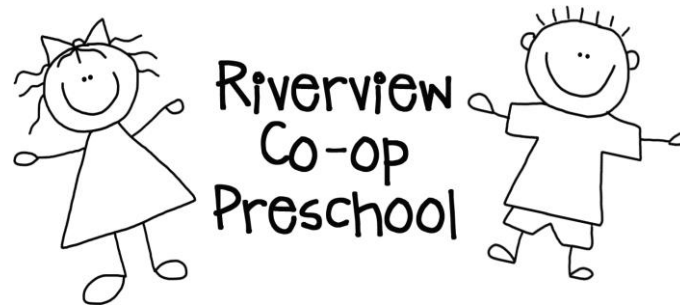


# **RIVERVIEW NURSERY, INC. - A COOPERATIVE PRESCHOOL**



## **Guidebook & By-Laws**

---

**Riverview Nursery, Inc.  
17510 Valade  
P.O. Box 2146  
Riverview, MI 48192  
(734) 284-1966**

# Table of Contents

What to Expect When Your Child First Starts Nursery School	3
Helpful Hints in Preparing for Nursery School	
Ways of Giving Acceptable Help to Children	
Helpful Hints for Working Parents	4
Guidelines for Working Parents	5
Lasting Values of the Nursery Experience	
Sample Daily Schedule	6
Articles of Agreement	7
By-Laws	9
Article I - Purpose	9
Article II - Membership	9
Article III - Handling and Acceptance of Applications	10
Article IV - Meetings	10
Article V - Tuition and Fees	11
Article VI - Executive Operation	12
Article VII - School Operation	15
Article VIII - Amendments	17
Article IX - Dissolution	17
Membership Jobs	18
Change list	21
June 2004	
May 2006	
May 2007	
August 2008	
May 2009	
July 2009	
August 2009	
April 2010	
July 2010	
August 2010	
January 2011	
May 2011	
August 2011	
December 2011	

March            2012  
April            2015

## RIVERVIEW NURSERY, INC. GUIDEBOOK AND BY-LAWS FISCAL YEAR JULY 1 - JUNE 30

### **What to Expect When Your Child First Starts Nursery School**

Try not to have high expectation or hopes of great change. Just remember, every experience either good or bad, is a learning and growth experience.

1. He/she may not act like himself/herself at all. His/her behavior may be extremely good, or very aggressive and angry.
2. He/she may wet or soil his/her pants at school or home. No fuss is necessary; it will pass. He/she feels threatened with insecurity.
3. He/she may cling to you on working days; let him/her. He/she is the most important child to you. Just remember the other children may need special attention, too.
4. Nursery school is not always a happy place for your child. Console him/her, help him/her to cope and accept the frustration.
5. Children may have nightmares or disrupted sleeping habits.
6. Your child may not bring home finished projects or learn facts. We hope he/she develops a happy, well-adjusted attitude.
7. Do not be discouraged...not all children go through these adjustments. Many are very mild.

### **Helpful Hints in Preparing for Nursery School**

1. For the first, few months' inexperienced parents should not change working days without consulting the Teacher/Program Director.
2. Discuss Nursery School procedures with your child before school starts.
  - A. Tell them the Teacher/Program Director's name and his/her function at school, the number of other children in the class and the type of toys and equipment at the school. Explain length of time they will be gone.
  - B. Avoid lectures on good behavior. Some negative behavior is expected due to the over stimulation and different frustrations. Encourage them to have fun and enjoy the experience.
3. Dress them comfortably, with washable clothing. Shoes with rubber soles are preferable for safety and comfort.
4. Your child may want you to stay with him/her at the school. Plan to stay 20 minutes or so in the beginning. You will have help in deciding when it is best to just say good-bye. Crying for some children is normal at first. Never sneak off without saying you are leaving and assuring your child you will return.
5. School can be tiresome. Try to avoid planning long or excitable trips during the first weeks of nursery school.
6. The child may decide (either in the beginning or later in the year) he/she does not want to go school. Do not oversell school on how great it is. School should be routine, not a choice. Calmly

get him/her ready to go. If there is a definite fear over attendance, a Teacher/Program Director conference should be set up.

### **Ways of Giving Acceptable Help to Children**

1. Let the child feel that you are guiding in his or her best interest, so everyone can be happy.
2. Build a friendly and understanding relationship with the children. Accept each as he/she is; remember he/she is a human being too.
3. Be sure the child understands - give only essential, simple directions. Show him/her, as well as tell him/her if he/she has difficulty understanding
4. Give advance warning of clean up. "Five minutes until clean up." Let him/her finish his/her activity, if possible.
5. Do not hold a child to a uniform standard of performance. Vary the amount of help and supervision used according to the situation and child. Be understanding when errors in judgment occur.
6. Give the child a choice, when feasible. When this is not possible, you suggest what to do, with positive phrases.
7. Allow the child to learn by experience. Help only to avoid failure and discouragement.
8. Help children avoid destructive behavior by redirecting their energies to other, more calming activities. Help only to avoid failure and discouragement.
9. Rejoice with the child when he/she achieves, no matter how small.
10. A toy "belongs" to a child until he/she discards it. With a much-desired item, you might suggest that it would be nice if "so and so" could have a turn too. A building of blocks may be taken down only by the child who built it or with his/her permission.

### **Helpful Hints for Parents in the Classroom**

You have joined a cooperative nursery because you want to be involved in your child's experience. There are many ways of involving yourself. The following guidelines should help you become constructively involved, so that all of the children, as well as you, will derive the greatest benefit and pleasure from the nursery situation.

1. RELAX!
2. Realize the others are there to learn too, and not to judge you or your child.
3. You will have different reactions to your role as a working parent. Do not be afraid to do what looks right at the moment. Watch the Teacher/Program Director, and see how he/she handles the various behaviors and situations of the children.
4. Remember, the children come first. Assist the Teacher/Program Director with his/her planned duties. Clean up after the session has been dismissed. Save non-essential talk with other adults until after the session.
5. Learn to recognize the constructive noise that comes with the excitement of a child's accomplishments. Remind them of "indoor" and "outdoor" voices.
6. Use positive language such as "We wait our turn at school," instead of "Don't push."
7. Discipline: What we are striving for is the development of self-discipline in the children. However, various situations may arise which will need your intervention.
  - A. **HITTING:** Find out what the problem is and redirect the child. If unsuccessful, feel free to call on the Teacher/Program Director. He/She knows the children and may know the reason for the actions.

- B. USE OF UNACCEPTABLE LANGUAGE: If possible, ignore it. Explain it is not acceptable language for nursery school
- C. ANTI-SOCIAL: Try to redirect the child to another area and get him/her interested in something else. If unsuccessful, ask the Teacher/Program Director for assistance.
8. Encourage the children to participate as much as possible in whatever is going on.
  9. Read to the children whatever they ask, if you are not otherwise occupied. Sometimes it is possible to read while supervising the playhouse, for example.
  10. Participate along with the children if they seem to need it. Help start an airplane hanger in the block area or let them serve you in the yellow center. Be sensitive.
  11. Try to really get to know each child, or at least as many as you can. Helping them feel comfortable in this new situation will help you to feel that way also.

## **Guideline for Working Parent**

1. Observe and be interested in the children; and you will see what needs to be done.
  2. Be careful not to discuss a child in his/her presence.
  3. See that each child is invited to participate in group activities.
  4. Enter into games and music activities with the children.
  5. Feel free to hold a child on your lap, if he/she wishes during quiet activities.
  6. Your primary role at the nursery is that of assistant Teacher/Program Director. Try to understand what the Teacher/Program Director is trying to accomplish each time you work so that your assistance will help insure smooth functioning of the program.
  7. Your basic duties as a working parent will be posted in the area to which you are assigned at the Nursery. Performing these duties as listed will enable your Nursery to operate. However, if it is to be a real successful adventure, it will be due to your efforts to look beyond these basic duties and volunteer your help whenever it seems to be needed during the nursery session.
  8. It is your responsibility to arrange for a substitute, if you are unable to work on a scheduled day.
  9. Field trip transportation is the responsibility of each parent, due to a new law enacted in 1980.
- Hopefully, these guidelines will help you feel relaxed and competent as a working parent. Please remember these are not ironclad rules. We try to be as flexible as possible. When in doubt, never hesitate to ask the teacher/program director; but chances are, your own impulses are right on. Relax and enjoy yourself. It is really a lot of fun.

