



Belair Cooperative Nursery School

3120 Belair Drive, Bowie, Maryland 20715 (301) 464-5782
www.belaircoop.org

Hands-on Education

MEMBER BYLAWS & HANDBOOK

AMMENDED: MAY 2019

TABLE OF CONTENTS

BYLAWS	1
ARTICLE I: NAME	1
ARTICLE II: PHILOSOPHY.....	1
ARTICLE III: LOCATION	1
ARTICLE IV: NONDISCRIMINATORY.....	1
ARTICLE V: MEMBERSHIP.....	1
Section 1. Definitions	1
Section 2. Eligibility	1
Section 3. Method of Application	2
Section 4. Tuition, Registration Fee, Membership Fee, and Assessments	3
Section 5. Membership Obligations.....	3
Section 6. Health Requirements	4
Section 7. Suspension and Termination of Membership.....	4
Section 8. Conflict of Interest/Compensation	5
ARTICLE VI: EXECUTIVE BOARD OF DIRECTORS	5
Section 1. Officers	5
Section 2. Elections & Turnover.....	6
Section 3. Termination from the Executive Board of Directors.....	7
ARTICLE VII: COMMITTEE CHAIRPERSONS.....	7
ARTICLE VIII: STAFF	7
Section 1. Teachers	7
Section 2. Substitute Teacher	7
ARTICLE IX: HANDBOOK.....	8
ARTICLE X: AMENDMENTS.....	8
ARTICLE XI: DISSOLUTION	8
HANDBOOK	9
Section 1. Obligations of Membership	9
Section 2. School Calendar.....	11
Section 3. Drop-Off & Pick-Up Procedures	12
Section 4. Health & Safety	12
Section 5. Behavior & Discipline Policy.....	14

Section 6. Ouch Report 15

Section 7. Field Trips 15

Section 8. Birthdays 15

Section 9. Communications 15

Section 10. Student Assessments 16

Section 11. Teacher Evaluations 16

Section 12. Pupil Records..... 16

Section 13. Payments..... 16

Section 14. School Property..... 17

Section 15. Duties of Officers (in addition to Bylaws) 17

Section 16. Duties of Committee Chairpersons (Jobs)..... 19

BYLAWS

ARTICLE I: NAME

The name of this non-profit, non-sectarian, non-partisan organization shall be the Belair Cooperative Nursery School, Inc.

ARTICLE II: PHILOSOPHY

The philosophy of the nursery school invites children to live in their environment, society and culture and become interactive with their world and with each other. Its emphasis is on the child becoming more aware of him or herself in relationships with the natural, social and cultural environments. To achieve this, the child is exposed to many of the phenomena of the world around them. Elements of the American culture are introduced and the child is made aware of other cultures throughout the world.

Furthermore, each child is made to feel that he or she is a contributing member of the small society within which he or she lives. The nursery school provides an environment where children have a group experience extending the values of the family life and providing an opportunity for involvement in democratic living.

Belair Cooperative Nursery School attempts to provide a program which is appropriate to the child's stage of development and which will be personally satisfying to helping that child make the most of his or her potential. Close parental involvement is an important factor in the school's operation. The members form the administration of the school. The members are also responsible for hiring the teachers.

ARTICLE III: LOCATION

The location of Belair Cooperative Nursery School will be in accordance with the terms of a contract renewable annually by the Executive Board of Directors.

ARTICLE IV: NONDISCRIMINATORY

- A.) Belair Cooperative Nursery School does not discriminate on the basis of race, color, sex, religion, or national origin in the admissions of students, employment of staff, nomination or election of officers, or in the placement of committee chairpersons.

ARTICLE V: MEMBERSHIP

Section 1. Definitions

- A.) "Current Members", herein also referred to as "Members", are individuals who fulfill all of the participation and financial requirements of the current school year. Each member is defined so that there is one membership unit held jointly by the child's parent(s) and/or legal guardian(s) for each child enrolled in the school. Each current membership unit shall have one vote.
- B.) "Associate Members" are individuals who have previously registered and attended Belair Cooperative Nursery School.

Section 2. Eligibility

- A.) All children must be fully toilet trained. Wearing pull-ups, training pants or diapers is prohibited.
- B.) To enroll into the 3's class:

- a. The child must reach the age of three years old by September 1. Only associate members may enroll a child if that child's birthday occurs after September 1 and before October 15 and they must also receive approval from the teacher and Board of Directors. No more than three students whose birthdays are after September 1 and prior to October 15 may attend the same class.
- C.) To enroll into the 4's class:
 - a. The child must be four years old by October 15.
- D.) To enroll into the 4/5's class:
 - a. The child must be four years old by September 1.
 - b. Receive approval from the teacher and Board of Directors.
- E.) To enroll into the Enrichment class:
 - a. The child must be concurrently enrolled in either the 4's or 4/5's class or be a returning student.
 - b. Receive approval from the teacher and Board of Directors.
- F.) Approval Process and Observation Period
 - a. A classroom trial period may be necessary to determine if a child is eligible to attend a certain class. Parents/guardians are required to pay all necessary tuition and fees in order to reserve the child's spot on the roster and are also required to fulfill of their membership obligations.
 - b. If after observing a child for at least four weeks, a teacher feels that the student is not performing at a developmental level in accordance with their chronological age, the teacher along with the Executive Board of Directors may then recommend to the parent/guardian that the child be placed in a class that best fits the needs of the student.

Section 3. Method of Application

- A.) The registration packet, registration fee and May tuition must all be received in order for the child to be placed on the roster.
 - a. An exception for May tuition payment may be made for current members registering a child for the following school year. In those cases, May tuition for the following school year will be due May 1 of the current school year. Failure to submit the following year's May tuition by May 1 of the current school year will forfeit that child's placement on the roster, and the child will be placed on the waiting list.
- B.) Order of preference shall be given to:
 - a. Current members
 - b. Associate members
 - c. Public registration on a first come, first serve basis
- C.) The maximum enrollment for each class shall be in accordance with the licensing requirements.
- D.) Once all slots in any given class has been filled, applicants may choose to be placed on the waiting list in chronological order in which they are received.
 - a. The registration packet and non-refundable registration fee are required in order to be placed on the waiting list.
 - b. When an opening is offered to an applicant on the waiting list, they will have one week to submit the May tuition payment in order to be placed on the roster. After that time, the next applicant on the waiting list will be offered the position.

