

Program Philosophy

The purpose of the Santa Cruz Parent Education Nursery School (SCPENS) is to provide the best possible environment for the development of the young child and at the same time assist parents in understanding and enjoying the growing process.

Through play, a child learns about himself and his world. Using learning tools especially chosen for the young child and associating with children his own age, helps a child grow more confident and capable socially, emotionally, mentally and physically. Participating parents can observe and listen to their children as they learn, and so be better equipped to meet the children's needs and understand them. Parents are able to observe trained teachers handle difficult or confusing situations. Monthly evening meetings provide opportunities to discuss these observations and other subjects relating to parenting the young child. In addition, a variety of professional resource people from the community are invited to share their expertise. We believe our Parent Education Nursery School program will increase both the parent's and the child's understanding and enjoyment of each other.

ADA Accessibility Policy

SCPENS has a policy of inclusion and does not discriminate against any person based on his or her gender, race, ancestral national origin, creed, color, sexual orientation, language barrier, mental or physical disability, or any other immutable characteristic.

Our policy is that all officially sponsored Program activities conducted at Santa Cruz City Schools sites must be held in accessible locations. All officially sponsored off-site Program activities should be held in accessible locations if possible, and an accessible site must be given preference over an inaccessible site if there is a choice. This policy cannot and does not apply to purely social, non-Program activities planned by individual parents or groups of parents. SCPENS believes, however, that persons with disabilities deserve inclusion in social events as well as official Program activities, and encourages program parents to include disabled Program parents and/or children in their private plans to the extent feasible.

Parents and/or students with disabilities who believe that they require reasonable accommodations to participate in official program activities may request such accommodations as set forth in the enclosure entitled "Procedures for Requesting Reasonable Accommodation."

The Value of Early Education

Preschool education is a supplement to family life and helps to meet the child's basic need for love, a sense of worth, and for understanding of himself, others and the wider world. Meeting these needs and developing the child's potential calls for a working partnership between parents and teachers.

Many of the most challenging and important developmental steps in a person's life take place during the first five years. The Nursery School environment is geared to the children. The program is designed to be challenging and fun, but within the child's abilities. Even a casual free play situation represents careful planning. Materials are provided for artistic and dramatic play, active and quiet play, and for exploration and discovery.

The presence of children from the same age group presents a different environment from the home. It is less charged with family expectations and rivalries. The child discovers that there are others like him, who feels as he does, and he learns with adult guidance, to get along with them on an equal footing. To be an effective adult, one must first be given the opportunity to experience a full and rounded childhood. At school, the child has additional opportunities to grow within himself.

The SCPENS Experience

Participating at SCPENS offers the opportunity to observe and participate in the early developmental stages of children's lives. In the cooperative, the parent takes part in a program based on a child's natural pace. After experiencing the unhurried, matter-of-fact flow of events at school, the parent may find herself making adjustments in the family routine to meet the needs of the child more realistically. In addition to the enrichment gained from observing and participating in children's groups, the parent's awareness grows through individual parent-teacher conferences, parent meetings and discussions with other parents and guest speakers.

Our program promotes health of mind, body and spirit. The environment provides fresh air and wholesome, invigorating activity. Good habits are fostered. There is a concern for the child's safety, happiness and comfort. Physical growth and motor development are promoted. There is space to run and shout, for a variety of motor activities. Strength, dexterity and coordination are increased. There is active participation and restful relaxation.

Program Objectives

For the Parents:

1. Become knowledgeable about the developmental growth of children.
2. Learn techniques for working with toddlers and preschool children individually and in groups.
3. Learn how to relate activities to the child's stage of development.
4. Learn to enjoy and relax in the companionship of their child.
5. Gain insight into the meaning of the child's behavior.
6. Recognize signs of growth and learn ways of fostering its progress.
7. Increase their awareness of the uniqueness of each child and accept the differences in children.
8. Learn to recognize their own parental style and make adjustments when appropriate.
9. Make connections with other parents of young children
10. Become active participants in school activities.
11. Become acquainted with and participate in community services which teach parenting and communication skills.
12. Become aware of County resources available to them and their children.

For the Children:

1. To provide a place and time for him to play with his peers.
2. To help her learn to share and take turns.
3. To help him feel secure in an ever-enlarging environment by giving him practice in accepting help and guidance from adults outside his home.
4. To provide her with opportunities to explore her environment and to experiment with a wider variety of materials than it would be possible for most homes to provide.
5. To encourage his sense of independence and self-esteem.
6. To provide for her safety and physical well-being.

7. To provide a wide variety of experiences which promote curiosity, expand his interests and create enthusiasm for learning.

Parent Participation Requirements

1. **Work Days and Classroom Seminars:** Work a minimum of one day per week in the classroom. On your work day you may be asked to arrive 10 minutes early and to stay briefly after class to help set up and clean-up the day's activities. Approximately twice a month you will stay up to 45 minutes after class for parent education seminars with your teacher.
2. **Monthly Meetings:** You are required to attend one evening meeting each month. Either or both parents may attend. These are generally scheduled on the first Wednesday of the month from 6:45 to 9:00 p.m. No children please.
3. **Snacks:** Bring a healthy snack approximately once a month for all of the children. Snack guidelines are included in the Parent Handbook.
4. **Fundraisers:** Fundraise or write a check for a minimum of \$200 per year. Balances will be calculated by semester (\$100 each) and payments for unmet balances will be due in January and May. Each family is also expected to participate in at least one fundraising event during the year to help us acquire the additional funds needed to support our program.
5. **Support jobs:** Perform a support job for the year. A list of these is in the handbook. You will be asked to indicate your preferences before the start of school. Assignments will be posted at Orientation and you will be provided with specific instructions for your job.
6. **Yard Day:** Participate in two of our three scheduled yard days. They are held on Saturdays from 9-12 a.m. to provide necessary route maintenance and upgrades to the facilities. For safety reason, alternate arrangements for children should be planned. Limited childcare is available.
7. **Child Watch:** (Preschool Classes Only) Supervise children of parent workers after class, less than once a month, during seminar times. This will be on a day your child is regularly scheduled to attend.
8. **Health Requirements:** Participants must comply with State health standards with respect to physical examinations, immunizations and TB tests. All medical and general entrance forms must be completed before your child attends school.
9. **Fingerprinting:** (All Adults Working with Children in the Classroom) Comply with the fingerprint requirements mandated by Santa Cruz City Schools (see our website) and submit confirmation of having done so to SCPENS before your first day in the classroom. Fees for that procedure are the responsibility of the parent.
10. **Fees:** Parent Fees (tuition) are to be paid on the first school day of each month. Your first and last month's tuition is due upon enrollment. A \$10.00 late fee will be assessed for late payments. Families in good standing, who have paid for their first and last month's tuition, and have a financial need, may apply for assistance through our Scholarship Fund.

