



Crofton Nursery School

Bylaws & Handbook

Thus A Child Learns

Thus a child learns; by wiggling skills through his fingers and toes into himself; by soaking up habits and attitudes of those around him; by pushing and pulling his own world.

Thus a child learns; more through trial than error, more through pleasure than pain, more through experience than suggestion, more through suggestion than direction.

Thus a child learns; through affection, through love, through patience, through understanding, through belonging, through doing, through being.

Day by day the child comes to know a little bit of what you know; to think a little bit of what you think; to understand your understanding. That which you dream and believe and are, in truth, becomes the child.

As you perceive dully or cleverly; as you think fuzzily or sharply; as you believe foolishly or wisely; as you dream drably or goldenly; as you bear false witness or tell the truth – thus a child learns.

Frederick J. Moffit, Chief
Bureau of Instructional Supervision
New York State
Department of Education

Crofton Nursery School, Inc.

A Cooperative Preschool

- Organized in 1967, Incorporated in 1968
- Licensed by the Maryland Department of Human Resources, Child Care Administration
- Non-Sectarian
- Maximum Enrollment per session: Fifteen - 4 year old children & Fifteen - 3 year old children
- The Crofton Nursery School admits students of any race, color and national or ethnic origin.

Statement of Philosophy

Every independent school reflects a philosophy of education, and the school program is the direct outgrowth of that philosophy. For this reason, it is most important that parents select a school in which the philosophy is acceptable to them. When school and parents are in accord on issues, a child's growth and development will be at its best.

Crofton Nursery School is dedicated to the comprehensive, effective, and compassionate education of children through human involvement and interaction. The purpose of the school is two-fold: to develop self-reliance in the child to provide a satisfactory transition between home and school; and to encourage cooperative learning through parent participation at school and meetings for parent education.

Nursery school is considered a place for young children to play, grow, and learn to live with others. It should be a place where children can express themselves at their own level of behavior yet be helped toward more mature and cooperative ways of behaving. It should be a place where children can, through experience with a wide variety of materials and peers, solve the problems of growing up and relating to others. Nursery school should offer an environment where a child can touch, see, play, compare, discard and accept that which arouses his or her natural curiosity and ability for coping and learning.

Crofton Nursery School is a cooperative. For this reason, the parents form the backbone of the school. The school is parent-owned and parent-directed. Most important, it is the parents that supply the supportive environment for their children's first experience with formal schooling. The parent shares these most valuable learning experiences with their child. Parents are given every opportunity to utilize their individual talents to the benefit of all children. As the child grows and learns, so does the parent through direct involvement and parent education sessions. Direct involvement on a daily basis in the child's growth should be one of the main reasons for a parent selecting a cooperative nursery school like Crofton. The goal of Crofton Nursery School is to make the child's first learning experience a happy one and seek to develop in him or her a desire for learning that will remain with him or her throughout their life.

FOREWORD

This Handbook has been prepared to give you, in one package, much of the information you need to be a cooperating member of our school.

You will, of course, learn most about our school by participating in it; that is, by singing, painting, laughing and crying with us; by generally getting “mussed up” with us; and last but not least, by attending our meetings in which we discuss what we are doing.

You can learn much from these pages if you will read them carefully, not only before school starts, but also again and again.

In writing this Handbook, we have drawn generously from the manuals of the Aspen Hill Cooperative Nursery School, Inc. and the Rockville Presbyterian Cooperative Nursery School.

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Introduction: What is a co-op?

Every parent in a cooperative has to change roles constantly. You are a parent, assistant teacher, administrator, chauffeur, nose wiper, boot puller, hand washer, and occasionally maid of all work. But, after all, you are now helping to run a nursery school.

Running a nursery school means just that. By cooperative efforts, your child's school is staffed, administered and maintained. Parents have discovered that by pooling their time, energy and brains, they themselves learn while operating the school for much less than a private school would cost.

In a cooperative nursery school, every parent is a potential teacher. More adults mean a better program for your children. There is time to encourage self-help and there is always someone to help the child who may need special attention. More creative materials can be used simultaneously because there is adequate supervision. Thus, your child is able to have a more enriched, yet informal program because you are there to help.

In the school itself, you participate as an assistant teacher and as housekeeper. You assist the teacher in the execution of the plan for the school day and you maintain the cleanliness and hygiene of the school grounds. Outside of the actual school day, your help is vital in terms of administration of the school. At membership meetings and through service on your respective committee, you are the force behind the operation of the school. Your interest, ideas, time and support are vital to the successful running of the school. As parent administrators, you are responsible for everything from having enough construction papers and crayons to interviewing prospective teachers.

Parents have complete responsibility for administration, but the educational program is primarily the responsibility of the teacher. The Board hires a qualified teacher to carry out this program.

The teacher helps you to be effective on your participation days, advises the board on equipment and supplies, and helps you to understand your own child through his or her nursery school experience. The educational program is the essence of any school, and all administrative efforts are directed toward achieving the best possible educational experience for every child in the school.

Enrolling your child in a cooperative nursery school does not necessarily increase your amount of free time. It does, however, increase your appreciation of and understanding of your child, as well as add enrichment to your lifestyle and that of your child's.

Part 1: Bylaws of the Crofton Nursery School, Inc.

Article I - Name

Crofton Nursery School, Inc.

Article II - Purpose

The purpose of this organization shall be twofold: To develop self-reliance in the child and provide a satisfactory transition between home and school; and to encourage cooperative learning through parent participation at school and Parent Education Meetings.

Article III - Membership

Section 1. Requirements

- A. All children must be toilet trained.
- B. For the three-year old class, the child must be three years old by September 1. For the four-year old class, the child must be four years old by September 1 for the current school year.
- C. Children generally will be placed in a class according to their age and will progress with their classmates through each of the levels of the school. In the event the teacher and/or parent feels that the age-appropriate class is not suitable for a particular child, the President, teacher and parent shall meet to discuss that child's needs and determine correct placement.

Section 2. Definitions

- A. "Current Members" are individuals who fulfill all of the participation and financial requirements of the school.
- B. "Associate Members" are individuals who, as current members, pay a set fee as established by the Board. This enables the individual to receive priority registration for the following year. This fee must be received each year prior to December 1st. It is not refundable.

Section 3. Method of Application

- A. Registration for current and associate members may begin in late Fall, or when the Vice President of Membership opens registration. All members must indicate either "Yes" returning to school for next year or "No" they are not returning to school for next year.
- B. All members currently fulfilling requirements of membership will receive an application from the Membership Chairperson. The non-refundable registration fee must accompany each application. Associate members may apply previously paid associate member fees toward the registration fee. Both registration form and registration fee must be returned to the Membership Chair by date stated on registration form.
- C. No applicant shall be rejected on the basis of race, color, sex, religion, or national origin.
- D. The maximum enrollment shall be in accordance with the licensing requirements.
- E. Preference shall be given to:
 - a. Present members.
 - b. Associate members.
 - c. Any openings left will be filled on a first come, first serve basis.

- d. The Membership Chairperson will hold an Open House in January. Tours of school, meeting of teachers and explanation of what a Co-op is and member expectations will be given. Any available spots at the Open House will be subject to gender balancing in order to try and achieve a 50/50 gender mix within each class. A lottery day will be established on a need-be-basis as determined by the Vice President of Membership and the President.
- F. In the event that a prospective applicant would like to enroll multiples (i.e., twins, triplets) into the school, and at the time multiple vacancies are not available, names of the additional children will be placed on the waiting list in successive order (i.e. Waitlist position 1,2, and so on). Note: "Multiples" is defined as a set of children in the same family with the same date of birth.
- G. If a member withdraws after January 1st and wants to be an associate member, the member must have qualified for associate member status before the Open House/Registration to have the associate member priority. If the member qualifies after the Open House/Registration, they will be placed at the top of the waiting list for the next open spot for the class.
- H. Prospective applications received after the Open House/Lottery day has been conducted shall be placed on the waiting list in chronological order in which they are received. When the class is filled, a waiting list shall be maintained.

