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(revised 07/2007)



## SCHOOL PHILOSOPHY

**Co-op•er•a•tive:** *1. the association of a number of people in an enterprise for mutual benefits, 2. an organization owned collectively by members acting or working together for a common purpose.*

The early years of child development are exciting, challenging and thoroughly amazing. At no other time in your child's life will so many changes take place within such a short time span. Linda Beach Cooperative Preschool strives to make these "wonder years" fun-filled as well as instructive.

Linda Beach Cooperative Preschool emphasizes the development of each child through independent and group play activities. The school was founded on the belief that children learn more in an environment rich with age-appropriate stimuli and caring adults. Introducing children to the world around them involves love, creativity and sensitivity. A nurturing atmosphere also promotes social development, allowing children to expand their awareness of themselves and others. The preschool is a **play-based program**. The Pre-K program focuses more specifically on kindergarten readiness.

While an academic curriculum is not the focus of the school, care is given to gently guiding the children toward kindergarten readiness. As they progress through the program, play activities are structured that enable the children to:

- sit and listen for longer periods of time
- follow increasingly complex instructions
- express themselves more clearly
- increase their abilities to problem solve
- improve communications skills
- become more aware of appropriate conduct
- become more tolerant
- direct their energies to appropriate activities
- learn acceptance
- improve socialization and peer interaction
- gain a better appreciation for adult and child humor

At all times, your child's physical and emotional well-being is the prime concern of the teachers of Linda Beach. As parents and experienced teachers, they thoroughly understand the importance of your child's early school experience. Personal commitment to these issues is the cornerstone of the program. Your choice of a cooperative preschool shows that you share this commitment.



As a cooperative preschool, Linda Beach also provides a larger community which supports parents through the exhilarating and exasperating preschool years. Parents find support from the experienced teachers, as well as from each other. Many families share childcare of younger siblings on their participation days as well as arrange after-school play dates. The Linda Beach community also supports each other in times of need – whether due to the arrival of a new baby or a family emergency. And through the experience of classroom participation, parents have the unique opportunity to see their child in the context of his/her peers and receive feedback from other parents about their child.

The Linda Beach Cooperative Preschool admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admission policies and scholarship program.

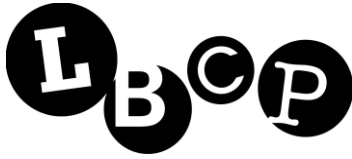


## GENERAL INFORMATION & EVENTS

The teachers and School Board are happy to have you as a family at our school and are excited to have you become part of the Linda Beach community. The purpose of the Linda Beach Handbook is to provide information to help orient your family to processes and procedures, as well as requirements, as a family at our school. Please read it in its entirety and ask questions!!!

### ***General Information***

- When arriving at school each day, remember to sign the attendance book. In accordance with state law, the attendance book must contain your full signature.
- Preschool students bring a snack/lunch to school once a week. M/W/F students bring their lunch on Wednesdays. T/TH students bring their lunch on Thursdays. Pre-K students bring a snack to school every day. **Please pack food only, drinks are provided at school.**
- The teachers for each class will make the parents aware of any severe allergies and/or special dietary requirements for students in that class.
- Label lunch boxes, umbrellas, jackets, hats or any personal belongings your child brings to school.
- Every family has a mailbox in the hallway outside the classroom. Please check your mailbox on school days for announcements and handouts.
- In addition to parent meetings and school mailboxes, we use email to easily and cost effectively communicate with families. Please make sure the Board Secretary has your email address or notify us if you do not have email.
- If you purchase items on behalf of the school, you will be reimbursed as long as the purchase is within the established budget. Reimbursement forms are available at school. Submit your reimbursement form and receipts in the treasurer's folder in the classroom. You can expect to receive your reimbursement within two weeks.
- We celebrate all children's birthdays on the class day closest to your child's actual birthday. You should plan to participate on that day so you can share in the festivities. For the birthday celebration, you may bring cupcakes or muffins, etc. as part of the snack for the festivities. For students with summer birthdays, their celebration is on the last day of school. All parents of summer birthday students are encouraged to attend on that day.



