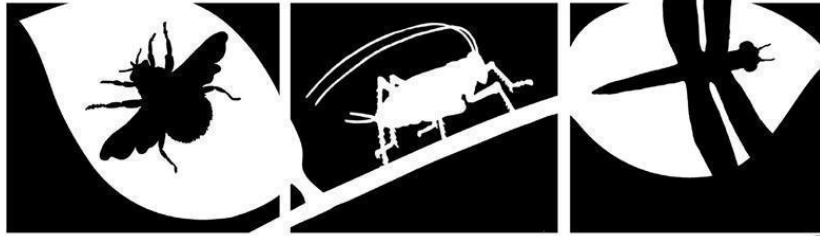


Lakewood

cooperative preschool



Where Families and Friendships Grow

LCP HANDBOOK

2022-2023

Lakewood Cooperative Preschool
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WELCOME TO A COOPERATIVE PRESCHOOL

Lakewood Cooperative Preschool is an example of caring people, working together for the positive growth and development of young children and their families. Everyone works, learns, teaches, grows, and changes! Co-op parents and caregivers are supporters, learners, teachers, classroom assistants, policy makers, and partners.

The co-op environment allows caregivers to increase their understanding of the growth and development of children, both individually and in a group. Observation and participation in the preschool “laboratory” will allow caregivers to gain skills in child guidance and to meet the child's physical, mental, social, and emotional needs.

Flexible, cooperative caregivers, working toward the goal of a smooth-running preschool, are presented with opportunities to share ideas involving family life, parenting, family, and home environment. We hope all our members will take advantage of their co-op experience and participate fully and enthusiastically, both in the educational experiences of the children and during parent meetings.

Lakewood Co-op works in affiliation with the North Seattle College Cooperative Preschools program. This partnership provides Lakewood with access to early childhood development and parent education experts, risk management guidance and support, opportunities for sharing and collaboration with other co-op preschools, access to informational resources surrounding early childhood and family development and overall operational and organizational support.

MISSION STATEMENT

Lakewood Co-op Preschool provides a stimulating and nurturing play-based environment where children and families from all backgrounds work together in the classroom and grow together in community.

NON-DISCRIMINATION STATEMENT

Lakewood Co-op does not discriminate on the basis of race, color, national origin, ethnicity, religion, disability, sex, pregnancy, sexual orientation, gender identity or expression, veteran status, or age in its programs, enrollment, employment and volunteer opportunities.

OUR CLASSES

At Lakewood we value mixed age classes and the developmental flexibility they allow. The age range for each class has been established with much care and consideration for what works well in a mixed-age classroom and to meet our insurance & risk management requirements.

The Bumblebees are children aged 18 months to 2 ½ years (29 months) by July 31st. The Bumblebees meet on Tuesday and Thursday, from 9:30 - 11:00 a.m.

The Crickets are children aged 2 ½ - 3 ½ years (30 months to 42 months) by July 31st. The Crickets meet Monday, Wednesday, and Friday, from 9:00 - 11:30 a.m.

The Dragonflies are children aged 3 ½ (43 months) to 5 years old by July 31st. The Dragonflies meet Monday - Thursday from 12:00-3:00pm.

A MESSAGE FROM THE BOARD CO-CHAIRS

Dear Lakewood Families,

On behalf of The Board, Teachers and Parent Educator we'd like to welcome you to Lakewood Cooperative Preschool. Our play-based classrooms, combined with the daily presence and support of families and community, make LCP a truly special place, where children and families develop and blossom together.

As a cooperative preschool, the participation and engagement of LCP families and community are of vital importance and provide many opportunities for personal connection and growth. During these uncertain times, challenges can feel overwhelming and all consuming. With the incredible amount of consideration by our dedicated, professional teachers and college representatives and by the families and friends of the LCP community continue to allow our school to thrive. The willingness of the LCP community to be engaged and involved makes us optimistic that Lakewood will continue to be a valuable presence in all our lives for years to come.

It may seem at times that the co-op is running itself; on a day-to-day basis things generally tend to go pretty smoothly. But it's the continuous conversations, collaboration and support amongst kids, teachers, parents and families that keep the LCP school operations and community going. The time we all spend, working for the school and supporting each other, in class and out, makes Lakewood the special place that it is. Everybody can make a contribution and LCP needs all of you. Please reach out to us, your class chairs, teachers, parent educator or any board member with any questions, concerns, or ideas you have.

With the commitment we see from our families, the happiness and growth we see in our children and the hard work of the Lakewood Community we truly believe that LCP is a place like no other. We wish you all the best for this school year and beyond and thank you very much for choosing to be a part of our wonderful co-op!

Sincerely,

Sara Givens (She/Her) and Aly Ainscough (she/her), 2022-2023 Co-Chairs

cochairs@lakewoodcoop.net

info@lakewoodcoop.net

A MESSAGE FROM OUR PARENT EDUCATOR

Dear Lakewood Cooperative Families,

First of all, I would like to extend a warm welcome both to our returning families and to our new families here at Lakewood Coop (LCP). I have been a Parent Educator at LCP for the past 8 years and I am delighted to return as Parent Educator for the Bumblebee and Cricket families again this year.** I look forward to continuing my relationship with the families I worked with last year AND to getting to know all the new Bumblebee and Cricket families.

By way of background, I earned my Bachelor's degree in Psychology from the University of Washington and completed my graduate-level training at the Parent Coaching Institute through Seattle Pacific University. I am a Parent Coach in private practice, and the founder of Parent Coaching Northwest, LLC.

As many of you know, Seattle Colleges and LCP have a decades-long history of working together to nurture, support, and educate every child and parent in the Co-op community. It is through North Seattle College (NSC) that I am assigned as Parent Educator for LCP. NSC also supports continuing education for your child's teachers (Marita and Katie) and me through ongoing workshops, classes and Meetings.

As Parent Educator for the Bumblebee and Cricket families, I will spend a lot of time in the classroom, working with and supporting you, your children and your teachers. I will also join you for monthly meetings where we will discuss important topics regarding your child's emotional, physical and cognitive development, as well as supporting and guiding you in your role as parents. I will also have quarterly Meet-and- Greet sessions for all parents and be available by phone or email when you have concerns or want to talk to me outside the classroom.

My husband and I have 18-year-old twin daughters who are heading off to college come fall. Our girls were Bumblebees, Crickets, and Dragonflies at LCP. They (and we) thrived in this warm, rich, play-based community. We fondly refer to our years at LCP as one of the best decisions we've ever made for our girls and for our family. One of the added benefits of LCP is that the community and friendships last long after your child moves on from Lakewood.

We all work hard to be the best parents we can be. As your Parent Educator, I will support you in any way I can so you can have the relationships and lives you want with your families. This is such a special, important time in your child's development. It is an honor and a privilege to share this parenting journey with you and your children. I am confident that this will be another fabulous year at Lakewood.

**Please note: Katie Vos is the Parent Educator for the Dragonfly class.

Warmly,

Jane

Jane Schmidt | Parent Educator

Lakewood Cooperative Preschool | North Seattle College

Phone: 206-930- 6787

jane.schmidt@seattlecolleges.edu

FAMILY EXPECTATIONS & IN GOOD STANDING POLICY

Working in a cooperative preschool setting allows families to be actively involved in their child's education. This is an enriching experience for each family, but also requires serious commitment. As such, each member must read and become familiar with the obligations outlined in this handbook and abide by the policies laid out here. The board is responsible for ensuring that families meet these expectations.

If a member is unable to meet these requirements, they should communicate with their Class Chair immediately. Failure to do so may result in fees, losing current enrollment, and/or losing the opportunity for future enrollment.

If a member's good standing is called into question, the following actions will be taken:

1. Verbal written communication with the Class Chair.
2. 30-day follow up with the Class Chair.
3. 60-day review with the LCP Board for action.

Members enrolled at North Seattle College must remain in good standing to be entitled to student services from the college. It is each member's duty and right to suggest improvements and/or report dissatisfaction in the operation of the cooperative preschool to the Class Chair or the LCP Board Chair.

Each family will be required to read and sign a statement acknowledging these obligations (The "In Good Standing Policy") at the fall meeting or by the first day of school.

ENROLLMENT INFORMATION

Enrollment at Lakewood Co-op is not restricted according to race, color, national origin, ethnicity, religion, disability, sex, sexual orientation, or gender identity or expression.

Annual enrollment deadline dates are determined by the Board based on the school year calendar. We encourage attending our Open House (in person or online) in January/February or making a class visit if available (in person or online) to meet and talk with teachers, current families and explore the school.

Enrollment applications can be submitted online or mailed to LCP, to the attention of the Enrollment Coordinator. If a student is offered a spot in one of the classes, the family must submit a completed enrollment contract and pay the registration fee to confirm acceptance into the class. The registration fee is waived for families that have been awarded scholarships.

Enrollment Priority

During the open enrollment period, all eligible children of families who have at least one child currently attending Lakewood Co-op (Continuing Families) receive priority admission. Families who do not have at least one child currently attending LCP but who have had at least one child complete 1 year at LCP will have second priority*. All other openings are filled by lottery. When all the slots are full, we will begin an active wait pool. Any applicants who met the enrollment deadline but were not accepted because classes were full are placed on the wait pool using a lottery system. Applications received after the open enrollment deadline and throughout the school year, including those from continuing and alumni families, will be placed on a waitlist on a first-come

first-served basis, that will be used after the on-time pool is exhausted. Any applications that are incomplete will not be considered.

Due to COVID, the enrollment process is adapting to address the current environment of in-person vs. online cohorts. We will do our best to keep everyone informed of any changes due to current health conditions, class/cohort sizes and structures.

**Priority alumni status will be determined as follows:
Previous child has completed 3 consecutive years at LCP.
Previous child has completed 2 consecutive years at LCP.
Previous child has completed 1 year at LCP.*

The Wait Pool

If space opens in a class, either in-person or online, the opening will be filled by lottery from the wait pool. That family has two days to decide whether they wish to take the slot before it is offered to another family in the wait pool.

Applications received after the open enrollment deadline and throughout the school year, including those from continuing and alumni families, will be placed on a waitlist on a first-come first-served basis, that will be used after the on-time pool is exhausted.

SCHOLARSHIP INFORMATION

Lakewood Cooperative Preschool values and supports families. We are pleased to offer our families a comprehensive scholarship program. Our ability to offer scholarships is dependent upon the financial condition of our preschool and available scholarship funds. Scholarship awards cover one academic school year (September-June). The scholarship process is entirely separate from the admissions process and all enrollment decisions are made before scholarship applications are considered.

Criteria

The number of scholarships awarded, as well as the percentage value of each individual scholarship, is based on the following criteria:

1. The availability of scholarship funds
2. The number of scholarship applicants
3. The family's size and annual gross income, as presented on the LCP website under financial aid.

However, if any family exceeding these income levels or scholarship criteria feels that special circumstances affect their ability to pay full tuition they are strongly encouraged to submit an application form to the scholarship committee.

Eligible scholarship families with more than one child enrolled in Lakewood Cooperative Preschool may be awarded scholarships for each child (fill out one application for each child). Scholarship recipients should notify the Scholarship Committee if their financial situation improves mid-year lessening their need for assistance.

Application Process

Lakewood Coop has two routes for scholarships. We are affiliated with North Seattle Colleges Coop program, and this program has a scholarship fund that we contribute to every year as an organization to continue our affiliation. We ask that families interested in scholarships apply to both the North Seattle scholarship fund and our in house LCP scholarship fund. This way we will assure more funds for scholarships for all families.

Here is the North Seattle PAC Scholarship process:

<https://www.northseattlecoops.org/enrollment/scholarship-information/>

Scholarships for the in house LCP scholarships are applied for during the preceding spring enrollment period. Enrollment is determined first, independently of the scholarship requests. Recipients will be notified of awards before being asked to make a financial commitment to the preschool. Families who find themselves in need mid-year are encouraged to apply at that time.

We ask that even if LCP awards you scholarship funds that you still participate in the North Seattle PAC Scholarship process as it helps keep our in house scholarship program funded for the future and allows us to award additional funds to more families, if the North Seattle PAC scholarship doesn't offer enough coverage for your family. Please let the treasure, or Cochairsr know if you have any questions.

Confidentiality

Scholarship applications are kept strictly confidential and are reviewed solely by the Scholarship Committee composed of the Treasurer, Assistant Treasurer, Anti-Bias Chair and may include one other Board member. Scholarship decisions will be communicated to applicants by email.

Types of Awards and Policies

Families that are awarded full or partial tuition scholarships are not responsible for any additional fees or financial contributions levied by the co-op, e.g.: enrichment fees or the purchase of auction tickets. Families awarded partial scholarships are responsible for their portion of the enrollment deposit and monthly tuition. There may be occasions when a class decides to raise money (e.g., to purchase a teacher appreciation gift). These class funds are optional and it is up to each family to determine their contribution.

In addition to scholarships, the co-op also offers fee waivers, and alternate tuition payment schedules on a discretionary basis, as determined by the Scholarship Committee.