## **Lasting Values of the Nursery Experience**

It is very hard to write a conclusion to a manual of this type. In fact, it is almost impossible since, as the Nursery continues, so do the members who change almost every year and bring new ideas to share with one another. The Nursery is built on these ideas.

A parent can enter their child in a cooperative nursery, give nothing, and in return get nothing. Alternatively, with just a small amount of effort, they can also reap many things that they never thought possible.

A parent usually joins a cooperative nursery for the benefit of their child. However, the child is not the only one to benefit. In no other organization will you be able to use your talents so well, those talents that you have and those that you never knew you had. In addition, no other organization enables you to draw from the ability, knowledge, and experiences of so many people.

You will have moments of comfort when you realize that your child reacts quite the same as every other child and that his/her behavior is in no way new.

Riverview Nursery, Inc. is a group of thinking adults who care very much about children and about their education. You are an asset to your community and your children have the benefit of a wonderful experience. We are happy to have you as part of this lasting experience.

(Adapted from another cooperative nursery guidebook)

## Sample Daily Schedule

### 9:00 - 11:30 Three-Year Olds

9:00 Working parents arrive and help set up the nursery and assist the Teacher/Program Director.  
9:00-9:10 Arrival of Children – Name Tags – Parents and Children Sign in, Check child’s job  
9:10-9:30 Greeting/Large Group Time  
9:30-9:50 Outside/Large Motor Time  
9:50-10:10 Small Group  
10:10-10:20 Wash Hands/ Bathroom Time  
10:20-10:45 Snack time  
10:45-11:10 Work Time  
11:10-11:20 Clean-up  
11:20-11:30 Music, Games, Stories  
11:30-11:45 Dismissal of Children - Parent Signs out. Working parents stay to clean the classroom for the next session. Working parents must stay until ALL children are picked up.

### 9:00-12:00 Four-Year Olds

9:00 Working parents arrive and help set up the nursery and assist the Teacher/Program Director.  
9:00-9:10 Arrival of Children – Name Tags – Parents and Children Sign in, Check child’s job  
9:10-9:30 Greeting/Large Group Time  
9:30-9:50 Outside/Large Motor Time  
9:50-10:10 Small Group  
10:10-10:20 Wash Hands/ Bathroom Time  
10:20-10:40 Snack time  
10:40-11:40 Work Time  
11:40-11:50 Clean-up  
11:50-12:00 Music, Games, Stories  
12:00-12:10 Dismissal of Children - Parent Signs out. Working parents stay to clean the classroom for the next session. Working parents must stay until ALL children are picked up.

### 12:20-2:50 Young Fours

12:20 Working parents arrive and help set up the nursery and assist the Teacher/Program Director.  
12:20-12:30 Arrival of Children – Name Tags – Parents and Children Sign in, Check child’s job  
12:30-12:50 Greeting/Large Group Time  
12:50-1:10 Outside/Large Motor Time  
1:10-1:30 Small Group  
1:30-1:40 Wash Hands/ Bathroom Time  
1:40-2:00 Snack time  
2:00-2:30 Work Time  
2:30-2:40 Clean-up

2:40-2:50 Music, Games, Stories

2:50-3:10 Dismissal of Children - Parent Signs out. Working parents stay to clean the classroom for the next session. Working parents must stay until ALL children are picked up.

**\*\*Schedule is approximate and flexible to allow for special events and activities, which may occur. \*\***

## **Articles of Agreement**

Please read all of the following items carefully. You will sign and return one (1) copy of these Articles and the other copy will remain in your Guidebook for your reference.

1. A properly filled out Health Appraisal Form must be submitted for each child. Rubella, polio, measles, mumps, DPT and chicken pox immunizations are required by the State for any child entering the Nursery. Exclusion forms are available for some immunizations.
2. A Child Information Card must be on file for each child. This is required by the State.
3. A Child Placement Contract must be signed for each child. This is required by the State.
4. FIA/child abuse and neglect clearance is MANDATORY for any adult working in the classroom. This can be obtained by going to: State of Michigan Family Independence Agency, Wayne County, 25637 Ecorse Rd Taylor, MI 48180 Phone Number for FIA is 313-375-2500. Be sure to take your driver's license and social security card. Tell them you belong to the co-op and need a background check performed (no charge for this service). You will fill out a very simple form and be told when you can come back to pick up your clearance. This is mandated by the state and must be completed by your first working day. (This replaces the ICHAT that some of you may be familiar with.) An adult will not be allowed to work with our children until this form has been completed and returned to Riverview Nursery, Inc.
5. Each family is required to work in the classroom as an assistant to the Teacher/Program Director. This will be approximately 2-3 times a month. This adult need not be a parent, but must be willing and able to participate fully in the daily activities in the classroom.
  - A. On your working day, you and your child are to arrive at the Nursery at the start of class prior to the start of class and sign in (per teacher's discretion).
  - B. You are also required to remain after class until all necessary clean-up is complete.
6. There shall be a general or education meeting of the General Membership every other month. Members will be notified of meeting dates at the beginning of the school year. Attendance through the duration (adjournment) is mandatory. If a member is unable to attend this meeting, they should notify the Secretary. You may have another adult attend the meeting in your place as long as they



are not already representing their own or another member's family. The Nursery prefers this meeting to be "adults only". If it is necessary that your Child(ren) attend, please ensure that you and the others around you are able to pay attention to the meeting. There shall be one (1) excused absence allowed for the year. There will be a \$25.00 fine assessed for the second missed meeting and dismissal after the third. Fines are due within one week of the General Membership Meeting. Failure to pay fines by the end of that month may result in the Child(ren) of the respective family being barred from attending school until the fine is paid.

7. Each family is required to:
  - A. Hold a job within the Nursery and fulfill those jobs' requirements throughout the school year.
  - B. Provide your child's school supplies or pay \$25 fee once per year.
  - C. Participate in one (1) Cabin Clean-up for EACH child enrolled in the Nursery. This is the time to thoroughly clean, disinfect and sanitize the entire Nursery for the health and well-being of all who enter our Nursery. Scheduled families will meet at the Nursery on a Saturday of each month for approximately 3-5 hours. A checklist of requirement will be provided. You may switch with another family if a conflict arises, but the Cabin Clean-up Coordinator must be given a 24-hour notice. If you fail to show up or provide a substitute for your family, you will not receive your deposit back and will be fined an additional \$50.00.
  - D. Raise a minimum of \$150.00 per child in fundraising profits due by February 1<sup>st</sup>. A variety of fundraising ideas will be offered. If a member does not reach the minimum of \$150.00 by the due date they will be required to pay the difference. Any profit raised over the \$150.00 minimum per child will be put in Riverview Nursery's general account and used for various school functions throughout the year. If a member chooses not to participate in the various fundraising activities provided by the Preschool, that family may make a tax-deductible contribution to the Preschool to fulfill its fundraising requirement.
8. Joining Riverview Nursery, Inc. commits the member for the duration of the term. A two-week notice of resignation in writing will be required to withdraw. A withdrawing member is responsible for both the working schedule and tuition payments during this period and will be held accountable.
9. An initial registration fee is to be submitted with the application. This registration fee is non-refundable.
10. Tuition payments are due on or before the 15<sup>th</sup> of each month. **The Nursery has a no cash policy, only checks or money orders will be accepted.** A \$5.00 fine will be assessed if the payment is not received by the 22<sup>nd</sup> of the month. For each week after the first, a \$3.00 fine will be assessed. If by the 1<sup>st</sup> of the next month the member does not pay the tuition and subsequent fines, the Child(ren) of the respective family will be barred from attending school until the monies are paid. The last month's tuition is due with application and first month's tuition is due at the orientation meeting and are only refundable if the Child(ren) never attended the Nursery.
11. Any parent arriving more than 10 minutes late to pick up their child will be fined \$5.00.
12. Riverview Nursery, Inc. reserves the right to change fees and/or tuition at any time.
13. The Riverview Nursery, Inc. school year runs approximately the same as the Riverview Public School calendar.
14. It will be mandatory for the General Membership to vote on all bylaw changes and elections.
15. If a member fails to fulfill their cooperative preschool obligations in one or more areas or acts in a manner inconsistent with the best interest of the children, probation and/or suspension of the member may result according to the seriousness of the infraction(s) at the discretion of the Executive Board. While on probation, all obligations of the member must be met or permanent

suspension of the member may result. The Executive Board will impose suspension only after all means of arbitration and appeal have been reviewed.

