

Bylaws

1) Mission

a) The Oakland Cooperative Playschool (OCP) is a non-profit cooperative composed of parents who wish to help their preschool children gain and promote creative self-expression within a group structure. The playschool desires to motivate imagination and foster mental, physical, and social development by using methods of dramatic play, creative art, music, dance and literature. The playschool is considered a preliminary step to the kindergarten experience.

2) General Definitions and Terms

a) 501(c)(3) Statement: The OCP is organized exclusively for educational purposes and falls within the meaning of Section 501(c)(3) of the Internal Revenue Code.

3) Notice of Nondiscriminatory Policy

a) The OCP admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

b) The OCP does not discriminate on the basis of color, race, nationality, religion and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

c) The OCP runs with the same guidelines as Oakland/Sutherland school districts.

d) These are included in any and all solicitations for prospective students a statement of the nondiscriminatory policy.

4) Enrollment

a) Children between the ages of 18 months to five years whose parents are willing to participate in the cooperative operation of the group.

b) Vacancies in the playschool are filled from a waiting list.

c) Children must be toilet trained prior to starting classes, with the exception of Tots where parents are always present in class with their child. Exceptions may be made on a month-to-month basis at the discretion of the teacher.

d) Classes for three-year-olds (3s class) meet twice a week, 9:30am to noon; enrollment is limited to 18.

e) Classes for four-year-olds (4s class) meet thrice a week, 9:00am to noon; enrollment is limited to 18.

f) Classes for toddlers (tots class) meet once a week from 8:00 am to 9:00am; enrollment is limited to 9.

g) Exceptions in class size may be made by a majority vote of the board of directors.

5) Term

a) The school term is divided in three twelve week sessions, or a portion thereof, depending on holidays within the calendar year. The Oakland and Sutherland School District Calendars are used to determine holidays for the year.

6) Organizational Structure

- a) The OCP membership is composed of parents of participating children. Parents may be excluded from participation if they are not acting in the best interest of the school as determined by the board. Each family is entitled to one vote in OCP Board-directed matters, including the election of board officers.
- b) Families removed from playschool have no vote, and future enrollment requires 2/3 majority vote by the board of directors.
- c) The OCP Board of Directors is composed of parents of active or previously enrolled children. It meets monthly. Officers are typically elected in the spring.
- d) Special meetings may be called either by the President or by any member with majority Support. A vote may be called for electronically via BAND with 24 hours' notice. All board members must be active on BAND simultaneously for the vote to occur.
- e) At any meeting, two-thirds of the Board and membership that is present is the majority.
- f) Robert's Rules of Order will be used as a guide for conducting each board/parent meeting.
- g) Any family that withdraws from OCP for any reason, will be removed from BAND. As it is information for active, paying families.

7) Parental Obligations

- a) Volunteer in class monthly as needed (dependent on enrollment).
- b) Attend all parent meetings. This includes Orientation and 1-2 parent meetings per year.
- c) Participate in one fundraiser per school year.
- d) Participate in the planning or execution of one special event per school year.
- f) See Parent Handbook for detail on these obligations and consequences for failure to comply.

8) Board of Directors

- a) In the spring, up to three parents from each age group are selected to represent that age groups' interest on the board.
- b) From these elected representatives, officers are decided.
- c) If needed, in the fall, the group can choose to elect an additional person from the new parents to represent their group on the board.

9) Board of Directors Responsibilities

- a) Provide leadership and oversee the operation of the playschool.
- b) Encourage the membership to feel welcome and appreciated.
- c) Work to resolve any difficulties reported by members.
- d) Demonstrate a commitment to the school through presence at fundraisers and events.
- e) Must have a child enrolled in OCP or have a past connection with the school.
- f) Responsible for determining the size of the membership, i.e. number of students per class.
- g) Elected directors will serve for one school year or until their successor is elected.
- h) Any director may be removed, with or without cause, by a vote of 2/3 of the directors then in office. Positions may be temporarily filled until an official election can take place.
- i) Each board member takes the lead of 1 event along with the teacher.

10) Board of Directors Definitions and Guidelines

- a) Honorary Members - may include past board members and teachers as consultants. No voting capability.
- b) The Board has the least two (2) teacher evaluations per year (Oct/Nov and March/April).
- c) The Board has the discretion to decrease or increase the number of evaluations as warranted.
- d) A vacancy on the board is filled by a representative from the same age group (tots, 3's 4's) if possible.
- e) The board of directors are mandatory reporters.
- f) The retiring officers are responsible for carrying out their duties until the end of the school year.
- g) If spouses are elected to different positions on the board, they each have a vote.

