

LAFAYETTE



NURSERY SCHOOL

**General Information  
Manual**

2024 - 2025

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General Information Manual  
2024-2025

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## President's Welcome



Dear LNS Families,

Welcome to Lafayette Nursery School (LNS)! As the President of our cooperative preschool, I am delighted to extend a warm and heartfelt welcome to all our new and returning families. We are thrilled to have you and your family be a part of our parent owned and operated cooperative preschool!! As a cooperative preschool operated by parents and staffed by professional teachers, parents will be collaborating to help the teachers in the classroom and put together all of the little pieces of the puzzle needed to operate a successful school. With seventy years of experience, LNS has the logistics down.

This LNS General Information Manual is your guide to LNS. Within these pages you will find:

- History, Guidelines and By-laws by which we run the school
- A description of the responsibilities we ask of our member families
- Goals of our staff

You will have also received the LNS 2024-2025 School Year Manual, this will likely be most helpful in the day-to-day. Within these pages you'll find:

- Current year calendar
- Rosters with family contact information
- Co-oping schedules for September
- Housekeeping and maintenance schedules

Please mark your calendars accordingly!

If this seems a bit overwhelming, don't worry, at your orientation meeting your class director, along with our fantastic orientation team, will help put all of this information together to show you exactly how your year at LNS will flow. We look forward to seeing you all there!

- **2s Orientation - September 3rd; 6-9pm**
- **3s Orientation - August 29th; 6-9pm**
- **4s / 5s Orientation - August 28th; 6-9pm**

This is my 5th year at LNS and I am incredibly thankful that LNS has provided me the opportunity to be directly involved with my child's education, to gain tools to be the best parent I can be, to create lasting friendships (for my children and myself), and to be part of a community that truly cares and supports one another. I am excited to see familiar faces again and for the new friendships to come in this next school year!

Welcome to LNS!

Sincerely,

A handwritten signature in black ink that reads "Hellen Lopez".

Hellen Lopez  
Board President 2024-2025

# **GUIDELINES, POLICIES AND GENERAL INFORMATION**

## **1. Introduction to Lafayette Nursery School**

### **What are we?**

Lafayette Nursery School was organized in 1953 as a parent cooperative. With the assistance of trained Program Directors, the parents own, operate and maintain the school. We are presently located in a building, which was specifically designed for us, at 979 First Street. Incorporated under California laws governing nonprofit organizations, Lafayette Nursery School is licensed by the California State Department of Social Services and fully conforms to all state laws regulating childcare and school facilities. The school admits students of any race, color, national or ethnic origin.

Our aim as a parent cooperative is to promote the growth and development of the preschool child in a rich environment of people and play. The Program Directors and parents work together on two levels to make this happen: an administrative level and an educational level. The administrative level includes all those aspects necessary for the maintenance of the school as a physical plant, educational environment, and cooperative business. The educational level includes the teaching and learning process beneficial to both parent and child. The role of the participating parent is to assist the Program Director(s) in all aspects of preschool education the parent is a member of the staff.

Coops are built upon mutual trust. Parents must trust each other to care for their children at school, and in carpools; they must trust each other to observe health rules and use their own good judgment. Children learn to trust and get along with other adults as well as other children. Through all the words, we are essentially a group of parents working to attain common goals for ourselves, for our children, for our community.

## **2. Mission Statement**

Lafayette Nursery School is a parent participation preschool. Our mission is to nurture and educate both parents and children, connect families together and build upon their strengths. We encourage children's growth within a play-centered learning environment, with adults facilitating the children's development. We foster ongoing community through a spirit of cooperation and outreach.

## **3. Our History Tells What We Are**

In November 1953, several Lafayette mothers placed an article in the local paper inviting interested parents to a meeting to discuss the formation of a cooperative nursery school. The response was encouraging and by the end of the year the group had elected temporary officers, held several fundraising events, and had become incorporated, with over twenty families signing as charter members. Finding space in which to operate became the major obstacle to overcome. To hold the group together, a Thursday morning playgroup was established. Bringing

playthings from home, the mothers and children met in the home of one of the members. The average turnout was twelve children.

On June 10, 1954, Miss Esther Noland's appointment as Director was recommended to the membership and accepted. By September 1954, the Nursery School was able to rent space from the Lafayette Community Methodist Youth Building. An afternoon group was initiated in September 1955, to provide for the large number of children who barely missed kindergarten.

At the March 1957 meeting, the membership voted to purchase the present lot, which was adorned with a stucco building. The building was inspected by the various state inspectors required by law, applications were made to the planning commission for rezoning, and the membership was working hard to raise the \$10,000 necessary for purchasing the property. All this was accomplished by June 1957, and the property on First Street was purchased.

In August 1957, an emergency meeting was called. The building inspectors had examined the wrong building, and upon further investigation found the stucco building to be completely uninhabitable. The Methodist Church had made other plans for the space previously rented, and once again finding space in which to operate became a serious problem, although not the only serious one. After exhausting possibilities in Lafayette, Walnut Creek, and surrounding areas, the Covenant Church, then located at Brook and Moraga Blvd., offered the use of their basement until March. With the school functioning, the group turned its attention to the task of raising another \$10,000 with which to build a nursery school building on the 979 First Street lot.

In March 1958, the lease ran out on the Covenant Church, and the children moved their equipment across the street to the basement of the Town Hall. Also in March, an appeal went out to all members past and present for loans or donations. The fundraising committee suggested sponsoring the Gateway Singers, and this was approved by the membership. With the help, support, and encouragement of the Social Welfare Representative, Mrs. Alice Lorber, the Alumni Association, and the determined members, the goal was achieved, and in June a group of fathers set about to tear down the old building. Another father, Johnson Clark, contracted to build the present structure, throwing in a few extras. On September 5, 1958, the school was complete and ready for the first sessions.

In May 1973, we paid off our mortgage and had a terrific Mortgage Burning Party with barbecued steaks and salads enjoyed by all the members past and present who we were able to reach. It was a beautiful evening of shared glories and old friends reunited. In April 1994, the Lafayette Nursery School celebrated forty years of children and parents learning together. All members we were able to reach, both past and present, were invited. Past Directors, Presidents and many charter members attended for a total of 300 people! The gala included a gourmet buffet dinner, wonderful folk music, and an outrageous raffle along with a variety of crafts and fun games for the children. This memorable event renewed old friendships and created new ones and was a great way to celebrate forty years of community cooperation.

From 1995 -1999, Lafayette Nursery School worked on the Playground Renovation Project, a major rebuilding of the playground to meet new regulations effective January 1, 2000. This huge undertaking was made possible thanks to extensive research and planning by our Directors and the Playground Committee along with generous financial donations from current and alumni

families, the community, and a grant. From 2000 - 2002, we developed and implemented plans to update the interior of the school. Renovations included a new kitchen, flooring, office furniture, wallpaper and paneling, air conditioning and shelving. Lafayette Nursery School families performed much of the remodeling work in true cooperative spirit.

In October 2003, Lafayette Nursery School celebrated the 50<sup>th</sup> year of operation. The school hosted over 200 current and Alumni families for an open house featuring school visits, sharing "early days" stories and enjoying beautiful memory boards and photo albums. The celebration also included a dinner at Oakwood Athletic Club where 200 friends of LNS gathered to reconnect with member families and celebrate joint accomplishments.

A "History" is never complete or comprehensive. The ongoing discussions, the celebrations, and the passionate drive are as much a part of our history as are the dates and accomplishments. Nor does history stop with the achievement of one goal. It merely points the way to future growth. The school now belongs to you as members, and the past only points to the future.

## **4. Our Goals Tell What We Are**

### **For parents and children:**

Membership in a parent participation nursery school is a family experience. We enter this experience with shared responsibilities to work towards mutual goals. The policies and procedures are the means by which we do this.

- We hope that in providing a warm, noncritical atmosphere, children can enlarge their environment with a feeling of security and trust.
- We hope that through supervised play activities children can have positive experiences with other children.
- We hope that in the activities we present to children we foster their growth and development and expand their interests.
- We hope that in providing children the opportunity to explore and experiment with their environment we add to their general fund of knowledge, both emotional and intellectual.
- We hope that in presenting some routine activities we encourage independence and self help.
- We hope that in establishing thoughtful and consistent limits we help children decide what kinds of behavior work best.
- We hope that in presenting an educationally sound program to the children we assist them to develop positive attitudes towards themselves, their abilities and future learning.

