

**JAMES MARSHALL PARENT NURSERY SCHOOL  
HANDBOOK  
(2021-2022)**



James Marshall Parent Nursery School  
919 Westacre Road  
West Sacramento, CA 95691 (916) 371-0405  
[www.jmpns.org](http://www.jmpns.org)

## Foreword

It takes time and patience to feel at ease as a participating parent. This handbook will help you on your way, as it is intended to be a practical working guide that can be referred to throughout the year. It is made up of suggestions, hints, and procedures appropriate to the need of each nursery school session and will answer many of the questions you might have. This handbook also contains your participation responsibilities and information required by the State Department of Social Services.

A cooperative nursery school like ours depends on each family member sharing the responsibility for the school's welfare and progress. These responsibilities, as well as how the organization works, are also outlined in this handbook.

The Directors/Teachers and Board Members welcome any questions or concerns that might not be covered in this handbook. You should feel free to contact other member parents for aid and support when you need them.

James Marshall Parent Nursery School (JMPNS) has been the beginning of many rich friendships and much learning between children and adults since the school opened. We hope this handbook will help your years in JMPNS to be growing and joyful ones. Relax! Let's enjoy our children and the fun times to come.

### **\*A special note about the current global pandemic**

**The cooperative community spirit is more important right now than ever before. It is important to understand the profound effect you have on the lives of those around you at JMPNS. It is the responsibility of every enrolled family and staff member to be cautious in our outside lives so as not to risk the spread of the virus to our preschool children and families.**

**While we work hard to maintain the health and safety guidelines within the preschool, we expect that our enrolled families will do the same in regards to social distancing and mask wearing in public places. Together we can stop the spread of COVID-19 and ensure a safe and healthy learning environment for our children and families.**

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## School History

James Marshall Parent Participation Nursery School was established in 1954 by a group of parents who decided a preschool program was needed since none existed. They obtained approval from the Board of Trustees of the Woodland High School District, however two difficulties still existed. One was to find a building for the school and the other was to find a qualified Director/Teacher. After much effort, the old West Sacramento Land office building was obtained and a Director/Teacher was hired. Work parties, consisting of parents, immediately started cleaning and repairing the abandoned building, and later in the school year redecorating was undertaken. By September 1954, school was open.

In 1963, the nursery school moved to 920 Westacre Road. It had been the kindergarten classroom of Westacre School. Over the years, the school was moved four more times: first to a Lutheran church on Evergreen Street; next, to a classroom at Westmore Oaks School; next, back to 920 Westacre Road; finally, in 2016, the school moved to a former kindergarten classroom at Yolo Education Center to accommodate renovations at the 920 Westacre Road location. In May, 2017 the Washington Unified School District Board of Trustees voted to remove James Marshall as a district supported program, however allowing us to rent our current location as an independent organization. Although the surrounding school has changed over the years and now the supporting structure as well, the Nursery School has, and will, remain basically the same: a place for learning, playing and growing- for the entire family.

For the past 60 years, parents have benefited from the evening adult classes and both parents and children have enjoyed the nursery school classes. We have all learned that parents are the child's first and most important teachers. The nursery school has offered the opportunity for parents and teachers to come together to guide a child's learning experience. It has proven to be a place where both parents and children can learn about themselves and others in an environment designed for growth and exploration.

## Goals and Philosophy

Membership in a parent participation nursery school is a family experience. We share goals, benefits, and responsibilities.

**For our children, JMPNS provides an opportunity to:**

- Be themselves and develop at their own rate
- Express themselves freely and constructively through art and play materials
- Learn to be tolerant, creative, cooperative, and imaginative
- Learn to be independent, able to solve their own problems and to do things for themselves
- Enjoy a preschool experience that will simplify adjustment to elementary school and other social situations
- Learn to establish close relationships with adults other than their family

- Learn limits of behavior regarding safety, health, and respect for the rights of others
- Build feelings of self-confidence, security, and an acceptance of reality
- Extend and enrich their understanding of the world
- Increase their ability to handle their emotions constructively

**For parents, JMPNS provides an opportunity to:**

- Share our child's first experience away from home
- Become more aware of the child's world and understand his/her behavior, based upon knowledge of growth and development
- Achieve a more positive approach to our child-adult relationship through professional guidance and shared experience with other parents
- Provide techniques of working with children and insight into human relationships through participation in the parent education program
- Increase our understanding of the needs of the other adults and the needs of the group

**Daily Class Schedules**

**AM Three Day**

Monday, Tuesday, Wednesday

Students.....8:30 - 11:15 AM

Working Parents.....8:15 - 11:30 AM

**AM Two Day**

Thursday, Friday

Students.....8:30 - 11:15 AM

Working Parents.....8:15 - 11:30 AM

**PM Clas**

Tuesday- Friday

Students..... 12:30 - 3:15 PM

Working Parents.....12:15 - 3:30 PM

## **Drop Off / Pick Up Information**

In order to allow our teacher sufficient time to prepare for class each day, children may NOT be dropped off before 8:30 AM or 12:30 PM.

Children should arrive at 8:30 AM or 12:30 PM.

All children and adults must wash hands before entering the play space.

Observe social distancing while inside awaiting to drop off or pick up your child.

Children must be picked up promptly at dismissal time. If you are running late and will be unable to pick up your child by this time, please call the Teacher as soon as possible to provide the approximate time of your arrival. **If you do not call, you will be subject to a Tardy Fine (see Finances).** If you are running *very* late, you must make arrangements with another parent to supervise your child until you arrive. This option should be used sparingly and should not become a regular occurrence.

If someone other than a parent/guardian is picking up your child they must be listed in Brightwheel as an approved pick up person and have the four digit PIN assigned to your child. Please plan ahead whenever possible to ensure all persons picking up your child meet these criteria.

## Board of Directors

### Director/Teacher:

**Mrs. Hinton**

email: jmpnsteacher@gmail.com

phone: 916-607-9042

### President:

**Amanda Bastidas**

email: jmpnspresident@gmail.com

### 1st V.P. Field Trips:

**Vacant**

email: jmpnsfieldtrips@gmail.com

### 2nd V.P. Shopper:

**Mallory DeMars**

email: jmpnsshopper@gmail.com

### 3rd V.P. Fundraising:

**Mariesha Moreau**

email: jmpnsfundraising@gmail.com

### 4th V.P. Parties:

**Eriika Kessler**

email: jmpnsparties@gmail.com

### Committee Oversight

**Vacant**

email: jmpnscommittees@gmail.com

### 5th V.P. Marketing:

**Emma Fullenwider**

email: jmpnscommunityinvolvement@gmail.com

### SVC Representative:

**Vacant**

email: jmpnssvcrep@gmail.com

### Secretary:

**Anna Wisehart-Baldwin**

email: jmpnssecretary@gmail.com

### Treasurer:

**Brittney DeMars**

email: jmpnstreasurer@gmail.com

### Participation Chair:

**Samantha Foreman**

email: jmpppns@gmail.com

### Participation Co-chair:

**Vacant**

email: jmpnsparticipation@gmail.com

## Duties of the Committees

The duties described below are being provided for informational purposes only and represent the duties assigned to each committee as of printing in August, 2021.

