at our preschool occurs at registration. An emergency medical care permission form, signed by the parent, is required for each child enrolled in the preschool.

Our plan of action in emergencies is as follows:

If the incident is minor:

- The nearest adult will attend to the child.
- The parent will be notified.
- An injury report will not be filed.

If the incident is major:

- Teacher will decide on and administer first aid and direct the calling of 911.
- Parent will be notified.
- An injury report will be filed.

If the injury is not life threatening, every effort will be made to contact the parent at the home phone number before administering first aid. If we can't reach the parent at home, we will try the spouse at work. If not successful, we will try the emergency contact person. Finally, we will contact the doctor and hospital. The order of emergency calling is posted by the phone.

Immunization

Our preschool follows the immunization requirements of the Shoreline Public School District. Proof of up-to-date immunizations is required, or a statement explaining the medical or religious exemption.

Illness

It is sometimes difficult to determine when to keep a child home from preschool.

**Use common courtesy and common sense as your best guide when making your decision.
KEEP YOURSELF OR YOUR CHILD HOME IF:**

- The child has a severely runny nose, and/or the mucus is yellow or green (except allergies).
- The child has head lice.
- The child has an unknown rash.
- The child has any communicable disease, such as chicken pox, pink eye, impetigo, measles, strep throat, etc.

- The child has had a fever in the last 24 hours.
- Vomiting or diarrhea has occurred the night or morning before school.

If your child becomes ill at school, you will be called to come and pick him or her up. Please notify the school if your child is exposed to a communicable disease, as she or he may have exposed other children in the school. We are also concerned about the threat chicken pox and measles pose to pregnant women.

Excursion Team Guidelines

So many of us have children that are riding in other people's cars that these guidelines are helpful to keep in mind. Parents who will be involved with excursion driving must show proof that they carry liability insurance on their vehicle, have a valid Washington driver's license, have a vehicle with a backseat and is in safe operating condition, and list the number of usable seat belts in the car. Children must ride in appropriate carseats or booster seats. Please see the Washington Child Restraint Law on page 23.

Guidelines for safe excursion driving include the following:

- One seatbelt per passenger, no exceptions.
- When picking a child up at his/her home, the driver honks at the house, and the parent buckles the child in the seat. The driver never leaves a car full of children. When arriving home, the parent unbuckles the child.
- The driver pulls up on the side of the street where the child lives, so she/he will not have to cross the street.
- If the children are disruptive, the driver pulls over until order is restored.
- No smoking.
- All excursion driving parents will carry copies of emergency information for each child in their class.
- It is highly recommended that each parent carry a first aid kit in their car.
- Children are not to ride in the front seat of any vehicle.
- There must be two adults in the vehicle if the excursion is departing from preschool.

Washington Child Restraint Law - In 2000, Washington was the first state in the nation to pass this type of law. Children under the age of 16 years must be restrained in a vehicle according to the following steps:

- 1 year of age or under or weighing less than 20 pounds:
a rear facing infant seat
- Between 1 - 4 years old or 20 - 40 pounds:
a forward facing child safety seat
- Between 4 - 6 years old or 40 - 60 pounds:
a booster seat with a lap and shoulder belt

Cell Phones

Your cell phone may be used for emergency purposes only while you are on duty in the classroom. Refrain also from playing games or texting on your cell phone while on duty. Please turn your cell phones off or to vibrate if you generally receive many calls on your cell phone.

Snacks

Many concepts are taught during snack time, such as diet and good eating habits, and the importance of sharing and taking turns. When it is your turn to provide the snack, consider the value of the item in a child's diet. Sugary and highly refined foods are better left at home. Also, check the allergy list.

Some appropriate foods include, but are not limited to:

Fruits/veggies: apples, kiwi, papaya, mango, pomegranate, oranges, pineapple, cherries, grapes, melon balls, tomatoes, raisins, celery sticks, cucumbers (fresh and pickled), carrot sticks, broccoli, sprouts, olives, beets, peppers (red/yellow/orange), little corn, fresh peas, green beans, banana chips, salsa, guacamole, eggplant dip, nori (seaweed)

Breads/crackers: cheese muffins, bagels w/ cream cheese, toast w/ jelly & honey, banana bread, Pirate Booty (vegetable), goldfish, smart puffs, tings, crackers, pretzels, popcorn, zucchini bread, chips, tatertots, veggie chips, yam fries, rice balls, mochi, gnocchi, couscous, rice, pasta, tortillas

Dairy: milk, cheese cubes, yogurt

Protein: deviled eggs or simply boiled with shell, fish sticks, tofu, hummus, refried beans, sushi, edamame, veggie burgers, soynut butter, sunflower seed butter, beans (black, pinto, garbanzo, kidney, etc.), tuna, deli meat slices

Miscellaneous: shrimp chips

In accordance with our nut policy below, please do not bring foods containing nuts or food manufactured in a facility that processes nuts. This also necessitates avoiding bulk foods, bakery items, deli foods (besides meat and cheeses), and pesto.

NCCP Peanut/Nut Policy

We are aware of the tremendous risk children and adults who are allergic to peanuts/nuts can face from even the smallest trace of peanut butter or other nut product. The consequences are life threatening in many cases and require immediate intervention with medication or even hospitalization. We want to eliminate the possibility of such an occurrence at our school as we do have some children with severe peanut/nut allergies attending NCCP. You can help us by observing the following guidelines, which apply whether or not an allergic child is known to be present:

- Please keep our nut policy in mind when packing your child's lunch and snacks.
- We ask that no foods containing peanuts/nuts or peanut/nut products be brought into our school. This includes peanut butter sandwiches, nuts in salads, candy with nuts, trail mixes or granola bars with nuts, cereal with nuts, etc.
- We ask that foods that have been processed in a facility that contains peanuts or tree nuts not be brought into school. Bakery goods purchased at grocery stores, Costco, etc. should not be brought in.
- This policy applies to potlucks and any other school sponsored event on or off campus.
- We ask that parents and children wash their hands once they arrive at school.

Your understanding and support in helping us to provide a PEANUT/NUT FREE school is greatly appreciated as we strive to provide a safe environment for all students.

Why has NCCP restricted these items?

