



Centreville Preschool, Inc.

CREATE. PLAY. INSPIRE

# PARENT HANDBOOK 2018-2019

13916 Braddock Road • Centreville, Virginia • 20120

[www.centrevillepreschool.com](http://www.centrevillepreschool.com)

Tel: 703.830.5656

Updated: August 28, 2018



Dear Parents,

I would like to extend a warm welcome to you and your family from Centreville Preschool, Inc. for the 2018-19 school year. CPI's goal is to provide a safe and caring environment for your child's first experience with education. Our devoted teachers apply the most current early educational concepts to the curriculum, and promote a warm atmosphere in which your child will learn.

Whether you have chosen a cooperative class in which you will participate with your child in the classroom, or a non-cooperative class that is staffed by two dedicated CPI teachers, I know the experience will be beneficial to both you and your child.

The Parent Handbook will introduce you to the history, philosophy, and methodology of CPI to help your family make the most of the outstanding educational experience we offer. It will also help define the importance of your role as a member of the CPI family. I hope that you will look for ways in which you can become active and involved, in not only your child's preschool education, but also in the community, that CPI creates. There are so many ways to contribute – please take a moment to consider how your talents could benefit CPI.

The Parent Handbook is a valuable tool to which you may need to refer throughout the school year. It should help answer any questions you may have, as well as provide details regarding the operation of our school. The school's website, [www.centrevillepreschool.com](http://www.centrevillepreschool.com), will also be a source of information for you throughout the year. If the answer to your question cannot be found in one of these two sources, please feel free to contact me or any one of our volunteer board members.

I look forward to working with all of you in the coming year!

Sincerely,

Jennifer Cooley  
President, Board of Directors  
Centreville Preschool, Inc.



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## **THIS YEAR AT CPI**

### **SCHOOL CALENDAR 2018/2019**

<b>September 1<sup>st</sup> (9:30 AM – 1:25 PM)</b>	Membership Meeting/Orientation
<b>September 4<sup>th</sup></b>	First Week of Classes (two-hour classes all week)
<b>October 8<sup>th</sup></b>	Columbus Day Holiday
<b>November 5<sup>th</sup> and 6<sup>th</sup></b>	Student Holidays
<b>November 21<sup>st</sup> -23<sup>rd</sup></b>	Thanksgiving Break
<b>December 17<sup>th</sup> -January 4<sup>th</sup></b>	Winter Break
<b>January 7<sup>th</sup></b>	Classes Resume
<b>January 21<sup>st</sup></b>	Martin Luther King Holiday
<b>January 25<sup>th</sup></b>	School Holiday 4's and Pre-K Conferences
<b>February 18<sup>th</sup></b>	President's Day Holiday
<b>April 5<sup>th</sup></b>	Student Holiday
<b>April 15<sup>th</sup> -19<sup>th</sup></b>	Spring Break
<b>May 16<sup>th</sup> and 17<sup>th</sup></b>	4's and Pre-K Graduations
<b>May 20<sup>th</sup></b>	School Picnic
<b>May 22<sup>nd</sup> – 23<sup>rd</sup></b>	Last Days of School

If Fairfax County Schools are closed or delayed due to inclement weather, so is CPI. Unlike Fairfax County, we do not schedule make-up days for snow days and other days lost due to weather. Please refer to our full policy on page 38.



## WHAT’S HAPPENING IN FUNDRAISING THIS YEAR

Fundraising is vitally important to the school. It provides funds for “extra” toys and equipment for the children, covers the cost of capital improvements, and helps to meet unexpected expenses and emergencies. The Co-Directors of Fundraising present fundraising events planned for the school year in a letter at the beginning of this Handbook and at the September General Membership Meeting. In the past, successful fundraising activities have included our silent auction and gift-wrap sales. Your support and participation is greatly appreciated and greatly helps our school. In addition to fundraising projects, CPI also participates in programs that offer benefits and convenience to the parents, as well as a profit for the school. These programs include:

- **Scholastic Book Clubs:** Parents will be provided the opportunity to order low-cost books for children. CPI will receive credit that can be redeemed for educational books and tapes for the school.
- **T-shirt and Tote Bag Sales:** CPI T-shirts, and tote bags are available for purchase throughout the year. CPI makes a modest profit on these items.

As a small cooperative preschool, CPI depends on fundraising to provide enrichment to the curriculum and to keep our facilities in good shape. Each year, we are able to make improvements and continue to maintain our historic building with the funds we raise! We are going to continue this year to offer fewer fundraisers requiring you to “sell” and more that offer you services! We hope to keep the FUN in Fundraising!

This fall we are planning on having a family fun night at a local restaurant, and we may have events at other restaurants as well. Please keep an eye out for the flyers with the time and date information for these events.

Last year our HOLIDAY SHOP was a huge success! Students will be able to “shop” at school for parents, siblings, grandparents, aunts, uncles, cousins, babysitters – or whomever you want them to buy for! This is going to be so much fun for the kids and we think you will all be thrilled to see the joy in your children’s faces when they come home with presents to share that they picked out!

Each year the school hosts one big event. We will be hosting the fourth annual Family Fun Fair in the spring - keep an eye out for details to come home soon.

In the spring, you will have the opportunity to order Original Artwork. Your child will create a special work of art while at school, and this image can be printed on to magnets, mugs, T-shirts, trivets and other items. These make treasured gifts for grandparents, uncles, aunts, and babysitters.

<b>Spirit Nights</b>	<b>Ongoing</b>
<b>Book Fair</b>	<b>October</b>
<b>Holiday Shop</b>	<b>December</b>
<b>Original Artwork</b>	<b>March</b>
<b>Spring Catalog Fundraiser</b>	<b>April</b>
<b>Family Fun Day</b>	<b>May</b>



## BOARD OF DIRECTORS

The Board of Directors of the Centreville Preschool, Inc. is elected annually by the member families of CPI at a general meeting on a date designated by the incumbent Board of Directors. The Board and the teaching staff meet monthly at a time and place determined and announced by the President. The Board of Directors and their respective responsibilities consist of:

President or Co-Presidents	<ul style="list-style-type: none"><li>● General functions and administration</li><li>● Communication with member families</li><li>● Comments, questions, and suggestions</li></ul>
Vice President	<ul style="list-style-type: none"><li>● Same as above in absence of President</li><li>● Liaison between teachers and Board</li><li>● Oversees teacher evaluation process and hiring procedures</li></ul>
Secretary	<ul style="list-style-type: none"><li>● Organization of committees</li><li>● Coordinator of clerical work</li><li>● Preschool correspondence and files</li></ul>
Treasurer	<ul style="list-style-type: none"><li>● Reimbursements for supplies</li><li>● Bookkeeping and payroll</li><li>● Budget</li><li>● File tax return and oversee annual audit</li></ul>
Enrollment Co-Directors	<ul style="list-style-type: none"><li>● Registration of new members; Member termination requests</li><li>● Address/telephone number changes</li><li>● Notification of Board members of student drops/adds during school year</li></ul>
Licensing Director	<ul style="list-style-type: none"><li>● License renewal and building inspection coordinator</li><li>● Building safety questions</li><li>● Staff orientation and training questions</li></ul>
Health and Safety Director	<ul style="list-style-type: none"><li>● Health form inquiries; Safety questions</li><li>● Reporting of communicable disease; Reporting medical form changes</li></ul>
Parent Scheduling Director	<ul style="list-style-type: none"><li>● Preparation of parent aide schedule</li></ul>
Parent Education Director	<ul style="list-style-type: none"><li>● All ideas, suggestions, or questions concerning parent education programs at CPI (books, speakers, seminars, etc.)</li><li>● Handbook compilation, distribution, revisions, comments, and questions</li></ul>
Fundraising Co-Directors	<ul style="list-style-type: none"><li>● Planning and coordinating fundraising activities</li></ul>
Maintenance Director	<ul style="list-style-type: none"><li>● Coordination of work days</li><li>● Scheduling of maintenance sessions (inside and outside)</li></ul>
Public Relations Director	<ul style="list-style-type: none"><li>● Coordinates advertising for all enrollment and hiring events</li><li>● Creates promotional materials</li><li>● Updates social media</li><li>● Runs CPI involvement in Centreville Day</li></ul>



### 2018/2019 BOARD OF DIRECTORS CONTACT INFORMATION

<b>President</b>	Jennifer Cooley	Email: <a href="mailto:cpipresident@outlook.com">cpipresident@outlook.com</a> Tel: (703) 774-7431 Child/Class: Maeve, Chapman MWF AM
<b>Vice President</b>	Samantha Lentz	Email: <a href="mailto:cpivicepresident@outlook.com">cpivicepresident@outlook.com</a> Tel: (571) 344-0284 Child/Class: Wyatt & Sloane, Steinhilber WThF AM
<b>Secretary</b>	Karisa Mullinax	Email: <a href="mailto:cpisecretary@outlook.com">cpisecretary@outlook.com</a> Tel: (703) 598-8714 Child/Class: Lincoln, Chapman MWF AM
<b>Treasurer</b>	Mujib Chenzaie	Email: <a href="mailto:cpitreasurer@outlook.com">cpitreasurer@outlook.com</a> Tel: (703) 473-7375 Child/Class: Alia, Chapman MWF AM
<b>Public Relations</b>	Jessica Ryles	Email: <a href="mailto:cpipr@outlook.com">cpipr@outlook.com</a> Tel: (703) 543-7294 Child/Class: Owen, Jones MTWTh PM
<b>Co-Enrollment</b>	Lori Puffer	Email: <a href="mailto:cpienrollment@outlook.com">cpienrollment@outlook.com</a> Tel: (703) 989-0146 Child/Class: Rosalie, Kinn TTh AM
<b>Co-Enrollment/ Tours</b>	John Tanner	Email: <a href="mailto:cpitours@outlook.com">cpitours@outlook.com</a> Tel: (757) 580-2078 Child/Class: Evelyn, Steinhilber WThF AM
<b>Scheduling</b>	Elisa Holden	Email : <a href="mailto:cpischeduling@outlook.com">cpischeduling@outlook.com</a> Tel : (703) 606-1908 Child/Class: Charlotte, Boles MWF PM
<b>State Licensing</b>	Sarah Norman	Email: <a href="mailto:cpistatelicensing@outlook.com">cpistatelicensing@outlook.com</a> Tel: (423) 488-6343 Child/Class: Brendan, Steinhilber MWF PM
<b>Maintenance</b>	Firas Abubaker	Email: <a href="mailto:cpimaintenancel@outlook.com">cpimaintenancel@outlook.com</a> Tel: (571) 723-9548 Child/Class: Fatima, Boles MWF AM
<b>Parent Education</b>	Kristin Bunch	Email : <a href="mailto:cpiparented@outlook.com">cpiparented@outlook.com</a> Tel : (703) 887-7736 Child/Class: Ethan, Steinhilber WThF AM
<b>Co-Health and Safety</b>	Robert McKinney	Email : <a href="mailto:cpisafety@outlook.com">cpisafety@outlook.com</a> Tel : (253) 720-4527 Child/Class: Conrad & Miles, Boles MWF PM
<b>Co-Health and Safety</b>	Kristy Cho	Email : <a href="mailto:cpisafety@outlook.com">cpisafety@outlook.com</a> Tel : (916) 676-4087 Child/Class: Evelyn, Lewis TTh AM
<b>Co-Fundraising</b>	Christine Hardey	Email: <a href="mailto:cpifundraising@outlook.com">cpifundraising@outlook.com</a> Tel: (703) 919-2181 Child/Class: Emma, Jones MTWTh PM
<b>Co-Fundraising</b>	Danielle McNamara	Email: <a href="mailto:cpifundraising@outlook.com">cpifundraising@outlook.com</a> Tel: (571) 383-3790 Child/Class: Colton, Lewis TTh AM
<b>Chalkboard Editor</b>	Tuquyen Yee	Email: <a href="mailto:cpichalkboard@outlook.com">cpichalkboard@outlook.com</a> Tel: (678) 521 - 4476 Child/Class: Tanner, Kinn TTh AM



## SCHOOL STAFF 2018-2019

Position	Name	Email	Phone
<b>Teacher Director / Threes Teacher</b>	Teresa Steinhilber	<a href="mailto:director@centrevillepreschool.com">director@centrevillepreschool.com</a>	703-631-3670
<b>Office Manager / Accounting Clerk</b>	Janet Chen	<a href="mailto:admin@centrevillepreschool.com">admin@centrevillepreschool.com</a> <a href="mailto:accounting@centrevillepreschool.com">accounting@centrevillepreschool.com</a>	617-251-6490
<b>Beginners Teacher</b>	Laurie Lewis	<a href="mailto:laurie@centrevillepreschool.com">laurie@centrevillepreschool.com</a>	703-968-9223
<b>Threes Teacher / S.T.E.A.M. Discoverers</b>	Jeannie Kinn	<a href="mailto:jeannie@centrevillepreschool.com">jeannie@centrevillepreschool.com</a>	703-825-1595
<b>Global Adventurers / Creative Thinkers! / Culinary Kids</b>	Michelle Kelch	<a href="mailto:michelle@centrevillepreschool.com">michelle@centrevillepreschool.com</a>	703-725-1679
<b>S.T.E.M. Explorers / Pre-K Aide</b>	Jennifer Kilburne	<a href="mailto:jen@centrevillepreschool.com">jen@centrevillepreschool.com</a>	703-593-5352
<b>Teacher's Aide</b>	Diane Saint Germaine	<a href="mailto:Diane@centrevillepreschool.com">Diane@centrevillepreschool.com</a>	703-336-9885
<b>Fours Teacher</b>	Elaine Chapman	<a href="mailto:elaine@centrevillepreschool.com">elaine@centrevillepreschool.com</a>	703-830-0591
<b>Fours Teacher</b>	Diana Boles	<a href="mailto:diana@centrevillepreschool.com">diana@centrevillepreschool.com</a>	703-263-1374
<b>Pre-K Teacher</b>	Colleen Jones	<a href="mailto:colleen@centrevillepreschool.com">colleen@centrevillepreschool.com</a>	703-371-5577



## **ABOUT OUR STAFF**

Professional teachers are responsible for the daily program of classes and for supervision of participating parents. Our teachers are fully qualified to teach at CPI. All teachers hold one of the following:

1. A degree in Elementary Education or related field;
2. Equivalent experience in early childhood education; or
3. Two years of experience at CPI.

CPI teachers guide and help our children grow and develop at their own pace and ability level.

Your interest in your children and CPI is the common ground you share with your teachers. Teachers schedule parent conferences and are available throughout the school year for discussion of specific problems or concerns relating to their students.

## **STAFF BIOGRAPHIES**

**DIANA BOLES**, Teacher – Fours Program: Diana joined CPI’s staff in 2000. She has worked as a counselor for abused and neglected children. Diana has also worked in retail sales and graphic art. Diana is originally from Michigan and moved to Virginia in 1988. She has provided day care in her home for numerous children since 1989. She taught CCD at St. Timothy’s Catholic School for 12 years. Diana, an avid fan of wildlife conservation, has trained to be a rescuer/handler for the Raptor Conservancy of Virginia. She has an expertise in all things “nature.” Diana is an art enthusiast and also enjoys gardening. Diana is Yoga 200 Certified. She graduated from a twelve week course in June, 2014.

