

2022-2023

Parent By-Laws & Handbook



**Ashland Community
Preschool 500 S. Center Street
P.O. Box 430
Ashland, VA 23005
(804) 798-0409**

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I. Welcome

Dear Ashland Community Preschool Families,

The school year at Ashland Community Preschool is a unique and exciting adventure in early childhood education. ACP provides a wonderful experiential learning environment that is dependent upon the involvement of our families. Our families all come from different places and have different perspectives, but this is part of what makes our school so great. We have the ability to make it an amazing school through the time and support of our families. It is the contributions from *all* of us that makes this preschool successful.

Every family will be asked to serve on a committee, help with ACP and classroom events, as well as maintenance days for the school in addition to our regular working days. This may sound overwhelming in the beginning, but we have the entire school year to spread out this commitment. Every contribution is an important one and fosters the development of our school and community. Without you, this school would not be able to operate. We are providing a list of committee opportunities and calendar of school events so you can identify and plan on when you would like to participate.

We look forward to getting to know all of you and watching your children grow. It is such a joy to discover that your child is capable of even more than you ever knew. We recognize that it is a gift of trust and confidence to allow other people to nurture and develop your child. It is in this spirit we welcome you to our school, and we hope this will be a lasting, memorable experience.

Here's to a wonderful year!

The ACP Board

President	Nicole McKinney 804-437-9691	president@ashlandcommunitypreschool.com
VP Licensing	Rachel Decker 540-656-3576	licensing@ashlandcommunitypreschool.com
VP Enrollment	Nicole Dillon 804-356-0550	enrollment@ashlandcommunitypreschool.com
Events	Tiffany Rounds 804-339-4976	events@ashlandcommunitypreschool.com
Facilities Management	Kate VanGraafeiland 757-818-1301	facilities@ashlandcommunitypreschool.com
Fundraising	Melanie Black 804-908-2385	fundraising@ashlandcommunitypreschool.com
Secretary	Holly Whitt 804-338-4361	secretary@ashlandcommunitypreschool.com
Treasurer	Sarah Fielding 757-377-2242	treasurer@ashlandcommunitypreschool.com
Technology	Matt Treacy 804-400-1340	technology@ashlandcommunitypreschool.com

II. Ashland Community Preschool as a Co-operative

ACP began in 1977 as a cooperative play school. We employed and partnered with a caring and highly motivated teacher. As time passed, it became apparent that a Montessori Cooperative Preschool suited the needs and desires of the children and parents involved. We also discovered that there were a great many families in the area who were attracted by the high level of involvement required by a cooperative. That is to say: it is not our duty to be involved with our children, it is our joy.

Fast forward to today. ACP is now a state-licensed Montessori-based preschool. We have an elected board of directors, monthly meetings, and all the necessary committees. Because of state licensing regulations, our parents invest an even greater portion of themselves in our program. In addition to tuition, working in the classroom, serving on committees and the board, and organizing parties and field trips, each parent is required to be certified in CPR and Pediatric First Aid, be tested for tuberculosis (TB), and undergo criminal and social services background checks. All of this is done to ensure the safety and well-being of our children.

Our families come to Ashland Community Preschool (ACP) because of an intense desire to enrich the lives of children. This is a unique time of discovery in their lives, as they learn about themselves, other children, and the expectations of the teacher and classroom environment. As parents it is our joy, and our privilege, to work with our teacher and each other to make this experience wondrous and fruitful for our children.

A. Mission Statement

Ashland Community Preschool is a Montessori affiliated preschool using the Montessori Method of teaching to provide a stimulating, educationally enjoyable preschool experience for children ages 33 months to five year olds, with each family sharing input and work.

B. Goals

1. Self-directed learning through hands-on manipulation in the practical life, sensorial, math, language, science, and art areas.
2. Free play in designated areas to help children learn group play, sharing, turn taking, and necessary interpersonal skills.
3. Cooperation and task completion by learning:
 - a. to follow directions,
 - b. respect for authority and each other,
 - c. to focus attention,
 - d. to abide by rules and accept discipline,
 - e. responsibility through self-help skills and by taking care of the environment,
 - f. grace and courtesy.
4. Participation in life enrichment experiences through field trips, guest speakers, etc.
5. Maintaining a professional cooperative atmosphere to properly manage the cooperative, its employee(s), the facilities and the needs of our children.
6. To equally inform, and give opportunity for input from all cooperative members; recognizing our equal responsibility, and yet respecting our different abilities to respond.

C. 2022-2023 School Calendar

September

9/8 Orientation at 7:00PM (Mandatory!)
9/9 Open House
9/12 First Day of School
9/14 Board Meeting

October

10/5 Board Meeting
10/12 Co-Op Meeting
10/12-10/13 School Photos
10/15 Fall Fun Day (Fundraiser)
10/26 -10/27 Halloween Parade

November

11/2 Board Meeting
11/7-11/8 Parent Teacher Conference
11/17 Co-Op Meeting Evening
11/16-11/17 Thanksgiving Feast
11/23-11/25 Thanksgiving Holiday

December

12/3 Parents' Night Out
12/7 Board Meeting
12/14 Co-Op Meeting
12/19-12/30 Winter break

January

1/4 Board Meeting
1/16 No School (Martin Luther King Day)
1/19 Co-OP Meeting Evening
1/27 Last drop off for Teddy Bear Sleepover (fundraiser)

February

2/1 Board Meeting
2/6-2/10 Valentines Exchange
2/15 Co-Op Meeting Evening
2/19 Last Day for Farm Fresh Fruit order (fundraiser)
2/20 No School (President's Day)

March

3/1 Board Meeting
3/16 Co-OP Meeting Evening
3/24 Art Show

April

4/1 Last day for Flower Power Catalog order (fundraiser)
4/5 Board Meeting
4/3-4/7 Spring Break

4/12-4/13 Egg Hunt
4/20 Co-Op Meeting Evening
4/22 Ashland Train Day

May

5/3 Board Meeting
5/11 Annual Plant Sale
5/17 Co-Op Meeting Evening
5/25 Graduation
5/26 Last day of school

III. By-Laws

Our co-operative is governed by the following By-Laws:

A. Corporate Name & Date

1. Ashland Community Playschool, Inc. D.B.A. Ashland Community Preschool.
Ashland Community Playschool, Inc. is a 501(c)(3) non-profit.
By-laws last revised May 2022.

B. Mission Statement

1. Ashland Community Preschool is a Montessori affiliated preschool using the Montessori Method of teaching to provide a stimulating, educationally enjoyable preschool experience for three to five year old children, with each family sharing input and work.

C. Licensing as a Preschool

1. Licensed by the State of Virginia, Department of Social Services as an approved childcare provider. Licensed by the State of Virginia, Department of Health as an approved childcare provider.

D. Physical Address:

1. 500 South Center Street, Ashland, VA 23005

E. Mailing Address:

1. P.O. Box 430, Ashland, VA 23005

F. Requirements for General Membership in the Co-op

1. To be a member of the co-op, a family must have at least one child enrolled in the school, and be up to date on all required paperwork, licensing, tuition, and fees. Members in the cooperative are required to meet various working requirements as outlined in the Family Involvement Contract.

G. Schedule for the Year

1. The Ashland Community Preschool (ACP) school year follows the Hanover County Public School schedule with the exception that preschool will begin the Monday following the opening of Hanover County Schools and ends on the last Thursday before Memorial day. Classes are offered daily from 9:00 a.m. until 1:00 p.m. for students 33 months and older. Students may register to participate in class two or more days a week.
2. An additional Kindergarten Prep class may be offered to rising kindergartners (or other students with Directress' approval) on Mon./Wed./Fri. from 1:00 p.m. until 2:00 p.m. This class is optional and will be offered only if enough children participate, with a support volunteer. Kindergarten Prep tuition is in addition to the regular monthly tuition. A Standalone Kindergarten Prep may be offered to children not enrolled in the Preschool, with an increased tuition rate, and a reduced Co-Op Membership fee.
3. An additional Parent and Me Playgroup (typically sensory focused) class may be offered to children 18 months and older that are not ready to enroll in a traditional preschool class or are age-eligible and waitlisted. The playgroup should be scheduled during works time and is to be offered outside, weather permitting. This class is optional and will be offered only if enough children participate. Tuition is offered at a reduced rate from daily preschool classes with a Co-Op Membership fee. This program requires background checks for the supervising parent or guardian that will stay with the student and siblings for the duration of the class.
4. An additional Outdoor Education class may be offered to families for one hour after preschool ends. This class is optional, offered only if enough children participate, with a support volunteer, and under the discretion of the Directress. Outdoor Education tuition is in addition to the regular monthly tuition.

H. Meetings

1. There will be a minimum of eight (8) meetings per year. The September meeting is Mandatory.
 - a) September: Mandatory meeting: orientation, committee sign-ups, announce dates of monthly meetings, discuss fundraising
 - b) March: Approve next school year's budget, finalize teacher contract, Board Members nominated
 - c) April: Board Member elections
 - d) May: By-Laws changes approved

I. Powers of the Board

1. The Board is empowered to make decisions for the cooperative regarding contracts for classroom space and facilities maintenance. The board, through its members, is responsible for maintaining class rolls, social services requirements, teacher contract, maintaining school finances, and tax filings. In the event of national, state, or local emergencies the Board is empowered to swiftly make decisions regarding all elements of school operations regardless of the co-op being or not being in session.
2. In the event of a Directress vacancy, the search committee, together with the Board, has the authority to offer a salary that is commensurate with experience. The salary may be less than, equivalent to, or above the amount previously budgeted for the salary. Additionally, the Directress may be offered a budget to receive necessary training up to \$2500 during the first year of employment. Salary or training expenses that are not already allocated in the budget will come out of ACP's Reserve Fund for the first year of employment. However, subsequent year salary and training expenses must be allocated in the budget, either through a tuition increase (which is capped at 5% every other year) or through the reduction of expenses.

J. Powers of the Co-op

1. Major decisions about the direction of the school, changes in the curriculum, capital expenditures, budget approval, approval of Board Members, and ratification of teacher contracts are items voted on at regular meetings by the general membership. The Cooperative also has the power to give the Board decision-making authority for specific issues.

K. Voting

1. Each family in ACP co-op has the power of one vote.

L. Changes to the By-Laws

1. Changes to the By-Laws can be enacted once a year, at the May meeting. The only exception is that proposals to add, remove, or change Board position job descriptions for the following academic year may be proposed in January or February, and can be approved at the following month's co-op meeting. All proposed changes must be in writing, posted on the Slack Channel, and distributed to the entire co-op 30 days prior to voting. Changes are adopted with a simple majority of the members present at that meeting. All members not in attendance forfeit their right to vote.

M. Changes to the Handbook

1. Changes to the handbook can be made at any meeting. In order for a change to be voted on it must be on the agenda. Changes are adopted with a simple majority of the members present at that meeting. All members not in attendance forfeit their right to vote.

N. Reserves

1. The Reserve Fund is defined as funds set aside by action of the Ashland Community Preschool Board and current enrolled co-op members. Its ongoing operation and oversight is delegated to the ACP Board with approval by majority vote of the ACP co-op. Specific conditions for management, utilization, of the reserve funds are outlined in ACP's Reserve Fund Policy. The detailed policy is maintained as an addendum to the By-laws and Handbook document.

O. Board Members

1. There are board members elected by the co-op to run the business and administration of the school. The purpose of the Board Members is to manage the affairs and concerns of the cooperative on a daily basis: calling meetings of the entire cooperative when decisions require approving expenditures, hiring new or additional employees, approving changes to the classroom lease and facilities.
2. Board Members are elected by a simple majority of members at the April meeting. The board members-elect will shadow current board members from election and will take office on June 1. The Board may appoint individuals to Board positions to fill vacancies that remain after April elections, or for vacancies that occur during the school year. At the next scheduled co-op meeting, a vote should be held as to whether or not to approve the appointment.

