



2018-2019 CANBY COMMUNITY PRESCHOOL PARENT HANDBOOK

Welcome to Canby Community Preschool. This handbook is designed to help families familiarize themselves with the school's program and responsibilities of its membership.

The preschool began in the fall of 1995 as Canby Cooperative Preschool. When the program separated from Canby School District in the spring of 2002 the name was changed to Canby Community Preschool, also known as, CCP. The preschool was designed through a cooperative effort to include the thoughts and opinions of parents, staff, and community members. As a parent cooperative, responsibility is shared by all member families to ensure a successful ongoing program. The goal of the preschool is to provide a balance of experiences for children promoting physical, emotional, social, and intellectual development along with education for parents.

Canby Community Preschool is a member of the Parent Child Preschool Organization (PCPO). PCPO is a nonprofit organization of more than 60 cooperative preschools and kindergartens with a membership of approximately 2,400 families and teachers. PCPO was founded in 1956 by eight Portland preschools to promote the exchange of ideas among schools and to aid in the forming of new co-ops.

PCPO is an affiliate of Parent Cooperative Preschools International (PCPI), whose purpose is across state and national boundaries sharing the philosophy that "children, parents, and teachers go to school together, each learn from the other."

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1. PHILOSOPHY

At Canby Community Preschool our philosophy is to nurture a child's individuality and innate curiosities while instilling the desire to be a lifelong, inquisitive learner inspired by the world around them. It is our goal that every child will find that learning is an exciting and enriching adventure.

Our preschool setting is designed to support a child's growth in four developmental areas: brain, self-regulation, social/emotional and academic skills. We believe children learn best through direct interaction, also referred to as "hands on play", while exploring their surroundings. Children need time to play, problem-solve, observe, predict, explore and create to begin to construct an understanding of school, community and the world they live in.

Parent participation is an essential element of our school and their presence enables the teachers to offer activities and experiments that would be difficult without the extra support. Having parents in the classroom also increases a child's confidence. Parents work alongside the teachers, bringing the classroom alive with fun activities the children thoroughly enjoy.

We celebrate and accept that every child is a unique individual. At CCP we believe what truly makes a difference in a child's life, beneath all the methods, materials and the curriculum is a teacher who cares about each child and who teaches from the heart.

2. OBJECTIVES

The preschool strives to meet the following objectives for each child:

- Help the child develop a strong sense of self and relate to others socially
- Promote growth in visual, auditory, and tactual perception
- Allow movement experiences for development of physical and motor skills
- Provide exposure to different cultures, disabilities, and ethnicities
- Promote creative expressions through art, dance, music, cooking, and storytelling
- Encourage a foundation for basic math and science concepts
- Develop problem-solving techniques
- Build a foundation for abstract experiences
- Prepare the child for success with consideration of each child's developmental stages

3. BENEFITS FOR THE PARENT

As a member of a cooperative preschool, adults are provided benefits too:

- Build friendships with other parents with preschool-aged children
- Expand upon problem-solving tools in handling children's frustrations
- Learn realistic expectations for the child
- Discover local child-friendly businesses and activities
- Gain comfort with school involvement
- Access to numerous educational opportunities

4. PARENT INVOLVEMENT

4.1. RESPONSIBILITIES OF THE PARENT

In order to accomplish the cooperative preschool objectives, the parents must be willing to:

- Help in the classroom
- Support fundraising activities
- Participate in parent education opportunities
- Have a fun and positive attitude

4.2. REQUIRED PARENT DUTY SUMMARY

4.2.1. Parent Duties

Canby Community Preschool relies on the parents of the students to make the program work successfully. The list below summarizes the required responsibilities for all parents. Details can be found in Section 5, Policies and Procedures.

