

# POLICY STATEMENT

## I. ADMINISTRATIVE POLICIES

**A. PURPOSE:** The South County Pre-Kindergarten Co-op (SCPC), Inc., a non-profit, tax exempt organization, was established in the Spring of 1974 by a group of parents/guardians interested in providing a broad range of learning experiences for three and four year old children. The program is geared towards providing experiences; developing new skills and helping the child attain greater independence, socialization and self-fulfillment.

**B. LICENSURE:** SCPC is licensed by the Maryland State Department of Education as an Educational Program. The school is also licensed to operate as a child care center through the Maryland State Department of Education/Office of Child Care (MSDE/OCC) on an annual basis.

In order to be licensed there are a variety of forms to be filled out by each staff member. Since we operate as a cooperative, each parent/guardian that parent/guardian helps is considered a staff member. For this reason all parent/guardian helpers are required to complete the Employee Health Form, Child Abuse Form and Release of Information (Background check) Form prior to the start of school or within two weeks of registration for late enrollees. No child will be allowed to begin school without these forms being submitted. In addition the Staff Check List will have to be completed in September or within two weeks of registration for late enrollees, with the class representative.

**C. LOCATION:** The Co-op is located at the Davidsonville Family Recreation Center at 3789 Queen Anne Bridge Road in Davidsonville. Our building contains two large classrooms and an outdoor play area. There is ample parking space in the front of the building. The mailing address is South County Pre-Kindergarten Co-op, P.O. Box 160, Davidsonville, MD 21035. The telephone number is (410) 798-5650.

**D. ADMINISTRATION:** The permanent staff of the Co-op shall consist of a qualified teaching instructor and an aide for each class. There shall be two adults present at all times when children are in class. The policies are determined by the Board of Directors and the parents belonging to the Corporation. The administration of the Co-op is handled by the Board of Directors and the various committees in the Corporation so that the teacher(s) will be free to concentrate on the development and presentation of the program. The Co-op is operated by the Board of Directors. All parents/guardians are automatically members of the Corporation and have the opportunity of serving as officers or board members. Because this is a cooperative, each parent/guardian agrees to fulfill his obligations of membership as outlined in the attached Addendum and in the By-Laws. The committees organized to help are as follows: (For a complete duty list, please contact the current Secretary)

1. ENROLLMENT: (one-two people)
2. BOOK: (one person-if membership size allows)
3. WEBMASTER: (one person - if membership size allows)
4. EVENTS AND FUNDRAISERS (ten or more people, one Chair or 2 Co-Chairs)

5. HOSPITALITY: (one-two people-works under and with Events and Fundraisers- if membership size allows)
6. ALUMNI RELATIONS -(one person- if membership size allows)
7. MAINTENANCE: (seven or more people)
8. SUPPLY: (one person)
9. CLASS REPRESENTATIVE: (three ~~four~~ people, one from each class; Board positions)
10. DFRC DELEGATE: (one person, Board position)
11. SECRETARY: (one person, Board position)
12. EDITOR and HISTORIAN: (one person; Board position)
13. ASSISTANT TREASURER: (one person)
14. MARKETING: (one person-Board Position)

EACH COMMITTEE IS IMPORTANT TO THE EFFECTIVE OPERATION OF THE CO-OP.