# **BY-LAWS**

## ***Article I - PURPOSE***

### **Section I**

To operate a non-profit, voluntary cooperative nursery for preschool children regardless of creed, color, sex or national origin. To equip, maintain and operate this cooperative nursery in an environment, which gives our children freedom to satisfy their basic growth needs - physical, emotional, and social. Our cooperative nursery for preschool children will remain nonprofit forever. Our fiscal year is from July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Section II**

To provide a parent education program for the parents and guardians thereby giving them an opportunity to become better parents by working together in teaching and learning the needs and development patterns of children. (Other people in the community who are interested in this program may participate.)

## ***Article II - MEMBERSHIP***

### **Section I - Who May Enroll**

Membership in the Riverview Nursery, Inc. shall be open to the parents and guardians who will devote the required time and energy to participate. Children between the ages of 3 and 6 years, inclusive, who are toilet-trained and are capable of conforming to the standards of their age group are eligible. Same age children from the same family, who are not twins, may be admitted into the same class with the approval of the Teacher/Program Director. Children entering Riverview Nursery, Inc. must be age appropriate by September 1<sup>st</sup> of the current school year. Younger children may be enrolled with the approval of the Teacher/Program Director.

### **Section II - Duration of Membership**

1. Semesters of the Riverview Nursery, Inc. should conform to the Riverview Public School fall and spring semesters as practicable.
2. No students will be admitted to the nursery after January 1, unless approved by the Teacher/Program Director and Executive Board.
3. Any parent or guardian withdrawing from this cooperative nursery **MUST** give the Membership Chairperson and President two (2) weeks notice in writing. The withdrawing parent or guardian will be held responsible for scheduled work and tuition for this period.
4. In the event of a child and/or parent/guardian not making the proper adjustment to the nursery, upon recommendation of the Teacher/Program Director and/or mutual agreement between the parent and the Board, they may be asked to withdraw.
5. **BEHAVIOR/SPECIAL NEEDS POLICY**

Our policy is this – any child who requires constant one-on-one supervision or whose individual needs would require removing an adult from the classroom on a frequent basis, needs to be accompanied to class by a parent, or approved parent substitute, on a daily basis. This decision about individual children is placed in the hands of our teacher, who is best qualified to make the decision.

This parent is in addition to the number of parent assistants scheduled on any given day and is there to provide supervision and assistance for their child. The parent is relieved of other classroom duties and the family is not required to work any additional hours in the classroom. This policy does require more attendance than the average parent would provide. However, as a school, we are, in effect, remitting the cooperative requirement of serving as a teaching assistant to the whole classroom.

According to this policy, the teacher decides if a child requires a parent's full-time participation in the classroom. Our teacher needs to be available as the classroom leader and can't spend more time with one child than with all the others. Because our assistants are parents, without special training, they are not asked to assume responsibility for providing one-on-one care to a child who is not their own. We also base our parent numbers on the assumption that those adults are available in the classroom for most of the time. A child who is requiring a parent to spend more than minimal time with them or is requiring teacher time in the bathroom needs their own parent available for this duty, otherwise our classroom is short-staffed and our teacher is not present as a leader.

Some children will require a permanent parent helper because their condition remains the same. Some children might require a parent helper later in the year due to the development of a problem that is disrupting the classroom such as tantrums or a lapse in potty training. Some children may begin the year needing a parent helper but outgrow the need for one-on-one supervision as they adjust to school and/or mature. Most cases of severe separation anxiety fall into this category.

In summary, our teacher will decide if a child requires one-on-one parental participation. This can be for a physical or behavioral problem and the child can be reclassified at any time at the teacher's discretion. During the time that a parent is providing one-on-one classroom supervision they are relieved of their regular co-op parent duties. These duties resume when the child no longer needs their parent's support. If a parent can't attend each day with their child, they can provide a substitute such as a grandparent or babysitter who is over 18 years of age and has been cleared by FIA. However, they must be approved ahead of time by the teacher. Also the parent is under the teacher's direction and will remove the child, at the teacher's request, if the child is disrupting the class and return when the child has reestablished appropriate control. The teacher will designate a quiet, separate place if the child needs a place to regain control due to disruptive behavior.

6. The Executive Board shall approve all dismissals.

7. In the event of a family becoming two (2) months in arrears, they shall be asked to withdraw and notice will be given that they will be held responsible for the payment of back dues. In hardship cases that come before the Executive Board, they may waive this section by majority vote (4).

### ***Article III - HANDLING AND ACCEPTANCE OF APPLICATIONS***

#### Section I

The Membership Chairperson and/or committee shall receive applications with registration fees and determine the priority and suitability of applicants on the following basis:

1. Active members applying for subsequent terms.
2. Other children of active members.
3. Waiting list of applicants in order of application and paid registration fee.

#### Section II

An applicant shall become an active member upon acceptance by the Membership Committee and after they have satisfied the following requirements:

1. Signed Articles of Agreement that they understand the purpose and accept the responsibilities of

- membership in the Riverview Nursery, Inc.
2. Attend orientation meeting (August General Membership Meeting).
  3. Submit properly filled out Health Appraisal Form, Child Information Form, Child Placement Contract and FIA/child abuse and neglect clearance. These forms must be on file at the school prior to the first day of participation.

## ***Article IV - MEETINGS***

### Section I

There shall be a general or education meeting of the General Membership every other month, unless otherwise decided by the Executive Board and General Membership Members. Attendance at the General Membership Meeting is mandatory. Attendance through the duration (adjournment) is mandatory. PLEASE REFER TO THE ARTICLES OF AGREEMENT, ITEM 6 FOR A DETAILED DESCRIPTION.

### Section II

Any Executive Board member missing two (2) Board meetings, excused or unexcused could be asked to resign from the Board.

### Section III

There shall be an Executive Board meeting once a month on a day selected by the President to suit the convenience of the Board members.

### Section IV

Special meetings will be held at the discretion of the Executive Board and/or Membership.

### Section V

The annual meeting for the election of offices shall be held at the General Membership meeting in March of each year.

### Section VI

Newly elected officers shall attend the April and May Executive Board meetings. They shall work with the incumbent Board to facilitate a transfer of knowledge and responsibilities. Outgoing officers will present reports at the May Executive Board meeting. New officers will vote on new business at the April and May Board meetings. New officers shall take office in June of each year.

### Section VII

The Executive Board shall meet during the summer months as needed to assure plans for the upcoming school year are finalized and there will be a smooth operation of the Nursery school year.

## ***Article V - TUITION AND FEES***

Riverview Nursery, Inc. reserves the right to change fees and/or tuition at any time and all fees to be assessed at the discretion of the Executive board.

### Section I - **Registration Fee**

There will be a registration fee set by the Executive Board yearly, payable with application. This registration fee is non-refundable. This applies to new as well as returning members.

