



**Key Peninsula**  
**Co-op Preschool**  
2025-26 School Year

Civic Center  
17010 South Vaughn Rd NW  
Vaughn, WA 98394

## Welcome to Co-op Preschool!

Meet Teacher Jessica

Hello!

Welcome to the Key Peninsula Co-op Preschool! I am so excited to be your teacher. I have taught children and adults of all ages, but preschool is my favorite! My teaching style is activity based learning guided by what the students want to learn. I have so many fun projects and activities planned for the year. I can't wait to meet you!

What to expect

We will start our day at 9am by putting our snack, water bottle, and backpacks in our cubbies. We will say bye to our caregivers and join our friends for open play! Later we will join our teacher for circle time!

After that we will pick a project or activity from our station options. If none of them interest us we can go enjoy open play. Then we will eat our delicious snack! Once we are finished and cleaned up our snack we can play until our caregivers arrive for us.

What to Bring

Please send your child with a snack and a water bottle. If they are still potty training please pack extra diapers and/or a change of clothes.

Please make sure they have a coat and their shoes are good for running around!

Station Time

During station time students will get to choose between two guided activities. Examples are an art project or a science experiment. They can also choose to just enjoy open play.

Circle Time

During circle time we will sing silly songs about our days of the week, numbers and letters, and songs to get our wiggles out. We will also read a book relevant to our theme of the week!

How to Connect with Staff

This year, Key Peninsula Preschool will be using a new software called Brightwheel. This will be where you can check in with Teacher Jessica, pay your invoices and see the school calendar.

Please [download the Brightwheel app](#) on your phone for any updates, easy access to class newsletters and more!

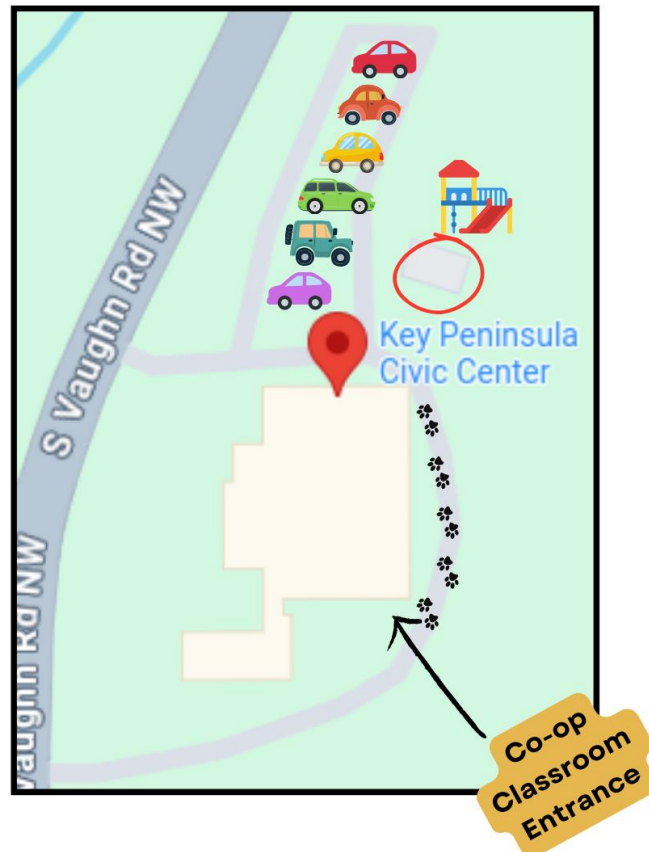
## Guidelines For Working With Children In The Classroom

1. Cultivate a calm attitude when talking or working with children. A quiet manner helps prevent excitement and over-stimulation.
2. Rules are simple and basic. A child is free to explore as long as he/she:
  - a) does not hurt self or others
  - b) does not destroy equipment or material
  - c) does not disturb others
3. In giving directions, be sure that the child understands. When you talk to children, get to their level both in your choice of words and by bending down.
4. A child is not forced to participate. Some children need a “looking on” period before they are willing to try a new activity or participate in a group experience.
5. Suggest the next specific act when a child dawdles. “Where is your towel?” when a child continues washing for too long.
6. Give the child a choice of action when feasible. Ask: “Where would you like to put up your train here or there?” This gives the child a personal interest in the situation and develops her initiative and independence.
7. Offer the child a choice only when you can accept his negative reply. Don’t say, “Do you want to go to the toilet?” when it is time to go!
8. Let your child learn by experience. Encourage him to help himself; offer assistance only when it is necessary to avoid a feeling of failure or discouragement. Perhaps you could do it faster and better for him, but through doing it himself, the child is learning.
9. Encourage the child whenever possible, especially after a disappointment or infraction of the rules. “We’ll try again tomorrow,” give hope. “That was hard work, but you certainly kept trying” recognizes the effort, regardless of the product.
10. Children may need help in learning how to use items such as paste, paint, and water. When possible, however, let them experience it in their own way. Avoid making models or samples for the children to copy. Judgments of the finally product aren’t necessary.
11. Use DO’s instead of DON’Ts. “Do drink your juice, Mary” instead of, “Don’t jiggle your glass.”

