

# CONSTITUTION & BY-LAWS

of

## Cherry Hill United Presbyterian Church Cooperative Preschool (CHUP)

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THIS CONSTITUTION BOOKLET IS THE PROPERTY OF  
CHUP COOPERATIVE PRESCHOOL

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## INTRODUCTION

Welcome to CHUP Cooperative Preschool. We hope that this manual will help answer most of the questions that arise with becoming part of the Preschool.

This Preschool began its first session in the fall of 1967 with forty members. It was formed after a survey by the church determined there was a desire and a need for a Preschool. The Preschool Study Commission, headed by Mrs. Gertrude Korney, did the survey.

The Commission recommended, upon completion of the study, that there be established a Church-Sponsored Parent Cooperative Preschool in which parents organized to implement the program and to assist in supervising the children. Not only would expenses be kept at a minimum, but also the required participation of parents would significantly enhance church family relationships. The term "Church-Sponsored" indicated that the school was to be a part of the total church education program under the authority and guidance of the Session's Christian Education Committee.

The Commission was formed on January 9, 1967. On June 12, an orientation meeting was held for the new Preschool mothers with a slate of officers presented to them for approval. In six short months the Preschool had gone from an idea to inception but not without a lot of hard work.

Three of the original forty mothers: Ellen Brinks, Jane Clippenger, and Clara Moore, had almost single-handedly taken all the necessary steps to start the Preschool including hiring a teacher, writing a constitution for membership approval, and contacting and enrolling interested families. Their interest and efforts should be our guidelines for the continuing success of the Preschool.

Their participation not only enhanced the Preschool but also was rewarding for them and their families. To quote our first president, Ellen Brinks, "If you are asked to serve in any capacity this coming year, please give it your prayerful consideration, for I know you will find at the completion of your term, as I have, that this has truly been one of my busiest and most rewarding years. I feel I have contributed something to my family, my church, my community, and to myself".

## PARENT PARTICIPATION

As a cooperative Preschool, we can think of ourselves as a small business, with all the responsibilities therein. Each one of us is responsible for the successful operation of our business.

### Membership Meetings:

As a stockholder in this business, we all have a voice in its operation. It is essential that everyone be given the opportunity to express his or her opinions, ideas and constructive criticism.

The Executive Board officers are elected by the membership. They serve the membership in an administrative capacity. In order to function, they must know the feelings of the members.

Once a month, typically excluding December, February and May, we have a General Membership Meeting held in the church. The Executive Board will notify the membership of the dates and times of the meetings.

These meetings include a business meeting and a parent education program designed to meet the needs and interest of the members. Guest speakers, representing the various phases of family life, are chosen to help us in our role as parents.

Attendance is required at these meetings, not only to keep abreast of pertinent Preschool affairs, and benefit from the programs, but also to get to know all the members of the Preschool. One absence is allowed per school year. More than one absence must be made up by attending the next Board Meeting or by paying a fine. (See Article III, Section 6.) At least one adult representing the child is required to attend each meeting and both mother and father and/or guardian is encouraged to participate. There will be a sign-in sheet at each meeting to record attendance.

Committees/Class Jobs:

**PARTICIPATION IS THE KEY TO A COOPERATIVE PRESCHOOL.** Everyone is required to contribute to the operation of the Preschool by assisting in the classroom and fulfilling job assignment responsibilities. You may also be asked to serve on a committee.

Through the job preference sheets that you have been asked to complete, we try to involve you in something that you have shown interest in. If you feel that you cannot fulfill the duties of the job assigned, contact the President and/or Parent-Teacher Liaison, who are responsible for appointing the jobs, as soon as possible.

Workshops:

In previous years, the Greater Detroit Cooperative Nursery Council (GDCNC) sponsored periodic workshops in the area. These workshops were parent education conferences covering the theories and techniques beneficial to all of us. In addition, a workshop was offered for incoming Preschool board officers. These workshops haven't been held in the last few years, however in case they occur again, it is important to be aware of them in case they become a requirement to attend.

If offered again, our Constitution encourages all members to attend one of these workshops in their first year at CHUP. We would suggest that all new members attend the fall workshop, if offered, to become more readily familiar with cooperative preschool philosophy.

Orientation and Open Houses:

Each spring we hold Open Houses for the prospective families entering in the fall. These provide an opportunity for prospective members to visit the Preschool with their child and talk with the teachers and current Preschool parents. The Open Houses are planned by the 2<sup>nd</sup> Vice President (Enrollment), with assistance from the Board Members. The Membership Assistant (if applicable), Publicity Chairperson, and President are also involved in the planning.

In August, we conduct an Orientation Meeting where the teachers present their philosophy of Preschool teaching. At this meeting the new and returning parents are introduced to their Executive Board and receive orientation materials. A representative from each family, new and returning, preferably a parent or guardian, is required to attend this Orientation Meeting. Children are not allowed to attend due to the extensive information shared.

## PRESCHOOL COUNCILS

As a cooperative Preschool we are a small part of a larger movement dedicated to parent education and involvement. The local council is dedicated to helping cooperative preschools provide the very best in preschool education, as well as promoting the cooperative Preschool movement.

Greater Detroit Cooperative Nursery Council (GDCNC)

An Executive Board, elected by each member preschool, administers this council. When they are held, each preschool sends two voting delegates to its meetings. The council may hold two general meetings a year and two district meetings to enable member nurseries to meet with each other and exchange ideas.

The council oversees member nurseries in the Detroit area, which are subdivided into districts. On the district level, seminars may be held periodically for officers and teachers of each preschool, with leaders trained to discuss areas of interest and concern. The discussions are geared toward increasing the participant's interpersonal skills, sensitivity, and effectiveness in cooperative preschool relationships.

The council may sponsor fall and/or spring workshops. Other services available to member preschools are many and varied, including financial auditing and attorney services. The council provides a newsletter, "The Rainbow Review," which is sent out to the preschools periodically.

The GDCNC Teachers Association sponsors an in-service training program and maintains a teacher placement service to help recruit new teachers.

# CONSTITUTION & BY-LAWS

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# CONSTITUTION

## **ARTICLE I - NAME**

This organization shall be known as the Cherry Hill United Presbyterian Cooperative Preschool (CHUP Co-op Preschool).

## **ARTICLE II - PURPOSE**

The purpose of the Preschool shall be to establish, equip, maintain, and operate a preschool center for three and four year old children in conjunction with the Cherry Hill Presbyterian Church of Dearborn, Michigan.

CHUP Co-op Preschool is a non-profit educational organization for three- and four-year-old children, in conjunction with the Cherry Hill Presbyterian Church of Dearborn, Michigan. CHUP Co-op Preschool provides an environment in which preschool children learn to play well together and acquire good social habits. The children are also to be given the opportunity for creative expression through music, art and play.

CHUP Co-op Preschool supports a developmentally appropriate and child-centered program and curriculum. School should be ready for children rather than children ready for school. Children come to school with their own unique personalities, backgrounds, learning styles, and patterns of growth. Varying rates of growth are expected, valued and accepted. Both curriculum and adult interactions should be responsive to these individual differences.

Children learn best when they are actively participating in a warm, stimulating and multisensory environment that provides for social interaction and individual choice, exploration and manipulation of concrete objects. Since children learn holistically, an integrated curriculum is essential.

Children's play is a primary vehicle for and indicator of their mental growth and enables children to progress along the developmental sequence. Experiences should match the child's interests and understandings. Play needs longer blocks of time for in-depth involvement with the balance of active and quiet activities.

Interactions between adults and children should facilitate self-esteem, self-control, respect for others, and a positive attitude toward school and learning.

Cooperation between school and home is of the utmost importance. Parents are encouraged to be actively involved in supporting all Preschool activities.

CHUP Co-op Preschool admits students of any race, color, religion, nationality, and ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. We do not discriminate on the basis of race, color, religion, nationality, or ethnic origin in administration of our educational and admission policies and other school-administered programs.

## **ARTICLE III - MEMBERSHIP**

Membership in the CHUP Co-op Preschool shall include participating parents or guardians of the children enrolled in the Preschool.

## **ARTICLE IV - MEETINGS**

### **Section 1 - Orientation Meetings**

Orientation will be conducted at the August New Members Information Session, the August Orientation Meeting and the September General Membership Meeting.

### **Section 2 - General Membership Meetings**

General Membership Meetings are required for participating parents or guardians and shall be held once a month of each of the following months: August, September, October, November, January, March and April, unless otherwise specified by the Executive Board.

### **Section 3 - Board Meetings**

The Executive Board shall meet monthly during the following months: Summer, August, September, October, November, December, January, February, March, April and May, prior to the General Membership Meeting.

**Section 4 - Preschool Council Workshops**

The Greater Detroit Cooperative Nursery Council (GDCNC) may offer workshops once each fall and/or spring. Members are encouraged to attend one workshop within their first year of attending the Preschool. When workshops are offered and required, if a required workshop is not attended, a fine of \$15 will be issued. Families may choose to attend any other appropriate workshop recommended by the GDCNC Representative at their own expense.

**ARTICLE V - EXECUTIVE BOARD**

**Section 1 - Members of the Executive Board**

Members of the Executive Board shall include six elected officers: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Recording Secretary, Corresponding Secretary, and Treasurer; and five officers to be appointed by the President: Parent-Teacher Liaison, Assistant Treasurer, Fundraising Chair, Publicity Chair, and OSHA/Health/Safety Officer. Ex-Officio members shall include the Pastor and a Representative from the Senior Church Liaison. Teachers may attend Board Meetings but are not Board Members.

**Section 2 - Term of Office**

The term of office will be one year. All offices change at the beginning of the joint board dinner with the exception of Treasurer and Assistant Treasurer. The term of office for Treasurer and Assistant Treasurer is July 1-June 30.

**ARTICLE VI - PROPERTY OF THE PRESCHOOL**

All equipment purchased by the Preschool shall be shared with Cherry Hill Presbyterian Church's Christian Education Department.

The Church School and the Preschool shall each be responsible for the purchase and storage of its own consumable equipment (paper supplies, books, paints, crayons, etc.).

**ARTICLE VII - DISSOLUTION**

Upon the dissolution of the Preschool, all property of the Preschool shall belong to Cherry Hill Presbyterian Church of Dearborn, Michigan.

**ARTICLE VIII - QUORUM**

Two-thirds of the membership shall constitute a quorum for the transaction of business. A majority of the votes cast is required for the passage of a motion.

**ARTICLE IX - AMENDMENTS**

Any alteration to the Constitution or By-Laws must first be presented to the Executive Board. There shall be one month intervening between the proposal to amend, repeal, or alter the document(s) and the vote upon said proposal. Any proposal may become part of this Constitution or By-Laws by a two-thirds vote of the membership. The constitution can be updated at any time, but must be reviewed every other year by committee.

