



Blue Book

Revised May 2019

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WELCOME MESSAGE

Colonial Nursery School wishes to extend a warm welcome to each family in our cooperative preschool.

This handbook will help you understand your role in our program. It will help answer questions you may have concerning the operation of our cooperative and also give guidelines for your successful participation.

Colonial Nursery School is comprised of three- and four-year-old classes. These classes are approved by the Maryland State Department of Education (MSDE). We also have a toddler program for two-year-olds, which is approved by the MSDE Office of Child Care.

Enthusiasm and support are among the pillars of our school as we are owned and operated by our members. Colonial Nursery School is a parent participatory school, and your participation on co-op days, fulfillment of positions and responsibilities, attendance at meetings, and general enthusiasm for our school will make your experience at Colonial exciting and rewarding for your whole family.

Communication is essential; please ask questions and make suggestions at any time. It is important to read and respond to all communications from the school's Board, Executive Director, Teachers, and other members. Being part of a cooperative means sharing the work and the fun together!

STATEMENT OF PURPOSE

Colonial Nursery School (CNS) is committed to bringing children and families together under the guidance of our Executive Director and our trained, experienced, and creative teachers and staff. We strive to promote self-confidence in our children and a sense of wonder about their world.

CNS offers a play-based curriculum that introduces young learners to the concepts of language arts, science, mathematics, social studies, art, drama, and music in a fun and organic way. Research shows play-based learning enhances children's academic and developmental learning outcomes. A play-based approach involves both child-initiated and teacher-supported learning. The teacher encourages children's learning and inquiry through interactions that aim to stretch their thinking to higher levels. Thereby our school provides a safe atmosphere in which a child can improve his/her communication skills and define social boundaries.

The following comprise the philosophical foundation of CNS. We believe in:

- Creativity as an essential aspect of development
- Activities and programs that honor and reflect the rich heritage of Annapolis and the entire Chesapeake Bay region
- Encouraging each child to observe and experience diversity among people and the natural world
- Tolerance and compassion for others
- Each individual's unique abilities enabling one to learn about oneself
- The need to work both cooperatively and independently as the situation requires
- Social, emotional, and academic needs being met through interactions with peers and trained teachers as a means of growth, individual expression, and imagination.

GENERAL RESPONSIBILITIES OF ALL PARTICIPATING MEMBERS

CNS is a cooperative, which means it is operated for and by its members. Therefore, the School requires its members to participate in activities that guide the school's operations and maximizes the positive experience of the children who attend. In exchange for their involvement, members are rewarded with the opportunity to actively participate in their child's educational and social development during the first critical years of early education.

The following are expectations CNS has of its members:

1. Each member is expected to read the Blue Book and Family Handbook including the School's By-Laws and Standing Rules, thoroughly.
2. Each member is asked to cooperate at school according to their classroom co-op schedule to be generated by each class parent. The member is responsible for finding a replacement from within the membership should the need arise.
3. Each member with a child or children in the three- or four-year-old programs must fill and satisfactorily perform an assigned position or office during the school year.
4. Each member with a child or children in the two's program has full rights to fill a position on a voluntary basis (to include participation on a committee), but is not required to do so.
5. All members enjoy full voting privileges within the General Membership and, as such, are required to attend General Membership meetings in accordance with the Standing Rules. Each family receives one vote regardless of number of children enrolled.
6. Each family is expected to contribute 10 hours of service (15 hours if two children are enrolled). A \$100 service deposit is assessed as part of your annual tuition and is refunded at the end of the year as long as you participate in the required hours of service, including attendance of at least three of the four General Membership meetings. In addition to cleaning and work opportunities, hours may also be earned by attending General Membership Meetings, or other opportunities designated by the President or Director.

GENERAL POLICIES

HOURS Please be prompt bringing your child to school and picking him/her up at the end of the day. Tardiness can be disruptive to the other children as well as the teachers. The CNS school day is from 9:00 a.m. to 12:00pm for the 3s and 4s classes and from 9:15-11:45am for the 2s class.

HEALTH RULES A child that is fatigued or shows symptoms of illness should be kept home. Cooperating parents, teachers, and/or the Executive Director will check children for signs of illness as they arrive. Children who have a fever and/or are exhibiting symptoms such as vomiting, diarrhea, or conjunctivitis should remain home for 24-hours after the fever and/or other symptoms subside without medication or upon doctor's approval. Children who are on antibiotics for an infection are required to be on those antibiotics for 24-hours before returning to school. Please immediately inform your child's teacher of any communicable disease. Sick siblings should not be brought into school. If a sibling is sick in your family, please arrange for another parent to walk your student into school or wait with your sick child in your vehicle.

COMMUNICATION Please remember to read weekly email blasts and to check the CNS website, www.colonialnurseryschool.org, for vital school information. We hope to communicate routine, time-consuming items of business this way so as to expedite communication to all of membership. Also, please check your child's classroom folder/mailbox each day of class for vital school communications.

Please feel free to contact the Executive Director and/or Board members with any questions and/or problems that may arise. Also, feel free to ask your child's teacher to set up a conference at any time.

FIELD TRIPS Field trips will be scheduled and parents informed in advance. Any parent who wishes to participate in a field trip may do so. Please make every effort to enforce school behavior standards. School identification tags or name tags will be worn during field trips at the discretion of the teacher. *Please note that children who have their own guardian with them on the trip do not need a permission slip. In a circumstance where parents would like to send their child with another parent, written consent must be provided.*

1. Each parent is responsible for the child(ren) assigned to him/her by the teacher for the duration of the trip.
2. The teacher will have emergency contact information available for each child. A completed permission slip must be on file for all children attending a field trip.
3. All children must be restrained in federally approved safety seats while in

transit.

