

# **GREATER WARSAW COOPERATIVE PRESCHOOL**



*Updated November 2023*

**Student Handbook**  
**gwcpinfo@gmail.com**

# TABLE OF CONTENTS

Welcome .....	3
Nondiscriminatory Policy .....	3
History of Parent Cooperatives .....	3-4
Areas of Cooperation .....	4
Helping Your Child Adjust To Preschool .....	5
Dismissal of Child Policy .....	6
Party Information .....	7
Daily Attire .....	8
Guide for Participating Parents .....	9
Parent Participation Policy .....	10
Background Check Information .....	10
Fundraising .....	10
Daily Cleaning Guide and Cleaning Checklist .....	11
Late Pick-Up Policy .....	12
Preschool Traffic Flow Map .....	13
Drop Off and Carpool Procedure .....	13
Field Trip Guidelines .....	14
Safety and Emergency Procedures .....	14
In Case of Fire .....	15
Tornado Drill Procedure .....	16
Inclement Weather .....	16
Child Abuse and Neglect .....	17
Health Information .....	18
Health Policies for GWCP .....	19
Standards .....	20
Constitution .....	24
Bylaws .....	25

## WELCOME

To all parents and guardians who are and will become members of the Greater Warsaw Cooperative Preschool, Inc., welcome to an exciting year of learning with your child. Only at the preschool level of your child's education will you have such an opportunity to observe, assist in, and guide his/her growth. May your experience be as rewarding as your child's as we all join in sharing the knowledge, the problems, and the successes in the year to come.

The Greater Warsaw Cooperative Preschool, Inc. was organized in 1977 by a group of families who believed that the chances of teaching and practicing democracy are greater in a cooperative or parent participation preschool than in any other type. A non-profit Corporation has been formed and copies of the Constitution, Bylaws, and Standards are contained herein. The Corporation is administered by a volunteer Executive Board nominated annually by the current membership.

The Preschool uses the facilities of Madison Elementary School, 1436 W 300 N, Warsaw, Indiana 46582, but it is separate from the Warsaw Community School system.

***NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS:*** *Greater Warsaw Cooperative Preschool, Inc, admits students of any race, color, national and ethnic origin to all rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.*

## HISTORY OF PARENT COOPERATIVES

“The first cooperative nursery school in the United States was founded in 1916 by a group of faculty wives at the University of Chicago. It was organized to provide social education for the children, parent education, and to give the parents free time for Red Cross work.”

This group was followed by five others in the 1920's, located on the West Coast. In 1930, Berkeley Public Schools set up parent participation nurseries as parent education projects, paying salaries of trained teachers. Later, these were established in many parts of California. During the 1940's, cooperatives developed in British Columbia, Ontario, Michigan, Maryland, State of Washington, Virginia, Washington D.C., New York, New Jersey, and Connecticut.

Councils were then formed in order that preschools could learn and help each other on city, state, and regional levels. The Parent Cooperative Preschools International, which has its office in Quebec, Canada, supplies information to organizations in countries all around the world.

## **In Indiana**

In 1955, four groups struggled independently to organize and maintain the first parent cooperatives in Indianapolis. It is known that the first annual meeting of the Indianapolis Council of Cooperative Preschool Centers, as the group was then known, was held in the spring of 1957 and was made up of five groups. The Indiana Council of Preschool Cooperatives currently has approximately 12 member schools, with many affiliate member schools in other parts of the State of Indiana.

In April of 1977, a group of young Warsaw mothers met with a preschool teacher from Howe, Indiana. Their purpose was to learn of the advantages and rewards of parent cooperatives. As one family had been involved in the Howe Cooperative and found it to be an enriching experience for the whole family, they interested other families in the idea of organizing a parent cooperative in Warsaw. A Corporation was then formed, facilities found for the preschool classes, and a teacher hired. The doors of the first cooperative preschool in Warsaw, Indiana, were opened September 6, 1977, with 23 students enrolled. Founding members of the Corporation were James E. and Jean Bowers, Rex and Barbara Reed, George and Jane Scott, Jeffrey and Connie Russell, William and Priscilla Wood, J. Andrew and Brenda Arnold, Phillip and Shirley Zimmerman, and Joseph and Joanne Krenz.

\*Taylor, Katherine Whiteside, History of the Parent Cooperative Movement.

## **AREAS OF COOPERATION**

CLASSROOM PARTICIPATION is one of the most important areas of cooperation in the Preschool. This feature sets a cooperative preschool apart from other preschools. It provides an opportunity to become familiar with the child's peer group, his/her daily class routine, and to watch his/her development. Through participation you become familiar with techniques a professional teacher employs when working with this age group. Your days in the classroom also provide opportunities to share your ideas with the teacher. Your talents, abilities, and interests are valued and can be used in the classroom. Caregivers and teachers working together can profoundly influence a child's life in helping him/her grow to be happy and successful. That is our goal.