**ELAINE CHAPMAN**, Teacher – Fours Program: Elaine joined CPI’s staff in 2002. She lives in Centreville with her husband and 3 children, who have all attended CPI. Elaine was a home day care provider since 1986, working with children attending kindergarten through 6th grade. During several summer seasons, she participated in an innovative educational program designed for early preschool children, at a privately created venture called “Smalltalkers.” Elaine has also been a substitute aide and parent helper for Fairfax County schools. In her spare time, she enjoys creative art and gardening.

**COLLEEN JONES**, Teacher – Pre-K: Colleen grew up in New York and graduated from Loyola University in Baltimore, Maryland with a B.A. in Psychology and minor in Fine Arts. From there, she earned her M.Ed. in School Counseling from the Curry School Education at the University of Virginia. Returning home to New York, Colleen taught middle school math before moving back to Virginia, where she worked as a middle school counselor for FCPS. She and her husband live in Clifton with their three children.

**MICHELLE KELCH**, Teacher- Creative Kids: Michelle has an M.S. in Education and was a Special Education teacher in Alexandria City and Fairfax County for ten years. She was also a Girls on the Run coach, a teacher mentor, and a Positive Behavior Intervention coach. She has two children and her favorite family activities are swimming and taking walks. Michelle loves the warm and caring school-family partnership at CPI, and can't wait to have fun with the children!

**JEN KILBURNE**, Teacher – S.T.E.M. Explorers Program: Jennifer and her husband, Adam, grew up in Fairfax County and reside in Centreville. They are blessed with 5 children. Active at CPI since 2000,



Jennifer has served on the Board of Directors as Maintenance, Parent Education, and the Health/Safety Director. Prior to joining the staff in 2012, she was a private daycare provider, worked in hospital administration and continues to work part time as the Accounts Auditor for a local landscaping company. In addition to being a regular volunteer for Fairfax County public schools and a long-time member of the Virginia PTA, she has also been a cheerleading coach, a Girl Scout troop cookie manager and the Award Coordinator for Southwestern Youth Association wrestling. Jennifer was honored as the 2012 and 2014 SYA Wrestling Volunteer of the Year. In her spare time, she enjoys reading, gardening, baking and of course, exploring all the science.

**JEANNIE KINN**, Teacher –Threes Program & S.T.E.A.M. Discoverers: Jeannie is a graduate of Fullerton College in Fullerton, CA with a major in marketing. Jeannie first joined CPI as a co-op parent in 2007. Over the next 5 years Jeannie was busy starting and running a community playgroup, volunteering with the school and helping out with GRACE Art and Girl Scout programs. In 2012 Jeannie took a position as an aide at CPI and became a primary substitute teacher. Jeannie and her husband live in Centreville and have two kids attending a local elementary school. Jeannie loves working with children and loves to watch her students learn and thrive throughout the year.

**LAURIE LEWIS**, Teacher – Beginners Program: Laurie joined CPI as a substitute teacher in 2011. She attended Virginia Tech and majored in Family/Child Development. Laurie lives in Centreville with her husband, Ambrose, and 12 year old daughter, Nora. She's an active volunteer at Stone Middle School, The Alliance Theatre, and the Virginia Run Riptide Swim Team.

**TERESA STEINHILBER**, Director & Teacher – Threes Program: Teresa joined the CPI Staff in 2005. She has served as an Aide in the 3's and 4's program, taught the Beginner's and Mother's Day out programs in addition to teaching the 3's program. Prior to joining the Staff, she was a parent volunteer for five years and served on the Board at CPI. Teresa received a Bachelor of Arts in Criminal Justice from The George Washington University. She also received her law degree from the George Mason University School of Law and practiced law with a private firm prior to coming to CPI. Teresa, her husband, and three children (all CPI Graduates) reside in Centreville. She coached youth soccer and basketball for many years, has served on the board of her children's swim team, been a volunteer in Fairfax County Public Schools, and taught Religious Education. She remains active by playing on several women's soccer teams in the area.

**DIANE ST. GERMAIN**, Teacher Aide: Diane is a graduate from the University of Maryland and former USAirways Flight Attendant. She resides in Centreville with her husband, Paul, and their four sons. Over the last 15 years, Diane has worked and volunteered at five local preschool centers and has extensive experience with Early Intervention and Child Find Services. In addition, Diane has over 10 years' experience as an elementary school classroom volunteer at Deer Park Elementary School, specializing in small group instruction. She created a Rising Kindergarten Playgroup Program as a segue into school, chaired & coached the Odyssey of the Mind Program, chaired Arts in Education Reflections Program, and currently serves on the Athletic Booster Board at Westfield High School. In her spare time, she enjoys coffee with friends and watching her kids play numerous sports.

**ELISA HOLDEN**, Teacher Aide: Elisa grew up in Fairfax County and graduated with a Bachelors in Psychology. After graduating she spent nine years in the social work field. Elisa has two children, both current students at CPI. She joined the CPI Board of Directors in 2016 as the Health & Safety Director. In addition to being a stay at home mom, she works as a Child Care Coordinator on weekends and



evening at her local church. Elisa enjoys working with children of all ages and loves their enthusiasm and energy.

**JANET CHEN**, Office Manager and Accounting Admin: Janet relocated to Northern Virginia after her husband, Roger, separated from the US Army. She is the mother of two children, both of whom graduated from CPI. A graduate of Fayetteville State University, Janet has over 10 years' experience in the accounting field, but enjoys being a stay-at-home-mom even more. In her spare time, she teaches swimming lessons, gets in a little swimming herself, and roots for the Boston Red Sox.



## A TYPICAL DAY AT CPI

### Drop Off

- 15 Minutes      **Arrival and getting settled in school:** play time with manipulative toys, puzzles, floor toys, and play dough, providing opportunity for fine motor development.
- 15 Minutes      **Circle:** discussion with children about the topic of the day. Explanation of the center activities, daily choices, calendar, weather discussion, Leader of the Day, and show and tell.
- 1 Hour            **Center time:** participation in a wide variety of centers within the rooms to include dramatic play, manipulative toys, arts and crafts, blocks, books, science activities, games, sensory activities, and puzzles.
- 10 Minutes      **Clean up, hand washing, set up for snack.**
- 20 Minutes      **Snack:** a nutritious snack and drink are provided by the helping parent or the leader of the day.
- 15 Minutes      **Stories:** to include flannel board, puppet activities, and stories on tape.
- 15 Minutes      **Music:** to include songs, finger plays, rhythms, playing instruments, dancing, and singing.
- 15 Minutes      **Outdoor play** (weather permitting) or indoor large motor activities.

### Dismissal



## **ABOUT CENTREVILLE PRESCHOOL, INC.**

### **HISTORY OF CPI**

CPI was created in the summer of 1969 to fill the need for a parent participation nursery school in the Centreville area. The forerunner of CPI was a loosely organized cooperative playgroup of two- to four-year-old children. This cooperative was subsequently incorporated as an accredited Virginia non-profit corporation. The name Centreville Preschool, Inc. was adopted at the start of the 1970-71 school year. After a brief period of operation in local homes, the school began holding classes at Ox Hill Baptist Church in Chantilly in September 1971. In 1979, CPI moved to Centreville Methodist Church where it remained until May 1985. CPI then moved to Newgate Blvd. in Centreville, where a great deal of hard work by CPI members transformed a former residence into an excellent cooperative education facility. Those efforts were rewarded when CPI was named Preschool of the Year for 1986/87 and 1990/91 by the Virginia Cooperative Preschool Council (formerly the Northern Virginia Council of Parent Participation Nursery Schools)! The move to our current location at 13916 Braddock Road in Centreville was completed in time for the 1991/92 school year. Our new home was again transformed into an excellent learning environment for our children thanks to the hard work and dedication of our parents and teachers.

### **VIRGINIA COOPERATIVE PRESCHOOL COUNCIL**

CPI is a member of the Virginia Cooperative Preschool Council. Schools in the Council work together on means we may employ to improve safety and health standards in our facilities, to keep our curricula current with the latest advancements in educational theory, and other joint ventures. Joint publicity activities and community service efforts help to carry the concept of cooperative schools to the public.

### **EQUAL OPPORTUNITY**

“MEMBERS OF THE VIRGINIA COOPERATIVE PRESCHOOL COUNCIL, INC. ADMIT CHILDREN OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN TO ALL RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED TO OR MADE AVAILABLE TO STUDENTS AT THE SCHOOLS. THEY DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL AND ETHNIC ORIGIN IN ADMINISTRATION OF THEIR EDUCATIONAL POLICIES, ADMISSIONS POLICIES, SCHOLARSHIP AND LOAN PROGRAMS, AND ATHLETIC OR OTHER SCHOOL-ADMINISTERED PROGRAMS.”

### **PARENT EDUCATION**

Parents in the full and semi-cooperative programs assist CPI teachers in the classroom. This is a wonderful opportunity to be involved in your child's education, and it helps to keep CPI's tuition costs low. Parents who are active in a cooperative school benefit from the opportunity to observe the way professional teachers interact with preschool children, and how their child relates to his/her classmates. This enables parents to respond to situations with more insight and maturity. It also helps parents to develop and utilize skills necessary to help children play and work more effectively. In addition, items of interest to parents of young children appear regularly in the monthly school newsletter, The Chalkboard and the Director of Parent Education is available to help identify resources available to members seeking additional information or specific guidance.



## **ETHICS**

Each member of the cooperative, as well as each teacher, aide, school clerk and account receivables clerk is expected to maintain a high standard of ethical and professional conduct in all activities pertaining to CPI. Such high standards are critical to the fulfillment of one's cooping obligations and are necessary to maintain confidentiality and respect for each child and each family's right to privacy.

## **PARENT PARTICIPATION**

Active participation and involvement of our parent-members is an integral part of the success of our school as a cooperative. The participation of all parents is encouraged; participation of parents of students in the 3- and 4-Year-Old Cooperative Programs is essential.

While most schools welcome parental involvement of some sort, CPI offers parents a unique opportunity to work closely with our teachers and observe our students at work in the classroom during the coop experience. Our parent-members help to shape the future of CPI and work to ensure that their children receive the best possible preschool education. Our teachers are always eager to work with parents who have special talents or interests that they would like to share with the students, and often are able to arrange class schedules and units to accommodate special presentations by parents. Participation in class coffees, committees, fundraisers, or serving on the Board of Directors also helps to foster enduring friendships that provide support and understanding for everyone involved.

Parent Aides at CPI manage organizational and support tasks in the classroom, allowing the teachers to maximize their time with the students. Parent Aides are responsible for assisting with the supervision of activities and helping the children with routines like using the bathroom, dressing, and cleanup time.

Many parents find the prospect of their first day as Parent Aide daunting, and approach it with a sense of apprehension and confusion. Please don't worry! The teachers at CPI are accustomed to working with new Parent Aides each year. You will learn quickly and soon grow to love the job. At the beginning of the school year, each teacher distributes a list of specific responsibilities for the Parent Aide in his/her classroom. Additionally, the Parent Aide responsibilities will be posted in each classroom.

Duties of the Parent Aide will include the following:

### **Arrival and Drop-Off**

Arrive early! Parent Aides are required to arrive at the school by 8:40 AM for the morning class and by 12:05 PM for the afternoon class. Parent Aides arriving after carpool drop-off begins may be assessed according to the Tuition and Fee Schedule.

Parent Aides greet children who are being dropped off and safely escort them from the cars into the school. The safe and successful execution of the carpool unloading process relies on all three aides being present at the first drop-off time for each session.

Park your car in the lot and escort your child into the building. "Check in" with the teacher, please place any purse or similar bag into a locked closet, and put your snack in the kitchen or other out-of-the-way place. Then proceed out to the front porch to begin escorting children into the school. Drop-off begins at 8:50 AM and 12:15 PM. Be sure to be friendly and positive. Greet the children warmly; try to learn as many names as you can. Be sure an adult escorts each child to the door.



## **Circle Time & Totes**

When all the cars have proceeded through the drop-off line, the parent aide returns to the classroom. Assist the teacher in cleaning the room for circle time. During Circle Time, your child will lead the class in the pledge, assist with the calendar, and present a show and tell. Please feel free to observe these activities.

During Circle Time, teachers will explain to the children what the different activities for the day will be, including what they will be doing with you. Parent Aides work on an individual basis with children during Center Time. Be sure you know what you'll be expected to do.

Sometime before, during, and, or immediately following Circle Time, Parent Aides should examine the children's totes for any notes that might be pinned to the exterior. These should be removed and given to the teacher. Then find the folder marked for your class in the teacher's box and distribute any material in it into the totes. These may be flyers, artwork, notices from teachers, and other items. If a child is absent, please write his or her name on the item and place it back into the folder. Try to be sure items are placed securely in the totes so parents receive the information they need.

## **Center Time**

After Circle, children disperse into different activity centers. Some centers children engage with a minimum of adult guidance, others involve activities that are directly overseen by teachers or the Parent Aides. In the Threes Program, Parent Aides typically assist with an art project or might play a game. In the Four's Program, Parent Aides also assist with art projects or are assigned to the "teach me" activity for the day, games that are designed to develop language, math skills, and concepts.

When working with the children in your class, be sure to always be positive and supportive. In addition:

- Try to get on the child's level, both mentally and physically. Short simple sentences are best; avoid complicated explanations.
- Memorize the children's names and make sure they know your name.
- Talk as little as possible. Let the children's ideas flow freely - this encourages their participation.
- Do not engage in lengthy adult conversations to the exclusion of the children. Teachers and Parent Aides are at the school for the benefit of the children.
- Watch the whole group without appearing intrusive. Children are very aware of being watched and may not react well.
- Offer help where needed but avoid doing too much for the children. Many can accomplish appropriate tasks at their own speed. Help frustrated children find satisfaction in what they have started but wait until the time seems right to offer your help. Encourage the children to do as much as they can for themselves.
- When assisting with art projects, remember it's "process not product." Messy fingers and happy, engaged children are more important than making "pretty" pictures.
- Try to offer specific observations regarding children's artwork, such as "I like that color blue" or "you worked really hard to make that."
- Refrain from talking about children in their presence or in the presence of other children. They are quick to pick up on casual comments and tone of voice.



- Never ask a teacher to discuss a child other than your own.

### **Clean-Up and Snack Time**

When the teacher announces that it is clean-up time, the Parent Aide should help the teacher with clean-up if needed and prepare snack.

Snack preparation begins with sanitizing the table. A spray bottle with a chemical disinfectant such as Lysol is kept in a locked cabinet in each classroom. Spray the table with this. Use a paper towel to ensure the full surface is covered and allow the residue to air dry. **BE SURE TO RETURN THE SPRAY BOTTLE TO THE CABINET AND LOCK IT!** Then set out the snack.

Children (and adults) must wash their hands using soap and running water before and after they eat. And children must remain seated while they eat. After snack, please clean and sanitize the table again.

### **Outdoor Play**

Weather and air quality permitting, after snack the children go outdoors to play. When this is impossible, the teacher engages them in indoor activities. During this time, the Parent Aide cleans up the classroom and bathroom areas.

For morning classes, parents should flip the name tags so the afternoon class names are shown. Remove the children's totes and place these on the front porch for pick-up. Clean and sanitize the bathroom fixtures and floor. When you are finished, please remember to return all cleansers to the locked cabinets or closets.