### **For the participating parent:**

We hope that in observing their child in a group they will be able to gain a perspective of their own child as well as an insight into the variety of child behavior.

We hope that in working with children in our setting, parents will gain the confidence that comes with understanding and skill; that they will increase their enjoyment and satisfaction in working with children as well as tolerance of their negative feelings; that they will learn comfortable ways of guiding children in their activities that work; and that they will become more adept at recognizing signs of growth and learn ways of fostering its progress.

We hope that in working with other parents in the administration of the school they will come to understand the interactions of a group that are satisfying to them; that they reaffirm their good feelings about themselves as persons and as parents; and that they will develop the desire to participate actively in the education of their child throughout their early years.

## **5. Beginning School with Your Child**

Starting nursery school is a big step for children. They meet new experiences in many different ways and beginning nursery school is an important experience where parents and Directors need to respect a child's individuality.

No one can predict how a child may react to their first days at school. They may: adjust readily, cry and cling to their parent, really needing the parent's physical nearness; stand back and watch others (a form of joining in); play freely and move about only so long as their parent is in sight; adjust well at first and later need some help when school isn't always what they thought it would be like.

You will share this experience with your child. You can be reassuring to them. Explain where your child is going and what will be expected of them. Help your child choose appropriate clothes so that they may participate as fully as the like. Let your child know that you understand their hesitancy and avoid embarrassing your child by resisting it. Let your child be hesitant if they feel that way. Don't be embarrassed by your child's behavior. Crying, shyness and silly behavior indicate a lack of experience and knowledge in handling new situations. You will probably notice that it is common among many children.

Your child needs to feel relaxed and secure at school in order to learn effectively and to relate to other children and adults. You may stay at school on your child's first day of school if you feel strongly that it is necessary. However, you may find that your child's adjustment may be more rapid if you are not present. Please discuss any questions or concerns you have with the Director. Let your child know that the Director and other parents are friendly and dependable. When you leave for the first time, be sure to let your child know that you are leaving. It sometimes helps to tell them where you will be, what you will be doing, and when you will be back (e.g., "I am going to the grocery store, and I will be here at story time."). If your child wishes to bring a comforting item from home, allow them to do so. It can be very helpful to bridge the distance between school and home if they have a familiar object. When the child is ready, they won't need it anymore.

## **6. Parent Participation at School**

The role of the participating parent is that of encouraging a warm, relaxed and creative atmosphere with the children and to assist the Director in setting up and presenting the

children's program. There is a minimum of one adult to every five children. You will have expert guidance and lots of back up. The following guidelines will assist you:

- Participating is a job of alertness. Anticipate the children's needs.
- A child's play is serious business to them. It is their work. It is sometimes amusing to adults. While it is fine to laugh with a child, it is painful to be laughed at.
- Ask the Director for assistance at any time. They are sensitive to the children and have a daily, ongoing relationship with them. They are professionally trained and experienced. The Directors are willing and eager to help.
- State your suggestions and directions positively (e.g., "We need to keep the play dough on the table.").

If you notice a child showing signs that they need to use the bathroom, a promise to guard the child's activity until they return will frequently get positive results. If an accident occurs, let the Director know so that they may handle the situation.

Write child's name and the date on all artwork. Do not suggest what the child is making, drawing, cutting, etc. The child may simply be trying out the medium. Listen to the child if they wish to talk about their work. Sometimes you may record the child's comments on their work as a "story".

Prior to the start of school, and thereafter once a month, you will receive a schedule of the dates you are assigned to participate in the classroom. You will need to arrange childcare for your other children.

For the **2s class and 3s class**, you need to arrive at school with your child by 8:45 a.m., ready to start. For the **4-5s class**, you need to arrive by 12:15 p.m. Please arrive on time. When you arrive, sign yourself and your child in, put on your and your child's name tags, and choose a "participation card" from those hanging on the wall in the office. The "participation card" will give you a complete description of your duties for the class session. If there comes a time when there are no children in your area, check with the Director before moving to another area.

At the end of the class session, you will assist in cleaning up the school. Follow the instructions on the "participation card". After the cleanup is completed, there will be a meeting, called "discussion time", with the Director and other participating parents. This is your opportunity to raise questions and make observations, to discuss any discomforts and problems, to share what happened during the session, etc. During this time, your child will be with the Assistant Director eating either lunch (2s class and 3s class) or snack (4-5s class). At the end of feedback (11:35am for the 2s class, 12 noon for the 3s class or 4:00 for the 4-5s class), you will sign out, return the "participation card" to its place, and remove your and your child's nametag. You may then leave.

The activities, projects, etc., for a particular session are planned by the Director with the input of the parents. A monthly schedule is made up and distributed to all the families, so that you might prepare your child for any special subjects or activities in which they may be interested. You are invited to get involved on any day you may particularly enjoy.



Some additional points to remember:

- Arrive on time. It is important to be on time when you are participating. If you arrive early, you may stay in the yard with your child until the Director is ready to discuss the day's activities with you.
- Smoking is not allowed on school grounds.
- Please put things away in their proper places.
- If you cannot participate on one of your assigned days, it is your responsibility to arrange for a trade or a substitute (see Section 7 for substitution policies). Please note any changes on the master schedule in the office.

It is hoped that, through this participating experience early in your child's life, you will become comfortable in taking an active and participatory interest in their education throughout their school years.

## **7. Parent-Participation Substitution Policies**

Participating in your child's classroom is one of the highlights of being in a Co-op Preschool. Nevertheless, occasionally other responsibilities may make it necessary for a family to have to give up a participating opportunity.

Families may use a paid substitute if an emergency arises, or if a parent has exhausted all possibilities when trying to arrange a trade. In either of these cases the Scheduling Chair for the class should be contacted; they will help find a paid substitute.

Substitutes are paid through the school. Once a substitute has completed their participation, they will fill out a "Co-oping Substitute Payment Request Form" to be submitted to both the Billing Treasurer and to the person for whom they substituted.

Families obtaining a sub should immediately pay the standard rate (see Rates and Fees) to the Billing Treasurer. After the Billing Treasurer has received funds from the parent who obtained the sub, they will then pay the substitute.

## **8. General Safety Rules at School**

The first and most important safety rule is USE YOUR OWN JUDGMENT. If something looks dangerous to you, do something about it, whether or not there is a rule about it. The following is a list of the other rules that need to be followed at school:

- Do not ever leave an area unsupervised by an adult. If you need to leave an area where children are playing, call another parent to cover it, or ask a child to get the Director.
- Know where the children are at all times.
- Report signs of illness or injury immediately to Director.
- Do not allow the throwing of blocks, sand, dirt, sticks, bark, toys or other equipment. If a child wishes to throw, get the balls or beanbags. Watch for unsafe or broken equipment, splinters, etc. Remove any questionable item from play and inform the Director.

- The front door must be closed at all times. Children are not allowed to go out the front door without an adult.
- Cars, trucks, other toys and sand are not allowed on the slide.
- Garden tools and carpentry tools need to be closely supervised by an adult's physical proximity and undivided attention.
- Dress up clothes (except for capes) are worn inside only.
- No block structure should be built higher than the children's shoulders.
- Tricycles are to remain on the pavement.
- Do not help a child climb higher on the equipment than they can go by themselves.
- Running is for outside.
- Children should be dressed appropriately for the activities at school.
- Properly installed car seats or boosters for all children as required by law.

## 9. Enrollment

Children and parents are accepted for membership as themselves, and without regard to sex, race, religion, creed or national background. We must be able to meet the needs of each child we enroll without interfering with our ability to meet the needs of other children enrolled. We must meet the licensing requirements of the State of California, the County and the Fire Marshal.

We would prefer that children in the 3s & 4s-5s Class be self-sufficient with regard to their bathroom needs (toilet trained), but fully understand that children develop at their own speed.

The children are placed in classes on the basis of their age, the Director's discretion and developmental readiness.

