



POLICIES
AND
BYLAWS

Table of Contents

ADVANTAGES FOR PARENT AND CHILD	1
LEARNING OPPORTUNITIES	2
GENERAL INFORMATION	3
Basic Requirements	3
Arrivals and Departures	3
Clothing	3
Field Trips.....	4
Snacks	4
Approved list of Snacks.....	5
Birthday Celebrations	6
Special Nights.....	6
Parent-Teacher Conferences	6
Class Schedules	6
School Cancellations	6
Standing Committees.....	7
HEALTH AND SAFETY INFORMATION	8
REGISTRATION POLICY FOR THE NEW SCHOOL YEAR.....	9
2/3 CLASS PULL-UP POLICY:.....	9
TUITION POLICY	11
Tuition.....	11
Registration Fee	11
Activity Fee	11
Payment Options.....	11
New Students	11
ADMISSIONS AND WITHDRAWAL POLICIES.....	12
Admissions Policy	12
Withdrawal by Parent Policy	12
Withdrawal by Board Policy.....	12
Withdrawal Procedures.....	12
BYLAWS	14
ARTICLE I. NAME and MEMBERSHIP.....	14
ARTICLE II. PURPOSE	14
ARTICLE III. MANAGEMENT.....	14
ARTICLE IV. COMPOSITION, and ELECTION of THE BOARD	15
ARTICLE V. PRINCIPLE DUTIES AND RESPONSIBILITIES	16
ARTICLE VI. PARENTS' MEETING/MEMBERS' MEETING	17
ARTICLE VII. AMENDMENT OF THE BY-LAWS	18
ARTICLE VIII. RULES	18
ARTICLE IX. DISSOLUTION.....	19

ADVANTAGES FOR PARENT AND CHILD

The advantages of being a member of the Grayslake Cooperative Nursery School (GCNS) are many for both parents and children. Our Nursery School's main objective is to provide a positive learning experience for the child. We provide equipment, materials, experiences, situations, and directions to help attain the following objectives:

1. Develop high self-esteem in our students.
2. Develop security and a feeling of success.
3. Develop the ability to learn to participate in a group setting, follow directions, and develop self-control.
4. Provide new experiences that broaden the spectrum of the child's world.
5. Give the child the opportunity to appreciate and explore many types of music, literature, and art through a variety of media.
6. Provide each child with a positive first school experience that will be with them the rest of their lives.
7. Academically prepare each child for Kindergarten through classroom activities.

The best part of this cooperative experience is that you, the parent, will share in the learning situation with your child. Some of the benefits you may enjoy are:

1. A greater understanding and enjoyment of your own and other children.
2. A chance to help your child move toward independence in his/her first step away from home.
3. Useful ideas for helping your child at home and in the larger world around him/her.
4. The special enjoyment you give your child the day you assist in the classroom.
5. First-hand knowledge of what your child is learning and doing at school.
6. The ability to bridge the gap between school and home by being present in the classroom.
7. The opportunity to socialize with your child's peers.
8. A desire to continue to be active in your child's education after the pre-school experience.

Our Co-op is designed to have parents work together toward the common goal of providing children with the best preschool experience possible.

LEARNING OPPORTUNITIES

The Grayslake Area Cooperative Nursery School presents developmentally appropriate activities for children. The emphasis is on socialization skills. The curriculum is play based and follows a thematic approach to the learning experience. The themes are coordinated between the two-day and three-day programs so that the children experience a wide variety of themes.

Included in our daily activities is a circle time during which the children learn to listen attentively, to take turns speaking, and to tell others about their personal experiences. This sharing time gives the children the opportunity to develop their language skills and self-confidence.

Also included is an art time during which the children are given a variety of media to express their creativity, to develop their fine motor skills, and to learn to follow directions. The creation of an art project allows the child to experience a feeling of accomplishment and pride. We encourage the process it takes to create the project, rather than the product.

The children also listen to music, stories, poems, and learn fingerplays and songs. The musical activities serve as an outlet for creative movements and gross motor skills.

Free play allows the children opportunities to share and cooperate with each other, to identify and respect the feelings of others, to solve problems, and to express their own needs and feelings to other children.

We encourage the children to recognize their names. They are introduced to the alphabet and letter sounds. Materials are provided to aid in pre-math skills such as sorting, patterning, beginning counting, and number recognition. Other materials allow hands-on experiences to help the children learn to explore the world, appreciate nature, and use some basic tools such as a magnifying glass and magnets.

The children will be exposed to this information on a variety of levels; they will take with them what they are developmentally ready to retain.

GENERAL INFORMATION

Basic Requirements

All parents are automatically "members" of the school, a non-profit corporation. The Board of Directors is elected by the members and is responsible directly to them. There are certain requirements to be met in order to ensure the quality of our school.

