

# TCP Handbook



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## **Introduction: What is a Co-Op?**

A parent-participation cooperative (co-op) preschool is one in which the parents assume the many responsibilities of the administration of the preschool. In addition, the parents act as teaching assistants under the guidance of a paid professional director and/or teacher.

Parents in a co-op assume many other responsibilities, and the active cooperation of every member is necessary to make the school operational. Each and every parent is responsible for committee work, participating in school fund-raisers, accompanying/driving children on field trips, etc.

A co-op preschool provides a safe, healthy and varied environment in which your child can develop socially as well as mentally. As a parent-teacher at a co-op preschool, you are able to see firsthand your child in a preschool setting. In addition, you will see and work with other children in the same age group as your own child, become aware of some of their common behavior patterns and learn more about how to interact with them.

A co-op preschool is a constantly developing and changing organization. Between families graduating on to kindergarten and new families coming in, membership changes every year and no two years are the same. New ideas are advanced, some are retained, and some are discarded. The organization depends upon fresh ideas and viewpoints, and members are encouraged to suggest ideas for the improvement of the school. You, as a participating parent, can help share in shaping the program that helps develop your child. You are vital to the functioning of your child's school. We feel that these are some of the greatest advantages of a co-op preschool.

The idea of a co-op goes further still. A school like ours could not function without thoughtful consideration for each other. We help each other by switching workdays when another parent has a need, by working out transportation problems, and by volunteering for extra duties when necessary. The sense of community that comes from working together toward our common goals is one of the most rewarding aspects of a cooperative preschool.

Please note: For the purposes of this handbook, the term "school administration" refers to either one, all or a combination of the following entities: Director, President, Teacher(s), Board of Directors.

## **Chapter 1: Standing Rules and Regulations**

### **Article I. Membership Rules**

- A. Membership in the school is open to any healthy child without discrimination as to race, color, religion, sex or creed. All children must be at least 3 years old by the end of the calendar year in order to be enrolled. Children enrolling in the 3-Day morning class must be at least 4 years old by the end of the calendar year. Additionally, it is encouraged that they have one year of previous preschool experience.
- B. Only families who can participate as active co-op members will be allowed to enroll their children.
- C. Membership is limited to meet the requirements of the State Department of Social Welfare.
- D. The Board of Directors may ask families to withdraw their children from the school for reasons such as failure to fulfill work requirements, chronic tardiness, failure to pay tuition, failure to attend required Parents' Meetings, or for any other offense that interferes with the operation of the school or impacts the safety of the children at the school. (Article V, Section 3 of the Bylaws).
- E. As vacancies occur, membership quota will be filled in the order in which they appear on the waiting list. To be on a waiting list, families must register, pay any required fees, and take any available space that opens up. Any exceptions will be at the discretion of the school administration.
- F. One person from each membership family is required to attend the Orientation meeting and each working parent is required to attend a walk-through of the school site.
- G. Any member who joins after the initial orientation and walk-through shall be required to attend a midyear walk-through or training through classroom observation while in session.

## Article II. Registration

- A. Initial Membership: The enrollment fee and the first month's tuition are payable at the time of registration. The enrollment fee is nonrefundable. Withdrawals from membership prior to August 1<sup>st</sup> will receive a 30% refund for first month's tuition and materials fee. Any withdrawal after August 1<sup>st</sup> will not receive a refund.
- B. Registration for Following School Year: At the January Parents' Meeting, enrollment procedures for the following school year will be announced.
- C. On a designated day in February, those planning to return for the next school year must fill out an enrollment form and pay a non-refundable enrollment fee and the first month's tuition which is also non-refundable, to assure membership in the school for the following year. Participation in one class does not automatically reserve a space the following year. All classes are filled on a "first come, first served" basis at time of enrollment.
- D. Enrollment process for current members, alumni, Parent/Toddler families, and Tustin Presbyterian Church members will begin on a designated day in February. Currently enrolled children will be given priority for placement. Any exceptions will be at the discretion of the school administration.
- E. "Extra Year" (If a child will be three on or before the last day of December for the toddler class, four on or before the last day of December for the 2Day class, or five on or before the last day of December for the 3-Day classes, the parent needs to check with school administration before enrolling the child in order to obtain approval.
- F. A child can only be enrolled in more than one class at a time at the discretion of the Director and class availability. If a child is enrolled in more than one class, they will receive a discount of 10% off the tuition for the second enrolled class, or the class with the lowest tuition rate. All other fees and parent commitments will remain for each enrolled class.
- G. Waiting List Policy: A child may be enrolled in one class and on the waiting list for another. Adjustments to the waiting list may be made at the discretion of school administration.
- H. Registration opens to the public on March 1 or any date thereafter as set by the Board.
- I. Completed registration packet is due on the date designated by the Membership committee each year. Your child will not be permitted to start school without a completed packet on file.
- J. Working parents must complete and pass the registered Livescan process. This is done at

a designated facility and the member is responsible for any charges. If the school/parent is notified that additional paperwork is required for an exemption, the parent needs to act immediately. With administrative approval, a "good faith" policy may be entered with the school in which up to 4 scheduled working days may be postponed until exemption is complete. Each additional work day will be charged at the "missed shift" rate of \$60 per shift. Any postponed shifts not completed will be considered missed shifts at the end of the school year or if membership is discontinued and fees will be considered due and payable.



### **Article III. Health Requirements**

- A. The following forms, at a minimum, are required by the State Department of Social Welfare and must be completed and on file BEFORE you and your child may attend school.
- B. Pre-Admission Health Evaluation (Health History - child)
- C. Pre-Admission Health Evaluation (Physician's Report - child)
- D. Pre-Employment Examination (Physician's Report - adult)
- E. Identification and Emergency Information (This form must be kept current at all times).
- F. All forms are to be given out by the Membership Committee and kept on file at school.
- G. Exemption: Parents who adhere to a religious faith or philosophy that practices healing by prayer or other spiritual means may be exempted from these requirements if they:
  - 1. Provide the required family history.
  - 2. Sign a statement which indicates acceptance of full responsibility for their child's health.
- H. Families returning will be required to submit updated health forms every other year.
- I. A confidential special-needs form, if applicable, must be submitted to the school administration prior to admission.

### **Article IV. Automobile Insurance**

- A. TCP requires that all members provide, and have on file at school, proof of automobile insurance prior to their participation in driving the children on any field trips.
- B. In addition, an Auto Insurance Indemnification Agreement must be signed and submitted prior to their participation in driving the children on any field trips.



## Article V. Tuition and Fees

- A. The cost of tuition for the following school year shall be established by the Board of Directors at the January Board meeting and announced to the General Membership prior to the February registration.
- B. A full month payment is required for families with starting dates of the 1<sup>st</sup> through the 14<sup>th</sup> of the month. If a student begins school after the 15<sup>th</sup>, half the tuition for that month will be due.
- C. Families exiting the school between the 1<sup>st</sup> and the 14<sup>th</sup> will be reimbursed for a half month's tuition. Those members leaving after the 15<sup>th</sup> will receive no reimbursement.
- D. \$100 enrollment fee to be paid each year at registration.
- E. \$120 materials fee. Any student starting after Feb 1<sup>st</sup> will pay half the materials fee.
- F. Other fees include: Buyout for Maintenance Work Day \$125; buyout of regular shifts if a member is dropping from school is \$60; Extended Day missed shift fee is \$60.
- G. When an additional child of a family is enrolled, the family receives a 10% discount per month on that child's tuition. This discount is not applicable to Parent/Toddler fees.
- H. The tuition is payable whether or not the child is present in school if the family wishes to hold a spot in the class.
- I. A child withdrawn and not paying tuition because of serious illness may be given consideration at the top of the waiting list with the approval of the Board.
- J. Monthly tuition is due via autopay on the 1<sup>st</sup> (first) of the month, September through May, and is considered late if received after the (fifth) 5th of the month. Late tuition fee is \$10.
- K. The Board of Directors can cancel a membership (and expel a child/family) if tuition is more than one month late.
- L. In the event of financial difficulty, families may see the school administration for an application for tuition assistance. This process is confidential and not guaranteed.
- M. A \$25.00 "Returned Check Fee" will be added to any check (tuition, donations, etc.) that is returned by the bank.

- N. Any contested matters regarding monies involving reimbursement, tuition, etc. shall be handled according to the Bylaws (Appendix A)

## Article VI. Meetings

- A. Orientation (Required annually): In late August before school starts, Orientation is held to go over specific school procedures, working schedules, etc. While both parents are encouraged to attend, it is mandatory that one parent be present. Any parent unable to attend Orientation must get approval from the school administration. The orientation is required in order for the School to meet Social Services requirements.
  
- B. Walk-Throughs – All TCP working parents are required to attend one of 3 scheduled Walk-Throughs in the fall. Attendance is mandatory. Your child will not be admitted to school until a walk-through has been completed. Alumni members returning to TCP are exempt after their **fourth** consecutive year from completing a Walk-Through, although it is recommended.
  
- C. Monthly Parents’ Meetings (Required); Parents’ Meetings are held at TCP at 6:45 p.m. on the first Tuesday night of each month. Mandatory attendance is necessary because of our State Department of Social Welfare licensing requirements. Failure to attend required Parents’ Meetings could result in your being asked to leave the school. One parent must attend each and every Parent’s Meeting although both parents are welcome. These meetings include parent-education speakers and cover general business matters of the school.
  - 1. The Secretary, who keeps track of all attendance at the Parents’ Meetings, must be notified in advance of any expected absence, late arrival, or need to leave the meeting early.
  - 2. If you miss one Parents’ Meeting, you must read and sign the meeting’s minutes, which are posted on the office bulletin board. You are allowed to miss one Parents’ Meeting per school year, excluding Orientation.
  - 3. If you miss a second Parents’ Meeting, you must read and sign the meeting’s minutes, which are posted on the office bulletin board, and see the Director or Committee Coordinator for an assigned extra work duty. The only exception is that parents of a newborn may miss up to two consecutive meetings immediately following the arrival of their child, without further penalty.
  - 4. A majority of the membership shall constitute a quorum in any regular meeting.
  - 5. Children are not permitted at Parents’ Meetings.
  
- D. Board Meetings; The TCP Board of Directors meets once each month in pre-designated locations, usually on the school campus. These meetings are open to the general membership and any member’s presence is welcome with the exception of during closed, executive sessions.



## Article VII. School Sessions

- A. Classes meet as follows:
  - 1. 3-Day morning class: Monday, Wednesday, Friday 9:00 – 11:30 am
  - 2. 2-Day morning class: Tuesday, Thursday 9:00 – 11:30 am
  - 3. 3-Day afternoon class: Monday, Wednesday, Thursday 12:00 – 2:30 pm
  
- B. Please do not drop children off before 8:55 a.m. (morning classes) or 11:55am (afternoon class) because the working parents are still setting up and early children may impede their progress. Sign your child in. Children must be picked up promptly at 11:30 a.m. (morning classes) and 2:30 p.m. (afternoon class). Gather child's art/projects/belongings, sign your child out and leave the school grounds quickly so that the working parents may finish up for the day.
  
- C. Generally, TCP's school calendar follows the Tustin Unified School District calendar with the exception of TUSD conference days and in-service days. The starting and closing dates of school, as well as any other dates when school needs to be closed (e.g., conventions, garage sale, special events), may be left to the discretion of the Director and the Board of Directors.

## Article VIII. Extended Day

- A. There are two Extended Days each week:
  - 1. Tuesday 11:30 a.m. – 2:00 pm
  - 2. Friday 11:30 a.m. – 2:00 pm
  
- B. All currently enrolled students are eligible to attend Extended Days at an additional cost, which is paid in advance. Enrollment is limited. Families who are not up to date with their tuition and their extended day payments are not eligible to sign up for extended day until tuition and extended day payments are current.
  
- C. Extended-Day children must bring their own lunch to school.
  
- D. In addition to the teacher/director there are always working parents at each Extended Day. We maintain a 5:1 ratio not exceeding 24 children.
  
- E. Every family is required to work at least three (3) Extended Days per year, per child. When you are the Extended Day working parent, your child is the guest of the school for that day and does not have to pay the extra Extended Day cost. If your child attends on a regular basis, you may be required to work additional Extended Days.

See the 'Obligations Agreement' for more information on responsibilities of parent(s) with multiple children.

