



Washington Park
EARLY LEARNING CENTER

Washington Park Early Learning Center Parent Handbook & Bylaws

This handbook is an introduction to Washington Park Early Learning Center, a place where families join together to create the best preschool possible for their children. Cooperative preschools are unique in that parents have a voice in the operation of the school and personally contribute their time, talents and skills to run a successful preschool. Becoming part of a parent cooperative preschool means hard work but enormous returns in terms of personal satisfaction, friendships and, most importantly, a caring, joyful and stimulating learning environment for our children. By giving so generously of ourselves, we share and enrich the school experience for all our children.

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PHILOSOPHY

Washington Park Early Learning Center (WPELC) is a parent cooperative preschool where children, parents, and teachers come together to play, explore, and learn in a joyful, stimulating, and safe environment. WPELC's goal is to nurture caring, confident, and competent lifelong learners.

Our school prides itself in:

- Providing hands on child-centered learning opportunities.
- Celebrating learning through choice, exploration and discovery.
- Modeling the appreciation of diversity and humanity.
- Valuing imagination and curiosity
- Challenging all to question, to think and to collaborate.
- Leading with exceptional, qualified teachers.
- Enriching the whole child.
- Creating an atmosphere where each child takes flight with confidence.

We believe children learn best through their play experiences and emphasis on social-emotional development. Children have the opportunity to explore and enrich their world physically, emotionally, and intellectually, striving toward optimum growth. The teachers provide a developmentally appropriate curriculum full of open-ended and hands-on learning opportunities. Language, science, math, dramatic play, social studies, art, and music are offered in an integrated curriculum supporting the tenet that all of these areas are interconnected and occur together in everyday life. The program balances free play and choice time with structured group and individual activities.

Our teachers respect and support each child's learning style and foster each child's self-esteem, individuality, and creativity. They help children develop a stronger love of learning and the courage to question and explore by offering many opportunities to create and solve problems and by modeling and advocating diverse solutions. At WPELC, teachers emphasize the process rather than the product.

It is essential that each child develops a caring attitude toward other children and learns the importance of working together. WPELC supports these beliefs by respecting and celebrating all children, their families, and their diverse backgrounds and cultures. Strong emphasis is placed on peaceful, mutually acceptable resolutions to problems or conflicts.

Parent participation is the hallmark of a cooperative preschool. We treasure the unique talents and interests that each family brings to our school. It is the enthusiastic participation of all parents that makes possible the successful operation of WPELC.

SCHOOL HISTORY

In 1973, a small group of energetic Washington Park parents recognized a common need for a quality community preschool experience for their children. These parents imagined a neighborhood preschool where their cooperative efforts could create a stimulating environment to develop strong self-concepts while promoting social growth and awareness. It was this idea,

combined with determination, unselfish giving of time, cooperation and a variety of skills, that has perpetuated WPELC and made it what it is today for our children.

During the spring and summer of 1973, the founding parents worked daily to make WPELC a reality. Many ideas came from the Denver and Montview Preschool Cooperatives already in operation. At the same time, Washington Park United Methodist Church (WPUMC) initiated a community outreach program, realized the need for a neighborhood preschool and offered classroom space. What had been a dream just six months earlier became a reality in September. When WPELC opened its doors for the first time, parents quickly discovered the value of class participation, and children flourished in the warm environment. In 2013, WPUMC decided that it wanted to utilize WPELC's classroom to expand its own faith-based preschool housed within the same building. Another energetic group of families committed to the WPELC philosophy moved WPELC to a nearby location at the Washington Park United Church of Christ (WPUCC) and built the classrooms and playground found today. Many changes have been made over the years, but the main tenets of the cooperative still exist. Including the teachers and the parents' active participation in and out of the classroom.

Parents, teachers and children have come and gone, taking with them unforgettable learning experiences, skills and a sense of self-worth that have helped them in their education, professions and family life. New families enter the school bringing fresh energy and enthusiasm and new ideas and skills. You continue the tradition of excellence and cooperation as your family joins the WPELC community.

PARENT COOPERATIVE ORGANIZATION AND OBLIGATIONS

GOVERNANCE

WPELC is a nonprofit organization operated by member families. The Articles of Incorporation and the Bylaws provide that a Board of Directors will manage and conduct the business of the school. This board consists of the elected officers of the membership (President, Vice President [President-Elect], Secretary, and Treasurer), the chairpersons of the Admissions, Fundraising, Communications, Enrichment, and Maintenance committees, and a parent representative from each of the Early Learner and Preschool classes (Class Representative). The general responsibilities of the elected officers, Class Representatives, and the Director along with a brief description of each committee are stated in the Bylaws. Each summer the outgoing officers, committee chairpersons, and Class Representatives give detailed instructions on their duties to the incoming officers, committee chairpersons, and Class Representatives. In addition, the auction committee chairs, nominating committee chair, and a secondary chair for each committee will be considered "board advocates," who in addition to taking on significant leadership roles on their committees, participate in the annual community visioning event, annual board social, and are able to sit in the stead of an absent board member in a non-voting capacity.

PARENT PARTICIPATION

When you enroll your child in WPELC, you become one of the member families who operate the preschool, and you agree to accept specific responsibilities. Your responsibilities include, but are not limited to, participating in the following required activities:

- HELPING PARENT: Each parent will assist the teachers in the classroom on a

rotating basis, approximately 2-5 times per semester for each child you have in the school, depending on the size of the class and the number of days the class meets each week. The Helping Parent and child arrive before class begins to assist the teachers with classroom set up for the day's projects. The Helping Parent also provides the daily pre-packaged snack and stays after class to tidy the classroom. The Class Representative will distribute the helping parent rotation schedule prior to the beginning of each semester.

Your Helping Parent and Helping Child day is very special for both you and your child. Parents need to make other child care arrangements for siblings on Helping Parent and Helping Child days. Families are encouraged to contact other families at WPELC to swap childcare on those days. For the safety of all children, children under the care and supervision of the school must be enrolled, meet age requirements for each class, and be counted as students when determining ratios and capacity.

- SERVING ON THE BOARD OR PARTICIPATING ON A COMMITTEE: Parents serve important roles in and out of the classroom. As part of the cooperative experience, all member families agree to help operate our school by serving as an officer, a committee chair, a class representative, or a member of a committee. Officers, class representatives, and committee chairs are elected at our Spring General Meeting. The President and Admissions Chair assign committee membership other than the chairpersons. They will do their best to assign committee membership in accordance with the preferences listed by each family in their registration packet. You will be responsible for completing tasks assigned to you by the chair of your committee.
- CLASSROOM CLEANING: The parents are partially responsible for keeping the school clean. Parents have two cleaning responsibilities: (1) as Helping Parent, and (2) participating in at least one All-School Clean Up each year. There are three all-school clean ups per year, one at prior to school starting, one after break in January, and one after the last day of school. These dates are listed on the school calendar. The tasks required for these clean ups include reorganizing closets and shelves, cleaning toys and surfaces, inventory, or work on the playground or in other common areas. Please see the person in charge to find a good assignment when you arrive.

Cleaning guidelines for Helping Parents include:

- Stay at least 10-20 minutes after class to tidy the classroom. Cleaning supplies and a cleaning checklist are located in a locked cabinet in the classroom. Prior to serving the snack, clean each table thoroughly using dish soap and paper towels. Use bleach water to clean the tables again after the snack.
- Clean all serving pitchers, cups, plates, and utensils used for snack with bleach water.
- Place artwork or other projects on the art shelf or in the children's cubbies for parents to take home.
- Tidy all play areas.

- Ask the teachers about other tasks that need to be done.
- **FUNDRAISING:** When you enroll your child at WPELC as an Early Learner or Preschooler you agree to participate in all mandatory fundraising activities for the school. Parents enrolled in the Parent-Tot class are invited, but not required, to participate in WPELC fundraising activities. Each family's tuition covers most of the expenses of the teachers' salaries and rent for the school. Our other operating expenses (such as classroom supplies, telephone, insurance, cleaning supplies, repairs, postage, etc.), our capital improvements to the classroom and playground, and our emergency fund are completely dependent on each family's fundraising efforts. The annual fundraising amount varies each year depending on the number of families enrolled and the needs of the school.

The Fundraising Committee will set a minimum amount for each Early Learner or Preschooler family to raise for each mandatory fundraising campaign. Each family is then responsible for raising at least that minimum amount or paying a predetermined buy-out amount for that campaign. Parents of two children enrolled in Early Learner and/or Preschooler classes in the school are responsible for 1.5 times the minimum fundraising requirement per family. In the case of families with more than two children in the school, parent responsibilities will be determined on a case-by-case basis by the Board of Directors.