Please note: Additional duties may be assigned throughout the school year to meet the operational needs of JMPNS.

**Committee members are expected to record their completed duties and seek teacher approval/signature based on the frequency of tasks listed.**

### Board Members (10 to 12)

- Serve in the capacity elected
- Attend monthly Board of Directors meetings in addition to Parent/Business Education meetings
- Discuss and vote on issues affecting the membership

- Supervise assigned committees

### **Party (5)**

- Under the direction of the 4th Vice President, plan and organize the school's four annual parties: Fall/Harvest Party, Winter/Holiday Party, Family Dance, and Graduation
- Committee members must meet several times per year for preparation and planning of each party

### **Yard/Shed (3)**

- Maintain outdoor school yard in a safe, presentable fashion
- Keep shed organized so that outside toys are easily accessible
- Water yard and plants and keep weeds to a minimum
- Plant flowers, plants, and vegetables as needed
- Rake and pick up leaves when necessary
- Routinely check for outside equipment or toys that need to be discarded or repaired

### **Fundraising (5)**

- Under the direction of the 3rd Vice President, plan and organize the school's fundraising efforts
- Work jointly with the Party Chair and committee members to secure fundraising efforts at school events (ie; raffle prizes, baskets, etc.)
- Distribute and collect fundraising materials as needed
- Communicate with the Fundraising Chair regarding ideas and possible fundraising opportunities

### **Classroom Cleaning (9 = 3 per class)**

- Thorough dusting of classroom (including baseboards) on a monthly basis
- Clean carpets as needed
- Sanitize toys on a monthly basis
- Thoroughly clean both bathrooms from top to bottom every other month
- Organize playhouse on a weekly basis
- Discard broken or dangerous toys
- Label new toys with "JMPNS"
- All dress-up clothes and stuffed animals need to be washed once per month

### **Playdough Supply (1)**

- Maintain constant supply of playdough throughout the school year
- Make extra playdough as requested by the Director, often monthly (school will provide a wheat & gluten free recipe for playdough if needed)
- Reimbursement for supplies is available if needed. Please inquire with the director if you would like reimbursement or to have supplies bought for you

### **Wash Committee (2)**

- Ensure constant clean towel availability
- Ensure that all towels used at the school are washed with bleach weekly (at least)

- Solicit for new towels as needed
- Take home and wash adult work aprons as needed

### **Book Order (1)**

- Organize the school's Scholastic Book order on a monthly basis
- Distribute order forms and filled orders to members
- Keep track of the school's "Points" and notify the membership of special bonus point periods
- Order appropriate books for the Santa Store and Graduation

### **Photo (3 = 1 per class)**

- Ensure that photos are being taken of all children throughout the school year
- Ensure that the school cameras are in working order and have functioning batteries
- Maintain a constant supply of memory cards
- Prepare the end-of-the-year mini photo albums for each child's family
- Produce a JMPNS year-end classroom photo album

### **Class Pet (1)**

- Keep class pet habitat clean
- Notify teacher when supplies (food, cleaning products, etc.) need to be purchased
- Feed and/or water class pet routinely
- Care for class pet over extended vacation times during the school year

### **Art Supplies (3 = 1 per class)**

- Refill glue as needed
- Keep art cubbies clean and organized
- Neatly restock art supplies and notify Teacher when supplies are low
- Keep inventory of supplies
- Make sure glue sticks and markers, etc. are working

### **Library (2)**

- Organize bookshelves using the color coded system
- Keep shelves orderly and dust on a weekly basis
- Clean & check for books behind shelves

### **Maintenance (2)**

- Work for the Director on maintenance projects, such as installing new shelving, repairing classroom equipment, furniture, etc.

### **Meeting Assistant [Set Up/Take Down] (2)**

- Only one assistant per meeting is required.

- Responsibilities include: helping set up the projector, screen, tables, snacks, etc. as well as assisting in putting all of those things away, as well as checking in with child care if provided
- The assistant is still responsible for the content of each meeting. They may obtain business meeting minutes from the Secretary or view them in the classroom. The Director can provide the materials reviewed at all parent meetings.
- The assistant is responsible for notifying Director (prior to meeting) if they will be missing a meeting in which they would be "on duty"
- When "on duty," arrive at 6:00pm to begin setting up tables and/or chairs at the meeting

## JMPNS Calendar 2021-2022

This calendar is proposed and subject to change. **Please check the Brightwheel calendar for updates!** James Marshall Parent Nursery School follows the Washington Unified School District "traditional" calendar for vacations and holidays. Adult Education classes are referred to as Caregiver Support and Business Meetings. Caregiver Support Meetings and Business Meetings run from **6:30-8:30 pm** and are held either in the preschool classroom or in the Yolo Education Center cafeteria. Meetings will also be streamed online. **Attendance at the quarterly Business Meetings is mandatory.**

August 23.....	Orientation 6:30-8:30 PM (adults only)
September 7.....	JMPNS OPENS! First Day of classes for 3 Day AM Class and PM Class
September 9.....	First Day of classes for 2 Day AM Class
September 24.....	Back To School Movie Night
October 6.....	Caregiver Support & Business Meeting 6:30-8:30PM
November 3.....	Caregiver Support Meeting 6:30-8:30PM
November 6.....	Harvest Festival
November 11.....	Veterans Day Holiday- <b>NO SCHOOL</b>
November 22-26.....	Thanksgiving Holiday- <b>NO SCHOOL</b>
December 1.....	Caregiver Support Meeting 6:30-8:30PM
December 8.....	Winter Party
December 20 - January 3.....	Winter Recess - <b>NO SCHOOL</b>
January 5.....	Caregiver Support & Business Meeting 6:30-8:30 PM
January 17.....	Martin Luther King Day- <b>NO SCHOOL</b>
February 2.....	Caregiver Support Meeting 6:30-8:30
February 11.....	Valentine's Dance/Preschool Prom
February 17-21.....	Presidents' Holiday- <b>NO SCHOOL</b>
March 2.....	Caregiver Support Meeting 6:30- 8:30PM
April 1.....	Cesar Chavez Day Observed
April 6.....	Caregiver Support & Business Meeting 6:30-8:30PM
April 11-18.....	Spring Break- <b>NO SCHOOL</b>
May 4.....	Caregiver Support Meeting 6:30-8:30 PM
May 27.....	Last Day of School

## Eligibility

James Marshall Parent Nursery School does not discriminate on the basis of race, color, religion, disability, or sex. All applicants who have paid the required fees and meet the eligibility criteria are treated on a first application received basis. Enrollment of students is limited to 16 children per session.