Section 4. Withdrawal of Membership

- A. Written notice of withdrawal must be given to the Membership Chairperson.
- B. Any member that voluntarily withdraws after January 1st of the current school year may qualify as an Associate Member (See Associate Member definition). All participation and financial requirements leading up to the withdrawal must be met before receiving Associate Member status.

Section 5. Fees and Tuition

- A. A registration fee shall be paid, preferably by check, made payable to the Crofton Nursery School, Inc. and shall be nonrefundable.
- B. A monthly tuition fee shall be paid, preferably by check, payable to the Crofton Nursery School, Inc.
 - a. Tuition shall be non-refundable with the exception of when a withdrawal happens prior to the start of the school year. The withdrawal must happen at least two weeks from the first day of class.
 - b. Tuition is due the first of each month and represents payment for the subsequent month. A Penalty shall be automatically added if paid after the fifth of each month. The penalty shall be set by the Board prior to the beginning of each school year.
 - c. If 2 consecutive tuition payments by any member are missed, their child will not be permitted to attend class at CNS until the amount is paid in full.
 - d. Tuition for the first month is due at the May Parent Education meeting. Last month's tuition, and any applicable activity fees or insurance fees are due at the July Health and Safety Day.
 - e. Members enrolling a child during the school year shall pay a prorated tuition for the month during which such action occurs, plus any other fees that are currently due.
 - f. Members withdrawing a child after the start of the school year are required to give the school 30 days written notice. Notice shall be sent to the school's Vice President of Membership. The member is responsible for tuition and all obligations of membership during the 30-day period.

- g. A fine (determined by the Board) will be assessed for any check returned by the bank due to insufficient funds. If the returned check is due to bank error, the member will get a letter from the bank stating such. If it is not a bank error, the member will be required to pay any tuition, fees, penalties, etc., by certified bank or cashier's check for the remainder of the member's association with the school.
- C. Any other fees, such as for required insurance coverage, shall be levied only as the need arises.

Section 6. Participation Requirements

- A. All members shall be scheduled for classroom participation by the Participation Committee. If the required student to classroom volunteer ratio is not met, class will be canceled for that day.
- B. Members may exchange assigned days, but must report these changes in advance to the Participation representative of your class.
 - a. If a member becomes unable to participate for a prolonged period during the year, the time missed shall be made up either before or after such absence. In the event this is impossible, the matter shall be referred to the Board for an equitable solution.
 - b. Members may not bring siblings or other children to the school on the day of participation, or when visiting during school hours.
 - c. Members are required to arrive fifteen (15) minutes prior to the start of class and participate for the full class period.
 - d. Members who miss their day of participation in the classroom without notice or swapping coverage with another member are subject to a \$50 fine.
- C. Attendance at Parent Education meetings is mandatory for all active members. It shall be the responsibility of each member to inform the Secretary of the reason for any absence. Failure to do so shall automatically render the absence unexcused. Unexcused absences will be subject to the imposition of a fine set by the Board prior to the beginning of the school year.
- D. Each member must serve on one committee per child enrolled. If a member chooses/is elected to hold an officer position, this will be in lieu of holding two committee positions.
- E. In addition to the above, each member is expected to assist in fundraising projects, assist the Hospitality Committee, and participate in deep cleaning the school.
- F. All participation requirements may be satisfied by either or both parents.

Section 7. Voting Privileges

Each participating family shall have one vote.

Section 8. Health Requirements

- A. The Maryland State health forms for the child must be completed and returned to the Health & Safety Chairperson prior to the start of the school year. If the Maryland State health forms for the child are not turned in, you will be given a written notice and will have 14 days to return the appropriate forms. If the forms are not turned in by the 14 day deadline, the child may not return to school until the forms are turned in, on file and a fine determined by the Board will be assessed.
- B. All volunteers participating in the classroom must have a medical form on file. .48 Staff Health of the DHR Code Regulation states: any operator shall obtain a medical evaluation, on a form supplied or approved by the office, that has been completed within six months before the individual begins work in the center, from each prospective staff member. The medical evaluation

may transfer directly from one center to another where there has been no gap in employment longer than three months.

- C. All paperwork is due to the Health and Safety Chair on Health & Safety Day, typically in late July. The packet submission date will coincide with a fingerprinting session held at the school, where members of the Health and Safety Committee and Treasury will be present to look over your packet and collect last month's tuition. A fine will be imposed for any late paperwork.
 - a. Parents joining the school after the May parent education meeting, but prior to July 1, will still be responsible for having their paperwork turned in by the last Saturday in July. Parents who join any time after July 1 have 14 days from the date of the student's enrollment to submit all classroom volunteer and student forms. A fine will be imposed for any late paperwork. If a child's packet is still not complete by the deadline, the child will not be permitted to attend school until the packet is completed. Full tuition must be paid during this absence.
 - b. The exception: Emergency Forms and Immunization Records MUST be in the student's file prior to their first day of attendance at school. classroom volunteers must be CPR certified and fingerprinted prior to their first working day.

Section 9. Transportation

- A. Transportation of each child to and from the school shall be the responsibility of the parents.
- B. All drivers must know and observe the safe driving regulations.

Article IV - Officers and Board

Section 1. Officers

- A. The officers of the corporation shall be the President, First Vice-President, Second Vice-President, Secretary and Treasurer.
- B. The officers shall be elected from and by the active membership.
- C. The officers shall perform the normal duties of their offices as stated in the Handbook.
- D. The officers shall have the power to open and maintain bank accounts. The President and Treasurer shall individually have the authority to write and sign checks against the corporation's checking accounts; in the event of their absence or incapacitation, the First Vice-President and the Secretary shall be authorized to act in their stead. Only the President and the Treasurer are authorized to withdraw funds from any savings accounts and both signatures shall be required for each withdrawal.

Section 2. Board

- A. The Board shall consist of the officers, appointed chairpersons and any appointed assistant positions. Only the five serving officers will vote on matters at board meetings.
- B. The Board shall act as Board of Directors in accordance with the Articles of Incorporation of the Crofton Nursery School, Inc.
- C. Members shall serve for a one year term and may stay in that same position the following year(s) if voted by the active membership.
- D. A monetary or other incentive, i.e. reduced tuition, a waived programs fee or no cleaning day requirement, may be offered to participate on the board or as a chairperson. The incentive(s) will have to be voted on by the out-going Board of Officers. If they pass on the board, they will then be

added to the budget presentation by the Treasurer at the May Parent Education meeting and will have to be approved by membership.

Section 3. Duties of the Board

- A. Make decisions on administrative and procedural matters pertaining to the school's program and activities.
- B. Consider policy matters pertaining to the school's programs and activities and submit recommendations to the membership for a final decision.
- C. Fix the terms of employment and issue the contracts to the staff:
 - a. Act on the recommendations of the Teacher Selection Committee in employing the staff.
 - b. Accept the teacher's resignation and/or terminate the teacher's employment after consultation with the teacher and membership.
- D. Establish the amounts of tuition and registration and other fees.
- E. Upon dissolution of the corporation, the Board shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law).

Section 4. Meetings of the Board

- A. Regular meetings shall be held at least four times yearly preceding each meeting of the membership. The time and place shall be determined by the President.
- B. Special meetings may be called by the President or at the request of the majority of Board members.
- C. The Board may hold open meetings.

Article V - Committees

Section 1. Standing Committees

- A. Membership
- B. Participation
- C. Health & Safety
- D. Equipment
- E. Programs
- F. Parent Education
- G. Fundraising
- H. Communications
- I. Hospitality
- J. Housekeeping
- K. Curriculum
- L. Ad Hoc

Section 2. Chairpersons

All committee chairpersons shall be appointed by the President.

Section 3. Duties

All committee chairpersons and members shall perform the duties of their committees as stated in the Handbook.

Section 4. Reports

- A. At the close of the school year, all officers and committee chairpersons shall complete a final report relevant to their offices and committees. This report shall be made in duplicate: a copy for the officer's or chairperson's file to be passed on to her successor, and a copy to be filed with the President.
- B. The report shall state the year's duties, activities, and recommendations of the officer or chairperson. For example, keep notes as things happen so you won't forget something by the end of the year.
- C. The report should fully instruct each officer or chairperson's successor.