4. The teacher will be responsible for ensuring all children return from the field trip in accordance with their permission slip.
5. Teachers and children on walking trips in the neighborhood will limit the distance to a six-block radius. Otherwise a permission slip will be needed.
6. When a field trip is scheduled there will be no regular class or supervision of children in that class at the school on that day, unless the teacher has indicated that the class will begin or end the school session at the school.

SCHOOL CLOSINGS For liability and insurance reasons, it is best for the school to follow a consistent policy rather than take closures on a case-by-case basis. Therefore, CNS follows the Anne Arundel County Public School system for school closings due to snow, inclement weather or other emergencies. When the public schools are closed for the aforementioned reasons, Colonial will not hold any class sessions. If the public schools are operating under a delayed opening, school will be closed and all after school activities will be cancelled. Please consult the county's website at www.aacps.org, as well as our social media page and email blast, for the latest information regarding school closings. If CNS is closed for more than 5 total days due to inclement weather, accommodations may be made to extend the CNS school year for up to an additional 5 days, not to exceed May 31.

SUBSTITUTE POLICY In the event a teacher is absent from class, every attempt to secure a substitute will be made. A substitute may be the Executive Director, a qualified teacher, or a parent volunteer who has met all co-oping requirements and is approved as substitute by the Executive Director. If no substitute is found, class will be cancelled.

GENERAL MEMBERSHIP MEETINGS There are three to four General Membership Meetings scheduled during the school year. These meetings are an opportunity for members to: a) participate, learn and potentially vote on items pertaining to school business and activities, b) attend Parent Education Workshops to be set up by the Executive Director and President and c) socialize with other members of the school. A cohesive membership is the key to a cooperative school's success.

AFTER SCHOOL ENRICHMENT For a nominal fee, after school enrichment may be offered to children currently enrolled in the 3s and 4s classes who are potty trained, dependent upon staff and building availability.

LEASE Our lease with the Eastport United Methodist Church is from September 1 to May 31, all school days and campus activities must fall within this window. It is also contracted that we will be closed the entire week of Thanksgiving plus the Monday after for the Winter Relief the Church participates in every year.

GRIEVANCE PROCEDURE There may be times when parents feel there are issues with

the teachers/staff, the Executive Director, the Board President, individual board members, and/or other Co-oping parents. In those instances, there will be a formalized process that will begin with an investigation within 3 business days of the grievance first being reported. Please see Appendix II for the Grievance Report Document. The conclusion of the investigation will vary depending the nature of the issue(s) cited. The following outlines the complete process:

1. *For Issues with Teachers and other CNS staff:* Parents should go directly to the Executive Director who will, within three (3) school days, bring the grievance to the attention of the entire Executive Committee. The Executive Director is the staff's supervisor and should be aware of the issue(s). The Executive Director will note the grievance, investigate the details of the grievance, and take appropriate action based on the nature of the investigation outcome. The Executive Director will then complete a grievance report that will go into the employee's employment file, and notify the Board President and parent who filed the grievance of the outcomes of the investigation and the decided action taken. If the parent is not satisfied with outcomes, s/he may then escalate her/his grievance to the Board President who, with the Executive Committee, will investigate the matter and decide whether to let the Executive Director's final directives stand or take alternative actions. The Board President will complete an accompanying grievance report that will also be put in the teacher's employee file. The grievance made and all information and parties involved in it will be considered confidential. All decisions made by the Executive Committee will be deemed final and the matter closed.
2. *For Issues with the Executive Director:* Parents should go directly to the Board President. The Board President is supervisor of the Executive Director and should be aware of the issue(s). The Board President will note the grievance, investigate the details of the grievance, and take appropriate action based on the nature of the investigation outcome. The Board President will then complete a grievance report that will go into the Executive Director's employee file, and notify the Executive Director and parent who filed the grievance of the outcomes of the investigation and the decided action taken. If the parent is not satisfied with outcomes, s/he may then escalate her/his grievance to the Executive Committee who, as a team, will investigate the matter and decide whether to let the Board President's final directives stand or take alternative actions. The Board Secretary will complete an accompanying grievance report that will also be put in the Executive Director's employee file. The grievance made and all information and parties involved in it will be considered confidential. All decisions made by the Executive Committee will be deemed final and the matter closed.
3. *For Issues with the Board President:* Parents should go directly to the Board Secretary who will, within three (3) school days, bring the grievance to the attention of the entire Executive Committee. The Executive Committee is, as a team, the de facto supervisor of the Board President and should be aware of the issue(s). The Executive Committee will note the grievance, investigate the details

of the grievance, and take appropriate action based on the nature of the investigation outcome. The Board Secretary will then complete a grievance report that will go into a newly completed confidential file marked "Board Grievances" and notify the Board President and parent who filed the grievance of the outcomes of the investigation and the decided action taken. If the parent is not satisfied with outcomes, s/he may then ask that her/his grievance be revisited. The Executive Committee will revisit their investigation of the matter and decide whether to let their final directives stand or take alternative actions. The Board Secretary will complete an accompanying grievance report that will also be put in the Board Grievances file. The grievance made and all information and parties involved in it will be considered confidential. All decisions made by the Executive Committee will be deemed final and the matter closed.

4. *For Issues with Individual Board Members other than the Board President:* Parents should go directly to the Board President. The Board President is the de facto supervisor of the Executive Committee and other Board Members and should be aware of the issue(s). The Board President will note the grievance, investigate the details of the grievance, and take appropriate action based on the nature of the investigation outcome. The Board President will then complete a grievance report that will go into a newly completed confidential file marked "Board Grievances" and notify the Board Member and parent who filed the grievance of the outcomes of the investigation and the decided action taken. If the parent is not satisfied with outcomes, s/he may then escalate her/his grievance to the Executive Committee who, as a team (minus the offending Board member if this member is part of the Executive Committee), will investigate the matter and decide whether to let the Board President's final directives stand or take alternative actions. The Board President will complete an accompanying grievance report that will also be put in the Board Grievances file. The grievance made and all information and parties involved in it will be considered confidential. All decisions made by the Executive Committee will be deemed final and the matter closed.