### Children must:

- Be within three months of their third birthday and toilet trained by September 1st.
- Be able to adjust to stimulating surroundings and group activities. **The Director/Teacher shall determine if the child adequately meets these requirements and will suggest alternatives if necessary.**
- Be up-to-date on immunizations against diphtheria, pertussis (whooping cough), tetanus, Hib, hepatitis, measles, mumps, and rubella.
- Be capable of participating in classroom activities.

### Parents/Guardians must:

- Submit all JMPNS registration forms, \$75 materials/extracurricular fee, and \$100 registration fee one week prior to the first day of attendance. If all forms are not received by this date the child will not be allowed to participate.
- Pay all outstanding fines from previous year before child can return to class in the fall.
- Maintain a current (negative) Tuberculosis (TB) report, as well as proof of Tdap, MMR, and Influenza immunizations on file with the school. The State of California requires all persons working with young children to have a negative TB and the above vaccinations. This includes all working parents, or any substitute including grandparents, baby-sitters or any other person working in the classroom. No one will be allowed to work at JMPNS until this report is on file. All adults working in the classroom are strongly encouraged to receive the COVID-19 vaccine or be regularly tested for the virus.
- Be able to work one full class day per week per enrolled child, unless accepted to one of the non-participatory spots. If an adult is unable to work, they are responsible for finding a substitute.
- Participate in the two mandatory fundraisers throughout the school year. Attending other JMPNS events, such as field trips, class parties, and fundraisers is strongly encouraged. Transportation and supervision of children at these events are the responsibility of each child's parents.
- Must serve on one committee or Board Member position per enrolled child per year. (Note: as part of being on the Party Committee, it is mandatory that you meet extra times per year. These meetings can be held after a Parent Meeting).
- Attend all quarterly Business Meetings, for the entire duration of the meeting. Orientation is considered a meeting. Leaving the meeting before dismissal, without prior approval, will result in a missed meeting. *The meetings are open to parents, guardians, and adults 21 years of age*

or older.

- You will be allowed one tardy for a Parent or Business meeting per school year. Any additional tardies will count toward your missed meetings. (see [Parent/Student Absences](#) section for more information)
- If a parent/guardian is unable to attend a Business meeting, a representative who is already enrolled at JMPNS, may attend on their behalf. It is the parent's/guardian's responsibility to selectively choose a representative that will adequately relay all information presented during meetings. (*NOTE: This is to be used as an emergency back up and not a regular occurrence*).

### **Enrollment Prioritization and Wait List Process**

- Students will be offered a spot at JMPNS in the following order:
  - First priority goes to continuous returning students. (A continuous returning student must have attended JMPNS in the school year immediately preceding the new school year).
  - Second priority goes to siblings of continuous returning students.
  - Third priority goes to existing students' siblings.
  - Fourth priority goes to returning families that attended JMPNS but not continuously returning from the year preceding the new school year.
  - Fifth priority goes to the waitlist.
- AM and PM classes
  - While spots are available, you have the option to choose from any of the AM or PM classes.
  - Once a class is full, your options are as follows: keep your current spot on the waitlist and wait for the next available spot in the class you prefer, or enroll your child in the spot that is available and leave your name in the current spot on the waitlist. IF a spot opens in your preferred class, you will have the option to switch based on your position on the waitlist.
- Waiting List Procedures
  - Participation Chairperson controls the class rosters and wait list. There is one waiting list for all three classes. Class preference will be noted on the waiting list, but your preference can only be offered when there are available spots.
  - You have 48 hours from the time you are contacted by the participation chairperson to accept or decline your position.

### **School-Wide Communication**

JMPNS believes that school-home communication is key to the success of your child and our program. We will be utilizing several forms of communication throughout the year.

You can expect to receive information via phone call, text message, and email. Occasionally notes will be sent home and important flyers and notifications will be posted in the classroom. We also use the

school-wide Brightwheel system for billing, attendance, assessments, and parent messages. This system will also be used for emergency alerts, so please check the settings in your Brightwheel app to ensure that you are receiving notifications.

## Finances

James Marshall Parent Nursery School is funded by your tuition, fundraising, and grant finding efforts. Tuition at JMPNS is based on a full school year and is divided into 9 equal installments (September through May). Tuition and fees are not prorated for family vacations, illness, holidays, or other school closures. From time to time, forces beyond our control may necessitate cancelling school. Such closures may occur due to events including, but not limited to, ill teachers when no substitute can be obtained, poor air quality, police action, earthquake, fire, flood, epidemic, natural disaster, or any other event beyond the control of JMPNS. While we break our annual tuition into monthly installments, it reflects the cost of running our school for the year. We are a cooperative community, and we all share the expense and responsibility to keep the program running. In the event of a cancelled school session, no refunds will be given for tuition already paid.

### Registration Fee

- The 2021-2022 Registration Fee of \$100 plus a Materials/Extracurricular Fee of \$75 (both non-refundable) must be received upon your acceptance of a spot in the program.
  - Board of Directors members will have these fees waived.

### Monthly Tuition

- Monthly tuition is as follows:
  - 2 Day Morning Class, \$185/month
  - Non-participating spots, \$285/month
  - 3 Day Morning Class, \$235/month
  - Non-participating spots, \$335/month
  - Afternoon Class, \$285/month
  - Non-participating spots, \$385/month
- Tuition is due and payable on or before the first of each month.
- Tuition received **after** the 10th of the month shall be considered delinquent and will incur a Delinquent Tuition Fine of \$20, plus the monthly tuition.
- When tuition is not paid by the 1st of the following month, unless other arrangements have been made with the Treasurer, the child will not be allowed to attend class. During this time, parents must continue their working parent obligations or the family will be dismissed. If tuition is not paid for two consecutive months, membership in the JMPNS will be terminated.
- Enrollment after the first of the month shall have that month's tuition prorated.
- Please contact the Treasurer or a Board Member to discuss payment options.

- Board of Directors members will receive the following discounted tuition rate:
  - Treasurer, Participation Chair & Co-Chair, President - \$60
  - Parties, Community Involvement- \$35
  - Field trip, Shopping, Fundraising, SVC - \$25
  - Secretary, Committees - \$15

### **Substitute Fee**

- A Substitute Fee of \$20 per day is due in advance to another JMPNS working parent who works for you on your regularly scheduled workday, whether it be at school, a field trip, or a fundraiser.
- **It is the working adult's responsibility to find and pay their substitute. A list of potential substitutes will be available in the classroom along with each person's contact information.**
- Working parents may make arrangements to trade workdays with another JMPNS working parent to avoid the Substitute Fee.