For afternoon classes, parents should flip the name tags so the morning class names are shown. Remove the children's totes and place these on the front porch for pick-up. Empty trashcans and replace liners (these are kept in the locked stairway closet downstairs). Vacuum the floor in your classroom and play areas. Clean and sanitize the bathroom fixtures and floor. When you are finished, please remember to return all cleansers to the locked cabinets or closets and to replace the outlet cover after vacuuming. Trash bags should be placed in outside bins.

Parent Aides can expect to leave after all the children have been picked up and the classroom is ready for the next session.

### **Miscellaneous Tasks and Concerns Throughout the Day**

Please answer the phone when necessary. We ask that you answer with, "Centreville Preschool. May I help you?" Many callers will need to be referred to a member of the Board of Directors. A list is posted by each phone.

Parent Aides work under the sight and sound supervision of the teachers and should not be in isolated areas alone with children other than their own. Teachers are also primarily responsible for cleaning and assisting children at the toilet (they have been trained in the proper use of universal precautions).

Please respect the privacy of other CPI members and keep personal information confidential.

Please read and be thoroughly familiar with CPI's Emergency Information described in this Handbook.

Please be willing to assist the teacher whenever she asks. And if anything is unusual, unclear or you are uncertain about what to do, please ask your child's teacher. CPI works best when it is a partnership between parents and teachers. And so, thank you, very much for being a Parent Aide!



## **DEVELOPMENT OF CHILDREN**

CPI encourages balanced growth by placing equal emphasis on each of the four main phases of a child's development: physical, intellectual, social and emotional. This philosophy is the guiding force behind planning the daily schedules and activities. CPI's daily planned activities and play provide enjoyment and learning through exploration and experimentation. Good teaching involves providing guidance and direction and reinforcing positive development of each child at CPI. It is accomplished at CPI through the cooperation of parents and teachers in creating the best possible environment for this critical period of development.

CPI policy dictates that our teaching staff handles behavior problems with a mixture of time outs and positive reinforcement for good behavior. Children are always spoken to with respect in a calm voice, and the striking of a child is never permitted under any circumstance. The teaching staff will notify the Vice President of any serious behavior problem that they feel is beyond their reasonable ability to control and of cases where other children's safety is in jeopardy. In these cases, the Board will determine when and if the child should be removed from the program.

### **Physical Development**

Children learn most easily through guided play activities. Through the use of crayons, finger paints, building blocks, glue, scissors, and seasonal outdoor activities, our children are exposed to excellent opportunities for the early development of small and large muscles and hand-eye coordination.

### **Intellectual Development**

Listening to stories, poems and records, sharing ideas through discussions, play acting, finger plays, games and short field trips all help in the intellectual development of our children. They develop and strengthen their powers of observation, concentration, imagination, and memory. The children are encouraged to think creatively, distinguish between things that are real and things imaginary, and to express their opinions of objects and ideas. Field trips with the group to places of interest and similar activities help to broaden their experiences and add to their self-confidence and independence. Their memories are sharpened by activities involving the recounting of the new experiences they have at CPI.

### **Social Development**

Our children get their first lessons in community living at CPI by becoming contributing members of the group. They learn to share, take turns, help their companions, receive help from others, interact with other children to achieve common goals without causing friction and follow as well as lead the group. They learn to share experiences through their conversations with others, to listen while others talk and that it can be fun to contribute to group conversations.

### **Emotional Development**

Teachers and participating parents make children feel wanted, loved, and secure in what is for many their first experience away from home for any length of time. The preschool provides our children with a receptive and constructive forum for the expression of their feelings. We work to help them enhance their individuality, confidence, and self-assurance, while exposing them to group rules. They learn self-control, self-reliance, and are provided with opportunities to make choices. Consideration for others is always encouraged.



## **POLICIES AND REGULATIONS**

### **APPLICATION AND ADMITTANCE**

Application for admission for the current school year may be made at any time during the year. Applications for the upcoming school year will not be accepted prior to a date established and announced by the Board of Directors. To apply, a parent or legal guardian of the student must sign the Application Form, acknowledging their acceptance of the CPI Membership Agreement, and enclose the registration fee (see Tuition and Fee Schedule).. Applications and class assignment choices of current CPI members and alumni will be given priority over applications received during the open registration period.

Class size is established by the Board of Directors and is based on the number of qualified applicants and the limitations of our occupancy permit. Currently, enrollment varies from ten to twelve per class. Class assignments are made on a modified first-come, first-served basis, to ensure a balanced boy/girl ratio in each class.

At the point when classes are filled, applicants are placed on a wait list. Once on the wait list, the applicant will be offered the next available position in the program to which they applied. The applicant will receive written notification of their position on the wait list. If still on the wait list January 1st, the applicant will have priority for enrolling the following year.

Wait lists are maintained for each program: Pre-K 4-day semi-cooperative, 4s 3 day coop, 3s 2 day coop and 3 day coop, Beginners 2 day non-cooperative, S.T.E.M. Explorers 1 day non-cooperative, Creative Kids 1 day non-cooperative and Lunch Bunch 1 day. An applicant may not request to be wait-listed for a particular class session. If an applicant refuses a position offered to him, the registration fee shall be forfeited.

Switch lists are maintained for each program to accommodate parents who may wish to change the class their child was placed in. The switch list will be dissolved as of October 1 for the current school year. Requested switches after that date will need teacher approval. Contact the Enrollment Director to be added to the switch list. Placement from the switch list is made on a modified first-come, first-served basis, to ensure a balanced boy/girl ratio.

If a non-cooperative class does not fill by July 1st, the Board of Directors may elect to revert the class to a standard cooperative class. Registrants will be notified and be given the option to stay in the class as a cooperative participating family with tuition adjusted accordingly. Registrants who are unable to enroll in our cooperative program will receive a full refund of all paid fees or may request a buy-out.

### **BUY OUT OPTION**

The Board of Directors offers a “buy out” option to parents wishing to register a child in a cooperative class at a non-cooperative cost with those corresponding parent responsibilities. Two buy-outs are allowed per cooperative class: additional buy-out requests are considered on a case-by-case basis. Buy-out options may also be offered as a way to fill classes that have not filled by August 15th.

The person who then chooses the buyout option is enrolling in a coop class as a non-coop parent/student and will then pay the non-coop tuition in their program and not be required to be on a committee or attend a cleaning party buy will be included on the rotating snack schedule.



## **TUITION, FEES, AND ASSESSMENTS**

All tuition payments, supply fees, and assessments are to be paid to the Account Receivables Clerk via US Mail or can be dropped in the lockbox located inside the preschool via the “ramp” door. Mail payments to CPI, Attn: Account Receivables Clerk, PO Box 253, Centreville, VA 20122. DO NOT send checks to the school street address or to the Account Receivables Clerk in your child’s tote bag. Payments must be made by personal, certified, or cashier’s check, made payable to Centreville Preschool, Inc., cash, or credit card. Payments should not be handed to teachers or co-oping parents in the drop-off/pick-up lines. Tuition may also be paid online; you will be emailed an invoice each month.

### **Tuition**

- Centreville Preschool, Inc. has a payment plan that includes nine (9) equal tuition installments. The first tuition installment is due on July 1<sup>st</sup> and is applied to May’s tuition. The second tuition installment is due on September 1st with the remaining 7 tuition installments due the first of the month October through April. These 9 tuition installments reflect CPI’s actual attendance of 9 months for a given school year.
- Members may pay tuition by one of two methods: a one-time payment for the full tuition amount OR nine equal payments.
- The yearly tuition for 2018-2019 is:
  - \$2340 for the 2 day Beginners Program
  - \$1710 for the AM 2 day Threes Coop Program
  - \$1665 for the PM 2 day Threes Coop Program
  - \$2115 for the AM 3 day Threes Coop Program
  - \$2070 for the PM 3 day Threes Coop Program
  - \$2115 for the AM 3 day Fours Coop Program
  - \$2070 for the PM 3 day Fours Coop Program
  - \$3015 for the 4 day Pre-K PM Semi-Coop Program
  - \$900 for the 1 day S.T.E.M. Explorers Non-Cooperative Program
  - \$900 for the 1 day S.T.E.A.M. Discoverers Non-Cooperative Program
  - \$900 for the 1 day Global Adventurers Program
  - \$900 for the 1 day Creative Thinkers! Non-Cooperative Program
  - \$900 for the 1 day Culinary Kids Program
  - \$315 for each 1 day Lunch Bunch Program
- The first tuition installment and supply fee are due July 1<sup>st</sup>. The tuition portion of the first installment is applied to May’s tuition as a deposit. If the first installment and supply fee are not received with the signed tuition agreement by July 1st, your child may lose his or her spot in Centreville Preschool, Inc. to a child on the waiting list.
- After the July 1st payment, the remaining tuition installments are due on the 1st day of the month beginning September 1st. The final payment is due April 1st for a total of nine (9) payments.
- All members must make the first installment payment (including May’s tuition plus the supply fee(s), plus one (1) tuition installment prior to the start of classes if they have chosen to pay their annual tuition in nine (9) installments.



- A \$25.00 late fee will be assessed for payments received after the scheduled payment date of the 1st day of the month. If mailing tuition payments to the P.O. Box, late fees are determined based on the envelope's Post Mark date. If tuition payments are placed in the school's lockbox, late fees are determined by when the Account Receivables Clerk empties the lockbox at the beginning of each month.
- After a student has been enrolled into CPI, the registration fee is non-refundable.

<b>Fees</b>	<b>Amount</b>	<b>Description</b>
Registration	\$65.00	Submit with the application
2 Day Program Supply Fee	\$70.00	Due July 1 <sup>st</sup>
3 Day Program Supply Fee	\$85.00	Due July 1 <sup>st</sup>
4 Day Program Supply Fee	\$100.00	Due July 1 <sup>st</sup>
S.T.E.M Explorers Supply Fee	\$40.00	Due July 1 <sup>st</sup>
Global Adventurers Supply Fee	\$40.00	Due July 1 <sup>st</sup>
Creative Thinkers! Supply Fee	\$40.00	Due July 1st
Culinary Kids Supply Fee	\$40.00	Due July 1st

### **Tuition Installment**

- \$260.00 Beginners (2 days/wk)
- \$190.00 Threes AM Cooperative (2 days/wk)
- \$185.00 Threes PM Cooperative (2 days/wk)
- \$235.00 Threes AM Cooperative (3 days/wk)
- \$230.00 Threes PM Cooperative (3 days/wk)
- \$235.00 Fours AM Cooperative (3 days/wk)
- \$230.00 Fours PM Cooperative (3 days/wk)
- \$335.00 Pre-K Semi-Cooperative (4 days/wk)
- \$100.00 S.T.E.M. Explorers Program (1 day/wk)
- \$100.00 S.T.E.A.M. Discoverers Program (1 day/wk)
- \$100.00 Global Adventurers (1 day/wk)
- \$100.00 Creative Thinkers! Program (1 day/wk)
- \$100.00 Culinary Kids Program (1 day/wk)
- \$35.00 Lunch Bunch Program (1 day/wk)



## **Assessment Fees**

In instances when the policies and procedures are not followed, certain assessments may be necessary in order to ensure the continued support of CPI's cooperative philosophy and adherence to the Bylaws. The continued operation of CPI is dependent upon the member's fulfillment of the obligations as specified within the Membership Agreement.

- Late Child Pick-up Fee - \$5.00 Fee for parent arriving more than 5 minutes past scheduled pick-up time. Additional \$5.00 Fee for every 5 minutes late or portion thereof.
- Committee Fee - \$100.00 Fee for member's failure to participate in required committee assignment.
- Maintenance Fee - \$100.00 Fee for member's failure to participate in required maintenance obligation.
- Late Arrival of Parent Aide Fee - \$15.00 Fee assessment for late arrival of parent aide (after 8:45am or 12:10pm).
- No-Show of Parent Aide Fee - \$35.00 Fee for failure of parent aide to appear on scheduled day without arranging for a substitute. The Staff School Aide Fee OR the Emergency Paid Parent Aide Fee will also apply (see below). The member must also replenish the school snack.
- Staff School Aide Fee - \$50.00 Fee assessed whenever a school staff member is used as a substitute for a Parent Aide.
- Emergency Paid Parent Aide Fee - \$35.00 Fee assessed and PAID DIRECTLY to parent working in place of another member's Parent Aide obligation.
- Late Tuition Payment - \$25.00 Fee assessed each time a tuition installment payment is not received by the 1st of the month.
- Returned Check Charge - \$25.00 Fee assessed for any check returned by the bank. Each additional occurrence increases the assessment by \$10.00. After a check is bounced the Board may ask the member to submit future payments by cashier's check.

## **Late Payment Policies**

Extenuating circumstances for delinquencies may be discussed in confidence with the Account Receivables Clerk and a determination will be made whether or not an accommodation may be arranged. Otherwise, the following policies apply:

- Tuition installment payments are due the 1st of each month. Payments not postmarked by or not placed inside the lockbox by the 1st of the month will be assessed a late fee in accordance with the Tuition, Fees, and Assessments section.
- Members whose payments are thirty (30) days past due will have fifteen (15) days to make full payment of tuition and any outstanding fees. If payment is not received within that time, or if other arrangements for payment are not made with the Account Receivables Clerk, then the matter will be brought to the attention of the Board for further action, up to and including termination of membership as specified in the Bylaws.
- Tuition payments that habitually arrive late (more than three (3) consecutive months or more than four (4) months of any six (6) month period) will be brought to the attention of the Board for further action, up to and including termination of membership as specified in the Bylaws.



- Members who do not pay fines or fees assessed over the course of the year within thirty (30) days of being notified will be brought to the attention of the Board for further action, up to and including termination of membership as specified in the Bylaws.
- As an alternative to termination of membership, the Board may require that a member in arrears give the Account Receivables Clerk a credit card account number to charge any existing payment or future payments. A minimum 2% processing fee will be charged for all credit card payments. Refusal to provide a credit card account number or equivalent assurance of payment shall be considered cause for termination of membership.
- If a Collection Agency must be used to collect any fees outstanding on delinquent accounts, the CPI member will be responsible for paying all fees related to the Collection Agency Service.
- Members whose accounts (including tuition, fees, and fines) are not paid in full at the end of the fiscal year (June 30th) will have enrollment for their child or any sibling for the following school year suspended until full payment is received. If there is a waiting list for the class, the Board will have the option to terminate membership and fill the spot.
- Members have the right to contest or appeal actions of the Board as described in accordance with the procedures set forth in Article III, section 5 (d).

In the event that you decide to withdraw your child from CPI before the end of the school year, upon thirty (30) days' notice to withdraw, CPI will apply any unpaid prorated tuition, fees, or assessments to the May tuition on account, and will issue a refund for the remaining balance.

### **Refund Policies**

Please Note: All withdrawals must be made in writing addressed to the Enrollment Director.

### ***Registration Fee***

The registration fee is not refundable and not transferable once a child has been admitted and placed in the school.

