The Duck Book
Policies, Guidelines and Bylaws

East Columbia Preschool
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Welcome to East Columbia Preschool!

This handbook is affectionately referred to as the Duck Book. It is provided as a source of valuable information to all members. Please read it thoroughly. We hope you will find the material helpful in acquainting you with East Columbia Preschool. Our goal is to have the Duck Book serve as a handbook to clarify your obligations as a member of this preschool and to make your co-oping experience as enjoyable as possible.

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INTRODUCTION

History
East Columbia Preschool (ECP) was founded as Dasher Green Nursery School by nine Owen Brown residents with a common philosophy in mind. After nearly eight months of planning and preparation, the school opened in September 1974 and was temporarily housed in Long Reach Stone House until the Owen Brown Community Center was ready for occupancy in January 1975.

Purpose
The purpose of East Columbia Preschool is to operate a facility through the cooperation of the parents of enrolled children and under the guidance of qualified teachers. ECP is operated as a community service on a non-profit, non-sectarian basis. Children are admitted without regard to color, creed, sex, or national origin. Any child meeting the criteria set forth in the Bylaws, Article IV, will be admitted to the school in a fair and impartial manner. The children have the opportunity to make a pleasant transition from home to school and develop socially, emotionally, mentally, and physically in a well-rounded program of activities. ECP also promotes parent education by having parents assist in the classroom and meet regularly for the exchange of ideas. Since ECP is a co-op, parents participate under the guidance of the teacher in helping their children adjust to their first major steps away from home.

Philosophy
Teachers and parents together are responsible for the total educational program of the school. The ideals of this cooperative preschool are accomplished through a three-way sharing unit consisting of the teacher, the parent, and the child.

The school’s program is based upon a desire to promote individual acceptance of each child by helping to develop the child’s capacities at his own rate of progress. In a loving, supportive atmosphere, the school provides a balanced program consisting of a variety of activities which will promote a feeling of self-worth, responsibility, and independence. In a child-size world where acceptable behavior is fostered, a flexible program of structure and free time is provided in the areas of basic emotional needs, social development, physical development, and intellectual growth.

The Co-op in the Community
ECP is involved with several Howard County organizations and programs.

- Columbia Association: through the Owen Brown Village Center, we lease the space for our school.
- Judy Center Partnership for Community Outreach: a program which provides educational opportunities for preschool families and staff.
- Blessings in a Backpack: ECP holds an annual food drive to benefit this organization which provides food on weekends to elementary school children.
- Children on Board Child Care and Preschool Information Fair: through the Office of Children and Families, ECP staff and parents promote our school and speak with potential new families.
- Outreach and enrichment programs: with Library, Police and Fire Departments including making blankets for Project Linus.
East Columbia Preschool

- Local Farms: field trip experiences with Triadelphia Lake View Farm, Sharp’s and Clark's Elioak.

**THE BENEFITS OF THE CO-OP EXPERIENCE**

**What the Parent Gains**
- Learning what to expect from preschoolers
- Talking about your child’s growth with a trained person, as well as with other parents
- Learning by observing a trained teacher working with children
- Observing your child in relation to a group of youngsters of approximately the same age
- Working creatively with a group
- Having some time alone for your own activities while your child is happy in school

**What the Child Gains**
- Making a happy transition from home to school
- Feeling secure with adults other than his/her parents
- Learning to get along with others
- Sharing equipment and adult attention
- Learning some acceptable ways of expressing aggression
- Showing some growth in expressing himself/herself verbally
- Exploring creative materials such as clay, paint, and water
- Developing interest in living things and the world around them
- Taking responsibility for his/her personal care
- Improving his/her ability to finish what he/she has begun
- Helping clean up and put away materials used
- Gaining knowledge in key content areas

**Suggestions for Parents on Co-oping Days**
The children come first. Help them to know that they have worth and dignity, that you care for them, and have trust and faith in them. Strive to incorporate the following guidelines.
- Let the children take initiative whenever possible.
- Avoid interrupting the children’s activity: encourage them to finish what they want to do.
- Laugh with children, not at them.
- Be generous in giving deserved praise and affection.
- Listen carefully when the children have things to tell you. Get down to their eye level by squatting or sitting. Mirror or enlarge what they say, but do not evaluate it.
- Use positive suggestions; avoid “don’t”.
- Talk with other adults only when necessary. Focus on the children.
- Silence mobile devices.
Helping Aggressive Children
Here are some suggestions for assisting aggressive children.

- Accept the children as they are. Help them to find suitable outlets for hostility. Example: “You feel like hitting something. We don’t hit people. What is there for you to hit? What could you do instead?”
- Encourage the children to tell each other how they feel. Do not force them to say they are sorry.
- Interpret aggressive behavior to the child who is attacked. Example: “Johnny did not mean to push you. He was trying to catch the ball.”
- Encourage other children to be sympathetic.
- Help hostile children to play in small groups if they need to exclude others.

Helping Shy Children
- Help them interpret the behavior of other children.
- Help them form close friendships with other children.
- Let them watch as long as they need to; do not force participation.
- Acknowledge their dependence on particular pieces of equipment for their security.

THE CO-OPING EXPERIENCE

Your active participation as a member of ECP is the key to the success of the school. Since the co-op preschool belongs to the parents, each family is expected to fulfill all their responsibilities.

Duties
- Read through and thoroughly acquaint yourself with the bylaws of ECP.
- Complete and return all required health forms. See Forms & Pupil Records on page 19 for more information.
- Report contagious diseases or conditions to the staff. Conditions include but are not limited to:
  - Pink Eye, Flu, Chicken Pox, Mumps, Measles, Strep Throat, Staph infection, Fifth disease, Lyme Disease, Head Lice, Whooping Cough, Ringworm, Meningitis, RSV, Tuberculosis
- Do not send your child to school until fever is gone for a 24-hour period. A fever is 100 degrees or above.
- Children with runny noses should not attend school until discharge is clear.
- Attend the general membership meetings. These meetings include both business and programs designed for the interest and enjoyment of the parents.
- Serve willingly on the committee you have chosen.
- Every member is responsible for doing one housekeeping assignment per year per child enrolled in the school. The elected board members are the only exception.
Volunteer for a minimum of three hours per child enrolled at one fundraisers. Our main fundraisers are the Holiday Secret Shop and Purse Bingo.

Meet all assigned co-op, SUP/CUP, and housekeeping duties. If unable to do so, find a substitute on assigned days.

Pay all tuition and fees in a timely fashion. ECP is a non-profit preschool. As such, it depends on its members paying tuition on time so that the school can pay its bills.

Pay all tuition and fees related to ECP membership while child is enrolled in East Columbia Preschool. Payments are due regardless of the amount of time child is away from school whether due to extended illness, vacations, or other family travel. (See also Amended Bylaws Article III.F.)

Co-oping
Perhaps the most important and rewarding responsibility of a parent is assisting the staff on your co-op day. The co-oping schedule is prepared in advance. When you co-op, allow time to permit you and your child to arrive feeling relaxed, unhurried, and ready to share a pleasant experience. For safety reasons, only your child is permitted to enter the classroom on your co-op day. If you are carpooling other children in the class, you are unable to bring them with you on your scheduled day to co-op so please make other arrangements. By arriving on time, you help the staff to set up the classroom, go over the day’s activities, and get ready for a good day.

If you cannot make your scheduled day:
It is your responsibility to find a replacement for your co-oping, Set Up Parent (SUP) /Clean UP Parent (CUP), or housekeeping duties should the day assigned to you be a difficulty. Swapping days with another ECP family is the easiest way to do this. Any changes must be reported to the Class Coordinator (for co-oping days) or the Housekeeping Coordinator for housekeeping changes.

Non Co-op Memberships
While East Columbia Preschool is primarily a cooperative preschool, the school may offer a limited number of non co-op memberships. Members in non co-op positions will not serve in the classroom in either co-op or as set-up parent or clean-up parent. Instead, members will pay an extra $50 per month on their tuition bill. Members must still perform other membership requirements—either by serving on the board, or by working one housekeeping assignment per year per child, serving on one committee per child, and completing three hours of fundraising for the school. Positions do not need to be filled with non co-op families (if co-oping families fill the spots first, there will be no non co-op spots held), but they may be.

Should non co-op memberships be made available, they will be limited to one position in the 2-Day afternoon class, and two positions in the 3-Day afternoon class. There will be no non co-op spots available in the morning classes. Positions will be assigned on a first-come, first-served basis, when members contact the First Vice President.
Field Trips
Field trips occur both at ECP and at assigned destinations. Parental participation is essential in achieving a safe and enjoyable learning environment. Parents will be assigned to chaperone a minimum of two (2) field trips per year. During the field trip, parents will be assigned to chaperone their child and other children. **Only children enrolled in the class and parents assigned to chaperone may attend field trips.** If possible, both the chaperone and the child should wear ECP spirit wear. More details on page 15.