- F. If you cannot work your scheduled Extended Day, you are obligated to find a replacement and report the schedule change to the Extended Day Scheduler within 48 hours prior to your scheduled shift. If you fail to find a replacement before your scheduled workday and the Extended Day Scheduler has to find one for you, you will be charged a missed shift fee of \$60.
- G. A limited number of extended day spaces are available in the "Pre-paid" program. This allows a parent to pay for an entire semester of extended days in advance for either the Tuesday or Friday classes. Spaces are available on a "first come, first served" basis. Pre-paid participants will be asked to work one additional work shift.

## **Article IX. Field Trips**

- A. There are several field trips planned throughout the year to provide our children with varied experiences. Parents may be required to drive/ride approximately every other month, which amounts to approximately 4 trips a year.
- B. Siblings are not allowed on any field trips.
- C. Children must wear nametags and emergency cards on all field trips.
- D. Children must wear closed-toe, rubber-soled footwear.
- E. Driver must drive car for which insurance is on file at TCP.
- F. You must provide a car seat/booster for a child less than 6 years old and 60 pounds, or as California law dictates.

## **Article X. Withdrawal from School/Procedure for Drops**

- A. If you wish to withdraw your child from school, you are required to do the following:
  - 1. Notify the Membership Coordinator and the Vice President of your class



30 days prior to withdrawal. The notification must be in writing, signed, and dated. Parents may give Notice of Intent to Drop at any time, however the drop does not become official for 30 days.

2. During the 30-day Drop Period you are responsible for all tuition, fund-raisers and workdays scheduled during that 30-day period and are expected to pay as agreed at the time of registration. You are also responsible for all Extended Day, fund-raisers and Maintenance Workday (possibly not scheduled during the 30-day period) commitments for the year in time or money (Article V, Section 4 of the Bylaws).
3. "Withdrawal Obligation" Notice will be initiated by the Membership Coordinator, which details the remaining financial and work obligations. All parties will sign to agree on any final exit items.

- B. If you give your Intent to Drop notice before February 1, you have the following obligations; 1/2 Maintenance Workday, and 1 Extended Day, in addition to any items listed in A.2 and scheduled workdays.

#### **Article XI. Procedure for Warning Letters and Dismissal from School**

- A. If a member has not shown up for a workday, is repeatedly late for workdays, has not fulfilled financial obligations or is not completing their assigned job duties, they will be given a verbal or written warning along with any applicable fines. Any warning will be communicated to and logged by the Board of Directors.
- B. Three Warnings may result in the family's dismissal from TCP. Any warning situations will be fully discussed at a Board Meeting. Members who have a situation to discuss before the Board are welcome to attend the Board Meeting for their Agenda Item and respond in person to any warnings. Members may also respond in writing. All extenuating circumstances will be considered. (Bylaws, Appendix A, Article V, Section 3)
- C. A Conflict Mediation Team may be formed to help address any issues and create a resolution that works for everyone. For more information see Chapter 6, Article III.
- D. Should there be any discrepancies in the above process, all matters of conflict shall defer to the Bylaws (Appendix A)
- E. Any other matters where consideration for dismissal is considered shall defer to the Bylaws (Appendix A)

## **Article XII. Missed Shifts**

- A. A missed shift is defined as being 15 or more minutes late to a work shift. This includes, but is not limited to, scheduled classroom workdays, extended day shifts, event shifts, and garage sale shifts.
- B. A \$60 missed shift penalty fee will be assessed.
- C. If a working parent misses a shift completely, they must make up an additional work shift (in addition to the \$60 penalty fee).
- D. All decisions related to late arrivals for classroom work shifts must defer to the Director.

## Chapter 2: Workdays and Responsibilities

### Article I. First Participation Day

You are not expected to know everything about the school's procedures in the first few days. As with any new experience, we realize it takes time to learn all the details of the daily operation. Watch the teacher/director and returning parents. Feel free to ask questions! The sooner you're up and running, the smoother our school will run.)

Returning members are encouraged to assist the new members whenever possible and as needed. All new members are required to stay for their child's first full day of school.

### Article II. Work Schedule

- A. At Orientation, held in the fall before school begins, you will receive work schedules for the first month or two of school. You will be provided with follow-up schedules throughout the year by the Vice President, who does the scheduling for your class.
- B. You will see that the schedule will note your duties for the day, which will be one of the following:
  - 1. Inside Parent (green apron)
  - 2. Art Parent (yellow apron)
  - 3. Paint Parent (blue apron)
  - 4. Yard Parent (red apron)

You will receive a walk-through before school starts that will acquaint you with the specific duties of each job. In addition, there are signs on the classroom doors that contain detailed job descriptions for each job. These job descriptions are also included at the back of this handbook as Appendix B.

Please note that when scheduled as the Inside Parent, you are responsible for bringing a healthy snack representing at least two food groups, as required by law, e.g., milk, 100% fruit juice, cheese, fresh fruit, fresh veggies, crackers, etc. Bring enough for all the children, working parents and the teacher (about 30). You may prepare the snack ahead of time or have the children help during class time. Please refer to the school and class allergy list and policy.

- C. The Vice President who does the scheduling for your class will assign workdays and job duties so that, on average, each parent will work each job about the same number of times. If you have a conflict with working your scheduled day, it is up to

you to trade workdays with another parent, report the trade to your class Vice President and record the change on the work schedule posted on the office bulletin board.

- D. 2-Day parents work at school as parent-teachers an average of once every three weeks (per child). 3- Day parents work at school as parent-teachers an average of once every two weeks (per child). On occasion, parents may be requested to work additional shifts as suited to the class' needs. The VP is committed to fair and reasonable scheduling and will work closely will all parents in their classes. If you have an additional child enrolled, you will work additional days. An additional time commitment also may be required if your child has special needs.
- E. An expectant mother should make arrangements with the Vice President who schedules her class to work days in advance so she may "bank" time off when she needs it.
- F. If you need to change a scheduled workday, you must inform your class VP who will note the change on the posted calendar in the school office. No changes should be made to the schedule without first notifying your VP.
- G. Those waiting for Live Scan results or for an exemption may refer to the Live Scan policy under Article II, Registration.

### **Article III. Workday Responsibilities**

- A. On your workday at school, you and your child will need to arrive promptly at 8:30 a.m. for the morning session and 11:30 a.m. for the afternoon session. We are the ones who set up school for the day.
- B. You are responsible for your workday and for being there on time. We are licensed by the Department of Social Welfare and are required to have one working adult for every five students (four teacher-parents + teacher/director). If this obligation were not fulfilled, the school would lose its license. Work shifts are fulfilled once all clean-up for the designated work shift is completed. If you finish your duties, assist the other working parents and teacher/director.
- C. **If you cannot work on your scheduled workday, it is your responsibility to secure an alternate for yourself before 8:00 a.m. (morning class)/11:10 a.m. (afternoon class) of that day. You will then need to "pay back" your alternate on their working day.** The Vice President who schedules your class must be notified of the trade. The trade must also be noted on the schedule posted on the office bulletin board.
- D. As an emergency alternative only, when you are physically unable to find someone to trade with you, notify the Vice President who schedules your class and one will be

obtained for you. Note that this only applies to **last-minute emergencies**.

- E. As per Social Services, all parents must stay at drop off until all four working parents are present and signed in.

## Article IV. Guide to Appropriate School Participation

- A. Validate each child daily.
- B. Give children the minimum amount of help they need so that they may have the maximum opportunity to grow in independence.
- C. Recognize feelings even if you cannot permit the child to continue what he or she is doing.
- D. Use only words and tone of voice that will help the child feel confident and reassured; not guilty, afraid, or ashamed.
- E. Do not discuss a child in his/her presence or in the presence of any other child that may overhear.
- F. Make an effort to get to know the children as individuals.
- G. Give the children choices only when you intend to leave the decision up to them. For example: DO say, "Do you want to paint or would you rather ride the blue tricycle?" DO NOT say, "Do you want to wash your hands?" when they must do this anyway.
- H. State suggestions in a positive rather than a negative manner. For example, "We climb on the jungle gym instead of the gate."
- I. Channel destructive behavior into an acceptable substitute activity. For example, pounding nails into a board to release anger.
- J. Encourage group activity, but do not insist upon it. Example: A child has been working on a very special block activity and another child arrives to play. Do not insist that the first child "share" his pet project. He should not monopolize the block area, of course, but guide the second child into a project of his own.
- K. Please note that the teacher/director has no assigned area to supervise so they are able to circulate with all of the children. If you need help managing a situation, ask for it.





## **Article V. Siblings at School**

- A. Our license does not permit additional children (alumni or siblings) to attend preschool except when especially invited. You must have verbal approval from the school administration before bringing an additional child to attend a class session. (See Absences under General Rules) Parents with younger children may wish to trade baby- sitting on their participation days with other co-op parents or make other arrangements for siblings.
  
- B. If you must bring other children into school while checking your child in or out, keep them with you as the school is not responsible for them. Do not leave children alone in your car or leave them unattended in the yard while you run in.

## Chapter 3: Suggested Guidelines for Children

### Article I. Health

- A. It is each parent's individual responsibility to keep their children home when they are sick. If your child has an illness, cold, etc., **which could be communicable**, you need to keep the child home.
- B. If your child has had a fever, has vomited or has had diarrhea within the last 24 hours, the child needs to stay home. If your child has been prescribed an antibiotic, he must be on it for 24 hours before returning to school.
- C. If your child becomes sick while at school, you will be called.
- D. If your child has exposed the preschool to a communicable disease, you must notify the school administration immediately. (The Department of Social Welfare has provided a list of communicable diseases and it is included in this handbook under Appendix E).

### Article II. General Rules

- A. First days of School: If your child has a hard time getting used to his new school and surroundings, you should feel free to remain at school for as long as you and the teacher/director feel it is necessary. All new members are required to stay for their child's first full day.
- B. Dress at School: Children should wear old play clothes and appropriate **closed-toe footwear** to school. Clothing should be labeled with the child's name. No umbrellas, please.
- C. Food
  - 1. Any food allergies **MUST** be communicated to the school administration **PRIOR** to the child attending school.
  - 2. With the exception of snacks for school pets and lunch for Extended Day, the children should not bring any food into the school. Gum is not allowed by children or working parents.
  - 3. Each child has a "Special Day" (often their birthday or half-birthday) when the parent may bring a party favor. No hard candy or gum is

allowed. Please avoid small choking hazard toys such as tiny bouncy balls. The special day must be scheduled/reserved ahead of time with class Vice President.

4. All food must be eaten at the tables.
5. Parent-teachers at each table should encourage children to be responsible and to clean up after themselves; as well as encourage the children to practice good table manners.

D. Area Limits

1. Outside: Children are not allowed outside the front and back gates during school hours. Stairs leading to upper areas of the church are out-of-bounds. Under no circumstances may you allow a child to accompany you to the shed in the parking lot when you are on yard duty.
2. Inside: Cupboards are off-limits to the children.

E. Absences

1. If your child is going to miss a day due to illness, vacation or another reason, please call to notify the school. This courtesy call assists the teacher/director from delaying circle time or special events in hopes that your child may soon arrive. (It also allows the school administration to know that there is an open space that could be extended to a sibling or alumni.)
2. The same courtesy should be applied to Extended Day absences.

F. Tardiness

1. If you are going to be late picking up your child, please call the school.
2. Multiple late pick-ups will result in "late shift" fines, and will be turned over to the Board of Directors.

G. Behavioral Issues

1. "Shadowing" is a behavioral intervention that TCP employs when a child requires extra help towards independence. For children, a shadow can refer to a Behavior Specialist assisting a child at school, but at TCP, a "shadow" is typically a working parent who attends the school day by first observing, and perhaps modeling integrative behaviors for the child during class time. The goal of a shadow is to assist the child without hovering or embarrassing them, while making discrete modifications to their behavior and classroom environment to set the child up for success. Oftentimes, the shadow will act as though they are an extra teacher in the classroom so that nobody knows which child is requiring extra help, to protect the child's privacy. The ultimate goal of shadowing is that the child will reach full independence at school, with a greater awareness of how to self-regulate.
2. If additional support is needed, the Director, teacher, and parent will meet to construct an Individual Behavioral Plan to support the child at both school and home.
3. Continued extreme behavioral issues without improvement may result in a review with the Board of Directors and/or mediation team as to whether TCP is an appropriate fit for the child.

## Chapter 4: Roles of the Director and Parents

### Article I. Role of the Director

Any discrepancies between this section & the Director Contract shall defer to the Contract

- A. The role of the Director in a cooperative preschool differs from other preschool situations because:
  - 1. The Director is an employee of the TCP parents' group while at the same time acts as the supervisor of parents in their role as parent-teachers.
  - 2. School "staff" is made up primarily of parents with a yearly turnover in membership.
  - 3. The Director shares with the parents the responsibility of establishing policies and planning program procedures.
  