- We hold a family picnic in the fall to facilitate student and parent interaction. We also hold a parent social in the fall. Check your school calendar for these dates.
- The M/W/F class goes on 5-6 field trips throughout the year. Each M/W/F family is required to participate in a minimum of two field trips. Drivers must have valid driver's license, proof of current insurance, and be 21 years of age or older. It is mandated by state law that all children, of this age and weight, must ride in a car seat. Car seats (with child's name clearly labeled) are to be left at the school the morning of the field trip.
- The Pre-K class goes on 5-6 field trips throughout the year. Each Pre-K family is required to participate in a minimum of two field trips (this requirement depends on the size of the class). Drivers must have valid driver's license, proof of current insurance, and be 21 years of age or older. It is mandated by state law that all children, of this age and weight, must ride in a car seat. Car seats (with child's name clearly labeled) are to be left at the school the morning of the field trip.
- M/W/F students may bring one favorite item from home for sharing time on the day that their parent participates in the classroom. (Inappropriate items include weapons, fragile or delicate items, or anything of a violent nature.)
- Parent teacher conferences are held at the end of January. In addition, the Pre-K teachers meet with Pre-K families during the first week of school. Conferences may be scheduled at any time during the school year. Please call the Director if you would like to schedule a conference outside of the designated times in January.
- The preschool has a Mediation Committee in place to handle sensitive issues that can not be resolved with either the Director or President. The President and/or Director may convene this special committee at any time during the year. The Mediation Committee is usually comprised of 2 appointed parents and selected Board Members. This committee is available for all parents, board members or school staff to address and resolve difficult issues.
- In the event of an emergency, it is mandatory that all participating parents stay with the class until parents have retrieved their children and the teacher/student ratio is appropriate for the participating parents to leave. The teachers at Linda Beach Cooperative Preschool have CPR and First Aid training. The school has both a disaster plan and supplies. In an emergency situation, parents will be notified, providing communication is available. Parents are to come to the Linda Beach classroom to locate their child. If the emergency requires evacuation, our back-up location is Havens Elementary School located at Highland and Oakland Avenues in Piedmont.



## PARENT RESPONSIBILITIES

As a cooperative preschool, parent participation is a mandatory part of the curriculum. Below is a summary of the six minimum responsibilities asked of every family on an annual basis. More detailed discussion and explanation of each of these items follows in this section.

### 1. Attend parent meetings

- Meetings are held the first Tuesday of designated months at 7:30PM and last approximately one hour. See the school calendar for the specific meeting dates.

### 2. Participate in the classroom

- M/W/F - participation cycles run approximately every 3 weeks
- T/TH - participation cycles run approximately once a month
- Pre-K - parents participate in the classroom on special events

### 3. Fulfill 1 work day per year

- One parent from each family must volunteer for one work day per year. There are five work days per year. For specific dates, see the school calendar

### 4. Volunteer for 1 special job

- Volunteer jobs range from a one-time task to an ongoing activity throughout the year
- Families may sign up for these jobs at the first parent meeting, or by contacting the vice president

### 5. Fulfill financial obligations

Families are obligated to 4 financial responsibilities:

- payment of tuition
- fulfillment of scrip obligation: register for Escrip, buy \$1000 of paper scrip, or pay \$100 fee
- participation in annual fundraising event
- payment of any assessed fines

### 6. Adhere to school rules

- The school rules were developed to ensure the safety of the children and to foster respect for the teachers, families, and the school environment. Suggestions about the rules or any other



aspect of the school are always welcome and should be discussed with the Director and/or Board President.

