

**Oregon City Preschool  
Handbook and By-Laws  
2024-2025**

## **Introduction**

Children develop and mature greatly in preschool years. At this age children need to form social contacts with others of their own age. Preschool provides the opportunity for group play with friends under careful supervision and conditions not possible at home.

Our school provides a physical environment set up to scale for a child's size and level of maturity, trying to eliminate some of the feelings of frustration that comes from living in a world set up for adults.

Our teachers work with each child according to his/her needs. They take time to understand the child's point of view, address any problems and encourage creativity.

Preschool also gives parents relief from the tensions of full time parenting responsibilities. This short break on school days can mean a lot to the children and the parents.

On parent work days the parents learn about how children physically, emotionally and cognitively develop. Parents can also learn reasonable standards of achievement to expect from children this age.

Working with a group of preschool children as a parent helper is different, so different in fact, that the parent education staff of Oregon City Preschool has prepared this handbook to help you learn about your role in a parent cooperative. In parent cooperative preschool groups, parents and children go to school together. It is a shared experience and therefore is important for the sake of all concerned that you receive the best possible orientation.

## **A Note to Parents**

In the following pages, we have tried to answer some of the questions that you may have now or that may arise later. We suggest that you keep this handbook handy, if you are puzzled about something and cannot find the answer here, please reach out to a board member or our teachers.

It is extremely important that you keep all information regarding your child up to date: i.e. address, phone numbers, medical information, etc. Keep copies of these records available so that you know what information you have given us. Any changes should be reported to the school as soon as possible.

## **Purpose of Oregon City Preschool**

To provide a place that offers a valuable supervised, educational, and social experience for preschool aged children.

To provide an opportunity for parents to learn and develop while providing the early education their children need.

To enhance the value of preschool education of the child through the skill and understanding gained by the parent in working with other children.

## **Structure of Oregon City Preschool**

Oregon City Preschool is owned and operated by the parents of currently enrolled students. We are responsible for its administration and oversight. We employ a qualified teacher, serve on the Board of Directors, serve on committees, conduct business at parent meetings and take turns assisting the teacher.

## **Role of the Parents**

**To annually elect an Executive Board.** These elected members will make the financial and business decisions for our school and set school policy.

**To serve on the Board or in a non-Board position.** There are many different ways to contribute and it enriches our entire community when we all work together to serve our school's purpose.

**To Co-Op in the classroom 2-3 times per month.** This will average 6-9 hours a month.

**To attend ALL parent meetings.** This is an important way to stay connected to our community and to get accurate information regarding current school activities and co-oping schedules.

**To participate in fundraisers.** In order to keep tuition affordable, we run four major fundraisers (Fall Carnival, Pie Sale, Plant Sale, Auction) as well as some smaller fundraising opportunities that support our budget.

**To pay tuition in a timely manner.** Having tuition in on time allows us to responsibly pay our teachers, taxes, rent and utilities on time.

## **School Policy**

A child must be 3 years of age by the first day of school to enter the 3's class or 4 by the first day of school to enter the 4's class. Age of entry for the 3's class, 4's class and Pre-K is up to the discretion of our Teachers, based on teacher observations and the developmental level of the individual child. Children must be toilet trained by the first day of school.

Attendance at all parent meetings is mandatory. If, for any reason, you cannot attend, you must contact your class representative at least 2 days in advance of the meeting.

New families and returning families who have been absent for more than one school year are required to attend both the New Family Orientation and Annual Orientation meetings in August. All families are required to attend the Annual Orientation meeting.

Tuition is due by the 1st of each month. Tuition will be considered late if received after the 5th of the month and a \$50.00 late fee will incur. If no payment is received within 14 calendar days from the first nonpayment, the student will be subject to unenrollment. Oregon City Preschool reserves the right to send delinquent tuition, co-op fees and fundraising fees to collections. The Responsible party will be held liable for collections fees and delinquent payments.

On your assigned co-oping days please arrive 10 minutes prior to the start of class (8:20am or 11:50am) so that instructions can be given for that day's class curriculum. If you will be late for any reason please call the school at (503-656-8230) to let the teachers know. Tardiness by more than 5 minutes will result in \$50 paid to the person stepping in to co-op and the requirement that you take over one of the covering on-call parent's co-op shifts. At the end of class, plan on staying an extra 5-10 minutes to clean up your assigned area.

All classroom helpers will be required to complete an Oregon Department of Education Criminal History Background Check Request form.