- B. The Director's role in planning the educational program for the school includes an educational program for the parents.
  - 1. The Director draws upon their own training and experiences to guide the parents in co-op preschool techniques and methods.
  - 2. Together with the Board, the Director plans and sometimes presents the program for the Parents' Meetings.
  - 3. Throughout the daily program of school activities, the Director helps each parent understand his/her child's behavior more fully.
  - 4. Parents are welcome to schedule a conference with the Director at any time.
  - 5. The Director understands that the function of the co-operative preschool is primarily one of parent education.
  - 6. The Director familiarizes themselves with community resources such as the school district or other non-profit service agencies in order to provide referrals.
  - 7. Writes monthly column for school newsletter.
  
- C. The Director shows a willingness to grow in experience and knowledge by availing them self of in-service training courses, attending workshops, joining professional organizations, and observing other preschools when given the opportunity. The Director will report on such activities to the Board.
  
- D. The Director attends Board Meetings as a non-voting member to discuss business matters.
  
- E. The Director acts as advisor to parents through their committees on matters of curriculum, equipment, supplies, books, music, etc. while always aiming to enlist the resourcefulness and creativity of each parent so as to avoid the feeling of

dependence on the Director as the sole authority.

- F. The Director will meet with the President prior to each school year to discuss goals for the upcoming year.
- G. The Board will determine the Director's work hours, compensation and other position requirements.
- H. Along with the President of the Board, acts as a liaison with the Church and obtains Church Usage Agreement each year.

## **Article II. Role of the Parents**

- A. The parents, through the Board of Directors, are responsible for establishing the aims, purposes, and policies of the school and seeing that they are enforced by informing the changing membership.
- B. Through the Board, they administer the school, prepare waiting lists, and handle the scheduling.
- C. Acting through the Board, to whom the Director is directly responsible, they hire and pay the Director/Teacher, Preschool Teacher, and office staff.
- D. Parents share with each other the responsibility of maintaining school property and equipment. Housekeeping fees are included in tuition. TCP contracts with an outside custodian. Daily cleaning is the responsibility of the working parents. Occasionally, the school administration may ask membership for additional time for cleaning if the facility requires a more thorough cleaning which the custodian is not able to cover. Tuesday and Friday Extended Day parents are responsible for doing the school laundry, e.g., towels and aprons and returning laundry the next time they drop-off their child for school. Aprons need to be returned by the following school day class.
- E. Parents arrange for Parents' Meetings and alternate "hosting" with refreshments and set-up/clean-up duties.
- F. Parents raise necessary funds and plan financial disbursements. Parents are required

to participate in all fund-raising projects. Typically, fundraising includes, but is not limited to, a garage sale and a silent auction. For specific amounts and obligations, please refer to your Obligations Agreement signed at registration.

- G. Each Dad (or another family member with the approval of the school administration) must attend one of three Maintenance Workdays (six hours each) scheduled throughout the year. Those who fail to fulfill the Maintenance Workday obligation will pay a buyout fee of \$125. (See the section on Father Participation.)
- H. Parents hold a special committee position requiring an average of six (6) hours of work per month. Additional time may be required on an as needed basis. Committee Coordinator is responsible for working with parents to manage these positions.
- I. Parents are required to assist with at least two Special Events per school year.

### **Article III. Shared Role of Director and Parents**

- A. They set up suitable standards according to the school's needs.
- B. They are responsible for the school's total educational program, which they plan and carry out.
- C. They plan and carry out scheduled activities of the school.
- D. They interpret the purposes and values of the school to the community.
- E. They keep the membership informed of available community resources.
- F. They see that the school program allows for positive enrichment for the children and for continuous development of the school, teacher/director, and parents.
- G. To fulfill the purpose of the school, they encourage the maximum use of the talents and abilities of EACH parent member.

## **Article IV. Father Participation**

It is part of the philosophy of cooperative preschools that father participation is necessary. Fathers are encouraged to work in the classroom. Fathers do much of the school maintenance, sometimes in group work sessions, sometimes on their own.

- A. Fathers must work a minimum of six hours per school year.
- B. These workdays are usually held on Saturdays, from 8:00 a.m. to 2:00 p.m.
- C. Fathers who do not complete this six-hour requirement by the last scheduled workday or who sign up for a workday and fail to show without notice will be charged \$125.00 due in full on their child's next school day. Any family joining Tustin Community Preschool after Feb. 1, will be required to work one maintenance workday. Those joining after Feb. 1 and fail to complete a maintenance workday will pay a buyout fee of \$62.50.
- D. Under special circumstances, another family member may fulfill the father's work requirement at the discretion of the school administration
- E. In families with no father present, arrangements for fulfillment of this obligation may be made directly with the school administration.



## Chapter 5: Administrative Duties of Parents\*

*\*Any discrepancies between the Administrative Duties of Parents and Bylaws shall defer to the Bylaws*

### Article I. Elected Offices (Board of Directors)

#### A. General Duties of the Board

Every Board member is required to:

1. Attend Board Meetings held once each month at a pre-determined location. Board members are allowed to miss one Board Meeting a year. Board positions with a "co-chair" may alternate attendance with their partner.
2. Host and/or co-host a Board Meeting up to twice per year.
3. Attend monthly Parents' Meetings. Be prepared to stand and report to the general membership if necessary.
4. Help prepare for and attend Orientation before school starts in September.

#### B. Individual Duties of the Board: Any discrepancies between this section and the Bylaws shall defer to the Bylaws (Appendix A)

1. President
  - Acts as head of the corporation at all times.
  - Presides over all Board and Parents' Meetings, and prepares agendas for each meeting.
  - Helps plan budget with incoming Treasurers, outgoing Treasurers, and outgoing President.
  - Helps plan Orientation.
  - Writes monthly column in "Whale's Tales" (school newsletter).
  - Follows month-by-month calendar of list of duties in President's Notebook.
  - Updates Handbook annually with Secretary and Communications Coordinator.
  - Responsible for generating all employee contracts.
  - Works with Communications Coordinator to send out fall and spring alumni newsletter
  - Acts as liaison, along with the Director, to the Church.

2. First Vice President

- Takes over the duties and responsibilities of the President during the absence of the President.
- Sets up the work schedule for the 3-Day a.m. class and prepares and maintains daily attendance sheets for that class.
- Helps 3-Day a.m. class members find replacements to work on short notice in case of emergencies.
- Works closely with Treasurer(s) in management of families in arrears on an as needed basis.
- Makes sure that 3-Day a.m. children's names and pictures are on cubbies, makes up 3-Day a.m. parent folders for parents' mailboxes, and updates both throughout the year if membership changes.
- Gives orientation walk-through to 3-Day a.m. parents who enter after school year has started. This is done within the first week of the new family's attendance at TCP and during class time to demonstrate each working parent's responsibility first hand.
- Hosts at least two Coffees during the school year for 3-Day a.m. class (during class time).
- Coordinates duties of all three Vice Presidents.
- Serves as Chairperson of the Nominating Committee. If returning to the board, another board member will oversee.

3. Second Vice President

- Takes over the duties and responsibilities of the President during the absence of the President and the First Vice President.
- Sets up the work schedule for the 3-Day p.m. class and prepares and maintains daily attendance sheets for that class.
- Helps 3-Day p.m. class members find replacements to work on short notice in case of emergencies.
- Works closely with Treasurer(s) in management of families in arrears on an as needed basis.
- Makes sure that 3-Day p.m. children's names and pictures are on cubbies, makes up 3-Day p.m. parent folders for parents' mailboxes, and updates both throughout the year if membership changes.
- Gives orientation walk-through to 3-Day p.m. parents who enter after school year has started. This is done within the first week of the new family's attendance at TCP and during class time to demonstrate each working parent's responsibility first hand.
- Hosts at least two Coffees during the school year for 3-Day p.m. class (during class time).

4. Third Vice President

- Sets up the work schedule for the 2-Day a.m. class and prepares and maintains daily attendance sheets for that class.
- Helps 2-Day a.m. class members find replacements to work in case of emergencies.
- Works closely with Treasurer(s) in management of families in arrears on an as needed basis.
- Makes sure that 2-Day a.m. children's names and pictures are on cubbies, makes up 2-Day a.m. parent folders for parents' mailboxes, and updates both throughout the year if membership changes.
- Gives orientation walk-through to 2-Day a.m. parents who enter after school year has started. This is done within the first week of the new family's attendance at TCP during class time or extended day to demonstrate each working parent's responsibility first hand.
- Hosts at least two Coffees during the school year for 2-Day a.m. class (during class time).

5. Treasurer

- Takes over the duties and responsibilities of the President during the absence or inability of the President, the First Vice President, or the Second Vice President to complete the President's duties.
- In June, works up next school year's budget with outgoing President, incoming President, incoming Assistant Treasurers, and outgoing Treasurers.
- Does monthly Treasurer's Report for Board Meetings including bank statements and budget status.
- Balances bank statement monthly.
- Tracks payments made by credit card and enters payments in Quickbooks. Notifies members if autopay does not go through.
- Creates Treasurer Team work shift schedule for events with money collection.
- Coordinates with Membership to track member add/drop financial obligations.
- Maintain Treasurer Policies & Procedures Handbook.
- Communicate budgets to relevant committee members.
- Submits payroll information to Paychex each month on days determined by Paychex. Verifies hourly timesheets and calculates payments for employees as appropriate. Ensures that required I-9 and W-2 forms are on file.

- Ensures that required W-9 forms are on file for service providers and sends 1099 to service providers in January.
  - When the new Board takes over, gets signatures of new President, incoming Treasurer and incoming Secretary on bank accounts.
  - Updates insurance policies and communicates insurance information to the President, Health and Safety Rep, Tustin Presbyterian Church and OCC Rep and provides copies of such policies. A copy is maintained in the Treasurer's notebook, and the original is kept on file in the school office.
6. First Assistant Treasurer (Expenses or Outgoing)
- Pays monthly bills. Reimburses people who have made purchases for the school.
  - Maintain check stock.
  - Reconcile school credit card account.
  - Work scheduled treasurer shifts at TCP events involving money.
  - May be either a Board Position or a Committee Position to be determined by the Board each year.
7. Second Assistant Treasurer (Income or Incoming)
- Collects monthly tuition checks, Extended Day and fund-raising monies, and any other miscellaneous funds.
  - Makes deposits to bank in a timely manner.
  - Reports to the Vice Presidents on a monthly basis regarding those members who are in arrears on Extended-Day payments and required fund-raising monies.
  - Maintain collections folders in school office, updating coversheets as required.
  - Work scheduled treasurer shifts at TCP events involving money.
  - May be either a Board Position or a Committee Position, to be determined by the Board each year.
8. Secretary
- Takes minutes at Board and Parents' Meetings.
  - Posts minutes of Parents' Meetings to be read and signed by those members not in attendance at the meeting. Forwards copy of all Board and Parents' Meeting minutes to Director and President for their notebooks.
  - Keeps record of attendance at Board and Parents' Meetings.
  - Responsible for all school correspondence and assists the President with the sending of any warning letters.

- Responsible for storing minutes and Treasurer's Reports from previous years in a storage file in school shed.
  - Helps maintain school files as needed by school administration.
  - Tracks and updates handbook changes throughout the school year and provides updated handbook to the President.
9. Membership Coordinator
- During the summer, mails and collects Registration packets.
  - Responsible for maintaining waiting lists.
  - Keeps all files on children/parents up-to-date.
  - In February, runs Registration for returning members, alumni, church members, and Parent/Toddler members.
  - In March, runs Open House for general public Registration.
  - Keeps track of drops by sending out the Intent to Drop Notifications to the Board and necessary Committee Chairs.
  - Generates "Withdrawal Obligation" notices.
  - Tours and provides information to prospective members.
10. Curriculum Coordinator
- Calls monthly meetings of: Assistant Curriculum Coordinator, Director, Arts and Crafts Chairperson, Assistant Arts and Crafts Chairperson, Arts and Crafts Purchaser, and snack and science people to plan the children's daily activity schedule.
  - Leads weekly meeting of Curriculum Team.
  - Helps Director administer school program.
  - Writes monthly column in "Whales Tales" on upcoming curriculum themes and classroom item needs and works with Newsletter editor and Director on monthly curriculum calendar. (Updated June 2009)
  - Plans and approves necessary arts and crafts material purchases.
  - Helps Director plan any parties scheduled for the children.
11. Committee Coordinator
- Prior to the start of school and during the first two months, works with Director to place each member on a committee. (Updated June 2009)
  - Distributes committee notebooks before school starts; collects them back at year-end.
  - Types and distributes Committee List at the October Parents' Meeting.
  - Keeps track of what each committee is doing throughout the year.
  - As new members join throughout the year, places them on a committee.