11) Board of Directors Officer Position Descriptions

President

- a) Oversees all activities related to OCP operation and fiscal wellbeing (see presidents folder with yearly schedule).
- b) First priority check signer, policymaking supervision and support for all board members.
- c) Works in conjunction with the Vice President (VP), treasurer and teachers in formulation of the annual budget.
- d) Calls and conducts meetings of the membership and board of directors.
- e) Posts agendas for parent and board meetings one week in advance on Band or on a bulletin board at OCP. May delegate to the VP/other board member.
- f) Responsible for teacher supervision, including annual review of contracts.
- g) Works with teacher and treasurer to prepare online registration link and orientation packets for parents and be available to organize incoming student information with teacher as needed.
- h) Keeps the membership informed and conducts an annual review of the parent handbook at orientation. May delegate to other board members if needed.
- i) Provide a positive, enthusiastic face for the playschool in all community relations.
- j) President nominees must have prior OCP Board experience unless waived by majority vote of the board.
- k) A parent felt led to stay on after their child graduates, may do so as long as the majority agrees.

Vice President (VP)

- a) Oversee fundraising activities, report profits to the treasurer and membership.
- b) Assists class coordinators if needed to make sure parents complete their event duties.
- c) Create sign ups via Band on "All School sign ups" page for annual cleaning, special events and fundraisers.
- d) Coordinate the biennial safety checklist. (See folder "Safety")
- e) Works in conjunction with president, treasurer in the formulation of the annual budget.
- f) Presides at meetings and school functions in the president's absence.

- g) Manages student immunization records and follows state requirements. (Must create Alert IIS account)
- h) Completes criminal background checks on all in-class workers. (This task may only be done by the President or VP and information only to be shared with the teacher)
- i) Arranges T-shirt/Sweatshirt/hat orders for membership.
- j) Provides a positive, enthusiastic face for OCP through all community outreach

Treasurer

- a) Performs ongoing accounting for school finances
- b) Maintains up-to-date fiscal records.
- c) Performs duties related to checkbook operation. Is the second priority check signer.
- d) Manages accounts payable and receivable, taxes, insurance and permits.
- e) Ensures an understandable paper trail is available for all transactions.
- f) Releases budgeted event funds to event coordinators prior to the event.
- g) Ensures receipts are kept and turned in upon completion of each event.
- h) Prepares and distributes the teacher's salary check by the 5th of each month. September paycheck will include two weeks of school prep pay and June paycheck will include exactly two weeks of pay, one week with students and one week to clean and organize.
- i) Reports account balance at board meetings, and additionally monthly to President and Vice President
- j) Provides a written report for board meetings one week in advance of the meeting. Makes copies of bank statements available as requested.
- k) Assists president, VP in formulation of annual budget
- l) Checks registration weekly to track payments, contacts families about registration payments due, as needed.
- m) Keeps records of fundraising funds earned by playschool families and provides the board and school with a posting of actual fundraising profits.
- n) Provides a positive, enthusiastic face for the playschool in all community outreach.

Secretary

- a) Takes minutes at parent (membership) and board meetings
- b) Prepares and distributes minutes within seven (7) days of meeting.
- c) Picks up mail twice weekly from PO Box deliver to correct board member's cubby
- d) Maintains files of minutes and meeting attendance.
- e) Composes and sends thank you notes as necessary.
- f) Provides a positive, enthusiastic face for the playschool in all community outreach.

Grant Writer

- a) Attends board meetings regularly
- b) Prepares donation/grant requests (including monetary amounts, deadlines, etc.) for each board meeting.
- c) Researches, writes and submits grants that could be available to OCP.
- d) Submits on line fundraising requests (particular, larger requests)

Parent Coordinator (Tots, 3s and 4s) Descriptions

- a) Attends Board meetings to communicate between the parents of your class, the teacher and board members when needed.
- b) Guides parents on snack options/procedures. (3's & 4's Classes only)
- c) Keeps an updated roster for your class at all times.
- d) Coordinates in-class volunteer signups via Band (3's and 4's class only), Moms Day, Dads Day, graduation, etc.
- e) Assists parent volunteers with finding coverage for scheduling conflicts that may arise. (The ultimate responsibility is on the parent needing coverage.) If you need more assistance, the President or V.P will assist.
- f) Reminds parents to fill out the coverage switch slip and leave it in the tuition drop box.