1. Parents must take their turns as parent helpers in the classroom on a rotating basis.
2. Parents are required to chaperone on at least two field trips during the school year (3/4 and 4/5 classes only), or on at least one (2/3 class only).
3. Parents must sign up to be on one of the standing committees and when called upon, must make every effort to help. If you do not select a committee, one will be assigned to you.

Arrivals and Departures

1. Each child must be escorted into the classroom each day by the adult bringing him/her to school and signed in on the attendance log. The school is not responsible for any child who is not taken directly into the classroom.
2. The children are to be dropped off at the start of class time and must be picked up promptly at the set dismissal time. Repeated violation of this policy will result in a \$15.00 late charge and/or a request for student withdrawal as authorized by the Board of Directors.
3. Once your child is dismissed, the school is no longer responsible. Each child will be individually placed in the care of the adult who comes to pick him/her up from school. Please remember to sign your child out on the attendance log.
4. We require parents to notify the teacher in writing if the child will be picked up by anyone other than a previously authorized person. The teacher will ask anyone who is unfamiliar to them to present a photo I.D. before releasing the child to them.
5. In an emergency, if you are unable to pick up your child on time, please call the school at 847-223-9820 as soon as possible so the teacher can explain the delay to your child.
6. Please call the teacher if your child will be absent due to an illness or tell the teacher ahead of time if you know you will be on vacation.

Clothing

Play clothes are very appropriate attire for the preschool child. A lot of messy play is done inside and out. We do not want the children to feel they cannot participate due to a fear of getting "good" clothes dirty. Rubber soled shoes provide good traction for outdoor activities and snow boots and snow pants are necessary during winter. The teachers, children, and parent helper may go outdoors unless the weather is inclement.

When you are the parent helper, be sure to dress for the weather. Some children have trouble fastening their clothes (i.e. buckles, snaps, buttons.) If your child has trouble, please see that they wear sweatpants or elastic-waist pants to school. Please practice these dressing skills at home.

Name tags on all clothing and backpacks are necessary.

Field Trips

Field trips to places of educational interest in the local area will be made during the year. The field trips follow the themes discussed in the classroom. Most of the scheduled field trips will have a minimal fee, which will be collected as an activity fee at the beginning of the year. Parents and siblings planning to attend will pay at the time of individual field trips, or before if specified.

If you are a parent helper on a field trip day, or a scheduled chaperone, you are required to meet at the designated destination 15 minutes early unless instructed otherwise. The parent helper is asked to provide a snack/drink that can be eaten at the field trip site. You may not bring siblings if you are the parent helper or a chaperone. The chaperones are responsible for the group of children assigned to them. The field trip sponsors appreciate our help to keep the children orderly. Safety is a top priority on trips, right along with fun and education.

If you are not a scheduled chaperone, you are still welcome to join the Co-op at the field trip site. Your child will be assigned to a chaperone, however you may join that group as well during the field trip. If you bring a sibling it is your responsibility to look after them. If you would like your sibling to have a snack/drink, please bring it with you. Babysitting children, neighbors or friends are not allowed to accompany the class on their field trips due to legal liabilities.

Field trip permission slips for students will be distributed before the field trip. These may also be required for siblings going on a field trip and must be returned to the teacher before the trip.

Field trip destinations and maps will be provided before the scheduled trip. Parents are responsible for getting their child to and from the field trip site. Field trip chaperones will be posted, and car pool arrangements can be made outside of school. We do remind you that car seats or booster seats are required for preschool-aged children. Arrival and departure times need to be prompt as we are on a tight schedule. Children must be escorted to the designated meeting place and the parents will be required to sign the children in and out as we do on a regular school day.

Parents are required to chaperone on at least two field trips (one field trip for the 2/3's) throughout the year. If a parent is concerned for the safety of their child due to medical/health conditions, they are encouraged to attend all field trips.

Snacks

As parent helper, you are to provide the class with a nutritious snack and beverage on your assigned day. Due to state licensing requirements, this beverage must be 100% juice or milk poured from a previously un-opened container. **Healthy snacks are preferred and must be store bought.** Please check with the staff to see if there are any children in the class who are sensitive to certain foods.

In case of a severe sensitivity, the parent of the child is encouraged to provide the daily snack for their child to ensure the good health of their child. The staff is not responsible for determining what foods are safe in the case of food sensitivities.

Please remember to bring napkins, paper cups, etc. which you may need to serve your snack. A snack calendar is posted inside of the classroom. Prior to your helper day, please be sure to write down the snack you intend to bring on your helper day.