## BY-LAWS

### ARTICLE I - MEMBERSHIP

#### Section 1 - Acceptance of Application

The Membership Chairperson (2<sup>nd</sup> VP-Enrollment), with the Executive Board, shall have final decision on admittance of new members, taking into consideration the following order of priority:

- a) Children of Cherry Hill Presbyterian Church and children enrolled in Cherry Hill Presbyterian Church Sunday School, whose phone application has been accepted on or before January 1<sup>st</sup>, and whose application form and registration fee have been received by January 15<sup>th</sup>.
- b) Present member returning with same or another child, provided that application form and registration fee is received by February 1<sup>st</sup>. Application will be accepted on a first come first served basis.
- c) Previous enrollment of a family in the CHUP Coop Preschool provided that application form and registration fee is received by February 15<sup>th</sup>.
- d) Date and time of application.
- e) Members who have been asked to leave the Preschool for any reason, or who have left in bad standing, will be accepted at the discretion of the Executive Board pending payment of all past financial obligations.
- f) All children must be at least either three or four by December 1<sup>st</sup> for the three-year-old and four-year-old class, respectively.
- g) All children must be toilet trained. If toilet learning hasn't been completed, please discuss with the teacher prior to the start of the school year.

#### Section 2 - Enrollment Procedure

- a) IF APPLICATION IS MADE BEFORE SCHOOL BEGINS: The application must be filled out completely and returned to the Membership Chairperson (2<sup>nd</sup> VP-Enrollment) within the designated time frame, along with the non-refundable registration fees and a copy of the child's birth certificate.
- b) IF APPLICATION IS MADE AFTER SCHOOL BEGINS: The application must be filled out completely and returned to the Membership Chairperson (2<sup>nd</sup> VP-Enrollment), along with the non-refundable registration fees, tuition in advance, clean-up deposit, copy of the child's birth certificate, and fingerprint clearance form.
- c) Telephone enrollment for Church members and Sunday school children will begin November 1<sup>st</sup> for the following year.
- d) Enrollment for the public will begin February 16<sup>th</sup>. After this date, all applications will be accepted in the order they are received.
- e) Complete mandatory Orientation Meeting offered in August prior to the start of the school year.
- f) Submit properly completed health forms, conforming to regulations established by the State of Michigan and the CHUP Co-op Preschool.
- g) Complete and submit all forms found in Enrollment Packet.
- h) Complete and submit completed emergency information card before the child starts school.
- i) Sign and submit the "Articles of Agreement" forms indicating you understand the purpose and accept the responsibilities of participating members.
- j) Class size permitting, students may be considered for enrollment after August. Requests will be handled on a case-by-case basis and enrollment will be at the discretion of the teacher.

#### Section 3 - Classes Available

The Preschool calendar shall be compiled by the President prior to the Orientation Meeting. The Preschool shall generally conform to the Dearborn Public Schools for holidays and snow days, unless the Preschool deems additional closures are necessary. For weather-related school closures not called by Dearborn Public Schools, the President and two Vice Presidents shall determine if school closure is necessary by 7:00 AM and membership shall be promptly informed.

- a) As enrollment demands, the Preschool shall be composed of classes or sessions as follows:
  - A morning class of three-year-old children shall meet for a two-hour session, two days a week.
  - An afternoon class of three-year-old children shall meet for a two-hour session, two days a week.
  - A morning class of four-year-old children shall meet for a two-hour and forty-five-minute session, three days a week
  - An afternoon class of four-year-old children shall meet for a two-hour and forty-five-minute session, three days a week.



- Classes may be blended to accommodate lower enrollment when necessary. Three-year-old children will attend classes only two days a week and four-year-old children will attend classes three days a week, regardless of enrollment numbers.
  - To hold a class, a minimum of 8 students is required, subject to change based on total enrollment for all classes and the Preschool's financial viability.
- b) Individual class size shall be regulated by State licensing and at the discretion of the individual class teacher and the Executive Board. We are currently licensed for 22 children per class.
- c) If all scheduled parents do not report on their assigned work day (thereby one parent short), the teacher has the option of closing one room of the school for that day.

**Section 4 - Membership Requirements**

Upon acceptance, members are to familiarize themselves and comply with the rules and regulations of this cooperative preschool organization as follows:

- a) Attend all required meetings.
- b) Serve the Preschool by fulfilling job duties of elected or assigned job.
- c) Submit a complete job report to pass on to successors. Job reports are to be given to the Parent-Teacher Liaison by the April General Membership meeting, along with a digital copy emailed to the Parent-Teacher Liaison. A fine will be assessed for not turning in a job report or failing to perform job duties. (See Article III, Section 6.)
- d) Assist during Preschool session when scheduled. Parents with two (2) children in separate classes work regular time, parents with two (2) children in the same class work time and a half. Parents with 3 (or more) children in the same class work double time.
- e) As working parents/guardians, abide by and understand the CHUP Volunteer Supervision Policy. This policy states:
- Abuse and neglect of children is against the law.
  - CHUP has a zero tolerance policy of child abuse and neglect.
  - Caregivers are mandated by law to report abuse and neglect.
  - No working parent shall leave the school hallway or the building during classroom working hours without teacher approval.
  - No parent will shut off the alarm without teacher approval.
- f) As working parents/guardians, abide by CHUP Volunteer Screening requirements. These requirements include:
- Fingerprinting: All parent/guardian and other volunteers who will work in the classroom during class hours or otherwise unsupervised with children must complete Fingerprinting procedures in accordance with Michigan Licensing and Regulatory Affairs (LARA). The applicant must be entered into the Child Care Background Check System under the correct and legal name.
  - Anyone with a history involving child abuse and/or neglect, or a criminal history involving a crime against a child, will not be allowed to work in the Preschool as a volunteer and will not be left unsupervised with the children.
- g) Classroom supervision: The teacher shall supervise all volunteers in the classroom by informing them of the plans and activities each day and of any specific responsibilities they may have that day. The teacher shall be on-site at all times during each class session. However, with three separate classrooms, the teacher is not able to supervise all volunteers at all times, thus there will be times when volunteers are considered unsupervised.
- h) Secure own substitute if not able to be present on scheduled workday.
- Failure to do so will result in a fine. (See Article III, Section 6.)
  - Correct the Preschool's posted schedule as necessary.
- i) Be responsible for all financial obligations (i.e., registration, supply fees, clean-up deposit, tuition, fines, and fund-raising).
- j) Abide by all licensing rules set forth by the State of Michigan, Cherry Hill Presbyterian Church and the CHUP Co-op Preschool.
- k) Notify the Health Chairperson of any communicable diseases contracted by your child, yourself, or any immediate family members. (See Communicable Disease Chart in the Parent's Manual.)
- l) Contact the teacher if child is to be absent more than two sessions.

- m) When offered, all members are encouraged to attend one Saturday workshop offered by the GDCNC, or any other appropriate workshop recommended by the GDCNC Representative, within their first year at CHUP at the member's expense.
- n) Give two weeks written notice prior to withdrawal from the Preschool. (See Article I, Section 6.)
- o) Participate in the Preschool fundraising events and meet the fundraising requirement per family as determined by the approved budget. Requirement can be fulfilled through fundraising items, cash contributions (opt-out) or a combination of the two. (See Article III, Section 5.)
  - Fundraising raffles may be held at General Meetings. Donated items shall be valued based on the dollar amount brought in by your specific item. Half of that dollar amount will be credited towards your family's fundraising requirement and the other half will go toward the general fundraising goal.
- p) Actively participate at your class's (or another class's) scheduled clean-up or forfeit clean-up deposit.
- q) Any member not complying with any or all of the above-mentioned rules and regulations will have their status reviewed by the Executive Board and may be considered as not in good standing, which may result in a request to withdraw from the Preschool.
- r) While taking a leave of absence, tuition must be paid to secure your child's continued enrollment.
- s) It is the member's responsibility to notify a member of the Executive Board or a teacher of any special circumstances prohibiting meeting general membership requirements.
- t) Each family is required to read the CHUP Co-op Preschool's constitution (available online at [www.chuppreschool.com](http://www.chuppreschool.com)) typically by the end of September of the current school year. After each family has read the constitution, they will sign a form stating they have read it and do not require a paper copy to be provided.

#### **Section 5 - Rights of Members**

- a) A member shall have the right to request a conference with the teacher regarding problems arising from a child or children in the Preschool.
- b) A member shall have the right to bring a grievance before the Executive Board for consideration at a closed (confidential) meeting.
- c) A member shall have the right to attend Executive Board Meetings, but not as a voting member.
- d) Upon the addition of a new child to a member family, the family shall be granted a six-week leave of absence from working days. In the case of a c-section delivery, the family shall be granted an eight-week leave of absence. These days do not have to be made up and advance notification must be made with the class scheduler.
- e) In case of severe illness, a member family may be granted a thirty-day sick leave by the Executive Board, excusing parents from working days. A member wanting to hold a place in the Preschool shall pay the regular tuition. A doctor's note shall be required for documentation at the start of the leave.
- f) In the event that a death occurs in the immediate family, a member family may be granted a thirty-day leave excusing the parent(s) from working days.
- g) In the event of the death of a Preschool child's parent, the Preschool shall assume all of that member's obligations and responsibilities, except financial. The child shall have all privileges of the Preschool for the remainder of the school year.
- h) Members' voting privileges begin with the September General Membership Meeting.

#### **Section 6 - Withdrawal Procedure**

- a) Prior to withdrawal from the Preschool, a member must give two weeks written notification of withdrawal to the Membership Chairperson (2<sup>nd</sup> Vice President), the Treasurer, the Assistant Treasurer, the Class Scheduler, and the teacher.
- b) Working days assigned must be completed prior to withdrawal or there will be a fine for each scheduled work day not completed. (See Article III, Section 6.)
- c) The member's job packet should be returned to the Parent-Teacher Liaison with a complete report to pass on to the successor.
- d) All Preschool property must be returned in good condition.
- e) If a child fails to make satisfactory adjustment, the Executive Board, upon the recommendation of the teacher, may request his/her withdrawal. In such cases, tuition may be partially refunded, provided tuition fees are not delinquent.
- f) Members who have been asked to leave the Preschool for any reason or who have left without fulfilling all Preschool requirements shall not receive priority in applying for membership at a future date but shall

instead be treated as new members for acceptance. Their final acceptance shall be at the discretion of the Executive Board.

- g) If the requirements for withdrawal are met, a partial tuition refund may be applicable, provided tuition, fees, fines, and pro-rated fundraising amount are not delinquent.