Article VI - Staff

Section 1. Professional Head

The teacher shall be the professional head of the school and shall:

- A. Plan and carry out the daily program.
- B. Plan with committee chairpersons and give them any necessary direction.
- C. Hold parent conferences as required.
- D. Attend Board meetings by invitation or request.
- E. Take attendance.
- F. Write students' progress reports.
- G. Conduct monthly fire drills so that each class will have an opportunity to participate in a drill.

Section 2. Teacher's Active Role in Parent Education

The teacher shall take an active role in parent education and shall:

- A. Attend and participate in general membership meetings without voting privileges.
- B. Plan, in conjunction with the President, an orientation meeting prior to school opening to present parents with philosophy, activities, etc. of the school and to prepare them for effective participation.
- C. Utilize parents' individual talents and skills in the program.
- D. Work with parents in planning, explaining and evaluating the program and their role in participating.
- E. Act in advisory capacity on all committees.

Section 3. Teacher Representation of the School

The teacher shall represent the school professionally:

- A. In the community.
- B. In meetings, nursery schools, associations, workshops, etc.
- C. Benefit the parent group by encouraging their attendance at appropriate meetings and/or reporting pertinent or interesting dates to them.

Section 4. Teacher Resignation

The teacher may resign by giving sixty days written notice to the Board. The teacher may be removed by the unanimous recommendation of the Board. Sixty days written notice by the Board is required to terminate the contract.

Section 5. Teacher Employment

The teacher shall be employed by the corporation under the terms of the teacher's contract, and shall not be discriminated against on the basis of race, color, sex, religion, or national origin.

Article VII - Elections and Meetings

Section 1. Elections

A. Open Nominations

- a. A survey for board and chairperson nominations will be sent out one month prior to the May meeting.
- b. The retiring President, teachers and committee chairpersons shall serve in an advisory capacity to anyone interested in a board or chairperson position for the following school year.
- c. Any parent or caregiver is able to run for a position, even if it is their first year at the school.

B. Election Procedure

If there is more than one nomination for office, a ballot shall be written.

C. Voting

The affirmative vote of a majority of the members shall be necessary to elect any officer to decide any questions.

Section 2. Vacancies

Any vacancies in the offices shall be filled by vote of the membership. The President, or successor if the President is vacant, will notify membership of vacancy and put a call to nominations. He/She will also work with the teachers to recommend candidates as needed, and an election shall be held in accordance with Section 1 above.

Section 3. Meetings

- A. The general membership shall meet at least three times yearly with a fourth meeting called at the discretion of the CNS President. The general membership meetings are mandatory and you must contact the Secretary if you cannot attend. There will be a penalty for those members who do not attend and have not notified the Secretary in advance.
- B. A majority of members shall constitute a quorum at meetings of the Board and Membership.
- C. All meetings shall be conducted in accordance with the rules contained in Robert's Rules of Order, Revised, except as otherwise provided in the Bylaws.

Article VIII - Handbook

The school Handbook, supplementing these Bylaws, shall be binding on all participating families.

Article IX - Bylaws

These Bylaws may be amended at any membership meeting by vote of two-thirds of the members present, providing a copy of the proposed change has been submitted to the membership one week in advance of the meeting indicating that it would be acted upon at that meeting.

Part 2: Handbook of the Crofton Nursery School, Inc.

Section 1. Obligations of Membership

A. Classroom Participation

Your primary responsibility as a member of a cooperative preschool is to serve as a teacher's aide in your child's class. (See Section 16).

B. Monthly Cleanup

- a. In addition to the daily housekeeping duties, the parents clean the school thoroughly, at least once each month. Each member is expected to contribute two Saturday mornings during the school year per child enrolled in the school to this endeavor.
- b. A member of the Housekeeping committee will open the school on the scheduled Saturday mornings. Bins are stored in the basement storage area with cleaning products and instructions for cleaning the bathrooms, circle room, play room and art room. Please sign-in in the notebook kept in the art room shelves. The member of the Housekeeping committee will return to lock the facility.
- c. If you cannot attend on your scheduled day, you must find someone to trade with you and notify the Housekeeping chairperson of the trade. If an emergency prevents you from attending your clean up day, you must notify the Housekeeping chairperson prior to 9:00am or you will be assessed a fine and required to make up the cleaning day.
- d. If you miss the cleaning date that you signed up for you are subject to a \$75 fine.

C. Fundraising

The purpose of fundraising is to assist the school in providing funds necessary for the purchase, repair, or replacement of major items of equipment, such as tables and chairs, playground equipment, upgrading tools, as well as hosting events for membership and their families. Fundraising is not for the purpose of keeping tuition low. Tuition covers the operating expenses of our school. Each member must assist in the fundraising activities as designated by the Board and the Fundraising Chairman. Each family is required to participate in fundraising throughout the school year, or choose to pay an "Opt-Out" fee to avoid having to fundraise.

D. Hospitality

Members of the school may be asked to provide refreshments at all parent education meetings. The Hospitality Committee arranges for these by asking for the assistance of different members each time. Members may also be asked to contribute food and drink at any parties or picnics planned for the school.

E. Committees

Each member is required to serve the school either on a committee or as an officer of the school.

** Failure to participate on your committee, within your officer/chairperson position or fulfill any of the above obligations can result in fines set by the board, followed by expulsion from the school.

Section 2. Your Child's Health

- A. Each child must have a Health Inventory Record and Immunization Record file at the school, and must be up-to-date on all state required immunizations.
- B. Children with communicable diseases should not be sent to school. Parents should notify the Health and Safety Chairperson if their child has been diagnosed as having a communicable disease. The Health and Safety Chairperson will then notify and advise other parents.
- C. If the teacher feels that a child is not well enough to be in school, the parent will be notified by telephone. In the event that the parent is not at home, one of the emergency contacts as listed on your child's emergency card will be called to pick up the child.

Section 3. Health & Safety Procedures

Even in the most-safe environments, accidents sometimes do happen. The following procedures are to be used in case of injury to a volunteer or child:

- A. The school's first aid supplies are located in the First Aid boxes in the art room and front room. There are also supplies in the red first aid bag. These supplies are based on DHR regulations and are checked monthly by the Health and Safety committee. Epipens are stored in ziploc bags with the child's name and photo in the red first aid bag in the front room. Any other medications are kept in a child-safe box on top of the filing cabinet in the bookshelf closet of the front room.
- B. Notify the parents as soon as possible. Emergency cards are located in the Health & Safety binder on the front room bookshelves or the red first aid bag.
- C. If a wound needs to be cleaned, do not use antiseptic. Ivory soap and wipes are in the first aid bag especially for this purpose.
- D. Fill out an incident report and have the parent(s) sign the day of the incident, if possible. Make a copy to keep in the Health & Safety binder. Incidents should also be reported to the school's Health and Safety officer (Second Vice President) via telephone. Their telephone number is posted on the school bulletin board.

Section 4. Parents' or Caregivers' Health & Safety Requirements

There are two Health and Safety requirements of all volunteers who participate at the school.

- A. All volunteers who participate in the school must complete the medical evaluation form provided by the school.
- B. There will be a state and FBI background check completed by electronic fingerprinting through the Maryland Criminal Justice Information System (CJIS) or approved provider in compliance with Maryland COMAR which satisfies the state requirement for the childcare worker.

Successful completion of all of the above requirements is mandatory for all participating volunteers. You, the parent or volunteer, may not participate until all forms are on file.

Section 5. School Calendar

The beginning and closing dates of the school will be set by the Board. In general, the nursery school will open in the fall approximately one week later than the Anne Arundel County Public School, and close one week earlier in the same schedule as the Anne Arundel County Public School, including holidays and snow days (Refer to Section 9).

