

Community Handbook

2024-2025



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**Adopted on 5/15/24*

It takes time and patience to feel at ease as a participating adult. This handbook will help you on your journey, 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, policies and procedures appropriate to the needs 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 and 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 are free to contact other member adults 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 at JMPNS to be fulfilling and joyful ones. Relax! Let's enjoy our children and the community we are building together!

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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 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, but we 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 [70](#) 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 parents and teachers the opportunity to guide a child's learning experience together as a team.](#) 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.

Our Community Values

JMPNS is more than just a preschool- [it is a cooperative community](#)- and as such, we have core values that extend equally to our students, their families, and the community at large.

At James Marshall Parent Nursery School, we value kindness, diversity, equity, accessibility, and the pursuit of life-long learning.

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

Co-Op Principles and How They Apply at JMPNS

#1: Voluntary and Open Membership

By nature, cooperatives are voluntary organizations, open to all people. JMPNS strives to be open and accessible to children and families with no limitations due to backgrounds, beliefs, abilities, cultures, genders, or economic circumstances.

#2: Democratic Member Control

Cooperatives are democratic organizations controlled by their members, who actively participate in creating and sustaining policies and making decisions. JMPNS is run by a member-elected parent board of directors accountable to the membership. Each member family has an equal vote in all school-wide decisions.

#3: Member Economic Participation

Members of JMPNS equitably contribute to the financial health of our program through payment on the tiered tuition scale, participation in fundraisers, and donations of time, goods, and services when available.

#4: Autonomy and Independence

We are an autonomous organization controlled by our members. When we enter into agreements with other organizations, including governments and school districts, we do so on terms that allow us to maintain democratic control of our cooperative community.

#5: Education, Training, and Information

Our main purpose is the education of children and families through a preschool model alongside Caregiver Support classes and resources. However, it is also our privilege and responsibility to inform the public, including government officials, business partners, and community leaders about the nature and benefits of co-operation.

#6: Cooperation Among Cooperatives

As part of the California Council of Parent Participation Nursery Schools (CCPPNS) and our local chapter, the Sacramento Valley Council (SVC) we work to support and network with other cooperative preschools in our area and beyond. JMPNS also strives to build and maintain relationships with other local cooperative organizations to strengthen the co-op movement together.

#7: Concern for Community

JMPNS works for the sustainable development of children, families, and our community through policies and programs approved by our members.

Our Board of Directors

Our parent board of directors is here to ensure that our program is an honest and accurate representation of our community. They work all year to keep JMPNS running and provide enrolled families with a voice in the process of building and maintaining a cooperative early education program. Feel free to reach out directly to any member with questions or ideas relating to their assigned position.

President

Dayna Cordano
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Community Outreach

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Field Trips

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Events

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Participation Chairperson

Brittney DeMars
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Committee Oversight

Poonam Kumar
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Participation co-chair

OPEN POSITION
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Other Important Contacts

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2024-2025 School Year Calendar

September

- 3 First Day of School
- 4 Caregiver Support 6:30pm

October

- 2 Caregiver Support and School Wide Business Meeting 6:30pm

November

- 6 Caregiver Support 6:30pm
- 11 Veteran's Day- NO SCHOOL
- 25-29 Thanksgiving Break- NO SCHOOL

December

- 4 Caregiver Support 6:30pm
- Dec. 20-Jan. 3 Winter Break- NO SCHOOL

January

- 8 Classroom Cleaning and School Wide Business Meeting 6:30pm
- 20 MLK Jr. Day- NO SCHOOL

February

- 5 Caregiver Support 6:30pm
- 14-17 President's Weekend- NO SCHOOL

March

- 5 Caregiver Support 6:30pm
- 31 Caesar Chavez Day- NO SCHOOL

April

- 2 Caregiver Support and School Wide Business Meeting 6:30pm
- 14-21 Spring Break- NO SCHOOL

May

- 7 Caregiver Support 6:30pm
- 23 Last Day of School

Eligibility Requirements

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 a max of 18 children per session.

