

Maywood Cooperative

Nursery School, Inc.

Member Handbook



Established 1971

New Jersey Certified

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September 2012

To All Co-op Families,

Welcome, and thank you for choosing the Maywood Cooperative Nursery School. We look forward to meeting the educational needs of your preschooler.

This handbook was originally written in 1971 when the Co-op was established. Over the years, the staff and executive board have adapted their By-laws and Constitution to meet the needs of the families attending. Some of these changes are reflected in the handbook.

Though some of the practices included are out dated, our handbook is an informative manual designed to give you an overview of past and present practices.

If you have any questions or concerns, please ask a Staff or Executive Board member. They would be happy to assist you.

Cooperatively yours,

The Co-op Staff and Executive Board

CONSTITUTION

ARTICLE 1- NAME AND PURPOSE

Section 1:

The name by which this corporation shall be known is The Maywood Cooperative Nursery School.

Section 2:

The purpose of which this corporation is formed is to organize, promote and operate a day nursery school which will provide an educational program for pre-school children under the direction of specifically trained personnel with active participation by parents and in the administration of the corporation. This school is administered as a cooperative on a non-profit, non-sectarian, interracial basis.

ARTICLE II – MEMBERSHIP

Section 1:

Participating Members are those parents or guardians who have signed an agreement with the Maywood Cooperative Nursery School and have enrolled a child and/or children in the school. Each Participating Family is entitled to one vote to elect a representative Board.

Section 2:

Classroom participation, regular attendance at meetings, fund raising events are considered part of the membership on a voluntary basis.

ARTICLE III – WITHDRAWALS

Section 1:

No release from contract or from the obligation of Participating Membership is permitted except by majority vote of the Executive Board under circumstances set forth in the By-Laws.

ARTICLE IV – TUITION AND FEES

Section 1:

Tuition and fees are payable as indicated in the By-Laws. The amount is determined by the Executive Board based on the adopted annual budget.

ARTICLE V – THE EXECUTIVE BOARD

Section 1:

The Executive Board shall consist of seven (7) members elected by the general membership at the annual meeting. The Director shall serve as the eighth member of the Board.

Section 2:

Regular meetings of the Executive Board shall be held once a month. Special meetings of this Board will be called by the President at the request of any four (4) members of this Board or if in his/her own judgment such a special meeting is necessary. Two-thirds of the members of the Executive Board constitute a quorum, and the vote of the majority of the members shall be necessary to pass any resolution.

Section 3:

The Executive Board has the authority to act in all matters pertinent to the operation of the school and is responsible for the hiring and dismissal of the professional staff, under the recommendation of the Director.

Section 4:

The Executive Board shall have the control and general management of the affairs and business of the corporation not inconsistent with the constitution and By-Laws of this corporation and the laws of the State of New Jersey.

ARTICLE VI – ELECTION OF THE EXECUTIVE BOARD

Section 1:

Upon the opening of a Board position, the members of the Executive Board shall be elected by a majority of the total Participating Families of this corporation at the annual meeting. Board members can only retain their role on the board provided they have a child or children enrolled in the Co-Op.

The Executive Board of this corporation shall consist of the following offices:

- President
- Vice-President
- Secretary
- Treasurer
- Deputy Members (3)
- Director

The members of the Executive Board shall determine among themselves the office that each one shall hold.

Section 2:

Any Participating Member shall be eligible for election to the Executive Board.

Section 3:

No member may hold more than one (1) office at a time. If no member is able to fill the responsibility, the Director is to perform the required duties.

Section 4:

A vacancy occurring in an office will be filled by appointment of the Executive Board with the approval of a majority of Participating Families present at the next General Meeting.

Section 5:

A member of the Executive Board may be removed from his/her position at any time for just cause, by a majority vote of the Executive Board. The Board must provide written specification of the causes for which his/her removal is sought. Such notice may be served in person or by certified mail; return receipt requested directed to the last address of said member appearing in the corporation records.

ARTICLE VII – MEETING OF PARTICIPATING MEMBERS

Section 1:

Scheduled meeting of this corporation will be held as indicated at the beginning of the school year in the school calendar.

Section 2:

Special meetings will be called by the President when deemed necessary.

Section 3:

There will be three meetings held throughout the year – Orientation, Back to School and the End of Year Meeting. The End of Year Meeting will be for the purpose of electing the Executive Board for the following year, if needed.