Section 6. Building Security

- A. The Crofton Nursery School operates in a church facility. This building is open to church members and the public during church office hours. Individuals seeking information regarding the church should be directed to the church pastor or secretary in the church office. From time to time, individuals unknown to the school may seek to enter the classrooms. It is our policy not to allow non-school members into the classroom. Any individual attempting to access the classrooms, playground, or any other area occupied by the students should be directed to the class teacher for her to determine the purpose of the visit and direct the visitor accordingly.
- B. The teachers (or substitute teacher) have keys to the school and will unlock the main door to the building each day. The door to the playground is to be unlocked when each class goes to the playground and locked upon their return.

Section 7. Contact with Outside Persons

It is our policy not to allow the children contact with persons not associated with CNS. This includes contact inside or outside the school (out front, field trips, etc.). If a person not associated with CNS approaches a child or the group, one working adult must engage the person in conversation to assess the purpose of the visit. The conversation serves to shift attention from the child to the adult who can direct the person as necessary. Our purpose is to supervise and educate the children and the person's continued presence will interfere with that purpose. Should the person remain, it is the teacher's function to inform the person of our policy excluding anyone not associated with the school.

Section 8. Emergency Plan

Emergency planning requires the full cooperation, understanding, and participation of all parties involved. For the Crofton Nursery School, these parties are the teachers, parents and church staff. These procedures outline the general policies that will be followed during emergencies related to weather, fire or natural disaster.

A. Emergency Closings

- a. If for any reason, class must be canceled during a class session and the building remains safe, parents will be called to pick up their children as soon as possible. The teacher will decide whether to initiate the emergency calling procedures or have the classroom volunteers call the parents from the school. The teacher will remain with the children until all have been picked up.
- b. A supply bin marked "CNS Emergency Supplies" is in the school's storage area in the adult bathroom. Copies of this document and the Project Security Blanket Emergency Preparedness Plan are contained in the bin. This kit is required to contain the following: flashlight, batteries, radio, water, non-perishable food. The first aid bag (containing emergency cards, Emergency Contact List, and children's medication) is part of the

emergency kit, and should be taken with the class anytime they shelter-in-place or evacuate the school.

- c. In the event of a tornado, thunderstorm or severe weather, the children will be taken to the interior of the building, i.e. the hallway, of the building until the weather has passed.
- d. In the event of chemical, biological, or other agents suspected in the area, the children will be moved to the interior of the building, i.e. the hallway. The three entrances to the school will be sealed with plastic and tape found in the Emergency bin. The children will be kept in the interior until emergency services personnel have deemed the area safe. Parents may come to the building to take their children at any time.
- e. During any evacuation of the regular class area, the First Aid bag and a cell phone should be taken with the group. The First Aid bag contains a copy of this document. In the event of a disaster-related evacuation, the CNS Disaster Kit should also be taken with the group.
- f. Twice per year, each class is required to complete a disaster drill.

B. Building Evacuation

- a. If, for any reason, class must be canceled during a class session and the building is unsafe, the following emergency procedures will be used.
 - i. The children, teacher, and classroom volunteers will evacuate the school using the practiced fire drill procedures, if possible.
 - ii. If these procedures cannot be followed, the teacher and volunteers will work to evacuate the building as quickly and safely as possible.
 - iii. The classroom volunteers should take the first aid bag and a cell phone with them.
 - iv. The children will be moved on foot to the back left corner of the parking lot, when looking from the school front door.
 - v. The teacher will conduct a roll call to account for all children after arriving at the evacuation site.
 - vi. The teacher will remain with the children until they have all been picked up.
- b. If evacuation to a location farther away than the parking lot is deemed necessary (i.e., during a chemical disaster), the children will be driven by the teacher and classroom volunteers to the Crofton Library (1681 Riedel Rd., Crofton, MD 21114; 410-222-7915). Use of car/booster seats may not be possible in a true life-threatening emergency.
 - i. The classroom volunteers should take the first aid bag, Disaster Kit, and a cell phone with the group.
 - ii. The teacher will conduct a roll call to account for all children after arriving at the evacuation site.
 - iii. Teachers and classroom volunteers will refer to the documentation inside the Disaster Kit for further instruction once safely at the evacuation site.

C. Emergency Calling Procedures

One parent in each class will be designated as the emergency callers. The following emergency calling procedures will be utilized:

- a. The teacher or classroom volunteers should first call the school President and First Vice President after the children have been safely moved to the parking lot or Crofton Library (410-222-7915). His/her phone numbers and cell phone numbers will be kept in the First Aid bag.
- b. The President will then notify the emergency callers of the situation. If, for any reason, the teacher cannot contact the President or First Vice President, the teacher will contact

the emergency callers directly. The home and cell phone numbers of the emergency callers will also be kept in the First Aid bag.

- c. The callers will then contact the parents to advise them of the situation and to pick up their children at the parking lot or Crofton Library (410-222-7915). The callers will be provided with the home, cell, and emergency phone numbers of each child in their class. Note that the emergency cards for each child are in the First Aid bag. This process will allow for the classroom volunteers and teacher to attend the children without having to place phone calls.
- d. Only individuals designated on the child's emergency card will be allowed to pick up the children in emergency situations. The teacher will ask for identification for the pick-up of children, if other than the regular individual. This is also the policy followed by Anne Arundel County Schools. There will be no exceptions.

D. Follow-up

If for any reason, there are media inquiries regarding the status of the school, they should be directed to the school President. Following the emergency closing, the school's executive committee in conjunction with the teachers and church will make decisions regarding the school's opening status. This information will be updated on the school's website and via email.

E. Other Situations

While no emergency procedures can address every type of emergency situation, these procedures will be used as the general rule for the CNS. Variations from this process will occur in the interest of safety of the children, volunteers, and staff of the school.

Section 9. Inclement Weather

In the event of inclement weather, the nursery school will be guided by the policies announced by the county school system. If the county schools are closed or delayed, the board will assess local conditions and the condition of the school parking lot to determine if and when school will be open. All weather related delays and closings will be communicated to parents by the teachers through Class Dojo.

Section 10. Schedule

- A. Classes shall run for three hours for the three-year-old classes and four hours for the four-year-old classes. Starting and ending times will be set by the Board.
 - a. The three-year-old class will meet on Tuesdays and Thursdays and will run from 9:00 a.m. until 12:00 p.m.
 - b. Four-year-old classes meet on Mondays, Wednesdays, and Fridays and run from 9:00 a.m. until 1:00 p.m..
- B. The following is a sample schedule of the children's class time (subject to change due to teacher preference and differences in starting and ending times):
 - a. 9:00 - 9:15 Arrival, quiet play (puzzles, etc.)
 - b. 9:15 - 9:50 Circle time
 - c. 9:50 - 10:50 Free play; art activities
 - d. 10:50 - 11:10 Story or music
 - e. 11:10 - 11:25 Snack
 - f. 11:25 - 11:55 Outdoor play (weather permitting) or indoor large muscle play (dance, movement games)
 - g. 11:55 - 12:00 Prepare for dismissal

Section 11. Attendance

- A. Any child who must leave before school is over is requested to present a note from the parent that day. No child will be allowed to leave school with someone unknown to the teacher without prior notification by the parent.
- B. Parents are asked to notify the teacher, in advance if possible, whenever a child must be absent from school.
- C. It is the responsibility of the parent driving to the school to see that the children are under the supervision of an adult before leaving school property.
- D. At least one classroom volunteer and the teacher must be present before a parent can leave his or her child at school. If a classroom volunteer does not show and we do not meet the legal adult-to-child ratio in the class, school will be canceled for that session.

Section 12. Special Occasions

A. Field Trips

The following list contains our field trip procedures:

- a. **Field Trip Coupon:** For each field trip a field trip coupon will be sent home via “bag mail.” (Refer to Section 18) The paper will contain direction, dates, and a form to be detached and returned via “bag mail” to your program’s committee representative. If an additional fee is required for your attendance, special instructions will be included. The activity fee you paid in September covers all students’ fees.
- b. **Return Coupon:** This indicates your intentions towards the field trip. Every child’s coupon must be returned whether or not the child or parent is attending! Please be sure to return it by the requested date to your class programs representative. Returning the coupon on time will avoid additional calling to be made by the representatives.
- c. **Wear Red:** All students and parents attending need to wear red. As well as looking like a group to others, this is a safety issue. Red shirts with our logo on it will be available to order at the first parent education meeting of the school year.
- d. **Siblings:** Siblings are permitted on certain field trips as specified by the teacher. Any siblings attending a field trip must sign a liability waiver at the location of the field trip, if the location requires.
- e. **First Aid Bag:** The first aid bag must be carried to the field trip site, not left in the cars. The bag should be returned to the school after the trip.