- Complete the registration process including registration fees
- Complete all documents at Orientation, including child's immunization records
- Provide requested classroom supplies
- Pay tuition on time each month
- Parent help in classroom activities as scheduled
- Attend the mandatory parent meetings
- Attend one school cleaning day
- Complete parent job
- Complete auction job
- Procure \$300 of donated items/cash buyout for auction
- Sell 20 raffle tickets, \$5/ticket, for auction

4.2.2. Unmet Parent Duties

The consequences for not adhering to the parent duties are as follows:

- 1st Offense: verbal and/or written warning from the Vice President
- 2nd Offense conference with President or Vice President
- 3rd Offense: child will be removed from the program and family will be "Not in Good Standing"

4.2.3. Playgroup Exemption

Families exclusively enrolled in the Two-Year-Old Parent & Me Playgroup are exempt from parent jobs and auction jobs. There is a mandatory Orientation for this class, see Playgroup Calendar.

4.3. ENCOURAGED PARTICIPATION

Families are asked to volunteer during school activities, field trips and participate at the year-end celebration.

5. POLICIES AND PROCEDURES

5.1. REGISTRATION AND TUITION

5.1.1. Eligibility

5.1.1.1. Non-Discrimination

In accordance with IRS Rev. Proc 75-50, 1975-2 C.B., Canby Community Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Canby Community Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship, financial aid or loan programs, or athletic and/or other school-administered programs.

5.1.1.2. Age Requirements

A child is eligible for the 2's program if they are 2 years of age prior to the session start date

A child is eligible for the 3's program if they are 3 years of age by September 1st

A child is eligible for the 4's program if they are 4 years of age by September 1st

Exceptions may be made on a case-by-case basis, at the discretion of the teacher and the Executive Board. The following criteria are used when applying for a five-year-old student to enter the program:

- Available space
- Special circumstances
- Discretion of the Executive Board
- Dependent on teacher evaluation

5.1.1.3. Toilet Training

Children are expected to be "potty trained." If the child proves not to be toilet-trained, a parent or adult must be available during school hours to attend to the child's needs. Special arrangements must be made with the teacher prior to school starting. Bathroom breaks are set by the teacher. Children in the Two-Year-Old Parent & Me Playgroup may be in diapers. The accompanying parent is responsible for changing the child using the Family Restroom.

5.1.1.4. In Good Standing

Returning families must have left the program "In Good Standing" with regards to all parent responsibilities. Provisions and parent volunteer requirements outlined within this handbook must be honored to remain eligible to participate in the Canby Community Preschool.

5.1.2. Tuition and Registration Fees, for 2018-2019

Class	Time	Teacher	Day(s)	Registration	Option A	Option B
2's	9:30-11:00 am	Jen	TH	\$25	\$150 / session	---
3's	9:00-11:40 am	Emily	M / W	\$80 / year	\$110 / month	\$155 / month
3's	9:00-11:40 am	Andy	T / TH	\$80 / year	\$110 / month	\$155 / month
4's	9:00-11:40 am	Andy	M / W / F	\$80 / year	\$135 / month	\$180 / month
4's	1:00-3:40 pm	Andy	M / W / F	\$80 / year	\$135 / month	\$180 / month

5.1.2.1. Payment Due Dates

Preschool: Tuition for the current month is billed on the 1st and due on the 10th of each month. The date the treasurer receives payment, electronically, tuition box or via mail, will be the credit date when determining late fees. If tuition payment is not received by the 20th day of the month, there will be a \$10 late fee fine assessed and the family will be considered “Not in Good Standing” until the next month’s payment is received on-time. If tuition payment and late fee are not received by the 20th day of the consecutive month, a \$25 late fee fine will be assessed and suspension of the family from the program will occur until all tuition and fines have been paid.

Payment of the school year’s first (September) and last month’s tuition (May) is due in full before the start of school by September 1st. Tuition may be paid in full for the school year in September; however, no discount will be applied. Families may not switch plan options A/B once the first day of school commences.