P. Title and Job Description for Each Board Member

1. **President:** Responsible for guiding parents and employees smoothly through the school year. Required to attend and lead each Board (B)/co-op (C) meeting. In the event the President is unable to lead a co-op meeting, either the VP of Enrollment or VP of Licensing will assume responsibility. Responsible for assisting in family and employee interviews. Required to verify

votes at meetings when votes are taken. Responsible for coordinating activities with board members to ensure ACP objectives are met. Responsible for ensuring fair and objective performances are conducted for the Directress by November 15 and March 15 each school year. Responsible for finalizing the teacher contract and any other school contracts. Responsible for serving as the primary liaison to the Directress and monitoring contract requirements, training hour requirements, and all other Dept. of Ed. requirements of the position. Responsible for serving as the primary liaison to the Director of the Hanover Arts and Activities Center, representing ACP in professional Cooperative Associations (where ACP maintains membership), and KPrep Assistant. Responsible for reviewing the classroom injury log by May 31st. Maintains 501(c)(3) status along with Treasurer. Responsible for setting, typing, archiving, posting, and making copies available upon request of B/C meeting agendas at least three days prior to each B/C meeting. The President serves a one-year term uncompensated. Responsible for monitoring president@ashlandcommunitypreschool.com email account.

2. **Board Members:** Responsible for assisting the President as requested. Required to attend each B/C meeting. Responsible for assisting in family and employee interviews as needed or requested. Responsible for serving as a liaison to ACP Committees.
3. **Vice President of Enrollment:** Responsible for all matters related to the recruitment, registration, and enrollment of families at ACP. Responsible for the class roster and the attendance log used by the Directress. Responsible for creating Committee assignments prior to the start of the school year. Responsible for planning Fall Orientation and Open Houses. Responsible for ensuring families who start after the first day of school receive a personalized orientation. Responsible for checking the ACP Voicemail over the summer and during break periods. Responsible for creating and managing marketing materials. Responsible for ensuring that the ACP website reflects accurate enrollment information by September 15. Responsible for compiling, editing, printing and distributing the enrollment orientation packets and handbooks with assistance by the rest of the board. Responsible for editing committee descriptions. Responsible for monitoring enrollment@ashlandcommunitypreschool.com email account.
4. **Vice President of Licensing and Protocol:** Responsible for keeping ACP abreast of current laws and ensuring proper protocol is being followed by ACP. Responsible for maintaining all student forms, applications, health forms, parental sworn disclosure statements, TB test results and license requirements and inspection. Responsible for keeping up with Social Service requirements (transition of authority to Dept. of Ed during 2021-2022 school year) and ensuring those requirements are met by all members of the co-op. Responsible for scheduling and coordinating speakers for in-service training. Responsible for ensuring all parents, regardless of enrollment date, receive required social services and in-service training. Board Liaison to the Scheduler. Responsible for monitoring licensing@ashlandcommunitypreschool.com email account.
5. **Secretary:** Responsible for any typing that the Board Members may need and copies that need to be made. Responsible for taking attendance at each B/C meeting and at all training sessions preceding B/C meetings. Responsible for recording minutes, typing, archiving, posting, and making copies available to any member upon request, within one week of each meeting. Required to attend each B/C meeting. Responsible for updating the handbook and assisting with other document requests. Responsible for gathering content and creating the yearbook for each school year, with the assistance of the Technology chair in operation of ACP Shutterfly account. Responsible, in direct conjunction and communication with the Technology chair, for organizing files in the G Drive; and will communicate with each board position about movement or file needs individually as needed. Responsible for retrieving, opening, reviewing and distributing mail from the post office. Maintain record of all board meetings and pass along records to board for the following year. Responsible for reviewing the Treasurer Reports and monthly bank statements. Responsible for tracking and depositing tuition and fundraising money for the child(ren) of the Treasurer. Responsible for posting the Directress newsletter to the ACP Slack Channel and providing copies of Board and co-op meeting minutes to the Directress (removing any sensitive/private information). Responsible for working with the Directress to schedule birthday celebration dates for all children. Board Liaison to the Snack Coordinator/Committee. Responsible for monitoring secretary@ashlandcommunitypreschool.com email account.

6. **Treasurer:** Responsible for all financial matters, tracking of receipts and disbursements in a timely manner. Maintains electronic financial records of ACP. Responsible for handling payroll for the directress. Financial reports are to be typed, archived, and presented at each B/C meeting and, while not posted, are to be made available at the meeting for those who may request a copy. Prepare proposed budget for the upcoming year to be presented to the membership at the February meeting to include: Monthly credits (tuition, fundraising) and expenses (teaching supplies, cleaning supplies, rent, etc.) and annual costs (insurance, state corporation commission, license, etc.). Responsible for electronic records of all ACP financial records and passing them to the Treasurer for the following year. Maintains 501(c)(3) status along with the President. Board Liaison to the Field Trip Coordinator. Responsible for monitoring treasurer@ashlandcommunitypreschool.com email account.
7. **Events Chair:** Responsible for leading the Events Committee in coordinating events during the school year. Events include seasonal celebrations and events sponsored by ACP. Must be responsible for maintaining and updating budget with events scheduled. Responsible for tracking each families' volunteer events hours. Board liaison to the Hospitality Coordinator. Responsible for monitoring events@ashlandcommunitypreschool.com email account.
8. **Facilities Management Chair:** Responsible for the overall maintenance of the facility. Responsible for ensuring the grounds and facility are prepared for students prior to the first day of class in the fall, and appropriately closed in the spring. Responsible for scheduling school-wide grounds work days, as well as coordinating activities during the year to address any maintenance needs. Responsible for scheduling any summer maintenance needs. Responsible for scheduling cleanings. Responsible for keeping track of individual families' facilities volunteer hours. Responsible for keeping track of the facilities spending and budget. Board liaison to the Supply Coordinator and Outdoor Education Committee. Responsible for monitoring facilities@ashlandcommunitypreschool.com email account.
9. **Fundraising Chair:** Responsible for heading the fundraising committee. Responsible for tracking and reporting on participation of all members toward reaching the budgeted fundraising goal. Responsible for collection of monies and disbursement of goods pertaining to fundraising activities. Responsible for coordinating with Directress on any community outreach activities. With the assistance of the fundraising committee, the Chair will collect information on opportunities and present to the co-op for vote any and all fundraisers intended to impact the general membership. Responsible for monitoring fundraising@ashlandcommunitypreschool.com email account.
10. **Technology Chair:** Responsible for the Technology Committee. Responsible for development and maintenance of all online communication including Jovial, email lists, slack channels, and social media sites. Maintains and updates school websites and ensure the preschool information on the HAAC website is accurate. Manages files on Google Drive. Responsible for monitoring technology@ashlandcommunitypreschool.com email account.

Q. Tuition

1. Tuition may not increase more than 5% year over year, effective the first tuition payment of the following school year. The Board must propose any changes in tuition to the co-op membership by no later than the February co-op meeting. Any proposed changes will be determined by vote of the Board and co-op and must be finalized by the March co-op meeting in order to facilitate registrations for the upcoming school year. Tuition for each additional sibling attending during the same school year will be reduced by 5% from the lowest tuition rate as applicable. Upon Board approval, tuition for any children of preschool staff may be reduced up to 50%.

R. J Morris Scholarship

1. The J Morris Scholarship is to provide tuition assistance for Black Indigenous People of Color (BIPOC) families in our community. This scholarship is not income based and will be offered to BIPOC members of the community who complete the scholarship application by July 1st or within 30 days of application. A full or half scholarship may be awarded depending on interest and enrollment for that school year. Scholarship approval is at the discretion of the ACP President and Treasurer. Scholarship status is anonymous within the coop as a whole. Scholarship awardee(s) will be responsible for application fee of \$55, any registration fees required to enroll, and encouraged to participate in fundraising for our school. Scholarship awardee(s) are responsible for reading, understanding and following the Ashland Community Preschool Handbook.

IV. People at ACP

A. The Role of the Directress

1. The Directress acts as a guide to children's work habits as she sets up the classroom according to the children's needs and interests. The Directress presents new material to children who are ready to move on to more difficult tasks. Group presentations are to show children how materials should be worked with properly so as to aid in learning the basic skills needed for more advanced work. The Directress can then observe children working within a small community as they act on the materials in an ordered environment.

B. The Role of the Board Members

1. The purpose of the Board Members is to manage the affairs and concerns of the cooperative on a daily basis. Please refer to "I. By-Laws," for complete descriptions of each Board Members' responsibilities.
2. Performance Evaluations for employees are conducted by the Board Members, consolidated and reviewed with the Directress by November 15, and March 15.
3. The Board Members and/or Cooperative membership may appoint special committees for new equipment purchasing, telephoning, scheduling parent workers, etc.
4. Nominations for the coming school year Board Members will be taken at the March Board/Cooperative meeting (B/C meeting). Returning ACP alumni and parents of students who have applied and paid applicable fees for the upcoming school year are eligible to be nominated for board positions. Nominations are open until April 1st. Nominations remain open for any unfilled positions until the agenda is posted for the April meeting. Nominations not accepted or denied will be null & void.
 - a) Those nominated will have until April 1st to notify the Secretary whether or not they accept the nomination and are willing to serve.
 - b) The President will then post the list of nominees of those who accepted their nominations as part of the agenda for the April meeting.
5. Board Members will be elected at the April B/C meeting for the coming school year and will assume their duties after graduation. The Board may appoint individuals to Board positions to fill vacancies that remain after April elections, or for vacancies that occur during the school year. At the next scheduled co-op meeting, a vote should be held as to whether or not to approve the appointment.
6. Procedures to expel an ACP board member from his/her position:
 - a) If three written complaints from three separate families are received by the Board Members
 - b) if four meetings are missed.
 - c) The remaining Board Members then review the complaints, one at a time.
 - d) If the remaining Board Members deem the complaints valid, then an "All Members Required" meeting will be called to take a vote of confidence.
 - e) If after following the rules for voting (with the exception of the votes being counted by a Vice President if the vote is about the President), the board member is voted out of office, nominations for a new board member will be taken. Those nominated will have one week to formally accept. Names will be posted with the agenda for a special meeting of all members to elect the new board member. If after following the rules for voting, the majority has confidence in the office, he/she retains office.
7. Members of the Board are exempt from ACP service and grounds and maintenance hours as long as that does not impact the requirements of the position they hold. Board Members volunteer hours are optional but encouraged.
8. Please refer to the operations manual for more information regarding roles and responsibilities.

C. The Role of the Families

1. As a co-op member family, you are expected to play an important role in our school. By making a family commitment to our school, we are able to create a caring, close-knit and organized community that allows our children to thrive in the classroom. You, or a member of your family, will be required to meet all requirements of the Bylaws, Handbook, and Family Involvement Contract. Each student has a "working parent" who must fulfill all licensing requirements, and is scheduled as a classroom assistant throughout the year.

D. Committee/Event/Facilities Participation

1. Each family is required to sign up for and participate in at least one committee each school year. Without each family's participation, the cooperative will not function as it should. Your time and talent are essential to the success of our school. Families with more than one child enrolled will only be required to sign up for one committee, however, the parent must be available for one other committee as needed.
2. Throughout the year, ACP participates in events. These events help promote community involvement by our families, provide positive publicity for ACP, earn money for ACP, and allow our families to work together in a fun environment outside of school. Each family is required to volunteer a minimum of two hours per year at these events.
3. ACP sponsors a Fall Work Day to prepare the grounds and building for the arrival of students, as well as a Spring Work Day to help close the classroom for the summer. Various maintenance needs also arise during the school year. Each family is required to volunteer a minimum of two hours per year to support the grounds and maintenance of ACP. Spring Work day participants, or those who volunteer over the summer, may apply their volunteer hours to the previous or upcoming academic year requirement.
4. In the event that the Family Involvement Contract obligations are not met by April 30th, the child or children of that family will be barred from attending ACP, effective immediately. It is the responsibility of families to regularly monitor their commitments on the Family Tracker. If you notice any discrepancies, or have any questions, contact the appropriate board member. Exceptions may be made on a case by case basis with board approval.