5. *For Issues with Co-oping Parents:* Parents should go directly to the Board President. The Board President is the de facto supervisor of the parental members of CNS when they are working at CNS in a volunteer capacity. The Board President will note the grievance, investigate the details of the grievance, and take appropriate action based on the nature of the investigation outcome. The Board President will then complete a grievance report that will go into a newly completed confidential file marked "Co-oping Parent Grievances" and notify the Co-oping Parent and the parent who filed the grievance of the outcomes of the investigation and the decided action taken. If the parent is not satisfied with outcomes, s/he may then escalate her/his grievance to the Executive Committee who, as a team, will investigate the matter and decide whether to let the Board President's final directives stand or take alternative actions. The Board Secretary will complete an accompanying grievance report that will also be put in the Co-Oping Parent Grievances file. The grievance made

and all information and parties involved in it will be considered confidential. All decisions made by the Executive Committee will be deemed final and the matter closed.

STANDING RULES OF THE CNS, INCORPORATED

Amended May 2019

1. There shall be no children other than those registered in the School except when approved by the Board, Executive Director, President, or teacher.
2. Prospective children and their parents may visit with the permission of the Executive Director, teacher, and/or member of the Board.
3. An alumni child or older sibling may visit with the permission of the teacher who will alert the Executive Director of the exception.
4. There shall be no more than one visitor per day, unless approved by the Executive Director. A guardian must accompany all visitors at all times.
5. There shall be no visitors under two years old unless they are prospective members or a sibling of an existing member.
6. Current members and re-applying alumni have priority on spaces for the forthcoming year as follows:
 - Priority 1: Current members whose children are returning to CNS
 - Priority 2: Current members desiring a slot for a younger sibling in a different session.
 - Priority 3: Returning alumni desiring a slot for a younger sibling in any session.
7. As a result of serious illness, childbirth, or adoption, a parent may be excused by the Board from his or her participation (i.e., coop responsibilities, position responsibilities, and attendance at general membership meetings) for two (2) months. Further extension may be granted with board approval. The Room Parent must be notified of the leave.
8. Because meeting fully as a group is typically only scheduled 4 times per year, attendance at General Membership meetings is required for 3 out of the 4 meetings. Members who do not attend at least 3 meetings will not be returned their \$100 service hours deposit.

9. Each member shall maintain awareness of the school's careful budgeting. Unless specifically authorized by the Executive Director and/or Board, members shall draw only from those funds allocated to the committee they chair.
10. The President, at his/her discretion, may appoint a chairperson to special committees. Current position descriptions for these committees shall be maintained in school files.
11. The roster of members is a confidential list and may not be used for any commercial solicitation or given to anyone other than school members for any purpose.
12. Registration fees and tuition, as set by the Board with the Executive Director, shall be stated in the "Annual Tuition and Registration Fee Summary." The following standards of practice apply:
 - The **non-refundable** \$75.00 application fee is required for new members and is due at the time of application.
 - New members accepted for the next school year must pay the last month's non-refundable tuition payment at the time of acceptance to secure their child's slot in the school.
 - Current members must pay the last month's non-refundable tuition by May 1 to secure their child's slot in the school for the following year.
 - Once a class is filled, any interested applicant may be put on waiting list maintained by Membership. When an opening occurs in a class, the applicant at the top of the waiting list for that class is informed of the opening. Upon learning of an opening, registration must be completed and any necessary tuition payments paid within five (5) business days.
 - If a family enrolls two (2) or more children at the same time, the family will be charged one registration fee. The family shall cooperate as for two (2) or more children.
 - Certain families, who volunteered for particular positions, may receive a tuition discount. *See Article IV Finance of the Bylaws for details.*
13. The Health Department requires that every child have a completed health and immunization form on record. Your child's immunization record must be completed and received before the child may enter school.
14. All cooperating adults must have a completed pre-employment medical report on file (and renewed every two years), release of information form, and a criminal background check on file as well as any and all other forms required by the State of Maryland. These forms must be turned in before school begins. All cooperating adults are considered mandatory reporters and must complete mandatory reporter

training before cooping. Please see the family handbook for further information about reporting.

15. If a parent or child present in school contracts a communicable disease, the Executive Director must be notified immediately. Thereafter, the Executive Director is responsible for notifying all other parents as soon as possible. All Health and Safety information shall be kept confidential. Names of carriers will not be released.
16. Smoking is prohibited on school property at all times.
17. An anonymous membership evaluation survey of the program, school, and the Executive Director/teachers will occur annually. The President will present results to the Board and Executive Director, after which the teacher evaluation will be discussed confidentially with the teacher in conjunction with her/his performance review conducted by the Executive Director. A formal evaluation will be written by the Executive Director and approved by the Board for inclusion in the teacher's permanent record, and a copy distributed to the teacher. A summary of program evaluations will be shared with the General Membership, but not as it relates to specific teachers.
18. All records, administrative and scholastic, are confidential. Following correlation of records by the Room Parents, Membership Coordinator(s), and Executive Director, exclusive access to these records is afforded the student's teacher and/or President of the Board. Anyone may request special handling of his/her confidential records by submitting them directly to the President. Parents or guardians may review their child's file under the supervision of the Executive Director or the President. A written evaluation and/or conference is provided for parents or guardians at the end of the school year. No information, including performance information, health, or personal information shall be released to anyone without written permission of the parent(s) or guardian(s) involved. Transcripts and/or information regarding a child's performance and progression will be provided by the parent(s) or guardian(s) stating to whom the information is to be released.
19. Maryland child abuse law requires that anyone who suspects a child is being mistreated report the matter to a local Department of Social Services Child Protective Services Screening Unit or the police. According to Maryland Law, child abuse and neglect includes any recent act or failure to act by a caregiver or family member which causes physical injury, puts a child's health or welfare at substantial risk of harm, an act of sexual molestation or exploitation, substantial impairment of a child ability to function, or failure to give proper care and attention to a child. CNS maintains a 100% reporting policy. Reporting does not require proof that mistreatment occurred and should be reported as quickly as possible.

