

# ST. HELENA COOPERATIVE NURSERY SCHOOL HANDBOOK



We welcome families of all cultures,  
religions, races and ethnic backgrounds.  
We are a parent-run, not-for-profit organization.

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[www.sthelenacoop.org](http://www.sthelenacoop.org)

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## QUICK REFERENCE



### Whom to Call

**If you have a question concerning this topic:**

**Call:**

If you have a suggestion, concern or an item that you would like to put on the Board Meeting Agenda.....	President
Registration and school admission.....	Membership
Fees and Tuition.....	Tuition
School procedures, your duties, or help understanding the routine.....	Teacher, Buddy, Class Rep, or Director
If you cannot find a standby parent for your workday ..... (Please call other parents first to try to find a trade)	Class Rep
Leaves of absence or withdrawal.....	Director
School program or problems concerning your child.....	Teacher or Director
If your child contracts a communicable disease.....	Teacher
Your Parent Job.....	Director
Fundraiser.....	Fundraising
Work Party Scheduling.....	Facilities
Authorization for spending funds.....	Director or President

## OUR CO-OP

### What is a Co-op?

The term “cooperative nursery school” describes a school where parents’ efforts are crucial to the school’s day-to-day operations and to its overall existence. Parents work closely with the teachers and the children and they are actively involved with many aspects of the school. We appeal to parents who are interested in helping create and foster a quality nursery school environment, and who are interested in becoming more involved with their children’s lives and education. Everyone’s efforts, and everyone’s willingness to give what they can (time, insights and expertise) are vital to the operation and success of our school. The Co-op brings together many wonderful people. We offer the opportunity for close parent-child interaction, parental education in areas related to experiences and issues in the preschool years, and the opportunity to be involved in maintaining and caring for the school.

*You must be the change you wish to see  
in the world.*

*- Mahatma Gandhi -*

### Our School and Our Mission

In 1966, the Executive Board of the St. Helena Cooperative Nursery School formulated the Co-op’s philosophy. Our goal is to provide children and their families with a comfortable environment to experience the significant years of early childhood. We believe that each child will grow to his or her fullest potential in a setting that promotes social, emotional, cognitive and physical learning through child-directed play under the supervision of a qualified teacher. We encourage an atmosphere of mutual respect, trust and open communications among the children and the adults that care for them. We work together to create a community of relationships that will last a lifetime. It is important that this first “giant step” away from home into school be a joyous and successful one for both the child and his or her parents.

“Good teaching practice in the early years requires strong emphasis on supporting children’s intellectual growth so that their academic skills are learned in the service of their intellectual pursuits, and children become aware of the uses and purposes to which academic skills can be put.”

~ Lilian Katz



# St. Helena Cooperative Nursery School

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## Parent Commitment

In order for the co-op to realize its mission of providing an excellent education for its children, it is essential for adults in the School community to work together for the common good. A positive community is realized when we all act in a manner that supports the mission and character of the School. Thus, as a parent of a child enrolled at the St. Helena Cooperative Nursery School, I understand that the School serves children best when parents:

- 1) Have read the school Handbook and support the School mission, policies and procedures outlined therein.
- 2) Collaborate and communicate with faculty and administration in order to meet the needs of children.
- 3) Ask questions in a spirit of inquiry, not accusation.
- 4) Communicate with other members of the school community openly, directly, promptly and constructively.
- 5) Model ethical behavior for the children and exemplify integrity, inclusion, compassion and respect for all.

“In essence we are working to protect the Co-op experience for all of the families involved. Everyone has signed up to be a part of the St. Helena Cooperative Nursery School, but without full participation from all of the families, the experience is diminished for those who work to fill the void of the families who do not carry their end of the agreement. A cooperative is only successful when you have 100 percent participation by all.”

– Quote from a Co-op Alumni Parent

## **Our curriculum is designed to:**

1. Give children freedom to experiment with different materials and to express themselves through music, art forms, creative play and dramatization
2. Help children learn independence and self-control
3. Give children opportunities to learn to negotiate and communicate with others in group play
4. Guide children toward trusting relationships with adults outside the family
5. Help children toward learning to consider the rights of others
6. Increase children's ability to listen, comprehend and follow simple instructions, both as individuals and as members of a group
7. Present "problem solving" skills at a developmentally appropriate level — foundation skills for becoming an effective school and community member
8. Guide the child toward learning to participate in "circle" groups for short periods of time, where opportunities for learning may be presented, communication skills broadened and a sense of community developed.
9. Guide the children to become altruistic by fostering their generosity towards the community with a monthly food collection while also weaving math concepts into this activity.

A core belief of the school is that children learn through play. Before they can set about learning a formal education they need to learn to be with others, to interact in a positive way with their peers and the adults in their world and the world itself. This all can happen, and does happen, in a positive way -- through play! Since we do believe in this so strongly, our programs do not include any compulsory education for children in the form of a required curriculum. This is not to say that your children won't be "taught" — materials, such as stories, colors, shapes, etc., will be presented to stimulate children's natural curiosity and to encourage this curiosity toward learning when they are ready. Our goal is not to fill the child with facts from a preselected curriculum but to cultivate the child's own natural desire to experience things, to learn and to experiment. And, of course, no form of punishment will be used.

The staff is responsible for planning and implementing the daily program and guiding and encouraging the children's learning experiences. Parents function as in-class aides according to the program's needs.

Our school continues to evolve to meet the changing needs of our members and community at large. Since 1993, the Co-op has guaranteed enrollment to one child with special needs referred by the Napa County Office of Education. (Additional families with a child who has special needs are invited to apply through the regular enrollment process.)

All weekday classes are mixed-ages, allowing 3, 4 and 5 year-olds to be placed in the same class. Research in both preschool and elementary education has shown the value of combining different ages in one class. Children are stimulated to work at their developmental, rather than chronological, level. Interaction between the different ages benefits all children. Older children may act as mentors to their younger classmates, helping the younger ones and at the same time strengthening their skills. In addition, teacher/child relationships, peer relationships and parent/teacher relationships can develop more fully due to staying together for consecutive years.

Our program is based on the National Association for the Education of Young Children's guidelines. We follow a developmentally appropriate approach to early childhood education.

## THE CO-OP'S WORKING GOALS

### Goals for the parents:

- To learn what to expect from your preschooler
- To discuss your child's growth with other parents with similar experiences
- To learn by observing teachers working with children
- To achieve objectivity concerning your child
- To share part of your child's nursery school experience and observe and enjoy your child's growth
- To work creatively and cooperatively with a group and make new friends with similar values
- To have time for your own activities, confident that your child is well cared for in a rich social, emotional and academic environment

### Goals for the children:

- To make a positive bridge from home to school
- To feel secure with adults other than the child's parents
- To experience community
- To learn to get along with others
- To share equipment and adult attention
- To learn positive ways of communicating with others
- To exhibit growth of verbal expression
- To explore and manipulate a variety of creative materials
- To recognize and appreciate beauty in materials found and used in nature
- To develop an interest in the natural world
- To accept responsibility for personal care
- To improve the ability to finish what is begun
- To help clean up and put away materials
- To develop understanding and use of new concepts about the world around the child
- To heighten natural curiosity, so as to be ever interested in learning new things

### Goals for the greater community:

- To provide an opportunity for constructive growth for both parent and child
- To send children into the schools ready to participate.
- To develop an awareness in parents of their responsibility as citizens of the community
- To create parents more aware of their importance in the education process
- To demonstrate the effectiveness of cooperative action in community affairs
- To foster generosity with families with a monthly food drive
- To care for the planet and our children by utilizing solar power, using environmentally safe cleaning products, and recycling.
- Parents learn how to fundraise and then carry this knowledge forth into other schools.

## **PROFESSIONAL AFFILIATIONS**

The St. Helena Cooperative Nursery School is governed by regulations set up by the following:

1. State of California, Department of Social Services, Community Care Licensing Division
2. State of California Adult Education Department, St. Helena Unified School District
3. St. Helena Cooperative Nursery School Board of Trustees and General Membership
4. CCPPNS
5. SPSFA

## **STATE LICENSING**

The State of California, Department of Social Services, and Community Care Licensing Division license our school. This department regulates and licenses group programs for young children. Each year a Licensing Program Analyst checks our compliance in the following areas: child admission requirements, staff qualifications, adult to child ratios, food service, building repair and maintenance, and health and safety standards.

The regulations established by Community Care Licensing are for the protection and well being of the children and we make every effort to run our program in strict accordance with their rules and guidelines.

## **ST. HELENA UNIFIED SCHOOL DISTRICT**

The St. Helena Cooperative Nursery School serves as the Adult Education program of the St. Helena Unified School District (SHUSD). As such, the Co-op is technically called a Play School under Adult Education, State of California. Parents are the “students” in this program and the nursery school classroom is our hands-on laboratory.

To maintain this very beneficial relationship with the SHUSD, the Co-op must provide a specified number of hours of Adult Education to its members. We fulfill this obligation by asking the following of our Member families:

1. At least one parent of each Member family must attend twelve (12) hours of workshops in Early Childhood Education during every school year. These workshops are scheduled as part of our monthly General Meetings.
2. The first year a family has a child in a weekday class, the parent working in the classroom must attend and complete the Parent Education Course (a total of twelve class hours), which will be devoted to the many facets of child development and parenting skills. If a family joins the school after the Parent Education Course has been completed for the school year, a parent from that family must complete twelve hours of Adult Education extension class work as assigned by the Parent Advisor within three months.



The School District employs a Parent Advisor who is responsible for planning the Parent Education Course and organizing speakers for the General Meeting workshops. The Parent Advisor also supervises parent attendance regularly to see that all participants comply with State requirements.

Other School District ties are many. The School District owns our school building and helps us to maintain it. We have in the past hosted a District School Board meeting at our schoolhouse, and we regularly welcome St. Helena High School student's community service needs.

Further information about the "Play School" can be found in the California Department of Education manual for Adult Education.

## **CCPPNS**

We are also members of CCPPNS, California Council of Parent Participation Nursery Schools. This organization is a resource agency for parent participation schools. They publish a newsletter, offer group liability and accident insurance, hold area meetings for parents and staff and host an annual conference for parents and teachers that offers enrichment to parents and new ideas for teachers.

## **St. Helena Preschool For All Inc.**

The Co-op is also in partnership with (SPSFA), St. Helena Preschool For All Inc. This non-profit organization is dedicated to ensuring that all children of St. Helena get an opportunity to experience preschool and succeed. They provide scholarships for children in need of preschool for one year before entering Kindergarten. They also work with participating families to involve them in the school process and educate parents in enriching their children's educational experience. The Co-op holds positions in each weekday class for SPSFA children and their families and the Co-op was instrumental in establishing this program.