E. Fundraising

1. We are a cooperative because we want to be actively involved in our children's educational experience and we want to keep our costs down. To that end we have a number of fundraisers throughout the year.
2. Each family is required to earn a minimum of \$100 for the school through fundraising efforts by May 1st. If this amount is not attained, the family will be required to pay any difference directly to the school by this deadline. If the difference is not paid immediately the family will not be able to participate in the co-op for the following school year. Any fundraising moneys raised after May 1st will not apply to the family fundraising goal, including, but not limited to the Spring ACP Plant Sale. Funds raised after May 1st will strictly go toward Community Fundraising. There will be no exceptions to the May 1st Family Fundraising deadline.

F. Meetings & Voting

1. There will be regularly scheduled monthly meetings:
 - a) day and time to be determined by the elected board and announced at the September orientation meeting.
 - b) these meetings will contain the training necessary to fulfill each member's licensing requirements.
 - c) all cooperative voting will take place at these meetings.
 - d) these meetings are the forum for sharing ideas and discussing any questions or concerns you may have regarding the school.
 - e) these meetings are open to all current and previous members, as well as employee(s), unless employees are specifically prohibited.
2. Each family is encouraged to send a representative to each meeting, and each family is required to attend at least four meetings.
3. The September Orientation is mandatory for all co-op members.
4. Written agendas for each cooperative meeting will be posted on the Slack Channel at least three days prior to the respective meeting. Individual copies will be made available upon request.
5. Only issues printed in the agenda can be voted on at that meeting.
6. Minutes of each meeting are to be taken by the Secretary, typed, archived, posted and made available to the membership within one week of each meeting.
7. The cooperative is composed of the parents or legal guardians of the children enrolled in the current school year. One vote is given to each family, whether they have one or more children currently enrolled. There is no "weighting of votes" for any reason.
8. The current cooperative accepts its responsibility to guide the current year and plan for the future, being aware that future cooperatives may amend any decision the current cooperative makes.

9. Votes on all subjects, even to amend the By-Laws, will be determined by the majority of voting members present at the meeting. Members not in attendance at the meeting forfeit their vote on the agenda items presented at that meeting.
10. Expenditures beyond budgeted expenses that exceed \$250 require a vote of the co-op. Proposals should be part of the agenda posted prior to the monthly co-op meeting. Expenditures beyond budgeted expenses under \$250 are left to the discretion of the Board.
11. Voting will be done at large by a show of hands or by secret ballot if deemed necessary by the voting majority of attendant members. All motions will be worded so that they can be voted using either "for" or "against" for approval or denial. The wording should not bias the vote in any direction.
 - a) If by secret ballot, each voting member will submit a piece of paper with the word "For" or "Against" written on it, if necessary in a sealed envelope, which they have signed on the outside. The President, together with a member observer, during the meeting at which the vote was taken, will first verify that only members eligible to vote have voted, and only once. Then by turning the papers (or envelopes) name side down, they will be opened without looking at the votes. After all ballots are together, the vote can be counted "for" and "against"; maintaining secret balloting, yet verifying the vote publicly. In order for a vote to pass, there must be a simple majority of the votes taken; therefore a tied vote is a defeated motion.

G. Tuition & Fees

1. For current year information, please refer to the Schedule of Fees
2. Fees and tuition are voted on by the cooperative members to cover the expected expenses of the upcoming year in accordance with the By-Laws. Changes in tuition or fees must be proposed to the co-op membership by no later than the February co-op meeting, and will be approved by the March co-op meeting. Once paid, all fees and tuition are non-refundable. Mid Year enrollments, defined as students starting January 1 or later, will be eligible for prorated fees as noted.
3. Tuition is due the first of the month and is considered late after the 5th.
 - a) A late fee of \$10.00 will be applied if the tuition is not paid to ACP by the 5th of the month. A late fee of an additional \$10 (total of \$20 late fees) will be applied if the tuition is not paid to ACP by the 15th of the month.
 - b) If tuition payment has not been made by the end of the month, enrollment will be terminated.
 - c) The Treasurer may communicate a variance to the late fee dates due to special circumstances/scheduling.
 - d) A family may also submit a written request to the ACP Board for variance to the tuition due date or to a late fee charge if there is a special circumstance.
4. As a member of ACP, each family is expected to pay tuition every month (Sept.-May) while enrolled, regardless of how many school days their child attends/misses.
5. Tuition for each additional sibling of any one family attending during the same school year will be reduced by 5% to be applied to the lowest tuition rate as applicable.
6. A security deposit of one month's tuition will be required. It is due by June 1st. This deposit will be applied to the September or first month tuition. This is a non refundable deposit.
7. All families pay an annual \$55 comprehensive fee. This fee also covers the cost of expenses for the Directress and working parents to attend field trips. This fee is nonrefundable and due at the time of the Application. Families entering midyear are required to pay the \$55.00 application fee. There will be no prorating. All families are required to fill out an application and pay the application fee in order to be considered for enrollment, this includes waitlist families.
8. Background check fees are due by June 1st. These fees are paid in total directly to the respective agencies and cannot be prorated.
9. A supply fee of \$16 will be used for cleaning supplies (paper towels, tissues, soap, etc.) and is due by June 1st. This fee will be prorated to \$8 for mid year enrollments.
10. A \$1 per minute late fee will be charged for parents who are habitually late when picking up their child. This fee will be instituted only after a verbal warning from the Directress and written notice from the Board.
11. An insufficient funds fee of \$25.00 will be applied towards any bounced checks received by ACP.

12. Working parents who intend to bring sibling(s) when working in the classroom shall pay \$5 per month, per sibling age 18 months or older. This fee shall be remitted with monthly tuition payments. A sibling shall be defined as a legal dependent of the working parent.
13. Families who wish to begin Kindergarten Prep after the official October 1st start date should notify the Enrollment Coordinator. The Enrollment Coordinator will notify both the Treasurer and the Directress. The Kindergarten Prep Security Deposit is the first month tuition and due prior to the child's first day of Kindergarten Prep.

H. Working Parents

1. For working parent duties and expectations, please refer to the Working Parents Guide to Classroom Procedures Section. Please bring this handbook with you to the Orientation at the beginning of the year.
2. **Parent Responsibilities**
 - a) It is the parent's responsibility to create a positive atmosphere in the classroom. If a working parent has an issue with another parent or the Directress, he/she is expected to address the issue with the impacted person(s) directly and respectfully to try and come to agreement without causing harm to the cohesiveness of the group. If an agreement cannot be reached the individuals may contact a board member who can help resolve it. The board member will then arrange an appropriate course of action (*see also "III. Policies - Conduct"*)
3. **Scheduling**
 - a) Every effort is made to keep working days as evenly distributed as possible. Some months you may work more than other months, but on average families will work the same percentage of time over the duration of the school year, as it relates to the number of days a student is enrolled. The Scheduler(s) is a returning parent(s), and they understand how valuable your time is! They will try to accommodate all requests, assuming the request was made at the appropriate time.
4. A parent work schedule for assisting in the classroom will be published by no later than the third week of the month prior to which it applies. Families will be scheduled based on family enrollment and total class enrollment.
5. Any days worked as substitute teacher will count in lieu of working parent days. If the substitute was also scheduled as working parent, the alternate would be called into work, and an alternate would be added to the schedule.
6. If a working parent or alternate knows in advance that he/she will not be able to work a certain day, a request should be made prior to the publication of the schedule for that month. If the working parent has a conflict after the publication of the schedule it is that parent's responsibility to call another parent, request a switch, and post the switch on the posted schedule at ACP.
7. An Alternate is designated for each day for one of the following reasons:
 - a) In the case of an emergency which causes a working parent to be unavailable.
 - b) In this situation, the alternate replaces and assumes the role and responsibilities of the working parent.
 - c) If the needs of the students are not being met at the discretion of the directress.
 - d) If the alternate is called in for this situation, their duty is to directly assist the teacher. All other working parent duties are to be fulfilled by scheduled working parents.
 - e) The alternate is to come to school prepared to work.
 - f) The alternate signs in at the classroom and makes sure the two parents are present for working in the classroom BEFORE leaving ACP that day.
8. If you are the Working Parent or Alternate and are unable to work your scheduled shift, you should utilize the following communication methods to find a substitute:
 - a) If it is 3 or more days away from your work day, you should post your request to switch dates on the ACP Slack Channel.
 - b) If it is 1 to 3 days away from your work day, you should email your class to request to switch dates.
 - c) If it is less than 24 hours to your work day, you should email your entire class. The Alternate will automatically become the new working parent. The new Working Parent and the Scheduler are responsible for monitoring the email thread to ensure a new Alternate is found. When a new Alternate is confirmed, the class should be notified.

For emergencies that occur after 7am, the working parent should email the entire class and contact the Alternate by phone.

9. The Scheduler will adapt future schedules as necessary to reflect time actually worked in the classroom. It is advised that all working parents and alternates check email messages in the evening prior to working and on the morning of their work day. Please acknowledge receipt of information and messages when needed so a resolution can be reached as soon as possible. THIS IS RESERVED FOR EMERGENCY SITUATIONS ONLY.
10. All changes should be reported to the Scheduler.
11. Expectant families (to include adoption and foster) may take up to eight weeks for family leave. The scheduler will designate parents to fill in for the member(s) taking leave. Expectant families will still work approximately the same number of working days as other co-op families over the course of the academic year.
12. If you are a working parent or alternate on a canceled school day, it does not count as a completed working day. If any portion of the day is worked prior to cancellation, it does count as a completed working day.
13. The Scheduler(s), in collaboration with the board as necessary, will work to create balanced and fair schedules. The Scheduler(s) will be responsible for keeping detailed and accurate records, and reviewing them with the board in December and March, and more as needed.
14. Working Parent duties may be waived by decision of the President and VP of Enrollment for extenuating circumstances. Once the decision is made, the scheduler will be informed and will make adjustments as necessary.
15. Scheduler(s) will create a laundry schedule and working parents are expected to do laundry several times per academic year.

III. Policies

A. Conduct

- a. Due to the nature of a parent cooperative, confidentiality issues differ in our setting from other preschool programs. It will be necessary for the Directress and working parents to discuss individual children's behavior during the school day. These conversations should remain confidential.
- b. Please refer all questions and concerns about children to the Directress so that she can address it with the appropriate parent.
- c. All questions and concerns regarding the co-op may be directed to any board member.
- d. Each ACP member, the enrolled children, and all employees, will be expected to:
 - i. adhere to the By-laws and the Handbook
 - ii. to conduct themselves in a manner that is in accordance with the nature and spirit of ACP
 - iii. to meet the minimum guidelines for involvement as outlined in the Family Involvement Contract.
 - iv. any behavior detrimental to the cohesiveness of the group, behavior which is deemed destructive or harmful, or failing to meet the minimum requirements, will be brought to the attention of the board members.
- e. Board members will review any grievances and determine whether or not any further action is warranted. Should further action be required, the following procedures shall be implemented:
 - i. Responsible individual(s) will be notified in writing of the problem. If the responsible individual is a child, the parent will be notified.
 - ii. If the problem persists, the responsible individual (or the parent, if the responsible individual is a child) will be required to meet with the board members to discuss the problem.
 1. Under some circumstances it may be deemed appropriate to suspend a child from school attendance for a period of time until the problem can be resolved.
 - iii. If the problem is still unresolved, the responsible individual will be required to resign his and /or her membership with ACP immediately, or effective at the end of the academic year.
- f. It is the working parents' responsibility to create a positive atmosphere in the classroom. If a working parent has an issue with another parent or the Directress, he/she is expected to address the issue with the impacted person(s) directly and respectfully to try and come to agreement without causing harm to the cohesiveness of the group. If an agreement cannot be reached the individuals may contact a board member who can help resolve it. The board member will then arrange an appropriate course of action (see above).
- g. Parents are welcome to take photographs at school for personal use or for posting in a password-protected website. Photographs taken at school and posted to Facebook or other public forums may NOT contain the face of any person other than your own or your child's. We also remind parents that other children's behavior, school incidents, etc. shouldn't be discussed on Facebook or other similar online forums.
- h. **Termination (immediate or deferred to the end of the academic year) may be required if the code of conduct is not adequately followed and/or the behavior of parents or children is deemed to be destructive or harmful to the cooperative.**

B. Discipline Policy

- a. We use positive discipline techniques to encourage children to make appropriate choices. We tell children what is expected of them and we use other children, who are making appropriate choices, as role models.
- b. The classroom discipline plan will be the same for all classes. Class rules will be posted in the classroom, and the teacher will go over the rules on the first day of school. The consequences for not following directions will also be reviewed. In order for this discipline plan to be effective, it must be used consistently and all rules must apply to everyone.
- c. **Class Rules**
 - i. Quiet voices
 - ii. Listening ears
 - iii. Friendly hands
 - iv. Walking feet
- d. **Consequences**

- i. If a child breaks a rule, he/she is first given a verbal warning.
- ii. If a child continues or breaks another rule, he/she moves his/her name and is placed in Time Out for 3 or 4 minutes (depending on the age of the child).
- iii. If a child continues or breaks a third rule, the child moves their name again, is placed in Time Out, and receives a note home telling the parent about the behavior (see sample language below):

"Date:

Dear Mommy and Daddy,

Today I had trouble with _____. I sat in Time Out and I talked to the Director/Directress about it. Please help me work on this at home so I will be ready for my next school day.