12. Give children fair warning before interrupting their activity. "OK, we are going to clean-up or put away our toys in 5 minutes."
13. When children are in social conflict let them work through it if they can. Remember that sharing is a concept foreign to two-year-olds, and just emerging in three- and four-year-olds. Step in when it is necessary to avoid injury or to suggest a possible solution.
14. Disapprove of the act and not the child. "What you did made me very angry."
15. Avoid discussing children in their presence.
16. Most important—relax and enjoy yourself.

\*\*Limit cell phone use to taking photos only. Any other cell phone use done in the classroom should be for emergencies only\*\*

# Key Peninsula Co-Op Parking Directions



- Park by the playground (where the rainbow cars are)
- At 9, carefully walk your child around the Civic Center to the classroom door (pointed at the arrow)
- For pickup, meet Teacher Jessica at the covered area between 11:45-noon

## School Safety & Weather Closures

The preschool board works diligently to ensure that the school operates in a healthy and safe manner.

In the event of bad weather or other safety hazards, to include a classroom temperature under 50 degrees, the president, with the advice of the teacher and Key Peninsula Preschool Director may close school for that day. The school will automatically be closed when Peninsula School District programs are not in session. Make-up days are not required, but may be offered at the discretion of the executive board and Teacher, and are dependent on the current class schedule.

### **When Life Occurs: Whom to Notify**

When your child is sick with a communicable disease, such as lice or chicken pox, contact Health and Safety.

If you cannot volunteer as a parent on your assigned day, try to switch with a parent in your class. If you are unsuccessful, contact the Class Representative.

If you have a question about your working schedule, contact the Class Representative for your class.

If your child must miss class, contact Teacher Jessica through the messenger section on Brightwheel.

If you have a question about classroom routine, discipline or change in emergency form or child release form, contact Teacher Jessica.

If you have a question about tuition or reimbursement, contact Ms. Christine on Brightwheel.

If you have a change of address or phone, update your brightwheel account.

Please keep your child home if they experience...

- Vomiting (2 or more times in 24 hours)
- Fever
- Rashes, lice, or nits (especially with an itch)
- Diarrhea (3 or more watery stools in 24 hours)
- Eye infection (thick or mucus or pus draining)

## Statement of Purpose & Parent's Agreement

### **Statement of Purpose**

The Cooperative Preschool exists for the purpose of enriching the experience of young children and their parents. It is made up of a group of parents, children, and professionals who are involved together in learning and growing.

## **Parent's Agreement**

We, the parents of Key Peninsula Preschool, agree to fulfill our participation, financial, and safety responsibilities in the following ways:

### **Participation**

We agree to:

- Provide a nutritious snack and juice as scheduled;
- Work in the classroom as scheduled on assigned days and to exchange dates with another enrolled parent in case of emergency.

Financial Responsibilities – we agree to:

- Pay the registration fee upon completion of the registration form;
- Pay tuition on time, by the 15th of the prior month, so if your child is to attend in February, tuition is due on January 15th

Safety – we agree to:

- Keep my child home if there are signs of a cold, flu, or any other communicable disease;
- Alert Teacher if I see any unsafe school conditions or your child or family has any signs of disease that may affect school members.

The full participation of all members is the key to making Key Peninsula Co-op Preschool the best school possible for our children. Enjoy watching your child grow and gain new friendships; as well as yourself.

Learning the Ropes

### **Bulletin Board & Teacher's Door**

Please check these areas often for upcoming events, as well as other information pertaining to preschool.

### **Cubbies**

Newsletter, school notices and your child's artwork will be in your cubby. Please check your cubby and read your school notices regularly; take home art work after every class session.