- E. INSTRUCTIONAL/TEACHER EVALUATION:** An instructional/teacher evaluation by the members of South County Pre-Kindergarten Co-op shall be conducted annually in the spring. Members will be given an evaluation questionnaire which will be due two (2) weeks later. The purpose of this questionnaire is to allow the members of SCPC to assess the effectiveness of the program. The results of the evaluation will be compiled by the Program Committee and reported to the Board of Directors. The Board will then review the results of the evaluation and make any adjustments or changes necessary. Results of the evaluation are available upon request.
- F. SUBSTITUTES:** The First Vice President obtains a substitute for the teacher(s) from a list of qualified persons approved by the Board of Directors. Substitutes must complete a W-4 form and all MSDE/OCC licensure forms.
- G. CALENDAR:** The Co-op is in session September through May. There is one three year old class on T/TH from 9:00-11:30am. There is one older-three/four year class on M/W/F from 9:00-12:00 and there is one 4 year old class from 12:30-3:30pm M-TH. In addition optional enrichment classes will be offered Friday afternoons most weeks. In general, the vacation schedule of the Anne Arundel County school system will be followed.
- H. CANCELLATIONS:** All classes will be canceled due to snow if Anne Arundel County schools are closed. If morning or afternoon kindergarten sessions are canceled, our respective classes will be canceled. If the public schools start one hour late, our morning class will start on time. If the public schools start two hours late, our morning class will not meet. Please check email and the schools' social media accounts for updates. On rare occasions the preschool may cancel or decide to hold classes when AACPS does not due to our assessment of the roads and weather.
- I. INSURANCE:** The Co-op carries the following insurance policies: liability, property and workmen's compensation.
- J. RELIGIOUS TRAINING:** In view of our many denominations, it has been decided that the subject of religion is best handled at home.
- K. TRANSPORTATION:** The Co-op does not provide transportation but does encourage car-pooling. The Co-op encourages the proper use of seat belts, car seats and booster seats and discourages any children from sitting in the front seat of a motor vehicle.
- L. COUNTY CODES:** The Co-op will follow the same procedures as the Anne Arundel County Public School System if a Code alert is issued. For example, in the event of a Code Blue the school will be under a complete lockdown with no outside activities and all field trips will be cancelled. A Blue Dot will be placed on the front door of the

school. Please either listen to the radio/TV or log onto the Anne Arundel County web site ([www.AACPS.org](http://www.AACPS.org)) on days this may apply.

## II. FINANCIAL OBLIGATIONS

- A. REGISTRATION:** A registration fee, set by the membership, will be required for each child registered. Registration fees are non-refundable except for extreme medical reasons of the child with written doctor's confirmation on a case by case basis. Registration discounts for more than one child are as follows: 1st child \$100.00, 2nd child \$50.00 and 3rd zero. Current members receive first priority; classes will then be filled in chronological order from the submission of applications during the appropriate week as follows: continuing members, alumni and then new families.
- B. MULTIPLE SIBLINGS POLICY:** The parent(s)/guardian(s) of multiple siblings will be expected to hold one Committee or Board of Directors position. The parent/guardian of multiple siblings will parent/guardian help on the normal monthly rotation for each child in the school. Other financial obligations will be tiered in their requirement to reflect a 100 % participation for first child, 50% for second, 0 for each addition child. Exceptions due to hardship will be granted by the board on a case by case basis.
- C. TUITION:** The tuition fee will be kept as low as possible while not sacrificing quality instruction. Tuition is due by the first of each month and is paid a month in advance. A non-refundable first tuition payment is due in May for the following school year to secure a student's place in class, at this time the 'last months' tuition payment will also be due. The last months payment will be refunded with proper notice of withdrawal. Regular tuition payments will then begin Sept 1-March 1<sup>st</sup>. A late fee will be assessed (see **FEES**) if tuition is not paid by the tenth of each month. An additional fee is incurred if tuition is not paid by the 20<sup>th</sup> of the month. If payment is not received within 30 days, a letter indicating they are not a member in good standing will be sent via certified mail. Financial hardships may be presented on an individual and confidential basis to the Board of Directors. Make checks payable to the South County Pre-Kindergarten Co-op, Inc. Students enrolling after the start of the school year will pay a prorated amount for their first month, in addition to the tuition due for the next month. For example, a student starting September 15<sup>th</sup> would pay a prorated amount for September, plus a full month's tuition for October.
- D. RETURNED CHECKS** If a personal check written by a member is returned by their bank for insufficient funds or for any other reason, it must be replaced by a money order or cash within 30 days and a returned check fee (see **FEES**) will be charged. If payment is not received within 30 days, a letter indicating they are not a member in good standings will be sent via certified mail.

\*\*\*\*\*If a member issues a bad check two times during the same school year, then a cashier's check/money order/cash will be required for all subsequent transactions with the Co-op for the current year.

- E. WITHDRAWAL:** It is understood that pupils are enrolled for the entire year. In case of withdrawal, the parents/guardians are required to give at least 30 days written

notice to the President and to pay tuition for the entire month in which the child is withdrawn. However, if the enrollment of a new student results in collection of “double” tuition, the excess amount of tuition collected shall be refunded to the departing member. In cases where the Co-op has asked a member/student to leave, a prorated tuition refund will be made to the member based on the number of days the student has attended for the month.