### ***Tuition***

Refundable Under the Following Conditions

- If a member withdraws from active status from any class or classes enrolled in prior to the start of the school year, the member will forfeit the supply fee and all monthly installments due prior to the withdrawal date.
- After the start of the school year, a member may withdraw from any class or classes enrolled at CPI for any reason by means of a written notice to the Co-Director of Enrollment (Registration). Withdrawal becomes effective thirty (30) calendar days after this written notice has been received. Until that date, the member is responsible for all tuition, fees, and other obligations assigned to an active member, whether or not the child attends class.
- Members who have paid tuition in full at the beginning of the year or those who have made payments in advance of the schedule of payments will be entitled to a refund of the "advance amount", (the amount that exceeds that which would have been paid on the standard payment schedule at the time of their withdrawal).



CPI recognizes families may have special circumstances, including extended absences. In these instances, the Board will vote at the next scheduled Board meeting regarding the circumstance, i.e., tuition reimbursement, class placement, etc.

### **Termination of Membership**

The CPI Board of Directors may terminate an individual's membership upon ten (10) calendar day's written notice to a member. The letter of termination will list the reason(s) for termination, which are detailed in the CPI Bylaws, Article 3, Section 5.

If an individual's membership is terminated, refunds will be made as described below for voluntary withdrawals.

### **Voluntary Withdrawal**

All withdrawals require written notice to the Co-Director of Enrollment (Registration).

#### ***Before School Year Begins***

If an applicant is placed on the waiting list and wishes to withdraw from any class or classes on the waiting list with a FULL refund of the Registration Fee, the applicant will have ten (10) days from the date on the placement notification letter to notify the Co-Director of Enrollment (Registration) of this request. All withdrawals require written notification to the Co-Director of Enrollment (Registration). The written notice may be via email (see Board of Directors contact list) or by a letter mailed to CPI's P.O. Box.

Once on the waiting list, the applicant will be offered the next available position in the program that was selected. Refusal of an offered position for any reason (including days and session of the class) will result in a forfeiture of the Registration Fee and withdrawal from the waiting list.

If applicants wish to withdraw from the wait list prior to being offered a slot in the school, one-half (1/2) of the Registration Fee will be refunded.

The waiting list will be dissolved on April 1 of the current school year. Each applicant will receive a full refund of their Registration Fee after this date. Applicants may still remain on CPI's waiting list and if offered a position in the school after April 1st, the applicant will be required to resubmit one-half (1/2) of the Registration Fee (\$32.50).

If a member withdraws an enrolled student prior to the start of the school year from any class or classes, the member will forfeit the supply fee and all tuition installments due prior to the withdrawal date. The Registration fee is not refundable nor can a member's Registration Fee be transferred to another enrollee.

#### ***After School Year Begins***

A member may withdraw from CPI for any reason by means of a written notice to the Board President, Treasurer, or the Co-Director of Enrollment (Registration). The written notice may be via email (see Board of Directors contact list) or by a letter mailed to CPI's P.O. Box. Withdrawal (termination of membership in accordance with Centreville Preschool, Inc. Bylaws) does not become effective until thirty (30) calendar days after this written notice has been received by CPI. This is considered the "withdraw effective date." During the 30-day period, the member is still responsible for all tuition, fees and other obligations assigned to an active member, whether or not their child attends class. This policy applies to



each individual class that a child is enrolled in. After the school year begins, the supply fee is non-refundable.

If a member withdraws an enrolled student after the start of the school year, the member is responsible to pay a prorated amount for the month in which the “withdraw effective date” occurs. Any excess payments received will be refunded to the member. This policy applies to each individual class that a child is enrolled in. Therefore, if the (30) calendar day period ends in the middle of the month, tuition will be prorated for that month. Any unpaid fees, assessments or tuition will be applied to the May Tuition on account and the balance, if any, will be refunded.

Unfortunately, CPI is unable to hold a place for your child if you withdraw for any reason. Many classes have waiting lists and families tour CPI throughout the year. If you wish to re-enroll at a later date, your child may be placed in a different class or have to be placed on a waiting list.

### **Late Starts**

All enrolling families are required to pay a \$65.00 Registration Fee per family, and a Supply Fee for each class in which the student is enrolled (please refer to the 2018/2019 Tuition Installment and Fee Schedule Section for your applicable Supply Fee(s)). A 50% reduction in registration and supply fees will be given to new members enrolled after February 1st.

The first tuition installment (applicable to May’s tuition) AND a full tuition installment will be due (based on a total of 9 tuition installments) for the month in which the member’s child begins attending CPI.

Payment up front is due for the First Tuition Installment (applicable to May’s Tuition), Registration Fee, Supply Fee(s), and one (1) tuition installment that is based on 9 tuition installments.

## **CLASSROOM PARTICIPATION**

### **Beginners Program**

Teachers in the Beginners programs have experienced paid aides to assist them in the classroom. Parents shall provide a snack based on the monthly guidelines and a drink, when scheduled, and the students do not participate in off-premise field trips. Parents of Beginners students are not required to participate in the classroom, but will occasionally be asked to provide treats or favors for class parties. Parents are required to serve on a school committee and attend one cleaning party.

### **3- and 4-Year-Old Cooperative Programs**

Parent Aides are a vital part of CPI’s success as a cooperative school. Parents of children enrolled in the 3- and 4-year-old cooperative programs are required to assist their child’s teacher on a regular basis as a Parent Aide (see About CPI, Parent Participation for classroom routine and the duties of the Parent Aide). In a full class, parents in the 3s program can expect to work approximately once every six weeks and in the 4s program approximately once every four weeks. You may be expected to co-op more frequently if the class is not full. In addition, members are expected to work on committee, fund-raising, and maintenance projects (see School Participation). Parent aides are also responsible for providing a snack (see Snack). The two sections in the parent handbook, on scheduling and arrival of parent aides, describe policies necessary for the smooth running of our cooperative classes and ensure that the school is in compliance with all County and State requirements. Please read them carefully.



## **Pre-K Program**

On Mondays, the Pre-K teacher is assisted in the classroom by an experienced paid aide. Parent aides work beside the Pre-K teacher Tuesday through Thursday (see About CPI, Parent Participation for classroom routine and the duties of the Parent Aide). In addition, members are expected to provide transportation to and from field trips (see Field Trips), and to work on committee, fund-raising, and maintenance projects (see School Participation). Parent aides are also responsible for providing a snack (see Snack). The following two sections in the Parent Handbook, on scheduling and arrival of parent aides, describe policies necessary for the smooth running of our cooperative classes and ensure that the school is in compliance with all County and State requirements. Please read them carefully.

## **S.T.E.M. Explorer's Program**

The S.T.E.M. Explorers Program is offered on Friday afternoon. This class can supplement the classroom curriculum for four year olds and Pre-K students. Our S.T.E.M. Explorers class is staffed by one teacher and one teacher's aide. Parents shall provide a snack and drink for each class member when they are scheduled on the monthly calendar. Parents of children in our Explorers class are not required to participate in the classroom. Likewise, they are not required to fulfill any additional maintenance obligation or committee assignments outside of their regular classroom responsibilities.

## **S.T.E.A.M. Discoverer's Program**

The S.T.E.A.M Discoverers curriculum lends itself toward the Fours and Pre-K group but can also work for some Threes. The class is staffed by one teacher and one teacher's aide. Parents shall provide a snack and drink for each class member when they are scheduled on the monthly calendar. Parents of children in our S.T.E.A.M Discoverers class are not required to participate in the classroom. Likewise, they are not required to fulfill any additional maintenance obligation or committee assignments outside of their regular classroom responsibilities.

## **Creative Thinkers! Program**

The Creative Thinkers! curriculum lends itself toward the Fours and Pre-K group. The class is staffed by one teacher and one teacher's aide. Parents shall provide a snack and drink for each class member when they are scheduled on the monthly calendar. Parents of children in our Creative Thinkers! class are not required to participate in the classroom. Likewise, they are not required to fulfill any additional maintenance obligation or committee assignments outside of their regular classroom responsibilities.

## **Global Adventurers Program**

The Global Adventurers curriculum lends itself toward the Fours and Pre-K group but can also work for some Threes. The class is staffed by one teacher and one teacher's aide. Parents shall provide a snack and drink for each class member when they are scheduled on the monthly calendar. Parents of children in our Global Adventurers class are not required to participate in the classroom. Likewise, they are not required to fulfill any additional maintenance obligation or committee assignments outside of their regular classroom responsibilities.



## **Culinary Kids Program**

The Culinary Kids curriculum lends itself toward the Threes, Fours and Pre-K group but can also work for some Beginners. The class is staffed by one teacher and one teacher's aide. Parents shall provide a snack and drink for each class member when they are scheduled on the monthly calendar. Parents of children in our Culinary Kids class are not required to participate in the classroom. Likewise, they are not required to fulfill any additional maintenance obligation or committee assignments outside of their regular classroom responsibilities.

## **SCHEDULING AND SUBSTITUTION OF PARENT AIDES**

It is CPI's policy that there be two adults for each of our preschool classes. Parent Aides serve as the required second adult in CPI's cooperative programs. It is essential that members appear when scheduled as a Parent Aide or arrange for a suitable substitute.

Fathers and other family members are encouraged to work as their child's Parent Aide. They are always a huge success in the classroom! Any family member or caregiver who has the required "Parent Medical Form" on file at CPI may participate as a Parent Aide; it's great fun and it helps cover the days you are scheduled to work as a Parent Aide.

The Scheduling Director compiles and distributes the monthly Parent Aide schedule at least two (2) weeks prior to the first of the month. If you have a request for preferred co-op days such as working on your child's birthday, it can be made prior to the beginning of the school year on the Parent Participation Form, or by email to the Scheduling Director before the schedule for the month in question is prepared. The Scheduling Director will make every effort to satisfy the request but it may not always happen. If the calendar has already been distributed then the Scheduling Director cannot make any changes. Parents may not bring other children to school while working as Parent Aides or on field trips. It is important for parents to be able to devote their complete attention to the duties at hand rather than splitting their time and attention. Also, the presence of additional children violates County occupancy limits.

### **Substitution Procedures**

There will inevitably be times when a member is unable to work on his/her scheduled day. It is the responsibility of the member to arrange for a replacement. A member seeking a replacement should follow these steps:

1. Call all the parents in his/her child's class and try to arrange a trade of scheduled days. This is the most satisfactory solution and provides the least amount of disruption for the class and the schedule.
2. If unable to find a replacement from the class roster, call for a substitute from the Emergency Paid Parent Aide list distributed at the beginning of the year. Be sure to note their ability to work the required class day and session time. The member is required to pay an Emergency Paid Parent Aide assessment to the substituting parent aide, and to provide snack for the day or replace the school's emergency snack supply. The Emergency Paid Parent Aide is not allowed to charge the member more than the fee detailed in the Tuition and Fee Schedule of this handbook, nor is it ever permissible for him/her to request or receive reimbursement for any expense other than snack.
3. If the member has exhausted all resources and is still unable to find a replacement, the State Licensing Director must be notified immediately, or if she/he cannot be reached, the teacher or school



clerk. If a parent substitute is not found, the Staff School Aide assessment will be paid to CPI to cover the cost of having a school aide cover for that day. The parent will also have to replace the emergency snack.

- Failure to arrange for a substitute or failure to show up on a scheduled workday may result in a sizable fine as described in the Tuition and Fee Schedule.
- Members are limited to utilizing Emergency Paid Parent Aides a total of two (2) times during the school year. Parents requiring an emergency aide a third time should call the school clerk and arrange to have a staff school aide substitute. The member is then required to pay a Staff School Aide fee to CPI to cover the cost of having a school aide cover for that day, and to replenish the emergency snack as described in the Tuition and Fee Schedule.
- Parents who find they are having trouble meeting the time demands of the cooperative program are encouraged to consult with their child's teacher.
- We all face occasional scheduling emergencies. Help out by becoming an Emergency Paid Parent Aide for hours when your child is in school (but please don't bring any additional children with you).

### **ARRIVAL AND DEPARTURE OF PARENT AIDES**

Parent Aides are required to arrive at the school by 8:40 am for the morning class and by 12:05 pm for the afternoon class. Parent Aides arriving after carpool drop-off begins will be assessed according to the Tuition and Fee Schedule. Parent Aides can expect to leave after all the children have been picked up and the classroom is ready for the next session.

### **SNACK**

- CPI's Snack Policy is designed to ensure the safety of those children at the school with food allergies. These allergies can be very severe and even cause death. Please, adhere to the Snack Policy for everyone's safety.
- All parents are responsible for providing the designated snack and drink for the students, as well as cups and napkins.
- In the cooperative classes, parents are expected to bring the designated snack on the day they are scheduled to work as a Parent Aide.
- Be careful to get the specified name brand of the designated snack. Make sure any packages are unopened. Both of these measures will help to ensure a safe snack is provided for all of our students including those with food allergies.
- If you are bringing in fruit, please do not send in raisins or uncut grapes as they can cause a child to choke.
- An emergency supply of snacks will be available in the event a parent forgets to furnish one. Parents are expected to replenish the emergency supply as soon as possible.



## **FIELD TRIPS**

During the school year, the Pre-K class will go on one or more field trips. Parents will be responsible for transporting children from their homes to the field trip locations, and then back home following the field trip. Students will not come to the CPI building on field trip designated days. Parents will need to sign up at the September class visit to chaperone one of our field trips. Some trips include outside activities, so children should be dressed weather-appropriate on these days.

## **SCHOOL PARTICIPATION**

All CPI parents are encouraged to attend class visit and family fun day events. Usually there are two such events each school year, in September and May.

Parents of children enrolled in Beginners, Threes, Fours and Pre-K are required to:

- Participate in one (1) cleaning party during the year. The Director of Maintenance will distribute a cleaning party schedule before the beginning of the school year. If you cannot attend on the date you are scheduled you must contact the Maintenance Director for an alternative date or assignment. Parents who fail to meet this maintenance obligation will be assessed a fine (see Fee Schedule).
- Serve on a school committee and actively participate in accomplishing all the requirements of that committee position (see Fee Schedule for fines assessed). Members are given the opportunity to indicate preferences for their committee assignment, and every effort is made to consider preferred committees, however, the assignments are made on a first-come, first-served basis.

Parents of two or more children are required to fulfill committee assignments and participate in a cleaning party for each child in the school. In addition, classroom participation is required for each child.

The responsibilities listed here represent the minimum participation necessary for membership at CPI. As a member-owned and operated non-profit organization, the school is always in need of as much support and effort from the parents as possible. Any special skills or offers of additional assistance are always welcome.



## HEALTH AND SAFETY

### Required Forms

CPI is required to comply with health and safety regulations of the State of Virginia, Fairfax County, and OSHA. Because of these regulations, and for the safety of our students, the following forms must be on file at CPI before the school year begins. Failure to provide all required forms before school begins will result in your child being excluded from school.

- **VA Dept. of Health Form (for students).** Your child's physician must complete this state form after a physical examination. The examination must be current within one year from the 1st day of school; the Immunization portion must show current dates for all immunizations.
- **Emergency Information and Parent Agreement Form.** This form provides essential information for use by teachers and doctors in the event of an emergency. It must be filled out by the parents or guardians and updated as necessary throughout the school year. Two emergency contacts, other than parents, are required. Please notify the Health and Safety Director of any changes in emergency contacts during the year. This form also gives permission for children to attend class field trips organized by CPI. This form must be filled out completely and signed by both parents or legal guardians.
- **Parent Medical Form.** All parents, family members, and caregivers who intend to work as Parent Aides in the classroom must have a form completed annually (not required for Beginner or Non-Cooperative classes). Part II of the form requires a physician or public health official signature. TB results must be current within two (2) years. The Health and Safety Director is responsible for notifying all parents six (6) weeks prior to the expiration of health documentation. Your physician or an official with the Fairfax County Department of Health can administer the appropriate TB test.