Approved list of Snacks

Please choose from the below list whenever possible. If you have questions please ask the teachers or the Vice President. **All foods must be store bought and in unopened packages. No products prepared or baked at home may be served in the school.**

*Please remember that pre-cut fruit or cheese must be in a store bought package, or whole fruit and cheese may be cut on the school premises. **DO NOT bring food that has been cut or prepared at home.***

IF YOU HAVE ANY QUESTIONS REGARDING THE SAFETY OF A SNACK PLEASE CONTACT THE VICE PRESIDENT vicepres@grayslake-coop.com

Fruits/Vegetables

- Any fresh fruit. Must be cut or segmented at the school
- Any fresh vegetable. Must be cut or segmented at school

Cheese/ Dairy

- Yogurt
- String cheese, sliced or cubed cheeses
- Block cheese. Must be cut or segmented at school
- Drinkable yogurt or smoothies
- Cottage cheese

Crackers

- Triscuits
- Wheat Thins
- Vegetable Thins
- Ritz Crackera (NOT Ritz bits ro sandwiches)
- Townhouse, Club Toasteds crackers
- Saltines, Oyster crackers
- Wheatables
- Air Crisps
- Pepperidge Farm Goldfish Crackers
- Cheese Nips
- Teddy Grahams
- Graham crackers
- Nilla Wafers
- Fig Newtons
- Barnum's Animal Crackers

Safe Special Event Snack (i.e. birthday celebration)

Popsicles

Italian Ice

Entenmann's Donuts

Oreos

Original Chips Ahoy

Unsafe Snacks:

- Bakery items – all
- Granola Bars
- Bakery bagels (Panera, Einsteins, etc.)
- Donuts (with the exception of Entenmann)
- Earth's Best Organic boxed treats
- Honey Nut Cheerios
- Cracker Sandwiches
- Chex Mixes
- Ice Cream bars/ cones
- Trail mixes

Any food made with, processed in a facility with, or may contain traces of tree nuts or peanuts

Birthday Celebrations

Please do not distribute birthday invitations at school unless everyone in the class is invited. Carpooling arrangements for parties should be made outside of the school building. Please use discretion to avoid hurt feelings.

Store bought birthday treats may be brought for snack time. Please check with the teacher a few days prior to the celebration to be sure someone else isn't celebrating on the same day. Remember healthy snacks are preferred. Check also for food sensitivities.

If you are not the parent helper on the day of your child's birthday celebration and want to send the snack, please notify the parent helper so they do not provide a snack also.

Special Nights

During October, there will be a special night for each class. Children may bring their father, grandfather, uncle, or adult friend for an evening of nursery school activities and pumpkin carving or painting. The same type of evening will be held in May so the children can make their Mother's Day gifts.

Parent-Teacher Conferences

The teachers schedule one parent conference each year. Parents may also schedule a meeting with the teacher whenever they wish to discuss any concerns. The monthly newsletter will contain information regarding dates and times.

Class Schedules

The school year for GCNS begins after Labor Day and continues until the end of May.

- * 2/3 year olds class meets on Tuesday and Thursday mornings from 9:30 A.M. until 11:30 A.M.
- * 3/4 year olds meet Tuesday and Thursday mornings from 9:15 A.M. until 11:45 A.M. or Monday, Wednesday and Friday mornings from 9:15 A.M. until 11:45 A.M.
- * 4/5 year olds meet Monday, Wednesday and Friday mornings from 9:15 A.M. until 11:45 A.M. or afternoons from 12:30 P.M. until 3:00 P.M.
- * 4/5 year olds enrichment class meets on Tuesday and Thursday afternoons from 12:30 P.M. until 3:00 P.M.

Children will not be admitted into the classroom prior to 9:15 or 9:30 A.M. for the morning sessions, or 12:30 P.M. for the afternoon sessions.

The school shall use the Grayslake District 46 calendar for determination of holiday observances. Most of District 46 teacher's institute days are not holidays for GCNS.

School Cancellations

Should school be canceled due to weather or other conditions, a school-wide e-mail will be sent out from grayslake-coop.com. Should school be closed due to weather, it will be announced on WGN (720 AM) or WKRS (1220 AM). If Grayslake District 46 is announced, GCNS will be canceled also.

Standing Committees

Every parent is expected to serve on one committee. Only through this cooperative effort are we able to run the school efficiently and keep tuition to a minimum. Each committee should be represented in each class. Please make necessary arrangements to be available when you are called to participate. The committees and brief descriptions are as follows:

Hospitality

Set up and clean up after school events.
Plan the refreshments for these events.
Contact volunteers to provide refreshments for all parties and events.
Film processing drop- off and pick- up.
Maintaining photo albums

Special Events

Coordinate with the teachers the scheduling of monthly field trips.
Collect fees from students, parents and siblings prior to field trips, and make reminder phone calls when necessary.
Collect sibling waivers on field trip days.
Contact parents with special talents or interesting jobs to come and talk to the children.
Copy maps and/or directions for the monthly newsletter
Keep a record of which parents chaperone on each field trip.

Ways and Means

Help with all fund raisers.
Volunteer extra classroom time to help with the fund raisers. (e.g., picture day).

Toys and Equipment

All families are a part of this committee. We hold toy cleanings twice a year, typically in September and January, in the evening. A parent representing each child must attend one of the toy cleanings each year.