Parent Support Jobs

<p>Art Supply Maintainer <i>{1 person}</i></p>	<p>Maintain the tools needed for our little Picassos to create! Tidy up the art supplies cupboards and drawers for the Pre-K classroom once a month. Clean the easels, floor beneath easels, paint cups and brushes on your workday each week. Fill glue bottles as necessary. Help teachers keep track of their inventory and email/ notify them when supplies are low.</p>
<p>Book Program Coordinator <i>{1 person}</i></p>	<p>Share your passion about children’s literature. Promote the benefits of the Scholastic Book Program with its popular books and competitive prices. 4-5 times a year put book order forms in parent pockets, submit class orders online and distribute books when they arrive. Reshelf books in preschool library as needed. Help develop library by encouraging book donations from teacher wish list and looking for used hardcover books. Repair injured books. Follow up to make sure all borrowed books, CDs and DVDs are returned.</p>
<p>Community Building <i>{1-2 people}</i></p>	<p>Organize events for members throughout the year such as beach bonfire, Downtown Holiday parade, all-school party, year-end party and summer camping trip.</p>
<p>Community Service Coordinator <i>(1 person)</i></p>	<p>Coordinate school activities to contribute to the Santa Cruz community such as Thanksgiving Second Harvest food drive, Christmas Adopt a Family program, beach clean up, artwork to senior homes, etc.</p>
<p>Classroom Cleaner <i>{8 people}</i> <i>4 – Toddler/4 - Preschool</i></p>	<p>Refresh the safe and sanitary environment our children deserve! On your assigned weekend (about once a month) spend 2-3 hours cleaning floors, tables and equipment, and washing any designated toys. A task checklist will be supplied. Cleaning may be done Friday (after school at 4p.m.), Saturday anytime, or Sunday after 2:00 p.m. (after church activity.) Cleaning responsibilities are shared among eight families. Maintain site security with confidential entry codes and locking up after.</p>
<p>Classroom Photographer /Yearbook Designer <i>{6 people}</i></p>	<p>Capture those precious moments for us all to remember! Take pictures of children engaged in school activities, field trips and special occasions. Provide photos for newsletters, website, classroom art projects etc. as requested. Keep track of families who don’t want photos used for publicity. Explore online sites for sharing photos with classmates. Organize and save pictures all year long, and then create yearbook for <i>each child and teacher</i> in the class. (Save receipts for reimbursement). <i>*Digital camera is required.</i></p>
<p>Classroom Representative/ Communicator <i>{6 people}</i></p>	<p>Act as your teacher’s “right hand.” Track registration paperwork. Act as a mentor for new families. Advocate for any students with disabilities in accordance with the American Disabilities Act. Keep snack and child watch calendars up to date. Assist teacher with other classroom administrative tasks as directed, such as completing Star Charts, birthdays and thank yous.</p>
<p>Handy Person <i>{1 person}</i></p>	<p>Keep our school shipshape with your high-level fix-it expertise. Use your skills with tools to do woodworking and building projects, and minor plumbing repairs.</p>
<p>Emergency Supplies Maintainer</p>	<p>Help us be prepared! Check that classroom emergency backpacks contain copies of each child’s emergency card on a regular basis. Maintain classroom emergency and first aid supplies. Maintain food, water and</p>

<i>{1 person}</i>	<p>medicines in the emergency shed, replacing expired items as necessary. Keep up-to-date inventory chart. Check that fire extinguishers are current. Routinely make sure all hazardous materials are labeled and stored safely. Make sure emergency procedures are posted. Remind teachers to do routine emergency drills. Do periodic safety checks of the school grounds.</p>
Fundraising Team <i>(4 people)</i>	<p>Work as a support team for our fundraising board members to generate the funds necessary to keep our school thriving! Oversee one, or more, of our fundraising projects working as a team to coordinate the details. Encourage families to participate.</p>
Hospitality/Party Team <i>(2 people)</i>	<p>Add warmth and fun to our Parent Meetings. Arrive at 6:15 to monthly parent meetings to help set up chairs and refreshments and stay approximately 20 min. after to help clean up. Assist with school parties.</p>
Laundry <i>{2 people}</i>	<p>Take home laundry (mostly towels) on a weekly basis,. Wash, fold and return promptly. Mending skills a plus!</p>
Publicity/Community Outreach <i>{1 person}</i>	<p>Inform the Santa Cruz community of SCPENS activities, help advertise openings and fundraising events, research and implement new ways to increase our visibility in the community, support grant writing efforts. Maintain alumni list and do alumni outreach.</p>
Communications Team <i>{3 people}</i>	<p>Distribute all-school emails via Constant Contact as directed by teachers and the Board (one person). Distribute monthly calendar updates to Webmaster. Every 2 months create an informative and engaging online newsletter for SCPENS membership. Generate and compile articles and other material (photos, monthly birthday lists, announcements etc.) from the teachers, photographers, board members and membership. Provide hardcopies for each classroom as needed (two people).</p>
Outdoor Up-Keep/Maintenance Committee <i>(2 people)</i>	<p>Keep our yard and garden areas beautiful and safe for the kids! On your assigned week (about once a month) spend two or three hours weeding, pruning, and mowing. A checklist will be provided. Also purchase plants as requested and help maintain drip irrigation/sprinkler system. Yard work can be done any weekday after 4pm, anytime Saturday, or Sunday after 2pm.</p>
Shed/ Play Yard Organizer <i>{1 person}</i>	<p>Have a knack for organization? Maintain an orderly, safe toy shed and outdoor play area. Put the shed back in order and tidy on a weekly basis between classes or after school. Clean out the playhouse to avoid mud and toy “build-up”.</p>
Village Support Coordinator <i>{1 person}</i>	<p>Organize meal schedules and other support for co-op families with new babies, serious illnesses or injuries etc. Recruit and remind volunteers; check on follow-through.</p>
Water Carrier <i>{1 person}</i>	<p>Check classroom water bottles every week. Refill and bring back to classroom. (Some heavy lifting involved. A cart is available for transporting the bottles.) Save receipts and file for reimbursement with treasurer.</p>
Yard Day Coordinator / Maintenance Committee <i>{3 people}</i>	<p>Coordinate and supervise Yard Days (each coordinator attends two of the three yard days) to keep our play yards safe, beautiful and functional. Communicate with teachers and Maintenance Committee (all Yard Day Coordinators and Outdoor Upkeep People) to determine what jobs need to be done when, and what tools and supplies will be needed. Notify membership and oversee task/tool sign-up process. Provide well-organized, hands-on guidance to parents so we have an efficient and fulfilling Yard Day.</p>

Sickness Policy

NO

YOUR CHILD MUST STAY HOME IF SHE OR HE HAS THE FOLLOWING SYMPTOMS.