Child and participating parent MUST have the necessary health forms completed and filed with the Membership Chair BEFORE they may start school. You will need to provide a substitute if you are scheduled to participate before your health form is filed.

**Withdrawal** Two weeks written notice to the Membership chair is required if it becomes necessary to leave school. All participation, financial (including tuition), housekeeping, and maintenance obligations scheduled for the family up to either the end of the two-week notice period or the end of the child or children's attendance at Lafayette Nursery School, whichever is later (the "period of remaining obligations"), must be fulfilled or a paid substitute hired. Tuition will be pro-rated if necessary, as follows: if the end of the period of remaining obligations is on or before the fifteenth of the month one-half of the tuition for that month shall be waived (or refunded if applicable); if the end of the period of remaining obligations is after the fifteenth of the month the full month's tuition will be due and shall not be refunded if already paid.

**Application Procedures** – LNS new family applications for the Fall term must be received by February 1<sup>st</sup> to be considered in the random drawing to determine priority order. Enrollment priority is given first to current members, then alumni and then new families, with a random

drawing to determine placement in the class or on a waitlist if applicable. After that day, priority order for new families will be on a first come, first serve basis. Students eligible to stay in the current class they attend will have a spot held for them until one week after conferences. Alumni applications will have second priority if turned in later than February 1st. All applicants will be notified of their status as soon as possible. Children eligible for enrollment shall be between the ages of 2 years (by September 1) and 6 years.

**2s Class** – Children eligible for enrollment shall be 2 years old by September 1<sup>st</sup> of the year of application.

**3s Class** – Children eligible for enrollment shall be 3 years old by September 1<sup>st</sup> of the year of application.

**4-5s Class** – Children eligible for enrollment shall be 4 years or older by September 1<sup>st</sup> of the year of application.

Directors retain their discretion to allow a slightly younger child into each class (except for the 2s), based on the child's needs and development. If space is available on July 1<sup>st</sup>, students with a birthday between September 2<sup>nd</sup> and December 2<sup>nd</sup> will be considered. The admission priority for those students who do not make the age cut off shall be 1) current families, 2) alumni families, 3) new applicants by oldest to youngest birthday. Director approval is needed for all families that do not meet the age cut-off.

## **10. Responsibilities of Parents**

Parents are expected to pay tuition and applicable fines and fees. Refer to item number 11, Registration, Tuition and Fees, and to Current Year Information packet.

One parent is expected to participate in the classroom on a regular basis. If both parents share the participation in class, they must both fulfill the health requirements and stay current with parent education information given by the Director.

For the 3s & 4s-5s classes, one parent is expected to perform housekeeping duties three times during the year on a scheduled basis, including one housekeeping workday. For the 2's class, one parent is expected to perform housekeeping duties two times during the year on a scheduled basis, including one housekeeping workday

For the 3s & 4s-5s classes, one parent is expected to perform maintenance duties at least once per school year on a scheduled basis. Parents are expected to find a suitable substitute if they cannot fulfill their obligations as listed in numbers 9.c., and 9.d. Substitutes for housekeeping and maintenance can be arranged either by trading with another parent, if possible, or hiring a substitute. Fees for substitutes should be paid directly to the billing treasurer according to the fee schedule listed in the Current Year Information section of this manual. See Section 6, Parent Participation at School, for information relating to substitutes for participation (co-oping). If you cannot participate on one of your assigned co-oping days, you must arrange a trade with another parent. If an emergency arises, or if you have exhausted all possibilities when trying to arrange a co-oping trade, call the Scheduling Chair for your class. They will help find a paid co-oping substitute for you. You will then be obligated to pay the billing treasurer directly at the

current rate (See section on Fees). One or both parents are expected to attend all required meetings of their class or the membership. If parents are absolutely unable to attend a required meeting, they should notify the President or Secretary in advance of the meeting.

Members may attend Board Meetings.

Parents are expected to participate in the administration of the school by being a Board member, in an appointive position or serving on a committee.

It is important to the smooth functioning of the School for parents to be on time when participating and when picking up their children.

Special provision may be made for alumni and/or current families to have 'nonparticipating parents status' at the discretion of the Board under the following conditions: there has been a change in the family's life circumstances (e.g. a long term illness, or a change in employment) such that the family is no longer able reliably to participate that parents request nonparticipating status in writing to the Board with their application to the School that such requests be considered on a first come, first serve basis that the number of nonparticipating families be limited to 2 per class per year that the nonparticipating families fulfill all other responsibilities that the school requires, i.e., attendance at meetings, housekeeping, and maintenance that the participation replacement be one person that is consistent and mutually agreed upon by the Director(s) and parents that, if the participation replacement is someone the Director has found, the nonparticipating parent will need to pay the replacement. (Payment should be made directly to the replacement at the current Paid Substitute Rate as listed in the Current Year Information section.) that the nonparticipating family be responsible for the regular tuition for the class in which they are enrolled.

**Leave of Absence** – As stated in the By-Laws, leaves of absence for the child or participating parent are granted at the discretion of the Executive Board for good cause. Leaves of absence may be granted for a maximum of 12 weeks. At the end of the granted leave, or 12 weeks, whichever is sooner, the family will be treated as if to be on participating status unless otherwise approved by the Executive Board. As leaves of absence due to the arrival of a new child (by birth or adoption) arise frequently, the By-Laws sets forth the timing of the six-week leave of absence that the Executive Board will typically grant. A form for requesting a standard six-week leave of absence pursuant to the By-Laws for the arrival of a new child is available in the office at school.

## **11. Responsibilities of the Directors**

A complete job description for the Director(s) is included in the section entitled "Our Directors". Copies of current contracts for the Program Director(s) and the Assistants to the Director(s) also are included in that section.

The Director is responsible for the curriculum. They will direct the parents to implement it and shall supervise the implementation. The Director will use their own professional background and the ideas and talents of the parents. The Director is charged with assisting the parents in their relationships with their own children (and others) and with helping them increase their

knowledge of young children and their effectiveness as parents. They are the responsible person in charge of the class each day. They are charged with the welfare of the children, their comfort and their opportunity for growth.

The Directors have the authority in the smooth running of their classes - that the parents arrive when expected, that the classroom is set up to achieve their goals, that the children are safe and cared for, and that the materials needed are there. It is left to their discretion to take necessary action to do so.

If difficulties arise, the Director will first approach the person involved. If this is unproductive or inappropriate, the Director may go to the Liaison Committee, and finally to the Executive Board, for assistance.

Interns & Internships:

- Students supplementing coursework in early childhood education may seek an internship at Lafayette Nursery School. Interns must be approved by the Director(s) for work in the 3s and/or 4s-5s class. Intern duties and length of internship shall be determined by the Director. Directors shall notify members of internship.
- In addition to approval by the Director(s), interns must complete the following:
  - Obtain Live Scan fingerprint background check (applicant form available at LNS)
  - Obtain TB test & clearance according to Health Requirements (Section 12)
  - Complete parent health card to be kept on file at LNS in case of emergency
  - Read LNS **General Information, Guidelines & Policies**, (and most specifically):
    - Health Requirements (Section 13)
    - Child safety (Section 8)
  - Review all Emergency procedures

## 12. Registration, Tuition and Fees

An application fee is required with the application to the school. Refer to the Current Year Information section for the amount of the fee. This fee is nonrefundable. After a child has been accepted to the school, the enrollment fee must be paid by April 1<sup>st</sup> for those accepted prior to that date. For admissions after April 1st, payment is due according to the date specified by the Membership Chair. The enrollment fee is non-refundable.

Tuition rates are set on a monthly basis (September – May) for the 9½-month school year. Current year tuition rates are listed in the Current Year Information section of this manual. 2s class tuition is based on two days per week. 3s class tuition is based on three class days per week. 4-5s class tuition is based on four class days per week.

"Multiple-Co-oping" refers to any family with two or more children attending the 2s Class, 3s and/or 4s-5s classes at LNS at the same time. Multiple co-oping families receive a 10% tuition discount on all subsequent children enrolled. Multiple co-oping families work only ¾ of the

regular in-class participation time per child, not to exceed 3 families. For four or more families, there shall be  $\frac{3}{4}$  + 2 days co-oping time. Please note that multiple co-oping families perform no more than three housekeeping weekends, one housekeeping workday, and two maintenance workdays. Multiple co-oping families on the Board of Directors will be assigned one housekeeping weekend.