### **Fines/Fees**

- **Missed Workday Fine**
  - A Missed Workday Fine of \$50 (\$30 fine and \$20 Substitute Fee) results when a regularly scheduled working parent fails to arrive for their working day.
- **Tardy Fine (Workday and Pick-up)**
  - A Workday Tardy Fine of \$25 results when a working adult arrives 10 minutes late on their workday (no later than 8:40 a.m. for morning classes or 12:40 p.m. for the afternoon class) and has not called to inform the Director/Teacher that they will be late.
  - A Pick-up Tardy Fine of \$25 results when a parent/guardian or person responsible for picking up a child after school arrives 10 minutes late (later than 11:25 a.m. for morning classes or 3:25 p.m. for the afternoon class) and has not called to inform the Director/Teacher that they will be late.
- **Missed Business Meeting Fine**
  - Adults are allowed to miss one business meeting per year. The second missed meeting results in either making up time by completing work assigned by the director, or by paying a \$50 fine.
- **Returned Check Fee**
  - A Returned Check Penalty of \$5 results when a check is returned to JMPNS (This is *in addition* to bank fees assessed to JMPNS. Bank fees are subject to change).

*Note: Families will receive notice via email of fines incurred. After three fines have been issued and are unpaid, the student may not return to school until all fines are paid in full.*

**Fundraising**

- Some fundraising is mandatory, however a buy-out option will be offered at the start of the fundraising activity. Each family will be required to participate or buy-out of 2 (two) fundraisers over the course of the school year. Several opportunities will be presented and each family can choose the ones that suit them but must complete the mandatory two before the end of the year to remain in good standing.

**Financial Assistance**

- A Scholarship Fund shall be established for tuition and be administered at the discretion of the Board of Directors. Families in need of financial assistance due to unusual circumstances, please contact the Treasurer as soon as possible to apply for scholarship funding.
  - Any member who would like to donate into or raise funds for a Scholarship Fund, please contact any Board Member.

**Federal Tax ID#**

- JMPNS is a 501(c)(3) non-profit organization. For tax/donation purposes, our tax ID # is 94-3306638

**Financial Summary**

Registration	\$100 annually
Materials/Extracurricular Fee	\$75 annually
Monthly Tuition	\$185-\$385 depending on class
Delinquent Tuition Fine	\$20
Substitute Fee	\$20
Missed Workday Fine	\$50 (\$30 fine + \$20 substitute fee)
Tardy Fine (Workday and Pick-up)	\$25
Returned Check Penalty	\$5 (plus fees assessed by bank)
Second Missed Business Meeting Fine	\$50

## Absences

### Parent/Student Absences

A 5:1 ratio of children to adults must be met in order for class to be held. Therefore, if you are a scheduled working adult and are going to be absent, you must find a substitute. Substitutes willing to work extra days at the nursery school are noted on the monthly job list. If no notice is given or arrangements for a substitute have not been made, the Missed Workday Fine will be assessed. Substitutes are to be used for unusual instances, not on a regular basis, and must be paid in advance by the scheduled working parent.

- No special notification is necessary for a child's absence.
- **Orientation and the three scheduled quarterly business meetings are *mandatory*.** You must attend the entire duration of the meeting. If you leave the meeting before dismissal, without prior approval, it will count as a missed meeting. One missed meeting per school year will be excused. The second business meeting missed must be made up by work assigned by the Director prior to the next Business Meeting, OR you can pay a fine of \$50
- A total of 7 education hours must be completed by each family before the end of the school year. Hours may be completed through attending the in person Caregiver Support Meetings, zoom meeting attendance, and completion of provided online reading, videos, and other resources.
- ***A letter via certified mail will be sent to families after the 2nd missed Business meeting notifying them that they will be dismissed if one more meeting is missed.***
- If a third meeting is missed, the family membership will be terminated.
- You will be allowed one tardy for a Business meeting per school year. Any additional tardies will count toward your missed meetings.

### Family Leave

- Family leave of absence may be taken for a period of six weeks, commencing either before or after the birth, adoption, or integration of a new child to the family. The time off must run concurrently. The working adult is excused from Business Meetings during this leave, but must make arrangements (and pay) for a substitute to work on the scheduled workday(s) during this time of leave.
- If the first day of family leave occurs at a time when school is not in session, the six weeks shall be counted from the date of birth, adoption, or integration.

### Classroom Grown-Up Illnesses

- A working adult shall not attend school when ill. Remember, it is your responsibility to find a substitute and to pay the \$20 fee. Please see the Health and Wellness section for a complete

list of symptoms and procedures related to illnesses.

## **Resignation**

- Notice of intention to resign from the nursery school **must** be given directly to the Treasurer and Participation. There will be **no refunds for the current month unless a two-week notice is given to both Treasurer and Participation.**
- Parents dismissed for noncompliance of JMPNS handbook policies and procedures will not receive a refund.

## **Field Trips**

### **Guidelines**

- Field trip costs will be covered for the enrolled child and one adult (these costs are funded by the Materials fees collected at the beginning of the year). Payments needed for other attending adults and siblings will be the responsibility of the family.
- It is beneficial to all members that sign-up and payment is timely. JMPNS often receives discounted rates for large groups when booked in advance. Organizations require final headcount and payments prior to the day of the event.
- All money is non-refundable.
- **If payment is not received by the deadline then both parent/child will be responsible for paying non-discounted rate at the venue.**
- Field trip days may affect regularly scheduled classroom hours. This allows for teachers to join us and participate in the field trip as well. Attendance for field trips is not mandatory.
- Families should provide sack lunches or snacks for their child when appropriate.
- Travel to and from field trip destinations is the responsibility of the parent/guardian of each child. JMPNS does not provide transportation. Each parent/guardian is responsible for the safety, well-being and behavior of their child at the field trip location. This includes siblings.

## **Health and Welfare Procedures**

### **Emergency Cards**

- Parents and guardians are required by law to provide to the school emergency contact information **at the beginning of each new school year and as information changes.** It is imperative that the school be able to reach you in case your child is sick or injured. In addition to a home telephone number, it is important that at least two additional telephone numbers are listed in case of an emergency.
- **WE REQUEST THAT PARENTS INFORM US IMMEDIATELY WHEN YOUR TELEPHONE NUMBER OR ANY EMERGENCY NUMBERS CHANGE.**

## Accidents

- If your child is seriously injured at school, we will make him or her comfortable and then call you immediately. In case of an accident requiring the services of a doctor, every attempt will be made to contact you before your child is taken to receive help. For this reason, **WE REQUEST THAT PARENTS INFORM US IMMEDIATELY WHEN YOUR TELEPHONE NUMBER OR ANY EMERGENCY NUMBERS CHANGE.**
- If you are a working parent and/or substitute for a fellow working parent and experience an accident involving a child please fill out the accident report form in the accident binder located in the classroom on the black shelves behind the Teacher's desk and inform the Teacher right away.
  - A child and/or caregiver shall not attend school when ill. The Director/Teacher will notify the parent/guardian or emergency person listed on the emergency form in the event a child becomes ill at school. It is imperative that the parent/guardian provides the name(s) of persons available during school hours for such instances. It is the parent or guardian's responsibility to provide transportation home for the ill child. Any child showing the following symptoms of illness must be kept at home:
    - Diarrhea or vomiting within past 24 hours
    - Fever greater than 100 degrees within past 24 hours
    - Productive cough
    - Strep or Staph infection on antibiotics less than 48 hours
    - Head lice, pink eye, or other communicable disease
    - Chicken pox until scabs healed over for 3 days