Thank You, _____ "

- iv. The teacher will hand the note directly to the parent when the child is picked up at the end of the day.
- e. Persistent infractions of the discipline policy may result in action taken by the Board in accordance with the Conduct Policy.
- f. **If the infraction puts the safety of any person or the classroom at risk immediate action may be taken.**
- g. **Isolation without adult supervision and corporal punishment are not permissible or used.**

C. Dismissal Procedures

- a. At arrival and dismissal, the Directress or Working Parent will sign out each child to their parent(s) or authorized individual using a dismissal form.
- b. An authorized individual is any adult listed on the Department of Social Services Child Registration Form or anyone temporarily authorized by written note/documentated phone call to the school by the parent.
 - i. To give verbal authorization, the parent must call the ACP phone number (804)798-0409 and the working parent will complete a temporary authorization form to document the call.
 - ii. The temporary authorization form is available on the Jovial and in the folders outside at drop off.
- c. If a parent is not at the school, nor called the school, at the time of dismissal, the Directress or Working Parent will:
 - i. Contact the parent(s) of the child
 - ii. After 15 minutes, if a parent has not been contacted, the Emergency Contact on the DSS Form will be reached.
 - iii. The Directress or working parents will remain with the child until the parent or authorized individual arrives.
 - 1. The Directress contractual hours are until 1:30 on T/Th and 2:30 on MWF. After that time, the Directress may leave and the Working Parents will stay.
 - 2. If no parent or emergency contact has been reached by one hour after the end of the school day. The working parents will call a board member. The board member and at least one other working parent from the school will come to stay with the child and call Social Services.
- d. A \$1 per minute late fee will be charged for parents who are habitually late (exceeding 5 minutes after pick up).
 - i. This fee will be instituted only after 2 verbal warnings and 1 written notice from the Board.
- e. A copy of the pick up note has been placed in the hanging folders under pick up not ticket. You may also print out a copy to fill out before you come to school. The phone note is on the counter under the message pad. If you have any questions please ask.

D. Discrimination

- a. ACP admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of the educational policies, admissions policies, and other school administered programs.

E. Employment

- a. The current contract is to remain on-file in documentation binders at the school.
- b. Directress is required to adhere to the job description issued at the time of contract (also on file).
- c. Directress is responsible for developing a Montessori-based daily lesson plan and overall curriculum for the school.
- d. The Director/Directress is encouraged to bring forth new ideas within the general class format.
- e. Major changes to the schedule, content, or general practices of the school must be discussed with the Board and approved in advance.
- f. The Directress will publish the monthly newsletter (see “*IV. Communication*”).
- g. The Directress is responsible for working with ACP committees to provide guidance and input regarding (but not limited to) class field trips, parties, grounds and maintenance tasks, and special classroom activities.
 - i. The themed graduation ceremony and end of year program will be determined by the Directress and planned with the help of the events committee.
 - ii. Field Trips and safety procedures are to be conducted in accordance with the ACP By-Laws and Handbook.
- h. Directress will provide guidance and direction to working parents in the classroom. Works with the President and Vice President of Licensing to identify training needs for working parents.
- i. The Directress is encouraged to attend Co-op/Board meetings, as well as all ACP events.
- j. Directress will participate in conducting the parent orientation meeting as well as two, 1-hour Montessori training sessions for parents.
- k. The Directress will provide time for each family to attend a parent/teacher conference in November and in the Spring.
- l. The Directress will attend September Orientation and (separately) will conduct an open house for students prior to the start of the school year, per the academic calendar.
- m. The Directress is required to meet Department of Social Services licensing standards as a lead teacher (continuing education, etc).
- n. During the March B/C meeting when the co-op is discussing the employee’s contract for the upcoming year, the employee cannot attend, but is welcome for the rest of the meeting.
- o. Written employment proposals for the upcoming year must be delivered to the potential employee by the last day of March. Potential employee who receives an offer has until the 15th of April to accept the proposal or offer a counter proposal and return it to the President. A final decision will be made by the 15th of April.
 - i. If no contract is agreed upon by April 15th, a search committee will be formed at the April B/C meeting.
 - ii. Adjustments to contract proposals, including, but not limited to raises and bonuses will be considered on a biannual basis assuming:
 - iii. the coop currently maintains positive annual cash flow
 - iv. documents of employee superior performance
 - v. Potential employees who did not accept their proposals are ineligible for further consideration for the upcoming year. After a year’s absence, they may be reconsidered for future employment.

F. Enrollment

- a. Enrollment is limited to 18 per day. The participating families will determine a minimum number of students for the Kindergarten Prep program. If fewer than seven students are enrolled in the Kindergarten Prep program, the Board and the Directress will determine program feasibility.
- b. A waiting list will be used to fill vacancies in the following order:
 - i. Current Families, Returning Families, and New Families.
 - ii. Any waitlisted child must meet the age requirements as listed below before they will be offered an opportunity to fill the vacancy. Should there be limited availability in the MWF class, preference will be given to kindergarten-bound children.
- c. Students may enroll at any time during the school year if they meet the minimum age requirements set by Department of Social Services of 33 months. ACP minimum requirements for upper and lower classes are 33 months and 45 months respectively. When a child’s start date is later than September, and ACP is at full enrollment, families must pay the first month’s tuition, and subsequent months, to reserve a spot. The Directress will provide a pre-enrollment evaluation with a trial period to determine readiness.
- d. Children must be fully toilet trained to the point of wearing underwear only (no pull-ups).

- e. A child may have a two-week trial period to determine readiness. After the trial period, withdrawals must be accompanied by written notice to the Vice President of Enrollment at least thirty days prior to last day.
- f. Children may not start school until all of their paperwork has been submitted, reviewed by the VP of Licensing, and the child has been given an official start date.

G. Expense Reimbursement

- a. All employees and cooperative members are required to fill out an expense report in order to be reimbursed for expenses pertaining to ACP.
- b. All receipts must be attached to the expense report. Reimbursements will not be made if the receipts are not attached.
- c. Expense reports must be turned in to the treasurer within 60 days of the expense and by June 15th at the end of the school year to be eligible for reimbursement. All reimbursements will then be made within two weeks.
- d. Blank expense reports will be on top of the Treasurer's box in the art room, in the "Current Documents" binder, and online. Once completed, place the filled out expense report and receipt in the Treasurer's box.

H. Field Trip Procedures

a. Field Trip Coordinator

- i. Plan, schedule, and coordinate field trips (away from school and/or in-house) or guest speakers throughout the school year. No field trips will be scheduled for September, November, December or after May 15. The current and upcoming year's coordinators will prepare a rough draft plan in June for the following year. This should include trips/speakers by month, alternate ideas, and estimated cost per person. (Consult Field Trip Coordinator spreadsheet located in the Treasurer's shared G Drive.)
- ii. Consult with the Directress to decide:
 - 1. Appropriateness of field trip or speaker,
 - 2. The field trip calendar,
 - 3. Arrival time for working parents and alternates,
 - 4. Whether school will be held after the trip,
 - 5. Whether parents and siblings may attend, and
 - 6. Whether students should bring a lunch.
- iii. Consult with the Treasurer to decide:
 - 1. How the venue should be paid, and
 - 2. If permitted, how parents and siblings should pay.
 - 3. Confirm which students have paid per field trip
 - 4. Copy the treasurer on any financial-based correspondence between the field trip coordinator and the event/vendor representative
- iv. Confirm and notify parents of a field trip date no later than 30 days prior to the event, even if other details are not yet available. Notify the scheduler(s) of the field trip date as soon as it is available. Working Parents may not bring siblings unless a second caregiver is present and responsible for the sibling.
- v. Create a SignUpGenius for parents to RSVP for each trip.
 - 1. Sign-up must be sent to parents no later than ten days prior to the field trip.
 - 2. RSVP cutoff date must be determined for trips that must be paid to the venue in advance. Field Trips are optional, however, parents must RSVP to the Coordinator if they do not wish to attend. If there is an in-house field trip, the student may not attend school that day if they do not want to participate in the paid program. If they attend, applicable fees will be applied to the family's account.
 - 3. Include all trip details, including above items 2c-f and cost of parents/siblings, if permitted and all payment options per the Treasurer's request.
 - 4. Set a due date of no less than two weeks prior to the trip date for parent/sibling payments to be paid to the Treasurer.
- vi. Provide a field trip attendance roster to the Directress and Treasurer that includes:
 - 1. Names of working parents and alternate,
 - 2. Names of attending students,
 - 3. Names of attending parents and/or siblings and guests,
 - 4. Notation of children who will be unaccompanied by a parent,

5. If applicable, notation of any parents and/or siblings who must pay for entry at the venue. 7. Provide the Treasurer with a list of families with amounts due for collection. A \$10 late fee will be applied if fees must be added to the family's account.
- b. **Directress**
- i. Must bring on the field trip:
 1. First aid kit,
 2. Student emergency medications,
 3. Emergency contact information,
 4. School name/phone number stamp and stamp pad,
 5. Extra ACP shirts, and
 6. Class sign-out sheet or attendance roster from Field Trip Coordinator.
 - ii. Forward the school phone to her cell phone.
 - iii. Stamp each student with school name/phone number stamp, and provide ACP loaner shirt for students who do not arrive in an ACP shirt.
 - iv. Assign direct supervision of unaccompanied students to either herself or a working parent.
- c. **Working Parents**
- i. On a field trip, the alternate is considered a working parent and must stay at the venue and act as a working parent.
 - ii. Working parents and alternate must supervise all attending children, not just their own. Directress may assign direct supervision of unaccompanied students to working parents.
 - iii. Siblings:
 1. Working parents and alternate are not permitted to bring younger siblings to off-site field trips.
 2. Schedulers will make every reasonable effort to not schedule parents with younger children as working parents/alternate on field trip dates.
 3. If a parent is scheduled and bringing a sibling is unavoidable, working parents or alternate should switch working days with another parent.
 4. If there are no parents without siblings available, a working parent may arrange for a non-working parent (or guest, if preferred) to be responsible for the sibling during the field trip.
 5. Siblings are generally permitted for in-class field trips, though Field Trip Coordinator may restrict siblings at their discretion. If there is an additional cost for a sibling, the working parent is responsible for payment.
 - iv. Prior to entering the field trip area with students, the working parents should survey the location and make note of all exits and areas that could be accessible to students and determine an action plan for securing the area and/or the students.
- d. **Parents & Students**
- i. Students must wear green ACP shirt.
 - ii. Students must be stamped by Directress with ACP name/phone stamp.
 - iii. Students must not have name visible on their clothing or on a name tag.
 - iv. Parents must RSVP by cutoff date in order for their child and, if allowed, parents/siblings to attend.
 1. Late RSVPs will not be accepted for field trip venues that require advance payment. Late RSVP allowance is at the discretion of the Field Trip Coordinator.
 2. Parents should put the names of all adults attending, as well as the names and ages of attending siblings, in the comments of their RSVP.
 3. Parents should note on the RSVP if their child will be unaccompanied.
 4. When committing to attend with an RSVP, parents will be responsible for paying any attendance fees prior to the field trip for all guests, whether or not they actually attend.
- e. **Treasurer**
- i. ACP will pay field trip fees for Directress, working parents, and alternate.
 - ii. Field trip fees for students, parents/siblings must be paid through the paypal link provided in the signup by the due date determined by the Field Trip Coordinator, or two weeks in advance of the field trip date.
 - iii. Treasurer will confirm payment with Field Trip Coordinator as each family pays per field trip. 4. Treasurer will provide the Field Trip Coordinator with annual budget details at the start of the school year.