### **Scholarships**

If you should need scholarship funds, you can obtain an application for scholarship from our operations manager Ms. Christine cluna@keypeninsulapreschool.org. Please note that this is a confidential form and will only be viewed by the scholarship committee.

## **Visitors**

Please talk to Teacher if you wish to bring a visitor to school. Due to our liability policy, we can only accept adult visitors.

## **Leave of Absence**

Pregnant mothers or adopting parents whose due date or adoption date falls during the academic school year will be allowed six weeks leave. Babywearing while working in the classroom is permitted. A reasonable amount of time to be determined by the executive board is allowed for surgery, illness, accidents or similar event.

## **Fees & Finances**

The financial information of the preschool is a matter of public record and available to all members. A budget for the present school year is available on request. If you have any questions about finances, please contact the school treasurer at [treasurer@keypeninsulapreschool.org](mailto:treasurer@keypeninsulapreschool.org)

The monthly tuition payments (October – June) for 2023-2024 are:

- 3 Day a week: \$165/month
- 2 Day a week: \$125/month

The tuition payment is due by the 15th of the prior month. Look for recurring emails from Brightwheel to review your balance and payment history. Payments should be paid online through Brightwheel or placed in the locked mailbox in the classroom. Families are asked to donate the credit card processing fee for payments through Brightwheel. All non-digital tuition payments should be paid with check or money order and payable to NTCP. Please do not hand payments to Teacher Jessica. No cash will be accepted for any tuition/fees or fundraising payments. If payments are made after the 25th of the month, a \$5.00 late fee will be charged.

## **Fundraising**

The school does occasional fundraisers and it is expected that parents plan to participate in them.

This can look like joining the board, t-shirt drive, scholastic book fairs, and more.

## Teacher's Tips & Special Requests

Volunteer Parents: Please plan to arrive 15 minutes before class to help with greeting children & families and classroom set-up. Use the “cheat sheets” to follow along with the daily schedule and follow along with your tasks for the day

Non-volunteer Parents: Please, if you are NOT a classroom working parent, plan to come no earlier than 5-10 minutes before class is scheduled to start. This is teacher prep time.

Not coming today? Please message Teacher Jessica on Brightwheel, to let her know that you are unable to attend.

Outside toys are allowed only on your child's sharing day. Please do not bring them unless it is your turn to share.

Gum, candy, & pop are not allowed at school. Hot beverages need to remain outside of the classroom.

For safety sake, flip-flops are not allowed in the classroom. Tennis shoes are preferred.

### **Food Handling Guidelines**

- Wash hands thoroughly with warm water and soap before handling food or drink.
- Set-out placemats (with the aid of a child). Check placemats for allergies!
- Set up tables with snacks, cups, napkins, and containers of juice/water/milk.
- After the children have said thanks, serve the beverage and a snack. Please use gloves when handling unwrapped food.
- Juice needs to be 100% Real Fruit Juice and needs to be brought in an unopened container or to be mixed at school from a concentrate.

### **Super Snack Suggestions**

Snacks served at school should be nutritious. It's not too early to practice eating foods good for our bodies!

Here are a few suggestions for snacks appropriate for school. Involve your child in selecting foods when you're the snack parent. It's also fun if you can coordinate the snack with our themes (for example: cherries on red day or pumpkin muffins during pumpkin week).

- Fruit kabobs with cheese
- Mini muffins low in sugar and fat
- Breadsticks
- Mini bagels with cream cheese
- Celery with cheese spread
- Apples

- Fresh fruit: kiwi, pineapple, banana, halved grapes, strawberries, pears, oranges, watermelon.
- Dried fruit: i.e. apricots, pineapple, pear, etc.
- Cheese: cubes, grated, sticks, string
- Rice cakes with spread
- Graham crackers with apple slices

\*\*Please remember we are a nut-free school. Check placemats for allergies\*\*

## KEY PENINSULA PRESCHOOL BY-LAWS

### ARTICLE 1: NAME

The name of record for this organization in Key Peninsula Preschool.

### ARTICLE 2. CORPORATE PURPOSE

#### Section 1. Nonprofit Purpose

This corporation is exclusively for educational and child-care purposes. The making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### Section 2. Specific Purpose

This is a nonprofit organization that shall provide 1) a preschool educational program and 2) childcare services for infants and preschool age children of families in the Key Peninsula and the surrounding areas. The early childhood services and childcare facility will be supported by a STARS certified staff.