If your current situation makes it difficult to fulfill your financial obligations to the school, please email scholarships@lakewoodcoop.net. All financial aid inquiries and details are kept confidential.

DOUBLE CO-OP POLICY

Double co-oping is the enrollment of more than one child from a family at the same time. It is intended to help families with multiple preschool aged children receive the benefits of a cooperative preschool experience without a possibly prohibitive "double" working-adult expectation. It is considered a gift of support from the

co-op community and valuable investment in our cooperative model. As such, families that have a child in more than one class are strongly encouraged to participate in all associated class meetings.

Changes in enrollment numbers, cohort status (in-person vs. online), working caregiver availability, revisions in safety policies and variable classroom and class time arrangements may occasionally require additional working days from all families, including those that double co-op. Aside from allowances made in regard to the working-adult expectations of double co-op families, all LCP members are expected to abide by the same rules, bylaws and safety policies. Enrollment of more than two children in LCP at one time is subject to Board review.

Double Co-op Tuition

LCP runs on a limited budget and does not offer a reduction in tuition for multiple enrolled family members. Please refer to “Scholarship Information” above and contact the Enrollment Coordinator if you feel your family needs tuition assistance.

Double Co-op Scheduling

If all children from a double co-op family are in the same class, the working adult will generally be scheduled to work under the same criteria as the working adults of singly enrolled children. Besides keeping the workload reasonable for all working adults, this presents double co-op children the same opportunities to adjust to separation from their parent/caregiver as singly enrolled children.

For double co-op families in multi-class combinations, the working parent will generally be scheduled to work under the same criteria as the working adults of singly enrolled children, but they will alternate, by month, to each class in which they have a child. Although we will strive to avoid such a situation, enrollment, staffing and safety conditions, such as those described in the main “Double Co-op Policy” section above, may require double co-op families to be scheduled up to full time for all children. In all situations, the class schedule will be determined by the involved Teacher(s) and Class Chair(s).

TUITION PAYMENT POLICY

An enrollment deposit equal to one month's tuition must accompany official acceptance of enrollment due in April/May to hold a space for the following year. The enrollment deposit is waived for families receiving full scholarships. For families on partial scholarships, the enrollment deposit is equal to the family's portion of the monthly tuition amount.

Every member must pay tuition for the month by the 1st of the month. If payment is received on the 6th of the month or later, a \$15 late fee must be included with payment. (Current tuition rates can be found on the LCP website.) The member must contact the Treasurer or Assistant Treasurer to make alternate arrangements. If tuition is 30 days past due, the Treasurer will notify the Board. The family may be placed on probation and there may be a review of the member's eligibility in the preschool. In the event of a member's withdrawal from the preschool, prepaid tuition is not refundable. No tuition is due in September or June; these prorated months are prepaid with the enrollment deposit.

The enrollment deposit and first month's tuition may be prorated for late enrollments.

LIABILITY AND INSURANCE

Our goals as they pertain to liability and insurance are to minimize risks to our child and adult community members, minimize risk to our facilities and equipment, comply with applicable federal, state and local laws and generally minimize LCP's overall exposure to risk and liability. To this end, Lakewood Cooperative Preschool adheres to North Seattle College (NSC) guidelines regarding liability issues. LCP, under the guidance of NSC and The Organization For Parenting Education Programs (OPEP), a guidance body for all the Seattle Colleges, incorporates a risk management program into the planning and operations of the preschool. Each year LCP assigns a Risk Management Chair to oversee compliance with NSC, OPEP and government safety guidelines.

After thorough consultation of federal, state and local health guidance, OPEP put forth guidelines for the operation of co-op preschools in the context of the COVID-19 pandemic. As of August 2022 and until further notice, Lakewood Co-op is operating under these guidelines. LCP will continue to monitor official health and safety communications and will adapt its operational plans accordingly. Copies of guidance documents are available upon request from the Risk Management Chair, Parent Educator, and/ or Board Co-chair(s).

ANTI-BIAS GOALS

Lakewood Co-op Preschool is committed to providing an anti-bias environment for children, adults and families. Lakewood Cooperative Preschool is committed to maintaining a diverse and vibrant membership that reflects the healthy and enriching diversity found in Seattle as a whole. LCP believes that the uniqueness of each family structure, cultural affiliations, religious beliefs, financial situation, and life experiences brings riches to the Cooperative as a whole when shared among the membership through in-class and extracurricular activities. We are dedicated to the following goals in anti-bias education:

1. Nurture each child's construction of a knowledgeable, confident self-concept and group identity. This goal means creating the educational conditions in which all children are able to like who they like without needing to feel superior to anyone else. It also means enabling children to develop biculturally: to be able to effectively interact within their home culture and within the dominant culture.
2. Promote each child's comfortable, empathetic interaction with people from diverse backgrounds. This goal means guiding children's development of the cognitive awareness, emotional disposition and behavioral skills needed to respectfully and effectively learn about differences, comfortably negotiate and adapt to differences and cognitively understand and emotionally accept the common humanity that all people share.
3. Foster each child's critical thinking about bias. This goal means guiding children's development of the cognitive skills to identify "unfair" and "untrue" images (stereotypes), comments (teasing, name-calling) and behaviors (discrimination) directed at one's own or other's identities (be they gender, race, ethnicity, disability, class, age, weight, etc.) and having the emotional empathy to know that bias hurts.
4. Cultivate each child's ability to stand up for themselves and for others in the face of bias. This "activism" goal includes helping every child learn and practice a variety of ways to act: (a) when another child acts in a biased manner toward them, (b) when a child acts in a biased manner toward another child, (c) when an adult acts in a biased manner. Goal four builds on goal three: critical thinking and empathy are necessary components of acting for oneself or others in the face of bias.

These four anti-bias goals were originally developed by Louise Derman-Sparks and the Anti-Bias Curriculum Taskforce, Washington DC: National Association for the Education of Young Children

In addition, it is the desire of Lakewood Co-op that our school reflects the community of the Rainier Valley, and our outreach efforts strive to attain that goal. We ask that you support our goals in the classroom and at home by doing the following:

- Examine your own biases, prejudices, and stereotypes; we all have them. Acknowledge them then counter them through education, discussion, and personal contact. Discover the similarities; value the differences.
- Use positive language and be more accepting of others. Listen to a child's stories about the parent that she has never met. Give an affirming response, such as, "Some kids are just like you, honey, and don't have a dad. Some kids don't have a mom. Everyone's family is a little different."
- Accepting and celebrating the experiences of all the children is the most important step in the anti-bias curriculum.
- Identify stereotypes you see and hear in the classroom, in public, in print, or in the media. For example, Disney is notorious for its weak and/or evil depiction of women. Counter this with real-life heroines, from the famous (Rosa Parks) to the everyday (Mom!). When reading a holiday book, point out that some families celebrate Solstice, and some celebrate Chanukah, Christmas, or Kwanzaa during mid-winter. When in dramatic play, encourage different kinds of family groups in your play (for example, grandmother, uncle, step-parent, or partner).
- Look for prejudice in language and point it out. Substitute unisex job titles for gender-specific ones (for example, mail carrier for mailman, firefighter for fireman, flight attendant for stewardess, etc.). Do not automatically defer to "he" as society has programmed us to do. Rather, "Oh, look at that squirrel. They found a nut!"). This tide can be turned; it just takes a very conscious, continual effort.
- Directly address any negative comments children make regarding differences. Explain that these comments hurt feelings. Acknowledge the differences and put them in context. Point out that we are all wonderfully different in many ways (for example, skin color, body size, facial features, family composition, ability, religious beliefs, etc.). Children at this age are noticing differences. Differences are real; it is the values associated with these differences that can be harmful.
- Be aware of the feelings around difference and disability. Many children are afraid or feel pity when they first learn about a new situation. Help children understand that people in other situations experience happiness, sadness, love, creativity and other emotions just like we do. Help children understand that we can only know what another thinks and feels by getting to know them.

By promoting anti-bias attitudes, we will help create a more harmonious world for all children.

ALTERNATE CAREGIVERS

An alternate caregiver is one who is not a parent or legal guardian of the child(ren) attending LCP. Before an alternate caregiver fills a working-adult shift, either full-time or occasionally, both the parent(s)/guardian(s) AND the alternate caregiver are required to attend LCP's Risk Management Training. Alternate Caregivers are

strongly encouraged to attend any all-school and applicable class meetings, particularly those in the fall. Parents and guardians are responsible for sharing relevant LCP and Teacher communications (emails, updates, class meeting info, etc.) with their alternate caregivers. Depending upon current safety guidelines, parents and guardians are encouraged to walk through the class spaces and school facilities with their alternate caregiver and to stay for the first class that the caregiver is working. Parents and guardians are expected to train any new alternate caregivers in their classroom duties, and to arrange for risk management training with the Risk Management Chair before the alternate caregiver fills a working-adult shift.

To promote our sense of community and to keep them current with class dynamics, parents and guardians with alternate caregivers are strongly encouraged to occasionally fill a working-adult shift, again, dependent upon current safety guidelines.

MEETINGS

Lakewood families are required to have at least one parent or guardian attend the fall and spring All-School meetings, typically held in September and May, the fall Class meeting and risk management training for their respective class typically held in September, and the monthly class meetings held throughout the school year for their respective class. Monthly class meetings will be held on a day, generally Wednesday, determined by the board and a time mutually agreed upon by the families, teacher and parent educator. Although only one is required, all parents and caregivers are welcome and encouraged to attend any of these meetings.

The board meets once a month, generally on the first Wednesday (or a day on which there are no class meetings). For example, the board regularly meets on the first Wednesday of the month while class meetings for Bumblebees, Crickets and Dragonflies, take place on the 2nd, 3rd, and 4th Wednesday of the month respectively. All adult LCP members are welcome to attend the regular monthly board meetings in a non-voting capacity so long as such attendance is in accordance with LCP confidentiality guidelines.

The All-School and class meetings in the fall will include Parent Orientation and Risk Management training. At the monthly class meetings, we learn more about parent and child development topics from our teachers and NSCParent Educator. We gain valuable insight and support from other parents and guardians and discuss what's happening in our classes and the preschool community as a whole. The monthly class meetings and the communication they foster are vital to the cooperative preschool model. Because of this, more than two absences from monthly class meetings may result in a review of a family's eligibility to attend LCP. Absences may be excused by attending a meeting for a different class. Please notify your class chair if this is the case. As stated in the "Double Co-Op Policy" above, families with children in 2 different classes are strongly encouraged to attend the monthly meeting for each class.

Please note that discussions at the fall and spring All-School and monthly class meetings may require an atmosphere in which mature topics may be discussed freely. Because of this, we ask that to the extent practical, these meetings be for adults only.

Current safety guidelines will determine the format (in-person or online) of all LCP hosted meetings and events.

FUNDRAISING

Lakewood Co-op Preschool relies on tuition and fundraising as its primary income sources, which are used to cover expenses related to salaries, rent, utilities, improvements, scholarships, supplies and other operating costs. Because we try to keep our tuition rates affordable and accessible to the community, we rely on fundraising to bring in approximately 25% of the income included in our operating budget.

To meet our annual fundraising goals, the LCP Fundraising Committee establishes an annual plan that includes the fundraising activities that will be completed over the course of the year. Each Lakewood Co-op family (with the exception of families on full or partial scholarship) is required to contribute to the fundraising efforts in some way. The fundraising plan, along with family commitment expectations, will be communicated to LCP members in class meetings at the beginning of the year.

VOLUNTEER OPPORTUNITIES

Volunteer committees are formed throughout the school year for varied purposes (for example, needs assessment, enrollment, etc.). We count on you to be generous with your time, energy, and talents.

ENROLLMENT COMMITTEE

An Enrollment Committee consists of the Enrollment Coordinator (one vote), Class Chairs (one vote each), Board Co-Chair(s) (one vote), and the NSC parent educator (non-voting). The Enrollment Committee will meet as deemed necessary by the Enrollment Coordinator to discuss and resolve any enrollment issues as outlined in the LCP handbook and bylaws. Any LCP member who is interested in attending an Enrollment Committee meeting is welcome in a non-voting capacity, so long as such attendance is in accordance with LCP confidentiality guidelines.

ANTI-BIAS COMMITTEE

The Anti-Bias Committee (ABC) is tasked with helping LCP meet its anti-bias goals in a variety of ways, including organizing community events for kids and families, coordinating with teachers and providing support to parents on themes related to social justice/ anti-bias, helping the enrollment coordinator with outreach efforts, and attending Board meetings. The ABC consists of one voting LCP Board member (The ABC Chair) and the paid Anti-Bias Committee Coordinator (Currently an LCP Teacher who is a non-voting member of the LCP board). The ABC Chair generally serves 2 years on the committee and the ABC Coordinator serves under an annually-renewed contract to provide LCP kids and families with some consistency of ABC efforts. ABC coordinators also hold committee meetings and serve on other committees, as needed.

BEGINNING, MID- AND END-OF-YEAR SET UP AND CLEANING

All Lakewood Co-op families are required to participate in either classroom set-up, mid-year clean up or year-end clean and break-down. Both set-up and clean-up are divided into approximately two-hour shifts. Each family is required to participate in one shift.