FEVER: has a fever of 101° or above taken rectally. Has had a fever within the last 24 hours.

COLDS: Has a runny nose (clear, white, yellow or green discharge) and this condition is less than 3 days old. If you child has a runny nose today and didn't a yesterday, even if teething, you must keep your child is home.

COUGH: Has a wet, wheezy cough, which through the mucus, could spread viral or bacterial infection.

EYES: Discharge (green or white) from the eyes, the usually accompanied by redness and itching (possible pink eye or conjunctivitis). Will not be admitted with discharge, even if on medication. Examination by doctor is recommended.

DIARRHEA: Recurring diarrhea (loose, watery stools) when not food-related or when associated with other symptoms of illness.

VOMITING: Recurring vomiting (more than once) or vomiting accompanied by fever.

LICE: Intense scratching of scalp. Mites or eggs (nits) in the hair.

SCABIES: Raised red spots or lines on skin caused by a microscopic mite. Intense itching contagion.

SKIN: Presence of impetigo, draining poison oak, with cold sores, canker sores, or fever blisters. Contagious rashes such as measles, roseola or chicken pox. contagious

YES

YOUR CHILD MAY BE AT SCHOOL IF HER OR HIS CONDITION IS AS FOLLOWS:

FEVER: Has a normal temperature (99.6° rectally). If recovering from a fever, has had **no** fever for a full 24 hours.

COLDS: Has a runny nose which is at least 4 days old (your child may return to school a clear discharge after 3 days at home). Has runny nose and a doctor's note stating that it an allergic condition.

COUGH: A child with a dry-sounding will usually be admitted if the cough is not related to other illness.

EYES: No signs of fresh discharge from eyes.

DIARRHEA: Recovery of normal bowel movements.

VOMITING: No more vomiting or accompanying symptoms.

LICE: Treatment with pyrinate shampoo or prescribed treatment. Removal of **all** eggs.

SCABIES: Treatment with scabicide and doctor's note certifying lack of

SKIN: Absence of symptoms. Children known skin allergies or diaper rashes may attend school. Full recovery from diseases.

The goal of the Sickness policy is to prevent the spread of communicable illness at the Parent Co-op. While we cannot prevent all illness, we can reduce its incidence and severity. The sickness policy applies equally to children, co-oping parents and staff. **Please call the teacher if you are uncertain how this policy applies to you or your child before you bring them to school.**

Classroom Responsibilities

Play dough: Try to keep play dough on table so that it doesn't get tracked onto the carpet.

- ❖ Avoid making things out of play dough that are beyond the children's capabilities – they will only become frustrated with their own attempts.
- ❖ Feel free to roll it, pat it and squish it!
- ❖ When cleaning up, play dough goes in big covered container. Toys are stored separately.
- ❖ If any toys are covered with play dough, please wash off with cold water.
- ❖ Wipe off the table well – play dough may leave an oily residue.

Art Area: Wash paintbrushes thoroughly.

- ❖ Wash lids to easel paints every day. Easel shelves should be cleaned of excess paints.
- ❖ Containers of paint that end up with very mixed, unappealing colors should be washed out.
- ❖ If newspaper under easel is very messy, it should be replaced. Wipe up floor if paint or glue has been dropped.

Fantasy Area and Block Area: Help children use materials in appropriate ways.

- ❖ When children are done with a particular activity, they should be encouraged to put away things before more toys are taken out. They will need your assistance with this.
- ❖ Blocks have a specific place on the shelves (in preschool classroom). Help us see that they end up there.
- ❖ Be a facilitator. For example, if the children are playing shopping or store, you might introduce a cash register. Assist children who might be watching and wishing to join the play.
- ❖ Try to keep areas "sorted out" when cleaning up so that we'll all know where to find things we are looking for.

Manipulative and Puzzles: Children often need adults to play with them when they are first getting started.

- ❖ Return toys and puzzles to where they belong, particularly those that require adult supervision or participation.
- ❖ Very important!! Help us keep puzzles sorted and *complete*. If a puzzle is missing pieces, make a real effort to find them before putting the puzzle back on the shelf. Children can (and should) help in this process.

Indoor Clean-up and Snack Prep: Make sure each area of the classroom is generally picked up.

- ❖ Wash tables thoroughly and place as many chairs as needed around them. Set out appropriate utensils for each child – i.e. napkin, plate and cup.
- ❖ In preschool, set out small pitchers for pouring juice – never more than ½ full. For some children, you may need to put only 1 serving in the pitcher and then refill for other children. We want children to experience successful pouring. Have sponges ready for spills.
- ❖ Use 2 or more serving plates for snack items.
- ❖ After snack, dishes are washed with hot water, soap and bleach solution for sanitation.

Hand washing: Remind children and parents to wash hands at the beginning of the day, before eating and after playing outdoors to cut down on the spread of germs.

Story/Circle Time: Kids should sit on their own carpet squares. If you are not doing another job, please join the circle to assist children who need help controlling themselves.

- ❖ **Adult conversations at this time can be very distracting. Please refrain from non-essential talking at this time.**
- ❖ All children are encouraged to attend circle time. For some children on some days, this is too hard. As a co-oper, you can greatly assist the teacher by removing that child as quietly as possible from the circle. You may play quietly with them, sit with them or take them outside the classroom until they are ready to rejoin the circle. Remember, group times for young children are sometimes simply overwhelming. This is true especially in the toddler classroom. Check with the teacher to clarify how she'd like to handle individual children.

Kitchen Clean-up: All food should be stored in sealed containers or in refrigerator. Counters and sinks should be wiped clean.

- ❖ All dishes should be washed and placed in drainer. If necessary, please dry them and return them to the shelves.

Bathroom Clean-up: The adult bathroom should be mopped and toilets, potty seats and sinks should be disinfected.

General Clean-up: Sweep floor. Mop if necessary. Vacuum carpet. Clean tables and counters. Take trash and empty diaper pail out to dumpster. Disinfect diaper pail.

Periodic Tasks: Keep art shelves neat. Sort and condense materials. Straighten up bookshelves. Wipe out cubbies. Sort out artwork and place in appropriate cubbies.