### ARTICLE 3. MEMBERSHIP

Membership. Membership shall consist only of the members of the Board of Directors.

### ARTICLE 4. MEETINGS

Section 1: Annual Meetings. The date and location of the annual meeting shall be set by Board of Directors.

Section 2: Special Meetings. A special meeting can be held by the Board of Directors under the request of the Chair, the Executive Committee, or by the request of 2/3 of the Board members. The Secretary shall inform all members of upcoming special meetings with no less than a 12 hour notice.

Section 3: Notice. The Secretary shall provide notice the Annual Board Meeting no less than 8 weeks in advance.

Section 4: Quorum. A quorum shall be a majority of 50%+1 of the eligible board members. A quorum must be met prior to business transactions and/or making or passing of motions. For members who are unable to vote in-person, electronic voting (via e-mail) may be utilized and submitted within 2 hours of the motion being presented.

### ARTICLE 4: BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation. The Board of Directors of the Key Peninsula Preschool shall determine policies for the daily operations of the childcare and preschool programs. The Board of Directors shall have the final responsibilities pertaining to legal and fiscal matters. It shall consist of 7 voting members (with no less than 4 members) including the following officers: the President, the Vice-President, the Secretary, and the Treasurer. There

shall be no more than 2 guardians with children enrolled in the program holding a position in the Board of Directors. The Board of Directors will receive no compensation.

Section 2: Eligibility. Members of the board shall comprise of community members (current residents, property owners or business operators) of the Key Peninsula community and its surrounding areas. Employees of the Key Peninsula Preschool shall be eligible for a board position as advisors and may be limited to participation in votes for motions that will directly result in a conflict of interest.

Section 3: Meetings. The Board of Directors shall meet at bimonthly, at an agreed time and place.

Section 4: Notice. The Board of Officers shall notify its members of upcoming Board Meetings at no less than 1 week notice.

Section 5: Board of Elections. Election or reelection of directors shall be voted by a 2/3 majority of current members of the Board.

Section 6: Terms. Each Board Member shall serve a 2-year term. All Board Members are eligible for re-election up to a maximum of 3 consecutive terms.

Section 7: Relevant Duties. Relevant duties of the Board of Directors include volunteering service, skills and time to ae center. Members shall promote the Key Peninsula Preschool for ae benefit of the program. All members shall attend board meetings.

Section 8. Confidentiality & Conflict of Interests. All topics discussed during the board meetings, including but not limited to all closed session discussions, issues and deliberations shall be kept in confidence, even after the board member has served their term; and members of the Board shall uphold honesty, integrity and transparency on all motions pertaining to the Key Peninsula Preschool. A member shall not partake in voting on a motion with a conflict of interest that may result in personal or financial gain.

Section 9: Resignation, Termination & Absences. If a member of the Board of Directors is no longer able to fulfill their duties, then that member shall resign from their role. Resignations shall be presented in writing and received by the Board of Officers within no less than 14 days notice. A Board member may be removed from their role due to excess absences (no more than 4 consecutive absences on scheduled Board Meetings), the inability to fulfill duties stated on Section 6 of Article 4, or any reasons that conflict with the values of the Key Peninsula Preschool requiring a 3/4 vote of the remaining directors to terminate the member.

Section 10: Vacancies. A vacancy in the Board of Directors shall result in an immediate election with nominees presented by current Board members. Nominees must meet qualifications based on Section 2 of Article 4 of the bylaws. The nominated individual(s) shall be in good standing with the community and shall agree to adhere to Section 6 of Article 4 prior to accepting the nomination. The newly elected board member shall be determined by a majority vote.

Section 11: Officers and Duties. There shall be four officers of the Board consisting of a President, Vice-President, Secretary and Treasurer. Officer duties are described in the following:

1. The President shall preside over regularly scheduled Board meetings, prepare each meeting agenda, and ensure that the Board and its members are executing their duties to support the organization. If the elected President of the Board is unable to participate in a meeting, another member of the executive committee can preside over ae meeting in the following order: Vice-President, Treasurer, and Secretary.

2. The Vice President shall collaborate with the President to support the operations of the organization and to identify key topics for the meeting agenda.
3. The Secretary shall announce upcoming Board Meetings to all the members, record and document the minutes for all scheduled Board Meetings, provide copies the most recent minutes to all members, and organize documentation for record keeping.
4. The Treasurer shall provide a financial summary at each Board Meeting. The Treasurer is part of the financial committee that oversees the fiscal budget for the Key Peninsula Preschool, along with developing fundraisers and providing accurate financial information that shall be available to all member of the Board and the public.