### **Section II - Non-Resident Fee**

A non-resident fee, established by the City of Riverview, will be charged for each child enrolled living outside the City of Riverview. This is a one-time fee.

### **Section III - Tuition**

Tuition shall be due on or before the 15<sup>th</sup> of each month. **The Nursery has a no cash policy, only checks or money orders will be accepted. Any payment of \$125 or greater must be in the form of a money order or cashier's check.** A \$5.00 fine will be assessed if the payment is not received by the 22<sup>nd</sup> of the month. An additional fine of \$3.00 will be assessed for each additional week late. The last month's tuition is due with the application and the first month's tuition is due at orientation. Tuition is non-refundable, except at the discretion of the board.

### **Section IV - Assessments**

In case of financial emergencies, a special assessment can be voted on by a majority of the Membership.

### **Section V - Non-Sufficient Fund Fee**

For any checks that do not clear with the bank:

1. For the 1<sup>st</sup> offense - The member will be required to pay any bank charges incurred and the total of the check.
2. For the 2<sup>nd</sup> offense – The member will be fined \$20.00 in addition to any bank charges and the total of the check.
3. After second returned/bounced check, member will be required to pay with a money order only for the rest of the school year.

## ***Article VI- EXECUTIVE OPERATION***

### **Section I - Executive Board Membership**

1. Elected officers of the Riverview Nursery, Inc. shall be the President and/or Co-Presidents, Vice President, Secretary, Treasurer, Assistant Treasurer, Membership Chairperson, Fundraising Chairperson, and a GDCNC Delegate. If a member is elected to a Board position and has two children enrolled in the Nursery at the same time, that Board member will be responsible for only one position. These officers shall be the Executive Board. The immediate past-president of the Riverview Nursery, Inc. shall be an advisory member of the Executive Board. Chairpersons of the various committees may be requested to attend Executive Board meetings when considered necessary by the President. The Teacher/Program Director is required to attend Board meetings upon request and all General Membership meetings. If unable to attend, the Teacher/Program Director will notify the President.
2. Married couples are not permitted to serve on the Board at the same time.

## **Section II - Duties of the Executive Board**

1. The Executive Board shall be responsible for establishing general policy and procedures for operation of the Riverview Nursery, Inc. Any rule or regulation made by the Board may be repealed at any time by the affirmative vote of  $\frac{3}{4}$  of the General Membership.
2. Plan and prepare for monthly meetings.
3. The Executive Board may not approve expenditures in excess of \$200.00. Such approval must be given by a  $\frac{2}{3}$  majority of the General Membership.
4. It may constitute a special committee for any purpose for which it deems there is a need and delegate to that committee its powers as necessary to carry out the purpose for which it was formed.
5. Executive Board meetings are open to all Members and copies of the minutes from Board meetings shall be available upon request.
6. Set salary and working hours of the Teacher/Program Director. This decision will be made on a majority vote of the Executive Board.
7. Select appropriate quarters for the Riverview Nursery, Inc.
8. The Executive Board may hire a Teacher/Program Director's Assistant if it so determines there is a need for one.
9. Take action on attaining and discontinuing the services of the Teacher/Program Director. The General Membership shall be consulted prior to dismissal of any Teacher/Program Director.
10. Establish standing committees to fit the needs of the Membership.

## **Section III - Duties of the President**

1. The President shall preside at all meetings of Riverview Nursery, Inc. including the Executive Board meetings. The President shall represent the Nursery on those occasions at which the Nursery should be represented.
2. At the discretion of the Teacher/Program Director and the President, school may be cancelled because of weather conditions. Snow days in excess of four (4) will be made up at a later date. If Riverview Schools are cancelled for weather conditions, Riverview Nursery, Inc. will also be closed.
3. Be responsible with the Board for drawing up the Teacher/Program Director's annual contract.
4. Be responsible for providing a substitute Teacher/Program Director when necessary.
5. Between meetings of the Executive Board, the general control of the Riverview Nursery, Inc. shall rest in this office.
6. Consult at all times with the Teacher/Program Director on the needs of the Membership and the adjustment of the general group.
7. Be responsible, in conjunction with the Board, for appointing an officer in the case of a vacancy.
8. Recommend termination of a member's affiliation with the Nursery to the Executive Board after being advised of delinquencies by the Membership Chairperson, Treasurer, or Teacher/Program Director.
9. Appoint committee chairpersons, Treasurer, or Teacher/Program Director.
10. Service ex-officio on all committees.
11. Be responsible for licensing and incorporation papers.
12. Select a voluntary committee to review bylaws every other year.
13. The President shall be bonded.
14. The President shall correspond with the City of Riverview annually to discuss the lease agreement and cost.



#### **Section IV - Duties of the Vice President**

1. The Vice President shall assume the duties of the President in his/her absence or incapacity. And must be prepared to assume the office of President, if necessary
2. Present committee orientation and coordinate committee activities.
3. With the Secretary, the Vice President shall have the responsibility of organizing and coordinating [Santa's Secret Shop, Christmas Program, Graduation and Family Fun Day.](#)
4. Serve ex-officio on assigned committees.
5. Oversee the membership job of cabin clean up coordinator.
6. The Vice President shall be bonded.

#### **Section V - Duties of the Secretary**

1. Take attendance at General Membership and Executive Board meetings and report in official minutes of all absentees.
2. Keep typewritten minutes of all General Membership and Executive Board meetings.
3. Copies of the minutes should be given to the President within seven (7) days after any meeting.
4. Ensure the parent information board contains current information and update as necessary.
5. Evaluate arrival time of working parents and issue fines as necessary using the guidelines outlined in these by-laws.
6. Post notices of meetings or mail notices as directed by the President.
7. Conduct correspondence as directed by the President.
8. With the Vice President, shall have the responsibility of organizing and coordinating [Santa's Secret Shop, Christmas Program, Graduation and Family Fun Day.](#)
9. Service ex-officio assigned committees.
10. Oversee the membership jobs of newsletter coordinator parent and scheduler.
11. The Secretary shall be bonded.
12. Pick up and distribute accordingly the mail from the P.O. Box located at Riverview Post Office.
13. This is to be done at least once weekly throughout the school year. The Executive Board may request additional pick-ups.
14. The pick-ups are to be made during school breaks.
15. Pick up and distribute mail received at the Nursery post office box during the summer months when school is not in session.

#### **Section VI - Duties of the Treasurer**

1. Maintain the Accounts Payable journal. Process and pay all bills in a timely manner.
2. Maintain the Payroll journal. Issue Teacher/Program Director paycheck biweekly, which includes monthly payment of payroll taxes. File Federal and State payroll tax reports quarterly. Issues W2's and file Federal and State tax reports yearly.
3. Review the Accounts Receivable journal monthly and report monthly to the President regarding the position of the Assistant Treasurer.
4. Reconcile checking account statement monthly. Reconcile savings account statement quarterly. The Treasurer is the primary bank contact.
5. Prepare monthly financial statement and cash report for presentation at the Executive Board meetings. When there is a General Membership meeting, Treasurer will present the statements to the membership.
6. Maintain Schedule of Sales Tax due (from non-food fundraisers) to State of Michigan for payment



with annual report.

7. Maintain Nursery inventory.
8. Complete IRS Form 990 and Schedule A yearly. File when necessary.
9. Complete insurance file; workers compensation, bonding, building and liability.
10. Be sure the President, Vice President, Treasurer, Secretary, Fundraising Chairperson, Assistant Treasurer, Membership Chairperson, and GDCNC Delegate are bonded.
11. Assist the President with City of Riverview annual lease and utility agreement. Attend any necessary City meetings with the President.
12. Establish and maintain the emergency fund savings account of three (3) months expenses.
13. Assure that a minimum balance of \$3,000.00 is left in the checking account at the end of the school year. Any excess should be put in the savings account to have a minimum balance of \$6,000.00.
14. Maintain key and documentation of contents in the fireproof box at the Nursery.
15. Maintain Treasurer file at the Nursery.
16. Subject the books for review at the end of every other school year, unless the Treasurer changes year to year. The Accountant for the GDCNC does the review.
17. Assist the President as needed with licensing issues.
18. The Treasurer shall be bonded.
19. Oversee the membership job of Supply coordinator.