Due to the nature of a cooperative preschool, assisting in the transport of children to field trips when assigned to chaperone is mandatory. However, some exceptions may be allowed in extreme cases. When a family is unable, or unwilling, to transport other children on field trips, they will not be assigned to chaperone out of school field trips. These families will be limited to chaperoning in class field trips only.

Set-up and Clean-up Parent (SUP/CUP)
Each morning we need to unpack and set up our classroom, and the end of the day we need to tear it down and repack it. Therefore, it is vital that you arrive on time and are ready to assist the teaching staff and co-op parent when you are assigned SUP/CUP duties. The co-oping schedule distributed to the members will include a schedule for set-up parent (SUP) and clean-up parent (CUP). The SUP must arrive at 8:30 am to help the co-op parent and staff with room preparation. The CUP must arrive at 2:45 pm to assist the co-op parent and staff with room clean up and tear down for the day.

If you need to switch your assigned SUP/CUP duty, it is your responsibility to find a parent to replace you. You must then notify your class coordinator and teacher.

Snack Policy
The co-oping parent provides the snack (food and beverage) for the children and teachers (and themselves). We must comply with Health Department and educational state licensing nutritional requirements. As such, the co-oping parent must strictly adhere to the prescribed snack list handed out at the beginning of each month.

Miscellaneous
If you have a special skill or talent, please be encouraged to share this with the staff. Your talents and participation enrich the preschool experience for everyone. Tools or resources you have can greatly enhance our children’s horizons. Thank you in advance for volunteering. Also, sometimes, there might be extra, authorized adults helping out in the classroom. The teachers will use their discretion based on the needs of the students.
SNACK AND NUTRITION POLICY

Snack time is a very important part of the preschool day. Snack is served at approximately 10:45 am for the morning class, and 2:15 pm for the afternoon class; students have 10-15 minutes to eat snack. It is a time for learning, experiencing tastes and textures, working on social skills, and having fun. The school uses a cycle menu of four weeks that are curriculum-based and change with the seasons, the menu contains minimal repetition and provides foods from different cultures. We serve a variety of foods to broaden children’s food experiences. Monthly menus are posted on our website, and hard copies are provided to the parents. ECP is a peanut-free school to the best of our ability.

The Snack and Nutrition Policy is reviewed on an ongoing basis in response to licensing requirements, and staff and parental input.

The cooperating parent provides the scheduled class snack and beverage each day. The co-op parent must bring in the items specified on the Snack List provided by the teachers (no substitutions), and must bring them in their original, unopened packages and containers. These requirements are mandated by Office of Child Care, and help to ensure the safety of our children. This policy does not apply to snacks brought in for the purposes of birthday or other classroom celebrations; although, ingredient lists will be requested for homemade items.

Snacks emphasize nutrient-rich foods (e.g. fruits, vegetables, whole grains, low-fat or non-fat dairy and lean meats). Snacks include either fruits or vegetables each day, and are portion-controlled. One hundred percent fruit or vegetable juice may be served in place of fresh fruit or vegetables no more than once a week. Only low-fat or non-fat skim milk is served. Teachers strive to incorporate foods low in sugar, saturated fat, and sodium, as well as limiting trans-fats. Fresh drinking water is clearly visible and available to children at all times, including Snack Time.

Staff use mealtime as an opportunity to teach nutrition and food concepts, and to observe and access eating habits which may be addressed with parents at conferences. Adults eat with the children to encourage social interaction and conversation, and ask questions and talk about nutrition concepts related to the foods being served. Teachers remind children to take small portions, and encourage, without forcing, each child to eat or taste their food. Teachers help children gauge their level of fullness when requests for second helpings are made. Second helpings are not put on children’s plates unless they ask for more themselves. When second helpings are requested, teachers encourage fruits and vegetables before other meal components. Our nutrition program provides and supports a social environment at mealtime where children wash their hands, pour beverages, serve themselves, make independent food choices, and practice good table manners. In addition, children regularly assist in food preparation and daily table setting. They are also encouraged to practice these habits at the Kitchen and Market Dramatic Play Centers. Teachers, staff and parents are encouraged to consume the same food offered to children during meals. No other foods and beverages may be consumed in front of
children. Exceptions are made for teachers and staff who have religious, dietary, or medical restrictions.

Celebrations
We take great pleasure in celebrating children’s milestones and special events. We have chosen to celebrate birthdays and other special occasions with activities that shift the focus away from food and to the child. Teachers will provide parents with suggestions for alternate activities or healthy choices for birthday celebrations (e.g. fruits with low fat dips, 100% fruit juice popsicles, or frozen yogurt with granola).

Fundraising
Fundraising activities involving food and beverages occur after hours, and are attended at the discretion of parents. We do not rely on sales from vending machines, and no vending machines are located within the center.

Education, Communication and Promotion
We have a developmentally appropriate health education curriculum for children in the center that includes lessons and activities on nutrition and physical activity. Nutrition education is also incorporated into other content areas, such as language and literacy development, mathematics, science and music. Our staff members incorporate nutrition themes into planned learning experiences, when appropriate, to reinforce and support health messages. Nutrition concepts are integrated into daily routines whenever possible, such as mealtimes and transitions. Teachers are required to participate in annual training on nutrition and/or physical activity for children. Throughout our school, healthful food and physical activities are promoted in posters, books, games and toys.

ECP actively promotes positive verbal and nonverbal messages about healthy eating and physical activity. All staff members help to reinforce these positive messages. Staff members do not use practices that contradict messages to promote and enjoy physical activity, such as withholding play time or using physical activity or food as punishments. Information regarding nutritional practices and/or physical activity will be provided on a quarterly basis in the ECP newsletter which is disseminated to parents monthly. These articles may contain references for health and/or nutritional related services. Teachers and staff will not actively market unhealthy food choices or habits to ECP families. Parents are also actively involved and directed in snack preparation, and classroom cooking activities with the children.

Evaluation
ECP maintains a health advisor team comprised of staff members and parents for the planning, operation and evaluation of nutrition and physical activity programs and policies. We encourage family involvement to support and promote children’s healthy eating and physical activity habits. We welcome family input, and communicate in ways that respect families’ cultures and customs. For example, families are encouraged to suggest items they would like to see on the Snack Menu. Parents are encouraged to communicate any concerns about their child’s eating or physical activity habits with staff.
Physical Activity Policy and Practices
ECP provides children with numerous opportunities for physical activity throughout the day; children are not sedentary for more than 20 minutes at a time. This physical activity includes indoor and outdoor activities including directed music and movement, gross motor learning and play, directed gross motor play (e.g. tumbling mats, tunnels, indoor climber, group games, etc.), and outdoor play. These activities will comprise approximately 30 minutes of overall class time; 15 minutes of this time will be outdoors, weather and circumstances permitting.

The freedom and physical challenges and investigating possibilities of the outdoors make it an ideal venue for physical activity. Dressed for the weather, the children have access to a safe playground environment including climbing equipment, swings, slides, transportation play equipment, a sandbox, and an array of individual use toys such as hoola hoops, bicycles balls, soccer goals, hippity hops, etc. Since we have an outdoor area that is partially under cover, the children are permitted to play outdoors every day unless the weather is extremely inclement. So, dress them, and yourself, if you are co-oping that day, accordingly. Extra physical activity may be used as a reward; it is never used or withheld as a punishment.

Children can go outside when the temperature is above 32°Fahrenheit (including wind chill factor), or under 90°. Children are strongly encouraged to wear closed-toe shoes and appropriate clothing so that they can fully participate in all gross motor activities. Sunscreen should be applied prior to the child’s arrival at school.

Our facilities are regularly inspected by the Columbia Association to ensure the safety of all children. Teachers position themselves at different points around the playground to be able to watch all children. Teachers are required to participate in physical activity with the children to increase child participation and model healthy levels of activity.

Screen Time
The American Academy of Pediatrics recommends that children under two years old do not engage in any screen time at all and older children watch not more than 1-2 hours per day. Because we know that children watch television and play on the computer at home, we do not have any screen time in our center. Parents will be educated as to the standards and best practices about Screen Time.

THE PRESCHOOL DAY

The following is a description of the type of activities which make up a school day. This is only a general description of what you, as a parent, can expect your child to be exposed to throughout the year.
Art Activities
Art experiences are offered as some of the many activities to choose from throughout the day. Basic materials will be kept at child height so that children can help themselves to what they need when they need it. Special activities for a small group, such as finger painting, modeling, collage, drawing, and easel painting will also be set up. Some art activities will be individual and some will be group experiences, such as murals or large cardboard box projects. Art may relate directly to other core knowledge areas such as a science and math activity of mounting shells by habitat, size, shape and color.