B. Birthdays

The teacher will decide if and how birthdays will be celebrated. No invitations, for a child’s party of any kind, are permitted to be sent through Bag Mail or handed out in class or before or after school at CNS.

C. Holidays

The teacher may arrange an appropriate program with the participating parents, which may include a snack appropriate for the holiday.

D. Beginning of the Year

A beginning of the year party or picnic may be planned.

E. Outside Activities

On occasion, outside activities may take place in the back of the building. If the parking lot is used for one of these activities, the orange cones should be used to block off the flow of traffic.

Section 13. Working in the Classroom

- A. The school is the child's workshop. He should be encouraged to use his own initiative and work things out for himself as much as possible. This requires patience and self-restraint on the part of the adult. Assistance, suggested by the teacher, should be primarily for helping in the day's schedule, for helping a child who is in difficulty, and for redirecting undesirable behavior. When a child turns to you, give him an appreciative or encouraging comment.
- B. You are first the parent of your own child. Handling her at school may seem difficult at first, but gradually your participation will become a source of companionship and fun for both of you. On your participation day, be interested in your child's activities and give reassurance in whatever way is natural for you. Don't be afraid to be yourself and no matter what your child does, don't be embarrassed. You might feel like sinking through the floor at times, don't. We need you! Let her take her time about adjusting without hovering over her anxiously or pushing her away. When you leave the room or playground, tell her why and when you will return. Gradually, she will come to understand that you have responsibilities to the other children just as their parents are responsible for her. Remember, the teacher is available for consultation. If you feel unsure or troubled about your child, arrange to talk over your problem with the teacher after school hours.
- C. Your role as teacher's aide is to be aware of when a helping hand is needed in a large group setting and to carry out assigned duties in small group settings. Your friendly interest in the children helps create a happy atmosphere.
- D. Important Reminders
 - a. When a child is in danger of getting hurt, act quickly and calmly to remove the hazard.
 - b. Limit adult conversation to necessary communications and make these quietly so as not to distract the children.
 - c. Never discuss any of the children in their presence.
 - d. No smoking at school.
 - e. Children are never to be left unattended for any reason. All children are to be within sight and sound of the teacher, classroom volunteer, or driving parent on field trips, at all times.
 - f. Whether you are a classroom volunteer or not, if a child appears to be in any possible danger, take immediate measures to protect the child. Act quickly and calmly to remove the hazard.

Section 14. Parent's Participation Schedules

- A. Classroom participation is the most essential element of your membership in a cooperative school; without you, the school simply does not function. But aside from the benefits to the school as a whole, we believe your participation in the classroom benefits you and your child as well. It provides an opportunity to meet other parents and children; to be with your child and learn with him and from him; and eases the transition from home to the 'big' school down the road.
- B. Two volunteers will participate in each class session and will split duties as the teacher sees fit. When the class splits between the art room and playroom, one volunteer goes to supervise the playroom and the other helps in the art room. The cleaning duties are split among both classroom

volunteers. If the class has 10 children or less, there will only be one classroom volunteer. The Participation committee will set up participation schedules for each class. Their goal is to schedule each volunteer for the same number of days. Field trips are considered a “class session”.

- C. Frequency of participation depends on the size of your child’s class and the number of weekdays in the schedule. Classes have a maximum of 15 children, and meet either 2 or 3 days a week. On average, you will be scheduled to work approximately once every three to four weeks, but due to scheduling conflicts, it is possible to participate twice in one month and skip the next.
- D. You are responsible for being at school/field trips on your scheduled participation day, and you are expected to be at school for the entire class session. You are required to arrive 15 minutes early on your assigned working day in order for the teacher to review the daily plan. You may exchange days with another parent in advance, but you must notify the Participation Committee member in charge and also record the change on the schedule at school.

Section 15. Daily Participation Duties

The following description of the daily participation duties is intended as a guide only. The duties may shift from year to year. The primary responsibility of the classroom volunteers is to assist the teacher with the children and maintain a safe and healthy environment for all the children. Obviously, cooperation between the participating parents is necessary to fulfill this goal.

A. Daily Duties for Classroom Volunteers

- a. Volunteer 1 provides a snack and volunteer 2 brings a drink on their participation day. Snacks must abide by your class allergy list. Classroom volunteer schedules will show who is volunteer 1 and 2 for each participating day. A list of suggested snacks will be provided.
- b. Other responsibilities include:
 - i. **Arrival:** Initial the Participation Schedule next to your name and write down the type of snack you have brought. Classroom volunteers will assist the children from their cars and into the building. One volunteer unloads children from cars, while the other volunteer holds the children’s hands and walks them to the building. Refer to Section 17).
 - ii. **Circle Time:** One classroom volunteer will complete bag mail, while the other volunteer remains in the classroom assisting the teacher. Volunteers decide amongst themselves who will do which of these jobs. Refer to Section 18. Once you are finished with bag mail or helping the teacher prepare for the art project, you may join the class for the remainder of circle time.
 - iii. **Play Time:** Supervise children in the playroom. Encourage them to use the bathroom during this time. During the second rotation, all children must wash their hands prior to leaving the playroom.
 - iv. **Art Time:** Assist the children with the art activity. Be sure the child’s name and class are written on the project. All children are to wash their hands after the art project is complete. Clean up supplies and wash tables to prepare for snack time.
 - v. **Snack Time:** While the other children have returned to the circle room, you and your child can distribute the snack on the art room tables. NOTE: As per the State Health Department, only the volunteer is allowed to touch bare, unwrapped food with a glove on their hand. Snack supplies (napkins, cups, utensils, etc.) are located on the art room bookshelf. If necessary, additional supplies may be found

in the storage room. Distribute 1/2 a wet wipe for each child to wash hands before eating snack. Collect the trash from all receptacles if they are full and dispose in the dumpster outside next to the playground. New trash bags are located next to the trash can. Check the supply closet in the front room if needed.

vi. After Snack: Assist children with coats and escort them to the playground with the teacher. Two adults must be on the playground at all times. Please plan accordingly when splitting cleaning duties between classroom volunteers.

vii. Cleaning:

1. Bathrooms - instructions are posted inside the art room on the wall
2. Clean table tops
3. Sweep
4. Vacuum the hallway, playroom and circle room floors. Remember to replace the outlet covers.
5. Swiffer the art room, front room and bathroom floors.

viii. Dismissal: Follow children to the curb. Help distribute tote bags. Complete any unfinished cleaning/tidying. Replenish toilet paper/hand towel dispensers and liquid soap for bathrooms. Return cones to the hallway.

Section 16. Parent/Classroom Volunteer Conduct

The care and the welfare of our children is our utmost concern. Therefore, the following conduct will not be tolerated. Any such conduct will be reviewed by the officers and could be grounds for dismissal from the school.

- A. No offensive language.
- B. No abusive or negative behavior which include but are not limited to:
 - a. Yelling
 - b. Grabbing
 - c. Throwing
 - d. Hitting
 - e. Biting
- C. Parents are not allowed to be under the influence or consume any uncontrolled substances before or during school activities that involve the children. Such substances include but are not limited to:
 - a. Alcohol
 - b. Drugs

If any such behavior is witnessed, notify the teacher immediately and contact the President.

Section 17. Drop-off and Pick-up Procedures

Please share these procedures with anyone who may pick up or drop off your child at the school.

A. Drop-off Procedures

- a. Role of classroom volunteers.
 - i. One volunteer (volunteer 1) should be responsible for assisting the children from the car.
 - ii. Volunteer 1 should hand the attendance clipboard to the child's parent to initial their child's attendance.