#### **Section VII - Duties of Assistant Treasurer**

1. Receive and record all fees, tuition, gifts, etc.
2. Deposit all monies within three (3) business days after receipt.
3. Send written notice to members in arrears after seven (7) days delinquency.
4. Serve ex-officio on assigned committees.
5. Assistant Treasurer shall be bonded.
6. Oversee the membership jobs of washing parent.

#### **Section VIII - Duties of the Membership Chairperson**

1. Be responsible for maintaining maximum enrollment.
2. Receive inquiries and applications from interested persons.
3. Along with the health parent, make sure the staff, parents and children have fulfilled the State health requirements and the all health forms are complete and on file before school starts.
4. Be responsible with President and Teacher/Program Director for orientation of new members.
5. Maintain current membership list and distribute list to the General Membership.
6. Receive and inform Executive Board and Teacher/Program Director of any changes in the membership list.
7. Serve ex-officio on assigned committees.
8. The Membership Chairperson shall be bonded.
9. Oversee membership jobs of health parent and website designer.
10. The Membership Chairperson shall assume the responsibility as school liaison to include:
  - A. Receive any and all questions/comments or concerns regarding the Nursery from families enrolled in the school.
  - B. Take questions/comments or concerns before the Board (if needed) for discussion and respond back to the family in a timely manner.

### **Section IX - Duties of the Council Delegate**

1. Represent Riverview Nursery, Inc. at all GDCNC (Greater Detroit Cooperative Nursery Council) meetings and bring information to the Executive Board.
2. Receive all material from GDCNC and transmit to members.
3. Be responsible for all details pertaining to GDCNC workshops.
4. Serve ex-officio on assigned committees.
5. Oversee membership job DPW parent.

### **Section X - Duties of the Fundraising Chairperson**

1. Be responsible for organizing all fundraisers, including coordinating orders and collecting money.
2. Submit reports for the newsletter on fundraisers (upcoming fundraiser details, results, etc.)
3. Maintain an accurate record of each family's fundraising dollars throughout the school year.
4. Notify those families, which need to make a contribution to the Nursery to make up their fundraising minimum.
5. Serve ex-officio on assigned committees.
6. The Fundraising Chairperson shall be bonded.
7. Provide totals of individual fundraisers to Treasurer for tax purposes.

### **Section XI - Duties of the Teacher/Program Director**

1. Be in complete charge during the Nursery period.
2. Attend Executive Board Meetings upon request and all General Membership Meetings.
3. Consult with and advise committees, as needed.
4. Keep a record of the daily program and attendance of pupils.
5. Report attendance records weekly to the Health Parent for submission of necessary forms.
6. Plan the daily program of the Nursery.
7. Make time available for phone or personal consultation with parents about individual issues.
8. Arrange a conference with the parents of all classes twice a year to discuss their child's development in the Nursery.
9. Be responsible in conjunction with the Executive Board for the adjusting of unsatisfactory parents or children.
10. Notify parents of child in event of injury on the same day.
11. Have final authority with regard to all field trips.
12. Abide by items included in the contract.
13. Oversee membership jobs of field trip parents, special project/materials resource parent, party parents, classroom presentation parent and creative materials parent.
14. Handle distribution and collection of book club order forms. Place book orders with the book clubs. Distribute books upon delivery.

## ***Article VII - SCHOOL OPERATION***

1. The Riverview Nursery, Inc. shall operate from 8:30 am to 3:00 pm on days decided by the Executive Board and approved by the City of Riverview.
2. A qualified Teacher/Program Director who shall be employed by the Executive Board shall head the staff of the Riverview Nursery, Inc.
3. The members of the cooperative nursery will be the assistants to the Teacher/Program Director and

take their turn in assisting the Teacher/Program Director at the sessions of the Nursery. “Working parents” must remain until all children are accounted for.

4. “Working parents” who are more than 5 minutes late in arrival for their workday will be fined \$5.00 for that session. “Working parents” who fail to show up on their scheduled workday and who fail to find a replacement for them will be fined \$25.00. Any parent who is more than 10 minutes late to pick up their child will be fined \$5.00. These fines are due on or before the 15<sup>th</sup> of the next month. If the fines are incurred during the last month of school, the fines will be due no later than one week prior to the last day of school. Failure to pay the fines on time will result in the child(ren) of the respective family being barred from attending school.
5. In the case of illness or pregnancy, a member may take a leave of absence for a period of not more than two months. The leave of absence may be extended at the discretion of the Executive Board. Working time must be either banked in advance or made up after she returns.
6. Any repeated neglect of duty will be met with a written warning. Further neglect of duty will cause the Member to be asked to leave the Nursery. The decision will be made on a majority vote of the Executive Board.
7. There will be no smoking on the school grounds or at any school related activities.
8. Working parents are to wear fanny packs with first aid items to meet OSHA requirement.
9. Adult conversation should be kept to a minimum during the Nursery session. Adults are there to assist the Teacher/Program Director.
10. Nursery sessions will not be held on legal holidays, i.e. Thanksgiving Day, Christmas week, New Year’s Day, Easter week, and Memorial Day.
11. “Working parents” never discuss the children in front of them.
12. We never strike or spank a child in the Nursery, including our own.
13. “Working parents” must keep close supervision over their assigned area, to assist children, if needed.
14. The Teacher/Program Director may be allowed to enter his/her child into the Nursery upon approval of the Executive Board. He/she will then be expected to follow rules of the Membership, but will not be required to hold an additional membership job.
15. Any rule or regulation made by the Executive Board may be repealed at any time by the affirmative vote of  $\frac{3}{4}$  of the General Membership of the Nursery.
16. Active members are required to participate in all fundraising activities and/or submit a contribution to the school in equivalent. Active members are also required to vote on elections and by-law revisions. Active members unable to attend the General Membership meeting at which voting will take place may request and submit an absentee ballot.
17. Members with two or more children enrolled in the Nursery will adhere to the following:
  - A. Working time will be required for EACH child enrolled in the Nursery.
  - B. Fundraising requirements must be met for EACH child enrolled.
  - C. Only one membership job will be assigned.
  - D. One cabin clean-up will be assigned for EACH child enrolled in the Nursery.
  - E. The parents shall have one vote at General Membership meetings.
  - F. In the event that a family has more than two children in the Nursery at one time, the Executive Board will meet to give special consideration to the situation.
18. An Associate Member returning with a new child the next school year has the right to attend the March General Membership meeting and sign-up for a membership job.
19. Returning Active Members have the option of keeping their job or giving it up for the following school year, if the position remains for the following year. This is to be decided by the individual

members no later than the March General Membership meeting.

20. Benefits to the Teacher/Program Director

- A. The Teacher/Program Director will receive salary as per annual contract.
- B. Receive full pay for sessions canceled because of weather conditions or other emergencies.
- C. Riverview Nursery, Inc. will assume the workshop registration fee as per contract.

## ***Article VIII - AMENDMENTS***

### Section I

The Articles and/or sections of these by-laws may be amended by a 2/3 vote of the General Membership.

## ***Article IX - DISSOLUTION***

### Section I

Riverview Nursery, Inc. reserves the right to dissolve at any time upon the vote of 90% of the current General Membership. Upon dissolution any remaining assets, including equipment, after payment of expenses and refunds to the General Membership of tuition paid in advance will be donated to the non-profit Greater Detroit Council of Cooperative Nurseries to use or distribute in any way they deem proper. The GDCNC must have 501 (C3) exempt statuses. If the GDCNC fails to meet these criteria, then our remaining assets, including equipment, less expenses and refunds, will revert to another Nursery or Nurseries with similar purpose as Riverview Nursery, Inc. and retaining 501 (C3) exempt statuses. The current Executive Board shall determine the Nursery or Nurseries to receive our assets.

