

PARENT HANDBOOK

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ABOUT OUR SCHOOL

HISTORY

Highlands Preschool was established in 1955 to provide quality educational services to preschool-age children in Piedmont and neighboring communities. The objectives of the school, as set forth in its Bylaws, are *"to provide recreational and educational activities for children of preschool age, properly supervised under trained leadership, and to bring the home and school into closer relationship, enabling parents and teachers to work together to further the education and development of each child."*

LEARNING PHILOSOPHY

Highlands Preschool provides a safe and nurturing environment for the growth and development of our preschool children. Children are encouraged to explore the world around them under the supervision of a trained, experienced, and loving staff. Highlands focuses on the whole child and his or her uniqueness. We are a parent co-operative in which teachers and parents participate together in our children's education. The "Whole Child" philosophy nurtures a child's natural inclination for learning so that each child's best abilities can develop.

We believe preschool-age children learn in a wide variety of ways. We therefore utilize various learning approaches in our program. Children are afforded large amounts of unstructured play time so that they may explore, create, interact and grow alongside each other. Unstructured play is unstructured learning. It leads to children who can think, create, and problem solve, and who are happy, confident, and well-adjusted. Learning experiences are also provided in large and small group settings where children can listen to stories, sing songs, share, and participate in group discussions. Each child has his or her own unique approach to learning. By offering a wide variety of opportunities to learn and discover, we believe we can best meet the social and emotional needs of each child.

A FAMILY APPROACH

The family is the most important and influential factor in a child's life. The family provides children with their closest and warmest relationships, and it is within this context that preschool-age children gain the vast majority of their education. The family is where children develop the patterns for loving and the patterns for relating with other people.

At Highlands, we believe it is important to facilitate a sense of community for the families at the school. A child's first experience at school should be in a warm, nurturing environment that is similar to home. This helps ensure that the child's first school experience is a positive one. For this reason, we try to make our school as much like a family as possible. Teachers dress informally. They are known by their first names with the child and fellow staff. Children are treated with love and respect.

DISCIPLINE PHILOSOPHY

Our basic approach is positive re-direction. If two children want the same toy, we get a second one out, or we offer the waiting child a different activity in another area while he/she waits. If there is a conflict, we discuss their feelings, and help the children to verbalize rather than be physical. We take time to "talk through" concerns and model desired behavior.

GOVERNANCE

Highlands Preschool is a non-profit corporation (preschool) operated by the members of the corporation (i.e. parents and teachers). The immediate governing body of the school is the Board, which is accountable to the membership. The Board positions include: President, Vice President Membership, Vice President Finance, Records Secretary, Fundraising Chairs, Facility Manager, Information Technology/Public Relations Manager and two Participation Chairs. The Executive Board consists of the President, Vice President Membership and Vice President Finance. Board members shall be selected from a slate proposed by the Executive Board in communication with Director and Lead Teacher.

FACILITY

We are located on the Piedmont Community Church grounds. Indoors, there are two large connecting classrooms with a play kitchen, reading corner, sand table, toys,

dress-up, easels, and activity tables. Outside, children may play in a large fenced-in patio that is adjoining the school with a playhouse, garden, sandbox, sensory tables, painting easel and play structure.

PROGRAMS AND CURRICULUM

PROGRAMS

Highlands’ staff consists of qualified, experienced preschool teachers, each of whom has had formal early childhood education. Each program is staffed by at least two teachers and two parents, for an adult-child ratio of 1:5. Both programs have similar curriculum and follow a flexible daily schedule.

T/TH 9:00am – 12:00pm
Minimum age: 2 years, 9 months

M/W/F 9:00am – 12:00pm
Minimum age: 3 years, 9 months

There may be a summer school session with the dates, hours, enrollment eligibility, and tuition to be determined by the Director and Executive Board.

CURRICULUM

Science: Highlands has various native collections for “hands-on” learning. From magnifying glasses to feathers, children learn through doing. The science program exposes the children to basic scientific experiments and observations. Children may plant a seed and observe its growth for a basic gardening lesson. Or, perhaps a visitor from Sulphur Creek will bring in an owl and the children will learn about this amazing animal. An emphasis is always placed on care and respect; for not only the classroom pets, but for nature in general.

Social Science: Highlands always loves a party and embraces celebrating diverse holidays. These include Christmas, Cinco de Mayo, Hanukkah, Chinese New Year and more to teach children the customs of different cultures. A highly anticipated annual event is International Week in which the children learn about different countries and

cultures. The week culminates in a party where the children are encouraged to dress up and bring foods to share from a favorite or native country.

Language: Children enhance their oral skills through conversation and storytelling. Our library is ever expanding, and parents are encouraged to share books from home on their “work” days. The teachers often read books during circle time and they regularly incorporate letters and words into activities. A reading corner provides a quiet and cozy place to cuddle up with a book. Throughout the school, words are posted below pictures and objects, allowing children to associate the written word with the item.

Art: Highlands offers daily opportunities for creative experience. Each school day the parent volunteers lead small groups of children in pre-conceived art projects. Children are exposed to various mediums: paint, clay, sand, water, paper and fabric. We also have an art teacher who comes in several times a month to lead projects.

Math: Children learn mathematics through play. We offer puzzles, geo-boards, scales and blocks. Math concepts are reinforced during circle time with songs, games, and a daily calendar.

Music: Children are exposed to songs and music from around the world and from many time periods. They are encouraged to dance and move as well as play simple percussion instruments.

Movement: Our movement teacher comes in several days per month to lead the children in various games and exercises in the gymnasium. Children will do everything from a game of ‘Red Light Green Light’ to an obstacle course with balance beams and tunnels.

PRESCHOOL DAILY SCHEDULE

The daily schedule should provide for two items. First, it should provide a framework (or loose sequence) so that the children can predict occurrences and feel some sense of security. Second, it should provide flexibility, so that the changing needs and interests of young children can be accommodated. Flexibility and a loose framework are integral to the daily schedule detailed in this handbook. The detailed schedule is *approximate*, for the daily implementation of the schedule will be affected by the learning needs of the children and the learning experiences offered.

Each learning day includes four aspects:

free choice time

large muscle development time
small group experiences
large group experiences

SAMPLE DAILY SCHEDULE

10 minutes	<i>Arrival, greeting, and Free Choice</i> – We play with manipulatives and engage in small group activities.
20 minutes	<i>Opening Circle</i> – We “warm up” for the day by singing and talking together. This is a good time for parents to depart.
60 minutes	<i>Free Choice, and Art Projects</i> – Children may play supervised outdoors (weather permitting) or select from among many indoor activities, while taking turns creating the day’s art project.
10 minutes	<i>Clean Up</i> – Time to pick up our toys.
20 minutes	<i>Mid-morning Circle</i> – We gather again as a group to sing songs and share experiences. We may have a visitor (e.g., animals from Sulphur Creek).
30 minutes	<i>Hand Washing and Lunch</i> – The children eat their lunches brought from home.

- | | |
|------------|---|
| 15 minutes | Closing Circle – Story-time for the younger classroom; and Show & Tell for the older classroom. |
| 15 minutes | <i>Puzzles and Departure</i> – The children work on puzzles while waiting for their parent to arrive. |

PARENT PARTICIPATION

CO-OPERATIVE OBLIGATIONS

1. Parent participation in the classroom depends on the number of days your child attends school and how many children are enrolled. Generally, this will be once every three to four weeks.
2. Classroom volunteers who aren't parents must be pre-approved by the Director at least three days before the scheduled work day (subs are available for last minute changes). English language proficiency is required for volunteers. If adults beyond the parents are planning to work more than one work day per year, they are required to turn in all of the paperwork required by parent volunteers.
3. Parents are obligated to attend the four mandatory parent meetings of the cooperative, which are held every other month, usually beginning in August. There will be a fine of \$50.00 for each missed meeting.
4. Parents are obligated to pay the monthly tuition and annual insurance assessment in a timely manner. Late fees will be assessed for tuition paid after the 5th of the month.
5. Parents must participate in two class parties per year, which requires a contribution of a theme food or party supplies. If you have not met this co-op requirement by the end of the school year there will be a \$50.00 fine.
6. Parents must perform at least two classroom tasks. There will be a fine of \$50.00 for a missed classroom task.
7. Parents must participate in two cleaning days annually. There will be a \$100.00 fine for each missed cleaning day.
8. Parents are obligated to financially support and participate in our annual fund-raising activities.
9. Parents must monitor the class calendar for events affecting their child's schedule. Parents may also stay updated via emails from the Board and Director.

SCHOOL POLICIES

ADMISSIONS

Highlands Preschool accepts applications for any child between 2 years, 9 months of age through kindergarten age. Children of families having a previous affiliation with the school are given priority. Thereafter, non-priority applications are accepted on a first come, first served basis.

APPLICATION

There is a non-refundable application fee of \$50.00. We strive to determine enrollment for the current school year by the end of January. Highlands is in session from August through May and tuition is viewed as an annual obligation, paid monthly. The deposit that you paid with your application fee secured your child's place at Highlands. In addition, it covers August tuition, as well as the balance of annualized tuition.

To place a sibling on the waiting list, please detach and mail the application form in the back of this handbook, along with the \$50.00 application fee, to *Vice President, Membership, HIGHLANDS PRESCHOOL, 400 Highland Avenue, Piedmont 94611.*

SIGN IN/OUT

Parents/Caregivers must sign the attendance sheet with their full signature, including first and last name (as required by the state) when dropping off and picking up a child. The time of pick-up must be noted on the attendance sheet. The attendance log will be used as a roster to make sure all the children are accounted for in event of an emergency. If someone other than a designated caregiver is picking up your child, a "Pick-up change" sheet must be filled out.

CARPOOLS

The authorized adult who takes your child to school must accompany him or her to school and sign your child in. At the close of each school day, an authorized adult must sign your child out. Remember to sign in and out all children you bring in a carpool.

PARKING

The Piedmont Community Church driveway is not for Highlands Preschool parking, EVER. The Church has also requested that children do not use the driveway for pedestrian use.

BIRTHDAYS

Please discuss with the teachers the day you wish to celebrate your child's birthday so it may be put on the calendar of special events. We make an effort to make each child feel special on his/her birthday with a crown and a wand. If your child's birthday is in the summer or falls during vacation, we are happy to plan an alternate celebratory day. Birthday celebrations are optional of course. Please check with teachers regarding class allergies.

CLOTHING

Children should wear comfortable play clothes to school. Remember we use paints, glue, markers and other items, which may soil clothing. Please mark all removable clothing (*hats, boots, coats, etc.*) with your child's name. Girls should not wear tights on "Movement" days, as children are often barefoot while using the gym. Children should wear appropriate footwear (i.e. closed toed shoes with flexible soles) for safe outdoor play.

LATE POLICY

It is your responsibility to pick your child up on time. In the event of an unforeseeable last minute emergency that may make you late, please call the school to let us know. Late pick-ups not only cause anxiety for your child, but also inconvenience staff members who have other professional or personal responsibilities after class. If you are chronically late in picking up your child, you will be required to meet with the Director

or a Board member to evaluate whether or not Highlands Preschool's program adequately meets your needs.

AFTER SCHOOL PLAY

Children are not allowed to go outside without a parent. Parents and children are welcome to stay in the play yard for a few minutes after school, but parents are responsible for supervising their child. After the school day ends, the teachers are busy preparing for the next day and are unable to supervise the children playing outside. Safety is a priority at Highlands and we request that parents carefully monitor children who are playing outside after school hours.

HEALTH

Promoting a healthy environment for both families and staff is an important part of our philosophy. As part of the enrollment process, we provide all families with a health form that must be filled out by the child's pediatrician prior to the child entering our program. Maintaining a healthy environment requires both parents and staff to make daily assessments about the wellness of the children in their care. Parents are requested to keep sick children at home. If a child becomes sick while in our care, we will call the parents and expect the child to be picked up within the hour.

ILLNESS

Please call the school before 9:00am if your child will be absent due to illness (or other reasons). Let us know if your child has contracted or been exposed to any contagious diseases. If we know about these conditions, we can take precautionary measures in the classroom and also inform other parents so they can watch for any symptoms in their own child.

Children will NOT be admitted to school on a given day if they are determined to be ill by a staff member who greets them. Children will not be admitted if they have or show signs of diarrhea, vomiting, fever, pink eye, chicken pox (*child must remain at home until lesions have dried up and crusted over, usually after 7 days*) strep throat (*the child must*

be on antibiotics for at least 24 hours before returning to school), other contagious conditions (*such as impetigo, pinworms, ringworm, scabies or lice*), or rash (*unless a physician's note indicates it is non-contagious*). A child is to be FEVER-FREE AND VOMIT-FREE for at least 24 hours before returning to school. A child should also not show signs of excessive or green nasal discharge.

IMMUNIZATIONS

It is Highlands Preschool's policy to require all children attending the school to have up-to-date immunizations of "Diphtheria, Hepatitis B, Haemophilus Influenzae Type B, Measles, Mumps, Pertussis, Poliomyelitis, Rubella, Tetanus, Varicella, and any other disease that is consistent with the most current recommendations of the United States Public Health Service's Centers for Disease Control Advisory Committee on Immunization Practices and the American Academy of Pediatrics' Committee on Infectious Diseases.

NON-DISCRIMINATORY POLICY

Highlands Preschool admits students of any race or ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race or ethnicity in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

EMERGENCY PROCEDURES

EMERGENCY INFORMATION FORM

The emergency information form contains vital information we need in case of an emergency: your child's doctor, people to contact if parents cannot be reached, and an authorization for emergency treatment. It also lists the names of people who are

authorized to pick up your child. It is crucial to have this form on file before your child begins school and to keep all emergency information up to date.

ACCIDENTS

We are concerned about children's safety and work hard to provide a safe environment at Highlands Preschool. Unfortunately, not all accidents can be prevented.

First Aid – If an incident occurs at school that requires first aid or that appears to be upsetting to a child, we will inform the parents about the incident at pick-up time.

Medical Non-Emergency – If a child's injury needs medical attention, but is not an emergency, we will call the child's parent(s). If a parent cannot be reached we will call the emergency numbers you have provided on your child's emergency form.

Emergency – If the injury requires immediate emergency treatment, we will call 911 for an ambulance. An adult will accompany the child to the hospital. We will call the parents and the child's physician.

FIRE AND EARTHQUAKE

Highlands Preschool has developed emergency procedures to be followed in the event of fire or earthquake. These procedures will be practiced with your child at regular intervals.

Fire – Under direction of their teachers, children evacuate the building quickly and quietly, and remain on the grounds under the supervision of teachers until it is safe to re-enter the building.

Earthquake – In the event of an earthquake, children playing indoors will be directed to safe locations in the classroom. When it is safe to do so, all children will go to the evacuation site in the play yard. If the play yard is unsafe, the children and teachers will go to a designated area at Havens Elementary School, across the street from Highlands. All children will be supervised by staff until it is safe to resume school or until they can be released to parents or authorized individuals listed on the emergency forms. We have emergency supplies in case children need to remain at school until all children have been picked up. Teachers are updated annually on earthquake safety procedures.

Seismic safety – The Piedmont Community Church buildings have been retrofitted for seismic safety. All the windows have been coated with a special film to prevent shattering in case of an earthquake. We have an emergency storage bin filled with necessary supplies in the event of an earthquake, including water, non-perishable food, stuffed animals for the children, blankets, first aid supplies, and other essentials. The water and food are replaced periodically to ensure freshness. Teachers are all certified in first aid, infectious disease and CPR. If you have any concerns about this important issue, please feel free to voice them to our director.

FINANCIAL INFORMATION

TUITION

Highlands Preschool is in session from August through May, and tuition is viewed as an annual fee paid monthly. Once the parents accept admission to Highlands, they are obligated to pay tuition for the full year. If a family decides to withdraw a child from Highlands for any reason, they must submit 30 days written notice to the director. Prior to departure, two months of additional tuition is due. Deposits are not refundable.

A non-refundable deposit is collected in the spring prior to enrollment to secure the child's place in the class. In addition, the deposit covers August tuition, as well as the balance of annualized tuition. Payment for the months of September through May are due on the 1st of each month and payment is expected on the date due. Payments should be made by check payable to *Highlands Preschool* and placed in the box marked TUITION in the classroom. Tuition is not reduced due to absence, illness, vacation, or school holidays.

If unpredictable circumstances prevent parents from supporting full tuition for the remainder of the school year, the circumstances may be discussed with the Director. The Executive Board may decide to reduce or waive tuition, which in any event will be suspended pending the Executive Board's consideration and decision.

INSURANCE

Each family must also pay an annual insurance assessment, which is announced at the start of the year and due with the September tuition payment.

DONATIONS

Your financial gifts to our non-profit school qualify as tax-deductible charitable donations, and will make a difference to our program. Some people donate funds to purchase special equipment; others prefer to donate items on the teachers' *Wish List*. We appreciate any and all such donations in support of our program.

APPENDIX

HIGHLANDS PRESCHOOL BYLAWS

ARTICLE I. NAME

The name of this corporation shall be Highlands Preschool.

ARTICLE II. OBJECTIVES

The objectives of this corporation shall be to provide recreational and educational activities for children of preschool age, properly supervised under trained leadership, and to bring the home and school into closer relationship, enabling parents and teachers to work together to further the education and development of each child.”

ARTICLE III. POLICIES

This corporation shall be non-sectarian, non-discriminatory, and non-commercial. This corporation shall not be organized for the purpose of distributing gains, profits, or dividends to the members thereof, and no part of its net earnings, if any, shall inure to the benefit of any member or individual.

This school encourages the participation of all parents; for convenience only, the pronoun “she” will be used when referring to parents and officers of the corporation.

1. The preschool runs from August through May, a yearly academic calendar will be provided at the first parent meeting of each academic year..
2. The weekly sessions of the school and hours thereof shall be: Monday, Wednesday, Friday and Tuesday, Thursday sessions from 9:00am to 12:00pm.

These hours are subject to the discretion of the Executive Board and are based upon enrollment and financial condition.

3. There may be summer school session with the dates, hours, enrollment eligibility and tuition determined by the Director and Executive Board.

ARTICLE IV. MEMBERSHIP

1. Age Requirement: All children enrolled in the preschool shall not be younger than two years nine months by September 1 of the school year entering, and not older than kindergarten age. As vacancies occur, priority shall be given to children who were two years nine months by September 1 of the same school year. No child shall be accepted unless toilet trained.
2. Application Procedure: All applications shall be made on dated forms provided by the preschool and must be accompanied by a non-refundable deposit of \$50.00.
 - a. Applications shall be placed on a waiting list in order of receipt.
 - b. It is recommended that each prospective child and parent shall visit the preschool by prior arrangement.
 - c. The physician's report shall be on file before the child is enrolled in the preschool. There shall also be on file a negative test for tuberculosis for each child and primary participating parent(s); the test shall be done as often as required by the State of California.
3. Participation Requirements: The acceptance of a child for enrollment automatically qualifies a parent for membership.
 - a. One parent is responsible for attending all general meetings. There will be a \$50.00 fine for each absence. The secretary will notify the family after the missed meeting.
 - b. All members shall participate actively in the operation of the preschool by serving as volunteers, Board members, or appointed committee members.
 - c. Each member, on a rotating basis, under the direction of the Participation Chair, shall serve in aiding the teaching staff beginning five minutes before each session, for the full session, approximately once each month for each child enrolled. Provision should be made so that the participating parent shall remain until all the children have

been claimed. If the member is late on the day arranged, s/he may either be fined or required to participate an additional day.

- d. The member is responsible for that day for which she assigns herself. If a parent is unable to take her turn in aiding at the preschool and does not provide a substitute, the parent will be required to pay the \$50.00 substitute fee or arrange for a trade. We encourage parent participation in all phases of the preschool. If you are not able to personally participate, you are encouraged to visit the school at your convenience.
 - e. The member is obligated to support and participate in the preschool's annual fundraising event.
4. Termination of Membership: The Executive Board reserves the right to drop, any child who is not compatible with the school's program, or whose parents do not cooperate in the school's activities. Once the parents accept admission to Highlands, they are obligated to pay tuition for the full year. If a family withdraws from Highlands for any reason, they must submit 30 days written notice to the director. Prior to departure, two months of additional tuition is due.
5. Leaves of Absence:
- a. If a child needs to be taken out of school, tuition must be paid monthly to keep the child enrolled, subject to review by the Executive Board.
 - b. In case of prolonged illness, and upon submission of a signed physician's request for temporary withdrawal, tuition may be waived. Reinstatement of tuition will be determined by the Executive Board.
 - c. There will be no temporary substitutions for the absent child.

ARTICLE V. FEES

1. Application: There will be a \$50.00 application fee for each child upon her initial entry into the preschool. No application fee refunds will be granted.
2. Tuition: The monthly tuition will be determined by majority vote of the Board present at a regularly scheduled meeting and will be payable on the first day of each month.

- a. Tuition shall be considered in arrears on the 5th of the month. A late fee of \$50.00 will be assessed unless there are special circumstances discussed with the President prior to date tuition is due.
 - b. A parent may be refused admission for her child at school if the tuition is in arrears.
3. Assessments: The membership may be assessed upon a majority vote of the membership present at a regularly scheduled Board meeting.
4. Mid-Month Entrance Fee: The regular full monthly tuition shall be paid for the child entering school before the 15th day of the month. Those entering on or after the 15th shall pay one-half of the regular monthly tuition.
5. Refunds: There shall be no deposit refunds.
6. Returned Checks: A \$20.00 returned check fee will be charged for all returned checks.

ARTICLE VI. **DISPOSITION OF FUNDS**

1. Depository: Funds of the preschool shall be deposited in a commercial account at a local bank and drawn upon by the appropriate signatory to pay all authorized expenditures.
2. Signatory: The President or Vice President Finance shall sign all checks.
3. Change of Signatory: The outgoing President shall have the signatures on the bank account changed to those of the incoming officers before retiring from office.
4. Savings Account: A separate savings account shall be maintained. A reserve amount of not less than \$5,000.00 shall be maintained in the savings account at all times, for use by the membership for special expenses, of expense if approved by vote by a majority of the membership present at a regularly scheduled monthly general meeting. All funds must be replaced by the end of that school year.
5. Salaries: The salaries of the teaching staff shall be set by the Executive Board and stated in the teacher(s) contract(s), renewable each year.
6. Insurance: The school shall carry adequate liability and Directors and Officers insurance at all times, and provide Piedmont Community Church with a copy of such insurance each year.

7. Financial Review: There shall be a yearly review and financial statement prepared at the end of the fiscal year, or more often if requested by the Executive Board.

ARTICLE VII. ELECTIVE OFFICERS AND ELECTED CHAIRS

1. Officers: The officers of the corporation shall be: President, Vice-President Membership, Vice-President Finance,
2. Other members of the Board include: Records Secretary, Two Fundraising Chairs, Facility Manager, Information Technology/Public Relations Manager and two Participation Chairs.
3. Election: These officers shall be selected from a slate proposed by the Executive Board in communication with Director and Lead Teacher.
4. Term of Office: The elective officers shall hold office for a term of one year, beginning July 1st.
5. Executive Board: The Executive Board shall consist of the officers of the corporation.
6. Appointed Chairs: Chairs for various duties shall be appointed annually by the President, subject to ratification by the Executive Board.

ARTICLE VIII. DUTIES OF THE OFFICERS, CHAIRS AND DIRECTOR

1. President: It shall be the duty of the President to call and preside over all meetings of the corporation, to appoint standing and special committees, to appoint committee chairs, to act as chair of the Executive Board and to exercise the usual functions of the office where the occasion arises. The President shall also hire and supervise an accountant to maintain the books of the corporation. The accountant shall prepare a written report to the President on the financial condition of the preschool. The President shall submit the financial report to the Executive Committee on a monthly basis. The President-Elect shall call a meeting of the officers-select following the election, at which time appointments shall be ratified and any other business transacted.
2. Vice-President Membership: It shall be the duty of the Vice-President Membership, in the absence of the President, to call and preside over all meetings of the corporation and in general, to perform all functions of the President in the absence of the latter. Further, the Vice-President Membership shall act as chair of the Membership Committee. The duties of this committee shall be as follows:

- a. To manage all admissions to the preschool.
 - b. To review all applications for membership.
 - c. To maintain an updated list of prospective members.
 - d. To orient new members.
3. Vice-President Finance: It shall be the duty of the Vice-President Finance to oversee all financial matters for the school. This includes preparing the yearly budget, collecting and recording all payments, managing all bank accounts, approving expense reimbursements, signing checks, paying bills, and filing tax returns.
 4. Records Manager/Secretary: It shall be the duty of the Records Manager/Secretary to distribute to the membership the forms required by the State of California to maintain the license of the preschool, including:
 - a. The Identification and Emergency Information form;
 - b. The Child's Pre-admission Health Evaluation Physician's Report; *and*
 - c. The Health Screening Report – Facility Personnel.

The Records Secretary shall ensure that these, and all other necessary documents, are returned from the membership along with a birth certificate for each child enrolled. These records shall be maintained and updated as necessary. In addition, the Records Secretary shall submit any reports required by the state, including the California School Immunization Report on Children Enrolled in a Preschool. It shall also be the duty of the Records Secretary to attend and keep minutes of all meetings of the corporation, to keep the school's historical records and to notify all members of the time and place of meetings.

5. Fundraising Chairs: It shall be the duty of the Fundraising Chairs to organize and plan Highlands' annual fundraiser as well as any other fundraising events.
6. Facilities Manager: It shall be the duty of the Facilities Manager to organize and supervise all Highlands cleaning days; and any other special projects as requested by the Director.
7. Participation Chairs: It shall be the duty of the Participation Chairs to organize and schedule all participation days in the classroom for Highlands' parents.
8. Appointed Officers: The President shall appoint such committee chairs as he/she shall deem necessary.
9. Executive Board: It shall be the duty of the Executive Board to administer the policies of the corporation as set down by the members and the California State Department of Social Welfare, to employ and discharge the Director(s), and to settle any controversial matters which may arise.
10. Director and Teachers:

- a. **Qualifications:** The aim of the preschool is to provide professionally trained supervision of the children. The teaching staff, therefore, should have nursery school training and successful experience.
- b. **Health:** The teachers must obtain health certificates stating that they are in good health upon employment. They must obtain negative tuberculosis tests, as required by the State of California.
- c. **Duties:** The teachers are responsible for operating the school under the supervision of the Board. They shall serve as members of the Membership Committee. The teachers shall be free to put into effect the results of their training and experience. The teachers are expected to attend all meetings of the general membership.
- d. **Employment Contracts:** The Director and Teachers shall sign individual contracts for each school year. This contract shall be drawn up by the Executive Board and signed by the officers and the teachers.

ARTICLE IX. **MEETINGS**

1. **Regular Meetings:** The regular meetings of the preschool shall be held four times per year, unless otherwise ordered by the Executive Board. Such meetings held in March shall constitute the annual meeting of the corporation.
2. **Special Meetings:** Special meetings of the preschool may be called by the Executive Board at any time.
3. **Notice of Meetings:** A Board member or the Director shall send a written notice of all membership meetings to all members of the preschool, or notice shall be publicly posted.

ARTICLE X. **FINAL DISSOLUTION**

Dissolution of this corporation and the disposition of its equipment, supplies, properties and money, after payment of or adequately providing for, the debts and obligations of the corporation, may not be ordered by any officer of the Executive Board without a full majority vote of the entire membership.

ARTICLE XI. **AUTHORITY**

The proceedings of this corporation shall be conducted with Robert's Rule of Order, Revised, where they do not conflict with these Bylaws. An up-to-date copy of these Bylaws shall be available to the membership.

ARTICLE XII. AMENDMENTS

These Bylaws may be amended by a majority vote of the total membership of the Board.