ARTICLE VII – PARLIAMENTARY AUTHORITY

Section 1:

The rules contained in “Robert’s Rules of Order Revised” shall govern this corporation in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of this corporation.

ARTICLE IX – FISCAL YEAR

Section 1:

The fiscal year of this corporation shall run from July 1st to June 30th.

ARTICLE X – AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Section 1:

The Constitution and By-Laws may be amended at any meeting by a majority vote of the Executive Board of this corporation.

ARTICLE XI – DISSOLUTION OF CORPORATION AND DISTRIBUTION OF ASSETS

Section 1:


This corporation may be dissolved by two-thirds (2/3) vote of the Participating Families at a special meeting called by the President upon a two-thirds (2/3) vote of the Executive Board for this specific purpose. Notice of such a meeting must be given in writing to all members of this corporation at least fourteen (14) days prior to the meeting.

Section 2:

In the event of the dissolution of this corporation, all funds, assets and property (after payment of dissolution expenses) will be distributed to one (1) or more non-profit organizations having like purposes and objectives with those of this corporation and which are exempt from tax under Section 501 (c) (3) of the Internal Revenue Code.

Our Philosophy

The Maywood Cooperative Nursery School is an educational organization certified by the State of New Jersey. It is a non-profit, non-sectarian, inter-racial group, owned and administered by the parents of the children enrolled.



History

The concept of the Maywood Cooperative Nursery School was conceived in the early spring of 1970. Shortly thereafter, a planning committee was formed and an idea was on its way to becoming a reality.

In accordance with the New Jersey Department of Education, the necessary rules and regulations for such a nursery school were studied. Using these guidelines set forth by the State, a suitable location was sought. Finally, after many months of concentrated effort, the school was accepted by the vestry of St. Martin's Church, and we had a "home".

Once having found a location, the subsequent plans progressed rapidly. A zoning variance was granted, an executive board formed, by-laws written, incorporation papers filed, and a staff of two teachers hired. In September of 1971, we opened our school doors to the first classes.

Now, more than 40 years later, the Maywood Cooperative Nursery School continues to provide nursery programs for two and three-year olds and a pre-kindergarten program for four-year olds. We pride ourselves in offering a valuable academic experience in a positive, safe and nurturing environment.

By-Laws Established 1971
Revised for the 2012/2013 School Year

Section I – ADMISSIONS

Paragraph A

The Executive Board and the Director shall review the list of qualified applicants and will determine which children shall be invited to attend. The order or priority for invitations shall be:

1. Applications of present participation members
2. Applications of proposed members by date of application received.

Paragraph B

Application will be considered as follows:

1. The eligibility will be determined by the rule of age of the Maywood School System.

Paragraph C

An application shall be considered upon payment of a registration fee. Said fee shall be determined by the Executive Board. Where applications are made for more than one (1) child in a single family at a given time, a discount of the application fee must be paid for each second child. This fee shall be refunded if the child is not invited to attend.

Paragraph D

Upon acceptance for enrollment, this Corporation required those persons responsible for the care of the child, the parents jointly, to sign an agreement covering the duration for the school session in questions and to pay all fees required.

Paragraph E

No application for admission will be accepted:

1. On a part-time or short-term basis.

Paragraph F

To meet New Jersey regulations, **EACH** child must have properly completed health certificate

Section II – WITHDRAWALS

Paragraph A

The first four (4) weeks after admission are considered an adjustment period during which time the Executive Board may approve withdrawal of a child and termination of the agreement if:

1. The Director so recommends.
2. The child's parent, after consulting with the Director, so request in writing.

Paragraph B

After four (4) weeks, withdrawal from participation membership and termination of the agreement may be approved by majority vote of the Executive Board at any time if:

1. The Director recommends a child's withdrawal from the school.
2. Due to transfer or unforeseen circumstances, the parents so request in writing to the Executive Board.

Paragraph C

If a child is withdrawn after the four week adjustment period **NO** refund will be given of any fees paid to the school.

Section III – TUITION AND FEES

Paragraph A

Tuition shall be paid on an annual basis of ten (10) monthly installments, as indicated in the registration agreement.

Paragraph B

Upon signing an agreement after the opening of the school year, credit will be given on a pro-rata basis for the months and weeks which have elapsed prior to the signing of the agreement. An appropriate tuition payment to bring such a participation family into accord with payment schedule, as set forth in the registration agreement, will be due immediately.