Section 4. Tuition, Registration Fee, Membership Fee, and Assessments

- A.) The Executive Board of Directors, in accordance with operation expenses, shall determine the rate of monthly tuition, annual registration fee, and membership fee. Once a full registration fee has been paid for a child, successive yearly registration fees shall be paid at a reduced rate determined by The Executive Board of Directors. Thirty days' notice will be given if tuition or fees are to be increased.
- B.) The annual registration fee is to be paid per child each year and is due at the time of registration in order to be placed on the roster. All registration fees are non-refundable.
- C.) The membership fee is due by September 1st and is refunded after the end of the school year as long as all membership obligations have been met. Any member who has not fulfilled all of the membership obligations and returned their job folder will forfeit their membership fee. A member may request that their membership fee "roll over" to the subsequent year if they will be a returning member that has fulfilled all their membership obligations from the previous year.
- D.) Tuition is due by the 1st of each month. There will be a grace period determined by the Executive Board of Directors. If tuition is not received in full by the end of the grace period, a fee determined by the Board of Directors will be assessed.
- E.) Tuition at a discount may be offered if full payment is received by September 1st. Rate for tuition payment in full for a discount is determined by the Executive Board of Directors.
- F.) The full amount of tuition will be paid per month regardless of what fraction of the month the child is attending or not attending. However, tuition for the last month of the school year shall be paid during the registration period for the following school year.
- G.) A working balance no less than three month's operating expenses shall be retained at the end of each school year. An assessment will be made each May, if necessary, to ensure that the required funds will be available for the following school year.

Section 5. Membership Obligations

- A.) All members shall be scheduled for classroom participation. If there is no parent helper in a class for any reason, class will be cancelled for that day.
 - a. Members may exchange assigned classroom participation days, but must report these changes in advance to the appropriate class schedule coordinator and the Secretary.
 - b. If a member becomes unable to participate for a prolonged period, not to exceed two months, during the year, the time missed shall be made up either before or after such absence. For any absence exceeding the two-month maximum, it will be the responsibility of the member to arrange the exchange of participation days. In the event this is impossible, the matter shall be referred to the Board of Directors for an equitable solution.
 - c. Members may not bring siblings or other children to the school on the day of participation.
 - d. Members are required to arrive 15 minutes prior to the start of class and expected to remain for the entire program including lunch bunch until the last child is picked up, all parent helper duties have been completed, and have been dismissed by the teacher.
 - e. Members who miss their day of participation in the classroom without notice or swapping coverage with another member are subject to a fine determined by the Executive Board of Directors.

- f. Members having more than one student registered shall be scheduled for classroom participation for each child.
- B.) Attendance at all four general membership meetings is mandatory for all current members.
 - a. Members are required to have a minimum of one family member attend each general membership meeting.
 - b. Members are required to arrive and sign in within 15 minutes from the meeting's start and stay for the duration in order for that meeting to count for full attendance.
 - c. Members may incur a fine determined by the Executive Board of Directors for each absence.
- C.) Each member must serve on one committee per child and class enrolled. If a member is elected to hold an officer position, this will be in lieu of holding multiple committee positions.
- D.) Each member is required to participate in no more than two family weekend cleanings of the entire school and one group cleaning during the school year. If a member fails to satisfactorily complete a family weekend or group cleaning a fine determined by the Executive Board of Directors will be imposed. Board members are exempt from family weekend and group cleanings.

Section 6. Health Requirements

- A.) As required by Maryland state law, before the first day of school, the Vice President – Membership must be presented with the following:
 - a. Evidence of a recent completed physical examination
 - b. Record of all immunizations of the enrolled child
 - i. If a child is not vaccinated due to medical or religious reasons, the parents or guardians must sign a waiver releasing Belair Cooperative Nursery School and its officers, staff, students and parents or guardians from any liability that is a result of said child not being vaccinated.
- B.) Anyone who is participating in the classroom as a parent helper must comply with all state requirements including having a completed medical form and fingerprinting with background check using the school's CJIS number on file.
- C.) Members are required to notify the school immediately if their child has been diagnosed with a communicable disease (examples include, but are not limited to pink eye, strep throat, chicken pox, lice, impetigo, hand foot mouth, etc.). The President will notify all members of the incidence. A child cannot return to school until they are totally free of all symptoms for 24 hours; in some cases, a doctor's note may be required.
- D.) Any existing and/or continuing health condition, developmental delay, or disability of any student or participating adult should be made known to the teachers and Board of Directors.

Section 7. Suspension and Termination of Membership

- A.) Voluntary Termination
 - a. Written notice of withdrawal must be given to the Vice President of Membership prior to the start of the month for which they no longer plan to attend.
 - b. Withdrawing early from the school does not entitle a member to a May tuition refund, nor can the tuition be applied to another month. Students attending any days within a given month are required to pay full tuition for that month.
- B.) Suspension

- a. If a member's account remains in default by the end of a month, all privileges of membership will be suspended. If, after notice, the default in payment can't be reconciled within a time frame determined by the Board of Directors, the membership in default shall be terminated.
 - b. In following the behavior & discipline policy, a student may be suspended for a period of time determined by the Board of Directors.
- C.) Involuntary Termination of Membership
- a. If a teacher recommends and the Executive Board of Directors approves, a student's enrollment may be terminated due to that student's failure to adapt to the class in which enrolled.
 - b. Membership may be terminated due to the lack of cooperation by the parents with the school's efforts to resolve differences and/or to meet the student's needs through parent/teacher meetings or conferences.
 - c. Membership may be terminated due to abusive or negative behavior including, but not limited to, use of offensive language, yelling, grabbing, throwing, hitting, or verbal threats from student or parent/guardian.
 - d. The Executive Board of Directors may cancel any membership if that member fails to adhere to the school's bylaws or handbook.

Section 8. Conflict of Interest/Compensation

- A.) No Member of the school shall have any personal financial interest, direct or indirect, in any activity undertaken by the school. No Member shall receive monetary compensation for their service to the school.

ARTICLE VI: EXECUTIVE BOARD OF DIRECTORS

The Officer positions of President, Vice President – Membership, Vice President – Jobs Coordinator, Vice President – Special Events, Secretary, and Treasurer shall collectively be the Executive Board of Directors. These officers shall hold regular meetings at least once every four months. Each officer shall be required to have current CPR and First Aid certification as well as being fingerprinted with background check using the school's CJIS number each year. Belair Cooperative Nursery School shall cover the cost of these for each officer.