A serious allergic reaction can occur from contact with even a microscopic amount of the offending food. For example, a knife used to cut walnut brownies, wiped off and then used to cut fruit, can cause a reaction in a child who eats that fruit from any residue left on the utensil. Simple contact with an allergen can also produce the same reaction. For example, if one child were to eat a peanut butter sandwich and then touch a child with an allergy, there could be an allergic reaction.

How is this restriction implemented?

We ask all families to ensure that no one brings any foods containing any type of peanut/nut onto the school property. This means any foods sent in for lunch, snack or any class event should be carefully checked to be sure they are nut free. Our ban extends to field trips and school events. Families can help ensure that our school stays nut free by reading the label on every package.

NCCP Children's Hurtful Behaviors Policy

Issues Meeting

An issues meeting may be called for class members to discuss classroom behaviors and learn about the NCCP Hurtful Behaviors Policy.

Baseline

Before any intervention is started, a baseline will be established. The teacher, with help from parents, will observe and record, what hurtful behaviors occur, what happens just before the behavior, what happens right after the behavior, and who is involved. From this baseline progress can be measured.

Intervention

Parents will be asked to volunteer to be a coach to the focus child. Providing lots of coaches gives variety and allows the coaches to take turns. This also allows the coaches time to interact with other children as well.

The Coach

Coaches will be instructed in ways to employ preventative measures, offer support, teach communication skills to all children involved in a conflict, and intervene in conflicts with kindness and firmness. Our goal with younger preschoolers is to teach them to use words instead of hitting. Our goal with older preschoolers is to help them verbally negotiate conflicts.

Time Outs

We don't usually give a child a time out. It creates anger in the child and removes him from the social situation instead of using the situation as a teachable moment.

In cases where the child is showing no improvement in the frequency of hurtful behaviors, three less personal types of time outs may be tried.

Time outs are given for the same number of minutes as the child's age.

Toy Time Out: if a toy is involved in the conflict, the toy can be given a time out for the appropriate number of minutes.

Area or room time out: the child is asked or told to leave the area or the room for the appropriate number of minutes.

Playmate Time Out: the focus child is restricted from playing with the targeted playmate for the appropriate number of minutes.

According to a well known parent education author, Mary Sheedy Kurcinka, the important thing to remember is the type of connection we are building with our child. She suggests asking ourselves, "is what we are doing with the child(ren) creating a sense of connection?" If so, our success rate will increase, if not, we are likely to experience more misbehaviors. The coaching technique is very effective as a teaching tool. It is respectful and maintains the child's self-esteem.

Reevaluate / Evaluation Meeting

A reevaluation or evaluation meeting can be called during this process if deemed necessary.

Communication Pathways

Talking and Listening

Our principle means of communication is by email. All members are subscribed to a yahoo group list which shall be used for preschool business and parent education opportunities. Please check email regularly for school news and important updates. Each member has a mailbox at the preschool. Please check your mailbox weekly for additional written information.

Each member has a mailbox. They are located next to the copy machine near the entry door. Much information is passed through the mail at NCCP. Please check your mailbox every week. Feel free to partake of NCCP's freedom of distribution policy. Recycle unwanted paper in the waste paper can located next to the copy machine. Other recyclable items can be put in a container located under the office area.

The **Class Parent Coordinator** (PC) is a very important communication link at NCCP. The PC goes to the Board Meetings and is available for each member's questions or comments.

Parent Ed and Board Meetings are where we discuss school business, make decisions, plan our future, and brainstorm solutions.

From time to time conflicts between individuals become so challenging that the individuals involved are not able to resolve them on their own. We at North City have developed what we think is a humane and fair way to deal with differences. We call it the **Complaint Procedure**. It is included in this handbook, beginning on page 44. If you're having difficulty with someone at NCCP please follow the steps outlined in the procedure. One of the gifts of this preschool is learning a new way to interact with people. Conflict can be honest and safe.

Ground Rules for Meetings

At North City we trust you to tell us how you really feel about the issues we are deciding at meetings. In decision making, your silence on an issue implies agreement. We want to honor the parent and honor the child. Our Ground Rules for meetings are:

- Everyone participates, including the facilitator of the meeting.
- We all have the right to pass. If one of us does not want to discuss something or share, our right to pass will be honored.
- All opinions are honored.
- Facilitator will respect self and others.
- Confidentiality is honored.
- It's OK to make mistakes.

Calendar

Holidays and Events

The following is a **tentative** list of holidays and events planned for the school year. Events are scheduled based on interest.

September: School starts Wed., Sept. 8

October: Halloween party, date to be announced.

November: Veteran's Day: 11/11;
Thanksgiving Break, school closed.

December: Winter Break, school closed.

January: Martin Luther King, Jr. Day, school closed.

February: Valentine's Day party, date to be announced
Midwinter Break, school closed.

April: Annual Auction Fundraiser, date to be announced.
Spring Break; school closed.

May: Class Picnics; Spring Carnival; Last day of classes; All
School Year End Clean-up.

June: Shoreline Arts Festival.

July: Lake Forest Park Festival.

August: Shoreline Parade; Meet, Greet & Eat

September: Orientation

Board Meetings

The NCCP Board meets monthly. Evening meetings are held at the school library from 7:00 to 9:00 pm. Once determined Board meeting dates will be posted on the corkboard next to the mailbox. Members will also receive monthly email reminders of the Board meetings. All members are welcome.

Inclement Weather

If Shoreline School District classes are cancelled, all preschool classes are cancelled. If Shoreline School District classes are running late, Super Heroes and Rising Stars are cancelled. Night Owls, Explorers and Busy Ones will run as usual.