Section 12: Tenure. The Board of Officers can serve a 2-year term with the possibility to be re-elected for a maximum of 3 consecutive terms. The Board of Directors will vote based on a 2/3 majority to re-elect the officer. If an officer has completed 3 consecutive terms, the officer may not be eligible for re-election until after a minimum of one year has passed.

#### ARTICLE 5: COMMITTEES

Section 1: The Board may create committees as needed. The Board shall appoint the chair members.

Section 2: Executive Committee. The Executive Committee is comprised of the President, the Vice-President, the Secretary and the Treasurer.

Section 3: Finance Committee. The Finance Committee shall comprise of 3 Board members and the Treasurer as the Chair. The responsibilities of the Finance Committee include:

1. Developing and reviewing fiscal procedures
2. Reviewing fundraisers
3. Managing the Scholarship Fund
4. Creating an annual budget with staff and other Board Members
5. Keeping accurate record and organizing all financial documents

Section 4: Budget. The Board must approve the annual budget and all the expenditures must be within budget. If any financial request will negatively impact the annual budget by 5%, then the Board will vote with a 3/4 majority to approve the expenditure. The fiscal year shall be from July to June of the following year.

Section 5: Bookkeeping. The Finance Committee shall provide un annual financial report consisting of the Key Peninsula Preschool income, expenditures and pending income. The Executive Committee shall be responsible for all financial records, documentation, and meeting minutes of the proceedings of the Key Peninsula Preschool Board of Directors. It shall be accessible to all board members and the public.

#### ARTICLE 6: SCHOLARSHIP FUND

Section 1: Scholarship. Key Peninsula Preschool shall have its own Scholarship fund authorized by the decision of the Executive Committee, to help families in emergency situations based on the following: families who have had undue stress placed upon the family's budget due to job loss, medical expenses, low income, or other major expenses. Scholarships shall be awarded regardless of race, color, national or ethnic origin, or handicapped condition. All scholarships shall be strictly confidential and must be approved by the Board based on the quorum in Section 7 of Article 4.

Section 2: Scholarship percentage. All scholarships shall be partial. Families must pay some portion of a minimum 95% of the tuition.

## ARTICLE 7: RISK MANAGEMENT

Section 1: The School and its Members shall adhere to the State of Washington Risk Management Manual and Records as per PCPO.

## ARTICLE 8: INDEMNIFICATION

All members of the board that have acted on good faith and have maintained good standing with the community shall be indemnified.

## ARTICLE 9: DISSOLUTION

Section 1. In the event of a dissolution, the remaining funds of the Key Peninsula Preschool shall be donated to a nonprofit organization voted on by a majority of the Board of Directors.

## ARTICLE 10: AMENDING THE BY-LAWS

Section 1. The By-laws of the Key Peninsula Preschool may be amended by at least a 2/3 majority vote by the Board of Directors.

## KEY PENINSULA

### ARTICLE 1: NAME

Section 1: The name of record for this organization shall be the Key Peninsula Cooperative Preschool, herein referred to as Key Peninsula Co-op, Co-op or School.

### ARTICLE 2: GOALS

Section 1: The purpose of this organization shall be to provide a part time preschool program to the families of the Key Peninsula and surrounding areas. The School will provide to the parent members further education in the methods of Child guidance and development.

Section 2: In support of these goals Key Peninsula Cooperative Preschool shall maintain membership in the Parent Child Preschool Council coordinated by the Parent Child Preschool Organization (PCPO), herein referred to as the Council.

### ARTICLE 3: MEMBERSHIP ELIGIBILITY

Section 1: The School shall not discriminate against students, prospective students or their parents or guardians on the basis of sex, race, religion, national origin or physical handicap.

Section 2: To be eligible for membership the child must meet the age requirements as defined in the program descriptions.

Section 3: The parents or guardians of an enrolled student shall be considered members of the School. Each family will have one (1) vote on all matters requiring a membership vote.

Section 4: The Executive Board reserves the right to ask withdrawal of any child who cannot adjust to the Preschool after a 30-day trial, or at any time there is a risk to the welfare of any child as a result of continued enrollment.

Section 5: Membership shall be restricted to families who are willing to provide or arrange for daily transportation for their own children.