# **Membership Jobs**

## **Cabin Clean-Up Coordinator**

One per class. Coordinators do not need to sign up for individual cleaning month.

1. Be responsible for contacting members each month to remind them of their clean-up schedule.
2. Ensure each scheduled member arrives on time for the clean up.
3. Have each member sign-in on the cleaning checklist.
4. Explain the clean-up procedures and expectations.
5. Remain at the school until the clean up is completed to ensure that the cleaning of the classroom meets the expectations outline.
6. Return signed checklist to Treasurer so classroom clean-up deposits may be refunded.

7. Report any problems with cleaning or participation to the Vice President.

### Class Photographer

Two per class.

1. Must be present at all field trips/class parties to photograph the children at each event.
2. Photos must be compiled and uploaded to Tree ring for yearbook.
3. Photographer is responsible for finding a replacement if he/she is unable to attend a fieldtrip or party. (Working parents are NOT acceptable replacements on party days.)
4. Report any problems to Membership Chairperson.

### Classroom Presentation

1. Work with the Teacher/Program Director in the display, decoration and arrangement of the classroom.
2. Disassemble displays of children's work and distribute work to be sent home after removal from display.
3. Purchase any necessary supplies for classroom presentation and as specified by the Teacher/Program Director.
4. Report any problems to the Teacher/Program Director.

### Creative Materials Parent

1. Prepare homemade play dough, silly putty, etc. as needed or at Teacher/Program Director's request.
2. Wash paint smocks, as needed.
3. Report any problems to the Teacher/Program Director.

### DPW Parent

1. Contact Riverview's DPW to obtain needed supplies (toilet paper, paper towels, etc.), as needed.
2. Take garbage to the curb every Sunday evening. If a holiday falls on Monday, then take to the curb on Monday evening.
3. Report any problems to the GDCNC delegate.

### Field Trip Coordinator

1. Have overall responsibility for notifying parents of pending field trips at least 2 weeks in advance.
2. With the direction of the Teacher/Program Director, make necessary phone calls, contacts, and arrangements for field trips throughout the school year.
3. Issue copies of maps and directions to parents.
4. Be responsible for the collection of field trip money prior to field trip event.
5. Send thank you notes, as appropriate.
6. Submit a short article for the newsletter about each field trip.
7. Report any problems to the Teacher/Program Director.

### Fundraising Sorter

One per class.

1. Assist fundraising chairperson.

2. Be available at specified time and location to take delivery of total fundraising orders.
3. Sort and distribute all fundraising product to members.
4. Report any problems to the Fundraising chairperson.

### Health Parent

1. Be responsible for the maintenance of all Health Department forms and accurate up-to-date information using the SIRS system.
2. Keep a record of all communicable diseases in the preschool and be responsible for notifying the members and Health Department of the same.
3. File a weekly report and all necessary reports with the Wayne County Health Department.
4. Keep all health forms at the preschool during class session.
5. Report any problems to the membership chairperson.

### Newsletter Coordinator

1. Collect and assemble all necessary monthly newsletter information.
2. Ensure that all items on the newsletter checklist are ready for typing and copying for distribution on the first class day of each month.
3. Proof typing to ensure the accuracy of the information.
4. Please use Microsoft Publisher, if possible.
5. Report any problems to the Secretary.

### Party Parent

One per class.

1. Be responsible for making special party arrangements as requested by Teacher/Program Director, including food, gifts, supplies, etc.
2. Prepare sign-up sheet for needed party items and post.
3. Be a scheduled working parent at each party (i.e. Halloween Christmas, etc.)
4. Report any problems to the Teacher/Program Director.

### Scheduler

One per class.

1. Prepare and copy schedule of working parents for each month. Post one copy of schedule in the classroom.
2. Distribute in mailboxes or at the General Membership meeting one month in advance.
3. Obtain monthly schedule from Teacher/Program Director and list any field trips parties, or other special events.
4. Indicate snack parent, birthday, holidays, or other special interest days.
5. Consult with Teacher/Program Director regarding birthday celebrations for school year and summer birthdays.
6. Keep a written record on scheduled work and snack days for each member. Workdays and snack days must be distributed evenly. Working time is required for each child enrolled.
7. Report any problems to the Secretary.

### Special Project/Materials & Resource Parent

One per class.

1. Make children and parent nametags for start of school. Consult with Teacher/Program Director.
2. Purchase needed supplies for school projects at Teacher/Program Director's request. Submit expense report and receipts for reimbursement.
3. Purchase supplies for extra-curricular type projects at Teacher/Program Director's request.
4. Be responsible for compiling books and games as requested by Teacher/Program Director.
5. Report any problems to the Teacher/Program Director.

### Supply Coordinator

1. Make sure all necessary supplies are available (i.e. trash bags, cups, napkins, paper plates, hand soap, etc.)
2. Report any problems to the Treasurer.

### Washing Parent

1. Weekly washing of rags used for classroom clean up.
2. Monthly washing of dress up clothes, doll clothing, and bedding in the housekeeping area.
3. Report any problems to the Assistant Treasurer.

### Website Designer

1. Collect and assemble all necessary information to keep website up to date.
2. Responsible for day-to-day site design and creation.
3. Making changes to the site as need and as requested by Riverview Nursery Inc.
4. Report any problems to the Membership Chairperson.



## **CHANGE LIST (JUNE 2004)**

1. Adjusted statement in articles and Article IV, Section I regarding General Membership meeting from every other month to every month.
2. Added statement to articles for late pick up of \$5.00 fine.
3. Adjusted requirements for families - supplies for school.
4. Adjusted fundraising due to March 1<sup>st</sup>
5. Added no cash statement.
6. Added statement in articles and Article V, Section III regarding first and last months tuition.
7. Adjusted statement for signature of articles.
8. Article VI, Section removed 2 - MCCN.
9. Article VI, Section II - adjusted #3.
10. Updated job descriptions for Vice President, Council Delegate, Teacher/Program Director.
11. Article VII removed 5.
12. Updated all membership job descriptions.
13. Deleted membership jobs of garbage parent, copy parent, and film developing parent.

## **CHANGE LIST (MAY 2006)**

1. Adjusted Sample Daily Schedule.
2. Adjusted the Articles of Agreement #10. If tuition not paid by 1<sup>st</sup> of next month, child will be barred from attending school until the monies are paid.
3. Adjusted the Articles of Agreement #1. Change late time to 10 minutes.
4. Deleted #6 of Section VI. Treasurer will sell 50/50 raffle tickets.
5. Deleted membership job of Book Parent and added duties to the Teacher/Program Director.
6. Deleted membership job of Mail Parent and added duties to the Secretary.
7. Deleted membership job of Memory Book Parent.

## **CHANGE LIST (MAY 2007)**

1. Adjusted the Articles of Agreement #6. Failure to pay fines by the end of that month may result in the child(ren) of the respective family being barred from attending school until the fine is paid.
2. Deleted #7B Articles of Agreement. Provide hospitality for one (1) General Membership Meeting during the school year (i.e. beverages and snacks).
3. Adjusted the Articles of Agreement #7C. Provide school supplies once during the school year.
4. Adjusted the Articles of Agreement #7D. Fundraising profits due by March 1<sup>st</sup> was changed to fundraising profits being due by November 1<sup>st</sup>.
5. Deleted requirement of member signature and date at the end of the Articles of Agreement.
6. Adjusted Article IV, Section V. The annual meeting for the election of offices shall be held at the General Membership meeting in April of each year was changed to March of each year.
7. Adjusted Article VI – Executive Operation, Section I. If unable to attend, the Teacher/Program Director will notify the Board.
8. Adjusted Article VI, Section III – Duties of the President, #2 to include: If Riverview Schools are cancelled for weather conditions, Riverview Nursery, Inc. will also be closed.
9. Deleted Article VI, Section IV – Duties of the Vice President, #6A and #6B. The Vice President



shall assume the responsibility of 4's liaison to include the following: A. Receive any and all questions/comments or concerns regarding the Nursery from families enrolled in the 4's class. B. Take questions/comments or concerns before the Board (if needed) for discussion and respond back to the family in a timely manner.