**F. FEES:** The following fees\* are charged to members of the corporation:

Non-Refundable Registration Fee	\$ 100.00
Monthly Tuition for 3's (2 days)	105.00
Monthly Tuition for Older 3/4's (3 days)	\$ 150.00
Monthly Tuition for 4's (4-day)	205.00
Late Tuition (10 days)	\$ 25.00
Late Tuition (20 days)	\$ 50.00
Returned Check Fee	Bank Determine d
Non-participation in an assigned clean-up.	\$ 75.00
1 <sup>st</sup> missed required meeting or workshop required GMM, Parent Workshop or committee meeting/assignment	\$ 25.00
Additional missed required meeting required GMM, Parent Workshop or committee meeting/assignment	\$ 50.00

\*All fines for late tuition and missed required activities are cumulative. If payment is not received within 30 days, a letter indicating they are not a member in good standing will be sent.

### III. PARENTAL RESPONSIBILITIES

**A. PARENT/GUARDIAN HELPERS:** Each member is required to help the teacher in the classroom (about once every 3-4 weeks) and provide a nutritious snack or beverage on a rotating basis (refer to Snack Policy section of Parent/Guardian Helper Guide.) Parents/legal guardians and if need be, grandparents or nannies may fulfill this requirement. Please note, any person parent helping in the classroom must have appropriate paperwork on file. The parent/guardian helpers responsibilities are explained at the workshop and in the Parent/Guardian Helper Guide and are listed on duty cards kept in the classroom. **Parent/Guardian helper** hours are **9:00** or **12:30** until dismissal for each class. A parent/guardian helper schedule will be provided. If you cannot work on your assigned day, you must find your own replacement from the members of your class. Members who repeatedly do not fulfill their assigned times and do not find a replacement shall be brought to the attention of the

Board of Directors by the Class Rep. Any problems or questions concerning parent/guardian helpers should be referred to your Class Representative. The Co-op encourages parents/guardians with a special interest, talent, or hobby to share it occasionally with the children (i.e. storytelling, music, gymnastics, art and science.)

- B. PARENTS' WORKSHOP:** A Parents' Workshop is held yearly at the beginning of the school year. The purpose of the workshop will be to familiarize parent/guardian helpers with their duties, the location of toys and supplies, how to handle certain behavior situations which may arise, etc. The Co-op's program and its goals will be described. The Workshop will be conducted by the teacher(s). Attendance is required for all new families or a fine will be incurred.
- C. GENERAL MEETINGS:** There are three general membership meetings during the year at which attendance is required. There may be additional meetings at which guest speakers will be featured. Only medical emergencies qualify as excused absences from required meetings and activities. Other circumstances may be evaluated on a case by case basis by the Board, by submitting excuses in writing to the President within 10 days of the missed meeting. Fines are issued for missed meetings as outlined under **“FEES”**.
- D. FIELD TRIPS:** Permission slips will be sent home prior to field trips and must be properly filled out, signed by a parent/guardian and returned to the class representative before the child will be allowed to attend. Transportation for such trips will come from parents and/or legal guardians. One seat belt must be used for each child in the car. Car seats are required for all three year-olds and all four year-olds under 40 pounds in compliance with the State of Maryland laws, in addition no child shall be seated in the front seat of any motor vehicle. Siblings will not be permitted to attend, unless otherwise noted.
- E. SUBSCRIPTION POLICY:** Any interested person who does not have a child currently enrolled in the Co-op may receive a copy of the school newsletter, “The Whale Tales”, by notifying the Editor. An annual subscription fee of \$10.00 is required.
- F. ENROLLMENT POLICY:** Because we are a Co-op, we rely very heavily on our members for their support. Out of respect for their on-going efforts for our school, we give priority to our *current* and *continuing* members. **Current** members are those families who have one child as a current student and are enrolling an additional child. **Continuing** members are those families who participate in the school for a number of consecutive years (with more than one child) without a break in enrollment. We also will give priority to *alumni* members who submit their application during the designated week of the enrollment period. **Alumni** members are those families in good standing who have had a child complete at least one previous year in this school and are not current members.

Children entering the 3's program must be 3 by September 1<sup>st</sup> of that year. Children entering the 4PM program must be 4 by September 1<sup>st</sup> of that year. Children entering the 4 A.M class must turn 4 by December 31<sup>st</sup> of that year. If space allows three year olds will be permitted to join the T/TH class if they turn 3 in September of that year (beginning class Oct 1) or in October of year (beginning class November 1<sup>st</sup>) (We follow the state ruling for the age requirements for kindergarteners, respectfully). The teacher must approve any one requesting otherwise.

