

STANDING RULES

Article I

ATTENDANCE

1. The school shall follow the public school term and observe such holidays and vacations as are observed by the Pasadena Unified School District with a few exceptions.
2. The school will offer 2, 3, 4, or 5 day multi-age sessions to its membership. The number and age of children attending each session will be determined by the Director and the Board in compliance with our license. Qualified nursery school teachers will be in charge.

Article II

TUITION AND FEES

1. All fees, tuition, and fines are subject to annual adjustment by the Board. These fees will be determined before registration.
2. A yearly non-refundable registration fee must be paid at the time of registration, in addition to the submission of a signed membership/enrollment contract and commitment fee. Special considerations must be approved by the Executive Board.
3. Tuition
 - a. Annual tuition rates will be determined by the Board. Tuition is divided into ten payments, each of which is payable by the first day of each month. Tuition becomes delinquent if unpaid after the tenth day of the month.
 - b. Commitment Fee (one month's tuition): Due upon acceptance for the following year (returning students: February; new students: March); shows commitment and guarantees spot; goes toward first month's tuition (non-refundable). Families entering the Block Room and returning families with multiple children attending ANS are eligible to pay a deposit of 50% of the commitment fee in February and complete the remaining payment by May 1st of the current school year.
 - c. Security Deposit (one month's tuition): Due with first tuition payment installment. Any unpaid fees will be taken from deposit; remaining balance will go toward final tuition payment installment. If attendance days are increased in the year, the difference between the deposit and tuition in the final month of attendance will be billed.
4. Refunds
 - a. There will be no refunds of fees or tuition except at the discretion of the Board. Tuition shall not be reduced because of vacation or illness.
5. Leave of Absence
 - a. When the school's financial situation permits, a child may take a leave of absence not to exceed two months provided the full monthly tuition for each month is paid in advance. It is the responsibility of the participating member taking the leave to schedule and pay substitutes directly for the following: workdays, workshop and snack commitments.

- b. Should the school's financial situation be such that a leave of absence may not be granted, the resigning member may be placed at the top of the waiting list.

6. Withdrawal of Membership

- a. A 30 day written notice is required for withdrawal of membership.
- b. Payment is required for the following month's tuition upon withdrawal (whether or not the child is attending school during the final 30-day period).
- c. Tuition, fees, and fines will be deducted from the security deposit, and the balance will be refunded.
- d. The Orange Sale grace period ends 4 weeks after the child's start date. After this grace period, families are responsible for fulfilling their Orange Sale commitment, either by participating in the Orange Sale or by paying a withdrawal fee equivalent to (1) 25 cases of fruit per family AND (2) a total of 35 case points per family, at the discretion of the Executive Board.
- e. Members who withdraw before the end of the school year are responsible for any other unfulfilled commitments to the school for that final 30 day period (e.g. participation workdays, snack, workshop, etc.) and all fundraising requirements.

7. Non-payment

- a. When tuition is delinquent for the month, the child shall be suspended from the school until payment is made. A late fee will be applied. When tuition is delinquent for two months, the child is removed from the school roster and co-op membership may be terminated.
- b. All irregularities shall be referred to the Board. Cases requiring special consideration shall be decided by a majority vote of the Board.

8. Scholarships

- a. A limited number of scholarships are available. Scholarships are granted by a committee consisting of the Director, the President, the Treasurer, the Secretary, and Participation Chairperson, each of whom is entitled to vote. The number of scholarships is determined by the current/proposed budget. The committee shall take into consideration the financial need of the family, the personal needs of the child, and the willingness of the family to help the school. The granting of scholarships is confidential.
- b. Scholarships that are granted are reviewed during the year, and do not automatically renew. Scholarships shall apply only to contracted tuition, and not to Lunch Bunch or summer camp tuition. The amount of the scholarship does not automatically increase if the child's attendance increases during the year. Incoming families shall not be eligible for scholarship consideration, except at the discretion of the Director.

Article III

DIRECTOR'S DUTIES

- 1. Works collaboratively with the Board of Directors, staff and parents to fulfill the school's mission statement and achieve fiscal, educational and community goals.