Section 1. Officers

- A.) President
 - a. Shall exercise a general supervision over the affairs of the organization.
 - b. Shall preside over all general membership and Executive Board of Directors meetings.
 - c. Shall have the power to enter into contracts on behalf of the school in conjunction with the Treasurer. Affixing signatures to documents for the purpose of representing the school does not make the officer individually liable.
 - d. Shall have access to all funds and financial records.
 - e. Shall ensure that the school complies with all state regulations and passes the annual fire inspection.
 - f. Shall maintain an up to date liability insurance policy, unemployment insurance, and workers compensation.
 - g. Shall conduct two teacher evaluations. The first will take place mid school year and the second will be at the end of the school year.

- h. When necessary, determines the tie breaking vote.
- B.) Vice President – Membership
 - a. Shall act as an aide to the President and shall perform the duties of the President in the President’s absence. However, in the case of resignation, disability, or death of the President, the Board of Directors may declare the office vacant and elect any eligible member president.
 - b. Shall be responsible for planning and executing all of registration requirements and termination of memberships.
 - c. Shall maintain a class roster containing but not limited to the enrollment and termination dates.
- C.) Vice President – Jobs Coordinator
 - a. Shall have the power to appoint, recall, or replace any committee chairperson at any time.
 - b. Shall assume any committee position that becomes vacant until they have appointed or reassigned it to another member.
- D.) Vice President – Special Events
 - a. Shall oversee and assign duties where necessary for all Special Events Support Chairpersons in coordinating the planning and execution of all special events.
- E.) Secretary
 - a. Shall take attendance and keep a full and complete record of minutes for all general membership and Executive Board of Directors meetings.
 - b. Shall post a copy of written minutes of general membership meetings for the membership and teachers to view.
 - c. Shall email a copy of Executive Board of Director meeting minutes to all Officers.
 - d. Shall file paper copies of all general membership and Executive Board of Director meeting minutes.
 - e. Shall keep a current copy of the Bylaws and Handbook and make necessary changes when appropriate.
- F.) Treasurer
 - a. Shall have custody of all funds and financial records and shall keep accurate books of accounts of all transactions.
 - b. Shall have the power to enter into contracts on behalf of the school in conjunction with the President. Affixing signatures to documents for the purpose of representing the school does not make the officer individually liable.
 - c. Shall be responsible for processing payroll, submitting liabilities, and paying all bills on behalf of the school.
 - d. Shall submit all necessary tax forms by due dates.
 - e. Shall have the books audited by a disinterested accountant at the request of the Executive Board of Directors.
 - f. Shall close the books on June 30 each year.

Section 2. Elections & Turnover

- A.) Any current, associate, or incoming member in good standing with the school is eligible for nomination. A member having at least one year experience with the school is preferred to fill the positions of President, Vice President – Membership, and Treasurer.

- B.) During the last general membership meeting of the school year, each Officer position shall be determined by a majority vote of all present members.
- C.) Each position shall be held for a term of one year beginning July 1 and ending on June 30.
- D.) Each Officer shall promptly turn over to his/her successor all monies, property, books, records, and documents pertaining or belonging to the school by the end of term or immediately upon resignation or termination.

Section 3. Termination from the Executive Board of Directors

- A.) Any Officer may choose to resign their position by written notice (including but not limited to email, text, or paper note). Once a resignation has been acknowledged, it may not be rescinded except by two-thirds vote among the remaining Board Members.
- B.) An Officer may be removed for cause by a two-thirds vote by remaining Board Members and served with a written notice.
- C.) An Officer that has been removed or resigns with the intent to continue membership will be assigned a committee position by the Executive Board of Directors.
- D.) Vacancies created during the school year may be temporarily filled by a current officer of the Board except the positions of President and Treasurer may not be held by the same member. A vacancy may then be filled by an additional member accepted by a two-thirds vote of the remaining Board of Directors. An Officer elected to fill a vacancy shall hold office for the unexpired term of his/her predecessor.

ARTICLE VII: COMMITTEE CHAIRPERSONS

Any member not serving on the Executive Board of Directors is required to serve as a Committee Chairperson. Members will be appointed to a Committee by the Vice President – Jobs Coordinator and may be changed during the school year based on the needs of the school. Each Committee Chairperson is required to fill out a “Job Evaluation Report” due the first open school day following the winter break and an additional report is due by the last general membership meeting to the Vice President – Jobs Coordinator. Failure to turn in the job evaluation reports by the due dates will result in a fine determined by the Executive Board of Directors.

ARTICLE VIII: STAFF

Section 1. Teachers

- A.) In case of hiring, dismissal, or contract renewal of a teacher there must be two-thirds vote of the Executive Board of Directors.
- B.) Shall have their duties and wages established by an annual contract signed by the President and Treasurer.
- C.) Are eligible, but not entitled to receive a year-end bonus based on performance in an amount determined by the Executive Board of Directors.
- D.) Shall be evaluated twice during the school year. The first evaluation will take place mid school year and the second will be at the end of the school year.
- E.) Do not have voting privileges.

Section 2. Substitute Teacher

- A.) When the need for a substitute teacher arises, an Officer on the Executive Board of Directors shall fill the need. If no one on the Board is available to substitute teach, class for that day will be canceled.

- B.) Each substitute teacher is required to have current CPR and First Aid training as well as fingerprinting with background check using the school's CJIS number on file with the school.
- C.) In order to be paid, substitute teachers are required to fill out a substitute teacher form and submit it to the Treasurer within 30 days of the date of substitution or June 15, whichever occurs first. Substitute teachers are paid at a rate determined by the Board of Directors.
- D.) Substitute teachers are paid only for actual hours worked and will not be paid for school delays or cancellations.

ARTICLE IX: HANDBOOK

Belair Cooperative Nursery School's Handbook supplement these Bylaws and shall be binding on all current members.

ARTICLE X: AMENDMENTS

These by-laws may be altered, amended, or repealed and new by-laws may be adopted by the vote of two-thirds of the current members. Written notice of the proposed changes must be given at least 30 days in advance of the meeting in which voting is scheduled to take place.

ARTICLE XI: DISSOLUTION

Should Belair Cooperative Nursery School be dissolved, the Executive Board of Directors shall be responsible for liquidation and disposition of all assets, including equipment and cash on hand. Upon dissolution, all assets remaining after payment of all liabilities shall be distributed to another educational nonprofit.