- Classroom set-up happens approximately 2 weeks before the start of school. It involves readying the classroom for the school year (for example, setting up the outdoor classroom space, getting out supplies, stocking cupboards, posting bulletin boards, labeling cubbies/mailboxes, cleaning and repairing items etc.).
- Mid-year clean up typically takes place in January/February to clean and “freshen up” the classroom prior to the Open House.
- Year-end clean and breakdown happens after the last day of school. It involves a thorough cleaning of the classroom space and the breakdown of the classroom before summer vacation (for example, taking down canopies, moving furniture back to the side yard, storing materials and equipment, removing cubbies, cleaning, etc.).
- In addition to the classroom set-up, mid-year and year-end clean, Lakewood Co-op families may be required to participate in additional full or partial classroom breakdowns or set-ups during the school year as needed for special events hosted by the school or church.

Failure to participate in classroom maintenance may result in a fee of \$150, as determined by the board.

REIMBURSEMENT POLICY

LCP approves a yearly budget in the spring for the following fiscal year (July - June) and assigns specific amounts to each category of expense. It is the Board’s responsibility to regularly review the budget and financial condition of the school and ensure current spending is in line with the approved budget. Some family jobs require regular purchases and will be assigned a spending budget at the beginning of the school year. The Treasurer will work with these positions during the school year so they understand the spending requirements, buying options and budget amounts. Purchases made within the context of your assigned school job and within the assigned budget will be reimbursed by the Treasurer after submission of the receipt - electronic copies (email or text) of the receipt are preferred. The Treasurer generally issues reimbursements checks once a month.

If you are asked to make a purchase that falls outside of your assigned school job or if the purchase will cause you to overspend the assigned budget, pre-approval by the Treasurer is required to ensure reimbursement. Unplanned/unbudgeted purchases under \$1,000 can be approved by the board. Unplanned/unbudgeted purchases over \$1,000 must be approved by the membership and will require a longer lead time for pre-approval. If you have any questions regarding purchases, you are encouraged to contact the Treasurer prior to making the purchase.

LCP is working to limit the frequency and amount of purchases families are asked to make out of pocket and await reimbursement, e.g.: setting up business accounts that bill the co-op directly versus the individual making the purchases. If you have any ideas on how to streamline purchases required by your school job, please contact the Treasurer at treasurer@lakewoodcoop.net.

RULES FOR A SAFE PRESCHOOL

Personal safety is our first and foremost concern at preschool. Preschool rules are needed to ensure the safety of everyone. The following are preschool safety rules:

- Be respectful of others by using kind words and actions.
- Hands and feet are not for hitting or kicking or hurting.
- Toys are for playing, not throwing or breaking.
- No weapons or toy weapons allowed in the preschool.
- Materials are to be used for their intended purpose (i.e. blocks are for building, chairs are for sitting, etc.)
- Walking feet are used during playtime.
- Blocks can be stacked up to shoulder height of the shortest child in the classroom.
- Snacks are eaten seated and the child is done when the last bite is swallowed.
- When a child is using a toy, it is theirs. When they are done, someone else may use it.
- Rope or hand is held when walking to the park.
- Use inside voices inside.
- Everyone helps clean up.
- Children not joining class at circle time need to look at books or find a quiet activity so as not to disturb others.
- As issues arise, teachers and parent assistants use gentle reminders and redirection to help children follow the rules. They will also assist the children to clearly communicate their feelings with one another.
- Please also see additional document that speaks to rules in regard to COVID-19

In addition, these rules are for adults:

- All adults will participate in a safety awareness walkthrough if classes are held indoors. This will occur at the Risk Management Meeting .
- Children must be under the direct supervision of an adult at all times. If you must leave your assigned station, including times when you take a child to the bathroom or to change a diaper, you must notify another working adult.
- If classes are held indoors, the door leading out of our rooms will be kept closed. The outer door will be open for 10 minutes after class begins, then closed (locked) until ten minutes prior to dismissal. (This rule may be adjusted to conform with current COVID-19 procedures)
- All adults will sign in/out the preschoolers in their care with the teacher. If someone other than a co-op member is picking your child up, the teacher must be informed ahead of time.
- No hot drinks are allowed in the classroom.
- All safety hazards must be reported to the teacher.
- All hazardous materials must be kept out of children's reach and in locked cabinets.
- To protect the co-op, staff and caregivers, no adults should ever be alone with a child where they cannot be seen by another adult.

RESOLVING BEHAVIORAL ISSUES

All members of the Lakewood Cooperative Preschool community agree to work together to ensure a safe, secure, and nurturing learning environment for all of the children. As part of that commitment, all parents of children enrolled at the preschool agree to work with the teachers to resolve any behavioral issues regarding their children. Matters raised as behavioral issues should be treated as confidential. All participants should respect the privacy of all others involved and should not discuss specific matters with anyone who is not directly involved in the process.

In the event a person identifies what they believe to be a behavioral issue with regard to a particular child, that person should first discuss the concern with the child's teacher. If the teacher determines that there is no significant behavioral issue, then no further action will be taken.

If the teacher determines that there is a behavioral issue, then the teacher should notify the child's parent or guardian of this concern as soon as possible. The parent/guardian and the teacher should meet together as soon as possible to discuss the behavioral issue presented by the child. Working together, the parents and teacher should devise a plan for addressing the behavioral issues under discussion.

The Enrollment Coordinator may be asked to serve as a mediator and/or the Parent Educator may be asked to serve as a resource person. The final responsibility for devising a plan rests with the teacher. The Board will be notified only if further action needs to be taken.

PROVIDING POSITIVE GUIDANCE

At Lakewood Cooperative Preschool we work to create an environment that is respectful to children and that supports their personal growth and problem-solving abilities. Cooperative preschools are laboratories for learning and in the LCP "lab" we will experience a whole range of behaviors. LCP's approach is to be inclusive and respectful of the wide range of family cultures represented. As stated in our risk management manual, co-op staff or volunteers may not physically, verbally, or emotionally abuse or punish children. (Section X, A, p. 11)

We encourage and facilitate children talking together, acknowledging feelings, developing empathy, and problem-solving together. Teacher's aides can practice the techniques learned from the Second Step Program to help guide children in their choices of behaviors. (Ask the teacher for more information.)

When giving directives, people are encouraged to use simple language that is focused on the behavior. "Please don't kick me because it hurts me" is fine instead of "feet belong on the floor." Out of respect to the many parenting styles in our school, we avoid using disciplinary terms such as "Time Out," which might mean different things to different families and possibly confuse a child.

When having difficulty resolving an immediate situation, teacher's aides should seek the help of the teacher. The classroom teacher has the final authority. (In case of grievances, see grievance procedures).

ENRICHMENT ACTIVITIES POLICY

As of September 2021 field trips have been canceled until further notice, and the enrichment fee has been waived.

Enrichment activities are a valuable part of your child's preschool experience and allow your child to learn new skills, see new sights and places, and learn more about our neighborhood and surroundings. Enrichment activities happen both inside and outside the classroom and may include music lessons from a music teacher, a visit from the local firefighters or field trips to a pumpkin patch or play. Typically enrichment activities only occur in the Cricket and Dragonfly years, and, as such, these classes are assessed a yearly enrichment fee. The current enrichment fee amount and due date are posted on the LCP website. The class Enrichment Coordinator plans the activities with input from the parents and final approval from the teacher.

For activities occurring outside of the classroom (i.e., field trips):

- Parents, teachers and the NSCParent Educator must be notified in writing in advance of each field trip.
- Written permission slips for field trips will be kept on file at the school.
- Teachers must carry consent to medical care, emergency medical information and emergency contact information for each student on the field trip.
- If you are scheduled to work on a field trip day, you may not bring any of your child's siblings.
- If you are not scheduled to work on a field trip day, you may attend (and bring your child's sibling(s)) at the discretion of the teacher and field trip venue.
- The enrichment fee covers the admission/costs for all enrolled students, teachers and working parents. Additional field trip attendees will need to pay admission/costs.
- Parents provide transportation to the field trip site or arrange for a co-op coordinated carpool.
- For a co-op coordinated carpool, the following conditions apply:
 - If you are driving, you must have a medical release form for each child in your car, including your own. This rule applies even if you are driving only your own child.
 - If you are driving more than one child, you must have another adult with you in your car. The driver is responsible for driving only and the other adult is responsible for the children only.
 - All children must ride in age-appropriate car seats. It is the parent's responsibility to provide an appropriate car seat.
 - All drivers must sign the Voluntary Driver Automobile Notice Form and a copy must be on file with the school.
 - All drivers must have minimum auto liability insurance of \$100,000/person, \$300,000 for bodily injury/accident and \$50,000 property damage. A copy of your driver's license must be on file with the school.

FIRST AID PROCEDURES

Despite the best precautions, accidents are inevitable in a preschool setting. The procedures listed below will help you respond when these situations arise. Please inform the Teacher of all incidents that may require first aid and follow their guidance in response.

- The first aid kit is located on the coat rack in the front hall.
- Latex gloves are located in the first aid kit.
- Emergency phone numbers are posted near the phone in the kitchen and in the foyer above the mailboxes.
- Only teachers may administer prescription drugs or medications to children.

- All major accidents, and all injuries related to the head (even if minor), must be noted on the sign in clipboard.

SANITATION MEASURES

The preventative measures listed below help sanitize the preschool and decrease the spread of germs.

- **Everyone** entering the class space must thoroughly wash hands before doing so.
- Hand washing, for adults and children, is to occur at the beginning of each class; after using the bathroom, changing a diaper or wiping a nose; after touching an animal or animal food; before preparing food; and before and after eating snack (hand sanitizer may be used *after*).
- To wash hands (from the Centers for Disease Control and Prevention website):
 - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - **Rinse** your hands well under clean, running water.
 - **Dry** your hands using a clean towel or air dry them.
- Paper towels and facial tissue must always be available.
- Garbage, compost, and recycling are to be emptied at the end of each day. It is the responsibility of the last class of the day to empty all refuse receptacles. Garbage cans/baskets are to be cleaned when soiled.

BATHROOM POLICY

To protect the co-op, staff and caregivers, adults shall never be alone with a child where they cannot be observed by another adult. Any adult who is taking a child to the bathroom must let at least one other adult know that they are taking a child to the bathroom. The adult who takes a child to the bathroom shall stay in a location where they can be observed by other adult co-op members.

ILLNESS GUIDELINES

Because preschool brings children into close contact with each other, and the way preschool children play, communicable disease spreads easily among them. To prevent the spread of a contagious disease, children with a communicable disease must be kept home. Caregivers must call the teacher and inform them about the illness. The teacher will then post notice to caregivers of the possibility of exposure. The following is a list of symptoms that may indicate your child (or yourself) has a communicable disease.

[LCP Illness Policy 2022-23](#)

Here is a flowchart from the WA Department of Health for how to handle symptoms:

[WA DOH Symptom Flowchart](#)

Keep your child home if any of the following symptoms are present:

- **Diarrhea:** Two or more watery stools more than normal in a 24-hour period.
- **Vomiting:** Two or more occasions within the past 24 hours.
- **Rash:** Body rash (not related to allergic reactions, diapering, or heat).
- **Eyes:** The eyes are pink or have thick mucus or pus draining from them.
- **Sick Appearance:** Not feeling well, and/or not able to keep up with the program of activities.
- **Fever:** A fever of 100.4°F or above, as read using a digital forehead scan thermometer (temporal scan) or digital thermometer placed under the arm (axillary method), accompanied by one or more of the following:
 - Diarrhea or vomiting
 - Earache
 - Headache
 - Signs of irritability or confusion
 - Sore throat
 - Rash
 - Fatigue, crankiness, or illness that limits participation in daily activities.
- **Open or oozing sores** (unless properly covered with a waterproof dressing and 24 passed since starting antibiotic treatment, if antibiotic treatment is necessary) or mouth sores with drooling.
- **Lice:** Children may return after they have received their first treatment. If found during class, caregiver will be called for immediate pickup.
- **Scabies or ringworm:** A child with scabies may return after they have received their first treatment. If found during class, the caregiver will be called for immediate pickup.

- **COVID-19 symptoms-Additional COVID-19 specific guidance and rules will be provided by the school based on current information issued by Federal, State and Local Health Authorities and OPEP**
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever of 100.4°F or 38°C or higher
 - Chills
 - Congestion or runny nose
 - Headache
 - Muscle pain or body aches
 - Sore throat
 - Fatigue
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell
 - Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)
 - **Please note that COVID symptoms may change as the school year progresses. A current symptom list will be consulted at sign-in each day.*

For non-COVID related illnesses, children must remain home for 24 hours after symptoms are gone (without medication) and 24 hours after your child has resumed normal behavior and eating. Please note: although 24 hours is the required wait time, 48 hours is preferable as it increases the probability that the illness is actually over and will not re-occur. If a sibling is home sick, we urge you to keep other siblings home as well.