Communications

Prepare and post informational posters as needed. (e.g., field trips, special events).
Deliver any publications to announce upcoming events to the community if necessary.

Publications

Prepare, type, print, and deliver the monthly newsletter to the Administrative Director.

HEALTH AND SAFETY INFORMATION

Each child is required by the State of Illinois to have a medical examination and proper immunizations. Please have your family doctor fill out the medical form for you which you received at registration.

Immunizations required by the State of Illinois are as follows:

- TB test and results;
- two or three infant series and 1 booster Polio;
- Measles, Mumps, Rubella shot (between 12-15 months of age);
- 3 infant series and 1 booster DPT (if DT shots are substituted for DPT, a medical reason must be stated and signed by your doctor);
- HIB vaccine series; and
- three doses of Varicella vaccine
- three doses of Hepatitis B vaccine
- results of a lead screening test or Lead Assessment tool.

Parent helpers are also required by the State of Illinois to have a tuberculin test and physical examination stating they are free of communicable diseases. The parent's and child's physicals are valid for a period of two years from the date of the examination. A \$10.00 tuberculin test may be obtained at the Lake County Tuberculin Center located at 515 Keller Ave., Waukegan, IL; 847-377-8700.

Health forms for the child and parent must be on file with the school prior to the start of the current school year or the child will lose his/her position in the school. For a new student entering the school after Labor Day, forms are due before the child's first day of school.

During the first year the child is in school, he is likely to have more colds. Parents should check their child for fever, flushed cheeks, runny nose, or rash. Fresh colds are considered contagious for three days following the first symptoms and the child should be kept home during this time. The staff should be notified by the parent of any communicable disease such as head lice, chicken pox, strep infections, etc. Following a communicable disease the child will be readmitted to the school on the advice of a family doctor.

Due to insurance requirements, no medications can be given to a child by the school staff. Parents are welcome to come to school at any time to administer medications to their child. Do not bring your child to school if he/she shows signs of illness or infection. Should your child develop an illness while at school, the teachers will notify the parents to come and get the child. Should a child be hurt while at school, a form explaining what happened will be filled out by the teacher and given to the parents. A copy will also be placed in the child's file. This procedure is followed so that the parent knows what medical attention, if any, has been given to the child.

In case of a medical emergency, the staff will dial 911 (at the discretion of the teacher) and then contact the parent or emergency contact person designated by the parent. If needed, the child and an adult will be transported to Condell Hospital by EMS.

Due to DCFS licensing our staff is not able to clean your child if he/she has a bathroom accident. Parents will be called to school in order to clean their child up.

REGISTRATION POLICY FOR THE NEW SCHOOL YEAR

Children registering for the 2/3 year old class must turn two before September 1st of that school year.

Children registering for the 3/4 year old class must turn three before September 1st of that school year.

Children registering for the 4/5 year old class must turn four before September 1st of that school year.

Proof of child's birth date (i.e. birth certificate, hospital souvenir birth certificate, or adoption decree) will be required on the day your child is registered.

A \$75.00, non-refundable fee, per child, or \$125 for two children, is due at registration.

During Registration, class assignments are issued according to the following priority listing:

In- House Registration

During the in-house registration, the class assignments will be issued according to the following priority listing:

- 4/5 AM/PM Class:
(19 students per class)
1. Current 3/4 AM students, first come first serve.
 2. Returning 4/5 students, first come first serve for all openings.
 3. Siblings of current GCNS students, first come first serve.
 4. Siblings of GCNS alumni.
 5. Wait list, in order of first enlisted.
 6. Public Registration.

- 3/4 Classes:
(2-day and 3-day)
(18 students per class)
1. Current 2/3 students, first come first serve.
 2. Returning 3/4 students, first come first serve for all openings
 3. Siblings of current GCNS students, first come first serve.
 4. Siblings of GCNS alumni- first come first serve- off current wait list.
 5. Wait list, in order of first enlisted
 6. Public Registration

- 2/3 Class:
(12 students)
1. Returning 2/3 students, first come, first serve.
 2. Siblings of current GCNS students, first come first serve.
 3. Siblings of GCNS alumni, first come, first serve.
 4. Wait list, in order of first enlisted.
 5. Public Registration

All children in the 3/4 and 4/5 classes must be toilet trained and able to clean themselves after using the toilet. Pull-Ups or any type of diaper are not allowed. No exceptions!

2/3 CLASS PULL-UP POLICY:

Pull-Up training pants will be permitted in the 2/3 class until December 31, 2010. Pull-Ups will be permitted with the understanding that the child is close to being potty trained, but may need the Pull-Ups for added security. The time between September and December should be used to ensure that your child is fully potty trained. If your child has an accident in the Pull-Up during class time, you will be called to come to the school to change him/her. GCNS will enforce a "3 accident" policy. If you are called to the school 3 times for accidents, you will receive a phone call from the teacher or the Administrative Director. You will be given 2 weeks to reinforce potty training with your child. If there continues to be accidents after the 2 week period, you will be asked to keep your child at home until full potty training is accomplished. During the time your child is at home, you will be responsible for making tuition payments in order to hold your child's spot in the class.