Snack Guidelines

Please help us provide nutritious snack for the children. Not only will their bodies benefit; we will be modeling and discussing healthy eating habits. If you'd like to have the children participate in our snack preparation, you are welcome to do so. Please try to notify the teacher in advance so that she may include that in the daily curriculum plans. We do have a refrigerator and a small microwave and convection oven. The school provides plates, cups, napkins and utensils. In planning for your snack day, try to include something from each of the following groups:

<u>Fruits/Vegetables</u>	<u>Grains/Cereal</u>	<u>Protein</u>	<u>Drinks</u>
Applesauce	Crackers	Cottage Cheese	Milk
Sliced fruit – apples, pears, bananas, melon	Bread Tortillas	Cheese chunks String cheese	Fruit Juice Water
Carrots or celery sticks	Cereal/Granola	Peanut butter/nut butter	Smoothies
Cucumber slices	Trail mix	Yogurt	Water
Salad	Cornbread/muffins	Tuna fish	
Fruit juice popsicles	Bagels	Cream cheese	
Oranges	French toast	Low-fat ham or turkey	
Raisins/dried fruit	Pasta	Kidney, Garbanzo, or Soy Beans	
	Popcorn (not for toddlers)	Tofu	

These are just a few suggestions! Use whole grains, low fat, low sugar items and organic produce/products whenever possible. We will make some exceptions for special occasions...birthdays, parties, etc.

Please let us know of your child has any food allergies or dietary restrictions!!!

Your Child's Reactions to School

There is no way to judge beforehand how your child will react to the classroom setting. Some adjust within an hour; others may take a few weeks, while others fit in well at first and then need help later. These are some of the things to be expected of new children and suggestions we have found useful in their adjustment:

- Prepare your child for school but don't confuse him with too many details about what school will be like.
- Pay attention to your own child. Let him break away from you at his own pace.
- A new child in distress (hurt, disappointed, etc.) will naturally turn to her own parents. Of course, comfort her yourself.
- Do not be disturbed or sensitive if your child clings, is shy, is over-aggressive or cries.
- The adjustment period will vary greatly in individual children. Discuss with the teacher the steps your child seems ready for in taking on the total school situation.
- Expect your child to be tired or fussy the first few weeks. She is making a great adjustment and may show the strain in any number of ways. Don't get discouraged.
- Don't expect great focus and concentration at first, especially in younger children. Let them "flit"
- Remember, it will take some time for routines to be established. Cooperation in routines will be encouraged but not forced.
- Children's rate of growth varies, as well as their interests, abilities and personalities. Don't feel uncomfortable if your 3-year-old doesn't paint, climb, and cooperate, etc. as well as children even younger. She will get there at her own rate.
- When he seems ready to make the break from you, tell him that you are going home to clean the house or some other activity with which he is familiar. Check with the teacher, then leave. *Never* try to avoid tears by sneaking out as this will undermine your child's trust in you. Always leave him with the assurance that you will return soon.
- Please feel free to check-in with the teacher by phone to see how your child is managing without you and for your own peace of mind.

Adult and Child Contact in Play Situations

The following general principles are presented to assist the students in their educational guidance of children:

1. **The safety and physical welfare of the children come first.**
2. Learn the children's names as quickly as possible.
3. Giving directions:
 - A. The adult gets the child's attention before she speaks to him and states her request or direction as simply and directly as possible.
 - B. Give positive direction when no choice is possible. Avoid "No" and "Don't".
 - C. Give the child a choice whenever possible. A limited choice of two things is often most effective.
 - D. Give warning of change of activity ahead of time.

- E. Never plead, threaten or strike a child (you own children included).
 - F. Direct children to a new activity when present activity is finished. Assist them in putting away toys that they are done with.
 - G. Invite participation in creative activities, music and dramatic play.
4. Handling difficult situations:
- A. The best help is help that foresees and forestalls trouble rather than help which is limited to straightening out difficulties. Timing of help is important.
 - B. The adult strives constantly to remain alert to the total situation on the playground and in the classroom.
 - C. When in doubt, it is often best to stop and observe closely what is happening unless the child's physical safety is involved.
 - D. Redirect a non-cooperative child to another activity.
 - E. If necessary, insist that a child shares or takes turns in this way... "I will let you have the shovel for 5 minutes, then it will be Steve's turn." If Tom has built something with blocks and Bill wants to join the fun but Tom resists, tell Bill... "Ask Tom where you can sit, stand, play, etc."
 - F. Allow children of comparable size and abilities to work out their own solution (without physical violence). Stay close to keep them safe. Encourage each child to stand up for themselves and verbalize their feelings.
 - G. Treat toilet accidents casually. Suggest toileting before putting on a change of clothes.
 - H. Ignore improper language other than name-calling. Calling people names hurts feelings and is not allowed.
 - I. Do not allow a child to strike you or others. Restrain gently, but firmly.
 - J. Feel free to ask for the teacher's assistance in a difficult situation, or report situation to her so it may be discussed at a later time

Words That Help Children Grow

Young children need verbal direction and will seek help from adults. It is important to give them help, but in ways that will lead to new behavior and new learning. Adults tend to use restrictive language and a different pattern of reacting to children's needs. You may have to practice for a while, but it soon becomes very easy. Your improved relationship with the children will be a most worthwhile reward. Here are a few examples of growing words rather than restricting words.

SAY

1. "Two hands when you climb."
2. "Use your shovel for digging."
3. "You'll need an apron."
4. "Scissors stay on the table or here in the holder. We can find them when we need them."
5. "Can you push your own sleeves up?"
6. "Oops, juice spills sometimes, here's the sponge to wipe it up with."
7. "You've painted for a long time and soon it will be time for juice. I'll help you put your picture up to dry when you're through."
8. "Turn the pages by the corners carefully. That's right."
9. "Puzzle pieces stay here on the table."
10. "Everyone move back a little. I'll hold the book so you can see."

DON'T SAY

- "Hold on or you'll fall."
- "Don't swing your shovel up that way."
- "Don't get paint on your clothes."
- "Don't run with the scissors."
- "Don't get your sleeves wet."
- "Be careful pouring, here I'll do it."
- "You'll have to stop painting right now. Don't you want some juice?"
- "Watch out! You'll tear the book!"
- "Stop dropping the puzzle pieces on the floor."
- "Don't crowd so. You can all see."

REMEMBER:

- to react positively.
- to give the child an acceptable solution that he/she can carry out.
- to be patient and try again.
- to trust the child's judgment and competence.
- to reinforce learning with praise.
- to offer the child an alternative when possible.

Membership Policies

Number of Co-op Days Required

1. If two or more children from the same family are in the same class, parent(s) may be required to co-op (work) more than one day per week. The attending teacher will determine this.
2. If families have multiple children in multiple Co-op classes (i.e. preschool and toddler), parent(s) must co-op (work) one day per week in **each** of the classes their children are enrolled in.