## **Parent Meetings**

The parent meeting serves as the main form of communication between parents and the school. **Parent participation is the cornerstone of the school's philosophy; therefore meeting attendance is mandatory.** Remember, the success of the program is dependent upon your cooperation and involvement. The meetings include:

- important announcements concerning upcoming events
- school calendar items
- tuition collection
- participation day calendar sign-up
- discussion of issues relative to the well-being of the students

Meetings are held on the **first Tuesday of designated months at 7:30 pm** in the classroom, chapel or other designated room. See the school calendar for specific meeting dates.

These scheduled meetings are for parents (or their representative) only. There are often issues discussed that are a surprise to our students. In addition, we have a lot to cover at these meetings and work hard to stay within our one-hour agenda. Consequently, children are not invited, so please leave your children at home. Infants in car seats or carriers are allowed.

If more than one meeting is missed during the school year, a \$50 fine will be assessed for the first missed meeting, and an additional \$50 will be assessed for every meeting missed thereafter.

### ***Orientation Meeting for New Families***

The first parent meeting of the year, in September, is preceded by a one-hour orientation meeting for new families. The new family orientation covers issues such as:

- school policy and procedures
- participation day information
- classroom work day information
- financial obligation overview
- volunteer job review and sign-up
- fundraising event information



## **Classroom Participation Days** **(For T/Th and M/W/F Families)**

Participation in the classroom is one of the fundamentals of a cooperative preschool. Our staffing plan is predicated on two teachers supplemented by two participating parents in the classroom **every day**. But the best part of participating in the classroom is receiving extra hugs, watching your child's growth and development and being involved in your child's education!

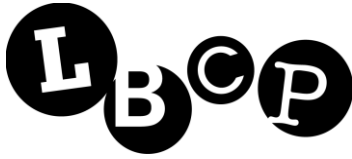
Each family, or their representative, is required to participate in the classroom on a regular basis.

- M/W/F - participation cycles run about every 3 weeks
- T/TH - participation cycles run about once a month

### ***Process***

The participation day sign-up calendar is available prior to the start of the parent meeting. We understand that an occasional issue arises that may prevent you from attending a meeting. We also understand that you may sign up for a particular workday and then your schedule may change. Below is an outline of how the process works.

- At the parent meeting a participation calendar for each class will be posted. You will typically sign up for three months of participation days at each meeting. Select the days that work best for you.
- The participation chairperson will contact families, prior to the meeting, to allow sign ups for the day closest to your child's birthday. However, **no other advanced sign-ups for participation days are allowed**.
- You will either bring juice or snack on each participation day that you work. There is an option to choose either juice or snack on the calendar for the day you select.
- If you are unable to attend the parent meeting, you will be assigned classroom participation days and notified by the participation chairperson.
- If you cannot work on your participation day, due to schedule change or illness, it is **your responsibility** to either switch workdays with another parent or arrange for a paid substitute. (Substitutes are listed on the front of the school roster. The fee for a paid substitute is \$50 and is paid to the Treasurer.)



- If you switch with another family or arrange for a substitute, you must e-mail the participation chairperson immediately to let her know the change. The Chairperson will notify the teachers.
- A calendar is distributed each month with the participation day assignments. This calendar is also available on the school website.
- If you miss your scheduled participation day and do not arrange for a replacement, you will be fined \$75, payable to the school.

### ***What to Do on Your Participation Day***

You will see how thrilled your child is to have you in the classroom. **No siblings, infants, or cell phones are allowed in class** on any participation day.

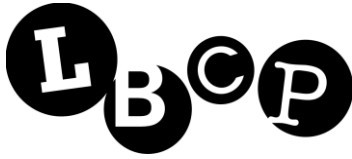
On your participation day, you are responsible for arriving promptly at 8:45 a.m., and remaining until all the children have been picked up.