HANDBOOK

Section 1. Obligations of Membership

A.) Classroom Participation

a. General

- i. The Parent Helper must arrive to the school by 8:45am on a standard school day or by 9:45am if a school delay has been issued, and stay until the last student has been picked up.
- ii. If the Parent Helper will be late for any reason, they must notify a board member immediately. Another eligible member must cover the absent Parent Helper until they arrive in order to prevent class from being cancelled.
- iii. The Parent Helper may not leave the school for any reason, at any time during their day of participation. If an emergency causes the need for the Parent Helper to leave, another eligible member must come in and be present to cover the remaining time before the Parent Helper may leave.
- iv. If there are excessive tardiness and/or an absence there will be a fee of \$60 assessed per incident on a standard day or a fee of \$75 for a lunch bunch day.
- v. Parent Helpers should refrain from using their cell phones during class hours. If an emergency call must be conducted, the Parent Helper should do this quickly in an area away from the students and in a quiet voice.

b. Before School

- i. Write date in sign-in book.
- ii. Make sure classroom and bathroom are clean and stocked with soap, paper towels and toilet paper.
- iii. Ask teacher if there's anything else you can do before children arrive.
- iv. Open front door at 8:50am.

c. During Drop-Off

- i. Greet and assist parents and children as they arrive.
- ii. Remind parents to sign their child in on the sign in sheets.
- iii. Be sure each child sanitizes or washes their hands before entering the classroom.
- iv. Close and lock the front door at 9:10am

d. During Class

- i. Clean up after each classroom activity.
- ii. Escort children to the bathroom and make sure they properly wash hands before returning to class.
- iii. Disinfect tables before and after snack. Follow the snack schedule found in the kitchen and serve with option of juice or water.

e. During Pick-Up

- i. Unlock front door at 11:50am.
- ii. Only allow two parents at a time into the classroom.
- iii. Remind parents to sign out and to clear out their child's cubby.
- iv. Monitor traffic flow; do not allow lingering. 4/5's and Enrichment classes should exit through the door in the classroom directly to the parking lot. 3's and 4's class should exit through the back door to the playground.

f. School Closing

- i. Hall Bathroom: Disinfect sinks, clean mirror, clean and disinfect toilets, and mop floor. Refill paper towels and soap.
- ii. Tables, Chairs, and Teacher Work Area: Disinfect tables and chairs to remove crumbs, glue, paint, etc. Stack chairs.
- iii. Classroom Floor and Rugs: Sweep and vacuum entire area including under the tables. Mop using vinegar/water mixture. Put chairs back.
- iv. Rainy-Day Room: Clean chalkboards and vacuum entire floor.
- v. Kitchen: Disinfect sink, clean counters, clean microwave, put items away, etc. Sweep and mop floor.
- vi. Hallway & Office: Vacuum entire hallway and office floors.
- vii. Trash: Take out classroom, office, bathroom, rainy-day room, and kitchen trash and place it in the containers next to the church on the way out of the parking lot.
- viii. Check with teacher to see if anything else needs to be done before leaving.
- ix. Make sure all windows are closed and latched and both the front and the back doors are locked and all lights are off before you leave.

B.) Attend all General Membership Meetings

- a. It is the responsibility of each member to inform the President of the reason for any absence a minimum of 2 weeks prior to the meeting date. Emergency situations will be considered on a case-by-case basis.
- b. Unexcused absences will result in a \$100 fine per occurrence.
- c. A member with an excused absence may choose to participate in an additional group or family weekend cleaning day or pay the fine.

C.) Officer or Committee Chairperson (Job)

- a. Each member is required to fulfill their committee or officer duties in order to help run the school. Should you have any problems understanding or completing your job contact the Vice President – Jobs Coordinator for assistance. Failure to complete your duties will result in a monthly fine of \$80 until resolved and your child may not be able to attend school until all fines have been paid.
- b. Each Committee Chairperson is required to fill out a job evaluation report and turn it into the Vice President – Jobs Coordinator. The first job evaluation report is due the first day back to school after winter break and another is due at the last general membership meeting for the school year. Failure to turn in your job evaluation reports by the due dates will result in a \$80 fine.
- c. Job Folders must be returned by the last school day.

D.) Housekeeping

- a. Group Cleaning
 - i. Each member must sign up for one of the three group cleanings of the school year. Sign-up sheets with dates will be posted by the Housekeeping Chairperson on the BCNS news board.
 - ii. Members must sign in for attendance by 10am on the day of cleaning.
 - iii. The Housekeeping Chairperson will open the school, assist in directing members with tasks, and lock up the school when the cleaning has been completed.
 - iv. No one is permitted to leave until all the tasks have been completed. If you finish a certain task before others are finished with theirs, begin to help where

needed until all tasks are completed. Leaving early may result in the full fine amount.

- v. Failure to complete a group cleaning will result in a \$100 fine.
- b. Family Weekend Cleaning
 - i. The Housekeeping Chairperson will schedule family weekend cleaning dates, post the schedule on the BCNS news board, and the schedule will be published in the Bellringer. If you cannot attend on your scheduled day, you are responsible to find someone to trade with and must notify the Housekeeping Chairperson of the trade.
 - ii. A housekeeping key may be signed-out from the housekeeping binder no earlier than the Thursday before your scheduled weekend and must be returned and signed back in no later than Sunday evening.
 - iii. Cleaning may not begin any earlier than Friday after all students have left the building and it must be completed by Sunday night.
 - iv. All tasks listed on the "Family Weekend Cleaning Duties" paper located in the housekeeping binder in the rainy-day room must be completed.
 - v. Failure to complete a family weekend cleaning will result in a \$125 fine.

Section 2. School Calendar

A.) Class Schedule

- a. The 3's and Enrichment classes will be held on Tuesdays and Thursdays from 9am until 12pm
- b. The 4's and 4/5's classes will be held on Monday, Wednesday, and Fridays from 9am until 12pm
- c. The Board of Directors will predetermine closed school days using Prince George's County School calendar as a guideline, but may choose to act independently.

B.) Lunch Bunch

- a. Will begin in October and continue through May.
- b. Each student must provide his or her own tree nut and peanut free lunch.
- c. Will be held the 2nd and 4th Thursdays of each month for the 3's class.
- d. Will be held the 1st and 3rd Fridays of each month for the 4's and 4/5's classes.
- e. Lunch bunch days will extend school hours until 1:30pm.
- f. Is subject to change.