Playgroup: Two-Year-Old Parent & Me Playgroup tuition is due in full at the session Orientation. If unable to pay tuition in a single payment, contact the treasurer.

5.1.2.2. Payment Methods

Payment can be made by check, automatic deposit from personal bank or credit card by QuickBooks invoice. Cash payments cannot be accepted. All payments made by check shall be made payable to Canby Community Preschool and either deposited into the tuition box (located in the Art Room) or mailed to the P.O. Box. Payments shall not to be handed to the teachers. A \$25 “returned item fee” fine will be charged if checks are returned for insufficient funds. If automatic deposit is preferred, it is the family’s responsibility to set it up with their bank.

5.1.2.3. “In Good Standing” January

A family must be “In Good Standing” as of January 1st to resume classes after Winter Break.

5.1.2.4. Refund for Withdrawal

Refund of the last month’s tuition (May) is available if the child is withdrawn within the school year; and a 30-day written notice is received by the registrar.

5.1.2.5. Financial Aid

Contact the President, Vice President or Treasurer if finances are a concern. Financial aid will be determined, based upon need and by the Executive Board. Financial aid will be short term, offered one month at a time and will be limited to three months per family unless extenuating circumstances exist. Additional emergency assistance may be provided at the discretion of the Executive Board. Repayment of the tuition would be appreciated but not required.

5.1.2.6. Tax Considerations

Preschool may qualify as child care arrangements for some and be tax deductible.

5.1.3. Immunizations & Child’s Health

5.1.3.1. Immunizations

All children must be immunized as required by State of Oregon unless a signed religious exemption is submitted. A “Certificate of Immunization Status” must be submitted by the beginning of school. Health records will be filed with the Clackamas County Health Department and be reviewed to comply with the state health regulations.

5.1.3.2. Child's Health

Regular attendance is important to the child's success in school. However, please keep them home if they have: a fever, sore throat, yellow or green discharge from nose, coughing, diarrhea, head lice, skin rash, inflamed eye, nausea, or ear ache.

Adequate sleep is essential to good learning. Let the child know school is important by establishing routines for going to bed, getting up, dressing, and eating. This keeps everyone from feeling hurried and allows students to arrive on time and ready to learn.

Lice checks will be conducted as needed. A child found with live lice will be sent home. The presence of nits only will not be grounds to send a child home; this policy is adopted from the Canby School District.

Should your child have severe allergies and a prescription for an epinephrine pen be administered by a physician, please fill out the Medication Authorization Form for a teacher to administer in case of emergency.

5.1.4. Registration Procedures

Registration for the preschool is done online through a secure terminal called RegFox. The link to the form can be found on the preschool's website "Register" page. The registration fee is also collected on this form. Paper and check registration is accepted, please contact the registrar for the form. Registration forms must be completed with the registration fee.

Class spaces are allotted according to the date the completed registration is received. Classes are filled on a first come, first served basis in the order of completed enrollment forms. Waiting list registrations will remain active through December. Registration received after January 1st for the current school year is prorated at 50% of the original registration fee. Email confirmation indicating a child's registration status will be sent once registration has been received.

5.1.4.1. Preschool Registration Dates (ages 3-4)

Feb 1 returning students and alumni families
Feb 15 open to all families

5.1.4.2. Playgroup Registration Dates (ages 2-3)

June 1 all sessions

5.1.5. Multiple Children

Parents with multiple children enrolled in the preschool have the following changes from the fees and duties listed prior:

- Tuition: calculated per child
- Number of Parent Help Days: calculated per child
- Parent Job: only one per family
- Prorated Auction Procurement:
 - 2 children = \$450 total
 - 3 children = \$600 total

5.1.6. Late Entrance

Families joining the preschool program after January 1st are responsible for 50% of the registration fee, the current month's tuition and last month's tuition. The number of parent help days and the prorated auction procurement amount will be determined at the time of registration. A parent must attend an Orientation and Parent Training with the President, Vice President or Teacher.