## **COVID-19**

- Children who develop symptoms at home (fever, cough, shortness of breath) must NOT come to school.
  - You are encouraged to have your child tested as soon as possible.
  - If test is negative, present that test to the director upon your return to school.
  - If test is positive, child must remain in isolation for two weeks and may only return to school with medical clearance.
- In the event that a child begins to display symptoms of COVID-19 while at school (fever over 100.4, cough, shortness of breath) the child will be isolated to the best of our ability and a parent or emergency contact will be called right away.
  - An authorized adult must pick up the child as soon as possible once symptoms have been identified.
  - The child will be required to wear a mask once symptoms have been identified and until they are picked up from school
  - If at any point the director or staff feels it is necessary, 911 will be called to care for the child.
  - Child must have negative test results to return back to school.
- If a child or working parent tests positive for COVID-19, the family MUST notify the director

immediately. If they have attended within the last two weeks, the following steps will then be taken:

- Classes will be suspended immediately. If children are in the classroom upon notification, parents will be called to pick them up right away and the school will be closed.
  - All families will be notified via email and text/Brightwheel message of the possible exposure. JMPNS will maintain all privacy rights during notifications.
  - Director will also notify county and local health departments as mandated by licensing.
  - School will remain closed for two weeks as staff and families quarantine/isolate.
  - Children and working families in the cohort with the positive case must show a negative test dated within three days of return after the two week isolation period.
  - Staff must also show negative test result dated within three days of return after two week isolation.
- If a member of a child's household, but not a working parent, is tested positive for COVID-19, the child and working parent must not return back to school for two weeks after the date of the test. They must also have their own negative test results dated within three days of the end of the two week isolation period to return to school.

### Pediculosis (Head Lice)

- We recognize that head lice infestations among students require treatment but do not pose a risk of transmitting disease. If a student is found with active, adult head lice, the parents of that child will be notified and asked to pick the child up as soon as possible. The parents will be informed that the student will be checked upon return to school the next day and allowed to remain in school if no active head lice are detected. When it is determined that one or more students in the program are infested with head lice, the Director/Teacher may, at her discretion, notify parents and provide them with information about the detection and treatment of head lice. We will maintain the privacy of students identified as having head lice to the best of our ability.

### Allergies

- Make teacher aware of any allergies your child has and provide a picture of your child to be posted in the classroom with their allergy information.

### Nut-Free Policy

- **JMPNS is a tree nut and peanut-free school.** Please send only nut-free snacks with your child. Our goal is not to create a sterile environment, but to minimize life-threatening allergy exposure.

### Snack Time

- Please do not send drinks or water bottles to school with your child. Water will be provided on the tables in pitchers. Pouring from a child-sized pitcher into a small cup will enhance hand/eye coordination, bilateral coordination, and depth perception. \*Don't worry about

spills. It's only water.

- We will spend time throughout the year discussing healthy foods and making good choices with our bodies. To support these ideas we ask that no candy or soda be included in snacks, and that cookies, cakes, fruit snacks, and other sugar-full items be limited. There will be treats from time to time for birthdays or celebrations but we ask that those sweets be the exception, not the norm.
- Along the lines of making healthy choices, we will be asking the children to listen to their bodies (being self-aware) to determine when they are done eating. They will not be required to finish everything in their snack, and will not be stopped if they want to stay and finish after others have left because they are still hungry. Please pack them a reasonable amount of food (somewhere between just an apple and a five course lunch) and be prepared if some days they do not eat the way you expected them to.
- Children will be required to at least try to open any containers or packages on their own before a grown up helps them. Pinching and pulling apart containers and packaging is great for small muscle development.
- We are a diverse school family and some of us have food allergies and restrictions. For this reason, children will not be allowed to share food at the snack table.
- WE ARE A NUT FREE SCHOOL! This includes peanuts and tree nuts (almonds, walnuts, pine nuts, etc). Please be very careful when packing granola bars, snack mixes, and dairy substitutes.
- One of the biggest areas we can work on at the snack table is our communication and language skills. As a parent, you will be provided with prompts for discussions with the children. Ask questions, share ideas, and promote conversation only when needed. Do not interrupt the organic socialization that may be occurring, but be prepared in case someone needs support in being drawn into the discussion.
- Working parents may eat snack, too! Feel free to bring something on your work day- just be sure to adhere to the same guidelines stated above.

## **Fire Drill Procedure**

### **Bell Goes Off..... OUTSIDE PARENT**

Go to the door leading to play yard.

Say to children: "Line up and follow me."

Proceed outside to gate & follow fence to front of school

### **SNACK PARENT**

Get First Aid Kit and Emergency Management Guide  
Join Art and Easel Parents in line, every 5 children

### **ART & EASEL PARENTS**

Fall in line every FIVE children.  
Make sure ALL children leave the room

### **SPECIAL PROJECTS PARENT**

Get EMERGENCY INFORMATION BINDER and sign-in sheet. Proceed outside & give them to teacher.

### **WHILE OUTSIDE**

"NO TALKING" by children or parents.  
Stand quietly and wait for directions.

**NOTE:** The Fire Drill Procedures are also noted on the back of each job duty card located in the front pocket of every working parent's apron.

## **School Rules and Behavior Expectations**

### **School Rules**

- **Cell phones must be silenced during meetings and classroom time.** Use discretion with personal telephone calls from the school telephone.
- Smoking is not allowed anywhere on school grounds at any time.
- Adults waiting in the classroom to pick up children should refrain from talking with other waiting parents and disrupting the class. If the Director/Teacher is instructing students, please converse outside.
- Corporal punishment or physical force such as spanking (even for your own child) is not allowed at preschool. Also, the law prohibits it!
- All injuries and developed illnesses must be reported to the Director/Teacher and recorded in the Incident Log located inside the classroom.
- Siblings are not allowed to attend during the parent's work day. Other arrangements will need to be made for both younger and older siblings.
- Parents may visit the classroom on non-working days, but will not be allowed to remain in the classroom on a daily basis.
- If it is your work day and you are 15 minutes or more late, you will have to make that time up in the classroom assisting the teachers **and a tardy fine will apply.**
- Avoid discussing children in their presence. When problems arise, ask the Director/Teacher to

step aside for a private consultation.