Mandatory fundraising campaigns will be determined on an annual basis by the Fundraising Committee and the Board of Directors. The school may, from time to time, also offer optional fundraising activities (such as Scholastic Books, The Bookies, Dining Night Out, etc.), which you are encouraged, but not required, to participate in.

- **CONFERENCES AND SCHOOL EVALUATIONS**
Two conferences between parents and teachers are held each year for Early Learners and Preschoolers. Further conferences may be called at the request of either parent or teacher.

Each family should complete the annual school survey to provide feedback to the Director and the Board.

- **MEETINGS**
In order to manage the school together, WPELC requires each family to attend two all-school meetings each year. During the Fall General Meeting, the annual budget is approved and parent orientation takes place. The Spring General Meeting is when officer elections for the upcoming school year are held and important registration materials are distributed.

CONFIDENTIALITY

WPELC is a small community and it is important that we respect each other's privacy in personal matters. Please do not ask the teachers personal questions about the children's families. The school maintains confidentiality with all child and personnel records.

When spending time in the classroom with the children, it is very important to remember the value of confidentiality. It is easy once you have spent time with the children to start assessing them and to focus on their more pronounced characteristics. Some of the children may be quieter than others, some may be quite boisterous, and some may never leave the play-dough table while others may never venture there, some may rarely talk, and some may never stop talking. When we characterize children in such ways, we fail to see the whole child.

We understand that it may be difficult to leave information about children out of your casual conversation, but it is critical that you do so. If ever you have questions or comments about what you experience as a helping parent, please talk to the teachers after school or call them. They are happy to help you make sense out of what you observe. The teachers are always willing to share their perspectives on classroom management and to develop a specific plan for your child if he or she is experiencing difficulty.

It is also important to remember confidentiality when it comes to our teachers. The Director is responsible for supporting and working with all WPELC teachers. It is important that you work first and foremost with your child's Lead Teacher directly to address concerns. If you are still having concerns, work with the Director to address teacher or classroom concerns rather than discussing or sharing your concerns with other teachers or going to Board members to get concerns addressed.

COMMUNICATION

Communication is especially important to our cooperative effort. The primary means of communication is by email. Notices may also be posted on WPELC's website (www.wpelc.org), the school bulletin board, placed in each family's mailbox at the school, or mailed to your home. The Director and teachers provides periodic classroom and community updates to WPELC's parents, often through the school newsletter, which is emailed. If a family would like to contribute something to the school newsletter, they should contact the Communications Chair.

Class rosters are provided to all families at the Fall General Meeting. The contact information on these rosters is to be used only for school related business. Families should not use email addresses on rosters to self promote or advertise personal interests or business endeavors.

CONCERNS OR COMPLAINTS

In accordance with WPELC governance, we encourage families to address any concerns or complaints to the teacher, Director, or President, as appropriate. Concerns and complaints will be addressed in a timely manner and will be brought to the attention of the Board of Directors, if necessary.

MEMBER IN GOOD STANDING

To remain a member in good standing, each family must follow the above policies relating to PARENT PARTICIPATION and CONFIDENTIALITY described above. In addition, the following TUITION/FORMS items need to be addressed in order to remain a member in good standing:

- Paying tuition and other fees on time
- Submitting health forms and other required enrollment forms
- Notifying the school of changes to your contact information or to the student's

emergency contact information to maintain current records

Procedures for addressing families that are not fulfilling the obligations in regard to parent participation, confidentiality, and tuition/forms are the following:

1. Formal notification by email by relevant committee, with Director and Board President included in communication; possibly followed by phone call with Board President specific to Board/committee volunteering concerns, with notifications
2. If issues persist, Director sets in-person meeting with family.
3. Documentation of each communication is kept on file by Director and is signed by Board President.
4. Documentation is considered during annual application process and will impact your invitation to return
5. In some cases, your child may not be allowed to attend school until the obligation is satisfied. If a family remains not in good standing for a large portion of the school year, the family may be asked to leave the school by the Director and Board.

ENROLLMENT POLICIES

NONDISCRIMINATORY POLICY

WPELC admits students of any race, color, national and ethnic origin and religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and it does not discriminate on the basis of race, color, national and ethnic origin or religion in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Please note that although we are located in a church building, WPELC is nonsectarian. We address the annual holidays as they affect children's lives.

SCHOOL CALENDAR

WPELC generally operates from the end of August through May each year. The school generally follows the calendar of the Denver Public Schools; although, there are exceptions where this is not the case. A copy of the school calendar, including holidays and important deadlines, is given to families at the Spring General Meeting and is posted on our website.

REGISTRATION POLICIES

WPELC is a licensed preschool that serves children ages 2½ to 6 years of age and a Parent- Tot (guardian accompanied) class for children ages 1 ½ to 2 ½. A child must be the minimum age for the desired class by September 1 of the school year to be eligible for enrollment.

<u>Class</u>	<u>Days</u>	<u>Times</u>
Parent-Tot	Tuesday or Wednesday	9:15 am – 10:45 am
Early Learner	MWF or TTh	9:00 am – 11:30 am
Preschool	MWF or TTh	9:00 am – 1:00 pm

Optional one-hour enrichment classes may be offered for Early Learner and Preschool classes

immediately following the end of class. See the Enrichment Class policy for more information.

The school evaluates the needs of the community each year to determine what classes would best serve the community. As a result, the number of classes or the days of the week each class is offered may be adjusted prior to the annual Open House. The Board reviews the class structure and tuition every year in December.

Application forms with a one-time, non-refundable registration fee per child are submitted to the Admissions Chairperson. Applications will not be considered until the registration fee is paid. Applications will be considered on a loose lottery basis, meaning classes are balanced according to age and gender. A wait pool will be formed for those applicants not admitted. If a child is not admitted from that wait pool, that child may reapply for enrollment the following school year (but does not have to pay another registration fee). After school has started, children may be accepted at the discretion of the Admissions Chairperson and Director in consultation with the teachers.

Admissions priority is given in the following order if their families are in good standing at WPELC:

1. Students currently enrolled
2. Siblings of students currently enrolled
3. Children of current staff members
4. Siblings of students previously enrolled
5. New families

Students will be notified of acceptance no later than the last Friday in February. Families must pay the required retainer tuition fee by the first Friday in March in order to maintain their child's place in the class. If the fees are not paid by this date, the child will be dropped from the roster and replaced with a new child from the wait pool.

In order to achieve the optimal learning environment for each class, WPELC strives to balance the number of girls and boys and the ages of the children in that class. The Director, Admissions Chairperson, and teachers will form the class rosters and wait pools for the coming school year in accordance with the Parent Handbook and Bylaws of WPELC. While we do our best to meet first-choice schedule requests, we cannot guarantee requests for returning students or siblings.

TUITION AND FEES

Tuition rates are determined by the Board annually utilizing the process outlined in our Compensation Policy and Tuition Policy (which can be found in the Board Handbook). Annual tuition rates can be found in the registration materials. Tuition rates are subject to change on 30 days written notice to all members of WPELC.

May tuition is due by the first Friday in March of the prior school year and is non-refundable. This tuition functions as a retainer fee to secure a child's place in the school and as the payment of the following May tuition. If May tuition is not paid by the first Friday in March, the child will be dropped from the roster and replaced with a new child from the wait pool. For those children admitted to the school after the first Friday in March, May tuition is due at the time of their acceptance to WPELC and prior to the student attending class. If May tuition is not paid by that date, the child will be dropped from the roster and replaced with a new child from the wait pool.

September tuition is due by the last day of the prior school year. This payment is non-refundable. If September tuition is not paid by the due date the child will be dropped from the roster and a new child taken from the waiting list. For those children admitted to the school after the due date but before school starts, September tuition is due at the same time as their May tuition (at the time of their acceptance to WPELC). If September tuition is not paid by that date, the child will be dropped from the roster and replaced with a new child from the wait pool.

For those children admitted to the school after September, the first month tuition is due at the same time as their May tuition (at the time of their acceptance to WPELC and prior to the student attending class). If the first month and May tuition is not paid by this date, the child will not be enrolled or permitted to attend school and replaced with a new child from the wait pool.

An activity fee is due and payable by the last day of the prior school year and is non-refundable. Children will not be permitted to attend school until this fee is paid. Children entering after February 1 of the school year shall pay half the Activity Fee, but no further reductions will be made. This fee is not refundable after 30 days.