BOARD OF DIRECTORS REGISTRATION:

Board of Directors Registration (for children of the parents that will serve on the 2010-2011 Board of Directors) will enable the next year's Board to enroll their children during the one week prior to In-House Registration. Exact dates will be determined by the 2010-2011 Board of Directors.

IN-HOUSE REGISTRATION:

In-House registration (currently enrolled students and their siblings) begins on the third Monday in January, and ends on Friday of the same week. (Exact dates will be determined each year). Registration forms are passed out one week prior. All forms must be submitted to the Administrative Director by 3:00 PM on Friday in order for us to open registration to alumni on Friday. Late in-house registrations forfeit their priority registration status.

ALUMNI REGISTRATION:

Alumni (siblings of previously enrolled students) registration begins following the last Monday in January. (Exact dates to be determined each year). Alumni who do not register by the Friday of Alumni Registration must register at public registration.

ALUMNI REGISTRATION POLICY

Any family that has previously had children enrolled in the Grayslake Area Cooperative Nursery School is eligible to enroll their child after all currently enrolled students and their siblings have been registered, but prior to public registration.

If the Co-op's records do not confirm alumni status it is up to the alumnus to prove previous enrollment at the school.

The Co-op advertises the date of Alumni registration in local publications. It is the responsibility of the alumni to be aware of the registration date.

Alumni registration is first come, first serve.

PUBLIC REGISTRATION:

Public registration will take place on Monday, the first full week of February. (Exact dates to be determined each year). All remaining class spaces will be available to the public at this time. Class spaces are filled first come first serve. When all class openings have been filled, a waiting list will be started.

TUITION POLICY

Tuition

Each January, the Board of Directors will determine the tuition for the upcoming year based on the requirements of the budget. The Board of Directors reserves the right to increase the tuition during the school year should it become necessary.

On May 1st of each year, each family must pay the May tuition for the following year as a deposit for their enrollment. If a family decides to withdraw their student(s) after paying the tuition fee(s), this money will be reimbursed as each spot is filled in the class.

Tuition is due on the first of each month. It may be deposited in the Tuition box at the school or mailed to Grayslake Cooperative Nursery School, 960 Harris Road, Suite 1A, Grayslake, IL 60030. GCNS also offers direct withdrawal. Please contact the Treasurer for more information. **A \$15.00 late fee will apply after the 5th of each month, regardless of the day of the week it falls on.** Beginning the first of the following month, children with unpaid tuition will no longer be allowed to attend class. Should an extraordinary financial situation occur, please submit a written request to the Treasurer or Administrative Director for special Board consideration.

Registration Fee

All students are required to pay an annual (non-refundable) registration fee upon enrollment.

Activity Fee

All students who wish to participate in scheduled field trips are required to pay the specific amount determined by the Board of Directors. The amount is determined by the scheduled destinations.

Payment Options

In order to have a class assignment held, 1/9th of a full year's tuition, (equal to a monthly payment) must be received by July 15th or immediately upon enrollment. (This will be used for your child's last month's tuition.) The remainder of the year may be paid by one of the following options:

1. Monthly- Beginning September 1st, 1/9th of the annual tuition is due by the 1st of each month through April 1st.
2. Bi-annually with 50% of balance due September 1st and 50% due by January 1st.
3. Full payment of balance by September 1st (8/9ths of a full year's tuition)

New Students

New students entering after the 1st day of school are required to pay the annual non-refundable registration fee and any applicable activity fee- amount to be determined by the Board.

New students first month tuition is prorated.

ADMISSIONS AND WITHDRAWAL POLICIES

Admissions Policy

It is the policy of the Grayslake Area Cooperative Nursery School to extend admission opportunities to all registrants without regard to race, sex, color, religion, national origin, or parental marital status.

The Board of Directors will establish minimal requirements for enrollment in the registration policy for each school year. Minimal requirements will include age cut-offs, and developmental expectations.

Withdrawal by Parent Policy

A minimum 30 day notice is required prior to school beginning is required if a parent is withdrawing a child for full tuition refund, minus the non-refundable registration fee. The 30 day notice allows the school to fill the student vacancy and maintain its monthly budget. Please contact the Administrative Director in writing to withdraw your child. Should a family decide to withdraw after paying a monthly tuition fee, this money will be reimbursed when and if that spot is filled in the class.