Be sure to keep the emergency contact phone numbers and information up-to-date so that we can reach you if your child is ill or injured.

### What You Should Know:

In the event of illness or medical emergency at school:

- (1) Centreville Preschool, Incorporated (CPI) will notify the Parent/Guardian if Child becomes ill at school, and the Parent/Guardian agrees to pick the Child up as soon as possible upon notification.
- (2) The Parent/Guardian authorizes CPI to obtain immediate medical care if an emergency occurs and the Parent/Guardian cannot be immediately located. (Objections to this must be submitted in writing to the Health and Safety Director.)

In the event of exposure to a reportable communicable disease:

- (3) The Parent/Guardian must notify CPI within 24 hours or the next business day after his child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately. The list of reportable diseases and conditions is available in this Parent Handbook below, or you may contact the Virginia Department of Health.



(4) CPI will notify parents of children exposed to a reportable communicable disease within 24 hours or the next business day after Centreville Preschool has been informed of the exposure, unless forbidden by law and except for life threatening diseases, which must be reported to parents immediately.

### Reportable Communicable Diseases

If any parent suspects their child has a contagious condition, we urge them to seek a competent, professional diagnosis to determine the health of the child. Parents are required to notify the Health and Safety Director if any child develops a communicable illness listed on the chart below. The Health and Safety Director will notify parents of all students who may have been exposed to these contagious illnesses.

#### *Communicable Disease Reference Chart*

DISEASE	INCUBATION	EXCLUSION FROM SCHOOL	COMMON SIGNS AND SYMPTOMS
Chicken pox	2 - 3 weeks	7 days after rash first appears.	Sudden onset with slight fever and itchy eruptions (blisters) within a few hours.
Conjunctivitis (Pinkeye)	24 - 72 hours	Until treated.	Sore, red eyes; yellow discharge.
Fifth Disease	4 - 20 days	Not required.	Mild illness without fever. Rash identified by a vivid reddening of the skin, especially the face (classically described as a “slapped cheek” appearance).
Flu	1 – 4 days	3-4 days from onset of symptoms, and at least 24 hours free from vomiting, fever, diarrhea.	Fever* (or feeling feverish/chills- although not all people with the flu have a fever), cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue (very tired). Some people may have vomiting and diarrhea, though this is more common in young children than in adults.
German Measles (Rubella)	14 - 23 days	7 days after the onset of symptoms.	Mild symptoms; slight fever, rash of variable character lasting about 3 days; enlarged head and neck lymph glands common. Joint pain may occur, especially in older children.
Giardiasis	14 - 23 days	Exclude until cessation of diarrhea.	Frequently a-symptomatic, but may have diarrhea.

Infectious Hepatitis	15 - 50 days	Until physician advises return.	Fever, loss of appetite, nausea, abdominal discomfort, and weakness followed by jaundice. Many mild cases occur without jaundice.
Herpangina	3 - 5 days	5 days after the onset of symptoms.	Fever, sore throat, painful swallowing, grayish-white papules in back of mouth or throat that blister and ulcerate; possibly vomiting, loss of appetite, diarrhea, abdominal pain, lethargy.
Human Immunodeficiency Virus Infection	Variable.	Follow advice of physician and/or local health department.	A broad range of disease manifestations afflicting multiple organ systems.
Impetigo	Indefinite	Until physician advises.	Multiple skin lesions of circular areas
Infectious Mononucleosis	2 - 6 weeks	Until physician advises return.	May be indistinguishable from cold or flu symptoms. Sore throat lasting 2 weeks or more, swollen lymph nodes and persistent fever, tiredness and malaise.
Meningitis Meningococci	1 - 10 days	Until physician advises return.	Sudden onset of fever and intense headache. Delirium and coma often appear early; a characteristic measles-like rash usually follows. Can be fatal despite prompt diagnosis and treatment.
Mumps	2 - 3 weeks	9 days after swelling disappears.	Fever with swelling and tenderness of one or both parotid glands located below and in front of the ears. Unrecognized mild cases without swelling occur.
Pediculosis (lice)	5 - 11 days	Until treated and there are no signs of either lice or nits.	Severe itching and scratching, often with secondary infection. Scalp and hairy portions of body may be affected. Eggs (nits) attach to hairs as small, round, gray lumps.
Red Measles	8 - 13 days	4 days after appearance of rash.	Characterized by fever followed by reddened eyes, runny nose and cough, Dusky-red blotchy rash appears on day 3 or 4 and lasts 4 to 7 days.
Ringworm	4 - 10 days	Until treated.	Circular, well-demarcated lesions, outer part lightly raised and pale. Pruritus is common.
Salmonellosis	6 - 72 hours	Until physician advises return.	Sudden onset of fever, abdominal pain, diarrhea, nausea, and frequent vomiting. Dangerous dehydration may occur in younger children.
Scarlet Fever	1 - 3 days	Until physician advises return.	Fever, sore throat, exudative tonsillitis, or pharyngitis. Rash appears most often - neck, chest and skin folds of arms, elbows, groin & inner aspect of thighs.



Shigellosis	1 - 7 days	Until physician advises return.	Diarrhea, fever and often vomiting and cramps. In severe cases, stools may contain blood.
Strep Throat (Streptococci )	3 - 5 days	Strep infections must be reported.  Until physician advises return.	High fever, red and/or pussy throat, trouble swallowing, swollen tonsils and glands, abdominal pain.

### Keeping Sick Children at Home

CPI does not have the facilities to properly isolate or care for sick children. The best place for a sick child is home. Sick children who are in school are more likely to remain sick longer and may pick up secondary infections. In addition, sending children to school when they are ill unnecessarily spreads that illness to other CPI children, their siblings at home, and to teachers and their families.

Our teachers have been trained in health observation and are certified in first aid and CPR. If a teacher determines that a child is not well enough to stay in school, a parent will be called to pick up the child immediately. State licensing requires that we send home any child with a fever, vomiting or diarrhea, or symptoms of a communicable disease.

Until the parent arrives, the child may be isolated as best we can to prevent the possible infection of other students. In the event of a serious illness or accident at CPI, the teacher will notify a parent, and if the situation dictates, will call for emergency medical care.

We encourage parents to exercise good judgment as to whether or not children should be sent to school if they are not feeling well. The following is a list of criteria to use to determine if your child should remain at home. Teachers may also elect to send children home if they observe any of the conditions listed in this chart or on the Communicable Disease Reference Chart.

### Is My Child Too Sick for School?

Please DO NOT bring your child to school if he/she shows any of the following symptoms:

- **Common Cold.** Do not send your child to school if the cold symptoms are accompanied by a fever or if your child seems too tired and run down to enjoy school.
- **Severe Coughing.** Can indicate a severe cold, bronchitis, flu, or even pneumonia. A high-pitched, “barking” cough in the middle of the night is usually a condition called “croup,” an inflammation of the larynx and airway. If you suspect croup, call your physician – it lasts 3-7 days & can usually be treated at home.
- **Fever.** Keep children home during the course of a fever and for an additional 24 hours after the fever has passed (their bodies need time to recover).
- **Conjunctivitis (Pinkeye).** Tears, redness of eye and lid lining, swelling, and discharge of pus. It is highly contagious and requires treatment, at home, with prescription eye drops. Pay attention to complaints of an eye(s) burning, itching, or producing a discharge.
- **Sore Throat or Trouble Swallowing.** Strep throat is highly contagious and may lead to scarlet fever. Symptoms of strep throat typically include a sore throat and fever. A rash following the sore throat is typical of scarlet fever. A child with a strep infection should be kept home and treated with prescribed



medications. After 24 hours on antibiotic, a child is usually no longer contagious and can, with a doctor's permission, return to school.

- **Diarrhea and Vomiting.** Keep children at home during the course of these symptoms and for an additional 12 to 24 hours after they appear to have passed.
- **Rashes, Lesions and Sores.** Please contact your physician regarding any unexplained rash or sore before sending your child to school. Rashes and sores may be due to a contagious condition such as impetigo, chicken pox, scarlet fever, or ringworm. Secretions from sores may be infectious.

### **Authorization for Medication Administration**

The Centreville Preschool staff is committed to caring for many students health needs.

Parents/ Guardians are advised to give medication at home whenever possible. If it is necessary that medication be given during school hours, an Authorization for Medication Administration form must be completed (the form can be obtained from the school clerk), and the following regulations must be followed.

A parent may administer medication only to their OWN child. Otherwise medications MUST be administered by a teachers or paid aide with appropriate training.

Medication must be brought to school in the original container with appropriate label intact. Parent/guardian must bring medication to the Teacher/Clerk. Medication will be kept in a locked medicine area out of reach from children.

The Teacher or Clerk MUST have written instructions from the physician in order to administer prescription medications. These should include:

- Student's name
- Name and purpose of medicine
- Dosage and time of administration
- Possible side effect and actions to take if those occur
- End date for administering the medication
- Parent signature gives permission to administer medicine and to contact the physician if necessary
- Physician's signature

All prescription medicine must be in the original pharmacy bottle with proper label containing the student's name, medication, dosage, and instructions for administration. If you ask, the pharmacy will give you an extra bottle of liquid or tablets with the proper amount of medicine for school.

Non-prescription medicine:

- Must be in an original package with the name of the medicine and instructions.
- Must have a signed and dated note or form from the parent regarding when and how much medicine to administer.
- Will be given according to the amount listed on the package for your child's age and weight unless the doctor's orders on a medication form indicate differently.



## **Application of Sunscreen, Diaper Ointment, and Insect Repellent**

Sunscreen, diaper ointment, and insect repellent should be applied at home as the outdoor activities schedule requires.

## **Other Health and Safety Information**

- Because outdoor play is an important part of the full development of our children's bodies and minds, all children are expected to go outside to the playground when their schedules call for this activity. Do not send children to school unless they are well enough to participate in both indoor and outdoor activities. There may be exceptions made to this rule (e.g. children who are recovering from a past illness). For the exceptions, a note from an attending physician, or a parent, will be required. Children should be dressed for the weather of the seasons. There will be no outside activity when the weather conditions are adverse
- Fire drills are conducted monthly as required by the Fairfax County Fire Marshall. All teachers and staff are trained in fire and safety techniques prior to the start of each school year. All Parent Aides are required to attend a fire and safety demonstration as part of the orientation process.
- We strive to ensure the health, welfare, and safety of our children at CPI. Parents are urged to report any potential hazards to a member of the Board of Directors.

## **TRANSPORTATION**

***Please Note: Children may only be picked up by persons authorized by the legal guardians to do so. The Emergency Medical Information and Parent Agreement Form lists those persons you have authorized to pick-up your child. Please keep this information up to date!***

Please arrive on time for pick-up! A CPI teacher will stay with your child if you are late. After 20 minutes, persons listed as emergency contacts may be called to pick up your child if you have not arrived. Fines may be assessed for late pick-ups.

For procedures to pick-up children in the event of dangerously severe weather, natural or man-made disasters, please see CPI'S Emergency Information section below.

CPI does not provide transportation for students and is not responsible for carpools. In order to facilitate the creation of time saving carpools, however, a class roster of children and home addresses will be available before school starts.

CPI requires that all children be dropped off in the carpool line, even on the first day of school. Parents should avoid parking and walking their children into school. If parents must go into the school, it is best to drop off your child first and then park in the parking area. This does not apply to the Parent Aide, who will arrive at CPI before the carpool line begins.

Virginia law requires the use of a child restraint for anyone under the age of eight (8) years and seat belts for anyone over eight (8) years. A child's age, not their weight or size determines if they should be in a child restraint (weight and size affect the kind of restraint appropriate for your child.) **YOUR CHILD MUST BE IN A CAR SEAT OR BOOSTER!** We will not allow your child to attend if they arrive to school without one, nor will we release them to a car without one. Please follow these procedures outlined below when dropping off and picking up students.

All parents are provided a physical copy of our Transportation Plan that can easily fit in a glove compartment. Keep this plan handy, it contains the following diagram and Drop Off, Pick Up, and Inclement Weather Policy information.



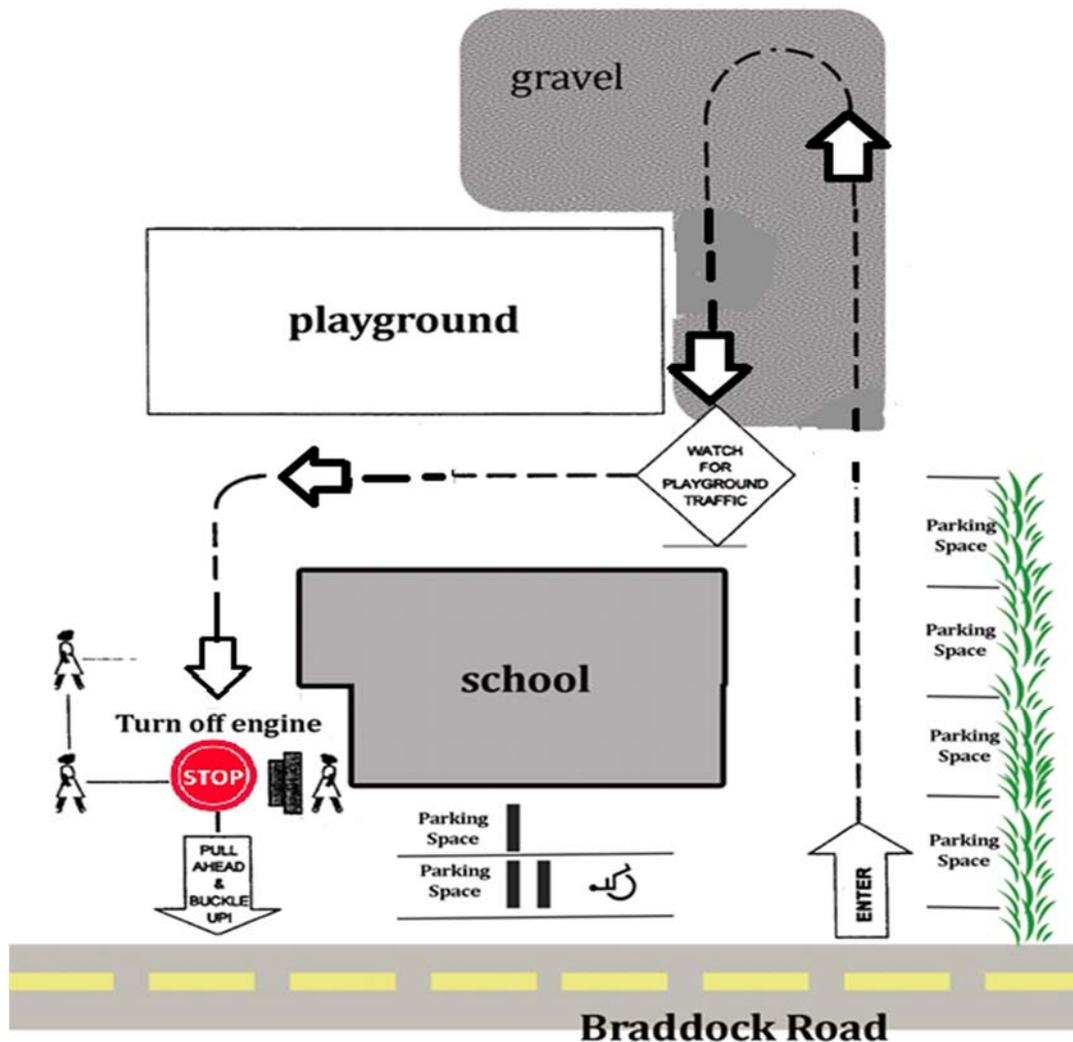
## **Important Transportation Rules**

- Park only in designated parking spaces.
- Only enter through the designated entrance and only exit through the designated exit.
- Know your pickup time and queue for pick-up or drop-off in your designated area.
- Never cause a backup that will force incoming cars to wait on Braddock Rd. to enter our facility.
- Use your color-coded name tag every time you pick up. The color code matches the parking

## **Parking**

Only park in designated parking spaces. There are 3 spaces in front of the school porch, one of which is only for vehicles with handicapped designations. There are four spaces next to the grassy area to the right of the school. Never park on the grass.