Paragraph C

In the event of withdrawal prior to the end of the four (4) week adjustment period, appropriate pro-rate refund will be made. In the event of withdrawal after the four (4) week adjustment period, a penalty of one (1) month's tuition will be assessed, except where waived by the Executive Board, and refund of the appropriate amount will be made.

Paragraph D

Tuition is due on the first of each month. When a tuition installment becomes due and is not paid within fifteen (15) business days, a \$15.00 late fee will be charged. If payment is not received after penalty, the parents will be notified to not send the child to school until such tuition and penalty have been paid. This will not be considered a waiver of any of the provisions of the agreement.

Section IV - WAIVER OF TUITION REFUND

Paragraph A

In the event of the destruction of school facilities by fire or other causes, all refunds of tuition will be deemed to be waived.

Section V – THE SCHOOL PROGRAM

Paragraph A

The school sessions will be as follows:

1. The days and hours that classes meet will be determined by the Director and the Executive Board and may be subject to change when deemed necessary by the above.

Paragraph B

The school calendar will follow that of the Maywood Public School System as far as holidays and closing due to inclement weather. Parents will be notified of the closing of school for all reasons.

Paragraph C

The curriculum shall be determined by the School Director and Staff.

Paragraph D

The Professional Staff shall be directly responsible to the Executive Board and shall be employed by the Executive Board on an annual basis with salary and working conditions as established in the agreement with this Corporation.

Paragraph E

All records shall be kept confidential. They must be shared with the child’s parents upon request, but no records shall be available to outside parties without the parent’s consent.

Paragraph F

In the event of an emergency requiring immediate medical aid, and where, in the opinion of the Professional Staff, time does not permit contacting the parents of the child involved for advice or procedure, or where Professional Staff is unable to contact the parents at home immediately, if unavailable, the local police will be contacted. The parents will be notified as soon as possible thereafter, and will be responsible for the payment of any medical bills not covered by the parent’s and school’s insurance policies.

Section VI – PARTICIPATION

Paragraph A

Classroom participation is based on a voluntary basis.

Paragraph B

Attendance of at least one (1) member of each participating family is recommended at all regular and special meetings of the Corporation. Failure to attend regular meetings may, result in the family not being informed of important information.

Paragraph C

Each member is asked to volunteer on at least one (1) school event.

Paragraph D

When the participating parent would like to schedule a day to participate in the classroom, it is the parent’s responsibility to:

1. Schedule it with the teacher.
2. To notify the teacher of the change if necessary.

Paragraph E

No parent will be able to participate in the classroom until two (2) written references have been submitted by the parents, to the Director.

Paragraph F

In the event a Participating Family has more than one (1) child enrolled, double participation in classroom activities will be allowed.

Paragraph G

Anyone serving on the Executive Board need not serve on any other committee.

GENERAL RULES & POLICIES

1. No gum, candy, weapons or tiny treasures that could get lost.
2. No running in the halls and classrooms.
3. Outside – No running on grassy slopes, use stairs.
4. When your child is dismissed, he/she is in your care. Please be sure to take his/her hand. Be sure to check the mailbox.
5. Please keep younger siblings in your care at all times.
6. Park legally and no U-turns in neighbors driveways.
7. **Birthday** – Please see individual teachers to make arrangements
8. **Holiday Parties** – Class mothers will organize the event along with the teacher’s approval. You may be asked to bring food, decorations or paper goods for the party.
9. **Field Trips** – You will always be notified at least one week ahead. You must provide your own transportation. Siblings can attend some of these field trips at an additional cost to the parent.
10. **Reminders** – will be sent to you via email.
11. **Dismissal** – Your child will only be dismissed to legal guardians and those you have authorized to pick them up from school. We will not release your child otherwise.
12. **Emergency Cards** - Please notify us of any change of address, phone number or emergency person so the card file is up to date if a medical emergency arises.
13. **Health** – The school does not permit staff members or children with untreated communicable diseases at the school until they are no longer contagious. Please see page 14 for more detailed information on this policy.
14. **Medication** – No short term or prescription or non-prescription medications will be administered during the school day. The administration of medicine for children with chronic medical conditions will be handled as per the Student Medication Waiver.

15. **Diapers** – The school accepts toddlers, ages 2, 2 ½ years in diapers. Three year olds should be toilet trained. Exceptions may be made on an individual basis. Four year olds must be toilet trained.

16. **Drop Off Procedure** - The door will be unlocked at 8:30AM until 9:00AM at that time you are invited to bring your child into the classroom and join them at the table for table toy time.
Another option families have for drop off is at 8:30AM a staff member will walk to the front of the steps on Parkway, you may bring your child to the staff member who will bring the children into the building. Families must be in the front by 8:30AM for this drop off procedure, for the staff member will not return outside after walking the children into the building.