- iii. Volunteer 1 should open the rear passenger door of the vehicle and assist the child/children from the car. Volunteer 1 should escort the child to the door or teacher.
- iv. Repeat the procedure with the next car.
- v. Volunteer 1 should continue to unload the next car.
- b. Role of parent dropping off child.
 - i. Pull the vehicle up to the 1st cone on the blacktop or the sidewalk leading to the front door if there is poor weather.
 - ii. Unbuckle your child from their carseat, if necessary.
 - iii. Once your child and the classroom volunteer are safely away from the vehicle, pull safely away from the school.
 - iv. Please follow the flow of traffic, pulling in one side of the parking lot and exiting the side closest to the school.

B. Pick-up Procedures

- a. Role of classroom volunteers and teacher.
 - i. The children will gather on the playground or blacktop in good weather and inside the building in bad weather.
 - ii. ONE VOLUNTEER SHOULD STAY WITH THE GROUP OF CHILDREN AT ALL TIMES.
 - iii. One volunteer should escort the children (2 at a time) inside the line of cones to the teacher who will load the children in the cars.
 - iv. Once all the children are gone, return the cones to the back door or inside the hallway.
- b. Role of parent picking up child.
 - i. Be on time.
 - ii. Once your child has been placed in the car and the door closed, pull up and out of the way to secure their seat belt. If you need to go inside the school please park your car in the parking lot out of the flow of traffic.
- c. These procedures have worked well in the past and should be followed as much as possible. There are certainly times when a crying child, bad weather, or other circumstances may cause variations in the process. If you do find yourself in a difficult situation, remember that our number one responsibility is for the safety of the children. No circumstances should allow the children to be unattended or unescorted at any time.
- d. All parents and any individual who may pick up or drop off your child from school should be familiar with the school's drop off and pick up procedures. Only individuals listed on your Carpool Authorization form can pick up your child on a daily basis. Carpool Authorization forms may be updated throughout the school year. If someone other than those listed on that form needs to pick your child up, you must notify the teacher in writing. In the event of an emergency, the parent must contact the school during the class time to inform the teacher of the name of the person authorized to pick up the child.

Section 18. Bag Mail Procedures

- A. Bag mail (or tote bag) is the way the children transfer items back and forth between home and the school. Each child should bring a tote bag with a top opening and handles to school each day. Please do not send backpacks. The bag should have your child's first and last name on it. Items that are toted in the bags include: monthly tuition payment, newsletters, art projects, notes to

your teacher, committee information and assignments, monthly calendars, field trip information, and much more.

- B. How does it work? Each day when the children arrive at school they will hang their bag on their designated hook. It is the classroom volunteer's responsibility to unload and reload the bags each day. This is usually done while the children are playing in the Circle Room prior to Circle time.
 - a. Hang the bag from the hook on one handle.
 - b. Empty the bags.
 - c. Sort the incoming mail by class and place it in the designated bins in the hallway. If you are unsure of who should receive a particular item, ask the teacher. There is a list posted on the wall above the bins listing the officers, board members, and other specific jobs in the school that may assist you in distributing the mail.
 - d. Take the mail for your class from the bin and place it in the appropriate child's bag and re-hang both handles on the hook.
- C. If a child is not present, replace his items in the bin for the next day of school. If there is an item for every member of the class that is not labeled with names, please write the absent child's name on the item before you return it to the bin.
- D. What if there is not enough of an item that every child should get? If you do not know who supplied the item, ask the teacher. If you can determine who did, please call that person or send them a note via bag mail. Let them know which children did not receive the item, so they can send more to the appropriate children.
- E. What to do at home?
 - a. Empty the tote bag when it comes home each day. Often the teachers will include requests for supplies or items needed during the next class session in the bag. Do not send toys or other personal items in the tote bags unless requested by the teachers.
 - b. If you receive something in the bag that does not belong to you, please return it via bag mail the next time your child comes to school.
 - c. If you have something to send in, please label it with the child's name, parent's name and class (i.e. 3s or 4s).

Section 19. Snack Distribution Procedures

Snack Distribution is generally done during story time. You may have your child join you in preparing for snack time.

- A. Wash and dry the hands of all individuals helping with snack.
- B. Wash tables with supplied cleaner.
- C. Distribute cups and napkins to each place. The children can assist with this process.
- D. Using a gloved hand, place the snack on each napkin. This function is to be done by the classroom volunteer. If snacks are pre-bagged or packaged, the children can help distribute them. Only the child eating the snack should touch unwrapped food with their bare hands.
- E. Give each child one-half an anti-bacterial wipe to clean their hands before they begin snack. After the children have cleaned their hands, dispose of the wipes.
- F. Have each child clear their place when they are finished and wash their hands.
- G. Clean tables and chairs with supplied cleaner.

Section 20. Approach the Children

- A. When giving a child help of any kind, aim toward help that allows growth, independence, and self-reliance.

- B. When a child is having difficulty, offer help before he reaches the point of frustration. Give only enough assistance to get him started on his own again. You may have to stay close by to give him moral support and the assurance that you will help him over the rough spots when he needs you.
- C. On any climbing equipment, show a child where to put her hands and feet rather than lifting her. You can trust her to go no further than she feels confident, so don't let your beating heart show. When the children are climbing outdoors, remove the mittens.
- D. If a child is having trouble putting something together, show or tell him what to do rather than doing it for him.
- E. Get the zipper started, but let her pull it up, and try not to pull your hair out while she does. Patience!
- F. Give reasons for routine requests, "Let's move this board because it is not steady."
- G. Let the child make a choice when either decision is acceptable: "Would you like to play in this room or the other one?"
- H. When following routine procedures, offer no choice. Avoid saying, "Do you want a snack?" or "Shall we pick up now?" Simply say, "It's snack time." or "It's time to pick up now." Make a game of it. That is, piling blocks in trucks and delivering "coal" is more fun than just plain putting away.
- I. Let the children know when they will need to finish an activity and find incentives for the dawdler by focusing interest on what comes next.
- J. In the use of play materials, let the children explore possibilities in their own way. Often they like to paint or manipulate clay with no plan for the end product. The process is important in itself. Listen to their comments as they work and you'll see what they mean.
- K. Do not put pressure on a new child to conform to routine until he has had ample time to become adjusted to school.
- L. If a child shows strong resistance to a suggestion, drop the matter if unimportant; otherwise, turn the problem over to the teacher. She is better able to understand the child's reactions and needs because she sees him every day. Unconditional surrender sometimes helps!

Section 21. Relations Between Children

- A. Learning to live cooperatively with others is a slow and sometimes painful process. It cannot be hurried or forced.
- B. We start by protecting the child's right to pursue his own interests, seeing to it that his activities do not interfere with the rights of others.
- C. When she is ready, she will make experimental approaches to other children. Then gradually, as the need arises, she can be shown acceptable ways of getting along socially. Friendly attitudes on the part of adults will help bring out friendly feelings in the children.
- D. See to it that each child has enough room to work in. Prevent crowding on outdoor equipment. If too many want to do the same thing, try to direct some of them to another activity.
- E. When conflicts arise, it is often wise to do nothing unless physical safety is involved. Call the situation to the attention of the teacher. She is better able to judge whether one of the children needs her protection or whether to leave them alone to settle their differences.
- F. In response to a child's "Mine is better," or "Mine is prettier," reply, "Yours is different" or "Katie preferred a different color".

Section 22. Handling Rights of Possession

Sharing should be encouraged. If you notice a situation escalating over a particular toy, give suggestions that lead to sharing such as you might provide words for the child to try: “Amy, may I have a turn with the swing now?” Share positive comments with the child when you notice sharing and kind words being used.