Celebrations
The celebration of special occasions will be included in our program. Birthdays, national holidays, and seasonal celebrations that reflect the population of our membership will provide the children with some exciting variations in the structure of their days. Meaningful activities will be developed from what the children enjoy and readily understand.

Free Play
A variety of material is available which children may construct, design, and adapt to their own purposes. These materials have been provided by the teacher with the developmental characteristics of children in mind, but the child’s selection of the equipment and how to play with it is a matter of individual choice. The staff observes these choices carefully and watches for those moments when “leading-on” guidance may enrich their content. The primary role of the teacher and the co-op parents is to respect what the children are trying to do and help them do it.

The children will be motivated to see what they can do with blocks, dress-up clothes, water and sand, or paint, clay, and wood. Experimentation with sound and movements and social response will be going on all around. Sometimes alone, sometimes with a few children, the children of the preschool go about their business of learning and growing.

Group Concept Teaching
All of the children, the teacher, the assistant, and the co-oping parent assemble together at a discussion center for sharing ideas and demonstrations. This center is designated by a carpeted area where children sit together. It is a place large enough for all the children to sit on the floor. Staff and children have access to:

- Bulletin board, chalkboard, charts and posters
- A flannel board for displays and storytelling
- A sound system
- A small table for displays and demonstrations

Language Arts
Language experiences will contribute to the children’s understanding of themselves, of other people, of how people live together in communities, and of the natural world. These experiences will broaden their spans of concepts and increase the vocabularies they can
use with genuine understanding. All of these experiences contribute to “reading readiness.”

Neighborhood trips and visitors to the center will help to build concepts and broaden vocabularies. The experience of dramatic play can give clues to the child’s view of the world. Experiences with materials present visual and scientific problems for children to solve. Rich experiences with language strengthen the ability of the children to grow into enthusiastic readers.

**Music & Movement**

Dancing or movement to music will be a part of the regular program, providing both fun and a good emotional release for the children. The children will enjoy expressing themselves through music – verbally or physically. Free, spontaneous movement will be encouraged.

The children will be exposed to recordings that encourage participation in familiar and unfamiliar songs and in many different types of music. Experiences with rhythm instruments will also be part of the regular music program.

**Outdoor Program**

The freedom and physical challenges and investigating possibilities of outdoors make a generous amount of time for outdoor play desirable. Dressed for the weather, the children use boxes, large blocks, boards, ropes, water, stones – whatever their learning requires and the teacher’s ingenuity provides. Natural materials are fascinating and readily available outdoors for curious hands and eyes, ears, and noses. The world of first-hand experience is within reach.

Since we have an outdoor area that is under roof, the children are permitted to play outdoors every day unless the weather is extremely inclement. So, dress them and yourself, if you are co-oping that day, accordingly.

**Math Experience**

Mathematical concepts are incorporated into every area of the curriculum. They will learn concepts underlying mathematical operations in many of their daily activities. The children learn to recognize shapes – the circle of a clock face, the rectangular table, the square blocks. In cooking activities, children learn sequence and how quantities are related. Numbers are parts of songs and stories, as well as being a necessary part of cooking instruction. The children will learn from their daily experiences; these moments and events will be used to teach the children about the world in which they live.

**Science Experience**

The children will be given opportunities to use tools, equipment, and familiar materials to stimulate their curiosity, desire for exploration and discovery. Science activities will aid in their sensory, physical, emotional, intellectual and social development, as well as in their abilities to solve problems. The children will be involved in science experiences as
they take place. There will be some kind of follow-up or feedback after each experience to reinforce the concepts learned.

**Snack**

Snack time facilitates the enjoyment of a variety of familiar and unfamiliar foods, the relaxation that comes with eating and socializing, as well as the opportunities for helping.

Children will have the opportunity to plan and prepare snacks regularly. Food is one area, which is basic to life, and one where all children have had daily and repeated experiences. The children will enjoy trying out an adult role through cooking. Personal pride will be developed.

See page 6 for complete Snack and Nutrition policy.

**GENERAL POLICIES AND PROCEDURES**

**East Columbia Preschool Discipline Policy**

Students will be given clear, reasonable behavior expectations. The Classroom Rules include:

1. Friends share.
2. Friends are good listeners.
3. Friends are helpers.
4. Friends keep their hands to themselves.
5. Friends are safe.

A. Child discipline shall:
   - be appropriate to the age, maturity, and physical condition of the child, and
   - empower the child to exhibit appropriate behavior by modeling and initiating conflict resolution skills which ensure a safe classroom environment. These skills may include:
     1. Re-direction: encouraging children to re-focus attention to another activity or playmate.
     2. Re-structuring: change the physical environment to limit conflict
     3. Re-enacting: recreate the conflict to model appropriate verbal and physical interactions while encouraging culpability, remorse, and forgiveness.
     4. Re-grouping: isolate the child/children from a situation or each other to allow for a calming period.
     5. Re-entering—discuss the conflict and consequences of inappropriate behavior before re-introducing child/children to classroom situation.

B. Parents will be notified of disciplinary action at the discretion of the teacher ONLY based on circumstances and frequency of conflict.

C. Continuing inappropriate behavior will be addressed with the child and parent, and behavior modification strategies may be discussed, encouraged, and implemented.

D. Professional observation and intervention are recommended in cases of habitual
inappropriate or disruptive behavior.

E. If behavior modification and/or professional intervention are not instituted or successful, the child’s enrollment may be terminated.

F. Physical intervention such as picking up, restraining, or removing a child from a dangerous situation will occur when necessary to ensure the safety of the children.

G. Teaching staff and adult volunteers will not strike a child as a means of behavior modification.

H. Inappropriate behavior may include, but is not limited to:
   - physical violence directed towards self, others, or staff,
   - disruptive behavior that inhibits the normal operation of the classroom,
   - profanity, abusive verbal interaction, or inappropriate language.

I. The staff and co-oping parent volunteers will not force a child to eat or drink, or punish a child for refusing to eat or drink, or withhold food or beverage as a punishment.

Administering Emergency Treatment to Children with Severe Allergies

Children with severe allergies, such as allergies to bee stings, peanut products, etc., may be at risk of a serious allergic reaction in a preschool setting due to contact with, or ingestion of, the allergen. Contact with these allergens may result in anaphylaxis, a severe allergic reaction with symptoms that may include swelling of the face and lips, hives, vomiting, diarrhea, shortness of breath, and difficulty breathing. Ultimately, anaphylaxis may cause a fall in blood pressure, unconsciousness, and death. East Columbia Preschool is concerned for the health and safety of all children in our care. Accordingly, when an enrolling/enrolled child has a severe, life-threatening allergy, the following is required:

PARENT(S)/GUARDIAN(S) MUST COMPLETE AND/OR PROVIDE THE FOLLOWING:

1. A signed copy of ECP’s “Authorization for Emergency Care for Children with Severe Allergies” and Maryland State Department of Education Medication Administration Authorization form OCC 1216 (hereinafter referred to as the “Authorization Form”). This Authorization Form must be filled out completely by the child’s physician and parent(s)/guardian(s), and must be updated once a year, or more frequently, as needed. The Authorization Form is designed to provide ECP with the information necessary to ensure proper preventative measures and an effective response to a serious allergic reaction. In addition, the parent(s)/guardian(s) shall provide a copy of any other physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy.

2. A signed copy of ECP’s “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” (hereinafter referred to as the “Waiver”). The Waiver releases ECP and its employees from liability for administering treatment to children with severe allergies (including the administration of epinephrine) and taking any other necessary actions set forth in the Authorization Form, provided that ECP exercises reasonable care in taking such actions.
3. All equipment and medications needed by ECP to comply with the instructions set forth in the Authorization Form (including, but not limited to, a device such as the EpiPen, Jr.). The parent(s)/guardian(s) are responsible for ensuring that all medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Policy for Children with Disabilities and ADA Compliance
East Columbia Preschool will comply with the American with Disabilities Act; Title III, by ensuring that there will not be discrimination against persons with disabilities on the basis of disability. We will provide equal opportunity for children and parents with disabilities to participate in our programs and services.

This policy was based primarily on Commonly Asked Questions about Child Care Centers and the Americans with Disabilities Act from the Department of Justice’s Civil Rights Division. The purpose of our policy is to provide the school, parents and students with an applicable framework to make informed, appropriate, legal decisions regarding persons of disabilities in the context of East Columbia Preschool.

1. We will enroll children with disabilities in our programs unless their presence would pose a direct threat to the health and safety of others or would require a fundamental alteration of the program.

2. We will make reasonable modifications to our policies and practices to integrate children, parents and guardians with disabilities unless doing so would constitute a fundamental alteration.