C.) School Closings, Delays, or Early Dismissal

- a. In the event of inclement weather, the school will generally follow the decision announced by Prince George's County School system, but may choose to act independently from their decision.
 - i. When Prince George's County Schools are closed, BCNS is closed.
 - ii. When Prince George's County Schools open 1 or 2 hours late, classes will be held from 10am to 12:30pm on a standard day or 10am to 1:30pm on a lunch bunch day.
 - iii. When Prince George's County Schools close 2 hours early, all classes will end at 12pm. If it is a Lunch Bunch day, Lunch Bunch will be cancelled.
- b. Cancelled school days will not be made up.
- c. Members will be notified if field trips or other school related events are cancelled.
- d. Class will be cancelled if there is no Parent Helper in the classroom.

- e. Other emergencies such as power or mechanical failures may warrant the need to cancel classes.
 - f. Members will be notified of any closure or delay via email, text, and/or automated phone call.
- D.) Parent/Teacher Conferences
- a. Parent/Teacher Conferences will be held for each class in January. Class will not be in session during the conference day for that class. The Teacher will provide a sign-up sheet to determine conference times with each child's parent/guardian. A written progress report is reviewed with the parents/guardians during the conference.

Section 3. Drop-Off & Pick-Up Procedures

- A.) Arrive no earlier than 10 minutes before class begins and no later than 10 minutes after class ends. A fee of \$1 will be charged for every one minute a child is dropped off before 8:50am and \$1 per minute for any child who is not picked up after 10 minutes have passed since the end of class. Exceptions may be made for special situations (i.e. traffic accidents, car problems). All incidents will be recorded, and after the third early or late arrival, a fee will be assessed and included in the next month's tuition payment.
- B.) If you are late dropping off your child, you may knock on the front classroom door (directly across from the main entrance) to be let in.
- C.) If you are going to be late picking up your child for any reason, you must call another member to watch your child until you arrive.
- D.) The parking lot has a one-way counter clockwise flow.
- E.) NEVER leave children unattended in the car.
- F.) Hold your child's hand while in the parking lot.
- G.) No child may be left unsupervised on the school premises.
- H.) Be courteous by not lingering as this tends to block hallways, doorways or bathrooms.
- I.) Flow for the 3's and 4's classes:
 - a. Enter the building directly into the rainy-day room
 - b. Sign the student in/out
 - c. Hang up or pick up student's backpack, jacket, and any other items
 - d. Form a line outside the classroom door against the cabinets in the hallway
 - e. Only 2 parents should enter the classroom at a time
 - f. Exit through the back door to the playground
- J.) Flow for the 4/5's and Enrichment classes:
 - a. Enter the building directly into the rainy-day room
 - b. Sign the student in/out
 - c. Hang up or pick up student's backpack, jacket, and any other items
 - d. Form a line behind the door to the hallway
 - e. Only 2 parents should enter the classroom at a time
 - f. Exit through the classroom's door that goes out to the parking lot

Section 4. Health & Safety

- A.) Illness Policy
 - a. A child should not attend school if he or she has any of the following:
 - i. Fever of 100°F or higher
 - ii. Diarrhea once in a day, with a fever

- iii. Diarrhea two times in a day, without a fever
 - iv. Vomiting one time a day, with a fever
 - v. Vomiting two times in a day, without a fever
 - vi. Excessive coughing, difficulty breathing
 - vii. Excessive runny nose with colored mucus
 - viii. Listlessness or inability to participate normally in activities
 - b. If the teacher feels that a child is not well enough to be in school, the parent/guardian will be notified by telephone. In the event that the parent is not able to be reached, one of the emergency contacts listed on the child's emergency form will be called to pick up the child.
 - c. The school must be notified if a student has been diagnosed with a communicable disease (examples include, but are not limited to pink eye, strep throat, chicken pox, lice, impetigo, hand foot mouth, etc.)
 - d. Before returning to school, the child must be symptom free for 24 hours and in some cases, a doctor's note may be required.
- B.) Allergy Policy
 - a. The school is completely tree nut and peanut free. No food containing tree nuts or peanuts may enter the school at any time including lunch bunch.
 - b. A list of children and their allergy will be posted in the kitchen.
 - c. Parent/Guardian of a child with certain food allergies may be asked to send in suitable snacks for that child.
- C.) Reporting Child Abuse and Neglect
 - a. Information on the signs and symptoms of child abuse and neglect will be posted in each classroom.
 - b. A verbal report should be made immediately upon the reporter having suspicion that child abuse or neglect has occurred to P.G. County CPS (301.909.2450, or 301.699.8605 for after hours) or the local police department (P.G. County non-emergency dispatch: 301.352.1200)
 - c. Reporting form DHR/SSA 180 must be completed within 48 hours following the verbal report to:
 - i. The local department of social services; and
 - ii. The local State's Attorney's office.
 - d. Must notify the President of the school.
- D.) Playground Rules
 - a. Children should play without chasing, hitting, fighting, pushing or teasing.
 - b. Tricycles and riding toys are to only be ridden in the direction of the arrows at the top of the hill. Crashing is not allowed.
 - c. No playing with sticks.
 - d. No throwing rocks, dirt, or sand.
 - e. Shovels, trucks and other sand toys must stay in the sand box.
 - f. Rules for the slide:
 - i. Children should face the steps when climbing up or down the ladder.
 - ii. Children should sit with their feet first when they slide down, keeping legs on slide at all times.
 - iii. Children waiting to climb the ladder should wait at the bottom of the steps on the ground until the child at the top of the slide goes down.

E.) Clothing

- a. Play clothes and closed toe shoes are the most appropriate school attire.
- b. Outer clothes should be easy for the child to put on and take off by themselves. Help your child to become self-reliant by making it possible for the child to dress without help.
- c. In cold weather, be sure your child is dressed adequately for the playground.
- d. All loose clothing, lunch boxes, water bottles, etc. should be labeled with child's name.
- e. All children should bring a backpack labeled with their name, a change of weather appropriate clothes, and a water bottle to the school every day.