2. Plans and administers the children's program on a daily basis, in accordance with the practices and policies of Altadena Nursery School Inc. while ensuring the overall health/safety of the program and children.
3. Oversees daily operations of the school during the regular school year: staff, enrollment, finances, safety, supplies, curriculum, facility improvements and maintenance.
4. Oversees membership selection and enrollment process in partnership with the Membership Chairperson to secure full enrollment; directs application process, conducts school tours with Membership Chairperson.
5. Oversees the after school Lunch Bunch program: determines eligibility of children, and oversees adequate staffing.
6. Oversees the Adult Education Program to fulfill the mission of the school: professional development opportunities for staff, parent education for members, and the ANS Internship program for child/human development students.
7. Creates Summer Camp informational materials and distributes to the membership; tracks registration and tuition payments, organizes workdays, and hires staff to adhere to legal requirements.
8. Oversees the hiring of staff in partnership with a Hiring Committee consisting of staff and parents. Includes advertising, interviews and assessment, communication to the Board and Membership and final recommendation to the Executive Board.
9. Acts as liaison between Altadena Nursery School and Disciples of Christ (DOC) Regional Representatives and the current tenants.

PARTICIPATING DUTIES

1. Parent Workdays
 - a. Each parent is scheduled according to the needs of the school. The Participation Chairperson shall schedule all cooperative work for parents according to policies accepted by the membership.
 - b. Workday participants must be parents, legal guardians, or immediate family of parents (e.g. the child's grandparents, aunts, uncles).
 - c. If a parent is unable to come on his/her assigned day, s/he must arrange in advance for a substitute who has been approved by the Director and/or Board.
 - d. Cases requiring special consideration may be referred in writing to the Board.
 - e. A family expecting a new baby shall be allowed eight (8) weeks of non-participation for workdays at any time during pregnancy or within four months of baby's arrival, at the discretion of the Executive Board. Families requesting leave must contact the Participation Chair the month prior to the desired start date of the family leave, whenever possible. New families requesting family leave in the months of October and November must contact the Executive Board; requests will be determined on a case-by-case basis. All other participation commitments, such as snack and workshops, are still the responsibility of the family on leave.
 - f. Parent Workday Leave Policy:

If a parent is temporarily unable to complete his/her participation obligations, the following guidelines may be followed:

- In a medical emergency up to 6 weeks leave from participation may be requested and then granted following the Board's approval.
- The Participation Chairperson can schedule the disabled parent's workdays earlier or later in the year.
- The parent can pay a substitute to fulfill part of his/her obligation.

Since family participation is an integral part of our school's program, if a parent or qualified family substitute is unable to participate for more than three months (verification in writing by a doctor may be requested), the Board will review the situation and determine arrangements for fulfillment of responsibilities or a leave of absence from the school. If a parent is permanently unable to complete his/her participation obligations (verification in writing by a doctor may be requested), the Board will review the situation and determine arrangements for fulfillment of responsibilities.

2. Maintenance of the School

- a. Parents are scheduled to contribute time toward the maintenance of equipment or other service to the school. The Workshop Chair shall schedule all workshops according to the policies accepted by the membership.
- b. If a parent cannot attend his/her scheduled workshop, they must notify the workshop chairperson as soon as possible in order to be rescheduled. If s/he does not attend the scheduled workshop and has not found a replacement or if s/he cancels at the last minute, s/he will be considered a no-show and will be fined \$150.00 per person per workshop.
- c. The Workshop Chairperson(s) can, at their discretion, call an additional workshop.

3. Meetings

- a. There shall be at least two mandatory meetings: a Back to School meeting held at the beginning of the school year, and an Orange Sale meeting held in December. Both parents are required to attend if they are new to the school; returning families need only send one parent.
- b. Board meetings are held monthly (except June and July). Active members may attend unless the President has called a closed meeting.

4. Fundraising

- a. Every family must contribute time to our annual fundraising project(s) to the satisfaction of the Board of Directors.

5. Parent Education

- a. Returning families must attend at least TWO parent education events each school year. New families must attend at least THREE parent education events each school year, including How We Talk Matters (which is a mandatory event for all new families).
- b. Parent Education opportunities include: Teacher/Director-facilitated parent classes; How We Talk Matters: the ANS language (October); Parent Education Speaker Engagements;

and the CCPPNS conference (March). Note: one day's attendance at the CCPPNS conference will fulfill the two-event requirement.

- c. Lap babies are always welcome to attend.
- d. A \$50 fee will be assessed to families who meet only one requirement and a \$150 fine for families who meet none of the requirements.

Article IV

GRIEVANCE COMMITTEE

Any staff member may request a meeting with the President, Treasurer, Participation Chairperson, and Secretary. They will form a Grievance Committee to listen to and help resolve any personnel matters.

Article V

PARENT HANDBOOK

Parent Handbook outlining specific duties of members, lists of fees and tuition and routine procedures of the school shall be circulated at the beginning of each school year.

Article VI

STANDING RULES

The Standing Rules may be amended by a majority vote of the Board.