### **Section 7 - Types of Membership**

- a) Active members shall include all participating parents of children enrolled in the Preschool. Each family shall be entitled to one vote and hold office.
- b) Associate members:
- Shall include parents of children who have attended CHUP.
  - Associate members shall be notified of the GDCNC Workshops, as offered, paying non-member fees.
  - Associate members have the option of attending Membership Meetings.
  - Associate members shall receive a copy of each newsletter published during the school year.
  - Associate members are not voting members.
  - Associate membership dues shall be \$5 annually, payable in May to the Assistant Treasurer.
  - The Membership Chairperson shall maintain Associate Membership Records.

## **ARTICLE II - MEETINGS**

### **Section 1 - Orientation Meetings**

- a) An Orientation Meeting will be held in August by the Executive Board Members and assisted by the teachers. The Orientation Meeting allows each family to familiarize themselves with the policies, programs, and procedures of the Preschool. A representative, preferably a parent or guardian, must attend this meeting.
- b) The first General Membership Meeting held in September will be used as a continuing orientation. It is required by all members.
- c) Due to the extensive amount of information shared at these meetings, children are not allowed to attend, with the exception of nursing infants.

### **Section 2 - General Membership Meetings**

- a) General Membership Meetings may include a parent education program, the transaction of Preschool business, and class information given by the teachers.
- b) General Membership Meetings are required for participating parents and shall be held once per month during the school year, except for October, December, February and May. The day may vary depending on the needs of the Preschool. The August Orientation Meeting is counted as a general membership meeting. Any member arriving 15 minutes or more late to a general meeting shall be considered absent.
- c) Absences from Membership Meetings:
- There will be a sign-in sheet to record attendance at every Membership Meeting.
  - One absence is allowed during the school year without penalty.
  - For any additional absences, regardless of the reason, a member must choose to pay a fine or attend a Board Meeting within one month of the absence. The Recording Secretary will notify a member of a missed meeting and in turn must be notified of their intentions.
  - Executive Board Members will also incur a fine for missing more than one General Meeting and one Board Meeting. (See Article III, Section 6.)
  - Should the fine remain unpaid or the absence from the required Board Meeting occurs, the Executive Board will review the status of the member immediately.
- d) Special Membership Meetings may be called by the President or a majority of the Executive Board.
- e) Children are not allowed at General Membership Meetings with the exception of nursing infants.

### **Section 3 - Board Meetings**

- a) The Executive Board shall meet monthly prior to the General Membership Meeting.
- b) Meetings shall be held on the day selected by the President to suit the convenience of the other Executive Board members. All Board members are expected to attend all meetings.
- c) Two-thirds of the Executive Board shall constitute a quorum for the transaction of business.
- d) Special Board Meetings may be called by the President or a majority of the Executive Board.
- e) A general member shall have the right to attend an Executive Board Meeting, but not as a voting member.

#### Section 4 - GDCNC Workshops

The Greater Detroit Cooperative Nursery Council may offer workshops once each fall and/or spring to benefit co-op parents. Members may attend one parent enrichment workshop in their first year at CHUP at the member's expense.

### ARTICLE III - FINANCIAL OBLIGATIONS

#### Section 1 - Registration

There is a registration fee per application. This fee must accompany the application form and is non-refundable.

#### Section 2 - Supply Fee

An annual supply fee shall be collected for each child at the time of registration. This fee is typically included with the registration fee and is non-refundable.

#### Section 3 - Clean-up fee

If the clean-up fee is not paid with the registration fee, it will be due at the August Orientation Meeting. The clean-up fee will be reimbursed at the end of the year, after you attend a scheduled clean-up and return and submit job report, less any outstanding fines.

#### Section 4 - Tuition

- a) Yearly tuition is divided into nine installments, due on the 1<sup>st</sup> of the month, except for the first and ninth installments.
- b) The first and the ninth tuition installments will be due in August, specifically at the August Orientation Meeting. This covers the months of September and May. Those who are unable to attend the August Orientation Meeting must mail (or otherwise deliver) the August installment to the Assistant Treasurer by August 30<sup>th</sup>. Subsequent installments shall be paid according to the following schedule:

- 2<sup>nd</sup> installment (for October) – due October 1
- 3<sup>rd</sup> installment (for November) – due November 1
- 4<sup>th</sup> installment (for December) – due December 1
- 5<sup>th</sup> installment (for January) – due January 1
- 6<sup>th</sup> installment (for February) – due February 1
- 7<sup>th</sup> installment (for March) – due March 1
- 8<sup>th</sup> installment (for April) – due April 1

- c) Any change in tuition shall be Board approved and voted on by the General Membership. The vote of the majority present is required.
- d) Members shall pay full tuition for each child enrolled.

#### Section 5 - Fundraising

- a) The fundraising requirement shall be identified by the Executive Board and approved by membership at the September General Meeting.
- b) Total fundraising requirement shall be paid in full on or before April 30<sup>th</sup>, or as designated by the Executive Board.
- c) The Assistant Treasurer shall provide each child's parent or guardian a written statement of their fundraising balance after every fundraiser in which they participate. The Assistant Treasurer will also provide a written statement of their fundraising balance by February 28, regardless of fundraiser participation.
- d) If the financial fundraising obligation is not met by April 30, or the date designated by the Executive Board, the child may be dropped from the Preschool.
- e) Members who withdraw from the Preschool shall owe a pro-rated fundraising amount based on the number of months enrolled in school. Likewise, a member who enrolls after school starts shall owe a pro-rated fundraising amount based on the number of months enrolled in school.

#### Section 6 - Fines

- a) If tuition is not paid by the 1<sup>st</sup> of the month, a written warning will be issued by the Assistant Treasurer. If tuition is not paid by the 7<sup>th</sup> of the month, a \$15 penalty will be charged, and a second warning issued. If

financial obligation is not met by the last school day of the month, the child will be dropped from Preschool.

- b) There shall be a fine of \$20 for any absences in excess of one from the General Membership Meetings (including the Orientation Meetings). A member must attend a Board Meeting within one month of absence to not incur a fine. The fine increases by \$5 for every additional missed meeting, as follows:
  - 2nd absence \$25
  - 3rd absence \$30
  - 4th absence \$35
  - 5th absence \$40
  - 6th absence \$45
  - 7th absence \$50
- There shall be a \$5 fine for Executive Board Members who miss more than one General Meeting and one Board Meeting, for each meeting missed.
- c) There shall be a \$10 fine for excessive tardiness (more than 5 minutes late) on working days, after 1st warning.
- d) Failure to secure your own substitute on a working day will result in a fine, as follows:
  - \$15 – first missed workday
  - \$25 – each additional missed workday
- e) There shall be a \$20 per day charge for scheduled working days not completed prior to withdrawal from the Preschool.
- f) If children are not picked up on time, (i.e., 11:15 am for 3s AM class and 11:45 am for 4s AM class), parents will be fined \$10 after the first 15 minutes late and an additional \$1 for every five minutes after that, which the Preschool will pay to the teacher. A written warning from the Recording Secretary will accompany each fine notice. After three occurrences, the child will be dropped from the Preschool.
- g) The clean-up deposit will not be returned if you do not attend a scheduled setup/cleanup.
- h) If you lose a library book, you must replace the book or pay a fine that is equal to the approximate cost of the lost book.
- i) There shall be a \$35 fine for not submitting a completed and updated job report to Parent-Teacher Liaison on time or not fulfilling the duties of the job during the school year.
- j) Members will pay all bank service charges incurred by the Preschool, plus an additional \$5.00 administrative fee if a check is returned for non-sufficient funds.
- k) Fines must be paid within two weeks of dated written notice. If the fine remains unpaid, your child will not be allowed to attend class until the fine is paid.
- l) If a member wants to contest a fine, they must attend the next Board Meeting to present their situation to the Board. If the Board decides not to waive the fine, it is due that day regardless of date on the fine letter. Members must notify the Recording Secretary of their intent to contest a fine prior to the Board meeting.

#### **ARTICLE IV - HEALTH**

Before a child may enter the Preschool, the following requirements of the State of Michigan and CHUP Cooperative Preschool must be met:

##### **Section 1 - Health Requirements for Children**

- a) A child may enter school only upon receipt of the required health form, properly completed, and signed by a state-licensed physician. A new health form is required upon initial attendance and then updated every 2 years.
- b) CHUP requires that immunizations must be up to date. The time limit for entrance into school after immunization shall follow the public health requirements of the State of Michigan.
- c) A child whose parent(s) or guardian(s) object to immunization on the grounds of religious, personal or medical reasons may be admitted after signing the General Immunization Waiver form provided by the State of Michigan. CHUP requires the Rubella immunization must be given for acceptance into the school. This is the only immunization that if not given might affect a pregnant working mother.
- d) CHUP will follow Wayne County Health Department guidelines for communicable diseases. See the Communicable Disease Chart in the Parent's Manual.

### **Section 2 – Accident and Illness Policy**

- a) In case of accident or severe illness, parents will be called. However, if the school is unable to reach the parents, appropriate action will be taken. Parents shall be responsible for the doctor and/or hospital's fees.
- b) Any child known to have a fever may not attend class. The child will not be permitted to return to class until he or she is free of: fever, diarrhea, and/or vomiting for 24 hours without medication.

### **Section 3 – Children with Special Needs**

CHUP follows the GDCNC's Children with Special Needs Policy. See attached policy located on page 27.

### **Section 4 -Allergy Policy**

CHUP takes all allergies seriously and will make classroom adjustments on a case-by-case basis. If the child requires an EpiPen to be available, a waiver must be signed and located on-site alongside the child's other health forms.

- a) If food allergies require a child to have a specific type of snack or lunch, the parent of that child shall provide it.
- b) For the 3s class, the working parent responsible for class snack each day shall comply with the Preschool's allergy policy and will not bring in anything that could harm the child. For the 4s class, when packed lunches are brought into class, if there is a food allergy in the class then no food containing that ingredient shall be allowed to be opened and/or consumed by any child or working parent. Special care shall be taken for food items that may be processed on a shared line with the allergen such that the affected child shall not come in contact with that item. The teacher may request all food items that may contain the allergen from shared processing equipment be kept at home. Any foods to be shared with the class must not contain the allergen or be processed on a shared line with the allergen. Suspect food items will be placed in the child's lunch box and sent back home.

### **Section 5 - Head Lice Policy**

CHUP has developed a head lice policy in accordance with the current recommendations made by the Michigan Department of Community Health (MDCH) and the Michigan Department of Education. See attached policy located on page 28.

An extended Health Care Plan and a listing of OSHA Guidelines is included as an attachment, located on page 25.

## **ARTICLE V - INSURANCE**

The Preschool is covered by the Church's liability insurance policy.

## **ARTICLE VI - EXECUTIVE BOARD OFFICER ELECTION**

### **Section 1 - Eligibility**

- a) All members who will be active during the upcoming year will be eligible for office. This will also include parents with prior co-op experience who have enrolled in the Preschool but whose children will not attend until fall.
- b) A member can only run for one of the six elected offices.
- c) All nominees must meet with the Chairperson of the Nominating Committee (typically the Corresponding Secretary) to familiarize themselves with the responsibilities of the elected offices.