## Drop Off Procedures



During drop-off of morning and afternoon classes, cars must pull first into the "hug-the-school" line. When that is full and there is a car at/on the blue line, go down the gravel driveway and line up next to the playground fence. Do not wait until your specific time to start moving forward. CPI traffic must be kept clear of Braddock Road. Despite the fact that class start times are staggered, classes begin with free-play time to give everyone time to drop off.

When you reach the stop sign, **TURN OFF YOUR ENGINE!**

- Teacher will unload children from car and walk them across crosswalk to school.
- Start engine and move vehicle ahead only after the teacher has signaled you to do so.





## **Inclement Weather Policy**

When Fairfax County schools are closed, CPI is closed.

When Fairfax County schools open 2 hours late, CPI follows the schedule below.

Morning classes begin 2 hours late and run for 1 hour and 45 minutes:

Morning Classes		
8:50 am	10:50 am	12:35 pm
8:55 am	10:55 am	12:40 pm
9:00 am	11:00 am	12:45 pm

Afternoon classes will begin according to the schedule below and run for 1 hour and 45 minutes:

Afternoon Classes		
12:15 pm	1:15 pm	3:00 pm
12:20 pm	1:20 pm	3:05 pm
12:25 pm	1:25 pm	3:10 pm

Lunch Bunch will still be held on late start days.

If Fairfax County schools announce by noon that they will close 2 hours early, CPI's afternoon classes will not meet that day.

CPI's policy regarding make-up school days due to the inclement weather has changed. Consistent with other preschools, no additional days will be added to make up for snow days.



## **SCHOOL TOTE BAGS/MAIL**

Each child is required to bring a large tote bag without a flap or zipper to school each day. PLEASE, NO BACKPACKS. The child's name should be clearly printed on the bag in large letters. The tote bag will be used to carry the child's work home and to send and receive school mail. Since virtually all communications with parents are accomplished via the school bag, it is important that children have the bag with them every day at school.

A large safety pin or diaper pin should be attached to the bag. Parents who wish to send mail to the parent of another CPI student should pin the correspondence to the school bag, addressed in the following manner:

TO: Mary Jones (Name of parent)  
via John Jones, Mrs. Smith, T/TH am (Name of child, Teacher, Days, am or pm)

Parents transporting more or heavier mail than can be pinned on the outside of the school bag should attach a note to the outside of the bag indicating to the Parent Aide that there is additional mail inside the bag. An urgent note to the teacher may be pinned on the student's clothing or handed to the Parent Aide at the door upon arrival at CPI. Please date all notes.

No solicitation of the membership via the school totes is allowed without the express permission of the Board of Directors. Class rosters are provided at the start of each school year for use in arranging car pools, switching parent aide duties and making play dates with your child's classmates. The rosters are not to be used for solicitations and/or sales calls.

**Do not send tuition payments or payments of fees and fines via the school totes.**

Parents should check their children's tote bag after school each day.



## CPI AND YOU

### **ORIENTATION**

Before school begins, each student and his/her parent(s) are invited to come to CPI for a classroom visit. The child will meet his/her classmates and teacher, and be able to become acquainted with the school environment without the anxiety of the first day of classes. Each member will be contacted by his/her Room Parent to schedule the school visits. Orientation visits are generally held the week before school begins.

Other important orientation events for parents are the Class Visit Day in September and Family Fun Day in April or May. Members will gain a clear understanding of how CPI operates as a cooperative, and parents will have an opportunity to meet the entire teaching staff, discuss any concerns with the Board of Directors, and become acquainted with the rest of the membership. The Membership Meetings are a great place to arrange carpools and baby-sitting swaps! Members will be notified of the date and time of the Membership Meetings each year.

### **FUNDRAISING AND SERVICES**

Fundraising is vitally important to the school. It provides funds for “extra” toys and equipment for the children, covers the cost of capital improvements, and helps to meet unexpected expenses and emergencies. The Co-Directors of Fundraising present fundraising events planned for the school year in a letter at the beginning of this Handbook and at the September General Membership Meeting.

In the past, successful fundraising activities have included our silent auction, family fun fair, and gift-wrap sales. Your support and participation are greatly appreciated and both greatly help our school.

In addition to fundraising projects, CPI also participates in programs that offer benefits and convenience to the parents, as well as a profit for the school.

These programs include:

- **Book Clubs:** Parents will be provided the opportunity to order low-cost books for children. CPI will receive credit that can be redeemed for educational books and tapes for the school.
- **T-shirt and Tote Bag Sales:** CPI T-shirts, sweatshirts and tote bags are available for purchase throughout the year. CPI makes a modest profit on these items.

### ***THE CHALKBOARD AND WEBSITE***

*The Chalkboard*, CPI’s monthly newsletter, will be available emailed to the address(es) on file at the beginning of every month. If you would like to receive a paper copy, please notify the Chalkboard editor. This newsletter contains a wealth of information regarding your child’s classroom activities, special notices from the Board of Directors, and important announcements and/or reminders.

Become a CPI booster! To commemorate a special day or let other CPI families know your business supports CPI, please contact the Chalkboard editor.



CPI's website, [www.centrevillepreschool.com](http://www.centrevillepreschool.com), is another exciting source of information about CPI. Look there to find parent participation schedules, maintenance schedules, fundraising information, and much more!

## **CPI EMERGENCY INFORMATION**

### **Emergency Equipment**

CPI has installed the following emergency equipment:

- **Fire Pull Boxes** are located at the front entrance and the back entrance on the first floor and near the second floor exit. Once activated, the boxes will sound a loud alarm in the building. The pull boxes are also hooked electronically to the fire control panel located by the electrical panel on the first floor. This panel monitors the pull boxes and spontaneously reports all alarms to Setec, our 24-hour fire protection monitoring company. Setec will call the fire department directly upon receipt of an alarm signal from our fire panel. In case of fire, there is no need to call 911; we need only pull the lever in the firebox and evacuate the building. The fire control panel is equipped with an emergency, back-up battery in case of a power loss.
- **Back-up Emergency Lights** are located in all the hallways and at each exit on both levels. These lights activate in the case of a power outage.
- **Lighted Exit Lights** are located at all three of our approved fire exits, which are the front entrance and the back entrance on the first floor, as well as the rear upstairs exit.
- **Fire Extinguishers** are serviced and re-tagged annually, and are located at the exits.
- **Fire Barriers:** The wall construction and the two doors in the front interior staircase have been fire rated at 2 hours. These doors must always be closed when not in use for fire containment purposes.
- **First Aid Boxes** are located on each floor in the bathrooms. In addition, the portable file boxes containing the children's medical records also have first aid supplies. These file boxes are stored in their individual classrooms and must be taken out of the building upon evacuation and along on all field trips.
- **Flashlights** are kept with first aid supplies. The teacher's tape player on the second floor is also equipped with batteries if a radio is needed.
- **Duct Tape and Plastic Sheeting** for covering and sealing wind

### **Emergency Procedures (please see diagram of evacuation routes)**

#### ***Emergency Officer***

In an event of an emergency, parents may contact the Emergency Officer, Janet Chen, at (617) 251-6490, or Teresa Steinhilber, at (703) 631-3670.

#### **In the event of a missing child:**

- 911 will be called.
- Parents will be notified immediately after the 911 call.



### **In the event of a Fire:**

- Pull lever on fire alarm box activating bell alarm and signal to fire control panel, which will automatically notify fire department.
- The closest Fire Hydrant is about 50 feet from the school.
- Evacuate the building according to the posted evacuation diagram. Follow these procedures: When fire alarm sounds, line up children at appropriate exit. Primary and secondary means of escape are shown on diagram. The teacher takes the Medical Records file box, parent contact information, attendance clipboard and then leads the children and the adult aide to a designated safe place. The adult aide must follow the last child, closing the fire doors after exiting. Once in designated safe place, Teacher conducts head count of both children and adults. All adults must follow directions of fire officials.
- Keep all fire doors leading to exits closed when not in use to help contain fire.
- No one shall reenter the premises until authorized to do so by the official in charge.

### **In the event of other building emergencies requiring evacuation:**

- Follow posted fire evacuation diagram routes.
- Phone necessary authority such as police or utility company. If a power outage, flashlight is kept with first aid kit. If a weather emergency, tape players also function as radios. If the power is out, batteries for the radio are kept on shelf with first aid kit.

### **Drill Frequency**

An emergency drill for fire and shelter-in-place are held in the school. Drills occur at different times during the day and are timed.

### **In the event of a medical emergency:**

- Phone 911 for emergency rescue help. Use first aid kits as needed. All teachers have first aid training. The location of First Aid kits is posted on a diagram. NOTE: If emergency is poison-related, the number for Poison Control is posted on the telephone.
- Obtain child's or staff member's medical records for emergency information and contacts. Medical records are kept in the child's classroom-specific locations noted on diagram.
- Notify child's parents or guardians immediately. If staff member, notify emergency contact listed on form.
- Fill out school's accident/sickness report form located in each classroom and school office. Make a copy once completed; place original in student's file, forward copy to the parents.

### **In the event of a non-life threatening illness:**

- Children who arrive ill should not be allowed to enter the school and must be sent home with parents at that time.
- Children who become ill while at school should be made comfortable in the office area away from other children. A pad, blanket, and pillow are stored in the office storage closet for this purpose.



- Parents or guardians will be notified immediately of the child's condition and the child must be picked up as soon as possible.
- Monitor child's condition until parent's arrival. If condition becomes more serious, call doctor or 911.
- Fill out school's accident/sickness report form located in each classroom and the school office. Make a copy once completed. Place original in student's file, and forward a copy to the parents.

### **Parent notification procedures in the event of an injury:**

- Parents or guardians should be notified immediately in the case of serious injury or accident. Minor injuries should be reported to parents at the end of the school session by placing a copy of the accident form in child's bag and by verbal notification at pick-up time.
- School will maintain a written record of children's serious and minor injuries. Entries of the incident will be recorded the day of the occurrence.

### **Procedures for reporting child abuse:**

- Suspicions of child abuse or neglect should be reported to the Fairfax County Child Abuse Hotline at (703) 324-7400.

### **In the event of a lockdown:**

- We have added some new security measures. The lockdown plan parallels the shelter-in-place plan of the Fairfax County Public System and will be used to protect students in the event of a potential exposure to a dangerous chemical in the atmosphere. This plan will be regularly reviewed and updated as needed.
- If a dangerous chemical is released in the community and poses a threat to the children during the school day, we will bring all children and staff members inside and to the first level of the school. All ventilation and air conditioning systems will be shut down and all windows and doors will be covered with 4mil plastic and duct tape. The neutral atmospheric pressure created by these actions would create a barrier and help keep chemical agents from leaking into the building.
- This approach has proven to be safe. In fact, no person protected by a shelter-in-place procedure has died as a result of any of the 35 major chemical accidents in this country over the last 20 years.
- During a shelter-in-place incident, the staff will secure the school building and no person will be allowed in or out of the building until an all-clear signal is given. It is imperative that you trust that the teachers and staff will protect the children. You should not, by any means, attempt to go to the school to remove your child into the toxic air. It will not only put you and your child in danger of contamination, but also could expose all of the other children and staff inside CPI. Remember the teachers have children also and will not be able to reach them either. The best thing you can do for your child is stay inside your home or place of work and wait for the all-clear signal.
- In addition to the plastic sheeting and duct tape, we have supplied the school with bottled water and snacks. The Fairfax County School System has been told that in the event of a chemical release into the air the lockdown should only last a few hours, not days. The phones should still work and the school and its board members will make every effort to communicate the status of the children to you.

\*\* All emergency procedures are reviewed and updated on a regular basis.

## EMERGENCY EVACUATION ROUTES

SHELTER-IN PLACE: FRONT ROOM, PLAYROOM and the ART ROOM

PRIMARY EVACUATION ROUTE:   
SECONDARY EVACUATION ROUTE: 

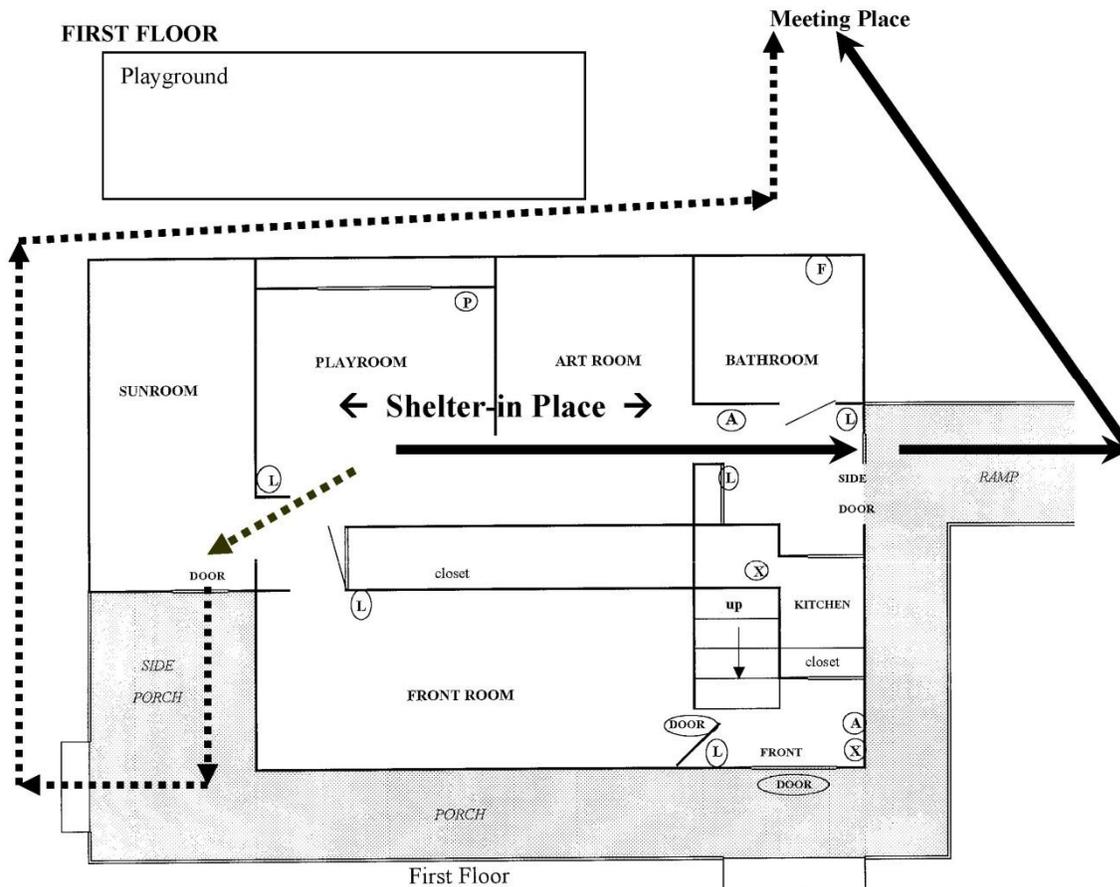
### FIRST FLOOR

PRIMARY EXIT: SIDE DOOR (by kitchen)  
SECONDARY EXIT: SIDE PORCH Exit via SUNROOM