Board Timeline		
July	Fiscal year begins. Annual Audit. Lake Forest Park Festival	Co-chairs & Board Promotions
August	Board Retreat. Orientation letters, Invoices, & FAQ sheet. SCC contract. Nonprofit Annual Report. Rent agreement. Liaisons sign-up. Shoreline Parade.	Board Co-Registrars & Co-treasurers Co-chairs Co-treasurers Co-treasurers Co-chairs Promotions
September	All school orientation. Board approved by members. Distribute committee manuals Shared board positions present divided work. Accident & Health Insurance renewal. SH & LPB class orientations. 1 st Committee meetings. Eat, Meet & Greet. Beautification day.	Registrars & Co-chairs Orientation Board liaisons & co-chairs Co-treasurers PCs Board Liaisons Board Board
October		
November		
December	House cleaning buyouts due. Board sock exchange. Copier maintenance renewal. Leasehold exemption:next renewal 2010	Housekeeping & Co-treasurers Board & Co-treasurers Co-treasurers

Board Timeline		
January	Form Nominating Committee. Determine fees and tuition. Board Luncheon.	Board Co-treasurers Board
February	Post open Board positions. Returning member registration begins. Teachers' reviews due. Review & Revise ROP for incoming board.	Board Co-registrars Co-chairs & Board Board
March	New member registration begins. Board nominations. Annual Auction. Nominee invites to April board meeting.	Co-registrars Nominating committee Auction Chairs Co-chairs & Nominating committee
April	Directors & Officers Liability Insurance renewal Teacher contracts approved	Board & Co-treasurers Co-treasurers & board
May	Teacher contracts signed Charitable Solicitations Renewal. Annual Financial Report. New budget proposal. New board in attendance w/ old board ; gift exchange. Organize and plan summer playdates Collect committee notebooks and review updated information	Board & Teachers Co-treasurers Co-treasurers Co-treasurers Board Board w/ teachers Co-chairs

June	End of fiscal year. Promotions budget proposal. Shoreline Arts Festival. Lake Forest Park Children's Fair. All boards meeting. End of year board luncheon.	Promotions & Co- treasurers. Promotions Promotions Board Board
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Appendix I: Rules of Procedure

The Rules of Procedure will be referred to as ROP throughout this Handbook.

A. Tuition, Fees and Expenditures

B. **1. Registration.** An annual, non-refundable registration fee per family must be paid upon enrollment. It is \$40.00 per child with a maximum per family of \$55.00. This fee will cover insurance, equipment replacement and contingencies. People joining after March 1st pay a reduced registration fee of \$10.

2. Tuition. Tuition is assessed on an annual basis and is due at orientation. Payments may be divided in to eight payments due by the first day of each month with the first and last month's tuition due at orientation. Tuition paid on or after the 10th of the month will be considered late and a late penalty will be imposed. Tuition is payable in advance regardless of the number of days a school is in session or the number of days a child attends school.

Tuition rates per child **per month** are as follows:

- a. Superheroes - \$120.00
- b. Lunch Pail Bunch - \$80.00
- c. Busy Ones or Night Owls - \$50.00
- d. Explorers - \$50.00

3. Excursion fees. Superhero Excursion fee of \$30.00 per year is included in tuition. If additional charges are needed to cover excursion expenses, a secondary charge could be made later in the year, **if the class consents**. All other classes pay per event.

4. Multiple Child Tuition Break. Families with more than one child in NCCP, or families with one child in two different classes, will receive a \$10.00 break in total monthly tuition. Families with twins in the same class need only work one day a week in that class. Families with siblings in the same class may work only one day a week provided the required number of adults to children ratio is met. See section H in ROP, page 33.

5. Returned Checks Policy. A fee of \$10 will be added to any check returned by the bank for non-payment. If a member has more than one check returned for non-payment, NCCP will require that all future payments be made by a money order or a cashier's check.

6. Late Tuition. A fee of \$10 will be assessed for any tuition payment more than ten days late.

7. Annual Determination of Fees and Tuition. Fees and tuition will be determined in January.

8. Refunds. No fees or tuition will be refunded for the forced closure of NCCP, school vacations, personal vacations, illness, or maternity leave. Members must pay for each month to ensure their place in class at NCCP.

C. Maximum Enrollment

For each toddler class our maximum enrollment is 16 and for the preschool group it is 22, 20 of who must be participating. Therefore, our maximum enrollment for the school is 86. Class size can be changed as an exception by the class in question if they can come to a consensus.

D. Committees

The committees at NCCP will be determined by the membership in attendance at the first Parent Meeting.

E. Clean-up

1. All parents participate (number of times to be determined by the level of enrollment) in the weekend full school clean-up, and in the end-of-year clean-up, or pay \$20.00.
2. All parents attending a committee meeting at NCCP help clean up after their children following the meeting.
3. All Board members are exempt from the weekend full school clean-up.

F. Excursion Driver Requirements

Each driver will have a car in safe operating condition, a copy of her/his valid driver's license with a certificate of liability insurance on file at the school, and an adequate number of seat belts. It is highly recommended that members who wish to be excursion drivers carry auto liability coverage of \$100,000 per individual and \$300,000 per occurrence.

9. Nonpayment Tuition left unpaid for two school months will result in automatic dismissal from NCCP.

10. Sibling & Visitor Fee. Siblings who attend class regularly must enroll and pay sibling tuition so that they will be covered by our insurance. Enrolled sibling tuition will be invoiced monthly. Older siblings/visitors who attend when necessary may submit payment to the Treasurer's lockbox. Prospective members will not be charged. **See Sibling Policy on page 35.**

B. Calendar and School Timeline The school year begins in September and ends in May. NCCP follows the holiday/school closure schedule [determined by the Shoreline School District Parent Education Department](#).

1. The timeline of NCCP all-school events is listed in the Parent Handbook on [page 28](#).
3. The Board will review and revise the ROP and the committees in effect at NCCP in February and make those written recommendations for the incoming Board.

C. Time Schedule

1. Superheroes: 3 1/2 to 5 years
3 days per week - Mon 9:30-11:50 am,
Tue 9:30-11:50 am, Thu 9:30-11:50 am
2. Rising Stars: 2 1/2 to 3 1/2 years
2 days per week - **Wed 9:30 am -11:15am,**
Fri 9:30 am -11:15am,
3. Night Owls: **1—4 years**
1 day per week - Thu 6:30-8:15 pm
4. Busy Ones: 18 mos. to 3 years
1 day per week - **Wed 11:30am-1:15 pm**
5. Explorers: 8 mos. to 18 mos.
1 day per week - **Fri 11:30 am-1:15pm**

Enrollment will be first come, first serve for any child within the age-range. If there is space available in the fall, then a child outside the age-range can join with the consent of the whole class.