ORIENTATION is held prior to the fall session for participating caregivers. At that time, officers of the Executive Board explain to the parents the Preschool's goals and manner of functioning, as well as the responsibilities of the caregivers. The teacher also talks to the caregivers about classroom activities and procedures.

PARENT/TEACHER CONFERENCES at the end of the first semester provide an opportunity for discussing with the teacher your child's progress in the classroom. School will be closed on conference days and the teacher will schedule appointments with caregivers. An additional conference session for the 4/5's will be provided in the spring.

THE BULLETIN BOARD in the classroom is also informative and interesting. Take time to look, read, and enjoy.

## **HELPING YOUR CHILD ADJUST TO PRESCHOOL**

Those first few days can be a little frightening for a three or four-year old. Your child is on the brink of discovering a whole new world. We hope these suggestions help make that adjustment a little easier.

1. **RELAX** - If the caregiver is apprehensive, it may pass on to the child. That first day is always much harder on parents/guardians than the child.
2. **BE REASSURING AND POSITIVE** - Let your child know you understand their feelings and that you are going to miss them. Reassure them of the fun they will have and how you will be waiting for them at the end of school to hear all about it.
3. **TEACHER** - Use the teacher's name and explain how the teacher is there to help the child.
4. **FIRST FEW DAYS** - Children may naturally show some signs of apprehension about school. Do not deny these real feelings and doubts. A sympathetic "I know you will miss me a little, but I will be back for you", will go a long way to reassure your child. If your child is unusually apprehensive about your leaving on the first day or two, discuss it with the teacher and follow her suggestions. If possible, spend a few minutes with your child before he/she leaves for school and when he/she arrives home. It is a good time to relax and let him/her know how much you love them.
5. **CLOTHES** - Make sure your child is comfortable. New clothes may look terrific, but those "old" jeans or favorite shirts may feel a lot better when playing. Don't forget a jacket or sweater for playtime outdoors. Use common sense when dressing you and your child. Remember, you will be right there on the floor with the children.
6. **NEW FRIENDS, NEW ROUTINES** - Not all children wade right in and play with other children, no matter how friendly they are. Some children sit some time before they feel free to join in. This holds true in routines, also. The teacher will encourage his/her joining in, but he/she will not be forced.

Speaking positively about the Preschool, showing an interest in his/her activities without prodding, and displaying his/her art projects are all ways of helping your child adjust to the Preschool. If you have any problems that concern you, don't hesitate to ask the teacher or a Board Member for suggestions or help.

## **DISMISSAL OF CHILD POLICY**

Some children may have a difficult time adjusting to the structured routine and environment of preschool or may have trouble getting along with other children their own age. At times there are children who are not able to function properly in a preschool setting for various reasons. The teacher will make every attempt to assist children and their families in these circumstances. Safety for all GWCP students is the top priority of our teachers. In the event that all efforts to work through behavioral challenges made by the teacher have not improved, these steps will be followed:

If a child is not compatible socially or emotionally at Greater Warsaw Cooperative Preschool, or if a child is hindering other children from having a safe, comfortable preschool experience, the teacher is entitled to discuss the matter with the Executive Board.

If a child has problems that (the teacher) has deemed serious enough or the preschool receives several parent complaints, the school will implement a discipline procedure.

- 1) Parents will receive a documented verbal warning.
- 2) Parents will receive a documented written warning.
- 3) Members of the Executive Board meet with parents to discuss the situation, create a behavior plan and find resolution to the matter.
- 4) It will then be up to the discretion of the teacher and Executive Board to make a decision whether the child should continue attending Greater Warsaw Cooperative Preschool or be dismissed.

The Executive Board will take into consideration all circumstances and will base their decision on what is in the best interests of the child and his/her fellow classmates.

# **PARTY INFORMATION**

## HOLIDAY PARTIES

These parties will be scheduled in accordance with the season and the school calendar. Reminders about specific dates will be printed in the newsletter.

The Participation Chairperson will schedule caregivers, based on requests, to work on party days. The adults will work together to organize a party for the class. Caregivers are to provide the snack, an activity, and a book. The adult helpers may also provide a special favor to take home; it does not have to be a food item.

-- The party day you work is counted as a regular participation day.

FALL PARTY - The children may wear or bring costumes, but for their safety and enjoyment, the costumes should not inhibit their movement and play. No masks, weapons, or “scary costumes” please.

WINTER PARTY - Traditionally, the children participate in a book gift exchange.