- Acts as liaison between the committees and the Board.
- Keeps track of and sends notices to members regarding their job requirements and time commitments. A copy of notices should be placed in a file for the Director's review.
- Coordinate parent sign-ups for the setup and cleanup of special events and parent meetings. Works closely with Meeting Hostess.
- Keeps track of Special Event shifts and makes sure that all families fulfill this obligation.
- Keeps track of Maintenance Work Day and makes sure that all families fulfill this obligation.

12. Ways and Means Coordinator

- Is responsible for planning and coordinating all fund-raising activities for TCP (usually two major efforts: one in the fall and one in the spring).
- Acts as leader of Ways and Means team.
- Works with President and Treasurers to attain designated budget goals and track members who have not fulfilled fundraising requirements.
- Submits monthly fundraising information to newsletter editor.

13. Orange County Council Representative

- Attends all Orange County Council of Parent Participation Nursery School (OCCPPNS) meetings and reports back to the TCP Board at its meetings and to the general membership at Parents' Meetings.
- Has an additional job with the Orange County Council.
- At Parents' Meetings, promotes Orange County Council fundraisers and activities.
- Tuition-assistance liaison between TCP and Orange County Council.
- Receives copies of insurance policies and updated information from Treasurer.
- May be either a Board Position or a Committee Position to be determined by the Board each year

14. Communications Coordinator

- Writes, edits, produces and distributes Whales' Tales monthly newsletter.
- Works with President to write, edit, produce and distribute alumni communications.
- Manages proper branding of TCP identity, including logo, in all

materials printed and otherwise.

- Acts as TCP website administrator and web developer liaison. Manages updating of news and events and collaborations with contracted web developer.
- Works as an editor on any publication of official TCP documents (i.e. Membership information packets)
- Handles all press releases, PR and advertising for the school. Works to stay within stated advertising budget guidelines.
- Maintains and promotes TCP's online presence on social media sites such as Facebook and Yelp.
- Works with President and Secretary to update TCP Handbook at the end of each academic year.

## Article II. Standing Committee Jobs

### A. Curriculum Committee

1. Arts and Crafts Chairperson
  - Attends weekly (every Tuesday) and monthly Curriculum Meetings.
  - Organizes and distributes Arts and Crafts Committee assignments.
  - Makes up samples of projects for all classes.
2. Assistant Arts and Crafts Chairperson
  - Attends weekly (every Tuesday) and monthly Curriculum Meetings.
  - Works under the direction of the Arts and Crafts Chairperson.
  - Spends Tuesday P.M. filling bins with weekly assignments.
3. Assistant Curriculum Coordinator
  - Attends weekly (every Tuesday) and monthly Curriculum Meetings.
4. Arts and Crafts Committee “Cutter”
  - Works to prepare materials for the children’s art projects as directed by the Arts and Crafts Chair.
5. Arts and Crafts Shed
  - Responsible for maintaining shed and providing Arts and Crafts chair with materials as needed.
6. Arts and Crafts Parent-Toddler
  - Works with Parent-Toddler teacher to prepare weekly projects prior to the commencement of each session.
7. Librarian
  - Helps the Director plan and procure, either through the Public Library, TCP Library or by purchase, books that coordinate with curriculum.
  - Organizes and maintains books in Director’s box and classroom.
  - Maintains TCP library and updates book list.
  - Maintains children and parent library check-out system.
  - Assists and supports Treasurer(s) in management of the Scholastic Books program, including reminders of deadlines, monthly processing through online ordering system and distribution of books delivered to the school.



8. Field Trips/Photographers (One for each class)
- Arranges transportation for all field trips, which includes getting drivers/riders, and making maps and directions for the Director and drivers. Plans to be turned in 1 week prior to field trips, with a final copy due 48 hours prior to field trips.
  - Arrives 30 minutes early, coordinates carpools with colored bandanas, name tags and emergency cards for each student the day of the field trip.
  - Makes sure drivers' auto insurance is up-to-date before they drive on any field trips.
  - 3-Day A.M. field trip coordinator works with the Director and other schedulers, plans and coordinates all field trips for the school.
  - 3-Day A.M. photographer coordinates all photo events with other class photographers.
  - 3-Day A.M. photographer checks with Director on a monthly basis to determine which events the photographers need to attend and informs the other class photographers.
  - Takes pictures of children at school, with emphasis on special events.
  - Sends for digital developing of prints and distributes the pictures to parents in a timely manner.
  - Responsible for filing appropriate reimbursement forms in a timely manner.
  - Responsible for submitting pictures to the Newsletter Editor by the posted due date.
  - Assigns camera duty to other members in case of absence.
9. Science and Assistant Science
- Works with Director and Curriculum Coordinator in planning and executing science program for children.
  - Maintains science area in classroom
10. Pets
- At beginning of year, acquires pets and supplies for the classroom.
  - Responsible for maintaining pets, equipment and food over the course of the school year.
  - Responsible for arranging weekend/holiday/summer care of pets.
  - Trains membership on care/handling of pets during parent meetings.
  - May be asked to take pets to vet if in need of medical attention.

11. Bulletin Boards
  - Responsible for coordinating bulletin boards and classroom décor with Director and Curriculum Coordinator, changing on a monthly basis.
  - Decorates outside and office bulletin boards using monthly calendar provided by Newsletter Editor.
12. Special Snacks
  - Responsible for coordinating special snacks on monthly basis through communication with the Director.
  - Distributes list of ingredients to appropriate Inside Parent two weeks prior to workday.

B. Ways and Means Committee

- Under the direction of the Ways and Means Coordinator, responsible for carrying out all fund-raising projects. This includes, but is not limited to Garage Sale and Silent Auction.

C. Extended-Day Scheduler

- Prepares and posts sign-up sheets of Extended-Day workday schedule during monthly parents meeting.
- Prepares and provides members with a checklist of Extended-Day duties.
- Gives reminder notice one week in advance.
- Prepares and posts children's sign-up sheets for Extended Days.
- Provide attendance information to Treasurers for payment reconciliation.
- After October Parent Meeting, contact members who have not signed up for at least one shift through December shifts to schedule their shift.
- After February Parent meeting, contact members who have not signed up for all three extended day shifts to schedule their shifts.

D. Purchaser

- Is responsible for the purchase of cleaning supplies, paper products, and any other supplies deemed necessary by the school administration.
- Maintains inventories with the Director while working within the budget.

E. Equipment Manager/ Maintenance Workday Manager

- Utilizes parents in repairing and maintaining both inside and outside equipment.
- Schedules and is in charge of three Maintenance Workdays and individual work projects. Tracks who has participated and who has not.
- Reports after each Maintenance Workday to the Committee Coordinator

and Treasurer those members who participated. After the final Maintenance Workday, reports to the Committee Coordinator and Treasurer those members who are in arrears (did not participate in any Maintenance Workdays nor paid the fee for not participating).

- Oversees special construction projects.

F. Classroom Maintenance Committee

- Responsible for organizing and maintaining classroom areas on a weekly basis. Each of the following areas is maintained by a separate committee member:
- Free Arts & Crafts Center
- Block Center
- Homemaking
- Dramatic Play Boxes/Cubbies
- Paint/Glue
- Sensory Tables
- Parent-Toddler
- Office
- Outdoor Shed

G. Meeting Hostess

- Works closely with Director and Committee Coordinator to plan refreshments for Parents' Meetings and other special events. Sets up refreshment table and chairs for meeting, cleans up after meetings and makes sure chairs are away and room is as it was found.
- Responsible for care and maintenance of equipment used for meeting refreshments (coffee maker, punch bowl, etc.).

H. Outdoor Curriculum

- On a weekly basis, develops and coordinates all gross motor skill activities, and age- appropriate and readiness activities.

I. Assistant Membership Coordinator

- Assists Membership Coordinator with her duties.
- Responsible for working with VP to place children's' names and pictures on cubbies and creating parent folders for parent mailboxes. Responsible for updating all of the above throughout the year if membership changes.
- Makes children's and parents' (whale) name tags for all three classes and Parent/Toddler classes.
- Sets up folders for Parent/Toddler classes.

### **Article III. Appointed Committees**

#### **A. Nominating Committee**

- For the purpose of electing the upcoming year's Board of Directors, a Nominating Committee will be established as provided for in Article XI, Section 3 of the Bylaws. The First Vice President serves as Chair of this committee. In order to aid the committee in preparing their slate of nominees, the membership is provided with a Board Interest Sheet on which they may indicate which Board positions are of interest to them or on which they may nominate other members to the Board. This is done at the March Parents' Meeting.

#### **B. Other Committees**

- As other functions and needs come up during the year, the Board shall appoint all necessary committees and Chairs, as outlined in the TCP Bylaws.

#### **Article IV. Parliamentary Authority**

Robert's Rules of Order shall govern this organization except when in conflict with TCP's Bylaws and the rules and regulations set forth in this handbook.

#### **Article V. Handbook Revisions**

The preceding rules and regulations shall be reviewed annually by the Board of Directors and revisions made as necessary. All rules and regulations in this handbook were revised in January 2016 by the Board of Directors of Tustin Community Preschool, Inc. in accordance with Article VII, Section 6, of the Bylaws.

## Chapter 6: Additional Information

### Article I. Special Services

- A. Speech, Hearing, Vision Testing
  - Our school provides a voluntary testing program for speech, hearing, and vision. This is usually offered in the spring.
- B. Kindergarten Readiness Testing
  - Kindergarten readiness testing is available at an additional cost every year prior to registration for the coming school year.

### Article II. Conflict Mediation Team

Any discrepancies between this section and the Bylaws shall defer to the Bylaws, Appendix A

- A. Conflicts between parents, between the Director/teachers and parent(s) and/or between other parties within the preschool may be brought to a Conflict Mediation Team for resolution in a prompt and timely manner.
- B. The Conflict Mediation Team will consist of the President and the Vice-President of the appropriate class as well as the Membership Coordinator. These three will act as mediators. The Director and the parent(s) involved will also participate in the process.
- C. The Vice-President of the appropriate class should be notified of the conflict and the need for resolution. The Vice-President will then arrange a meeting of the Conflict Mediation Team, the Director and the parent(s) involved at the earliest possible date. In the event of conflict of interest another member of the Board will replace the party involved.
- D. The following resolution process will be followed:
  - Each party involved in the conflict will be given an opportunity to state their views/opinions of the conflict without interruption.
  - After each party has stated their views/opinions, each party will be given an opportunity for rebuttal without interruption.
  - The Conflict Mediation Team, the Director, and the involved parent(s) will brainstorm possible resolutions to conflict. All possible resolutions will be accepted without judgment.
  - The Conflict Mediation Team will meet separately to discuss all possible resolutions and recommend a final resolution to the conflict. The team will then reconvene with the Director and the involved parents to determine if all parties are in agreement with this final resolution.
  - If a final resolution cannot be reached, the conflict will then be brought to the Board of Directors for resolution.

- E. A written record of the meeting will be taken by the President and kept on file with the President's materials as needed.

# **Appendix A: Bylaws of Tustin Community Preschool, Inc.**

## **Article I: Name and Form of Corporation**

Section 1: The name of the Corporation is TUSTIN COMMUNITY PRESCHOOL, INC.

Section 2: The Corporation shall have power to borrow money; to lend money; to own real property; to own personal property; to have and to exercise all the powers conferred by the laws of the State of California upon corporations formed under the laws pursuant to and under which the Corporation is formed as such laws are now in effect or may at any time hereafter be enacted.

Section 3: It is a cooperative, non-political, non-profit organization and no part of its earning shall inure to the benefit of any member or individual.

## **Article II: Purpose**

The purpose of this organization shall be to provide a part-time pre-school program for the children enrolled, and to further the education of the parents in the principles of child guidance, matters of child care and child welfare; and to participate in community affairs.

## **Article III: Office**

The Corporation hereto referred to as the "School" shall maintain its principal office in Orange County, California, but may have offices and transact business at such other places as the Board of Directors may from time to time appoint.

## **Article IV: Membership**

Section 1: Membership shall be granted without discrimination as to race, age, sex, nationality, disability or religion, upon payment of registration fees, completion of all required forms, compliance with health regulations, agreement of working parent participation obligations and upon attendance of child or children in school as outlined in the School's Official Handbook.