Other than the May and September tuition payments (i.e., first and last month tuition), tuition is due the first day of each month, whether or not the child is in attendance, with the last payment due on April 1 for the school year. A seven-day grace period is allowed at the beginning of each month, after which a \$25 late fee will be due. We encourage families to pay the full tuition for the semester or year if they desire. If families are setting up automatic payments from their bank, they should make sure to build in a few days of time for WPELC to receive the check prior to the first of the month.

If tuition is in arrears by 30 days, the child will not be allowed in the classroom until the tuition and late fees are paid. The child may be dropped from enrollment, and the child will not be allowed to re-enroll for the following school year until the tuition and late fees are paid.

ADDRESSING SPECIAL NEEDS

WPELC strives to cultivate positive child, staff, and family relationships. Teachers are expected to maintain a socially and emotionally respectful learning environment. Through child home visits, conferences, helping parent days, and yearly trainings, our teachers are prepared to provide a connected and meaningful whole family support system. For children experiencing social and/or emotional issues, WPELC teachers and parents will work together to support positive behavior. Teachers and parents will meet and discuss a consistent plan for social and emotional intervention supports. A team-based approach to helping the child will help reduce challenging behaviors and hopefully prevent the need for expulsion. WPELC has numerous resources for professional support services including early childhood mental health consultants which will be provided to families if needed. If after positive guidance, consistent and appropriate consequences, and documentation showing the steps taken to respond to the challenging behavior, teachers may find that WPELC is not the right fit for a child, and the parents and Board of Directors will be notified. A conference will be called and will include the parents, Lead Teacher, Director, President, and Vice President. At this time WPELC will help the family find a school situation that will support the child in being most successful.

We strive to be an inclusive program. If a child appears to have special needs, the school will

schedule a conference with the parent(s) to discuss the child's abilities and needs and how those needs might best be accommodated. Participants in this conference will include the parent(s) and Lead Teacher and may also include the Director, President, and Vice President. If the conferees cannot agree on a course of action, the matter may be brought before the Board of Directors for a final decision. In meeting each child's needs and to the extent possible, WPELC will strive to comply with the Americans with Disabilities Act.

SCHOLARSHIP GUIDELINES

WPELC values the diversity of experiences that children of different economic, social, cultural and ethnic backgrounds can give one another. Financial help is at times necessary to assure that this goal is met. The scholarship process is conducted independently of the admission process. All questions about scholarships should be directed to the Treasurer at treasurer@wpehc.org. WPELC offers scholarships in accordance with the following guidelines:

Types of Scholarships:

- Full year scholarships - percentage to be determined by family need.
- Scholarships for less than a full year - awarded to currently enrolled families whose financial needs have changed during the year or to newly enrolled families indicating a need for financial assistance.

Limits of Scholarships:

- Scholarships shall be included as an expense in the annual operating budget. The amount of money available for scholarships shall be no more than 4% of total expected tuition. Total expected tuition income is equal to nine months of full tuition paid by all families of WPELC. The percentage of total expected tuition income may deviate from these guidelines with Board approval.
- The Scholarship Committee may award up to 40% of the projected scholarship expense prior to the beginning of the school year. An additional 40% may be awarded at the January review. During this review, the entire scholarship fund may be reassessed according to need or funds available. Twenty percent of the projected scholarship expense shall be set aside to be used as needed to help families whose situations change during the academic year and/or for new families indicating a need for financial assistance.
- The Scholarship Committee shall not feel compelled to award aid to all families who apply.
- At the discretion of the Board, any part of the fund not awarded as scholarships may be used for emergency purposes.
- Generally, the maximum grant shall not exceed 50% of tuition. A grant larger than 50% of tuition may be awarded with the approval of the Board.
- As a general guideline, a family would be eligible to apply for a scholarship if monthly tuition exceeds 3.5% of their gross monthly income. Gross monthly income is defined as:
 - Monthly Gross Wages (before taxes or other deductions)
 - Net Self Employment Income (as would be reported on Schedule C, divided by 12 months)
 - Monthly Income from Dividends, Interest, Bonuses, Profit-Sharing Plans, Pensions
 - Monthly Income from Payments on Property, Settlements, Child Support or

Alimony

- Monthly Income from Social Security, Disability Payments, or Other Government Assistance
- Extraordinary expenses will be taken into consideration in awarding scholarships.
- Regardless of scholarship awards, each child is charged full tuition for September and May, and scholarships will not be awarded for activity fees. If special payment arrangements are necessary for these fees, the Treasurer should be consulted.
- In order to be considered for a scholarship, families must have met all parent participation responsibilities and all financial obligations and be in good standing at WPELC.

Scholarship Application and Award Process:

- Scholarship applications are available to all families on the WPELC website at <https://wpec.org/apply/scholarships/>.
- The Scholarship applications and process is confidential and is only shared with the Scholarship Committee.
- The Scholarship Committee will consist of the Treasurer and two Board members appointed by the President.
- The Scholarship Committee will meet three times per calendar year, if necessary, to evaluate the list of applicants and calculate the scholarship awards based upon financial need and in accordance with the scholarship guidelines set forth herein. Generally, the committee will meet during the following dates: 1) April to evaluate applicants for the following school year; 2) August to confirm awards for the first semester and to evaluate any new applicants received in the interim; and 3) January to reevaluate scholarship awards for the second half of the school year and to evaluate new applicants received. Additional meetings may be necessary to evaluate new applicants received mid-year as a result of a family's unexpected financial hardships.
- Recipients of scholarships will be notified by email and/or by letter. Recipients are expected to pay the remaining amount of tuition owed by the designated deadline.
- Scholarships will not be awarded retroactively.
- The Treasurer shall provide the Board with a report of the number and amounts of scholarship awards while still maintaining the anonymity of the scholarship recipients.
- Any family applying for scholarship aid may ask the Board to review the decision made by the Scholarship Committee. After making the requested review, the Board may change the decision of the Scholarship Committee.
- A reevaluation of scholarship applicants shall occur at the end of the first semester. Notices requesting updated financial information will be sent to each scholarship family in January.
- Applications for scholarships can be submitted any time during the school year if a family is faced with unexpected financial hardship. It is the responsibility of the family to submit a scholarship application. Likewise, in the event that financial assistance is no longer necessary, it is the responsibility of the family to make that information known to the Treasurer.
- In the event that a member of the Scholarship Committee needs to apply for scholarship funds, the President shall appoint another member of the Board to the committee.

WITHDRAWAL PROCEDURES

If a student must withdraw from WPELC before the school year ends, the parent must notify the Admissions Chair in writing two weeks in advance. Following the two-week notice period, current month's tuition will be prorated and a refund, less any amount owed for mandatory fundraising to date, will be made, if applicable. May tuition acts as a retainer fee and is non-refundable. Families who withdraw during the school year may not have their May tuition applied to their last month of school.

If it becomes evident during the school year that the relationship between the school and any child or family is not mutually beneficial, the child may be dropped from the school enrollment. Tuition costs will be prorated and a refund made if applicable.

SUSPENSIONS AND EXPULSIONS

WPELC strives to provide an environment that is nurturing and respectful to all children's needs and therefore do not suspend or expel students from our school. When an issue arises in the classroom concerning a child, the teacher will work closely with the family and director to find a solution. In addition to meetings and discussion between the family and the school, recommendations for professional support may be requested by the school in order for the child to continue to thrive in this school environment. If this request is not respected or followed through, or if the child continues to not thrive in this philosophy and learning environment the family might be asked to look elsewhere to find an environment to best fit their child's needs.

SCHOOL POLICIES AND GUIDELINES

DROP OFF & PICK UP

Parents and individuals that are bringing children to school or attending events at the school shall make reasonable efforts to park in the parking lot on the northeast corner of Dakota Street and South Williams Street. Please avoid parking on South Williams Street. Please follow Playground Rules detailed below, and do not allow children to play in neighbors' yards.

Arrival time is 9:00 a.m. Please be on time. Do not bring your child to the classroom early (unless you are the Helping Parent who should arrive 15 minutes early to help with classroom set-up).

Pick-up time is 11:30 a.m. for Early Learners and 1:00 p.m. for Preschool. Every effort should be made to pick up children on time. If it is necessary to be late, please call the school to notify the teachers. If a child is not picked up within 30 minutes and no contact was made with the family, the teachers will begin calling authorized persons from the emergency contact form. If no one can be contacted within an hour after the end of class, the Department of Human Services may be notified.

For the Parent-Tot class, parents/guardians are to remain with the student at all times.

Children are required to be signed in and out daily on the sign-in sheet by whomever is dropping off and picking up the child, or, in the case of Parent-Tot, whomever is attending the class. Teachers use this record of attendance as well as frequent head counts and visual supervision to assure that all children present are accounted for. Head counts are done before going outside, before leaving the playground, and after returning to the classroom. A Qualified Teacher always

accompanies children when going to the bathroom or leaving the classroom for any reason.