The tuition bill is due by the 5th of each month. Late payments shall be subject to a penalty of 10% per month of the amount due. Refer to section 5 of the Bylaws. Fees and fines are established by the Board as stipulated in the Bylaws. Current year fees are listed in the Current Year Information section of this manual. Fines and/or fees have been established for the following:

- Failure to perform housekeeping duties.
- Failure to perform maintenance duties.
- Failure to perform licensing requirements as stated by fees, fines document.
- Paid participation substitute.
- Paid housekeeping substitute.
- Paid maintenance substitute.

All payments are made to LNS and LNS pays the substitute. Although fees have been established for the above items, with regard to the fulfillment of other obligations herein stated, it is the policy of the school to encourage each person to participate in the way most satisfying to them. This is preferred to levying additional fines. Therefore, the Board seeks this alternative whenever possible.

### **13. Health Requirements**

We maintain the following firm health requirements as required by the Contra Costa Health Department:

- A medical examination for the participating parent(s) within one year prior to beginning nursery school and evidence of immunizations for influenza, pertussis, and measles.
- A medical examination for child within one year prior to beginning nursery school.
- A TB test for participating parent(s) Mantoux PPD or chest x-ray only. The TB test must be administered within 60 days prior to beginning nursery school, and renewable every four years. A chest x-ray is good for a lifetime and does not have to be repeated every 4 years. Only a note from the physician is required to confirm that no risk factors are present. A TB test for child – Only required if physician deems necessary. Mantoux PPD or chest x-ray only, within one year prior to beginning nursery school, renewable every four years. If the TB test expires within a school year for a returning child or participating parent, a new test result must be submitted by the beginning of the next school year.
- Immunizations for child against:
  - MMR rubeola (measles), mumps, rubella (German measles)

- DPT/Td/or DT diphtheria, pertussis (whooping cough), tetanus Polio
- Hib vaccine - Haemophilus influenza type B
- Hepatitis B
- Varicella – chicken pox required as of 7/1/01

Health forms must be returned to the Membership Chair before child or parent may participate in the program. For questions of assistance, contact the Membership Chair.

## **14. Tuition Assistance Policy and Procedure**

Lafayette Nursery School values and supports our families. We believe that a diversity of backgrounds – social, economic, racial and religious – is vital in creating a rich, educational experience. We are pleased to offer our families a tuition assistance program. This program plays a key role in achieving diversity by making the School accessible to families who cannot bear the full cost of tuition. LNS will administer this program without discrimination based on race, color, religion, national origin, sexual orientation or family structure. Reduced and full tuition families are equal partners in the school; the resulting feeling of cooperation and understanding is a natural benefit to our children. The cooperative nature of the School requires significant involvement of parents in many aspects of the School; the requirements for parental involvement apply equally to all parents, including those families receiving tuition assistance.

Our ability to offer tuition assistance is dependent upon the financial condition of our school and available funds. Tuition assistance awards cover one academic school year or portion thereof.

- All tuition assistance applications will be handled in a respectful and confidential manner. Applications are reviewed solely by the Officers of the LNS corporation (President, Vice-President, Secretary, Treasurer and Billing Treasurer), and presented to the Board during a closed session meeting. Board meetings are typically held the second Thursday of the month.

### **APPLICATION PROCESS**

The family in need of tuition assistance completes the application form found in the school manual or provided upon request from Membership, a Director or an Officer of the Corporation.

An Officer of the Corporation shall receive the Tuition Assistance Application. Upon the applicant's request, the Officer will remove the applicant's identity on the copies of the applications distributed to the Board in an effort to protect the confidentiality of the applicant and to enhance the objectivity of the members.

The Directors may attend the closed session board meeting and make a recommendation to the Board. Directors will then be excused during discussion and voting.

The allocation of funds shall be made in a manner that allows the greatest benefit to the largest number of applicants. Unless there are extenuating circumstances, no single award will exceed 50% of the total tuition amount. Additionally, tuition assistance applies for current or future dues; grants will not be made retroactively.

The Tuition Assistance Fund is a dedicated fund of LNS offsetting the tuition costs for families with financial need who could not otherwise attend our school. Contributions to the Tuition Assistance Fund are tax-deductible. A portion of our annual fundraising efforts (15%) will be applied toward the Tuition Assistance Fund. The Fund will carry-over unused balances from year-to-year up to a ceiling of two years full tuition in the morning class and two full years tuition in the afternoon class (approx. \$8,000 in 2009); during a year when tuition assistance is not requested and the school has accrued excess of the allocated cap, additional dollars will be directed to the Special Funds Account.

It is the policy of LNS that funds shall be awarded based upon the level of demonstrated financial need. Determination of need is made to preserve our non-profit status. Financial data such as the most recent income statement and other information may be requested. The following factors are also considered indicators of financial need:

- Extraordinary medical expenses
- Extenuating circumstances such as natural disaster, unemployment and loss of income
- Number of dependents in the household
- Income below median family income in Contra Costa County

<https://www.census.gov/quickfacts/contracostacountycalifornia>

Tuition Assistance recipients should notify an Officer of the Corporation or a Director if their financial situation improves mid-year lessening their need for assistance.

Applications must be resubmitted each year.



# Lafayette Nursery School -- Tuition Assistance Application

Child's class (please circle):    **2s Class**    **3s Class**    **4s-5s Class**

Name of Child \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

We can pay \$ \_\_\_\_\_ per month for \_\_\_\_\_ (term).

(Please provide a suggested amount per month and indicate the number of months.) Total Tuition Assistance amount requested \$ \_\_\_\_\_

Describe to the Board the circumstances that affect your family's current financial situation. Please state why full tuition payment may not be possible at this time. Please use the back or additional paper, if needed. Note: This will be read and/or distributed for evaluation purposes. Please omit personal information that you do not wish to share with the Board.

To the best of my knowledge the information provided above is accurate. I understand that I may be requested by the Executive Board to provide written verification of the information.

Signature of parent/guardian \_\_\_\_\_ Dated \_\_\_\_\_

Note: The President of LNS will notify you within two days following the vote at the board meeting. Indicate award notification preference (Circle One): Mail, Email, Phone, Other \_\_\_\_

\_\_\_\_\_ (Optional) Please initial if you would like a listing of additional ways to contribute to the school either as a volunteer or for pay.

\_\_\_\_\_ (Optional) Please initial if you would like your identity withheld at the Board Meeting.

Note: The confidential nature of financial information will be respected.

Lafayette Nursery School does not discriminate on the basis of race, color, national or ethnic origin, religion, age, disability, sexual orientation or family structure in administration of its educational or admissions policies, tuition assistance, and other school administered programs.

8.28.22

## 15. School Operating Hours

The 2s class is in session on Tuesdays and Thursdays from 9:00 to 11:00 a.m.

The 3s class is in session on Mondays, Wednesdays and Fridays from 9:00 to 11:30 a.m.

The 4-5s class is in session on Mondays, Tuesdays, Wednesdays and Thursdays from 12:30 to 3:30 p.m.

## 16. School Telephone, Website and Email

The telephone at school is unlisted to avoid unnecessary interruptions during class. Therefore, we have an alternate number listed in the telephone directory (925-284-2448) for membership inquiries. The **unlisted number** for the telephone located in the school building is **925-284-1639**. **Parents need to keep this number handy, and give it to baby-sitters, etc. when you are participating, in case they need to reach you.** The school is charged for every call made from this telephone, so use should be limited to necessary calls only.

Cell phones are not to be used during class time. They should be turned off and put away. Please use the school telephone only during school (for emergencies).

The website address for the school is <http://www.lafayettenurseryschool.org> and the contact email address is [membership@lafayettenurseryschool.org](mailto:membership@lafayettenurseryschool.org).

## 17. Carpools

The School cannot in any way be responsible or involved with carpools. We recognize that they often give a child an opportunity to arrive at school with a friend. We also know that they may be convenient for parents. However, our insurance prohibits our involvement as a school.

Therefore, all arrangements must be made individually by those involved. By law children under age 8 and less than 4'9" are required to be in a car seat even in a carpool.