Section 6: Prior to the first day of school, each family

A. Must complete or provide all documents needed to assure a safe environment for the children enrolled in the program.

B. Must provide to the School a completed Certificate of Immunization for each child, in accordance with Washington State Law.

C. Must provide the School with an Emergency Consent Form authorizing the School to obtain emergency care for a child should s/he require immediate medical assistance and contact with the child's parent or guardian cannot be made.

#### ARTICLE 4: MEMBERS RESPONSIBILITIES

Section 1: Upon enrollment in the School each new member shall fulfill the following requirements:

A. Attendance is mandatory at orientation and parent classroom training. Parents enrolling mid-year will be oriented and trained by their Classroom Representative.

B. Participate as a working teacher-assistance under the direction of the teacher.

C. To be responsible for assigned workdays in the classroom, or to arrange for a substitute in the event of an emergency or unavoidable absence. Substitutes should be repaid by working in the classroom in their place.

D. A parent may not bring any child who is not enrolled in the program into the classroom on assigned workdays.

E. To serve as a member on one standing committee.

F. Serve at least once during the school year on a scheduled classroom clean-up.

Section 2: Failure to fulfill any responsibility enumerated in this article may be cause for the Executive Board to consider termination of membership and withdrawal of the student from the School.

#### ARTICLE 5: FEES AND FINANCING

Section 1: The Key Peninsula Cooperative Preschool is a not for profit organization with all funds remaining in the Treasury at the end of the school year. In the event of dissolution of the group, the remaining funds and equipment shall be donated to any non-profit, charitable

educational or religious organization qualified as exempt under Section 501, (C) (3) of the Internal Revenue Code of 1954.

Section 2: Key Peninsula Cooperative preschool is organized and shall be operated exclusively for educational purposes within the meaning of Section 501 A. (3) of the 1954 Internal Revenue Code. Consistent with requirements of the code, “the school shall not carry on any activities precluded by the Internal Revenue Code for an organization exempt from taxation under said section, nor shall it discriminate against members, prospective members, or their children on the basis of sex, race, religion, color, national origin, or physical handicap. This non-discriminatory policy includes, but is not limited to all facets of the school’s operation including its admission policy, its extracurricular activities, and any other similar activity. The school will not maintain separate facilities or partition existing facilities into separate sections on the basis of sex, race, religion, color, national origin or physical handicap.”

Section 3: Tuition rates for each class will be determined by the Executive Board. Every effort shall be made to inform the membership of any fee changes for the following year by or before the May parents meeting. Tuition is assessed annually and it may be paid in full, or in scheduled monthly installments.

Section 4: Tuition for each month shall be due and payable on the first and not later than the 10th day of the month prior to class for which tuition is due, regardless of the number of days attended. A fine will become automatically due and payable for tuition delinquent after the 10th of the month (See handbook for amount of fine). Failure to pay fees and fines within one month of due date will result in members account being reviewed by Executive board. Membership rights will be suspended on these accounts. Tuition payments two months past due shall be cause for dismissal from the school. (In the case of hardships, exceptions may be made at the discretion of the Executive Committee which consists of the President, Treasurer, the Vice President.). All decisions/conversations regarding finances will be held in the utmost confidentiality and respect for each individual involved.

Section 5: Two members, as appointed by the Executive Board, will be authorized to sign checks. Every effort will be made so that no two members from the same household will be the appointed members.

Section 6: Key Peninsula Cooperative Preschool will instill a NSF fee on all returned checks (see handbook for fee amount).

#### ARTICLE 6: SCHOLARSHIP FUND

Section 1: Key Peninsula Cooperative Preschool has its own Scholarship fund authorized by the decision of the Executive Committee, to help members in emergency situations based on the following:

A. Scholarships shall be awarded regardless of race, color, national or ethnic origin, or handicapped condition.

B. Scholarships may be given to those families who have had undue stress placed upon the family's budget due to job loss, medical expenses, low income, or other major expenses.

C. All scholarships shall be strictly confidential.

D. All scholarships shall be partial, Families must pay some portion.

#### ARTICLE 7: SCHOOL TERMS AND HOURS

Section 1: The Key Peninsula Cooperative Preschool will be in session during days and hours determined by the Executive Board, weather permitting, with the exception of Peninsula Public School.

#### ARTICLE 8: ACCIDENTS OR ILLNESS

Section 1: In case of accidents or serious illness, the parent or guardian shall be notified immediately following necessary action to minimize the potential harm to be caused by said event. In the event the parent or guardian cannot be reached, the sick or injured child shall be evaluated at the school by EMS personnel and taken to the most appropriate hospital to render needed care as determined by EMS personnel.