To ensure the safety of your child at school, please indicate on your emergency contact form the names of those people you wish to authorize to pick up your child. For those days when someone other than those on your form will be picking up your child, please send the teachers a note giving your permission. The teachers cannot release your child, even to someone familiar, unless your written permission is given. The teachers will request identification of any unfamiliar adults to assure they are authorized to pick up your child.

VISITORS

Visitors to the school are required to sign the visitor record book indicating the date, time, and purpose of their visit. If they are strangers to the teachers or Helping Parent, they will need to provide individual identification.

The children and teachers love to have visitors with a special occupation or skill to share. Please volunteer yourself or a friend, and help us find other resources.

DRESS/PERSONAL BELONGINGS

Send your child in play clothes. School can be messy. We want the children to enjoy the projects and not be worried about getting dirty. Even “washable” paint does not always wash out completely.

Children should be prepared for outdoor play each session and will be expected to go outside with the group. Appropriate winter attire should be sent in the winter including jacket, hat, mittens and, when there is snow, boots and snow pants. Teachers and Helping Parents do not apply sunscreen, so be sure to apply it before bringing your child to school.

Each Early Learner and Preschool child will be provided a cubby in which to keep his/her personal belongings. All children should keep an extra set of clothing at the school in a labeled plastic bag. Children should NOT bring their toys, treasures, gum, candy, or money to school. There may be occasions when the teachers ask the children to bring special items for sharing time. The teachers also understand that a child may need to bring a special “lovey” from home as a transition aid to school. Teachers will often ask children to keep these personal items in their cubby during the school day.

MEALS AND SNACKS

Parents are responsible for providing a lunch for their child when class time includes lunchtime. All snacks brought into WPELC must be prepackaged (store-bought). WPELC is a nut-free school.

Food allergies in any school require thoughtfulness and attention to ensure a safe school experience for all children. Every school year and throughout the year, current food allergies are taken into consideration when creating the approved snack list and lunch policy for each class. Our approved snack list and lunch policy is found on our website and is posted by your class sign-in sheet. This list and policy may change from time to time as allergies become known. The approved snack list is for your convenience and for the safety of all children. Please

choose snacks from our approved snack list. We cannot guarantee our school or common areas are free of any particular allergen, yet we strive to balance the needs of all students, parents, teachers, and others who use the common areas.

PLAYGROUND RULES

Our playground is a beautiful treasure, unique to WPELC and showcases our focus on creating child-centered environments. We ask that families use the playground responsibly.

- Keep all gates closed
- Clean up after you are finished playing
- Do NOT climb trees, bushes, or the fence
- Do NOT climb on top of the train or house
- Do NOT dig other than in the sandbox
- Keep all pets away from the playground
- Tidy up toys and logs

Families who use the playground before or after school should ensure it is clean and tidy before leaving.

SCHOOL CLOSING/INCLEMENT WEATHER

In the event of inclement or excessively hot weather, children will not go outside. If Denver Public Schools are closed, WPELC will also be closed. If necessary, the Class Representative will contact families regarding school closure or a schedule change.

CONFLICT RESOLUTION GUIDELINES

At WPELC, we support the children in addressing conflict when it arises in the classroom. Conflict is both a natural part of life and essential for developing a strong sense of self. We strive to help children articulate their feelings and identify their likes and dislikes as well as recognize opportunities to empathize with people we care for and through that gain the ability to compromise. Conflict is such a difficult yet important part of growing. We need to be as open and supportive as possible through these times so our children can become strong, compassionate, and self-confident people. Below are general guidelines for resolving conflict in the classroom. We encourage adults to:

- Calmly and respectfully comfort all the children involved.
- Bring the children together.
- Get on the children's level, engaging in eye contact.
- Assist all children involved with using their words about their individual views of what happened. Make sure each child has had enough time to share their perspective.
- Help the children to express how they feel about the situation and the other children.
- Listen without judgment.
- Enlist children's suggestions for resolution.
- Ask if there is anything they or we can do to help the children involved feel better.
- Ask if anyone needs a hug.

WPELC recognizes the discipline guidelines outlined in the Colorado Rules and Regulations for Child Care Centers and requires both staff and Helping Parents to abide by these regulations.

WPELC shall not use nor permit an employee, Helping Parent, or other child to use corporal or other harsh punishment including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline.

Punishment shall not be associated with food, rest, or toileting. No child will be punished for toileting accidents. Food will not be denied or forced upon a child as a disciplinary measure. Separation, when used as discipline, shall be brief and appropriate for the child's age. The child shall be within sight of an adult in a safe, lighted, well-ventilated area. No child shall be isolated in a locked, closed room or closet.

Verbal abuse or derogatory remarks about the child, his/her family, or his/her race, religion, or cultural background shall not be used nor permitted by staff or volunteer parents.

FIELD TRIPS, TELEVISION/VIDEO, & SPECIAL ACTIVITIES

WPELC school curriculum and activities do not include television, video, or technology. From time to time, WPELC may take walking field trips around the neighborhood, to Washington Park, to the Fire Station, etc. The following procedures are in place when classes are on walking field trips. The Lead Teacher and Assistant Teacher are present at all times. Children walk single file (one teacher at the front, one teacher at the rear, and the Helping Parent in the center). When crossing alleyways or streets, one teacher will demonstrate good crossing practices and will indicate when it is safe to cross. One teacher shall remain in the alley/street until all children have crossed. Parents should dress children for appropriate weather and walking everyday.

SCHOOL CLEANINGS

WPELC's hands-on learning environment means our classroom gets incredibly dirty and requires thorough and conscientious cleaning to maintain a pleasant, safe place for our children to play and learn. We all must work together to keep the school clean. WPELC has contracted with a cleaning service to clean the classroom and bathrooms Monday through Friday. There are three All-School Clean Ups scheduled during the year. Families are required to participate in one of them. They are listed on the school calendar in August, January, and June.

ENRICHMENT CLASSES

WPELC may offer enrichment classes, such as Story Book Journey, Cultural Explorations, Music, Movement, Art, Science Exploration and Children's Theater, etc., which take place after the regular school day ends. These classes are optional and require the payment of additional tuition to the enrichment class teacher.

Enrichment classes are intended to offer additional educational and fun opportunities for WPELC students. These classes may be opened to the general public at the discretion of the enrichment class teacher and WPELC. WPELC students have priority of enrollment in enrichment classes.

HEALTH POLICIES AND GUIDELINES

REQUIRED FORMS

In compliance with Rules and Regulations for Child Care Centers issued by the State of Colorado and the City and County of Denver, all immunization and health forms must be

received by August 1 or the child will not be allowed to attend class when attending an Early Learner or Preschool class. Health forms for children admitted to the school after August 1 should be completed and returned to the Office Manager before the first day the child attends school.

WPELC's license to operate a preschool depends on compliance with Colorado law. Required health forms for Early Learner and Preschool students include (1) a medical examination report signed by your child's approved health care provider and (2) a signed record of your child's immunizations as discussed below. All health forms must be completed and returned to the Office Manager by August 1 in order to reserve a child's place in the school, unless special arrangements have been made with the Admissions Chair and Office Manager. Children will not be permitted to attend class until all required health forms are given to the Office Manager.

IMMUNIZATIONS

Immunization requirements will be strictly enforced for all students in Early Learner and Preschool classes. Students who do not meet the requirements listed below will be denied attendance according to Colorado law.

You must provide WPELC with one of the following in order to comply with the law:

- Certificate of Immunization from a licensed physician or authorized representative of the Department of Health or local health department certifying that your child has received minimum immunizations as indicated below.
- Statement of Exemption to Immunization Law printed on the reverse of the Colorado Department of Health Certificate of Immunization:
 - medical exemption signed by licensed physician stating that the child's physical condition is such that immunizations would endanger life or health or is otherwise medically contraindicated, or
 - religious exemption signed by parent or guardian that the child adheres to a religious belief opposed to immunizations, or
 - personal exemption signed by parent or guardian that she/he adheres to a personal belief opposed to immunizations. This statement can be made on the back of the Certificate of Immunization in the blank space at the bottom. Example: "I personally oppose immunizations." (signature, date).

For children whose Certificate of Immunization is not up to date, the parent or guardian has 14 days after notification to provide documentation that the next required immunization was given and submit a written plan for completion of any required immunizations. If the plan is not fulfilled, the child shall be suspended or expelled from school for non-compliance.

In compliance with State regulation, while maintaining confidentiality, parents of other children in the class will be notified if a child enters WPELC without having received the minimum immunizations.