I. Food Allergies

- a. The Director/Directress will work directly with families who have children with food allergies. The goal is to create the safest possible environment for affected children. Each year, the Directress will review individual needs and develop an allergy policy that may restrict certain foods in the classroom. The policy will be presented at Orientation, but may become more or less restrictive at any time over the course of the academic year. ACP families are expected to abide by the stated policy and avoid bringing any restricted foods in the classroom or on the playground.

J. Illness

- a. In order to facilitate the well-being of all our children, please do not bring your child to school if you suspect he/she may be ill.
- b. Children with any of the symptoms below should not come to school and the Directress may call parents to pick-up children exhibiting any of these symptoms:
 - i. Fever – child should be fever free (without fever-reducing medication) for 24 hours before coming to school.
 - ii. Vomiting (*for any reason*) – child should be vomit free for 24 hours before coming to school.
 - iii. Diarrhea (*for any reason*) – child should be diarrhea free for 24 hours before coming to school.
 - iv. Continuous and excessive mucus discharge from nose
 - v. Severe and/or continuous coughing
- c. If several family members are sick with any of the previous symptoms, please keep your student home. Please use your best judgment in deciding whether or not to send your child to school – *Would you want your child exposed to anyone with the same symptoms?*
- d. If your child will not be attending due to illness, please call the school and leave a message for the teacher using Mailbox *2 on the answering machine. The school's phone number is (804) 798-0409.

K. Immunizations

- a. Ashland Community Preschool requires enrolled students to be immunized in accordance with the harmonized schedule (or harmonized catch-up schedule) of the Center for Disease Control and Prevention, American Academy of Pediatrics, and American Academy of Family Physicians. Vaccines must be administered within the spacing and age requirements stated on the Virginia State Department of Health website found under School and Day Care Minimum Immunization Requirements. <http://www.vdh.virginia.gov/immunization/requirements/>
- b. Documentary proof is required from a physician. Confirmation of catch up immunizations must be provided 30 days prior to student's start date. We do not accept exemptions for immunizations, including medical and religious exemptions, or for any additional reasons.

L. Inclement Weather

- a. ACP will follow the Hanover County school calendar for school closings and in-service days.
- b. ACP will begin the Monday following the opening of Hanover County schools, and will end on the last Thursday before Memorial day.
- c. On Hanover County early release days, ACP will be dismissed at 12:00 p.m.
- d. If Hanover County announces a 1 or 2-hour delay in opening, ACP will start at 10:30 a.m.
- e. ACP will adhere to Hanover County school closings and make-up days that are rescheduled before June.

M. Licensing Responsibilities

- a. The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility of the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.
- b. Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building code.
- c. Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program that will be investigated if it violates a standard.
- d. Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A

regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when it is required constitutes a misdemeanor, which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

- e. If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you:

Central Regional Office
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

N. Initial Enrollment Requirements

- a. A number of forms are necessary to ensure ACP meets all licensing & documentation requirements. All necessary forms are listed below and are available online at the ACP site.
- b. All files for both the student and parent must be complete by the first day of participation in the co-op. The only exception will be if a family registers a child mid-year (August 15th or later). In this case, all child forms and working parent background check forms must be submitted to the school for the child to attend. The working parent has 30 days to complete the remainder of the parent licensing requirements, and will not work in the classroom until all licensing requirements are met.
- c. Parents and students who have not provided the required documentation within the above mentioned time frame will not be allowed to participate in the co-op under any circumstances until the required information is provided.
- d. Any family whose file falls out of compliance during the course of the school year will not be allowed to continue participation in the co-op (including removal of student from class) until both parent and student are back in full compliance.
- e. **One Time Only:**
 - i. Two Letters of Reference
- f. **Every Year:**
 - i. Family Involvement Contract
 - ii. Family Emergency Contacts
 - iii. Marketing Waiver and Sibling Agreement
 - iv. Committee Preference Request
 - v. School Directory Information and Family Photo
 - vi. Schedule of Fees Worksheet and Payment
 - vii. Driver Disclosure and Permission for Transportation and Medical Attention Form
 - viii. VA School Entrance Health Form – *Must be completed by a licensed primary care provider.*
 - ix. Division of Licensing Programs Dept. of Social Services Child Registration Form
 - x. Certified copy of Child's Birth Certificate – *Must be seen and recorded by the Vice President of Licensing.*
 - xi. Medical Administration Forms – for all children who may receive medication while at school (i.e. epi-pens or other prescribed medication)
 - 1. Note that ACP will not administer medication except as warranted in an emergency situation or in conjunction with a doctor's requirements for a documented medical condition that cannot be accommodated outside of school hours.
 - 2. If no teacher certified in medical administration is at school on a given day, parents with medical administration forms on file will be notified and may elect to either sign a waiver leaving their child in care of the school or have the child not attend for the day.
 - xii. Sworn Statement or Affirmation (Department of Social Services Division of Licensing Programs 032-05-0160-08)
- g. **Every Two Years:**
 - i. Report of Tuberculosis Screening – *Must be completed by a physician, the physician's designee, or an official of a local health department.*
- h. **Every Three Years:**
 - i. Sworn Statement or Affirmation (Department of Social Services Division of Licensing Programs 032-05-0160-08)

- ii. Virginia Department of Social Services/Child Protective Services Central Registry Release of Information Form
- i. **Every Five Years:**
 - i. Fingerprint Background Check
- j. **Kept Current at All Times:**
 - i. Child CPR Certification - must be completed before the child begins school and must remain current for your child to remain at ACP. Due to our unique status as a co-op (not a daycare or private preschool), Social Services requires all working parents to be CPR & First Aid certified throughout the school year.
 - ii. First Aid Certification - must be completed before the child begins school and must remain current for your child to remain at ACP. Due to our unique status as a co-op (not a daycare or private preschool), Social Services requires all working parents to be CPR & First Aid certified throughout the school year.

O. Ongoing Training

- a. Social Services requires 4 hours training in addition to CPR & First Aid over the course of the school year. It must be completed according to the school schedule and is prorated on a quarterly basis for parents who join during the year.
- b. Training may be facilitated in person or by video and can include but is not limited to training provided by the Directress or the co-op.
- c. There will be a minimum of two (2) Montessori orientation sessions offered during the first half of the year. It is mandatory that every Working parent attend at least one (1) session. These sessions shall include instruction on Montessori materials, safety for the children, child development, discipline procedures, and/or playground supervision.
- d. Parents are responsible for obtaining the required number of hours of training by the last day of February. Any family that has not completed 4 training hours by the last day of February may not return to school until proof of training is complete.

P. Safety

a. Fire Drills/Evacuation

- i. Fire drills shall be held monthly throughout the school year in each class to involve as many working parents as possible. The Directress is responsible for all phases of evacuation. If the Directress is not on site the assigned substitute teacher is responsible.
- ii. Steps to be taken in an Evacuation:
 - 1. The Directress should notify any other individuals in the building, then sound the fire alarm.
 - 2. Working parents should take first aid backpack with emergency numbers, and this page of directions.
 - 3. The working parents are responsible for leading children out of the building from the art and practical life rooms.
 - 4. Evacuate with children immediately upon hearing alarm or notification from a runner.
 - a. Children should be lined up at the front door. If the front door is blocked, use the stairs and back exit.
 - b. Upon exiting children should assemble at the tree, to the left of the front gate where they will await further instructions.
 - 5. Directress must check restrooms for children before leaving.
 - 6. Directress must bring the attendance, sign-out log, tablet, and cell phone out.
 - 7. Close all doors behind you when you exit the building.
 - 8. Directress will check attendance and make sure all children are accounted for at assembly point.
 - 9. In the case of an actual fire, the Directress will call the Fire Department.
- iii. Observe the following precautions:
 - 1. Keep children as calm as possible.
 - 2. Keep all children together.
 - 3. Remind children to walk.
 - 4. Move the children as far from danger as possible.
- iv. The building may be re-entered only after authorization has been given by the fire department.

b. Other Emergency Evacuations

- i. For any other necessary evacuations, follow fire evacuation plan above. If it is further necessary to leave the premises, the Directress will make the decision to move children to a safe house.
- ii. Directress leads children to the Ashland Branch Library (201 S. Railroad Ave.).
- iii. Directress will check attendance and make sure all children are accounted for at safe house.
- iv. Working parent(s) will call all parents and wait for each child to be picked up.

c. Other Emergency Planning

- i. Lockdown/Shelter-in-Place drills shall be twice per year in each class. The Directress is responsible for all phases of the process. If the Directress is not on site, the assigned substitute teacher is responsible.
 - ii. In case of a lockdown or shelter-in-place situation:
 1. Working parents should take first aid backpack with emergency numbers, and this page of directions.
 2. Working parents are responsible for leading children out of the preschool area. Evacuate with children immediately upon hearing alarm or other notification. Children should be lined up at the back door by the bathrooms.
 3. Upon exiting, children should proceed past the first landing to the second group of stairs where they will be seated and await further instructions.
 - iii. The Directress must check restrooms for children before leaving.
 - iv. Directress must bring the attendance, sign-out log, tablet and cell phone out.
 - v. Close all doors behind you when you enter the stairwell.
 - vi. Directress will check attendance and make sure all children are accounted for at assembly point.
 - vii. Directress will call emergency services as appropriate.
 - viii. The supply box (with activities) is located in the large Rubbermaid container on the side of the stairwell opposite the handrail. This should be used to occupy children as appropriate.
- d. In case of other emergency: Further emergency shelter accommodations are available at Henry Clay Elementary.

e. Injury

- i. If a child is injured:
 1. Have trained staff assess injury.
 2. Notify Directress if warranted.
 3. Contact parents and/or paramedics if warranted. Have all medical information, consents, and insurance documents available for paramedics.
 4. One working parent should stay with injured child if she/he must be transported and parent is not on site. Get information regarding transport location.
 5. Complete injury log.

f. Missing Child

- i. If a child cannot be located on-site at the school:
 1. Immediately report missing child to the Directress.
 2. Directress immediately calls police.
 3. Directress then calls parents.
 4. Working parents must check entire building and area surrounding building after notifying Directress.
 5. Document incident.
- ii. If a child cannot be located off-site on a field trip:
 1. Immediately report missing child to the Directress.
 2. Directress immediately calls police.
 3. Directress then calls parents.
 4. Do not leave area.
 5. Do not leave other children unattended.