Working caregivers should contact the class chair and teacher immediately if they need to stay home due to illness, and they must make every effort to get their shift covered.

If 30% of the school is out sick, the teachers will determine if school should be canceled. If 30% of a class is out sick, the teachers will determine if class should be canceled.

When dropping off your child, caregivers and siblings should also wash hands for 20 seconds.

Your child must be kept home from school if they has been diagnosed with the following:

- Bacterial Meningitis
- Chicken Pox
- Conjunctivitis (pink eye)
- Covid-19
- Fifth Disease
- Hand, Foot and Mouth Disease
- Head Lice
- Impetigo
- Mononucleosis
- Methicillin-resistant Staphylococcus Aureus
- Mycoplasmal Pneumonia
- Pinworms
- Reye Syndrome- following chicken pox or flu
- Strep Throat

After a negative COVID test, children with mild cold symptoms who do not have any symptoms described above, probably do not need to be excluded from preschool. Colds are very common in young children and once they have cold symptoms are not particularly contagious. The decision to send a child with a cold to preschool should be based on the comfort level of the child, and how your family would feel with a similarly symptomatic child in class.. Please do remember that other working caregivers will be in charge of your child's care when determining if a cold is too severe for your child to attend school. A health care provider should evaluate greenish discharge from the nose. Ear infections are not easily spread and children do not need to stay at home if they are comfortable going to school. Children and parents/caregivers may be required to show proof of immunization.

--Adapted from Child Day Care Health Handbook, Seattle King County Department of Public Health. 1986.

IMMUNIZATIONS

To protect all children and staff, each child in our program must have a completed and signed Certificate of Immunization Status (CIS). The official CIS is required (Other forms/printouts are not accepted in place of the CIS form.) CIS forms must be printed on or after August 1st and turned in to the risk manager on or before the first day of class.

Children are required to be vaccinated or show proof of acquired immunity against the following vaccine-preventable diseases:

- Diphtheria, Tetanus, Pertussis (DTaP/DT)
- Polio (IPV)
- Measles, Mumps, Rubella (MMR)
- Hepatitis B
- Haemophilus influenzae type b (Hib)
- Varicella (Chicken Pox)
- Pneumococcal bacteria (PCV)

These are all part of the standard childhood vaccine schedule. No “special” vaccinations are required for attendance.

If a parent/guardian chooses to exempt their child from immunization requirements, they must complete and sign the Certificate of Exemption (COE) form, which accompanies the CIS form. The child’s health care provider must also sign the COE form for a medical, religious, or personal/philosophical exemption.

As of July 2019, state law prohibits personal and philosophical exemptions for the MMR vaccine.

Medical and religious exemptions are still allowed for children. Beginning September 2020, LCP will exclude from class all children without proof of vaccination for MMR or a valid COE.

Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health’s Communicable Disease and Epidemiology division.

All vaccination record information is kept confidential and reviewed only by the Risk Manager or their assistant!

In accordance with the state mandate and our governing college, we will require full vaccination against COVID-19 for all adults who come inside any classroom space (including outdoor areas) or who attend in person parent education meetings. Proof must be submitted to the risk manager before you will be able to enter or work in the classroom.

For proof of vaccination, you can submit any of the following

- a) Photo or scan of your Vaccination Record Card
- b) Documentation of vaccination from a healthcare provider or electronic health record
- c) <https://waverify.doh.wa.gov/> which is just for Covid vaccination.

EMERGENCY PROCEDURES

Emergency procedures will come into effect during an earthquake, fire or other major hazard. The teacher is the captain in emergencies: look to them for direction. If a major disaster does occur while your child

is in preschool, stay home. The school is prepared for children to remain at school for 24 hours. Each class will discuss emergency procedures and evacuation plans during the first class meeting of the year.

The first aid backpack contains emergency supplies and should be grabbed in the event of emergency evacuation of the building. It contains first aid supplies, flashlight, and the LCP Directory including the out-of-state emergency phone numbers.

Earthquake

In an earthquake, expect five minutes of shaking and possible aftershocks. Most injuries occur when falling objects hit someone. Following these instructions will reduce the chance of being hurt. **Keep calm.**

If inside: Take children in your area under tables or next to inside walls, covering heads with hands. Wait until shaking stops.

If outside: Stay away from wires and trees. Try to keep in the open and away from buildings. Insist that the children stay with you.

If driving: Pull off the road and stop as soon as possible. Avoid wires. If a wire hits your car, stay in the car until professional help arrives. Use judgment about whether to drive to school or return home.

After the first shock:

- Refer to the earthquake procedures posted on the safety section of the bulletin board.
- Expect aftershocks.
- If strong gas odor, do not use phone or light matches. Send a parent to shut off gas and electricity.
- Send a caregiver to check the building for structural damage and assess possible evacuation routes. If it is not safe to remain, grab the first aid/emergency backpack and evacuate using the best route. Watch for downed wires, falling trees and pieces falling off buildings.
- Administer First Aid if necessary. When safe, make necessary phone calls.

Fire

- Take a head-count of children in your area and report to the teacher.
- Evacuate those children using the closest safe exit. Before you open a door, feel to see if it is hot. If hot, there is a fire on the other side. Use another exit. Do not open the door to peek.
- Close doors on the way out if possible.
- Meet at the fence in the side yard. Proceed as necessary to another location once all are accounted for.
- The teacher will check bathrooms and entire area for children, assign one parent to call 911, bring the first aid backpack, and turn off power.

Who to Contact in an Emergency

In the event of an emergency, **do not call the school or the teachers.** Please use the Out-of-State contact numbers located in the LCP Phone Directory.

ALLERGY POLICY

Family's Responsibility:

- Notify the school of the child's allergies.

- Work with the teachers and class parents to develop a plan that accommodates the child's needs throughout the school, including in the classroom, in the kitchen, and during school-sponsored activities.
- Provide written medical documentation, instructions, and medications as directed by a physician. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, and how and when to tell an adult they may be having an allergy-related problem.
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

Lakewood's Responsibility:

- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Insure that all teachers and parents who interact with the student on a regular basis understand the food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the Risk Manager to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine, if applicable. Ensure that medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers.
- Ensure that teachers and substitute teachers are properly trained to administer medications.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.

Student's Responsibility:

- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

PEANUT/TREE NUT/SEEDS ALLERGY POLICY

- Lakewood Co-op is a nut-free zone. Snacks may not contain peanut butter, nuts and nut oil or nut products. Seeds are also prohibited for the 2022-23 year.
- An approved list of nut-free items is in Snack Suggestions. We strongly recommend that the snack parent choose a snack from the approved list. Should you wish to bring in a different snack, either store-bought or homemade, you may do so, but the snack may not contain peanut butter, nuts and nut oil or nut

products. If you have any questions about whether an item is nut-free, check with the parent of the student with allergies.

- Items that contain nuts and should not come to school: Peanut Butter Sandwiches, Peanut Butter, Ritz Bits Crackers, Peanut Butter Cookies, all Tree Nuts (Cashews, Hazelnuts, Macadamias, Chestnuts, or Pecans), Granola Bars, Multigrain Cheerios/Honey Nut Cheerios, and any other obvious product containing nuts as a main ingredient (e.g., Peanut M&M's, Snickers, etc).
- Parents may bring in special treats for birthday/special celebrations, but these treats may not contain peanut butter, nuts and nut oil or nut products.

OTHER FOOD ALLERGIES/FAMILY FOOD CHOICES

Currently, we are not having in school snacks. The Dragonfly class will eat snack outside, and bring their own snack from home.

Some students and families have other food concerns. Lactose intolerance, allergies to wheat, fish, soy, eggs, etc. may cycle in and out of the school. Some families are vegetarian, some limit processed foods and refined sugar. With these food concerns, we go on a case by case basis. These foods are not banned entirely from the school if they are particular family food choices or from snack time because they rarely cause life threatening allergies and are not oily.

Some families bring in treats for birthdays and other holidays. These are offered at the end of class so if a family does not wish their child to eat them, they may provide a treat of their own (which can be kept in the school freezer or cupboards) or they can leave before the treat is offered.

Lakewood families put a lot of thought into their snacks and work hard to accommodate everyone. However, preschool is also a learning opportunity for food-allergic children to begin to understand that some foods are not safe for them or are not chosen by their families, and to begin to learn how to recognize them. These skills will be important as they increasingly spend more time with friends and away from their families.

INCLEMENT WEATHER POLICY

LCP follows the Seattle Public Schools response to inclement weather. If SPS delays school, morning classes will be canceled but afternoon classes will continue as scheduled. If SPS cancels school, LCP classes will also be canceled.

ON CALL POSITION

The purpose of the On Call position, is to cover last minute illness and other unforeseen circumstances experienced by the families assigned to the working shifts, and is considered a working shift. This means the On Call person should arrive to school, ready to work, on their scheduled work day. Once it is clear that all classroom jobs (Snack, Art, and Floater(s)) are filled, the On Call person is free to leave.

If a Working Family has a known conflict which makes them unable to cover their shift, they should find coverage for their shift by emailing the class and arranging a trade, so that the On Call position can be reserved for eleventh-hour predicaments. Working Families that experience last-minute illness or other circumstances that prevent them from working in class should notify the scheduled On Call person, the Class Chair, and the Teacher by 8pm the night before the shift whenever possible; especially keeping in mind the Illness Guidelines found in the Handbook, which often require a child is symptom-free (as in the case of fever) for 24 hours before returning to class. However, we as a community also understand that illness may occur overnight or morning before class.

The Class Chairs, in conjunction with the board, reserve the right to make amendments to this policy as best fits their classes in particular years or circumstances. In years of low enrollment, the position may be eliminated from the working parent schedule.

GRIEVANCE PROCEDURES FOR CO-OP MEMBERS/TEACHERS

LCP is a cooperative organization. As such, we value a harmonious, diverse and respectful environment. We also serve as models for our children in problem resolution. Nevertheless, in a preschool dependent on volunteer energy, disputes may arise. Members are expected to resolve problems before they become disruptive to the operation and environment of the school.

First, the problem should be clearly identified. The parties involved should attempt to resolve the issues themselves first. If this is unsuccessful, or if the complaining party is uncomfortable approaching the other party, the following process shall be implemented:

1. The complaining party shall put the identified issue(s) in writing with the desired resolution. This will be provided to an Enrollment Coordinator (or the Job Coordinator, see below) who will act to form a grievance committee within 15 days and who will notify the board chair(s).
2. The grievance committee may consist of any of the following people, depending on the complexity of the problem and the nature of the issues involved: Enrollment Coordinator (Chairs committee unless job related grievance), Class Chair, Parent Educator, Class Teacher, Job Coordinator (Only on job grievances).
3. The Grievance Committee will meet with the parties involved in the dispute. After the meeting, the committee will evaluate the issues, consult the class teacher if necessary and present its recommendation to the board.
4. The decision of the board is final. All decisions must comply with any employment and parent contracts in effect.
5. At the point of resolution, the Enrollment Coordinator will document the event and the outcome and this will be placed in a confidential file.
6. If the issue to be resolved involves performance of a preschool job, the job coordinator shall initiate and chair the grievance process and document the dispute and resolution in a confidential file.

LEAVE POLICY

Children must be continuously enrolled in the preschool. A leave of absence may be taken. Tuition for the time of absence must be paid in full prior to such absence.

Medical/personal leave for classroom duties can be requested through the class chairperson and must be approved by the class chair and school co-chairs.

A maternity or paternity leave from assistant teacher duties of up to sixteen weeks from birth will be given. Finding a substitute for assistant teacher duties during this period is not required. However, attendance at the monthly meeting is required and tuition shall be paid according to the regular schedule. Members are still required to fulfill the requirements of their all-school job during maternity or paternity leave.

An emergency leave is available for parents in need of relief from their co-op obligations due to an emergency or major medical complication. The parent must first contact their class chair who will present their situation to the board. The board, by vote, may grant relief from the parent job obligation and the class meeting requirements.

If your leave situation makes your family unable to fulfill your financial obligations to the co-op, please contact the Treasurer at treasurer@lakewoodcoop.net. The details of your situation and any awarded financial aid will remain confidential.

PRESCHOOL JOB DESCRIPTIONS

As a coop, the school's only employees are the teachers. All other functions are done by families from the school. This allows families to be involved in the function of their child's school and our community and also allows the school to keep tuition low.

Each family is responsible for performing one job throughout the school year. Hours required for jobs can range: some take a regular two to four hours per month, some considerably more, others take a chunk of time at once, still others require general availability. There are board and general positions. Jobs are described below, but changes to job descriptions and job availability happen regularly as the school evolves. Jobs may be combined, not exist, or new jobs may come up as needs and attending families change.

Board Positions

The board nomination process takes place in the spring preceding the current school year and is initiated by the current co-chairs. The membership will vote on the slate. In order to be considered for a board position, a member must be in good standing and have fulfilled the requirements outlined in the enrollment contract.

Each board position, in addition to its listed responsibilities, requires attendance at monthly board meetings. The times and locations of the meetings are determined by the board at the transitional potluck held in May or June. Finding childcare during the meetings is the responsibility of each board member.

