

**JAMES MARSHALL  
PARENT NURSERY SCHOOL HANDBOOK  
FOR IN-PERSON LEARNING  
MARCH-MAY 2021**



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.**

## 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

### **Session 1: Monday-Tuesday**

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

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

### **Session 2: Thursday-Friday**

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

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

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

- Observe social distancing while waiting to drop off or pick up your child.
- Temperature checks are required for all children and must be completed before the parent leaves the school grounds.
- Parents and caregivers will not be allowed to linger after drop off or pick up.
- Adults dropping off and picking up must remain at the yard gate. Your child will be brought to you. If you need to enter the play yard or classroom, please do so one at a time and as quickly as possible.
- If possible, have the same adult drop off and pick up to limit the exposure to outside people.
- All children and adults must wash hands before entering the play space.

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

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.

## Board of Directors

**Director/Teacher:**

**Mrs. Hinton**

email: jmpnsteacher@gmail.com

phone: 916-607-9042

**5th V.P. Community Service:**

**Eriika Sparks**

email:

jmpnscommunityinvolvement@gmail.com

**President:**

**Amanda Bastidas**

email: jmpnspresident@gmail.com

phone: 916-256-8037

**SVC Representative:**

**Abhi Wadwha**

email: jmpnssvcrep@gmail.com

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

**Angela Lujan**

email: jmpnsfieldtrips@gmail.com

**Secretary:**

**Jessica McDaniel**

email: jmpnssecretary@gmail.com

**2nd V.P. Shopper:**

**Kelli Stephan**

email: jmpnsshopper@gmail.com

**Treasurer:**

**Charese Harper**

email: jmpnstreasurer@gmail.com

**3rd V.P. Fundraising:**

**Kelly Leibrock**

email: jmpnsfundraising@gmail.com

**Participation Chair:**

**Mariesha Moreau**

email: jmpppns@gmail.com

**4th V.P. Parties:**

**Tina VanDusen**

email: jmpnsparties@gmail.com

**Participation Co-chair:**

**Samantha Ostanik**

email: jmpnsparticipation@gmail.com

**Committee Oversight**

**Mallory DeMars**

email: jmpnscommittees@gmail.com

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

Board duties and responsibilities have shifted as we navigate new programs during the COVID 19 pandemic. The following is a brief list of what our board *normally* does, though many of these things are not currently applicable. If you would like to discuss a particular subject/issue but aren't sure who to contact, ask Mrs. Hinton or our President, Amanda, as they can direct you to the correct board member.

### **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
- Responsible for disbursements as provided for in the budget or approved by a majority vote of the membership
- Prepares and presents a Treasurer's Report and financial statement monthly
- Arranges an independent audit of the school's accounts at least once per year
- Responsible for timely payment and filing of taxes, insurance, and licensing fees.
- Responsible for timely payment of rent. In charge of payments for all rentals and leases, e.g. storage shed, copier, etc.
- 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 (CCPPNS) to members of JMPNS
- Helps promote CCPPNS Annual Convention and other educational events connected to SVC or CCPPNS 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

## Duties of the Committees

JMPNS is not currently requiring committee involvement as part of the participation in our program. It is expected that all families will exhibit the spirit of the cooperative by helping out when and where they can.

## JMPNS Calendar March-May 2021

March 1.....First day of in-person learning

March 29-April 2.....Spring Break- **NO SCHOOL**

May 28.....Last Day of in-person learning and TSHC

## 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 12 children per session.**

### Children must:

- Be three years old
- 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 must:

- **Submit all JMPNS registration forms by the first day of attendance. A two week grace period can be extended upon special circumstances.**
- **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. No one will be allowed to work at JMPNS until this report is on file.

- Be able to either volunteer for both class sessions in a one week period, or be available to help clean periodically after school.

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

- Students will be offered a spot at JMPNS in the following order:
  - First priority goes to currently enrolled children.
  - Second priority goes to siblings of currently enrolled students.
  - Third priority goes to the waitlist.

M-T and TH-F classes

- While spots are available, you have the option to choose from Monday-Tuesday or Thursday-Friday 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 both classes.
  - 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 our time together.

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 drop off/pick up area. 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 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 JMPNS's control. 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

- Students already enrolled do not need to pay an additional registration fee to move to in-person learning.
- New enrollees are responsible for a Registration Fee of \$75 plus a Materials Fee of \$50 (both non-refundable) which 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 \$185 for one child and \$340 for two children.
- Tuition is due and payable *on or before the first of each month* and must be paid through the Brightwheel app.
- 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 pro-rated.
- 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

## **Fines/Fees**

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

A Workday Tardy Fine of \$25 results when a working parent arrives 15 minutes late on their workday and has not called to inform the Director/Teacher that he/she will be late.

A Pick-up Tardy Fine of \$25 results when a parent or person responsible for picking up a child after school arrives 10 minutes late (later than 11:25 a.m.) and has not called to inform the Director/Teacher that he/she will be late.

- **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 necessary to keep our program open and running. You are encouraged to participate in all fundraising events. All donations made directly to the school are tax deductible.

## **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

### Financial Summary

Registration	\$75 annually
Materials Fee	\$50 annually
Monthly Tuition	\$185 one child/\$340 two children
Delinquent Tuition Fine	\$20
Tardy Fine (Workday and Pick-up)	\$25
Returned Check Penalty	\$5 (plus fees assessed by bank)

### 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.

### **Health and Welfare Procedures**

#### Emergency Cards

- Parents and guardians are required by law to provide the school with up to date 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 the case of an accident requiring emergency services, 911 will be called first in

order to attend to the immediate needs of your child. You will then be notified as soon as possible.