## 18. Housekeeping

Each family in either the 3s or 4-5s class is responsible for three housekeeping assignments, including one group housekeeping workday, during the year. Each family in the 2s class is responsible for two housekeeping assignments, including one group housekeeping workday, during the year. These housekeeping assignments involve cleaning the school interior during non-school hours. Parents are reminded of their assigned date during the school week prior to their assignment. If parents are unable to perform their housekeeping duties on their assigned date, it is their responsibility to trade with another family or obtain a paid substitute from the current list. Failure to complete the housekeeping assignment will result in the levying of a fine (see Current Year Information section for current amount).

The Housekeeping Chair will provide you with a specific cleaning assignment sheet. This will detail the areas that you are to clean and the procedures for doing the cleaning. Pick up a key to the school during the week prior to your assignment from the Housekeeping Board in the office.

When you have completed the cleaning, sign off the sheet and place it in the Housekeeping Box. Return the key, turn off the lights and lock the door as you exit.

The cleaning is usually done on a weekend. You will need to work around any birthday parties, maintenance workdays, fairs, etc. (children are allowed at housekeeping, all toys played with must be put away prior to departure)

## **19. Maintenance**

Each family is responsible for at least one maintenance assignment during the year. These involve repairing, building, cleaning, or whatever needs to be done to keep the school in good shape. You will receive an assignment schedule included in the School Manual and will also be called as a reminder before the Saturday to which you are assigned. On the day of the assignment, arrive at the school at 8:30 a.m., and plan on being at the school until 12 noon. There will be a leader (generally the Maintenance Chair) for the day who will have a list of what needs to be done. You are responsible for any assignments scheduled. If you are unable to perform your maintenance duties on the day scheduled, it is your responsibility to trade with another family or find a paid substitute from the list. Failure to do so will result in the levying of a fine (see Current Year Information section for the current amount). For safety and insurance reasons, **children are not allowed at school during maintenance assignments.**

## **20. Committees**

The operation of a cooperative nursery school requires participation by parents in a variety of areas, including, but not limited to, the Executive Board, purchasing, sewing, typing, gardening, library, etc. Parents are strongly encouraged to volunteer their time and participate on one of the many committees, Appointive positions or Board positions. It is important to the school, and to a family's enjoyment of it to participate in this way.

## **21. Meetings**

Because important business is transacted at, and important enrichment activities are planned for the meetings, it is a requirement that you as a member of the school be present at General Membership Meetings, the Class Meetings and the Orientation Meetings, described below. If you are unable to attend, please notify the President, Director or Secretary, in advance. Meetings usually begin at 7:30 p.m. and usually end by 9:30 p.m., unless otherwise noted.

General Membership Meetings (sometimes called Parent Education Meetings) are held at the school, usually on Thursday evenings, three times per year for the 3s & 4-5s classes and two times per year for the 2s class. Business of the corporation is conducted, or programs designed to meet the needs and interests of the parents and Directors are presented. These meetings are planned and presented by the President and the Parent Education Chair.

Group Meetings sometimes take the place of general membership meetings during the year. They provide a chance for discussion, planning activities for the class, and are planned and conducted by the Directors.

Orientation Meetings are held at the beginning of the school year and occasionally during the year, as necessary, to make new members familiar with the policies, procedures and layout of the school, and the responsibilities of the member families. The Orientation Chair(s) plans and conducts these meetings with the President and Directors.

## **22. Communication**

Newsletters, schedules and announcements may be put in the parent boxes in the office, may be emailed, or both. Parents are encouraged to check them daily and to pay attention to emails from LNS. If a parent has someone else picking up their child (i.e. a family member, baby sitter, or carpool driver), that person should check the box for the parent. Notices also are posted near the sign in sheets and on the bulletin boards. These notices may include information regarding activities and events at the school, as well as information not directly related to the school, but of importance and/or interest to parents. Please note that parent boxes are **not** to be used to deliver birthday party invitations, advertising, etc.

### **Promotion of Member Goods & Services**

#### **LNS Privacy Policy**

Because we all join the LNS community voluntarily, we trust that the personal information we provide to school will be used and shared by school members and staff only for school purposes only. The address, telephone and e-mail rosters as well as personal cubbies are, therefore, designated for the purpose of conducting school business and sharing information that is of importance and/or of interest to members.

#### **Non-Profit Limitations**

As a non-profit corporation Lafayette Nursery School is, by law, unable to share any profits with school members. As a result, we are restricted from doing business directly with any of our members. Although we *are* permitted to keep funds in reserve for purposes of improvement of facility or programs, we are unable to share any excess funds with school members should our school close. Excess funds from a non-profit corporation may only be passed on to another non-profit corporation; remaining funds *may not* be turned back to our members.

#### **Promotion Options**

Despite legal restrictions, the creativity and personal work of our members is a valued aspect of LNS. Therefore, members may share information about their products either by:

Submitting ideas for fundraising (which will profit the pre-school *only*) to the Ways & Means chair(s) for consideration *prior to August* when the school calendar is set for the following school year.

Posting sales announcements/flyers upon our community bulletin board (inside to the left of the front door) or placing flyers atop the cubbies for members to take voluntarily. Please check with the Directors to ensure best use of space and remember that announcements regarding the

sale of goods **may not** be distributed by mail, e-mail, telephone or school cubbies per our Privacy Policy.

## **23. Photography Policy**

Parents may only upload pictures onto the school website and LNS Cluster account. Uploading photos with faces to any social network or other photo sharing service is strictly prohibited.

## **24. Building Use**

The primary purpose of Lafayette Nursery School facilities is for the operation of the preschool during scheduled class hours and for all the supporting activities necessary for the school to function.

The current LNS school-sponsored uses and events are listed below.

- LNS Classes
- Maintenance Workdays
- Group Housekeeping Workdays
- Individual Housekeeping Weekend Duty
- Weekend Gardening and Animal Care
- Parent/Director Conferences
- Board Meetings
- Parent Education Meetings
- Orientation Meetings and School Visits
- Ice-Cream/Orientation Social
- Director Planning, Preparation, and Meetings
- Ad Hoc School Business Meetings
- Open Houses
- Science Day of Discovery
- Summer School
- Alumni Day
- School Events Planned by the Directors
- Ways and Means Events (no more than 2 per year)

The school may also be rented for Birthday Parties for children currently enrolled in school and may also be used for up to two additional events per year per the guidelines below.

**Additional Facility Uses:** In addition to the uses described above, LNS may be reserved for up to two additional events per year at the request of current members. The events will be scheduled on a first come, first serve basis with a maximum of one event per LNS class. Requests must be

submitted to the President for approval by the Directors and Board, and must meet all of the following criteria at a minimum:

- Event must be open to all current LNS members (parents and/or children or the opportunity provided for such LNS members to sign-up if space is limited)
- If children are part of the event, they must be 6 years old or younger. All children require direct adult supervision. A maximum of 24 children may attend. The event must maintain a minimum ratio of 1 adult to 5 children to ensure supervision and safety. (*Note: same as Birthday Party Guidelines*)
- Events must be non-political in nature (non-profit status).
- Event must not monetarily benefit a member of the school (non-profit status).
- No alcohol is allowed.
- No smoking is allowed.

For the most part, the Board will not consider special requests falling outside the above scope.

## **25. Smoking**

Smoking is not permitted at any time on school grounds.

## **26. Parent Education**

As a school, we are committed to providing guidance to our parent members, and any members of the community who desire it. We sponsor various meetings and events at our school in conjunction with other nursery schools for this purpose. We also post notices of classes, lectures and activities in the surrounding area. In addition, the school has a Parent Education Library located in the office. This consists of books, pamphlets and videos on child development, safety and guidance. They are well worth reading and viewing. Parents may check them out by signing the appropriate card in the card file. Parents need to be diligent about returning materials for others to use.

# Health Guidelines

## Lafayette Nursery School

Your children's and your health as a parent is always of utmost importance to us. We attempt to minimize the spreading of infection by encouraging frequent hand washing by children and adults in our program. If your child develops signs of illness during his/her time at school, you or your emergency contact person will be called. If your child appears to be contagious, we will separate her from the other children.