Child Requirements

- Be within three months of their third birthday by September 1st and not be concurrently enrolled in a kindergarten program.
- Be toilet trained or well on their way to potty independence. *We understand that it is not developmentally appropriate for every child to be potty-trained by age 3. If your child has unique circumstances that result in the delay of training (i.e., a disability, ASD, chronic illness, etc.) speak to our director and accommodations may be made.*
- Be up to date on immunizations against diphtheria, pertussis (whooping cough), tetanus, Hib, hepatitis, measles, mumps, and rubella in accordance with CDC and the State of California licensing requirements.

Adult Requirements

- Submit all JMPNS registration forms, a non-refundable \$75 materials/extracurricular fee (per child), and a non-refundable \$100 registration fee (per child), at least 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 the previous year before the child can return to class in the fall.
- Maintain a current (negative) Tuberculosis (TB) report and 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.
- Be able to work one full class session per week per enrolled child, unless accepted to one of the non-classroom spots. If an adult is unable to work, they are responsible for finding a substitute (see page 15).
- Participate in the two mandatory fundraisers. 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 position per enrolled child per year.
- Attend all in person quarterly Business Meetings. *You are an important part of this cooperative community. Business meetings are used as a way to disperse information, make community-wide decisions, and foster unity and engagement with all of our members. Attendance will be taken at the beginning and end of each meeting. If you are noticed to be*

absent for more than one meeting without notice, you may be contacted by a member of the board of directors to discuss how we can better support you in attending.

- Complete 12 hours of Caregiver Support, either by attending the provided classes or by taking advantage of one of the other learning opportunities (See Caregiver Support).

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 currently enrolled 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 either the AM or PM classes. Enrollment in both is not available.
 - 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 in the other class 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.
- Wait List Procedures
 - Participation Chairperson controls the class rosters and wait list. There is one waiting list for both classes. Class preference will be noted on the waiting list, but your preference can only be offered when there are available spots.

Class Schedules/ Drop Off & Pick Up Procedures

AM Class

Monday-Friday

Students 8:30 - 11:15 AM
Classroom Adults 8:15 - 11:30 AM

PM Class

Monday- Friday

Students 12:30 - 3:15 PM
Classroom Adults 12:15 - 3:30 PM
Extended care (PM only) 3:15-3:45PM

Drop Off / Pick Up Information

Out of respect for our staff and to allow sufficient time to prepare for class each day, children may NOT be dropped off before 8:30 AM or 12:30 PM.

All children and adults must wash hands before entering the play space. Washing hands before heading home at the end of class is highly encouraged.

Signing in and out on the Brightwheel system is the responsibility of the adult dropping off and picking up. Having an accurate head count is essential to our safety.

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 or message the Teacher as soon as possible to provide the approximate time of your arrival. [Being late without notice could result in a fine \(see Finances\)](#).

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.

If your child is enrolled for the PM Extended Care time, please be sure to arrive for pick up by 3:45pm. Early pick up is always fine, but late pick up will be subject to the same fines as those not in extended care.

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. Sometimes, forces beyond our control may necessitate canceling 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 canceled school session, no refunds will be given for tuition already paid.

Registration Fee

- The 2024-2025 Registration Fee of \$100 plus a Materials/Extracurricular Fee of \$75 (both non-refundable and non-transferable) must be received upon your acceptance of a spot in the program.

Monthly Tuition

- Monthly tuition is as follows, specifically for the 2023-2024 school year:
- JMPNS is sustained by family participation, through classroom work and financial support. Tuition is how our community shares the cost of operating our school. Our tiered tuition model reflects our dual values of 1) honoring our teachers with fair wages, and 2) remaining financially accessible to everyone who wants to join our community. Our families cooperate with each other to create a school culture where some pay more, while others pay less, so our children all have the benefit of learning with each other.
- Because “ability to pay” is based on a unique set of circumstances (including employment, family size, property ownership, debt, and access to family wealth), JMPNS does not verify family income and instead invites each family to choose the tuition rate that they are able to pay in support of our community.
- For non-working parent positions, an additional \$100 will automatically be billed, per month on top of the tier selected
- **For families that do not self-select a tuition tier by the deadline, the default amount will be set as TIER III (\$420).** Please note, the tier selection will be the tuition rate for the entire school year.
- 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 adult 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 [at treasurer@jmpns.org](mailto:treasurer@jmpns.org) to discuss payment options.