10. Adjusted Article VI, Section VI – Duties of the Treasurer, #2. The words twice monthly was changed to biweekly.
11. Adjusted Article VI, Section VIII – Duties of the Membership Chairperson, #10. Changed the words from 3's liaison to as school liaison.
12. Adjusted Article VI, Section VIII – Duties of the Membership Chairperson, #10A. Changed the words from 3's class to school.
13. Adjusted Article VII, #4. Changed time from 15 minutes to 10 minutes.
14. Adjusted Article VII, #17D. Removed one hospitality.
15. Adjusted Article VII, #18. Changed Month from April to March.
16. Adjusted Article VII, #19. Changed Month from April to March.
17. Deleted the Hospitality Parent membership job that was included as part of the Supply Coordinator Parent Job.
18. Adjusted Supply Coordinator Parent. Deleted all Hospitality parent responsibilities.
19. Adjusted Scheduler #5. Changed consult with membership to consult with Teacher/Program Director.
20. Deleted membership job of Carpet Cleaning Parent.

### **CHANGE LIST (Oct 2007)**

1. Added the membership job of Fundraising Sorter Parent.
2. Adjusted Article V, Section III – Tuition. Changed “Tuition will be considered late if paid by the 22<sup>nd</sup> of the month and there will be a \$5.00 fine assessed” to “A \$5.00 fine will be assessed if the payment is not received by the 22<sup>nd</sup> of the month”.

### **CHANGE LIST (Aug 2008)**

1. Adjusted the membership job of Party Parent from One or two per class to just One per class.
2. Adjusted the membership job of Fundraising sorter to include in description One per class.
3. Adjusted membership job of Fundraising sorter to include in description report any problems to the Fundraising chairperson.
4. Added the membership job of Class Photographer.
5. Added the membership job of Song Leader.
6. Added the membership job of V.I.P. Night Coordinator.
7. Adjusted the membership job of Party Parent from One or two per class to just One per class.
8. Adjusted the membership job of Fundraising sorter to include in description One per class.
9. Adjusted membership job of Fundraising sorter to include in description report any problems to the Fundraising chairperson.
10. Added the membership job of Class Photographer.
11. Added the membership job of Song Leader.
12. Added the membership job of V.I.P. Night Coordinator.
13. Added the membership job of Website Designer.

## **CHANGE LIST (May 2009)**

1. Articles of Agreement, #4 – Added FIA/child abuse and neglect clearance is MANDATORY for any adult working in the classroom. This can be obtained by going to: State Of Michigan Family Independence Agency, Wayne County, 22050 Pennsylvania Rd., Taylor Mi 48180. Phone Number for FIA is 734-281-8320. Be sure to take your driver's license and social security card. Tell them you belong to the co-op and need a background check performed (no charge for this service). You will fill out a very simple form and be told when you can come back to pick up your clearance. This is mandated by the state and must be completed by your first working day. (This replaces the ICHAT that some of you may be familiar with.)
2. Articles of Agreement, #10 – Changed the first and last months tuition are due at the orientation meeting to read the last month's tuition is due with application and first month's tuition is due at the orientation meeting.
3. Articles of Agreement, #15 - Added Riverview Nursery, Inc. reserves the right to change fees and/or tuition at any time.
4. Article III, Section II, #3 – Adjusted from Submit properly filled out Health Appraisal Form, Child Information Form, Child Placement Contract and Conviction Form to Submit properly filled out Health Appraisal Form, Child Information Form, Child Placement Contract and FIA/child abuse and neglect clearance.
5. Article IV, Section I – Changed from General Membership approximately every month to read General Membership every month, unless otherwise decided by the Executive Board and General Membership Members.
6. Article IV, Section II – Changed from missing two(2) consecutive board meetings to read missing two (2) Board meetings.
7. Article V - TUITION AND FEES – Added Riverview Nursery, Inc. reserves the right to change fees and/or tuition at any time.
8. Article V, Section III - Changed from The first and last month's tuition are due at the orientation to The last month's tuition is due with the application and the first month's tuition is due at orientation.
9. Article V, Section VI – Added After first returned/bounced check, member will be required to pay with a money order only for the rest of the school year.
10. Article VI, Section IV - Changed from organizing and coordinating the Holiday Party, the March dinner, and the end-of-the year party to organizing and coordinating [Santa's Secret Shop, Christmas Program, Graduation and Family Fun Day.](#)
11. Article VI, Section V - Changed from organizing and coordinating the Holiday Party, the March dinner, and the end-of-the year party to organizing and coordinating [Santa's Secret Shop, Christmas Program, Graduation and Family Fun Day.](#)

## **CHANGE LIST (July 2009)**

1. Articles of Agreement, #7D – Adjusted to read as follows: Raise a minimum of \$125.00 per child in fundraising profits due by December 1st. A variety of fundraising ideas will be offered. If a member doesn't reach the minimum of \$125.00 by the due date they will be required to pay the difference. As you continue to participate in fundraisers after the deadline, any additional funds

raised up to the amount you paid to meet the minimum requirement will be refunded to you. Any profit raised over the \$125.00 minimum per child will be put in Riverview Nursery's general account and used for various school functions throughout the year. If a member chooses not to participate in the various fundraising activities provided by the Preschool, that family may make a tax-deductible contribution to the Preschool to fulfill its fundraising requirement.

### **CHANGE LIST (August 2009)**

1. Removed the membership job of Song Leader.
2. Removed the membership job of V.I.P. Night Coordinator.
3. Articles of Agreement #7c – Adjusted: Participate in a Cabin Clean up one (1) time during the school year to read as follows: Participate in one (1) Cabin Clean up for EACH child enrolled in the Nursery.

### **CHANGE LIST (April 2010)**

1. Article II, Section I – Changed: Children entering Riverview Nursery, Inc. must be age appropriate by December 1<sup>st</sup> of the current school year to Children entering Riverview Nursery, Inc. must be age appropriate by September 1<sup>st</sup> of the current school year.
2. Article II, Section I – Changed: Younger children may be enrolled with the approval of the Teacher/Program Director to Younger children may be enrolled with the approval of the Teacher/Program Director and Executive Board.

### **CHANGE LIST (July 2010)**

1. Article II – Membership, Section III – Added: In the event a child shows Aggressive Behavior: Aggressive behavior is any hitting, kicking, spitting, biting, pushing, or throwing of objects intended to deliberately hurt others. These behaviors will not be tolerated.
  - A. First incident: Time out and parents will be informed of what happened after school.
  - B. Second incident: Parent will be called to pick up the child from school.
  - C. After the child has been sent home 2 times, a parent/teacher conference will be held to discuss the situation. In addition to the conference, a referral will be made to the GDCNC. This will benefit both the parent and the teacher.
  - D. After the 3<sup>rd</sup> incident: The parent will be asked to leave the Coop by the Executive Board.
  - E. In addition to these steps, if any chronic aggressive behaviors persist, the child can be dismissed at the discretion of the teacher and the Executive Board.

### **CHANGE LIST (August 2010)**

Articles of agreement, #7D: Changed fundraising requirement from \$125.00 to \$145.00.

### **CHANGE LIST (January 2011)**

1. Article V - TUITION AND FEES, Section VI - **Non-Sufficient Fund Fee**: Changed following from 1<sup>st</sup> offense to 2<sup>nd</sup> offense: the member will be fined a \$25.00 fine in addition to any bank charges and the total of the check.
2. Article V - TUITION AND FEES, Section VI - **Non-Sufficient Fund Fee**: Added for the 1<sup>st</sup> offense: The member will be required to pay any bank charges incurred and the total of the check.
3. Article V - TUITION AND FEES, Section VI - **Non-Sufficient Fund Fee**: Added All fees to be assessed at the discretion of the Executive board.