Please be on time to drop off and pick up your child/ren. If you arrive 25 minutes or more late for class, you will not be allowed to stay for class on that day.

If a student misses 50% of classes in one month there will need to be a conference with the teacher in order to continue attending.

Reasons for dismissal from Oregon City Preschool:

- \* Non-payment of tuition or fees after 2 weeks
- \* Consistently late for work days
- \* Negative attitude towards Co-Op
- \* Missing two Parent Meetings
- \* Non-participation with fundraisers

Please do not post pictures of students, other than your own, on social media. This includes

children in the background of the photo.

There is NO SMOKING, NO VAPING, and NO TOBACCO use on school grounds.

## **Responsibilities of Elected Officials/Executive Board**

### **President**

- 1) Preside over all parent and board meetings of the school.
- 2) Become familiar with material in the field of child guidance.
- 3) Coordinate committees.
- 4) Listen to parents' school problems or suggestions; arrange for handling of the same.
- 5) Act as an overall liaison for the school.

### **Vice President**

- 1) Serve as President if and when the President is absent.
- 2) Work closely with the President and share assigned tasks.
- 3) Attend all school parent/board meetings.

### **Secretary**

- 1) Keep brief written minutes of business transacted at board meetings.
- 2) Handle all business correspondence and written documents that pertain to the preschool.
- 3) Post and distribute the minutes of the regular board meetings within one week of the meeting.
- 4) See that the handbook is current.
- 5) Oversee the remaking of the handbook when needed.
- 6) Attend all parent and board meetings.
- 7) Serves as part of the executive board.
- 8) Manages school website and social media platforms.

### **A/P Treasurer**

- 1) Disperse funds as approved by the board.
- 2) Give monthly financial reports at the board meetings.
- 3) Help coordinate the filing of OCP tax returns each year with the hired accounting firm.
- 4) Pay and file all business licenses with the city and the state.
- 5) Pay and keep up all insurance policies.
- 6) Attend all school parent/ board meetings.
- 7) Work closely with the A/R Treasurer and fill in for them if necessary.
- 8) In charge of payroll for OCP staff.

### **A/R Treasurer**

- 1) Collect and be custodian of all funds received.
- 2) Deposit all funds within two business days of receiving/ picking up monies.
- 3) Attend all parent/board meetings.

4) Work closely with A/P Treasurer and fill in for them if necessary.

### **Fundraising Chair**

- 1) Suggest and organize fundraising events throughout the year.
- 2) Arrange for committee members and other necessary people as needed to assist in these events.
- 3) Pass out flyers with information for fundraisers, i.e. beginning date, closing date, costs.
- 4) Provide information for questions about fundraisers.
- 5) Report to the Board the progress of the fundraisers.
- 6) Incorporate other committees in Fundraisers, i.e. prizes for drawings, setting up for an event and recording sales.
- 7) Turn in all receipts and profits over to the Treasurer for recording.
- 8) Oversee the communication for fundraising.
- 9) Attend all school parent/ board meetings.
- 10) Can be a money handler for events, and will transfer money to the Treasurer for bank deposit.
- 11) Clean and organize the attic.

### **Class Representatives**

- 1) Arrange schedule for parent helper workdays.
- 2) Print monthly schedule and see that they have correct number of helpers on each day, and distribute them.
- 3) Assist parents when schedule changes are necessary.
- 4) Assist Teacher with field trip duties.
- 5) Attend all parent and board meetings.
- 6) Be liaison between the board and the members of your class.
- 7) Lead and communicate with your class during group time at parent meetings.
- 8) Update parents on missed parent meetings.
- 9) Email class a week before board meeting to see if there are any questions or concerns that need to be addressed or brought up with the board. After the board meeting communicate any information pertinent to your class.

### **Registrar**

- 1) Responsible for maintaining sufficient copies of registration forms.
- 2) Process enrollment of all new and returning students and keep teacher and board members aware of enrollment status.
- 3) Provide parents/student telephone list.
- 4) Attend all parent and board meetings.
- 5) Promptly responds to all phone calls and emails about classes, organizes and attends open houses, orientations and creates welcome packets and sends out background checks.

### **Jobs Coordinator**

- 1) Attend all school parent/board meetings.

