

# GRANVILLE PARENT COOPERATIVE PRESCHOOL



## Member Handbook 2017-2018

*Revised 8/20/17*

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Granville, OH 43023  
[www.granvillepreschool.org](http://www.granvillepreschool.org)  
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## **MISSION STATEMENT**

The Granville Parent Cooperative Preschool seeks to provide a nurturing environment that fosters a lifelong love of learning through developmentally appropriate activities with a unique opportunity for parental involvement.

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## GENERAL INFORMATION

### License

Granville Parent Cooperative Preschool is licensed by the Ohio Department of Job and Family Services. The license is posted in the classroom. The “By-Laws” and rules of the organization are available at the school and starting on page 15 of this handbook. The Cooperative’s licensing records—including compliance report forms and evaluation forms from the health, building, and fire departments—are available upon request from the Department of Job and Family Services.

### License Capacity

The license capacity in each age category of the Cooperative is:

0 Infants	15 Preschool
5 Toddlers	5 School Age

The license capacity shall not exceed 14 children in the 4/5-year-old classes and shall not exceed 12 children in the 3/4-year-old classes. The license provides for fluctuating numbers between preschool and school age, as long as the number does not exceed a total of 14 children. The 2-year-old toddler program is not affected by the License Capacity.

The school observes the following staff/child ratios and small group sizes maintained for each age group:

Infants:	N/A
Toddlers:	N/A
Preschool:	1:12 (plus one helping parent) 3-year-old and multi-age class 1:14 (plus one helping parent) 4/5-year-old class

### Days and Times of School Operation

The co-op offers a 2-year-old toddler class: 12:30-2:30 pm; Wednesday

AND a 3-year-old class: 9:00-11:30 am; Tuesday and Thursday

AND a 3/4/5/ multi-age class: 9:00-11:30 am; Monday, Wednesday, and Friday

AND a 4/5-year-old class: 12:30-3:00 pm; Monday, Tuesday, Thursday, and Friday

The co-op follows the Granville Public Schools’ schedule of closings and/or delays.

### Fees and Registration

Due to budget increases, the tuition may change yearly. For registration inquiries, parents may contact the school by phone, e-mail or mail.

### Parent Roster

A parent roster, which includes names and telephone numbers, is available to members. Parents may request to have their names and/or telephone numbers excluded from the roster.

## HISTORY AND GOALS

Granville Parent Cooperative Preschool (GPCP) began in 1943 as a wartime community service project for the benefit of working mothers. In 1951, GPCP moved to its present location in the Annex Building of United Church of Granville, and has been employing professional teachers since 1955. GPCP was officially incorporated in 1956. Throughout the years, cooperative management of the organization remained a hallmark, with member families setting goals, managing the organization, and working alongside the teachers. This cooperative effort to provide children with a nurturing preschool environment has continued to the present day. GPCP is governed and managed by the parents whose children are enrolled in the school. Each year, members elect an unpaid board of parents to oversee the administration of the school and approve all major policy changes.

As a member of GPCP, your involvement is another crucial component to the success of our program. *Member families carry out GPCP's educational mission by working with the professional teachers in the classroom approximately 12 to 15 times per year, or more often as needed. Each member family also contributes their talents by assuming responsibility for two service projects (one for 2s) necessary to maintain the operation of the GPCP community.*

GPCP offers a preschool experience in which professional teachers work with parents to create a nurturing educational environment that is sensitive to the specific needs of the children in the school community. GPCP provides children with the opportunity to adjust to new learning experiences, routines, and social interactions. Its principle educational goal is to expose children to learning experiences that will develop their curiosity, love of learning, security, self-concept, and sense of belonging to a world that is interesting to them and interested in them.

Our well-organized classroom is divided into several learning centers that include a sand/sensory table, science center, library corner, housekeeping area, painting center, writing center, and an area dedicated to blocks. Children are greeted by their teacher each day and then have an opportunity to enjoy table games as the rest of their classmates arrive. The class begins with a circle time that includes stories, songs, fingerplays, and teacher led discussion. Children then have the opportunity to select from the many centers and activities in the classroom, developing individual interests and abilities at their own pace. During this time, small groups of children take turns participating in teacher-initiated projects, crafts, and educational tasks. These activities reinforce the skills and themes introduced during circle time. The day ends with an additional group session, a parent-provided snack, and large-muscle play in either our fully enclosed outdoor play area or the spacious gym.

Unlike other preschool programs, GPCP has the added advantage of taking place in an educational environment that actively involves both families and teachers. Through this classroom structure, GPCP provides families with greater insight into child behavior and development as parents assist the teachers in implementing the curriculum.

The learning, however, does not stop at the classroom door. Children and parents also have the opportunity to build relationships with people from across the school because they work together through member projects and governance activities to care for the well-being of the broader GPCP community. This is the magic of Granville Parent Cooperative Preschool—children, parents, and teachers working together so that all may grow through shared personal and educational experiences.

## GENERAL TIMES FOR DAILY ACTIVITIES

Daily schedules are subject to change due to special events, activities, field trips, classroom needs, and/or at teacher's discretion.

### 2s class

<b>12:30 pm Class</b>	<b>Activity</b>
12:30-12:45	Arrival/ table activities with parents
12:45-1:00	Circle time
1:00-1:40	Free play/guided activities
1:40-1:50	Story time
1:50-2:05	Clean-up and snack
2:05-2:30	Large muscle play
2:30	Dismissal

### 3s, multi-age and 4/5s classes

<b>Morning Class</b>	<b>Afternoon Class</b>	<b>Activity</b>
9:00-9:10	12:30-12:40	Arrival/table games
9:10-9:30	12:40-1:00	Small circle
9:30-10:30	1:00-2:00	Center time
10:30	2:00	Clean-up
10:35-10:45	2:05-2:15	Snack
10:45-11:05	2:15-2:35	Circle time
11:05-11:25	2:35-2:55	Large muscle play
11:30	3:00	Dismissal

## **GUIDELINES FOR HELPING PARENTS (for 3s, multi-age and 4/5s classes)**

Members will be asked to assist in the classrooms 12-15 times or more as needed during the course of the school year in relation to class size. Following are general guidelines to familiarize helping parents with classroom structure and function.

### Remember: Children Come First

- Help the teacher with what she is doing with the children. Leave sweeping, emptying garbage, etc. until after class ends or until such time as the group can function without your assistance.
- Limit talking with other adults in the playroom or on the playground. Feel free to sit whenever you can. You are nearer the child's level there, and it will be easier for him/her to gain your attention and help.
- If situations arise that you do not understand, ask the teacher before discussing it with others. *Do not discuss the children in front of themselves or others.*
- One adult must always supervise children on the playground and in the gym.
- Cell phones should be left at home or turned off when helping.

### Guidelines for Speech and Action

- State suggestions or directions in a positive form: "Please give me the ball while you are climbing." Rather than "Don't climb with that ball in your hand." Use a normal, pleasant voice. Be genuine and friendly.
- Give a child a choice only when you intend to leave the situation up to him/her. When limits are necessary they should be clearly defined and consistently enforced.
- Avoid motivating a child by making comparisons between one child and another or encouraging competition. Be generous and sincere with praise. Help a child feel confident and reassured—not afraid or ashamed.
- Look for guidance from the teacher when faced with a confusing or difficult situation.

### Welcome/Start of the School Day

Helping parents should arrive 5 minutes before school begins and prepare the classroom for use. Soap and bleach solutions should be mixed at this time, and the classroom should be checked for general readiness. The teacher may discuss with you the plans/projects for the day. When children arrive, greet them and encourage them to take care of their own coats, etc., helping only when necessary. Try to greet each child personally.

### Group Activities

It is important for helping parents to sit with or near the group at circle time. Helping parents should be alert to any child distracting others, and quietly remind them to listen. Occasionally, children may test the boundaries by trying to quietly leave the group for another area of the room. The teacher needs the children to be with him/her at this time. The helping parent may need to accompany the child back to the rug. Use gentle, positive language such as "You can play blocks later but right now it is circle time," instead of "You can't do that now. It's not time."

### Routine Activities

Dressing - Encourage independence! Expect children to take off or put on their things, even though you may be able to do it faster. Provide help where needed—hard buttons, tight boots, mittens, hardworking zippers. Often you can start a zipper or a boot and the child can finish the job and have a feeling of satisfaction having done it him or herself. It helps young children to sit on the floor to put on snow pants and boots. Children may want to help other children. This is to be encouraged!

Clean-up - Try to make this activity fun for both children and adults. Helping parents should reinforce clean-up actions by walking around the room, reminding children to clean up after themselves. Help the children put the toys away in the storage areas marked for them. Don't worry if the children don't put the toys on the shelves straight. Let children know that when they have finished, they may go quietly to the rug.

### Free Time

When a helping parent sees children being exceptionally loud or unruly during free time or during a transition time, it is necessary for the helping parent to step in. Often, simply redirecting children to another activity or reminding them of where they need to be is enough. Always feel free to ask the teacher for assistance if a situation should arise in which the helping parent is uncertain as to how the teacher would like the parent to act. At times, a parent may need to handle such situations using his or her own best judgment; remember to act in as positive a manner as possible.