Remember to bring a nutritious snack or juice. If you are bringing a snack, it's a good idea to bring fruit and another item. As we all know, 3-5 year olds are picky eaters and we want everyone to find something they like. Also, please be sure that you are aware of any food allergies that any student may have. This information is posted in the class and announced at parent meetings. Snack suggestions include:

- |                   |                                      |
|-------------------|--------------------------------------|
| * apple juice     | * pretzels                           |
| * grape juice     | * muffins                            |
| * cranberry juice | * bagels and cream cheese            |
| * milk            | * cheese and crackers                |
| * rice cakes      | * fresh fruit – apples, grapes, etc. |
|                   | * vegetable sticks                   |

### **When arriving at the classroom:**

- check with the Director and Assistant Director about activities for the morning and ask what you can help prepare for projects or special events
- put out play equipment from the outside storage unit, including tricycles and other requested equipment
- remove cover from the sandbox
- check play yard for debris, litter, sand, etc.
- wipe down the slide if necessary (towels are in the classroom)
- check bathroom for toilet tissue, soap, etc. Stock as needed



### **During class:**

- be flexible and available to assist in the bathroom
- play and engage with the children
- assist at story and circle time
- help with the art project
- help tidy up the classroom before the children go outdoors
- supervise the playground
- put out the snack and beverage
- generally assist where needed

### **At the end of the morning:**

- wipe down the tables and sweep the floor
- clean the bathroom/sink and damp mop the bathroom floor
- check supplies (toilet paper, paper towels, etc.)
- help put away toys, games, art supplies
- empty the trash
- put the play equipment back in the storage unit
- evaluate the morning with the teachers

Most importantly, the participating parents are there to support the teachers in their work. They are a wonderful resource for learning how to deal with challenging behavior in your own child and other children. It is critical for participating parents to be comfortable interacting with all of the children with both encouragement for good behavior and redirection of inappropriate behavior. If you are unsure about how to do this, please speak with the teachers as well as some of the veteran parents.

## **Work Days**

All cleaning, upgrading and maintenance of the classroom is performed by the parents on work days. Each family is required to work one work day during the school year. See the Annual School Calendar for specific dates. If a family is unable to work on one of these days, alternatives can be worked out with the Vice President. Failure to meet this obligation by the end of the year will result in a \$50 assessment.

Tasks on work days include:

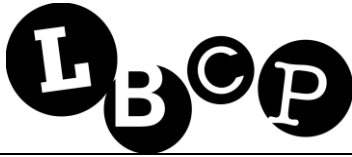
- organizing toys
- organizing daily art supplies
- play yard maintenance
- restocking supplies
- cleaning classroom



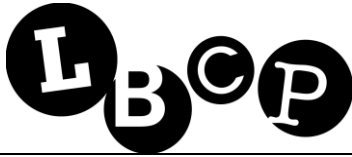
## Special Jobs

In order to keep the school running smoothly, families are required to volunteer for a minimum of one special job. The following is a list of those jobs and others may be added as needed during the year. Sign ups for most of these jobs take place at the first parent meeting in September, though some jobs are filled in the spring and/or begin during the summer. Several special jobs are board sub-positions and report directly to the board. If you are unable to attend the parent meeting or did not sign up for a job, you will be assigned a job and notified by the Vice President. Special jobs include:

| <b>Job</b>              | <b>Number of Parents Needed</b>  |
|-------------------------|--|
| Board Member            | <b>7 people</b> - volunteer for a board position for your next school year – positions are filled in the spring  |
| Fundraising Co-Chairs   | <b>2-3 people</b> - organize the. spring fundraising event and direct the event teams  |
| Health Care Coordinator | <b>1 person</b> - work with parents, teachers and board to coordinate TB tests, submit health forms and assist with special school health needs                        |
| Website Maintenance     | <b>1 person</b> - make cosmetic changes to the school's website and update as necessary  |
| Facility Person         | <b>1 person</b> - be available to the teachers for minor fix-it jobs and communication/coordination with the church  |
| Disaster Preparedness   | <b>1 family</b> - review and update school's disaster preparedness plan and supplies   |
| Membership Assistant    | <b>1 person</b> - check that all application forms have been submitted and are complete. Assist in mailings and duties of membership chairperson. (Board sub-position) |
| Costco Buyer            | <b>1 family</b> - purchase supplies for school at Costco throughout the year   |
| Science Parent – MWF    | <b>1 person</b> - provide science enrichment activities for children   |
| Science Parent – T/TH   | <b>1 person</b> - provide science enrichment activities for children   |