***Placement in the 3's program is made as follows:***

For ALL applicants: Placement in class of choice is contingent upon receipt of all required enrollment materials during the designated enrollment week for that category.

1. *Current* 3 year-olds, will be placed in the class of their choice based on order of application submission
2. *Current* members with siblings ready for the 3's program will be placed in the class of their choice
3. *Continuing* members will be placed in the class of their choice.\*
4. *Alumni* members will be placed in the class of their choice as space permits.\*
5. New members will be will be placed in the class of their choice as space permits

\*A prioritized list will be maintained (based on application submission date/time) for families desiring placement in an already full class. Should space become available students will be offered the open space based on the prioritized list.

***Placement in the Older 3's and 4's (4 A.M.) programs are made as follows:***

For ALL applicants: Placement in class of choice is contingent upon receipt of all required enrollment materials during the designated enrollment week for that category.

1. *Current* 3 year olds,-will be placed in the class of their choice based on order of application submission
2. *Current* and *continuing* members, whose children did not participate in the 3's program, will be placed as space permits.\*
3. *Alumni* will be placed in the class of their choice as space permits.\*
4. New members will be placed in the class of their choice as space permits.\*

\*A prioritized list will be maintained (based on application submission date/time) for families desiring placement in an already full class. Should space become available students will be offered the open space based on the prioritized list.

**Enrollment Schedule:**

\*All applications are considered in the order submitted (date and time of receipt).

Second Week of January	Current and Continuing Members
Third Week of January	Alumni Families
Fourth Week of January	New Families

The Enrollment chairperson will maintain an interested list of alumni and potential new members. Contact will be made in November, prior to January registration.

#### IV. CHILD RELATED POLICIES

**A. CRITERIA FOR A SUCCESSFUL PRE-SCHOOL EXPERIENCE:** In order to ensure that each child enrolled in the Co-op will have a positive and successful experience, the following criteria has been established to determine a child's readiness to begin school.

1. The child understands simple directions.
2. The child has an awareness of danger.
3. The child communicates wants and needs.
4. The child is toilet-trained.
5. The child is able to direct and sustain his/her attention at circle time.

**B. PROGRESS REPORTS/TRANSCRIPTS AND PRIVACY:** All records at SCPC are confidential. Transcripts regarding a child's performance and progression will be provided by the Co-op only upon receipt of a written request by the child's parent or guardian stating to who the information is to be released. The progress reports will be completed by the teacher in November and May for the three year-old classes and January and May for the four year-old classes.

In order to protect the right of privacy of pupils, no one except the teacher and the President shall have access to records of individual pupils. Parents or legal guardians may have access to their child's records only if the teacher or President is present. Anyone other than parents or legal guardians wishing to investigate a pupil's records must have written permission from the parents or legal guardians prior to the investigation.

**C. HEALTH POLICY:** The Co-op has asked a local pediatrician to serve as medical advisor. Because we would like to keep absenteeism to a minimum, you are asked to keep your child home if you think he/she might have a contagious illness. The two Health Department forms pertaining to you and the three for your child must be completed and returned to the Health Chairman **before** your child can start classes. All health forms are due by August 1<sup>st</sup>. If you enroll mid-year health forms are due before your child can begin classes. If forms are not in on a timely basis the Board reserves the right to decide on your membership status.

All immunizations should be up to date. However, the Co-op recognizes the State of Maryland's Department of Health regulations that public or private schools cannot deny enrollment of a non-immunized child with a bona-fide religious or medical objection. Pull-ups are considered as diapers by the Health Department and are not allowed at school.

**D. DISCIPLINE:** The teacher and the aide are the disciplinarians and prefer to use positive methods of redirecting inappropriate or undesirable behavior. They see the children each school day and know 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 and/or aide may need to employ more direct intervention. At that time a very brief (3 - 4 minute) supervised time out may be utilized. The teacher will notify the parent/guardian when more direct intervention has been required. However, at no time is verbal belittlement, ridicule, or any form of corporal punishment permitted by the teacher, aide or the parent/guardian volunteers.