Section 2: Each parent of a member family shall be a member. The term "parent" is defined as the legal guardian(s) of attending child(ren). Grandparent(s) are considered to be a "parent" under this definition if they sign the working parent participation obligation agreement. The limit of voting members is 2 per enrolled child.



Section 3: Enrollment in School shall be approved by the Board of Directors based on the rules/regulations set forth in the School Official Handbook.

Section 4: All fees of members and fees for children attending the School shall be established by the Board of Directors.

Section 5: Honorary membership may be offered to outstanding people interested in the purpose of this organization upon vote by the Board of Directors. Honorary members shall be entitled to all rights and privileges of membership, except the right to vote and the right to hold office. Honorary membership with right to vote and right to hold office may be offered to alumni enrolled in the Parent/Toddler class upon vote by the Board of Directors.

Section 6: Associate Membership: Any alumni or other person interested in TUSTIN COMMUNITY PRESCHOOL, INC., may become an associate member and shall be entitled to all rights and privileges of membership except the right to vote and the right to hold office upon approval by the Board of Directors.

Section 7: Membership shall be probationary for a period of thirty (30) days. At the end of this time, full membership shall be granted unless contrary recommendations have been made by the Board of Directors. Upon acceptance, the names shall be entered upon the book of members held by the Secretary.

## **Article V: Privileges of Members**

Section 1: The privileges of holding office and voting shall belong to all members.

Section 2: Each member shall be entitled to one vote. Wherever a vote of the membership or a vote of members present in person or by proxy is provided for herein, voting by proxy shall be limited to one member voting on behalf of the other absent member of each enrolled child only. Such proxies shall be automatically granted unless specifically denied by the absent member. Cumulative voting is hereby prohibited.

Section 3: The Board of Directors shall have the power by vote of a majority of its Board members to expel and terminate the membership of any member for conduct which in its opinion disturbs the order, dignity, business or harmony, or impairs the good name of the School, or which in its opinion is likely to endanger the welfare, interests or character of the School or its charges or care, or for any conduct in violation of these Bylaws or the Rules and Regulations of the School which may be made from time to time. The family has the right to appeal the decision to the Board. A Board meeting may be requested by the family and shall occur regarding any termination within 3 business days following such dismissal.

Section 4: Any member may resign upon giving thirty (30) days written notice in advance to the Board of the School. During the thirty (30) day period, the resigning member shall be responsible for all outstanding tuition, workdays, housekeeping duties and/or other fees and unpaid balances as outlined

in the tuition and fee agreement signed by the member at the beginning of the school year.

## **Article VI: Administration**

Section 1: The membership shall decide all questions of policy of the School. In case of emergency, the Board of Directors may take immediate action, but such emergency action shall be reviewed by the membership at its next regular meeting.

Section 2: The Board of Directors shall be the governing body and shall handle all matters regarding the administration of the School or any of its functions.

Section 3: The Board of Directors shall have the authority to deal with all matters regarding fees, work time or meetings as it deems advisable, upon the request of the person concerned.

## **Article VII: The Board of Directors**

Section 1: The Board of Directors shall consist of, at a minimum, the following Officers, a majority of which shall constitute a quorum at any meeting: President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, "Incoming" or "Outgoing" Assistant Treasurer, Membership Coordinator, Ways and Means Coordinator,. A best-efforts basis shall be made to add to the Board the following officers: Second Assistant Treasurer, Committee Coordinator, Curriculum Coordinator, Orange County Council Representative and Communications Coordinator. Any Coordinator position may be a shared position upon Board approval. Regardless of the number of officers, the final voting board member count shall be odd and presence of any majority shall constitute a quorum

Section 2: At each annual meeting, the Board of Directors shall be elected for a one-year term. They will assume the duties of their respective offices at the last Board meeting of the school year. (Note: Incoming members assume their new offices for the following year. Outgoing members are in effect until the Board dissolves June 30 of each year.)

Section 3: If any office shall become vacant, the Board shall appoint a member to assume the office temporarily.

Section 4: The Board of Directors shall meet once a month at a location and time as are designated by the President. The President or any three Board of Directors members may call a special meeting of the Directors at any time upon giving 24 hours notice of the time and place of such meeting.

Section 5: The Board of Directors shall have power to appoint and remove all agents and employees of the School who then may have the right to appeal the decision of the Board to the general membership at the next regular Parents' Meeting following Board action. The Board shall prescribe the duties and fix the compensation of all agents and employees.

Section 6: The Board of Directors shall have the power to conduct, manage and control the affairs and business of the School and to make, revise and suspend by a majority vote, Rules and Regulations not inconsistent with the laws of the State of California, the Articles of Incorporation and these Bylaws, for the guidance of the officers in the management of the affairs of the School.

Section 7: Any member of the Board of Directors who misses two regular meetings of the Board without sufficient excuse in any calendar year shall be dropped from the Board unless excused by the Board of Directors, the excuse having been noted in the minutes.

Section 8: The Board of Directors shall constitute the Executive Board. The immediate past President shall be an ex-officio member of this Board without the power to vote and shall act in an advisory capacity.

Section 9: Any member of the Board may be recalled by a two-thirds vote of all members of the School.

Section 10: If two members share a single Board position, one or both may attend each board meeting, but they shall have only one vote.

## **Article VIII: Officers**

Section 1: Officers of this Corporation shall be the Board of Directors. A detailed responsibility for each position is defined in the School Official Handbook.

Section 2: President: The President shall preside over all meetings of the School and Directors and Executive Boards, and at all times shall act as representative head of the School. In addition, the President shall be an ex-officio member of all committees.

Section 3: First Vice President: In case of absence of the President or in the event of their inability to act, the First Vice President shall act as President and shall have such other duties as are designated by the Board of Directors. The First Vice President shall be in charge of scheduling the 3-Day a.m. session of the School and is required to be a member of this session unless waived by the Board.

Section 4: Second Vice President: The Second Vice President shall assume the duties of the President in case of the absence or inability to act of the President and First Vice President. The Second Vice President shall have such duties as are designated by the Board of Directors and shall be in charge of scheduling for the 3-Day p.m. session of the School. Membership of this session is a requirement unless waived by the Board.

Section 5: Third Vice President: The Third Vice President shall have such duties as designated by the Board of Directors and shall be in charge of scheduling for the 2-Day a.m. session of the School. Membership of this session is a requirement unless waived by the Board.

Section 6: Secretary: The Secretary shall keep a full and complete record of the proceedings of the Board of Directors and of the regular members meetings and shall maintain records of attendance. The Secretary shall be responsible for all correspondence of the School and shall maintain current files and have such other duties as are prescribed by the Board of Directors.

Section 7: Treasurer: The Treasurer shall assume the duties of the President in the case of absence or

inability to act of the President and both the First and Second Vice Presidents. The Treasurer shall receive and safely keep all funds of the School and deposit same in such bank or banks as may be designated by the Board of Directors. Such funds shall be paid out only on the check of the School and signed by any two of the following: President, Treasurer, Assistant Treasurer in charge of outgoing funds, or the Secretary. The Treasurer shall maintain a complete accounting of all receipts and disbursements and present an accounting at such times as may be directed by the Board of Directors.

Section 8: Assistant Treasurers : Should Assistant Treasurer(s) be designated, the incoming assistant treasurer shall be responsible for collection and reporting of monthly tuition checks and all other incoming monies The outgoing assistant treasurer position shall be responsible for outgoing expenses including monthly bills, and reimbursements.

Section 9: Membership Coordinator: The Membership Coordinator shall be responsible for maintaining all records and forms required by the State Department of Social Welfare and this School pertaining to membership. Membership shall act as coordinator for an orientation program for all new families and shall maintain waiting lists. The Membership Coordinator shall keep track of Additions and Drops to the school and notify Board Members accordingly.

Section 10: Committee Coordinator: The Committee Coordinator shall be responsible for coordinating the work of all committees and shall act as liaison between the Board of Directors and committee chairs. The Coordinator shall discharge such duties as pertains to the office or as prescribed by the Board.

Section 11: Curriculum Coordinator: The Curriculum Coordinator shall be responsible for calling a curriculum meeting bimonthly to plan the daily activity schedule. The Coordinator shall discharge such other duties as pertains to the office or as are prescribed by the Board.

Section 12: Ways and Means Coordinator: The Ways and Means Coordinator shall be responsible for planning and coordinating all fund-raising activities. The Coordinator shall, when necessary, enlist help for such projects from the general membership.

Section 13: Orange County Council Representative: The Orange County Council Representative represents the school at all Orange County Council meetings. The Representative shall be empowered by the Board to vote for the school at these meetings, and shall report to the Board and general membership on the Orange County Council meetings.

Section 14: Communications Coordinator: Responsible for TCP newsletter; Manages TCP's online presence, acts as webmaster, publicity and press agent, and logo/branding manager. May be responsible for other duties, as outlined by Director and Board of Directors.

## **Article IX: Director**

Section 1: The Board of Directors may elect to enter into an Employee's Contract with the Director for a

period of time as agreed by the Board. The Board shall adhere to any Director's Contract so long as all terms are met as agreed.

Should the terms of the Employee's contract be breached, the Compensation Committee, as designated by the Board in Article XI, Section 3, may elect to meet, and/or the Board in its entirety, all in the absence of the Director, to decide on a course of action on behalf of the School which is deemed appropriate including re- negotiation of said Contract or termination.

Section 2: The Director shall administer the school program and all teaching procedures; train and supervise working parents; maintain a record of working parent attendance; attend Board and membership meetings; and have conferences with parents regarding how their function may assist the total program of the school. Make self available for parent conferences as needed.

Section 3: The Director may recommend to the Board of Directors the expulsion or termination of any member for conduct which in its opinion disturbs the order, dignity, business or harmony, or impairs the good name of the School, or which in its opinion is likely to endanger the welfare, interests or character of the School or its charges or care, or for any conduct in violation of these Bylaws or the Rules and Regulations of the School which may be made from time to time. The family has the right to appeal the decision to the Board. A Board meeting may be requested by the family and shall occur regarding any termination within 3 business days following such dismissal.

Section 4: The Director is authorized to make expenditures required to run the School program as approved by the Board and outlined in the annual budget. Additional, discretionary expenses are permitted up to an amount approved by the Board each year so long as there is no material effect to the annual budget. Such discretionary expenses shall require verbal notification by the Director to the President and the Treasurer in a timely manner. The Board shall be notified at the next Board meeting.

## **Article X: Meetings of the School**

Section 1: The School shall hold its annual meeting for the election of the Board of Directors, to hear the Treasurer's annual report as needed, and for such other business as may properly come before the meeting at the general meeting in April of each year.

Section 2: Written notice of all regular and annual meetings of the members of the Corporation will be made via electronic mail, the monthly newsletter and/or monthly meeting agendas. Five days written notice shall be given for all special general membership meetings.

Section 3: At all meetings of the members of the School, a majority of the members present or represented by proxy shall constitute a quorum.

## **Article XI: Committees**

Section 1: The General Membership Committees shall be outlined in Chapter 5, Article II Standing Committees of the school Official Handbook and may change as needed by the Board of Directors and the Director of the school program.

Section 2: Each primary working parent shall be required to be on a committee. Board Positions meet this requirement.

Section 3: There is one Standing Board Committee:

The Nominating Committee: This committee consists of at least 3 members including outgoing members of the Board and returning members of the general membership for the purpose of nominating officers to be elected by the members. The chairman and other members of the nominating committee shall be chosen by the Board and shall be elected by the members of the Corporation. The slate of nominees shall be announced at a general meeting the first week in April and the election will be held at that same meeting.

## **Article XII: Fiscal Year**

The fiscal year of the School shall be July 1 through June 30. The accounting period shall be July 1 through June 30.

## **Article XIII: Irrevocable Dissolution**

In the event this School shall be dissolved, all funds and property owned by it shall be donated to worthy charities or organizations benefiting children. The Board of Directors serving at the time of dissolution shall, by majority vote, select the recipient(s) of such funds and property.

## **Article XIV: Amendments**

Proposed amendments to these Bylaws shall be submitted in writing and read at a regular business meeting and shall not be voted upon until the following regular meeting. Adoption of any amendment to these Bylaws shall require majority vote of all members.