Section 5. Behavior & Discipline Policy

- A.) To prevent unacceptable behavior from occurring the Teacher and Parent Helper will:
 - a. Model appropriate behavior.
 - b. Use encouragement and praise when they see a student being good.
 - c. Arrange the classroom and provide a variety of activities so that students will not need to be in conflict.
- B.) When unacceptable behavior occurs or is about to occur, the Teacher will first use:
 - a. Verbal Intervention – reminder that the behavior is unacceptable and give an acceptable alternative.
 - b. Redirection – change the focus of the activity or behavior toward a constructive activity or behavior.
 - c. Problem Solve – assist the student in giving examples of solutions.
- C.) If inappropriate behavior continues or if behavior includes physical aggression, destructiveness, or tantrums a time-out will be used. During a time-out the student will be seated apart from the group but not out of sight or hearing of the Teacher. A timer will be set for no longer than 3 minutes for a 3's student and no longer than 4 minutes for a 4 or 4/5's student.
- D.) At no time is there verbal belittlement, ridicule, or any form of corporal punishment by the Teacher or the Parent Helper.
- E.) Guidelines for behavior that result in time-outs:
 - a. The first incident will be recorded on a Discipline Report and discussed with the parent/guardian.
 - b. The second incident will result in a Discipline Report and conference with the Teacher and at least one Board member to discuss behavior and establish a plan of action.
 - c. The third incident will result in the parent/guardian being called to come pick up their child from school, a Discipline Report, and another conference with the Teacher and Board to continue the discussion to understand what might be causing the problem. Referral for outside advice may be suggested. In addition, the child may face suspension for a period of time to be determined by the Board and Teacher.
 - d. The Board of Directors may terminate any child's enrollment if any further incidents occur or if any of the following conditions exist:
 - i. The school cannot meet the child's need.
 - ii. The parents/guardians are not able to work with the school to find an acceptable solution.
 - iii. The continuing behavior endangers the well-being of the other children, teachers, members, or themselves.

Section 6. Ouch Report

- A.) In the case of an injury (i.e. blood and/or bruises), the teacher will fill out an Ouch Report. This will be given to the parent/guardian at the close of the school day to be signed.

Section 7. Field Trips

- A.) A completed permission slip and any applicable payments must be submitted to the Field Trip Coordinator one week prior to the field trip date.
- B.) No refunds will be issued for members who have paid but can no longer attend for any reason.
- C.) Family including siblings and grandparents may attend field trips, unless otherwise specified by the Field Trip Coordinator. Please save inviting friends out for other non-school related activities.
- D.) Students are encouraged to wear our school's shirt for all field trips.
- E.) Students should come dressed appropriately for the weather and activity of the field trip. Bringing a water bottles and snacks for siblings is also encouraged.
- F.) The scheduled Parent Helper is responsible for bringing snack to the field trip location for all students. Snack items may be picked up at the school prior to the field trip. Snacks for siblings is the responsibility of their parent/guardian.
- G.) The teacher is responsible for bringing and returning the first aid bag with emergency contact binder to all off site field trips. The bag must be carried to the field trip site, not left in a car.

Section 8. Birthdays

- A.) On or near a student's birthday the parents may bring a special treat to school for all students in their child's class. Arrangements must be made with the teacher prior to the occasion.

Section 9. Communications

- A.) Bellringer
 - a. Contributions for the Bellringer must be submitted to the Secretary no later than Friday of the week in which the contribution is to be published.
 - b. Will be distributed via email to the membership and teachers each Sunday of the school year.
- B.) Email
 - a. Executive Board of Directors
 - i. BCNSBoard@belaircoop.org - includes all current Board Members
 - ii. president@belaircoop.org
 - iii. membership@belaircoop.org
 - iv. jobs@belaircoop.org
 - v. specevents@belaircoop.org
 - vi. secretary@belaircoop.org
 - vii. treasurer@belaircoop.org
 - b. Class Email
 - i. 3sClass@belaircoop.org
 - ii. 4sClass@belaircoop.org
 - iii. 45sClass@belaircoop.org
 - iv. enrichment@belaircoop.org
 - c. Entire School Email (including teachers)

- i. BCNS(beginning year)@belaircoop.org (example: BCNS2018@belaircoop.org would be the email address for the 2018-2019 school year)
- C.) Social Media
 - a. "Belair Cooperative Nursery School" public Facebook page
 - b. "BCNS Members" private Facebook group
 - i. Must request to join this private group and is for current BCNS members only.
 - ii. Members not returning for the following year will be deleted by the first day of the new school year.
- D.) BCNS News Board
 - a. Located in the rainy-day room.
 - b. Housekeeping Chairperson will post family weekend cleaning schedule and group cleaning sign-up sheet.
 - c. Secretary will post minutes from the most recent general membership meeting for the membership and teachers to review.
 - d. Information pertaining to any school related events or fundraisers may be posted on the bulletin board.

Section 10. Student Assessments

- A.) Student assessments will be conducted for each student by the teacher and reviewed at the parent/teacher conferences held in January. There will be no classes held on parent/teacher conference days.
- B.) A final student assessment will be conducted by the teacher at the end of the school year and distributed in May prior to school closing.

Section 11. Teacher Evaluations

- A.) Members will receive a request to fill out school and teacher evaluations mid school year and again at the end of the school year. These evaluations are to be anonymous.

Section 12. Pupil Records

- A.) Records are kept at the school on each student. Contained in each file may include but are not limited to all application forms, all health and safety forms for both parents/guardians and child, emergency information, fingerprinting/background documents, parent/guardian CPR certifications and any discipline or ouch reports. These records are made available to the teachers, the Executive Board of Directors and upon request, the parent or guardian of the student.
- B.) A copy of each student's emergency contact form is placed in a binder in the rainy-day room for the Teachers, Executive Board, or Parent Helper to access when needed.
- C.) Student's records may be released to anyone other than parent/guardian only upon written request from that student's parent/guardian.
- D.) Records for each student will be maintained for at least two years after the student is withdrawn. Any records destroyed after that time will be shredded.

Section 13. Payments

- A.) Methods of Payment
 - a. Check payments should be made out to BCNS with your child's name and what is included in the check amount (tuition, field trip etc.) on the memo line. Place your

check into the gray payment box that is mounted above the righthand set of cubbies as you walk into the rainy-day room.

- b. Cash payments should be placed into an envelope labeled with your child's name and what the money is for (tuition, field trip, etc.). A board member must verify all cash deposits prior to placing it into the payment box and will provide you with a written receipt.
 - c. PayPal payments may be sent to treasurer@belaircoop.org. Please be sure to select "friends & family" before making your payment. Your child's name and what is included in the payment (tuition, field trip, etc.) should be included in the memo field.
- B.) Late Fees & Fines
- a. Tuition is due on the 1st of each month. There will be a grace period until the 10th of the month. If payment is not received by the 10th of the month, a \$5-per-day late fee will be charged for every business day until a member's account has been paid in full. If the 10th of the month falls on a weekend or holiday, payment must be received by the first open school day following the weekend or holiday to avoid the late fee.
 - b. A returned check fee of \$25 will be charged for each check payment that is returned.
 - c. All fines assessed are due within 30 days of written notice.
- C.) Reimbursement
- a. The school will reimburse members for all approved purchases within their officer or committee position.
 - b. You must fill out a "Reimbursement Request Form", staple all sales receipts to the form, and place it in the treasurer's folder in the rainy-day room.
 - c. All reimbursement requests must be made within 30 days of the expense or by June 15, whichever is first.
- D.) Substitute Teacher
- a. Any eligible substitute teacher will be paid at a rate of \$15 per hour.
 - b. Substitute hours are 8:30am to 12:30pm on a standard day, 8:30am to 1:30pm on a lunch bunch day, or for actual hours worked within those times based on the teacher's substituting needs.
 - c. Substitutes will not be paid for school closures, delays, or early dismissals.