D. Organization

1. NCCP offers classes for children 8 months through five years of age. Classes are organized according to age and/or developmental level of the respective children. See section **C in ROP, page 32**, for specific classes offered.
2. All participating members are students of Shoreline Community College and receive 2 college credits, 3 college credits for SH, from meeting the requirements outlined in the syllabus will be distributed the first week of class.
3. Participating members in good standing comply with the

requirements listed in the Parent Contract.

4. If you become unable to fulfill your parent responsibilities there is a possibility of a temporary Reduced Participation status. An application is available through the registrar. See Appendix V, page 50, for a sample form. A committee of a co-chair, co-registrar, and co-treasurer will review your application according to the guidelines in section K of ROP, page 34. If you want to apply for Reduced Participation, and you are a Board member who wishes to retain your board position, you must make sure your board responsibilities are fulfilled.
5. **Family leave** is available for parents who would like to keep their older children in NCCP when the new baby arrives or during a family emergency. A parent would seek Reduced Participation status or find a substitute who will fill in while the parent is gone.
6. Board positions and committee positions will be open to all participating parents of NCCP.
7. Any member who doesn't meet her/his obligation may be referred to the **Complaint Procedure (Appendix III, page 44)**.

E. Maximum & Minimum Enrollment

Maximum enrollment **at NCCP** for Explorers, Busy Ones, Night Owls, is **16 children**. Maximum enrollment for Lunch Pail Bunch is **20 children**. Maximum enrollment **at NCCP** for Superheroes is 22 **children**. Overbooking of **2 per class** is allowed for anticipated attrition. Class size can be changed as an exception by the class in question if they can come to a consensus.

Parent enrollment at Shoreline Community College must meet a minimum for each class. This minimum is set by the Parent Education Department. If minimum parent enrollment is not met in a class, SCC will not offer that class for that quarter. The Board would then have to make a decision on how to proceed with the class through consensus.

F. Committees

The committees at NCCP will be finalized by the first Parent Ed meeting.

G. Clean-up

1. All families participate in the weekend cleanings twice a year and in the end-of-year cleanup, or pay \$40.00 in each case.
2. All parents attending a committee meeting at NCCP help clean up after their children following the meeting.
3. All Board members are exempt from one weekend school clean-up.

H. Health & Safety

1. The necessary, insurance-required, adult-child ratio is:
 - 18 months or younger: 1 adult to 2 children
 - 19 months to 35 months: 1 adult to 3 children
 - 3 to 5 years: 1 adult to 4 children
2. Changing table health procedures will be strictly enforced.
3. The Risk Management Manual is kept in the Office area. This manual describes our insurance and safety requirements.
4. Members are advised to post special dietary needs or allergies of the child above the sink in the snack room. All members will observe the

“no nut” policy.

I. Accident or Illness

1. Insurance. NCCP will carry liability and accident insurance. All children are covered by this policy from the time they arrive at school in the company of an adult until they leave the school in the company of an adult.

2. Medical Emergency. If a child has a medical emergency, the teacher or their substitute will administer first aid, 911 will be called and the parent or emergency contact will be called.

3. Illness

- a. Members and children must stay home when ill or running a fever. Specific symptoms warranting parent and/or child to stay at home are stated in the Parent Handbook.
- b. Members need to report to a Co-Chair and Teacher any contact or suspected contact with a communicable disease, and post symptoms on the bulletin board.
- c. If a child becomes ill at school the parent or emergency contact will be called to pick up the child from school.

J. Excursion Driver Requirements

Each driver will have a car in safe operating condition, a copy of her/his valid driver's license with a certificate of liability insurance on file at the school, and an adequate number of seat belts. It is highly recommended that members who wish to be excursion drivers carry auto liability coverage of \$100,000 per individual and \$300,000 per occurrence.

Furthermore, children are required to be transported in the back seat of a vehicle. For insurance purposes, 2 adults must be present in each vehicle if the excursion leaves from pre-school.

Please review the Washington Child Restraint Law on page 24.

K. Temporary Reduced Participation Requirements

There are a minimum number of semi and non-participating spaces available in Superheroes and Lunch Pail Bunch. (See Appendix V, page 50) If, due to family circumstances, a parent requires temporary reduction in participation, the following requirements must be met and they must complete a reduced participation application.

(See Appendix VI, page 51)

1. There must continue to be enough adults to cover the required adult to child ratio per class.
2. Board status must not be compromised by reduced participation.
3. The preschool as whole must not be overly burdened by reduced participation.
4. A tuition increase of \$20 or more will be incurred in the case of net reduction in participation.
5. Parent must remain committed to the preschool.

L. Sibling Policy

1. Purpose. A sibling policy is necessary to provide support to parents who want to participate in North City Cooperative Preschool with both their baby and their older child

2. Developmentally Appropriate Practice. We will assure that the program is in no way lessened by having babies at school and will continue to provide a developmentally appropriate program for participating children. This will be done by requiring that babies be confined to a front pack, back pack, or infant carrier, and by maintaining the necessary adult-child ratio. In this way older children may play with messy and fine motor objects inappropriate for babies.

3. Age of Infants. Enrolled siblings who are between birth and walking may attend, provided they are content to be confined in a front pack, back pack, infant carrier, etc. It is not appropriate for walking babies to be so confined. During parent education discussion groups, the infant will stay with the parent.

4. Sibling Tuition. The siblings attending must be enrolled and pay tuition so that they will be covered by insurance. Tuition for a baby attending weekly will be \$5 per month. Un-enrolled siblings attending class will be charged \$5 and enrolled for the month in order to be covered by insurance. Older siblings/visitors may attend when necessary at a cost of \$5 per day. Prospective members will not be charged.

5. Numbers. A maximum of three slots will be allowed for infants, except that the maximum for Superheroes is one infant per day. Any child not enrolled may not regularly attend. The necessary, insurance-required, adult-child ratio will be maintained with the parent assigned primarily to the infant's care.

The adult child ratio is:

- 18 months or younger: 1 adult to 2 children
- 19 months to 35 months: 1 adult to 3 children
- 3 to 5 years: 1 adult to 4 children

6. Health & Safety. Changing table health procedures will be strictly enforced. (See Risk

Management Manual kept in Office area.)