Unregistered Siblings Accompanying Co-op Student/Parent to Class

A maximum of two unregistered siblings per class-day will be allowed. This will be on a first-come, first-served basis and will be subject to the discretion of the teacher. *Note: all appropriate paperwork, including immunizations and waivers must be submitted for each unregistered sibling.*

REGISTRATION POLICIES

Registration Fee: A \$100 per family, annual, non-refundable fee is due on either the Current Member Registration Due Date (for current members), or on the New Member Registration Due Date (for new members) or upon acceptance of an open spot during the year.

Membership Registration Form: A form, approved by the Board that lists student's name, parent's name, and indicates the order of preference for class/date/time, and for returning members, indicates whether a change is being requested. The Registration Form must be submitted with the Registration Fee. One Registration Form must be submitted for each student (i.e. if a family has two children, two forms must be submitted). *Note: if two or more registration forms are submitted for a family, the Registration Fee should be attached to one form and a note indicating which Registration Form the fee is attached to should be attached to the other form(s).*

Current Member Registration Due Date: An annual date set in the Spring to register for the next school year, on which all Current Member Registration Forms and non-refundable Registration Fees are due. Registration Forms/Fees submitted *after* this date will be considered only after the "on-time" registrations have been completed. Late registration forms/fees submitted by current members before the start of new-member registration will be processed before new-member registrations. *Current SCPENS members who do not submit their forms/fees by the time new-member registration begins will be placed at the bottom of the New Member Waiting List and will be enrolled only if there is space available – unless a written notification and a \$100 registration fee is submitted to, and approved by, the Board.*

Current Member Change Request List: The list will be maintained showing all current member requests for class (toddler, pre-school, or pre-K) or day/time changes that were not granted during registration due to lack of openings. This list will be voided at the end of each school year.

New-Member Registration Date: An annual date (15 days after the Current Member Registration Due Date) set by the Board, on which all New-Member Registrations will begin.

New-Member Waiting List: A list of families requesting to be admitted to the Co-op, ranked according to the date that their Registration Form(s) was postmarked or received by the Membership Coordinator, which ever came first.

REGISTRATION FOR CURRENT SCPENS MEMBERS

1. Students requesting to **remain in their current class** (toddler, pre-school or pre-K) **and at their current time** will have priority in re-registering based on their participation and fulfillment of their contract obligations **unless their \$100 registration fee and registration form are not received by the Current Member Registration Due Date.**
2. Students wanting to remain in their **current** class (toddler or pre-school) but requesting a **time or day change** will be registered after the above registrations have been completed and will be registered in the following order.
 - a) If there are enough openings to accommodate all requests, all requests will be filled.
 - b) If there are more requests than openings (for time/date changes), **first priority will be given to members who have met or exceeded their participation requirements for the current year.** If there are more qualified members than slots available, the membership coordinator will create a lottery from which the remaining openings will be filled at random.
 - c) Remaining requests will be placed on the Current Member Change Request List and will be filled, as openings become available. **Note:** Students requesting a time/date change will retain their current class/time/date until there is an opening in their requested class.
3. Students wanting a **class change** (from toddler to pre-school) will be registered after all above registrations have been completed and will be completed as follows:
 - a) SCPENS teachers will meet to determine whether the requested class change is appropriate, based on the child's developmental level. If the teachers cannot reach consensus, the Board will resolve disagreements.
 - b) If there are enough openings to accommodate all *appropriate* requests, all of those requests will be filled.
 - c) If there are more requests than openings (for time/date/class changes), **first priority will be given to members who have met or exceeded their participation requirements for the current year.** If there are more qualified members than slots available, the membership coordinator will create a lottery from which the remaining openings will be filled at random.
 - d) Remaining appropriate requests will be placed on the Current member Change Request List and will be filled, as openings become available.

REGISTRATION FOR NEW SCPENS MEMBERS

1. Families requesting admittance to SCPENS will be sent a blank Registration Form.
2. Families will be placed on the New-Member Waiting List once the membership coordinator receives their completed Registration Form(s). Families will be ranked on the list according to the date the registration form is postmarked or received whichever comes first.
3. After all current member registrations are completed, new-member registration will begin and will proceed by contacting the families highest on the New-Member Waiting list first and informing them of the opening(s) and of the New-Member Registration Due Date.
4. After the New-Member Registration Due Date has passed, the membership coordinator will enroll families, who have submitted their Registration Fees, according to their rank on the New-Member Waiting List.

MID-TERM REGISTRATION

As openings become available during the school year, families who have indicated interest in the respective opening will fill them. Current member families will be contacted first. If no current member families are interested in the opening, families on the New-Member Waiting list will be contacted.

Safety Procedures

Approved by the SCPENS board on May 20, 2010

1) Current policy: This is a reminder that it has always been the policy at SCPENS that teachers be familiar with any adult interacting with children in the classroom and that a child would never be left alone with an adult who has not been oriented with classroom procedures and with whom the child is not familiar.

2) Registration: Santa Cruz Adult School requires that any adult who is in the classrooms interacting with children be registered with the Adult School. We make every effort to ensure that both parents and any other adults, such as grandparents or other caregivers, are registered when they enter the classroom. To help ensure that no adult in the classroom is missing the required registration, each teacher will keep a list of registered adults on the sign-in clipboard in each class. If any relative or childcare helper is going to be in the classroom working with the children, they will have to fill out the Santa Cruz Adult School registration form.

3) Communication: If it comes to the attention of a teacher that one of our adult students has been charged with a felony involving harm to a minor, or if we have found them listed on the Megan's Law website, we will notify Santa Cruz Adult School immediately and exclude the student from school until SCPENS is advised by Adult School as to how to proceed. It is our intention to make members feel safe with the information they share with us as long as it does not have legal ramifications. Like all teachers SCPENS' instructors are subject to child abuse reporting laws and are mandated by law to report any suspected child abuse.

5) Fingerprinting: The Santa Cruz City Schools District requires fingerprinting of all parents participating in the classroom. Procedures and forms are available on our website.

Parents Code of Conduct For Santa Cruz Parent Education Nursery School

The Santa Cruz Adult Education Program provides comprehensive parent education programs through parent co-operative nurseries at the Soquel, Westside and Santa Cruz Parent Education Nursery Schools. In order for parents to take full advantage of this service, it is important to establish a code of conduct that incorporates the parenting philosophy of the Nursery Schools. This philosophy determines educational activities that provide parents with skills including positive discipline, options for exploration and discovery, and constructive interaction with peers to help children develop positive social and cognitive skills. The education program focuses on assisting parents in raising children who have high self-esteem and a sense of personal worth.