- JMPNS will issue an official injury/incident report for all serious accidents. A copy will be given to the parent or caregiver on the day of occurrence and a copy will be kept at the school.
- If you are a working parent and experience an accident involving a child, you are asked to contribute information to the injury/incident report. Do not leave school without doing so.

### **Illnesses**

- **A child and/or parent shall not attend school when ill.** The Director/Teacher will notify the parent or emergency person listed on the emergency form in the event a child becomes ill at school. It is imperative that the parent 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 48 hours
  - Productive cough
  - Strep or Staph infection on antibiotics less than 48 hours
  - Live head lice
  - Pink eye, or other communicable disease
  - Chicken pox until scabs healed over for 3 days

### **COVID-19**

The following policies and procedures are in accordance with the Yolo County Health Department Childcare Safety Plan for COVID-19. To see the official Safety Plan, please refer to the Emergency Binder located in the classroom. A PDF copy of this plan is also available on our website.

*All of these policies apply to enrolled children, parents, and staff members.*

- **Those who develop symptoms at home** (fever above 100.4, cough, shortness of breath) must NOT come to school.
- You should contact your doctor to see if you should get tested
- You may not return to school until you have been symptom free for over 24 hours AND it has been at least 10 days since symptoms started. This applies even with a negative test result.

- **Those who begin showing symptoms while at school** (fever above 100.4, cough, shortness of breath) will be sent home immediately
  - Child will be separated from the group until a parent or other adult can arrive to pick them up. There is a designated space in the classroom for ill students to rest.
  - Working adults will be sent home right away.
  - You should contact your doctor for advice on testing.
  - You may not return to school until you have been symptom free for over 24 hours AND it has been at least 10 days since symptoms started. This applies even with a negative test result.
- 
- **Those who have been in close contact with or live with someone who is positive for COVID-19** must NOT come to school. (Close contact = spending 15 minutes or more over a 24 hour period within 6 feet of the person)
  - You should call your doctor to see if you should get tested.
  - Self-quarantine for 10 days, even with a negative test.
  - You may not return to school until after the 10 day self-quarantine period.
- 
- **Those who test positive for COVID-19 or who receive a clinical diagnosis of probable COVID-19 by a medical provider** must NOT come to school.
  - Isolate at home and follow the guidance of your doctor and the local health department.
  - You may not return to school until all symptoms are gone for at least 24 hours and it has been at least 10 days since symptoms started.
- 
- **JMPNS is required to close for 10 days** if any child, working parent, or staff member tests positive or receives a clinical diagnosis of probable COVID-19 by a medical provider.
  - This is the only time we are required to close the program. Any other closures will be at the discretion of the Director and the Board of Directors.
- 
- **You will be notified** if any child, parent, or staff member tests positive for COVID-19 or has come into close contact with someone who is positive.



- Such notifications will honor the family's privacy by not containing the names or identities of the persons involved, as is required by law.

### 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 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

In order to limit the risk of exposure to germs, we will not be eating snack at school. Please be sure you feed your child breakfast before coming and have a snack or lunch ready right after school.

This policy is subject to change. You will be notified in writing if the Director chooses to revise this statement.

Please send your child to school with a water bottle everyday. It can be refilled during the day, but will only be used by your child.

## School Rules and Behavior Expectations

### School Rules

- **Cell phones must be silenced during classroom time.** Use discretion with personal telephone calls from the school telephone.
- 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. 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.
- 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.
- With so little time for parent education, if you feel uncomfortable negotiating conflict between the children, please defer to Mrs. Hinton.
- The following are common approaches used for handling challenging behaviors at school:
  - 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.

## Working Parent Responsibilities and Duties

### Responsibilities

With a small class size and only three working adults, it is imperative that all parent volunteers be mindfully present during their time with the children. Aprons are provided to cover your clothes, along with copies of the daily schedule and helpful tips for working with children.

Check your apron pockets for these supplies.

- Must be at school 15 minutes early for their workday and stay 15 minutes after school dismisses (see Daily Class Schedule).
- Working parents will be assigned an area, or zone, to monitor. This will ensure that the entire play space is seen by the supervising adults.
- 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.**
- If you must leave your assigned area, please communicate with another supervising adult so they can help maintain supervision in that zone.
- **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.

- 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.
- 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:**

JMPNS uses hypochlorous acid (HOCl) for disinfecting. This solution is non-caustic, free of skin irritants, and has no negative environmental impact. Detailed information about HOCl can be found in the classroom.

- HOCl is EPA approved for killing the COVID-19 virus as well as all other common viruses and bacteria when used according to the directions.
- We process our own solution in house and regularly monitor it's effectiveness through pH testing.
- Solutions for cleaning (not disinfecting) may vary upon availability, but we are committed to using HOCl as the safest method for disinfecting.
- Disinfecting with HOCl will take place:
  - When a toy has been in child's mouth
  - At the end of all class periods, before toys are put away
  - Anytime obvious germs have been introduced to a surface (uncovered sneeze or cough, touched with saliva wet hands, etc.)
  - Between each use of the restroom
  - At the discretion of the Director/Teacher
- All furniture, equipment (including outdoor play structure), toys, and restrooms will be disinfected at the end of each day to prepare for the next.

More information about cleaning procedures, including how to make the HOCl solution, how to use it, and when to use it, can be found in the cleaning closet in the classroom.



## **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.