ILLNESS, ACCIDENT, & INJURY GUIDELINES

If a child becomes ill, has an accident, or sustains an injury while at school, WPELC will notify a parent and have the child rest in an area separate from the class activities until the child is picked up from school. If a child is injured or involved in an accident at school, WPELC will administer necessary first aid and complete an accident report that is kept on file in the school

office. Depending on the type and severity of the injury, the child will return to class activities or a parent will be notified to pick up the child from school. If deemed necessary by the teacher or Director, a 911 emergency call will be made, and a parent will be notified immediately.

Please ask your doctor about when your child should return to school following an illness. If medication has been prescribed, ask your doctor when or if your child can return to school during the course of the treatment. If your child has diarrhea, vomiting, or is running a fever (rectal temperature greater than 100.4 degrees, oral temperature greater than 99.5 degrees, or axillary temperature greater than 98.6 degrees [ref. Your Child's Health, Barton D. Schmitt, MD, 1991]), please DO NOT SEND your child to school. In general, if your child does not seem to be him/herself, do not hesitate to keep him/her home for a day or two.

Each child must be observed daily upon arrival at WPELC by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at WPELC shall not be admitted or must be separated from other children until the parent or guardian can pick up the child.

When children have been diagnosed with a communicable disease such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella, WPELC shall immediately notify all staff members and all parents and guardians of children in care. Children's confidentiality will be maintained.

The Director shall request parents to report exposure of a child to communicable illness outside of the school. At the discretion of the Director, the child shall be excluded from attendance at WPELC for the period of time prescribed by the child's physician or by the local health department.

ADMINISTRATION OF MEDICATIONS

All medication at WPELC shall be kept and stored in the locked school office or classroom. WPELC staff shall administer medications for children in compliance with the Nurse Practice Act and only upon written consent from the parents and written order from the child's physician. (Permission forms to administer medication will be provided by WPELC.) Each prescription container shall be in the original container, childproof, carry the name of the medication, the name of the child for whom it was prescribed, the name of the prescribing physician, and physician's instructions. WPELC staff shall not administer over-the-counter medications without written physician instructions. Parents are asked to avoid dosing time during school hours unless for emergency situations or as required by the child's physician.

DIAPERING AND TOILET TRAINING

In the event that a child has an accident or special needs, a Qualified Early Childhood Teacher uses school supplied emergency diapers/wipes to clean and diaper the child as necessary. The child's parents are notified, and the soiled items are sealed in a plastic bag and stored out of the reach of children. Our school and classroom arrangement do not allow for diaper changing. Diapering facilities for Parent-Tot family use is located in the Church bathroom.

UNIVERSAL PRECAUTIONS

To help prevent the spread of diseases caused by body secretions, the following universal precautions are recommended when volunteering in the classroom:

- Wear disposable plastic or rubber gloves when in contact with body secretions including blood, stool, urine, and vomit. Dispose of gloves after each use.
- Cover open wounds until a scab has formed if the child will have any contact with other children.
- Wash your hands after contact with children. Use disposable paper towels. Children should wash their hands after the use of the bathroom or if they have blood or other body substances on their hands.
- Use single-use disposable tissues for runny noses, etc., and dispose of them immediately. Never share tissues.
- Wash toys that have come into contact with body fluids or stool.

REPORTING OF CHILD ABUSE

Any teacher or Helping Parent who has reasonable cause to know or suspect that a child has been abused or neglected, or has observed a child in circumstances or conditions which would reasonably result in abuse or neglect, must immediately report their concerns to the Denver County Department of Human Services by calling the Child Abuse Hotline at (720) 944-3000 or the Denver Police Department at (720) 913-2000.

To report complaints regarding WPELC contact:

Colorado Department of Human Services Division of Childcare
 1575 Sherman St., 1st Floor
 Denver, CO 80203
 (303) 866-3755

WPELC HEAD LICE POLICY

Background Information:

Infestation with head lice is most common among preschool and elementary school-age children and their household members and caretakers. Head lice are not known to transmit disease; secondary bacterial infections are possible from scratching. Head lice are not related to personal hygiene or the cleanliness of a person, their home environment, or their school environment.

Head lice can infect anyone, regardless of race or socioeconomic status. No one is immune to head lice. Head lice are spread by direct contact with the hair of the infested person. Head-to-head contact is the major way head lice is spread. Rarely is it spread by contact with clothing or personal items.

The Center for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses support a caring policy and one that is less exclusionary for children infested with head lice. They suggest that students do not need to be sent home early from school. They promote treatment to take place the evening of the diagnosis and then to return to school as soon as treatment has begun. They believe that the burden of unnecessary absenteeism to the students, families, and communities far outweigh the risks associated with head lice and the risk of transmission in the school setting.

Rationale:

The WPELC head lice policy is aligned with the National Association of School Nurses

evidence-based strategies for the management of head lice in the school setting. The policy, while effectively dealing with individual head lice cases, will also reduce the incidence of infestations, social stigma, and caregiver strain, and the negative impact on the students' education. The school policy outlines the roles and responsibilities of the WPELC and parents in a community effort to control head lice. This policy draws on information obtained from the Center for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses.

Policy:

All members of this school community will work in a cooperative and collaborative manner to assist families to manage head lice effectively.

Evidence shows that we cannot eradicate head lice but we can reduce the number of cases if all school community members work together in a coordinated manner. In this school community there is a commitment to do this in the following ways:

1. If a child is diagnosed with head lice, the parent will notify WPELC via the teacher, Director, or the delegating school nurse.
2. The parent will consult with their pediatrician and start treatment immediately based on the recommendations and will complete treatment as directed.
3. The parent will communicate the action plan with the school Director or nurse delegate.
4. The school nurse delegate will be a resource for the family and provide additional information and resource as needed or as requested.
5. The infected child will be allowed to return to school in the absence of live head lice.
6. A school wide notice will NOT be sent in order to assure the right to confidentiality for the affected child/family.
7. If multiple cases (25% or more) are found to be present at WPELC, a school-wide notice will be sent out.
8. The Maintenance Chair will assure the cleaning and washing of classrooms, play clothing, pillows, blankets, etc.
9. It will be encouraged throughout the year to frequently check your children for head lice. This will be communicated periodically via the weekly newsletter.

SAFETY & EMERGENCY PROCEDURES

SAFETY AND SECURITY

WPELC is committed to running a safe and secure preschool. We need the help of all teachers and parents in maintaining a safe environment for the children.

At the end of each class session, the classroom, bathroom, closets, office area, and playground will be checked before locking or securing the area to ensure no child is hiding or left alone. The teachers and the Helping Parent will keep each child in the classroom until he/she is signed out and picked up by an authorized adult.

A Qualified Early Childhood Teacher will always accompany a child going to the bathroom or leaving the classroom for any other reason. Helping Parents do not take children to the bathroom.

WPELC BATHROOM PROCEDURES

The Women's Bathroom is for WPELC use only when class is in session

- Signs will be placed on bathroom doors before and after class
- Step stools will be placed at their designated toilets or sinks before class, stored in the classroom when school is not in session, and cleaned regularly

Traveling To and From the Bathroom

- Only a Qualified Early Childhood Teacher may take students to the bathroom.
- A Qualified Early Childhood Teacher shall be with students at all times.
- A Qualified Early Childhood Teacher will visually confirm bathroom is not occupied prior to students entering.
- A Qualified Early Childhood Teacher will unlock and lock bathroom during use.

EMERGENCY PROCEDURES

IN CASE OF LOST CHILD

In the event of a lost child, as an emergency procedure WPELC will be placed on lock down, 911 will be called, and parents will be contacted.

IN CASE OF FIRE

The teacher and children will gather at the nearest and safest exit. The teacher will take a headcount as the children are gathering and proceed outside, closing the door behind. Once outside, the group should stand 50 feet from the building, and the teacher will again take a headcount. The Helping Parent will be responsible for locating missing children. Check the restrooms, closets, and office for children who may not have heard the alarm. As soon as you are certain there are no children in those places, proceed to the nearest and safest exit and then to the nearest phone.

Fire drills shall be conducted two times per semester.

Fire doors and front entryway doors are to be closed at all times during class. These doors are to be checked before class begins to be sure all are closed during class including the door from the classroom to the hallway going to the restrooms and the door from the classroom to the entry vestibule.

All parents must be prepared to help the children safely out of the building if the need should ever arise.

IN CASE OF TORNADO

Should the Public Warning System issue a tornado warning, the evacuation method will be similar in structure to the fire evacuation method; however, the adults will evacuate the children into the church hallway perpendicular to the bathrooms. This is a windowless hallway in the interior of the building on the lowest first floor. Children will be instructed to sit down or to kneel while protecting their heads if the threat is imminent. They will remain there until an all-clear signal is issued.