## OUR PROGRAMS

### Program Activities

All of our programs include the following:

#### *Inside Activities*

- Food Experience: experimentation, using a variety of foods and processes, with the preparation of healthful snacks
- Science and Nature: environmental experiences for discovery and awareness; feeding and care for silk worms, fish, lizards, snails and the like
- Sensory Table: a variety of tactile materials (for example: buttons, pom poms, beads, flax seeds, & water) for children to pour, measure and mix.
- Art and Painting: experimentation in a variety of media, stressing thoughtful and creative self-expression; collage and glue, finger paint, sponge paint, gadget painting, easel painting, fabrics, natural materials and a variety of paper shapes and colors
- Playdough: always available for the children to roll, knead, cut and build either on their own or cooperatively with another child
- Manipulative Area: puzzles and other small-motor material
- Housekeeping/Dress-up: for acting different roles and play scenarios in a relaxed, comfortable and safe environment
- Cut & Color Table: scissors, tape, crayons, marking pens, glue, glitter, envelopes and stamps
- Dramatic Play Area: includes our Bakery, Beauty Parlor/Barber shop, Hospital, Post Office, and other practical life activities
- Motor Perception: body and spatial awareness, development of integrated motor skills

#### *Outside Activities*

Developing skills in using play equipment and in cooperative play, includes:

- swings and slide
- climbing wall
- pulleys
- hammock swing
- sand pile
- water play
- parachute
- boat
- carpentry
- bikes and bike tunnel
- water pump
- tents
- arts and painting
- gardening
- Music Station

## Toddler Schedule

### 3:30-5:30

Class consists of a variety of inside and outside activities with parental involvement. Circle time activities such as songs and finger plays will be included in the class program.

Participate in the food experience and clean up on a rotating basis.

If a child does not learn the way you teach,  
teach the way the child learns.

## Weekday Class Schedule

Times on this schedule are flexible and should be viewed as guidelines only. They will be altered according to the needs of the group. The earlier time shown here is for the morning classes and the second, later time shown is for the afternoon class.

**8:30 or 12:30** Classroom Set-up: participating parents and their children arrive (on time, please!), take direction from the teacher and help set up the classrooms and/or yard

**9:00 or 1:00** Children Arrive/Circle Time: songs, conversation and an introduction to the day's activities; participating parents describe (& if necessary demonstrate) the activity you will assist with that day

**9:15 or 2:40** Indoor Activity Time:

#### **Art Room**

- Food Experience
- Art Project
- Science
- Cut and Color Table
- Easel
- Manipulatives
- Playdough
- Writing Center

#### **Motor Room**

- Library
- Practical Life
- Sensory Table
- Motor Activity
- Blocks
- Housekeeping Corner
- Dress-Up Area
- Dramatic Play

**10:15 or 3:40** Clean-Up: participating parents help children follow through with clean-up tasks assigned by the teacher.

**10:30 or 2:30** Group Time: children, teachers and participating parents sit on the rug and participate in singing, group games or sharing of ideas. The Food Experience and/or Art participating parent may do clean-up at this time.

When Group Time is finished, the children will be excused to go outside. An adult will go to the back door first. The children are not allowed in the yard until an adult is present.

**10:45 or 1:15** Outside Activity Time:

- Swings
- Carpentry
- Bikes
- Climbing
- Playhouse
- Sand Play
- Easel
- Water Play
- Motor Activities
- And More
- Music Station

Participating parents choose an area to supervise (usually one parent stays by the swings, helping children swing and keeping an eye on the north side-yard while another parent stays by the bike track). The goal is to allow the children to play, enjoy, interact and learn on their own. Parents should refrain from leading activities and overtly directing play. Some parents may go inside to finish art or food clean-up if time and activity allows (please check with the teacher).

**11:35 or 2:20** Clean-Up: under direction of the teacher, encourage children to help put away the outside toys; one parent should supervise children while they wash their hands (if needed).

**11:45 or 3:45** Story Time

**12:00 or 4:00** Farewell: As the children are excused to go home, one of the staff will go to the Cubby Room to supervise their departure. A participating parent or the other staff member will settle the children reading with the participating parents in the Library or outside for lunch or a story while clean-up is completed. Participating parents should coordinate their efforts and should check the Clean-Up list posted on the Parent's Bulletin Board and by the kitchen door to make sure they have completed all necessary cleaning tasks.

**Tues.12:30- 3:30** The Tuesday afternoon class is for four year old children in the M/W and T/Th class in order to provide the older kids in these classes three days a week. This class has reduced parent participation and will be open to the M/W/F children with space permitting.

*“Teaching kids to count is fine,  
but teaching them what counts is best.”  
- Bob Talbert -*

## PREPARING FOR SCHOOL

### Helping Your Child Adjust

The aim of the first transition from home to school is to help you and your child build new relationships rather than separate from old ones. Celebrate your child's community outside the home. The following suggestions may help make this time easier for both you and your child:

1. If you anticipate separation difficulties, discuss a departure strategy with your teacher prior to your child's first day.
2. When you and the teacher have decided that it is time to leave, say good-bye to your child. *Do not ever leave without your child's knowledge.* This makes your child fearful you may disappear at any time.
3. If your child has a difficult time separating from you, bring a favorite toy, blanket or family photo from home. At the same time, leaving a scarf or something of your own is often tangible proof that you will return.
4. Since your child sees you less, there may be excessive demands when you are together. It is helpful to give your child some undivided attention after school.
5. *Be prompt in picking up your child.* It is difficult on the children and the teacher if parents are late. You are responsible for your child once school is over.
6. Tell the teachers about any particular problems, skills, or physical manifestations children may have, but take care discussing sensitive issues in their presence.
7. Show pleasure at whatever your child brings home. Do not compare your child with other children in the class or with siblings. Your children want to know you appreciate their work.

### Clothing Recommendations

On the first day of school, bring a large ziploc bag, clearly labeled with your child's name on the bag, containing extra clothing to be left at school. Place another plastic bag inside to hold wet clothing. Please check this bag for appropriate clothing as the seasons change. It is helpful to label all clothing with your child's name.

Children should wear clothes to school that both you and they are comfortable getting messy — spills and messes do occur. Clothes that lend themselves to safe, involved indoor and outdoor activities are preferred, (i.e. tennis shoes, pants, sweatshirts). Tennis shoes are more flexible and sturdy for successful climbing, running and jumping. Pants are warmer, protect the knees against scrapes, and make climbing and crawling easier. A labeled jacket or extra sweatshirt should be brought to school on cool days (these often get forgotten, so make sure to label these with your child's name).

The Co-op highly recommends that children use sun protection when playing outdoors. Please bring a hat to school for your child with his/her name written inside. The hat can reside in your child's cubby during indoor time. In addition, it is advisable to apply sunscreen before bringing your child to school.

## CLASSROOM GUIDELINES

### School Calendar

The school calendar, including first and last days and holidays, will be set by the Board of Trustees yearly. In general, the school year starts in September and runs concurrently with the St. Helena Unified School calendar regarding legal holidays (not including SHUSD “in-service” days).

### Bringing Children to and From School

Please remember that drop-off and pick-up are transition times that many young children will need to adjust to. When bringing children to and from school, please follow these guidelines:

1. **BE ON TIME!** — but don’t come early if it is not your participation day. It is difficult to set-up with extra children in the classroom. If you occasionally arrive early, please enjoy a book in the library with your child until class time.
2. School day arrival is a transition time for the children. When arriving at school at the beginning of the day, wait on the porch for a teacher to open the door to the school. This will give the teacher an opportunity to welcome and greet each child.
3. To assist your child and the other children in a smooth start to their day, keep adult conversations in the classroom to a minimum. A relaxed, but quick, and confident goodbye is most likely to help your child begin his/her Co-op day on a positive note.
4. Limit younger siblings’ presence within the schoolhouse during arrival time. Younger siblings tend to disturb the activities set up for the school day. This works against the “ready for the next person” skills that are vital to the classroom curriculum.
5. Have your child hang up sweaters, jackets, etc. on the hooks in the Cubby Room before entering the schoolroom. Label items with child’s name.
6. Sign your child and any carpool children in on the attendance sheet upon arrival and out at departure (this is a CA State requirement). Please keep gates closed and latched.
7. Different teachers may handle sharing items from home or “Show and Tell” items differently. Your teacher will tell you how sharing will be handled in the classroom. Fragile keepsakes, money and war toys should be kept at home.
8. Check the Bulletin Boards and the table on the Porch and read the monthly Newsletter for notices and special announcements.
9. If you have Co-op business (filing, using the copy machine, Executive Board, Fundraiser business, etc.) please be sure to respect the school. Try not to disrupt classes. Also, if you come after class time, make sure that any children you may have with you leave the rooms clean and neat. Obviously, try not to interrupt any kind of Staff, Executive Board or Parent/Teacher Meetings.
10. Wait on the porch if you arrive early to pick-up your child. **PLEASE PICK-UP YOUR CHILDREN ON TIME!** It can be hard for a child to wait when all the other children’s rides have come and gone. Also, once class is dismissed, **PLEASE LEAVE PROMPTLY** – the children are ready to go home at the end of the day and the teachers need to clean up and prepare for the next class.
11. A quality transition includes parent availability without the encumbrance of a cell phone.

## Role of the Class Representative

The Class Representatives will be responsible for assigning classroom participation days. S/he will distribute a monthly calendar to all families in the class, detailing who will participate on each class day, who will provide food and who will be the standby parent.

## Standby Parent

1. Each month, you will be assigned a standby workday. Standby parents are to be used on an emergency, last minute basis. If you know in advance you can't work, you must find someone to trade with or arrange to have someone to cover for you. It is up to you to find a replacement. Use of the Standby Parent is to be repaid promptly by the person for whom the trade was made.
2. If you are listed as the standby parent, please *assume* you will work that day. When you are assigned on the schedule as the Standby Parent, you *must* be available up until the time the actual class day starts to receive last-minute telephone calls.
3. If you know you are unable to work on your standby day, find someone to trade standby duty with for the month. Each family will receive a roster of all Co-op families; use the roster to find someone to trade with. **It is not unlikely you will need to call most or all of the names on the roster to find someone to trade with, so don't give up after just a few calls.**

## Visitors

Only children enrolled in the school may attend the school. Arrangements for visitors need to be made in advance with the teacher. Infants may attend school with their parent on participation days until they become mobile or until it is felt that the younger child interferes with the parent's ability to help in the classroom.

## Absences

1. If a child is to be absent the parent should notify school by the start of class (just call and leave a message — 963-7212).
2. If a parent desires a leave of absence for a child, please notify the Class Rep and the Director as soon as possible in advance of the month the child is to be absent. Full tuition will be charged for the absence. Any arrangements for an extended leave (over 4 weeks) must be made with the Director. Classroom work days and Parent Job responsibilities must be made up before or after the leave of absence.