2024-2025 Tuition Tiers

	Tuition	Considerations
Tier IV	\$496 per month	Families earning in the 90 th percentile or above for household income (\$213K and up)
Tier III	\$420 per month <i>Full cost of a JMPNS education</i>	Families earning in the 75-90 th percentile for household income (\$130K-\$213K) <i>If every family chose Tier III, we would cover all of our costs without fundraising</i>
Tier II	\$345 per month	Families earning in the 60-75 th percentile for household income (\$90-\$130K) <i>If every family chose Tier II, we would need to fundraise about \$20K per year to cover the gap between tuition and expenses</i>
Tier I	\$270 per month	Families earning below the 60 th percentile (\$90K and below) <i>If every family chose Tier I, we would need to fundraise about \$45K to cover the gap between tuition and expenses</i>

We anticipate that we will have families paying tuition at all four tiers. As a co-op we are all in this community together and we each contribute by paying what we can.

Suggested Substitute Fee

Because we count on our members' participation in the classroom to meet the required adult:child ratio, it is important that every attempt is made to find a replacement should you be unable to come on your assigned day. **It is the participating adult's responsibility to find their substitute.** A list of potential substitutes will be available in the classroom along with each person's contact information.

A Suggested Substitute Fee of \$20 can be paid to another JMPNS adult who meets the classroom requirements as incentive for participating for you on your regularly scheduled classroom day. This fee is not required but is helpful when trading a classroom day is not an option.

Classroom adults may make arrangements to trade workdays with another JMPNS classroom participating adult to avoid the Substitute Fee.

Fines/Fees

- **Missed Workday Fine**

When a classroom participant misses their assigned day and does not attempt to find a substitute, they are subject to a Missed Workday Fine of \$50. This fee will be waived if every attempt was made to secure a replacement, even if a substitute was not found.

- **Tardy Fine (Workday and Pick-up)**

Picking up your child on time is important. If arriving late becomes a habit, you may be subject to a \$25 fine per incident after the third time. This fine could be avoided by notifying the teacher when you are running late and what time you expect to arrive.

- **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).

Families will receive notice via email of fines incurred. After three fines have been issued and are unpaid, you will be contacted to make payment arrangements.

Financial Assistance

The Jean Brown Memorial Scholarship Fund was established for tuition to 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 enrolled family or outside community member who would like to donate to or raise funds for the Jean Brown Memorial Scholarship Fund, please contact our Giving Board Member at giving@jmpns.org.

Federal Tax ID#

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

Fundraising

Fundraising fills the gap between tuition revenue and the real cost of operating the school. In 2023-24, JMPNS had a fundraising need of \$40,000. The majority of JMPNS's fundraising revenue comes from local businesses, JMPNS alumni, and the extended families of our currently enrolled children. We invite currently enrolled families to make a recurring monthly gift of \$7 or more to our annual fund campaign, and to recruit support from their family's networks for fundraising events throughout the year.

There will several opportunities to participate in fundraising during your time at JMPNS, with [two mandatory fundraisers taking place each school year](#). These mandatory fundraisers are meant to inspire unity around the financial success of our school as well as be reasonable for all families to engage in.

Financial Summary

Registration	\$100 annually
Materials/Field Trip Fee	\$75 annually
Monthly Tuition	\$270-\$496 dependent on chosen tier
Delinquent Tuition Fine	\$20
Returned Check Penalty	\$5 + fees assessed by bank

Student Absences

It is not necessary to give notice of a student's absence unless the reason is one of the communicable diseases listed in the Health and Wellness section.

Adult Absences

Because we are a licensed childcare center with the State of California's Department of Social Services, 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, **it is extremely important for you to find a substitute**. Substitutes willing to work extra days at the school are noted on the monthly job list. If no notice is given or arrangements for a substitute have not been attempted, the Missed Workday Fine may be assessed.