VALENTINE’S DAY - The children exchange valentines. A list of names goes home prior to the party and the children may bring their cards to school the week of the party. The students often enjoy making their own valentines and it is a good time to begin to work on their names.

SPRING - We usually have an egg hunt. The caregivers provide filled plastic eggs (taped shut) and hide them prior to the party.

BIRTHDAY PARTIES - Caregivers will be scheduled to participate on their child’s birthday, or a date near it. Contact the Participation Chairman if you desire a specific date or have a conflict. Caregivers of children with birthdays in the summer will celebrate their child during their Super Kid Week.

## **DAILY ATTIRE**

Play clothes are the most sensible school clothes for both boys and girls. As the weather gets colder, please send your child in a sweater or sweatshirt, jacket or heavy coat. Children will go outside if it is above 32 degrees. Any potential snow play will be at the teacher's discretion.

Pants and tops of washable fabrics and comfortable shoes are recommended for parents assisting in the classroom.

The children will also need a folder-size school backpack.

An extra change of seasonable appropriate clothing (top, bottom, underwear, and socks) should be kept in the child's backpack in case of messes or accidents.

Please mark everything with the child's name, especially boots and mittens.



## GUIDE FOR PARTICIPATING PARENTS

It is important for the participating caregiver to remember that Preschool is a place where children are free to be children. At times it may seem to be a noisy, confusing place, but remember it would not be desirable or normal for a large group of children to always behave logically, quietly, and harmoniously. To attempt to have such a situation would require rigid discipline not suitable for the healthy emotional growth of young children. We want for our children an atmosphere of controlled freedom. The teacher is in charge of the class, so be consistent with her standards and follow her example.

Most parents feel a little lost the first few times they participate. But before long, you will be able to relax and truly enjoy your days of participation.

Here are some suggestions for preparing yourself for participation:

1. You need to arrive at least 15 minutes early for prep time with the teacher. After class be prepared to assist in clean-up and possible discussion with the teacher. See clean-up checklist for responsibilities.
2. When with the children, please call the teacher and other adults by Mr. and Mrs.
3. Don't talk about the children, your own or others, in their presence.
4. Don't offer a child a choice when the child has none. For example, instead of "Do you want to clean-up now?", simply say "It is time to clean-up now."
5. Print each child's name and date on his pieces of work. Use a capital letter for the first letter and lowercase letters for the rest. Example: Mary, not MARY.
6. Be aware that your child may need time to adjust to "sharing" his/her parent.
7. If you cannot work on your scheduled day, please arrange a trade with one of the other parents. Please inform the Participation Chairman and the teacher of the change.
8. Do not bring other children or visitors to class. The children need your full attention unless authorized by the teacher.
9. On your participation day, please drive only you and your child to preschool.
10. No smoking or electronic devices indoors or outdoors during participation hours.
11. During participation hours, please limit telephone use to emergency calls only.
12. Do not post photos from the classroom containing children other than your own on personal social media.

## **ADULT PARTICIPATION POLICY**

Greater Warsaw Cooperative Preschool is dependent upon caregiver involvement to run efficiently on a daily basis. The children will receive the greatest benefit from their cooperative preschool experience when each and every caregiver actively participates as set forth in this Student Handbook.

If a Greater Warsaw Cooperative Preschool family is not fulfilling their expectations, or not following the participation guidelines, the matter will be taken before the Executive Board. Following discussion of the matter at hand, it will be up to the discretion of the teacher and Executive Board to make a decision whether or not to allow a family to continue attending Greater Warsaw Cooperative Preschool or be dismissed. The Executive Board will take into consideration all circumstances and will base their decision on the best interests of the children attending the Preschool.

## **BACKGROUND CHECKS**

It is the policy of Greater Warsaw Cooperative Preschool that each parent, guardian, or relative that plans on participating in the classroom on regular participation days will need to pass a background check prior to admittance into the building. If it comes back "flagged", it is pending approval as to whether you are able proceed in further levels of verification.

Background check forms will be available at Orientation and throughout the year by request. We will be using the same policy that Warsaw Community Schools uses.

Parents and family members will not need a background check to participate or attend special events after school hours.

To participate and travel on field trips with the preschool, a passed background check needs to be on file.

## **FUNDRAISING**

**Successful fundraisers are key to helping keep our tuition low.**

All students are required to either (a) participate in 2 fundraisers per year and meet the minimum requirement OR (b) pay a buyout equal to the amount expected from the profit of participating in both fundraisers. In the event that (a) and/or (b) are not met, the Executive Board will meet to determine a plan of action that could result in the deficit being added to the student's tuition amount.

# DAILY CLEANING GUIDE

It is important to keep our preschool clean! On the day of participation, parents are to divide up cleaning tasks. The cleaning checklist is located in the classroom. Cleaning supplies are provided by the preschool.