## Dis-enrollment

1. If a child's behavior at the Co-op is or becomes serious enough to interfere with the care of the other children, or to impede the staff in their ability to conduct classes, the Director may decide that the family should leave the Co-op.
2. When, after appropriate efforts have been made with the child and the family, the child still does not appear to be benefiting from the program, the concern will be communicated to the family in a positive way and offer them assistance in finding a more suitable setting.
3. In the event of a child's dis-enrollment, it is up to the presiding Board of Trustees and Director to decide the length of dismissal and the stipulations, if any, concerning the family's return to the school.

4. If the parent or guardian fails to support the school's mission, policies and procedures outlined and agreed upon in the handbook and bylaws, the families at board's discretion may be disenrolled. See bylaws Article II E, F, G for procedure.

### **Birthday Celebrations**

To share in the celebration of your child's birthday, we have established a tradition of ringing the school bell, once for every year. Your child's teacher will make a crown for the celebrant, and the class will sing "Happy Birthday."

If you would like to provide a special snack for your child's birthday, please notify the teacher ahead of time. Healthy foods are encouraged. If your child is having a birthday party and wants to invite some school friends, please do not distribute invitations at school and try to keep birthday talk to a minimum (this keeps the feelings of those not invited or not in attendance from getting hurt).

### **Field Trip Guidelines**

1. The teacher is responsible for advising parents of upcoming field trips on the monthly Plan of Possibilities (these are handed out at the monthly General Meetings).
2. The teachers usually decide on trips to be taken, however, all suggestions are welcome.
3. At departure, all children should be reminded to use the restroom.
4. It is the parents' responsibility to tell the teacher if their child is prone to motion sickness (and to make arrangements for a receptacle), or if there are other travel related concerns.
5. A teacher will assign individual children to specific cars. Drivers are responsible for supervising the children assigned to their car and must be sure they take the same children in both directions. If any change needs to occur, a teacher must be notified.
6. All children must be seat belted (no double seat belting). Car seats must be provided and installed by child's own guardian. ***The Co-op will not allow transport of children without a proper car seat or booster on field trips or school activities. All California State laws must be followed.***  
***www.chp.ca.gov***
7. When traveling, a "buddy system" should be used so that if one car stops, the other car can assist if necessary before continuing.
8. The teacher is responsible for bringing the children's Emergency Forms and First Aid Kit.
9. All parents must have proof of auto insurance forms on file at school. Adults without insurance cannot drive children other than their own on field trips.
10. The best field trips are often walking field trips. Just going up the street or out in the mustard fields is an adventure for young children. Since these trips are often spontaneous, based on children's current interests and the flow of the particular day, no prior notice will be given for these trips.



## **PARENT RESPONSIBILITIES**

### **Weekday Program Responsibilities**

Parents with a 3, 4 or 5-year-old child enrolled in our weekday program will have the following responsibilities (all of these are described in detail below):

Required of *all* weekday program families:

1. Assist in the classroom by working the determined number of classroom work days per month
2. Attend monthly General Meetings
3. Hold a Parent Job or buy out option.
4. Participate in fundraising activities.
5. Participate in two Work Parties per year or buys out.

Required of families *new* to the weekday program:

6. Attend the Parent Orientation at the beginning of the school year. See School Calendar for date.
7. Complete the twelve-hour Parent Education Course, taught by our Parent Advisor and Co-op teachers.

Required of Tuesday class:

1. Bring snack for the class when requested by the teacher.

### **Toddler Program Responsibilities**

A parent with a child enrolled in the Toddler Program will have the following responsibilities:

1. Be present and responsible for their child at all times during class
2. Participate in the Food Experience and Clean-Up on a rotating basis
3. Attend monthly General Meetings
4. Participate in fundraising activities
5. Attend Toddler Parent Orientation at the beginning of the school year. See School Calendar for date.

## Your Role When Participating in the Classroom

1. Parents need to review the monthly Class Schedule calendar provided by your Class Representative at the General Meeting of the preceding month. If you are unable to participate on any of the days you are scheduled to work in the classroom, it is your responsibility to arrange for another parent to take your place.
2. Review your monthly Plan of Possibilities handed out at the General Meeting before coming to school. This is an important document that keeps you in touch with what is happening in your child's classroom.
3. Working parents are to arrive *promptly* at 8:30 am, or 12:30 pm for the afternoon class, and stay until their work is finished, usually about one half hour after class is over. If your child is in a morning class, bring a lunch for your child to eat while you do clean up (during class you can store the lunch in the school's refrigerator).
4. If you are the Food Experience parent, check the Plan of Possibilities placed in your child's cubby for that day's food project. Be sure to bring all necessary food. Check the recipe a few days before class (some recipe items needed may require preparation that is done the day before class, like hard boiling eggs).
5. Cell or texting phone use is NOT permitted in the school house or play yard. If an *emergency* arises you may be contacted on the school phone first (963-7212).
6. Alcohol and smoking are not allowed in the school or on the school grounds (this includes the parking lot).
7. A First Aid kit is in the kitchen. Universal Precautions (posted in both adult and children's bathrooms) should be used when administering any first aid. Always notify a teacher when any child is injured at school.
8. Be prepared for your child(ren) to be at their most demanding on the days you work. Do not be embarrassed! Sometimes it is hard for children to share their parent with other children. Your teacher may have some practical advice to help both of you through this.
9. See posted Clean-Up charts for after-school responsibilities.
10. On the days you work, it is recommended you don't bring the children in your car pool or take them home. If you feel it is important to bring your whole car pool, please discuss this with the classroom teacher.
11. Discuss any concerns about your day or interactions among the children with the teachers.

*You hold the children's hearts  
in your hands.  
-Tom Hunter -*

## Classroom Tips

1. Be yourself, relax and enjoy your classroom time. Allow the children to play, interact and learn on their own level. Parents should refrain from controlling activities or overtly directing play.
2. As much as possible, allow and encourage children to do things for themselves. Wait until help is requested; give it when needed.
3. Give children a choice only when you intend to leave the choice to them.
4. Use words and a tone of voice which are gentle, but firm and confident. When appropriate and possible, state directions in a positive rather than negative form. Avoid comparisons to other children and words that may shame, imply blame or make a child feel guilty.
5. Do not compare a child's artwork to another child's. Remember, every child is an artist whose work is precious.
6. Be alert to the overall situation. If a problem develops, get down to the children's level, listen to them, help them to identify the feelings they are trying to express, and allow them to come up with possible solutions. Be ready to provide workable alternatives to the situation, including calling a teacher over, if necessary.
7. *Corporal punishment and other humiliating or frightening techniques are prohibited!* Never hit or strongly scold a child. When you see a situation emerging, try to get a teacher. If necessary, remove a child from the scene and explain why that behavior is not acceptable. Help the child understand that desires and rights are limited by the considerations of safety and the rights of others. Let the teacher handle as much of the situation as possible.
8. Give children a few minutes of warning before changing activities. This will make the transition easier for all.
9. If a child does not want to share, do not force the issue. If a material or toy is being used where there is not enough for two to play independently at the same time, suggest the other child make a second choice. You may also say the toy can be used when the first child is finished (if you do say this, make sure the child does receive the next turn).
10. The school phone is for school business, but is for the convenience of the parents as well. Please keep all calls to a minimum.
11. Working in the classroom is a great learning experience for parents (and children), and as a helping parent you'll get to see some wonderful behavior and some challenging behavior... just remember to respect every family's privacy. The behaviors you see in class should not be discussed in public areas — it's a terrible feeling to be in line at the grocery store and overhear an anecdote that centers on some less-than appealing activity your child may have initiated!

## **General Meeting Attendance**

Co-op General Meetings are held monthly during the school year. Each meeting includes one hour of general business, teacher-directed class meeting and a one-hour parent education workshop. Please abide by the following rules with regard to these meetings:

1. One parent is required to attend each General Meeting, preferably the parent who works in the classroom. However, both parents are welcome and encouraged to attend. Remember to sign the roll sheet at each meeting.
2. Please do not bring children to General Meetings (except babes in arms).
3. Much important information is disseminated at General Meetings. Information covered in the teacher meetings is especially important for those parents working in the classroom. Please be sure to share any new information about what will be happening at school with spouses or others not in attendance.
4. The Board of Trustees will decide dates and times of the General Meetings annually.
5. A parent is allowed two absences from the General Meetings during the year (however, these absences must be "made-up" — see next item). The occurrence of the third absence from the General Meetings will result in the family's dismissal from the school unless an appeal is made at the next scheduled Board Meeting. If no appeal is made, or if the appeal is rejected by the Board of Trustees, dismissal takes effect on the 15th day of the following month. Half tuition will be charged for the half month.
6. By providing an hour of parent education at each General Meeting, the Co-op is fulfilling the State of California requirement to maintain our status as an independent program of the St. Helena Unified School District. The State requires that the educational content of a missed workshop be made up by the parent. Thus, parents must attend all General Meetings and remain in attendance for the educational portion of the meetings, or provide a make-up for a missed meeting.

The Board of Trustees and the Parent Advisor will determine the dates for the required eight hours of parent education workshops in conjunction with the General Meetings.

## **Parent Jobs**

To help the school run smoothly, each family is required to choose a Parent Job. (This is not a Toddler requirement.) Each parent will receive a thorough job description, outlining the responsibilities of their job and expectations for the entire school year. Some jobs may be combined to make the workload equal for all parents. The Director is in charge of assigning jobs to parents and will try to accommodate individual needs. For a list of Parent Jobs and brief descriptions see Appendix B.

If a Co-op family fails to complete its Parent Job and has received three reminders (from either the Director or the Assistant to the Director of Parent Jobs) that family must then go before the Board of Trustees (either in person or by writing) for review.

All Parent Jobs are two hours per month. There is a buyout option if requested at the cost of \$50 a month (\$25 an hour). This request can be made to the director in September. The fee will be added to your monthly tuition.

## **Fundraising**

Our primary fundraising effort is our community dance party “ A Good Thing Keeps Growing” All Co-op families will be welcome and needed to assist in this effort.

Each family must complete all of the following three (4) tasks in conjunction with the fundraiser:

1. Provide two bottles of wine
2. Sell door prize tickets
3. Sell tickets to interested supporters

### ***Fundraiser Responsibility #1: Donations***

All families are required to provide a minimum of two bottles of wine for an instant cellar.

### ***Fundraiser Responsibility #2: Door Prize Tickets***

Each family is required to sell door prize tickets. Co-op members will be given books of tickets in their child’s cubby. Ticket stubs and money are then returned to the school where additional books of tickets can be obtained. Door prize tickets are a great way to publicize our event throughout the community so families are encouraged to sell as many as possible and not to just buy the tickets themselves to satisfy the requirement.

### ***Fundraiser Responsibility #3: Event Tickets***

Tickets will be available for purchase on-line and Co-op families are encouraged to buy their tickets early as this event sells out. It is also important to sell tickets to, or invite people interested in supporting the school.