IV. Communication

- A. An ACP Slack Channel is operated for the purpose of privately posting co-op information. It is each working parent's responsibility to keep up to date on co-op business and communications. The working parent schedule is housed here, as are licensing forms, general announcements and meeting minutes.
- B. **Jovial**: All licensing forms, calendars, and hour trackers are accessible via the Jovial portal.
- C. A daily announcement whiteboard is on the playground near the school entrance during drop-off and pick up. Please check this regularly.
- D. **Board mailboxes** are located in the art room. Any communication that needs to be made directly with a Board member can be placed directly in her/his mailbox.
- E. The Directress provides a monthly newsletter to all families. The newsletter is provided to ensure accurate communication among member families and will be emailed at the beginning of each month. Newsletter information should include, but is not limited to:
 - a. monthly units/themes
 - b. field trips
 - c. the sound of each week
 - d. short segments related to Montessori training for parents
 - e. information from the Board Members
 - f. classroom wish list.
- F. The school answering machine includes a special mailbox for current members to leave messages for the directress (*2).
 - a. You should always leave a message here if your child will not be at school and the Directress is not previously aware of the situation.
 - b. If you wish to have the Directress call you to discuss anything, you may leave her a message on this line.
- G. A phone texting tree is managed by the class Scheduler and is updated as needed.
 - a. Activated by the President or the Directress, and messages are sent from the scheduler.
 - b. This is activated for use in emergencies and/or situations that are extremely time critical such as:
 - i. power outages at school
 - ii. unanticipated early release from school.
 - c. Parent/Directress Meetings are scheduled in conjunction with the Hanover County school schedule in November of each year and in the Spring. The Directress presents an evaluation of each student at this time.
 - d. Any parent may request a meeting with the Directress any time he or she feels it necessary.
 - e. A Board Member will be present during any parent/teacher meeting the Directress or parent deems necessary.
- H. ACP documentation binders are located in the art room. These binders are maintained by the Board Members and contain all necessary administrative documentation.
- I. ACP email listservs are available for use by all co-op members. Members should use these listservs only for ACP matters that are time sensitive, and should send messages only to the class(es) for which the information applies.
 - a. All ACP Families and Directress acp@ashlandcommunitypreschool.com
 - b. All ACP Families justfamilies@ashlandcommunitypreschool.com
 - c. ACP Board Members board@ashlandcommunitypreschool.com

V. The Working Parent's Guide to Classroom Procedures

A. Montessori Approach

- a. The Montessori Method was developed in Italy during the first decade of the 20th century by Dr. Maria Montessori. "In a Montessori setting, children are treated as individuals (who differ from each other and from adults) who possess an unusual capacity for absorbing knowledge from their environments."*
- b. Dr. Montessori felt that children's need for purposeful work is directed by the development of self – mentally, physically, and psychologically. Each child is free to choose work according to his or her abilities in an environment that is set up with concrete, hands-on materials, in areas of practical life, sensorial, math, language, science/geography, and art.
- c. This freedom, within limits, helps to develop self-discipline, independence, respect of others and the environment, and a love for learning. The self-esteem that comes from success motivates children to want to learn more about their surroundings. The children are continually gathering information and processing it as they manipulate the materials in the classroom.

* Quote from *Family Magazine*: "The Foundations at Richmond Montessori School".

B. Montessori Integration in Our Classroom

- a. The classroom is set up so that the children can move freely and develop at their own pace by making choices in the areas of practical life, math-science, language, art, and sensorial during work time. The classroom acts as a small community in which the children are the do-ers; doing for themselves what they can. For example: hanging up their coats, putting away lunch boxes, cleaning up after themselves, and putting away materials as they finish them.
- b. The Directress and aides are to guide the children to help them develop to their fullest potential. As an aide to the Directress, there are certain things we can do to help the classroom function more effectively:
 - i. We must use a low tone of voice, especially during Work time.
 - ii. This helps keep the noise level down so children can concentrate on their work.
 - iii. If you need to talk to a child, please go over to them. (Do not call across the room unless it is urgent).
 - iv. Only interrupt a child from his work if it is necessary.
 - v. Art projects can wait until a child is through with his/her work.
- c. A mat must be used under the child's material when working on the floor.
 - i. This designates a child's workspace
 - ii. Other children must respect this area and walk around the mats.
 - iii. It also helps keep work from being scattered and lost or broken.
- d. Help a child only if he/she needs help.
 - i. A child will become independent and gain self-esteem through repetition of his own work and the successes that come with figuring it out for himself. (In some cases direction will be needed).
 - ii. Also it is important for the child to concentrate in order to be able to focus on his/her work. If we become too helpful it actually distracts the child and disrupts his/her concentration.
- e. Eye contact is important. Get down to the child's eye level when speaking with him/her.
- f. Resolve conflicts between children by having them speak to one another. Ask each child what she/he was doing and not what the other child was doing. This will help uncover what actually occurred. Have each child apologize to the other.
- g. Positive reinforcement and praise help a child make the right choices. Examples include:

Positive	Negative
"Walk"	"Don't run"
"Talk quietly"	"Don't yell"
"You did your best"	"Try harder"

“Can I show you another way?”	“That is not how to do it”
“Keep your hands to yourself”	“Don’t hit”

- h. Consistency is paramount for this developmental age and for the Montessori classroom. With our help, all of this will fall into place and become second nature.

C. Practical Information for Working in the Classroom

- a. The working parent shall encourage each child to observe all preschool rules and reinforce discipline as necessary. If at any time you are not sure about what behavior is acceptable, you may check with the Directress.
- b. Our classroom rules are simple:
 - i. Quiet voices
 - ii. Listening ears
 - iii. Friendly hands
 - iv. Walking feet

D. Working Parent Duties

- a. THE WORKING PARENTS **AND** ALTERNATE MUST BE AT PRESCHOOL AT 8:45 A.M.
 - i. The working parent is responsible for helping to set up the classroom as necessary.
 - ii. This is most easily facilitated by following the “Working Parent Checklist” found in the art room each morning.
- b. Please be aware that cell phones need to be turned to vibrate before entering the classroom.
- c. If you have an emergency and need to make a personal call or use your phone to text (for example, if you have a sick child at another school), let the other adults know. You may then excuse yourself outside (if children are inside) or inside (if children are at recess) to take care of your call.
- d. ACP is a smoke free school and grounds.
 - i. If you need to take a smoking break during the work day, please see the Directress to discuss this procedure.
- e. If you ever become frustrated with a child’s behavior in a situation, please step back and allow the Directress or another working parent to deal with the situation.
- f. Working parents may put a child in Time Out for physical misbehavior (such as hitting) and should then notify the Directress.
- g. Please refrain from any discussion about a student’s misbehavior with the child’s parents – this is the responsibility of the Directress. (*see also “III. Policies - Conduct”*)
- h. Working parents are here to encourage independence.
 - i. Parents should talk a child through opening his or her back pack or lunch boxes and putting on coats, jackets, pants, etc.
 - ii. Please resist the temptation of doing it for them. If a child needs help, he or she should ask.
- i. Children in our classroom clean up after themselves.
 - i. A working parent only cleans after a child if there is broken glass involved in the clean-up.
- j. Children should not be picked up unless they are unable to walk due to an injury. We are encouraging independence.
- k. Please refer to the Working Parent’s Checklist located on the art room counter. This list should be the first stop for the working parents upon arrival in the morning.

E. In the Art Room

- a. Maintain and monitor the art room.
- b. Children should be able to participate in both free art and directed art as planned by the Directress.
- c. No more than 7 children should be in the art room at one time.

- d. Generally there is to be 3 at the art table, 2 at the sensory table and two at the easels. This number may change at the discretion of the Directress.
- e. Children are to use an art tray for each art activity/project.
- f. Children may select one item at a time to use at the art table. This allows other children to have more of a selection while working.
- g. Children should place scraps in the trash and recycling areas.
- h. Children should keep the play-dough confined to a tray.
- i. Clean art trays as needed.
- j. Assist the children in proper use of markers, stamps, and other art supplies. Students may require instruction to help them correctly use the scissors.
- k. Children clean up after themselves, and return their own materials to the proper place.
- l. Children should put their own names on their artwork if they are able; if not, please write the child's name on his or her artwork.
- m. At the easels, brushes should be in the paint containers. Refill paints as necessary. Help the children put on aprons as necessary. The children may paint more than one picture as long as there are no other children waiting.
- n. Children working at the sensory table need to clean up after themselves. If they leave the floor unswept or do not do a good job cleaning up, the working parent should ask them to return to the table to finish the job.
- o. Children who are not using art supplies in the appropriate way do need to be corrected.
- p. Please remember that there is no right or wrong in art. *Art is a process, not a product.*

F. At the Snack Table

- a. Working parents place the snack out on the table, along with the cards showing the serving amount.
- b. Two children at a time may serve themselves snack using the following procedure:
 - i. Put on the snack bracelet.
 - ii. Remove their name from the snack chart and place it on the table.
 - iii. Child serves him/herself the amount of snack indicated onto his/her plate, using scoop or tongs. Child serves him/herself water by pouring from the pitcher into his/her glass.
 - iv. When finished, pour out any unused water into the kitchen sink, throw away uneaten food that is on plate, wash used plate and place water glass on red mat next to the kitchen sink.
 - v. Place their name in the container on the snack table when they are finished cleaning up after their snack.
 - vi. Return the snack bracelet to the hook.
- c. Working parents monitor and refill the snack as needed and ensure the students are cleaning up properly.
- d. Snack is cleaned up at 10:50 a.m.
- e. Working parents are not stationed at the snack table; you may monitor this area from a distance or as you are walking by.
- f. Children are to keep track of when a spot at the snack table is available using the snack bracelet system. Working parents should not call children when there is a space or tell a child that they can be next.
- g. Encourage children not to wait beside the snack table for snack. They need to find work.
- h. Children eating at the snack table should be encouraged to finish so others may have a turn as well.

G. In the Practical Life Areas

- a. Maintain and monitor the practical life area and snack area, assisting children as necessary.
- b. Please do not carry works for the children; let them do it.
- c. Work with materials in the appropriate centers.
- d. Each child has the choice to work alone.

- e. Each child may watch another child work, as long as it's okay with the working child. The child that is watching must not disturb the child working. He must sit quietly with his hands in his lap.
- f. Children do all work at a table or on a work rug. No more than two children may work together at a time.
- g. Children should not take two works off the shelf and mix the components.
- h. Once a child has finished with a work he replaces it on the shelf, in the proper place, so that the next child may work with it. Children may not pass the work to another child. They should finish the work cycle by returning the work to the appropriate place on the shelf.
- i. If a child abuses or misuses a work, he is asked to put it away and receives another lesson from the Directress on its proper use.

H. In the Book Area

- a. The book area is for the children to explore books on their own or with a friend. One working parent may read only one book the entire day they are working. If a child approaches you after you have read your one story, you may encourage the child to explore books on his own. You may also remind the child that a book will be read at the end of the day in circle time.

I. At Recess

- a. During recess time, both parents will go outside and monitor the playground. The Directress remains inside for planning and preparation time.
- b. When children are on the playground, two (2) adults should be outside to supervise. The working parent checks to make sure all three gates are locked prior to allowing children to enter the playground area. Children are not allowed to unlatch or go outside the gates.
- c. Once on the playground, one adult should monitor the swing set and stairwell area while the other monitors the play structure and surrounding area.
- d. Working parents will notify the Directress any time a child enters the classroom during a recess period.
- e. One working parent will take a first aid backpack with them onto the playground.
- f. The parent with the first aid kit will decide how to handle an injury and if the child should be taken inside. An accident report must be completed even for minor cut.
- g. Make sure that all children are in plain view. If you cannot safely see them, ask them to come where you can. You should take a head count every ten minutes.
- h. Always use your best judgment. If it doesn't look safe, it probably isn't. You may tell children if you are not comfortable with something they are doing. Talk to your other working parent if you are not sure about something.
- i. If the equipment is wet, please be sure to towel down the swings and slide.
- j. The time out space on the playground is the lowest step on the upper staircase. A working parent may place a child in time out if he or she has broken a rule. Time out is for 3 minutes only. If the same child is having difficulty behaving after 2 time outs on the playground, the working parent needs to escort her to the classroom to be with Directress for the remainder of recess.
- k. When returning to the classroom, please notify Directress of the children who had time out or any difficulty during recess. This helps to monitor if the same children are having trouble on a daily basis during recess.

I. Playground Rules

- i. Children are to stay inside the closed gates while outside and are not to leave the enclosed yard without the responsible adult's permission.
- ii. Children should not play near the classroom door or in the stairwell.
- iii. Children are not permitted to climb on the tree. This tree is old and cannot withstand climbing.
- iv. Children are not permitted to step/climb on any fences.
- v. Children may sit on the first brick step but should not run or play on it, and neither should they play on the handrails.