A working adult shall not attend school when ill. Please see the Health and Wellness section for a complete list of symptoms and procedures related to illnesses.

Family Leave

A 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 caregivers are excused from Business Meetings during this leave but must make arrangements for a substitute to work on the scheduled classroom day(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.

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.**

Families dismissed for noncompliance with JMPNS handbook policies and procedures will not receive a refund.

We use field trips for learning, adventure, and community building. We try to schedule approximately one field trip per month throughout the school year. Attendance at field trips is not mandatory, however there will not be regular school classes on those scheduled days.

General Information

- Up to \$5 of field trip costs will be covered for the enrolled child and one adult for each trip. (These costs are funded by the Materials/Field Trip fees collected at the beginning of the year). Payments needed above the \$5 and for other attending adults and siblings will be the responsibility of the family.
- It is our intention to have as many families able to attend field trips as possible. [If finances are preventing you and your child from attending, we have funds available to help.](#) Please contact the field trip coordinator at fieldtrips@jmpns.org to apply these funds to the current field trip.
- It is beneficial to all members that sign-up and payment, when needed, 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 adult and child will be responsible for paying the non-discounted rate at the venue.
- 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.

A note about the recent global pandemic

Having come through the COVID-19 pandemic, we are reminded that 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 an attempt to support the health and wellness of those around us.

While we work hard to maintain appropriate health and safety guidelines within the preschool, we expect that our enrolled families will do the same in regard to taking the necessary precautions to prevent not only the spread of COVID-19, but other communicable viruses and diseases as well. Together we can ensure a safe and healthy learning environment for our children and families.

Emergency Cards

- Parents and guardians are required by law to provide 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.
- [Caregivers MUST inform us immediately if phone numbers or other contact information changes mid-year](#)

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 emergency services, we will call 911 before contacting you to ensure your child gets the fastest care possible.
- If you are a classroom parent and experience an accident involving a child, please inform the teacher right away and assist in filling out the accident report form if applicable.
- Minor accidents, such as bumps and scrapes, will be noted on the Brightwheel app as soon as possible. Please ensure your notifications are enabled to receive those notes right away.

Illnesses

- A child and/or caregiver shall not attend school when ill.
- If a child should become ill while at school, The Director/Teacher will notify the parent/guardian or emergency person listed on the emergency form as soon as possible. It is important the parent/guardian provides the name(s) of persons available

during school hours for such instances. It is the caregiver'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 the past 24 hours
 - Fever greater than 100 degrees within the past 24 hours
 - Productive cough
 - Strep or Staph infection on antibiotics less than 24 hours
 - Head lice, pink eye, or other communicable disease
 - Chicken pox until scabs healed over for 3 days

COVID-19

As a state licensed child care facility, JMPNS has been instructed to follow all COVID-19 guidelines set forth by both the CDC and the Yolo County Department of Public Health.

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 the teacher aware of any allergies your child has, including food, medication, or environmental factors. You may be asked to provide a photo of your child to post in the classroom along with relevant allergy information to ensure that all classroom adults are working to keep your child safe.

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.

Emergency Procedures

All of JMPNS' emergency procedures can be found in the classroom check-in area in the binder labeled EMERGENCY BINDER. Procedures will be gone over with working parents periodically throughout the year and include events such as fire, flood, earthquake, shelter in place, and active shooter.

We will experience drills where children and adults can practice these emergency procedures. These drills will be in coordination with the staff and students of the Yolo Education Center.

Snack Guidelines

Snack time at JMPNS is a fun, casual event where children get to refuel their bodies and chat with their classmates. With the health of our children in mind, here are a few guidelines for packing snacks.

- Please do not send drinks other than water to school with your child.
- 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.

School Rules and Behavior Guidelines

Every community needs collective agreement about acceptable behavior and expectations. As our community changes each year, so do our community dynamics. We all work together for the greater good, understanding that the expectations we place on others are true for ourselves as well.

If concerns arise about the behavior of another enrolled adult, please contact our president, president@jmpns.org. If you would like to discuss the behavior of a child, our director is always available, director@jmpns.org.