## **eScrip Fundraiser**

The second fundraising venture is eScrip. eScrip is a “low key” and easy way of contributing to the school – at no charge to you. The Co-op receives a percentage of your Safeway loyalty card purchases and purchases from other participating stores when you register your debit and credit cards: Macy’s, American Airlines, Office Max, Whole Foods and Big 5 Sporting Goods to name a few. Participation in the eScrip program is a successful way for the Co-op to automatically increase its fundraising dollars.

eScrip registration by Co-op families and friends is increasing and we’re excited with its success for the school. Please complete the registration forms online at [www.escrip.com](http://www.escrip.com) and we will start receiving automatic fundraising dollars for the Co-op. The school ID number is 149016759. In order for the school to receive benefits you need to renew your cards yearly. Thanks for participating in eScrip! You can also find escrip links and registration at [sthelenacoop.org](http://sthelenacoop.org) on the fundraiser page.

## **Work Party Policy**

A parent with a child enrolled in one of the weekday classes is required to attend two Work Parties during the year. Families with children enrolled only in the Toddler Program are exempt from the Work Parties.

In lieu of attending a Work Party, a parent may pay a fee of \$75.00 (per family). The fee needs to be paid by the day of the work party being missed, or \$75.00 will be added on to the following month’s tuition. If a parent cannot attend a Work Party as scheduled, they must give at least 48 hours notice, except in the case of an emergency. A parent will pay a \$100 penalty fee for failure to give 48 hours notice or by a “no show” (note: all fees must be paid in order to remain in good standing for the next year’s Registration). Members of the Board of Trustees, Advisory and Parent Committees are not required to attend these Work Parties, but instead are required to help Set-Up and Clean-Up at the beginning and end of the school year.

## **Parent Orientation**

Parent Orientation will take place before the start of classes each year for families new to the Toddler Program and, separately, for those new to the Weekday Program. It is an opportunity to meet the teachers and be introduced to the classroom environment and the daily routine of the classroom. The adult who intends to work in the classroom **must attend this orientation**, however, both parents are strongly encouraged to attend. Any adult that regularly work in the classroom are required to attend the orientation.

## **Parent Education Course**

The Parent Education Course offered by the District’s Parent Advisor and Co-op Teachers comprises a total of twelve hours of instruction on topics of child development and parenting. All families new to the Weekday Program are required to have ONE parent attend all twelve hours of instruction. This is a one-time requirement for the Co-op. If a participant in the Parent Education Course misses a session, a “make-up” must be completed as approved by the Parent Advisor. New parents joining the school after the Parent Education Course has been taught must consult with the Parent Advisor to arrange for a “make-up” program. A parent with reduced or substitute participation status is still required to attend the Parent Education Course.

## COMMUNICATION

At the Co-op we have various means of communicating important information to parents. Please be alert for messages from any of the following sources:

- Monthly Newsletter
- General Meetings
- Plan of Possibilities
- Class Schedule of working parents
- Phone Tree
- Signs on the Parent Board and table on porch
- Notes in your child's Cubby
- E-mail messages from the Parent Coordinator and class representative
- Person to person on the porch
- Our web [sthelenacoop.org](http://sthelenacoop.org)
- Facebook

“Teach the young people how to think, not  
what to think.”  
~Sidney Sugarman

## **CLASSROOM PARTICIPATION STATUS**

### ***Regular Participation***

If your child is in school two days a week, your participation is approximately two days a month; if your child is in school three days a week, your participation is approximately three days a month. This is an average over the school year — some months may be a bit more and some months (especially those with vacations) may be a bit less.

Tuesday PM class has reduced parent participation. No parents work in class.

### ***Sibling Participation Status***

If a parent has multiple children enrolled in any of the weekday classes, that parent will be required to work the regular number of times for the first child, half the regularly required number for the second eldest child, and for any other children (except toddlers) the parent works half the regular classroom days. If a parent has children in different classes, participation will rotate between classes so that no one class is continually left with less participation. If a parent with multiple children in the weekday classes opts for additional Reduced Participation status (above the sibling participation status) their number of work days will be reduced *on top of the sibling participation discount* and tuition will increase to reflect this participation status.

All other responsibilities (Fundraiser participation, General Meetings, Adult Education, Work Parties, Orientation and Parent Jobs) are per family, not per child. Thus, if you have three children in the weekday program, you will *not* be required to hold three parent jobs!

### ***Reduced Classroom Participation***

The option of Reduced Classroom Participation is available to families with heavy demands on their schedules, and for whom a regular participation schedule would be difficult to maintain. Reduced Classroom Participation status will be given at the discretion of the Director and the Board of Trustees.

Parents choosing Reduced Classroom Participation will work fewer days in the classroom than those with Regular Participation status, but must fulfill all other parent responsibilities, as specified above. There are two levels of Reduced Participation: one is where the member does not work any days in the classroom; the other is where the member works in the classroom for half the regularly required number of days. Reduced Participation members hold regular voting membership and may hold Board positions. Reduced participation will not be scheduled for stand by substitution.

Reduced Participation positions are offered to the extent that a particular class can accommodate them — that is, all parent work shifts must be covered, and the remainder can be awarded as reduced participation slots. Typically, Reduced Participation can amount to approximately 20% of the total class size, but this varies according to the number of siblings in class and the number of people expected to be on medical leave (especially maternity leave).

Reduced Participation is offered at Registration time. If more people request this option than there are Reduced Participation slots available, an Ad Hoc Committee of the Board of Trustees will be formed to



apportion Reduced Participation slots based on expressed need, or a lottery may take place. Parents with Reduced Participation status in a given year will receive priority consideration for Reduced Participation status the following year. A change in status between Reduced and Regular Participation can be made with space permitting, and the approval of the Director.

Tuition for Reduced Participation members who do not work at all in the classroom is two times (double) the Regular Participation rate. Tuition for members who work half the regular classroom days is one-and-a-half times the Regular Participation rate.

### ***Substitute Participation***

Members may allocate their participation requirements in the classroom to the adult substitute of their choice, provided that:

1. The substitute is at least 18 years of age
2. The substitute has taken the Adult Education classes.
3. The same person consistently substitutes for a given parent
4. All other requirements specified under "Parent Responsibilities" are fulfilled

### ***Health Leave of Absence***

The school may grant a participating parent up to sixty (60) days health leave, which includes maternity, medical and/or mental illness. If possible, leave should be applied for by the parent to the Board of Trustees in advance (one month is requested, if possible, but it is understood that this may not always be feasible). Doctor's verification may be necessary. The participating parent should first coordinate with the Class Representative to try to arrange for classroom work day substitutes. If the reason for needing medical leave is such that it is difficult for the parent to make these arrangements, the Classroom Representative will be responsible for securing substitutes and presenting the situation to the Executive Board. The parent should speak with the Director to make sure that their Parent Job will not be overlooked (again, if the reason for medical leave is such that it is difficult for the parent to make these arrangements, the Classroom Representative will assume this responsibility). The parent is still obligated to attend General Meetings and Work Parties (or do the necessary "make-ups") and fulfill Fundraising responsibilities.

## ENROLLMENT, TUITION AND FEES

Enrollment is open to students who are two, three and four years old by December 2 of that year (two-year-olds are eligible for the Toddler Program and three, four, and five-year-olds are eligible for the weekday programs).

### Priority Enrollment

During enrollment period, classes will be filled according to the following priorities:

1. currently enrolled child, sibling of currently enrolled child, returning families & alumni
2. families new to the Co-op

If more current families request a class than can be accommodated in the mixed age class formula, a lottery will take place. Placement in classes will also be determined by keeping in mind the ratio of different ages, gender, the number of siblings in the class, and the needs of the individual children. If desired, siblings will be selected as a unit.

**When choosing a class for your child, keep in mind that in order to maintain the mixed age/gender ratios from year to year, the class you choose will be the class your child remains with for their Co-op career.** With the exception of the additional enrollment in the Tues. afternoon class, no child may enroll in two programs simultaneously (e.g. T/Th and M/W the same year). In order for a child to benefit from their Co-op experience, they must attend full time.

### Registration Procedure

1. Registration is by U.S. Mail only. Forms will be available at the School House in a designated location on April 1 and on the school's web [sthelenacoop.org](http://sthelenacoop.org). Registration forms are not mailed to families. *You are responsible for obtaining your registration form.*
2. A registration fee needs to be received for each child enrolled — the fee is per child, not per family. For children entering after January 1, the fee is prorated. Fees cover the costs of insurance, the opening of the school, processing of forms throughout the year, etc. This fee is non-refundable unless we are not able to accommodate your child at registration time.
3. Registration forms will not be accepted without the registration fee. No child (continuing or newly enrolled) can attend school until the registration fee has been received.
4. Registration forms will not be accepted from current or returning Co-op families who are not in good standing. Any outstanding fees, tuition, General Meeting or Adult Education "make-ups" must be settled before Registration.
5. The school will charge a service fee of \$25.00 for any returned checks (i.e. "bounced" checks). This fee is for all returned checks (registration, tuition, fundraiser payments, and payment in lieu of Work Parties, etc.) and is in addition to any bank fee. Note: all fees must be paid in order to be eligible for the next year's registration.

## **Tuition**

Tuition is due on the 1st of the month and is delinquent if not received on or before the 10th day of *that* month. A \$25.00 fine per child will be added to the late tuition. No more than one month's delinquency will be allowed. Special arrangements for a Board review will be made if payments are delinquent. Tuition is due in full each month despite any absences or school holidays. If you are in need of tuition assistance during the year, please contact the Director.

Any parent wishing to withdraw a child from the school must notify the student's teacher 10 days prior to the beginning of the next month, or tuition will be charged. Half tuition will be charged for members attending half a month or less. If your vacation times coincide with regular school attendance, full tuition is still required.

A full month's tuition will be charged for the months of September and December. No tuition is due for the month of June.

Monthly tuition rates will be established annually, by the Board of Trustees in April, and are to be based on budget needs and projected enrollment.

## **Taylor, Ava, and Jude Scholarship**

The Co-op offers a scholarship program for families requiring financial support. This scholarship is named in honor of Taylor, Ava, and Jude Jacobson who died tragically with their parents, Amy and Erin, in a plane accident in March 2009. Please contact the Director for an application.

“There are only two lasting bequests we  
can hope to give our children.  
One of these is roots;  
the other, wings.”  
– Hodding Carter

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## CAR POOL SUGGESTIONS

Car pools are not officially a part of the school; however, if you are in one, please observe the following considerations:

1. **BE ON TIME!**
2. Have your child ready to leave on time so the entire car pool is not late for school.
3. Do not leave with a child in the morning without the parent knowing you have gone.
4. Make sure the children sit quietly while you are driving. A child could be hurt badly if there is roughhousing.
5. Do not take children in a car that is not operating perfectly. Do not take children in an open vehicle.
6. It is your legal responsibility to have car insurance.
7. All children must be seat belted (no double seat belting). Car seats must be provided and installed by the child's guardian. All California State laws must be followed. [www.chp.ca.gov](http://www.chp.ca.gov).
8. Car pool drivers are responsible for passing along all information, special announcements, newsletters, artwork, etc. to other members of their car pool. **THIS IS VERY IMPORTANT!**
9. The driving parent must be certain the child's parent or other adult is home to receive the child.
10. On the days you work, it is recommended you don't bring the children in your car pool or take them home. If you feel it is important to bring a whole car pool, please discuss this with the classroom teacher.