- vi. Physical Items on the playground (rocks, sticks, stumps, etc) may be played with so long as children play with them safely. Working parents should use their discretion and intervene at any point where they feel it is necessary.
- vii. No one may climb on the top or the outside of the play structure.
- viii. The shed is for storage only; no children should play inside. The keys to the shed are on the first aid backpack. Parents may take out items for the children from the shed, but the shed door should remain closed during recess. The metal child-sized gardening tools are for organized gardening activities, and should not be used during recess.
- ix. Children must take turns on the swings. Children waiting to swing should stand outside the pathway, on the sidewalk. Children do not push each other on the swings. A working parent may give a child three pushes, but then the child must work to learn to swing and pump himself.
- x. Only one child at a time may slide down. The children should face forward and slide down on their bottoms. Children should not climb up or stand on the slide.
- xi. Children who use gun/weapon references on the playground should be gently redirected to save imaginative play with guns/weapons for their play time at home.

J. At Lunchtime

- a. The children should have at least 20 minutes to eat lunch. The Directress and the working parents will eat with the children at the table.
- b. The children must wash their hands before lunch, using the bathrooms and the small sink in the kitchen. They should not wash their hands in the large sink in the kitchen. One parent should monitor the children in the kitchen while the other parent stands between the two bathrooms in the hall.
- c. Lunchbox should be labeled with child's name.
- d. The children will stand with the Directress and say a blessing and then be seated.
- e. The children should eat their lunch over their lunch boxes on the tables. Children that do not have lunch boxes that open so that they can eat over them, should have a napkin or a plate.
- f. Children should raise their hand to get assistance in opening items in their lunch.
- g. Children are not permitted to share food.
- h. The children should eat the main part of their meal, such as a sandwich, before any dessert. *Healthy food first!* Candy is not permitted.
- i. Children should use their manners, including:
 - i. Keep their mouth closed while eating
 - ii. Talk with the children and adult at their own table and not shout to others
 - iii. Sit correctly in their chair facing the table
- j. If a child finishes early, he is to stay seated until it is time to clean up.
- k. Children clean up their own lunch area after the bell rings. They are to throw away their trash and pick up any food that has fallen. If a child does not clean up, he or she will be called back to complete the job properly.
- l. Food that is not eaten should be packed back up if possible. Children should throw away any opened drinks or opened wet food that doesn't have a lid (juice box, yogurt, applesauce, etc).
- m. Children return their lunch boxes into their bags or backpacks.

VI. Addendums

A. Committee Descriptions

- a. Not all committee positions are open each year, and while it is attempted to place people into their preferred committees, it is not always possible. Every position is valuable at ACP, and we are confident that every parent will be able to adapt their skills to meet the needs of their assigned committee. At low enrollment, committee members have flexibility to move within committees and work on more than one, based on the needs of the co-op and individual committees. Additional time volunteered is always welcome.
- b. **Events Committee**
 - i. This committee will be led by the Events Chair, who is a member of the ACP Board. The function of the Committee is to manage large ACP internal events and ACP events. Events include, but are not limited to: Summer Playdates, Fall Fun Day, Thanksgiving Luncheon, Train Day, and Graduation.
 - ii. Skills Needed: Must enjoy planning and organizing in a group environment; Ability to communicate easily and frequently over email.
 - iii. **Volunteers Needed: 2 Board Liaison: Events Chair**
- c. **Field Trip Coordinator**
 - i. Responsible for coordinating field trips and/or guest speakers with the Directress and Treasurer throughout the year. This includes contacting the location, scheduling the trip, sending out a sign-up explaining the trip and giving written directions, arranging for payment, and collecting RSVPs. Responsible for informing parents of date and details of all field trips. Responsible for providing Directress with an attendance list and providing Treasurer a list of balances due.
 - ii. Skills Needed: Must be well organized and comfortable planning projects from start to finish. Must be timely and detail oriented. Knowledge of preschool resources and activities in the Ashland and surrounding area is helpful but not required.
 - iii. **Volunteers Needed: 1 Board Liaison: Treasurer**
- d. **Sensory Playgroup Facilitator**
 - i. Responsible for planning and facilitating a weekly playgroup for students ages 18 months and older. Will provide enriching sensory experiences that align with the Montessori philosophy and ACP ideals and themes. Activities will rotate regularly and cover Montessori principles for sensory, language, math, science, culture, art, music, and practical life. The facilitator is responsible for finding a substitute when they are unable to attend and communicating with playgroup families in the event of an emergency cancellation. Playgroup tuition will be waived for the facilitator's child. You may be placed on an additional committee if vacancies arise where help in other school areas is needed.
 - ii. Skills Needed: Experience working with toddlers. Knowledge of Montessori Principles is helpful, but not required. Creativity, organization, and lesson planning skills are a plus.
 - iii. **Volunteers Needed: 1 Board Liaison: VP of Enrollment**
- e. **Fundraising Committee**
 - i. This committee is led by the Fundraising Chair. Responsible for organizing fundraising opportunities in order to raise at least the minimum dollars budgeted each year. Committee should schedule and announce fundraising events at the beginning of the school year to allow families time to plan participation. All parents are required to contribute a minimum predetermined amount through either planned activities or direct payment to the school. Involves ACP in community outreach opportunities. Coordinates student and class pictures in the fall and spring.
 - ii. Skills Needed: Must enjoy planning and organizing in a group environment.
 - iii. **Volunteers needed: 3-4 Board Liaison: Fundraising Chair**
- f. **Hospitality Committee**
 - i. Responsible for representing the co-op to families in time of crisis or celebration (birth, illness, etc.) by coordinating the signing of cards, making meals, offering assistance in ways that are needed by those impacted. Welcomes new co-op members warmly, says goodbye to those who leave mid-year. Plans and coordinates activities for Teacher Appreciation week and Directress' birthday. Collects money and purchases gifts when necessary (graduation gifts for the board and Directress, etc.). Adds a fun element to each co-op meeting (snacks, door

- prize, etc.). Plans regular parent socials to encourage a sense of community within ACP.
 - ii. Skills Needed: Must be able to work independently and regularly without direct supervision. Must make special efforts to stay connected to all co-op members so that needs can be identified and addressed.
 - iii. **Volunteers needed: 2 Board Liaison: Events Chair**
- g. **Outdoor Education Committee**
 - i. Responsible for leading a monthly nature activity offered to all students. This may include examining plants and insects, seed planting indoors, tending a worm bin, planting or tending outdoor plant beds, etc. Committee will coordinate ideas with the Directress. Plans are to be submitted to the facilities chair and Directress one week prior to implementation. If necessary, the committee may assign additional leaders to assist in the day of activity needs.
 - ii. Skills Needed: Should have some knowledge of outdoor and/or gardening skills that can be adapted for preschoolers. Must be comfortable leading the children in group activities.
 - iii. **Volunteers needed: 2 Board Liaison: Facilities Management Chair**
- h. **Scheduler**
 - i. Schedules two working parents as classroom assistants with one alternate to work each day of preschool. The Scheduler will create the laundry and Kindergarten Prep Assistant Schedules for the school year. Try to remain flexible to members' requests for specific days off while remaining fair to all members. Assist members with last minute, emergency requests when they are unable to work. Works with Directress to include birthdays, field trips, half days and parties. Distributes the schedule at least two weeks in advance of the new month.
 - ii. Skills Needed: Must enjoy planning and organizing and be attentive to details; Ability to communicate easily and frequently over email; ability to send group text messages; Must be someone who regularly checks email and text messages.
 - iii. **Volunteers needed: 2 Board Liaison: VP of Licensing**
- i. **Snack Committee**
 - i. Each committee member will be responsible for making the snack schedule for all classes and keeping the school stocked with the items needed for those snacks for 3 consecutive months. Purchases are reimbursed as per budgetary allowance. The schedule will be posted each month on the cabinet door in the kitchen and on the Slack Channel.
 - ii. Skills Needed: Must enjoy planning and organizing; Ability to make purchases in advance and wait one week for reimbursement; Must be timely and detail-oriented.
 - iii. **Volunteers needed: 1 for Sept.-Nov. 1 for Dec.-Feb. 1 for Mar.-May Board Liaison: Secretary**
- j. **Supply Coordinator**
 - i. Supply Coordinator will be responsible for purchasing supplies such as soap, cleaners, paper towels, etc. Work with the Directress and Facilities Management Chair to determine how much to keep on hand. Stocks the supply closet and keeps items inventoried so that the school doesn't run out of any supplies. Double-checks inventory before fulfilling supply requests from parents.
 - ii. Skills Needed: Ability to make purchases in advance and wait one week for reimbursement; Must be timely and detail-oriented. Must maintain awareness of yearly budget.
 - iii. **Volunteers needed: 1 Board Liaison: Facilities Chair**
- k. **Technology Committee**
 - i. Responsible for development and maintenance of all online communication sites for use by members. Together with the Vice President of Enrollment, maintains and updates school website and Jovial family portal. Also ensures the preschool information on the HAAC website is accurate. Maintains the ACP Slack Channel, group email lists, Remind, social media sites, etc. Registers new co-op members on the on ACP Slack Channel, remind, and any email listservs. Assists new co-op members with any technology needs.
 - ii. Skills Needed: Must have regular online access. Must be comfortable with a variety of methods of online communication. Ability to learn technology quickly; Knowledge of designing/maintaining websites is helpful but not required.
 - iii. **Volunteers needed: 1-2 Board Liaison: Technology Chair**

B. Family Involvement Contract

Ashland Community Preschool is a co-op, dependent on its members to function. It is of utmost importance that every family be active participants. By making a family commitment to our school, we are able to create a caring, close-knit and organized community that allows our children to thrive in the classroom. As families, we trade our time through working in exchange for the low tuition rates at ACP. It is necessary that families understand, in advance, that ACP is a commitment of time and energy.

Members of the Board are exempt from ACP service and grounds and maintenance hours as long as that does not impact the requirements of the position they hold. Board members' volunteer hours are optional but encouraged. Board members are required to fulfill HAAC hours as required by all ACP families.

The ACP Bylaws and Handbook provide guidance in the operation of ACP. Families are responsible for knowing the information contained in the documents, abiding by the rules, procedures, code of conduct, and general content outlined therein.

- *I agree to read and follow the ACP Bylaws and Handbook.* Initials: _____

ACP depends on each family's tuition and fundraising requirement to meet our operating expenses. Tuition is due on the 1st of each month, and checks may be mailed or should be placed in the Treasurer's mailbox in the Art room. Each family is responsible for tuition for the length of the school year, regardless of vacation, illness, etc. Each family is also required to raise \$100 per year by May 1st. Various opportunities are provided by ACP to raise these funds.

- *I agree to pay my child's tuition on time and meet my Fundraising goal.* Initials: _____

Monthly co-op meetings help communicate and build a community. The purpose is to gather information, set policies, plan activities, and communicate about the school and classroom climate. While all families should send a representative to each meeting, a minimum attendance of four meetings over the course of the academic year is required. The September co-op meeting is mandatory

- *I agree to attend a minimum of four co-op meetings and the September meeting.* Initials: _____

Information, field trip permission slips, school notices, and future school activities, will be deposited in your child's family folder at ACP. Additionally, information and discussions are presented on the ACP Slack Channel and/or placed in the monthly newsletter from the Directress and delivered by email.

- *I agree to check each school day for important information from my child's teacher and school. I agree to check online platforms regularly.* Initials: _____

Working parents serve as assistants in the classroom and allow us to maintain our adult-to-child ratio. Parents may be scheduled as a working parent and/or alternate on average, twice every three weeks. This number may increase due to low enrollment. Working parents and alternates need to arrive by 8:45 am. Working parents perform working parent duties as outlined in the handbook and stay until all children are picked up. Parents are responsible for finding a substitute if they need to arrive late or cannot work.

- *I agree to work when I am scheduled and understand that it is my responsibility to arrange for a substitute when I cannot work.* Initials: _____

ACP meets or exceeds guidelines for licensing by the Commonwealth of Virginia. It is the working parent's responsibility to maintain certification in First Aid and CPR. An additional 4 hours of in-service training per school year is required, due by the end of February. In-service training is usually offered at the monthly co-op meeting.

- *I agree to receive all necessary training.* Initials: _____

Committees are the building blocks of the school, and allow each family to contribute their skills and talents in a particular way. Each parent has a responsibility of serving on at least one committee.