- 2) Coordinates all parent jobs.
- 3) Coordinates and schedules yard crew, school cleaning, and any special projects that arise; specifically attend yard activities and cleaning sessions to lead and ensure participation.
- 4) Make sure all parents participate in their assigned jobs each school year.
- 5) Manage social media and keep it current

**Auction Committee (2 people)**

- 1) In charge of organizing and executing the spring auction.
- 2) Arrange for committee members and other necessary people as needed to assist in the event.
- 3) Report to the Board the progress of auction planning leading up to event.
- 4) Turn in all receipts and profits over to the Treasurer for recording.
- 5) Oversee all communication for auction (i.e. packets to families, responding to questions, etc).
- 6) Attend all school parent/ board meetings.
- 7) Clean and organize the attic.

# **Responsibilities of Non-Board Positions**

## **Fall Fundraising Committee**

- Under the supervision of Fundraising Chairs.
- This team will work together to organize the Fall Carnival, run errands, set up and clean up after
- Gather donations for the Annual Auction

## **Spring Fundraising Committee**

- Under the supervision of Fundraising Chairs.
- This team will work together to organize the Plant Sale, run errands, set up and clean up after

## **Auction Fundraising Committee**

- Under the supervision of a Fundraising Board member.
- This team will work together to organize our Annual Auction, held in the Spring.
- Duties may include, but are not limited to, running errands, picking up donations, writing Thank You notes and procuring decorations.

## **Maintenance Person**

- In the fall, clean the gutters.
- Check and change light bulbs, furnace filter and other small repairs as needed.

## **Yard Maintenance**

- Mow and edge the yard when needed.
- Weed flower beds and spread playground chips when needed.
- Check with teachers for monthly maintenance.

## **Cleaning Crew**

- Will assist the Teachers with a thorough cleaning and resetting of the school three times each year.
- These dates will be at Winter Break, Spring Break and the end of the school year.

## **Laundry**

- Parent of child in the 4's class.
- Take home school laundry on Fridays and return on Mondays as needed.

## **Donation Committee**

- Under the supervision of Fundraising Board member(s).
- Procure donations for the Fall Carnival and Auction, primarily through phone calls and mailings.
- Pick up items donated by businesses and other organizations.

## **Bottle Drop Coordinator**

- Collect and take bags to Bottle Drop location on Beavercreek Rd.
- Pick up empty bags to ensure there are empty bags available at the school.





## **The Teacher's Role**

Our Teachers are hired by the Board and are paid a salary commensurate with their experience.

Teacher Allyson was the Assistant Teacher at OCP from 2013-2016. She returns with a degree in Early Childhood Education & Family Studies, in the role of Head Teacher.

### **Head Teacher Duties:**

To be responsible for ordering school supplies and equipment (with board approval) needed to carry out their duties successfully.

To be responsible for setting the curriculum and schedule for the school according to their teaching plan.

To articulate a teaching philosophy, curriculum and goals for the year to the parents initially and continually throughout the year.

To work with parent leaders and the Board in helping parents learn and understand their roles in the preschool.

To encourage close working relationships between the parents and the teachers.

To maintain high professional standards and ethics at all times, particularly in the area of confidentiality.

To hold yearly conferences with individual families.

To attend board, parent, and teacher meetings.

To take advantage of opportunities for professional growth and education.

To have and maintain current First Aid and CPR training.

**Families can help** our Teachers discharge their duties more effectively by:

Respecting their responsibility to effectively choose and implement curriculum. Being on time and prepared to work on scheduled co-oping days. Discussing any changes at home that might affect the child at preschool. Letting them know your social interests and talents that can be used to enrich the preschool program.

## **General Guidelines**

### **Birthdays**

On birthdays, or for those summer birthdays' ½ birthdays, kids like to bring a treat. They may bring cupcakes (mini ones are great) cookies, ice cream, etc. This may be brought in for a simple celebration at the end of the school day. This is not required but children do love to share their special day. Please check for food allergies in your class.

### **Free Play**

Free play provides a child the opportunity and necessity to make some choices. He/she may engage in most or all the available activities or may spend most of his or her time in one area. There is usually no need to get upset if he/she does play almost exclusively with one thing. A child can learn much more than is ordinarily realized from their experimentation and they can learn the same things from one toy that another child can from another.

As they are actively playing children gain improvement in motor control, skill and poise. They learn social, moral and personal habits through learning to play with others. They learn to play fair, to take turns, to plan a piece of work, to face difficulties that may arise and to stick to a job until it is finished.

### **Music**

It is important not to set patterns expecting all children to respond in the same way to music. There is no correct or incorrect reaction to different kinds of music, as long as the children enjoy themselves. Music also stimulates the same part of the brain that is used later in math so exposure is important.