5.1.7. Withdrawing from the Program

A family withdrawing a child from the program must give written notice to the registrar. After September 1st, to receive a refund on May's tuition, a letter must be submitted to the board providing information regarding the circumstances of the request at least 30-days prior to May 1st.

5.2. PARENT RESPONSIBILITIES

5.2.1. Meetings & Events

5.2.1.1. Mandatory

- Preschool Orientation, August
- Parent Training with Teachers, September
- Auction Meeting, October
- One school cleaning day per family
- One Parent Job per family
- One Auction Job per family

The consequence for not attending a mandatory meeting or cleaning day will result in a \$25 fine and will need to schedule a make-up for each. The consequence for not completing assigned auction job will result in a \$300 fine.

5.2.1.2. Encouraged

Although these events are not mandatory, parent participation is vital for fostering our children's pride in their school and attendance is strongly encouraged:

- Monthly Board Meetings
- Monthly Parent Education Lectures
- PCPO Conference in March
- Kiddie Kaper Parade, in August
- Pumpkin Carving Night in October
- Meeting of the Members in April
- Mother's Dessert & Father's Field Day in May
- End-of-year celebration in May

5.2.2. Parent Helping

All families are required to parent helper by assisting the teacher with classroom activities. Parent helping is a very important aspect of the preschool program while enhancing the program and allow the preschool to operate smoothly. All parent helpers are required to have a current background check and have attended an Orientation and the Parent Training meeting to ensure that they understand their responsibilities and the importance of performing them. The schedule is overseen by the Vice President and the class representatives.

The number of parent help days are dependent upon the tuition option chosen, number of children in a class and number of school days for a class. Assuming full enrollment:

Option A: ~ 14 days per year for the 4's classes / ~ 12 days per year for the 3's classes

Option B: ~ 7 days per year for the 4's classes / ~ 6 days per year for the 3's classes

5.2.2.1. Parent Helper Responsibilities

Prior to arriving for a parent help day:

- Wear comfortable, neat and washable clothing
- Arrive at the school 30 minutes prior to class time as an AM class parent helper
- Arrive at the school 15 minutes prior to class time as a PM class parent helper
- Call the classroom if arriving late: (503) 266-2720, a parent helper is considered a No Show if they are late and no phone call was made

While parent helping:

- Carry out activities and responsibilities assigned by the teacher
- Assist with clean-up and supervise children until pick up
- Check in with the teacher prior to leaving

If unable to attend a scheduled parent help day:

- Find a replacement or trade by contacting families from child's class or other classes
- Inform the class representative of the change
- If unable to find a replacement, contact the class representative, a \$42 fine (\$12/3.5hrs) will be assessed to hire a paid helper

Guidelines:

- Cell phone use is prohibited with the exception of approval from teacher and/or emergency
- Individuals not enrolled in the program (i.e. siblings) are not allowed to accompany any parent helping individual, visitors are allowed with the teacher's prior permission
- Smoking, drugs, alcohol, and other substance abuse are NOT allowed on the school's property nor while parents are on duty with the preschool children

5.2.2.2. Unmet Parent Helper Responsibilities

The consequences for not adhering to the parent helper responsibilities are as follows:

- 1st Offense: verbal and/or written warning from the Vice President
- 2nd Offense: conference with the President or Vice President
- 3rd Offense: child will be removed from the program and family will be "Not in Good Standing"

In the event of an unexpected emergency or extenuating circumstance, the executive board may waive any or all of this process.

5.2.3. Parent Job

Each family is required to have a parent job, the list of jobs can be found online and at Orientation.

5.2.4. Auction Responsibilities

5.2.4.1. Auction Job

Each family is required and responsible for an auction job. A list of auction jobs will be given at the October auction meeting.