3. We will provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden.

4. We will make our facilities accessible to persons with disabilities. Our facilities are subject to the readily achievable standard for barrier removal.

5. We will make an individualized assessment about whether we can meet the particular needs of a child with a disability without fundamentally altering our program. In making this assessment, we will:
   a. Not react to unfounded preconceptions or stereotypes about what a child with disabilities can or cannot do or how much assistance they require.
   b. Talk to parents or guardians or any other professionals who work with the child in other contexts.
   c. Request appropriate documentation regarding the nature of the disability in order to make the assessment. The documentation may include, but is not limited to:
      i. Health Inventory and assessment detailed by Physician
      ii. Individual Education Plan (IEP), as provided by the public school system in recognition of the disability (if one has been developed)
      iii. A 504, as developed by the public school system detailing the specific modifications necessary to the education program (if one has been developed).
iv. Medical documentation of communicable diseases and specific conditions that would constitute a direct threat to others
   d. Proceed when the parents and other professionals involved agree that the needs of the child will be met and well served by the philosophy and manner of school operation. (See item 7c and school handbook for further delineation of the school’s course of program and learning goals.)
   e. Ensure that child does not pose a direct threat to others. (See item 8.)
6. We will enroll children with disabilities out of turn if our program is full. Children will be placed in turn on the waiting list, with notification of the parents or guardians that this disability policy is in place and ECP will abide by its requirements and responsibilities.
7. We will enroll children who have a personal assistant so long as:
   a. The provision of one-to-one care does not fundamentally alter our educational program.
   b. The provision of one-to-one care does not require ECP to hire additional staff or provide one-to-one supervision of the particular child.
   c. There is only one child in any given class with a personal assistant to meet the needs of the one-to-one care of a child.
The limit on one-child per class with personal assistant is necessary because more than one would cause a fundamental alteration of our program, given the physical space limitations and the nature of the social adaptation program of ECP.
8. We will not enroll children who pose a direct threat, that is, a substantial risk of serious harm to the health and safety of others. The determination of direct threat will be based on the individualized assessment that considers the particular activities of the school and the actual abilities and disabilities of the individual.
9. We will provide effective communication to the families we serve, to include a particular auxiliary aid or service, so long as it does pose an undue burden, that is, a significant difficulty or expense.
10. We will not enroll a child in need of diapering because of a disability as (1) it would require our child care providers to leave other children unattended and (2) it would require the purchase of diapering tables and other equipment, and (3) it is not within our facility license.
11. We will require the following from the parents or guardian of a disabled child, where applicable:
   a. A meeting between the teacher, parents or guardians, personal assistant or team-lead of personal assistants, and the president of the Executive Board to gather information and to initiate the individual assessment detailed in item 5.
   b. Name and credentials for any and all personal assistants to be present in the classroom.
12. We will recommend that the teacher and parents establish in advance of the school year a communication format agreeable to both parties to facilitate a successful environment for all parties involved.
Arrival & Dismissal
All children must be escorted into the building and supervised until class begins. Children must be signed in and out of class. Children will be released to only those persons designated on the emergency card or with prior written permission. If for any reason you or these persons cannot pick up your child, you must notify the school staff with the name of the substitute.

Emergency School Closings
ECP follows the Howard County Schools’ policy for closing school in inclement weather. If Howard County Schools are closed for the day, ECP will also be closed.

If the Howard County Schools are one or two hours late, ECP’s morning class will open one hour late at 10:00am. The morning class will be held from 10:00am – 12:00pm. Afternoon classes, however, will follow their normal schedule.

Should Howard County Schools close one hour early, ECP afternoon classes will end one hour early. If the Howard County Schools close two hours early, there will be no afternoon class at ECP.

Parents are responsible for determining if school is open in inclement weather. You may check with www.hcpss.org for current information on the Howard County Public Schools.

We will follow the Owen Brown Community Center when making closing decisions about after hours/weekend responsibilities and events (such as housekeeping, Holiday Shop). In the event of inclement weather after hours/on the weekend, ECP advises you to use your best judgment when participating.

Field Trips
In accordance with Maryland Transportation Article 22-412.2 (Child Restraints), “A person transporting a child under the age of 8 years in a motor vehicle shall secure the child in a child safety seat in accordance with the child safety seat and vehicle manufacturers’ instructions unless the child is 4 feet, 9 inches tall or taller." All field trip vehicles must be equipped with one child safety seat for each child assigned to ride in the vehicle. Child safety seats must be provided and installed by parents of each child. Children must be secured in their safety seats by a parent or chaperone. Since the staff is responsible for organizing and conducting the field trips, they do not provide student transportation. Parents may drive their children to a field trip destination so long as they leave their children with the assigned chaperone upon arrival at the field trip destination and return at the end of the field trip to pick up their children. Should a parent choose this option, they are asked to wait for their child in their vehicle while the child participates in the field trip with his/her assigned chaperone. Parents who choose this option must notify the teacher in advance. Parents must confirm the on-going maintenance of current vehicle insurance and registration by signing the Duck Book
Parents and/or guardians must provide proof of current vehicle insurance and registration at the time of enrollment registration.

In the rare instances when a family is unable or unwilling to transport additional children when assigned to chaperone out of class field trips for the entire of the school year, the family will be restricted to chaperoning in class field trips only.

In consideration of the following guidelines, parents will be assigned to chaperone at least two (2) field trips per academic year.

- A minimum adult-to-child ratio of 1:2 for 2-Day classes (teaching assistants included)
- A minimum adult-to-child ratio of 1:3 for 3-Day classes (teaching assistants included)

For the field trips to the Baltimore Zoo and the Baltimore Aquarium, parents who are not assigned to chaperone can attend the field trip with the requirements that they provide their own entry fees and transportation. Their children will still be assigned a chaperone. Siblings are not allowed on field trips.

**Housekeeping Duties**

Each family in the preschool who does not serve on the Executive Board is responsible for one housekeeping duty per child enrolled per year. This usually takes place on one Saturday monthly from 9:00am to 12:00pm. The housekeeping schedule will be distributed at orientation. The asterisk (*) next to the names on the schedule indicates who is responsible for picking up the keys to the classroom the day before. If you must change your assigned housekeeping date, find someone to trade with and immediately notify the Housekeeping Coordinator of the change.

You will be provided with a list of the jobs necessary to complete the housekeeping duties. Cleaning supplies are provided in the cabinets above the sinks or in the bathrooms.

Please report to your housekeeping duty on time. NO CHILDREN.

**NOTE: Failure to perform your housekeeping duty will result in a $100.00 fine.**

**Late Fees & Loss of Registration**

ECP operates well only when all members respect the guidelines as stated in the bylaws. Unfortunately, there are occasional, isolated cases of delinquency that disrupt the equity in the functioning of a cooperative preschool. Although most members will never be affected by this policy, the board feels that this plan of action is the most fair and equitable method of enforcing the responsibilities and duties at ECP. Please understand that failure to pay tuition can result in your child not being able to attend class.

*Fines are due within 15 days of invoice.*
Late Tuition Payment
(Payment is considered late if received after the 5th of the month)
One Week Late $10
Two Weeks Late $15
Three Weeks Late $20

Late to Pick Up Child
First occasion $10 per 5 minutes
Second occasion $20 per 5 minutes
Third occasion an action determined by the board

Late or Failure to SUP/CUP
First occasion $10
Second occasion $15
Third occasion an action determined by the board

Late Arrival to Co-op
First occasion $25
Second occasion $50
Third occasion an action determined by the board

Failure to Co-op
First occasion $100
Second occasion $150
Third occasion membership termination

Returned Check
$30

Failure to Attend Mandatory Fall Workshop / Arts and Crafts Night
$50 (fine is in addition to at-home assignment from teachers)

Failure to Perform Committee Duties
$50

Failure to Fulfill Three Hour Fundraising Requirement (per enrolled child)
$50

Failure to Housekeep
$100
Siblings and Other Non-Enrolled Children
The presence of siblings is and always will be a hot topic at a co-operative preschool, where families are intimately involved, and we hope to remain a family-friendly environment. To allow ECP students to get the most out of this early education experience, siblings or other non-enrolled children are not allowed. Students in the classroom will grow and enjoy their special time with their co- operating parents. As we are a strong community of friends, members will find ready and willing support among other parents in the class to watch and care for other siblings during a parent’s assigned co-op. We encourage members to take advantage of this opportunity and share care-giving responsibilities for siblings.

During co-op time (which is not set up times 8:30 to 9:00am or clean up times 2:45 to 3:30pm), no non-enrolled children are permitted. Legally, we insure only those children enrolled in our school, not their siblings. Also, if you are carpooling other children in the class, you are unable to bring them with you on your scheduled day to co-op so please make other arrangements.