- a. In cases of child neglect and abuse, anyone may report the suspected neglect and abuse, but teachers and administrators are required to do so. Any Teacher or other professional employee of the School that believes or has reason to believe, that a child has been neglected or abused is required to file a report in the form and manner provided for in Article 37, 35A of the Annotated Code of Maryland, which is located in the President's files and available for review upon request. A teacher or other professional shall notify the Director or Board, however, that does not replace one's mandatory duty.
 - b. Cooperating parents in the classroom are considered mandated reporters. If any parent suspects child abuse or neglect, they may independently report their suspicions to Protective Services or the police. We ask that they also report their suspicions to the Executive Director and Board President so they can be aware of any possible investigations or outcomes of the reported suspicions. If the parent would prefer to discuss their suspicions with the Executive Director and Board President prior to reporting, they can then decide together to report their suspicions to Protective Services or the police. All discussions will be kept confidential. A person who makes a good faith report of suspected child abuse/neglect will be free from any form of harassment or administrative penalty resulting from the report. Please refer to family handbook for additional information about Mandatory Reporter Training.
20. Fire drill and emergency procedures will be explained to parents and children at the beginning of the school year. Fire Drills are completed monthly onsite.
21. The first response to inappropriate behavior will be for the teacher to redirect the child to another activity. If the attempt to redirect is ineffective, or if the child's behavior puts his/her or another child's safety at risk, s/he will be removed from the situation. In the event of a serious ongoing problem in the classroom, a confidential meeting between the Executive Director, teacher and parent will be held. Problem behavior will be discussed. If the situation warrants, the Executive Director, with the approval of the Board President and Room Parent of the class, will present a time frame to the parent for problem behaviors to be resolved acceptably. At the end of the designated time frame, continuation of membership will be considered in accordance with the Bylaws.

PARTICIPATION ON CO-OP DAYS

It is essential that cooperating parents use the following guidelines to ensure a safe environment for our children. Please arrive at school promptly 15 minutes before school begins.

1. You are responsible for participating on your scheduled co-op day. If you cannot participate on your scheduled day, you should find a substitute and notify the classroom parent and teacher of changes in the co-op schedule. If you are unable to find a substitute, please notify the classroom parent as soon as possible.
2. Please follow instructions for opening and closing duties on the checklist provided to you by the teacher.
3. As a co-op parent your role in the classroom is to function as the teacher's Assistant. Please follow the teacher's instructions regarding his/her needs for the day. Please make the teacher aware of any behavioral or social problems a child may be having or creating. Please refrain from using home discipline at school with your own or other children. Home discipline includes (but is not limited to): yelling, shaming, removing children from the classroom, or corporal punishment. Any form of corporal punishment is unacceptable at any time on school grounds. Please discuss any differences you might have with the teacher away from the children. Please refer to the Family Handbook for further guidelines.
4. Please inform the teacher immediately of any accidents and/or injuries, and complete Accident Report Form. Insect bites, ticks, lice, etc. are included under the category of accidents and/or injuries.
5. You, as a co-oping parent, are responsible for knowing the location of both fire extinguishers and all emergency exits. In the event of an emergency requiring evacuation the teacher is responsible for taking the classroom red backpack and proceeding immediately with the children to the nearest exit. The parent should count children and report to the teacher. The Executive Director will make a final check of all rooms and be the last to leave. **NO EFFORT SHOULD BE MADE TO SAVE ANYTHING FROM THE BUILDING.**
6. The co-operating classroom parent will be responsible for providing the snack for the class on his/her assigned co-op day in accordance with the classroom snack guidelines set forth by the teacher.
7. During outdoor activities, please position yourselves around the playground to afford optimum supervision, and to teach children appropriate play and enforce playground expectations policy.

8. The teacher is responsible for supervising any remaining children awaiting tardy parents at the end of a session. No child is to be allowed to leave with someone other than his/her parent unless a member of that child's family has previously notified the teacher.
9. Before leaving, please double-check the classroom checklist to ensure you have fulfilled all requirements.
10. Please make babysitting arrangements ahead of time for any older or younger siblings. This allows you to give your full attention to your child and his/her classmates.
11. In the event of a serious illness, birth or adoption of another child, the family is exempt from their cooperating duties for 2 months following the birth or adoption of the new child. Expectant mothers nearing the end of their pregnancies or any parent having health problems which preclude them from keeping up with their cooperating duties should contact their Classroom Parent for assistance in amending the cooperating schedule.

BY-LAWS OF THE COLONIAL NURSERY SCHOOL, INCORPORATED

Annapolis, Maryland

ARTICLE I – NAME

The official name of this organization shall be The Colonial Nursery School, Incorporated and may, from here forward, be referred to as CNS.