Here are suggestions for guiding children engaged in various centers and activities around the classroom:

- *Dramatic Play:* Encourage creative and dramatic play, but let the children be the creators. If necessary, help a child join the group by suggesting a role for him/her that will be acceptable to the group: "Perhaps he could be the Daddy", or "Maybe she could be the woman who fixes your car at the gas station".
- *Water Play Area:* Sponges, detergent, detergent cans, small dishes, etc. may be used at the water table. Children's clothing is to be protected by using the plastic aprons. Paintbrushes and cans filled with water may be used for water painting outdoors.
- *Workbench:* Tools need close supervision. Be alert. Tools must be used correctly for safety. Two or three children can safely be at the workbench at a time. Let the children create at will. Be constantly ready to help with pounding, sawing, and holding wood. If necessary, demonstrate how to saw by putting your hand over the child's hand. Remind children to wear safety goggles.
- *Easel Painting:* Painting is very often an exercise in motion for young children. Display an interest in the children's work but do not ask what they have made. They may not know. Remember, only one child at one side of an easel at one time. Print the child's name on the back of the paper before painting is started, or encourage a child to print her/his own name. Encourage the children to put on a smock to protect their clothes, but do not insist--some may not paint if they have to wear a smock. Show the child how to wipe the brush on the side of the can to prevent drips, and help the child keep brushes in the correct jars. Hang up to dry.
- *Cutting:* Scissors should be used only at the table. Show children how to hold scissors if they need help. Children are manipulating and experimenting with materials at this age. They may not show left- or right-handedness. Let them help put scraps in the wastebasket.

- *Clay, Play Dough, or Salt Clay:* Children are encouraged to experiment with clay. Children can be helped to pinch, press, roll, and pull the clay. Clay and play dough are to be kept at the table and picked up off the floor.
- *Outdoor Activities:* Outdoor play must be supervised at all times by the teacher and a helping parent. An adult should go out with the first children.
- *Sandbox:* All sand is kept in the sand area. Various toys are available for sand exploration. Children may not throw sand.

### Snack

Each group of children will have one snack per class session. The helping parent is asked to bring a nutritious snack. Assist the children in hand washing before snack--remember that hands should be washed for 20 seconds with soap and water. Using paper towels, clean tables before and after snack with soap solution followed by the bleach and water solution. Sponges and or cloths are not to be used on the tables. Bleach must stand on tabletops for two minutes before being wiped off with paper towels.

Please adhere to the following guidelines regarding snacks:

- Water is served at snack time.
- All snacks should be prepackaged due to state licensing regulations.
- All snack preparation must be done at home – such as washing or cutting fruits and vegetables. We are not allowed to “prepare” any snack items at school.
- Items from two food groups must be served at each snack time. Examples “cheese and crackers” or “yogurt and granola bar” or “raisins and pretzels.” “Apples and apple juice” would not be acceptable because they are from the same food group.
- A sample snack calendar is included in this handbook (page 10). Please refer to it for snack ideas.
- Birthday treats: Please check with the teacher regarding snacks for birthday treats and parties.

**NOTE: Food allergies and dietary restrictions will be posted for each class, as required by the State of Ohio. It is imperative to avoid bringing in foods that children in the class are allergic to and/or are restricted from eating; please remember that food allergies can cause serious illness and/or death.**

### After School

*Parent Pick Up:* The helping parent should ensure that the upstairs entry door is unlocked 10 minutes before the end of class. Parents arrive in the classroom at the end of the school day to pick up their children. Helping parents must remain in the classroom until every child has safely left the building with a parent or other designated person.

*Clean Up:* When the helping parents leaves for the day, the school is to be clean, supplies and equipment well maintained, and the classroom ready for the next class.

The following activities should be completed at the end of class or after the children have left the building:



- *Tables:* Wash tabletops first with soap solution and then with bleach solution. Bleach must stand on tables for two minutes before being wiped off with paper towels. Wipe chairs.
- *Paints:* Wipe paint from easels and floor. Clean brushes, smocks, jar rims, and lids. Tighten lids. Store clean brushes and clean paint jars in the cupboard behind the easels.
- *Water Table, Workbench -* Wipe up water spills. Straighten workbench area and remove broken toys.
- *Rug, Quiet Corner:* Vacuum rugs and straighten pillows and books.
- *Housekeeping:* Hang clothes, hats and accessories. Tidy up.
- *Sandbox:* Put sand toys in baskets. Sweep under table and return sand to sandbox. Sweep up and discard any sand on floor. Replace sandbox cover.
- *Blocks:* Straighten and check for sharp edges or broken blocks. Sweep floor.
- *Bathroom:* Clean the sink. Check/wipe the stall area. Sweep.
- *Outside:* General check of grounds for paper, extra toys, etc.
- *Other:* Clean glue bottles and close lids. Replace magic marker tops and sweep floor. Are the windows locked?
- *Garbage and Recycling:* Empty both garbage cans, replace with new liners and carry garbage out to cans alongside the building. Recycle paper by depositing it into the labeled can. A plastic/glass/can recycle box is also available for drink bottles and snack containers. Rinse all items before recycling.

## SAMPLE SNACK CALENDAR

This is a suggested schedule; please use comparable items when making a substitution.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Week 1</b>	Crackers Fruit or Vegetable Water (tap or bottled)	Crackers Fruit or Vegetable Water (tap or bottled)	String Cheese Fruit or Vegetable Water (tap or bottled)	String Cheese Fruit or Vegetable Water (tap or bottled)	Popcorn Fruit or Vegetable Water (tap or bottled)
<b>Week 2</b>	Granola Bar Fruit or Vegetable Water (tap or bottled)	Granola Bar Fruit or Vegetable Water (tap or bottled)	Goldfish Crackers Fruit or Vegetable Water (tap or bottled)	Goldfish Crackers Fruit or Vegetable Water (tap or bottled)	Cheez-It Fruit or Vegetable Water (tap or bottled)
<b>Week 3</b>	Cheerios Fruit or Vegetable Water (tap or bottled)	Cheerios Fruit or Vegetable Water (tap or bottled)	Pretzels Fruit or Vegetable Water (tap or bottled)	Pretzels Fruit or Vegetable Water (tap or bottled)	Raisin Bread Fruit or Vegetable Water (tap or bottled)
<b>Week 4</b>	Cheex Snack Mix Fruit or Vegetable Water (tap or bottled)	Cheex Snack Mix Fruit or Vegetable Water (tap or bottled)	Fruit & Oatmeal Bar Fruit or Vegetable Water (tap or bottled)	Fruit & Oatmeal Bar Fruit or Vegetable Water (tap or bottled)	Popcorn Fruit or Vegetable Water (tap or bottled)
<b>Week 5</b>	Cinnamon Bread Fruit or Vegetable Water (tap or bottled)	Cinnamon Bread Fruit or Vegetable Water (tap or bottled)	Cheese & Crackers Fruit or Vegetable Water (tap or bottled)	Cheese & Crackers Fruit or Vegetable Water (tap or bottled)	Graham Crackers Fruit or Vegetable Water (tap or bottled)

**Fresh Fruit & Vegetable/Portion Size:**

- Baby Carrots: 2
- Cucumber: 1/4 cup
- Tomato: 1/4 cup
- Celery: 2 sticks
- Green Beans: 1/4 cup
- Berries: 1/4 cup
- Apples: 2 slices
- Oranges: 2 slices
- Grapes: 6 grapes
- Banana: half
- Pineapple: 1/4 cup
- Dried Apricots: 2 slices
- Strawberries: 2

**Snack/Portion Size:**

- Bread: 1/2 slice
- Crackers: 1/2 serving
- Cheese: 1/2 ounce
- Dry cereal: 1/4 cup
- Pretzels: 1/4 cup
- Popcorn: 1/4 cup
- Snack mix: 1/4 cup

**Ohio State Requirements:** A snack shall provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups.

State licensing regulations require prepackaged, not homemade snacks. A homemade snack is allowable for birthday celebrations.

Note that fruits and vegetables need to be washed and cut (if needed) at home and brought into the classroom.

Whole grain snacks are preferred.  
Please check with your class rep. for any food allergies

## FIELD TRIPS

### Preparation

In the fall, prior to any walking field trips, an appropriate safety unit will be taught. The teachers will prepare students for field trips by teaching them to walk in a single file line, listening to directions, and eventually practice crossing intersections. A permission slip for routine walks should be signed at the beginning of the school year. When children show readiness to cross streets in a safe manner, the teachers may take them on board-approved field trips.

### Trips

Teachers submit a field trip application form to the board well in advance of each field trip. The forms are kept on file from year to year and will need an addendum attached only if the field trip will be different from the original application description.

- In preparation for a field trip, the teacher will send home a parent permission slip which will include a description of planned activities for the trip. This slip must be returned to school **completed with parent's signature** and dated one week prior to the trip. All trips from school grounds (with the exception of walking field trips) will require this form.
- Parents will be asked to help chaperone and/or drive for some field trips. On the day of the field trip, the teacher will assign the students to a parent who will be responsible for their supervision. If driving is required, each driver will receive a copy of a map and/or directions to the destination. It will be the teacher's responsibility to provide these.
- For some field trips, parents will drive their child directly to the location rather than meeting at the school first.
- In order to maintain supervision during a field trip, the teacher takes attendance at the school, upon arrival to the destination, during the trip, before departure for school, and upon arrival back at school.
- For a car field trip, the Ohio Safety Seat and Seat Belt Laws will be enforced. Until a child is **forty (40) pounds and four (4) years old**, they must use a safety seat. Children who are between **4 years old and 8 years old and less than 4'9" tall** must ride in a federally approved booster seat. All three-year-olds will require a safety seat regardless of their weight. Parents' cars must be in good/safe working order.