## Appendix B: Classroom Job Duties (Sample)

### Inside Parent-Teacher (Green)

Be on time and greet each child! 8:30 or 11:30	Sign in both yourself and your child and pin on name tags. Put on the green apron and offer your helper the optional green mini apron. Put your snack in the refrigerator if necessary. Set up the green table with creative art items from free art shelves. Include glue, tape, scissors, and whatever looks fun. Set up the blue table as either a cooking station or with fine motor activities from the cabinet. If offering a cooking experience, you must include a bowl of warm soapy water and another of clear rinse water and towels to dry their hands. If there is no cooking, set out one or two fine motor activities from the cabinet. Games and puzzles are fun, too!
9:00 or 12:00	Invite children to your tables. Your space should be so fun that you have at least five friends!
9:30 or 12:30	Circle Time. Assist with children and sit near the reading corner. The green apron helper shares what they brought for snack. Be prepared to share what is offered in your space.
9:30 or 12:30	Circle Time – Be prepared to discuss what is in your area for the day. Assist at circle by sitting near or moving toward any wiggly/noisy children.
9:45 or 12:45	Facilitate your tables AND the rug area. Encourage creativity at the green table; provide more glue, tape, glitter, etc. if needed. Put out fine motor activities if done cooking on the blue table. Encourage dancing, block building, puppet shows, etc. on the rug. When there is a lull, get snack trays ready by 11:00/2:00. Set up four trays with two juice/ milk pitchers, one water pitcher, napkins, cups, and if needed, plates and utensils. Be sure to include tongs in the serving bowls.
10:50 or 1:50	Clean up tables and the rug area. Wipe all tables with cleaning spray. Put prepared snack trays on each table.
11:00 or 2:00	<b>3-Day Classes</b> – Assist with story time.  <b>2-Day Class</b> – Help seat children with clean hands and then sit at the green table with 6 friends for snack. Allow them to serve themselves. Encourage good manners and conversations!
11:15 or 2:15	<b>3-Day Classes</b> – Help seat children with clean hands and then sit at green table with 6 friends for snack. Allow them to serve themselves. Encourage good manners and conversations!  <b>2-Day Class</b> – Assist with story time.



Approx. 30  
minutes after  
Dismissal

Dismissal at 11:30am or 2:30pm. Clean up snack dishes and tables. Wipe tables with cleaning spray. Wash used dishes with dish soap and sterilize by dipping in large bowl of water and 2 TB bleach. Return dishes to cabinet. Empty wastebaskets in classroom and bathrooms. Assist others if needed to finish clean up and leave together.

## Art/Craft Parent-Teacher (Yellow)

Be on time and greet each child!

- 8:30 (AM) Sign in both yourself and your child and pin on name tags. Put on the yellow apron and offer your helper the optional yellow mini apron. Set up the red playdough table with plastic scissors, tools, and manipulatives. Set up the yellow art table as per the instructions from the curriculum bin in the cabinet. Clean the trays under the pet cages.
- 11:30 (PM) Ask the AM parent about the art activity. Set up the red playdough table.
- 9:00 or 12:00 Invite 3-4 children to the art table. Encourage creativity at the playdough table.
- 9:30 or 12:30 Circle Time. Assist with children and sit by the yellow shelves. The yellow apron helper decides the action for our opening song. Bring an art sample to share.
- 9:45 or 12:45 Continue to facilitate your tables and encourage children to write their names on their art. Use the name boards hanging on the cabinet to show them the correct spelling. Help with dress-up, cooking, tea parties, etc. in the homemaking area. Dramatic play boxes may be taken out. Pets can be played with in the bathtub with two children at a time.
- 10:50 or 1:50 Clean up your tables. Wipe with cleaning spray. Return extra art projects to the bin in the cabinet. Tidy homemaking center.
- 11:00 or 2:00 **3-Day Classes** – Assist with story time.
- 2-Day Class** – Assist with handwashing and then sit at yellow table with 6 friends for snack. Allow them to serve themselves. Encourage good manners and conversations!
- 11:15 or 2:15 **3-Day Classes** – Assist with handwashing and then sit at yellow table with 6 friends for snack. Allow them to serve themselves. Encourage good manners and conversations!
- 2-Day Class** – Assist with story time.
- Approx. 30 minutes after Dismissal Dismissal at 11:30am or 2:30pm. Sweep and vacuum. Put toys and clothing back in proper bins and spaces. Assist others as needed to clean up to leave together.

## Paint Parent-Teacher (Blue)

Be on time and greet each child!

- 8:30 (AM) Sign in both yourself and your child and pin on name tags. Put on the blue apron and offer your helper the optional blue mini apron. Set up the paint project on the outside paint table as per the instructions from the curriculum bin, the drying racks, and if needed, three chairs. Set up the paint easels with brushes and paint. Familiarize yourself with the science activity. Put hay and straw in the pet pen and bring out the pets.
- 11:30 (PM) Ask AM parent about the project. Refill easel paint and paper as needed.
- 9:00 or 12:00 Encourage cooperative play on the circle time rug: dancing, musical instruments, building blocks, Legos, train tracks, cars, puppet shows, reading, etc. This area should be so fun that you have at least five friends! Do the science activity if available.
- 9:30 or 12:30 Circle Time. Assist with the children and sit near the exit door. The blue apron helper reports on the weather, the day of the week and the month. Bring a project sample to share. Go directly to your paint table afterwards.
- 9:45 or 12:45 Facilitate the paint project. Encourage the children to write their own names on their art, referencing their name tags for the correct spelling. Assist with hanging easel paintings. Monitor the sidewalk from the parking lot fence to the back fence. Watch the pet pen.
- 11:00 or 2:00 **3-Day Classes** – Assist with story time.
- 2-Day Class** – Assist with hand washing and then sit at the blue table with 6 friends for snack. Allow them to serve themselves. Encourage good manners and conversations.
- 11:15 or 2:15 **3-Day Classes** – Assist with handwashing and then sit at the blue table with 6 friends for snack. Allow them to serve themselves. Encourage good manners and conversations!
- 2-Day Class** – Assist with story time.

Approx. 30  
minutes after  
Dismissal

Dismissal at 11:30am or 2:30pm. **AM** – Tidy up the paint project, refill easel paint and paper. Check food and water in pet pen.

**PM** – Clean up paint project and return to bin, clean up easel and brushes. Bring in pets, be sure they have food and water in their cages, and sweep out pet pen with labeled 'Animals Only' broom. With help, put paint table under office window. Assist others as needed to finish cleaning up to leave together.

## **Yard Parent-Teacher (Red)**

Be on time and greet each child!

- 8:30 (AM) Sign in both yourself and your child and pin on name tags. Put on the red apron and offer your helper the optional red mini apron. Get equipment of the shed; bikes, scooters, trucks, and sand toys. Make the sand areas inviting. Open two sensory bins and put the lids flat on the ground in the gated area behind the shed. Set up the planned gross motor activity found in the file folder hanging on the inside of the shed door.
- 11:30 (PM) Clean the bathroom and then relieve the AM parent in the yard. Ask the AM parent about the gross motor activity.
- 9:00 or 12:00 Facilitate play in the homemaking center; dress up, pretend cooking, playing with pets or small motor activities from the cabinet. Dramatic play boxes can be used also. This area should be so fun that you have at least five friends!
- 9:30 or 12:30 Circle Time. Assist with the children and then sit on the circle rug near the blue table. The red apron child counts his friends. Be prepared to explain the gross motor activity and what you are offering outside. Walk out to the yard BEFORE the children.
- 9:45 or 12:45 Supervise the yard and the gates. Facilitate water play, bikes, scooters, sand areas, slides, and climbing structures. Encourage the gross motor activity. Always stand where you can see the children in the grass and sand areas and in the yellow house.
- 1:50 (PM) Encourage the children to help take the toys and bikes to the shed.
- 11:00 or 2:00 **3-Day Classes** – Assist with story time.
- 2-Day Class** – Assist with handwashing and then sit at red table with 6 friends for snack. Allow them to serve themselves. Encourage good manners and conversations!

11:15 or 2:15      **3-Day Classes** – Assist with handwashing and then sit at red table with 6 friends for snack. Allow them to serve themselves. Encourage good manners and conversations!

**2-Day Class** – Assist with story time.

Approx. 30  
minutes after  
Dismissal

Dismissal at 11:30pm or 3:00pm. Go out to the yard **FIRST**, before the children.

**AM** – Supervise yard until PM parent arrives. Sweep concrete areas.

**PM** – Supervise yard until teacher relieves you. Put all toys and bikes back in their proper places in the shed. Return gross motor equipment to the assigned bucket. Replace the lids on the sensory tables. Sweep. Assist others as needed to finish cleaning up and leave together!

## Appendix C: SAMPLE Schedules and Suggested Activities

### Daily Schedule

9:00-9:30/12:00-12:30	<b>Free Choice:</b> The children arrive at school, the parents sign them in and attach name tags, and go directly into the classroom. The art, playdough, free art, and fine motor/cooking tables will be open. The homemaking center and large rug activities are available and the science table will be facilitated.
9:30-9:45/12:30-12:45	<b>Circle Time:</b> The working parents will offer their activities and their children will do their Circle Time “jobs”.
9:45-10:50/12:45-1:50	<b>Open Doors:</b> The children may go outside to experience the gross motor activity, the paint activities, the sensory tables, play with the pets, ride trikes, play in the sand, etc. or they may stay inside to continue their play.
10:50-11:00/1:50-2:00	<b>Clean-Up Time</b>
11:00-11:30/2:00-2:30	<b>Bathroom/Story Time/Snack Time:</b> The children will wash their hands, enjoy a story and eat their snack.
11:30/2:30	<b>Dismissal</b>

## Suggested Inside and Outside Activities

*Reminder: Observe the children. If they seem to be interested in something, discuss it with them. Bring out points to arouse their curiosity and imagination. Be positive in your responses. Relax and have fun!!!*

Our school can only function to its fullest when each member helps the other. We are a team. All parents who come to pick up the children should try to take the time to wheel a tricycle over to the storage shed. This is just one example of being a “cooperative parent.” This type of behavior will lighten the load for all.

### Inside Activities

1. Construct specific shapes with blocks.
2. Read stories. Show the children the pictures.
3. Sewing cards.
4. Magnetic kit.
5. Large numbers and letters.
6. Light board, match numbers to the pictures.
7. Lotto games.
8. Colored counting blocks.
9. Large floor puzzles.
10. Colors and shapes games.
11. Trace children’s names.
12. Teach children to tie their shoes.
13. Musical chairs.
14. Orchestra with musical instruments.
15. CD player and CDs.

### Outside Activities

1. Make a train out of the large wooden blocks.
2. Be a stop light.
3. Shoot baskets standing behind a chalk line.
4. Draw a chalk line, have children walk on the line, forwards and backwards, hop on one foot, skip, etc.
5. Set up a balance beam.
6. Jump rope.
7. March around on the sidewalk.
8. Play gas station man.
9. Conduct dress-up parade.
10. Take the children on a nature walk around the school looking for specific colors or shapes.
11. Play games like Duck Duck Goose; London Bridge; Beanbag Clown; Hopscotch; Hula-Hoops;

Simon Says; Mother, May I; Red Light, Green Light; Ring Around the Rosie; Farmer in the Dell.



# **Appendix D: TCP Safety Policy Handbook**

## **Tustin Community Preschool Safety Policy Handbook**

Introduction: It is the policy of Tustin Community Preschool to provide safe working conditions for all employees and to promote continual, vital safety awareness at all levels.

Tustin Community Preschool:

1. Recognizes its responsibility to furnish a place of employment that will be safe for employees, visitors and children.
2. Will provide safety devices.
3. Will use methods and processes to protect life, health, safety and welfare of employees and clients.
4. Will maintain and enforce a program to fulfill all of the preschool's responsibilities.

Therefore, it shall be considered each person's responsibility not only to assure his/her own personal safety, but also to develop a concern for safety of all who work with him/her.

Employees shall at all times, while at Tustin Community Preschool, conduct themselves and perform work in a safe manner consistent with existing safety rules.

Employees who take safety seriously, report potential danger, request reviews of conditions, etc., are held in the highest regard by the members.

Under no circumstances would an employee be reprimanded, demoted, fired or discriminated against for reporting safety issues.

Employees who operate in an unsafe manner or do not treat safety seriously nor abide by our preschool policies and practices, are subject to an established disciplinary practice outlined in this Safety Policy Handbook.

## **Tustin Community Preschool Safety Program Responsibilities**

Primary Manager: Director/Teacher

Director will, with the help of the Board Members:

1. Familiarize all staff with the safety program and ensure its effective implementation.
2. Be aware of all safety considerations when introducing a new process, procedure, machine or material to the work place.
3. Give maximum support to all programs whose function is to promote safety and health.