5.2.4.2. Auction Procurement

Each family is required to procure a specified dollar amount (based on number of children enrolled in the preschool program) of new and/or unused donated items or cash buyout:

\$300 for 1 child enrolled

\$450 for 2 children enrolled

\$600 for 3 children enrolled

All donations are due on a date determined by the Auction Chairs. Families will be assessed a fee of the buyout or remaining dollar of procurement 14 days after the due date and be considered “Not in Good Standing”. Families joining the preschool after January 1st will pay a prorated auction fee determined at the time of their registration.

5.2.4.3. Auction Raffle Tickets

Each family is required to sell 20 raffle tickets at \$5/ticket.

5.2.5. Playgroup Auction Exemption

Families enrolled exclusively in the Two-Year-Old Parent & Me Playgroup are exempt from parent jobs and auction jobs. There is a mandatory Parent Orientation prior to each session.

5.3. CLASSROOM POLICIES

5.3.1. Guidance Goals

These rules are to be followed on a daily basis.

- Respect yourself
- Respect others
- Respect equipment
- Give as well as take
- Take turns, not always able to be first
- Use words instead of physical actions
- Each individual is responsible for their own actions and behavior

5.3.2. Program Hours

Children may not arrive prior to 9:00 am or 1:00 pm and must be picked up by 11:45 am or 3:45 pm. The classroom is closed from 12:00 pm to 12:45 pm.

Class	Time	Day(s)	Teacher
2's	9:30 - 11:00 am	TH	Jen
3's	9:00 - 11:40 am	M/ W	Emily
3's	9:00 - 11:40 am	T / TH	Andy
4's	9:00 - 11:40 am	M / W / F	Andy
4's	1:00 - 3:40 pm	M / W / F	Andy

5.3.3. School Closures

School closure due to weather conditions will follow the Canby School District. If a “2-Hours Late” is announced, the AM class for that day will be cancelled. Please check local radio stations, television stations and websites for this information. For the safety of your own family, please use your own discretion when bringing your child to school in inclement weather.

In the event that more than two school days in a row are cancelled due to uncontrollable circumstances, at the discretion of the Executive Board, make-up days may be added to the calendar.

5.3.4. Daily Schedule

Activities for each day will vary. However, the following is a general list of activities presented to the preschoolers:

- Learning Centers
- Science
- Arts and Creative Experiences
- Large Motor - Gym/Outside Time
- Free Choice/ Discovery Time
- Sharing / Snack Time
- Group Time
- Story time
- Music Time
- Dramatic Play

5.3.5. Supplies

Each year a supply list is developed by the teachers and mailed out to the parents in the summer. It is not necessary to label supplies other than lunch box and back pack, since all supplies will be shared.

5.3.6. Clothing

Clothing should be simple, washable, sturdy, and fit appropriately. It is suggested that the child's name be printed on outerwear clothing. Shoes with hard, slippery soles should be avoided for safety.

5.3.7. Playground Rules

Everyone is to play safely and be careful with others' property. Everyone is to be considerate and respectful on the playground. Preschoolers may leave the playground only upon permission from the teacher and never by themselves.

5.3.8. Snacks

Please send a nutritious snack in a lunch pail with water. Easily eaten foods are best. Please do not send sugary dessert foods, pop, juice or candy. Please limit beverages to water only. Remember - this is not a lunch, please keep it small and easily eaten within 10 minutes.

5.3.9. Birthdays

Each child's birthday will be celebrated at school. This will be their special day with the child making a birthday placemat or crown. Summer or holiday birthdays can arrange a day with the teacher. Optional: Commercially prepared, small treats or prizes can be sent for the birthday child to share with each classmate. Another option is to have the child present a gift to their class in honor of their birthday (e.g. book, educational video, game). Invitations to personal birthday parties should not be exchanged at school.

5.3.10. Field Trips

Parents are needed as volunteer drivers. Plan to be on time and to be able to drive both ways. Seat belts and child safety seats are required for each child. Scheduled field trips are planned in advance during the year. A written permission is required for each child on every field trip. Insurance verification is required of all drivers.