## CLEANING CHECKLIST

**The cleaning cabinet is located above the sink in the classroom. Supplies are kept there. If we are low on anything, contact our Housekeeping Chairperson. Wet/Vac mop, vacuum cleaner, broom and dust pan are located in the storage classroom.**

### DAILY

#### CLASSROOM AREA

- Clean table tops w/Clorox wipes
- Wipe chairs w/Clorox wipes
- Clean any special equipment that has been used (easel, paint brushes, etc)
- Vacuum rugs
- Spot-clean any noticed spots on the rugs (Resolve in cleaning cabinet)
- Use broom and dustpan to clean any big crumbs, etc. off of the floor
- Mop floors with wet/vac mop
- Wipe down step stools in both rooms
- Check and refill soap dispensers in both rooms (if needed)

### WEEKLY

Monday	Tuesday	Wednesday	Thursday	Friday
Wipe windows and sills	Wipe walls around sink and light switch	Wipe pretend center and restock cleaning cabinet	Wipe toy shelves and bookshelves	Wipe down cubbies and countertop above cubbies

### MONTHLY- 1<sup>st</sup> TUESDAY of each Month

- Use broom and dustpan to clean storage room across the hall
- Mop floor in storage room across the hall with the wet/vac

## **LATE PICK-UP POLICY**

Please be in line to pick up your child at the appropriate time (11:45 for the 3/4's class, 12:15 for the 4/5's class). A charge will be assessed to those parents who are consistently late. After the pick-up line is completed and the teacher has returned to the classroom, the charge will be \$1.00 per minute. This charge can be waived at the discretion of the Executive Board. Parents will receive **ONE** warning notification and further abuses of this policy will result in the late pick-up fee described above.

## GWCP DROP OFF and CARPOOL PROCEDURE

- The provided map designates traffic flow and parking. The red route is all drop offs and a non-delay pick up. The red star is where the teacher will unload your child from the car. At pick up time, the teacher will load your child in the car and close the door. Please pull forward and over to the side to buckle your child safely.
- Due to buses, GWCP cars may start lining up at 9:15. **If you arrive before 9:15, please find a parking spot until it is time to line up.**
- The blue route is pick up on a 2hr delay. The teacher and parent helpers will have the children at the main entrance for pick up at that time.
- Please put your car tag with your child's name in the window of your car for the teacher to see at pick up.
- All parent volunteers will park in an available visitor parking spot and enter through the Main Entrance with your child, check in at the computer outside of the main office, and get a visitor badge for the day.
- If your child is being dropped off late or needs to be picked up early, you must enter the Main Entrance and check in with the school office.
- Let the teacher know of any carpools.
- The teacher must have written permission from the custodial parent(s) if someone else is to pick up the child. Tell the child of the change of plans. GWCP will not allow a child to go home with someone that is not identified as an approved pick-up person without written notice. For the safety of our students, there will be no exceptions to this rule.



**Please only get out of your car to unbuckle or buckle your child. There should be no loitering in front of the school as it is a safety issue for the building.**

## **FIELD TRIP GUIDELINES**

Parents will be required to sign a “Field Trip Release” and drivers will need to fill out a form as well. A passed background check must be on file for any adult attending the field trip with the preschool.

## **SAFETY AND EMERGENCY PROCEDURES**

A good safety program for our children is important to all of us. Please make note of the following:

- One area of special concern to all is in dropping the children off at the Preschool and picking them up. It is very important that children remain in the car until met by the teacher.
- A first-aid kit shall be kept above the sink in the classroom. The “Red Cross First-Aid Book” and Infection Control Policy Manual are also kept there.
- A binder of Emergency Cards for each child is kept beside the door, along with emergency information and instruction. In case of injury or illness at school.
- The parents will be notified.
- If parents cannot be reached, the alternate person listed on the card will be called.
- If a serious accident necessitates immediate action, an ambulance will then be called and the child will be taken to Kosciusko Community Hospital Emergency Room. If a child goes in an ambulance, the teacher will accompany him/her, taking the child’s emergency information.
- On completing the enrollment process, each parent will be asked to sign a medical consent form which authorizes the child’s physician to give any needed emergency treatment in the event that the parent cannot be reached immediately.
- The emergency records, as well as first-aid equipment, will be carried along on field trips.
- The Preschool has specific emergency procedures for fire, tornado, and ALICE drills. Fire and tornado procedures are included in this Handbook on the following pages and will be posted in the classroom. We do advise that parents make themselves familiar with the location of the fire extinguishers. ALICE drills will follow WCS standard procedures.
- Parents are responsible to bring snacks on a rotating basis. The snacks (and treat bags) should be healthful and age appropriate and can only be purchased in the original containers. No homemade treats or snacks will be allowed.
  - Parents are permitted to bring “treat bags” for their child to distribute to other students during birthdays and other holiday celebrations.
  - Parents should further examine the contents of any “treat bag” received by their child during preschool to assure the safety of the contents contained therein. The teacher and helpers will not examine the bags prior to distribution and the Preschool assumes no liability for any occurrence or incident resulting from the use of or consumption of any item contained within any “treat bag”.