Teacher/Director

- a) Plans, supervises and implements a school program in accordance with OCP philosophy and policies.
- b) Develops the school curriculum with approval from the board
- c) Designs a program that balances the needs of individual children with regard to their special interests, talents, age, abilities and pace in learning within the group.
- d) Coordinates the lesson plans, classroom learning centers, supplies, craft projects, student evaluations, and day-to-day teaching.
- e) The overseer of registration which includes detailed information pertaining to student allergies, social media posting, walking field trip permissions and release information.
- f) Maintains updated roster for each class.
- g) Posts on the school Facebook page monthly to keep potential enrollees knowledgeable about the co-op.
- h) Manages Inventory and submits order list as needed to the board for purchase.
- i) Creates Band threads for each new class and invites families. As well as creates all BAND chats for special events with the lead board member and families involved. Ex: Christmas Program, Moms Tea, graduation ect.
- j) Maintains a class parent volunteer duty list in accordance with class schedule. Assists and supervises parents in the classroom to ensure quality interaction between parents and children.
- k) Checks phones messages, Facebook messages, and school email for potential registration questions etc.
- l) Fills in the calendar on BAND(s) and creates flyers as needed for events, field trips etc.
- m) Attends board meetings as consultant (with no vote), parent meetings, school events, and in-service training as appropriate.
- n) Communicates with Website designer, as well as the president for any updates needed on OCP's website.
- o) Designs slideshow for graduation and puts together yearbook after, with the assistance of the President or treasurer for ordering and distribution purposes.
- p) Arranges for a substitute and notify the president of any necessary absence.
- q) Must have current CPR and First Aid certification and food handler's card.

Teacher Helper

- a) Works closely with the teacher to set up the classroom on a weekly basis.
- b) Makes copies, performs cutting, laminating or other project preparation as requested.
- c) May qualify to take on similar duties as the parental volunteers if approved by the board.

Instructional Assistant

- a) Assists in class with daily activities.
- b) Provides a warm and safe environment where self-concepts are enhanced, independence encouraged and individuality respected.
- c) Demonstrates professionalism and model appropriate classroom behavior for students
- d) Attends board meetings, parent meetings, school events, and in-service training as appropriate.
- e) Works closely with the teacher on classroom organization and lessons.
- f) Must have current CPR and First Aid certification and food handler's card.

12) Registration and Fees

- a) Prior to starting school, a parent handbook and a copy of these bylaws will be distributed to all enrolling parents.
- b) The expenses of the playschool are shared by the membership. The fees are determined by the board of directors. See parent handbook for most up to date fee schedule.
- c) Tuition paid in full for the school year (September - May) by September 30th will be eligible for a 5% discount, rounded up to the nearest dollar amount. Tuition paid monthly is due by the first of each month. If received after the 5th of the month, families are subject to a \$15.00 late fee. Special arrangements can be made in writing with the treasurer as to specific families' due dates or payment method.
- d) Tuition not received by the 5th of the month will be considered past due and the student(s) will be suspended until payment is received. Families with a past due account are responsible for working out an equitable financial arrangement with the treasurer, contingent on board approval. Past due accounts are given one month to make their account current before they are asked to withdraw from playschool.
- e) Tuition must be paid whether or not the child attends school full-time. Different arrangements may be allowed with full board approval.
- f) Non-refundable fees of \$50 for registration (\$25 after January 15), \$50 for supplies, and \$50 cleaning fees are paid annually and are required to enroll the child in the playschool program.
- g) If a child enters the playschool in the middle of the month, tuition is pro-rated.
- h) Tuition is discounted 10% per additional child per family enrolled.
- i) In the event that a family cannot attend OCP for one month because of extenuating circumstances, (determined by the board) that family may be responsible for paying 1/2 the amount of tuition to secure the child's spot in class. That can happen once in a school year. After the 1st time, if there is a waiting list, their spot may be taken by a new family unless a full month is paid.
- j) Two weeks' notice is required for withdrawal before the end of the year. The family is financially responsible for those two weeks whether or not their child attends.

13) Disbanding

a) In the case of dissolution, and after paying off and adequately providing for the debts and obligations of the organization, the remaining assets are to be distributed to a non-profit fund, child oriented foundation, or corporation which has established its tax-exempt status under Section 501(C)(3) of the Internal Revenue code.

14) Amending the Bylaws

a) The bylaws may be amended at any time by the affirmative vote of two-thirds of the board of directors and the majority of the membership.

15) Policy

a) The policies of the Oakland Cooperative Playschool and their implementation are to be determined by the board of directors and reported to the membership.

Amended/approved by the OCP Board of Directors August 2025.