### FIRST FLOOR

#### KEY

-  Fire Alarm Pull Box
-  Fire Door
-  First Aid & Safety Box
-  Emergency / Exit Lights
-  Fire Control Panel
-  Fire Extinguisher



SHELTER-IN PLACE: FRONT ROOM, **PLAYROOM** and the **ART ROOM**

**EVACUATION ROUTES**

PRIMARY EVACUATION ROUTE:   
 SECONDARY EVACUATION ROUTE: 

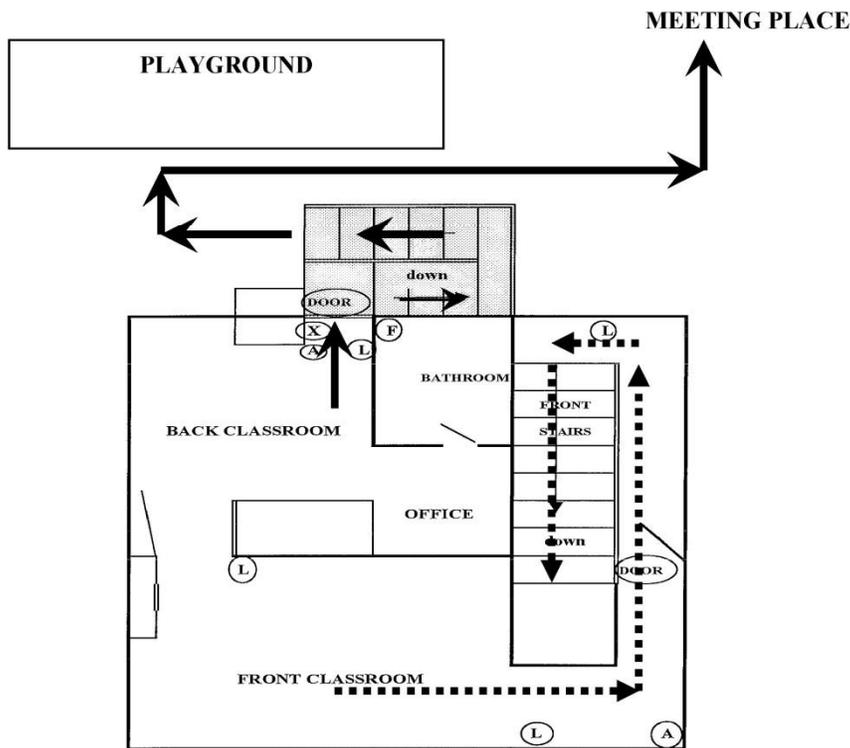
**SECOND FLOOR**

PRIMARY EXIT: **BACK DOOR STAIRS**  
 SECONDARY EXIT: **FRONT STAIRS TO FRONT DOOR**

**SECOND FLOOR**

**KEY**

- (A)** Fire Alarm Pull Box
- (DOOR)** Fire Door
- (F)** First Aid & Safety Box
- (L)** Emergency / Exit Lights
- P** Fire Control Panel
- (X)** Fire Extinguisher





## **LOCKDOWN PROCEDURES FOR TEACHERS, AIDES, AND PARENTS**

### **Upstairs Teachers, Aides, COOP Parents, Clerk**

#### ***Teachers/Clerk's Responsibilities***

1. The Teacher needs to immediately lock the back door and close any open windows. The “Shelter-in-Place in effect – No Entry Allowed” signs should be put up on exit door. The teacher should also bring the emergency care box, First Aid Box and the Rx Kit downstairs.
2. The Teacher needs to shut the Fire door at the bottom of the stairs to the front classroom and secure it with duct tape after everyone is downstairs.
3. The Teacher/ Clerk need to assist in duct taping all downstairs doors and windows.

#### ***Aides/Coop Parent's Responsibilities***

1. The Aide or Coop Parent needs to gather the children quickly and bring them downstairs to the front classroom. Once downstairs, a headcount of your students should be taken immediately.
  2. Aide and/or Coop Parent needs to assist in duct taping all doors and windows including the heavy fire door that was just shut.
- THE UPSTAIRS FIRST AID BOX AND Rx BOX IS LOCATED IN THE UPSTAIRS BATHROOM.
  - ALL TEACHERS SHOULD HAVE THEIR OWN EMERGENCY CARE BOXES.
  - AFTER ALL OF THE WINDOWS AND DOORS HAVE BEEN SECURELY DUCT TAPED, THE CHILDREN CAN MOVE ABOUT IN FRONT CLASSROOM, PLAY KITCHEN AREA, ART AREA, AND HAVE ACCESS TO THE BATHROOM.

### **Downstairs Sunroom Teacher, Aides, and COOP Parents**

#### ***Teacher's Responsibilities***

1. The Teacher needs to immediately shut any open windows and lock all doors on the main level (front door, side entry door, and sunroom door). The “Shelter-in-Place in effect- No Entry Allowed” signs should be put up on all doors
2. The Teacher needs to bring the emergency care box from the sunroom to the front classroom.
3. As soon as all children and Aides/Coop Parents are in the front classroom, The Teacher needs to roll plastic sheeting from above the hall doorway into the sunroom and begin duct taping off the room.

#### ***Aide/Coop Parent's Responsibilities***

1. The Aide or Coop Parent needs to gather the children quickly and bring them to the front classroom; a headcount should then be taken.
  2. The Aide/Coop Parent should begin duct taping all doors and windows.
- ALL TEACHERS SHOULD HAVE THEIR OWN EMERGENCY CARE BOXES.



- AFTER ALL OF THE WINDOWS AND DOORS HAVE BEEN SECURELY DUCT TAPED, THE CHILDREN CAN MOVE ABOUT IN FRONT CLASSROOM, PLAY KITCHEN AREA, ART AREA, AND HAVE ACCESS TO THE BATHROOM.

### **Downstairs front classroom teacher, aides, and Coop parents**

#### ***Teacher's Responsibilities***

1. The Teacher needs to immediately go to the electrical panel and shut off all of the electricity and HVAC.
2. The Teacher needs to immediately shut all the windows in the Front classroom.
3. The Teacher needs to assemble the children in the front classroom in an orderly manner and take a head count of her students.
4. The Teacher needs to assist the other children who will be coming in from upstairs and from the sunroom and get the children involved in a calming activity such as a group book reading.

#### ***Aide/Coop Parent's Responsibilities***

1. The Aide/Coop Parent should place the plastic sheeting on the Front classroom windows and securely duct tape it.
- ALL TEACHERS SHOULD HAVE THEIR OWN EMERGENCY CARE BOXES.
  - THE SHELTER-IN-PLACE EMERGENCY BOX IS LOCATED IN THE DOWNSTAIRS BATHROOM.
  - THE DOWNSTAIRS FIRST AID BOX AND RX BOX IS LOCATED IN THE DOWNSTAIRS BATHROOM.
  - AFTER ALL OF THE WINDOWS AND DOORS HAVE BEEN SECURELY DUCT TAPED, THE CHILDREN CAN MOVE ABOUT IN FRONT CLASSROOM, PLAY KITCHEN AREA, ART AREA, AND HAVE ACCESS TO THE BATHROOM.



## 2018/2019 MEMBERSHIP AGREEMENT

*As a cooperative preschool, CPI offers you a unique opportunity to participate personally in providing your child's first educational experience. As a condition of enrolling your child, you commit to becoming an active member of the preschool. In order to provide your child with the quality educational experience for which CPI is known, you are required to agree as follows:*

### **Responsibilities as Parent Aide**

**(Parents of Threes and Fours Cooperative and Pre-K Semi- Cooperative Program students only)**

**I agree** to work as a Parent Aide in my child's class on a regular basis. (Parent Aides in a 2-day class can expect to work approximately once every six (6) weeks; in a 3-day class and the 4-day Pre-K class, approximately once every four (4) weeks).

**I agree** that, in the event I am unable to work on my scheduled day, it is MY responsibility to find a satisfactory replacement. I understand that when compiling the schedule, the Scheduling Director will make every effort to honor reasonable requests, but that it is not possible to honor all requests.

**I agree** that if I miss two (2) consecutive, scheduled days as a Parent Aide, I will be required to pay the Buy-Out Option fee for my child's class.

### **Responsibilities to the School**

**(Parents of Beginners School-Cooperative, Threes and Fours Cooperative, and Pre-K Semi-Cooperative Program students only)**

**I agree** to serve on one school committee and to fulfill all the responsibilities assigned to that committee position.

**I agree** to work on one (1) building maintenance project during the academic year, as assigned by the Maintenance Director.

### **Tuition**

**(Parents of all students)**

**I agree** to pay CPI an annual tuition as listed on the Class Offerings and Tuition Schedule for the 2017/2018 School Year. Tuition will be paid EITHER as:

The full Tuition amount and Supply Fee due on **July 1, 2018**.

-OR-

Nine (9) monthly payments paid according to CPI's Schedule of Payments.

The schedule of payments is as follows:

1. The **Supply Fee(s)** and **Tuition for May 2019** are due on **July 1, 2018**.
2. The remaining tuition is due on the first of each month from **September 1, 2018** to **April 1, 2019**.

Members may choose to pay in advance of this schedule; late payments will be penalized. **In the event of a withdrawal, thirty (30) days' notice must be given to receive a full refund of the first payment.**

### **Penalties and Fees (All Parents)**



**I agree** that failure to fulfill any of the obligations detailed above (as described further in the CPI Parent Handbook, to be distributed in early September) will result in the assessment of fines.

**I agree** to pay these fines as required by the Board of Directors. The schedule of fees and penalties is located in the CPI Parent Handbook.

**Waiver of Liability (All Parents)**

**I agree**, in consideration of the enrollment of my child in CPI, to waive, for myself and my child, any and all claims against the Directors, Staff, Teachers, Parent Aides and the landlord of the school premises for personal injury or other loss or damages that may arise out of the operation of the preschool. Nothing in this waiver shall be construed to bar any claim for intentional misconduct or gross negligence.



## **CENTREVILLE PRESCHOOL, INC. BYLAWS**

### **ARTICLE I - NAME AND PURPOSE**

1. **NAME:** The name of this organization is CENTREVILLE PRESCHOOL INCORPORATED, a corporation existing pursuant to the laws of the Commonwealth of Virginia.
2. **PURPOSE:** The purposes of this corporation are:
  - a) To operate on a nonprofit basis a preschool for children staffed by well-trained teachers; and
  - b) To provide an opportunity for parents to participate in the preschool training of their children; and
  - c) To provide group experiences and a creative environment for the children and its members; and
  - d) To be subject to the applicable sections of the Code of Virginia 1950 as amended, unless otherwise stated in these Bylaws.

### **ARTICLE II- OFFICES**

The office and principal place of business of the Corporation is located at 13916 Braddock Road, Centreville, Virginia. The mailing address is Post Office Box 253, Centreville, Virginia 20122. The registered agent of the Corporation shall be one of the Teacher-Directors, whose address shall be c/o 13916 Braddock Road, Centreville, Virginia 20120. The registered agent shall be the custodian of the seal of the Corporation.

### **ARTICLE III- MEMBERSHIP**

1. **MEMBERS:** Members shall be the parent(s) or guardian(s) of a child enrolled in the school for whom all fees and all tuition currently due have been paid in accordance with the Regulations of the Corporation, and who are participating actively in the operation of the school in accordance with the rules and policies of the Corporation, including but not limited to satisfaction of the requirements set forth in Article III, Section 3.
2. **CLASSES OF MEMBERSHIP:** There shall be one class of membership. Membership shall be open to all applicants, subject to Article III, Section 1, on a nondiscriminatory basis and without, for example, regard to race, sex, religion, or national origin.
3. **OBLIGATIONS OF MEMBERS:** Each member shall be required to perform the following duties:
  - a. Enter into a written agreement with the Corporation, in a form satisfactory to the Board of Directors of the Corporation, setting forth the respective rights and obligations of each member and the Corporation, respective to the registration, tuition, fees, cooperative participation and other matters as deemed necessary by the Board of Directors; and
  - b. Assist in the operations and management of Corporation including, but not limited to, satisfaction of the requirements set forth in Article III, Section 3; and
  - c. Comply with the provisions of the Articles of Incorporation, Bylaws, rules, and policies of the Corporation.
4. **RIGHTS OF MEMBERS:** Each member shall have the right, subject to Article III, Section 1:



- a. To have their enrolled child or children afforded the same opportunities as the children of other members in the training and guidance programs and in the use of the facilities by the Corporation; and
- b. To receive a copy of the Bylaws, rules, policies and other written instructions pertaining to the activities of the Corporation; and
- c. To have access at reasonable times to any records or information pertaining to the work and employees of the Corporation; provided however, that confidential personal information pertaining to any individual child and/or family, and individual teacher(s) and/or staff members shall be held confidential by the Board of Directors; and
- d. To have prior written notice of, and to attend all membership meetings of the Corporation; and
- e. To present in writing to a board member at least ten (10) calendar days before a board meeting any issues that a member views necessary for the Board of Directors to address, with an understood requirement on the part of the Board member to submit such items to the Board of Directors; and
- f. To stand for election to the Board of Directors, provided that each board member is a representative of or related to a student properly enrolled in the school, and provided that representation on the board does not exceed the number of membership votes permitted that family.

#### 5. TERMINATION:

- a. Members may terminate their membership in the Corporation for any reason by written notice to a Co-Director of Enrollment. Termination of such membership by a member shall become effective thirty (30) calendar days after notice of intent to terminate has been received by a Co-Director of Enrollment. A member shall be responsible for the timely payment of all tuition, fees and all other obligations normally required during the thirty (30) calendar day termination period whether or not the child is in attendance at the school.
- b. Membership in the Corporation may be terminated by the Corporation for one or more of the following reasons:
  - 1) Failure of a member's child to adjust to the preschool group environment as determined by the Board of Directors with the advice of the teaching staff; and
  - 2) Failure of a member to comply with the contractual or other obligations of membership contained herein and in the Articles of Incorporation, policies and regulations, or other resolutions passed pursuant thereto.
- c. Termination of membership by the Corporation set forth in Section (b) above shall not become effective unless written notice, by certified mail, containing the reason for termination shall have been delivered to the member at least ten (10) calendar days prior to the effective date of membership termination.
- d. A member who desires to contest involuntary termination of membership shall be so entitled, upon written request to the Secretary of the Corporation within ten (10) calendar days of notification of termination, to a special personal hearing before the Board of Directors. At such hearing, which shall be scheduled on or before the date of termination, the Board of Directors shall allow such members an opportunity to present information concerning such



members' objections to the termination and, subsequently, determine the members' status by simple majority vote. The Secretary shall notify the member of the results of the hearing.