### **CHANGE LIST (May 2011)**

Article II, Section I – Changed: Children entering Riverview Nursery, Inc. must be age appropriate by September 1<sup>st</sup> of the current school year to Children entering Riverview Nursery, Inc. must be age appropriate by December 1<sup>st</sup> of the current school year.

### **CHANGE LIST (August 2011)**

Article V, Section III – Changed: The last month’s tuition is due with the application and the first month’s tuition is due at orientation and are only refundable if the child(ren) never attends the nursery to The last month’s tuition is due with the application and the first month’s tuition is due at orientation. Tuition is non-refundable, except at the discretion of the board.

### **CHANGE LIST (December 2011)**

Article IV, Section III – Changed: Tuition shall be due on or before the 15<sup>th</sup> of each month. **The Nursery has a no cash policy, only checks or money orders will be accepted.** A \$5.00 fine will be assessed if the payment is not received by the 22<sup>nd</sup> of the month. An additional fine of \$3.00 will be assessed for each additional week late. The last month’s tuition is due with the application and the first month’s tuition is due at orientation. Tuition is non-refundable, except at the discretion of the board to Tuition shall be due on or before the 15<sup>th</sup> of each month. **The Nursery has a no cash policy, only checks or money orders will be accepted. Any payment of \$125 or greater must be in the form of a money order or cashier’s check.** A \$5.00 fine will be assessed if the payment is not received by the 22<sup>nd</sup> of the month. An additional fine of \$3.00 will be assessed for each additional week late. The last month’s tuition is due with the application and the first month’s tuition is due at orientation. Tuition is non-refundable, except at the discretion of the board.

### **CHANGE LIST (March 2012)**

1. Articles of Agreement, #5: Changed working in the classroom from twice a month to 2-3 times a month.
2. Articles of Agreement, #7D: Removed “As you continue to participate in fundraisers after the deadline, any additional funds raised up to the amount you paid to meet the minimum requirement will be refunded to you.”

3. Article II, Section III, #5 – Changed: In the event a child shows Aggressive Behavior: Aggressive behavior is any hitting, kicking, spitting, biting, pushing, or throwing of objects intended to deliberately hurt others. These behaviors will not be tolerated.
  - A. First incident: Time out and parents will be informed of what happened after school.
  - B. Second incident: Parent will be called to pick up the child from school.
  - C. After the child has been sent home 2 times, a parent/teacher conference will be held to discuss the situation. In addition to the conference, a referral will be made to the GDCNC. This will benefit both the parent and the teacher.
  - D. After the 3<sup>rd</sup> incident: The parent will be asked to leave the Coop by the Executive Board.
  - E. In addition to these steps, if any chronic aggressive behaviors persist, the child can be dismissed at the discretion of the teacher and the Executive Board.

#### BEHAVIOR/SPECIAL NEEDS POLICY

Our policy is this – any child who requires constant one-on-one supervision or whose individual needs would require removing an adult from the classroom on a frequent basis, needs to be accompanied to class by a parent, or approved parent substitute, on a daily basis. This decision about individual children is placed in the hands of our teacher, who is best qualified to make the decision. This parent is in addition to the number of parent assistants scheduled on any given day and is there to provide supervision and assistance for their child. The parent is relieved of other classroom duties and the family is not required to work any additional hours in the classroom. This policy does require more attendance than the average parent would provide. However, as a school, we are, in effect, remitting the cooperative requirement of serving as a teaching assistant to the whole classroom.

According to this policy, the teacher decides if a child requires a parent's full-time participation in the classroom. Our teacher needs to be available as the classroom leader and can't spend more time with one child than with all the others. Because our assistants are parents, without special training, they are not asked to assume responsibility for providing one-on-one care to a child who is not their own. We also base our parent numbers on the assumption that those adults are available in the classroom for most of the time. A child who is requiring a parent to spend more than minimal time with them or is requiring teacher time in the bathroom needs their own parent available for this duty, otherwise our classroom is short-staffed and our teacher is not present as a leader.

Some children will require a permanent parent helper because their condition remains the same. Some children might require a parent helper later in the year due to the development of a problem that is disrupting the classroom such as tantrums or a lapse in potty training. Some children may begin the year needing a parent helper but outgrow the need for one-on-one supervision as they adjust to school and/or mature. Most cases of severe separation anxiety fall into this category.

In summary, our teacher will decide if a child requires one-on-one parental participation. This can be for a physical or behavioral problem and the child can be reclassified at any time at the teacher's discretion. During the time that a parent is providing one-on-one classroom supervision they are relieved of their regular co-op parent duties. These duties resume when the child no longer needs their parent's support. If a parent can't attend each day with their child, they can provide a substitute such as a grandparent or babysitter who is over 18 years of age and has been cleared by FIA. However, they must be approved ahead of time by the teacher. Also the parent is under the teacher's direction and will remove the child, at the teacher's request, if the child is disrupting the class and return when the child has reestablished appropriate control. The teacher will designate a quiet, separate place if the child needs a place to regain control due to disruptive behavior.

4. Removed Article 5, Section V - **Insurance**  
There is an accident insurance fee include in the registration fee. This covers both parent/guardian and child. The insurance covers all Nursery activities in which they participate.
5. Article VI, Section VI, #10 – Changed be sure the President, Vice President, Treasurer, Secretary, Fundraising Chairperson and Assistant Treasurer are bonded to Be sure the President, Vice President, Treasurer, Secretary, Fundraising Chairperson, Assistant Treasurer, Membership Chairperson, and GDCNC Delegate are bonded.
6. Article VI, Section VI, #13 – Changed Assure that a minimum balance of \$3,000.00 is left in the checking account at the end of the school year. Any excess should be used to improve the school, such as updating old equipment and adding new equipment, subject to Board approval to Assure that a minimum balance of \$3,000.00 is left in the checking account at the end of the school year. Any excess should be put in the savings account to have a minimum balance of \$6000.
7. Removed Article VII, #20d: A qualified substitute Teacher/Program Director (with a degree or CDA and State required training) shall be hired at the discretion of the Executive Board and Teacher/Program Director and will be paid accordingly.
8. Adjusted the membership job of Cabin Clean-Up Coordinator from Two parents may alternate to One per class.
9. Adjusted the membership job of Special Project/Materials & Resource Parent to remove #2: Be available, without children, to make necessary die-cuts, binding, laminating at the Teacher/Program Director Resource Center in Taylor at the request of the Teacher/Program Director.
10. Adjusted the membership job of Website Designer #4 from Report any problems to the Teacher/Program Director to Report and problems to the Membership Chairperson.
11. Article VI, Section VIII, #9 – Changed Oversee membership jobs of health parent and schedulers to oversee jobs of health parent, schedulers, and website designer.

### **Change List (May 2014)**

1. Fundraising fee increase from \$145.00 to \$150.00.
2. Enrollment start age changed from December 1<sup>st</sup> to September 1<sup>st</sup> per new state guidelines.

### **Change List (April 2015)**

1. Tuition increased by \$10 for both the 3 and 4 year old programs. Both classes will be extended by a half an hour in length. 4's tuition will be \$80 per month and 3's tuition will be \$60.

### **Change List (April 2015)**

1. Articles of Agreement #7, part D - fundraising fee of \$150 due by Dec 1st

### **Change List (September 2015)**

2. Updated Daily Schedule
3. Articles of Agreement # 4 - changed address of FIA
4. **Article IV meetings, section I- meetings will be held every other month**
5. Added Parent Jobs – 2 Class Photographer per class and must upload to Tree ring, 1 Class Hospitality Parent for school, 1 Decorating Parent for school, and 1 Special

Project Parent for school.

**AMENDMENT**