## **IN CASE OF FIRE**

School map is located beside the classroom door. This will show the primary and secondary fire evacuation route.

**YOUR MOST IMPORTANT RESPONSIBILITY IS TO LEAD THE CHILDREN TO SAFETY AS QUICKLY AND CALMLY AS POSSIBLE!**

### **FIRE ESCAPE PROCEDURE:**

1. Form a line at the classroom door.
  - The buddy system will be used. Each child will hold the hand of another child and the pairs will form a line.
  - Teacher should be in front so that the children can see them.
  - A parent helper should be in back to make sure no one wanders off or is left behind.
  - **COUNT HEADS!!!**
2. **TAKE THE EXIT TO THE RIGHT OF THE CLASSROOM DOOR!**
  - If that is blocked, exit out of the main entrance of the school.
3. Once outside, count heads again, to account for all persons.
4. Take the children to the parking lot in the front of the school
5. Call parents and have them pick up their children at the front of the school.
6. Do not go back inside for clothes, purses, toys, etc..

# TORNADO DRILL PROCEDURES

Front office personnel will announce over the PA system,  
“This is a tornado drill”

1. Exit the classroom and proceed to the assigned safe area in the teacher work room.
2. Close all windows to classrooms and turn off all lights when exiting the room.
3. Students should remain quiet and walk in a single file line to designated areas.
4. Each teacher shall take roll.
5. Take your cell phone and clear emergency folder with you.

While waiting for a tornado to pass, use the following steps:

- Stay calm
- Close windows and doors
- Sit on the floor
- Stay against walls away from doors and windows as much as possible.
- When sitting, students can pull knees to your head and cover your eyes and face.

## INCLEMENT WEATHER

In case of inclement weather due to fog, ice, or snow, please follow the Warsaw Community School’s social media for information, or follow our Facebook page for updates on delays or cancellations. The teacher will send out a notification via the Remind app. It is the policy of the Preschool to follow the Warsaw Community Schools plan.

However, since we do follow the Warsaw Community Schools, this is what will happen on a Preschool morning with inclement weather:

- 1) If Warsaw Community Schools have any weather related delays, GWCP will hold morning class from 11:30 a.m.- 1:30 p.m. Please follow the blue route for pick up on a 2 hr delay. The teacher and parent helpers will have the children at the main entrance for pick up at that time.
- 2) If Warsaw Community Schools close for the day due to snow, ice or fog, GWCP will also close.
- 3) If weather conditions worsen abruptly during the school session you will receive a message through the Remind app with instructions.



## **CHILD ABUSE AND NEGLECT**

In accordance with Indiana State Law, any case of suspected child abuse or neglect must be reported by the Preschool Teacher or participating adults to the local Child Protective Services. A report will also be made to the President of the Preschool.

**Indiana Department of Child Services Hotline -- 1-800-800-5556  
(24 hours a day)**

## HEALTH INFORMATION

### REQUIRED

- A Preschool Health Assessment form for each student is to be completed each school year by the first day of school. Allergies should be listed.
- Immunization records should be listed and updated to the satisfaction of the physician, including but not limited to DPT's, oral polio, and MMR. GWCP follows the guidelines stated by the Indiana State Health Department for the minimum immunization requirements for school entry. The Health & Safety Chairman will hold the records for the entire year.
- Any participating adult(s) intending to assist in the classroom must be in good general health.

### KEEP YOUR CHILD HOME (ASSISTING ADULT TOO!) WHEN:

Within the past 24 hours:

- there is an upset stomach, diarrhea, or vomiting
- an unusual cough
- there is any fever (100 degrees or above)
- there are any complaints of pain
- there is an undiagnosed rash

### PLEASE NOTIFY THE TEACHER AND KEEP THE CHILD HOME IF HE/SHE DEVELOPS A COMMUNICABLE DISEASE.

The Board will then notify other parents in the class.

The most common of these diseases are:

Chicken Pox	Pin Worms	Hand-Foot-Mouth Disease
German Measles	Impetigo	Influenza
Mumps	Pink Eye	
Scarlet Fever	Ring Worm	
Whooping Cough	Meningitis	
Measles	COVID-19	
Hepatitis	Fifths Disease	

MEDICINES: Any medicines which need to be taken during school hours will be the parents' responsibility.