### **Clean Up**

All children help during pick up time. The preschooler is not orderly. Neatness and orderliness are more readily enjoyed and learned at a later date if not imposed too early. Adults should expect to do the greater share of the work in picking up, but all children must help. Remember that children imitate what they see so; if you are cleaning they will too. Make it a game; who can pick up the most blocks, can you toss the food into the bags, etc.

### **Drop Off and Pick Up**

By bringing children to school on time we are setting up responsible habits for later in life. Free play is the first activity of the day and is important work, nurturing creativity, helping students transition into school time and developing relationships with their friends. If you are 25 minutes or more late for class, your child will not be allowed to attend class on that day. Please be on time to pick up children, many of our parents work and if they have to stay late to wait for you to

come then they are late to their regular jobs. Children also start to wonder where you are and if you forgot them. There is a \$1.00 per minute fine if you are more than 5 minutes late to pick up.

Remember to sign your child in and out for the day, each day.

### **Phone Etiquette**

If you are answering the phone please be professional and identify it as Oregon City Preschool. Please do not make personal calls on the school phone except in case of an emergency. No long distance calls are to be made on the school phone.

### **In Case of Fire**

Doors and windows should be used as needed for fire exits. Be sure to get the children out safely, away from the building, and keep them away. The meeting place is at the Oregon City Public Library on Jefferson and 6th street. Make use of any fire extinguishers (located by the front door, above the kitchen sink, and in the art room) if the fire is small enough to handle. Call 911 if the fire is out of control.

### **In Case of Injury**

- Band-aids are kept in the bathroom cabinet.
- In case a child has an accident, there are clean clothes in the hallway closet. Parents, please wash and return these back up clothes to the school after they have been used.
- In case of an emergency, call 911 for assistance.
- In case of serious injury, which requires medical attention, be sure to call 911 and take the child's medical data sheet and the orange PCPO insurance packet in the ambulance with them. The emergency release form and the PCPO insurance packet is hanging on the bulletin board above the coat hooks in an orange plastic sleeve. The emergency release tells how to get a hold of parents or friends, the child's doctor for prompt medical treatment. Always try to locate the parents first except in major emergencies where there is no time to do so.

### **In Case of Natural Disaster**

- We will meet at Oregon City Public Library on Jefferson and 6th street.
- If we have access to a phone we will call parents, if we do not you can meet us at Oregon City Public Library on Jefferson and 6th street to pick up your child.

### **Health and Attendance**

Please keep your child home if he/she has:

- A temperature of 100 degrees or higher. A child should stay home for 24 hours after their temperature is normal again without the aid of fever reducers.
- A rash anywhere on their body.

- An earache, sore throat, red runny eyes or cough.
  - Dull eyes, or if your child is overtired or cranky.
  - Diarrhea, vomiting or headache 24 hours prior to school.
  - If the child has colored discharge from their nose, which may be evidence of infection.
  - Any evidence of lice in the home, even if they are not infected.
  - If your child's runny nose or cough is caused by allergies please inform the teacher.
  - Please consider keeping your child at home if other members of your household are sick with a fever, vomiting, diarrhea, etc.
- \*If a significant number of students are absent due to illness, the school will be closed and deep cleaned at the discretion of the lead teacher and Executive Board.

**Contact Teacher Allyson via phone or email if the child will be absent for any reason including those listed above.**

## **School Closures**

Oregon City Preschool will be closed at the following times and if necessary other times TBA:

- When the Oregon City School District closes due to weather, or if there are one or two hour delays, we will close **for the entire day**. Listen to 1190 KEX or watch channel 2, 6 or 8 on TV. Many of the closures are also listed online on the news channel websites.  
Also follow the OCSD's website for school closure information
  - The day of school pictures.
  - When scheduled parent helpers do not show up
  - When the Oregon City school district is closed for national holidays.
    - Scheduled Teacher work days.
  - Work calendars will show days off of school for holidays.
    - During Parent-Teacher Conferences in the spring.
- If a significant number of students are absent due to illness, the school will be closed and deep cleaned at the discretion of the lead teacher and Executive Board.

## Co-oping Day

Please arrive 10 minutes early on your assigned co-op days, including if you are signed up for the on call position. If you will be late for any reason please call the school at (503-656-8230) to let the teachers know. Tardiness will result in a \$50 fee to be paid to the person stepping into your position for the day or the requirement to take one of the covering parent's future co-op shifts.