Section 14. School Property

- A.) Belair Cooperative Nursery School reserves the right to seek legal recourse in the event of theft, loss, or misuse of any school property, including but not limited to equipment, supplies, keys, and documents.

Section 15. Duties of Officers (in addition to Bylaws)

- A.) President
 - a. Prepares a proposed school calendar for the next school year that generally follows the Prince George's County Public Schools openings and closings for the Board of Directors to approve.
 - b. Responsible for publicizing the school for registration through community advertisements.
 - c. Immediately notifies the general membership of any incidences where a student has been diagnosed with a communicable disease.
 - d. Sets up CPR classes when necessary.

- B.) Vice President – Membership
 - a. Responsible for maintaining enrollment as close to capacity as possible for all classes.
 - b. Creates and distributes all class rosters.
 - c. Maintains an accurate waiting list of applicants.
 - d. Responsible for hosting all open houses and conducting tours of the school as needed.
 - e. Keeps all necessary school, health, and state forms up to date and on file at the school.
 - f. Maintains the class, board, and entire school email addresses.
- C.) Vice President – Jobs Coordinator
 - a. Ensures that all Committee Chairpersons understand and are completing their job duties throughout the school year.
 - b. Effectively communicates all needs and desires for the school from the Board of Directors to the appropriate Committee Chairperson.
 - c. Ensures that each Committee Chairperson completes the required job evaluation report by the due date.
 - d. Maintains updated and accurate job folders for each Committee Chairperson.
- D.) Vice President – Special Events
 - a. Responsible for overseeing all aspects of school wide special events.
 - b. Directs all Special Events Support Chairpersons to execute the needs of each special event.
 - c. Effectively communicates all details pertaining to each event to the Board of Directors and the membership.
 - d. Ensures that all items used for events are cleaned and properly stored.
- E.) Secretary
 - a. Responsible for producing and sending out the Bellringer each Sunday of the school year.
 - b. Prints and distributes a copy of the current Bylaws and Handbook to all members at the first general membership meeting.
 - c. Creates and prints agenda and attendance record for all general membership meetings; attendance record is to be given to the Treasurer.
 - d. Prints orientation checklists, procedures, and attendance sheet; all signed orientation checklists are to be filed.
 - e. Maintains accurate and ample sign-in sheets and parent helper checklists for all classes.
 - f. Responsible for updating and using an automated calling system to inform members of school delays or closings.
 - g. Responsible for the ordering and distributing of T-shirts.
 - h. Arrange for a photographer to come to the school to take student and class pictures.
 - i. Posts Fire Drill Log record sheets for each class in each classroom at the beginning of the school year.
 - j. Ensure Discipline Report and Ouch Report binders are well stocked.
 - k. Creates and posts Executive Board of Directors and teacher contact information.
- F.) Treasurer
 - a. Responsible for collecting all payments and depositing them in the bank.
 - b. Presents a financial report at each of the general membership meetings.
 - c. Prepares a proposed budget of the following fiscal year for the Executive Board of Directors to approve.

Section 16. Duties of Committee Chairpersons (Jobs)

May include, but are not limited to:

- A.) Aquarium
 - a. Maintains the aquarium by replacing fish as needed, cleaning the tank, and making repairs if necessary.
 - b. Coordinates with the teacher to ensure the fish are fed and arranges for care over extended breaks.
- B.) Arts and Crafts
 - a. Purchases all art and craft supplies on a monthly basis by inventorying needs and obtaining requests from teachers.
 - b. Stays within the budget spending limits.
- C.) Book Club
 - a. Distributes book club fliers along with book order due dates, and explains to members how to order Scholastic books online.
 - b. Compiles orders and distributes them to members.
 - c. Submits information and reminders regarding book club orders to the Secretary to be included in the Bellringer.
 - d. Works with the teachers to select bonus books.
 - e. Coordinates with Vice President – Special Events to order books for graduation gift.
- D.) Bulletin Boards
 - a. Collaborates with the teachers to incorporate students' artwork when creating new bulletin board decorations throughout the school year.
- E.) Charity Coordinator
 - a. Organizes charitable contributions at Thanksgiving, Christmas, and Easter.
 - b. Collects donations and delivers them to the charity location.
 - c. Submits information and reminders regarding upcoming charity events to the Secretary to be included in the Bellringer.
- F.) Class Party Coordinator
 - a. Coordinates with class teacher to determine schedule and needs for classroom parties.
 - b. Creates sign up form for materials needed from the members.
 - c. Submits event reminder with details and link to sign up, if applicable, to the Secretary to be included in the Bellringer.
 - d. Organizes a display of gratitude for Teacher Appreciation Week (first full week of May).
 - e. Collects donations from members to get an end of year gift for the teacher (all donations are optional).
- G.) Class Schedule Coordinator
 - a. Schedules each member of the class for their classroom participation requirement (parent helper days).
 - b. Requests members for any scheduling constraints they may have and considers those requests as they prepare the schedule.
 - c. Ensures that participation days are distributed evenly among members except when two children from the same family are in the same class, then that family must help twice as often.
 - d. Schedules members as close to their child's birthday as possible and collaborates with the teacher as how to celebrate summer birthdays.