|                             |   |
|-----------------------------|---|
| Science Parent – Pre-K      | <b>1 person</b> - provide science enrichment activities for children  |
| Field Trips – M/W/F         | <b>1 person</b> - organize field trips for MWF children   |
| Field Trips – Pre-K         | <b>1 person</b> - organize field trips for Pre-K children   |
| Speaker Coordinator         | <b>1 person</b> - coordinate speakers for 2-3 parent meetings throughout the year   |
| Garden Family               | <b>1 family</b> - coordinate and oversee maintenance and improvements to our play area garden   |
| Photographer                | <b>1-3 people</b> - take photos of students throughout the year. Create class photo albums, digitally or hard copy, with own photos and those of other parents. |
| Parties – M/W/F             | <b>1 person</b> - decorate classroom and organize special occasion parties  |
| Parties – T/TH              | <b>1 person</b> - decorate classroom and organize all holiday and special occasion parties  |
| Parties – Pre-K             | <b>1 person</b> - decorate classroom and organize all holiday and special occasion parties  |
| Family Picnic               | <b>2 families</b> - organize family picnic in the Piedmont park in the fall   |
| Parent Social               | <b>2 families</b> - volunteer to hold a cocktail party at your house for all parents in the fall and arrange for pick up of food and drinks for party           |
| Scrip Coordinator           | <b>1 person</b> - Coordinate scrip program. (Board sub-position)  |
| Christmas Stockings – M/W/F | <b>1 or 2 people</b> - make and stuff stockings for children for holiday celebration  |
| Christmas Stockings – T/TH  | <b>1 or 2 people</b> - make and stuff stockings for children for holiday celebration  |
| Christmas Stockings – Pre-K | <b>1 or 2 people</b> - make and stuff stockings for children for holiday celebration  |



|                                |  |
|--------------------------------|--|
| Santa – M/W/F & Christmas Tree | <b>1 family</b> - dress up in Santa outfit, deliver stockings at holiday party. Select and deliver Christmas tree to classroom after Thanksgiving          |
| Santa – T/TH                   | <b>1 person</b> - dress up in Linda Beach Santa outfit, deliver stockings and participate in holiday party   |
| Santa – Pre-K                  | <b>1 person</b> - dress up in Linda Beach Santa outfit, deliver stockings and participate in holiday party   |
| Auction Art Item – M/W/F       | <b>1 person</b> - coordinate and help the children create the selected auction art item for the fundraiser   |
| Auction Art Item – T/TH        | <b>1 person</b> - coordinate and help the children create the selected auction art item for the fundraiser   |
| Auction Art Item – Pre-K       | <b>1 person</b> - coordinate and help the children create the selected auction art item for the fundraiser   |
| Hospitality Team               | <b>2 people</b> – Arrange for refreshments at parent meetings, coordinate meals for families with new babies, provide other “niceties” throughout the year |
| Book Club Coordinator          | <b>1 person</b> - coordinate family book club orders. Create teacher wish list for book fair   |

## **Fulfillment of Financial Obligations**

### ***Tuition***

Tuition is payable September through June in ten equal payments. It is due by the first Tuesday of the month and is considered **delinquent after the 10th of the month**. A fine of \$10 is due with late tuition. Failure to pay tuition for more than thirty days may result in the dismissal of the child from Linda Beach Preschool. If your situation requires special payment options, please speak with the Treasurer. A fine of \$25 will be assessed on all returned checks. If more than two checks are returned, either cash or a cashier’s check will be required for future payments.

A 2% discount on tuition is available if the full ten months of tuition are paid in full at the beginning of the school year.