ARTICLE II – PURPOSE

The purposes of this School are:

1. To maintain a non-profit cooperative nursery school in which the parents take full responsibility for the administration of the school and the teacher takes primary responsibility for the educational program of the children. The school will not discriminate on the basis of race, religion, color, national origin, or sexual orientation regarding the admission of students and parents, and the employment of teachers and administrative staff.
2. To further the education of its members in the principles of child guidance, through their observation of children, participation in the daily program as assistants to a trained instructor, and attendance at educational meetings.
3. To provide parents with a broader understanding of family relationships, teaching techniques, creative materials, equipment, and experience which may be utilized as advantageously at home as in school.

ARTICLE III – MEMBERSHIP

Section 1. Application for Membership. Application for membership in CNS shall be made available to any parent or legal guardian of any child who is two years of age by September 1 of the calendar year for which s/he is applying. Special circumstances will be considered by the Membership Committee.

Section 2. Application Procedures.

- A. Completed application forms, or any inquiries relative to applications for membership, shall be referred to the Membership Chairperson.
- B. The Membership Committee, consisting of the Membership Chairperson,

Executive Director, President, and two room parents, shall act on all applications for membership in accordance with the enrollment policies established by the Board of the School, and shall make its recommendation on any application to the Board at the meeting of the Board following receipt of the application.

Section 3. Withdrawal of Membership.

Written notice of withdrawal from membership by any member shall be given to the Membership Chairperson or Executive Director two weeks in advance of withdrawal, together with any reason(s) for withdrawal. The provisions of Article IV, Section 4 and 5, of these By-Laws, shall govern refunds or adjustments of tuition in the event of termination of membership or other action pursuant to the provisions of this section.

Section 4. Termination of Membership.

Upon demonstration of good cause including, but not limited to the repeated violation of the policies and rules set forth in these By-Laws, Standing Rules or the Bluebook, or upon the recommendation of the Board or Executive Director, any membership in the School may be terminated, or any member placed on probationary status due to unsatisfactory adjustment of the child or of the participating member, or if it is otherwise deemed in the best interest of the School or the individuals concerned. Such action shall be considered at a regular or special Board Meeting, the purpose of which shall be announced one week in advance thereof.

ARTICLE IV – FINANCES

Section 1. Tuition.

Tuition shall be determined by the CNS Board and fixed prior to December 31st of the preceding school year. Tuition is a yearly tuition, paid either annually or monthly. Members shall pay tuition to the Treasurer according to the Tuition Schedule. Monthly tuition payments are due on the first day of the month for the applicable school year.

The last month's tuition is non-refundable and due at the time of acceptance to secure a child's slot in the school.

Section 2. Prorated Tuition.

The Board/Treasurer may prorate tuition for members who enroll their child after the first day of school.

Section 3. Fees and Assessments.

The Board, Executive Director, subject to approval of the General Membership, shall set additional fees and assessments.

Section 4. Default in Payment.

It is the responsibility of each CNS member to make designated payments on-time. CNS members have a five (5) business day grace period for payments. During this time the member may make alternative payment plans through the Executive Director and Treasurer. After the completion of the grace period, the school will follow a NO MONEY/NO SHOW policy meaning that parents are not permitted to bring their child(ren) to school for the designated activity in which they are in default of payment after the 5-business day time period has expired. Payment is to be made in full with no proration for the time when the payment was in default. After 20-business days the spot is forfeit. If payment is received, within the forfeiture timeframe the children are welcome to return. After the 20-business days the Board and executive director must approve the reinstatement of the child(ren).

Section 5. Refund of Tuition.

Families who withdraw their child/children may receive a prorated refund of their paid tuition (minus the nonrefundable fees & last month's tuition).

Section 6. Presidential Scholarship.

Persons who hold the office of President of CNS shall receive a partial scholarship (non-inclusive of registration fee or service fee) equal to one-half ($\frac{1}{2}$) of the average tuition of the offered classes for one child for the full year of his/her term.

Section 7. Secretary Partial Scholarship.

Persons who hold the office of Secretary of CNS. shall receive a partial scholarship (non-inclusive of registration fee or service fee) equal to one-third ($\frac{1}{3}$) of the average tuition of the offered classes for one child for the full year of his/her term.

Section 8. Treasurer Partial Scholarship.

Persons who hold the office of Treasurer of CNS shall receive a partial scholarship (non-inclusive of registration fee or service fee) equal to one-third ($\frac{1}{3}$) of the average tuition of the offered classes for one child for the full year of his/her term.

Section 9. Membership Partial Scholarship.

Persons who hold the office of Membership Chairperson of CNS shall receive a partial scholarship (non-inclusive of registration fee or service fee) equal to one-third ($\frac{1}{3}$) of the average tuition of the offered classes for one child for the full year of his/her term.

Section 10. Teacher Partial Scholarship.

Persons who hold the position of teacher of CNS shall receive a partial scholarship (non-inclusive of registration fee) equal to one-half ($\frac{1}{2}$) of the tuition for one child for the full year of his/her term.

Section 11. Outreach Partial Scholarship.

Persons who hold the position of Outreach Chairperson shall receive a partial

scholarship (non-inclusive of registration fee or service fee) equal to one-third ($\frac{1}{3}$) of the average tuition of the offered classes for one child for the full year of his/her term.

Section 12. Forfeiting a Scholarship. When a scholarship recipient resigns his/her position before the tenure of the position expires, s/he will forfeit his/her scholarship upon resignation.

ARTICLE V – BOARD OF DIRECTORS

Section 1. Composition.

The Board of Directors of the School shall be composed of the current President, Secretary, Membership Chairperson, Outreach Chairperson, Treasurer, and individual Room Parents for each class, who shall serve during the terms of their offices.

Section 2. Officers.

The elected CNS board President, Secretary, and Treasurer shall fulfill the same roles for the Board of Directors as for the CNS board.

Section 3. Meetings.

The Board of Directors shall meet at least once in each year. Special meetings may be called by the President or upon request by five (5) Board of Director members.