### **Section 2 - Voting Procedure**

At the March Membership Meeting (month may vary according to the Preschool needs), the Nominating Committee shall present for election, per closed written ballot, all consenting nominees in good standing who are nominated for the positions of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. A vote of the majority present is required for the election of officers.

## **ARTICLE VII - EXECUTIVE BOARD OFFICER INSTALLATION**

### **Section 1 - Installation**

Installation of elected officers will take place at the April Membership Meeting. The Chairperson of the Nominating Committee shall conduct the installation of the elected officers.

### Section 2 - Board Officer Transition and Assumption of Duties

All newly elected officers shall work in conjunction with the existing Board from the time of their election. Both the outgoing and incoming Boards shall meet jointly at least once before the incoming Board officially begins their duties. Board position responsibilities are not officially begun until the joint board dinner, except for the Treasurer and Assistant Treasurer, who assume their duties July 1<sup>st</sup>. The outgoing Board must provide their successors with detailed information and training on their job duties.

## ARTICLE VIII - EXECUTIVE BOARD

### Section 1 - Members of the Executive Board

- a) Members of the Executive Board shall include six elected officers: President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, and five appointed officers: Parent-Teacher Liaison, Assistant Treasurer, Fundraising Chair, Publicity Chair, and OSHA/Health/Safety Officer.
- b) Ex-Officio members shall include the Pastor and a Representative from the Senior Church Liaison. The Church Liaison is requested to attend all Board Meetings.
- c) Teachers may attend Board Meetings but are not considered a Board Member.

### Section 2 - Term of Office

The term of office shall be one year. Incoming Executive Board members shall assume their duties at the Joint Board Meeting, which typically occurs in May or June. The current board members shall complete any current business and provide detailed information and training on their job duties to ensure a smooth transition. The new Executive Board shall assume any carry over decisions and/or policymaking. The Treasurer and Assistant Treasurer terms of office are from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

### Section 3 - Duties & Powers of the Board

- a) Hire a teacher who is presently under contract or has been under contract with the Preschool within the last three years. Any teacher hiring to be done other than the above, shall be done by a committee. (See Article XII, Section 2).
- b) When necessary, discontinue the services of the teacher in close consultation with the Pastor or his representative. Members shall be advised regarding the dismissal of any teacher.
- c) Approve the salary and working hours of the teacher(s) as recommended by the Contract Committee.
- d) Take the necessary action to change or make new policies.
- e) Pass on to their successor complete files and a written report covering their term of office.
- f) Shall request by three-fourths vote the resignation of any officer or committee chairperson who does not satisfactorily uphold the duties of their position.
- g) Approve all purchases in excess of \$50.
- h) Report to membership with respect to each Board Member's position.
- i) Shall review the Constitution and By-Laws bi-annually by committee. (See Article XII, Section 4.)
- j) Shall have the power to fill any vacancies occurring among the elected officers.
- k) Accept or reject any application of enrollment to previous members who have left without fulfilling all Preschool requirements.
- l) Review the status of any member who has excessive absences from General Membership Meetings.
- m) Call special Membership Meetings when necessary.
- n) Approve a change in tuition, which then must be voted upon by the membership.
- o) Suspend or terminate membership if the parent or guardian exhibits uncooperative behavior. Grounds for suspension or withdrawal include:
  - Failure to comply with any rules and regulations set forth in Article I, Section 4 of the By-Laws.
  - Excessive tardiness on your working day.
  - Excessive leaving early on your working day.
  - Disruptive behavior in the school toward children or adults.
  - Excessive absences on working days with failure to secure a substitute working parent.

## ARTICLE IX - DUTIES OF ELECTED BOARD MEMBERS

### Section 1 - President

- a) Prepare agenda and preside at all General Membership Meetings and Board Meetings.

- b) Appoint committee chairpersons whose offices are not elected and assign jobs to all participating members, with the assistance of the Parent-Teacher Liaison.
- c) Coordinate all activities of the Board and make such decisions that do not require the approval of the Executive Board.
- d) Oversee individual Board Members and Committee Chairpersons in the affairs and activities of the Preschool.
- e) Disburse funds in the absence of the Treasurer.
- f) Assist with the Orientation Programs.
- g) Serve on the Budget Committee and the Constitution Revision Committee. Serve as a voting member of the Teacher Hiring Committee and ex-officio on all other special committees.
- h) Sign all contracts.
- i) Make application for renewal of Preschool license and be responsible for preparing the Preschool for the Department of Social Services' inspection bi-annually.
- j) Keep all documentation materials pertaining to the office on file to be passed on to successor.
- k) Submit a monthly article for the Preschool newsletter.
- l) Approve all purchases under \$50. Provide second signature on checks written to the Treasurer over \$50.
- m) Shall be scheduled to work in the classroom half-time of total work required.
- n) If money is available in the budget, the President may receive a monetary gift not to exceed the annual tuition she/he paid for his/her oldest enrolled child in the current school year. If there are Co-Presidents, each may receive a monetary gift not to exceed one half of the annual tuition she/he paid for his/her oldest enrolled child in the current school year. The gift shall be given to the President(s) at the April General Meeting.

#### **Section 2 - 1<sup>st</sup> Vice President and GDCNC Delegate**

- a) Assume duties in the absence of the President.
- b) Organize Membership Orientation Meeting in August.
- c) Plan parent education programs in consultation with the Executive Board for monthly Membership Meetings, when suitable.
- d) Arrange, according to membership interest, additional parent education classes or courses when offered by program speakers.
- e) Include an evaluation of each parent education speaker in your job report.
- f) During a Constitution review year, act as Chairperson of the Constitution Revision Committee.
- g) At the beginning of the school year, oversee the distribution of waivers to be signed stating the parent/guardian has read and understood the Constitution and By-Laws.
- h) Provided funds are available in the budget, the 1<sup>st</sup> VP may present to the President a gift not to exceed the annual tuition she/he paid during the current school year for his/her oldest enrolled child. If there are Co-Presidents, each may receive one half the annual tuition he/she paid for his/her oldest enrolled child in the current school year. The gift shall typically be presented at the April General Meeting.
- i) Provided funds are available in the budget, the 1<sup>st</sup> VP may present to the Treasurer a gift not to exceed one half the annual tuition she/he paid for his/her oldest enrolled child during the current school year. The gift shall typically be given to the Treasurer at the April General Meeting.
- j) Act as GDCNC Delegate with the following responsibilities, as applicable:
  - Serve as council delegate and be a liaison between the Greater Detroit Cooperative Preschool Council and the Preschool.
  - Attend all council functions and report to the Board and Membership.
  - Make reservations and collect monies for council workshops.
  - Receive all GDCNC mailings and distribute council publications.

#### **Section 3 - 2<sup>nd</sup> Vice President (Membership/Enrollment Chairperson)**

- a) Accept telephone applications after November, explaining all Preschool requirements.
- b) Determine if applicant is or was a member of the Preschool in good standing. Submit a report to the Executive Board, when necessary, for approval and final acceptance of applications.
- c) Mail and receive application, copy of birth certificate or birth record, and registration fee from families accepted for enrollment, according to Article I, Section 1.
- d) Maintain a waiting list according to date and time of phone or mail-in application.
- e) Assist in planning Orientation Programs.



- f) Notify the Executive Board, Health Chairperson, Class Scheduler, and the teacher immediately of any enrollment changes while school is in session.
- g) Maintain Associate Membership Records and notify Corresponding Secretary and the GDCNC Delegate of such.
- h) Maintain applications and "Articles of Agreement."
- i) May have one assistant, as needed.
- j) Update orientation packet forms as needed.
- k) Be in charge of all forms that make up the orientation packet and distribute packets.
- l) Upon notification of teacher, drop status with the requesting family.

#### **Section 4 - Recording Secretary**

- a) Take and transcribe minutes of all General Membership and Executive Board Meetings.
- b) Share transcribed minutes with the Executive Board, teachers, Pastor, and Church Liaison in a timely manner after each meeting.
- c) Post the minutes of the General Membership and Board Meetings for Membership's review.
- d) Keep a record of attendance at all General Membership and Board Meetings, as well as at set-ups and clean-ups.
- e) Notify the President, 2<sup>nd</sup> Vice President, Treasurer, and Assistant Treasurer as to members who have excessive absences from General Membership Meetings.
- f) Send fine letters to members accordingly and in a timely manner.
- g) Maintain a record of attendance at each cleanup and keep Treasurer updated on attendance.

#### **Section 5 - Corresponding Secretary**

- a) Attend to any correspondence on behalf of the Preschool.
- b) Collect and deliver mail.
- c) Set up and maintain membership mailboxes.
- d) Notify members of meetings when necessary.
- e) Type roster for September General Membership Meeting (may delay if necessary), and mid-year when necessary.
- f) Reconcile checkbook at Board Meetings, and sign bank statement.
- g) Requisition for Preschool stationary items.
- h) Arrange for class pictures to be taken and handle ordering and delivery.
- i) Arrange for Santa for Christmas parties.
- j) Distribute monthly newsletter to all Associate Members, if applicable.
- k) Present gifts to families with newborn babies at General Meeting.
- l) Chair Nominating Committee.
- m) Induct new Board Members at the April General Membership Meeting.
- n) Take minutes at meetings in the absence of the Recording Secretary.

#### **Section 6 - Treasurer**

- a) Prepare and maintain budget for the school year. Form and serve as Chairperson on the Budget Committee to include the incoming President, as well as the outgoing Treasurer and President, when possible. Other Board members may be asked to join the committee.
- b) Present budget for approval at the August Board Meeting and September General Membership Meeting.
- c) Present a monthly budget report to the Board and a brief monthly report to the membership.
- d) Prepare monthly payroll, ensuring proper income tax withholding.
- e) File all required quarterly and annual tax returns accurately and on time, including year-end W-2s. Provide teachers with new W-4 forms as applicable and update withholding accordingly.
- f) File a mid- (school) year report to be distributed to the Membership no later than the February General Membership Meeting.
- g) Keep complete and accurate records of all receipts and reimbursements and pay all bills in a timely manner.
- h) Complete all reimbursements within two weeks of receiving form with proper receipt.
- i) For membership withdrawals, the Treasurer confers with the Assistant Treasurer to determine whether a partial tuition refund is applicable provided all requirements for withdrawal have been met and tuition and fines are not delinquent. Any refund shall be issued within two weeks of written notification with an

accompanying letter. This letter shall also be distributed to the President, Assistant Treasurer and 2<sup>nd</sup> Vice President.