Withdrawal by Board Policy

The Board of Directors may request a student's withdrawal from school in the following circumstances:

1. Frequent display of behavior that either disrupts classroom activity or endangers the health and/or safety of the students and/or staff.
2. Repeated failure or unwillingness of a parent/guardian to pay tuition in a timely manner.
3. Repeated failure or unwillingness of a parent/guardian to fulfill adult participation requirements (as parent helper, or committee member) or to provide forms required by DCFS or the health department within the time frame specified at the time of registration.

Withdrawal Procedures

The Board of Director's decision to request a child's withdrawal due to behavioral problems will be preceded by the following steps:

1. The Administrative Director and the Board President will schedule observations of the child's class environment prior to the conference with the parent/guardian.
2. A documented conference will be scheduled between the parent/guardian, teacher, Administrative Director, and the Board President in which the problem behavior(s) is identified. The parent/guardian and teacher will discuss a plan to help the child; written goals and a time frame for further review of the situation will be established.

The decision to call for this initial conference will be made by agreement of the teaching staff, Administrative Director, and the Board President; and will be based upon a review of the teacher's daily log that substantiates the problem.

3. A documented follow-up conference will be scheduled between the parent/guardian, teacher, Administrative Director, and the Board President to review the progress of the student after the specified time frame has elapsed.

4. If the student's behavior problem(s) has not been resolved in the specified time frame, the Board of Directors will schedule an observation of the child's class environment by at least one, but no more than three, Board member(s). This will occur on 3 separate occasions following the initial parent/guardian, teacher, Administrative Director, and President conference. Board member(s) observing the class in question shall not have a child enrolled in that particular class.
5. A discussion and review of the case and related documentation will occur at two separate board meetings to determine if student withdrawal is warranted.
6. Verbal notification, as well as written documentation, of the Board of Director's decision shall be given to the parent/guardian by the Administrative Director in the presence of the teacher.

The Board of Director's decision to request a child's withdrawal due to parental non-cooperation intuition payment, provision of DCFS forms, or participation requirements will be preceded by the following steps:

1. A documented conversation will occur between the parent/guardian and the Administrative Director in which the specific lack of payment, provision of DCFS forms, or participation requirements are addressed. A time frame for compliance will be established.
2. If the parent/guardian fails to meet the requirement(s) within the specified time frame, the Board of Directors will determine if student withdrawal is warranted.
3. Verbal and written notification of the Board of Director's decision shall be given by the Administrative Director to the parent/guardian.

Within seven days of notification for student withdrawal, the parent/guardian may request to meet with the Board of Directors for a review and appeal of the case. Such a request shall be directed to the Administrative Director in writing. Within seven days of the review/appeal, the Board of Directors will notify the parent/guardian of the final decision.

In extreme cases, the Board of Directors does have the right to request immediate withdrawal of a child who does not fit into the Co-op's program. An example of this would be a child who poses danger to the staff, other students, or to himself/herself. Alternative programs and/or testing will be recommended by the staff for the parents to consider.

Any variation of this policy will be on approval of the Board of Directors.

BYLAWS

ARTICLE I. NAME and MEMBERSHIP

The name of this organization shall be Grayslake Area Co-operative Nursery School (hereinafter The School). It shall be a state- licensed, incorporated, non- profit, non-sectarian, organization. Membership in the school shall be automatically extended to all parents, or legal guardians, (hereinafter Parents) of children who are currently enrolled (attending classes) or registered (for an upcoming term) (hereinafter Students). Membership shall also be extended to other interested parties who may petition the Board of Directors (as defined below) for Associate status. Upon being approved for such status by the Board of Directors, these members shall be known as Associates. Collectively the Parents and the Associates shall be known as the Members.

ARTICLE II. PURPOSE

The purpose of the school shall be to provide a creative atmosphere to aid in the growth and development of the pre-school child, physically, mentally, morally, and socially; and to promote their general welfare as a well integrated personality.

ARTICLE III. MANAGEMENT

Section 1

The authority of the school shall be vested in the Board of Directors (hereinafter The Board).

Section 2

The Board shall hire an Administrative Director, who shall serve under the terms of an annual contract. Said contract shall commence on June 1, of each year. The Administrative Director may not be a member of the Board, nor of the teaching staff, any time during the term of said contract. The Board shall hire teaching staff under annual contracts which cover the duration of each successive school year. The Board may authorize the Administrative Director to hire, contractually or other wise, any other personnel deemed necessary to the operation of The School. Collectively the Administrative Director, the teaching staff, and the other employees shall be known as the staff.

Section 3

The members shall be expected to perform, as volunteers, many of the tasks necessary to the functioning of The School. These may include such things as participating in field trips, fundraising, maintenance of equipment and toys, assisting teachers in the classroom, assisting with registration, record keeping, and other similar activities.

Section 4

The Board shall establish the policies and procedures under which the Staff, and the Members, operate the School, and shall delegate the various tasks between the two groups, provided such delegation is in conformance with these bylaws. In case of conflict the bylaws shall govern.

Section 5

Regular Board meetings shall be held monthly, at a time and place which is selected by agreement of the Board.

Section 6

A Special Board meeting may be called by the President of The Board, or agreement of any three Board members. Notice of the time and place of such meeting shall be communicated to all Board members at least 24 hours prior to its scheduled time.

Section 7

A quorum of the Board shall be a simple majority of Board representatives. Any action taken, or authorized, by majority vote at a properly called Board meeting at which such quorum exists shall be valid.

ARTICLE IV. COMPOSITION, and ELECTION of THE BOARD

Section 1

The Board shall be composed of the following:

- (a) The President, Vice President, Secretary, and Treasurer of the Board (The Officers), who shall be Members of the school.
- (b) Seven Directors, at least six of whom shall be Members of the School.

Section 2

Officers and Directors shall serve one year terms, except as otherwise provided in Section 4 of this Article.

Section 3

Nominations for Board positions, for the upcoming school year, shall be submitted, in writing and signed by the nominee, to the Secretary of the Board of Directors prior to March 15 of the current school year. Voting to include ballots and any biographical material provided by the nominees, shall be distributed to The Parents by April 2 (one ballot per Student). Ballots received by the Secretary prior to May 1 of the same year, and signed by, at least, one Parent shall be tallied. A majority vote of those qualifying ballots received by the Secretary, as outlined above, shall determine the election. Results shall be announced, by the Secretary, at the May Board Meeting, which shall be open to The Members and shall be held the same date, and immediately preceding, the Annual Parent's Meeting (described in Article VI). The new Board, except as provided in Section 4 of Article V, shall commence their service at the close of the Annual Parent's Meeting.

Section 4

Vacancies created by any circumstance other than a vote of a Special Parent's Meeting will be filled as follows:

- (a) The President will be replaced by the current Vice President, who will then be replaced by the vote of the Board, from among the remaining Board members. Should the Vice President be unable, or unwilling, to assume the office of the President then said office will be filled according to the procedure outlined in subsection (b) below.
- (b) Other Officers will be replaced by one of the remaining Board members, by vote of the Board. Should no other Board member be able, or willing, to fill said vacancy officer's position, then the vacancy shall be filled according to the procedure outlined in subsection (c) below.
- (c) Directors will be replaced by vote of the Board.
- (d) All new Board members, as outlined in this Section, shall serve only until the next Annual Parent's Meeting

ARTICLE V. PRINCIPLE DUTIES AND RESPONSIBILITIES

Section 1

The President shall preside over Board Meetings, execute contracts on behalf of the School, and handle other duties delegated by vote of the Board, or provided by these bylaws. The President, in any matter not restricted by Section 7 of this Article shall have the power to act on behalf of the Board, if in consensus with any two other Board members, whenever the Board is not in session.

Section 2

The Vice President shall supervise the work of all committees. In the absence of the President, the Vice President shall assume all duties and authority of the President. Other duties may also be delegated by the Board, or the President, or the bylaws.

Section 3

The Secretary shall maintain the minutes of the Board meetings, and handle correspondence, or other duties delegated by the Board, or the President, or provided for in these bylaws.

Section 4

The Treasurer shall maintain the bank accounts, maintain records of all assets owned by the School, supervise deposits and disbursements, and provide monthly reports to the Board outlining the financial condition of the School. The Treasurer shall also assist the auditors in conducting their periodic reviews. The Treasurer shall ensure the proper preparation and submission of tax returns and other required

financial reports and filings, and handle other duties as delegated by the President or the Board, or as provided in these bylaws. The Treasurer's term shall run from July 1 until the following June 30, although the Treasurer shall be elected as outlined in Article IV.

Section 5

The Directors shall attend the Board meetings, provide advice and counsel, and handle other duties delegated by the Board, or by these bylaws.

Section 6

The Board shall instruct the Staff to maintain full compliance with all applicable Federal, State, and Local requirements and regulations. The Staff shall otherwise perform those duties outlined in their contract(s) with the School, or determined by their supervisors.

Section 7

The Board may constitute any committees which it feels necessary to carry out the functions of the School, including the supervision and coordination of the various volunteer activities of the Members. The Board may delegate its authority to Committee chairpersons, or individual Board members, with the following exceptions listed below. The Board may not delegate:

- (a) Decisions to offer, or not to offer, employment contracts.
- (b) Approval of an annual budget, or of any unbudgeted commitment to spend more than \$500.00.

- (c) Setting tuition levels.
- (d) Determination of enrollment qualifications, and policies.
- (e) Determination of parental involvement requirements.
- (f) Formulation of personnel policies.
- (g) Formulation of any policies, or procedures, which are required by regulatory agencies.

Section 8

The Board shall ensure that a Parent's Handbook, as required by the Department of Children and Family Services, shall be maintained and distributed.