## HEALTH AND SAFETY

### Exclusion/Inclusion and Dismissal for Illness

For all of us who wonder “How sick is too sick for school?” — some concrete guidelines quoted from a California Child Care Health Project pamphlet.

A facility shall not deny admission to or send home a child because of illness unless one or more of the following conditions exists. The parent, legal guardian, or other person authorized by the parent shall be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:

- A. The illness prevents the child from participating comfortably in facility activities;
- B. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children; or
- C. The child has any of the following conditions:

**Temperature:** oral temperature 101° or greater; rectal temperature of 102° or greater; axillary (armpit) temperature of 100° or greater; accompanied by behavior changes or other signs or symptoms of illness — until fever free without medication for 24 hours.

**Symptoms and Signs of Possible Severe Illness:** (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) — until medical evaluation allows inclusion.

**Uncontrolled Diarrhea:** that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper — until diarrhea stops.

**Vomiting Illness:** (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.

**Mouth Sores with Drooling:** unless a health care provider or health official determines the condition is noninfectious.

**Rash with Fever or Behavior Change:** until a health care provider determines that these symptoms do not indicate a communicable disease.

**Purulent Conjunctivitis:** (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.

**Scabies, Head Lice, or Other Infestations:** until 24 hours after treatment has been initiated.

**Tuberculosis:** until a health care provider or health official states that the child can attend childcare.

**Impetigo:** Until 24 hours after treatment has been initiated.

**Strep Throat or Other Streptococcal Infection:** until 24 hours after initial antibiotic treatment and cessation of fever.

**Chicken Pox:** until medical evaluation allows inclusion.

**Pertussis:** until medical evaluation allows inclusion.

**Mumps:** until medical evaluation allows inclusion.

**Hepatitis A Virus:** until medical evaluation allows inclusion.

**Measles:** until medical evaluation allows inclusion.

**Rubella:** until medical evaluation allows inclusion.

**Unspecified Respiratory Illness:** unless indicated by above guidelines.

**Shingles:** as recommended by health care provider.

**Presence of Germs in Urine or Feces:** until medical evaluation allows inclusion.

**Nonpurulent Conjunctivitis:** unless indicated by above guidelines. Rash: without fever and without behavior changes.

**CMV Infection Hepatitis B Virus Carrier State:** should be assessed on a case-by-case basis and in consultation with the health consultant.

**HIV Infection:** unless exclusion is recommended by health care provider.

The best thing to do if you have any questions is to talk to your child’s doctor, teacher or the Director. Use the guidelines given here and common sense. If your child may possibly have been contagious during school you must inform the teacher (even if a child was contagious during non-school times such as car pool, home play dates, park dates, etc. it’s a nice courtesy to inform people).

## EMERGENCY PROCEDURES

There is a chart detailing emergency procedures posted on the Parent Bulletin Board and important emergency telephone numbers are listed by the telephone. The first aid kit is kept in the kitchen, Universal Precautions (health/first aid) are posted in both adult and children's bathrooms, and there is one fire extinguisher in the kitchen and another in the art room by the door to the large room. Our "Disaster Kit" is kept in a large plastic bin above the paint cabinet.

### Fire Drill Procedure

Parents:

- Bell rings, teacher says "Fire Drill"
- Stop what you are doing
- Tell the children to go to the Circle Time Rug
- Tell the children to put down toys and follow the teacher
- Speak calmly and clearly
- Remind children to walk, not run, when reminder is needed
- Remain at this position and count the children as they leave
- Notify the remaining parent(s) inside when all children are outside
- Parent(s) not involved in counting children should start checking all areas of the school house where a child might be concealed
- Proceed to door and leave building as soon as you are certain everyone is out of the building
- Exit the school and count the children in the parking lot

### Earthquake Drill Procedure

Parents:

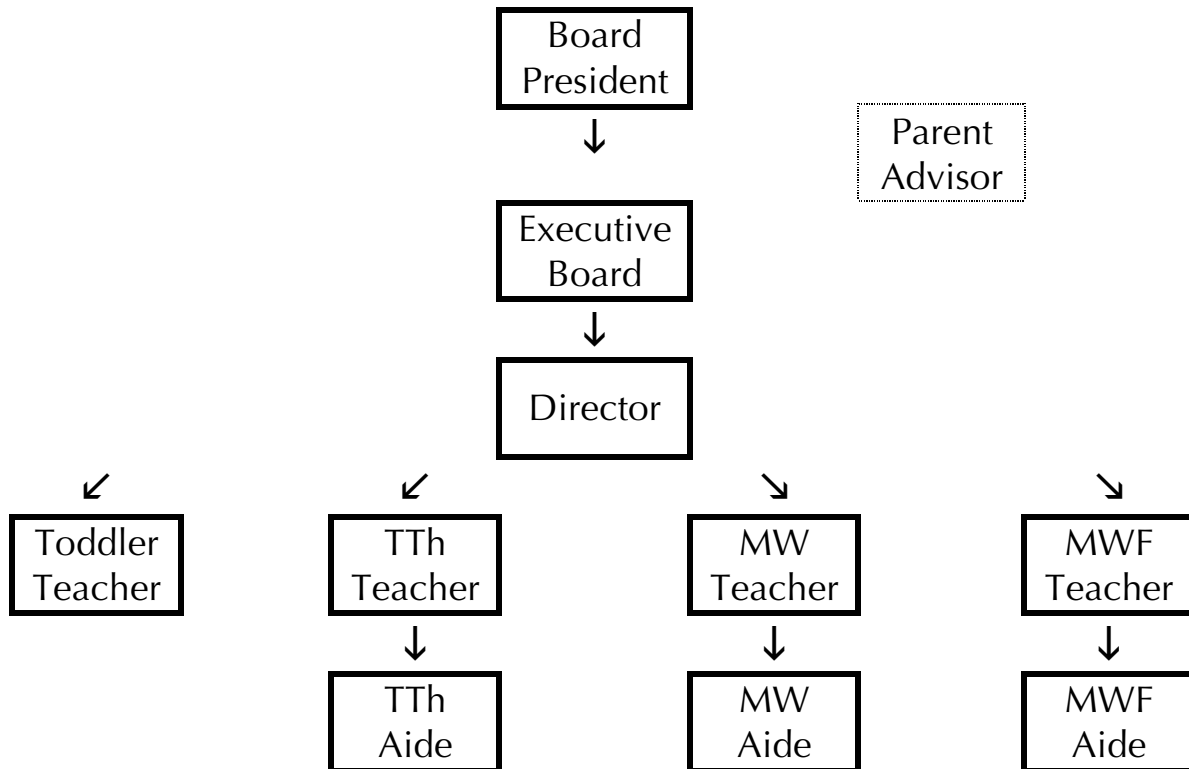
- Teacher says "Earthquake Drill"
- Stop what you are doing
- Proceed to the post assigned to you by the teacher
- Follow teachers instructions for current safety procedures
- Remain in assigned positions until the teachers says "ALL CLEAR"
- Have children listen to the teacher for direction to the next activity
- After drill, replace any items that were moved for the drill

## EXCEPTIONS

The school's Board of Trustees can make reasonable exceptions to any of the rules and policies in this Handbook. Any parent who cannot comply with a rule or policy should present their problem to the Board for consideration.

## LEADERSHIP STRUCTURE

### Organizational Chart – St. Helena Cooperative Nursery School



**“Don’t think that a small group  
can’t change the world.  
Indeed, it is the only way  
it can happen.”  
– Margaret Mead**

# BOARD OF TRUSTEES & WORKING COMMITTEES

## TRUSTEES

### *President*

- Conducts all General and Board Meetings according to Parliamentary Procedure: sees that business of the organization is carried out per Master Timeline
- Draws up all agendas and posts these at least three days prior to Meetings
- Assists in collecting mail and acts in the absence of the Treasurer
- Shall be a qualified signer on the bank account(s) and on all checks written
- Serves as an ex-officio member of all committees, with a vote if present at the committee meeting
- Appoints committees as directed by the By-Laws or by a motion of the Executive Board or as deemed necessary
- Shall draw up the Director, teachers and aides contracts, along with a committee appointed by the President, in conjunction with the Treasurer, and have contracts approved by the Board and signed before the end of the school year
- Shall be available to assist any Board member needing help to complete his or her duty as an officer
- Shall be available to assist any member in solving school-related problems
- Submits news and events calendar for monthly newsletter

### *Vice President*

- Acts in the absence of the President
- Assists President, when needed
- Maintains Master Timeline
- Maintains any needed changes to Handbook and collects parent acknowledgement of handbook agreement
- Assists Director in yearly alumni letter
- Compiles & mails August packet to families.

### *Secretary*

- Records the minutes of the General Meetings and Executive Board Meetings
- Attends to correspondence of the school
- Posts the minutes of both the General and Executive Board Meetings
- Collects Newsletter articles and compiles for Newsletter for General Membership

### *Treasurer*

- Custodian of all funds
- Maintains records of all financial transactions
- Deposits funds in a commercial account approved by the Executive Board
- Pays all school bills from the school account
- Reports monthly on the income, expenses and account balances at the Executive Board Meetings
- Handles reimbursement of school expenses
- Is responsible for timely filing of necessary tax returns and payroll reports (with assistance of School's CPA)
- Collects mail
- Balancers and reconciles all accounts in QuickBooks



### ***Parent Coordinator***

- Serves as liaison between Class Reps and the Board
- Shall be available to assist any member with questions or concerns about their Co-Op experience
- Assists the Director with conflict resolution should problems arise with parent job responsibilities
- Acts as 'voice' of the school for email notices, reminders, announcements, etc.
- E-mails monthly newsletter to membership
- Responsible for inviting Advisory Committee Members to join September, February and May Board meetings
- Maintains Gmail account for school: membership, alumni, etc.
- Has thorough knowledge of School Handbook and is able to direct members accordingly with questions about protocol

## **ADVISORY COMMITTEES**

### ***Membership***

- \* Fills class enrollments based on priority enrollment procedures and lottery if necessary
- \* Keeps records of interested families
- \* Notifies Publicity Chairperson when to advertise openings in the school
- \* Helps determine allocation of Reduced Participation slots (if necessary)
- \* Notifies Staff, Tuition Chair, Class Rep and Newsletter of any new members and/or enrollments changes
- \* Sends out information to returning and new members in August
- \* Collects and files all required membership forms
- \* Completes and returns the County Immunization Report in early fall
- \* Draws up and distributes membership roster