Drop Off Reminders:

Please park in a safe manner, be cautious of other children and parents

Please limit your conversation with teachers and assistants for this is taking their attention off the children

Feel free to use the office to speak with other parents so that the children can begin their day

Enjoy some time at the table with your child!

17. **Extended Day** - We will offer an extended day, depending on enrollment, for an additional cost

18. **Late Pick-Up** – Any child who is picked up 5 minutes after their scheduled time will be charged a late fee.

19. **Absence**- Call the school at 201-843-2644 or email the school to report your child absence. It is important you state the reason for your child's absence.

DISCIPLINE

Discipline can be defined as the process by which an adult in control of a group of young children teaches them to be in control of themselves. In helping young children, learn these skills we must remember a few guidelines. No form of physical punishment is ever allowed in the school. Our role is that of protection for the children.

No child shall be denied food as a form of punishment. The providing of snacks, lunch, etc. is unrelated to the child's behavior.

Under no circumstances is abusive language, shaming, humiliating, labeling, use of threats, frightening treatment or removal without supervision permitted. No child shall be punished for soiling or wetting.

Our goal is to help the children establish limits for their behavior and to help children handle negative feelings through acceptable outlets. We try to include the children in the process of making class rules. We try to provide individual attention to help children deal with a particular situation. For example, if a child hits another child, we discuss the feelings of the children involved and suggest alternative activities and acceptable ways to release feelings of anger, frustration, etc., instead of hitting. We accept negative feelings, but not hurtful behavior.

We may try to redirect the focus of a child's behavior. We try to point out consequences of an action and discuss them with the child. For example, "Tommy, if you throw the blocks, I will have to ask you to leave the block area. Blocks are for building."

We use time out (removing a child for a few minutes from the area or activities so that the child can get calm and gain self-control). We tell him/her that when he/she is ready, he/she may return. We criticize the behavior not the child. *

We try to use positive statements. Instead of "don't", you need to use positive discipline by responding and reinforcing positive behavior with praise and approval and encouragement.

*see Behavior Section of Classroom Policies handed out at Orientation

COMMUNICABLE DISEASES

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others:

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox**	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenza*	Giardia Lamblia*	Scabies
Measles*	Hepatitis A*	Shingles
Meningococcus*	Salmonella*	
Mumps*	Shigella*	
Strep Throat		
Tuberculosis*		
Whooping Cough*		

*Reportable diseases that must be reported to the health department by the center.

****Note:** If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If a child is exposed to any excludable diseases at the center, parents will be notified in writing.

OUR CURRICULUM: YEAR-IN-REVIEW

Our curriculum is based on letter of the week and monthly themes. We structure our lessons based on the Sing and Read Series published by Frog Street Press.

September:

Themes: Back to School, apples

Colors: red, yellow, green

Letters: A & B

October:

Themes: fall, pumpkins, leaves, Halloween, Fire Prevention Month

Colors: yellow, red, orange, brown, black

Letters: C thru E

November:

Themes: Thanksgiving, family, food & nutrition

Colors: red, yellow, green, orange, brown

Letters: F thru H

December

Themes: winter, Christmas, Hanukkah, Kwanza, gingerbread

Colors: red, green, blue, purple, brown, white

Letters: H thru J

January

Themes: months of the year, animals, snowmen, winter, snow, ice

Colors: blue, white, black, silver

Letters: K thru M

February

Themes: Valentine's Day, Presidents Day, Dental Health Month

Colors: red, pink, white

Letters: M thru P

March

Themes: St. Patrick's Day, rainbows, spring, Easter, Passover

Colors: green, red, orange, yellow, blue, purple, pink

Letters: Q thru T

April

Themes: Earth Day, recycling, spring, chicks

Colors: Earth Tones, Spring Colors

Letters: U thru W

May

Themes: caterpillars, butterflies, insects, planting, Mother's Day

Colors: Review of All Colors

Letters: X thru Y

June

Themes: summer, beach, shells, ice cream, Father's Day

Colors: Review of All Colors

Letters: Z and review of A thru Z

All themes, colors and letters will be taught to all age groups at age appropriate levels and activities.

Numbers and shapes will also be incorporated into each theme. These concepts will be taught through daily activities and weekly concentration on specific numbers and shapes based on each individual age group. Science and Social Studies and Pre-Writing and Writing skills will also be taught based age appropriate activities.