Section 4. Responsibilities and Duties.

The Board of Directors of the School shall be responsible for the business management of the School, shall authorize and approve all capital expenditures of the School, shall review the financial condition of the School annually, shall be responsible for the proper filing of all reports required on behalf of the Corporation, shall authorize the officers of the Board of Directors to execute any and all contracts or other legal documents on behalf of the School, and shall execute all other powers and duties as are customarily exercised by Boards of Directors of non-stock corporations and not inconsistent with the Articles of Corporation of the School or the laws of the state of Maryland.

ARTICLE VI – CNS BOARD

Section 1. Composition. The Board of the School shall be composed of the President, Executive Director, Room Parents, Secretary, Outreach Chairperson, Treasurer, and Membership Chairperson. The Executive Director and President are non-voting

members of the CNS Board, though the President may cast a vote in the event of a tie vote. The terms of office on the CNS Board shall be one year, and no person shall serve more than two consecutive years in the same office or time equivalent to 24 months served without a majority vote by the membership to extend their term limit.

Section 2. Responsibilities and Duties.

1. General. In conjunction with the Executive Director, the responsibility for managing the administrative affairs of the School belongs to the Board. The Board shall be the overall policy-making body of the School and shall transact business and make decisions consistent with these By-Laws and any Standing Rules, which it may adopt pursuant to these By-Laws.
2. Meetings. Board meetings shall be held during the school year. Minutes of action shall be recorded and communicated to the general membership prior to the next General Membership meeting. Special meetings may be called by the President upon request of three Board members.
3. Each officer shall maintain a file pertaining to his or her respective office.
4. Board Elections shall take place at the final General Membership Meeting. Transition of the Board will begin immediately following elections, with outgoing and incoming board working together until incoming board attains voting rights on June 1st.

ARTICLE VII – BOARD OFFICERS, EXECUTIVE COMMITTEE & OTHER POSITIONS

Section 1. President.

1. Shall coordinate the activities of the School, preside over all meetings of the general membership and of the Board, prepare agendas for such meetings, act as the official leader of the School, and perform all other usual functions of the office.
2. Shall appoint chairman of any special committees that may be required from time to time, except as hereinafter provided.
3. Shall nominate representatives to fill vacancies on the CNS Board and Advisory Boards, upon approval of a majority of the Board and presentation to the general membership for election.

4. Shall be responsible for arranging any joint meetings of the CNS Board, Executive Committee, and/or Advisory Board.

5. Shall, with the Executive Director, keep a current locked file of all legal papers for the school. Shall be responsible for seeing that annual reports are filled out and filed. These files should include: lease, teacher's contracts, student files, insurance policies, current copy of the By-Laws, Standing Rules, position descriptions, Articles of Incorporation, annual report for the State Board of Elections, census records, reports to the IRS on racial composition of classes, and others which may be necessary for the efficient operation of the School.

6. Shall assist Membership Chairperson in planning all Open House events. Attendance at all Open Houses is mandatory, except in the event of extenuating circumstances and with approval by the Board.

Section 2. Classroom Parents (There shall be one Room Parent for each class).

1. Shall be responsible for scheduling and maintaining the monthly cooperative work schedule for class parents.

2. Shall serve as liaison between the parents and the Board and Executive Director, and shall channel pertinent issues to the appropriate parties in a timely and constructive manner.

3. Shall serve as liaison between the class parents and the class teacher in matters where such intervention is productive and necessary; shall facilitate discussion, rapport, and positive atmosphere in matters of concern to both parents and Teacher.

4. Shall maintain and represent the cooperative standards of CNS, its operating procedures, and Bylaws; shall uphold and emphasize to the members of the class the value, necessity, and importance of the standards to the smooth and continuing operation of CNS.

5. Shall be responsible for coordinating and purchasing holiday and end-of-the-year gifts for the Teacher.

6. Shall assist Staff in organizing and coordinating field trips.

7. Shall assist Teacher in coordinating class parties and special events.

8. Shall assist Teacher in getting parent volunteers/classroom

donations when necessary.

9. Shall assist Membership Chairperson in planning all Open House events.

Section 3. Secretary.

1. Shall record and disseminate to the General Membership the minutes of the meetings of the General Membership and the Board, and of any joint meetings of the Board and the Advisory Boards.
2. Shall have possession of the By-Laws of the School, the Standing Rules, and the position descriptions of standing and special committees, and shall see that accurate copies of the same and minutes are accessible at all meetings and when needed by other officers.
3. Shall maintain file copies of all pertinent memos, flyers, schedules, agendas, ballots, and newsletters, etc.
4. Shall maintain a permanent, chronologically correct record of the By-Laws, Standing Rules, and position descriptions, to include changes and the date(s) changes were made; as well as the minutes of all meetings.
5. Shall conduct all delegated correspondence of the School.
6. Maintain current full list of board members with full name, address, phone, email and position for tax standards.
7. Shall assist Membership Chairperson in planning all Open House events.

Section 4. Membership Chairperson.

1. Shall serve as first point of contact for new and prospective members, including monitoring and responding to school voicemails and emails and conducting and coordinating tours for prospective members.
2. Shall be responsible for all application procedures. Process applications for new and returning members; mail letters of acceptance.
3. Shall create, maintain, and monitor membership records for a period of at least three years; and maintain and distribute accurate class rosters.

4. Shall, in conjunction with all members of the Board and the Executive Director, organize and attend the open house events.
5. Shall distribute applications to all returning members by the 15th of January.
6. Shall provide advanced notice to teachers and cooperating parents of prospective visitors.
7. Shall disseminate Parent Handbooks conduct tours for and provide information to prospective new members.
8. Shall maintain and manage the school's waiting lists.
9. Shall distribute written notice of withdrawals and new enrollments to the Executive Director, Teacher, Room Parent of affected class, President of the Board, and Treasurer.
10. Shall create and disseminate Welcome Packets for new and returning members with the assistance of the President and Board

Section 5. Treasurer.