## **Behavior Expectations**

- Children and adults are expected to be kind, considerate, and respectful of each other.
- The classroom and play equipment is to be treated with respect.
- Loud voices are fine outside; inside (quiet) voices should be used in the classroom.
- Adults should use positive disciplinary statements such as "please walk," instead of "don't run." Often stating the rule or redirecting a child to a new activity will be sufficient. When misbehavior continues, brief time-aways can be effective in giving children time to regain self-control.
- A child who hits an adult in anger will immediately be taken to the Director and a parent may be called to pick up the child. The Director/Teacher will have discretion in dealing with other discipline problems. A possible consequence of continued discipline problems is that a parent is called to pick up the child.
- At the beginning of the year, the Parent Education classes will cover how parents in the classroom can support the Teacher in the following Disciplinary Policy:
  - REDIRECTION: Positive methods will be used to redirect a child's unwanted behavior into more acceptable modes of interacting with their peers.
  - CONFLICT RESOLUTION: This is a technique used by our teachers to help our young students learn the skills to resolve conflicts independently. The techniques teach the children good self-concepts, while helping them grow in social awareness, acquire communication skills and develop respect and empathy for others.
  - SEPARATING a child from the group for a short period of time (Parents may be contacted at this time)
  - ONGOING UNWANTED BEHAVIOR: If the unwanted behavior continues to be an ongoing experience week to week, documentation of the misbehavior will be kept by the teacher. The teacher will then have a conference with the parents. If the unwanted behavior is a safety threat to other students in the class, the parent will be asked to stay in the classroom to assist in redirecting their child's behavior. If the unwanted behavior is merely a disturbance, the parent may be asked to stay in the classroom and/or to work on positive reinforcement at home. The teacher will consult with the parents on an ongoing basis about the child's progress.

## **Responsibilities: Working Parents**

### **Responsibilities- Working parents**

- Must be at school 15 minutes early for their workday and stay 15 minutes after school dismisses (see Daily Class Schedule).
- Must arrange for a substitute-working parent, when necessary. The scheduled working parent is responsible for paying the Substitute Fee and Tardy Fine if applicable.

- Must come to school prepared for their regularly assigned working parent duty which is scheduled and rotated by the Participation Chair.
- Wear the appropriate apron on your workday so the Director/Teacher and children will know who is in charge of each area. You must sign in on the appropriate sheet provided in the classroom on your work day. Job duty cards are located in the pocket of each job apron.
- Must put the classroom in order for the next session before they leave.
- When you are in charge of an area, you should permit only what you feel is safe. If you feel something is dangerous, discuss it with the Director/Teacher.
- Adults should stand or sit separately in the yard and classroom in such a way as to observe most of the children at all times (usually with your back to the wall or fence). Always watch the children. Except for taking photos of the children, PARENTS SHOULD NOT USE THEIR CELLPHONES WHILE SUPERVISING THE CHILDREN.
- **Parents are Assistant Teachers and need to be involved with the children during class time.** Use this time to interact with the children and to facilitate learning. Sit at the tables and talk with them at eye level. Ask open-ended questions! This encourages the development of self-esteem and language skills in the child.
- The children's creative projects need to be treated with respect. Make every effort to spell the names correctly. Resist the urge to "fix it" or make it better. The art belongs to them, not you. (Check cubbies or wall near the calendar for correct spelling of students' names).
- Every working parent is required to receive certification through the Department of Pesticide Regulation, in compliance with the Healthy Schools Act, in order to clean and disinfect in the classroom.

### **Cleaning/disinfecting Procedures:**

- Thoroughly clean surface of table or toy with the cleaning solution provided. Once clean, spray with bleach solution and allow to sit for 5 minutes. Rinse surface with a wet rag or in running water and allow to air dry.
- All cleaning solutions and spray bottles are labeled with contents and directions for use.

## **Duties of the Board of Directors**

### **President**

- Presides over all Board meetings, creates agenda, sets time and place with input from other Board members
- Co-signs checks
- Signs official documentation (licensing, IRS, tax forms, etc.) as representative of the corporation of James Marshall Parent Nursery School
- Oversees Payroll in conjunction with Treasurer ensuring compliance with EDD, IRS, FTB, Etc.
- Supports and serves as a check-in for other Board positions and their duties and responsibilities
- Plans and executes the Santa Store in December (if the Board agrees to host the event)
- Serves as point of contact for Membership complaints, concerns, and questions
- Leads the Orientation Meeting at the start of each school year
- Presides at all Business Meetings and creates the agenda
- Acts as point of contact with Washington Unified School District, signs the annual lease agreement as the agent of JMPNS, submits annual meeting dates to WUSD's MOT department, contacts WUSD when repairs are needed, and otherwise communicates with District representatives when necessary

### **1st Vice-President (Field Trips)**

- Acts in the absence of the President
- Plans field trips, 1-2 per month for the entire school year, confirming ideas with the Teacher before finalizing
- Organizes field trips, including remitting payment to location staff when required
- Co-signs checks
- Supports other Board positions when needed

### **2nd Vice-President (Shopper)**

- Responsible for keeping a complete, updated inventory of daily supplies used by the school as well as filling special requests by the Teacher
- Work with the Party Chairperson, Fundraising Chairperson, and the Teacher to purchase all supplies needed for special events such as parties, picnics, fundraisers, etc.
- Responsible for purchasing supplies from a variety of sources such as wholesale stores, retail chains, and online
- Maintains a running list of resources for supplies to aid in future purchase of same items
- Is responsible for the use and safety of a school debit card

### **3rd Vice-President (Fundraising)**

- Maintains records of all donations and gifts
- Initiates and serves as general chairperson of all fundraising activities, including planning fundraising events throughout the year, disseminating information to the membership regarding fundraisers, and coordinating the Fundraising Committee to execute those projects
- Responsible for Fundraising correspondence
- Works with the Treasurer to ensure that all financial obligations of fundraisers are paid in full and on time
- Works with the Treasurer and the Teacher to determine fundraising needs throughout the year

#### **4th Vice-President (Parties)**

- Oversee and organize JMPNS annual parties, including seasonal parties and the end of the year graduation celebration
- Coordinate, advise, and work with all parents assigned to the Party Committee, including them in planning and executing all party events
- Work with Fundraising Chairperson to coordinate money raising efforts into party plans when appropriate
- Is responsible for the security of a school debit card

#### **5th Vice-President (Community Involvement)**

- Represent JMPNS in West Sacramento, in coordination with the President and the Teacher, by attending School Board, City Council, or other community meetings as needed
- Maintain our membership with the West Sacramento Chamber of Commerce by submitting annual fees and representing JMPNS at WSCC events whenever possible
- Coordinate any city/community projects in which the school participates
- Coordinate the annual holiday charitable project and other charitable activities, as decided by the Board of Directors
- Responsible for sending out written invitations for school functions to any Washington Unified School District or City officials decided upon by the Executive Board