Rules for Adults

- Cell phones must be silenced during classroom time and meetings. If you must take or make a personal call during your classroom time, please notify the teacher before stepping out of the classroom. Phones may be used for photo and video taking of your own child, however not for other personal use.
- Smoking is not allowed anywhere on school grounds at any time.
- Corporal punishment or physical force such as spanking (even for your own child) is not allowed at preschool. The law prohibits it!
- All injuries and developed illnesses must be reported to the Director/Teacher as soon as possible after they occur.
- Unfortunately, siblings are not allowed to attend during the parent's classroom day. Other arrangements will need to be made for both younger and older children.
- Parents and caregivers may visit the classroom any day they would like without having to be a volunteering adult.

Rules for Students

Each year, classes are guided through creating their own list of school behavior agreements. Once finalized and agreed upon by the whole group, these expectations are posted in the classroom and referred to often.

Agreements we typically see each year:

- Use gentle hands, feet, and bodies (no hitting, kicking, or biting)
- Yelling voices are for outside only
- Running feet are for outside only
- Climbing bodies are for outside only
- Ask before touching another human

Because these agreements are created new each year, they vary from class to class. We have found that simple rules like no hitting and no yelling are pretty universal and will be added to the list without any adult prompting.

Behavior Expectations for Adults Working with Children

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, a brief time-away can be effective in giving children time to regain self-control.

At the beginning of the year, the Caregiver Support classes will cover in-depth how JMPNS approaches unwanted childhood behaviors including the following steps:

- **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 can be effective in resetting behavior expectations for the child. We do not use the term "Time Out", instead we use words such as "having a sit-down" or "taking a break" from that particular activity or space.
- **Ongoing Unwanted Behavior:** If the unwanted behavior continues to be an ongoing experience week to week, documentation of the behavior will be kept by the teacher. The teacher will then have a conference with the parents/guardians. If the unwanted behavior is a safety threat to other students in the class, the caregiver 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 adult may be asked to stay in the classroom and/or to work on positive reinforcement at home. The teacher will consult with the family on an ongoing basis about the child's progress.

One of the benefits of the cooperative community is that you are never alone when working with the children. If ever you need assistance or are unsure how to handle a child or situation, you are encouraged to seek out support from another classroom parent or your teacher right away.

Classroom Adult Information

There is a lot to remember and learn when you are a classroom volunteering adult. [The more time you spend with us in the classroom, the more comfortable you will be.](#) Your teacher is there to support you, so don't hesitate to share your worries or concerns and ask questions along the way.

Here are a few things you should know to get started:

- Be at school 15 minutes early for your classroom day and plan to stay 15 minutes after school dismisses (see Daily Class Schedule).
- You must arrange for a substitute classroom adult, when necessary. The scheduled classroom adult is responsible for paying the Suggested Substitute Fee or working out trade arrangements if applicable.
- Wear an apron on your workday so visitors to our space can distinguish the adults in charge.
- Sign in on the sheet provided in the classroom on your volunteer day.
- Job duty cards are located on the hooks by the aprons that will help guide you through your time in the classroom with step-by-step directions.
- Work with the other adults to put the classroom in order for the next session before you leave.
- When you are in charge of an area of the classroom or play yard, 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 perimeter). Always watch the children. [Except for taking photos of the children, Adults should not use their cellphones while supervising the children.](#)
- Participating Adults 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.

Cleaning/Disinfecting Procedures

Every classroom adult is required to receive certification through the Department of Pesticide Regulation, in compliance with the Healthy Schools Act, in order to clean and disinfect the classroom.

We use several different cleaning, sanitizing, and disinfecting solutions and products in the classroom. It is important to follow the directions on each solution for use to ensure we get the desired results from the product.

As an alternative to using bleach in the classroom we often use a hypochlorous acid solution made on site every couple of days. Directions for making this solution, along with the EPA approval paperwork and research regarding its effectiveness can be found in The Closet.