Section 23. Discipline Policy

- A. The teacher is the disciplinarian and prefers to use positive methods of redirecting inappropriate or undesirable behavior. The teacher sees the children each school day and knows best what tactics to use with each individual child. Should the usual methods of redirecting behavior, (such as praising the positive or offering distractions) prove to be unsuccessful, and the child persists in undesirable behavior, the teacher may need to employ more direct intervention. At that time, a very brief (3- 4 minute) supervised time out may be utilized by the teacher. However, at no time is there verbal belittlement, ridicule, or any form of corporal punishment by the teacher or the volunteers.
- B. If a physical or behavioral incident happens that the teacher believes crossed the line, an incident report will be presented to all parties involved, signed, dated and a copy kept in the Health & Safety file at school.
- C. If a child continues to be disruptive for several days, the teacher will meet with the parents to discuss the problem. If the problem continues, the child can be placed on probation and even be asked to withdraw from the school.
- D. If you have any concerns about behavior in the classroom, your first line of contact should always be the teacher. If you still have concerns following that, contact the President or any member of the board.

Section 24. Parent/Child Orientation

There will be two orientation days for each class. The class will be divided in half and assigned to attend one day. One volunteer will be required to attend the entire session. There will be no siblings permitted.

Section 25. Substitute Teachers

Crofton Nursery School uses volunteers as substitute teachers. When a teacher calls in sick, the participation chairperson is charged with finding a volunteer to fill in. The state requires three approved adults be on hand to hold any class session. If a substitute teacher is not obtained, that class will be canceled. If you choose to substitute, you will receive compensation in the form of a participation day or payment. Substitute teachers must be certified in CPR and First Aid, and have a current full background check on file with CNS. CNS may cover the cost of CPR/First Aid training for substitute teachers. Exemption for one classroom working day may be negotiated by substitute teachers to account for their time invested in CPR/First Aid training (this would be arranged after substitute duties have been performed). Parents must be notified in advance when a substitute teacher is to be used.

Section 26. Parent-Teacher Conferences

- A. The Participation Chairperson or teachers will schedule parent-teacher conferences. Individual needs will be taken into consideration for scheduling purposes. However, if a conference time must be changed, it is the responsibility of the parent to make a switch and notify the teacher accordingly. For obvious reasons of disruption, no siblings are permitted to attend parent-teacher

conferences. At the parent-teacher conference, a written progress report is reviewed with the parent(s). A copy of this report is placed in the child's school file.

- B. If either the parent or the teacher wishes a conference at any other time during the school, this may be arranged at the convenience of both.

Section 27. Pupil Records

- A. Records are kept on each child attending the school. Contained in each file will be application forms, all health and safety forms for both volunteers and children, a School File form (which lists such pertinent information as name, age, sex, address, date child entered and left school, etc.), copies of written progress reports, and any other forms of information required by the State of Maryland or Anne Arundel County.
- B. All pupil records are confidential. Following coordination of these records by the Health and Safety Chairperson, no one except the teacher and the President shall have access to the cumulative records of the individual children. Parents or legal guardians shall have access to their child's records at time in the presence of the teacher or the President. The Health and Safety chair may also be present as well as the teacher or the President for you to review your child's records. No information shall be released without the expressed written permission of the parents or legal guardians. The teacher upon receipt of a written request by the child's parents or legal guardians stating to whom the information is to be released will provide transcripts and/or performance and progression information.
- C. Records for each child will be maintained for at least two years after the child leaves the school.

Section 28. Evaluations

- A. In May of each year, the participating members will be asked to evaluate the instructional program of the school, as well as the administrative handling of daily business. When returned, the outgoing and incoming Presidents and one other member of the Board will review the evaluation forms, and recommendations will be submitted to the Board for their action.
- B. Your comments and suggestions are also welcome at any other time during the school year. This is a co-op and your input is not only necessary, it is essential. If you have any suggestions or comments, you may present them at a Board meeting yourself or direct them to a member of the Board for discussion at a Parent Education meeting or directed to the teacher.

Section 29. Parent Education

- A. One of the purposes of a cooperative nursery school is to augment learning by parents about child development. Parent education meetings scheduled periodically during the school year are one way by which this purpose is furthered. There is an orientation meeting just prior to the opening of school and an end-of-the-year general business meeting. Also scheduled is a Parent Tour early in the school year to provide parents with an in-depth tour of the facility and their responsibilities during the daily operation of the school.
- B. Because parental support and involvement is a strength of and necessity to the co-op, attendance at parent education meetings is a requirement. Both parents are invited; at least one must attend. To assist parents in this membership obligation, babysitting is provided at nominal fee. If you are unable to attend the parent education meeting due to, for example, work or illness of yourself or in your family, you need to notify the Secretary. It is important to notify the Secretary prior to the meeting because an unexcused absence will be assessed a fine. Your absence will be considered

unexcused if you don't notify the secretary prior to the meeting, regardless of the reason for the absence.

Section 30. Duties of the Officers

A. President

- a. Prepares the agenda and presides at all membership and Board meetings.
- b. Appoints chairpersons of committees, delegating responsibilities throughout the membership.
- c. Serves as an ex-officio member of all committees.
- d. Coordinates activities of officers and committees and sees that assignments are completed.
- e. Represents the school in the community except where a delegate has been appointed.
- f. Assigns members to committees according to member's preferences and the school's needs.
- g. Be a signatory of the corporation's checking and savings accounts.
- h. Acts as liaison between school and housing facility.
- i. Acts as liaison between Board and teachers

B. First Vice President

- a. Assists the President in any capacity needed. In case of absence or inability of the president to act, performs her duties on a short term basis until a replacement can be assigned. This includes the ability to sign checks against the corporation's checking account.
- b. Oversees all aspects of the corporation's compliance with state regulations as set forth by COMAR, and enforced by the Maryland State Department of Education (MSDE).
 - i. Works with board members, teachers, and State Licensing Specialist for the MSDE Office of Childcare (OCC) to carry out and document continual compliance.
- c. Works with the Chairperson of Health and Safety to coordinate packet distribution, acquisition of criminal background checks, and establish emergency procedures. Assists in maintenance of current student and classroom volunteer files.

* Licensing inspection years (Winter, even years) are more labor intensive, and require assimilation of documentation for site visit(s). Off years will allow the First VP of licensing more time to assist the Health & Safety Chair with responsibilities.

C. Second Vice President

Serves as chairperson of the Membership committee.

D. Secretary

- a. Keeps correct minutes of all membership and Board meetings and submit them at respective meetings, upon request.
- b. Distributes minutes from Parent Education meetings and Board meetings to the board, general membership, and teachers.
- c. Records attendance at all Parent Education meetings and submits a list of unexcused absences to the Treasurer for a collection of fees.

- d. Sends out unexcused absence forms to those members who miss the meeting. Follows up with second notices as necessary.
- e. Keeps one copy of all printed materials of the school.
- f. Conducts school's correspondence, picks up and distributes the school's mail on a regular basis. (About three times per week.)
- g. Keeps complete lists of membership, including addresses and phone numbers.
- h. In the absence or incapacitation of the President and Treasurer, may sign checks against the corporation's checking accounts.

E. Treasurer

- a. Supervises and controls all financial affairs of the school subject to the direction of the Board.
- b. Collects all money due, manages disbursement of funds, and keeps books of account and such other records as the Board shall direct.
- c. Prepares annual financial report at the end of the fiscal year, which shall be placed on file.
- d. Prepares recommended budget for the year in cooperation with the President, and submits to membership.
- e. Arranges for an annual review of the books.
- f. Retains a copy of the teacher's contracts and sees terms are met and record teacher's absences.
- g. Keeps insurance records, renewing policies as necessary.
- h. Keeps payroll records, files with appropriate authorities the Federal and State reports of taxes withheld, and makes timely payments of such taxes.
- i. Notify members of tuition payments that are more than one month overdue, and reports to the Board.
- j. Obtains new bank signature cards, signed by the current President, Treasurer and Secretary. Files with the bank.