**NOTE: Any field trip without enough helping parents signed up in advance will be cancelled.**

## 2017-2018 GPCP BOARD OF DIRECTORS

### Executive Board

President	Samantha Stearns	<a href="mailto:president@granvillepreschool.org">president@granvillepreschool.org</a>	419-349-1033
President-Elect	Kim Byce	<a href="mailto:kimberlybyce@gmail.com">kimberlybyce@gmail.com</a>	614-537-6126
Treasurer	Ashley Wilkins	<a href="mailto:treasurer@granvillepreschool.org">treasurer@granvillepreschool.org</a>	740-644-8100
Personnel Coord.	Mariah Gibbs	<a href="mailto:mariah_hiebel@yahoo.com">mariah_hiebel@yahoo.com</a>	312-550-1866
Recording Secretary	Ceciel Shaw	<a href="mailto:cecielshaw@gmail.com">cecielshaw@gmail.com</a>	347-452-1818

### Voting Members

Enrollment Coord.	Laurie Bath	<a href="mailto:laurie@ahomemadeforyou.com">laurie@ahomemadeforyou.com</a>	740-334-5691
Enrollment Records	Marthena Harms	<a href="mailto:marthenab@yahoo.com">marthenab@yahoo.com</a>	740-927-0183
2s Class Rep.	Rana Odeh	<a href="mailto:rkodeh@gmail.com">rkodeh@gmail.com</a>	740-851-1065
3s Class Rep.	Lindsay Atwood	<a href="mailto:lindsay.badertscher@gmail.com">lindsay.badertscher@gmail.com</a>	937-903-8194
3/4/5s Class Rep.	Jennifer Long	<a href="mailto:jmoretilong@gmail.com">jmoretilong@gmail.com</a>	917-751-7763
4/5s Class Rep.	Leren Phennicie	<a href="mailto:lphennicie@hotmail.com">lphennicie@hotmail.com</a>	301-697-0659

### Non-Voting Members

Teacher	Christina Phillips	<a href="mailto:christina.phillips16@gmail.com">christina.phillips16@gmail.com</a>	740-877-7075
Teacher	Joan Derryberry	<a href="mailto:joanderryberry@gmail.com">joanderryberry@gmail.com</a>	740-587-4920
Parent Projects	Stacy Schroader	<a href="mailto:ssargent8@yahoo.com">ssargent8@yahoo.com</a>	614-599-0551
Scholastic	Staci Franks	<a href="mailto:staci_franks@yahoo.com">staci_franks@yahoo.com</a>	740-788-2122
Newsletter	Bryn Bird	<a href="mailto:bird.bryn@gmail.com">bird.bryn@gmail.com</a>	740-404-1475
Ways & Means	Susan King	<a href="mailto:studer.king@yahoo.com">studer.king@yahoo.com</a>	740-504-6020

## 2017-2018 BOARD OF DIRECTORS MEETINGS

All meetings are held at 7:00 pm in the classroom at GPCP.

Monday, August 7  
 Monday, September 11  
 Monday, October 9  
 Monday, November 13  
 Monday, December 11

Monday, January 8  
 Monday, February 12  
 Monday, March 12  
 Monday, April 9  
 Monday, May 14

## 2017-2018 GPCP CALENDAR

Thursday, August 24	Parent Orientation, 7-8 pm, GPCP Gym. All families should plan for a parent to attend.
Monday, August 28	First day of class: Multi-age 3/4/5s (morning) and 4/5s (afternoon). Parent(s) attend shortened class.
Tuesday, August 29	First day of class: 3s. Parent(s) attend shortened class.
Wednesday, August 30	First day of class: 2s Toddler and Me
Monday, September 4	NO SCHOOL
Sunday, September 10	Popsicles in the Park, 3-5 pm, Wildwood Park. Join other co-op families for play and treats.
Monday, September 18	NO SCHOOL
Friday, October 20	NO SCHOOL
Monday, October 23	NO SCHOOL
November 22-24	THANKSGIVING BREAK
Saturday, December 2	Candlelight Walking Tour, 1-2:30 pm. All are invited to the classroom for crafts, snacks and fun.
December 21-January 2	WINTER BREAK
Monday, January 15	NO SCHOOL
Monday, January 29	NO SCHOOL
Thursday, February 1 (tentative)	Enrollment Open House, 6-8 pm.
Thursday, February 8 (tentative)	Enrollment Open House inclement weather date, 6-8 pm.
Friday, February 16	NO SCHOOL
Monday, February 19	NO SCHOOL
Late February-Early March, date TBD	Family Fun Night, The Works.
March 26-April 2	SPRING BREAK
Sunday, May 6 (tentative)	Spring Picnic Potluck, 3:30-5:30 pm, Wildwood Park. Bring a dish to share with other co-op families.
Wednesday, May 23	Last day of class: 2s
Thursday, May 24	Last day of class: 3s
Friday, May 25	Last day of class: Multi-age 3/4/5s (morning) and 4/5s (afternoon)

## 2017-2018 GPCP FEE SCHEDULE

<b>FULL PAYMENT</b>	<b>2s</b>	<b>3s</b>	<b>Multi-age</b>	<b>4/5s</b>
June 15, 2017	\$605	\$1130	\$1585	\$2165

<b>FOUR INSTALLMENTS</b>	<b>2s</b>	<b>3s</b>	<b>Multi-age</b>	<b>4/5s</b>
June 15, 2017	\$150	\$283	\$395	\$541
October 15, 2017	\$150	\$283	\$395	\$541
January 15, 2018	\$150	\$283	\$395	\$541
March 15, 2018	\$150	\$283	\$395	\$541

<b>MONTHLY INSTALLMENTS</b>	<b>2s</b>	<b>3s</b>	<b>Multi-age</b>	<b>4/5s</b>
June 15, 2017	\$150	\$283	\$395	\$541
September 15, 2017	\$65	\$121	\$170	\$232
October 15, 2017	\$65	\$121	\$170	\$232
November 15, 2017	\$65	\$121	\$170	\$232
December 15, 2017	\$65	\$121	\$170	\$232
January 15, 2018	\$65	\$121	\$170	\$232
February 15, 2018	\$65	\$121	\$170	\$232
March 15, 2018	\$65	\$121	\$170	\$232

## CONSTITUTION AND BY-LAWS

### Article I: Name

**Sec. 1** The name of the school shall be “The Granville Parent Cooperative Preschool”, Inc., herein after called the “school”, “cooperative”, “Co-op”, “GPCP”, “corporation”, or “center”.

### Article II: Purpose

**Sec. 1** To conduct and maintain a non-profit parent cooperative preschool for children prior to kindergarten.

**Sec. 2** To provide children with the opportunity to experience new learning situations, routines, teachers, and social interactions, and to develop curiosity, security, self-concept, and love of learning.

**Sec. 3** To provide parents with information on childhood development through classroom participation, educational programs, a periodic newsletter, and networking with other parents.

### Article III: Eligibility and Admission to Membership

**Sec. 1** The Granville Parent Cooperative Preschool limits enrollment in classes to six (6) two year olds in the Toddler & Me Class, twelve (12) three year olds and fourteen (14) four/five year olds. Staff/child ratio includes one teacher plus one parent helper, per the Ohio Department of Job and Family Services licensing requirements.

**Sec. 2** Each parent of an eligible child that has applied and been accepted as a student in the Granville Parent Cooperative Preschool shall be a member of the corporation.

**Sec. 3** The Granville Parent Cooperative Preschool admits students of any religion, creed, 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 does not discriminate on the basis of religion, creed, race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

**Sec. 4** Only parents or guardians who can participate as cooperative parents shall be permitted to enroll their children. See Article IV, Members’ Duties and Responsibilities.

**Sec. 5** Applications for all classes will be distributed at the annual enrollment open house held in early- to mid-February each year, with the exact date to be determined annually by the Board. Thereafter, applications will be available upon request from enrollment coordinators.

**Sec. 6** Priority for admission to the Co-op’s classes (with applications postmarked by March 1)

shall be as follows:

Toddler & Me Class: *First Priority* – Children who have previously attended the preschool. *Second Priority* – Children enrolling whose siblings have previously attended or are currently attending. *Third Priority* – Children of families enrolling for the first time.

Three Year Old Class: *First Priority* – Children who have previously attended the preschool. *Second Priority* – Children enrolling whose siblings have previously attended or are currently attending. *Third Priority* – Children who have been on the two-year old class waiting list, but never enrolled. *Fourth Priority* – Children of families enrolling for the first time.

Multi-age 3/4/5 Class: *First Priority* – Children who have previously attended the two-day per week three/ four year old class. *Second Priority* – Children who have previously attended the preschool. *Third priority* – Children enrolling whose siblings have previously attended or are attending. *Fourth priority* – Children who have been on any GPCP class waiting list in the year prior to which they are applying for admission, but never enrolled. *Fifth Priority* – Children of families enrolling for the first time.