During field trips, only enrolled children are permitted.

Snack

Toilet Training
Children must come to class toilet trained, not wearing any barrier method of undergarment (to include, but not limited to, Pull-Ups, rubber pants or diapers). ECP does not have facilities to change diapers, per its license with the state of Maryland. Our students are still young and will occasionally have toileting accidents. In these instances, the child will be changed into their spare clothing provided by the parent at orientation time. Repeated incidents that cause ongoing disruption will result in the student’s removal, either temporary or permanent, from the classroom.

STUDENT’S RIGHTS

Child Abuse & Neglect
1. East Columbia Preschool shall endeavor in all cases to protect our children’s rights and will support our professional staff’s good intention to do so.
2. Law: Teachers and assistants shall read and be familiar with the Family Law Article, §§5-704—5-705, Annotated Code of Maryland
3. Reporting: In cases of suspected child abuse (physical or sexual) or neglect, the teacher and/or assistant, including any school volunteer, shall notify the President of the Executive Board. In cases of suspected child abuse, verbal reports should be made to Howard County Department of Social Services: Child Protective Services (Monday-Friday 8:30am to 5:00pm at 410-872-4203) or Howard County Police
Confidentiality of Student Records
1. All forms and reports pertaining to student progress, ability, and evaluations by teachers are to be kept confidential.
2. In order to protect the right of privacy of pupils and their parents/legal guardians, no one except the teacher (and in such cases as necessary, the President of the Executive Board and Program Administrator) shall have access to records of individual pupils.
3. Parents or legal guardians may have access to their child’s records at all times, provided an employee (staff member) or the President of the Executive Board is present.
4. Information may be released to other education facilities or to persons designated by the parent or legal guardian only by written permission from the child’s parent or legal guardian.
5. ECP is HIPAA compliant. As such, medical records can be handled only by the staff, including the Program Administrator. Medical records can be copied at the request of the parent, at the facility, by staff and Program Administrator, but must be immediately returned to their appropriate location.
6. Per the Office of Child Care, student files are kept for two years after a student leaves ECP and then their records are shredded.

Placement of Pupils
Children entering ECP shall be placed in the class according to chronological age. The teachers reserve the right to mingle chronological ages in order to benefit the individual child, should a child not be ready to perform the skills deemed necessary for his/her class. A child may only repeat a class by mutual consent of parent and teacher.

Registration to the 3-day program will be accepted from current 2-day students regardless of birth date. All new registrations will follow the age requirements currently in effect. (Bylaws, Article IX, A, 1)

A child whose parent is employed by ECP in the position of teacher or assistant shall not be placed in any class where that child’s parent is so employed.

Forms & Pupil Records
Parents must provide required health forms prior to the student’s first day of school. If health forms are not submitted by the first day, a student may be temporarily admitted to preschool by providing proof of an appointment for immunizations/medical evaluation within 20 calendar days. If temporarily admitted, all required health forms must be submitted to the preschool within 3 business days after the scheduled appointment. If the student has allergies requiring on site medications, associated forms need to be dated
East Columbia Preschool

after July 1st of the year the child will be enrolled in the school. ECP medical records are HIPAA compliant.

Conference records regarding pupils shall contain the following:
1. A child’s legal name and date of birth.
2. Name of parent or legal guardian, residence address, and phone number.
3. Date entered school, class enrolled in (2AM, 2PM, 3AM, or 3PM), days absent from school, and date of withdrawal (if applicable).
4. Date any other information was deleted from or added to records.

Evaluations
ECP is to evaluate all aspects of the preschool’s program and operating procedures on at least a yearly basis. The purpose of this evaluation is to determine whether ECP operates according to its statement of philosophy and objectives and the requirements set by the Maryland State Department of Education (COMAR Sect. 13A.09, 09), Howard County, and the Bylaws of East Columbia Preschool, Inc. The evaluation is to be done on three levels: teachers, Executive Board, and general membership.

Tools such as evaluation forms, the objectives set forth in the teachers’ curriculum guide, and monthly meetings in which exchanging ideas, discussing goals, assessing progress, and updating and refining present procedures and policies occur, will all help ECP achieve its evaluation requirements. After evaluations are completed, follow-up, including consideration of all serious and feasible recommendations made for action or implementation, will be performed.

Parent/Legal Guardian – Teacher Conferences
There will be opportunity for two parent/teacher conferences per school year: one in the fall and one in the spring. Using specific measurement tools (i.e., evaluation forms) and examples of class work, the teacher will have the opportunity to discuss how an individual child is performing in class. General and specific objectives for the child can be discussed, as well as any problems or concerns the teacher may have regarding the child’s classroom behavior or achievement status.

This opportunity is also for the parents/legal guardians to ask questions or discuss problems and concerns they may have regarding the child’s class performance. Forms used by the teachers and concerns of the parents will become part of the child’s permanent record. The original evaluation remains part of the child’s permanent record and is protected by the school’s policy and procedure regarding its disposition.

Teacher Qualifications
Our teachers have extensive experience in the fields of early childhood development and education. In compliance with the requirements of the Maryland State Department of Education, Nonpublic Schools Branch, our teachers hold bachelor’s degrees from four-year accredited universities.
All staff members are certified in First Aid and CPR and complete annual continuing education in relevant fields.

**Teachers**
Kelly Carney, the teacher for the 4s and 5s classes, has been teaching at ECP since 1999. A lifetime Maryland resident, Kelly graduated from the University of Maryland, College Park (UMCP) with a Bachelor of Science degree in Elementary Education and a minor in English. She performed her student teaching in Howard County at Stevens Forest Elementary and Bryant Woods Elementary. Kelly worked in the Membership and Publications Departments of a trade association for many years, where she wrote, edited and published technical journals, newsletters, and public relations materials. Among her many volunteer positions in the community, Kelly has served as the president of East Columbia Preschool. Kelly is currently the editor of the *OBServer*, the newsletter of the Owen Brown Community Center. Over the past 15 years, she has served as the PTA president at Jeffers Hill Elementary, Oakland Mills Middle School, and Oakland Mills High School. Kelly and her husband, Ed, live in Columbia; they have two children.

Teddy graduated from UMCP in May 2012, and received his Masters Degree in Systems Engineering while working at Northrup Grumman in Baltimore. Teddy and his wife, Amy, have a child, Millie Jane. Bonnie graduated from UMCP in May 2014, is a PhD candidate at Georgetown University, and works at Washington Hospital Center in D.C.

As she begins a new year of teaching at ECP, Kelly looks forward to developing relationships with new students and parents, and pursuing further professional training in the field of education.

Carol Grady, the teacher for the 3s and 4s classes, joined ECP in 2001. She completed her undergraduate degrees at UCLA in Economics and Art History graduating Magna Cum Laude. Carol has completed the Maryland State Child Care Certificate Program (99 Hours) along with additional 105 hours of continuing education courses. Her combination of career and volunteer activities include extensive work with children from being the Director of Early Childhood Religious Education at Holy Spirit Church in San Jose California, YWCA family communication trainer, Cultural Art Coordinator at two elementary and one middle school, PTA president, One on One aide working with special needs students, the Inaugural recipient of the Howard County Board of Education Friends of Education Award, 23 years as a Children's Liturgy of the Word homilist, and 7 years as a volunteer docent at the Baltimore Museum of Art specializing in tours for youth. Carol enjoys traveling especially to explore museums, try new restaurants and partake in theatre performances. She is a proud wife of 34 years, mother of a Doctor of Molecular Biology from Princeton and Civil Engineer from University of Maryland, and new mother-in-law to an Anne Arundel Pre-K teacher.

**Instructional Assistants**
Kathy Martin joined East Columbia Preschool in 2010. She works with both the 3’s/4’s classes and the 4’s/5’s classes. She has lived in New York, Texas and Maryland. She has been involved in the education of children for more than 20 years in both a professional and volunteer capacity.
Kathy volunteers at Church of the Resurrection as a religious education teacher, VBS program coordinator, and in the Confirmation prep program, and has worked as a tour guide at Clark’s Elioak Farm. She completed the Maryland Department of Education 90 hour preschool teacher certification program. Kathy has been married since 1989 and is the mom to two grown “boys.”

Katie Lamp has a degree from the University of Maryland in Elementary Education and Master’s degree from Loyola University certifying her as a reading specialist for grades Pre-K-12. She worked as a sixth grade teacher for nine years and as a substitute teacher for all grade levels, and has spent a lot of time volunteering in her kids’ preschool and elementary school classrooms. Before joining the staff at ECP, she served on the board as Class Coordinator for the 2014/15 and 2015/16 school years.