### ***Fundraising***

- \* Coordinates and plans a yearly community dance party with director and board
- \* Heads committee to facilitate the successful execution of community dance party
- \* Monitors the progress of wine donations for the instant cellar.
- \* Oversees and manages fundraising budget
- \* Prepares and provides information and updates regarding the dance party and online auction at General Meetings, in newsletter, via member-wide emails and Facebook

### ***Facilities Manager***

- \* Schedules Work Parties, keeping a record of members participating on Work Parties and make-ups needed
- \* Oversees maintenance of the building
- \* Coordinates and supervises Summer Project

## **PARENT COMMITTEES**

### ***Tuition/ Banker***

- \* Informs each member of tuition due each month and \$25.00 late fee if tuition is not received on or before the tenth of each month
- \* Monitors monthly tuition received or delinquent
- \* Collects tuition from Tuition box
- \* Makes and keeps records of deposits, informing Treasurer of all deposits (card tear, Cameo xmas, Moonlight, t-shirts, donations, pop up lots, dance tickets sales, raffle, registration fees, summer camp fees.)
- \* Acts in absence of Secretary

### ***Class Representatives***

- \* Schedule parents to work in the classroom
- \* Distribute calendars to parents and teachers
- \* Maintains check-in sheets, making extra copies when needed
- \* Poll the general membership on issues facing the Executive Board when requested
- \* Available to hear concerns of parents and presents them to the Executive Board and the Director.
- \* Organize support, send appropriate cards, etc. for families when needed
- \* Welcome new families to the School
- \* Assist in organizing social activities
- \* Phone tree
- \* Organizes thank you gift for teachers at end of year
- \* Emails parents about classroom needs

### ***School Representative | Publicity***

- \* Acts as liaison between the school and the community
- \* Is responsible for fundraising advertisements
- \* Directs interested families to the Co-op's Web site: [sthelenacoop.org](http://sthelenacoop.org)
- \* Reviews all written material that is publicly distributed
- \* Represents school at relevant meetings or conferences
- \* Responsible for ordering and maintaining T-shirt/sweatshirt inventory and conducting sales
- \* Takes phone calls, when requested by the director, regarding St. Helena Cooperative Nursery School
- \* Manages facebook

“People acting together as a group  
 can accomplish things which no  
 individual acting alone could even  
 hope to accomplish.”  
 – Roosevelt

**APPENDIX A: BYLAWS OF THE ST. HELENA NURSERY SCHOOL**  
**A California Nonprofit Public Benefit Corporation**

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## **ARTICLE I CORPORATION**

**A. NAME.**

The name of this corporation is the St. Helena Nursery School, but it is known as the St. Helena Cooperative Nursery School and sometimes referred to throughout these Bylaws as "School."

**B. OFFICES.**

The principal office for the transaction of the activities and affairs of this corporation is located at 1201 Niebaum Lane, Rutherford, CA 94573. The Board of Trustees may change the location of the principal office. Any such change of location must be noted by the secretary on these bylaws adjacent to this Section; alternatively, this Section may be amended to state the new location.

The Board may at any time establish branch or subordinate offices at any place or places where this corporation is qualified to conduct its activities.

**C. PURPOSE.**

The purpose of this corporation is to operate a nursery school for educational purposes.

**D. CONSTRUCTION.**

Unless the context requires otherwise, the general provisions, rules of construction and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, and the singular includes the plural, the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

**E. DISTRIBUTION ON DISSOLUTION.**

This corporation's assets are irrevocably dedicated to public benefit purposes. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Trustee or officer of the corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed to a nonprofit fund, foundation or corporation that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code § 501(c)(3).

## **ARTICLE II MEMBERS**

### **A. MEMBERS.**

This corporation shall have one class of member. All parents with children currently enrolled in the School shall be members of the corporation. The term “parents” shall include legal guardians.

### **B. RIGHTS OF MEMBERSHIP.**

All members shall have the right to vote, as set forth in these bylaws, on the election of Trustees, on the amendment of these Bylaws, on the disposition of all or substantially all of the corporation’s assets, on any merger and its principal terms and any amendment of those terms, and on any election to dissolve the corporation. Provided, however, when there is more than one member from a family, only one member may cast his or her vote. In addition, those members shall have all rights afforded members under the California Nonprofit Public Benefit Corporation Law.

### **C. DUES.**

There shall be no membership dues required of members, although members are required to pay tuition for their son/daughter to attend the School.

### **D. MEETINGS.**

General meetings of the School shall be scheduled by the Board of Trustees. There shall be a minimum of seven General Meetings each year, to be scheduled between the months of September and May. Meetings may be cancelled by the Board of Trustees and additional meetings of the general membership may be called by the Board of Trustees, the President of the Board, the Executive Director or five percent or more of the members.

#### **1. Notice.**

Members will be notified of general meetings through a School-wide publication at least five days prior to the general meeting.

#### **2. Voting.**

- a. Each member is entitled to one vote. Provided, however, when there is more than one member from a family, only one member may cast his or her vote at any given election.
- b. A quorum will consist of 51% of voting members. If such a quorum does not exist, the President, with public notification, shall call a special meeting; if at that meeting a quorum is still not present, the Board is authorized to decide the proposal at issue. Voting by proxy is not allowed.
- c. Whenever the attendance at a general meeting is less than one third of the voting power of the total members, the members may vote only on those matters as to which notice of their general nature was given under section II(D)(1) of these bylaws.
- d. If a quorum is present, a simple majority of those members present will be required to pass a vote.
- e. Secret balloting will be available upon request and shall be announced prior to any meeting.

**3. Minutes.**

A summary of the minutes of the School's general meetings will be available for members within 14 days.

**E. TERMINATION OF MEMBERSHIP.**

A membership shall terminate on the occurrence of any of the following events:

1. Withdrawal by the member of his/her child(ren) from the School;
2. The end of the School year unless the member's child(ren) are re-enrolled for School the following year;
3. The member's failure to pay tuition as set by the Board within 30 days after tuition is due and payable and after sufficient opportunity to cure has been given.
4. Any event that renders the member ineligible for membership, or failure to satisfy membership qualifications;
5. Termination of membership under Section G of these bylaws based on the good faith determination of the Board, or a committee or person authorized by the Board to make such a determination, that the member has failed in a material and serious degree to observe the rules of conduct of the School, or has engaged in conduct materially and seriously prejudicial to the School's purpose and interest.

**F. SUSPENSION OF MEMBERSHIP.**

A member may be suspended under section II (G) of these bylaws, based on a good faith determination by the board, or a committee or person authorized by the board to make such a determination, that the member has failed in a material and serious degree to observe the corporation's rules of conduct, or has engaged in conduct materially and seriously prejudicial to the corporation's purposes and interests.

A person whose membership is suspended shall not be a member during the period of suspension.

**G. TERMINATION OR SUSPENSION OF MEMBERSHIP.**

If grounds appear to exist for suspending or terminating a member under Sections II(E) or II(F) of these bylaws, the following procedure shall be followed:

1. The board shall give the member at least 15 days prior notice of the proposed suspension or termination and the reasons for the proposed suspension or termination. Notice shall be given by a method reasonably calculated to provide actual notice. Notice given by mail shall be sent by first-class or registered mail to the member's last address as shown on the School's records.
2. The member shall be given an opportunity to be heard, either orally or in writing, at least five days before the effective date of the proposed suspension or termination. The hearing shall be held, or the written statement considered, by the board or by a committee or person authorized by the board to determine whether the suspension or termination should occur.

3. The board, committee, or person shall decide whether the member should be suspended, expelled or sanctioned in any way. The decision of the board, committee or person shall be final.
4. Any action challenging an expulsion, suspension or termination of membership, including a claim alleging defective notice, must be commenced within one year after the date of the expulsion, suspension or termination.

**H. TRANSFER OF MEMBERSHIP.**

No membership or right arising from membership may be transferred.

### **ARTICLE III BOARD OF TRUSTEES**

**A. POWERS.**

Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or Bylaws regarding actions that require approval of the members, the corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board, in a manner consistent with these Bylaws and such other policies adopted by the Board. The Board shall provide the Members a copy of these Bylaws as an attachment to the Parent Handbook.

**B. NUMBER.**

The Board of Trustees shall consist of at least five but no more than seven trustees unless changed by amendments to these bylaws. The exact number of Trustees shall be fixed, within those limits, by a resolution adopted by the Board of Trustees.

**C. INTERESTED TRUSTEES.**

No more than 49 percent of the persons serving on the Board may be "interested person." An interested person is (a) any person compensated by the corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Trustee as a Trustee; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. However, any violation of this paragraph shall not affect the validity or enforceability of transactions entered into by the corporation.

**D. NOMINATION AND ELECTION OF TRUSTEES.**

**1. Term of Trustees and Election.**

Trustees shall be elected by the membership annually to serve a one year term. No trustee elected to the Board may hold the same position for more than three consecutive years. No Trustee may serve on the Board for more than five consecutive years. Only one person per family shall serve on the Board at a time.

**2. Nomination.**

A Nominating Committee comprised of the Executive Director, President and no more than three other members of the Board of Trustees shall be appointed by the Executive Director and President. The Nominating Committee shall recruit potential candidates for the Board of Trustees. The committee nominations shall be announced prior to elections.

Members interested in serving on the Board of Trustees should contact the Executive Director or President no later than April 10<sup>th</sup> of each year.

**3. Election.**

The Trustees shall be elected at the April General Meeting each year. The election will be conducted by secret ballot if there is more than one candidate for each position on the Board. The newly elected Trustees shall attend the May Board Meeting and preside at the June Board Meeting, to hold office for one year from the June Board Meeting. In the event a position on the Board of Trustees is not filled, the Board will assume the duties of the vacant position until the position is filled.

**4. Appointments.**

Advisory Committee Chairs (as defined in section III,I,2) shall be appointed by the Executive Director and the Board of Trustees.

**E. VACANCIES ON BOARD OF TRUSTEES.**

**1. Vacancies.**

A vacancy or vacancies on the Board of Trustees shall occur in the event of (a) the death or resignation of any Trustee; (b) removal of any Trustee by a majority vote of the entire Board of Trustees; (c) an increase in the authorized number of Trustees; (d) the failure of the Trustees at any meeting at which Trustees(s) are to be elected to elect the number of Trustees required to be elected at such meeting; or (e) removal by a majority vote of the Members at a general meeting at which a quorum is present.

**2. Resignation of Trustees.**

Except as provided below, any Trustee may resign by giving written notice to the President or the Secretary of the Board. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. If a Trustee's resignation is effective at a later time, the Board may elect a successor to take office as of the date when the resignation becomes effective. Except on notice to the California Attorney General, no Trustee may resign if the corporation would be left without a duly elected Trustee or Trustees.