1. Shall assist the Bookkeeper and President in preparing annual budget for submission for approval at the second General Membership meeting of the school year.
2. Shall assist the Bookkeeper in attending to all financial matters of the School.
3. Shall receive and issue receipts for monies due and payable to the School, and deposit same in the name of the School in the depository designated by the Board.
4. Shall prepare invoices for and receive tuition and any additional periodic monies due and payable to the School, and deposit same in the name of the School in the depository designated by the Board.
5. Shall assist in collecting all fundraising monies and deposit same in the name of the School in the depository designated by the Board.
6. Shall assist the Bookkeeper by preparing the income portion of the financial report to be submitted at each membership meeting, if requested by the Bookkeeper.

7. Shall assist Membership Chairperson in planning all Open House events.

Section 6. Outreach Chairperson.

1. Shall cultivate and maintain connections within the local community in order to highlight CNS.
2. Shall volunteer services to child friendly events such as Wee-Sale, Eastport a Rockin'.
3. Shall schedule and create play dates throughout the school year and oversee summer playdates.
4. Shall coordinate and work with membership chair when needed.
5. Shall be available during the summer.
6. Shall facilitate all fundraising events such as the Annual Art Gala, Fall Bonfire, and Dining Nights Out.
7. Shall work with Treasurer to determine a realistic fundraising budget and coordinate all fundraising efforts.

Section 7. Executive Committee.

1. The Executive Committee, comprised of the Board President, Secretary, Treasurer, Outreach Chair, and Membership Chair, is responsible for working in support of, or occasionally in place of, the full Board. The work of the committee revolves around the following major areas:
 - a. Handle urgent issues/grievances, resolving any emergency, maintaining confidentiality, or any other organizational crises.
 - b. Perform policy and grievance work, carrying out specific directions of the board, and acting on policies when they affect the work of the executive committee or when the full board directs the committee to do so.
 - c. In the event the President resigns or cannot complete their duties, the Executive Committee will appoint an acting board member for the membership to confirm within 30 days.

- d. Set, monitor, and maintain overall school budget under the supervision of the Treasurer and with final budget approval voted on by the full General Membership.
- e. The President, on behalf of the Board, acts as the primary liaison to the Executive Director.
 - 1) Nurture the Executive Director by providing counsel, feedback, and support when needed.
 - 2) Facilitate annual assessment of the Executive Director by the Board and report the results of the assessment to the Executive Director.
 - 3) Review compensation and benefits for the Executive Director.
- e. Help develop a strategic plan and initiate the board's involvement in establishing a strategic framework or direction.
- f. Conduct executive searches when necessary:
 - 1) Assume the lead in the search for a new Executive Director, Teacher, Bookkeeper or Consultant, or delegate the responsibility to a specially formed committee to complete the task.
 - 2) Conduct the research necessary to determine an appropriate salary for the Executive Director.
 - 3) Seek approval from the full board before hiring any paid position for the school, including a new Executive Director.

ARTICLE VIII – EXECUTIVE DIRECTOR

The Executive Director is a paid staff position requiring the employee to work a minimum of 20 hours per week. S/he is accountable to the Board through its President, and is responsible for attending the initial Orientation meeting, all General Membership and Board meetings and Open Houses. The Executive Director's responsibilities include but are not limited to the following:

- 1. Open the school at 8:30am and close the school at 1:30pm.
- 2. Act as the 1st line substitute for all teachers.
- 3. Manage teachers
 - a. Develop and implement overall school-wide educational goals
 - b. Oversee and assist in lesson planning

- c. Oversee, along with the President, two formal teacher evaluations to occur in the fall and early spring. Evaluations will be presented at the next subsequent board meetings
 - d. Oversee teachers' schedules and school substitute teacher list; acts as substitute when necessary; approve leave.
 - e. Present all communications to teachers.
 - f. Schedule and oversees regular staff meetings.
 - g. Present for incident-driven parent-teacher conferences and will report repeated incidents to the board.
 - h. Ensure teacher accreditation for CPR.
4. Shall with the President keep a current and locked file of all legal papers for the school. Shall be responsible for seeing that the annual reports are filled out and filed. These files should include lease, employee contracts, student files, insurance policies, copies of By-Laws, Standing Rules, position descriptions, Articles of Incorporations, annual report for the State Board of Elections, census report, reports to the IRS on racial composition of classes and others which may be necessary for the efficient operation of CNS.
5. Shall maintain and uphold the standards required for licensure from the State Health Department, and serve as liaison between CNS and the Maryland Department of Education's Office of Child Care's Licensing branch.
6. Shall document any safety related concerns or issues.
7. Shall monitor and ensure that the highest standards of health, hygiene and safety are maintained throughout the school to include electrical, chemical, structural, fire and physical safety, personal hygiene, emergency procedures, first aid kit completeness and accessibility, etc.
8. Shall create, maintain, and monitor health records for all enrolled students, and notify members and Teachers of food allergies and/or other medical conditions which might impact conduct of the daily routine.
9. Shall manage and document all official school visitors.
- a. Manage all visitors to school including, but not limited to, safety inspections, MDSE, fire marshal, Child Care Connection, etc.
 - b. Assist Membership Chairperson with school tours.
 - c. Schedule school visits on administrative days whenever possible.
10. Shall manage school communications.
- a. Work closely with the Board and give input on communication dissemination included but not limited to weekly email blasts, school

flyers etc.