Section 2: Neither the Key Peninsula Cooperative Preschool, or any individual member within the group shall be liable for any injury, either during the session or in transit.

Section 3: The Key Peninsula Cooperative Preschool shall carry insurance to be reviewed yearly by the Executive Board.

#### ARTICLE 9: LEAVE OF ABSENCE AND WITHDRAWALS

Section 1: Pregnant mothers whose due date falls during the school year or within 6 weeks will be allowed six weeks of leave to be used at their discretion.

Section 2: A reasonable amount of time, to be determined by the Executive Board, shall be allowed for surgery, illness, accidents, etc.

Section 3: In the event a family has a major illness or emergency, the family may be excused from classroom obligations for up to 3 weeks. Tuition will still need to be paid in full for the missing days to hold the spot. If the illness/emergency exceeds 3 weeks, the child may be withdrawn and can re-enroll based on space availability. The Board may review on a case by case scenario.

Section 4: Requests to withdraw shall be made one (1) month in advance, in writing to the Membership Chairperson. Notice made less than one (1) month in advance will require the

family to fulfill Tuition obligation for a period of one month past the date of withdrawal. Copies of the withdrawal notice will be forwarded to the President, Coordinator, Teacher, and Class Representatives so that an exit interview may be conducted.

## ARTICLE 10: BOARD AND ELECTED OFFICERS

Section 1: The Executive Board shall consist the number of positions outlined in the Standing Rules, Teachers, and Bates College Instructor. The Instructor and the Teachers will be non-voting members, serving in an advisory capacity only. The Executive Board shall have the following duties:

A. Appoint Chairpersons for Standing Committees.

B. Hold and attend monthly meetings and make reports of the meeting to the general membership. Executive Board meetings are open to the membership, but only Executive Board members have voting privileges.

C. Transact business as necessary.

D. A vote of 50% +1 of the Board members is necessary to pass a motion on an act of rule. In the event that an email vote is necessary, it is required that a unanimous vote by all board members be reached for the vote to be valid. If a unanimous vote cannot be reached, one way or the other, then the vote goes back to a face to face discussion at the next board meeting. Email voting results must be documented in the next board meeting minutes.

E. Recommend additions and amendments to the Constitution and Standing Rules.

F. To hire qualified teacher(s) and to arrange a suitable substitute in the absence of the teacher(s).

G. The duties of each Officer shall be enumerated in the School's Standing Rules and Operating Procedures.

## ARTICLE 11: ELECTIONS

Section 1: Any member in good standing may nominate themselves or any member may nominate another member for election to the Board. Election will be final so that results may be announced at the April Executive Board meeting.

Section 2: A vote by the simple majority of the quorum shall be considered binding.

Section 3: Fifty-percent + 1 of the active membership shall constitute a quorum.

Section 4: Vacancies in Board positions following the general election will be filled by a majority vote of the Executive Board.

ARTICLE 12: STANDING RULES

Section 1: A set of Standing Rules and Operating Procedures for each year shall be enacted by the Executive Board and shall be distributed to the membership before the end of the previous school year if possible, and no later than the first Parent Meeting of the fall.

Section 2: The teacher, or any member, may submit to the Executive Board proposed amendments to the Standing Rules. An affirmation vote of two-thirds of the Executive Board shall be required to amend the Standing Rules.

ARTICLE 13: TEACHER(S)

Section 1: The Teacher(s) shall be hired by the Executive Board and shall be offered a contract on a yearly basis.

Section 2: The salary of the Teacher(s) shall be decided by the Executive Board.

Section 3: Thirty days' notice shall be required for termination of the Teacher's contract by either party.

ARTICLE 14: AMENDING THE BY-LAWS

Section 1: The By-laws of the Key Peninsula Cooperative Preschool may be amended by a simple majority vote (quorum rules as in Article 11 to apply) of the entire Key Peninsula Co-op membership, acting on the recommendation of the Executive Board or the motion of any Member.

ARTICLE 16: RISK MANAGEMENT

Section 1: The School and its Members shall adhere to the State of Washington Risk Management Manual and Records as per PCPO.

I, \_\_\_\_\_, parent of \_\_\_\_\_ have read and understand the Key Peninsula Co-op Handbook.

Signature:

Date: