



# Fullerton Community Nursery School STANDING RULES

Revised: December 2013

## **I: CALENDAR**

Section 1: School shall commence the week after public school begins and end the week before public school closes, unless a holiday dictates a change is necessary.

Section 2: School shall observe the same holidays as the public schools.

## **II: SESSIONS**

Section 1: Two 2-day morning sessions shall be held, one on Monday and Tuesday, one on Thursday and Friday. Two 3-day morning sessions will be held, one on Monday, Tuesday, and Wednesday, and one on Wednesday, Thursday and Friday.

Section 2: Morning sessions shall begin at 9:00 a.m. and end at 12:00 p.m.

## **III: MEETINGS**

Section 1: Members are required to attend all general meetings during the year. An orientation is held in September; two workshops are held in the Fall and Spring; two general business meetings are held in December and May. Extra duties may be assigned for missing more than one (1) meeting.

## **IV: MEMBERSHIP**

Section 1: Minimum age requirements are to be determined by the Board of Directors and the licensing requirements.

Section 2: Admission Priority

A. Members are accepted for any school year in the following order:

- 1) Current students having a year to grow
- 2) Re-enrollees- members who enrolled and completed all requirements the previous year.
- 3) Alumni families
- 4) New families

B. All requests for membership must be made to the Membership Chairman and/or Director who maintain an accurate sequential waiting list according to the following priority: re-enrollees, alumni, and new families.

C. Registration procedures for re-enrollees shall be conducted on a first come first serve basis. The mechanics of registration day shall be set by the Board of Directors to handle any extraordinary circumstances.

D. If an applicant refuses an available space, the name will be removed from the waiting list unless the applicant requests otherwise to the Membership Chairman and/or Director.

Section 3: Enrollment

A. Registration for re-enrollees and alumni families shall be held preceding Open House. All forms must be submitted except the Health Forms. Health

Forms are to be completed for the child and parent before opening day of school.

- B. Registration for new members shall be accepted at Open House and payment of the registration fee will ensure your child's enrollment.
- C. Final TB test results must be submitted before a parent can participate in the classroom. If you are scheduled to work and cannot, you must find your own replacement.
- D. A chest x-ray or tuberculin skin test is required for parent and children at initial enrollment unless exempt.

Section 4: Scholarships

- A. Membership requirements are the same as those enumerated in Article IV, Section 4 of the By-Laws, excluding payment for tuition, fines and fees.
- B. These families' membership will be decided by the director according to their financial need on a first come first serve basis with preference given to alumni, returning families and current members.
- C. Assistance may be given the families in any area to enable participation, (e.g., completing entrance requirements, travel to meetings, etc.)
- E. The number of scholarships shall be determined by (1) money available from the General Fund or outside sources, and (2) the approval of the Board of Directors.
- F. Members are encouraged to assist in the scholarship program.
- G. Scholarships shall be reviewed periodically in order to re-evaluate the need of the scholarship.

**V: HEALTH POLICIES**

Section 1: Communicable Diseases

- A. In the case of a group exposure at school, the Director shall notify the parents of the type of exposure, symptoms to expect, and the incubation period.

Section 2: Leave of Absence

- A. The nursery school shall grant a six (6) weeks maternity leave of absence to any member having a baby during the school year.
- B. The nursery school shall grant a leave of absence not to exceed six (6) weeks to any member for surgical or serious medical reasons. An extension may be granted with a doctor's written request.
- C. During the leave of absence, the member shall be relieved of all teaching and attendance requirements. It shall be the responsibility of the parent to notify the scheduling chairman when he/she would like to take his/her leave of absence.
- D. During any leave of absence other than medical or maternity, the member shall be responsible to make up working days missed at the discretion of the scheduler.

Section 3: Authority

- A. The Executive Committee and staff shall study separate health problems that arise and have the authority to make final decisions with regard to health policy.