Four/Five Year Old Class: *First Priority* – Children who have previously attended the four-day per week four/five year old class. *Second Priority* – Children currently enrolled in the three day per week multi-age class. *Third Priority* – Children currently enrolled in the two-day per week three/four year old class. *Fourth Priority* – Children enrolling whose siblings have previously attended or are currently attending. *Fifth Priority* – Children who have been on any GPCP waiting list in the year prior to which they are applying for admission, but never enrolled. *Sixth Priority* – Children of families enrolling for the first time.

**Sec. 7** An applicant is accepted and placed on the class list when the following requirements have been met:

- A. The application form is completed, signed, and received by the Enrollment Coordinator.
- B. The application deposit has been received. It is non-refundable.
- C. The child must be twenty two months of age on or before September 30th for entrance in the Toddler & Me class; three years old on or before September 30th and toilet trained for entrance in the 3 year old class; four years old on or before September 30th and toilet trained for entrance in the 4/5 year old class.
- D. All required emergency numbers and forms including Physicians' and Dentists' numbers and emergency contacts, the liability form, Child Health and Enrollment form, the Child Medical Statement form and Physical Care Plan (if applicable), and the Statement of Nonconviction and the Second Adult Statement must be completed both parent helpers and on file. If all of these forms are not properly completed and on file the child will not be admitted in the classroom.
- E. The Co-op will grant entrance only to children whose parent or legal guardian has granted permission for transport for emergency medical or dental care. Children whose parent or legal guardian has refused permission for emergency medical transport will NOT be admitted to the program.



**Sec. 8** Definition of waiting list: Once a class has been filled, a list of the applications kept according to the postmarked date on the returned applications envelope. Applications will be prioritized by the earliest date marked on the envelope from March 1st to the beginning of the following school year. Families will be notified in writing if the class is full and of their position on the waiting list.

**Sec. 9** Membership in the corporation shall automatically cease when the member's child is:

- A. Withdrawn from the school
- B. Requested to leave the school
- C. No longer eligible to enroll in the school

**Sec. 10** Special Needs Children

During a pre-admission interview, the Administrator and teacher primarily responsible will discuss the child's needs and determine how best to meet these needs. Children whose needs can adequately be met with the Co-op's regular daily program will be considered. A plan of care will be reviewed and signed by the Administrator, staff, and parents and upon mutual agreement a program of education may be presented to other Co-op parents.

**Sec. 11** Custody Agreements

In the event that a child is enrolled whose parents share custody, a copy of the legal (or court-ordered) custody agreement will be provided to the Granville Parent Cooperative Preschool before the child may attend school.

If there is no written agreement, the parents must provide a document, signed by both parents, that outlines who may pick up the child, who is to be contacted in the event of an emergency, and any other issues related to the child's schooling and care at the Co-op. This document must be on file before the child may attend school.

The Co-op will follow the rules set forth in the agreement as they apply to the child's schooling and emergency medical care. The Co-op and its teachers will follow the agreement on file unless and until an updated agreement is provided. It will be the parents' responsibility to provide appropriate documentation of any changes in the custody situation. If the document outlining the custody situation expires at any point during the school year, the child may not continue to attend until an updated agreement is filed.

**Sec. 12** Privacy Policy

**Personal Information:** GPCP collects information about each parent and student for the purposes of membership and enrollment in compliance with ODJFS requirements. This information is kept confidential and is not disclosed to any outside party. Enrollment records are destroyed when a student is disenrolled from GPCP.

**School Directory & Class Lists:** Parents' names, email addresses, and phone numbers are published annually in a school directory and individual class lists for the purposes of conducting school business. The information contained in the school directory is not to be used for any type of solicitation not directly associated with GPCP activities or fundraisers.

School Mailboxes: Student mailboxes may not be used for any type of solicitation not directly associated with GPCP activities or fundraisers.

Student Privacy: GPCP members have the privilege and unique opportunity to be involved directly with children in the classroom many times over the course of the school year. In order to protect the privacy of the children entrusted to our care it is vital that we keep what happens in the classroom private and do not share information or observations pertaining to children with others, including other GPCP members. Such discussions, even well intended, are inappropriate and can be detrimental to the positive and encouraging atmosphere of the GPCP. If GPCP members have questions about this policy or situations regarding individual children, they should consult with the teacher.

Any questions or concerns about compliance with the privacy policy should be addressed to the Administrator or President, who may discuss the concern with the Executive Board and/or the entire Board of Directors if needed.

#### **Article IV: Members' Duties and Responsibilities**

**Sec. 1** All members shall pay the full year's tuition according to the options outlined in Section 2. Payments more than 14 days late will be charged a \$25 late fee. If payment is 30 or more days late, the matter will be taken to the executive board and your child may not be permitted to attend school until payment is received or arrangements are made with the Board President. If arrangements or payment have not been made your child's place will be filled from the waiting list. There is a \$30 returned check fee.

**Sec. 2** Members shall select one of three options for payment and must indicate the option selected at the time of enrollment (by June 15):

- A. Pay tuition in four equal payments according to the following schedule: June 15,
- B. October 15, January 15 and March 15.
- C. Pay full amount of tuition by June 15.
- D. Pay tuition in eight installments starting June 15 (1/4 tuition due) followed by seven equal monthly installments beginning in September and ending in March.

**Sec. 3** In the event a child is de-enrolled from GPCP after the first tuition payment is made, the \$50 application fee and a non-refundable deposit in an amount equal to one quarter of the year's tuition will be withheld.

**Sec. 4** Tuition will be prorated if a child is entered after the semester has begun.

**Sec. 5** Each member shall abide at all times by the Articles of Incorporation, this Constitution and By-law, and the rules and regulations adopted by the Executive Board.

**Sec. 6** For the 3s and 4/5s classes, each eligible child is required to have one or both parents assist the teacher for a combined minimum of nine (9) days during the school year or as requested by the Class Representative. A schedule of helping parents is prepared for the school year by each Classroom Representative.

**Sec. 7** For the 3s and 4/5s, if the parent cannot assist when scheduled, (s)he will do one of the following:

- A. Find a parent from the class with whom a trade can be made and notify the teacher of the change
- B. In case of emergency, pay twenty-five dollars (\$25.00) to a substitute from the substitute list, subject to the discretion of the Class Representative.

**Sec. 8** Parents scheduled to assist in the classroom or on a field trip shall not be accompanied during such time by any other children in their family.

**Sec. 9** Helper parents are required to provide snack and beverage for the class.

**Sec. 10** Each member family for the 3s and 4/5s classes is required to complete at least two “parent projects,” as determined by the Parent Project Coordinator, per school year. For the 2s Toddler & Me class each member family is required to complete one “parent project.” “Parent project” is defined as a specific or ongoing project related to maintenance of equipment or facilities. Failure to perform the required parent projects will result in lost priority in future placement for children when registering for membership. Special purchases for the school do not count toward “parent projects.”

**Sec. 11** Holding an office of the corporation will qualify as two “parent projects.”

**Sec. 12** Definition of Parent’s Comment Form: a form which can be used to give positive or negative input, signed and dated by parents, which will serve as a communication tool to the Board. (For example: “puppet show - great; please repeat next year”). If negative, give personal recommendations for resolution.

**Sec. 13** Procedure for withdrawal is as follows:

- A. If a child is to be withdrawn after (s)he has been accepted for the first semester, the Enrollment Coordinator must be notified in writing as least two (2) weeks prior to the opening day of school.
- B. If a child is to be withdrawn the second semester of school, a letter must be given to the Enrollment Coordinator no later than two (2) weeks before the end of the first semester.
- C. If a child is to be withdrawn during a semester, the Enrollment Coordinator must be notified in writing as far in advance of the child’s departure as possible.

**Sec. 14** Timely pick-up of children is important.

- A. A \$25 fee may be imposed for being more than five minutes late to pick up child.
- B. A second offense could incur a \$50 fine.
- C. Third offense, \$50 fine and board may review for any further action.

**Sec. 15** The Co-op is unique in that the strength of the program is the close working relationship between parent and teacher, creating a positive environment for the children to grow and learn. Trust and openness are critical between parents and teachers to make this partnership successful.

If a parent has a concern regarding any child, that parent has a responsibility to speak directly to the teacher in a timely and professional manner. The process for addressing concerns is:

- A. Step One: The parent advises the teacher and/or Personnel Coordinator of his or her concern either in person or in writing.
- B. Step Two: If, after advising the teacher of a concern and allowing the teacher good faith effort to address the problem, the parent wishes further consideration, the parent is to contact the Personnel Coordinator who will schedule a meeting with the parent, teacher, and Coordinator for further discussion.
- C. Step Three: If the Personnel Coordinator is unable to resolve the issue with the parent and teacher they can involve the Personnel Committee consisting of the President, President-Elect, and Personnel Coordinator to discuss alternate solutions.

**Sec. 16** Compliance with the sections of this article is subject to the discretion of the GPCP Executive Board.

### **Article V: Meetings of Members**

**Sec. 1** All meetings of the members shall be held at the preschool in Granville, Ohio, or such other place as designated by the Executive Board.

**Sec. 2** As stated in Article IV, Members' Duties and Responsibilities, all new members are strongly encouraged to attend the class orientation, held before the start of the school year, as well as the Parent-Teacher Open House, date to be determined annually by the teachers and the President.

**Sec. 3** All members may exercise their right to attend the Board of Directors meetings held monthly or as needed during the school year, and will have the right to address the board on issues of concern.

**Sec. 4** Meetings of members may be called by any of the following:

- A. The President, or in the case of the President's illness or unavailability, the President Elect;
- B. The Board of Directors by action at a meeting, or a majority of the Board of Directors acting without a meeting; or
- C. The lesser of: 1) 10% of the members or 2) 25 of the members

**Sec. 5** Notices of meetings, Board or Special, shall be posted on the bulletin board and/or placed in the member mailbox, and/or sent via e-mail, not less than seven (7) days before such meeting. Notice of any meeting shall specify the place, day, and hour of the meeting, and an agenda of the business to be transacted. Refer to Article VI for restrictions.

**Sec. 6** A quorum shall consist of at least seven members of the Board of Directors. The majority vote of members present at any meeting is necessary for the authorization or taking of any action voted upon by the members. No action can be taken without the presence of at least a quorum.

## **Article VI: Board of Directors**

### **Sec. 1 Executive Board**

#### **A. President**

1. General supervision, direction, and control of the business and affairs of the corporation.
2. Presides at all meetings, whether Board or standing committee.
3. Handles all suggestions and criticism.
4. Acts as liaison to United Church of Granville; coordinates special event dates with church secretary.

#### **B. President-Elect**

1. Performs all duties in case of illness or unavailability of President.
2. Shall chair the Nominating Committee and be a member of all committees.
3. Monitors procedures as stated in "By-Laws". Revises as needed.
4. Assists in any duties as requested by President.
5. Responsible for publicizing special programs and events through any appropriate media to the surrounding communities.
6. Responsible for directing public relations to enhance community knowledge and information about the purposes and achievements of the Granville Parent Cooperative Preschool.
7. Responsible for the distribution of handbooks to each of the Co-op families.

#### **C. Personnel Director (education degree if possible)**

1. Responsible to the Board for the selection, employment, and orientation of teachers and substitutes.
2. Responsible for hiring and supervising cleaning crew and maintaining cleaning supplies.
3. Shall arrange a minimum of one teacher evaluation per year or a maximum of two per year.
4. Hold one or more teachers' meetings (for the employed teachers) per quarter, at the discretion of the Personnel Director.
5. Responsible for chairing a committee of three to evaluate the teachers twice a year.
6. Will act as a member of the Nomination Committee.
7. Shall arrange a minimum of one Administrator evaluation per year.

#### **D. Treasurer**

1. Keeps and maintains, or causes to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books of account shall at all times be open for inspection by any member.
2. Shall deposit all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Executive Board.
3. Disperses the funds of the corporation as may be ordered by the Executive Board.
4. Renders to the President and Board, when they request it, an account of all his or her transactions as Treasurer and of the financial condition of the corporation.
5. Prepares a yearly budget to be presented to and approved by the Board of Directors at the year-end meeting.
6. Collects mail from the post office box weekly.

7. Has other powers and performs such other duties as from time-to-time may be prescribed by the Executive Board or by the "By Laws."
8. Has books reviewed or audited at school years end as deemed necessary by Board.

E. Recording Secretary

1. Records and distributes the meeting minutes.
2. Maintains a file of approved minutes in the classroom.
3. Takes attendance at all Board or Special meetings.
4. Assists the President-Elect with revisions to the Member Handbook.
5. Creates an annual archive CD of all materials created by the Board of Directors.

**Sec. 2** Board of Directors

F. Enrollment Coordinator (2 Positions)

1. Responsible for communication of Co-op information and acts as a contact person for new applicants and prospective students throughout the school year.
2. Responsible for receiving all applications and recording both priority and postmark in order to insure the integrity of the priority system.
3. Responsible for collecting and maintaining all enrollment forms including member contract, medical form, liability form and any other legal forms required for enrollment (and/or ODJFS forms).
4. Responsible for compiling and maintaining class lists, emergency contact list and allergy notice.

G. Class Representatives (one from each class)

1. Responsible for compiling the helping parent day schedule and party committee schedule.
2. Assist in communications with member families as directed by the Teachers or Board of Directors.
3. Conduct tours of the school for prospective families as scheduled by the Enrollment Coordinators.
4. Responsible for orientation of parents or scheduling dual helpers for initial helping day.

H. Administrator (non-voting) capacity

I. Past President (non-voting) capacity (unless he/she is also currently serving in a voting position)

**Sec. 3** Supporting Positions – These positions are not elected but are appointed by the incoming board.

a. Purchasing/Supply Coordinator

1. Orders, picks up, and installs all new equipment and supplies, or assigns delivery and installation as a "parent project" through the Parent Project Coordinator.
2. Maintains a list of new equipment and supplies requested by teachers

b. Parent Project Coordinator

1. Organizes and directs all "parent projects" and work days.
2. Responsible for maintenance of equipment.

c. Librarian

1. Responsible for the purchasing, repair, and circulation of school library books.
2. Responsible for keeping an account inventory of all books in the library.
3. Maintain a list of teacher-selected books or authors from which the members can donate, if necessary.

d. Ways and Means

*Annual Fund Coordinator*

1. Coordinates the annual fund raising effort for GPCP.
2. Develop and send letters to current families, alumni and past contributors. Log in contributions and send follow up thank-you notes and receipts for tax purposes.
3. Provide periodic updates to the Board and membership.

*Grant Writer*

1. Works with Board of Directors to determine annual capital needs.
2. Research or obtain estimates for pricing, delivery and installation of new capital purchase(s).
3. Complete and mail grant applications in a timely manner including any necessary supporting documentation.
4. Follow up grant awards with appropriate thank-you notes and works with President-Elect to develop press releases (copies should be sent to grantor).

*Family Fun Night Chairperson*

1. Plans and organizes the annual Family Fun Night for GPCP.
2. Coordinates volunteer efforts (committee members and additional event support).
3. Creates and distributes all in-house publicity (flyers, bulletin board, etc.).
4. Solicits donors for prizes and dinner and organizes raffle.
5. Collects RSVPs.
6. Manages event budget and reports final results to Treasurer.
7. Reports to Board on progress in person or in writing.

*T-Shirt Sale Coordinator*

1. Coordinates the annual T Shirt sale for all classes.
2. Compiles and distributes order form and instructions for artwork submissions.
3. Collects payment and works with Treasurer to reimburse Vendor.
4. Works with Vendor to secure final product.

e. Scholastic Books Coordinator

1. Distribute Scholastic flyers on a regular basis and collect orders.
2. Check individual orders for accuracy and place school order with Scholastic.
3. Receive books and distribute to families.
4. Work with Scholastic to resolve any issues.

f. Newsletter Editor

1. Develops and distributes monthly member newsletter.

g. Webmaster

1. Responsible for the maintenance of GPCP's Web site, [www.granvillepreschool.org](http://www.granvillepreschool.org)

2. Partners with Enrollment Coordinators and Teachers to post updated content and pictures as needed.
3. Distributes and collects photo release forms and compiles a summary that can be used when new photography is needed for marketing purposes.
4. Reports to the Board in person or in writing.
5. Maintains software and hardware for classroom computer station.

**h. Parent Education Coordinator**

1. Plans and organizes an annual series of parent education events.
2. Coordinates dates with FBC Administrator for use of event space, and GHS Service Clubs if childcare is desired. Coordinates payments for use of event space and childcare providers.
3. Creates and distributes all in-house publicity (flyers, bulletin board, etc.).
4. Creates and distributes press releases, flyers and banner, inviting Granville residents to the parent education series.
5. Manages budget, including any grant money, reporting results to Treasurer.
6. Reports to Board on progress in person or in writing.

**Sec. 4 Administrator**

- A. Responsible for maintaining central filing system.
- B. Acts as liaison between the Department of Job and Family Services and the Executive Board.
- C. Inspects and maintains State Regulation requirements.
- D. Attends monthly and/or regular meetings of the Early Childhood Educators.
- E. Attends Board Meetings, but has no vote unless she/he is a member with a child enrolled.
- F. Is present for state inspections.
- G. Oversees Board of Directors' activities on a monthly basis.
- H. Maintains continuity for the school/state relationship on a year-to-year basis.
- I. Is on-site in the school at least 50% of the operating time.
- J. Maintains the first-aid kit.
- K. Schedules the annual fire inspection.
- L. A paid position to be filled by a teacher who meets the above requirements and that of the Ohio Administrative Code, Chapter 5101:2-12-24.

**Sec. 5** The Board of Directors shall consist of not less than nine persons, until changed by an amendment to this Section 3, Article VI of this "By-Laws", adopted by vote or written consent of the members.

**Sec. 6** The organizational meeting of the Board of Directors shall be held the third week of May, after the election of new officers.

**Sec. 7** Any action required or permitted to be taken by the Board of Directors under any provision of this "By-Laws" may be taken without a meeting if all members of the Board shall individually or collectively consent verbally, or in writing to such action. Such written or verbal consent or consents shall be filed with the minutes of the same proceedings of the Board of Directors. Verbal consent shall be confirmed in writing. Such action shall have the same force and effect as a unanimous vote of such Board Members. Any certificate or other document filed under any provision of this Article which relates to action so taken shall state that the action was



taken by unanimous consent of the Board of Directors without a meeting and such statement shall be *prima facie* (undisputable) evidence of such authority.