- For cleaning dirty toys, wash clean with soap and water then let air dry
- For toys that have been in a child's mouth or are otherwise covered in germs, wash with soap and water and then apply a bleach or hypochlorous acid solution according to directions and allow to air dry
- For cleaning the bathrooms, wipe surfaces with sanitizing wipes and allow to air dry. When disinfection is needed, use a hypochlorous solution or other provided product according to directions.
- For cleaning food surfaces, such as tables before snack time, use the food safe cleaner provided according to directions on bottle.

The duties described below are being provided for informational purposes only and represent the duties assigned to each committee as of printing in August of 2024. 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 in the binder located in the classroom and seek teacher approval/signature based on the frequency of tasks listed.

Board Members (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

Event Support (4)

- Under the direction of the Events Board Member, plan and organize the school's four annual events: 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 (2)

- Maintain outdoor school yard in a safe, presentable fashion
- Keep outside storage organized so that toys and equipment 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 (4)

- Under the direction of the Fundraising Board Member, plan and organize the school's fundraising efforts
- Work jointly with the Event 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
- work with Community Outreach Vice President when appropriate

Classroom Cleaning (2)

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

Wash Committee (2)

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

Photo (4 = 2 per class)

- Ensure that photos are being taken of all children throughout the school year during class time, field trips, and other school events
- Produce a JMPNS year-end photo album through designated website (ie; Shutterfly)

Class Pet (2)

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

Playdough & Art Supplies (2)

- Maintain constant supply of playdough throughout the school year
- Make extra playdough as requested by the Director (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
- Refill glue as needed
- Keep art cubbies clean and organized
- Neatly restock art supplies and notify Teacher when supplies are low
- Make sure glue sticks and markers, etc. are working

Library (1)

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

Maintenance (1)

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

Duties of the Board of Directors

This serves as a basic outline of the duties and responsibilities of each board position, however it is understood that we all work together to ensure the success of the school and its endeavors. For a more detailed explanation of each position, see the current member in that set or email our president at president@jmpns.org.

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 Winter Market in December (if event is approved)
- Serves as point of contact for Membership complaints, concerns, and questions
- 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

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 Director/Teacher before finalizing
- Organizes field trips, including remitting payment to location staff when required
- Co-signs checks
- Supports other Board positions when needed

Purchasing

- 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

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, Bookkeeper, and Director to determine fundraising needs throughout the year

Events

- 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

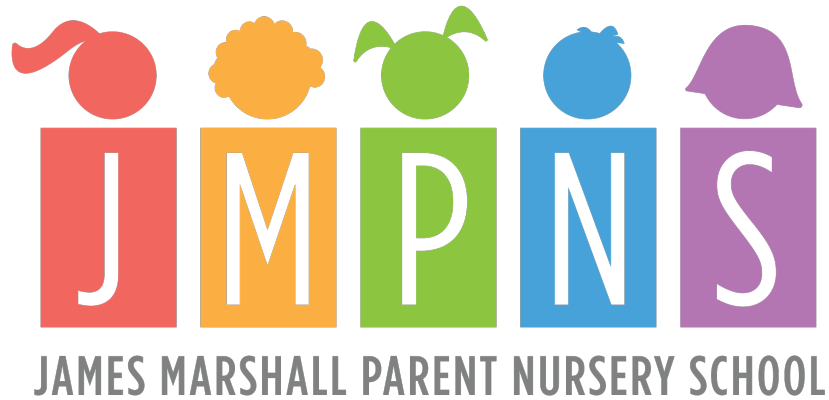
Committee Oversight

- 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 AND FAMILIES

James Marshall Parent Nursery School admits students and families of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students and adults 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 Definition of Member

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.

C. 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

A. 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.

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

C. 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.

D. 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 emergencies only - not regular meeting attendance.**

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

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

G. Tuition will be paid monthly to the Treasurer.

H. 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 is outside your work time.

Sec. 3 Scholarships

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

ARTICLE VI MEETINGS

Sec. 1 Business meetings:

A. 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.

B. 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.

C. 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.

D. 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.¹

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' 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 members in good standing are eligible to hold office. The 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 at 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.