**3. Vacancies Filled by Board.**

Vacancies on the Board may be filled by approval of the Board or, if the number of Trustees then in office is less than a quorum, by (1) the unanimous written consent of the Trustees then in office, (2) the affirmative vote of a majority of the Trustees then in office at a meeting held according to notice or waivers of notice complying with Corporations Code § 5224, or (3) a sole remaining Trustee. A vacancy filled by the Board must be ratified by a majority of the members at the next General Meeting at which a quorum is present. The Members may elect a Trustee at any time to fill any vacancy not filled by the Board.

**4. No Vacancy on Reduction of Number of Trustees.**

Any reduction of the authorized number of Trustees shall not result in any Trustee being removed before his or her term of office expires.

**F. MEETINGS OF BOARD OF TRUSTEES.**

**1. Place of Board Meetings.**



Meetings of the Board shall be held at any place within California that has been designated by resolution of the Board or in the notice of the meeting or, if not so designated, at the principal office of the corporation. Board meetings are open to all Members, but may be closed at the discretion of the Trustees. A closed session of a Board meeting shall be comprised of members of the Board of Trustees (as defined in Article IV, A) only.

**2. Annual and Other Meetings.**

The Board shall meet monthly during the school year or at such time as the Board may fix from time to time. Board meetings may be held without notice at such time and place as the Board may fix from time to time.

**3. Special Meetings.**

- a. Authority to Call Special Meetings. Special meetings of the Board for any purpose may be called at any time by the President, Executive Director or any two Trustees.
- b. Notice of Special Meetings. Notice of the time and place of special meetings shall be given to each Trustee by (i) personal delivery of written notice; (ii) first-class mail, postage prepaid; (iii) telephone; (iv) facsimile; (v) electronic mail; or (vi) other electronic means. All such notices shall be given or sent to the Trustee's address or telephone number as shown on the corporation's records.

Notice sent by first-class mail shall be deposited in the United States mails at least five days before the time set for the meeting. Notices given by other approved means shall be given at least 48 hours before the time set for the meeting. The notice shall state the time of the meeting and the place, if the place is other than the corporation's principal office. The notice need not specify the purpose of the meeting.

**4. Quorum.**

A majority of the authorized number of Trustees shall constitute a quorum for the transaction of any business except adjournment. Every action taken or decision made by a majority of the Trustees present at a duly held meeting at which a quorum is present shall be an act of the Board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a Trustee has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common Trusteeships, (c) creation of an appointments to committees of the Board, and (d) indemnification of Trustees. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of some Trustees, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting. Each Trustee has one vote and proxy voting is not allowed.

**5. Waiver of Notice.**

Notice of a meeting need not be given to any Trustee who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of a meeting need not be given to any Trustee who attends the meeting and who, before or at the beginning of the meeting, does not protest the lack of notice to him or her.

**6. Adjournment.**

A majority of the Trustees present, whether or not a quorum is present, may adjourn any meeting to another time and place.

**7. Notice of Adjourned Meeting.**

Notice of the time and place of holding an adjourned meeting need not be given unless the original meeting is adjourned for more than 24 hours. If the original meeting is adjourned for more than 24 hours, notice of any adjournment to another time and place shall be given, before the time of the adjourned meeting, to the Trustees who were not present at the time of the adjournment.

**G. ACTION WITHOUT MEETING.**

Any action that the Board is required or permitted to take may be taken without a meeting if all Board members consent in writing to the action; provided, however, that the consent of any Trustee who has a material financial interest in a transaction to which the corporation is a party and who is an "interested Trustee" as defined in Corporation Code § 5233 shall not be required for approval of that transaction. Such action by written consent shall have the same force and effect as any other validly approved action of the Board. All such consents shall be filed with the minutes of the proceedings of the Board.

**H. COMPENSATION AND REIMBURSEMENT.**

Trustees shall receive no compensation for their services as members of the Board of Trustees.

**I. CREATION AND POWERS OF COMMITTEE.**

**1. Committees of Board of Trustees.**

The Board, by resolution adopted by a majority of the Trustees then in office, may create one or more committees, each consisting of two or more Trustees and no one who is not a Trustee, to serve at the pleasure of the Board. Appointment to committees of the Board shall be by majority votes of the authorized number of Trustees. The Board may appoint one or more Trustees as alternate members of any such committee, who may replace any absent member at any meeting. Any such committee shall have all the authority of the Board, to the extent provided in the Board resolution except that no committee may: (a) Take any final action on any matter if under the California Nonprofit Public Benefit Corporation law, the action requires approval of the members or approval of a majority of all members; (b) Fill vacancies of the Board or any committee of the Board; (c) Fix compensation of the Trustees for serving on the Board or on any committee; (d) amend or repeal bylaws or adopt new bylaws; (e) Amend or repeal any resolution of the Board that by its express terms is not so amenable or repealable; (f) Create any other committees of the Board or appoint the members of committees of the Board; (g) Expend corporate funds to support a nominee for Trustee if more people have been nominated for Trustee than can be elected; (h) Approve any contract or transaction to which the corporation is a party and in which one or more of its Trustees has a material financial interest, except as special approval is provided for in Corporations Code § 5233(d)(3).

**2. Advisory Committees.**

The Board may, by resolution, designate one or more committees whose members need not be composed entirely of Board members. At least one Trustee must serve on these Advisory Committees. There shall be no limit to the number of non-Board members. Such committees shall not have the authority of the Board. However, they may make recommendations to the Board and the Board may adopt their recommendations as provided for in these bylaws.

3. **Meetings and Actions of Committees.** Meetings and actions of committees of the Board shall be governed by, held and taken under the provisions of these bylaws concerning meetings and other Board actions, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board has not adopted rules, the committee may do so.

## **ARTICLE IV OFFICERS OF THE CORPORATION**

### **A. OFFICES HELD.**

The officers of this corporation shall be the President, Vice President, Secretary and Treasurer. The President, Vice President, Secretary and Treasurer shall all serve as Trustees of the corporation. The Executive Director shall be an ex-officio non-voting member of the Board of Trustees and all committees of the Board of Trustees.

Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the President of the Board.

### **B. ELECTION OF OFFICERS.**

The officers of this corporation, except the Executive Director and any appointed under section IV(C) below, shall be chosen annually by the membership according to the procedures provided in section III, D, 3 above. The Executive Director shall be hired by the Board and shall serve at the pleasure of the Board subject to the rights, if any, under any employment contract.

### **C. APPOINTMENT OF OTHER OFFICERS.**

The Board may appoint and authorize the President, or another officer to appoint any other officers that the corporation may require. Each appointed officer shall have the title and authority, hold office for the period and perform the duties specified in the bylaws or established by the Board.

### **D. REMOVAL OF OFFICERS.**

The Executive Director may be removed by the Board subject to his or her rights under any employment contract. All other officers may be removed as provided in section III(E).

### **E. RESPONSIBILITIES OF OFFICERS AND EXECUTIVE DIRECTOR.**

#### **1. President.**

The president of the Board shall preside at Board and General Meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time.

#### **2. Vice President.**

The Vice President acts in the absence of the President; assists the President, as needed; learns the President's responsibilities; maintains the master timeline; and distributes and collects the Parent Handbook and maintains any needed changes to the Handbook.

**3. Secretary.**

The secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board, of committees of the Board, and of members' meetings. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, general, or special, and, if special, how authorized; the notice given; the names of persons present at Board and committee meetings; and the number of members present or represented at members' meetings.

The secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date.

The secretary shall keep or cause to be kept, at the corporation's principal office or at a place determined by resolution of the Board, a record of the corporation's members, showing each member's name, address, and class of membership.

The secretary shall give, or cause to be given, notice of all meetings of members, of the Board, and of committees of the Board that these bylaws require to be given. The secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board or the bylaws may require.

**4. Treasurer/CFO.**

The treasurer/CFO shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The treasurer/CFO shall send or cause to be given to the members and Trustees such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The books of account shall be open to inspection by any Trustee at all reasonable times.

The treasurer shall (i) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board may designate; (ii) disburse the corporation's funds as the Board may order; (iii) render to the President and the Board, when requested, an account of all transactions as chief financial officer and of the financial condition of the corporation; and (iv) have such other powers and perform such other duties as the Board or the bylaws may require.

**5. Executive Director.**

The Executive Director shall be the General Manager of the School, subject to control of the Board of Trustees, and shall be responsible for all of the operational and educational affairs of the School. The Executive Director shall have the authority to hire and terminate faculty and staff and to select, evaluate and dismiss students. He or she shall have other such powers as may be authorized by the Board of Trustees. In the event of the absence or disability of the President and Vice President, the Executive Director shall have the authority to call a meeting of the Board of Trustees and shall preside at any such meeting.

**ARTICLE V  
GENERAL PROVISIONS**

**A. CONTRACTS WITH TRUSTEES AND OFFICERS.**

No Trustee of this corporation nor any other corporation, firm, association, or other entity in which one or more of this corporation's Trustees are Trustees or have a material financial interest, shall be interested, directly or indirectly, in any contract or transaction, unless (a) the material facts regarding that Trustee's financial interest in such contract or transaction or regarding such common Trusteeship, officership, or financial interest are fully disclosed in good faith and noted in the minutes, or are known to all members of the Board prior to the Board's consideration of such contract or transaction; (b) such contract or transaction is authorized in good faith by a majority of the Board by a vote sufficient for that purpose without counting the votes of the interested Trustees; (c) before authorizing or approving the transaction, the Board considers and in good faith decides after reasonable investigation that the corporation could not obtain a more advantageous arrangement with reasonable effort under the circumstances; and (d) the corporation for its own benefit enters into the transaction, which is fair and reasonable to the corporation at the time the transaction is entered into.

This Section does not apply to a transaction that is part of an educational or charitable program of this corporation if it (a) is approved or authorized by the corporation in good faith and without unjustified favoritism and (b) results in a benefit to one or more Trustees or their families because they are in the class of persons intended to be benefited by the educational or charitable program of this corporation.

**B. LOANS TO TRUSTEES AND OFFICERS.**

This corporation shall not lend any money or property to or guarantee the obligation of any Trustee or officer without the approval of the California Attorney General; provided, however, that the corporation may advance money to a Trustee or officer of the corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Trustee or officer would be entitled to reimbursement for such expenses by the corporation.

**C. INDEMNIFICATION.**

To the fullest extent permitted by law, this corporation shall indemnify its Trustees, officers, employees and other person(s) described in Corporation Code §§ 5238(a), including person(s) formerly occupying any such positions, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporation Code.

The School recognizes the protections afforded to its non-compensated Trustees and officers by California Corporation Code § 5047.5 as it protects them from claims of monetary damages on account of any negligent act or omission occurring (1) within the scope of that person's duties as a Trustee acting as a board member, or within the scope of that person's duties as an officer acting in an official capacity; (2) in good faith; (3) in a manner that the person believes to be in the best interest of the corporation; and (4) is in the exercise of his or her policymaking judgment.

On written request to the Board by any person seeking indemnification under Corporation Code section 5238(b) or section 5238(c), the Board shall promptly decide under Corporation Code section 5238(e) whether the application standard of conduct set forth in Corporation

Code section 5238(b) or section 5238(c) has been met and, if so, the Board shall authorize indemnification.