### A CHILD WHO HAS SYMPTOMS AT SCHOOL WILL BE SENT HOME!

The teacher will, upon observing signs of illness, call the parents to come immediately and pick up the sick child.

## **HEALTH POLICIES FOR GWCP**

While all persons who participate in our Preschool are welcome, we will follow the universal precautions as established by the Center for Disease Control (CDC) to minimize the risk of spread of communicable diseases.

In accepting a child for attendance for the following factors will also be considered:

1. The risk of transmission of the disease to others.
2. The health risk to the particular child.
3. The reasonable accommodations which can be made to reduce health risks to the child and others.

Adding to the guidelines established by the CDC, Greater Warsaw Cooperative Preschool has the following precautionary measures.

1. Children with weeping sores or aggressive biting behaviors will be remanded to their parents or adult guardian.
2. Adult caregivers with weeping sores, cuts, or chapped hands should cover the aforementioned and may wear latex gloves for additional protection.
3. All individuals involved in food preparation shall begin by washing their hands. No one who exhibits physical evidence of a communicable disease, illness, or non-bandaged wound or lesion shall work with food.

# STANDARDS

Purpose of Standards – to have a list of requirements of the organization, of the parents in participation, and of the children attending the Preschool.

## A. PRESCHOOL TERM – Classes

A. Classes of the Greater Warsaw Cooperative Preschool are defined as follows:

1. The 3/4's class will attend Tuesday and Thursday in the morning class from 9:30 A.M. to 11:45 A.M.
2. The 4/5's class will attend Monday, Wednesday, and Friday in the morning class from 9:30 A.M. to 12:15 PM.
3. The Preschool will take no more than 14 students in the 3/4's and no more than 16 students in each of the 4/5's classes. Enrollment is on a first-come/first-served basis and alumni families are given priority enrollment beginning February 1<sup>st</sup> of each year. Open enrollment begins on February 15<sup>th</sup>.
4. MOST seasonal vacation days will be the same as those of the Warsaw Community School Corporation. Check the Preschool calendar.
5. In case of snow, ice or fog the Preschool will not operate if Warsaw Schools does not operate. If Warsaw Community Schools have any weather-related delay, the Preschool **will hold class in the afternoon from 11:30 a.m. – 1:30 p.m.**
6. The Preschool may be closed for an emergency at the discretion of the teacher and the President of the Board. Parents will be notified by phone.

## B. Orientation

Orientation will be held prior to the fall session and be conducted by the officers of the Executive Board and the teachers. At least one (1) participating caregiver per family is **REQUIRED TO ATTEND**. This meeting is intended as a learning time for parents. Specific dates will be announced prior to the beginning of classes each fall.

## B. REGISTRATION

### A. Eligibility

1. The child must be a generally healthy child who can benefit from and function in a cooperative preschool.
2. The Preschool is open to any child residing in the greater Warsaw area who has a caregiver willing to participate in the cooperative program of the Preschool.
3. 4/5's must be four (4) by August 1<sup>st</sup> and are eligible to attend until kindergarten enrollment. The teacher must examine any exception.
4. 3/4's must be three (3) by August 1<sup>st</sup>. The teacher must examine any exception.
5. All children must be toilet trained.
6. Proper registration and monthly tuition requirements must be met.

### B. Enrollment Priority

1. Alumni families are given priority on any waiting lists prior to August 1st.
2. Any conflict involving enrollment priority, where all other factors are equal, shall be decided by giving priority to the oldest of the children in question.

#### C. Attendance

1. **The teacher should be notified in the event a student will not be attending a preschool class due to illness or vacation.**
2. The teacher shall also be notified if a child or member of his/her family contracts a communicable disease or is exposed to one.
  - a. If the child has exposed the Preschool, the Board will determine what steps are to be taken. It shall be the responsibility of the Health & Safety Chairman to follow the progress of the disease and take any necessary action.
3. The teacher has the right to refuse daily entrance to any child who she feels is too ill to participate, or who can infect other children by his/her presence.

#### C. MONIES

##### A. Registration

1. A yearly registration fee of \$50.00 per student, per class must accompany application.
2. Registration fees are not refunded for any reason.

##### B. Tuition

1. Tuition is subject to change yearly. Tuition will be \$94.00 per month (\$400.00 semester or \$800.00 year) for the 2 day 3/4 year old class. Tuition will be \$122.00 per month (\$525.00 semester or \$1050.00 year) for the 3 day 4/5 year old class. If paying by the month included in your payment is a \$5.00/ month per class service fee. Tuition is due at Orientation for the full year, first semester or for the month of September. **Payment for the second semester is due January 1<sup>st</sup>.**
2. If the Treasurer does not receive tuition by the first day of the month, a penalty of \$5.00 per class, per month will be imposed.
3. Automatic suspension will follow if the Treasurer does not receive payment by the first day of the following month.
  - a. A child may be re-enrolled in the Preschool if the parents agree to pay tuition in cash by the first of each month and pay in cash all outstanding tuition due to the Preschool.
  - b. If this agreement is not honored by the parents, then automatic EXPULSION will follow.
  - c. This agreement will be made in writing and signed by both parties.
4. There will be a charge for each check returned due to insufficient funds. This fee will be equal to the amount charged by the bank. Payment will then need to be in cash if GWCP receives a returned check.