Section 31. Duties of Chairpersons & Committees

A. Health and Safety Committee

- a. Assembles and distributes required forms to classroom volunteers and incoming students. Maintains complete family file at school. File includes - Emergency contact information, health forms for both classroom volunteer and student, classroom volunteer criminal background results, documentation of CPR and First aid course completion, Driver's license.
- b. Organizes CPR and first aid training session for volunteers and teachers and advertises such. Works with Licensing VP to obtain criminal background checks for all classroom volunteers. Will provide information for volunteers on how to obtain a criminal background check from an approved CJIS provider where electronic fingerprints may be obtained using the Maryland CJIS-CR authorization number for Crofton Nursery School. Keeps record of assigned CJIS authorization number for the Crofton Nursery School.
- c. Manages the school's emergency plans, reviews at least twice per year, and revises periodically or as necessary. Arranges for designated emergency callers for each class and provides them with copies of emergency cards. Posts an emergency fire procedure, and arranges for a fire drill once per month and disaster drill twice per year.

- d. Reports any communicable diseases, including such information as date of diagnosis and period of incubation. Notifies parents of any illnesses present in the classroom so they can be on the lookout for symptoms in their children.
- e. Maintains adequate first aid kits and supplies at the school. Maintains CNS Emergency Bin, checks contents at least twice per year, and replenishes/replaces contents as necessary.
- f. Responsible for maintaining a dissemination log located in lock box containing all records relating to CHRI as well as destruction of records for families after having left the school for two years, as well as documenting in dissemination log the dates of access and destruction.
- g. Notifies CJIS when a volunteer separates from Crofton Nursery School. This is to keep CJIS-CR's records current and prevent CNS from receiving information not pertinent to their staff.
- h. Equipment Manager
 - i. Coordinates all equipment to be made or purchased for the school in consultation with the teachers and the Board.
 - ii. Coordinates the repair and upkeep of the equipment and keeps a record of repairs.
 - iii. Keeps an inventory of all major equipment purchased for the school with the name of the manufacturer, date of purchase, and guarantee/warranty.
 - iv. Keeps an inventory of all school equipment and makes a yearly check on such equipment.
 - v. Arranges for storage of unused equipment during the school year and specific equipment during summer vacation.
 - vi. Maintains school grounds in partnership with the Church.
 - vii. Sees that all equipment is safe and properly maintained.
 - viii. Catalogs all children's books, tapes, and records as needed.
 - ix. Rotates toys (especially large items) in the playroom on a regular basis.

B. Membership Committee

- a. Keeps a list of all members.
- b. Runs an open house/registration for new membership during late winter/early spring.
- c. Assigns applicants to classes in accordance with the school's bylaws.
- d. Maintains a current waiting list.
- e. Notifies Communications chairperson of advertising needs.
- f. Maintains associate member lists.
- g. Notifies Licensing/Health and Safety Chair when families separate from Crofton Nursery School. This includes associate members.
- h. Arranges for sales of school shirts.

C. Housekeeping Committee

- a. Coordinates the closing and opening of the school along with the Equipment Committee.
- b. Sees that cleaning supplies are available for daily maintenance.
- c. Prepares a list of daily duties for participating volunteers.
- d. Responsible for the paper cups and napkins used at school.
- e. Arranges for cleanup every 2-4 weeks at school depending on enrollment numbers.
- f. Creates and maintains a digital sign-up for monthly cleanings.
- g. Prepares a list of duties for monthly cleanup.
- h. Opens and closes school for monthly cleanup.

- i. Periodically checks the facility for cleanliness
- D. Fundraising Committee
- a. Plans special activities for the purpose of raising funds for the school.
 - b. Holds raffles at every parent education meeting.
- E. Communications Committee
- a. Publishes newsletters to all members and distributes monthly.
 - b. Communicates any general news of school events to the community in the form of posters, letters, flyers, ads, press releases, etc.
 - c. Coordinates publicity for annual open house including paid and non-paid opportunities.
- F. Hospitality Committee
- a. Makes arrangements for refreshments at all general and special meetings, as well as parties, and calls upon the general membership for assistance.
 - b. Coordinates the beginning and end of year picnics.
 - c. Sets up park days, parent mixers and other social events throughout the year.
 - d. Works with the teachers & Curriculum committee to put on Graduation.
 - e. Arranges for graduation photos.
- G. Curriculum + Programs Committee
- a. Aids teachers with curriculum and meets once a month or as needed to determine curriculum and projects for the month.
 - b. Places large order of art supplies during the summer as well as reordering as needed throughout the year.
 - c. Purchases monthly supplies as requested by the teacher for art and cooking projects.
 - d. Maintains supply of Play dough and newspaper in the art room.
 - e. Performs all cutting out and pre-preparation of materials once projects are decided i.e. red triangles, snowmen shapes, etc.
 - f. Sees that paper and art supplies are constantly available.
 - g. After conferring with teachers for monthly themes ideas, committee members will change the hallway bulletin board and other boards as necessary, update helping hands bulletin board, make monthly play dough and change monthly calendar.
 - h. Helps the teacher plan special events for the children including field trips, special visitors to the school, and holiday celebrations.
 - i. Notifies parents, via email and newsletters of proposed field trips.
 - j. Collects permission slips and fees for both on- and off-site field trips.
 - k. Arranges and schedules Fall school photos.
- H. Participation Committee
- a. Schedules an orientation day for each volunteer/child.
 - b. Provides a participation schedule form to each member to fill out prior to, or during the Parent Education meeting held before the beginning of the school year.
 - c. Compiles each class's participation schedule form information, creates a master list and distributes them to each class member and other designated board members, teacher, and the participation book on the first orientation day.
 - d. Provides a one-rotation schedule template for members to sign at the August Parent Education meeting. Provides a copy to members on their orientation day. Thereafter, prepares schedules for each class and provides a copy to each class member and designated board members and teachers two to three weeks prior to the expiration of the previous schedule.

- e. Maintains an up to date master schedule for each class by recording trades among class members (members are responsible for finding their own replacements when necessary and informing their class participation committee member in advance.)
- f. Schedules volunteers and substitute teachers for parent/teacher conferences. Notifies parents in advance when a substitute teacher is to be used.
- g. Arranges for substitute teachers as needed.
- h. Makes sure participation sign in and substitute teacher sign in sheets are up to date.
- i. Creates and maintains attendance sign-in sheets for each class.
- j. Distributes and tallies yearly School evaluations and provides information to the Board.

Section 32. Driving Regulations

Crofton Nursery School feels a responsibility to set forth these driving regulations to guide in the safe transport of your children. Please read this with great care and adhere to each regulation whenever you drive.

- A. The automobile used must be in safe condition and driven by a properly licensed driver.
- B. The emergency brake should always be on and the car in neutral (manual transmission cars) or park (automatic transmission cars) while children are entering or leaving the car. Do not leave the motor running while you are out of the car; also remove your car keys.
- C. All doors must be locked when children are in the car. All children must be appropriately restrained in a car safety seat or booster seat.
- D. Be especially aware of children walking in front of or behind your vehicle.
- E. The driver must see to it that an adult accompanies the children to the school building. Always pick up and unload children from the curbside of the car.
- F. At the close of each school session, an adult must accompany children to the cars. Children should not be allowed to run from the school to the car, and should be kept in a group. Children will not be dismissed until the teacher calls for them.
- G. Carpool drivers should leave home sufficiently early so as to deliver all children to school on time, and should be at school promptly at dismissal. Participating volunteers should plan to arrive at school 15 minutes early.
- H. Children must be ready for carpools so as not to make their carpool tardy.
- I. When returning a child to his home, drivers should wait until the child is safely inside the home.
- J. If a child is not to ride in her regular carpool, the parent should notify the teacher. A note should be sent to school in her tote bag with the name of the person whom the child will go home.
- K. No smoking is permitted while the children are in the car.
- L. Each driver must be certain that no child holds any object that might prove injurious to himself or another child. Fragile or sharp objects should be taken into the front seat for safekeeping.
- M. Do not allow children to put hands, heads, arms, etc., or any other objects out the car windows while the car is in motion.

**It hardly needs saying that you have especially precious cargo. Observe all traffic rules. Drive carefully and be alert, especially at intersections, for others who may not be so careful. At the same time, be happy and relaxed with the children. The trips to and from school are part of the school day. You can make the trips pleasant by your friendly interest in each child. If they do wrestle or behave in a way you feel is dangerous, pull over to the curb and stop, then explain why.