- j) Serve as a voting member of the Teacher Contract Committee.
- k) Submit books for a financial audit annually.
- l) Term of office is July 1<sup>st</sup> through June 30<sup>th</sup>.
- m) If money is available in the budget, the Treasurer may receive a monetary gift not to exceed one half the annual tuition she/he paid during the current school year for one child. The gift will be given to the Treasurer at the April General Membership Meeting.

## **ARTICLE X - DUTIES OF APPOINTED BOARD MEMBERS**

### **(Appointed by the Incoming President)**

#### **Section 1 - Parent-Teacher Liaison**

- a) Orient class schedulers before school opens.
- b) Assist the President in assigning jobs to members.
- c) Deliver job reports to Membership.
- d) Collect completed Membership job reports by the April General Membership Meeting, or the date specified by the Board and reflected on the school calendar.
- e) Assist the 2<sup>nd</sup> Vice President with orienting new families that join after the Orientation Meeting.
- f) Conduct a mid-year Preschool Evaluation and present a summarized report to the Executive Board, teachers, and Membership.
- g) Upon notification by the teacher or the scheduler, the Parent-Teacher Liaison shall:
  - Contact the family regarding their absence at the scheduled workday.
  - Notify scheduler to assign workdays accordingly.
  - Contact families regarding late arrivals on scheduled workdays.
- h) Assemble and direct the annual Teacher Evaluation Committee, if applicable.
- i) Chair the Teacher Contract Committee.
- j) Reserve all church rooms as needed for the Preschool. Coordinate with Special Event chairpersons from each class.
- k) Handle communications between the Preschool and Church.
- l) Purchase any gifts for Church staff if necessary, with approval from the Board.
- m) Schedule fire, tornado and lockdown drills with teachers and the Church in Fall and Spring.
- n) Coordinate Christmas giving tree with the Church and CHUP families.
- o) Introduce incoming President to Church office staff in May.
- p) Responsible for having carpet cleaned.

#### **Section 2 - Assistant Treasurer**

- a) Receive all tuition, registration fees, fines, and fundraising and deposit in the Preschool bank account.
- b) Keep accurate records of all receipts and deposits.
- c) Make monthly and year-end reports to the Treasurer.
- d) Give written notification to members who are delinquent in financial obligations.
- e) Notify President, 2<sup>nd</sup> Vice President and Treasurer of refund amount, if any, for students who drop or withdraw during the school year.
- f) Provide copies of cancelled tuition checks to verify payment, upon request.
- g) Provide a written update on each participating family's fundraising goal after each fundraiser is complete.
- h) Provide each child's parent or legal guardian a written statement of any unpaid fundraising obligations by February 28<sup>th</sup>.
- i) Term of office shall be July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.

#### **Section 3 - Fundraising Chair**

- a) Source and establish fundraisers for the year for Membership to participate in to help reach the established annual fundraising goal. Communicate each fundraiser and distribute materials in a timely and organized manor.
- b) Supervise the Fundraising Assistants.

- c) The Preschool may have at least one major fundraising event per year (e.g., Family Fun Day). The Fundraising Chair and President will work Family Fun Day Coordinator together to plan and carry out the details of such an event.
- d) Any major fundraising event must have the approval of the Executive Board and Cherry Hill Presbyterian Church.
- e) The current policy on fundraising, established by the Cherry Hill Presbyterian Church, will serve as a guideline.
- f) Provide the Assistant Treasurer with an accurate and detailed report of all fundraising monies earned by Membership after the completion of each fundraiser.

**Section 4 - Publicity Chair**

- a) Work in conjunction with the Executive Board, particularly the President, Orientation Chairperson (1<sup>st</sup> VP), Membership/Enrollment Chairperson (2<sup>nd</sup> VP), and Fundraising Chairperson for publicizing school events, including over the summer.
- b) Prepare and distribute publicity material as applicable.
- c) Prepare order form for the Preschool t-shirts, collect and place orders, and distribute.
- d) Serve as CHUP's website and Facebook page administrator.

**Section 5 - OSHA/Health/Safety Officer**

- a) Maintain up-to-date file of complete health forms for each child enrolled.
- b) Become familiar with State of Michigan Health Regulations and ensure that all forms meet the health requirements of the State of Michigan and CHUP Cooperative Preschool.
- c) Observe State Health Laws, stating that participating parents are required to have a Food Handlers Card (i.e., negative T.B. test) only if they work more than eight hours in two consecutive weeks. Ensure class schedulers schedule parents no more than three times in two weeks.
- d) Inform parents of communicable diseases in conjunction with the President. Email or text messaging may be used to assist the chairperson in this communication.
- e) Become familiar with current OSHA and State of Michigan Public Health Standards for Bloodborne Pathogens.
- f) Maintain an up-to-date exposure control plan for the Preschool.
- g) Purchase and ensure availability of an adequate supply of personal protective equipment, as required by OSHA.
- h) Maintain all records pertaining to vaccinations, exposure incidents, medical follow-up, and annual training, as required by OSHA.
- i) Present relevant OSHA guidelines to the general membership at the August Orientation Meeting or the September General Membership Meeting.
- j) Submit weekly communicable disease report to Health Department.
- k) Periodically review and update CHUP's Crisis Management Policies and communicate changes to Membership.

**ARTICLE XI - COMMITTEE CHAIRPERSONS, ASSISTANTS AND MISCELLANEOUS POSITIONS**

**Section 1 - Newsletter Chairperson**

- a) Serve as editor of the school newsletter, *Playmates*, publishing newsletters monthly, bi-monthly, or 3 per school year.
- b) Request and compile articles from each teacher and the President.
- c) Solicit Happy Ads from Membership.
- d) Direct one Reporter in each class to interview students for bios to be included in each publication.
- e) Provide newsletter to the President for distribution to Membership via email.

**Section 2 - Equipment Chairperson (may be assigned to Treasurer to facilitate purchases and reimbursements)**

- a) Purchase equipment and supplies for the school and classrooms according to inventory list and after consulting with the teachers and the Board as to the children's needs. Replenish supplies as needed or requested throughout the year.
  - Purchases over \$50 require Board approval. The President can approve purchases under \$50.

- CHUP is a non-profit organization. Use the tax exemption letter to purchase items to the extent possible. CHUP cannot reimburse for taxes paid.
  - Submit reimbursement forms with receipts for items purchased for CHUP to the Treasurer in a timely manner.
- b) Keep a complete record of all equipment acquired. Provide an inventory of all equipment and supplies once a year after the mid-year clean up and at the end of the school year.
  - c) Arrange for the repair and maintenance of all indoor equipment.
  - d) Maintain workbench materials and tools. Requisition repair or replacement of tools when necessary.
  - e) Ensure there is an adequate supply of newspaper in the Creative room at all times to use for messy art projects.

### Section 3 - Housekeeping Chairperson

- a) Purchase cleaning supplies (e.g., bleach, bleach wipes, hand soap, etc.) when needed and maintain inventory of housekeeping supplies.
  - Purchases over \$50 require Board approval. The President can approve purchases under \$50.
  - CHUP is a non-profit organization. Use the tax exemption letter to purchase items to the extent possible. CHUP cannot reimburse for taxes paid.
  - Submit reimbursement forms with receipts for items purchased for CHUP to the Treasurer in a timely manner.
- b) Ensure sanitary conditions are maintained.
- c) Conduct clean-up sessions when scheduled.
- d) Notify Babysitting Chairperson when childcare is needed during clean-ups.
- e) Organize doll corner
  - Maintains doll corner in good condition.
  - Repairs and sews costumes and doll clothing. Launders doll clothes and costumes mid-year.
  - Helps with or plans any special sewing projects.

### Section 4 - Art Chairperson

- a) Setup and maintain bulletin board displays in hallways, in consultation with the Board and teachers.
- b) Assist with any other displays or posters, as requested by the teachers or the Board.
- c) Keep paint shelf in Creative Room clean, orderly and stocked. Consult with teachers on any needed items and notify Equipment Chair of purchases needed.
- d) Make nametags as needed for children for the first day of school.

### Section 5 - Family Fun Event Chairperson

- a) The Family Fun Event takes place in March and serves as a General Membership Meeting.
- b) The Special Event Coordinator of each class, Social Chairperson, and the Family Fun Event Assistant(s) shall assist with planning and conducting of event.
- c) Present proposal of plans and budget to the Board by the December Board Meeting. Obtain budget approval from the Board prior to making any purchases for the event. Notify the Board as soon as possible if projected budget changes.
  - Purchases over \$50 require Board approval. The President can approve purchases under \$50.
  - CHUP is a non-profit organization. Use the tax exemption letter to purchase items to the extent possible. CHUP cannot reimburse for taxes paid.
  - Submit reimbursement forms with receipts for items purchased for CHUP to the Treasurer in a timely manner.

### Section 6 - Social Chairperson

- a) Coordinate and setup refreshments and paper products for all General Membership Meetings.
  - If paper products need purchasing, notify the Equipment Chair to make the purchases.
  - Coordinate families to bring refreshments to the General Membership Meetings.
- b) Request assistance with cleanup after meetings, as needed, and supervise the cleanup.
- c) Conduct fundraising raffle at General Membership Meetings, including the Family Fun Event. Solicit donations from families and/or local businesses for items for the raffles. Use the donation request form for solicitations from businesses. Families who donate items can earn 50% of money collected for their

raffle item toward their personal fundraising goal. The other 50% goes toward the Preschool's general fundraising goal.

- d) Assist the Family Fun Event Chairperson with the event as needed, particularly with setting up the raffle.

**Section 7 - Babysitting Chairperson**

- a) Schedule Babysitters and submit to President to cover each Board Meeting, scheduled cleanup, and any other time babysitting is requested by the President for official CHUP business.
- b) Keep written record of all children being supervised. Have parent or guardian sign child in and out.
- c) Keep attendance records of babysitters.
- d) Serve as a babysitter.
- e) Give reminder calls, emails or texts to babysitters who are scheduled to babysit.

**Section 9 - Fieldtrip/Outside Enrichment Coordinator (one per class)**

- a) Make necessary arrangements for outside enrichment experiences taken by children during the school year, in coordination with the teacher.
- b) Ensure that transportation policies of the CHUP Cooperative Preschool, State of Michigan, and teachers are carried out and made known to all parents (i.e., parents are responsible for their own child's transportation to and from each field trip).
- c) Distribute any pertinent information to families regarding the field trip (e.g., cost, location, times) in a timely manner.
- d) Responsible for collecting money and distributing maps to families.

**Section 10 - Assistants to the Chairpersons**

- a) Fundraising Assistants
  - Help Chairperson in all aspects of fundraising throughout the year, as requested.
- b) Membership Assistant
  - Assist the 2<sup>nd</sup> Vice President with membership or enrollment when needed.