#### **Secretary**

- Maintains all correspondence of the school
- Records the minutes of all meetings of the school and all meetings of the Board of Directors
- Responsible for notifying members of schedule changes
- Posts minutes of business meeting on bulletin board within one week of the meeting

#### **Treasurer**

- Custodian of all funds collected by the school or its members
- Maintain caregiver fees added in the Brightwheel system, including:
  - Monthly tuition

- Additional fees for such things as T-shirt purchases and Santa Store fees
  - Late fees and no-show fees (Participation Chair/Co-Chair will alert the Treasurer to add these fees)
- Receive the monthly Treasurer's Report from the Bookkeeper, review it for any issues/inaccuracies, and present it to the board for approval as well as to the general membership during quarterly Business Meetings
- Maintain all receipts and financial records for the school year in which they served
- Ensure all financial forms are completed correctly
- Maintain and manage the cashbox and receipts, including when the cashbox is used for school parties or other events
- Check the Post Office box weekly and deliver mail to the classroom
- Co-signs checks

### **Participation Chairperson & Co-Chairperson**

- Maintains the working parent schedule and makes any changes needed throughout the year of working parent days or duties
- Keeps records of both daytime and evening class participation
- Provides the membership with an updated participation list and calendar monthly
- Responsible for future enrollment list and enrolling new students as needed throughout the year and for the coming school year
- Processes and files registration paperwork for each enrolled family
- Returns phone calls and emails from prospective families, setting up tour times when requested
- Works with the Teacher and the rest of the Board in organizing and executing open houses and other promotional events
- Informs the membership of any policy changes throughout the year
- Co-signs checks

### **Sacramento Valley Council (SVC) Representative**

- Promotes the cooperative effort through communication with other cooperative nursery schools
- Attends Sacramento Valley Council meetings along with the Teacher
- Reports information from these meetings to the JMPNS Board of Directors and the membership at meeting nights
- Responsible for the disbursement of all printed materials coming from SVC and the California Council of Parent Participation Nursery Schools (CCPNS) to members of JMPNS
- Helps promote CCPNS Annual Convention and other educational events connected to SVC or CCPNS within the membership

### **Committee Oversight**

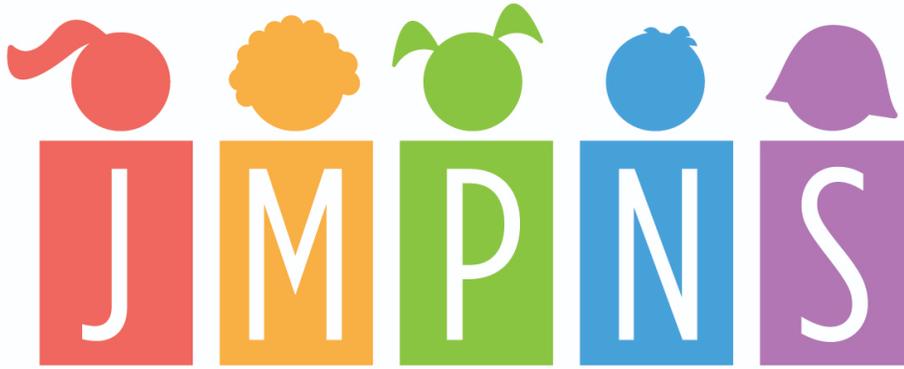
- Work with given technology to assign parents to committees
- Ensure each parent has an understanding of their committee assignment and their expected

duties

- Check in with committees on a monthly basis to ensure all parents are participating
- Maintain list of needed committees and number of members for each committee according to the needs of the school

**Bookkeeper (non-voting member)**

- Help to create and maintain JMPNS Budget and projections, including running records of tuition and tuition projections
- Give a monthly report of the accounts and running budget balances and produce a Treasurer's Report for the JMPNS Treasurer to present to the board each month
- Run and maintain Payroll and employee benefits
- Review and manage all insurance policies for the school
- Pay all invoices due for JMPNS and send receipts to the Treasurer including timely payment of rent. In charge of payments for all rentals and leases, e.g. storage shed, copier, etc.
- Issue approved reimbursements or refunds given by treasurer
- Prepare all non-profit tax documentation every school year
- Will be available to attend but not be a voting member on the JMPNS Board
- Ensure financial compliance as a non-profit
- Review Treasurer's records and Brightwheel transactions at least quarterly
- Take on other financial responsibilities as needed and help oversee the transition of Treasurers



## **NOTICE OF NONDISCRIMINATORY POLICY** **AS TO STUDENTS**

James Marshall Parent Nursery School 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. It doesn't discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

# **JAMES MARSHALL PARENT NURSERY SCHOOL BYLAWS**

## **ARTICLE I NAME**

The name of this corporation shall be James Marshall Parent Participation Nursery School, Incorporated.

## **ARTICLE II LOCATION**

The principal address of the corporation for the transaction of business shall be Post Office Box 379, West Sacramento, California, 95691.

## **ARTICLE III PURPOSE**

This organization is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) if the Internal Revenue Code, or corresponding section of any future federal tax code.

The purpose of this organization shall be:

To promote the physical, mental, emotional and social well being of preschool children in the community.

To help parents understand the needs of preschool children.

To help parents establish a relaxed and loving leadership in the home as well as in the nursery school.

To provide for children the opportunity for constructive play experience within a group. To provide representation in Sacramento Valley Council of Parent Participation Nursery School.

## **ARTICLE IV POLICY**

Sec. 1 This Corporation shall be non-profit; non-commercial; nonsectarian; non-partisan; and shall not discriminate on the basis of race, color, national or ethnic origin. No commercial enterprise or any candidate shall be endorsed by it. The name of the organization or its officers in their official capacities shall not be used in connection with a commercial concern or for any purpose not in accordance with Article III. This does not exclude action (after study) in the fields of child welfare whenever local, state, or national legislative action is required to carry out the purposes of the school.

Sec. 2 Corporate power shall be vested in:

- A. The elected Board of Directors
- B. The membership

## **ARTICLE V MEMBERSHIP**

Sec. 1 A. Members in good standing shall be those participating parents who have attended regularly the adult education class and those members who have also participated regularly three (3) hours daytime per week. Members in good standing shall also have **paid** current tuition.

B. Active or voting members shall be the parents who participate in James Marshall Parent Participation Nursery School. Voting members must be in good standing. Each family shall be considered as one member for the purpose of voting.

Associate members will be all other interested citizens. These members will have all rights and privileges of members except voting.

Sec. 2 Rights and Duties of Members

All active members may inspect the books of the corporation, may hold office in the organization, serve on committees and are entitled to one vote. Members are required to maintain regular attendance in the adult education classes. Only active members are allowed to hold office.

Associated members are entitled to the same rights but do not have a vote.

One member parent (or their representative) shall participate in the daily program with the children, at the school, as scheduled by the Director and the Participation Chairperson.