Chairperson(s) (one or two positions, single vote on board)

The chairperson is responsible for planning and coordinating the school's operation. This person should be comfortable managing and delegating responsibilities. It is recommended that if there are two chairpersons

that one would be the lead. Usually the lead would be a returning parent, while the other person would be from a less senior class, and might choose to lead the following year. It is also recommended that one of the chairpersons have previous board experience. The chairperson will:

- Arrange and preside over board meetings and the all-school meetings.
- Act as resource person for class chairpersons.
- Coordinate board nomination/election process for the following year and fill any board positions as they occur during the year with the assistance of the Jobs Coordinator.
- Oversee the annual teacher and NSC parent educator evaluation process.
- Negotiate contracts with all parties.
- Act as a liaison with Columbia Lakewood Community Church regarding any financial, contractual, and legal issues.
- Serve on the Enrollment Committee as needed.
- Serve as Hiring Committee chair, if necessary.
- Work with the board secretary and job coordinator to revise parent handbook.
- Maintain a monthly activity record to assist future chairpersons.
- Coordinate the end-of-year school evaluation.

Treasurer (one position)

The treasurer is responsible for administering the financial transactions of the co-op. Some knowledge of bookkeeping and tax preparation is preferred. The treasurer will:

- Provide support to the board regarding financial decisions.
- Provide monthly reports to the board and membership regarding accounts and budget.
- Prepare employee payroll and pay all bills, taxes, and reconcile bank accounts.
- Prepare annual budget and year-end report. Send copy to NSC.
- Provide support to family jobs that require purchases and make necessary reimbursements.
- File federal and state tax and employment forms, including 990EZ, 941, L&I, W-2/W-3, and any others required, in a timely manner.
- Be responsible for starting and stopping garbage & recycling - no longer applicable with new lease.
- Train assistant treasurer and communicate with them regarding tuition and incoming funds collection.
- Serve on the Scholarship Committee.
- Serve on the Tuition Committee.
- Meet with next year's treasurer to review responsibilities ensuring a smooth transition.

Secretary (one position)

The secretary oversees the written communications of the board and the co-op and serves as the official record keeper for the group. This is a straightforward position requiring a good ability to follow through. The secretary will:

- Record minutes at board meetings. Distribute minutes to board members, send out in e-mail to the entire school following approval, and post minutes on bulletin board for general membership review. A copy of the minutes should also be sent to Columbia Lakewood Community Church (check with church liaison to get most current email address). Minutes must be distributed in a timely fashion so that class chairs can consult notes prior to monthly parent meetings.

- File all minutes and any other records of the group (for example, schedules, correspondence, sign-in sheets, etc.). At the end of the year, coordinate creating an archive of all-important preschool files.
- Take care of any official correspondence that may be requested by the board.
- Organize, publish, and distribute preschool roster and directory at the beginning of the school year. Work with Enrollment and Job Coordinator over the year to obtain most up to date rosters and job assignments. Have a proof of the directory available at the all-school orientation meeting for families to review prior to publishing phone book.
- Maintain all-school list based on current year's roster and the internal email account. Use account to distribute information relevant to the whole LCP community i.e. fundraising info, enrollment deadlines, school events, board correspondence to the LCP community and information from NSC. List will be updated in June to reflect upcoming school year. Keep a copy of all emails sent from the account and forward any incoming mail to relevant people if needed.
- Work with job coordinator and board chairperson(s) to revise parent handbook and publish yearly.
- Maintain a confidential correspondence file, including all preschool documents of a sensitive nature.
- Oversee sign-in process at all-school meetings. Distribute any relevant handouts to those parents unable to attend.

Class Chairperson(s) (one position per class)

This person acts as the class representative to the board. Each class chair will:

- Create, distribute and post monthly work schedule at least one week before the end of every month. The schedule should include holidays, field trips; events (for example, parent meetings, board meetings, social events, tuition deadlines, parent work assignments, etc.).
- Work with the class to resolve schedule changes or irregularities.
- Make sure In Good Standing forms are signed and followed. Talk to family if they are not following it.
- Attend board meetings and give reports on class issues.
- Make arrangements for the monthly meetings September through May. Facilitate the meetings and present pertinent board information to the class in the form of an agenda. Tell parents absent from the meeting about any important issues.
- Point of contact for parent concerns and go between to/from teachers
- Serve on the Enrollment Committee, when needed
- Creating, maintaining, and communicating via a class google group for all meetings and coop events.
- Finding volunteers to manage class socials (December and Spring), class art project for fundraiser, Teacher/Parent Educator gifts, meal trains for families, etc.
- Help integrate new families, get them trained for working parent jobs, and facilitate creating a cohesive group.
- When deemed necessary, take or delegate taking notes at class meetings and handle correspondence for the class. (Most often, meeting minutes are NOT required, but on occasion, classes make decisions at meetings that need to be documented and/or notes should be distributed to those who are not present.)
- Dragonfly Chair - help integrate Leaders and incoming Dragonflies , organize and assign roles for Moving Up Ceremony (getting backpack donations from families, packing backpacks, jobs for day of, coordinating donations of items needed for ice cream social)

Enrollment Coordinator(s) (1 to 2 positions, single vote on Board)

The Enrollment Coordinator acts as a liaison between and among the parents and the teachers and/or the board to communicate any concerns and problems that may arise. This person must have good organizational skills and a terrific ability to communicate with people. This position is very detailed and requires a two-year commitment, with the person learning the first year, and passing on the information the next year. The Enrollment Coordinator(s) will:

- Coordinate enrollment throughout the year including arranging visits by prospective families, advertising and filling student vacancies.
- Communicate with new members the philosophy of the school, details of enrollment and family responsibility within the school.
- Maintain the info@lakewoodcoop.org email account. This account is LCP's external email account and requires regular monitoring in order to respond to enrollment queries in a timely manner. Keep a copy of all emails sent from the account and forward any incoming mail to relevant people if needed.
- Initiate and serve on Grievance Committee in accordance with grievance procedures.
- Organize and host the Mandatory Parent Orientation prior to the start of school to welcome and train new and old co-op members.
- Coordinate the annual open house for prospective families.
- Serve as Enrollment Committee chair.
- Be responsible for registration paperwork and collection of tuition deposits for every co-op member. Enter all required information into all-school roster and work with Secretary, Job Coordinator and Webmaster over the year on handbook, directory, job assignments and website updates.
- Attend board meetings and give status reports on enrollment.

Church Liaison (one position)

This person acts as a liaison between the preschool and the Columbia Lakewood Community Church (our landlord). The liaison will:

- Contact a designated member of the Columbia Lakewood Community Church at least once a month to facilitate communication on facility usage and other relevant issues. When there are tasks required by the church, this person should implement completion of these tasks either by delegation or self.
- Work with the classroom maintenance/organizer to communicate any maintenance issues with the church (electrical, plumbing, heating, etc.) or to notify the church of any hazardous conditions.
- Inform the chairperson if there are any financial, contractual, or legal issues to be dealt with.
- Attend board meetings and give status reports on any issues currently being coordinated with the church.
- Keeps track of who has each set of keys to the school and office
- Maintain a shared calendar with the Columbia Lakewood Community Church that includes all additional school meeting held at school
- Coordinate full classroom breakdowns needed for church events

Fundraising Chairperson (one position)

The Fundraising Chairperson is responsible for overseeing the fundraising project(s) for the year. This person must be organized, have good people management skills, and have the ability to delegate responsibility. Prior experience on the fundraising committee is preferred. The Fundraising Chairperson will:

- Chair the Fundraising Committee.

- Act as a liaison between fundraisers and the board.
- Attend board meetings and report on the fundraising progress.
- Lead monthly fundraising committee meetings and oversee the committees.
- Present a fundraising plan to the preschool at the all-school meeting at the beginning of the school year.
- Serve on fundraising committees as needed.

Parent Advisory Council (PAC) Representative (one position)

The Parent Advisory Council (PAC) is composed of parents representing each coop program in the Parent Education Program at North Seattle College as well as a faculty representative from the Parent Education Program, Health and Human Services Division.

PAC meets on a monthly basis and its major objectives are:

- To promote quality education for parents and their young children.
- To offer parent information and opinions for decision making by the Parent Education Program.
- To unify the coops throughout the system by providing a communication network for voicing needs and sharing ideas.
- To provide year-to-year continuity and a sense of history for a program made up of many diverse elements.

Responsibilities: Each PAC Representative is their coop's representative to the Parent Advisory Council. The Parent Advisory Council votes on guidelines and makes recommendations on issues common to all coops; this is each coop's voice. Specific duties include:

- **To attend the monthly PAC meetings.** NSC affiliation requires each coop class to have an active PAC representative.
- **To participate on a PAC Task Force or Committee.** The task forces and committees may vary depending on the interest of the PAC membership.
- **To act as a liaison between the coop and PAC.** A College representative serves as PAC advisor and liaison to the Parent Education Program.
 - To participate on the coop's board.
 - To report relevant information to the class chairs to share at parent meetings.
 - To communicate with the coop regarding fees and the scholarship fund.
- **Serve as a board member in a professional manner.**

Job Coordinator (one position)

This job involves communication with teacher and co-op members regarding their assigned co-op jobs.

This person needs excellent people skills and must be direct about job issues. The Job Coordinator will:

- Coordinate job assignment process for non-board positions, with the help of the incoming job coordinator and the Job Assignment Committee, if needed. This includes distribution of job preference forms and notification to members of their job assignments.
- Work with the chairperson to clarify the recommended prerequisites for job assignments and to assign any additional tasks or clarify responsibilities.
- Convene and chair the Job Assignment Committee, if necessary.
- Distribute list of job assignments to board members and risk manager by August.
- Facilitate process of collecting feedback about job performance and other job-related issues throughout the year. Members and teachers may report concerns about jobs throughout the year.
- Work with teachers to notify the maintenance manager as to any repair needs.
- Work with chairperson to coordinate annual job performance self-evaluations for members (send out with the teacher and NSC parent educator evaluations).

- Attend board meetings to facilitate communication with teachers and board and determine if there are any gaps in job completion or if any new jobs need to be created.
- Contact chairperson regarding follow-up with parents.
- Maintain job descriptions in the handbook and on the website.
- Work to create job documentation on all positions, and maintain current archive of file used by each job to help knowledge transfer occur smoothly.

Risk Manager (one position)

The risk management manual outlines the responsibilities of this position. This position requires a person interested in managing the safety issues for our children. The Risk Manager will:

- Attend each class's first regular parent meeting to present a risk management course. Keep track of participation in risk management training to ensure all working caregivers are trained. Provide follow-up training as needed throughout the year.
- Maintain all necessary risk management forms and paperwork for the preschool. Make 4 copies of all risk management forms for backpacks and for field trip coordinators.
- Put together earthquake supply kit for the school.
- Complete safety checklist from risk management manual on a quarterly basis.
- Coordinate fire and earthquake drills and CPR and First Aid training, if requested.
- Notify insurance carrier of any events open to the public (for example, carnivals, open house, etc.).
- Coordinate response team, in conjunction with co-chairs and teachers, for any emergency that pertains to risk management issues.
- Maintain the First Aid kit.

Anti-Bias and Outreach Coordinator (one position)

- The Anti-Bias and Outreach Coordinators will collaborate with Teachers and Board to create an outreach plan for the year. This could include the following:
- Coordinate the sponsorship of a children's booth at the Columbia City Farmer's Market at least once during the summer. Work with teachers to determine a fun activity, help locate all necessary supplies, and find volunteers to staff the booth.
- Work to formalize the school's social outreach policies for publication in our handbook, advertise rallies and marches and otherwise promote opportunities to be involved in the larger, diverse community.
- Be aware of class and school meeting places and times and ensure that they are published one month prior to events (calendar information can be obtained from Secretary if needed).
- Where appropriate, work with the social committee and enrollment coordinator to market all-school meetings and social events.
- Coordinate with teachers and provide support to parents on themes related to social justice / anti-bias including,
- Hold ABC meetings, as needed
- Attend Board meetings (generally staffed by the Anti-Bias Coordinator, or assigned as appropriate)
- Serve on the Scholarship Committee.

For more information on the Outreach position, see non-board job section 12 below.

Preschool Teacher(s) (non-voting)

The teachers are hired under contract by the group and are paid to plan curriculum and act as head teacher(s)/advisor(s) for the parents. Teachers are non-voting members of the board. They provide essential information and facilitation at meetings. In addition to the requirements detailed in the contract, the teacher(s) will:

- Attend board meetings as requested.
- Attend parent meetings.
- Attend all-school meetings.

Parent Educator Instructor (non-voting)

This person is employed by North Seattle College (NSC) to advise the co-op regarding preschool operation and to provide parent education. The parent education instructor is a non-voting member of the board. They provide essential information and facilitation at meetings. The parent education instructor will:

- Attend some board meetings (as available per NSC's budget).
- Attend parent meetings and lead parent education discussion.
- Attend all-school meetings.
- Attend some preschool classes modeling developmentally appropriate adult-child interactions.
- Post a monthly schedule of planned classroom visits on bulletin board for membership review.
- Help with individual family concerns.
- Advise the teacher in curriculum planning matters.
- Advise the Enrollment Committee and Grievance Committees.