**Section 11 - Miscellaneous Positions**

- a) Class Reporter
  - One Reporter shall be assigned to each class.
  - Submit interviews with at least three children per month, in accordance with newsletter deadlines, to the Newsletter Chairperson.
- b) Schedulers
  - One scheduler shall be assigned to each class.
  - Prepare work schedule on a month-to-month basis for participating parents at least two (2) weeks prior to the beginning of the month. Solicit days each parent or guardian can or cannot work for the upcoming month. From the teacher, request special days or events to be included on the calendar.
  - Check periodically with the teacher to find out if any member has failed to report on his or her scheduled workday. If so, member shall be scheduled to work two additional days.
  - Schedule parents or guardians to work on or near their child's birthday, as requested.
  - May not schedule parents to work more than three times in two weeks. (This is a State requirement, otherwise a T.B. test would be required.)
- c) Babysitters
  - Provide childcare for various Preschool events such as school setup/cleanups and Board Meetings, as requested by the Babysitting Chairperson.
- d) Special Events Coordinator
  - One coordinator shall be assigned to each class.
  - Make arrangements for planning the class Halloween and Christmas parties, and the picnic at the end of the year.
  - Report to/work with Parent-Teacher Liaison concerning class parties.
  - Supervise decoration of rooms used for special events.
  - Must attend party set-ups and cleanups.
- e) Parent/Children Librarian
  - Review and select material for Parent/Children Education Library.
  - Maintain a file of all parent and children's books owned by the Preschool.

- Purchase new books when authorized by the Board.
  - Review interesting books for publication in the newsletter, as requested by the Newsletter Chairperson.
- f) Scholastic Books Coordinator
- Coordinate and distribute Scholastic Book Orders to Membership. Work with teachers on book recommendations.
  - Collect orders and money for each book fair.
  - Work with Parent/Children Librarian to add books to the library.
  - Work with the Corresponding Secretary for the children's Christmas party gifts.
- g) Storage Room Organizer
- Maintains order in the Storage Room, consulting with the Board and Teachers.
  - Assists with school clean-ups.
- h) Aquarium Caretaker
- Set up, stock and maintain aquarium by the first day of school and throughout the school year. Make special provisions for extended holidays.
  - If wish to receive reimbursement for expenses incurred, submit reimbursement forms and receipts to the Treasurer in a timely manner.
    - ❖ Keep in mind that purchases over \$50 must be pre-approved by the Board. Purchases under \$50 can be approved by the President.
    - ❖ For CHUP purchases, use the tax-exempt form whenever possible. CHUP cannot reimburse for taxes paid.
- i) Teacher's Assistant
- There shall be one assistant per teacher.
  - Assist teacher in class preparation with teacher as advisor.
- j) Playdough Maker
- Make playdough for teachers on a biweekly basis. Consult with teachers for special requests for colors, scents, etc.
  - Request reimbursement for cream of tartar purchased for use in making playdough, if desired. Follow CHUP's expense reimbursement policy.

## **ARTICLE XII - SPECIAL COMMITTEES**

### **Section 1 - Nominating Committee**

- a) A Nominating Committee shall be selected at the January General Membership Meeting. The President shall serve on this committee.
- b) The Corresponding Secretary shall serve as Chairperson if not running for office. If Corresponding Secretary is running, the President will appoint a Chairperson.
- c) If not enough volunteers come forth to serve on the committee, the President and Chairperson may solicit members who are not running for office to serve on the committee.
- d) Committee duties:
- Distribute and collect nomination forms from General Membership.
  - Determine eligibility for a nominated office.
  - Inform nominee of each position nominated for and obtain consent to run for one office.
  - The names of nominees shall be presented one month prior to voting or be posted on the bulletin board at least two weeks prior to the Membership Meeting at which voting occurs.
  - The Committee shall present the written ballots for voting at the March General Membership Meeting. The month may vary depending on events taking place in the Preschool.
  - The number of votes shall determine results of election. Results of the election will be posted no later than one week after the vote is taken.
  - The Chairperson of this committee shall conduct the installation of officers at the April General Membership Meeting.

### **Section 2 - Teacher Hiring Committee**

- a) Committee shall be formed to interview teacher applicants and hire new teachers. The committee shall keep the Board advised of its progress.

- b) This committee shall consist of the Senior Church Liaison, the President, who appoints a Chairperson, and together they (President and Chairperson) select class representatives.
- c) Every member of the Committee shall vote on whether to hire a teacher candidate, provided that member has been present for a majority of the interview and discussion time.

**Section 3 - Teacher(s) Contract Committee**

- a) The Parent-Teacher Liaison shall serve as Chairperson of this committee.
- b) In addition, other Board Members, including the Treasurer, shall form the committee to review Teacher Contracts and make recommendations to the Board for approval of major changes. It is recommended that, at a minimum, the following Board members serve on this committee: incoming President, outgoing President, Treasurer, and Parent-Teacher Liaison (as chair).
- c) The contracts shall be finalized by June 1.
- d) The financial information on the contract must be available for the Budget Meeting, typically in August.

**Section 4 - Constitution Revision Committee**

- a) The Constitution shall be reviewed biannually.
- b) The 1st Vice President shall serve as Chairperson of this committee.
- c) The Constitution Revision Committee shall be formed biannually in November, consisting of the President, Senior Church Liaison, and members. The committee shall review the Constitution and By-Laws.
- d) A vote of the membership will take place one month after the revised Constitution and By-Laws have been presented to them. See Constitution, Article IX - Amendments.

**Section 5 - Budget Committee**

- a) The Treasurer shall serve as Chairperson of this committee.
- b) The Committee shall consist of, at minimum, the outgoing President and Treasurer and Incoming President and Treasurer, as Chairperson, if possible. If the outgoing President and Treasurer cannot serve on the committee, since it will form over the summer after their term ends, the incoming Treasurer shall solicit other Board members to join.
- c) The proposed budget shall be created by and submitted for approval at the August Board Meeting.
- d) The Treasurer shall provide a copy of the proposed budget to each incoming member at the August Orientation Meeting, or it shall be posted for viewing if each member is not provided with a hard copy. With the final budget submitted for approval at the September General Meeting.
- e) Information from Contract Committee to be available.

**ARTICLE XIII - DUTIES OF THE TEACHER**

**Section 1 - Duties**

The duties of the teacher shall be as stated in the Teacher's Contract and position description, which shall cover the following areas:

- a) Program
- b) Supervision of Volunteers (i.e., working parents/guardians)
- c) Parent-Teacher Conference
- d) Meeting Attendance
- e) Orientation
- f) Professional Development
- g) Selected teacher substitutes shall receive a gift at a rate to be determined by the Board.

**Section 2 - T.B. Tests and Physicals**

Teachers are required to obtain a T.B. test within one year before employment and a physical every two years.

**Section 3 - CPR, First-aid and OSHA Training**

Teachers are required to attend CPR, First-aid, and OSHA training annually, or at the frequency specified in the Teacher's Contract.

**Section 4 - Supervision of Volunteers**

- a) Teachers shall be aware of and abide by the Volunteer Supervision Policy. This policy states the following:
  - Abuse and neglect of children is against the law.
  - CHUP has a zero-tolerance policy of child abuse and neglect.

- Caregivers are mandated by law to report abuse and neglect.
- b) All parents/guardians who shall work in the classrooms (aka Volunteers) shall be screened prior to the first scheduled workday. Volunteers shall be fingerprinted according to LARA and CHUP guidelines prior to working in the classroom. This clearance shall be required every five years.
  - Anyone with a history involving child abuse and/or neglect or a criminal history involving a crime against a child shall not be allowed to work in the Preschool as a volunteer and shall not be left unsupervised with the children.
- c) Classroom Supervision:
  - The teacher shall supervise all volunteers in the classroom by informing them of the plans and activities each day, as well as any specific responsibilities they may have that day. The teacher will be on-site at all times during each class session.

#### **ARTICLE XIV - BANKING**

The President and Treasurer shall be authorized to sign checks and shall be on the Preschool's banking account. As a protection to the Treasurer, the President shall sign checks the Treasurer writes for self-reimbursement when the amount is \$50 and over. Otherwise, neither the bank nor Preschool requires two signatures.



## CHUP OSHA Guidelines and Health Care Plan

The following health practices, policies and procedures shall be used by all CHUP students, staff, working parents/guardians and other volunteers.

### HAND WASHING

Teachers, volunteers and children shall wash their hands at least at the following times, and whenever hands are contaminated with bodily fluids:

- Before food preparation, handling or serving
- After using the toilet
- After assisting a child with toilet use
- After cleaning up any fluids or other messes
- Before any food service activity
- Before eating snacks or lunches
- After handling pets or other animals

The U.S. Centers for Disease Control describes proper hand washing as follows:

- Use soap and running water
- Rub your hands vigorously as you wash them
- Wash all surfaces, including backs of hands, wrists, between fingers and under fingernails
- Rinse well and leave the water running
- Dry hands with a single-use paper towel
- Turn off the water using a paper towel covering freshly washed hands

CHUP teachers and volunteers will oversee the children to ensure they properly wash their hands.

CHUP will purchase alcohol-free hand sanitizers to be put in the teacher's and working parent/guardian's fanny packs, which are to be worn at all times. This product will be administered by an adult only if necessary.

### HANDLING BODILY FLUIDS

Waist packs are to be worn by teachers and working parents during all class activities. These packs contain: tissues, disposable gloves, small zip-top bags, antiseptic wipes, and bandaids. Additionally, a mouth piece for CPR is included in the teacher's pack. It is the teacher's and working parent's/guardian's responsibility to check these packs daily and replace any missing supplies.

A box containing protective equipment is stored on a shelf the Active Rooms cabinets. It contains: Tissues, disposable gloves and gowns, masks with splash shields, small and large zip-top bags, and red biohazard bags.

### IN THE EVENT OF AN INJURY:

1. Immediately contact the teacher. S/he is responsible for administering any first aid. Working parents/guardians should try to limit their activities to supervising the rest of the children.
2. Use the following protective equipment if you think you will have contact with blood or other bodily fluids:
  - a. Gloves, if you will be touching it with your hands.
  - b. Gowns, if your clothes may be soiled.
  - c. Masks, in the instance of splashing or spraying.
3. Areas where blood or bodily fluids have spilled are to be cleaned with brown bottle Lysol as directed on the bottle, or 1:10 bleach water solution.
4. Facial tissue that has a few drops of blood should be handled with gloves and flushed down the toilet. Paper towels that have blood or bodily fluids in small amounts should be handled with gloves, placed in a zip-top bag with some bleach water, sealed and placed in the trash. Any materials that have so much blood or bodily fluids on them that they would release liquid if they were squeezed, or are caked with dried fluid, must be handled as regulated waste. These should be handled with gloves, placed in a zip-top bag and sealed. Place the sealed bag into a red biohazard bag, close it and notify the OSHA Chairperson for disposal.