- G. CHILD ABUSE:** At SCPC the child abuse laws of Anne Arundel County are on file and will be reviewed in early September by the teacher(s), the teacher's aide(s), and the President of the Board of Directors. If at any time the teacher(s) or aide(s) has reason to believe that a child is a victim of child abuse, that person will contact the President, detailing any information of the suspected abuse. The President will then file a report with the Department of Social Services of Anne Arundel County of the cause according to Article 27, Section 35A of the law.
- H. CUSTODY:** Non-custodial parents retain full parental rights unless these are limited by a court document which must be filed with the school. A child will be released to either parent unless a court document limiting parental rights is filed with the school. If any of the student information changes during the course of the school year, including those people with permission to pick up your child from school, please contact the school immediately.



## ADDENDUM

### OBLIGATIONS OF MEMBERSHIP

1. Each member is required to help the teacher on a rotating basis (about once every 3-4 weeks). If you cannot work on your assigned day, you are responsible for finding a replacement.
2. Each member, with the exception of Directors, is required to serve on a committee. Assignment is based on members' preferences and needs of the school.
3. Each member is required to pay the tuition fee before the 10<sup>th</sup> of each month. Checks should be made payable to South County Pre-Kindergarten Co-op, Inc.
4. Each member, will be assigned to at least one scheduled general clean-up at the Co-op. If you cannot work on your assigned day, you are responsible to schedule an alternate job with inside maintenance chairperson prior to the clean-up date. A fine (see **FEES** in the Policy Statement) will be imposed for missing a clean-up. If membership is low the fall clean-up will be an all school clean-up.
5. Each member is required to attend the general membership meetings in the fall, mid-winter, and spring. New members are also required to attend the Parents' Workshop. The Parent's Workshop may be combined with the fall general membership meeting. A fine (see **FEES** in the Policy Statement) will be imposed for missing a general membership meeting or the Parents' Workshop.
6. Each member is responsible for completing and returning three required State & County health forms for their child, and a pre-employment medical report and consent for background check for **each parent** who will be helping in the classroom **before** the start of classes in September.
7. Each member will be expected to participate in mandatory fund-raising events. As an example, in past years each family was required to purchase four tickets to the major fundraiser and either personally donate or solicit donations for an auction item(s) valued from \$50. All financial responsibilities for families with multiple children will be assessed on a tired basis.
8. Each member will be expected to provide transportation for at least one field trip during the year. Only parents or legal guardians may drive on field trips.
9. In case of withdrawal, a member is required to give at least 30-days written notice to the President and to pay tuition for the entire month in which the child is withdrawn. However, if the enrollment of a new student to the school results in collection of ""double"" tuition, the excess amount of tuition shall be refunded to the departing member.
10. If any of the above Obligations of Membership are not met and/or fees or fines are not paid within the 30-day timeframe (see FEES in the Policy Statement), a member will receive a letter indicating they are not a member in good standing.

## Change History

1. Reformat of Document – Jeffrey Wilk, [diwilk@comcast.net](mailto:diwilk@comcast.net) January 13, 2006
2. Fee and Health Form Updates – Susan Lemanski, [slemanski@yahoo.com](mailto:slemanski@yahoo.com) July 29, 2007.
3. Seat Belt Laws, Treasurer Laws, Parent/ Guardian Helper Duties, Arrival and Departure Times, Introduction to Parent Quick Reference Guide- Annette Nash, [beachgrl64@hotmail.com](mailto:beachgrl64@hotmail.com) August 4, 2008.
4. Tuition Late Fees- Annette Nash, [beachgrl64@hotmail.com](mailto:beachgrl64@hotmail.com) January 1, 2009
5. Board of Directors and Committee Chart, Tuition Late Fees -Laura George [athomediva@comcast.net](mailto:athomediva@comcast.net) Aug 14, 2011
6. Defined 'Member in Good Standing' other minor Clarifications and changes – March 2012 Board meeting – Laura George, [athomediva@comcast.net](mailto:athomediva@comcast.net)
7. Administrative and terminology changes and enrollment clarification. – May 2013 Stacey McCoy [sgarofal@yahoo.com](mailto:sgarofal@yahoo.com) and Anne Canaday [annecanaday@gmail.com](mailto:annecanaday@gmail.com)
8. Addition of background check requirement, two adult minimum, 3's class times – May 2014 Anne Canaday , [annecanaday@gmail.com](mailto:annecanaday@gmail.com) (May GMM meeting)
9. Updated to reflect new program and committee placements – Feb 2015 Anne Canaday, [annecanaday@gmail.com](mailto:annecanaday@gmail.com) (Feb GMM meeting)