IN CASE OF EMERGENCY BUILDING EVACUATION

Should the building need to be evacuated for any emergency situation, the adults and children

will go to Steele Elementary School where WPELC has arrangements for children and teachers to remain in their gymnasium until each child is picked up by his or her authorized person. The telephone number at the Steele Elementary School is 720-424-3720 and the address is 320 South Marion Parkway, Denver, CO 80209.

LOCK DOWN PROCEDURES

Threat is inside or very close to the school. School staff secures the building and safely shelters all students, staff, and visitors INSIDE the school building. A school will go on lock down if a threat is in their building or their neighborhood and endangers the occupants of the school. The following procedures shall be performed:

- **School business and classroom activities cease.**
- **No** person is allowed to enter or leave the building.
- Facility Manager/Staff lock all exterior doors.
- Teachers/Staff lock classroom/work area doors.
- Staff and students are **DOWN, QUIET, and OUT OF SIGHT.**

Lock Down Drills: Parents will receive an email notification that a Lock Down Drill has taken place.

Lock Down: Parents will receive an email and/or phone communication from the school when feasibly possible at the end of the Lock Down.

MODIFIED LOCK DOWN PROCEDURES

Threat is definitely away from the school. School staff secures the building and safely shelters all student, staff, and visitors INSIDE the school building. A school will go on modified lock down if a threat is in their neighborhood and does not endanger the occupants of the school. **NO** person is allowed to enter or leave the building. For a modified lock down, follow the procedures for lock down except:

- Interior doors **DO NOT** need to be locked.
- **School business and classroom activities continue as normal**

EMERGENCY PLANNING FOR CHILDREN WITH DISABILITIES AND/OR ACCESS AND FUNCTIONAL NEEDS

The following is adapted from the Emergency Plan for Students with Special Needs for Marin County School District and designed to assist administrators, teachers, staff, parents, students and local responders in planning for the support that may be required for students with special needs in the event of an emergency. To comply with statutes involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care and other emergency response and recovery programs must:

Have sound working knowledge of the accessibility and nondiscrimination requirements applicable under federal disability right laws;

Know the special needs demographics of the students attending classes on site. Within the first three weeks of school, teachers will have specific plans for children with known disabilities. This information will be updated as needed throughout the school year;

- Involve students with different types of disabilities and staff and teachers in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they will need during an emergency;
- Consider emergency accommodations for those with temporary disabilities;
- Identify existing resources within the school and local community that meet the special needs of these students;
- Develop new community partners and resources, as needed;
- Inform parents about the efforts to keep their child safe at school;
- Identify medical needs and make an appropriate plan;
- Identify any necessary tools such as personal response plans, evacuation equipment or visual aids;
- Include local responders and establish a relationship with individual students with disabilities and their teachers.

The Individuals with Disabilities Education Act (IDEA) is a 1975 federal law, amended by the Office of Special Education Programs in 1997, which ensures services to children with special needs throughout the nation.

In addition to students with disabilities specified under IDEA law, the Director must identify individuals with a temporary impediment such as a broken leg or hidden impairment such as asthma, previous panic attacks, significant allergies or heart conditions. Students with such documented medical conditions may need to continue their individual medical regime, particularly during a crisis or disaster. Teachers will take all medication and care plans when exiting the building in an emergency.

**AMENDED BYLAWS
OF
WASHINGTON PARK EARLY LEARNING CENTER
Revised May 9, 2017**

Article I: NAME AND DESCRIPTION

The name of the organization shall be “Washington Park Early Learning Center” (WPELC). WPELC is organized as a nonprofit corporation pursuant to the laws of the State of Colorado. WPELC shall comply with the rules and regulations for the licensing of children’s centers as set forth in the applicable laws, regulations, and ordinances.

Article II: PURPOSE

The purpose of WPELC is to operate a parent cooperative preschool. The philosophy of WPELC shall be to provide an environment that supports and respects the child as he or she is. Through the guidance of qualified teachers the child will have the opportunity to explore and enrich his or her world physically, emotionally, and intellectually.

Article III: MEMBERSHIP

Each person who has a child enrolled in WPELC shall be a member of the corporation. For families not currently enrolled, membership shall become effective upon notification of acceptance of the child in the school and the payment of the last month’s tuition as a retainer fee. Membership shall be terminated on the last day of the child’s attendance in the school. Membership shall be open to all families regardless of race, color, national and ethnic origin, religion, or economic background. The good standing of a member shall be determined in accordance with requirements established by the Board of Directors and set forth in the Parent Handbook. Each member in good standing shall be eligible to vote at General Meetings and hold office.

Article IV: ENROLLMENT ELIGIBILITY

A child must be the minimum age for the desired class at WPELC by September 1 of the entering school year to be eligible for enrollment. The Board of Directors may make exceptions if deemed necessary or beneficial.

Article V: TUITION AND FEES

1. To be considered for admission, a non-refundable registration fee shall be paid with the application regardless of when the application is submitted, i.e., even if submitted after the commencement of the school year.
2. An activity fee shall be paid before the child is permitted to attend school. Students enrolling after February 1 shall pay half the activity fee, but no further reductions will be made.

3. Last month's tuition shall be paid by the first week of March of the prior year and shall be held as a non-refundable retainer. September tuition shall be paid no later than June 1st. Thereafter, tuition shall be due and payable on the first of each month, whether or not the child is in attendance. A seven-day grace period shall be allowed, after which a \$25 late fee will be due and the names of those delinquent may be posted. If tuition is in arrears 30 days, the child will not be allowed in the classroom until the tuition is paid, the child may be dropped from enrollment, and the child will not be allowed to re-enroll for the following school year until the tuition and late fee are paid.
4. All fees and tuition rates shall be determined by the Board and shall be subject to change on 30 days written notice.
5. Withdrawals from enrollment shall be made only upon two weeks notice to the Admissions Chair. Current month's tuition shall be prorated and a refund, less any amount owed for mandatory fundraising to date, made if applicable. No refund of the retainer fee (last month's tuition) will be made, nor shall the retainer fee be applied to the child's last month of school.
6. Scholarships shall be awarded in accordance with the Scholarship Guidelines adopted by the Board.

Article VI: LICENSING AND HEALTH REQUIREMENTS

WPELC shall comply with the Rules and Regulations for Child Care Centers issued by the State of Colorado and the City and County of Denver. Each child is required to have an annual physical examination and a completed Certificate of Immunization, or Statement of Exemption to Immunization Law, prior to entering preschool. This health form must be at the school before he/she is admitted to class.

Article VII: MEETINGS

1. **Board.** The Board of Directors shall meet once each month during the year and at other times that are deemed necessary by the Board. The President must call a board meeting upon written request by 50% of the Board. All board meetings are open to members in good standing.
2. **General.** There shall be two general meetings of WPELC each year. These meetings shall be held: (1) in August prior to the start of school, and (2) in May prior to the closing of school. The Board of Directors shall determine the exact time and location for the general meetings. The Secretary shall provide written notification of the time and place of the meeting to each member in good standing at least one week prior to the meetings.
3. **Special.** Special meetings may be called at any time by the Board of Directors or upon written request of 10% of the members in good standing. Such meetings to be held may be at such time and place as the Board of Directors or members calling the meeting may designate. The Secretary shall provide written notification of the time and place of any such special meetings to each member in good standing at least one week prior to the meeting.
4. **Quorum and Manner of Acting.** A quorum at any board meeting shall consist of fifty percent of the entire membership of the Board, and a quorum at any general or special meeting shall consist of 50% of the families in good standing of WPELC. No business may be transacted at any meeting without the presence of a quorum. Unless law or the Articles of Incorporation of WPELC require a greater vote, the affirmative vote of a majority of those

present at a meeting at which a quorum is present is required to take an action.

5. Action by Written Consent; Telephonic and Other “Virtual” Meetings. The WPELC Board of Directors can approve contracts or motions via written consent, telephonic, or electronic communication. The Secretary tracks and records any motions.