Remember that if you cannot make it to your workday it is your responsibility to find a substitute. Please call the Teachers to inform them of any changes to the work schedule, as well as your planned absence. There will be a \$50.00 fee for those parents/guardians who miss a co-op day and do not make prior arrangements. The money goes to the substitute parent helper who filled in on that day unless an agreeable trade was done between both parties.

Expect to stay at least 10 minutes after class is dismissed for clean up. You are responsible for your area at the end of the day. Parent helpers must stay until all children have been picked up.

When signing up for your co-op/on-call days, please note that only one adult per household may co-op/on-call for that day. Families must sign up for different days from their family members.

### Adults in the Classroom

- Parents are present to assist the Teacher. The Teacher makes the decisions, plans the program, directs groups and assigns duties to the parents that are helping for the day.
- Make every effort to keep socializing to a minimum while school is in session. Allow the Teacher and assistants to work with the children.
- Do not talk to other adults about a child within hearing range of the children.
- Never compare children. There are wide ranges of acceptable and normal behavior and development. If you have questions, consult the teacher when the children are not around. We can all learn by observing.
- Do not bring personal or school work to do on your workdays. (Bookkeeping, telephone work, etc.)
- Leave doors open unless two or more adults are in the room.
- Don't be afraid to correct a child if they are doing something dangerous or inappropriate.
- **Absolutely no cell phones during class time. This includes sending or receiving text messages and no talking on your cell phone.**

### Working in the Art Room

- Get paints and other materials ready for the day.
- Hang up wet paintings or store art on drying rack
- Clean up before and after snack time. During snack interact with children, encouraging appropriate table manners. Help them when they need it.
- Wash tabletops with Clorox wipes and sponge mop when the floors need it. Wash, rinse and clean out paint brushes on Fridays.
- Don't be afraid to correct a child if they are doing something dangerous or inappropriate.

- Help outside when all children go out for recess.
- **Clean up the Art Room at the end of the day.**

### **Working in the Blue Room**

- Supervise the game or activity during group time.
- Help prepare snacks.
- Sit with children during snack and help them when it is needed.
- Help art room parent with dishes and cleaning at the end of the day.
- Help outside when the children go out.
- Clean bathroom at the end of the day.
- **Clean up the room at the end of the day.**

### **Working in the Front Room**

- Supervise free play area.
- Encourage self-interest and play with children.
- Encourage cooperative play.
- Do not allow children to scream or chase one another around.
- Help with kitchen clean up at the end of the day.
- Help prepare snacks.
- Vacuum and sweep floors.
- **Clean up room at the end of the day.**

### **Snack Time**

Snacks are only to take the edge off hunger, not provide a meal. On co-op days parent helpers are to supply a nutritious snack. Each year food sensitivities will dictate what will be allowed to be served. Homemade treats are acceptable. Refer to the co-op calendar to determine which portion of the snack you are responsible for, either a protein, carb, or fruit/ vegetable. If you are co-oping on Thursdays or Fridays \$10 will be invoiced to you/or cash payment accepted to cover school provided snack expenses instead of bringing in snack.

Snack ideas: crackers, fruits and vegetables with dip, muffins, trail mix, popcorn, apples, cheese and crackers, deli meat, cream cheese and bagels, pretzels, etc.

Foods that are interactive are fun for kids. If they can spread the peanut butter or cream cheese on their crackers, mix fruit with yogurt or dip vegetables they stay more interested and develop small motor skills. Parents are encouraged to coordinate snacks for Co-Op days. Once the snack is finished please make sure that the kitchen is cleaned up and ready for the next class.

### **Parent Helper Guidelines**

As a parent working at the preschool you have the authority and responsibility to guide the



children at our school. This guidance includes everything from encouragement and assistance with new and sometimes difficult tasks, and to discipline when a situation or child is out of control. We have tried to put together some basic guidelines and phrases to assist you in your parent helping role.