7. Decision method. To enact this policy a consensus of the board is necessary. This consensus was reached on April 4, 1997. A change in the policy requires a new board consensus.

8. Notification. This policy will be explained to people who inquire over the phone as well as being included in this member's handbook.

9. Cancellation. We reserve the right to cancel the sibling policy if the quality of education or safety of any child is jeopardized by having babies at the school.

M. Complaint Procedure

See Appendix III.

N. Conflict of Interest Policy

See Appendix IV.

Appendix II: NCCP Bylaws

Article I: Name

The name of this cooperative will be the North City Cooperative Parent Lab School and will be referred to throughout this document as **NCCP**.

Article II: Purpose

Our purpose for participating in NCCP is to nurture good feelings for ourselves, others, and our world; to create a place where parents and children grow and learn together; to learn to respect all opinions and ideas; and to make decisions by consensus.

Article III: Membership

Section 1. Applicants will not be discriminated against on the basis of race, creed, sex, physical abilities, sexual orientation, or ethnic origin.

Section 2. Members agree to accept all the duties and responsibilities of active participation in a cooperative lab school.

Section 3. Eligibility will be determined by enrolling a child and payment of registration fees. Returnees will have an opportunity to pre-register prior to new applicants before March 1 of the preceding year. After the first of March, pre-registration will be first-come first-served basis. Currently enrolled families will have priority on the waiting list after the first day of class for that school year.

Section 4. Termination of membership requires:

- a. two week advance written notice to be given to a Co-Treasurer
- b. payment for those two weeks.

Article IV: Decision Making Process

Decisions will be arrived at by a consensus of the members present at any given meeting.

Article V: The Board

Section 1. Members of the NCCP Board will be the **Two Co-Chairs; Two Co-Registrars; Secretary; Two Co-Treasurers; Auction Chair; PAC Representative; Promotions Chair; Fundraising Chair; the Website Chair; the Parent Coordinators (PCs) for Superheroes (2), Night Owls, Rising Stars, Busy Ones, and Explorers.**

Section 2. There is also the position(s) of **Member-at-Large** to be filled by any interested and involved parent who does not hold one of the positions listed above, but who attends the Board and Parent Ed Meetings. Members-at-Large are expected to serve on one or more Ad-Hoc Committees during the year.

Article VI: Duties of the Board Members

Section 1. In addition to member responsibilities it is each Board member's obligation to attend all Board meetings (as well as parent ed meetings) and to honor requests for assistance from each committee where Board members act as liaisons. There is a quorum of 60% of voting members required in order to make a decision. Board members update individual business files as needed. The term of each Board position is one year, with the exception of the co-Chair, Treasurer and PAC positions which are two year positions. The term for a position may be extended by consensus of the Board.

Section 2. Job Sharing

- a. Board members sharing a job can divide the duties. They need to advise the Board of their split in writing at the September Board Meeting.
- b. PAC Rep. may not job share.
- c. Board members who share a job each receive a cleaning exemption.

Section 3. Board Position Descriptions

a. Co-Chair

1. Assist the Board and the members in implementing the purpose of NCCP
2. Facilitate all Board and Parent Ed meetings if no volunteer
3. Support and assist facilitators for all Board and Parent Ed meetings
4. Call a special meeting if deemed necessary; honor the request of any three members for such a special meeting giving reasonable notice to all members

5. Maintain a business file including but not limited to meaningful correspondence from the college or legislators and any agreements or contracts made during the year
6. Send in requested correspondence to SCC by deadlines
7. Be authorized to sign checks
8. Collect members' contracts and committee choices from PC's
9. Follow up all year with fulfillment of members' commitments
10. Review, evaluate, and approve scholarship requests from members with one of the Co-Chairs.
11. Facilitate Orientation meetings with the Registrars for new and returning members
12. Delineate Co-Chair responsibilities and present the division of labor to the September Board Meeting
13. Complete the new teacher's contract by SCC deadline (must be signed by a Co-Chair and another Board Member).
14. Create committee sign-up sheets; present at Orientation
15. Ensure ongoing communication among the committee chairs and liaisons to the Board.
16. Serve in this position for two years.
17. Organize and facilitate the board retreat.
18. Collect committee notebooks at the end of the school year, review updated information. Distribute notebooks to new committee chairs and board liaisons during fall orientation.

b. Co-Registrars

1. As our school's primary contact person, be available to answer any preschool registration information questions, mail school brochures to interested parents and take prospective members on a tour of NCCP (much of this will be in the summer for the following fall)
2. Distribute, collect, review, and sort by class all registration forms for the college and NCCP and see they are filed
3. Prepare and facilitate with Co-Chairs, the Fall Orientation meeting for new and returning members
4. Facilitate orientation meetings for late joining members during the school year
5. Distribute enrollment changes to Teacher, PCs, Co-Treasurers, Co-Chairs & Housekeeping
6. Write and send a letter to all members in August, detailing important information (first day of school, orientation, class names, class times, tuition information, etc.)
7. Collaborate with Promotions regarding enrollment
8. Maintain business file as needed
9. Collect registration fees
10. Work with PCs to see that rosters are kept current
11. Facilitate Complaint Procedure
12. Update and post emergency contact roster
13. Work together with Promotions Chair to promote enrollment.

c. Secretary

1. Record the minutes of all the Board meetings and the monthly parent business meetings
2. Submit a copy of the minutes to the Board for approval within one week after the board meeting and send to all-school email list within two weeks after the board meeting.
3. Send minutes from parent business meeting to all-school e-mail list within one week after the meeting.
4. Send thank-you cards as necessary, and conduct other pertinent all-school correspondence
5. Take and keep a record of attendance at all meetings; submit Board attendance to Treasurer and Parent Ed Meeting attendance to Co-Chairs
6. Print a copy of board meeting minutes and file in meeting minutes notebook.
7. Assist the Treasurer by signing of on reconciliation bank statements.