Article VIII: BOARD OF DIRECTORS

1. Membership The direction and management of WPELC shall be vested in the Board of Directors, who must be members in good standing. The Board of Directors shall consist of the following persons: the elected officers of the membership (President, Vice President, Treasurer, and Secretary, a parent representative from each class of the Early Learner and Preschool classes, and the chairpersons of the Admissions, Enrichment, Fundraising, Communications, and Maintenance Committees.
2. Term The term of office shall be from June 15 to June 15, except the Treasurer’s term of office shall be from August 1 to July 31 because WPELC’s fiscal year operates from July 1 through June 30.
3. Vacancies The Board of Directors shall fill any vacancies as they occur so that the term of the office may be completed.
4. Powers and Duties of the Board The Board of Directors shall have the power and authority to conduct and manage the business and property of WPELC subject only to specific instructions from the membership. The Board shall operate and manage the school in accordance with the Bylaws and the current Parent Handbook of WPELC. The Board may create and designate such powers and duties to committees or to persons approved by the Board as necessary and desirable but shall not delegate control of employment practices or the hiring and firing of employees.
5. Parent Handbook The Board of Directors shall draw up the policy for the operation of WPELC and shall be responsible for making changes in that policy. This policy shall be set forth in the Parent Handbook and shall be presented to the membership at the Spring General Meeting. A copy of the Parent Handbook shall be provided to each member or made available online. The Parent Handbook shall be limited to those issues that pertain to the proper and efficient running of the school.

Article IX: ORDER OF BUSINESS

1. The Order of Business for board meetings shall be the same as the Order of Business for general meetings and shall include the following components.
 - a) Roll call
 - b) Proof of notice of meeting
 - c) Reading and correction of minutes
 - d) Reports of officers and committees
 - e) Financial statement and report
 - f) Old business
 - g) New business
2. In addition to the items set forth above, the agenda for the Spring General Meeting shall include:
 - a) An evaluation of the program and operation of WPELC

- b) Consideration and adoption of amendments to the Articles of Incorporation and Bylaws
 - c) Formation of standing committees and election of committee chairpersons
 - d) Election of officers and parent representatives
3. In addition to the items set forth above, the agenda for the Fall General Meeting shall include:
- a) Parent orientation
 - b) Adoption of annual budget
 - c) An outline of the committees for the upcoming year
 - d) Election of the parent representative for each class, if not previously elected
4. The above set forth order of business may be suspended by a two-thirds vote of the members present at any given meeting.

Article X: OFFICERS

1. Officers

- a) All officers shall be members of WPELC.
- b) The officers shall be: President, Vice President, Secretary, and Treasurer. The offices may be held jointly by two persons. In any office held jointly, the responsibilities and duties of the office shall be shared equally by the persons holding the office.
- c) Each office position shall have one vote on the Board of Directors, i.e., if there are two persons serving as co-positions, they have one vote between them at board meetings.
- d) The officers shall be elected by the membership at the Spring General Meeting for a term of one year except for the Treasurer who is elected for a term of two years. All new officers and assistants shall take office starting June 15, except the Treasurer shall take office starting August 1.
- e) Assistant officers may also be appointed as described in this Article. Assistant officers need not be elected by the membership and do not serve on the Board of Directors.

2. President The President shall preside at all general and special meetings of the members of WPELC and the Board of Directors. The President shall be an ex officio member of all committees. The President shall have the usual powers of supervision and management and shall perform other duties as may be designated by the Board of Directors. The President shall review WPELC's lease with the church each year to assure that it is in good order. The President shall review all of WPELC's insurance policies each year to assure that they are in good order. The President shall review WPELC Parent Handbook & Bylaws annually to assure that they are up to date. The President shall, with the Admissions Chair, assign parents to the standing committees. The President shall, with the Vice President, prepare the teacher letters of intent and teacher contracts. The President shall sign the Director's contracts on behalf of the WPELC Board of Directors, which have been approved by the WPELC Board of Directors. The President signs all contracts and legal documents on behalf of the WPELC Board of Directors that have been approved by the WPELC Board of Directors. The

President shall appoint two board members to serve on the Scholarship Committee with the Treasurer. The President and the Admissions Chair shall form the Nominating Committee. The President must have served at one time on the Board of Directors at WPELC before being nominated for the position. This requirement shall be waived if approved by two-thirds vote by the members.

3. Vice President The Vice President shall be the liaison between the teachers and the Board of Directors. The Vice President shall be responsible for screening and recommending teacher applicants to the Board of Directors and reviewing salary scales. The Vice President shall, with the President, prepare the teacher letters of intent and teacher contracts. The Vice President shall preside over hiring procedures and discharge procedures of teachers with the approval of the Board of Directors. The Vice President shall, with the Director, coordinate and distribute an annual parent survey and communicate the results to the Board of Directors. The Vice President shall be responsible for updating the Employee Handbook and bringing any changes before the Board of Directors. The Vice President shall assist the President with preparation of general meetings. The Vice President shall serve as President Elect. The Vice President shall, in the absence of the President possess all of the duties of the office of President.

4. Secretary The Secretary shall keep the minutes of the general meetings, special meetings and Board of Directors' meetings of WPELC. The Secretary will be responsible for the office files and for the records of WPELC. The Secretary shall make the official records of WPELC available to any member in good standing upon proper request at a reasonable time. The Secretary shall provide written notice of the time and place of the Fall and Spring General Meetings and of any special meetings to all members in good standing at least one week prior to the meetings and shall provide written notices of other special events as directed by the President or Board of Directors. The Secretary shall, along with the Office Manager, manage and maintain school-related documents for appropriate lengths of time, or as required by law.

5. Treasurer The Treasurer shall collect and receive all monies, shall deposit them in a bank designated by the Board of Directors, and shall disburse them. The Treasurer shall prepare and present a financial report to the Board of Directors at the regular meetings and shall prepare a full financial statement as required for general meetings of WPELC or as otherwise requested by the Board of Directors. The Treasurer and/or a professional bookkeeper approved by the Board of Directors shall prepare all financial reports required by law, including but not limited to, state and federal income tax forms, social security forms, withholding tax forms, etc. The Treasurer shall coordinate the Scholarship Committee and shall prepare and present the scholarship applications to that committee and shall notify scholarship applicants of their receipt or rejection of a scholarship.

Article XI: STANDING COMMITTEES

1. Admissions Committee The Admissions Committee shall administer the enrollment policies and procedures adopted by the Board of Directors and be responsible for enrollment and admission activities including, but not limited to, update applications and all enrollment-related forms, process applications, develop class rosters and waitlists for the upcoming

school year in consultation with the Director and teachers, distribute acceptance and waitlist letters, keep rosters and children's files up to date, ensure that all enrollment related payments have been made, and track enrollment forms. The Admissions Chair, in conjunction with the Director, shall ensure that information requested on the application and enrollment related forms gather the required information as set forth in the Rules and Regulations for Child Care Centers issued by the State of Colorado. The Admissions Chair or the Director shall respond to all phone and email inquiries regarding enrollment. The Admissions Chair shall, with the President, form the Nominating Committee. The Admissions Chair shall, with the President, assign parents to the standing committees. The Admissions Committee shall maintain and update all contact information of currently enrolled families, prospective families, and alumni. The Admissions Chair shall work with the Office Manager to ensure all enrolled families have completed all required medical forms. The Admissions Committee shall plan and coordinate the annual Open House for prospective families.

Assistant Admissions Chair The Admissions Chair may appoint one or more Assistant Admissions Chairs to assist them in fulfilling the Admissions Chair duties. Assistant Admissions Chairs serve at the discretion of the Admission Chair.

2. Communications Committee This committee shall be responsible for keeping WPELC families, as well as the community, informed about the school and its activities, and publish a newsletter. The Communications Committee will be responsible for maintaining the webpage and sending weekly electronic communication. The Communications Committee shall be responsible for the maintenance and support of all WPELC computers, peripherals, and technical office equipment.

3. Fundraising Committee This committee shall be responsible for selecting and coordinating all fundraising efforts.

4. Maintenance Committee This committee shall be responsible for maintaining the school, including the classrooms, bathrooms, and playground, in a safe and sanitary manner and purchasing the school's cleaning supplies and equipment.

5. Enrichment Committee This committee shall be responsible for creatively supporting and enhancing the teachers in carrying out their classroom programs. The Enrichment Committee is also responsible for keeping the classroom plants and animals clean, fed and watered.

6. Chairpersons The chairpersons of the standing committees shall be elected by the membership at the Spring General Meeting for a term of one year. All new chairpersons shall begin work starting June 15. Each chair position may be held jointly by two persons. In any chair position held jointly, the responsibilities and duties shall be shared equally by the persons acting as co-chairs. Each co-chair position shall have one vote on the Board of Directors, i.e., if there are co-chairs for the Enrichment Committee, they have one vote between them at board meetings.