## **ARTICLE IV - BOARD OF DIRECTORS**

1. **MEMBERS OF THE BOARD OF DIRECTORS:** The Board of Directors shall consist of the elected officers of the Corporation as set forth in Article V, Section 1. Each elected officer has one vote on the Board. The office of President shall be entitled to only one vote, which shall be cast only in the event of a tie.
2. **RESPONSIBILITIES OF THE BOARD OF DIRECTORS:** The Board of Directors shall have the following responsibilities:
  - a. To employ, fix compensation for, and discharge members of the paid staff; and to provide paid staff with the same right of notification of intent to terminate and process of appeal as granted to members of the Corporation in Article III, Section 5, parts C and D; and
  - b. To determine or approve, after consultation with the teaching staff, the nature and extent of the guidance and training program to be undertaken by the Corporation annually; and
  - c. To determine the annual permissible maximum number of enrollees; and
  - d. To obligate and expend Corporation funds in furtherance of the purposes of the Corporation and to enter into contracts on behalf of the Corporation; and
  - e. To present an annual budget at the September General Membership Meeting for vote; and
  - f. To submit to the general membership for approval any special assessments deemed necessary to support or otherwise advance the purposes of the Corporation; and
  - g. To transact and perform other reasonable actions and exercise such other powers as are reasonably necessary to carry out the stated objectives of the Corporation; and
  - h. To exercise set powers and duties in good faith and in the best interests of the Corporation.
3. **ELECTIONS:** Officers shall be elected by the general membership each March via the children's tote bags on a date designated by the Board of Directors. Sixty days prior to such annual election, the Vice President shall solicit the general membership for the written nominations of candidates and shall appoint a nominating committee for compilation of nominations. The nominating committee shall consist of at least three members of the Corporation. It shall be the responsibility of the nominating committee to compile a list, based on all nominations received from the general membership, of all candidates and candidate position statements and deliver such list(s) to the general membership thirty (30) days in advance of the annual election.
4. **TERM OF OFFICE:** The term of office for each elected officer shall be for one (1) year commencing on the first day of the month of June immediately following the election. The newly elected board shall participate in a transitional period with the current board until the end of the current term. While in transition, the newly elected board shall not have voting privileges in Board decisions.
5. **VACANCIES:** An elective office shall become vacant upon the acceptance by the President of the written resignation of an incumbent, or upon determination by the Board of Directors, after the incumbent has been given prior written notice and provided the opportunity to be heard by the Board of Director, that such incumbent has failed to perform the duties of such office. The remaining term of any vacant office shall be temporarily filled by an appointee of the Board of Directors until written



notice to the membership of such vacancy is made and a general election by the membership can be held, with respect to the rights of the membership.

6. **LIABILITY OF THE BOARD OF DIRECTORS.** The Officers, Directors, and members of the appointed committees shall not be liable to the Corporation for mistake of judgment, negligence or otherwise, other than such individual(s) willful misconduct, bad faith and/or gross negligence.

## **ARTICLE V - OFFICERS**

The officers of the Corporation shall be President or Co-Presidents (who have only one vote in the case of a tie), Vice President, Secretary, Treasurer, Director of Public Relations, Co-Directors of Enrollment, Director of Parent Education, Director of Parent Scheduling, Director of Communications, Director of Health and Safety, Director or Co-Directors of Fundraising, Director of Maintenance, Director of State Licensing, Chalkboard Editor, and Director or Co-Directors of the School. With the exception of the Co-Directors of the School, who are paid employees of the Corporation, all officers must be members in good standing of the Corporation.

**PRESIDENT OR CO-PRESIDENTS:** The President(s) shall preside at general meetings of the membership and of the Board of Directors; shall maintain appropriate files and provide the greatest possible continuity of the business of the Corporation; shall ensure that Board of Director duties necessary for school operations are completed; shall oversee the Corporation's strategic planning efforts; shall appoint the chairpersons of all committees; shall vote only in the case of a tie; shall be the liaison between the school and its landlord; shall be responsible for coordinating the maintenance of the building and the grounds according to the established lease; shall be responsible for the obtaining and/or maintaining of insurance in accordance with any State, local, and all applicable requirements on behalf of the Corporation.

**VICE PRESIDENT:** The Vice President shall ascertain parents' views of school effectiveness; shall ensure staff implementation of a school curriculum as established by the teacher directors and approved by the Board of Directors; shall ensure the communication of staff concerns and suggestions to the Board of Directors; shall chair committees which consists of teacher directors, vice president and president to interview new staff applicants; shall oversee teacher evaluation process and provide the Board of Directors with staff contract renewal recommendations; shall perform the duties of President or Co-Presidents in their absence or if events otherwise render them unable to perform their duties; shall coordinate room mothers' activities; shall solicit the general membership and invite interested parties to stand for election to the Board of Directors, compile a list, based on all interested parties, and prepare a ballot for election of the Board of Directors each March.

**DIRECTOR OR CO-DIRECTORS OF THE SCHOOL:** The Directors shall have one vote each, not to exceed two (2) votes, at all Board meetings; shall be the recipient of and address all questions pertaining to the staffing and/or operations of the school.

**SECRETARY:** The Secretary shall keep official minutes of meetings of the general membership and the Board of Directors, and distribute the same to all Board members within ten (10) calendar days; shall review and revise school committee structure and assignments, and maintain records of membership participation; and shall prepare, process, and maintain files of all Board correspondence, providing research of said files when required.

**TREASURER:** The Treasurer shall maintain official custody of the funds of the Corporation, with a reasonable portion of them in a federally insured bank; shall maintain official books of the Corporation's accounts; shall cause to be made all disbursements as directed by the Board of Directors; shall prepare



materials for accountant who does tax returns; shall cause to be maintained official employee financial records; shall render full financial statements semiannually or as otherwise called upon to do so by the President or the Board of Directors; shall prepare an annual budget for the Corporation; shall maintain an inventory of all property belonging to the Corporation; shall oversee the duties of the Vice Treasurer.

**CO-DIRECTORS OF ENROLLMENT:** The Directors of Enrollment shall oversee the school's registration process and shall maintain a waiting list to ensure full enrollment; shall keep admission records current; shall supply all members of the Corporation with a current list of names, addresses and telephone numbers for the school and the members. The Directors of Enrollment, along with the membership committee, shall answer all phone queries from prospective members and conduct tours of the school.

**DIRECTOR OF PARENT EDUCATION:** The Director of Parent Education shall be the school's delegate to the Virginia Cooperative Preschool Council and shall attend at least one of VCPC President's/Delegates meetings and/or Leadership Workshops; shall coordinate the annual public library display; shall be responsible for the coordination of all general membership meetings; and shall update the Corporation's Parent Handbook, and all necessary enrollment and informational forms to be distributed at each of the general membership meetings.

**DIRECTOR OF PARENT SCHEDULING:** The Director of Parent Scheduling shall be responsible for the scheduling of parent aides in the classrooms; shall collect and maintain list(s) of parent aides, baby-sitting exchanges, emergency parent aide lists and other informational lists needed for the school's efficient operation.

**DIRECTOR OF HEALTH AND SAFETY:** The Director of Health and Safety shall be responsible for ensuring the school's compliance with all County, State and Federal health and safety requirements; shall advise the membership about safety devices and health programs; shall notify all families of children who may have been exposed to any contagious disease according to procedures established by the Board of Directors; and shall maintain all necessary medical and emergency records for students, participating parent aides and staff members.

**CO-DIRECTORS OF FUNDRAISING:** The Co-Directors of Fundraising shall be responsible for the creation, coordination, supervision and organization of all fundraising events scheduled throughout the school year; shall arrange for the participation of the membership in the various fundraising events; and shall arrange for the publicity of such fundraising events.

**DIRECTOR OF MAINTENANCE:** The Director of Maintenance shall work with the Teacher-Director and President to ensure the adequate maintenance of the Corporation's building and grounds; shall supervise the necessary maintenance projects; and shall ensure that each member family shares equally in the workload necessary for such maintenance.

**DIRECTOR OF LICENSING:** The Director of Licensing shall be responsible for ensuring the Corporation's compliance with all Federal, State, and County permits and licensing requirements; shall oversee the Board of Zoning appeals application process, if applicable; shall represent the Corporation's interests in the community; and shall chair a committee dedicated to relocation issues if applicable.

**DIRECTOR OF COMMUNICATIONS:** The Director of Communications shall be responsible for compiling information, composing and editing the monthly newsletter for CPI members; shall coordinate the copying and distribution of the newsletter; and shall collect important information by attending board meetings and contacting relevant persons; and shall oversee the maintenance of the Corporation's Web site.



**DIRECTOR OF PUBLIC RELATIONS:** The Director of Public Relations shall be responsible for coordinating advertising for all enrollment and hiring events (newspaper, HOA, newsletters, direct mail, and internet); shall work with the local media to publicize school and all events; shall arrange activities publicizing the school (Centreville Day, etc.); and shall create promotional materials for enrollment openings (brochures, bulletins, press releases, etc.).

#### ARTICLE VI - MEETINGS

1. **GENERAL MEMBERSHIP MEETINGS:** General Membership Meetings establish normal operations of the Corporation. These meetings generally include, but are not limited to the orientation and the budget approval meetings.
  - a. **NOTICE:** Notice of the time, place, and an agenda of meetings shall be in writing and shall be distributed via public posting at the school and school publications.
  - b. **QUORUM:** A quorum shall be required for any general meeting requiring voting. A quorum shall constitute a simple majority of the voting membership.
  - c. **VOTING:** Each child enrolled in the Corporation shall represent one vote. Only members attending a meeting are entitled a vote. Voting by proxy or by attorney-in-fact is not authorized and shall not be allowed.
2. **MEETINGS OF THE BOARD OF DIRECTORS:** Meetings of the Board of Directors shall be called by the President(s) and/or by a board member who has been presented or is presenting a petition signed by at least one-fifth of the Board of Directors; and shall be open to all members of the Corporation, provided however, that meetings involving confidential personal information pertaining to an individual child and/or family or an individual teacher and/or staff member shall be held confidentially by the Board of Directors.
  - a. **NOTICE:** Notification of the time, place, and an agenda of the meeting shall be in writing and shall be distributed via school tote bags, public posting at the school, and school publications.
  - b. **QUORUM:** At least two-thirds of the current members of the Board of Directors must be present in order to constitute a quorum.
  - c. **VOTING:** Voting shall be conducted as defined under Article IV, Section 1. Votes may be administered via email if necessary.
3. **SPECIAL MEMBERSHIP MEETINGS:** Special membership meetings shall be held to address any and all membership issues and/or needs not previously defined. Special meetings of the membership may be called by the Board of Directors, and it shall be their duty to call such meetings when 25% of the members present the Secretary a petition requesting a special meeting and specifying the issues/business to be considered at said meeting.
  - a. **NOTICE:** Notice of the time, place, and an agenda of such special meeting shall be given to each member not less than ten (10) calendar days prior to each such meeting. Notification shall be in writing and shall be distributed via school tote bags, public posting at the school, and school publications.
  - b. **QUORUM:** The presence of a simple majority of the voting membership shall constitute a quorum.



- c. **VOTING:** Each child enrolled in the Corporation shall represent one vote. Only members attending such a meeting are entitled to vote. Voting by proxy or by attorney-in-fact is not authorized and shall not be allowed.

## **ARTICLE VII - COMMITTEES**

Committees may be established by the Board of Directors collectively, and shall have the responsibilities and authority prescribed by the Board of Directors. The chairperson of each committee shall be appointed by the President.

## **ARTICLE VIII - BUSINESS TRANSACTIONS**

1. **CONTRACTS, CONVEYANCES, LOANS, CHECKS, AND DRAFTS:** Written instructions obligating the funds or otherwise encumbering assets of the Corporation shall be authorized by majority vote and not in lieu of a meeting of the Board of Directors and shall bear the signature of the President(s) and/or the Treasurer in accordance with written school policy.
2. **OBLIGATIONS OF SEPARATE MEMBERS:** The assets of any member of the Corporation shall not be obligated by the Board of Directors, unless the member affected approves of such in writing.
3. **COMPENSATION:** No officer or member of the Corporation shall receive any compensation or gifts whatsoever for his or her services to the Corporation. This shall not preclude reimbursement of official expenses authorized or ratified by the Board of Directors at any meeting. Any officer or member may enter into a contract with the Corporation, provided it is determined by the Board of Directors that such contracts are in the best interest of the Corporation and particularly beneficial to the furtherance of the objectives of the Corporation and do not duplicate services normally required by reason of his/her office or membership.

## **ARTICLE IX - FISCAL YEAR**

The fiscal year of this Corporation shall begin on July 1 and terminate June 30 of each year.

## **ARTICLE X - AMENDMENTS**

1. **BYLAWS:** The Bylaws of the Corporation may be altered, amended, or repealed and new bylaws adopted, provided that a by-laws amendment meeting shall be called in order to accomplish the same.
  - a. **NOTICE:** Each member shall be provided with a copy of any proposed amendment at least twenty-five (25) calendar days (but not more than 50 days) prior to such meeting.
  - b. **QUORUM:** A three-fourths majority of all voting members of record is required to approve any alterations, amendments, repeals, or adoptions.
  - c. **VOTING:** Each child enrolled in the Corporation shall represent one vote. Voting shall be by paper ballot. Ballots shall be distributed with the copies of the proposed amendments, and may be submitted either at the by-laws amendment meeting or to the school in advance of the by-laws amendment meeting.
2. **ARTICLES OF INCORPORATION:** The Articles of Incorporation may be altered or amended, provided that an Articles of Incorporation amendment meeting shall be called in order to accomplish the same and provided that the amendment is approved by the Virginia State Corporation Commission



- a. NOTICE: Each member shall be provided with a copy of any proposed amendment at least twenty-five (25) calendar days (but not more than 50 days) prior to such meeting.
- b. QUORUM: A three-fourths majority of all voting members of record is required to approve any alterations, amendments, repeals, or adoptions.
- c. VOTING: Each child enrolled in the Corporation shall represent one vote. Voting shall be by paper ballot. Ballots shall be distributed with the copies of the proposed amendments, and may be submitted either at the Articles of Incorporation amendment meeting or to the school in advance of the Articles of Incorporation amendment meeting.

## **ARTICLE XI- DISSOLUTION**

The Corporation may be dissolved and its activities terminated upon payment of all debts and obligations, provided that a dissolution meeting is called; and provided further that such dissolution is in compliance with the laws of the Commonwealth of Virginia.

- a. NOTICE: Notice of the time, place, and an agenda of such special meeting shall be given to each member not less than twenty-five (25) calendar days prior to each such meeting. Notification shall be in writing and shall be distributed via school tote bags, public posting at the school, and school publications.
- b. QUORUM: Dissolution must be approved by three-fourths of all voting members of record.
- c. VOTING: Each child enrolled in the Corporation shall represent one vote. Only members attending such a meeting are entitled to vote. Voting by proxy or attorney-in-face is not authorized and shall not be allowed.