11. Shall manage school facilities.
 - a. Maintain the content and organization of the school's office.
 - b. Ensure that snow and ice removal are completed during winter season.
 - c. Organize all school documentation and information for day-to-day operations of school.
 - d. Liaison with Eastport United Methodist Church's (CNS's landlord) Board of Trustees for facility related issues.

12. Shall complete approved continued training, at the rate of at least 12 clock hours per full year of employment as a Director, that consists of:
 - a. Minimum of six (6) clock hours of core of knowledge training; and
 - b. Maximum of six (6) clock hours of elective training; and
 - c. Document completion of the continued training on the professional development plan and present to the Board.

ARTICLE IX – TEACHER

The Teacher(s) shall report to the Executive Director and shall represent the school professionally in the community. S/he shall adhere to the policies and criteria outlined in the Employee Handbook. S/he shall have the responsibility for all matters concerning the educational program of the children, shall plan the daily program of the School utilizing parents' individual talents. The Teacher shall be available to consult with and offer her/his professional advice to all functioning officers, committees, and members of the School regarding any phase of the School's activities, and shall confer with parents regarding the progress of the children during the course of the school year. The teacher shall attend orientation and open houses. At the invitation of the Executive Director and/or the President, the Teacher shall attend meetings of the Board, and shall serve on such committees to which s/he may be appointed or on which s/he is specified to serve by these By-Laws.

ARTICLE X – MEETINGS AND ELECTIONS

Section 1. General Membership Meetings. A minimum of four (4) General Membership meetings shall be held during the school year, their dates set at the discretion of the President and Board. The President may call special meetings of the general membership.

Section 2. Annual Meeting and Election. The final General Membership meeting shall be held in May, at which time the officers of the School will be elected and any

vacancies on the Advisory Board submitted. Electronic Voting can be utilized in order to promote maximum participation amongst membership.

Section 3. Nominating Committee. A nominating committee consisting of the President and all Room Parents shall prepare a slate of nominations for the offices of the School and for any vacancies on the Advisory Board. This slate shall be presented at the May General Membership meeting. Other nominations for vacant positions can be made at the Annual General Membership meeting in May provided that no nomination is the accepted unless the consent of the person being nominated has been obtained.

ARTICLE XI - ADVISORY BOARD

Section 1. Composition. The Advisory Board of the School shall consist of five (5) associate members, each of whom shall be elected for a term of three years. Members of the Advisory Board may include, but is not limited to, former Presidents, Board members, and members.

Section 2. Responsibilities and Duties.

1. To afford the School the benefit of their combined knowledge in the form of suggestions and advice.
2. To provide continuity of thought, purpose, and action for the School.
3. To investigate and review such problems as personnel, premises, program, and any other aspects relating to the operations of the School, and to report their findings and make recommendations to the Executive Director and Board.
4. To assist in the furtherance of favorable public relations between the School and the community.

Section 3. Meetings. The Advisory Board shall hold at least two meetings during the year, namely; (1) with the Board shortly after the Annual General Membership meeting, at which time the Board shall elect a Chairman and a Secretary from among its members; and (2) with the Board in September prior to the opening of the school year. The Board shall be invited to attend the Annual General Membership meeting of the School and such other meetings as may be desired.

ARTICLE XII – STANDING COMMITTEES

Section 1. Membership Committee.

1. Composition. Shall be composed of the Membership Chairperson, Executive Director, President, and two room parents.
2. Duties. To maintain full enrollment in the School; to execute the enrollment policies of the School as determined by the Board; to issue current membership lists; to set up and work as parent ambassadors during Open Houses and/or other recruiting events.

ARTICLE XIII – GENERAL RULES

Section 1. Parliamentary Authority. Robert’s Rules of Order, Revised, shall be the parliamentary authority for all members or procedures not specifically covered by the By-Laws.

Section 2. Voting. Unless otherwise specified by these By-Laws, a majority of the members present and voting on any given matter shall govern. Each family with one or more children enrolled in the school shall be entitled to one vote on any matter voted upon. Either parent or any legal guardian present may cast this vote. Proxy votes will not be recognized at any meeting for any purpose. Electronic voting can be utilized to ensure accurate member representation.

Section 3. Quorum. A majority of members entitled to vote shall constitute a quorum at any general membership meeting or any meeting of the Board.

Section 4. Standing Rules. The Board shall have the authority to adopt such standing rules, as it may deem appropriate, pursuant to these By-Laws and not inconsistent therewith, from time to time. Such rules shall remain in effect and be binding on the general membership until amended or revoked by the Board or by a vote of two-thirds of the general membership, provided the amendment is submitted in writing at a general membership meeting at least one month in advance of voting thereon.

Section 5. Amendments. These laws may be amended by a vote of two-thirds of the general membership, provided the amendment is submitted one week prior to putting it to a vote at a general membership meeting.

Section 6. Dissolution of the School. In the event of the dissolution or other termination of The Colonial Nursery School, Inc., none of its assets shall go to the benefit of any member or other individual at that time, but shall be donated or contributed to such similar non-profit educational or elementary institution as the Board, Executive

Director, the Advisory Board, and the Board of Directors may designate.

Section 7. Indemnification. Officers of the Corporation shall be entitled to indemnification to the fullest extent permitted by and in accordance with the terms, conditions, and procedures of Section 2-418 of the Corporations and Associations Article of the Annotated Code of Maryland, as amended from time to time. With respect to an employee or agent, other than an officer, of the Corporation, the Corporation may, as determined by the stockholders of the Corporation, indemnify and advance expenses to such employee or agent in connection with a proceeding to the extent permitted by and in accordance with the term, conditions, and procedure of Section 2-418 of the Corporations and Associations Article of the Annotated Code of Maryland, as amended from time to time.