All volunteer drivers must meet the following criteria:

- Valid driver's license & safe driving record
- Automobile insurance with a minimum of 100/300 coverage (required by PCPO)
- Safe driving record
- All children under 8 years of age and 80 pounds must use a proper child safety seat

5.3.11. Classroom Visits

Parents are always welcome to visit their child's classroom to observe. Visits by other children (cousins, big brother on vacations, etc.) are discouraged, as they tend to be disruptive, and are only allowed if arranged in advance with the teacher. Visits by grandparents are strongly encouraged with advance notice to the teacher.

5.3.12. Discipline Procedures

Our goal is to teach the child appropriate responses and provide problem-solving ideas and choices:

- Talk with the child about the problem/situation
- Time outs or natural consequences will be used for the child
- Parent will be notified if problem/situation is not resolved

If problem persists, the parent will be contacted for a conference. If the problem behavior continues and is disruptive to the other children or the classroom environment, the child may be asked to leave the program with approval by the Executive Board.

In the event that other students, teachers, or parent helpers are in danger of being hurt by a student, that student will be immediately removed from the preschool and may not return until the behavior has been addressed and the child no longer poses a threat. Re-entry will require a conference with the teacher and president

5.3.13. Conferences

Conference days are scheduled for each class in both the fall and spring. However, if a teacher is concerned about a child the family will be contacted by a note, phone call or visit. If a family member has a concern about their child's education, they are encouraged to contact the teacher. Conferences may be set at any time at the request of the family or teacher. Early communication between home and school can help keep small problems from growing. This encourages and helps build a pattern of close involvement in the child's education

5.3.14. Social Media Photo Policy

The preschool maintains a business website and Facebook page. The school will only post photos of children for which there is a signed photo release. Children in these photos will remain unidentified. When posting photos to your personal social networking or photo sharing site CCP recommends doing so only with parental permission for all children in the photo and please withhold the names of the preschool and children, other than your own.

5.3.15. Keypad Policy

The entry to Canby Community Preschool is safeguarded with a keypad lock. Any parent or guardian with a child in the preschool program and adults listed as the child's emergency contacts may know the keypad code. Church Pastor and Secretary may also know the keypad code. For the safety of the children, please do not share the keypad code with individuals not associated with the preschool, the preschool student or anyone under the age of 16. Only adults will open the door as it is heavy and closes quickly.

The correct keypad code will not unlock the door outside of school hours. All other doors to the preschool, including the hallway door to the church, must remain locked at all times unless otherwise permitted by a teacher. If an preschool family member is asked for the keypad code upon entering, the classroom teacher should be consulted prior to visitor's entrance

5.3.16. Fire & Earthquake Drills

As part of a building safety check, fire and earthquake drills will be held to teach students the safest way to evacuate the building in case of an emergency. See the posted Safety Procedures for details.

5.3.17. Lockdown Drills

Lockdown drills will not be preformed. Parents will be instructed by the teachers at the Parent Training with the protocol in place. See the posted Safety Procedures for details.

5.3.18. Emergency Kit

The student's Emergency Kits are located in the shed along the south fence inside the playground. The supply list and instructions for your child's Emergency Kit can be found on the website.

5.4. ADMINISTRATION

5.4.1. Director & Teachers

The Program Director and teachers shall be hired under the supervision of the Parent Advisory Committee and approved by the Executive Board. An annual contract between Canby Community Preschool and the Program Director/teacher(s) will be signed. The Program Director of Canby Community Preschool will serve as the administrator for daily needs of the program.

5.4.2. Substitute Teachers

Substitute teachers are paid. Substitutes are not required to be state certified but must have successful, documented experience in working with preschool age children.