**VI: FINANCIAL POLICIES**

Section 1: Tuition

- A. Tuition for the current year will be determined by the Budget Committee, approved by the Board of Directors, and voted on by the General Membership.
- B. The first month's tuition is due the first week of school. The amount shall be calculated and prorated if necessary by the board of directors.
- C. Tuition for the remaining months is due on the 1st of each month and is delinquent if not paid on or before the 15th of the month.
- D. When a child enters school mid-month, the charge shall be prorated for the days attended.
- E. Tuition for additional sibling(s) enrolled shall be granted a monthly discount of 20% on the additional tuition(s).
- F. In order to ensure your membership, members must fulfill their monthly tuition obligation.

Section 2: Fines

- A. Tuition shall be delinquent after the 15th day of the month. The fine shall be determined at the beginning of the school year. The fine shall be included with the delinquent payment.
- B. If a member fails to perform the required maintenance duty during the school year, a fine shall be imposed and the member will be rescheduled. Amount of fine is to be determined at the beginning of the school year.
- C. If a member fails to perform the required housekeeping duty during the school year, a fine shall be imposed and the member will be rescheduled. Amount of fine is to be determined at the beginning of the school year.
- D. Members are responsible for serving on one committee. Failure to fulfill this obligation will result in additional work assignments to be determined by the Board of Directors.
- E. If a member fails to participate in the mandatory fundraiser (i.e. garage sale), a fine shall be imposed. Amount of fine is to be determined at the beginning of the school year.

Section 3: Registration Fee

- A. Shall be paid at the time of enrollment.
- B. Shall cover partial cost of insurance protection.
- C. Shall cover membership to both California and Orange County Council of Parent Participation Nursery Schools.
- D. Shall not be refundable.
- E. Shall decrease by half for new enrollees beginning February 1.
- F. Shall be discounted for the second child in the family concurrently enrolled. Discount to be set by the Board of Directors.

Section 4: Refund of Tuition

- A. Shall be allowed as follows:
  - 1) Absence due to illness on a per diem basis for the third and fourth consecutive week of absence.

Section 5: Maintenance/Housekeeping Fees

- A. Every participating family is responsible to serve once per year, per child enrolled at yard work, maintenance, or a school project. (By-laws, Article IV, Section 4:g)
- B. Every participating family is responsible to serve once per year per child enrolled at housekeeping. (By-Laws, Article IV, Section 4:h)

Section 6: Records

- A. The financial records are kept from the first of the month to the first day of the next month.

Section 7: Fund Raising

- A. Members are obligated to financially support the mandatory fundraisers of the school year. The school board will decide which fundraisers are mandatory prior to the beginning of the school year.

**VII: JUDICIAL LEAVE**

Section 1: In the event a staff member receives a summons to jury duty, the member shall notify the board within 2 working days of receipt for the summons. The staff member may request the board to write a letter to the court requesting the staff member be excused from jury duty because of undue disruption jury service would cause to the educational program. It shall also be indicated in the letter that the board does not provide compensated jury duty leave.

**VIII: VIOLATIONS OF BY-LAWS**

Section 1: Late pickup of children

- A. Children are to be picked up from class at 12:00 p.m.
- B. The first late pickup violation will result in a verbal warning to the parents.
- C. The second late pickup violation will result in a letter from the Board of Directors being mailed to the parents by Certified, Return Receipt Requested mail.
- D. The third late pickup violation will constitute a violation of the school's By-Laws, Article IV, Section 6:b.1.

**IX: GRIEVANCE POLICIES**

Section 1: Parent Grievances

- A. Parent concerns or grievances should be reported to the teacher, director, group representative, or school president. If needed, the board of directors will address the issue.

Section 2: Staff Grievances

- A. Teacher's concerns or grievances should be reported to the director, the school president, or the personnel chairman. If needed, the Executive Board will address the issue.
- B. The director's concerns or grievances should be reported to the school's president or the personnel chairman. If needed, the Executive Board will address the issue.

**X: DISCIPLINE POLICY**

Section 1: The staff shall at no time:

- A. Use physical punishment such as spanking.
- B. Withhold food as punishment.

Section 2: The staff may elect to:

- A. Use a time out on a limited basis.
- B. Bring the child to the office for the director or assistant director to speak with.
- C. Send the child home for the remainder of the day.
- D. Ask the parent to shadow the child to keep him/her and the other children safe.