Program Administrator
Amy Rushing joined ECP in August 2014 as our Program Administrator. Amy has a Bachelor’s Degree in Information and Computer Science and an M.B.A. Prior to coming to ECP, she worked 17 years as an I.T. Specialist. In 2015, Amy completed the 45 hour Child Care Administration course. She has two sons who are ECP graduates. While they were at ECP, she served on the Executive Board as a Class Coordinator, Treasurer, and Bookkeeper. She currently volunteers with PTA and Scouting.

AMENDED BYLAWS OF EAST COLUMBIA PRESCHOOL, INC.
(FORMERLY DASHER GREEN NURSERY SCHOOL, INC.)

ARTICLE I – NAME
The name of the corporation [hereinafter referred to as the Corporation or Preschool] is East Columbia Preschool, Inc.

ARTICLE II – PURPOSE
The purpose of the Corporation is to operate a preschool for age-appropriate children under the guidance of qualified teachers and through the cooperative effort of all members. This organization shall promote parent education by making provisions for the parents to assist in the classroom and to meet regularly for the interchange of ideas.

ARTICLE III – TUITION AND FEES
A. Tuition and fees shall be recommended by the Executive Board of the Preschool based on the annual budget developed by the Bookkeeper, with assistance from the Treasurer. Members are responsible for an entire year’s tuition and fees upon joining the Preschool. Such tuition and fees will be approved by the membership by a majority vote at a general meeting scheduled during the immediately preceding school year.
B. Tuition may be paid in one yearly payment (at a 2% discount) or in a predetermined series of monthly payments.
   a. Yearly tuition payments are due on or before July 1 of the school year in which
the child is enrolled.

b. Monthly tuition payments are payable on the first day of each month, with the first and last months’ tuition due on or before July 1 of the school year in which the child is enrolled.

C. Monetary penalties as deemed necessary and just by the Executive Board, and agreed to by a majority of the membership, will be charged to any member not performing his or her obligations to the Preschool. (Refer to Article IX.)

D. Written notice of termination of membership must be presented to the current First Vice President at a minimum of thirty (30) days prior to withdrawal of the student(s). The official withdrawal date for refund purposes shall be thirty (30) days after the First Vice President has received written notice of termination in hand.

E. In all cases a change from one class to another by a currently enrolled child does not constitute filling a vacancy for purposes of this Article.

F. Tuition and/or fees paid in advance are refundable only as follows:

1. REGISTRATION FEE
   a. The registration fee is non-refundable.

2. TUITION FEE
   a. If written notice of withdrawal is received on or before July 31 of the forthcoming school year for which the child is enrolled, the first (September) and last (May) months’ tuition will be refunded in full.
   b. If written notice of withdrawal is received between August 1 and March 1 of the school year in which the child is enrolled, all tuition paid in advance will be refunded on a prorated basis, provided the school vacancy is filled within thirty (30) days of the withdrawal notice. If the vacancy is filled any time after said 30 days, May tuition is non-refundable.
   c. If written notice of withdrawal is received March 2 or thereafter of the school year in which the child is currently enrolled, all fees paid in advance are non-refundable.
   d. Withdrawal does not mitigate a member’s financial responsibility unless and until the membership slot in the affected class is filled. Therefore, after withdrawal, members remain obligated to make their monthly tuition payments until the vacancy is filled.

3. INSURANCE FEE, AND ARTS, ACTIVITIES AND SUPPLIES FEE
   a. If written notice of withdrawal is received on or before July 31 of the school year for which the child is enrolled, the Insurance fee and the Arts, Activities and Supplies fee will be refunded in full.
   b. If written notice of withdrawal is received August 1 or thereafter of the school year in which the child is enrolled, the Insurance fee and the Arts, Activities and Supplies fee will be refunded on a prorated basis, once and provided the school vacancy is filled.

4. FIELD TRIP FEE, AND OTHER MISCELLANEOUS FEES
   a. Fees collected at Orientation or thereafter during the school year, such as the field trip fee, will be refunded on a prorated basis, once and provided the school vacancy is filled.
ARTICLE IV – MEMBERSHIP

A. Qualifications and Acceptance

1. The parent(s) or legal guardian(s) [hereinafter referred to as parents] of a child who meets the following age criteria, as proven by legal document, and who is fully toilet trained, are eligible to become members of the Preschool and have their child participate in the Preschool’s program, which is not licensed for day-care or diapering services:

   a. For the 2-day classes: A child will be at least three (3) years of age by December 31st of the enrollment year and not five (5) before January of the school year.
   b. For the 3-day classes: A child will be at least four (4) years of age by December 31st of the enrollment year and not six (6) before January of the school year.

2. Acceptance for membership shall be determined by the Membership Committee upon review of the prospective member’s application and agreement to discharge the obligations and responsibilities of membership in the Preschool.

3. A former member of the Preschool may maintain an Associate Membership. Associate Members do not have the right to vote.

4. With respect to admitting members into the Preschool, the Preschool does not discriminate on the basis of race, color, creed, sex, national origin, or disability.

   a. With respect to admitting children into the Preschool’s program, the Preschool does not discriminate on the basis of race, color, creed, sex, national origin, or disability.
   b. The Preschool hires teaching staff based on professional qualifications and does not discriminate on the basis of race, color, creed, sex, national origin, or disability.

B. Obligations of Members – Each member shall comply with the provisions of these Bylaws by:

1. Paying all tuition, fees, and penalties when due. Failure to fulfill your commitments and financial responsibilities can result in your child being denied admittance to school and school related functions.

2. Participating in the Preschool classroom, as co-op or set-up parent or clean-up parent (SUP or CUP), as scheduled. Classroom participation for members shall be divided equally and be commensurate with the number of children enrolled. (Refer to pages 4-5 of the Duck Book, the Preschool’s official handbook, for detailed descriptions of the co-op and SUP/CUP duties.)

3. Serving on a committee (unless serving on the Executive Board). This means fully discharging the responsibilities inherent in serving on the member’s chosen or assigned committee. (Refer the Duck Book for full committee descriptions. See also Article VI.C.)
4. Finding one’s own substitute on a day the member is scheduled but unable to work in the Preschool.
5. Attending those general membership meetings that are designated by the Executive Board as mandatory (such as the annual fall workshop), and making reasonable attempts to attend all other general membership and parent education meetings.
6. Observing the rule that only children currently enrolled in the Preschool are allowed in the classroom and on field trips. (Refer to the Duck Book for complete policies pertaining to siblings.)
7. Driving or otherwise chaperoning on field trips as often as needed.
8. Performing one housekeeping duty per child enrolled in the Preschool per school year.
9. Attending emergency meetings whenever possible.
10. Volunteer for a minimum of three hours per child enrolled at one of the three main fundraisers. Our main fundraisers may include the Pancake Breakfast, the Holiday Secret Shop, and Purse Bingo. This means assisting in all aspects of that fundraising event, from planning, implementation, advertising, set up and clean up for a total of three hours. Additional fundraising events may be substituted for one of these events only at the discretion of the fundraising chair.

C. Rights of Members – Each member has the right to:
   1. Receive a copy of these Bylaws.
   2. Have notice of all meetings of the Preschool, including Executive Board meetings.
   3. Have an equal vote – one for each child enrolled in the Preschool.
   4. Present any grievance to the Executive Board and, if such grievance is not resolved to their member’s satisfaction, to present such grievance to the members at a regular meeting of the Preschool. This provision also governs challenges to the levy of any penalty imposed for alleged violations of these bylaws. (Refer to Article IX.)
   5. Attend any Executive Board meeting or Committee meeting.

D. Termination of Membership
   1. Membership in the Preschool may be terminated by:
      a. A member by submitting his or her intention in writing to the First Vice President thirty (30) days prior to termination. Refer to Article III.
      b. The Preschool for:
         1. Failure of a member to comply with the provisions of the Bylaws or such rules or policies as may be established by the Executive Board.
         2. Failure of a member or a member’s child to adapt to the group or the program after due recommendation from the teacher and consultation with the parent. In particular, a child whose behavior poses a threat to classmates or a child who constantly requires an unfair portion of the teacher’s time may be asked to leave the school by the Executive Board if the teacher so recommends.
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Action taken pursuant to this provision shall be in compliance with the Americans with Disabilities Act (ADA), as amended, or other applicable law.

3. Failure to pay tuition, fees, and/or penalties as established by the Executive Board. (Refer to Article IX.)

2. Obligations of Parties
   a. The Executive Board shall notify the member that termination of his or her membership is under consideration and shall invite the member to meet with the Executive Board for a full discussion of the reasons for such action. If the Executive Board thereafter decides to terminate the membership, it shall so notify the member in writing. The member may appeal said decision to the general membership, which may, if it so chooses, overrule the termination by a two-thirds majority vote.
   b. Members must pay all accrued and unpaid debts before termination. (Refer to Article III.)
   c. Members terminated under this subsection shall be refunded tuition and/or fees paid in advance in the same manner as members who withdraw, pursuant to the provisions set forth in Article III of these Bylaws

ARTICLE V – REGISTRATION

A. Each prospective member shall submit a completed registration form to the First Vice President, together with a registration fee for each child to be enrolled. The amount of the registration fee shall be set and annually reviewed by the Executive Board and approved by a majority of the membership.