- One important thing is to not be afraid to handle a situation on your own. The teacher cannot be in all rooms at once and therefore may not have seen what had happened. If you need some assistance she will be happy to help you.
- We **DO NOT ALLOW SPANKING, HITTING, SHAKING, SLAPPING** or any other form of physical discipline. You may tell a child “NO” if they are behaving in an unsafe manner.
- Sharing- preschoolers are not capable in a traditional sense of the word to share so we allow a child to keep a toy they have as long as they want it. When they are finished or put the toy down then someone else may play with it. (There are a few exceptions that our Teachers will deal with as they see fit.)
- Brand new toys- everyone gets a turn to try it.
- Art room projects- Encourage everyone to try the projects. If someone won’t try, they still have to remain seated until the rest of the group is finished.
- Puzzles- if a puzzle is too difficult for the child to put together, then they must help you put it together before leaving or getting out a new toy. Always let them put in the last piece.
- Children should not climb on the lattice on the front porch.
- When children are outside all parent helpers must be sure to be outside and stay there until all children are inside.
- Riding toys- all of the children must help put the toys away. If one child leaves early, suggest that they put the toy away that no other child is playing with.
- If a child tells you “NO”, you may say, “I’m sorry, but that is the way it is.”
- If a child is doing something he/she should not be doing say “We do it this way” or “Please use it the way it should be used”.
- If a child is misusing a particular toy give them appropriate options and if the misuse continues you may put the toy in time out.
- If a child is repetitively disruptive and previous warnings have not worked you may use the thinking chair.
- If you are ever in doubt about how to handle a situation, get the teacher.
- During outside play, one parent must stay by the front gate.

We hope that these guidelines that have been given will help as different situations arise during the school year. We cannot cover everything, so if you have any questions or problems please do not hesitate to speak to either the Teacher or anyone on the Executive Board.

## **Fundraising**

In order to keep our tuition affordable we have incorporated fundraising into our Annual Budget. This helps us to maintain our insurance coverage, pay our taxes and purchase quality supplies for our classroom. For example, the money we make during the Summer Yard Sale goes directly to pay our dues to the Parent Child Preschools of Oregon (PCPO), which carries our insurance for our students and teachers through the school year.

We have 4 fundraisers that are mandatory, the Fall Carnival/Fun Run, the Spring Auction, the Pie Sale, and the Plant Sale . There will be a number of voluntary fundraisers that we hope you will find fun to participate in as well, such as restaurant nights and various sales events.

### **Fall Carnival:**

This is our first all school event in the fall. It is a great time to meet the other families in our school! Each student will be responsible to raise a minimum of \$50 in pledges for the Fun Run. This event also includes lunch and carnival games. Tickets are \$5 per person (entry and lunch; 2yrs and under free. Carnival tickets are \$.50 each.

### **Spring Auction:**

This annual community event is held in the spring at a location still to be determined. This event is successful when every family participates. We ask each family to procure and donate items, or a group of items that are worth at least \$125. (No used items. This is not a yard sale.) If that sounds overwhelming, don't worry! There are many ways to do this and we will give you ideas along the way. Also, please commit to selling a minimum of \$100 in raffle tickets and bringing 2 bottles of wine. You might find that your friends and family who are not able to come to the Auction are excited to support their favorite preschooler through buying raffle tickets, as they do not need to be present to win a prize. One representative from each family must attend/pay fee (ticket \$60) and WORK an auction shift.

\*\* It is never too early to start collecting auction items\*\*

### **Pie Sale:**

A minimum sale of \$60 is required per family.

### **Plant Fundraiser:**

A minimum sale of \$40 is required per family.

**Fundraisers are an essential to our school and every little bit adds up! Thank you for your involvement and dedication to this school**

## **Tuition and Fees**

### **Due at Registration:**

*Registration Fee (non refundable).....\$100.00*

• *If waitlisted, the registration fee is due within 48 hours of officially securing your spot (via phone and written communication)*

### **Due August 1st:**

*Start Up Fee + Participation Deposit (refundable) .....\$300.00*

• *Participation Deposit and Start Up Fee- This fee is \$200 and covers field trip costs, a school t-shirt and supplies for each student, with an \$100 refundable deposit at the end of the school year (applied to May's tuition) based on full participation of your responsibilities. If a fee is assessed for a missed parent meeting, late tuition, or non participation of your parent job and it is not paid, it will be deducted from this deposit.*

### **Due September 1st:**

*Tuition:*

3's class \$175

4's class \$225

Pre-K class \$325

\*\* There is a 5% discount to families who choose to pay tuition for the entire year by September 5th\*\*

### **Monthly Tuition:**

Tuition is due on the 1st of the month September - May. A late fee of \$50 will be assessed for payments received after the 5th of the month. NSF checks will incur a \$25 fee.

### **Non Participation:**

It will be the responsibility of each co-oping family to notify a Board Member at least 2 days in advance of any event or meeting that the family cannot attend, and the excuse must be considered legitimate by the Board. Failure to do so will automatically result in an unexcused absence.

