

Standing Rules

Standing Rules are unspoken, implied procedures that have been passed on from year to year. These may be altered or deleted by a two-thirds majority vote of the Board of Directors.

Parent Responsibilities

- A. Parents should read the school bulletin board when at school.
- B. Parents are responsible for the cost of field trips. Parents must attend or arrange for another family member or classroom parent to oversee their child on the trip.
- C. Parents may be asked to help the teacher with craft items.
- D. Snacks should be nutritious. Parents may ask to bring a special snack for a birthday or holiday. ***We are a nut-free school. Please inquire about and be respectful of food allergies. Limit snacks to fruits and vegetables.***
- E. If a child needs (or might need in an emergency) special medication, the parent must notify the teacher. The parent will supply the medication and a signed permission slip.
- F. Parents must arrive 15 minutes early to assist the teacher on volunteer days and stay 15 minutes after class for clean-up until the room is in satisfactory condition as designated by the teacher.
- G. School and teacher evaluation forms will be given to each co-op family at the end of each semester.
- H. Attendance at Parent Education functions are required for a total of 3 hours per year, per family, with CPT counting for 2 hours.
- I. Each member is required to assist with fundraising projects or make a financial contribution determined by the Board.

Teacher Responsibilities

- A. Teachers will submit equipment wish lists to the Board in September and January of every year.

- B. The teacher will keep health forms and student information on file at the school.
- C. All classes will have one fire drill each month and one tornado drill each semester.
- D. In the event of an injury accident, the teacher will fill out an accident report and give a copy to the parent. ***The original will be kept on file at the school.***

Board of Directors Responsibilities

- A. The teacher's bonus/pay raise will be decided by the presiding Board.
- B. The President and the Treasurer are authorized officers on the signature cards for the co-op bank account.
- C. The teachers' wish lists should be reviewed every September and January.
- D. The school will pay for the teachers' cost for field trips.
- E. No one may register for preschool without first talking to the Membership Chairperson.

Classroom Topics

- A. Parents shall notify the school in the event of late arrival or absence of the child.
- B. Children should always come dressed for outdoor play.
- C. Any parent dealing with bodily fluid or excrement of a child must wear disposable gloves.
- D. Students may wear costumes to class on Halloween.
- E. (Optional) At a child's birthday, a family may wish to give a present to Geist Orchard in the child's name.

Financial Policies

A. Reporting Procedures:

1. The Treasurer shall provide, at each regular meeting of the Board of Directors, a financial report detailing current balance in all bank accounts and a listing of transactions completed.

2. A proposed budget of income and expenses for the upcoming fiscal year, shall be presented for review at the April Board Meeting. The proposed budget shall be developed by the Treasurer, in consultation with all appropriate Board Members. The proposed budget shall be revised as necessary, and adopted, at the May Board Meeting.

B. Income Generation and Reserve Amounts

1. Tuition and registration fees shall be charged in an amount to cover, on an annual basis, the costs for the following expenses:
 - Salaries
 - Payroll taxes
 - Rent
 - Insurance
 - Dues
 - Cleaning
 - License Fees
 - Yoga and Music class fees, pending vendor participation-refunds will/will not be made if these functions stop, per board vote
 - Accounting services by a CPA
2. Income from fundraisers and other sources shall be used to cover all expenses not listed above. If financially possible, an amount sufficient to cover the basic operations of the preschool, for a three-month period, shall be kept in reserve in an appropriate regular savings account.
3. If financially possible, ten percent of monies raised from fundraising activities, each year, shall be saved for future capital expenditures.