### **Article VII: Elections**

**Sec. 1** A form listing vacancies on the Board of Directors shall be placed in each member's mailbox, and mailed to new members, for voluntary assignment or suggested nomination in early spring. The nominating committee, as stated in article VI, shall nominate members for the remaining open positions. Election of nominated Board officers will take place at the May Board Meeting. If two or more people are interested in the same board position they must attend the meeting and give a brief presentation of why they want the position. All members in attendance at the May Board Meeting are able to vote for candidates. Families who attend the May meeting are allowed one vote per child enrolled in the school. The Treasurer's term extends through July 31 (end of the fiscal year), but other newly elected board members take office at the June Board Meeting.

**Sec. 2** The Executive Board may appoint such other officers as the business of the corporation may require, each of whom shall hold office for such period, have authority and perform such duties as are provided in the "By-Laws" or as the Executive Board may from time to time determine.

**Sec. 3** Any officer may resign at any time by giving written notice to the President of the corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. If the Executive Board accepts the resignation of an officer tendered to take effect at a future time, the Executive Board shall notify the membership of the open position for voluntary assignment or suggested nomination. Any board member may be removed by affirmative vote of 2/3 of the other board members.

### **Article VIII: Health**

**Sec.1** A health form (The Job and Family Services Child Enrollment and Health Form) for each child is mailed to parents in the enrollment packet. The health form must be received by the Enrollment Coordinator before September 30th. Each child is to be examined and the health form completed by a licensed physician prior to, or within 30 days after the date of admission, and annually hereafter from the date of examination.

**Sec. 2** A child shall be considered ill with the following symptoms and may not attend class:

- A. Diarrhea (more than one abnormally loose stool within a twenty-four hour period).
- B. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- C. Difficult or rapid breathing.
- D. Yellowish skin or eyes.
- E. Redness of the eye, obvious discharge, matted lashes, itching, burning eyes.
- F. Temperature of one hundred degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness.
- G. Untreated infected skin patch(es).
- H. Unusually dark urine and/or gray or white stool.
- I. Stiff neck.

- J. Symptoms causing inability to participate in the program, including outdoor activities.
- K. Evidence of lice or their eggs (nits), scabies or other parasitic infestation.
- L. Sore throat, difficulty swallowing.
- M. Vomiting more than once or accompanied by any other sign of illness.

If your child will be absent, please notify the teacher by a phone call at the beginning of class so that the Co-op is aware of an expected child's whereabouts (587-0497).

**Sec. 3** The Granville Parent Cooperative Preschool's policy concerning a mildly ill child will be as follows:

- A. A child who is experiencing minor cold symptoms may be admitted to the classroom at the teacher's discretion.
- B. A child who does not feel well enough to participate in activities but who is not exhibiting any of the symptoms specified in the handbook will be attended to by the teacher in the following ways:
  1. Parents will be called.
  2. The child may rest on the cot, in view of the teacher and attended by the helping parent, until the parent or care-giver picks up the child.

**Sec. 4** If a child show signs of illness as enumerated in Section 2 above, the child will be isolated, the parent/caregiver will be called and the child will be discharged to the parent or guardian. The helping parent will attend to the child during the time interval until such parent or guardian arrives. The child may return to the classroom when (s)he has been symptom-free for 24 hours.

**Sec. 5** Any child suspected of having a communicable disease shall be isolated in the classroom, on a cot, and remain in view of the teacher. The helping parent will attend to this child and notify the child's parents as soon as possible. All members of the corporation will be notified that their child has been exposed to a communicable disease in the following manner:

- A. Written notification will be put in each child's locker for the parent to read,
- B. A sign will be posted outside the classroom alerting all parents, and
- C. A phone chain will be implemented with the message.
- D. A child with any of the following signs or symptoms of illness shall be isolated from other children. The administrator and the parent or guardian shall determine decisions regarding whether the child should be discharged immediately or some other time during the day. The child, while isolated at the center, shall be carefully watched for symptoms listed in Sec. 2 of this of this Article (VIII).
  1. Unusual spots or rashes
  2. Sore throat or difficulty in swallowing
  3. Elevated temperature
  4. Vomiting
  5. Evidence of lice, scabies, or other parasitic infestation

The communicable disease chart will be available at the teacher's counter.

**Sec. 6** Routine medication will not be administered during school time. Should medicine need to be administered, a form must be completed by parent(s) giving permission and instructions for administration. All medications must be in their original container with the dosage information printed on the container.

**Sec. 7** Children will not carry medications with them during school hours. Medications brought to school will be held by the teacher.

**Sec. 8** Any staff member who has a communicable disease shall be replaced by another staff member or substitute. Staff/child ratios will be met at all times.

**Sec. 9** Food supplements will not be served at the Co-op. As snacks are provided by the parents, any child with a modified diet will supply his or her own snack items.

### **Article IX: Discipline**

**Sec. 1** The teacher shall be directly responsible for the discipline of the children. S(he) will ensure that reasonable developmentally appropriate child guidance techniques are followed. The helping parent may remind children of limits; however, discipline measures are the teacher's responsibility.

**Sec. 2** A positive approach to discipline shall be taken at all times, by the teacher, utilizing the following steps:

- A. A child who is disruptive will be informed of inappropriate behavior and directed to a new activity or to an unoccupied area of the room.
- B. If disruptive behavior continues, the child will be asked to have a short time away from the group but within view of the teacher or helping parent. The child will be invited back to join the group after a few minutes and praised for appropriate behavior.
- C. If the above approach is ineffective after repeated attempts, the teacher will make the parent aware of the situation and a positive plan of discipline will be worked out with rewards for appropriate behavior. This will be reinforced at home and at the school.
- D. The Co-op's methods of discipline shall apply to all persons and employees on the premises and shall be restricted as follows: (excerpts from the Ohio Department of Job and Family Services)
  1. There shall be no corporal punishment or any cruel, harsh, or unusual punishment.
  2. No physical restraints shall be used to confine a child.
  3. No child shall be humiliated or subjected to profane language, threats, or derogatory remarks about him or herself or family.
  4. Techniques of discipline shall not humiliate, shame, or frighten a child.
  5. Discipline shall not be imposed on a child for toileting accidents.
  6. The Co-op shall not abuse or neglect children and shall protect children from abuse or neglect on the premise.

**Sec. 3** The Co-op is unique in that the strength of the program is the close working relationship between parent and teacher, creating a positive environment for the children to grow and learn. Trust and openness are critical between parents and teachers to make this partnership successful.

If a parent has a concern about a discipline technique or decision regarding any child, that parent has a responsibility to speak directly to the teacher in a timely and professional manner. The process for addressing concerns is:

- A. Step One: The parent advises the teacher and/or personnel coordinator of his or her concern either in person or in writing.

- B. Step Two: If, after advising the teacher of a concern and allowing the teacher good faith effort to address the problem, the parent wishes further consideration, the parent is to contact the Personnel Coordinator who will schedule a meeting with the parent, teacher, and Coordinator for further discussion.
- C. Step Three: If the Personnel Coordinator is unable to resolve the issue with the parent and teacher they can involve the Personnel Committee consisting of the President, President-Elect, and Personnel Coordinator to discuss alternate solutions.

**Sec. 4 Unusual Discipline Issues**

- A. Unprovoked aggressive behavior or physically harmful behavior or such behavior that is considered markedly intimidating will be handled by the teacher according to the Co-op guidelines (see Sec. 2).
- B. If the behavior continues the teacher will call a conference with the parents to discuss discipline alternatives.
- C. If the above meeting does not affect a change, there will be a conference with the school Administrator and President to try to reach positive solutions to resolve issues which may include:
  1. Requesting the parents to increase their helping days to stay with their child more.
  2. Seeking resources available to community agencies for suggestions for discipline alternatives.
  3. Having the parent withhold the child from school for a determined amount of time (e.g. 2–3 days).
  4. If the situation remains unresolved, an objective resource person (i.e. guidance counselor, child psychologist, etc.) will be asked to evaluate the situation in a fair, impartial way. Parents' permission will be obtained prior to this. The evaluator may gather information in a professional way. A written report will be requested. The content of the report will remain confidential to the evaluator and the family, but the broad recommendation will be made known to the Executive Board.
  5. If all measures fail and the child is posing a risk to self or others or the behavior is unmanageably disruptive or if counseling is a recommendation based on the evaluator and the parents are unwilling to comply, the Co-op reserves the right to de-enroll the child until it is felt that the child can participate in daily activities and behave appropriately without risks.

**Article X: Safety**

**Sec. 1** Children shall be supervised at all times. A parent, or responsible adult, shall bring the children to the school classroom and be certain that the teacher or helping parent is aware of the child's presence. At the end of class time, each parent is required to sign his or her child out on the attendance form held by the teacher. In the event a substitute is present, a helping parent will assist the substitute with parent identification during pick-up. If someone other than the parent or guardian is to call for the child, the teacher must be informed by the classroom sign-out sheet.