5. In the event of extreme family hardship, written notice shall be given to the Treasurer. The Executive Board will evaluate each individual case and appropriate action will be taken.
6. If more than one (1) child per family attends the Greater Warsaw Cooperative Preschool during the same academic year, full tuition shall be required by each.
7. Late enrollees and replacements shall pay tuition on a pro-rated basis for the first month of participation.
8. Half tuition shall be required for a teacher's own child.
9. Refunds.
  - a. No refunds shall be made for absence due to illness or vacations; however, cases of extended illness may be reviewed by the Executive Board upon application by the parents.
  - b. After the semester begins, a two (2) week written notice of intention of withdrawal is required. All notices are to be given to the President of the Board. After the two (2) week interval, any remaining tuition will be refunded.
  - c. If the Board requests that a child be withdrawn, i.e., if a child is not compatible in the Preschool socially or emotionally, the remainder of that month's tuition will be refunded.
  - d. In cases of relocation, written notice of withdrawal is required as soon as possible, and tuition will be refunded accordingly.
  - e. At the discretion of the Executive Board, either tuition will be refunded or make-up days added for any amount of days over three (3) per semester, per class, that is canceled. This includes, but is not limited to, days canceled by Warsaw Community Schools due to weather. It does not include days off already designated by the Corporation and Preschool.
  - f. All financial adjustments due to canceled classes will be made in April and reflected in May tuition.

#### C. Fee Modification

The fees as set forth in this article may be increased or decreased at any time subject to a majority vote of the Executive Board at any regular Executive Board Meeting, or at any special meeting expressly called for such purpose.

### D. PARENT PARTICIPATION

#### A. Eligibility

1. Parents of children enrolled in the Greater Warsaw Cooperative Preschool, Inc. are required to take an active part in the operation and formulation of the policies at the direction of the Executive Board.
2. At least one (1) guardian of each participating child must sign the Parent's Agreement.

#### B. Responsibilities

1. See that the child enrolled in the Preschool meets the requirements set forth in the Bylaws and Standards.
2. Caregivers will actively participate in planning and volunteering for at least one special event or party for their respective class.
3. Parents will be responsible, on a rotating basis, for snacks, drinks, and appropriate paper products. Snacks must be prepackaged store-bought

items. It is acceptable to bring unopened packages to be prepared at school. Party and birthday snacks from local bakeries are acceptable. The Participation Chairman will designate the schedule.

4. At least one (1) parent must assist in Preschool class on days scheduled by the Participation Chairman.
5. When two (2) or three (3) children of the same immediate family are enrolled in the Preschool, the participation time shall be one and a half (1 1/2) times the standard commitment.
6. At least one (1) caregiver must attend the orientation class.
7. If a teacher has their own child enrolled in their class, they shall participate one-half (1/2) times the standard commitment.
8. All caregiver(s) or any other family member who participate(s) in the classroom must first undergo and pass a background check.

## E. TEACHER

### A. Requirements

1. Education: Bachelor's Degree in Elementary Education or Early Childhood Education
2. Personal: Belief in the philosophy of the parent cooperative preschool which is premised upon a three-way learning process involving children, parents, and teacher.
  - a. An appreciation of the importance of the parent's involvement in their child's learning process.
  - b. A respect for the contribution of every parent and child.
  - c. An ability to establish constructive relationships with children and adults.
  - d. Broad human understanding and a flexible personality.
3. Personnel Policies
  - a. The teacher shall formally apply for the position by submitting an application form to a committee from the Executive Board.
  - b. Applicants shall be screened by the committee and interviews conducted accordingly.
  - c. A Teacher's Contract shall be signed by the teacher and two (2) members of the Executive Board by the first day of preschool. The original signed contract shall be held by the President, and signed copies shall be provided to both the teacher and treasurer.
  - d. The teacher shall be provided a copy of the lease, Preschool Handbook for Parents, and any other information required for normal operation of her position.
  - e. The teacher's salary shall be paid twice monthly on the 15<sup>th</sup> and the last day of the month.
  - f. The teacher shall have a current extended federal background check paid for by the preschool submitted after the hiring process. A record of this shall be kept at the preschool.