d. Co-Treasurer

1. Submit a written itemized income and expense report at each meeting and post a hard copy with the minutes
2. Maintain the books, and subject books for audit annually
3. Collect and deposit all fees and tuition, send notices of delinquent accounts and membership termination to members, and submit copies of membership termination letter to Co-Chairs, PCs and teachers.
4. Pay all NCCP bills and reimbursements in a timely manner
5. Obtain receipts for all bills not directly paid by the Co-Treasurer
6. In the May establish a yearly budget for operating expenses and in August submit an annual financial report to SCC.
7. Be authorized to sign checks
8. Work with bookkeeper to ensure that quarterly and annual taxes are paid in a timely manner
9. Reconcile monthly bank statement
10. Maintain business file including but not limited to monthly bank statement and monthly financial report.
11. Chair the Finance Committee
12. Verify bookkeeper has Paid Teachers' salaries by the last day of every month.
13. Collect and distribute mail.
14. Prepare teachers contracts and maintain copies of signed contracts in business file.
15. Review Board Insurance annually and bring to Board for approval before renewal.
16. Serve in this position for two years.

e. Parent Advisory Committee (PAC) Representative

1. Serve as the liaison between Shoreline Community College PAC and NCCP
2. Attend PAC meetings and report back to the Board with all pertinent information
3. Serve in this position for two years.

f. Class Parent Coordinators

1. Act as supportive resource for each individual
2. Orient visiting and new members
3. Give out Parent Packs; ensure members have joined a committee within one month, have returned one signed contract and have signed up for weekend cleaning

4. Communicate with Registrar to ensure new families are adequately oriented, including assigning a Buddy.
5. Ensure members know options for unfulfilled commitments
6. Make and distribute a monthly calendar listing appropriate schedule information for each class by the first of each month
7. Remind members about upcoming Parent Ed Meetings and special events
8. Notify parents in case of a school closure
9. Work with Registrars to see that rosters are current and that registration forms are complete
10. Check in with members in case of two unexplained consecutive absences
11. Channel pertinent info to classes from Board meetings
12. Plan and facilitate meetings with parents at least quarterly or as needed
13. Assist Auction Committee with class responsibilities

g. Promotions Chair

1. Chair the Promotions Committee
2. Promote school enrollment year round through distributing updated brochures and flyers, contacting newspapers, etc.
3. Organize annual T-shirt sale
4. Create and organize other promotional events
5. Work together with Registrar to promote enrollment.
6. Register and ensure staffing for summer promotional events.
7. Submit a promotions budget to the board in July.

h. Fundraising Chair

1. Chair the Fundraising Committee
2. Organize other fundraisers throughout the year
3. Encourage creative fundraising ideas
4. Implement and manage fundraising plan

i. Auction Chair

1. Chair the auction committee.
2. Organize the auction, which is the main fundraising event of the year.

j. Website Chair

1. Oversees maintenance of site
2. Updates website
3. Collects new photos
4. Tests

Article VII: Determining A New Board

Section 1. Filling Board Positions for Fall

- a. In February, the Co-Chairs will notify all members of open board positions and process for nomination and will post the list of Board positions in a prominent location at the school. Class Parent Coordinators will encourage each class member to make nominations for open board positions.
- b. In February a board nominating committee will be formed which will collect nominations, contact nominees and invite them to attend the April board meeting.
- c. At the September Orientation, the facilitator will act as the moderator for the process of confirming the new Board. The facilitator will be a neutral party. The process will be by consensus.

d. May is the orientation month for the new Board. The old Board will run the May board meeting with the new Board in attendance.

e. Any Board positions that are filled after September will be confirmed by consensus at the next possible Parent meeting.

Section 2. The term of any office is limited to two consecutive years. The term of any office may be extended by consensus of the board

Section 3. Board members are asked to give a one month notice if they are unable to complete their term. Any vacancy in office will be filled and confirmed by consensus at the next Parent meeting.

Section 4. Class PCs will represent her/his respective class at Board meetings and act as a liaison between the Board, Registrar, and the class.

Article VIII: Dissolution

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation by distributing those assets exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for public charitable uses and purposes as shall at the time qualify as exempt from taxation under section 501(c)(3) of the Internal Revenue Code, as the Board of Directors shall determine.

Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction for the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

Article IX: Indemnification and Insurance

Section 1. Right to Indemnification. Each person who was, or is threatened to be made a party to or is otherwise involved (including, without limitation, as a witness) in any actual or threatened action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or partnership, joint venture, trust or other enterprise, including service with respect to employee benefit plans, whether the basis of such proceeding is alleged action in an official capacity as a director, officer, employee or agent or in any other capacity while serving as a director, officer, employee or agent shall be held harmless by the corporation, to the full extent permitted by applicable law is then in effect, against all expense, liability and loss (including attorneys' fees, judgments, fines, ERISA excise taxes or penalties and amounts to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith, and such indemnification shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of his or her heirs, executors and administrators; provided, however, that except as provided in Article 10.2 below with respect to proceedings seeking solely to enforce rights to indemnification, the corporation shall indemnify and such person seeking indemnification in connection with a proceeding (or part thereof) initiated by such person only if such proceeding (or part thereof) was authorized by the Board of Directors of the corporation. The right to indemnification conferred in this Article 10.1 shall be a contract right and shall include the right to be paid by the corporation the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of the final disposition of a proceeding shall be made only

upon delivery to the corporation of any undertaking, by or on behalf of such director or officer, to repay all amounts so advanced if it shall ultimately be determined that such director or officer is not entitled to be indemnified under this Article 10.1 or otherwise.

Section 2. Right of Claimant to Bring Suit. If a claim for which indemnity is required under Article 10.1 is not paid in full by the corporation within sixty (60) days after a written claim has been received by the corporation, except in the case of a claim for expenses incurred in defending a proceeding in advance of its final disposition, in which case the applicable period shall be twenty (20) days, the claimant may at any time thereafter bring suit against the corporation to recover the unpaid amount of the claim and, to the extent successful in whole or in part, the claimant shall be entitled to be paid also the expense of prosecuting such claim. The claimant shall be presumed to be entitled to indemnification under this Article upon submission of a written claim (and, in an action brought to enforce a claim for expenses incurred in defending any proceeding in advance of its final disposition, where the required undertaking has been tendered to the corporation), and thereafter the corporation shall have the burden of proof to overcome the presumption that the claimant is not so entitled. Neither the failure of the corporation (including its Board of Directors or independent legal counsel) to have made a determination prior to the commencement of such action that indemnification of or reimbursement or advancement of expenses to the claimant is proper in the circumstances nor an actual determination by the corporation (including its Board of Directors or independent legal counsel) that the claimant is not entitled to indemnification or to the reimbursement or advancement of expenses shall be a defense to the action or create a presumption that the claimant is so entitled.