### ***Jean Spees Scholarship Fund***

Upon Jean Spees’ retirement in 1992, the school established a scholarship fund in honor of her 22 years of dedicated service as the Director of Linda Beach Preschool. The purpose of the fund is to aid families who find themselves in need of financial assistance, either on a temporary or long-term



basis. All decisions are made by the Director, President and Treasurer and are kept in strict confidence. Guidelines are available from the Director or President.

Our school is projected to run an operating deficit. Tuition alone does not cover the costs to run the program. In order to cover that deficit, as well as raise money for special projects and maintain an emergency reserve, the school must raise funds beyond tuition. The two primary ways we do this are described below.

### ***Scrip***

Scrip is a way of purchasing merchandise and groceries that raises funds for the school at no additional cost to you. You buy things you have to get anyway, but by either registering electronically or using paper Scrip, the school receives a small percentage (usually 2-3%) back from the vendors from whom you make purchases. Many stores in the area participate in electronic scrip programs. If there is enough interest, we can also order paper scrip from Berkeley Bowl.

As part of your commitment to Linda Beach, each family is required to register online with E-Scrip. You have to spend the money anyway, why not have it benefit Linda Beach? Grandparents, relatives and friends can participate as well. If you prefer not to register online for E-Scrip, you may fulfill your scrip requirement by purchasing \$1000 of paper scrip for Berkeley Bowl. If, at the end of the school year, you have not met your Scrip obligation, you must pay the school \$100. Information about the scrip program will be available at the first parent meeting and/or by contacting the scrip coordinator.

### ***Fundraising Event***

Every year, the school holds a spring fundraising event. In addition to being an important source of funds for the school, the event is a fun, adults-only event for the Linda Beach families and their friends. All families are required to participate in this event. Specific responsibilities and expectations for this year's event will be discussed at the monthly parent meetings. Although the requirements may change from year to year, the following is expected from each family.

**Time:** Each family is required to assist with the fundraising event. Each family will be asked to work on a team; preparing for and assisting at the event.

**Money:** Each family is required to buy 4 tickets to the event, buy or sell any raffle tickets, and to donate an item or service for a silent auction. The auction item can be secured from a merchant or friend, or come directly from the family.

Other optional fundraisers may occur throughout the year. Your participation and contributions are essential to the success of the fundraising programs.



### ***Additional Fees***

In choosing a cooperative preschool, you choose to share both the benefits and obligations. Linda Beach is a small school and even one or two families failing to meet these obligations dramatically affect the success of the cooperative. Following is a summary of *Additional Fees* that will be assessed dependent upon the situation.

- Late tuition (after the 10<sup>th</sup>) \$10
- Returned check fee \$25
- Paid substitute for classroom participation day \$50
- Missed classroom participation day \$75
- Missed parent meeting \$50 per missed meeting, after 1 missed
- Missed work day \$50
- Unfulfilled Scrip obligation \$100 per year

Each family must pay a \$200 non refundable deposit to secure their space in the school. In June of each year, any fines will be deducted from that deposit. Continuing families will have their deposit rolled over to the following year where it will be applied, minus any fines, to their last month's tuition.

In addition to the above deposit, **Pre-K families will pay a deposit of \$400, due May 1. This deposit is non-refundable, and shall be applied to the first month's tuition.** So, Pre-K families will pay a total of \$600 in deposits.

Repeated failure of any family to meet their obligation, including the payment of fines, will jeopardize their family's continued attendance at the school. The Director and Board may assess extra fees for non-participatory families. The Director and President will also try to work with any families who are experiencing financial hardship.