*Permitted excuses:*

- Family emergency or illness
- Birth or adoption of child in the immediate family
- Work or school (proof may be asked for)

*Fines for unexcused absences/non participation:*

- Missed Co-op day - \$50 payable to the person who worked for you.

- Missed Parent Meeting - \$50
- Parent Job - \$600 opt out (some jobs may be prorated depending on the frequency)
  - A \$600 penalty will be incurred after a parent has not shown at least 50% participation in his/her parent job duties. The definition of 50% participation will be decided by the committee lead or other person overseeing the specific job.
- Fall Carnival/Fun Run - \$175 opt out
- Pie Fundraiser- \$100 opt out
- Plant Fundraiser - \$100 opt out
- Annual Spring Auction - \$600 opt out

## **By-Laws of Oregon City Preschool**

### **Article I. Name**

Section 1.

The name of this organization shall be Oregon City Preschool.

### **Article II. Purpose**

Section 1.

The purpose of the organization is exclusively educational. In furtherance of the purpose, the organization shall provide a valuable supervised educational experience for three, four and five year olds. Notwithstanding any other provision in these by-laws the organization shall not carry any other activities not permitted to be carried on (a) by a corporation exempt from Federal 1954 or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954.

### **Article III. Eligibility**

Section 1.

A participating child shall be 3 years of age by September 1st.

Section 2.

Both co-operating adult and child shall be accepted for a probationary period of one month.

Section 3.

Race, religion or creed will not be a consideration. The school will not discriminate against applicants and student on the basis of race. This policy includes, but is not limited to racially non discriminatory administration by the school of admissions, scholarship programs, athletic programs, extracurricular activities that are part of the school's regular program and similar activities. This association will not maintain separate classes, buildings, and separate sections in the cafeteria or other separate facilities along racial lines.

Section 4.

In addition to working the prescribed number of workdays, a member of each cooperative family must attend all regular parent meetings, serve on at least one (1) committee and participate in school fundraising events.

**Article IV. Attendance**

Section 1.

The school shall be open Monday-Thursday 8:20am to 3:00pm and Fridays 8:20am to 11:45am. Lunch break is from 11:10am to 11:50am.

Section 2.

The 3's will attend Tuesday and Thursday from 8:30am to 11:00am.

The 4's will attend Monday, Wednesday, and Friday from 8:30am to 11:00am.

The Pre-K class will attend Monday through Thursday from 12:00pm to 2:45pm.

\*\*The Teacher will assess students if a different class is appropriate for that child and the parent will be notified and conferred with in any of these cases.

**Article V. Parents' Role**

Section 1.

Each cooperative adult shall be required to work a certain number of days per month as a parent helper. The board, upon the advice of the class representative shall determine the number of days.

Section 2.

The class representative in conjunction shall prepare all work schedules with the teacher.

Section 3.

If you are unable to help on the day you are assigned, it is your responsibility to find a replacement.

Section 4.

The adult must co-op the required number of days for each child in the school. If the parent cannot co-op they have the option to pay an additional \$50.00 per workday to another parent to cover their workdays.

Section 5.

In addition to the required number of co-op days, the cooperative adult must also sign up for on call co-op shifts as needed. This adult must be available to work the shift if needed with little to no notice.

## **Article VI. Fees**

### Section 1.

The registration fee, determined in the spring, is per child and shall be payable at the time of registration.

### Section 2.

The first month's tuition and start up fee shall be required before the child will be permitted to attend school.

### Section 3.

The amount of tuition shall be determined by the Board and shall be due by the 1st of the month. If the President is not contacted and the tuition is not paid by the 5th of the month there will be a \$50.00 late fee. There will also be a \$25.00 fee for NSF checks.

### Section 4.

**If tuition is 2 weeks past due, dismissal may be required. The child will not be allowed to attend school until tuition and late fees are paid in full. In addition, your child's spot on the roster will be opened for a new enrollee.**

## **Article VII. Parent Meetings**

### Section 1.

The orientation meeting will be held in August, before school begins.

### Section 2.

The four (4) regular meetings shall be held on the 3rd Tuesday of the month at 7:00pm at the church.

### Section 3.

If neither parent can attend the scheduled meetings a member of the Board of Executives shall be notified two (2) days in advance. The parent must get the information from the meeting missed.

### Section 4.

If the parent does not attend the meeting for any reason other than the acceptable excuses the parent shall pay a \$175 non-compliance fee.