Please remember to update your emergency card numbers as needed during the year and that the persons listed as emergency contacts are easily available by phone. When your child arrives at school the director observes the children for any sign of illness. We feel it would be most helpful to the parents to have more specific information for when your child needs to remain at home due to illness and when they may return to school. Therefore we have given you the following guidelines. Keep in mind that our policies regarding exclusion are somewhat more restrictive than many child care facilities. We are doing our utmost to protect children and adults who may be in attendance in our programs whose health may be compromised by even "simple" colds.

### **Keep your child at home if:**

- He has a fever or has had one during the past 24 hours.
- She has a symptom of a contagious illness. (Fever, sniffles/clear runny nose, reddened or runny eyes, sore throat, headache, abdominal pain, contagious rashes, or diarrhea).
- He is fussy, cranky, overly tired, just not himself. Even if he is not sick yet, he may be at the start of an illness and in the early stages of contagion.
- Vomiting has occurred in the past 24 hours.
- Diarrhea: frequent episodes in the past 24 hr have occurred.
- Contact director about rashes

### **Your Child May Come/Return to School if:**

- After an illness has run its course, the child has had at least one day of normal health and activity at home.
- If your child has been exposed to a infectious disease and you are carefully checking daily for symptoms before school and there are no symptoms. However you must notify the director about the exposure.
- Your child is taking an antibiotic for an illness and has been on the antibiotic for at least 24 hr.
- Your child has allergies. Please let us know.

If your child continues with a cough and or runny nose, after the initial recovery from a virus, (at the minimum 3-4 days) he/she may return to school, as long as the child



can participate fully in the activities. The children are generally no longer contagious at this stage, and do not need to be denied admission. If you have any questions about your child's health please consult with your healthcare provider. If you have any questions or concerns about this policy please consult the director.

If you as a participating parent are ill, we request that you respect the health needs of the rest of the other school members and arrange for a trade for participation. If you are quite ill, please just call the scheduling chair who will find a paid substitute for you!



## **Board Target Actions 2024-2025**

### **1. Build Sense of Community:**

Organize regular social events for parents to foster a sense of community and build strong relationships outside of school. These events could include family picnics, more frequent playdates and activities, or other opportunities where parents can connect, share experiences, and support one another in a friendly and relaxed environment.

### **2. Capital Improvement:**

Make capital improvements (small or big) around the school where needed to make for a more inviting and clean atmosphere for anyone that walks into our school. Small examples include, replacing worn pillows or covers in reading nooks around the school, replacing any worn signs around the school that have faded, etc. Larger examples include replacing floors of the school which was done over the 2024 summer. Yay!

### **3. Budget/Financial Management:**

Improve the current system in place for keeping track of the school's budget and special funds. The purpose is to simplify the way we keep track of expenses and fundraising each year so that anyone new to the Treasurer Board position can easily understand and take over each year. Create a basic structure around bonuses that is financially sustainable for our school, stays competitive, and straightforward to calculate.

### **4. Philanthropy:**

Continue to provide opportunities for giving back to those in need as a community. Consider opportunities of giving back where our children can be a part of and get involved.

# **DIRECTOR'S GOALS**

**Philosophy:** to promote the social, emotional, physical and cognitive development of each child in an unstructured setting with an overlying concern for his/her self-esteem

## **Goals:**

1. To accept and value each child as an individual and to help the child develop a sense of self-worth.
2. To provide opportunities for each child to develop at his/her own rate.
3. To assist each child in dealing with his/her own feelings, thoughts and actions through communication and positive experiences.
4. To encourage creativity, curiosity and trust.
5. To help each child accept the limited routines and to encourage independence.
6. To help each child understand and accept the established limits and respect the rights of others with an emphasis on inner control.
7. To stimulate language development through hearing and using language.
8. To encourage each child to develop a positive attitude toward school and learning.

**Karen Conrad, 3s Director & 2s Director**  
**Chandra Montgomery, 4s-5s Director**  
**Lafayette Nursery School**

# **Parent Code of Conduct**

At Lafayette Nursery School, we are very fortunate to have a supportive and friendly parent community. Our parents recognize that educating children is a process that involves partnership between parents, directors, staff, and the school community. As a partnership, our parents will understand the importance of a good working relationship.

## **We expect parents to:**

- Respect the property of others.
- Treat others with dignity and respect.
- Commit to learning as much as possible about the Lafayette Nursery School approach to be able to support their child in their day-to-day school life.
- Attend informational/educational events clarifying expectations and deepening knowledge of child development.
- Follow the school's rules, calendars, deadlines and expect your child to do the same.
- Work courteously and cooperatively with the directors, staff, children, and other parents, especially when there is a disagreement.
- Build a bridge of acceptance and understanding among the different cultures, language, customs, and beliefs represented at the school.

## **In order to support a peaceful and safe school environment the school cannot tolerate parents exhibiting the following:**

- Shouting at directors, staff, children, or other parents either in person or over the telephone.
- Physically intimidating directors, staff, or other parents, i.e. standing very close to her/him, following her/him around the school grounds in an attempt to continue a conversation, appearing at his/her home unannounced.
- Abusive, intimidating or threatening emails, text, voicemail, phone messages or other written communication. Phone calls or text messages after 9pm.
- Disruptive, or divisive behavior which interferes or threatens to interfere with the operation of the classroom or any area of the school grounds.
- Using loud/offensive language, using profane language or displaying temper.
- Defamatory or offensive comments regarding the school or any of the children/parent/staff, on Facebook or other social sites.
- Threatening to harm a member of the school staff, visitor, Board members or fellow parent/child.

Any concerns you have with the school must be made in writing to the Director, Board President or Vice President, so they can be dealt with fairly, appropriately and effectively for all concerned.

If a child consistently poses a safety risk to themselves or other children around them, parents may be required to provide additional behavioral support for their child at the discretion of the director.

Lafayette Nursery School reserves the right to determine, at its discretion, which actions fall short of meeting the code of conduct described above. Depending on the severity and circumstances of the event, failure to follow any elements of this code of conduct may result in verbal or written warning, or disciplinary actions up to and including expulsion from the school. Lafayette Nursery School reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

We trust that parents will assist our school with the implementation of this policy and we thank you for your support of our school community.

**AMENDED BYLAWS  
OF  
LAFAYETTE NURSERY SCHOOL**

**A California Nonprofit Public Benefit Corporation**

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ARTICLE 1.  
NAME

Name. The name of this corporation is Lafayette Nursery School ("LNS").

ARTICLE 2.  
OFFICES

Principal Office. The principal office for the affairs of LNS is located at 979 First St, Lafayette, CA 94549. The board of directors of LNS (the "Board") may change the principal office from one location to another.

Other Offices. The Board may at any time establish branch or subordinate offices at any place or places where LNS is qualified to conduct its activities.

Organization and Purpose. The purpose of the Corporation is to provide educational and recreational activities for preschool children on a nonprofit basis consistent with the provisions set forth in the Corporation's Articles of Incorporation.

ARTICLE 3.  
MEMBERS

Members. The parents and legal guardians of the children enrolled in LNS shall constitute the membership of the organization. Membership shall be on an integrated basis without discrimination with respect to race, creed, color, religion, sex, or national ancestry. Members shall be entitled to one (1) vote per family in accordance with these By-laws. All members are volunteers. Members are not employees of LNS.

Fees. Fees for enrollment, tuition, and other charges shall be determined from time to time by the Board followed by a majority vote by membership.

Membership Termination.

(a) Resignation. Membership at LNS may be terminated by voluntary withdrawal upon two weeks written notice to the Membership Chair. Up to the end of that two week notice period or the end of the family's attendance at LNS, whichever is later (the "Period of Remaining Obligations"), the family remains responsible for payment of tuition, and must either fulfill or hire a paid substitute from within LNS to fulfill all participation, maintenance and housekeeping duties scheduled for the family through the Period of Remaining Obligations. If the end of the Period of Remaining Obligations is on or before the fifteenth of the month one-half of the tuition for that month shall be waived (or refunded if applicable); if the end of the Period of Remaining Obligations is after the fifteenth of the month the full month's tuition will be due and shall not be refunded if already paid.