Section 3. Nonexclusivity of Rights. The right to indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Article shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of the articles of incorporation, bylaws, agreement, vote of disinterested directors or otherwise.

Section 4. Insurance, Contracts and Funding. The corporation may maintain insurance, at its expense, to protect itself and any director, officer, employee or agent of the corporation or another corporation, partnership, joint venture, trust or other enterprise against any expense, liability or loss, whether or not the corporation would have the power to indemnify such person against such expense, liability or loss under the Washington Business Corporation Act, as it has been made applicable to nonprofit corporations. The corporation may enter into contracts with any director or officer of the corporation in furtherance of the provisions of this Article and may create a trust fund, grant a security interest or use other means (including, without limitation, a letter of credit) to ensure the payment of such amounts as may be necessary to effect indemnification as provided in this Article.

Section 5. Indemnification of Employees and Agents of the Corporation. The corporation may, by action of its Board of Directors from time to time, provide indemnification and pay expenses in advance of the final disposition of a proceeding to employees and agents of the corporation with the same scope and effect as the provisions of this Article with respect to the indemnification and advancement of expenses of directors and officers of the corporation or

pursuant to rights granted pursuant to, or provided by, the Washington Business Corporation Act, as made applicable to nonprofit corporations, or otherwise.

Article X: Amendments

Any portion of these bylaws may be amended by a consensus of the active membership in attendance at a Parent Ed Meeting or a Board Meeting.

Appendix III: Complaint Procedure

(In the event the complainant or the person named in the complaint is the Registrar, any Board Member who can commit to see the process through and who feels neutral may replace the Registrar in all the steps listed below.)

FACT FINDING PROCEDURE

I. Board Member Receives Complaint

A. When any Member approaches a Board Member with a complaint that Board Member will LISTEN.

B. Begins documentation using Complaint Documentation Form and continues documentation through to resolution of complaint. Board Member will contact the Registrar discreetly to make complaint known.

C. Suggest direct dialogue with person complaint is about.

D. Ask if complainant wants to pursue this in a complaint form.

1. All effort will be made to address each complaint fully.
2. Permanent Complaint File/Handbook, in possession of Registrar, includes all documentation of complaints.
3. Any Member has the right to terminate any conversation that becomes abusive.

II. Registrar requests that the complainant fill out and return a complaint form.

A. Registrar determines if form is complete and respectful of all parties.

1. If complete and respectful go on to step III.
2. If incomplete or disrespectful, form returned to complainant for rewrite.
3. If after two tries it is still incomplete or disrespectful go on to step III.

III. Possible Mediation

A. At Registrar's discretion, mediation will be suggested between both parties and a mutually agreed upon mediator.

B. If mediation seems inappropriate, go on to step IV.

IV. Registrar calls a meeting of the Fact Finding Committee.

A. Registrar asks the person named in the complaint for written response (at this point, in-person contact is preferred over phone calls or mailboxes).

B. The Fact Finding Committee will consist of a minimum of five people selected from the following individuals:

1. The Co-Registrars
2. The Class Parent Coordinators
3. Members-At-Large

It's expected the committee members will see themselves as being 1)able to see the process through to its resolution and 2) a neutral party.

V. Fact Finding Committee Meeting

A. Fact Finding Committee meeting held with committee members and forms to make determination as to the next step.

1. Explanatory action will consist of written answers and explanations of rules, procedures of Bylaws to the complainant or person who is named in complaint, with copies to all individuals involved.
2. Mediation could be suggested between both parties and a mutually agreed upon mediator.

B. If explanatory action or mediation does not result in resolution of the issue, go on to the Grievance Procedure.

THE GRIEVANCE PROCEDURE

I. The Grievance Committee

A. If possible the Fact Finding Committee will become the Grievance Committee. If new personnel are needed they can come from the same group that formed the Fact Finding Committee (Fact Finding Procedure, IV, B).

B. The purposes of the Grievance Committee will be:

1. To receive complaints concerning infractions of the Bylaws and Rules of Procedure (ROP) and of a personal nature regarding individuals and/or incidents which concern NCCP and which previously have not been addressed.
2. To determine, by discussion and consensus, what action will be taken.

II. The Grievance Procedure

A. The Registrar will call a meeting of the Grievance Committee:

1. Grievance Committee, members listed above.
2. Mandatory attendance by complainant.
3. The attendance of the person named in the complaint is optional.
4. All concerned will receive minimum of five (5) days notice, meeting to respect all calendars and schedules.

B. At the Grievance Committee meeting the complainant and the person named in the complaint will have the opportunity to present her/his case to the committee.

C. The Grievance Committee will determine, by examination of the Bylaws, ROP, and/or Parent Packet Contents by consensus whether the complaint requires corrective, explanatory or disciplinary action.

1. Corrective action will entail written instructions to the individual who has committed the infraction, with copies to all individuals involved.
2. Explanatory action will consist of written answers and explanations of rules, procedures or Bylaws to the member, with copies to all individuals involved.
3. Disciplinary action will require the Registrar to submit the complaint to the Disciplinary Board for appropriate action and resolution.

D. Written explanation of action taken by the Grievance Committee will be presented to all individuals involved in the grievance within two weeks of the final meeting.

E. All Grievance Committee meetings will be open to all parties involved.

THE DISCIPLINARY PROCEDURE

I. The Disciplinary Board will consist of Board Members, except the Teacher and any Board Member who is the complainant or named in the complaint.

II. The purpose of the Disciplinary Board

A. Meet regarding grievances or infractions as requested by the Grievance Committee.

B. To determine, by discussion and consensus, whether the grievance requires disciplinary action. Disciplinary action will be indicated for noncompliance with the Bylaws, ROP, and when action taken by the Grievance Committee has not served to correct the situation.

C. To present written resolution of the grievance to the complainant and when appropriate, to the members.

D. Follow the procedures outlined in the Disciplinary Procedure.

III. Disciplinary Procedure

A. Written requests for disciplinary action concerning noncompliance with the ROP, Bylaws, or personal complaints will be submitted by the Registrar to a Co-Chair.