5.4.3. Accidents

Every effort is made at school to provide a safe environment for our students. Despite all precautions, accidents can happen. If a child is injured at school the family will be contacted while care is rendered by someone certified in first aid procedures. School employees are trained in first aid and CPR. In case of serious injury, the Canby Fire Department will be called and an Emergency Medical Technician will provide assistance. The school will reference the child's file stating who the authorized physician is to contact. In any event, a family member will be contacted as soon as possible. Blood-borne pathogen kits are available to properly and immediately clean any spills of blood.

5.4.4. Insurance

Canby Community Preschool students are covered through PCPO for school day activities, including field trips and special events.

5.4.5. Conflict Resolution

Conflicts will be dealt with openly and informally between involved parties. Should this method leave a conflict unresolved, the conflict resolution process described below will be utilized. Issues or concerns should never be address in front of students or other parents unless they are involved. Whenever an issue involves a child it should be addressed with the teacher immediately.

Conflicts or concerns with a teacher must also be brought to the attention of the teacher in private. Documentation shall be kept when reaching Vice President Resolution; all information must be tracked so that when an outcome is decided on it can be referred to. Documentation will be kept on file with the Executive Board for the duration of the family's ties with the school.

5.4.5.1. Individual Resolution

The individuals shall immediately discuss the issue between them, using the "Conflict Resolution Model". If conflict is resolved between individuals, case closed. If conflict is not yet resolved, move on to Class Representative Resolution.

5.4.5.2. Class Representative Resolution

The Class Representative will review the parent handbook to see if the conflict can be resolved. If the conflict is not yet resolved, the Class Representative will ensure that the "Conflict Resolution Model" and move to Vice President Resolution.

5.4.5.3. Vice President Resolution

The Vice President will verify that the previous steps were followed and a meeting with the individuals shall be scheduled within two weeks of the issue being brought to the attention of the Vice President. If the conflict involves the Vice President, the President shall oversee this step. If all steps have been followed and the conflict is not yet resolved, the conflict will be brought to the Executive Board by the Vice President at the next board meeting.

5.4.5.4. Mediation

When a conflict cannot be resolved by the board, a mediator may be contacted and scheduled to meet with the individuals and Executive Board members. Mediation is available through PCPO.

5.4.6. Preschool Executive Board

The Executive Board's purpose is to serve as volunteer advisors to the program. The Board has the ability to make decisions regarding procedures, organization, fundraising, parent responsibilities, etc. Decisions are followed unless found to be harmful to the stability and health of the program or are of a nature not under their responsibility.

A majority vote of a quorum of the officers is required to approve any issue brought before the Executive Board. Vacancies throughout the year will be filled by a decision of the Executive Board. The Executive Board is appointed annually by the preschool membership at the Meeting of the Members meeting in April. A Letter of Interest is due by April 1st from those interested in serving on the Executive Board for the following year. Non-Voting or Advisory Members of the Executive Board will include the director, teachers and independent contractors. Officer Job descriptions are outlined below.

5.4.6.1. President

- Conducts monthly Executive Board Meetings and General Board Meetings and Orientation
- Oversees Executive Board and Parent Advisory Committee
- Attends PCPO president meeting and related informational meetings
- Oversees employees, hiring's, contracts and insurance
- Updates website, handbooks, policy and procedures and nonprofit documentation to the state

5.4.6.2. Vice President

- Attends monthly Executive Board Meetings and General Board Meetings
- Coordinates the selection of and oversees parent jobs
- Records parent attendance at required meetings, events and parent help days
- Oversees parent help day schedules with the assistance of the Class Representatives
- Manages the conflict resolution process
- Oversees the financial aid process with the Treasurer

5.4.6.3. Treasurer

- Attends monthly Executive Board Meetings and General Board Meetings
- Emails tuition invoices, fine notices and assures collection and collection of monies
- Prepares federal and state taxes
- Oversees payroll
- Completes monthly and yearend financial reports
- Oversees the financial aid process with the Vice President