The appropriate behavior for parents and family members at SCPENS are as follows:

1. Participating in assigned responsibilities as outlined in the Parent Handbook
2. Appropriate and positive communication of issues and concerns with the teacher and Board. It is the intent of the Co-op members that issues should be discussed outside of class time between the parent and staff.
3. Modeling of appropriate behavior during the supervision of children, at seminars and during meetings. Parents should strive to exhibit positive, co-operative behavior at all times for the benefit of the children and adult members of the school.
4. Co-operation and support with other member families in SCPENS activities.

The parent co-op nurseries are educational programs for parents as students. The behaviors addressed above are goals for each parent/student to strive for with the assistance of the Co-op teacher. Parents/students who experience difficulty in complying with these behaviors will receive notification from their teacher of the specific difficulties. This notification will be in the form of a written Progress Report which identifies the problem(s) the parent is experiencing and sets a time for a conference between the parent/student and teacher.

At the conference, the student and teacher will develop a plan to improve the behavior to comply with the school's code within a specified time frame. The student's progress will be evaluated at the progress review date. A student who has not made the necessary improvements will be placed on probation for a period of one week to make the recommended changes. Parents/students who do not make improvements by the end of the probationary period will be subject to involuntary termination from the Co-op according to the By-laws.

You Have a Voice

With a large group of people making and executing decisions in what can be an emotionally charged environment, open communication is essential for our school to function successfully and enjoyable. There are a number of ways you can safely and effectively communicate your ideas, suggestions, concerns or problems about any aspect of the nursery school program.

Who to call:

- Teacher: About parent education; daily program/curriculum; your child or another child; about making up time; if you can't get a substitute on your workday; about your workday participation; about physical limitations, i.e. allergies, health problems, etc.
- Bd. President: About general functioning of the school; about scholarships; agendas for General Membership meetings and Board meetings.
- Vice President: About ideas, suggestions, questions concerning speakers at General meetings; general functioning of the school.
- Treasurer: About questions regarding tuition, fees, budget information, financial reports, reimbursements.
- Membership Person: If you want to resign; if you have a friend who wants to join; you need a leave of absence or medical leave; questions about registration or medical

- forms; you want to drop or add a child's day of attendance; you want to change your work day.
- Job Coordinator: About support job responsibilities; about changing jobs.
- Fundraising Person: About your participation in fundraising events; new ideas for raising funds.
- Board Member: About where you stand on missed meetings; any concerns about the school and how it functions.

General Meetings: Something that concerns the entire school can be presented at this time. The president and teachers determine the agenda for this meeting. Bring your concern to the attention of the president and board and they can determine how to present it to the general membership.

Board Meetings: These monthly meetings are open to all and your input is welcome, though only Board members vote on decisions. Let the president know if you plan to attend a Board meeting to bring up a particular subject. If you simply want to listen and participate in discussion of topics already on the agenda, just come!

Student/Family Grievance Procedure

A parent/student or family member of the Parent Co-op may file a grievance with the Co-op for the following reasons:

1. A violation, misinterpretation or misapplication of the Co-op By-laws by a teacher, a member of the Co-op or another parent/student.
2. A dispute of probationary status and/or involuntary termination.
3. A safety issue which has not been addressed by the Co-op Board.
4. Violation of the Code of Conduct by another student which has not been addressed by the Co-op Board.

Every effort shall be made to resolve the grievances within the time frames specified below for each grievance level.

Informal Level: Within five (5) working days after the parent/student knew of an event or circumstances of the alleged grievance, the parent/student shall initially meet with his/her Co-op teacher in an attempt to resolve the alleged grievance informally.

Level I:

1. If the informal discussion fails to resolve the grievance to the satisfaction of the parent/student, a formal grievance may be initiated in writing no later than five (5) working days after the informal discussion.
2. The formal document shall be a clear, concise statement of the grievance citing specific sections of the Co-op By-laws or other categories in the Code of Conduct allegedly violated, misinterpreted or misapplied, the circumstances involved, and the specific remedy sought.
3. Within five (5) working days after filing of the formal grievance, the Grievance Committee of the Co-op Board shall investigate the grievance and give his/her decision in writing to the parent/student.

Level II:

1. If the parent/student is not satisfied with the decision rendered at Level I, he/she may appeal the decision within seven (7) working days to the Principal of Santa Cruz Adult Education.
2. The appeal shall include a copy of the original grievance, the decision rendered at Level I, and a clear, concise statement of the reason for the appeal.
3. Within five (5) working days after the appeal is filed the Principal of Santa Cruz Adult Education shall investigate the grievance and give his decision in writing to the parent/student.
4. The parent/student may request a hearing with the Principal and the Co-op Board to appeal the Principal's decision.
5. Within two (2) working days after consideration of the appeal, the Principal and Co-op Board shall render a final decision on the disposition of the grievance. The parent/student shall receive a written statement of the decision.

Policy and Procedures for Requesting Reasonable Accommodation

1. All of the planned official Program activities scheduled for this year are listed on a separate form included with the parent packet. All participating parents with disabilities, and/or parents who have children with disabilities who will be participating in the Co-op program during the upcoming year, and who believe that they or their children will require accommodations in order to participate in the Co-op program, are requested to identify the specific disability and the kind(s) of accommodation they believe they will need, if any, because of that disability. This information should be provided by completing and signing the separate form entitled "Parents and/or Children With Disabilities" that is included with this Manual, and promptly returning the completed form to your local Program instructor.
2. The instructor will forward copies of the completed form to (1) the local Co-op Board member responsible for off-site activities (the Co-op ADA Coordinator - see ¶ 4 below) and (2) the Principal of the Santa Cruz Adult School.
3. Prior to the beginning of each school year, the Co-op staff will prepare a list of official Program activities that are planned for the year, a copy of which will be included in the parent packet.
4. The Co-op Board member responsible for off-site Program activities will also be designated as the Co-op's "ADA coordinator" to work with the board, parents, and staff to address and resolve issues relating to program access for disabled parents and/or children, as well as requests for reasonable accommodation.
5. At the beginning of each year, the Co-op ADA Coordinator will review the list of official Program activities prepared by Staff and will contact each parent who has identified a disability and requested reasonable accommodations, to ensure that these activities are accessible to that person or can be made acceptably accessible through reasonable accommodations. If necessary, the Co-op ADA Coordinator will be responsible for making reasonable inquiries regarding the accessibility of a site or activity. Telephone inquiries will normally be considered to be reasonable efforts.
6. Whenever an additional Program activity is suggested during the year, the Co-op ADA Coordinator will, before final approval and scheduling of that activity, (1) make reasonable inquiries regarding accessibility of that activity and (2) coordinate with the board, staff, and any person who has identified a disability regarding that activity, and/or any reasonable accommodations or alternative arrangements to allow full participation, if possible.