One member parent (or their representative **at least 21 years of age**) shall attend the adult education night classes. **\*This is to be used for emergency only - not regular meeting attendance.**

Health requirements for children and participating adults, as set up by the Board and the Director must be followed.

Each member family is responsible for work hours, and fund raising activities, as established by the Board, to help maintain the school and equipment.

Tuition will be paid monthly to the Treasurer.

If a field trip falls on your workday, then you are required to attend the field trip if it is during your child's class time, and you are requested to be there if it outside your work time.

Sec. 3 Scholarships

Scholarships are given at the discretion of the Board of Directors and the Director.

**JAMES MARSHALL PARENT PARTICIPATION NURSERY SCHOOL  
BYLAWS (continued)**

**ARTICLE VI MEETINGS**

Sec. 1 Business meetings:

The time and place of the general business and parent education meetings shall be on the first or second Wednesday of the month after school begins at the school location. There shall be at least ten parent education/ business meetings per year.

Time time and place of the general business and parent education meetings shall be 1 Wednesday a month falling on the first or second Wednesday after school begins at the school location. There shall be at least ten parent education/business meetings a month.

Special business meetings may be called by the Board of Directors, or at the request of three members. A majority of voting members shall be a quorum and decisions shall be made by majority of those present.

The Board of Directors shall meet at least once a month; the time and place of these meetings will be

determined by the Board of Directors. The membership shall be invited to attend, but will not have the privilege of voting at these meetings. These meetings shall be called "Executive Meetings of the Board of Directors".

## **ARTICLE VII GOVERNING BODIES**

### **Sec. 1 Directors:**

The person referred to in those by laws as the "Director" shall be the professional personnel hired to supervise the school sessions.

### **Sec. 2 Board of Directors:**

The general membership of the school shall elect by majority vote of a quorum present, the officers of the school, these elected officers, together, shall be called the Board of Directors.

### **Sec. 3 Powers and Duties of the Governing Bodies:**

The Board of Directors shall supervise the daily operation of the school and conduct the evening meetings; and shall lend advice and assistance to the Directors in the establishment of school policies.

The Board of Directors shall, with the advice and assistance of the Director, establish school policies and administer all business of the school, within the limits of the Articles of Incorporation and these bylaws. They shall make decisions concerning the finances of this school and shall determine the amount of tuition to be paid for each child entered in the school. They shall make any changes in membership requirements, except as specifically indicated in these bylaws and shall establish limits of total enrollment with the advice of the Directors.

In addition, the Board of Directors shall have the power to make changes in the number of elected officers, as long as this number is not less than seven or more than twelve. They shall replace by appointment any elected officers who retire during their term of office. The Board may make changes in the duties of the elected officers and may change the number of standing committees and their duties. Any decision of the Board of Directors shall be included in the minutes of next Board meeting and shall be read at the next meeting of the general membership.<sup>1</sup>

### **Sec. 4 Names and duties of elected officers to the Board of Directors are:**

President - The President shall preside at all meetings of the school and at all meetings of the Board of Directors, shall serve as an ex-officio member of all committees, shall represent the school in the community, shall perform the usual functions of the office, and shall co-sign checks.

First Vice President - The First Vice-President shall act in the absence of the President, shall be an executive assistant, shall be orientation chairperson, shall organize field trips and shall co-sign checks.

Second Vice President - The Second Vice-President shall be responsible for keeping a complete updated inventory of supplies used by the nursery school on a daily basis and all supplies needed for special events such as picnics, field trips, special events and will be responsible for purchasing all supplies from a variety of sources such as retail and wholesale stores and the district warehouse.

Third Vice President - The Third Vice-President shall take charge of all donation and gifts and shall

serve as general chairperson of all fundraising activities.

Fourth Vice President- The Fourth Vice-President shall oversee the organization of the potluck dinners, including the annual Christmas party and the end of the year graduation party.

Participation Chairperson and Co-Chairperson - The Participation Chairperson shall assist the Director in assigning work days for each participating parent (or their representative), shall keep records of both daytime and evening class participation, shall assist the Director in assigning make-up participation, shall provide the membership with an updated participation list on the first night class of each month, shall be responsible for maintaining future enrollment lists in good order, and shall be responsible for duplicating attendance sheets and submitting the original copies to the District office on schedule, and shall co-sign checks.

Secretary- The Secretary shall attend to all correspondence of the school, shall record the minutes of all meetings of the school and all meetings of the Board of Directors, shall be responsible for notifying members of changes in the usual schedule, shall post minutes of meetings on the bulletin board within one week of the meeting, and attend to the usual responsibilities of the office.

Treasurer - The Treasurer shall be the custodian of all funds collected by the school or the members, shall co-sign checks, shall be responsible for disbursements as provided for in the budget or approved by the majority vote of the membership, and will arrange an independent audit of JMPNS's accounts at least once a year. Sacramento Valley Council (SVC) Representative- The SVC Representative shall attend all meetings of the Sacramento Valley Council, shall report all information concerning SVC to the school, shall report necessary information from the school to SVC, shall promote the cooperative effort through communication with other cooperative nursery schools, and shall be responsible for the disbursement of all printed materials coming from SVC or the California Council of Parent Participation Nursery Schools.

## **ARTICLE VIII ELECTION OF THE BOARD OF DIRECTORS**

Sec. 1 During the Executive Board Meeting in February, elections for the upcoming school year will be discussed. Nominations for office shall be by ballot. The president shall circulate individual forms requesting interested persons to designate the office of their choice during the first Wednesday night meeting in March. All returning member in good standing are eligible to hold office. President should be a returning Board Member. At this same meeting, a Teller's Committee shall be appointed by the Executive Board. The Teller's committee shall consist of one non-returning Board Member, one non-returning general member and one returning general member. After securing at least one volunteer for each office, the President will post the list of nominees for two weeks prior to the election. Elections will be held the first business meeting in April. Election shall be by individual ballot, unless there is only one nominee for each office. In this case, the slate will be accepted by unanimous ballot to be cast by the secretary. If ballots are cast, the Tellers' Committee will collect the ballots, tally the votes, and report the results during the same meeting in which the votes were cast. The new slate of officers will take office as soon after the election as possible. Those offices to be filled by election of the general membership shall include: President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, 4th Vice President, Participation Chairperson, Participation Co-Chairperson, Secretary, Treasurer, and Sacramento Valley Council Representative. Any decision of the Board of Directors shall be included in the minutes of next Board meeting and shall be read at the next meeting of the general membership.

## **ARTICLE IX REMOVAL OF MEMBER OF BOARD OF DIRECTORS**

Sec. 1 If any officer fails to attend two Executive Board meetings without cause, or otherwise fails to perform the duties of office, the Board of Directors may recommend to the membership that the office be declared vacant and recommend the appointment of a successor.

## **ARTICLE X AMENDMENTS**

Sec. 1 A two-thirds vote of the membership of the school can amend these bylaws.