4. Actively participate in safety committees.
5. Review serious accidents to ensure that proper reports are completed and appropriate actions taken to prevent repetition.
6. Report worker's compensation claims within 24 hours.
7. See that all injuries, no matter how minor, are treated immediately.
8. Inspect work areas and equipment often to detect unsafe conditions and work practices using Safety Inspection Report Form or Hazard or Unsafe Equipment Report.

Aides and Employees will:

1. Familiarize themselves with group safety policies, programs and procedures.
2. Adhere to all safety rules and regulations.
3. Maintain equipment in good condition, with all safety guards in place when in operation.
4. Wear appropriate clothing and safety equipment.
5. Report all injuries, no matter how minor, immediately to the Director and record on Injury Report Form.
6. Encourage co-workers to work safely.
7. Report unsafe acts and conditions to the Director and fill out Employee Safety Suggestion Form.

## **Tustin Community Preschool Employee Training**

All new employees/members will receive access to:

1. Orientation prior to working.
2. The Tustin Community Preschool Handbook.
3. Disaster procedure information.
4. Additional health and safety information will be included in the monthly newsletter as necessary.

After training has been completed, employees will be required to sign the Employee Safety Training Verification Form.

## **Reporting**

All unsafe or hazardous conditions and equipment should be reported to the Director/Teacher immediately by oral communication or by Employee Safety Suggestion Form or Hazard or Unsafe Equipment Report.

## **Inspection**

### Equipment:

1. Any unsafe or hazardous equipment should be reported and removed from daily use immediately.
2. Inspection will be done at the formal Clean Up, which is done at least once a year by the Director and selected members of the Board.
3. Equipment in need of repair will be maintained by the Chairman of Maintenance & Clean Up.

## **Investigation**

The Executive Board will investigate any complaints of unsafe actions and recommend action to prevent its reoccurrence. Employees working in an unsafe manner can be called before the Executive Board to explain proper safety rules.

Any employee/member can request the Executive Board to investigate safety conditions and/or practices.

## **General Safety Procedures**

1. Never put yourself in a position in which you must use all your body strength. If you can barely lift a box up to a shelf, you have filled it too full. If you have to push with all your might to open a door, something is wrong with the door.
2. Keep floors clean by removing liquids or objects immediately after spills. Some very serious injuries occur as a result of slips and falls.
3. Even if you are not a supervisor, you have a duty to stop any unsafe act. Another person's carelessness may injure you. Tell them what they are doing is wrong.
4. When you leave at the end of the day, unplug appliances that might cause a fire.
5. If you enter a room and smell gas, do not turn on lights or stove. Leave the room and open doors to air out. Notify Director immediately.
6. Know where your fire extinguisher is located and learn how to use it. Extinguishers should be checked regularly to be sure they are charged.
7. Report injury (Injury Report Form) immediately, even if you do not feel that you need to see a doctor. Let the Director/Teacher know.
8. Keep loose sleeves, ties, jewelry and long hair away from moving machinery and stoves.
9. Safety instructions specific to the job should be given to new employees and to existing employees operating equipment for the first time.
10. Climb on proper ladders or stepping stools only, not on chairs or shelves. Metal ladders are not to be used for electrical repairs.
11. Don't run electrical cords across walkways, and never on wet floors. Have cords replaced when they become frayed, and don't overload wall sockets.
12. Don't try to catch heavy or sharp falling objects.
13. Don't get caught between a piece of moving equipment and a stationary object.
14. Unplug power equipment before adjustments or when not in use.
15. Never pull out more than one file cabinet drawer at a time, as the whole cabinet might fall.
16. Don't lock or block building exits. They are required by law and needed in an emergency.
17. Stacked materials must be stable. Keep in mind the constant possibility of earthquakes. Keep heavy items on lower shelves.
18. Don't place yourself off balance in order to reach something that is slightly out of your grasp.

19. When you must lift, get close to the load, spread your feet slightly, get a firm grip on the load (hold at opposite corners), keep your back straight and lift with bent knees. When possible, use a car, dolly or helper to help move heavy items.
20. Pregnant women are not to lift heavy or awkward objects.
21. Wear protective gear provided by employer.
22. Use equipment as designed. Do not modify or bypass protective devices.
23. Children are not allowed in the kitchen area without adult supervision.
24. Avoid running on wet floors or sidewalks or on sand/seed/rice-covered surfaces.
25. Sharp or pointed tools, knives, etc., will be handled with care and will be kept out of the reach of the children.
26. Chemicals, e.g., cleaning supplies, will be kept in their original labeled containers.
27. Cleaning supplies will be kept in a lockable cupboard in a non-child area.
28. Plastic gloves will be provided for use with cleaners.
29. Plastic gloves should be used for treating an injury, changing soiled pants and wiping bottoms.

### **Medical Emergency Procedures**

1. All medical emergencies will be reported immediately to the Director/Teacher. Medical emergency numbers must be posted by the telephone, and when called, the location of emergency must be given. Person reporting the emergency must stay on the phone until released.
2. Any injuries should be reported to the Director/Teacher and the Injury Report Form should be filled out.
3. A complete First Aid Box will be maintained.
4. Parent/Guardian should be notified as soon as possible of medical emergency.

### **Emergency Action Plan**

Emergency exit routes are posted at all exits of the preschool building. If the children have to be removed from the school premises due to an emergency, they will be kept in the park near the Senior Citizens Center (Pepper Tree Park) until they are picked up or allowed to return to the school.

#### **Fire Safety Procedures:**

1. Stay calm.
2. If safety permits, smother fire with appropriate fire extinguisher. Never try to fight a fire that is out of control.
3. Call the fire department and, if necessary, the paramedics. Even if the fire is put out with a fire extinguisher, call the fire department to inspect damage.

4. If clothing catches fire, immediately STOP, DROP and ROLL!
5. Do not use elevators. Use stairways or fire escapes to evacuate.
6. As you exit, check all closed doors before opening. Do not open any door until you have felt it for heat, especially near the top. If the door is hot, do not open it. If it is cool, open slowly and check for smoke.
7. If there is a lot of smoke, stay low to the ground as you exit and cover your mouth with a cloth.
8. Once outside, meet at the West end of the parking lot against the fence so that roll may be taken and everyone accounted for. If necessary, the children will walk to our alternate safe place, the Tustin Senior Center, for pickup.
9. Do not for any reason go back into a burning building. If someone is missing, apprise the fire fighters. If trapped inside:
10. Close doors. A closed door holds back fire and keeps out poisonous smoke until the fire department can rescue you.
11. Stay near the floor where the air is better. If all doors are closed, open a window for air. If possible, stuff wet rags around doors to hold back smoke and heat.
12. Signal for help with a flashlight or light-colored cloth. One method is to hang the cloth outside the window of the room in which you are trapped.

#### Earthquake Safety Procedures:

1. The most important thing to do during an earthquake is to remain CALM! If you are calm, those children around you will have a greater tendency to stay calm.
2. Remain where you are! If you are outside, stay outside. Try to keep children in an open area away from electrical lines and poles. Keep children away from building walls that may cause injury should they collapse.
3. If you are indoors, sit or stand against an inside wall or an inside doorway; or take cover under a desk, table or bench (in case of ceiling or wall collapse). Stay away from windows and outside doorways.
4. If you are driving on an excursion, stop in an open area if possible and remain in your car. It is suggested to take children back to school when it is safe to proceed.
5. After the earthquake has subsided, check the roll sheet and account for all children and adults. Check for injuries and administer first aid.
6. Check and disconnect utility lines (gas, electricity and water lines) should all be disconnected. You should be familiar with location of main turn-off valves and switches before an emergency occurs.
7. Emergency drinking water is kept in the bike shed. Toilets should not be flushed to prevent overflow in case of broken sewer lines.
8. Do not use the telephone unless there is a genuine emergency. (Example, a child or adult needs medical attention.) Information, reports and alerts can be obtained by radio. A radio and batteries are located in the earthquake barrel in the shed in the parking lot.

9. Parents should not rush to school to pick up their children until an all clear is given. Keep the streets open for emergency vehicles and equipment.
10. An emergency first-aid handbook, first aid supplies, flashlight, transistor radio and emergency food and blankets are kept in the shed in the parking lot. There is also a first-aid medical supply bucket in the office.

**Fire Drill Procedures:**

1. Buzzer will sound.
2. Remain calm.
3. Parents round up children and lead them out of the building.
4. Inside Parent checks the restrooms and closes the doors.
5. Art Parent brings the emergency backpack.
6. Paint Parent helps keep the children in line.
7. Yard Parent brings the attendance sheet.
8. Proceed through gate, turn left into the parking lot, and use the crosswalk to line up against the metal fence.
9. Take roll call, return to class when "All Clear" sounds. This procedure should be gone over with all the parents at Orientation.

**Earthquake Procedures:**

1. Duck and Cover (Crouch down and clasp hands at back of neck.)
2. Safe Areas (Hallway between rooms, under a table, in a bathroom.)
3. Keep away from windows that might shatter and also bookcases that might fall. This procedure is posted next to the fire drill chart and should be gone over with all parents at Orientation.

**In Case of Emergency**

- A. Location of shut-off valves:
  1. Gas (Main Street side of building. Remove lid and turn yellow hook toward church.)
  2. Electricity (Main switch on parking lot side of building. Turn two switches off.)
  3. Water (Main and C Streets; get hook in workroom.)
  
- B. Fire alarms: There are six places to trip a fire alarm.
  1. Four downstairs, two upstairs.
  2. If all else fails (No. 19 on the Switch Circuit Breaker on the parking lot side of the building.)
  3. Reset (Need small key inside Red Alarm Box and Large Gold key to reset

fire alarm.)

C. Fire extinguishers:

1. Two outside the classroom on the walls.

D. Carbon Monoxide Alarms:

1. Four ceiling alarms, one in each room.
2. In the event the alarm goes off, follow the fire alarm procedures.



## Appendix E: Standards of Conduct Policy for TCP Employees

Tustin Community Preschool (TCP) has established certain standards of conduct in order to protect its mission, property, business interests, students and their families and employees. This policy applies to all TCP employees.

TCP takes pride in its employees and the manner in which they conduct themselves. We rely on individual good judgment and a sense of responsibility. Employees are expected to conduct themselves in an appropriate and professional manner at all times. While TCP reserves its right to terminate any employee's employment at will, employees who engage in conduct that violates any of these guidelines, or whose performance is unsatisfactory may be subject to disciplinary action up to and including termination of employment.

The following list includes, but is not limited to, examples of violations of TCP Standards of Conduct:

1. Releasing confidential information obtained, developed or produced by TCP and its employees, information supplied by outside consultants or vendors for the benefit of TCP, and information about TCP students and their families.
2. Failing to prepare and maintain records in a manner that is consistent with all applicable TCP policies to include falsification of TCP documents, employment applications, reporting of time worked, or any other document. This also includes falsifying benefit forms or fraudulently accepting benefit monies.
3. Using resources inappropriately including office supplies, production equipment, and other products for personal reasons other than to perform work on behalf of TCP.
4. Conviction of a felony.
5. Theft of any kind.
6. Destruction or abuse of the property of any TCP facility, or the property of its employees, students, or visitors.
7. Immoral or indecent conduct.
8. Distribution, possession, consumption, purchase, sale, or manufacture of intoxicants or illegal substances on TCP property, and/or reporting to work under the influence of such intoxicants.
9. Disorderly conduct on TCP property, including, but not limited to threatening, intimidating, coercing, harassing or physically assaulting TCP personnel, students or their families, or visitors.
10. Possession of weapons or firearms on TCP property.
11. Participating in unprofessional conduct, or conduct which violates the technical or ethical standards of profession.
12. Soliciting contributions, accepting donations or support of any amount of kind from customers, visitors, salespersons, vendors or supplier representatives.
13. Insubordination, the refusal to obey a legitimate directive from the Supervisor or designated supervisor.
14. Harassing, discriminating, or retaliating against any individual for any reason whatsoever.

15. Excessive absenteeism and/or tardiness, including the failure to use proper notification procedure for reporting absences.
16. Use of obscene or abusive language, malicious gossip or the spreading of rumors.
17. Disregard for the safety of other employees, students or their families, or visitors including horseplay or practical jokes.
18. Any kind of smoking on campus, on church grounds, or in parking lot.
19. Non-adherence to standards of professional appearance as outlined in the parent Handbook.
20. Other actions or conduct deemed a violation of proper Standards of Conduct and/or TCP policy by the TCP Board.