The Co-op recognizes that some kinds of activities are inherently inaccessible to disabled persons, depending upon the disability. Any decisions by the ADA Coordinator, staff, and/or the board should, however, be consistent with the policy that (1) all official Program activities conducted on school district property should be accessible, (2) official off-site Program activities in which the parents are expected to participate should be held in accessible locations if possible, and (3) an accessible site or activity should be given preference if there is a choice between two comparable sites or activities.

7. All issues regarding reasonable accommodations or the accessibility of an official Program activity should be resolved at the local Co-op level if possible. If any such issue is not resolved after reasonable attempts to do so at the local level, that issue should be directed to the Principal of the Santa Cruz Adult School at (831) 429-3966. If the Principal is unable to resolve the issue after reasonable attempts to do so, that issue may be directed to the school district's ADA Coordinator at (831) 429-3832.

Santa Cruz Parent Education Nursery School BY-LAWS

Article One **NAME AND PURPOSE**

Section 1. NAME. The name of this non-profit organization is "Santa Cruz Parent Education Nursery School."

Section 2. PURPOSE. The purpose of this organization is to promote and operate a non-sectarian, non-racial, and non-profit parent cooperative preschool and toddler program and to conduct adult education classes under the direction of the Santa Cruz School District Adult Education Program.

Section 3. STANDARDS. Standards of the school are subject to the rules of Adult Education, Santa Cruz City School District, a division of the State Department of Education.

Article Two **MEMBERSHIP**

Section 1. STATEMENT. Membership in the cooperatives shall be granted to the parents or guardians of a child accepted for enrollment, without regard and discrimination as to race, color, creed, religious beliefs or sexual orientation.

Section 2. PROPERTY RIGHTS. Membership in the nursery school shall not confer upon the members or any member any right to, or an interest in the property or assets of the school. Upon dissolution of the corporation, all of its property and assets shall be transferred, as shall be determined by the Nursery School Board, only to an educational, charitable, benevolent, or fraternal organization or institution, or to the Santa Cruz City Schools Adult School or to the City of Santa Cruz, State of California, or a political subdivision thereof.

Section 3. NUMBER AND QUALIFICATIONS. Family membership shall be granted to parents or guardians of a child accepted for enrollment, upon the completion of admission requirements.

Section 4. RIGHTS AND PRIVILEGES. Each member family shall have the right to petition in writing the Nursery School Board on any matter it wishes, shall have the right to consult with the teachers, shall have the rights to one vote per family, shall have the right to hold one office at a time, and shall have the right to have its child attend the Nursery School.

Section 5. RESPONSIBILITIES. All members shall actively participate in the affairs and operation of the school, in accordance with the established school policies and procedures. Attendance and financial requirements as set by the Board and approved by the membership shall be met.

Section 6. TERMINATION OF MEMBERSHIP (INVOLUNTARY). The Board may terminate a family membership for failure to meet any of the requirements set forth in these By-laws. Termination of family membership shall require majority vote by the Board and Teachers.

Section 7. TERMINATION OF MEMBERSHIP (VOLUNTARY). Two weeks written notice shall be given to the Membership person and the Teacher by a member who is withdrawing from the school. Such withdrawal notice will not relieve the member of the obligation to pay dues and participate up to the day of withdrawal. All moneys owed the school must accompany the notice of withdrawal.

Section 8. SICK AND MATERNITY LEAVE. Leave of not less than two weeks and not more than six weeks may be granted upon written notice to the Board when accompanied by a doctor's note. Children of parents on sick or maternity leave are entitled to attend the Nursery School and the members must pay full tuition. Members on sick or maternity leave are not required to participate in any general meetings or functions, but are required to make temporary arrangement for any position they hold.

Article Three

MEETINGS OF MEMBERS

Section 1. TIME AND PLACE. The number, time and place of meetings shall be determined by the membership, with the consent of the Santa Cruz City Schools Adult Education Department.

Section 2. REGULAR MEETINGS. Members must attend one meeting every month. If a member attends more than one meeting/educational lecture per month, the extra lecture can count as attendance in any month thereafter within the same school year. Parents in the toddler program will be required to attend 1 additional meeting per quarter (every 3 months).

Section 3. SPECIAL MEETINGS. Special meetings may be called by the President and three members of the Board, or by written request of a majority of the members. Notice will be given of special meetings by telephone, newsletter, or by posting on the school bulletin board at least five days prior to the meeting when at all possible.

Section 4. ATTENDANCE. Attendance is required at all monthly meetings. Any absence must be made up by attending an additional education lecture, business meeting or as decided by the board. The board can terminate a family membership if attendance is not maintained at the regular meetings.

Section 5. POWERS OF MEMBERSHIP. The membership shall have the power to recall any or all of the Board members by three-fourths majority vote of all the general membership. The membership shall have the power to approve and adopt policies governing the operation and affairs of the school.

Section 6. QUORUM. A quorum shall consist of one person more than one-half of the active membership; unless otherwise specified herein, all business shall be transacted by majority vote of those present.

Section 7. EVALUATIONS. An evaluation of the programs will be given one a year. It will cover curriculum, schedule, the Board, teacher evaluation of parent performance, teachers, communication and content of night meetings. An evaluation coordinator(s) will compile the information and present them with the teacher at a Board Meeting.

Article Four
THE NUSERY SCHOOL BOARD

Section 1. DEFINITION. The Nursery School Board shall consist of the following: President, Vice Presidents, Secretary, Treasurers, Fundraising Chairpersons, Membership Chairpersons, and Parent Support Job Coordinators. Teachers shall attend the Board meetings as ex-officio members.

Section 2. NOMINATIONS FOR OFFICES OF THE BOARD. A nominating committee shall be appointed by the Board in January. Members of the committee shall not be board members. It is the committee's responsibility to promote service on the Board and to seek out and encourage members to run. Nomination will be submitted to the committee. The committee will include all names submitted when they print the ballot. If there are not candidates nominated for a position, it will be the committee's responsibility to recruit candidates from the membership. The votes will be tabulated and the candidates with the highest number of votes will win. The committee will contact the candidates to inform them of their election to the Board position. If the newly elected officer declines to serve, the position will be given to the person with the next highest total. The new Board will be presented at the May general meeting.

Section 3. VACANCIES. Vacancies of the Board will be filled by appointment of the Board to serve as acting officers until approved by general membership at the next schedule business meeting.