The individual picking up the child must identify themselves by presenting a photo identification to the teacher, or the child will not be released. If car pools are formed, the teacher must be given written documentation regarding which children will be routinely leaving with which Co-op parent(s).

**Sec. 2** The telephone located in the preschool classroom shall be used in case of emergency.

**Sec. 3** Ten fire drills will be held at varying times during the year with at least one per month. The drills will be held from varying locations in order to ensure the children have practiced evacuation from all program areas. The evacuation plan that is posted in the hall and above the teacher's counter will be followed for all fire emergencies. The weather alert plan in the classroom will be followed in case of weather emergency.

**Sec. 4** In the event of a field trip that requires transportation in a vehicle, the following procedures will be followed:

- A. A first aid box will be taken on the trip.
- B. A person trained in first aid procedures will be available.
- C. When traveling from school property, each child shall wear an identification tag with name, address, telephone number, and name of preschool.
- D. A parent permission note will accompany all the children on all field trips. Emergency transportation authorization and health records must accompany children on all walks and field trips.
- E. The organization will follow all current Ohio state laws regarding car seats and safe transportation practices.
- F. AT NO TIME ARE CHILDREN TO BE LEFT UNATTENDED BY AN ADULT IN A VEHICLE. THERE ARE NO EXCEPTIONS.

**Sec. 5** Incident/Injury Reports

- A. An incident/injury report shall be completed by the child care staff member in charge of the child when the following occur:
  - 1. An illness, accident, or injury which requires first aid treatment; or
  - 2. A bump or blow to the head; or
  - 3. The administration of syrup of ipecac; or
  - 4. Emergency transporting; or
  - 5. An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the center unattended.
- B. The completed report shall be given, on the day of the incident/injury, to the parent, guardian, or person picking up the child from the center. In situations requiring emergency transportation, the incident/injury report shall be available at the center for the parent or guardian within at least 24 hours following the incident/injury. Copies of incident/injury report forms shall be kept on file at the center for at least one year, and shall be available for review by the director's representative. The administrator will notify the state licensing office of serious incidents/injuries as required by reg. 5101:2-12-35.

**Sec. 6** Emergencies and Accidents

The Granville Parent Cooperative Preschool will take the following action in the case of an accident:

- A. The child will be attended to by the teacher while the helping parent calls 911, and the parent of the child.
- B. If injuries are such that the child needs transportation, the emergency transportation section of the Child Health and Enrollment form will be consulted and the information followed. The helping parent will stay with the child at all times including transport to the

hospital in the event that the injured child's parent is not present. Attempts will be made by the teacher to contact a substitute helping parent.

- C. An incident report will be completed, and information furnished to the parent. Syrup of Ipecac will be administered only under the advice of Poison Control.

General emergencies and school/staff procedures:

- A. Any threats to the safety of children due to environmental situation or threats of violence: Children will be secured (center locked down or evacuated). Staff will call 911 and parents. Children will be supervised at all times.
- B. Natural disaster such as fire, tornado, flood, etc.: Children will be taken to a secure place (evacuated or taken to tornado safe spot as per diagram in classroom). Staff will call 911 and parents. Children will be supervised at all times.
- C. Loss of power, heat or water: Parents will be notified to pick up children and classes will be cancelled until necessary services are restored. Teacher will supervise children until all are dismissed.
- D. See **Sec.9** below for evacuation location.

**Sec. 7** Spray aerosols shall not be used at any time when children are present at the school.

**Sec. 8** The Administrator and each employee are required to immediately notify the local Public Children Services Agency when they suspect that a child has been abused or neglected.

**Sec. 9** Emergency Transportation/Evacuation

- A. Individual children who need emergency transport will be transported via ambulance with either a parent or helping parent if the parent is not available.
- B. Should an entire group need to be evacuated, the teacher and the helping parents will walk the children to the Presbyterian Church located on the north-west corner of Broadway and Main Streets. The teacher will bring emergency information and notify all families from that location.

**Sec. 10** Outdoor Play

Children will play outside each day at the discretion of the teacher. Factors to be considered include: wind chill, temperature, precipitation, wetness of the play equipment, and daily schedule needs. Children will not play outside if the temperature with the wind chill is below 20 degrees.

**Sec. 11** Emergency Closings and Delays Policy

There are times that the school day may be delayed or cancelled due to weather or loss of heat, water, or power. GPCP follows all closings and delays of the Granville Public School system. If Granville Public Schools are delayed by 2 hours, all morning classes at the Co-op will be cancelled. Parents can obtain Granville Public Schools closure/delay information from many local radio and television stations and the Internet.

There may be rare occasions when GPCP may impose a start time delay or cancellation independent of the public school system due to weather or loss of heat, water or power.

The Co-op operates a telephone calling chain when an entire class needs to be notified about a delay or cancellation of school. The school administrator contacts each class representative to begin the calling list for each class using the school directory. Parents continue the chain by

calling the next family on the list. If an answering machine is reached, parents should leave a message and continue the chain by calling the next family on the list. Parents are to keep calling until an actual person is reached who can continue the chain. The last person on the list calls the class representative to complete the chain.

GPCP's Board of Directors and Teachers will make a good faith effort to schedule make-up days within the calendar school year if the number of cancelled classes exceed the following:

- A. Class sections meeting once per week – 3.
- B. Class sections meeting twice per week – 5.
- C. Class sections meeting three times per week – 6.

### **Article XI: Teachers**

**Sec. 1** Qualifications for Teachers include:

- A. Four year college degree—preferably in elementary education or early childhood education.
- B. Classroom teaching experience and several positive recommendations preferred.
- C. Completion of state required courses: first aid, cardiopulmonary resuscitation (CPR), communicable diseases, child abuse recognition.
- D. At least one teacher must fulfill the requirements outlined in The Ohio Department of Human Services License rules 5101:2-12-25 for the Administrator position.

**Sec. 2** The staff is trained in the recognition and management of communicable diseases and hand washing by an R.N., Physician, or the Red Cross.

**Sec. 3** Parent-Teacher Conferences are held twice during the school year: once in November or December and once in late April. Parents may feel free to contact the Teacher whenever questions arise. Other conferences may be scheduled when needed.

**Sec. 4** Classroom Visitation Procedures are:

- A. Any custodial parent, custodian, or guardian of a child enrolled in the school shall be permitted unlimited access to the classroom during its hours of operation for the purposes of contacting their children, evaluating the care provided, or evaluating the premises.
- B. Upon entering the premises, the parent shall notify the teacher in charge of his/her presence.
- C. Parents of prospective pupils may also observe class sessions upon making arrangements with the teacher or Enrollment Coordinator.

**Sec. 5** In the event of a problem or concern, a Teacher should:

- A. Discuss his or her concern with the Administrator.
- B. Discuss his or her concern with the Personnel Director, if needed.
- C. Discuss his or her concern with the President who will, if needed, bring the discussion to the Board.

### **Article XII: Finances and Records**

**Sec. 1** The Corporation shall maintain adequate and correct accounts, books, and records of its business and properties. All of such books, records, and accounts shall be kept at its principle

place of business in the State of Ohio, as fixed by the Executive Board.

**Sec. 2** The books of account and minutes of proceedings of the members and Board shall be open to inspection by any member at any reasonable time, and for a purpose related to his or her interests as a member. Such inspection may be made in person or by an agent or attorney, and shall include the right to make extracts.

**Sec. 3** The Board of Directors, except as the "By-Laws" provide, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation, and such authority may be general or confirmed to specific instances, and unless so authorized by the power of authority to bind the corporation by any contract or agreement or to pledge its credit to render it liable for any purpose or any amount.

**Sec. 4** All checks, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the corporation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Board of Directors.

**Sec. 5** The corporation shall keep in its principle office for the transaction of business the original or a copy of the "By-Laws" as amended or otherwise altered to date, certified by the President-Elect, which shall be open to inspection by the members.

**Sec. 6** The Co-op Preschool's fiscal year shall run from August 1st through July 31st the following year.

### **Article XIII: Indemnification**

**Sec. 1** The corporation may indemnify or agree to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed civil, criminal, administrative, or investigative action, suit, or proceeding, other than an action by or in the right of the corporation, by reason of the fact that (s)he is or was a trustee, officer, employee, or agent of, or a volunteer of, the corporation, or is or was serving at the request of the corporation as a trustee, director, officer, employee, or agent of, or a volunteer of, another domestic or foreign nonprofit corporation or corporation for profit, or a partnership, joint venture, trust, or other enterprise, against expenses, including attorney's fees, judgments, fines, and amounts paid in settlement actually and reasonable incurred by him/her in connection with such action, suit or proceeding, if (s)he acted in good faith and in a manner (s)he reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceeding, if (s)he had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction, or upon a plea of nolo contendere (uncontested) or its equivalent, shall not create, of itself, a presumption that the person did not act in good faith and in a manner (s)he reasonably believed to be in or not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, a presumption that the person had reasonable cause to believe that his or her conduct was unlawful.