## SCHOOL RULES

In order to insure everyone's safety and favorable experience at school, certain rules must be established and followed. Please be certain that **anyone dropping off or picking up your child is aware of the following rules.**

- Arrive on time and be prompt picking up your child at the end of the school day. School hours are regularly 9:00 a.m. until 11:45 a.m. Hours on early dismissal days are 9:00 a.m. until 11:00 a.m. Pre-K school hours are 12:00 p.m. until 2:45 p.m. Because the Pre-K program shares the same class space with the Co-op program, it is essential that drop-off and pick-up work in a timely manner. When you pick up or drop off your child, please leave the classroom and hallway directly and conduct any visiting outside.
- The church **prohibits** the use of the church driveway for dropping off or picking up children at any time. Violation of this rule may result in the dismissal of your child from Linda Beach Preschool.
- Once your child is situated in class, your prompt departure is requested by the teachers. This will allow your child to build independence, enable the classroom routine to remain consistent and allow class to start on time.
- Since we are a cooperative preschool, we love parent discussions; however, please hold your discussions in the hallway, not the classroom.
- Please be sensitive to other students' and parents' feelings when making play-dates, planning birthday parties, special outings, etc. It's preferable that those plans are made outside of school.
- Every child must be signed in at the beginning of the day and signed out at the end of the day with a full signature as required by the State of California.
- All students must be potty-trained before entering Linda Beach Cooperative Preschool. Pull-Ups are not acceptable. If your child is not potty-trained, you may elect to withdraw from school or pay your tuition monthly to hold your spot until your child is potty-trained.
- Running and excessive noise in the hallway are prohibited by the church.
- Please keep your child home if he or she has a temperature, symptoms of a cold, or any other contagious illness. If your child has had a fever, diarrhea or vomiting, they should remain home for **24 hours** after symptoms have disappeared.
- In the case of absence, please notify the school by 8:30a.m.



- Inform the school if your child is taking any medication.
- Notify the school of any allergies to food, insects, materials, etc. that your child may have and supply the teachers with any necessary emergency medication. Medication forms are necessary for medications to be administered at school.
- Inform the school as soon as possible if your child has contracted a communicable disease or condition (e.g. chicken pox, head lice, pink eye).
- Do not send your child to school in open-toe shoes, crocs, jellies or any clothing that might impair your child's ability to play safely.
- On the days that your child's class has movement, please do not wear tights. (See the monthly calendar for designated days.)
- Personal toys should not be brought to school except on designated sharing days for M/W/F and Pre-K children.
- Children will only be released to a parent or those designated on the emergency information forms. If your child will be going home with someone else, written notification with the additional person's name and phone number must be presented to the teachers. Parent signature is also required.
- All medical and emergency forms must be on file by the September Parent Meeting for every child attending school.
- Proof from a doctor of a negative intradermal tuberculin (TB) test or a chest x-ray within the previous year is required by law **for each participating adult**. The school arranges for a nurse to provide TB tests to parents at the September Parent Meeting.
- A thirty-day written notice is required if a child is to be withdrawn from school. No withdrawals are accepted after May 1, and tuition for the last month is to be paid in full.
- All monies paid to Linda Beach are non-refundable.
- All students entering Linda Beach Cooperative Preschool must be 3 years old. All students entering the Pre-K program must be five years old by December 31<sup>st</sup>. Modifications to this rule may be made at the discretion of the director.



## BOARD POSITIONS AND DESCRIPTIONS

**President:** Works with the Director, teachers and board to oversee the administrative and fiscal responsibilities of the school. Leads the parent and board meetings.

**Vice President:** Responsible for assisting the President and the Director. Ensures parent participation for Special Jobs and Work Days. Coordinates school service project (e.g. book drive, food bank). Organizes the Board Turnover Dinner at the end of the school year.

**Treasurer:** Responsible for all parent tuition payments, fines, reimbursements and school bills. Works closely with school bookkeeper, tax accountant and insurance agencies.

**Secretary:** Takes and publishes minutes of Board and Parent meetings. Maintains school rosters.

**Membership:** Fields telephone calls from interested families. Sends applications, acceptance letters, and related correspondence.

**Participation:** Schedules and publishes the monthly parent participation calendar for the cooperative preschool program.

**Fundraising:** Oversees and directs the teams for the annual fundraiser.



## NOTES