ARTICLE VI. PARENTS' MEETING/MEMBERS' MEETING

Section 1

A special Parents' meeting may be called, by written request, signed by Parents representing 25% of the students. Such request shall be mailed, to the President of the Board, at the official mailing address of the School. The Board, upon an affirmative vote of 8 Board members, may also call for a Special Parent's Meeting. Any such request shall state the purpose of said Special Parents' Meeting and shall propose the agenda. The President shall set the time and place for such meeting, which must take place within 30 days of receipt of the request by the School, and must be held within 10 miles of Grayslake. The Members shall all be invited and the Secretary shall handle the notification of all necessary parties. The notification shall be mailed a minimum of 10 days prior to the date which the President has set for the said Special Parents' Meeting.

Section 2

A Special Parents' Meeting shall be presided over by the President, or other designee. Such meeting may conduct the following business:

- (a) By a majority vote of those present, a Special Parents' Meeting may make recommendations to the Board, on any subject of concern.
- (b) By a 2/3 affirmative vote of all the student ballots a Special Parents' Meeting may replace a Board member. The replacement Board member must be otherwise qualified to hold the post to which they are elected, under these bylaws. Such replacement Board member shall serve until the next regular Annual Parents' Meeting. The Board member removed by this replacement procedure may run for a new Board seat, in the next elections, provided they are otherwise qualified, under these bylaws, to hold such a seat.
- (c) By 1/2 affirmative vote of all student ballots a Special Parents' Meeting may replace an Officer, by substituting one of the non-officer, member Directors for said Officer. The replaced Officer shall thereupon assume the vacant Director's position.

Section 3

There shall be an Annual Members' Meeting, held on the same date as the regular May Board meeting, and immediately following such Board meeting. Such Members' meeting shall be presided by the President, or their designee, and shall conduct the following business:

- (a) Introduce the new Board to the membership.
- (b) Review the financial condition of the School.

- (c) Introduce the Staff, for the upcoming year, to the membership.
- (d) Review any actions taken, in the past year, in those areas listed in Article V, Section 7.
- (e) Discuss any agenda items which have been suggested by a previous vote of the Board, or are suggested by any Member (from the floor) during the meeting. The Membership may vote, by a majority of those present at the Annual Members' Meeting, to make recommendations to the incoming Board on subjects which are discussed at said meeting.

ARTICLE VII. AMENDMENT OF THE BY-LAWS

Section 1

The Board may propose amendments to the bylaws by an affirmative vote of any 8 Board members, at any regular Board meeting. The Secretary, or a committee constituted by the Board, shall thereupon draw up the final form of the proposed changes, and a summary of the effects of those changes, and shall present these documents to the Board, at a subsequent Board meeting. The Board may then, by affirmative vote of 8 Board members, instruct the Secretary to solicit a vote to approve, or reject, the proposed changes during the next scheduled election of Board members.

Section 2

Copies of the proposed changes, and the summary of the effects of those changes shall be circulated to the Parents with the ballots. This vote shall be held in conjunction with the Board elections and all provisions of Article IV, Section 3, of these bylaws, which are not in conflict with this Section, shall apply equally to this vote. In case of conflict, this Section shall govern. The bylaw changes shall take effect at the close of the Annual Member's Meeting, unless otherwise provided in the voting materials, or in the changes themselves.

Section 3

A Special Parent's Meeting, called in accordance with Article VI of these bylaws, may, upon a 2/3 affirmative vote of all the student ballots, instruct the Secretary to solicit a vote on a proposed bylaw amendment, as provided for in this Article, provided the proposed changes, and a summary of their effects, were included in the written request to hold the meeting. In that event, the proposed changes, and the summary of their effects, shall be included in the notification of such Special Parent's Meeting. Bylaw amendments proposed in this manner shall be voted upon, and shall become effective, in accordance with the other provisions of this Article and Article IV.

ARTICLE VIII. RULES

Meetings called for in these bylaws shall be conducted under Robert's Rules of Order. The School shall use the Grayslake District 46 school year calendar for determination of holiday observances.

ARTICLE IX. DISSOLUTION

The Board may, by an affirmative vote of 8 Board members, vote to dissolve the School. In the event of the dissolution of the School, and prior to the completion thereof, all liabilities and obligations of the corporation shall be paid, satisfied and discharged, and all remaining assets, property and income owned or held by the corporation, but not so owned, or held upon condition requiring return, transfer or conveyance by reason of dissolution, shall be expended for or applied to the purpose of the corporation, or one or more of such assets, property, and income to one or more corporations or organizations organized and operated exclusively for religious, charitable, scientific, literary or educational purposes, no part of the net earnings of which inures to the benefit of a private shareholder or individual, and no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation or intervening (including the publishing or distributing statements) in any political campaign on behalf of any candidate for office, in accordance with the provisions of the Illinois General Not For Profit Corporation Act, and no part of such remaining assets, property, or income shall be distributed to members or to any other persons what so ever.