General (Non-Board) Job Descriptions

The following jobs are available to the membership. Job planning begins as soon as a family has enrolled, taking into account the information and preferences given in a family's enrollment paperwork, as well as job experience within the school. The Jobs Coordinator always attempts to honor preferences, but there are often multiple requests for a given job. Also, certain jobs may have requirements a family must meet in order to take them on. As such, the Jobs Coordinator will attempt to match each family with a job that fits the family's skills and constraints and school's needs.

Each family will be contacted by the Job Coordinator and assigned a job that they will be required to perform throughout the school year. Please note that some jobs may not be assigned every year, as job assignments are dependent on enrollment and the needs of the preschool. A Job Assignment Committee, consisting of members of the board, may be convened if deemed necessary.

The approximate time commitment for these jobs averages 4 - 8 hours per month, though some may require much more. Some are also dependent on the skill of the person doing the job. Remember that some of these jobs can be done with "help" from the kids. When included, they gain self-esteem from helping the school and you! Use your creativity to make the job a family effort. Telling kids they are helping the "teacher" or "preschool" instills the children with the cooperative value we are striving to promote.

Please recognize that these jobs, regardless of how straightforward or complicated they may be, are essential to the Co-op's smooth functioning. Carefully evaluate your family's resources and request the jobs you think will best fit your abilities. Failure to meet your commitment may result in a review of a member's eligibility in the preschool. If you have special needs, please list them on your job preference form. The Job Coordinator(s) or the Assignment Committee will do their best to fill your request.

Please note that all jobs and job duties are subject to change and/or reassignment based upon LCP's current needs as we operate in the context of COVID-19.

Anti-Bias and Outreach Support (one position)

The position is a two-year position that is Outreach during year one and Anti-Bias Coordinator (Board position) during year two. You will help the preschool strengthen its ties to the neighborhood by coordinating our service projects and projects like creating a newsletter for our families. For this job, you should be a good organizer who places a high value on community service. The Anti-Bias Coordinator and Anti-Bias Support will collaborate with Teachers and Board to create an outreach plan for the year. This could include the following:

- Coordinate the sponsorship of a children's booth at the Columbia City Farmer's Market at least once during the summer. Work with teachers to determine a fun activity, help locate all necessary supplies, and find volunteers to staff the booth.
- Work to formalize the school's social outreach policies for publication in our handbook, advertise rallies and marches and otherwise promote opportunities to be involved in the larger, diverse community.
- Be aware of class and school meeting places and times to be published one month prior to events (calendar information can be obtained from the Secretary if needed).
- Where appropriate, work with the social and enrollment committee members to market all-school meetings and social events.
- Coordinate with teachers and provide support to parents on themes related to social justice and anti-bias.
- Hold ABC meetings, as needed
- Attend Board meetings (generally staffed by the Anti-Bias Coordinator, or assigned as appropriate)

Art Materials Coordinator (one position)

This position is great for families who enjoy crafty stuff and want to do their job during or close to school hours. The art project coordinator will:

- Make play dough as needed, typically at least every 3 weeks. The first batch needs to be made prior to the beginning of school. Please contact teachers/risk manager regarding any student allergies before making the first batch.
- Place all dry artwork into kid's cubbies for taking home at least weekly.
- Stay in touch with the teachers regarding any support they need (i.e., prepping materials, shopping for supplies).
- Collaborate with teachers, substitute teachers and class chairperson to create children's class projects for the annual auction.
- Keep the art room in order (i.e., put away art, leftover supplies, organize materials), roughly monthly or quarterly, as needed by the teachers.
- This position serves as fundraising/social events support as necessary.

Assistant Treasurer (one position)

This person works with the treasurer but is not a member of the Board. However, this role generally is a two year commitment with the first year learning the ins and outs of the Treasurer position and the second year as the Treasurer. The assistant treasurer will:

- Collect all incoming funds from the school safe and maintain accurate records of tuition payments, donations, scholarship funds, etc.
- Maintain accurate records of all electronic/credit card payments received.
- Send out monthly notices to families reminding them tuition is due the 1st of each month.
- Enforce late tuition fee policy. Tuition not paid by the 5th of the month shall have an additional \$15 fee.
- Notify treasurer of any family 30 days past due.
- Make all deposits to the bank including tuition, scholarship funds and fundraising proceeds.
- Provide Treasurer with photo copies of the deposit slips and all monies/checks deposited.
- Make deposits in a timely manner with the goal of not holding checks for longer than one week.
- Is trained by the treasurer in the bookkeeping system in order to substitute for the treasurer, if necessary.
- Serve on the Scholarship Committee; mail notification of scholarship provisions to all recipients.

Class Documenter (as many as one position per class.)

This position is often combined with Enrichment Coordinator. *This job will not be assigned during the 2021-2022 school year.*

- Regularly take photos in the classroom (by their own initiative on work day and by teacher's request).
- Take candid photos or solicit photos for teacher needs and for use for the auction slideshow
- Print out select photos as requested by teacher or fundraising team. Discuss with teachers if this can be done on the school printer.
- Assist teacher in typing out short descriptions of photos and creating titles.
- Mount photos and descriptions on board in attractive format and hang on walls if requested by teacher.
- Help teacher create small thematic laminated books for use in the classroom (i.e. a classroom birthday book documenting all children's birthdays).
- Document enrichment events and other special times or coordinate with others in class to make sure they are documented.
- This position serves as fundraising or social events support as necessary.

Enrichment Coordinator (as many as one position per class)

This position is often combined with Class Documenter. *This job will not be assigned during the 2021-2022 school year.*

- Meet with the teacher during the first few weeks of school to discuss and schedule any necessary advance reservations and to plan the use of the budget for the year.
- Work closely with the teacher to arrange for culturally relevant events that expose children to our diverse community. This is generally something like quarterly for the Dragonflies and typically two times in the year for the Crickets class, depending on the desires of the teacher and the class.

- Plan enrichment events, bearing in mind the budget set by the board, and distribute information in writing to the teacher and parents outlining the date, time and other pertinent information (for example; extended time, clothing recommendations, etc.).
- Inform parents of our school policies regarding enrichment events. This is best done at the first or second parent meeting of the year, so that the teacher and parents can ask questions and clarify procedures before any outings or events. The coordinator can use the written policy included in this handbook to make this process easier.
- Distribute emergency information prior to beginning.
- Create and update an enrichment notebook and digital file with ideas and contact information.
- Attend and coordinate all enrichment events.
- This position serves as fundraising support as necessary.

Fundraising Committee (Fundraisers, Scrip and Support Positions)

The fundraising committee is a team composed of the Fundraising Chair, Fundraisers, and sometimes separate Scrip position. Usually, at least one full-time fundraiser from each class is assigned. It helps if there are committee members from last year's group who can provide continuity. In addition, a number of other positions can serve as fundraising support on top of their other responsibilities, especially in terms of event setup/cleanup or other things that require a larger number of people.

It has been the practice for several years to have an annual fundraiser organized as an all-school event, such as a raffle, auction or rummage sale. The Fundraising Chair and Fundraisers decide what events to organize to meet the fundraising goals, with input from the board, the teachers, and the parent educator. Annual funds, t-shirt sales, Amazon Smile and other types of fundraisers are also sometimes done.

When possible, the fundraisers can meet and start planning the year's fundraisers during the summer, so that each family's responsibility can be clarified at the first all-school meeting, and so that the fundraisers, if needed, can order any items for members to sell, book any necessary venues, and organize for events that may occur early in the school year.

Fundraisers

The fundraiser positions are crucial to ensuring the financial success of the preschool. Organizational and group motivation skills are helpful to spur the group on to completing fun and successful projects that raise money and build our preschool community. The fundraisers will:

- Lead discussions and coordinate ideas to originate a minimum of one fundraiser, keeping in mind the fundraising goal as defined by the school's annual budget.
- Work as a team to organize fundraising events, typically in the form of an auction.
- Present the year's fundraising plans, goals, and family responsibilities at the first all-school meeting. The purpose of this presentation is to let families plan their fundraising participation for the year, not to gather input for fundraising ideas or gain membership approval.
- Present and promote fundraising ideas at each of the class parent meetings prior to campaign.
- Organize efforts as a group. You should not feel like you did all the work yourself: if necessary delegate!
- Keep track of fundraising participation of each family, with the help of the Assistant Treasurer.

Fundraising/Scrip Coordinator (one position)

This position helps the preschool earn money by working with merchants who give our school back a percentage from purchases made by preschool families. These merchants want to support nonprofit organizations, and in return ask us to support them by shopping at their stores. The idea behind scrip is that families generate revenue for the school through purchases they would make anyway. The SCRIP Coordinator will:

- Serve on the Fundraising Committee, first and foremost.
- Introduce and recruit preschool families into LCP's SCRIP programs in September at All School Meeting and market SCRIP fundraising to the LCP community throughout the year.
- Oversee the operations of LCP's SCRIP program, including using Excel spreadsheets to maintain inventory of scrip cards, member's enrolled with SCRIP vendors, and SCRIP funds pending and earned.
- Present SCRIP financial reports to the Treasurer and the LCP Board on a quarterly basis and at other times if requested by the Board.
- Work with the Fundraising Chair and Treasurer to ensure that LCP's SCRIP processes are creating reasonable profit without creating undue burden of labor on our Treasurer and that revenue is reflected in LCP bookkeeping.
- Ensure that SCRIP information is available on the LCP website, at the school site and is disseminated on a regular basis to all members either electronically or in print.
- Investigate new options for SCRIP fundraising and present ideas to LCP Board.

Gardening Coordinator (one position) This position is often combined with another.

- Coordinate with Teachers/Setup Coordinator/Supplies/Treasurer to get sand or play chips when needed.
- Work with the teachers to assist with classroom related gardening activities.
- Improve the "green space" on church grounds for the enhancement of the preschool and beautify the school grounds before school public events like open houses or class tours.
- Make recommendations of such improvements to the Board of Directors, and implement approved recommendations and maintenance thereof using budgeted funds.
- Recruit volunteers as needed to assist with implementing and maintaining improved areas.

Librarian (one position) This position is often combined with another.

This job will not be assigned during the 2021-2022 school year.

The librarian works with both teachers to determine themes being presented in the classroom and to obtain book selection suggestions. This position is somewhat easy to work into "after hours" or difficult schedules. The librarian will:

- Make regular trips to the library to review, check out and return 10 - 20 books per month.
- Work with the teachers to obtain books that support thematic, seasonal, and cultural threads being explored in classroom projects and celebrations.
- Oversee parent education library check-out system, update index.
- Work with teachers to determine a one-time Scholastic book order (ie: a book fair week), and promote book sales so that the preschool earns bonus points for free books and equipment (to be coordinated with teachers).

Maintenance Coordinator: (one position) This position is often combined with another. This role is good for families needing a job that can be done after-hours or on weekends. The Maintenance Coordinator will:

- Oversee the general safety of the school. Respond in a timely manner to notification by teachers or the job coordinator of repairs that need to be done in the classroom.
- Create and maintain a log of repairs needed and completed. Post it on the bulletin board in the classroom so that it is accessible. Check the log weekly to see what repairs are needed.
- Remove/repair broken toys and equipment and note the repair on the log.
- Work with the church liaison person to coordinate building maintenance issues with the church.
- At the end of the year, create and maintain a list of the estimated value of any damaged preschool equipment and toys for insurance replacement purposes.
- This position serves as fundraising support as necessary.

Pet Coordinator (one position) This position is often combined with another.

This job will not be assigned during the 2021-2022 school year.

- Clean and maintain class pet habitat 2 times per week (change bedding regularly etc.).
- Provide fresh food and water for the class pet, especially making sure that there is enough food for weekends.
- Ensure pet supplies are maintained throughout the year.
- Coordinate with Teacher and Class chairs to find volunteer families to host the class pet during extended school breaks.

School Setup/Cleanup Coordinator (one position)

This job may be taken on by the Church Liaison depending on need and available help.

With the assistance of the teacher and other preschool families, this person has the responsibility of classroom set up and clean up for the school year. In addition, this person shall organize the inventory process at the end of the school year. Organizational and management skills are a big plus here. The workload for this job is concentrated at the beginning, middle and end of the school year instead of spanning the entire year. The school set-up/clean-up coordinator will:

- Make sure everything is ready prior to set-up/mid year clean/end of year breakdown and potentially provide a small snack/water or coffee for adults who will be there. Make sure everything is squared away after.
- Coordinate classroom set-up. This usually takes place on two or three days in early September. The set-up/clean-up coordinator should plan to be there for all the days until the classroom is ready to use.
- Coordinate a mid-year clean up, usually prior to our open house in late January or early February.
- Coordinate end-of-year clean up and closing of classrooms. This usually takes two to three days in June. The set-up/clean-up coordinator should plan to stay during those days until the classrooms are completely closed down.
- Keep record of those families who participate in set-up or clean up.
- Coordinate end-of-year inventory of school equipment.