**Sec. 2** The corporation may indemnify or agree to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action or suit by



or in the right of the corporation to procure a judgment in its favor, by reason of the fact that (s)he is or was a trustee, officer, employee, or agent of, or a volunteer of, the corporation, or is or was serving at the request of the corporation as a trustee, director, officer, employee, or agent of, or a volunteer of, another domestic or foreign nonprofit corporation or corporation for profit, or a partnership, joint venture, trust, or other enterprise, against expenses, including attorney's fees, actually and reasonable incurred by him/her in connection with the defense or settlement of such action or suit, if (s)he acted in good faith and in a manner (s)he reasonable believed to be in or not opposed to the best interests of the corporation, except that no indemnification shall be made in respect of any of the following:

- A. Any claim, issue, or matter as to which such person is adjudged to be liable for negligence or misconduct in the performance of his or her duty to the corporation unless, and only to the extent that, the court of common pleas or the court in which the action or suit was brought determines, upon application, that despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court of common pleas or such other court considers proper;
- B. Any action or suit in which liability is asserted against a trustee and that liability is asserted only pursuant to section 1702.55 of the Revised Code.

**Sec. 3** To the extent that a trustee, director, officer, employee, agent, or volunteer has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in section (1) or (2) of this article, or in defense of any claim, issue, or matter in such an action, suit, or proceeding, (s)he shall be indemnified against expenses, including attorney's fees, actually and reasonably incurred by him/her in connection with that action, suit, or proceeding.

**Sec. 4** Unless ordered by a court and subject to section (3) of this article shall be made by the corporation only as authorized in the specific case, upon a determination that indemnification of the trustee, director, officer, employee, agent, or volunteer is proper in the circumstances because (s)he has met the applicable standard of conduct set forth in section (1) or (2) of this article. Such determination shall be made in any of the following manners:

- A. By a majority vote of a quorum consisting of the Executive Board of the corporation who were not and are not parties to or threatened with the action, suit, or proceeding referred to in section (1) or (2) of this article;
- B. Whether or not a quorum as described in section (4)(a) of this article is obtainable, and if a majority of a quorum of disinterested members of the Executive Board so directs, in a written opinion by independent legal counsel other than an attorney, or a firm having associated with it an attorney, who has been retained by or who has performed services for the corporation or any person to be indemnified within the past five years;
- C. By the members;
- D. By the court of common pleas or the court in which the action, suit, or proceeding referred to in section (1) or (2) of this article was brought. If an action or suit by or in the right of the corporation is involved, any determination made by the disinterested board members under section (4)(a) of this article or by independent legal counsel under section (4)(b) of this article shall be communicated promptly to the person who threatened or brought the action or suit under section (2) of this article, and, within ten days after receipt of such notification, such person shall have the right to petition the court of common pleas or the court in which such action or suit was brought to review the reasonableness of such determination.

**Sec. 5(a)(i)** Unless, at the time of a trustee's or volunteer's act or omission that is the subject of an action, suit, or proceeding referred to in section (1) or (2) of this article, the only liability asserted against a trustee in an action, suit, or proceeding referred to in section (1) or (2) of this article is pursuant to section 1702.55 of the Revised Code, or unless section (5)(a)(ii) of this article applies, the expenses incurred by the trustee or volunteer in defending the action, suit, or proceeding, including attorney's fees, shall be paid by the corporation. Upon request of the trustee or volunteer and in accordance with section (5)(b) of this article, those expenses shall be paid as they are incurred, in advance of the final disposition of the action, suit, or proceeding.

(a)(ii) Notwithstanding section (5)(a)(i) of this article, the expenses incurred by a trustee or volunteer in defending an action, suit, or proceeding referred to in section (1) or (2) of this article, including attorney's fees, shall not be paid by the corporation upon the final disposition of the action, suit, or proceeding, or, if paid in advance of the final disposition of the action, suit, or proceeding, shall be repaid to the corporation by the trustee or volunteer, if it is proved, by clear and convincing evidence, in a court with jurisdiction that the act or omission of the trustee or volunteer was one undertaken with a deliberate intent to cause injury to the corporation or was one undertaken with a reckless disregard for the best interest of the corporation.

(b) Expenses, including attorney's fees, incurred by a trustee, director, officer, employee, agent, or volunteer in defending any action, suit, or proceeding referred to in section (1) or (2) of this article may be paid by the corporation as they are incurred, in advance of the final disposition of the action, suit, or proceeding, as authorized by the trustees in the specific case, upon receipt of an undertaking by or on behalf of the trustee, director, officer, employee, agent, or volunteer to repay the amount if it ultimately is determined that (s)he is not entitled to be indemnified by the corporation.

**Sec. 6** The indemnification authorized by this section is not exclusive of, and shall be in addition to, any other rights granted to those seeking indemnification, pursuant to any agreement, a vote of members or disinterested trustees, or otherwise, both as to action in their official capacities and as to action in another capacity while holding their offices or positions, and shall continue as to a person who has ceased to be a trustee, director, officer, employee, agent, or volunteer and shall inure to the benefit of the heirs, executors, and administrators of such a person.

**Sec. 7** The corporation may purchase and maintain insurance, or furnish similar protection, including, but not limited to, trust funds, letters of credit, or self-insurance, for or on behalf of any person who is or was a trustee, officer, employee, agent, or volunteer of the corporation, or is or was serving at the request of the corporation as a trustee, director, officer, employee, agent, or volunteer of another domestic or foreign nonprofit corporation or corporation for profit, or a partnership, joint venture, trust, or other enterprise, against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his/her status as such whether or not the corporation would have the power to indemnify him/her against that liability under this article. Insurance may be so purchased from or so maintained with a person in which the corporation has a financial interest.

**Sec. 8** The authority of a corporation to indemnify persons pursuant to section (1) or (2) of this article does not limit the payment of expenses as they are incurred, in advance of the final disposition of an action, suit, or proceeding, pursuant to section (5) of this article or the payment

of indemnification, insurance, or other protection that may be provided pursuant to section (6) or (7) of this article. Sections (1) and (2) of this article do not create any obligation to repay or return payments made by a corporation pursuant to section (5), (6), or (7) of this article.

**Sec. 9** As used in this article, “corporation” includes all constituent corporations in a consolidation or merger, and the new or surviving corporation, so that any person who is or was a trustee, officer, employee, agent, or volunteer of a constituent corporation or is or was serving at the request of a constituent corporation as a trustee, director, officer, employee, agent, or volunteer of another domestic or foreign nonprofit corporation or corporation for profit, or a partnership, joint venture, trust, or other enterprise, shall stand in the same position under this article with respect to the new or surviving corporation as (s)he would if (s)he has served the new or surviving corporation in the same capacity.

#### **Article XIV: Ohio Department of Job and Family Services Licensing Requirements**

Sec. 1 5101:2-12-02 Parent Cooperative Child Care Center Rules 5101:2-12-01 to 5101:2-12-43 of the Administrative Code shall constitute the minimum requirements for all parent cooperative child care centers.

- A. Any parent-owned, -operated, and -instructed program exempted from licensure as a child care center prior to September 1, 1986, pursuant to Rules 5101:2-12-01 and 5101:2-12-02 of the Administrative Code and attorney general opinion 70-172 shall be considered a parent cooperative child care center unless, or until such time that, the program’s current organization and structure is such that the program does not conform to the definition of a parent cooperative child care center as set forth in Section 5104.01 of the Revised Code.
- B. On or after September 1, 1986, any program that wishes to be designated a parent cooperative child care center for purposes of a licensure under Section 5104.01 of the Revised Code shall apply to the director for such a determination. The director may prescribe application forms and request information and documentation as needed.
- C. A parent cooperative child care center shall retain its designation as such only so long as it is organized and operated in a manner consistent with the definition of parent cooperative child care center as set forth in Section 5104.01 of the Revised Code. When changes in membership, ownership or operation of the parent cooperative child care center occur, the parent cooperative child care center shall apply to the director and the director shall determine whether the program continues to conform to the definition of a parent cooperative center as set forth in Section 5104.01 of the Revised Code
- D. In his/her examination of the application for parent cooperative care center determination, the director shall ascertain that all of the following criteria are met:
  - 1. Parents of all children receiving care from the program are members of the program;
  - 2. The membership of the program is composed only of parents or guardians whose children receive care from the program;
  - 3. There is at least one parent or guardian member present at all times the program has children in attendance;
  - 4. The program only cares for children whose parents or guardians are members of the program; and
  - 5. The membership of the program has final and absolute authority in matters dealing with program governance. Parent Cooperatives shall comply with all rules under Section 5101:2-12 of the Administrative Code except:

- E. In accordance with provisions of Rule 5101:2-12-24 of the Administrative Code, in a parent cooperative center the functions and duties of administrator may be carried out by a designated administrator in conjunction with and under the supervision of the parent board.
- F. In accordance with the provisions of Rule 5101:2-12-25 of the Administrative Code, the parent board of a parent cooperative center may provide as references a written statement which attests to the suitability and character of all parent-members who are employees of the center.
- G. In accordance with the provisions of Rule 5101:2-12-30 of the Administrative Code, the parent board of a parent cooperative center, in cooperation with the administrator, may assume the responsibility of arranging, facilitating, and conducting the pre-admission interviews.
- H. In accordance with the provisions of Rule 5101:2-12-12 of the Administrative Code, the parent cooperative which does not prepare and serve food shall not be required to obtain a health department approval.

#### **Article XV: Amendments**

**Sec. 1** By-Laws may be amended, by the affirmative vote or negative consent of the majority of the members by paper ballot or electronic mail. Members are permitted one vote per enrolled child.