5.4.6.4. Secretary

- Attends monthly Executive Board Meetings and General Board Meetings
- Takes notes and prepares minutes Executive Board Meetings and General Board Meetings
- Assembles and types monthly newsletters
- Picks up and distributes mail
- Conducts monthly bank statement reviews

5.4.6.5. Registrar

- Attends monthly Executive Board Meetings and General Board Meetings
- Coordinates the registration of all students
- Prepares and updates registration forms
- Advertises school registration dates
- Maintains and updates wait list

* Registrar term runs from January to January

5.4.6.6. Auction Chair

- Attends monthly Executive Board Meetings and General Board Meetings
- Coordinates the selection and oversees auction jobs and committees
- Organizes and oversees the entire auction

5.4.7. Parent Advisory Committee

The Parent Advisory Committee purpose is to monitor the administration duties and operations of the preschool. Though these roles are advisory, they are actively involved in defining operating procedures, fundraising, developing parent education opportunities, communications, and many other activities. The Parent Advisory Committee is appointed by the Executive Board at the April Executive Board Meeting.

A Community Representative may be added to the Advisory Committee by completing the Advisory Committee application. A minimum of three parents from each age group, and two from each class are preferred. Responsibilities of each position are outlined below. Suggestions and questions are encouraged, please contact any member of the Executive Board, Parent Advisory Committee or attend a general board meeting

5.4.7.1. PCPO Representative

- Attends monthly General Board Meetings
- Coordinates PCPO conference registration and carpooling
- Distributes PCPO newsletters, mailings and information
- Attends PCPO General Meeting and provides report from meeting to the board
- Submits monthly article in preschool newsletter regarding PCPO topic information
- Organizes all parent education classes

5.4.7.2. Special Events Coordinator

- Attends monthly General Board Meetings
- Coordinates special events with the teachers such as the:
Kiddie Kaper Parade, Pumpkin-Carving Night, Mother's Dessert, End-of-the-Year Picnic, etc
- Submits special event insurance to PCPO's insurance coordinator

5.4.7.3. Health & Safety Coordinator

- Attends monthly General Board Meetings
- Coordinates emergency drills, procedures and supplies for classroom
- Coordinates head lice checks as needed
- Keeps student immunization records organized and up-to-date
- Submits student immunization records to the county

5.4.7.4. Fundraising Coordinator

- Attends monthly General Board Meetings
- Organizes fundraisers at local businesses, recycling rebate programs, Fred Meyer Rewards points, Safeway e-script and Amazon Smiles programs
- Organizes t-shirt orders and sales

5.4.7.5. Cleaning Coordinator

- Attends monthly General Board Meetings
- Coordinates all school cleaning days – first Saturday of every month
- Communicates with Vice President and parents regarding cleaning day instruction and attendance

5.4.7.6. Website Coordinator

- Attends monthly General Board Meetings
- Coordinates all website changes per Executive Board and teachers
- Keeps content updated throughout the year on website and Facebook

5.4.7.7. Class Representative

- Attends monthly General Board Meetings
- Keeps master class schedule for parent help days
- Checks in with parents regarding parent help days, parent jobs and auction jobs
- Facilitates conflict resolution process with parents when needed
- Communicates on behalf of the teacher to class parents

6. FINES

All fines are due within 30 days of being invoiced and 10 days before the last day of school.

Amount	Reason	Section Reference
\$10	Tuition is not received by the 10th of the month	5.1.2.1
\$25	Tuition is not received by the 10th of the consecutive month	5.1.2.1
\$25	Returned check fee	5.1.2.2
\$25	Failure to attend a mandatory meeting, each missed meeting	5.2.1.1
\$300	Failure to complete auction job	5.2.1.1
\$25	Failure to attend one school cleaning day	5.2.1.1
\$42	Unable to find parent helper replacement, paid helper fee	5.2.2.1
\$50	Second offense to unmet parent helping responsibilities	5.2.2.2