Section 4. TENURE. The Members of the Board shall serve for a period of one year, commencing with their installation. Previous and newly elected members shall attend a joint Board meeting in May for the purpose of orientation. The newly elected members will be installed at the June business meeting, at the point in the agenda where new business begins, and shall assume full power of office at that time. The treasurer shall assume responsibilities at the completion of the year and financial statement when all business can be transferred over to the new year.

Section 5. POWERS. The Board shall have the power to: 1) Recommend projects to the membership. 2) Call special meetings of the membership when necessary. 3) Grant scholarships. 4) Terminate family membership. 5) Grant all types of leaves. 6) Conduct the usual business at the school. 7) Decide whether a particular item should be acted upon or whether it should be referred to the membership. 8) Issue keys to persons having need of them.

Section 6. QUORUM. A quorum shall consist of one person more than one-half of the current Board; unless otherwise specified herein, all business shall be transacted by majority vote of those present.

Section 7. DUTIES. It shall be the duty of the Board to: 1) Conduct normal business of the school. 2) Prescribe the duties of the members. 3) Ensure that the provisions of these By-laws are followed. 4) Carry out the policies of the school.

Section 8. MEETINGS. The regular meeting of the Board shall be once each calendar month at a time and place set by the President upon seven days notice. The President may call special Board meetings when necessary.

Article Five
RESPONSIBILITIES OF BOARD MEMBERS

Section 1. DUTIES OF MEMBERS. Board Members must know the school policies, program and people. As participants on the policy-making level, members are responsible for attending meetings, participating by preparing for the meeting beforehand, sharing their thoughts with others, and join in the discussion. Other responsibilities of Board Members are to interpret to other members the policies the Board has set.

President. It is the duty of the president to 1) Act as liaison between Adult Education and Nursery School and First Baptist Church. 2) Prepare agenda for and conduct Board and Parent Meetings. 3) Keep the membership informed of the affairs and condition of the school. 4) Maintain signature authorization on documents and counter-sign checks. 5) Assure compliance with non-profit status obligations. 6) Maintain required liability insurance for program. 6) Act as the Evaluation coordinator.

Vice President. It is the duty of the Vice President to 1) Preside in the absence of the President. 2) Act as Chairperson for the Parent Education Committee. 3) Maintain signature authority on documents and counter-sign checks. 4) Initiate phone tree as needed.

Treasurer. The Treasurer shall 1) Keep financial documents showing all transactions of the nursery school. 2) Receive and deposit all moneys for the school. 3) Maintain signature authority on all checks and orders that fall within the established fiscal budget. 4) Bring to the Board Members' attention non-budgeted bills for payment approval. 5) Collect all fees due on the first day of the quarter and inform secretary of all delinquencies. 6) Present at each board meeting a statement of transactions of the cooperative along with bank statements. 7) Post monthly financial statement of cooperative in classroom. 8) Close books at the end of each fiscal year in preparation for an audit. 9) Help develop budget for next school year.

Secretary. It shall be the duty of the Secretary to 1) Record minutes from board and parent meetings. 2) Prepare a list of all unfinished business for the president to assist in preparation of monthly meetings. 3) Prepare all correspondences of the co-op. 4) Keep records of alumni for social, fundraising and community events. 5) Update handbook and keep adequate supplies in stock, of enrollment packages. 6) Record attendance at parent meetings.

Membership. The Membership Person shall 1) Field new membership calls. 2) Work with the secretary to provide new members with necessary information and forms. 3) Maintain waiting list. 4) Provide current list of members for distribution on a quarterly basis. 5) Keep records (i.e. address, phone #) of current members. 6) Post current membership list in classroom.

Job Coordinator. It shall be the duty of the Job Coordinator to: 1) Delegate and maintain records of the co-op support jobs. 2) Post and record attendance for work days, special activities, projects and fundraisers. 3) Alert teacher to assign make-up projects for missed hours.

Fundraising Chairperson. 1) Plan and execute fundraisers with fundraising committee and general membership. 2) Track fundraising commitments for all members. Notify members and Board of delinquent accounts. 3) Prepare report at end of school year including total money raised per family per fundraiser.

Article Six **THE TEACHERS**

1. Seeing that the school is ready for opening before the first day of school which would involve:
 - A. Name tags for children and parents.
 - B. Labeling the children's cubbies.
 - C. Communicating through the newsletter about what will be going on during the first month of school.
 - D. Seeing that the Bulletin Board is kept up to date.
2. Seeing that the best possible physical environment, equipment, and supplies are provided for the Nursery School program.
3. Plan and supervise the daily program and activities of the school day. Administering the school program and determining the activities of the school day.
4. Attending the general membership and Board meetings monthly.

5. Planning for parents involvement on the nursery school workdays.
6. Guiding the parents toward better techniques of working with children and skills in using material and equipment suitable for young children.
7. Helping parents gain an understanding of child growth and development and insight and acceptance of their own and their child's feelings.
8. Directing parents when necessary for the smooth functioning of the school, i.e. parent promptness, work day schedules, evaluations of children, etc.
9. Working with staff and vice-president to plan and carry out the educational portions of general membership meetings.
10. Continuing professional growth through attendance of classes, education meetings, conferences, workshops and literature pertaining to the development of young children and parents. Set annual professional development goals.
11. Conforming to the By-laws and "Policies and Procedures" of the Nursery School.
12. Conducting parent-teacher seminars after school and individual conferences with the general membership or providing additional parent education meetings to fulfill parent attendance requirements.
13. Responsible to ensure with all staff members that a structure is available for discussion of issues that concern environment and individual program needs.
14. Responsible for keeping a record of all A.D.A. hours and handing them in weekly to the Adult Education Office.

Article Seven

DUES AND ASSESSMENTS

Section 1. TUITION. Tuition fees are to be fixed by the board. All dues are payable on the first day of the quarter.

Section 2. REGISTRATION. A non-refundable registration fee shall be required of each family upon enrollment.

Section 3. SCHOOL CLOSURE. Parents will NOT be reimbursed for school closure due to emergency situations or inability to find a credentialed substitute teacher.

Article Eight

HIRING STAFF

Section 1. THE STAFFING COMMITTEE. The Staffing Committee will work in conjunction with the Principal of Adult Education Department when reviewing applicants for school teaching positions. The screening committee shall consist of the teachers. Board Members and a minimum of two people from the Board or membership at large.

Article Nine

POWERS NOT SPECIFICALLY DELEGATED

Section 1. GENERAL. Powers not specifically delegated in these By-laws to the teachers, to the Board, to the Members of the Board, or to the committee established by the Board, shall be the powers of the membership of the Nursery School.

Article Ten

AMENDMENT OF BY-LAWS

Section 1. GENERAL. These By-laws may be repealed, revised or amended or new by-laws adopted at any business meeting by consensus of the membership.