Social Events Coordinator (up to one position per class)

This position is perfect for the “social” planning parent. If you love to throw a party, this job would be a good fit. Please note there is a budgeted allowance for these events which will be provided by the treasurer at the beginning of the year. The Social Events Coordinator will:

- Evaluate the calendar of events for the year and work to make sure each event can happen as scheduled.
- Work with the appropriate other jobs to plan and organize the all-school family events, including:
 - Beginning of the year picnic (Co Chairs, Supply manager, Teachers)
 - Beginning of the year All School Meeting (Co Chairs, Enrollment, Teachers)
 - Fall Festival or Winter Warmup events or similar (Enrollment, Anti Bias, Fundraising)
 - Mid year All School Meeting(s) (Anti Bias Committee)
 - Open house (Enrollment, Co Chairs, Teachers)
 - Fundraising events (Fundraising Chair and team)
 - Assist events with:
 - Venue booking/coordination.
 - Plates/silverware/cup needs.
 - Food/beverage needs including food service setup/breakdown for annual fundraiser.
 - Entertainment or other needs, for events like the Fall Festival/Winter Warmup.
- Organize summer park play-date schedule and send it to the Secretary to distribute to current and incoming families. These are often scheduled a different day each week for each class and potentially one for all classes and are coordinated to occur at nearby beaches and parks. For example, it may have Bumblebees Mondays at Lakewood Park, Crickets Tuesdays at Mt Baker Park, and Dragonflies Wednesdays at Georgetown Playfield.
- Organize school photo session with Yuen Lui Studio (900 Virginia Street, Seattle, WA 98101; 206 622 0338) by the end of September. It may need to be scheduled in late winter or early spring for optimal pricing.
- Contact & schedule Fall Family photo shoot with Libby Lewis Photography (separate from official school photos) in June/July.
- In the spring, work with the Secretary and the Fundraising Chair on a calendar of events for the next year, ensuring that venues for the next year’s picnics and auction are scheduled.
- This position may have a team that works with them or may serve as fundraising support as necessary.

Social Media/Marketing (one position)

This position is often combined with another. This position maintains our Social Media presence, presenting it in a method in keeping with our community and our board’s goals. This person also works with our Enrollment and Anti Bias teams to find ways to actively improve our visibility within our neighborhood. This may involve making LCP visible online, working on physical places to attending local events or setting up volunteers to do so.

- Keep our facebook page up to date.
- Planning for/attending Columbia City Farmer’s Market booths and similar events.
- Getting the word out about our school in Columbia City Stroller Brigade and similar online groups.

Substitute Teacher/Teacher's Helper

(one position per class in Bumblebees and Crickets; one to two in Dragonflies)

This person must be prepared to substitute for the teacher in the event of teacher's illness, emergency, or excused absence. In addition, this person will assist the teacher in preparing special projects when needed. The substitute teacher is trained by the teacher to carry out teacher's responsibilities in the event of teacher's absence and will:

- Assist teacher with special activities (for example, finding specific materials, coordinating with parents, or locating a guest visitor).
- Complete First Aid and CPR course completion cards (reimbursed by preschool).
- This position serves as fundraising support as necessary.

Supply Manager (one position)

This person is responsible for maintaining an adequate level of school supplies. Because there can be some gap between purchase and reimbursement, some flexibility is helpful. If necessary, however, alternative arrangements can be made with the treasurer. Access to a Costco card and a vehicle with plenty of space for transportation are musts. The supply manager will:

- Regularly check the level of school supplies.
- Initiate a system for reordering supplies (for example, cabinet lists, restocking levels, usage rates, etc.).
- Coordinate purchasing and ordering of supplies with the teacher on a monthly basis and submit receipts to the treasurer for reimbursement.
- The September supply order must be coordinated with the teachers by the previous June by the outgoing Supply Manager.
- Do not exceed the board-approved budget.

Towel Coordinator (one to two positions)

This position will be combined with weekly preschool set-up. The Towel Coordinator will:

- Take home dirty laundry to wash and return it to school on a weekly basis.
- Monitor the wet towel bin at least two times a week for occasional extra washings (kids and adults occasionally create floods).
- Fold clean towels to differentiate them from dirty towels.
- Go through towels and remove threadbare ones, replace with towels from Easy's workroom or coordinate with the secretary to solicit donations of worn ones from coop families.

Webmaster (one position)

This person should have experience creating and maintaining a website. The Webmaster will regularly maintain and enhance the school web page (lakewoodcoop.net). The Webmaster will:

- Work with last year's webmaster to transition the job.

- Work with board to update documents, descriptions and dates on the website (i.e. calendar, admissions application, school handbook, parent resources, etc.).
- Track when domain names need to be renewed.

Weekly Preschool Set-up (two families)

This job will be combined with towels and may not begin until spring of 2022.

This position is great families wanting a regular schedule who has Sunday afternoon or evening availability. The main responsibility is moving classroom items into position and make sure the classroom areas are ready for the Monday morning class. The tables are heavy, so two people are usually required to move them. The families on the team can decide if it is preferable to team up and each send a family member each time, to alternate, or have each family take a month at a time. These positions will:

- Arrive at the school after 2pm on a Sunday.
- Follow the setup checklist including, but not limited to:
 - Move kitchen tables and chairs from the art room back into the kitchen.
 - Move all preschool equipment and toys (mostly the dramatic play area) back to their weekday position from the sides of the main classroom.
 - Move kids coat rack and sandwich boards back to front entrance.
 - Conduct a final walk-through of the classrooms, kitchen/back hall/stairway, bathrooms, and entry to ensure that all areas are clean and put away, exits are clear, and doors are locked.
 - Turn off lights and close doors.
- In an emergency, setup can be done early Monday morning and completed prior to 8:45, but that should not be done normally.
- If a family is unable to break the classroom down due to emergency, it is essential that they contact the other family in plenty of time to arrange cover. In last-minute situations they should call the other family on the team to find a replacement. If none can be reached, contact the Bumblebee Class Chair (see LCP directory for telephone numbers) ASAP so that they can arrange for families to come in early Monday to set up. Vacations should be planned for with other family and scheduled accordingly.
- There are usually a few times during the year when the classroom needs to be broken down more thoroughly, often for the church to hold wedding receptions or memorials. The weekly setup families can choose to take turns doing these more extensive setups, or they can choose to work together.

STANDING RULES

1. All LCP families are expected to attend meetings in accordance with policies outlined in the “Meetings” section of this handbook.
2. Tuition rates shall be determined by the board. Current rates can be found on the LCP website. Changes to tuition rates will be communicated in winter prior to the enrollment period for the following school year.
3. Registration fees and enrollment deposits are used to cover insurance, Teacher wages and other expenses and are non-refundable.
4. An enrollment deposit equal to one month's tuition must accompany official acceptance of enrollment due in April/May to hold a space for the following year. The enrollment deposit is waived for families on full scholarship. Families on partial scholarship will pay their portion of the monthly tuition amount for the enrollment deposit.
5. Tuition payments are due by the 1st of the month to which the tuition is to be applied. Tuition payments received after the 5th of the month will incur a \$15 late fee due with payment. The Treasurer or Assistant Treasurer will notify the board of any tuition payments that are 30 days or more past due. With this notice to the board, the family may be placed on probation and there may be a review of eligibility for continued enrollment. Families are responsible to contact the Treasurer or Assistant Treasurer if alternate payment arrangements are necessary. In the event of a termination of enrollment before the end of the month, that month's tuition will not be prorated and/or refunded.
6. Families will participate in fundraising as determined by the fundraising committee. The enrichment fee covers the admission/cost for all enrolled students, the teacher(s) and working parents attending a field trip. As of September 2021, field trips have been canceled until further notice and the enrichment fee has been waived.
7. For a co-op coordinated carpool, parents who drive to a field trip are required to have proof of a valid driver's license and minimum auto liability insurance of \$100,000 per person/\$300,000 per accident and \$50,000 property damage. Children must ride in age-appropriate car seats, as provided by the parent.
8. The pre-enrollment deadline for fall classes will be announced in January for currently enrolled members. Failure to submit forms and required fees by the deadline may result in a loss of pre-enrollment privileges. The board establishes the calendar. Depending on observed holidays and other possible conflicts classes will generally begin the week after Seattle Public Schools commence and end one week prior to printed Seattle Public School schedule.
9. LCP follows the Seattle Public Schools response to inclement weather. If SPS delays school, morning classes will be canceled but afternoon classes will continue as scheduled. If SPS cancels school, LCP classes will also be canceled.
10. Siblings and friends shall not be allowed to attend during normal class hours except in special situations. Attendance shall be with approval of the teacher and on a day that the parent is staying in the classroom. Such an occurrence should not happen on a regular or frequent basis and would be considered an emergency or exceptional situation. Because we allow maternity/paternity leave for families, infants are not permitted to accompany working parents. Non-working parents may bring

infants to circle time. Older siblings present during pick-up and drop off should leave promptly in order to not disrupt class time. The sibling policy is in place to comply with LCP's insurance policy.

11. Parents are responsible for finding a substitute if they are unable to work on their assigned day. If it is a known absence, the working parent will arrange to trade a shift with another family. If it is a last-minute illness or emergency, the working parent will notify the class chair, and class members. The working parent will also notify the on-call family, if applicable.
12. To maximize co-op philosophy and to achieve some continuity between classroom involvement and parent meetings, it is recommended that families using childcare providers for classroom assistant teacher jobs (art, snack, floaters) designate a minimum of one day a month to have a parent participate in the classroom.
13. Double Co-op policy:
 - a. Double co-opping is the enrollment of more than one child per family in the co-op.
 - b. The normal Lakewood standing rules and bylaws apply in double co-opping and families who are double co-opping in 2 classes are strongly encouraged to attend both monthly class meetings.
 - c. Twins or siblings enrolled in the same class or different classes will be charged 100% tuition for each child unless awarded a scholarship.
 - d. If the family has two children in the same class the parent/caregiver will work in the classroom once a week, to allow the children to learn to separate from their parent/caregiver. For other class combinations, the double co-opping parent will be regularly scheduled to work once a week, alternating one month in one class and the next month in the other.
 - e. Certain conditions (maternity leaves, health issues, enrollment, etc.) might require double co-op families, in all class combinations, to be scheduled up to full time for both children. In all situations, the class schedule will be determined by the class chair.
 - f. Enrollment of more than two children in the co-op at one time will be subject to Board review.
14. Each family will be assigned a school job and will be responsible for learning and carrying out that job throughout the school year. They will also be responsible for maintaining documentation, transferring information to their successor, and updating the job manual or annual job summary and returning it to the Jobs Coordinator.
15. The Board of Directors drafts and approves the operating budget annually. The budget is presented to the community in May for final approval before adoption. The Board of Directors has the authority to approve unbudgeted expenses up to \$1,000. Unbudgeted expenses in excess of \$1,000 will be approved by a majority of the membership.
16. The Board of Directors has the sole responsibility to approve contracts made on behalf of Lakewood Cooperative. The LCP Chairperson(s) or their member designee may negotiate contracts prior to consideration for approval by the Board.
17. The treasurer and up to two other delegated Directors, as listed on the bank signature card, are authorized to sign checks. Co-Chairs, accountant and treasurer will have access to all financial statements. A different Board member, designated annually, will provide an independent review of financial statements and participate in the annual internal audit.

BYLAWS

LAKWOOD COOPERATIVE PRESCHOOL BYLAWS

Last Updated April 4, 2017

Article 1. Name

The name of this nonprofit corporation is Lakewood Cooperative Preschool. The corporation will be referred to as the “cooperative” in these Bylaws.

Article 2. Principal Offices

The initial principal office for the transaction of the business of the cooperative is located at Lakewood Cooperative Preschool Seattle, Washington. The Board of Directors may change the principal office from this location to another location within this city.

Article 3. Purpose & Powers

The mission of Lakewood Co-op Preschool is to provide a stimulating and nurturing play-based environment where children and families from all backgrounds work together in the classroom and grow together in community. This cooperative, in conjunction with the Parent Child Center at North Seattle College of Seattle, WA, is organized to support families with young children by providing programs where children and parents learn together as participants in a college laboratory setting. The preschool shall provide a flexible, stimulating environment in which each child may freely experience, at his or her own rate, a broad range of physical, social and intellectual activities. The preschool shall

provide parents with an opportunity to be directly involved in the education of their children and to get instruction in the skills of parenthood. In furnishing services to its members, the cooperative's operations shall be so conducted as nearly as possible at cost and not for profit. The cooperative shall have all of the general or specific powers conferred on this cooperative by the laws of the State of Washington, all of which are hereby expressly claimed.

Article 4. Membership

Section 4.1 One Class of Members; Joint Membership: The cooperative shall have one class of members, which shall consist of the parents of a child or children enrolled in the preschool. The parents / guardians of an enrolled child(ren) shall be considered joint members of the cooperative. A single parent or guardian of an enrolled child(ren) shall be considered a member of the cooperative.