- e. Posts the participation schedule monthly on the bulletin board in the rainy-day room.
 - f. Submits the following months schedule to the Secretary to include in the Bellringer no later than Friday of the 2nd week of the month (around the 15th of the month).
- H.) CPR Coordinator
- a. Instruct a CPR training class in the fall, spring, and summer for all members and teachers.
- I.) Field Trip Coordinator
- a. Arranges off-site and in-house field trips by coordinating with teachers and the Board prior to scheduling.
 - b. Prepares and distributes permission slips including field trip location and directions.
 - c. Collects all payments and permission slips for field trips from members.
 - d. Submits a completed Field Trip Participation Log along with all payments to the Treasurer no later than three days prior to the field trip date.
 - e. Submits all permission slips to the Vice President – Jobs Coordinator no later than three days prior to the field trip date.
 - f. Presents an invoice and coordinates with Treasurer as to when and how payment is needed.
 - g. Submits information and reminders regarding upcoming off-site and in-house field trips to the Secretary to include in the Bellringer.
- J.) Fundraising Coordinator
- a. Coordinates at least one fall fundraiser and one spring fundraiser (auction).
 - b. Encourages members to sign up for the school’s AmazonSmile program.
 - c. Promotes each fundraiser to the members by submitting pertinent information to the Secretary to include in the Bellringer and posting flyers in the BCNS news board.
 - d. Collects any payments from fundraisers, fills out payment log for the funds collected and submits them to the Treasurer.
 - e. Uses the members with Fundraising Support jobs to help with fundraisers.
- K.) Fundraising Support
- a. Assists the Fundraising Coordinator with the fundraisers.
- L.) Groundskeeper
- a. Maintains the school’s flower pots.
 - b. Maintains a clean landscape in front of the school by trimming, watering, weeding, and replacing plants as needed.
 - c. Removes leaves from school’s entrance and back door as needed.
 - d. Maintains the playground area by ensuring all weeds, large limbs/sticks, and leaves are removed throughout the year.
 - e. Fill sandbox and clean when needed.
- M.) Housekeeping
- a. Creates a family weekend cleaning schedule for the school year.
 - b. Creates and posts sign-up sheets with dates for members to sign up for one of the three group cleanings.
 - c. Submits the family weekend cleaning schedule and names of members who signed up for group cleanings to the Secretary to include in the Bellringer.
 - d. Monitors the housekeeping binder to ensure that members have completed their family weekend cleaning and that the key have been returned.

- e. Unlocks the doors by 9:45am, provides attendance record (turned into the Treasurer), directs members in duties ensuring everyone stays until all tasks are completed, and closes all doors when finished on group cleaning days.
 - f. Prepares the vinegar/water solution in the spray bottles for each classroom.
 - g. Empties vacuum bag/canister monthly.
 - h. Washes the reusable mop pads at least every other week and as needed.
- N.) Janitorial Supplies
- a. Inventories and purchases all needed janitorial supplies (i.e. trash bags, tissues, soap, toilet paper etc.).
 - b. Unboxes supplies and organizes them in the janitor closet.
 - c. Makes sure that there are plenty of all supplies to begin the next school year.
- O.) Librarian
- a. Maintains, organizes, and mends books in the school's library.
 - b. Puts away all returned materials from the return bin.
 - c. Stocks both classroom bookshelves monthly with new books appropriate for the current season, holiday, and curriculum themes from the public library and/or the school's library.
 - d. Uses personal library card for any borrowed materials for use in the school and is responsible to renew or return on time. The school is not responsible for any library fines incurred for failure to renew or return by due date.
 - e. Coordinates with the teachers as to any specific book requests and how many books each teacher would like on their classroom bookshelf.
- P.) Maintenance
- a. Ensures that the furniture and toys in the classrooms and rainy-day room are safe for use.
 - b. Ensures that the playground structures, toys, and tricycles are safe for use.
 - c. Pumps up balls and tires regularly.
 - d. Makes any repairs necessary within their ability and brings any needs to the attention of the Board.
 - e. Performs any special requests from the Board or teachers (within their ability) – this may include tasks such as putting new furniture together, building shelves, painting, etc.
- Q.) Organizer
- a. Maintains the organization of all cabinets and closets including the janitor closet, refrigerator, kitchen area, all teacher supply cabinets and closet, and office cabinets.
 - b. Washes all trash cans twice per school year (winter break and end of year) and additionally as needed.
- R.) Pet Specialist
- a. Cares for the classroom pet, including repairs and cleaning of the pet's habitat.
 - b. Maintains a supply of pet appropriate food.
 - c. Coordinates with the teacher to ensure the pet has adequate fresh water and food.
 - d. Arranges for care over extended breaks including summer.
- S.) Photographer
- a. Takes pictures of students during classroom participation, field trips, special events, class parties, etc.
 - b. Makes arrangements for a substitute photographer to take pictures if unable to attend any special events, class parties, field trips, etc.

- c. Uploads pictures regularly to the school's Shutterfly account.
 - d. Creates a yearbook for their class ensuring students have as much equal representation as possible and requests the yearbook be reviewed by the Board of Directors for approval.
 - e. Creates and distributes yearbook order forms.
 - f. Collects payments for yearbooks and submits a completed payment log along with all payments to the Treasurer.
 - g. Coordinates payment for yearbook purchase with Treasurer after yearbook approval from Board.
 - h. Distributes yearbooks to members.
- T.) Public Relations
- a. Takes pictures of a school event (such as back to school, field trips, holiday party, charity event, etc.) and submits a story to a local newspaper (Bowie Star, Bowie Blade, etc.) once per quarter.
 - b. Contacts the newspapers at the beginning of the year to determine the parameters for the submissions.
 - c. Helps post flyers for BCNS open house.
- U.) Recycling
- a. Empties classroom and office recycle bins at least once a week.
 - b. Places recycle bins at the street in front of the church on collection days.
 - c. Returns bins back to their proper location after collection.
 - d. Washes all recycle bins at the end of the school year in May and additionally if needed.
- V.) Restaurant Fundraising
- a. Researches restaurant fundraising, contacting restaurants to schedule and book events.
 - b. Schedules at least one event per quarter and no more than two per quarter.
 - c. Submits an event reminder to the Secretary to be included in the Bellringer.
 - d. Distributes flyers in cubbies and posts a flyer to the BCNS news board at least one month prior to each event date.
 - e. Prints out name tag stickers with essential information to be distributed to each student the day before or same day of the event.
 - f. Collects funds and submits them to the Treasurer.
- W.) Snacks, Dry
- a. Purchases and maintains an inventory of healthy dry foods, juice, napkins, cups, cutlery, and plates.
 - b. Creates and posts a weekly dry snack schedule.
 - c. Ensures that all opened items are stored in a sealed container.
- X.) Snacks, Fresh Produce
- a. Purchases and maintains an inventory of healthy produce on a weekly basis.
 - b. Creates and posts a weekly produce schedule for snack.
 - c. Throws out any spoiled items and cleans out refrigerator regularly.
- Y.) Special Events Support
- a. Assists the Vice President – Special Events to help with all school wide special events (i.e. holiday party, end of year picnic, graduation, etc.).
- Z.) Webmaster
- a. Maintains the integrity of the school's website.