## **Article VIII. Officers**

### Section 1.

The officers of the corporation shall be President, Vice President, three Class Representatives, Registrar, Secretary, A/P Treasurer, A/R Treasurer, Job Coordinator and Fundraising Chair. The Board shall be elected at the last parent meeting of the school year by the

majority vote.

Section 2.

The Executive Board shall consist of the President, Vice President, Treasurers and Secretary.

No two persons from the same family or household may be on the Board during the same term.

Section 3.

The new President, Vice President, Secretary and Treasurers will take office in May. Class Reps, Job Coordinator, and Fundraising Chair will take office in June.

Section 4.

Annual inventory will be taken at the end of the school year. The Teachers and the Executive Board will make arrangements.

**Article IX. Voting**

Section 1.

Two thirds of the voting members constitute a quorum for calling a meeting to order and for taking action.

Section 2.

In order to vote a Board Member must be in attendance at a meeting (in person, by telephone/video conference, text group or email group) at the time a vote is taken. All votes taken at a meeting shall be by voice vote or, as appropriate, by a vote cast by a ballot/text thread/email documentation.

Section 3.

A Board Member shall not delegate their vote to another person to vote in their absence.

**Article X. Amending the By-Laws**

Section 1.

The by-laws may be amended or changed by the majority vote.

**Article XI. Dissolution of Corporation**

Section 1.

Upon the dissolution of the corporation, the board shall, after paying or making provisions for the payment of all liabilities of the corporations, dispose of all the assets of the corporation exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1954.

## **Article XII. Teacher Contract**

### Section 1.

Teacher compensation shall be negotiated in an annual contract.

### Section 2.

The contract shall be renegotiated starting in March and signed by the first day of April.

## **Article XIII. Teacher's Bonus**

### Section 1.

Teacher's bonus will be negotiated each year as part of the Teacher's contract.

## **Article XIV. Special Committees**

### Section 1.

There shall be a Working Scholarship Committee consisting of the teacher, as head of the committee, and three (3) former preschool parent members.

### Section 2.

The three (3) former preschool parent members shall be appointed each April by the board and teacher.

## **Article XV. Non Co-oping option**

### Section 1.

There shall be two non co-oping positions available in each class per year.

### Section 2.

The fee for non co-oping shall be \$50.00 per workday that the parent will not be in the classroom to help. That money will be paid directly to the parent helper taking over the workdays on the 1st of each month in the form of a check or money order. This option also includes an extra \$100 fee added to each month's tuition payment.

### Section 3.

The parent filling in will sign up for the extra days themselves when work calendars are filled out.

### Section 4.

When taking a non co-oping spot the family shall be responsible for all other obligations having to do with the preschool except for the workdays in the classroom. They must fully participate in all mandatory fundraisers, go to all parent meetings, and pick a parent job.



## **Article XVI. Background Checks**

### Section 1.

Per Oregon law, anyone who will be helping in the classroom or driving for a field trip must complete a criminal history background check and review prior to helping at the preschool.

### Section 2.

All helpers will be required to complete enrollment in the Office of Child Care's Background Registry. All applicants must also complete a Federal Bureau of Investigation criminal background record check in the form of fingerprinting. The forms will be submitted by the preschool to the Oregon Department of Early Learning and Care and the results will be sent back to the applicants as well as the preschool. Background checks are valid for five years.

### Section 3.

If a helper has lived outside the state of Oregon within the last five years, then address information for all states where the helper has lived must be provided with the request form.

### Section 4.

All background check information will be kept strictly confidential. Results will be reviewed by the Board President and securely stored for the duration of the school year. At the end of the school year the background check results will be destroyed.

### Section 5.

During the review, if an issue is identified by the President, the background check results will be further reviewed by a committee composed of the Board President, Vice President and Registrar. This review committee will decide if the helper will be allowed to work in the preschool and the President will communicate the decision.

### Section 6.

All families in the preschool must provide at least one helper to work in the classroom. In the event that the only available helper is not allowed to work in the classroom, a replacement must be provided, or the family will be required to pay the non co-op tuition rate.

## **Article XVII. Removal of a Board Member**

### Section 1.

If a Board Member is not consistently participating in board meetings, has a negative or disruptive attitude, or is not fulfilling their duties, they must have a meeting with the Board President.

### Section 2.

If, after 2 weeks, the issue remains, the President will have another one on one conversation suggesting that the Board Member resigns from their position.

Section 3.

If, after 2 more weeks, the Board Member has chosen not to resign and the issue remains the matter will be brought before the Board. A member can be removed by a 2/3 vote of the Board.