TWO'S SCHEDULE

Arrival/Table Toys

Clean-up Time

Circle Time

- *Calendar Songs*
- *Weather Watch Song* (Use senses to describe current daily weather, predict future weather, and discuss seasonal changes)
- *Flag*

Mini Lesson (Letter of the Week or Theme Related)

Activity (Will vary depending on Mini Lesson)

Learning Centers

- *Literacy* -(Listening, Library Corner, & Alphabet Activities)
- *Math*- (Numbers, Shapes, Patterns, Counting, & Sorting)
- *Science/Discovery*- (Animals, Insects, Magnifying Glass, Sensory Table)
- *Computers*- (use of internet games and videos to enhance classroom learning)

Additional Centers

- *Block Play & Manipulatives*-(Bristle Blocks, Lego's, Pegs, Puzzles)
- *Art*- (Crayons, Markers, Paint, & College Materials)

Snack

Mini Lesson (Letter of the Week or Theme Related)

Activity (Will vary depending on Mini Lesson)

Gross Motor Activity

Good Bye Song/Pack Up

SCHEDULES ARE SUBJECT TO CHANGE

THREE'S SCHEDULE

Arrival/Table Toys

Clean-up Time

Circle Time

- *Calendar Math*-(Calendar Counting, Months of the Year, Days of the Week)
- *Weather Watch* (Use senses to describe current daily weather, predict future weather, and discuss seasonal changes)
- *Introduce Daily Topic*

Group Activity (Letter of the Week or Theme Related)

Learning Centers/Small Group Work

- *Literacy* -(Listening, Library Corner, & Alphabet Activities)
- *Math*- (Numbers, Shapes, Patterns, Counting, & Sorting)
- *Science/Discovery*- (Magnets, Animals, Insects, Magnifying Glass, Sensory Table)
- *Computers*- (use of internet games and videos to enhance classroom learning)
- *Blocks* (Wood, Cardboard, Lego's)
- *Art*- (Crayons, Markers, Paint)
- *Kitchen/Dramatic Play* (*Dolls, Dress-up, kitchen*)
- *Transportation* (*Cars, Trains, Trucks*)
- Sensory Table (Sand/Rice/Water)

Snack

Outside/Gross Motor Activity

AM Dismissal 11:30AM

PM Dismissal children will put jackets away & wash hands

Science (Weekly & Monthly Themed Science Experiments & Activities)

Lunch

Bathroom

Rest Time

Group Art Project (Theme- Related)

Centers (Dramatic Play, Blocks, Transportation, Sensory Table, Art Easel, & Games)

Pack-up/Closing Circle/Dismissal

SCHEDULES ARE SUBJECT TO CHANGE

PRE-KINDERGARTEN (FOURS) SCHEDULE

Arrival/Table Toys

Clean-up Time

Circle Time

- *Calendar Math*-(Calendar Counting, Months of the Year, Days of the Week, Question of the Day)
- *Weather Watch* (Use senses to describe current daily weather, predict future weather, and discuss seasonal changes)
- *Morning Message/Word Wall* (interactive method of introducing early writing & reading skills->letter/sound recognition, left to right progression, & punctuation)

Mini Lesson (Letter of the Week or Theme Related)

Group Activity (Will vary depending on Mini Lesson)

Learning Centers

- *Literacy* -(Writing/Word Wall, Listening, Library Corner, & Alphabet Activities)
- *Math*- (Numbers, Shapes, Patterns, Counting, & Sorting)
- *Science/Discovery*- (Magnets, Animals, Insects, Plants, Magnifying Glass, Discovery Bottles)
- *Computers*- (use of internet games and videos to enhance classroom learning)

Additional Centers

- *Block Play & Manipulatives*-(Bristle Blocks, Lego's, Pegs, Puzzles, Beads and Lacing)
- *Art*- (Crayons, Markers, Paint, & College Materials)

Snack

Outside/Gross Motor Activity

Jackets Away & Wash Hands

Science (Weekly & Monthly Themed Science Experiments & Activities)

Lunch

Bathroom

Rest Time

Group Art Project (Theme- Related)

Centers (Dramatic Play, Blocks, Transportation, Sensory Table, Art Easel & Games)

Pack-up/Closing Circle/Dismissal

SCHEDULES ARE SUBJECT TO CHANGE

Maywood Cooperative Nursery School
Inspiring Young Minds