B. Registration shall be determined by the Executive Board in accordance with the following order of preference:
   1. First-priority registration – First priority registration will be given to those students who, either due to the age restrictions in place at ECP or due to their inability to enter kindergarten due to the county age restrictions in place, may choose to repeat their current class, either 2 Day or 3 Day, morning or afternoon.
   2. Second-priority registration – Any child presently enrolled in the Preschool who completes the program. Morning 2-day classes will be given priority registration for morning 3-day classes. Afternoon 2-day classes will be given priority registration for afternoon 3-day classes. Exceptions:
      a. Members from the 2-day morning class who choose to register their child for the 3-day afternoon class shall forfeit second priority and assume third priority as set forth below; and
      b. Members from the 2-day afternoon class who choose to register their child for the 3-day morning class shall forfeit second priority and assume third priority as set forth below.
   3. Third-priority registration – Members from the 2-day morning class opting to register their child for the 3-day afternoon class and members from the 2-day afternoon class opting to register their child for the 3-day morning class. Such members must state, in writing to the First Vice President, their intention
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to switch classes at the time of registration for first-priority members and before registration is open to other priorities.

a. In the event that there are fewer spaces than applicants for a given class, third-priority registration shall be determined by a lottery, to be conducted after close of first-priority registration, second-priority registration and before registration is open to other priorities.

b. Those not securing a space as a result of the lottery shall be placed on a “switch” list for the class in question, in the order in which their names were drawn in the lottery, providing they register their child for an open slot in the Preschool.

4. Fourth-priority registration – One or more children or grandchildren of the following founders of the original Nursery school known as Dasher Green Nursery School, Incorporated: Sandra Blyveis, Terry Collins, Susan Cuddeback, Gerry Jones, Sola Jones, Diane Reimert, Susan Sitek, Ellen Trellis, and Joan Vary.

5. Fifth-priority registration – Yet-to-be-enrolled siblings of currently enrolled children.

C. Open registration – Registration for any remaining vacancies shall be conducted during a period of open registration, open to the general public at such time, place, and manner as determined by the Executive Board. All the aforementioned preferences shall be null and void twenty-four (24) hours prior to said period of open registration.

D. All registration, except for first and second priority registration, shall be conducted on a first-come, first-served basis. Registration must be complete (i.e., include all required forms and monies due) in order to maintain priority status. Once a class has been filled, the First Vice President may keep waiting lists to accommodate registered members wishing to switch to that class from another class (a “switch” list) or unregistered, potential enrollees (a “wait” list).

E. The First Vice President has ultimate authority over administering the priority provisions of this Article, subject to reversal by a majority vote of the Executive Board.

ARTICLE VI – EXECUTIVE BOARD, ELECTION OF OFFICERS, COMMITTEES

A. Executive Board – The Executive Board is the governing body of the Corporation and shall conduct all activities that it considers necessary in accomplishing the purposes of the Preschool. Any decision of the Executive Board may be nullified by a two-thirds vote of the general membership. A quorum for voting purposes shall comprise two-thirds of the membership of the Executive Board, provided that all board members receive ample notification as to time and place of any given meeting. Executive Board members are not required to serve on a committee or perform housekeeping duties. Executive Board members are required to assist in the annual inventory and packing or unpacking the Preschool.
facility. The Executive Board shall consist of the following members, all of whom shall have equal voting privileges:

a. **President** – The President is responsible for preparing the agenda and serving as presiding officer of Executive Board and general membership meetings, appointing standing committees and temporary committees when needed, serving as ex-officio member of all committees, negotiating contracts, and exercising general supervision and administration of the Preschool. The President may call special meetings if required.

b. **First Vice-President** – The First Vice-President will assume the duties of the President during the President’s absence or inability to act, and will assist in the general supervisory functions. The First Vice-President chairs the Registration & Open House Committee and is responsible for all membership activities, including but not limited to registration, enrollment, class lists, and committee assignments.

c. **Second Vice-President** - The Second Vice-President chairs the Field Trip Committee and is responsible for scheduling and determining fees for all field trips. The Second Vice-President will act as an assistant to, and/or perform the duties of, the President if the First Vice-President is unable to do so. This officer may also serve as chairperson of other committees as designated by the President.

d. **Secretary** – The Secretary prepares and distributes the minutes of the meetings, keeps a roll of all members, maintains all official records and correspondence of the Preschool, and is custodian of all official documents of the Preschool. The Secretary shall maintain an electronic file that includes all work completed during his/her term of office, and will be the resident agent upon succeeding to office by filing such change in accordance with the provisions contained in Corporations and Associations Article, Section 2-108, Annotated Code of Maryland, as revised, or such other provisions or laws as may be enacted. This officer is responsible for the electronic distribution of the *Duck Book*.

e. **Treasurer** – The Treasurer shall maintain a checking/savings account and certificate(s) of deposit, if applicable, at a bank or financial institution approved by the Executive Board. The Treasurer shall pay salaries and bills when due, make all necessary refunds and reimbursements, and assure that all applicable state and federal taxes are paid and that all tax returns are timely filed. The Treasurer shall assist the Bookkeeper in keeping complete financial records, which shall be reviewed annually by an independent auditor at the end of the Preschool’s fiscal year. This officer shall also assist the Bookkeeper in preparing an annual budget for the Preschool.

f. **Class Coordinators** – The Class Coordinators are representatives from each of the four classes of the Preschool elected to advise the Executive Board on general or specific problems or situations requiring board action. The Class Coordinators have overall administrative responsibility for their respective classes and for scheduling the parents’ co-oping duties.
g. **Housekeeping Coordinator** – The Housekeeping Coordinator is responsible for organizing the housekeeping schedule and ensures enough cleaning supplies are available prior to cleaning.

h. **Assistant Treasurer** – The Assistant Treasurer is responsible for collecting all tuition and fees, depositing these monies into the Preschool’s official bank accounts, and maintaining accurate records regarding such collections.

i. **Bookkeeper** – The Bookkeeper works primarily with the Treasurer, Assistant Treasurer, and the independent auditor (accountant). The Bookkeeper is responsible for entering all expenditures and income into electronic ledgers, working to balance all books, and providing support for the Treasurer’s and Assistant Treasurer’s information and bookkeeping. He/She must have ready access to a computer system that can accommodate up-to-date bookkeeping software programs.

j. **Special Assistant to the President (Fundraising)** - The Special Assistant chairs the Fundraising Committee, and is responsible overseeing, initiating and coordinating all fundraisers for the Preschool. He/She will set up displays for purchases at parent orientation or general membership meetings, and provide committee members with all materials necessary to assist in handling fundraisers for each class.

k. **Publicity Chairperson** – The Publicity Chairperson is responsible for handling all advertising for the Preschool. The Chairperson oversees the Publicity Committee including Historians who compile the annual scrapbook for each class. The Publicity Chairperson is also responsible for maintaining the Preschool’s bulletin board.

l. **Social Committee Representative** -- The Social Committee Representative chairs the Social Committee, and plans and organizes the fall workshop meeting, Family Night, and all monthly general membership meetings. This includes arranging for speakers and making necessary preparations regarding time, place, necessary refreshments, set-up and cleanup.

m. **Website Coordinator** – The Website coordinator is responsible for maintaining East Columbia Preschool’s website at www.eastcolumbiapreschool.org. This includes updating any and all information as soon as s/he is notified. This position is also responsible for composing and distributing the monthly newsletter. S/he also makes sure that each family has signed a web image consent form indicating that the family does or does not want photos of their children posted on the school website.

B. **Election of Officers**

1. **Time of Election** – Elections shall be held at a special meeting in April. Only those individuals accepted for membership in the Preschool for the following school year shall have voting privileges at this meeting.
2. Qualifications of Officers – Each nominee shall be a member in good standing who will have at least one child enrolled in the Preschool at all times during the nominee’s term in office.