(b) Expulsion. A Member family may be expelled from LNS for failure or refusal to pay the fees and/or fines required by the school, failure to follow the parental code of conduct, failure or refusal to participate in any mandatory parental obligations as listed in the General



Manual, or because of other conduct harmful to the school. A family may be expelled from LNS only after fifteen (15) days written notice and upon a vote by the Board, but membership may be suspended during the fifteen day period at the discretion of the President, Vice President and Directors. The rules of suspension are as follows: The member family is restricted from any and all participation until a decision is reached and communicated to the parties involved. During this process, member is still responsible for all financial obligations. Any expulsion or resignation of a member shall automatically result in the dismissal of all children of that member from the school.

Member Participation. LNS is a cooperative preschool, and thus participation of parents is required. A complete list of parental obligations is found in the General Manual under Guidelines and Policies. Attendance at regular membership meetings shall be required of at least one parent.

Voting. From time to time, membership shall vote on various topics. Votes may be conducted via written poll or during a meeting. Meeting time and place shall be determined by the Board and posted in the school calendar. Any member must be present to vote unless a written poll is taken. Each family shall have only one vote. If persons entitled to one vote between them are both present and cannot determine how the vote shall be cast, each person may cast a one-half (1/2) vote. All votes required by LNS will be passed by majority.

#### ARTICLE 4. ENROLLMENT

Qualifications. The Board shall establish the age, health and other qualifications for enrollment of children upon the advice of the State Department of Public Health and the State Departments of Social Services, fulfilling the minimum requirements under the license they grant LNS to operate. See the General Manual, Guidelines and Policies for details.

Enrollment. Application for enrollment of children shall be made to the Membership Chair who shall determine whether a child meets the qualifications established for admission and shall notify any applicant whose child does not qualify. Any applicant shall have the right to appeal the decision of the Membership Chair, as a priority for admission.

Priority of Admission. In order to be eligible for priority of admission, applications of former members must be received by the first (1<sup>st</sup>) of February for the coming school year. Admission priority shall be: (1) current families; (2) alumni families; and (3) new applicants.

#### Leaves of Absence.

(a) For the Child. A parent may withdraw a child for illness or reasonable cause under a leave of absence of not less than one (1) month nor more than three (3) months upon two weeks written notice to the Membership Chair, approval by the Board and payment of one half (1/2) of the fees which would be payable if the child were in full attendance. In cases of illness, prior written notice need not be made. However, the parent must arrange a replacement if she/he

cannot carry out the scheduled participation during the first two weeks of the leave of absence. No other absence shall entitle any member to a refund other than leave of absence.

(b) For the Participating Parent. The Board may grant a temporary leave of absence from classroom participation at school upon written request of the family involved. In the case of maternity leave, a six consecutive week leave of absence will be granted with the timing as requested by the family. The Board may also grant a temporary leave of absence to a participating parent during an authorized leave of absence of that parent's child.

Dismissal. Any child may be dismissed for cause after consultation with the Program Director upon vote of the Board. The parents of any child subject to such an action may appeal the vote of the Board to the membership. A majority vote is required to overturn the Board vote.

## ARTICLE 5. BOARD MEMBERS

Corporate Powers. Subject to the California Nonprofit Public Benefit Corporation Law and any other applicable laws, the Board shall be vested with the direction of the affairs of LNS. The members shall be informed of all action taken by the Board, whether by resolution or otherwise, through written communication. For the transaction of business that may come before the Board, a quorum of one-half plus one of the total number of board members shall be sufficient. Each board member shall have one vote. Action of the Board shall be by majority of those present at the meeting. As set forth in Section 5.17, email voting is admissible under unanimous consent by all Board members. The process is governed in the LNS General Manual under Policies.

Limitations. Neither the Board, nor any officer, shall have the power to bind LNS under any lease, contract of purchase, contract of employment, or contract for expenditure of funds in excess of Three Hundred Dollars (\$300.00) without approval of the Board. Expenditures in excess of One Thousand Dollars (\$1,000.00) that are not included in the approved annual budget require membership and Board approval, with the exception of expenditures for staff recognition, which require Board approval only. Nor shall the Board have the power to set fees or fines without consent of the membership.

Authorized Number of Board Members. The Board shall consist of ten positions: President, Vice President, Treasurer, Secretary, Membership Chair, Ways and Means Chair, Publicity Chair and Class Representatives. The following board positions can be shared by up to 2 people: Ways and Means, Membership, Orientation and President. Each person has one vote. If a family is sharing a position, the family has one vote.

Compensation and Reimbursement of Board Members. The Board Members shall serve without compensation, although they may be reimbursed for their expenditures on behalf of LNS.

Restriction on Interested Persons as Board Members. No more than forty-nine percent (49m) of the persons serving on the Board may be interested persons. An interested person is: (a) any person compensated by LNS for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise; and/or (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law,

daughter-in-law, mother-in-law, or father-in-law of any such person. Any violation of this Section 5.5 shall not affect the enforceability of any transaction entered into by LNS.

#### Election, Term of Office and Qualification of Board Members.

(a) Time of Election. The Board shall be elected by the members in March or April. They shall serve for a period of one (1) year, commencing June 1, except the Treasurer and Billing Treasurer, who shall commence their terms on July 1. From the time of their election to June 1, they will work with the out-going Board, in order to have the necessary time to understand their duties. \*In 2021, voted to transition board on May 1 and eliminate June Board meeting

(b) Nominating Committee. The nominating committee shall consist of: the President, Orientation Chair(s), and the Class Representatives from each class. The Board shall vote to approve this committee in February.

(c) Nomination and Voting. The nominations for all positions on the Board shall be made by the nominating committee and presented to the membership for a vote prior to the end of April.

Vacant Positions. Any elective office may be declared vacant upon the affirmative vote of the majority of the membership. Vacancies on the Board shall be filled by the majority vote of the members. Nominations to any such vacancies shall be made by the Board and may be made by any member. Any member of the Board, elected in accordance with the foregoing, shall hold office for the unexpired term to which she/he has been elected.

Removal of Board Members. A board member may be removed from the board by a majority vote of the Board. The Board member subject to such an action may appeal the vote of the Board to the membership. A majority vote is required to overturn the Board vote.

Resignations of Board Members. Except as provided below, any Board Member may resign by giving written notice to the president or secretary of LNS. The resignation shall be effective when the notice is given or at any later time specified in the notice. Except on notice to the Attorney General of California, no Board Member may resign if LNS would be left without a duly appointed Board Member.

No Vacancy on Reduction of Number of Board Members. No reduction of the authorized number of Board Members shall have the effect of removing any Board Member before that Board Member's term expires.

Meetings of the Board. Regular Meetings of the Board shall be held at LNS or at such place as the Board may from time to time designate. Meetings shall be held not less than once a month during the school year and on such day and hour as shall be fixed by resolution of the Board. All regular meetings are open, and members are encouraged to attend. Meetings will be listed in the annual school calendar.

Special Meetings. The President, or any three Board members, shall have the power to call special meetings at any time upon notice to all members of the Board. At least twenty-four (24) hours' notice is required to give board members the opportunity to attend.

Notice. Notice of regular and special meetings shall be given to the Board Members and members not less than four (4) days prior to the meeting if delivered by first class mail or not less than twenty-four (24) hours prior to the meeting if the notice is delivered personally or by telephone or e-mail. The notice must state the date and time of the meeting and the place of the meeting if it is other than the principal office of LNS.

Waiver of Notice. Notice of a meeting need not be given to any Board Member who either before or after the meeting signs a waiver of notice a written consent to the holding of the meeting or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting also need not be given to any Board Member who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

Adjournment. A majority of the Board Members present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment to another time and place shall be given to the Board Members who were not present at the time of the adjournment.

Action Without a Meeting. Any action that the Board is required or permitted to take may be taken without a meeting if all members of the Board consent in writing to the action. Such action by written consent shall have the same effect as any action approved at a meeting by the unanimous vote of the Board Members. For the purpose of this section, "all members of the Board" shall not include any "interested director" as defined by Section 5233 of the California Corporations Code. All such consents shall be filed with the minutes of the proceedings of the Board.