- *I agree to fulfill my party and committee responsibilities as outlined in the Parent Handbook.*

Initials: _____

Throughout the school year, ACP needs volunteers to work events, as well as in maintaining the classroom and playground at ACP. Over the course of the school year, each family is expected to volunteer at least two hours for ACP events, and two hours to assist in the maintenance of the classroom or playground.

- *I agree to volunteer for the required hours for ACP events and for grounds maintenance.*

Initials: _____

Our lease with the Hanover Arts & Activities Center states that 2 months of summer rent is waived in return for 64 volunteer hours, which breaks down to 2 hours per student. Throughout the school year, the HAAC needs volunteers to work their events. Over the course of the school year, each family is expected to volunteer at least two hours for HAAC events.

- *I agree to volunteer for the required hours for HAAC events.*

Initials: _____

In the event that the Family Involvement Contract obligations are not met by April 30th, the child or children of that family will be barred from attending ACP, effective immediately. It is the responsibility of families to regularly monitor their commitments on the Family Tracker. If you notice any discrepancies, or have any questions, contact the appropriate board member. Exceptions may be made on a case by case basis with board approval.

I have read and understand the above contract and agree to the above stated conditions. Signed:

_____ Date: _____

C. Frequently Asked Questions

- a. Please use the table below to find out who you should contact to find the answers to questions you may have.

If you want to know about...	Ask the...
Your child's behavior or development, the curriculum, methods of dealing with preschoolers, or the school's daily program	Directress
Tuition, fees or payments, questions about the budget or reimbursement of authorized expenses (the school's tax exempt ID is # 54-1205418)	Treasurer
Clarification of something that happened at a meeting, where to find a document, or if you want to attend a Board meeting	Secretary
The administration of the school, any problem you might have, suggestions for By-law revisions, orientation	President
Whether you have completed all of your training hours	VP Licensing
How to get your friend/neighbor/cousin into ACP	VP Enrollment
Which fundraisers are coming up and how close you are to reaching your fundraising goal	Fundraising Chair
How to sign in to any ACP sites (including Jovial), the social media posting policy or how to find something online for ACP	Technology Chair
Any request to work or not work a certain day in the classroom.	Scheduler

D. Reserve Policy

- a. Purpose: The purpose of the Reserve Fund Policy for Ashland Community Preschool is to help ensure the long-term ability of our organization to meet its mission. Ashland Community Preschool will maintain the reserves to achieve the following objectives:
 - i. To create an internal line of credit to manage cash flow and maintain financial flexibility in the event of unforeseen financial shortcomings
 - ii. To enable the organization to sustain operations through delays in payments of committed funding or payment
 - iii. To pay for an unforeseen, one-time, non recurring expense that was not in ACP's budget.
- b. The Reserve Fund is **not intended to replace a permanent loss of funds or eliminate an ongoing budget gap**. It is the intention of Ashland Community Preschool for reserves to be used within the same academic school year that the money was removed and replenished within two years of removal.
- c. **Definitions and Goals:** The Reserve Fund is defined as funds set aside by action of the Ashland Community Preschool Board and current enrolled co-op members. Its ongoing operation and oversight is delegated to the ACP Board with approval by majority vote of the ACP co-op.
- d. **Target Minimum Amount:**
 - i. The minimum amount to be designated for the Reserve will be established as an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes. The target minimum Reserve Fund is equal to \$25,000 representing five months of operating expenses on average. The calculation of average monthly operating expenses includes all recurring, predictable expenses such as salaries and benefits, rent, insurance, school supplies, field trips, and building maintenance. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. A hard stop minimum of \$5,000 is required at all times in the Reserves Fund, to be used if all other money in all Ashland Community Preschool accounts have been exhausted. This \$5,000 is needed in the event of financial hardships and unavoidable school closure, to cover the expenses of closing the school, including but not limited to, paying outstanding debts to employee(s), outstanding expense reports to co-op members, and any other outstanding debts.
- e. **Funding Reserves:**
 - i. To establish the Reserve Fund, the Ashland Community Preschool Board has designated \$20,000 of existing accumulated liquid unrestricted net assets from two \$10,000 certificates of deposit, as the beginning balance of the fund. Any additional amount of money needed to equal the targeted minimum amount documented in above "Definitions and Goals" section, will be raised in annual fundraising and/or transferred from any leftover amount of money in end of academic year budgets, over the next two years. The amount of the Reserve Fund target minimum will be calculated each year as part of the annual budgeting process. This amount will be reported to the Ashland Community Preschool Board and then co-op and included in regular ACP Treasurer financial reports. The Reserve Fund will be funded annually:
 1. with surplus unrestricted operating funds or
 2. as an expense included in the organization's annual budget.
- f. The ACP Board may from time to time direct that a specific source of revenue be set aside for its reserves. Examples may include one- time gifts or bequests, special grants, or special appeals. Organization staff will ensure that any donations designated for the Reserve Fund will not carry restrictions that conflict with the Board's oversight of the fund as outlined in the policy.
- g. **Investment:**
 - i. The Reserve Fund will be maintained in a segregated bank account. Policies and procedures for handling deposits, reconciling statements, safeguarding access, etc. will be the same as for any of ACP's other bank accounts, as listed in the current academic year Ashland Community Preschool Handbook.
- h. **Shortfalls:**
 - i. If the Reserve is and has been less than 10% of the target reserve minimum for two consecutive academic years, despite active measures to replace the Reserves, the ACP Board will adopt an ad-hoc Reserve Fund committee to work towards rebuilding the Reserve Fund to its targeted reserve level over the next academic year.
- i. **Accounting for the Reserves:**
 - i. The Reserve Fund will be listed separately in the unrestricted net assets section of Ashland Community Preschool's budget as "Reserve Fund" and the status of Fund amounts, borrowings,

and repayment from the reserve will be reported at all ACP Board and Co-op meetings by the ACP Treasurer.

j. **Authorization of Reserves Usage Procedures:**

- i. Any member of the Ashland Community Preschool Board can identify reasons for accessing the reserve funds at any ACP Board meeting. The ACP Board will determine if the reason for removal is consistent with the listed guidelines in the Purpose section of this document. As part of this approval process, the ACP President and Treasurer will do the following first:
 1. Analyze the reason for the funds request
 2. Assess the availability of any other sources of funds before using the reserves
 3. Evaluate the time period that the funds will be required and then determine if the ability to replenish the reserves fund is feasible, as written in this document
 4. Determine that the Reserve Fund has adequate money to keep the hard stop minimum of \$5,000 needed for school closure procedures.
- ii. If the ACP President and Treasurer are in agreement on the need for use of reserve funds, then the ACP Board will draft an official request for reserve fund removal listing the amount, what the money is needed for, that the removal is consistent with the guidelines listed in this document for reserve fund usage, amount of money left in the reserve fund after removal, and the payment plan and timeframe to replenish the Reserve Fund. The Board will have a majority approval vote to approve or deny the draft wording to be sent to the ACP Co-op that will then vote on approval or denial of removal of funds. The Document that is sent to the ACP Co-op will be titled "Reserve Fund Removal Request, Academic Year, and Board Members' Names". The ACP Co-op will vote according to the voting procedure written in the ACP Handbook, a secret vote can be used as determined appropriate by the ACP President. An email will be sent out to all enrolled ACP families at least a week prior to the co-op meeting, listing the proposal, so everyone has ample time to read and review the reserves fund removal proposal before the co-op meeting where the proposal will be discussed and a vote will be conducted.

k. **Process and Timeframe of Repayment:**

- i. The ACP President will email the ACP Treasurer with the approved Reserve Fund Removal Request Document and the treasurer will borrow out of the Reserve Funds bank account and use the funds as approved by the whole ACP Co-op, within the week of removal. A copy of the payment check will be kept on file by the ACP Treasurer, ACP Secretary and ACP President. The ACP Board is responsible for monitoring the repayment into the Reserve Fund as listed in the specific Reserves Fund Removal Request Document. The Treasurer will update the status of replenishment of amounts back into the Reserves Fund account, all subsequent ACP Board meetings and Co-op Meetings. If the amount of money borrowed from the Reserve Fund cannot be replaced in the established timeframe, the ACP Board must discuss further plans for replenishment or need to adjust minimal reserve fund requirements.

l. **Monitoring of Funds:**

- i. The ACP President and ACP Treasurer are ultimately the responsible parties, in ensuring the Reserve Fund is maintained and only used as described in this policy. Ashland Community Preschool Board will provide regular reports to the ACP Co-op listing the amount of money in the Reserve Fund account and status of replenishment if any money has been removed.

m. **Review of Policy:**

- i. This policy is part of the Ashland Community Preschool By-laws. The revision of this policy falls under the Ashland Community Preschool Handbook rules regarding By-law change.

E. School Contact List

Directress	Corinne Luck 804-798-0409 directress@ashlandcommunitypreschool.com
President	Nicole McKinney 804-437-9691 president@ashlandcommunitypreschool.com
VP Licensing	Rachel Decker 540-656-3576 licensing@ashlandcommunitypreschool.com
VP Enrollment	Nicole Dillon 804-356-0550 enrollment@ashlandcommunitypreschool.com
Events	events@ashlandcommunitypreschool.com
Facilities Management	Melanie Conn 757-217-7808 facilities@ashlandcommunitypreschool.com
Fundraising	Melanie Black 804-908-2385 fundraising@ashlandcommunitypreschool.com
Secretary	secretary@ashlandcommunitypreschool.com
Treasurer	Sarah Fielding 757-377-2242 treasurer@ashlandcommunitypreschool.com
Technology	Kate VanGraafeiland 757-818-1301 technology@ashlandcommunitypreschool.com
Scheduler	

F. Technology & Communication Information 2022-2023

a. Phone Number: 804-798-0409

- i. Let the Directress and working parents know that your child is out sick or in other special circumstances requiring immediate attention.

b. Website: www.ashlandcommunitypreschool.com

- i. Access the ACP Slack Channel by clicking on “Current Families” on the menu bar • Help market our school by sharing the link with our friends.

c. ACP Slack Channel:

- i. Share information that is not time critical and enable online discussion of topics
- ii. View your working parent schedule, school calendar, and school events
- iii. Every new family will be invited to the ACP Slack Channel, but will be responsible for creating their own account

d. ACP Email Distribution Lists:

- i. To send critical, time-sensitive emails to the entire school:
- ii. School Wide acp@ashlandcommunitypreschool.com

e. To email the Board or Mrs. Estes:

- i. Board board@ashlandcommunitypreschool.com
- ii. Mrs. Estes directress@ashlandcommunitypreschool.com

f. To email just the families of ACP without including the teacher (to be used only for informing parents about teacher surprises, etc.):

- i. Just Families justfamilies@ashlandcommunitypreschool.com

g. Shutterfly: www.ashlandcommunitypreschool2021.shutterfly.com

- i. Share photos/videos to be used in the photo book for the school. Albums will be created according to the categories specified by the Historian. Please upload your photos to those albums. Feel free to create other albums for additional events you do not see listed.

h. Sign-Up Genius: www.signupgenius.com

- i. Signup to volunteer for different events. You will automatically receive an email with a Sign-Up Genius link when an event that needs help has been posted.
- ii. If you are in charge of creating an event, you go to the above link, and use the following to sign into the ACP account. School email distribution lists are already saved into the account for easier utilization.

1. **Username:** technology@ashlandcommunitypreschool.com

2. **Password:** letshelpout

i. Like ACP on Facebook: www.facebook.com/ashlandcommunitypreschool

- i. Receive reminders about important information and upcoming ACP events.
 - ii. Stay connected with Alumni once children graduate from ACP
 - iii. There is a Virtual Classroom on Facebook in the event of extended school closures.
 - iv. ***Reminder: We never post photos of ACP students on Facebook or other social media sites without parental permission and we expect the same of our ACP families. Please be respectful of other families' wishes. In fact, it is our habit not to post any photos of ACP students on Facebook at all.***
- j. **Need help?** Contact the Technology Chair: technology@ashlandcommunitypreschool.com