5. If clothing has been soiled by blood or bodily fluids, change it as soon as possible. Place the soiled clothing in a red biohazard bag, close it and notify the OSHA Chairperson for cleaning.
6. After removing gloves, anyone involved will wash their hands with soap and water adhering to the procedures stated above.
7. If anyone has blood or bodily fluids in contact with their eyes, inside of nose or mouth, or skin that has open cuts, scrapes or a rash, they are to immediately wash skin areas with soap and water or flush eyes or mouth with large amounts of water. If the person is outside, use the antiseptic towelette in their waist pack and then complete hand washing with soap and water as soon as possible. Contact the OSHA Chairperson who will have the person complete an Exposure Incident Report within 72 hours.

#### **CLEANING AND SANITIZING**

- Floors: The Quiet Room parent/guardian will vacuum the carpet and rug after each class. The vacuum canister will be emptied on a weekly basis or when needed. The Creative Room or Active Room parents/guardians will sweep the floor in the Creative Room before and after snack. Church staff will mop the floors at least once a week.
- Tables: The Creative Room or Active Room parents/guardians will wipe off tables and chairs with bleach water before and after snack or lunch each class.
- Bathrooms: The Floater or Quiet Room parent will clean the bathrooms before each class and spray the faucet handles, toilet handle and seat with Lysol. They will clean the bathrooms again after class. The Floater or Quiet Room parent will mix bleach water each day per bottle instructions. Church staff will clean the bathroom and floors at least once a week as well.
- Toys: Plastic toys and play equipment will be cleaned with Lysol spray, bleach water or bleach wipes as needed. They will be disinfected during each of the four major clean-up times during the year by the parents/guardians attending those clean-ups. The Housekeeping Chairperson will take home all dress-up clothing and doll clothing for washing a minimum of four times per year.

#### **CONTROLLING INFECTION**

The teachers will notify parents when there has been a noticeable change in a child's health or when a child is too ill to remain in the group. If a child is too ill to remain in the group, a working parent/guardian will take the child to a separate area from the other children and will supervise and care for that child until a parent/guardian arrives. Any items and/or facilities used by the ill child will not be used by anyone else until it has been thoroughly cleaned.

Communicable Diseases: All members are required to notify the Health Chairperson of any communicable diseases contracted by their child, themselves or immediate family members. A list of communicable diseases is distributed by the Health Chairperson at the first of the school year and posted on the general bulletin board. After being notified of a communicable disease, the Health Chairperson will notify all CHUP families and teachers the name of the communicable disease and its symptoms, and that their child may have been exposed. The Health Chairperson will also notify the Health Department.

**CHUP will notify families of any health-related resources that may be applicable to our families. This may include written information, websites, or health and safety related speakers at General Meetings.**

## Cherry Hill United Presbyterian Preschool (CHUP) Special Instance Policies

### **CHUP Children with Special Needs Guidelines and Policy**

A child with special needs shall be defined as any child who requires one-on-one supervision in the classroom. In a cooperative preschool, we have one trained teacher who needs to be available to lead the classroom and work with all the children in the class. The working parents/guardians are not able to provide specialized care. However, CHUP welcomes children with special needs and want to assist them in benefiting from the co-op experience. CHUP believes that the parents or other caretakers of a child with special needs know best how to supervise them and intervene if problems develop. Therefore, CHUP may require that a parent/guardian or approved parent/guardian substitute accompany the child at all times, providing one-on-one care. The teacher will be available to suggest interventions to the parent, as long as this does not disrupt the regular classroom activities. It shall be at the teacher's discretion to declare that a child has special needs requiring a parent/guardian to be present in the classroom at all times. This family is then excused from providing further hours as a working parent/guardian in the classroom.

### **GDCNC/CHUP Special Needs Policy**

The council's various cooperative preschools have a long history of welcoming preschoolers with special needs. In the past several years, it was decided, as an organization, to formalize a uniform policy for these students. The devised policy is simple and effective. It places the decisions about individual children in the hands of those best qualified to make them, our teachers. This policy is intended to assist the teachers and Membership in dealing with difficult classroom situations. This is a GDCNC-wide policy, which has proven its effectiveness over several years.

The Special Needs policy is that any child who requires constant one-on-one supervision or whose individual needs would require removing an adult from the classroom on a frequent basis needs to be accompanied to class by a parent/guardian, or approved parent/guardian substitute during the entire class period. This parent/guardian is in addition to the number of working parents/guardians scheduled on any given day and is there to provide supervision and assistance for their child. The parent/guardian/substitute is relieved of other classroom duties and the family is not required to work any additional hours in the classroom. This policy does require more attendance than the average parent/guardian would provide. However, the parent/guardian is relieved of the cooperative requirement of serving as a teaching assistant to the whole classroom. In this way all parents/guardians are encouraged to join a cooperative program.

According to the policy, the teacher decides if a child has special needs and requires a parent/guardian's full-time participation in the classroom. The teacher needs to be available as the classroom leader and is unable to spend more time with one child than with all the others. Because our assistants are parents/guardians without special training, they are not asked to assume responsibility for providing one-on-one care to a child who is not their own. We also base our scheduled working parent/guardian numbers on the assumption that those adults are available in the classroom for most of the time. A child who is requiring a parent/guardian to spend more than minimal time out in the hall or in the bathroom needs their own parent/guardian available for this duty, otherwise our classroom is short-staffed.

Some children with special needs will require a permanent parent/guardian helper because their condition remains the same. This includes conditions such as physical disabilities and autism. A child may develop special needs over the course of the school year due to the development of an issue that is disrupting the classroom, such as tantrums or a lapse in potty training. Or, a child may begin the school year as having special needs but outgrow the need for one-on-one supervision as they adjust to school and/or mature. Most cases of severe separation anxiety fall into this category.

In summary, the teacher decides if a child has special needs that require one-on-one supervision by the child's parent/guardian. This can be for a physical or behavioral concern and the child can be reclassified at any time at the teacher's discretion. During the time a parent/guardian is providing one-on-one classroom supervision, they are relieved of their regular co-op duties of working in the classroom. These duties resume if the child no longer requires one-on-one supervision. If a parent/guardian is unable attend each class with their special needs child, they can provide a substitute such as a grandparent or babysitter who is over 18 years of age. However, they must be approved in advance by the teacher. Also, the child's supervisor must understand that s/he is under the

teacher's direction and must remove the child from the classroom at the teacher's request, if the child is disrupting the class. The supervisor and child may return when the child has reestablished appropriate control. The parent/guardian/supervisor will bring any special needs equipment including additional changes of clothing, if necessary. The teacher will designate a quiet, separate place such as a hallway or empty room if the child needs a place to regain control due to disruptive behavior.

Many preschools have already utilized this technique to resolve classroom issues. The policy has been formalized to extend it to all council preschools. It benefits everyone and allows children with special needs to join and benefit from the cooperative experience while ensuring that every child continues to get the same high-quality classroom time that parents have come to expect from co-op preschools. As a reminder to parents, their children will be sharing classrooms with special needs students when they enter the public school system. This policy ensures that, at co-op preschools, this inclusion does not disrupt the classroom experience.

Rebecca Oetjens, PhD  
Psychologist Consultant

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### **CHUP Discipline Policy**

In accordance with R 400.5107 of the Licensing Rules for Child Care Centers, CHUP uses developmentally appropriate and positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation.

All staff and volunteers are prohibited from using any of the following means of punishment:

- a) Hitting, spanking, shaking, biting, pinching or inflicting other forms of corporal punishment.
- b) Restricting a child's movement by binding or tying him/her.
- c) Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child.
- d) Depriving a child of meals, snacks, rest or necessary toilet use.
- e) Confining a child to an enclosed area, such as a closet, locked room, box or similar cubicle.

Furthermore, non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, to prevent a child from harming himself or herself, or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited.

Suggestions on how to handle specific situations can be found in the CHUP Licensing Notebook and Parents Handbook

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### **CHUP Head Lice Policy**

This policy shall be reviewed regularly to follow the current recommendations made by the Michigan Department of Community Health (MDCH) and the Michigan Department of Education (MDE).

The following policy is written under the guidance of the Surveillance and Infectious Disease Epidemiology Section of the Michigan Department of Community Health.

It is important to note:

- Head lice is very common
- Head lice occurs within all socio-economic settings
- There is no need to rush an infested student home before the end of the day
- Cleaning of the school should occur prior to the next scheduled class after a case of head lice is reported. Closing the school to complete this is most likely not necessary but could possibly delay the start of class.

## **Head Lice Policy**

A case of head lice is defined as live head lice found on the child. If head lice is found on a child, the CHUP Health Chairperson and/or President should be contacted as soon as possible.

All information, with the exception of the identity of the affected class, will be kept confidential, including the child's/children's name and gender.

### **Notification Procedure:**

1. If a parent/caregiver finds head lice on a child outside the preschool classroom, contact either the CHUP Health Chairperson and/or President as soon as possible.
2. If head lice is detected on a child during class, the teacher shall decide if this child can remain in class until the end of the school day, with restrictions on activities involving close contact. The teacher shall inform the child's parent and the CHUP Health Chairperson and/or President.
3. Once the CHUP Health Chairperson and/or President receives the report of head lice, the Environmental Cleaning Procedure will be implemented. If teachers have not already been contacted, they will be informed. The Environmental Cleaning Procedure described in this policy will be supervised by the teacher and implemented and completed by either:
  - a) The working parents during the class currently in session, when the teacher is notified, or
  - b) The working parents in the next scheduled class, before class starts.
4. Email and/or text communications will be initiated upon receipt of a report of head lice. Parents will be asked to refer to the Constitution for information on how to check for head lice and launder coats, hats, etc.
5. The letter regarding the affected child included with this procedure will be sent home with the child with the confirmed case of head lice and parents/guardians should treat the child. For treatment options, please see Health Department Head Lice Manual—link is provided below.
6. The letter to all families included with this procedure will be sent home to all CHUP parents/guardians to increase monitoring of their own children.
7. The Church will be notified.
8. Parents who would like help identifying head lice shall contact the President and/or Health Chair. At the request of any CHUP member, the President and/or Health Chair will arrange to have a volunteer parent attend the next scheduled class after the Environmental Cleaning Procedure. The volunteer will help parents check children before entering the classrooms. CHUP recognizes that not all parents may know what to look for when checking for head lice. The President and/or Health Chair will ask parents who have experience with head lice to volunteer to check children. Children participating in the head lice check prior to entering the classroom will be participating strictly on a voluntary basis.

Please note that volunteer parents will most likely not be health care professionals and for positive identification of head lice, children should be taken to their health care provider.