Section 4.2 Eligibility for Admission and Membership: The Lakewood Cooperative Preschool admits students of any race, color, gender, religion, national and ethnic origin, age, handicap, or sexual orientation and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, or other school administered programs. Provided, however, a condition of the admission of any child(ren) is that the parent(s) or guardian(s) of such child(ren) shall agree to be member(s) of the cooperative and to comply with all of the policies, rules and regulations of the cooperative as outlined in the parent handbook.

Section 4.3 Voting Rights: Each member or joint member shall be entitled to one undivided vote on each matter submitted to a vote of the membership. A joint member vote may be cast by either of the parent(s) or guardian(s) of the child(ren) enrolled in the school.

Section 4.4 Termination of Membership: The Board of Directors, by an affirmative vote by a majority of the Directors present at a meeting at which a quorum is present, may suspend or expel any child(ren) and terminate any member for cause after appropriate notice and hearing, including but not limited to, the non-payment of tuition as herein provided, and failure to meet other commitments, as outlined in the parent handbook.

Section 4.5 Powers of Members: The membership shall elect a Board of Directors and Officers at the annual membership meeting. The membership may rescind any action of the Board of Directors by a collective majority vote of the membership at the regular monthly class meetings at which a quorum is present.

Section 4.6 Admission and Membership Eligibility Criteria: The cooperative may establish tuition requirements and admission standards for students and membership requirements for parents/guardians, which shall be set forth in the parent handbook, which shall be available to all members and potential members.

Section 4.7 No Personal Liability. No Member shall be liable to third parties for this Cooperative's acts, debts, liabilities, or obligations. A Member will, however, be liable to this Cooperative for tuition and annual dues as provided by these Bylaws and for other contractual obligations of the member to this cooperative or as may otherwise be agreed to by this cooperative and the member.

Article 5. Meetings of Members

Section 5.1 Annual Meeting: The annual meeting of the members shall be held in the spring each year. Such annual meeting shall be held at such place and time as designated by the Board of Directors.

Section 5.2 Monthly Meeting: The monthly membership meetings are held on regularly scheduled dates for each of the three classes.

Section 5.3 Special Meeting: Special meetings of the membership may be called by a Co-Chair, or a majority of the Board of Directors, or not less than 50% of the membership.

Section 5.4 Notice of Meetings: All notices of meetings of members shall be sent or otherwise given not less than ten (10) days before the date of the meeting. Such notice shall state the nature of the business expected to be conducted and the time and place of the meeting. No business shall be transacted at any special meeting other than that referred to in the notice. Provided, the failure to give notice or of any member to receive notice shall not invalidate any action taken at the meeting if a quorum was present.

Section 5.5 Quorum and Voting: At any meeting of the members of the cooperative a majority of the members (51%) shall constitute a quorum for any and all purposes; provided that if a quorum is present, thereafter, the meeting may be conducted until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, provided that not less than one-third of the members are present. A simple majority of those voting is required for action by the membership. Voting by the membership may be conducted via electronic communication if a vote is called for via electronic communication.

Article 6. Board Directors and Officers

Section 6.1 Number and Qualification of Officers and Directors: The authorized number of Directors shall be no less than four (4) and no more than fifteen (15). The Officers of this cooperative shall be two co-chairs, a secretary, a treasurer, each of whom shall be Directors. Any two or more of the foregoing offices may be held by the same person, except the offices of president and secretary. Any

member in good standing is eligible to be elected as an Officer and/or Director. Membership in the cooperative shall be a continuing qualification to hold office as an Officer and/or Director. Any Officer or Director who ceases to be a member shall be deemed to have resigned as an Officer and/or Director and his/her position shall be deemed vacant.

Section 6.2 Election and Term of Officers and Directors: Officers and Directors shall be elected by the members at the annual meeting of the members. The Officers and Directors elected shall hold office for a term of one year from July-June. However, if any annual meeting is not held, or if Officers and Directors are not elected at an annual meeting, they may be elected at any special members' meeting subsequently held for that purpose. Directors and Officers may also be elected via electronic vote. Each Officer and Director, including an Officer or Director elected to fill a vacancy or elected at a special members' meeting, shall hold office until expiration of the term for which elected and until a successor has been elected.

Section 6.3 Nomination of Officers and Directors. Any member in good standing of the cooperative may nominate himself or herself to be an Officer and/or Director. In addition, any member may nominate any other member to be an Officer and/or Director. It is intended that candidates shall be nominated to serve as both an Officer and as a Director or as a Director. Candidates nominated to be both an Officer and a Director shall be voted upon by the membership for both positions at the same time (i.e., on the same ballot).

Section 6.4 Vacancies: Except as otherwise provided by law, vacancies in the Board of Directors, whether caused by resignation, death or otherwise, shall be filled by candidates nominated and approved by a majority of the Board. A Director thus selected to fill a vacancy shall hold office for the unexpired term of his predecessor and until his successor is elected. If there is a vacancy caused by resignation, death or otherwise of a Director who is also an Officer, any member, including the existing Officers and/or Directors may be nominated for the vacant Officer/Director position. If an existing Director is elected to fill the Officer/Director position of the departing Officer/Director, additional nominations and approvals shall be held by the Board as may be needed until any vacant positions are filled.

Section 6.5 Meeting and Voting by Alternative Communications: Except as may be otherwise restricted by the articles of incorporation or bylaws, members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the Board of Directors or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting. Voting by the Board of Directors may be conducted via electronic communication if a vote is called for via electronic communication.

Section 6.6 Annual Meeting: Following each annual meeting of the members, the Board of Directors is authorized to hold a regular meeting for the purposes of organization, and the transaction of other business without further notice of such meeting.

Section 6.7 Regular Meetings: Regular meetings of the Board of Directors shall be held monthly, or at such times and at such places as the Board of Directors may determine. Oral or written notice of such meetings shall be given not less than 24 hours prior to the time of meeting. But such notice may be waived by all the Board of Directors, and their appearance at a meeting shall constitute a waiver of notice. All regular Board of Directors meetings are open to the membership.

Section 6.7 Special Meetings: A special meeting of the Board of Directors shall be held whenever called by the Co-chairs with a majority of the directors. Only the business specified in the written notice shall be transacted at a special meeting. Each call for a special meeting shall be in writing or by electronic transmission, stating the place, day and hour of the meeting. Notice of any such meeting of the Board of Directors shall be given at least two (2) days prior to the meeting.

Section 6.8 Quorum and Failure of Notice: A majority of the Board of Directors (51%) shall constitute a quorum at any meeting of the Board. The failure to give notice or of any Director to receive notice of a Regular or Special Meeting shall not invalidate any action taken at the meeting if a quorum was present.

Section 6.9 Powers and Duties of Directors: Subject to the limitations provided in the articles of incorporation, other sections of these bylaws, and of Washington law, the business of the cooperative shall be exercised by the Board of Directors. Without limitation, the Directors' powers and duties include the following:

6.9.1 General supervision and control of the business and the affairs of the cooperative.

6.9.2 Subject to any applicable policies of North Seattle College, authority to admit and terminate members and to adopt rules and regulations to govern the operation of the cooperative and the members.

6.9.3 Authority to procure insurance covering general liability of the company for accidents.

6.9.4 Installation of an accounting system adequate to meet the requirements of the cooperative.

6.9.5 To select one or more banks to act as depositories of funds of the cooperative.

6.9.6 The foregoing enumeration of powers and duties is not intended to be exclusive and shall not limit or restrict the exercise of the general or specific powers conferred on this cooperative by the laws of the State of Washington.

6.9.7 Authority to determine and interpret the policies and procedures outlined in the handbook.

6.9.8 Authority for implementing and interpreting the LCP bylaws

Section 6.10 Reimbursement and Compensation: The cooperative may reimburse Officers and Directors for actual and reasonable costs of travel, meals, and lodging for attendance at conferences, seminars, and training sessions that are for the benefit of the cooperative provided that such expenses shall be approved by a Board Co-Chair (preferably in advance) or, if the expense is for a Board Co-Chair, by two other Board officers.

Directors serve in a volunteer capacity and will not be entitled to compensation for attendance at meetings or for travel to and from regular and special meetings.

No voting member of the Board of Directors, or member of the immediate family of any Board member, shall occupy any position in the cooperative on a regular salary.

Section 6.11 Removal of Directors: A Board member may be removed from office for cause by a two-thirds (2/3) vote of the membership. Any Board member who resigns or fails to attend at least three (3) consecutive regularly scheduled meetings without cause may be deemed as having resigned from the Board of Directors.

Article 7. Officers and Committees

Section 7.1 Officers: The following Officers of the cooperative shall be elected as Officer/Directors by the membership:

Section 7.2 Co-Chairs: There are two co-chair positions that lead the Board. Each year, one co-chair is elected to a two year position. The terms of the co-chair expire in alternating years. The co-chairs shall (1) preside over all meetings of the cooperative and of the Board of Directors; (2) call special meetings of the Board of Directors; (3) appoint such committees as the Board of Directors may deem advisable for the proper conduct of the cooperative; and (4) perform all acts and duties usually performed by a presiding officer.

Section 7.3 Secretary: The secretary shall keep a full and complete record of all meetings of the cooperative and of the Board of Directors and shall have general charge and supervision of the books and records of the association. The secretary shall sign papers pertaining to the cooperative as authorized or directed by the Board of Directors. The secretary shall serve all notices required by law and by these bylaws and shall perform such other duties as may be required by the cooperative or the Board of Directors. Upon the election of a successor, the secretary shall turn over all books and other property belonging to the cooperative.

Section 7.4 Treasurer: The treasurer shall be responsible for the keeping and disbursing of all monies of the cooperative, and shall keep accurate books of accounts of all transactions of the cooperative. The treasurer shall perform such duties with respect to the finances of the cooperative as may be prescribed by the Board of Directors. At the expiration of his term of office, the treasurer shall promptly turn over to his successor all monies, property, books, records, and documents pertaining to his office or belonging to the cooperative.

Section 7.5 Other Directors. The Board of Directors, as they may deem for the best interest of the cooperative, may provide for the appointment of additional officers to manage the activities and affairs of the Cooperative. Such additional officers may be appointed from within or outside the membership and may, but need not, be members of the Board of Directors.

Article 8. Financial Provisions

Section 8.1 Books and Records: The Cooperative shall keep the following at its principal or registered office: (a) current copies of the Articles, Bylaws and Standing Rules, if any; (b) copies of correct and adequate records of accounts and finances, including the approved budget; (c) minutes of the meetings of the Board of Directors, Members and any committees; (d) records of the name and address of each of the Members; and (e) such other records as may be necessary or advisable, including copies of all contracts of the Cooperative.

Section 8.2 Fiscal Year: The Cooperative's fiscal year shall end on June 30.

Section 8.4 Conflict of Interest/Compensation: No Officer, voting Board member, or Member of the Cooperative shall have any personal financial interest, direct or indirect, in any activity undertaken by the Cooperative. No Board member, committee member, or Officer shall receive compensation for their service, but may receive reimbursement for approved expenditures incurred on behalf of the Cooperative. Board Members, Officers, and Members of the Cooperative shall be eligible to apply for tuition scholarships.

Section 8.5 Dissolution: Should the Cooperative be dissolved, the 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 nonprofit.

Miscellaneous Provisions

Section 9.1 Rules of Procedure: To the extent that it is not inconsistent with the Articles, these Bylaws or applicable law, the most recent edition of Robert's Rules of Order shall govern all questions of parliamentary procedure at meetings of the Board of Directors or the Members.

Section 9.2 Standing Rules: The Board of Directors may adopt such Standing Rules, relating to the amount and payment of tuition and all other matters which the Board of Directors deems appropriate, as the Board of Directors may deem beneficial to the fulfillment of the purposes of the cooperative. Standing Rules are documented within the parent handbook and updated as needed.

Section 9.3 Amendment of Bylaws: These Bylaws amend and restate in their entirety the Bylaws of the Cooperative heretofore adopted, as same may have been revised. These Bylaws may be further altered, amended, or repealed and new Bylaws will be endorsed by the Board of Directors and adopted by the vote of two-thirds (2/3) of the membership.

Section 9.4 Indemnification, Limitation on Liability and Insurance. The cooperative may indemnify any director, officer, or former director against all judgments, penalties, fines, settlements, and reasonable expenses, including attorney's fees, in connection with any proceeding to the maximum extent authorized under RCW 23B.17.030, subject to the provisions of Chapter 23B.08.560 RCW, as now enacted or hereafter amended. The risks covered by this indemnification may be protected against by the purchase, maintenance, and payment of premiums for such insurance as in the discretion of the Board is deemed to be appropriate.

Section 9.5 Non Discrimination. The cooperative will comply fully with all applicable state or federal statutes and regulations forbidding recipients of state or federal financial assistance from discriminating on the ground of race, color, gender, national origin, age, handicap, or sexual orientation. Furthermore, the cooperative shall provide equal employment opportunities without regard to race, color, gender, national origin, age, handicap, or sexual orientation.