Article XII: SPECIAL COMMITTEES

1. **Scholarship Committee** This committee shall implement and administer the scholarship policy. This committee shall consist of three voting members: the Treasurer and two Board members appointed by the President. The Treasurer shall present the applications. The Treasurer shall maintain the anonymity of the scholarship applicants.
2. **Nominating Committee** The President and Admissions Chair shall appoint the members of the Nominating Committee. This committee shall be formed each year six weeks before the Spring General Meeting. The Nominating Committee shall review all nominations obtained from the general membership and identify suitable candidates for all elected Board positions for the following school year. The candidates will then be presented and voted upon by the members at the Spring General Meeting. Persons serving on the Nominating Committee can be nominated for a Board position.
3. **Other Committees** The Board of Directors shall create other committees when necessary. The Board shall designate the powers and/or duties of these committees.

Article XIII: CLASS REPRESENTATIVES

A parent representative (Class Rep) shall be elected for each of the Early Learner and Preschool classes by the general membership to serve on the Board of Directors. Class Reps shall be responsible for preparing Helping Parent schedules, representing the class as a member of the Board of Directors, and assisting the teacher with scheduling field trips, class projects, special activities, and class parties. Class Reps shall coordinate social get-togethers for parents and children.

Article XIV: STAFF AND DIRECTOR

Annual contracts shall be signed by WPELC and the teachers and the Director prior to employment. The Director shall be qualified as a Director of a Large Child Care Center as required by the applicable laws, regulations, and ordinances. The teachers shall be qualified as Early Childhood Teachers as required by the applicable laws, regulations, and ordinances. All WPELC teachers hired have demonstrated knowledgeable decision-making judgment and concern for the proper care and well-being of children. Staff, substitutes, and long-term volunteers may not consume, be under the influence of, or bring to school any substance that impairs the ability to care for children during operating hours. When caring for children, WPELC teachers will refrain from using personal electronics including cell phones unless for documentation of learning, photos for blogs, and parent updates or emergency parent communications. WPELC teachers provide the highest level of attention and care for our children. They must be awake, alert, and supervising children at all times. WPELC will maintain staff to child ratios at all times including special activities, outside time, and class time.

The teachers, in conjunction with the Director, will develop and carry out the total educational program and be responsible for the daily operation of the school, subject to the advice of the Board of Directors and as outlined in their contracts and the Employee Handbook. The Director shall be designated as the registered agent of WPELC. WPELC grants the Director certain enumerated authorities without the need of Board approval including permitting the

Director to take any action necessary to address an emergency that requires immediate attention.

The Director, in conjunction with the teachers, will develop and carry out the total educational program and be responsible for the following duties, subject to the advice of the Board of Directors and as outlined in the Director's contract and the Employee Handbook:

1. Prepare and update all licensing documents for WPELC.
2. Supervise other teachers employed by WPELC and provide orientation for new staff.
3. Maintain staff files.
4. Organize planning sessions and in-service days for teachers.
5. Provide for substitute teachers.
6. Keep a record of teachers' continuing professional education, personal leave, and sick days.
7. Place advertisements for and assist in hiring new teachers, including screening inquiries and scheduling interviews.
8. Answer initial phone inquiries concerning enrollment or general information about WPELC.
9. Give tours of the preschool and, when not available, assign a parent or teacher to give tours.
10. Form class rosters and waiting lists for the coming school year in consultation with teachers and the Admissions Chair. Assist the Admissions Chair with administering the enrollment policies and procedures adopted by the Board of Directors of WPELC.
11. Coordinate beginning of the year classroom set-up and end of the year classroom takedown with other staff and with the Chairpersons of the Maintenance and the Enrichment Committees.
12. Prepare materials for and assist in leading the Fall General Meeting.
13. Prepare materials for and lead the parent education meeting on WPELC philosophy and curriculum.
14. Coordinate, with the Vice President, the Parent Survey each year.
15. Maintain and update the school calendar.
16. Plan activities for and assist in leading the annual WPELC Open House.
17. Order all classroom materials and supplies, other than what each teacher purchases pursuant to that teacher's monthly classroom supplies allowance. Coordinate the purchase of non-educational supplies, such as toilet paper and paper towels, with the Chairperson of the Maintenance Committee.
18. In conjunction with the Chairperson of the Maintenance Committee, oversee classroom and playground maintenance, bringing matters needing attention to the Chairperson's attention.
19. Act as the liaison between Washington Park United Church of Christ and WPELC on daily issues.
20. Assist the President in responding to any concerns or complaints.
21. Supervise the instructor for the summer camp, including checking the classroom and selected classroom equipment out to the instructor at the beginning of the summer camp and checking it in at the end.
22. Review and update the Employee Handbook annually.
23. Such other responsibilities as agreed upon by WPELC and Director.

Article XV: FINANCIAL POLICY

1. Fiscal Year Fiscal year shall be from July 1 through June 30.
2. Nonprofit WPELC shall be operated as a nonprofit corporation. No expenditure of funds shall be made without authorization of the Board of Directors.
3. Debts WPELC shall not be responsible for any unauthorized debts incurred by any member, officer, or director. To be binding on WPELC, a contract or other obligation must be in writing, must be approved by the Board of Directors, and must be signed by the President.
4. Budget An annual budget shall be determined by the Board of Directors and approved by the members at the Fall General Meeting. Approval of the budget by the members shall constitute authority for the Board of Directors to expend funds within the limits of the allocation, but only if sufficient funds are available.
5. Bank Accounts The Treasurer's and one other officer's signature shall be required on all checks.
6. Non-budgetary expenditures Expenses not provided for in the annual budget may be made when necessary upon approval and authorization by the Board of Directors, but only if sufficient funds are available for such expenditures.
7. Liability No officer, board member, or any other member of WPELC shall be liable for acts or omissions of any other officer, board member, or member other than him/herself, whether or not such an act was in the performance of official duties.
8. Loans and Encumbrances No money shall be borrowed nor any encumbrances allowed without the consent of two-thirds vote of the members.
9. Audit The Treasurer's books shall be audited as directed by the Board of Directors. The options for auditing include, but are not limited to, a CPA hired by the Board or a committee appointed by the Board.
10. Indemnification; Insurance Mandatory Insurance includes Commercial General Liability Insurance, Workers Compensation Insurance, and Director's & Officer's Insurance. Insurance coverage and amounts should be reviewed yearly by the WPELC Board to ensure proper coverage. The WPELC Board should consult with its insurer or its insurance broker to obtain this information. Other insurance to consider each year includes Property Insurance needs and Childcare-specific Insurance or an Umbrella Policy.

Article XVI: FUNDRAISING

1. It is the responsibility of each family enrolled in the Early Learner and Preschool classes at WPELC to participate in fundraising.
2. Each Early Learner and Preschool family is responsible for raising or contributing a minimum amount determined by dividing the yearly fundraising budget set by the Board of

Directors by the number of families enrolled.

3. A minimum amount to buy or sell and a buy-out amount will be designated for each fundraising campaign.
4. Options for meeting each family's minimum fundraising amount are: (a) participating in all required fundraising campaigns by buying or selling the minimum amount, or (b) paying the buy-out amount.
5. Families with two children in the Early Learner and/or Preschool classes shall be responsible for 1.5 times the minimum fundraising amount per family. In the case of families with more than two children in the school, fundraising responsibilities will be determined on a case-by-case basis by the Board of Directors.
6. The minimum fundraising amount will be prorated for families joining at least 30 days after the school year begins.
7. On November 15 the Fundraising Committee will total each family's fundraising efforts to date. If a family is not participating, a bill for the minimum fundraising amount will be sent to the family. It must be paid by January 1. If payment is not received, their children may not attend WPELC or re-enroll for the next school year.
8. In April the Fundraising Committee will total each family's fundraising efforts to date. If a family is not participating, a bill for the minimum fundraising amount will be sent to the family. It must be paid by May 1. If payment is not received, their children may not attend WPELC or re-enroll for the next school year.
9. Families only enrolled in Parent Tot classes are not required to participate in fundraising, yet participation is encouraged.
10. By sharing the fundraising responsibilities, all families participate equally in reaching the yearly goal. It is that effort and commitment that keeps WPELC a special place for our children.

Article XVII: AMENDMENTS TO BYLAWS

1. These Bylaws may be amended, repealed, added to, or otherwise altered in whole or in part by the Board of Directors. School members will be notified in writing or online of any changes made to the Bylaws.
2. Amendments to the Bylaws may also be approved (1) by the affirmative vote of a majority of the members present at any general or special meeting at which a quorum is present upon submission of the amendment by resolution or petition containing the signatures of at least 10% of the members in good standing of WPELC, or (2) by the affirmative vote of a majority of the members present at any general meeting at which a quorum is present upon submission of the amendment by the motion of a member in good standing and the second of a member in good standing.