B. A meeting of the Disciplinary Board will be called with a Co-Chair to discuss and decide by consensus on the appropriate action. An opportunity for the complainant and the person named in the complaint to present her/his case to the Disciplinary Board will be provided with seven (7)

school days notice.

C. The following action will be taken when disciplinary action is indicated:

1. A written statement with specific corrective instructions will be given to the member in question. The member will be given a four week period of probation to comply.
2. After four (4) weeks, the Disciplinary Board will review the situation. If the situation is not corrected, the member and child will be given formal written notice of dismissal from school.

Appendix IV. Conflict of Interest Policy

The purpose of this policy is to protect the interests of North City Cooperative Preschool (“NCCP”) when NCCP is contemplating entering into a transaction or an arrangement that might benefit the private interests of an officer or a director (board member) of NCCP. This policy is intended to supplement but not replace any applicable laws of the State of Washington governing conflicts of interest applicable to nonprofit and charitable corporations.

1. Definitions

1.1 Interested Person: Any director, principal officer, employee, or member of a committee with board-delegated powers who has a direct or indirect financial interest (as defined below) in or may otherwise benefit from the contemplated transaction or arrangement is an interested person.

1.2 Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family, any of the following:

- a. An ownership or investment interest in any entity with which NCCP has or is negotiating a transaction or arrangement.
- b. A compensation arrangement with NCCP or with any entity or individual with which NCCP has or is negotiating a transaction or arrangement.
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which NCCP is negotiating a transaction or arrangement.

1.3 Compensation: Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

2. Procedures

2.1 Duty to Disclose: In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her interest to the Directors of NCCP.

2.2 Determining Whether a Conflict of Interest Exists: After disclosure of the interest, if in attendance, the interested person shall leave the meeting of the Board of Directors while the proposed transaction or arrangement is discussed and consensus is achieved. The Directors, other than the interested person, shall decide if a conflict of interest exists.

2.3 Procedures for Addressing the Conflict of Interest: The NCCP Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Board shall determine whether NCCP can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board shall determine by consensus of the disinterested Directors present whether the transaction or arrangement is in the best interests of NCCP and for NCCP’s own benefit and whether the transaction is fair and reasonable to NCCP and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

2.4 Violations of the Conflicts of Interest Policy: If the Board of Directors has

reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the response of the member and making such further investigation has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

3. Records of Proceedings

The minutes of the meetings of the Board of Directors shall contain the following: (1) the names of the persons who disclosed or otherwise were found to have a financial or other interest in connection with an actual or possible conflict of interest, the nature of the interest, and any action taken to determine whether a conflict of interest was present; (2) the Directors' decision as to whether a conflict of interest in fact existed; (3) the names of the persons who were present for discussions and consensus relating to the transaction or arrangement; (4) the content of the discussion, including any alternatives to the proposed transaction or arrangement; and (5) a record of any consensus taken in connection therewith.

4. Annual Statements

Each director and officer of NCCP shall annually sign a statement which affirms the following:

- a. He or she has received a copy of the conflict of interest policy;
- b. He or she has read and understands the policy;
- c. He or she has agreed to comply with the policy; and
- d. He or she understands that NCCP is a charitable organization and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

5. Periodic Reviews

To ensure that NCCP operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether partnership and joint venture arrangements and arrangements with the State of Washington or any other federal, state, or local government subdivision or agency conforms to written policies, are properly recorded, reflect reasonable payments for goods and services, further NCCP's charitable purposes and do not result in inurement or impermissible private benefit.
- c. Whether agreements to provide NCCP's services further NCCP's charitable purposes and do not result in inurement or impermissible private benefit.
- d. In conducting the periodic reviews provided for hereinabove, NCCP may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring that periodic reviews are conducted.

Appendix V: Semi and Non Participating Status

There are a limited number of semi and non-participating status spaces in each class. Semi- and non-participating spaces are as follows: 3 Super Heroes, 2 Rising Stars, 2 Explorers, 2 Busy Ones, and 2 Night Owls. In the case where twins or siblings are enrolled in a class, the number of allowed semi- and non-participating slots may be reduced to maintain a minimum adult/child ratio for each class.

Semi-Participating Status (Super Heroes and Rising Stars)

- Parents do not work one class day per week.
- Parents will meet all other commitments: parent education meetings, serve on one committee, two cleanings a year (unless choose to buy out), and auction.

Tuition:

Super Heroes: \$180

Rising Stars: \$105

Parents are still required to pay Shoreline Community College tuition for insurance purposes, but will receive a "NC" (no credit) grade.

Non-Participating Status (All Classes)

- For Super Heroes and Rising Stars, parents are not required to attend class one day per week with child. For Explorers, Busy Ones & Night Owls, parents still will attend with child.
- Parents are not required to meet other commitments, including parent education

Tuition:

Super Heroes: \$270

Rising Stars: \$176

Explorers: \$94

Busy Ones: \$94

Night Owls: \$94

Parents are still required to pay Shoreline Community College tuition for insurance purposes, but will receive a "NC" (no credit) grade.

Tuition credit for working extra days in Super Heroes and Rising Stars

With advance written consent of teacher and parent coordinators, participating parents may work an extra day a week and earn \$10/class credit toward their tuition for each extra day worked. This option is available only if parents are working for semi/non-participating parents, not

Appendix VI: Request for Reduced Participation Status Form

NAME:

WHAT CLASS WILL YOUR CHILD(REN) BE IN:

WHAT IS YOUR NEED FOR REDUCED PARTICIPATION?

- Reduced Attendance in Class Reason:
- Reduced Committee Participation Reason:
- Reduced Meeting Attendance Reason:

How can you participate?

Can you increase your participation in another area?

WHAT IS YOUR ANTICIPATED PERIOD OF REDUCED PARTICIPATION?

Start:

Finish:

When should your status be reviewed?

- 1 month
- 3 months
- 6 months
- Other

*Please be advised: If your net participation is reduced, your tuition may be increased \$20 or more. Reduced participation is available to Board members as long as responsibilities are met.

We will get back to you as soon as we possibly can.