Meetings by Conference Telephone. Board Members may participate in a meeting through use of conference telephone or similar communications equipment, so long as all persons participating in the meeting can hear each other. Participation by Board Members in a meeting in the manner provided in this Section 5.17 constitutes presence in person at the meeting.

Standard of Care - General. A Board Member shall perform the duties of a Board Member, including duties as a member of any committee of the Board on which the Board Member may serve, in good faith, in a manner such Board Member believes to be in the best interest of LNS, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

In performing the duties of a Board Member, a Board Member shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

(a) One or more officers or employees of LNS whom the Board Member believes to be reliable and competent in the matters presented;

(b) Counsel, independent accountants, or other persons as to matters which the Board Member believes to be within such persons' professional or expert competence; or

(c) A committee of the Board upon which the Board Member does not serve, as to matters within its designated authority, which committee the Board Member believes to merit confidence, so long as, in any such case, the Board Member acts in good faith, after reasonable inquiry when the need thereof is indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Except in the case of a self-dealing director, as defined in Section 5233 of the California Corporations Code, a person who performs the duties of a Board Member in accordance with the above shall have no liability based upon any alleged failure to discharge that person's obligations as a Board Member, including (without limiting the generality of the foregoing) any actions or omissions that exceed or defeat a public or charitable purpose to which LNS, or assets held by it, may be dedicated.

Standard of Care - Investments. Except with respect to assets held for use or used directly in carrying out LNS's charitable activities, in investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing LNS's investments, the Board shall avoid speculation, looking instead to the permanent disposition of the funds, considering the probable income as well as the probable safety of LNS's capital. The provisions of Section 5.18 shall apply to this Section 5.19.

The Board shall also comply with all additional standards, if any, imposed by LNS's articles of incorporation, these Bylaws, or the express terms of any instrument or agreement pursuant to which the assets were obtained by LNS.

Self-Dealing Transactions. A self-dealing transaction is one (a) to which LNS is a party and (b) in which one or more of the Board Members has a material financial interest, either directly or because the transaction is between LNS and any entity in which one or more of LNS's Board Members has a material financial interest. The Board shall not approve a self-dealing transaction unless:

- (a) LNS is entering into the transaction for its own benefit;
- (b) the transaction is fair and reasonable as to LNS at the time LNS entered into the transaction;
- (c) the Board's approval occurs prior to consummating the transaction or any part thereof, unless: (i) the Board's approval was not reasonably practicable to obtain prior to consummating the transaction; (ii) a committee or person authorized by the Board approves the transaction prior to its consummation; and (iii) the Board ratifies the transaction at its next meeting after determining that (i) and (ii) have been satisfied;
- (d) the Board's approval is made in good faith;
- (e) the Board's approval is made by a vote of a majority of the Board Members then in office without counting the vote of the interested Board Members;

(f) the Board's approval is made with knowledge of: (i) the material facts concerning the transaction; and (ii) the interested Board Member's or Board Members' interest in the transaction; and

(g) after reasonable investigation, the Board has considered and in good faith determined after reasonable investigation under the circumstances that, under the circumstances, LNS could not have obtained a more advantageous arrangement with reasonable effort.

Inspection. Every Board Member shall, at his or her own expense, have the absolute right at any reasonable time during the business hours of LNS to inspect and copy all books, records, and documents, and to inspect the physical properties, of LNS.

## ARTICLE 6. OFFICERS

Officers of LNS. The Executive Board Members of LNS shall be the President, Vice President, Treasurer and Secretary. They shall be elected in accordance with the provisions of Article 6, hereof. The President shall be chosen from among the Board Members of LNS. All officers are members of the Board.

President. The President shall preside over the meetings of the membership and Board. She/he shall direct and supervise the affairs of LNS. She/he shall have the power, with the approval of the Board, to establish and dissolve such committees as she/he may consider desirable, and to appoint and remove the chair and members thereof. She/he shall not vote, except in case of a tie. She/he shall be a member of the annual budget committee and will review the school insurance coverage yearly. She/he shall serve as liaison to the Advisory Council and report to them at least annually on the school's accomplishments and future plans. After her/his term of office is completed, the Past President shall serve LNS in capacity of Parliamentarian: providing guidance and support to the New President.

Vice President. The Vice President shall perform such duties as may be delegated by the President and shall assume the duties of the President in the absence or incapacity of the President. She/he shall have the responsibilities of managing the yearly evaluation of programs and personnel and managing the Liaison Committee as needed. She/he will act as the liaison between the Board Members and the Board/Membership. She/he shall be a member of the annual budget committee.

Treasurer. The Treasurer shall oversee the financial accounts of LNS. She/he shall prepare month end financial statements for presentation at the Board meetings. She/he will head the Budget Committee. She/he is responsible for all tax matters involving LNS. The Treasurer will oversee the monthly payroll.

Secretary. The Secretary shall keep and post for the membership the minutes of all meetings and shall underline all resolutions and amendments adopted by either the Board or the membership, so that they may be easily located. The Secretary shall assist in the correspondence of the corporation. She/he shall also be responsible for maintaining and distributing the school

manual/s, and shall also perform such other duties as the President or Board may from time to time prescribe.

Advisory Council. A seven member Advisory Council shall be elected by the Board. Candidates for the Advisory Council must be representatives of the local community with a stated interest in LNS. Advisory Council members shall be elected for a three (3)-year term and may not serve more than two consecutive terms, unless a certain Advisory Council member is willing to serve another term, and the Board feel it would be advantageous for that member to continue on the Council. The Advisory Council was established to help achieve continuity in the School's planning and programs. The Advisory Council's duties are to:

- (a) Advise the President and Board on the success of LNS in meeting the preschool education needs of the community.
- (b) Review progress of the long range plans where continuity might be lost in the annual change of board members.
- (c) Serve as a sounding board for proposed changes in operating policy.

Election of Officers. Officers shall be elected, and vacancies shall be filled, in accordance with the provisions of Article 5, above.

## ARTICLE 7. PROGRAM DIRECTORS

Program Director(s). LNS shall have at least one full-time salaried employee who shall be called the Program Director. She/he shall be employed and may be discharged upon majority vote of the Board. The Program Director subject to such an action may appeal the vote of the Board to the membership. A majority vote is required to overturn the Board vote. Reasonable notice should be given in the event of discharge or resignation. His/her qualifications shall concur with those required by the State Department of Health, the State Department of Social Services, and the Board.

Duties. The Program Director(s) shall be responsible for programming any day-to-day operation of LNS and curriculum. The Program Director(s) also shall assist in the education program for parents. All duties and responsibilities of the Program Director(s) are clearly stated in his/her contract and job description.

Assistant to the Program Director. An Assistant to the Program Director may be hired as needed with the approval of the Program Director(s) and Board. She/he shall be employed and may be discharged upon majority vote of the Board. Duties shall be clearly stated in his/her contract and job description. In the event that an Assistant to the Director is also a current school parent, he/she will not be scheduled for participation. She/he may serve on committees in an advisory capacity.

ARTICLE 8.  
MISCELLANEOUS

Fiscal Year. The fiscal year of this Corporation shall be from July 1 of each year through June 30 of the following year.

Indemnification. LNS shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as a board member or employee of LNS against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he/she may become involved by reason of his/her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he/she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of LNS; and further provided that any compromise or settlement payment shall be approved by a majority vote of the Board who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

This Article constitutes a contract between LNS and the Board members and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified Board member or employee under this Article shall apply to such Board member or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

In all cases where indemnification is sought, LNS shall be subject to the restrictions and requirements contained in Section 5238 of the California Corporations Code.

Insurance. The Board may adopt a resolution authorizing the purchase of insurance on behalf of any Board Member, officer, employee, or agent of LNS against any liability asserted against or incurred by the Board Member, officer, employee, or agent in such capacity or arising out of the Board Member's, officer's, employee's, or agent's status as such, whether or not this Corporation would have the power to indemnify the Board Member, officer, employee, or agent against that liability under law, to the extent such insurance is commercially available and is economically feasible for LNS to purchase.



Amendment of Bylaws. The Bylaws may be amended or repealed and new Bylaws adopted by the vote of a majority of the Membership. Such amended or newly adopted Bylaws shall take effect immediately.