## F. AMENDMENTS

- B. These Standards may be amended by a majority vote of the Executive Board at a duly notified meeting for said purpose.
- C. The Standards shall be reviewed annually by the Secretary, bringing any recommendations to the Executive Board for approval.



# CONSTITUTION

ARTICLE I. NAME: The name of this organization shall be Greater Warsaw Cooperative Preschool, Inc..

ARTICLE II. PURPOSE. The purpose of this organization shall be to promote the social, emotional, and physical development of preschool children and to help parents learn constructive methods of childcare through observation, guidance, and participation under a qualified teacher.

ARTICLE III. MEMBERSHIP:

- A. Any and all residents of the United States of America who are over the age of eighteen (18) years and meet and comply with the membership dues and requirements as prescribed by the Bylaws of the Corporation shall be eligible and qualified as members of the Corporation.
- B. All persons who are now and hereafter members of the Executive Board shall be members of the Corporation during the period that they are a duly elected, qualified, and acting director.

ARTICLE VII. AMENDMENTS:

- A. This Constitution may be amended by a two-thirds (2/3) vote of all members present at a properly announced meeting of the membership of this organization.
- B. Any changes in the Constitution necessitates a review of the Bylaws to be sure they are in agreement.

ARTICLE VIII. DISSOLUTION:

- A. This organization reserves the right to dissolve at any time upon the vote of two-thirds (2/3) of the membership in good standing.
- B. In the event of the dissolution of this Corporation, all assets shall be transferred, conveyed, paid over, and distributed to a civil or municipal corporation organized and operated for religious, educational, or charitable purposes as stated in the Articles of Incorporation.

# BYLAWS

Amended 12/11/2023, effective 8/1/2024

## ARTICLE I. MEMBERSHIP:

- A. Every family is entitled to one (1) vote in all corporate decisions.

## ARTICLE II. GOVERNING BODIES:

- A. The duties of the Executive Board shall be to conduct the business of the Corporation, as specified under the Constitution of the Corporation.
- B. The duties of the Executive Board shall be to administer the operation of the Preschool. Officers of the Executive Board shall be nominated by the current Executive Board to one (1) year terms and may serve no more than two (2) consecutive terms in that respective office. Officers of the Executive Board are listed as follows in the descending order of authority to assume the role of President in his/her absence.
  1. President shall preside over meetings of the Executive Board of Officers, sign all contracts and leases and other documents, and sign checks in absence of Treasurer, and shall perform any other duties as prescribed by the Executive Board as befits their office.
  2. Vice President shall serve as President Pro Term at meetings in absence of President, shall conduct parent orientation, act as school liaison and assist President. The Vice President shall also arrange parents' night out, family social outings, and organize background checks.
  3. Enrollment Chairman is responsible for the enrollment of students: sending out enrollment packets, receiving enrollment papers, managing class list and wait list, planning the open house event, informing the Executive Board of potential future board members and providing updated pages of the membership directory as needed throughout the school year.
  4. Treasurer shall be the legal custodian of all funds, shall be responsible for income and expenditures, maintain records of all financial transactions and budget, together with other appropriate members. Treasurer will receive monthly tuition and present the monthly financial report and account summary at monthly Board Meetings.
  5. Secretary shall take attendance and minutes of meetings, send out notifications of meetings of the Executive Board with previous meetings' minutes, and review and update the handbook.
  6. Marketing Chairman shall prepare and send any advertising of news regarding school to the news outlets, shall arrange for any publicity and/or advertising, update display boards and organize summer play dates.
  7. Participation Chairman shall arrange the regular participation schedule, schedule caregivers for special events and parties, and handle any complaints from teacher regarding negligence of caregivers' responsibilities.
  8. Health & Safety Chairman shall file Preschool health forms and emergency cards for each student, shall notify parents of the incidence of communicable diseases, and will maintain first-aid supplies.

9. Grants & Donations Chairman shall be responsible for writing requests for donations, writing grants, and acting as a liaison between the preschool and donors.
10. Fundraising Chairman shall be responsible for managing all fundraising activities: fall and spring fundraisers, apparel sales, and seek other fundraising opportunities as available.
11. Enrichment Chairman shall be responsible for organizing staff including contracts, enrolling students in programs, and general management of the programs.
12. Housekeeping Chairman shall be responsible for maintaining inventory of supplies and twice-a-year cleaning of carpets.
13. Teacher shall coordinate and conduct Preschool class and shall be a voting member of the Executive Board in all matters except those regarding their salary and employment.

ARTICLE V. AMENDMENTS:

- A. These Bylaws may be amended by a simple majority of those present at a duly notified meeting of said purpose.
- B. Any change in the Constitution necessitates a review of these Bylaws to be sure they are in agreement.