To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under this section shall be advanced by the corporation before final disposition of the proceeding, on receipt by the corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately found that the person is entitled to be indemnified by the corporation for those expenses.

**D. INSURANCE.**

This corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Trustees, employees and other agents, to cover any liability against or incurred by any officer, Trustee, employee or agent in such capacity or arising from the officer's, Trustee's, employee's or agent's status as such.

**E. MAINTENANCE OF CORPORATE RECORDS.**

This corporation shall keep a) adequate and correct books and records of account; b) written minutes of the proceedings of its members, Board and committees of the Board; and c) a record of each member's name, address and telephone number.

Said records, as well as the Articles of Incorporation and these Bylaws, shall be kept at the principal office of the corporation and open to inspection by any Trustee or Member given reasonable notice, during regular School hours. The inspection may be made in person or by the member or Trustee's agent or attorney. The right of inspection includes the right to copy and make extracts of documents.

## **ARTICLE VI REPORTS**

**A. ANNUAL REPORT.**

The Board shall cause an annual report to be prepared and kept with the corporation's records within 120 days after the end of the corporation's fiscal year (July 1-June 30). That report shall contain the following information in appropriate detail: a) the assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year; b) the principal changes in assets and liabilities, including trust funds; c) the corporation's revenue or receipts, both unrestricted and restricted to particular purposes; d) the corporation's expenses or disbursements for both general and restricted purposes; and e) an independent accountant's report or, if none, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's book and records.

This requirement of an annual report shall not apply if the corporation receives less than \$25,000 in gross receipts during the fiscal year, provided, however, that the information specified above for inclusion in an annual report must be furnished annually to all Trustees.

**B. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS.**

As part of the annual report to all members, or as a separate document if no annual report is issued, the corporation shall, within 120 days after the end of the corporation's fiscal year, annually prepare and keep with the corporation's records a statement of any transaction or indemnification of the following kind: a) any transaction in which the corporation was a party, in which an "interested person" had a direct or indirect material financial interest or which involved more than \$50,000 or was one of several transactions with the same interested person involving, in the aggregate, more than \$50,000. For this purpose, an "interested person" is either any Trustee or officer of the corporation or any indemnification or advances aggregating more than \$10,000 paid during the fiscal year to any officer or Trustee of the corporation under Article VI Section C of these bylaws, unless that indemnification has already been approved by the members under Corporation code section 5238(e)(2).

**C. OTHER REPORTS.**

The corporation shall provide reports to the Attorney General in the form and manner he or she may prescribe and fully comply, to the extent applicable, with the requirements of section 6324 of the California Corporations Code and the California Uniform Supervision of Trustees for Charitable Purposes Act commencing with section 12580 of the Government Code.

**ARTICLE VII  
AMENDMENTS**

**A. AMENDMENT OF BYLAWS.**

These bylaws may be amended by a majority vote of the Members present at a General Membership meeting at which a quorum is present, provided written notice is given in advance and the intended changes are introduced at one meeting and adopted at the following meeting.

## APPENDIX B: PARENT JOB DESCRIPTIONS

<b>Assistant to Director of Parent Jobs</b> (1 parent)	Calls parents when they need reminders regarding their jobs, and other tasks.
<b>Assistant to General meetings</b>	Monitors General Meeting attendance and make-ups.
<b>Dramatic Play</b> (2 parents)	Assemble dramatic play kits; helps teachers set-up dramatic play.
<b>Handyman</b> (1 parent)	Makes minor building or equipment repairs; assists teachers with equipment construction.
<b>Kitchen</b> (1 parent)	Keeps counters, cupboards, refrigerator and floors clean and organized; keeps kitchen supply cupboard neat; advises when supplies are needed.
<b>Laundry</b> (3 parents)	Takes home all towels and rags and other kitchen items to be laundered on a weekly basis
<b>Librarian</b> (1 parent)	Maintains and organizes School and Parent Resource Library. Types new book list at the end of the year.
<b>Photo</b> (1 parent)	Responsible for uploading photos to SmugMug from the school
<b>Playdough</b> (1 parent)	Sees that playdough is made every two weeks.
<b>Purchaser</b> (1 parent)	Shops for supplies needed; including kitchen, bathroom and paper products. Puts away supplies as they are received.
<b>Sensory</b> (1 parent)	Changes Sensory Table weekly; maintains supplies and toys in a neat and orderly manner.
<b>Sewing</b> (1 parent)	Works on major sewing projects, helping to design and create as well as produce
<b>Shed</b> (1 parent)	Keeps outdoor sheds neat; sorts toys; sweeps out sand.
<b>Social Media</b> (1 parent)	Facebook and other social networking.
<b>Yard</b> (5 parents)	Maintain yard, weed, mow lawn, maintain irrigation system, keep bushes trimmed and haul away trimmings; other necessary duties. Must spend a minimum of two hours EACH month.
<b>EScrip</b> (1 parent)	Signs up and facilitates parents with eScrip fundraising.
<b>Community Party or Fundraising Projects</b> (8 parents)	We will have various fundraising parent jobs such as helping with the Community party and possible on line auction.



## APPENDIX C: RECIPES

### Playdough

*I. Mix together:*

- 1/2 cup salt
- 2 cups flour
- 4 tablespoons cream of tartar

*II. Add:*

- 2 cups water
- 2 tablespoons oil
- food coloring

Add to dry ingredients. Cook over medium heat, stirring with wooden spoon, until mixture reaches the right consistency. Cool before using. Store in closed container.

Video can be seen on the Co-op web site [sthelenacoop.org](http://sthelenacoop.org)

### Flubber

*I. In a large bowl, mix:*

- 2 cups White Glue (Dap works best)
- 1-1/2 cups water
- Food coloring (use sparingly — color will bleed if too much is used)

*II. In separate container, mix:*

- 1/3 cup hot water
- 1 teaspoon Borax

Add Borax mixture with hand, stir and pull out blob. Place in container. Continue adding 1/3 cup hot water and 1 teaspoon Borax until all glue mixture is gone (3-4 times). Flubber will change consistency over next 30 minutes so don't fret if yours seems too sticky or wet. Be sure to place flubber in a container slightly larger than its initial size as it will swell slightly.

Store covered or in ziploc bag. It seems to last for weeks, but will have its best bubble blowing ability (use a straw and a large blob) within its first few hours.

Flubber can be "renewed" by placing it in a covered container and cooking it in the microwave oven for 2 -3 minutes on high.

## APPENDIX D: REQUIRED FORMS

The following forms and tests are required by our school and must be completely filled out before a child can attend the Co-op:

1. California State Law requires that a licensed physician prior to the first day of school should perform a health examination. The physician needs to complete the form entitled **Physician's Report — Day Care Centers**
2. **Parents must supply a record of immunizations.** The California School Immunization Law requires that children be up-to-date on their immunization (shots) to attend nursery school.

### **Immunizations Required for children:**

- Three (3) doses of polio
- Four (4) doses of DPT/Td
- One (1) dose each of MMR
- One (1) dose of Hib
- Three (3) hepatitis B shots
- Varicella (chickenpox)

If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a medical exemption for the missing shot(s), including the duration of the medical exemption.

**THE LAW:** Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075  
Questions? Visit [ShotsForSchool.org](http://ShotsForSchool.org) or contact your local health department [bit.do/immunization](http://bit.do/immunization)

3. Statement of Good Health and TB Verification. Proof of TB skin test, screening or chest x-ray report for participating **parent** (or participating substitute). TB clearance must be current upon entry. See #1 above - Physician's Report form for screening of TB risk factors for **children**.
4. Child's Preadmission Health History — Parent's Report
5. Identification and Emergency Information (card)
6. Consent for Medical Treatment Card
7. Identification and Emergency Information — Day Care Centers (form)
8. Notification of Parents' Rights Form
9. Admission Agreement Appendix
10. Vehicle Insurance Information Form
11. Our Philosophy and Parent's Requirements
12. Personal Rights

### 13. Handbook Agreement.

#### **All forms will be given to families.**

##### **Immunizations Required for Adult Volunteers:**

- Pertussis (Whooping Cough)
- Measles

To work in our classrooms, all adults are required to have proof of Pertussis and Measles immunizations or immunity. Adults must submit an Immunization Record, or a statement from their doctor that they have a medical reason not to vaccinate, or are already immune.

Adults, at the start of the school year or when the flu vaccination becomes available in the fall, will also have to submit annual proof of flu vaccination or a statement declining the vaccination

## **APPENDIX E: INCIDENTAL MEDICAL EMERGENCY**

### ***Plan of Operation from St. Helena Cooperative Nursery School (SHCN) Facility #2810712***

#### **INCIDENTAL MEDICAL EMERGENCY SERVICES**

The following plan describes the facility's policies and procedures to ensure the proper safeguards are in place for incidental medical emergency services:

1. SHCN will provide incidental medical emergency services for children with anaphylactic peanut allergies needing an emergency EpiPen. SHCN will also provide inhalers or nebulizers for the treatment of asthma attacks.
2. Records to be obtained and maintained prior to either of these incidental emergency services.
3. Parents will provide permission to SHCN to provide the incidental emergency service with written instructions and training of emergency incidental service needs. Parents will provide a completed and signed Parent Consent for administration of medications.
4. SHCN will require that one trained staff member be present at all times who is trained to administer IMS. The director, parent (if appropriate) and physician (as needed) will provide training. This will be done with EpiPen demo pens and inhalers.
5. Emergency medication instructions and a plan of action which includes what steps to take in an emergency will be provided by parents and will be stored along with emergency medication (EpiPen and inhaler) provided from parents.
6. All staff will be trained to recognize the signs of the following medical events and to administer above-mentioned medications in the event of a medical emergency. This will include asthma attacks & allergic reactions.
7. Stored medication will be kept in original container and include current prescription.
8. Medications do not require refrigeration and will be centrally stored in adult cupboard on back porch.
9. SHCN will keep records of medication and the service provided as well as stored medication forms.
10. Lic. 9221, Lic. 622, and Lic. 627 will all be completed and stored along with emergency medication and in the child's file.
11. To ensure proper safety precautions, gloves will be stored in children's bathroom and in the kitchen by the first aide kit and used to prevent potential exposure to body fluids while administering EpiPen and hand hygiene will be performed immediately after removal and disposal of gloves. The child's parents or authorized representative will be notified immediately, they will take used EpiPens home with them for proper disposal. Parents or guardian will be asked to replace it the next time the child attends school.

12. Universal precautions are posted in child's bathroom.
13. SHCN staff as needed for evacuation will retrieve medication and child's guardian or SHNS staff will hold emergency medications on field trips.
14. Upon any emergency occurrences, **parents or guardian will be immediately notified**, and serious incidents will be reported to DSS as required.
15. Any changes to this plan will be submitted to the Department of Social Services.