3. Method of Election –
   a. Nominations for the Executive Board positions shall be open for a period of thirty (30) days preceding the annual special meeting to hold elections, usually scheduled for April. The President shall submit a list of nominees and their qualifications to the general membership at least ten (10) days before the election is held. At the elections meeting, prior to the voting, nominations for any position may be made from the floor, with the consent of the nominee, after which the President shall declare the nominations closed.
   b. When there are multiple nominees for the same office, each office will be presented and voted upon separately by secret ballot. When there is only one nominee for a given office, the Secretary may record a unanimous vote upon proper motion. All positions on the Executive Board, with the exception of Class Coordinators (refer to subsection c below), shall be voted on by each eligible member of the Preschool. A majority vote of the membership present is required for election. If any office has not been filled after three (3) ballots, the President shall declare the nominations open for additional candidates.
   c. To be eligible for Class Coordinator, a member must have a child enrolled in the class which that member seeks to represent. Only members of the particular class are eligible to vote to elect the Class Coordinator of their class.

4. Term of office – The term of office shall be for one (1) year commencing June 1st. At the time of election, the new Executive Board shall be empowered to conduct all business pertaining to the upcoming school year. The sitting Executive Board retains responsibility for conducting and closing out business for the passing school year.

5. Vacancy of Office – Should the President resign or be recalled, the First Vice-President shall become the new President. The Second Vice-President shall become First Vice-President. The vacancy of the Second Vice-President shall be filled by appointment of the Executive Board. The appointment must then be ratified by a majority of the membership at the next general membership meeting. Vacancies in any other Executive Board position shall be filled by Board appointment, which must be ratified by a majority of the membership at the next general membership meeting.

6. Recall of Officers – Any member in good standing may bring a motion at a general membership meeting to recall any one or all of the officers. Such recall motion shall be considered and voted upon at a subsequent general membership meeting. A two-thirds majority vote of the membership is necessary for recall.

7. Committees – Unless serving on the Executive Board, each member is required to serve on one committee per child enrolled during the school year. (Refer to Article IV.B.3.) Complete descriptions of each committee and their responsibilities are contained in the Duck Book.
ARTICLE VII – ADOPTION OF BYLAWS
These Amended Bylaws will be adopted by, and become effective upon, a majority vote of the entire membership present at the vote.

ARTICLE VIII – AMENDMENT OF BYLAWS
Proposed amendment(s) to these Bylaws shall be presented in writing to the general membership at least ten (10) days in advance of any vote taken to adopt said amendment(s). Amendment(s) to these Bylaws will be adopted by, and become effective upon, a majority vote of the entire membership present at the vote.

ARTICLE IX – NONCOMPLIANCE WITH BYLAW PROVISIONS
Any member may report an alleged violation to the Executive Board, which will then decide on a course of action. Members will be afforded a chance to defend the allegation at a meeting of the Executive Board. While the Executive Board reserves the right to waive fines due to extenuating circumstances presented by the member, fines will be issued for each occurrence of the following: failure to housekeep, failure to co-op, failure to perform committee obligations, late tuition, late arrival for co-op, and late pick-up.

ARTICLE X – GENERAL MEMBERSHIP MEETINGS
A. A meeting of the general membership shall be held most months of the school year at times and places designated by the Executive Board. All members are required to be present at meetings designated as mandatory. All members are requested to be present at all other general membership and parent education meetings. (Refer to Article IV.B.5).
B. Meetings shall be conducted in accordance with Robert’s Rules of Order, as revised. A quorum shall consist of a majority of the entire membership.

ARTICLE XI – DISSOLUTION OF THE CORPORATION
The Preschool will continue in existence as a corporation until the members, at a general membership meeting or a special meeting called for dissolution purposes, determine, by a majority vote, that the Preschool should be dissolved. All obligations of the Corporation must be met before dissolution. Disposal of assets shall be determined by a majority vote of the entire membership.

COMMITTEE DESCRIPTIONS
Shopper
This committee member manages the purchasing of cleaning supplies, art supplies, office supplies, paper, school equipment, and other supplies as requested by the teachers. Responsibilities: Purchase supplies and deliver them to the school within 48 hours of the request. Maintain a log of purchased supplies. The Shopper needs to save all receipts and promptly submit a reimbursement form to the ECP treasurer in order to get reimbursed. (Helpful if this committee member has a BJ’s or a Costco membership).
Field Trips
This committee representative assists in the coordination of field trips.
Responsibilities: Assist the Second Vice President with their responsibilities related to scheduling all 2 Day and 3 Day field trips based on teachers preferred dates.
Chairperson: Second Vice President
Committee: One member

Fundraising
This committee is responsible for planning and managing our annual Purse Bingo, and other optional fundraising events for the school.
Responsibilities: Assist Fundraising Chair with fundraising events throughout the year. The Chair will assign each member with duties as needed, for example, stuffing envelopes, soliciting prizes for the Bingo, Pancake Breakfast, and Secret Holiday Shop. One member from each class will be in charge of distributing and collecting fundraising materials for catalog sales and relaying the information back to the Fundraising Chair. Committee Members will also be responsible for fulfilling their “three hour” fundraising obligation, as the duck book requires of the entire ECP parent population.
Chairpersons: Fundraising Chairs
Committee: Twelve members – at least three from each class

Historian
These members maintain a preschool keepsake (scrapbook) for their class.
Responsibilities: Collect pictures from your class, either digital or print to prepare a scrapbook for your class by the end of the school year. The scrapbook is to be completed by early summer and made available to the class for purchase.
Chairperson: Publicity
Committee: One member from each class, 2am, 2pm, 3am, 3pm

Social Committee
This committee coordinates the general membership meetings, back to school welcome picnic, family fun night, schedule dinning outs, and Owen Brown Community Center luncheon.
Responsibilities: Assist the Social Chairperson with social events throughout the year. The Social Chairperson will assign each member their duties as needed, which may include scouting events, assisting with set-up and clean-up, working the event, bringing snacks, and helping to plan the welcome picnic, the general membership meetings, and annual family night celebration.
Chairperson: Social Chairperson
Committee: Eight members, with at least two from each class
**Publicity**
This committee is responsible for disseminating information for and about the preschool, and also is responsible for the annual Spirit Wear Sale.

**Responsibilities:** Assists the Publicity Chairperson throughout the year. The Chairperson will assign committee members responsibilities as needed. Responsibilities include handling publicity notices in local publications and social media and maintaining hallway bulletin board. Distributes press releases related to school happenings to area news organizations. Distributes flyers to the community to advertise preschool events. Updates placards on the duck sign to advertise open houses, registration, and select fundraising events. One committee member will monitor and maintain the school Facebook page. Attends the annual Howard County Preschool fair to advertise the school. Assists the fundraising committee with publicizing events including, but not limited to, the annual Secret Holiday Shop, Purse Bingo, and Pancake Breakfast.

**Chairperson:** Publicity Chairperson  
**Committee:** Four members

**Registration and Open House**
This committee supports the First Vice President in conducting recruitment, class observations, Open Houses, and registration enrollment.

**Responsibilities:** Assists the First Vice President with duties that are assigned throughout the year. These duties may include preparing and assisting at least 2 Open Houses, conducting prospective class observation tours for prospective families, and assisting in the January registration of new and associate members.

**Chairperson:** First Vice President  
**Committee:** 8 members – 2 from each class

**Repairs**
This committee coordinates any equipment repairs with the teachers.

**Responsibilities:** Purchase supplies and schedule maintenance work on classroom equipment, ensures that repair work is completed according to schedule, and keeps a list of available members who can be called to help with repairing, mending or painting the equipment.

**Chairperson:** Teachers  
**Committee:** One member

**Seamstress**
This committee performs basic sewing duties at the request of the teachers.

**Responsibilities:** Cleans and repairs dress-up clothes, makes new items as agreed upon with the teachers.

**Chairperson:** Teachers  
**Committee:** One member
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Staff Assistants
This committee assists the teacher/assistant with the preparation of classroom projects.
Responsibilities: Prepares classroom projects as needed.
Chairperson: Teachers
Committee: One member

Website and Newsletter
This committee maintains and builds (if needed) the School website and creates the monthly newsletters for the school (From September to May)
Responsibilities: Assists the Website chairperson throughout the years. The Chairperson will assign responsibilities as needed within 48 hours of the request. Responsibilities may include, maintaining the school website by adding weekly/monthly information on the website, including but not limited to: photos, school events, fundraising information, open houses, monthly snack list, monthly calendar, cleaning calendar, announcements, etc. Also, periodically reviews and changes old documents on the website and assists with editing the monthly newsletter.
Chairperson: Website coordinator
Committee: One member

NOTE: Each family who does not hold a position on the Executive Board will be assigned to a committee. Due to the nature of a co-op preschool all members must participate and complete the tasks associated with their assigned committee. The committee chairperson will be responsible for keeping track of member participation. A co-op preschool can only be successful with the commitment of all of its members. Failure to fully discharge the responsibilities inherent in serving on the member's chosen or assigned committee will jeopardize one's membership at the school. A fine will also be incurred in documented case of non-compliance. Both of these decisions will be made after review by the Executive Board.

Fine: $50.00