### **Environmental Cleaning Procedures:**

Before the next class, the scheduled working parents/guardians, under the supervision of the teacher, shall complete the following:

- Vacuum floors, rugs and any upholstered furniture. Emptying the vacuum canister after cleaning is not necessary except for aesthetic purposes. Shampooing carpets and upholstery is not necessary and provides no additional assurance of eliminating head lice.
- Play clothing, linens, art smocks, stuffed animals, puppets, and cloth toys should be washed in hot water or machine dried at the highest heat setting for at least 30 minutes. The working parents should bag these items in their assigned room in garbage bags and take them home to wash and/or dry them accordingly. The working parent assigned as the Floater will take half of the Active Room bags home to wash. Items that cannot be washed will be bagged and placed in the storage room for 14 days.
- Washed items, play clothing, linens, art smocks, hats, etc., shall not be put back in the Active Room for 14 days after the report of a case of head lice.
- If the preschool is using a coat rack, it shall remain closed for 14 days, or parents may bag coats during this 14-day period if they would like their child's coat to remain at school during this time.

If coats are kept in cubbies or some other location/system where coats do not remain in contact with each other at the preschool, bagging coats is not necessary.

- Art smocks shall be taken home by the Quiet Room working parent and washed each time they are used in the class for a 14-day period following the report of a case of head lice. Art smocks should not be shared.
- **Spraying or fogging schools with insecticides or pediculicides is NOT RECOMMENDED and may be harmful if used in poorly ventilated areas.**

For treatment options and more specific guidance, please refer to the Head Lice Manual available on the website of the Michigan Department of Community Health.

[https://www.michigan.gov/documents/mdhhs/MI\\_HL\\_Manual\\_Final\\_2013\\_558106\\_7.pdf](https://www.michigan.gov/documents/mdhhs/MI_HL_Manual_Final_2013_558106_7.pdf)

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**\*\* SAMPLE LETTER\*\***

**HEAD LICE FOUND ON CHILD**

Date \_\_\_\_\_

Dear Parent or Guardian of \_\_\_\_\_

Head lice or recently laid nits (eggs) have been found on your child's head. Head lice have nothing to do with the cleanliness of a house or parenting skills. Head lice are spread by head-to-head contact, although sharing hats, combs, and other hair accessories may also spread head lice. Head lice cannot jump or fly. Head lice crawl and are not a risk to pets. It is important to treat your child before he/she returns to school. Please begin treatment as soon as possible and then send your child back to school so that they do not miss learning opportunities in the classroom.

Also, remember to check everyone in the household and treat anyone that has live head lice and/or nits within ¼ inch of the scalp. Continuous checking may be required for 3 weeks to avoid reinfestation. The following treatments are recommended:

**Over-The-Counter Treatments:**

Head lice may be treated with shampoos specifically labeled for head lice. **Read and follow the directions carefully.** Many of these shampoos are insecticides and should be used with caution, especially on children and by pregnant or nursing women. If your child has allergies or asthma, please consult with his/her physician. If the package directions indicate, apply a second treatment 10 days later to kill lice that hatch after the initial treatment. **Do not over apply.**

**Removal of Head Lice and Nits:**

Lice shampoos do not remove the eggs from the hair. The eggs must be combed out and/or manually removed. Sit behind your child in a room with good lighting to comb through the hair, one section at a time. Use a fine-toothed nit comb. These combs are sold at most stores or may be included in packages of the chemical treatments. Combs with metal teeth spaced close together work best. Your child's hair should be clean, wet, well combed or brushed to remove tangles before using the louse comb. A conditioner may be used to lubricate the hair. Divide hair into small sections. Comb through each section until no more lice or nits are observed. Clean the comb frequently with a paper towel to remove any lice or eggs. Continue to comb daily until no live lice are discovered for 3 weeks. Adult female lice cement eggs to the base of the hair shaft near the scalp. Combs, brushes, hats, and other hair accessories in contact with an infested person should be washed in hot water (130°F) to dislodge any lice or nits, and should not be shared with other family members.

**Alternative Treatments:**

Other products such as essential oils, food oils, salts, mayonnaise, etc., have not been studied sufficiently to determine effectiveness. Do not apply any household insecticide, (i.e., Raid) or other chemicals not specifically labeled for treating head lice on people. Well-intentioned parents treating their children with toxic or flammable substances, or hair dryers, have caused injuries and death. Because it is easy to burn the hair and the scalp, this method is not recommended.

**Prescription Medications:**

In some cases the over-the-counter products fail to eliminate live lice. Your child's physician may then order a prescription for treatment of head lice. Ask your physician, the school nurse or pharmacist if you don't fully understand the directions.

**Treatment of clothes/household cleaning:**

All items your child has been in contact with in the past two days such as towels, pillowcases, sheets, pajamas, clothes, coats, hats, and similar items should be washed in hot water (130°F) and dried on high heat for at least 30 minutes. Items that cannot be washed may be stored in a tightly sealed garbage bag for a period

of two weeks or may be placed in a freezer or outdoors (if temperatures are below freezing) for 24 hours. Lice in the environment (not on the head) usually die within a day and the eggs generally cannot live much longer. Vacuuming the house, mattress and furniture is recommended. Using household insecticides to treat the home, vehicles, carpets or furniture will unnecessarily expose your household to harmful chemicals.

Please contact me if you have any questions.

Sincerely,

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**\*\* SAMPLE LETTER\*\***  
CASE OF HEAD LICE FOUND AT SCHOOL

Dear Parent/Guardian:

A case of head lice has been found in the school. This letter has been sent to the parents of all students:

***This is not cause for panic. It is cause for action to be taken to prevent head lice.  
Treat/remove any head lice or nits found on your child's head.***

It is extremely important for you to check your child's head TODAY. Keep checking every 2 days until there are no head lice found for 10 consecutive days.

**The best way to prevent transmission:**

- Teach children not to share combs, brushes, hair ornaments, hats, caps, scarves, headsets, or any other personal headgear.
- Do not try on other people's hats (even in department stores).
- Teach children to hang coats separately, placing hats and scarves inside coat/jacket sleeves.
- Clean or disinfect shared headgear (i.e., helmets) with Lysol® or rubbing alcohol before being used by others.
- Conduct regular head checks of your child.

**If Head Lice are Found on Your Child:**

- Check others in the household for signs of head lice or nits. If found, complete remaining steps on all infested individuals.
- Remove nits from the head by combing. This is the most important lice control measure.
- Complete nit removal is time-consuming but is critical for successful treatment.
- Use an effective head lice treatment.
- Remove all of the lice and nits from the environment by washing or vacuuming. There is no need to spray pesticides at home.
- Perform daily head checks and remove nits for 3 weeks until head lice are gone. Continue to check your child weekly to detect re-infestation.

If you have difficulties treating the head lice on your child, please contact the school, local health department, or your child's physician.

Sincerely,

## CHUP Crisis Management Procedures

Unfortunately, natural and man-made disasters occur. While not all crisis situations can be anticipated, preparedness and planning can help better manage emergencies. In the event of an emergency, the following procedures are intended to be guidelines that can be followed to ensure the safety of our students and staff. These procedures should be practiced periodically throughout the year as a drill.

### General Information

There are two main exits at each end of the CHUP hallway. The school entrance has two paths to exit the building: One exit is through the main building and the second leads to Cherry Hill and the front of the building. The Chapel entrance also has two exits to the outside: One exit is immediately to your left and the second is through the Chapel. Please familiarize yourself with these exits and know your closest and safest exit while working.

In the event of an emergency, please listen to the classroom teacher for directions and gather the students in a calm and orderly fashion. Please note that the teacher will ALWAYS be the last to leave the building and will “sweep” all rooms to ensure that all students have exited the premises.

The teacher will keep his/her personal cell phone on him/her at all times.

### Emergency Phone Numbers:

Fire: 911

Intruder/Active Shooter: 911

Church Main Office: 313-563-4800

### Fire Procedure

Please note that CHUP has two fire extinguishers located in the CHUP hallway. One is in the kitchen and a second is in the gathering area. There is a fire alarm in each classroom and a CO2 alarm in the school hallway.

In the event of a fire, please follow the following procedure:

1. An adult should pull the fire alarm located in the school hallway outside of the Active Room.
2. Teachers and parents will begin to gather the students and exit the building through the closest and safest door. Please take the students to the grassy area on the far side of the parking lot, which backs up to Bryant Middle School’s field. Please do not stop to gather personal belongings as time is of the essence.
3. The teacher will be the last to leave the building and will shut all classroom doors, turn off all lights, and “sweep” each room for students.
4. The teacher will take attendance and notify emergency responders if any child is missing.
5. Students and staff will wait for an all-clear from emergency responders before re-entering the building. If it is unsafe to re-enter the building or in inclement weather, students will be escorted to the main office of Bryant Middle School.

### Tornado Procedure

In the event of a tornado or severe weather, please follow the following procedure:

1. Teachers and parents will begin to gather the students and take them to the basement area through the chapel door exit.
2. The teacher will be the last to leave the building and will shut all classroom doors, turn off all lights, and “sweep” each room for students.
3. Students should sit on the floor against the wall with their heads down.
4. The teacher will take attendance and will notify emergency responders if any child is missing.
5. Students and staff will wait for an all-clear from the church secretary or emergency responders before returning to the classroom.



## Lockdown Procedure

### OUTSIDE THREAT

The following procedures should be followed when the threat is outside of the school building:

1. A representative from the church will call the classroom and report the need to lockdown.
2. Church staff will lock exterior doors.
3. Clear hallway, Creative Room, and Quiet Room and help all students to get into the Active Room.
4. Move all students behind the large climber blocking their view from the window and doors.
5. Take attendance of students.
  - a) Teachers should prepare a list of missing or injured students in the room and attach to the classroom window if safe to do so.
  - b) Teachers should take this list with them once they are directed to leave the classroom.
6. Once the threat has subsided, the church administrator will access the Active Room and notify staff it is free to resume activities.

### INSIDE THREAT

The following procedures should be followed when the threat or intruder is inside of the school building:

1. If possible, church staff will call and notify the classroom teacher.
2. IF SAFE TO DO SO, get students out of the building quickly and safely using the nearest exit that is in the opposite direction of the intruder.
3. IF IT IS NOT SAFE TO LEAVE THE BUILDING, immediately direct all students, staff, and visitors to the Active Room.
  - a) Lock the Active Room door. Move children and staff away from the windows and doors. Keep all students sitting on the floor and turn off the lights.
  - b) Take attendance of students.
    - Teachers should prepare a list of missing and extra students in the room.
    - Teachers should take this list with them once they are directed to leave the classroom.
  - c) DO NOT respond to anyone at the door until “all clear” is announced.
  - d) Keep quiet and out of sight at all times.
  - e) Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
  - f) When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
4. If classes are being held outside of the building, they SHOULD NOT enter the building.
5. Move outside classes to the primary evacuation site at Bryant Middle School or secondary site at Guardian Lutheran.
6. DO NOT lock exterior doors.
7. When the threat is over, and/or the intruder has left the building, the church administrator or emergency personnel will notify the teacher.