## **Prevention of Discrimination and Harassment Policy**

Tustin Community Preschool (TCP) strictly prohibits any kind of discrimination or harassment, including harassment in any verbal, physical, or visual form and harassment because of age, gender, marital status, race, color, ancestry, national origin, religion, disability, sexual orientation, genetic characteristic, or any other actual or perceived characteristic protected by applicable state or federal law. This rule applies to harassment by and against all supervisory and non-supervisory employees, as well as, students and their families, outside suppliers, vendors, others doing business with TCP and all other agents of TCP. TCP further prohibits any form of retaliation.

- A. **Sexual Harassment:** Sexual harassment includes making unwanted sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature based on gender that is pervasive. It includes the following:
  1. Submission to sexual advances or requests is made either an explicit or an implied condition of employment; or
  2. Acceptance or rejection of the advances or requests is used as the basis for employment decision; or
  3. Conduct substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
- B. **Sexual harassment may include many forms of offensive behavior, such as:**
  1. Unwanted Sexual Advances.
  2. Offering employment benefits (such as pay increase, promotion, training, desirable work schedule or transfer, lower performance standards, etc.) in exchange for sexual favors.
  3. Making or threatening reprisals (such as termination, demotion, a poor performance evaluation, decrease in pay, reassignment or transfer to a less desirable position or location, etc) after a negative response to sexual advances.
- C. **Verbal Conduct, including:**
  1. Making derogatory comments, jokes, epithets, or slurs of a sexual nature, verbal sexual advances or propositions, graphic verbal commentaries about an individual's anatomy or appearance, and sexually degrading or demeaning words used to describe an individual.



- D. Visual Conduct, including:
  - 1. Leering, making lewd or sexual gestures, displaying sexually suggestive objects, pictures, cartoons, magazines, or posters, and distributing obscene letters, notes, or invitations.
- E. Physical Conduct, including:
  - 1. Touching, pinching, patting, hugging, kissing, physical assault, impeding or blocking one's movements, or other offensive physical conduct of a sexual nature.

Conduct may be considered sexual harassment regardless of whether the individual(s) subjected to such harassment requests that it be stopped.

Prohibited harassment covers more than sexual harassment. Any harassment based on age, gender, marital status, race, color, ancestry, national origin, religion, disability, sexual orientation, genetic characteristic, or any other actual or perceived characteristic protected by applicable state or federal law. Any verbal, visual or physical conduct which: 1) refers or relates to any characteristic protected by state or federal law, 2) substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment is prohibited. The requirements and restrictions of this policy apply to all such conduct.

TCP affirms its commitment to complying fully with both the letter and spirit of state and federal legislation relating to harassment and discrimination in the workplace. In order to fulfill this commitment, TCP has a policy for handling harassment and discrimination complaints. Any employee who believes that he or she has been subject to any unlawful conduct, as stated above, should immediately file a complaint directly with the Board. Any manager or supervisor who receives a complaint of harassment or discrimination shall immediately report the complaint to the Board.

TCP will conduct a prompt and thorough investigation of the complaint. In all cases, personnel not involved in the alleged unlawful conduct will conduct the investigation. Every reasonable effort will be made to keep all matters relating to the investigation and claim report confidential to the extent feasible and consistent with an investigation.

Following the investigation, TCP will evaluate the facts and evidence and take appropriate corrective action, as necessary, to ensure compliance with the TCP policies. The employee who filed the complaint, as well as, the person who purportedly violated the policy, will be advised of the results of the investigation, the determination made and the action taken, as appropriate. It is TCP's sincere desire that there be an open line of communication between management and employees to solve any problems that may exist.

Any employee found in violation of this policy or whose conduct is found to be contrary to the objectives of this policy shall be subject to disciplinary action, up to and including termination. Likewise, any manager/supervisor who fails to promptly report unlawful harassment or discrimination and/or employee who knowingly provides false information in connection with a harassment/discrimination complaint or investigation may be subject to disciplinary action, up to and including termination.

## **No Retaliation**

TCP prohibits any form of retaliation against any employee for filing a bona fide complaint of harassment or discrimination or for assisting in a complaint investigation. TCP further prohibits any form of retaliation against any employee for (i) refusing to participate in an activity that would result in a violation of state or federal law/regulation, or a violation or non-compliance with a state or federal law/regulation, or (ii) having previously exercised his/her rights, as described herein, in their former employment.

If there is a belief that an employee is being retaliated against, an employee should report such conduct immediately to the direct supervisor or to the Board. In addition, if an employee believes he/she has been retaliated against for (i) refusing to participate in an activity that would result in a violation of state or federal law/regulation, or (ii) having previously exercised his/her rights, as described herein, in their former employment, the employee may contact the Attorney General's office hotline at (800) 952-5225. In accordance with this policy, TCP will take appropriate disciplinary action for any such retaliation, up to and including termination.

## **Performance Counseling**

Tustin Community Preschool (TCP) maintains a progressive counseling procedure to ensure a fair method of providing performance feedback. Performance counseling is intended to give employees notice of problems in order to provide an opportunity to correct these problems. This policy applies to all TCP employees.

TCP recognizes that employee performance may, on occasion, require corrective action in order to maintain the established level of acceptability. Feedback will be provided in a manner that is appropriate given the nature of the problem. The following guidelines are offered as the usual progression for performance development. However, TCP reserves the right to omit or skip any of these steps if warranted by the seriousness of the problem. It should be remembered that employment is at the mutual consent of the employee and TCP; either party can terminate the employment relationship at will.

## **Procedures**

### **Performance Counseling**

The following important factors are among those which must be considered in all applications of disciplinary action:

1. The seriousness of the performance problem
2. The employee's past record and length of service
3. The circumstances surrounding the particular case

For purposes of progressive counseling, each performance issue or opportunity for the improvement should be considered separately such that factors above can be applied to each performance problem. The steps described for progressive counseling need not be requirements for each

performance problem. For example, the seriousness of a performance problem may justify beginning with an “advanced” disciplinary step.

There is no standard waiting period separating one step of the counseling process from another. If an employee is aware that immediate improvement is expected and the problem leads itself to immediate correction, then the supervisor or Board may begin the next step as soon as it is necessary.

While fairness shall always be provided, the performance counseling procedure need not be applied in the case of an employee who has not completed his/her introductory period.

#### Disciplinary Steps

The following are the basic disciplinary steps typically utilized by TCP. Each of these steps need not be utilized in any particular situation or in any particular order. TCP shall have the sole discretion to determine which of these steps are applicable in the particular circumstances presented.

1. Informal Verbal Coaching/Counseling: Supervisors or the Board will provide ongoing verbal coaching and counseling to employees for the purpose of identifying those areas of their work performance which meet, or do not meet performance expectations.
2. Written Warning: When informal coaching/counseling and formal counseling have not resulted in improved performance, or an employee knows, or reasonably should have known, that the performance was unacceptable, a supervisor will issue a written warning to an employee before taking further action. This document, along with the formal counseling memo, if applicable, will become part of the employee’s permanent personnel file.
3. Final Written Warning: TCP will take appropriate disciplinary action when an employee has been warned, but still does not meet the performance expectations of the job, or when particular events or circumstances warrant or final written warning without prior discipline. The final warning is designed to convey to the employee the serious nature of the work performance problem(s) and to correct the employee’s work performance problem(s) prior to termination.
4. Investigatory Leave: When an employee appears to have engaged in conduct in violation of TCP policy, the employee may be placed on Investigatory Leave in order to allow full investigation of the conduct surrounding the circumstances.
5. Termination: If a problem continues, or if an individual event warranting termination occurs, then the employee may be terminated. The supervisor or Board must document the particular events which finally brought about the decision to terminate and consult with legal counsel prior to a termination decision being made.

## **Appendix F: Standards of Conduct Policy for TCP Working Parents**

Tustin Community Preschool (TCP) has established certain standards of conduct in order to protect its mission, property, business interests, students and their families and employees. This policy applies to all TCP families with children enrolled at TCP.

TCP takes pride in its families and in the manner in which they conduct themselves while at TCP. We rely on individual good judgment and a sense of responsibility. Families are expected to conduct themselves in an appropriate and professional manner at all times while at TCP. While TCP reserves its right to terminate any family's enrollment at will, the following list includes, but is not limited to, examples of violations of TCP Standards of Conduct which may subject a family to immediate termination of enrollment.

1. Releasing confidential information obtained, developed or produced by TCP and its employees, information supplied by outside consultants or vendors for the benefit of TCP, and information about TCP students or their families.
2. Failing to prepare and maintain records in a manner that is consistent with all applicable TCP policies to include falsification of TCP documents or any other document.
3. Using resources inappropriately including office supplies, production equipment, and other products for personal reasons other than to perform work on behalf of TCP.
4. Conviction of a felony.
5. Theft of any kind.
6. Destruction or abuse of the property of any TCP facility, or the property of its employees, students or visitors.
7. Immoral or indecent conduct.
8. Distribution, possession, consumption, purchase, sale, or manufacture of tobacco, intoxicants, or illegal substances on TCP property, and/or reporting to work under the influence of such intoxicants.
9. Disorderly conduct on TCP property, including, but not limited to threatening, intimidating, coercing, harassing or physically assaulting TCP personnel, students or their families, or visitors.
10. Possession of weapons or firearms on TCP property.
11. Soliciting contributions, accepting donations or support of any amount in kind from customers, visitors, salespersons, vendors or supplier representatives without express consent of the Board.
12. Insubordination, the refusal to obey a legitimate directive from the designated TCP supervisor.
13. Harassing, discriminating, or retaliating against any individual for any reason whatsoever.

14. Excessive absenteeism and/or tardiness, including the failure to use proper notification procedure for reporting absences.
15. Use of obscene or abusive language, malicious gossip or the spreading of rumors.
16. Disregard for the safety of other employees, students or their families, or visitors including horseplay or practical jokes.
17. Non-adherence to standards of appearance as outline in the TCP Parent Handbook.
18. Other actions or conduct deemed a violation of proper Standards of Conduct and/or TCP policy by the TCP Board.



## Handbook Version History

Date	Version Updated	Section	Description	Approval
2/8/2019	10	Table of Contents	Updated all headings in document and embedded Reference table for Table of Contents to auto update	Communications Chair in regular formatting updates
2/8/2019	10	Chapter 1, Article VI, Section B	Updated language to state that parents are exempt from a walk through after their third consecutive walk through when attending as alumni.	By vote of Board of Directors at December 2018 Meeting
2/8/2019	10	Chapter 1, Article VIII, Section E	Updated section E regarding extended day shift obligations to refer to the Obligations Agreement	By vote of Board of Directors at December 2018 Meeting
2/8/2019	10	Chapter 2, Article III, Section B	Updated language regarding obligations surrounding end of work shift to ensure all clean-up responsibilities are completed	By vote of Board of Directors at December 2018 Meeting
2/8/2019	10	Chapter 1, Article V, Section J	Updated language regarding due date of tuition due on first of month, previously due on 10 <sup>th</sup>	By vote of Board of Directors at December 2018 Meeting
2/8/2019	10	Chapter 1, Article V, Section J	Updated language regarding date payment was considered last from the 15 <sup>th</sup> of the month to the 5 <sup>th</sup> of the month	By vote of Board of Directors at December 2018 Meeting
2/8/2019	10	Appendix B	Updated Appendix B regarding sample schedule to reflect end of day approximately 30 minutes after dismissal to account for setup/clean-up time	By vote of Board of Directors at December 2018 Meeting
2/8/2019	10	Handbook Version History	Added Handbook Version History to log all future changes made to handbook	Communications chair in regular formatting updates
10/17/2022	12	Chapter 1, Article I, Section F	Updated requirements for Orientation attendance	By vote of Board of Directors at September 20, 2022 Meeting
10/17/2022	12	Chapter 1, Article II, Section A	Updated policy on refunds for enrollment cancelations during the summer	By vote of Board of Directors at September 20, 2022 Meeting

<b>Date</b>	<b>Version Updated</b>	<b>Section</b>	<b>Description</b>	<b>Approval</b>
10/17/2022	12	Chapter 1, Article II, Section F	Updated ability for students to be enrolled in multiple classes	By vote of Board of Directors at September 20, 2022 Meeting
10/17/2022	12	Chapter 1, Article VI, Section A	Updated verbiage regarding month of orientation and that one parent be present.	By vote of Board of Directors at September 20, 2022 Meeting
10/17/2022	12	Chapter 1, Article VI, Section C	Updated verbiage regarding that one parent be present at monthly parent meetings.	By vote of Board of Directors at September 20, 2022 Meeting